



## **Council Meeting Agenda**

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **FULL COUNCIL** on the Monday, May 12, 2025, which will be held at the Roy Underdown Pavilion for the transaction of business as set out in the agenda below.

This meeting is open to members of the public. If you wish to participate you should contact the Clerk at Parish Office via [clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk)

Minute reference for the meeting will follow the following format +item number.

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### **AGENDA**

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#### **1 - Welcome**

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#### **2 - To Elect the Chair Of Hamble Parish Council for 2025-2026**

*Chris Jones*

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#### **2.1 - Receive the Chair's Declaration of Acceptance of Office**

*Clerk - Hamble Parish  
Council*

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#### **3 - Public Participation Session**

*Chris Jones*

A 15 minute window is available during the meeting for member of the public to briefly express a view or ask questions.

**4 - To Elect the Vice-Chair of Hamble Parish Council for 2025-2026**

*Chris Jones*

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**5 - Apologies for Absence**

Apologies  
Dispensations & Interests

*Chris Jones*

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**6 - Approve Minutes**

To approve the minutes from 14th April 2025

*Chris Jones*

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**7 - General Power of Competence**

“The Parish Council resolves from 12th May until the next relevant Annual Meeting of the Council, (May 2026) that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence”

*Chris Jones*

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**8 - Update from Chair of Council**

Brief update from the Chair

*Chris Jones*

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**9 - Audit & Finance**

To approve and agree as outlined all documents below

*Chris Jones*

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**9.1 - Internal Audit Final Letter Report**

To approve

*Chris Jones*

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**9.2 - To Agree & Approve the Annual Internal Audit Report**

*Chris Jones*

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**9.3 - To Agree & Approve the Annual Governance Statement**

The Chair and Clerk to Sign and date at Meeting

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**9.4 - To Agree & Approve the Accounting Statements**

The Chair to Sign the Accounting Statements

*Chris Jones*

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### **9.5 - To Agree the Date for Exercise of Public Rights**

*Chris Jones*

From Tuesday 3rd June 2024 to Monday 14th July  
Copy of notice attached

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### **9.6 - To Agree the Conflict of Interest Form from BDO LLP**

*Chris Jones*

To be signed by Clerk and Chair at Meeting

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### **9.7 - Review Effectiveness of Internal Audit 2024/2025**

*Chris Jones*

Resolve to agree that the internal controls are adequate and fit for purpose for the Parish Council in 2024/25

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### **9.8 - Monthly Financial Information**

*Chris Jones*

To approve the monthly cash and bank reconciliation

To receive the monthly list of payments

To receive financial management reports

To advise Council that there has been an small annual increase in the Memorial Hall rent for office space of 12.5%.

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### **10 - Agree Policies**

*Chris Jones*

To agree Policies as Outlined (these will be adopted in current format but reviewed as part of the Governance Review outlined at last months full Council meeting and brought back to Council as necessary)

- i. Standing Order
- ii. Financial Regulations
- iii. Members Code of Conduct
- iv. Freedom of Information Publication Scheme
- v. Complaints & Compliments Policy
- vi. Information & Data Protection Policy
- vii. Equality & Diversity Policy

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### **11 - To Appoint Membership to Committees & Working Groups**

*Chris Jones*

- I. Planning Committee - Chair & Members
- II. Assets Management Committee - Chair & Members
- III. Functions Working Group - Chair & Members
- IV. Cemex Defence Committee
- V. Review Panel
- VI. Foreshore Facilities Working Group

## **12 - Review & Agree Terms of Reference for Council Committees & Working Groups**

*Chris Jones*

- i. TOR for Planning Committee
- ii. TOR for Assets Management Committee
- iii. TOR for Functions Working Group
- iv. TOR for Cemex Defence Committee
- v. TOR for Review Panel
- vi. TOR for Foreshore Facilities Working Group

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## **13 - Asset Transfer**

*Chris Jones*

To agree to sign the Asset Transfer Forms and agree the appointment of Wellers Law Group to initiate this process

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## **14 - Insurance**

*Chris Jones, Serena Alexander*

To agree the annual Parish Council Insurance Policy

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## **15 - Exempt Business**

To consider passing a resolution under section 100a(4) of the local government act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of part 1 of schedule 12a of the act. the schedule 12a categories have been amended and are now subject to the public interest test, in accordance with the freedom of information act 2000. this came into effect on 1st March 2006. it is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

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## **16 - Hamble Airfield/Rule 6**

*Chris Jones*

To discuss financial position and invoices relating to Council and other Rule 6 Party members. Agree additional financial commitment and agree financial arrangement with the Residents Group

## APPENDICES

[2025-04-14 - Full Council - Minutes.docx](#)  
[Hamble Parish Council -Final Internal Audit Letter Report 2024-2025.pdf](#)  
[Bank Rec 1.pdf](#)  
[Bank Rec 3.pdf](#)  
[Bank Rec 4.pdf](#)  
[Bank Rec 5.pdf](#)  
[Bank Rec 6.pdf](#)  
[Payments List.pdf](#)  
[Salaries List.pdf](#)  
[Detailed Income Expenditure by Budget Heading 01 05 2025.PDF](#)  
[Standing-Orders-NALC-Model-March 2021.pdf](#)  
[HPC Financial Regs 2024.docx](#)  
[Code of Conduct for members.docx](#)  
[Publication Scheme.docx](#)  
[Complaints and Compliments.docx](#)  
[Information and data protection policy.docx](#)  
[Equality-and-Diversity 2024.pdf](#)  
[PLANNING COMMITTEE VERSION 0.3 APPROVED 10.08.20.pdf](#)  
[AMC TOR 250507 v5.doc](#)  
[Functions Working Group - Edition 2 - June 2024.docx](#)  
[Cemex Defence Committee.pdf](#)  
[Review Panel - TERMS OF REFERENCE 2024.docx](#)  
[Draft Terms of Reference for Foreshore WG.docx](#)  
[Draft Terms of Reference for EBC Asset Transfers WG v2.docx](#)

**Dated:** Friday, 09 May 2025

**Signed:** Helen Robinson, Clerk,

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton  
SO31 4JE. 023 8045 3422.

## Council Meeting

### Minutes

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

#### Minutes of the **Full Council** of **HAMBLE PARISH COUNCIL**

Meeting held on **Monday, April 14, 2025** at **19:00 - 21:30** in the **Roy Underdown Pavilion;  
Meeting Room**

Present: Chair Chris Jones, Simon Hand, Trevor Dann, Ian Underdown, Tony Moody, Malcolm Cross, Mark Venables

Apologies: Michelle Nicholson, Serena Alexander, Sue Kendall, Nick O'Donnell, Andy Thompson

Staff In Attendance: Clerk, Interim Officer

Partners & Consultants In Attendance: Claire Price

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Minute reference for the meeting will follow the following format (DD/MM/YYYY)+item number.

### **MINUTES**

#### **1 WELCOME**

The Chair Welcomed All.

Apologies from Cllr Nicholson, Cllr Kendall, Cllr O'Donnell, Cllr Thompson, Cllr Alexander

Dispensations for Cemex for Cllr Venables, Cllr Dann, Cllr Underdown

#### **2 APPROVE MINUTES**

Cllr Dann advised that there was an omission on the Minutes of last months meeting, it should have read

Dispensation for Cllr Dann for Cemex

**Resolved** to approve the minutes of the meeting held on 10<sup>th</sup> March 2025 by Cllr Underdown and seconded by Cllr Hand and all in favour

#### **3 PUBLIC PARTICIPATION**

No members of the Public were present

## 4 FORESHORE

Cllr Underdown stated that following the visit from P C Simon Peacock at last month's full council meeting, the Parish Council, stakeholder and residents did not recognise or agree with his appraisal.

They were concerned that the police will not be reactive to youth gatherings and will not be issuing dispersal orders, which in the view of the Parish and stakeholders, particularly the Harbour Master, this had been effective, so this is disappointing.

The Chair added that there had been escalation of what we have seen previously and the Parish would like to understand what they can do to pre-empt and manage the situation.

The police are withdrawing a level of resource and whether we can persuade them not to or whether we could consider having a presence? Would Hamble residents be willing to spend money on stewarding or youth services? What are the options for stewarding the area?

Cllr Underdown said he wished to propose that this Council would like Operation Aquatics meetings to reconvene so the relevant organisations meet to agree a consensus view of last season's behaviour on the foreshore and from last year's experience to work together to make further improvements for the benefit of our residents and visitors. Cllr Moody would like to support the proposal, so seconded this. **Resolved** to approve the above.

Cllr Moody added he would be against spending money on Stewarding and Cllr Dann suggested the Parish put up notices to call 999.

Cllr Moody added that maybe more CCTV would be helpful.

## 5 HAMBLE AIRFIELD/CEMEX DEFENCE COMMITTEE

The Chair stated that there had been four days of the Inquiry and it went very well.

Emma Westmacott and Mattew Waters did an exceptional amount of work and the legal team and the Barrister had also been excellent as had the interested parties.

He reminded that the grounds that the Rule 6 party can use are limited to those raised at the original regulatory committee, however, Highways is to follow in June. We will have to wait to see if the Inspector is minded to be open to the issues we are putting forward in a compelling way.

He reported that the site visit went well.

Cllr Underdown stated that the Parish Council will be facing large bills for this Inquiry, he asked when is the Cemex committee meeting so that we can ensure correct procedures and transparency for the auditor and residents.

The Parish council has agreed to spend no more than £30k and only pay bills if they are match funded.

The Chair then stated that it had been the intention to meet with the three main parties and he would progress this as quickly as possible and if necessary set up a Cemex Defence Committee meeting.

He reiterated that the Parish were expecting contributions from Hound & Bursledon of £5K each.

## 6 LGR AND ASSET TRANSFER

The Interim officer explained the maps and the areas that were up for transfer and mentioned the parcels of land in Coach Road and also Astral Gardens which had been recently provided.

She would be inviting Eastleigh officers to the next working group meeting, so they can answer questions.

Cllr Hand confirmed he had written to Cllr House and expressed an interest in any assets that are County owned in particular Hamble Holt and Allotments.

The Clerk asked for agreement in principle to appoint Wellers Law Group, who had been recommended by Eastleigh Town Council. Resolved to agree to appoint Wellers Law Group, Cllr Dann proposed and Cllr Cross seconded.

The Clerk mentioned the importance of comms on this matter and this should be aligned with the Borough's messaging, the Clerk would send to Smart Marketing.

## **7 COMMITTEES & WORKING GROUPS**

### **7.1 CHAIR UPDATE**

The Chair stated that it was good news that we have officially opened the play park at Mount Pleasant, it was lovely weather, the Deputy Lieutenant attended in his regalia and Iwan Thomas former Olympic Athlete was also there, the Parish would like to thank everyone who was involved but Iwan for his inspirational speech about his childhood experiences and the importance of spaces that children can let off steam like this.

He then stated he was aware that we needed to look at the plan for the Parish and what kind of future residents would like for Hamble including having some kind of answers for the Airfield depending on the outcome.

### **7.2 ASSETS UPDATE**

The Clerk read the update on behalf of the Chair of Assets

The playpark is completed and a grand opening was held on the 31<sup>st</sup> March. We are still considering some additional extra equipment for younger children. Quotes awaited.

MP Pavilion – the lean to is now removed and quotes being obtained for additional work.

Assets major projects status see attached. A draft annual plan has been drawn up and is under review by the Clerk before circulation.

At current there is a small delay to projects due to a busy office and recent departure of key personnel

The Clerk asked for ratification of a delegated decision made by the Chair of Assets and the Clerk to purchase three bins to the value of £1,500 using their delegated authority under Financial Regs.

**Resolved** to approve by Cllr Underdown Proposed and Cllr Cross seconded and all in favour of the delegated decision

### **7.3 PLANNING UPDATE**

The Chair of Planning mentioned that the major item for this Council and the Planning Committee was Devolution and Local Government Re-organisation.

He highlighted the controversial planning application for Rope Walk which was asked to be referred to the Local Area Committee due to safety concerns around the vehicle access. Cllr Cross said this had been noted.

The Police fencing was also noted but this had been given approval.

## 7.4 FUNCTIONS WORKING GROUP UPDATE

The Clerk updated on behalf of the Chair of Assets, she confirmed that Annual Increments had been implemented for those staff it applied to.

She advised the Grounds & Maintenance Operative's role had been filled and that Matthew Lang who had joined today on a 30 hour contract.

She advised that the Parish was advertising for three roles, Reception, Admin & Finance Assistance, Deputy Clerk and Operations & Facilities Officer, she explained the timescales and the risk to Council not to recruit good quality staff.

Emma Abrahams had left the Parish Council and the Clerk thanked her for her service and wished her well in her new role at another Parish Council.

She mentioned that appraisals were due but due to staffing shortages currently these would be delayed.

## 7.5 BHH & LAC

Cllr Cross advised that £33,804 had been secured for interpretation panels through the Local Area Committee from Developers Contributions. He thanked the Clerk for securing these monies.

It was agreed that due to her experience on this, the Clerk would lead a small group to comprise of Cllr Underdown, Cllr Alexander and Claire Price from SmartMarketing to progress this matter.

Cllr Dann would like to progress an idea that may constitute public art which was related to a dog stick and ball library, he would speak with the Clerk about possible funding.

## 7.6 MOUNT PLEASANT

The Chair said that the Parish had succeeded with what we'd set out to do in refurbishing the Play Park park and completed this project.

He recommended that we dissolve the existing Working Group now that the committee has ended and revisit this as there were a number of considerations including the 3G Pitch and pavilion. Cllr Jones proposed and Cllr Moody seconded and all in favour to dissolve the Mount Pleasant Working Group.

To ratify the final amount on the additional works to the playground which was approved at the extraordinary meeting in January but changed from the Quote to the Invoice by £1,679.86 due to ground work costs. This reduced the amount left for CCTV to £4,121.14. **Resolved** to approve Cllr Underdown and seconded by Cllr Hand and all in favour.

The Clerk mentioned the feeling of some of the community regarding the lack of toddler equipment in the Park and that Cllr Nicholson and Cllr Alexander were intending to raise this, this evening to look at whether there was funding available. Given their absence the Chair asked that this was brought back next month, however, the general feeling was that what had been provided was on brief.

Cllr Underdown asked if we could consider using public arts funding to design a piece of bespoke toddler equipment?

## 8 STANDING ITEMS

The Clerk advised there had been a small incident in relation to Sparky and windscreen damage as well as a broken part on a bin lorry. This was with our insurers.

## 8.1 HEALTH & SAFETY

Nothing to report

## 8.2 OPERATIONAL FINANCE

In Finance section as this is year end.

## 9 HAMBLE PARISH GOVERNANCE

The Chair had spent time looking at what the role of a Councillor, where do we fit, collectively we need to make sure we all have the understanding.

Lots of elements of Governance that get reviewed annually but this Council needs to decide which one's are our priorities. Particularly, to understand what's in our code of conduct and declaring interests.

The Chair gave a handout explaining the evolution of the Local Government Act 1972 and the Localism Act 2011 which is the duties of public servants to be transparent. He mentioned how H & S and GDPR impacts on the Council. He then mentioned the Standing Orders and Policies & Procedures.

Sitting at the centre is the Code of Conduct, which in essence be Respectful to People, Protect the Parish and be fair. Priority is to look at our Code of Conduct and make sure we know the 'rules'.

He then outlined the difference between pecuniary interests which were declarable by law and personal interests, which he suggests Council should declare but there is no statutory obligation.

The chaired asked for a willingness to look at the policies and prioritise documents. Differentiate between pecuniary and personal interests and in the coming months look at the top priorities.

Cllr Moody left the meeting 20.22pm and rejoined at 20.25pm

Cllr Hand congratulated the Chair for bringing this item to the agenda.

## 10 AGREE MEETING DATES

The Clerk shared the suggested meeting dates for 25/26. **Resolved** to approve by Cllr Hand and Cllr Venables seconded and all in favour.

## 11 INTERIM INTERNAL REPORT

The Clerk read out the actions and these were noted by Council.

## 12 ACCOUNTS AND FINANCIAL REPORTS

The Clerk took Council through the Income & Expenditure report and where the Council had finished the Financial year 24/25.

The Chair congratulated the Clerk and the Team for getting us through a difficult year with a positive outcome.

**Resolved** to approve the cash book and reconciliations and associated reports. Cllr Cross proposed and Cllr Dann seconded and all in favour.

### **13 EXEMPT BUSINESS**

To consider passing a resolution under section 100a(4) of the local government act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of part 1 of schedule 12a of the act. the schedule 12a categories have been amended and are now subject to the public interest test, in accordance with the freedom of information act 2000. this came into effect on 1st March 2006. it is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

Cllr Underdown Proposed and Cllr Dann seconded to move to Exempt Business.

Claire Price from SmartMarketing remained in the meeting for Item 14 Community Awards.

The Interim Officer also remained for Items 14 and 15

### **14 COMMUNITY AWARDS JUDGING**

The nominations were discussed and voting took place to chose the winning nominations. This is recorded separately in confidential minutes.

Claire Price left the meeting after the Community Judging

### **15 COUNCIL LEASES**

The Chair outlined one of the leases

Cllr Dann left the room at 21.00pm and returned at 21.02pm

It was agreed that the second lease would be discussed at the next meeting, as Council needed more time to look at the questions being asked.

### **16 H R**

The Clerk updated on staffing matters and took Council through a document. This was agreed and it was Resolved to approve this, Proposed Cllr Underdown and seconded Cllr Hand, Cllr Moody abstained all others in favour.

The Clerk left the meeting and the Chair took minutes of a discussion in relation to the Clerk. Due to the confidential nature of this matter, the minutes of this are recorded separately.

Meeting ended at **21:20**

CHAIR \_\_\_\_\_

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# LIGHTATOUCH

7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.  
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

02 May 2025

**The Parish Clerk**

**Hamble Parish Council**

**Hamble Village Memorial Hall  
2 High Street  
Hamble-Le-Rice, SO31 4JE**

Dear Helen

**Final Internal Audit Review:  
Hamble Parish Council – covering March 2025 and Year End procedures**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor’s Report on the 2024-2025 Accountability and Governance Annual Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- ‘Accountability and Governance for Smaller Authorities – A Practitioners’ Guide (England)’ 2024
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2024-2025 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

The Parish Clerk has provided back-up information from RBS Omega Software for the period March 2025 and End of Year details to support the current governance and financial management position of the Council.

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Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulations 2015 from the Council's Website.

As we have carried out an Interim Internal Audit visits in 2024-2025, we are also using the information already recorded from these visits to complete the internal control objectives on the (AGAR) Internal Audit Report.

Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from the previous reviews. This is acceptable practice for the External Auditor.

We have recorded in the previous internal audit reports the continuing workload pressures for the Parish Council whilst carrying staff vacancies as it prepares for the Cemex planning appeal. We are pleased to note since the last internal audit visit a new administrative assistant has been appointed which will provide support to the Parish Clerk.

We have also noted that the Parish Clerk on her recently completed her Cilca qualification which will now allow the Parish Council to meet the criteria for the General Power of Competence. ***(Audit Note: We understand this will be an agenda item at the May 2025 Parish Council meeting).***

New requirements to be introduced into the Practitioners Guide 2025 and applied from April 2025 require all Council to introduce an IT Policy. ***(Audit Note: We have discussed this with the Parish Clerk and would recommend that this is introduced in line with the new requirements shown in the Practitioners Guide 2025 paragraph 5.122 during 2025-2026)***

As part of this final Internal Audit Review, we checked:

**Bank Reconciliations**

- the Bank Reconciliation at 31 March 2025 was re-performed and no errors were noted.

**Income and Expenditure**

- all income and expenditure items as at 31 March 2025 were confirmed and details are accurate to the records held by Council.

**Risk Assessment 2024-2025**

- the risks of the Parish Council were reviewed in September 2024 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2024) is met.

**Parish Council Minutes**

- Minutes of the Council were checked for approvals and decisions made and approval of payments was checked for March 2025.

**Asset Register**

- The Asset Register at 31 March 2025 was reviewed and additions for 2024-2025 were agreed.

**End of Year Procedures 2024-2025**

A full check was carried out on the End of Year documentation provided by Parish Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included

May 8, 2025

Page 3

the validation of any variances of totals over 15% between 2023-2024 and 2024-2025 shown on Section 2 of the AGAR as required by the External Auditor.

The 2024-2025 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2024.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.

***(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).***

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

We are pleased to report that the various records and procedures in place for the Council provide an adequate standard of control.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,  
Tim Light FMAAT  
Internal Auditor.

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 1 - Barclays Current A/C 070978787

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclaus Current A/C 070978787	30/04/2025	10	23,152.54
			<u>23,152.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,152.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,152.54
		<b>Balance per Cash Book is :-</b>	<b>23,152.54</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H. Robinson Signed [Signature] Date 7/5/25

**Signatory 2:**

Name B. Digweed Signed [Signature] Date 7/5/25

THE OFFICIALS  
HAMBLE-LE-RICE PARISH COUNCIL  
PARISH COUNCIL OFFICE  
MEMORIAL HALL  
HAMBLE-LE-RICE  
SOUTHAMPTON  
SO31 4JE

## Your Business accounts – at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

### Your balances on 30 April 2025

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#### Business Current Accounts

Business Current Account Statement	£23,152.54
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Sort Code 20 79 29 - Account No 70978787

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#### Business Savings Accounts

Business Premium Account	£5,180.69
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Sort Code 20 79 29 - Account No 60854980

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This is the end of your account summary.

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 3 - Barclays Premium Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BUSINESS PREMIUM	30/04/2025	3	5,180.69
			<u>5,180.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,180.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,180.69
		<b>Balance per Cash Book is :-</b>	<b>5,180.69</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H. ROBINSON Signed [Signature] Date 7/5/25

**Signatory 2:**

Name B. DEWEED Signed [Signature] Date 7/5/25

THE OFFICIALS  
HAMBLE-LE-RICE PARISH COUNCIL  
PARISH COUNCIL OFFICE  
MEMORIAL HALL  
HAMBLE-LE-RICE  
SOUTHAMPTON  
SO31 4JE

## Your Business accounts – at a glance

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### Your balances on 30 April 2025

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#### Business Current Accounts

Business Current Account Statement	£23,152.54
------------------------------------	------------

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Sort Code 20 79 29 • Account No 70978787

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#### Business Savings Accounts

Business Premium Account	£5,180.69
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Sort Code 20 79 29 • Account No 60854980

This is the end of your account summary.

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 4 - EBC High Interest Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
EBC High Interest	30/04/2025	1	133,465.73
			<u>133,465.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			133,465.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			133,465.73
		<b>Balance per Cash Book is :-</b>	<b>133,465.73</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name H. ROBINSON Signed [Signature] Date 7/5/25

Signatory 2:

Name B. DICKWEED Signed [Signature] Date 7/5/25

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 5 - CCLA Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Deposit Fund	30/04/2025		205,883.64
			<u>205,883.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			205,883.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			205,883.64
		<b>Balance per Cash Book is :-</b>	<b>205,883.64</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name H C ROSMUSON Signed A Cleburn Date 8/5/25

Signatory 2:

Name B. Dignwood Signed B. Dignwood Date 8/5/25

## Statement of Account

Mrs Helen C Robinson  
Hamble Parish Council  
Memorial Hall  
Hamble  
Southampton  
Hampshire  
SO31 4JE

5 May 2025

Account name: **HAMBLE LE RICE PARISH COUNCIL**  
Account number: XXXXXXXXXX  
Statement period: **31/03/2025 to 30/04/2025**

### Account summary

Total valuation as at 30 April 2025 **£205,883.64**  
Total valuation as at last statement at 31 March 2025 **£105,480.66**

### Holdings as at 30 April 2025

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	205,883.6400	£1.00	£205,883.64
<b>Total value</b>			<b>£205,883.64</b>

### Transactions for the period from 31 March 2025 to 30 April 2025

#### The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/04/2025	Income Reinvestment	402.9800	£1.0000	£402.98
03/04/2025	Withdrawal	-80,000.0000	£1.0000	-£80,000.00
10/04/2025	Deposit	15,000.0000	£1.0000	£15,000.00
10/04/2025	Deposit	50,000.0000	£1.0000	£50,000.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk    Freephone 0800 022 3505    www.ccla.co.uk

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 6 - Barclaycard Commercial

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclaycard Commercial	30/04/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name H ROBINSON Signed  Date 7/5/25

Signatory 2:

Name B DIQWEED Signed  Date 2/5/25

SUMMARY FOR HAMBLE-LE-RICE PARISH COUNCIL

BARCLAYCARD COMMERCIAL  
PO BOX 4000  
SAFFRON ROAD  
WIGSTON, LE18 9EN

Tel: 0800 008 008  
Outside UK: +44 1604 269452  
ROI: 1800 849 123  
Online: [www.barclaycard.co.uk/commercial](http://www.barclaycard.co.uk/commercial)

Company reference: 5476761028244565  
Statement date: 21 April 2025  
Page number: 1 of 2  
Monthly spend limit: £4,000.00

Date of previous statement: 21 March 2025  
Previous balance: £17.55  
Payment received: £17.55 CR  
Total of charges and adjustments: £0.00  
Total of new spending: £0.00  
New balance: £0.00  
Minimum payment: £0.00  
Available to spend: £4,000.00

Total cashback earned this month (£): 0.00  
Total cashback earned since anniversary (£): 0.07  
Cashback redeemed (£): 0.00

Interest information

Total of next months estimated interest : £0.00

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	0.00	1.975%	0.00	
CASH	0.00	2.388%	0.00	
<b>Totals</b>	<b>£0.00</b>		<b>£0.00</b>	

Simple Standard Rate p.a: 23.70% (26.5% compound equivalent)

Simple Cash Rate p.a: 28.65% (32.7% compound equivalent)

\* See reverse for details

Payments, charges and adjustments

BALANCE FROM PREVIOUS STATEMENT

17.55

Total of payment, charges and adjustments

£0.00

15 Apr 2025 DIRECT DEBIT PAYMENT THANK YOU

17.55 CR

New balance

£0.00

Paid in by and date

0.00

16 May 2025

bank giro credit ABC

0.00

5476761028244565

Please make your cheque payable to Barclaycard Commercial and include your company reference number on the payee line.

Cashier's Stamp and Initials

G 003082 BBA2494A 42388  
MRS ROBINSON  
HAMBLE-LE-RICE PARISH COUNCIL  
2 PARISH OFFICE  
HIGH STREET  
HAMBLE  
SOUTHAMPTON  
SO31 4JE



Barclays Bank PLC  
Automated Bulk Credit Clearing  
Barclaycard  
Commercial  
04-06

25-16-29

Total Cash \*

Cheques +

£


Please do not write or mark below this line - Please enclose this with your payment

1/2  
005005 BBA2494A Page 1 of 2

Paragon cc.1105

## List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	WYBONE	WEB-6587	1,571.36		steel litter bin
03/04/2025	WYBONE	WEB-6597	161.96		rat mod on bins
03/04/2025	Hampshire Pension	PENSION	3,373.72		Hampshire Pension Month 12
03/04/2025	HMRC PAYE/NIC	SALARIES	3,418.30		PAYE NIC Salaries Month 12
03/04/2025	DWP Debt Management	SALARIES	18.30		DWP Payment C Garley
03/04/2025	Emma Abrahams	29032025	97.50		newsletter delivery
03/04/2025	Emma Abrahams	290325	97.50		cemex leaflet delivery
03/04/2025	HAMPSHIRE COUNTY COUNCIL	58316009	76.96		cleaning equipment
03/04/2025	Kompan LTD	260523	3,308.38		mount pleasant new park
03/04/2025	Kompan LTD	260375	120,000.00		mount pleasant new park
03/04/2025	HAMBLE VILLAGE MEMORIAL	INV-5341	1,564.91		office rental and electric
03/04/2025	sgs heating and electrical ltd	255529	601.66		boiler parts and labour
03/04/2025	CLOUDY GROUP LTD	INV-7190	206.40		laptop repairs
03/04/2025	EASTLEIGH BOROUGH COUNCIL	03038670	60.48		dog waste bin
03/04/2025	Worknest Limited	SINV082156	4,168.72		combined core 3year, elearning
03/04/2025	Worknest Limited	SINV082402	236.00		insurance and admin fee
03/04/2025	CLOUDY GROUP LTD	INV-D-0705	749.28		IT costs
03/04/2025	Vicky Mansfield	210325	97.50		cemex leaflet delivery
03/04/2025	Vicky Mansfield	280325	97.50		delivery of news letters
03/04/2025	Alex Robinson	01042025	97.50		newsletter delivery
04/04/2025	Barclays Bank Plc	VISA	10.49		Bank charges 130225 to 120325
08/04/2025	Kompan LTD	260522	21,035.41		mount pleasant play area
08/04/2025	Domestic Darlings - Susan Mehe	INV-29818	1,014.00		commercial cleaning
08/04/2025	R.A. Redman	1022752	172.18		supply and fit boiler parts
08/04/2025	ENGRAVING & SIGN	INV-6100	102.00		sign for mount pleasant park
08/04/2025	DESIGN & PRINT	INV-2503/4	639.00		april newsletter
08/04/2025	Hamble Valley Garden Services	27032025	300.00		tree works
08/04/2025	Finn Whitaker Veryard	300325	97.50		newsletter delivery
08/04/2025	Rialtas Business Solutions LTD	SM31755	208.80		asset inventory annual support
08/04/2025	Rialtas Business Solutions LTD	SM31752	139.20		vat submissions
08/04/2025	Rialtas Business Solutions LTD	SM31754	139.20		allotment software
08/04/2025	Rialtas Business Solutions LTD	SM31751	1,270.80		omega cashbook annual support
09/04/2025	Hamble Catering Ltd	8505	68.55		flying boat team breakfast
09/04/2025	Smart MarketingManagement Limi	INV-4029	1,080.00		marketing and comms support
09/04/2025	TUDOR ENVIRONMENTAL	IN0384522	305.92		1331/TUDOR ENVIRONMENTAL
09/04/2025	DCK Accounting Solutions	TPC11742	675.00		year end closedown
09/04/2025	CCLA Deposit Fund	Precept	50,000.00		Payment of Precept
09/04/2025	CCLA Deposit Fund	Precept	15,000.00		Payment of Precept
11/04/2025	CCLA Deposit Fund	Precept	65,000.00		Payment of Precept
11/04/2025	CCLA Deposit Fund	Precept	70,000.00		Payment of Precept
11/04/2025	Amazon.co.uk	GB532KKJAB	7.24		lanyard
11/04/2025	Amazon.co.uk	GB532KC0AB	28.91		tea bags
11/04/2025	Amazon.co.uk	GB5327X7AB	8.63		milton fluid for office

## List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/04/2025	Amazon.co.uk	GB352K8TAB	3.54		cleaning spray
14/04/2025	Amazon.co.uk	GB533ICTAB	13.51		office supplies
15/04/2025	Barclaycard Commercial	April 2025	17.55		April 2025 Statement
15/04/2025	Amazon.co.uk	GB5368LEBE	16.48		office supplies
15/04/2025	Amazon.co.uk	GB5368L7AB	7.15		office supplies
17/04/2025	BRITISH GAS BUSINESS	10718826	350.69		gas bill RUP
23/04/2025	Bernadette Digweed	160425	240.00		purchase of plants for HPC
23/04/2025	Southampton Trophies and Engra	INV-7383	62.40		bench plaque
23/04/2025	HAMPSHIRE ASSOC OF LOCAL	INV-7214	1,132.00		HALC and NALC fees
23/04/2025	Hamble-Warsash Ferry	2095	396.00		slipway cleaning
23/04/2025	J Humphrey Associates	4953	156.00		accountancy
23/04/2025	feul proof Ltd	QU068646	1,213.20		water bowser order
24/04/2025	TELEFONICA UK LTD	36753014	111.49		telephone charges
25/04/2025	CANON UK LTD	41271-2	137.57		photocopier use
25/04/2025	Salaries	SALARIES	12,630.43		Monthly Salaries - April 2025
28/04/2025	John Deere Financial	BACS	540.92		Monthly Vehicle Rental 2025-26
28/04/2025	Everflow Utilities	4216951	287.62		utilities RUP
28/04/2025	BRITISH GAS BUSINESS	10808818	57.99		electric bill the quay
28/04/2025	BRITISH GAS BUSINESS	10809223	60.30		electric bill MP
28/04/2025	BRITISH GAS BUSINESS	108088087	116.48		electric bill RUP
29/04/2025	Whiteley Electrical	HPC0110425	60.00		MP electrical works
29/04/2025	HMRC PAYE/NIC	SALARIES	4,306.74		HMRC PAYE/NIC
29/04/2025	Hampshire Pension	PENSION	3,796.55		Hampshire Pension - Month 1
<b>Total Payments</b>			<b>393,021.37</b>		

**Payment Summary (Part 1) Landscape**

Tax Month : 1    Week : 4    Payment Frequency: Monthly

Eee Ref Name	Employee Name	Total Gross	Taxable Gross	Pre-Tax Payment	Pre-Tax Ded'n	Student/Postgrad Loan	PAYE	Employee NIC	Employee Pension*	SSP	Parental Payments	Post-Tax Payment	Post-Tax Ded'n	B/F	C/F	Net Pay
25	A Fejzo	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
26	M Cowley	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
31	HC Robinson	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
32	EL Abrahams	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
34	C Garley	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
35	BE Digweed	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
37	S Lines	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
39	MJ Lang	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	0.00	0.00	0.00	[REDACTED]
8	Employees	<u>15862.27</u>	<u>15005.30</u>	<u>15862.27</u>	<u>0.00</u>	<u>0.00</u>	<u>1803.86</u>	<u>574.01</u>	<u>856.97</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12630.43</u>

\*Please note this value does not include any contribution made to a salary sacrifice pension scheme.

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b>100 Staff Costs</b>							
4000 Gross Salaries	168,247	0	215,000	215,000		215,000	0.0%
4001 Ers NIC Contributions	16,851	0	26,000	26,000		26,000	0.0%
4002 Ers Pension Costs	34,686	0	45,000	45,000		45,000	0.0%
Staff Costs :- Indirect Expenditure	<b>219,785</b>	<b>0</b>	<b>286,000</b>	<b>286,000</b>	<b>0</b>	<b>286,000</b>	
<b>Net Expenditure</b>	<b>(219,785)</b>	<b>0</b>	<b>(286,000)</b>	<b>(286,000)</b>			
<b>101 Administration</b>							
1076 Precept	292,823	183,125	366,250	183,125			50.0%
1090 Interest Received	10,209	(403)	8,000	8,403			(5.0%)
1115 Admin Fee - Use of HPC Facilit	250	250	350	100			71.4%
1900 Miscellaneous Income	692	0	0	0			0.0%
Administration :- Income	<b>303,974</b>	<b>182,972</b>	<b>374,600</b>	<b>191,628</b>			<b>48.8%</b>
4003 Payroll Costs	444	0	605	605		605	0.0%
4005 Health & Safety	1,050	0	0	0		0	0.0%
4008 Contractor Costs	2,400	0	1,500	1,500		1,500	0.0%
4009 iZettle Fee	1	0	0	0		0	0.0%
4010 Staff Training	2,864	3,474	3,000	(474)		(474)	115.8%
4012 Miscellaneous Staff Costs	92	0	0	0		0	0.0%
4013 Office Refreshments	145	29	100	71		71	28.9%
4015 Advertising	(488)	0	0	0		0	0.0%
4016 Clerk's Casual Expenditure	280	57	1,000	943		943	5.7%
4025 Stationery	702	37	300	263		263	12.3%
4030 Postage	142	0	0	0		0	0.0%
4040 Subscriptions	1,349	1,132	1,500	368		368	75.5%
4041 Office Rent	6,294	1,565	6,000	4,435		4,435	26.1%
4045 Photocopy Costs	403	6	480	474		474	1.2%
4060 Telephone	1,381	113	1,400	1,287		1,287	8.1%
4062 Software Costs	15,573	796	15,000	14,204		14,204	5.3%
4065 Insurance	9,071	197	10,000	9,803		9,803	2.0%
4078 Alarm	276	0	0	0		0	0.0%
4095 New Office Equipment	1,166	10	100	90		90	10.1%
4105 Bank Charges	307	10	250	240		240	4.2%
4110 Professional Fees	1,131	0	0	0		0	0.0%
4111 Legal Fees	901	0	0	0		0	0.0%
4112 Audit Fees	1,873	(1,615)	0	1,615		1,615	0.0%
4115 Accountancy Fees	2,904	1,796	600	(1,196)		(1,196)	299.3%
4118 Leases HCFC	0	(265)	0	265		265	0.0%
4121 Prof'l Fees Planning Appeal	5,098	0	0	0		0	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4200 Members Training	146	0	200	200		200	0.0%
4220 Election Costs	24	0	1,000	1,000		1,000	0.0%
4253 V Mag Contract Editorship	8,532	900	10,000	9,100		9,100	9.0%
4254 Newsletter delivery	4,090	899	4,000	3,101		3,101	22.5%
4375 Noticeboards & Signs	101	0	0	0		0	0.0%
Administration :- Indirect Expenditure	<b>68,253</b>	<b>9,142</b>	<b>57,035</b>	<b>47,893</b>	<b>0</b>	<b>47,893</b>	<b>16.0%</b>
<b>Net Income over Expenditure</b>	<b>235,721</b>	<b>173,830</b>	<b>317,565</b>	<b>143,735</b>			
6000 plus Transfer from EMR	5,179	0	0	0			
6001 less Transfer to EMR	35,000	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>205,900</b>	<b>173,830</b>	<b>317,565</b>	<b>143,735</b>			
<b>102 Civic &amp; Archives</b>							
1326 Bench sponsorship	1,400	0	4,000	4,000			0.0%
Civic & Archives :- Income	<b>1,400</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>			<b>0.0%</b>
4203 Festive Decorations	333	0	350	350		350	0.0%
4205 Civic Costs	148	0	150	150		150	0.0%
4210 Festive Lighting	4,750	0	6,000	6,000		6,000	0.0%
4211 Park Sport contribution	333	0	350	350		350	0.0%
4212 Youth Outreach	3,751	0	5,000	5,000		5,000	0.0%
4213 Hire of facilities/premises	0	(42)	0	42		42	0.0%
4315 Memorial Seats and Benches	74	0	0	0		0	0.0%
Civic & Archives :- Indirect Expenditure	<b>9,388</b>	<b>(42)</b>	<b>11,850</b>	<b>11,892</b>	<b>0</b>	<b>11,892</b>	<b>(0.4%)</b>
<b>Net Income over Expenditure</b>	<b>(7,988)</b>	<b>42</b>	<b>(7,850)</b>	<b>(7,892)</b>			
<b>103 Publications</b>							
1130 V Mag Adverts	3,342	475	3,000	2,525			15.8%
Publications :- Income	<b>3,342</b>	<b>475</b>	<b>3,000</b>	<b>2,525</b>			<b>15.8%</b>
4250 V Mag Printing	7,080	0	7,500	7,500		7,500	0.0%
Publications :- Indirect Expenditure	<b>7,080</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>0</b>	<b>7,500</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>(3,738)</b>	<b>475</b>	<b>(4,500)</b>	<b>(4,975)</b>			
<b>104 Car Parking</b>							
1140 Car Park Income	50,437	2,420	48,000	45,580			5.0%
1142 Clock Permits	3,539	125	4,500	4,375			2.8%
Car Parking :- Income	<b>53,976</b>	<b>2,545</b>	<b>52,500</b>	<b>49,955</b>			<b>4.8%</b>

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4017 3C Payments	95	0	250	250		250	0.0%
4105 Bank Charges	98	0	0	0		0	0.0%
4271 Car Park Maintenance	344	0	0	0		0	0.0%
4273 Printing Clock Permits	800	0	850	850		850	0.0%
Car Parking :- Indirect Expenditure	<b>1,337</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>	<b>0</b>	<b>1,100</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>52,639</b>	<b>2,545</b>	<b>51,400</b>	<b>48,855</b>			
<u>105 St. Andrews Cemetery</u>							
1150 Burial Fees	7,000	0	6,000	6,000			0.0%
1151 Memorial Fees	2,475	900	2,000	1,100			45.0%
1152 Grant Exclusive Rights	6,455	0	7,000	7,000			0.0%
St. Andrews Cemetery :- Income	<b>15,930</b>	<b>900</b>	<b>15,000</b>	<b>14,100</b>			<b>6.0%</b>
<b>Net Income</b>	<b>15,930</b>	<b>900</b>	<b>15,000</b>	<b>14,100</b>			
<u>107 Grant Expenditure</u>							
4280 Grants S 137	1,017	0	3,000	3,000		3,000	0.0%
Grant Expenditure :- Indirect Expenditure	<b>1,017</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>(1,017)</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>			
<u>108 Grounds Maintenance</u>							
1906 Sales - obsolete grounds equip	6,000	0	0	0			0.0%
Grounds Maintenance :- Income	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			
4006 Protective Clothing & Equip.	714	264	600	336		336	44.0%
4081 Refuse/Litter	4,603	991	5,000	4,009		4,009	19.8%
4315 Memorial Seats and Benches	(131)	0	0	0		0	0.0%
4325 Machinery Maintenance	254	0	1,000	1,000		1,000	0.0%
4336 Ground Fuel	1,338	0	1,500	1,500		1,500	0.0%
4350 New Tools & equip	1,119	119	100	(19)		(19)	118.7%
4360 Vehicle Hire	5,833	451	14,000	13,549		13,549	3.2%
4370 Dog Bin Emptying	776	0	500	500		500	0.0%
4382 Grounds Maintenance	1,251	0	0	0		0	0.0%
4387 Trees Management	2,236	300	3,500	3,200		3,200	8.6%
4398 Plants & shrubs	789	0	500	500		500	0.0%
Grounds Maintenance :- Indirect Expenditure	<b>18,782</b>	<b>2,124</b>	<b>26,700</b>	<b>24,576</b>	<b>0</b>	<b>24,576</b>	<b>8.0%</b>
<b>Net Income over Expenditure</b>	<b>(12,782)</b>	<b>(2,124)</b>	<b>(26,700)</b>	<b>(24,576)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>110 Office</u>							
4550 Office Alarm	242	0	0	0		0	0.0%
Office :- Indirect Expenditure	<b>242</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>(242)</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<u>201 Mt. Pleasant Rec. Ground</u>							
1200 Pitch Hire	885	468	1,000	533			46.8%
Mt. Pleasant Rec. Ground :- Income	<b>885</b>	<b>468</b>	<b>1,000</b>	<b>533</b>			<b>46.8%</b>
4050 Electricity	0	57	0	(57)		(57)	0.0%
4382 Grounds Maintenance	(614)	0	0	0		0	0.0%
4383 Play Equipment Maintenance	0	85	100	15		15	85.0%
4384 Sports Equipment Maintenance	950	60	200	140		140	30.0%
Mt. Pleasant Rec. Ground :- Indirect Expenditure	<b>336</b>	<b>202</b>	<b>300</b>	<b>98</b>	<b>0</b>	<b>98</b>	<b>67.5%</b>
<b>Net Income over Expenditure</b>	<b>549</b>	<b>265</b>	<b>700</b>	<b>435</b>			
6000 plus Transfer from EMR	0	85	0	(85)			
<b>Movement to/(from) Gen Reserve</b>	<b>549</b>	<b>350</b>	<b>700</b>	<b>350</b>			
<u>202 College Playing Fields</u>							
1200 Pitch Hire	7,235	(330)	6,000	6,330			(5.5%)
College Playing Fields :- Income	<b>7,235</b>	<b>(330)</b>	<b>6,000</b>	<b>6,330</b>			<b>(5.5%)</b>
4382 Grounds Maintenance	3,410	411	6,000	5,589		5,589	6.8%
4384 Sports Equipment Maintenance	41	0	0	0		0	0.0%
College Playing Fields :- Indirect Expenditure	<b>3,451</b>	<b>411</b>	<b>6,000</b>	<b>5,589</b>	<b>0</b>	<b>5,589</b>	<b>6.8%</b>
<b>Net Income over Expenditure</b>	<b>3,784</b>	<b>(741)</b>	<b>0</b>	<b>741</b>			
<u>203 HPCF Hamble Lane</u>							
1200 Pitch Hire	240	0	0	0			0.0%
HPCF Hamble Lane :- Income	<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Net Income</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<u>204 Other Recreational Areas</u>							
1907 Retained DDF deposits	0	100	0	(100)			0.0%
Other Recreational Areas :- Income	<b>0</b>	<b>100</b>	<b>0</b>	<b>(100)</b>			
4069 ANNUAL RENT	40	0	0	0		0	0.0%
Other Recreational Areas :- Indirect Expenditure	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Income over Expenditure</b>	<b>(40)</b>	<b>100</b>	<b>0</b>	<b>(100)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b>205 Allotments</b>							
1250 Allotment Rental Income	1,955	0	1,957	1,957			0.0%
1251 Key Deposits	100	(10)	0	10			0.0%
Allotments :- Income	<b>2,055</b>	<b>(10)</b>	<b>1,957</b>	<b>1,967</b>			<b>(0.5%)</b>
4052 Water Rates	(19)	0	0	0	0	0	0.0%
4380 Repairs & Maintenance	174	0	0	0	0	0	0.0%
4382 Grounds Maintenance	166	0	200	200	200	200	0.0%
4450 Allotment Land Rent HCC	40	0	40	40		40	0.0%
Allotments :- Indirect Expenditure	<b>362</b>	<b>0</b>	<b>240</b>	<b>240</b>	<b>0</b>	<b>240</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>1,693</b>	<b>(10)</b>	<b>1,717</b>	<b>1,727</b>			
<b>209 Res. Capital Projects</b>							
1100 Grants Received	127,250	0	0	0			0.0%
Res. Capital Projects :- Income	<b>127,250</b>	<b>0</b>	<b>0</b>	<b>0</b>			
4346 New Play Equipment	120,286	0	0	0	0	0	0.0%
Res. Capital Projects :- Indirect Expenditure	<b>120,286</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Income over Expenditure</b>	<b>6,964</b>	<b>0</b>	<b>0</b>	<b>0</b>			
6000 plus Transfer from EMR	120,286	0	0	0			
6001 less Transfer to EMR	127,250	44,000	0	(44,000)			
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(44,000)</b>	<b>0</b>	<b>44,000</b>			
<b>301 Foreshore Dinghy Park</b>							
1260 Dinghy Park Income	31,703	2,071	35,000	32,929			5.9%
Foreshore Dinghy Park :- Income	<b>31,703</b>	<b>2,071</b>	<b>35,000</b>	<b>32,929</b>			<b>5.9%</b>
4105 Bank Charges	513	33	0	(33)	(33)	(33)	0.0%
4382 Grounds Maintenance	15	0	0	0	0	0	0.0%
4501 Dinghy Stickers	150	0	125	125	125	125	0.0%
Foreshore Dinghy Park :- Indirect Expenditure	<b>678</b>	<b>33</b>	<b>125</b>	<b>92</b>	<b>0</b>	<b>92</b>	<b>26.8%</b>
<b>Net Income over Expenditure</b>	<b>31,026</b>	<b>2,037</b>	<b>34,875</b>	<b>32,838</b>			
<b>302 Foreshore (General)</b>							
1141 Electricity use - Foreshore	80	0	0	0			0.0%
1143 Foreshore Events	1,198	0	1,200	1,200			0.0%
1321 Angelfish (Soton) Ltd Rent	3,608	0	3,400	3,400			0.0%
1323 Angelfish Waste Contribution	360	0	720	720			0.0%

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
1326 Bench sponsorship	172	365	0	(365)			0.0%
1900 Miscellaneous Income	417	(42)	0	42			0.0%
<b>Foreshore (General) :- Income</b>	<b>5,835</b>	<b>323</b>	<b>5,320</b>	<b>4,997</b>			<b>6.1%</b>
4050 Electricity	0	55	0	(55)		(55)	0.0%
4271 Car Park Maintenance	1,755	0	0	0		0	0.0%
4315 Memorial Seats and Benches	(2,096)	(1,917)	0	1,917		1,917	0.0%
4380 Repairs & Maintenance	6,498	630	5,000	4,370		4,370	12.6%
4381 Property Maintenance	115	0	0	0		0	0.0%
4382 Grounds Maintenance	2,225	335	0	(335)		(335)	0.0%
<b>Foreshore (General) :- Indirect Expenditure</b>	<b>8,497</b>	<b>(896)</b>	<b>5,000</b>	<b>5,896</b>	<b>0</b>	<b>5,896</b>	<b>(17.9%)</b>
<b>Net Income over Expenditure</b>	<b>(2,662)</b>	<b>1,219</b>	<b>320</b>	<b>(899)</b>			
<b>303 Foreshore Public Toilets</b>							
4096 Consumables for FS toilets	751	0	500	500		500	0.0%
4101 Cleaning Materials	74	0	0	0		0	0.0%
4381 Property Maintenance	90	0	0	0		0	0.0%
<b>Foreshore Public Toilets :- Indirect Expenditure</b>	<b>915</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>(915)</b>	<b>0</b>	<b>(500)</b>	<b>(500)</b>			
<b>305 Westfield Common</b>							
4398 Plants & shrubs	88	0	0	0		0	0.0%
<b>Westfield Common :- Indirect Expenditure</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>(88)</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>306 RUP Pavillion</b>							
1202 Committee Room Hire	1,005	120	1,000	880			12.0%
1203 Pavilion Hire	250	0	0	0			0.0%
<b>RUP Pavillion :- Income</b>	<b>1,255</b>	<b>120</b>	<b>1,000</b>	<b>880</b>			<b>12.0%</b>
4005 Health & Safety	380	0	0	0		0	0.0%
4050 Electricity	3,161	399	3,000	2,601		2,601	13.3%
4051 Gas	2,561	334	2,000	1,666		1,666	16.7%
4052 Water Rates	2,197	272	2,000	1,728		1,728	13.6%
4075 CCTV	569	0	0	0		0	0.0%
4078 Alarm	114	0	0	0		0	0.0%
4081 Refuse/Litter	2,556	0	0	0		0	0.0%
4100 Cleaning and Hygiene	10,031	0	9,300	9,300		9,300	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 01/05/2025

Month No: 1

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4101 Cleaning Materials	524	0	0	0		0	0.0%
4381 Property Maintenance	4,277	693	4,500	3,807		3,807	15.4%
4382 Grounds Maintenance	729	0	0	0		0	0.0%
4384 Sports Equipment Maintenance	1,125	0	0	0		0	0.0%
RUP Pavillion :- Indirect Expenditure	<b>28,223</b>	<b>1,698</b>	<b>20,800</b>	<b>19,102</b>	<b>0</b>	<b>19,102</b>	<b>8.2%</b>
<b>Net Income over Expenditure</b>	<b>(26,968)</b>	<b>(1,578)</b>	<b>(19,800)</b>	<b>(18,222)</b>			
<u>307 Mount Pleasant Pavilion</u>							
4381 Property Maintenance	149	0	0	0		0	0.0%
Mount Pleasant Pavilion :- Indirect Expenditure	<b>149</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>(149)</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Grand Totals:- Income	<b>561,080</b>	<b>189,634</b>	<b>499,377</b>	<b>309,743</b>			<b>38.0%</b>
Expenditure	<b>488,909</b>	<b>12,673</b>	<b>426,150</b>	<b>413,477</b>	<b>0</b>	<b>413,477</b>	<b>3.0%</b>
<b>Net Income over Expenditure</b>	<b>72,171</b>	<b>176,961</b>	<b>73,227</b>	<b>(103,734)</b>			
plus Transfer from EMR	<b>125,465</b>	<b>85</b>	<b>0</b>	<b>(85)</b>			
less Transfer to EMR	<b>162,250</b>	<b>44,000</b>	<b>0</b>	<b>(44,000)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>35,386</b>	<b>133,046</b>	<b>73,227</b>	<b>(59,819)</b>			

# **HAMBLE PARISH COUNCIL**

## **MODEL STANDING ORDERS 2019 (ENGLAND)**

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## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## **DRAFTING NOTES**

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

## 1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

- **rights present and voting.**

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- r **The Chair of the meeting can vote on any matter but will ordinarily desist unless the casting vote of the Chair is required.**

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*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

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- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;

- ii. the names of councillors who are present and the names of councillors who are absent;

- iii. interests that have been declared by councillors and non-councillors with voting rights;

- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

- vi. if there was a public participation session; and

- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

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- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
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- x A meeting shall not exceed a period of 2.5 hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting

of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## 5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected**

**as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 3 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

**7. ROLE OF THE CHAIR**

- a The Chair is important to the functioning of the Council/Committees, and play a central role in delivering the Councils overall objectives. They are the elected mouth piece for the Committee/Council and will represent their decision making/policy at meetings, events and forums as needed. They will be responsible for building an effective partnership with other organisations, as needed, to ensure that the Council can achieve its aims and objectives

**8. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the

Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

9. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

10. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 2 clear days before the notice of the meeting (Agenda) is published. Clear days do not include the day of the notice of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 1 clear day before the notice of the meeting (publishing of the Agenda)
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

**12. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. **DRAFT MINUTES**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

#### 14. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.

Subject to standing orders 13(d) and (f), a dispensation request shall be

considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required

- g** **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

**15. CODE OF CONDUCT COMPLAINTS**

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b** Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c** The Council may:
  - i.** provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d** **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

**16. PROPER OFFICER**

- a** The Proper Officer shall be either (i) the clerk or (ii) other staff member(s)

nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- **at least three clear days before a meeting of the council, a committee serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- i. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 1 working day before the meeting confirming his withdrawal of it;
- ii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- viii. liaise, as appropriate, with the Council's Data Protection Officer;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xi. arrange for legal deeds to be executed;  
(see also standing order 23);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. ensure that electors can access a record every planning application notified to the Council and the Council's response to the local planning authority
- xiv. refer a planning application received by the Council to the [Chair or in his absence the Vice-Chair (if there is one) of the Council] OR [Chair or in his absence Vice-Chair (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**17. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

**18. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for

fitness of purpose.

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised on the council's own website, the government contract finder and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity,**

**drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

20. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or if he is not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the Personnel at its next meeting.
- c The chair of the Council or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance the Council's most senior member of staff (or other members of staff) shall contact the chair of the Council or in his absence, the vice-chair of Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee. Where appropriate
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair or vice-chair of the Council, this shall be communicated to the Chair of the Personnel Committee, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to the relevant staff records referred to in standing order 19(f).

21. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

**The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in

accordance with the Council's policy in respect of dealing with the press and/or other media.

24. **EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

25. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

26. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions to staff or members of the public in an official capacity.

27. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Reviewed by Council: 08.04.19  
Next review date: 07.04.19

# MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a councillor ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - k) Section 10 gives two alternatives, with or without petty cash.
  - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
  - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

## Hamble-le-Rice Parish Council FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on **[enter date]**

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance working group and a recommendation made to the council.

- 4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.7. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.8. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.9. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.10. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1000 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items between £1000 and £3000 excluding VAT.
  - the appropriate committee for all items between £3000 and £10,000 excluding VAT.
  - A duly authorised committee within any limits set by council and in accordance with any policy statement agreed by council.
  - The Full Council for all items over £10,000.
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.15. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.17. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary,

whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.18. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.19. An official order, letter or email shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.20. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

- 6.8. The Clerk shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £1000 excluding VAT, within an agreed budget.
  - ii. payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. A member of council will authorise invoices after examining for arithmetical accuracy, and verifying that the work, goods or services were received.
- 6.10. The RFO shall present a payments list, forming part of the agenda for the meeting, to the council. The council shall review the payments list and shall note payments. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a minimum of two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online

- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.

- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Finance Officer and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- a) The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.3. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.4. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.5. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Functions Working Group to ensure that the correct payments have been made.
- 11.6. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.7. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the

contract based on signed certificates from the architect or other consultant engaged to supervise the works.

- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

- 15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.2. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.3. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Suspension and revision of Financial Regulations**

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 3) All sealed tenders shall be opened at the same time on the prescribed date by the clerk in the presence of at least one other officer of the council.
- 4) Any invitation to tender issued under this regulation shall be subject to the Financial Regulations and shall refer to the terms of the Bribery Act 2010.
- 5) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

# Code of Conduct for Members

## Introduction

Pursuant to Section 27 of the Localism Act 2011, Hamble-Le-Rice Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

## Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, subcommittees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

## Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations:

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

## Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days de-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

## Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

## Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's

area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

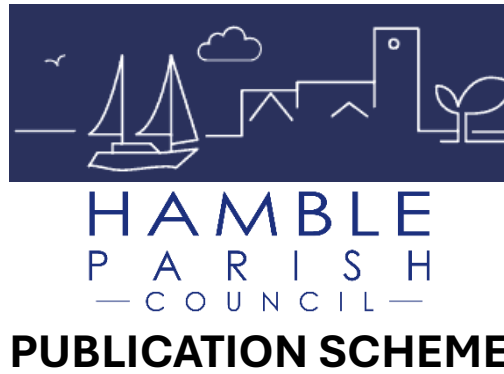
Interests described in the table below

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12-month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. The includes any payment or financial benefit from a Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	<p>Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council</p> <p>—</p> <ul style="list-style-type: none"> <li>(a) Under which goods or services are to be provided or works are to be executed; and</li> <li>(b) Which has not been fully discharged.</li> </ul>
<b>Land</b>	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or

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	jointly with another) a right to occupy to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the member's knowledge) – (a) The landlord is the Council; and (b) The tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where- (a) That body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) Either- (i) The total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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## **Introduction**

This publication scheme lists the type of information held by Hamble Parish Council and outlines what information is available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

### **The scheme commits an authority:**

- To proactively publish or otherwise make available as a matter of routine, Information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Classes of information**

#### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

## **What our priorities are and how we are doing**

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

## **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

## **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

## **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available:

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @20p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred by the public authority

## Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Hamble Parish Council under the Publication Scheme.

All information on the website is free, all hard copy will be charged at 10p per A4 sheet (b&w)

### **Updating the Policy**

Hamble Parish Council will review this scheme on an annual basis or as appropriate in light of significant legislative changes.

Date last updated:

### **Contact Details:**

Parish Clerk,  
Memorial Hall,  
High Street,  
Hamble-Le-Rice,  
SO31 4JE.

Categories	Information to be published	How the information can be obtained
<b>Who we are and what we do</b>	Who is who on the Council and its Committees	Website/ hard copy
	Contact details for the Cllrs and staff	Website/ hard copy
	Location of the Council Offices and accessibility details	Website/ hard copy
	Staffing structure	Website/ hard copy
	Policies of the Council (the Constitution)	Website/ hard copy
<b>What we spend and how we spend it</b>	Financial Regulations	Website/ hard copy
	Annual return form and reports by internal and external auditors	Website/ hard copy
	Annual budget and precept demand	Website/ hard copy
	Expenditure and income over £500	Website/ hard copy
	Income and expenditure through the financial year.	Website/ hard copy
	Borrowing approval letters	Email / hard copy
	Grants given and received	Website/ hard copy
	List of current contracts awarded and value of contract	Email / hard copy
<b>What our priorities are and how we are doing</b>	Any strategic plans	Website/ hard copy
	Any action plans to implement strategic plans	Website/ hard copy
<b>How we make decisions</b>	Standing Orders - how we make decisions	Website/ hard copy
	Timetable of meetings (Council, any committee/sub- committee meetings)	Website/ hard copy
	Agendas of meetings (as above)	Website/ hard copy
	Minutes of meetings (as above)	Website/ hard copy
	Responses to planning applications	Website/ hard copy
	Policies of the Council (inc the Constitution)	Website/ hard copy
<b>Lists and registers</b>	Assets Register	Website/ hard copy
	Register of interest/gifts of hospitality/acceptance of office	Website/ hard copy
<b>Services we offer</b>	Description of services offered	Social media/website
	Media releases	Social media/website

## COMPLAINTS AND COMPLIMENTS

### POLICY AND PROCEDURE

1. This policy sets out how the Council will respond to feedback and importantly if we have got something wrong what steps we should follow to remedy them.
2. Receiving feedback helps the council to review the way it works and ensure that lessons are learnt or success is recognised.
3. The complaints and compliments policy is for all complaints and compliments to the Council, whether these are minor, serious, informal or formal and apply to all services provided by the Council.
4. Separate arrangements as prescribed by law are in place in respect of complaints about Councillors. These arrangements are referred to in paragraph 7 below.
5. The Council believes that complaints can provide useful information and feedback on the quality of our services, procedures and practices. The effective handling of complaints will help us to improve the services provided on behalf of residents, visitors and those working within the village. The aim this policy is to ensure that complaints are investigated swiftly and in an impartial manner and a solution identified, whenever possible, to the satisfaction of both the complainant and the Council.
6. Where a member of staff, a councillor or a service is complimented this should be recorded and recognised. In this way we can learn to do more of the things that people like and appreciate.
7. Unlike other parts of local government, the parish council is not covered by the Local Government Ombudsman unless the complaint relates to a joint project or service involving a part of local government that is covered by the Ombudsman such as Eastleigh Borough Council or Hampshire County Council.

### DEFINITION OF COMPLAINTS

8. People's perceptions differ widely but for the purposes of this policy a complaint is:  
"An expression of dissatisfaction... about the council's actions or lack of actions, or about the standard of service whether the action was taken or the service provided by itself or a body or agent acting on its behalf."
9. More specifically, a complaint is where: -
  - a. The Council has not done something it has a duty to do or normally does;
  - b. The Council has done something it has no right to do or does not normally do as a matter of established practice;
  - c. The conduct or behaviour of an employee or councillor is unsatisfactory;
  - d. The established levels of service delivery are not reached;
  - e. A person does not understand or is not informed of why or how a situation arose or exists;

- f. An adopted and known procedure is not followed;
- g. Maladministration is alleged.

## **WHAT TO DO IF YOU HAVE A COMPLAINT**

- 10. Any issues should initially be raised with the Clerk, who is responsible for dealing with these matters. The complaint can be made by telephone, email, or in person. People should not post issues on social media and assume that the Council will be aware of them.
- 11. In most cases the issue will be dealt with straight away and the complaint resolved immediately. If this is not possible and an investigation is needed you might be asked to set out the complaint in writing. Investigations will be dealt with as quickly as possible and under normal circumstances you should get a written response within 15 working days.
- 12. If the complaint is about the Clerk, the complainant should contact the Chair of the Council.

## **PUTTING THINGS RIGHT – STAGE 1**

- 13. If following the investigation, the Council is at fault, every effort will be made to resolve the complaint to the satisfaction of the complainant.
- 14. Where subsequent actions or simply the passage of time prevents this, other actions may be appropriate which may include a local settlement. A local settlement is defined as action taken to restore a complainant to a situation he or she would have been in if the fault had not occurred.
- 15. When considering a local settlement, the remedy will need to be appropriate to the injustice and may be reduced where a complainant has contributed to the injustice suffered.
- 16. Some remedies may involve the treatment of staff under the council's disciplinary process. The outcome of this cannot be shared due to confidentiality.

## **WHAT IF YOU ARE NOT SATISFIED? - STAGE 2**

- 17. If you are not satisfied with the outcome of your complaint, you should confirm this in writing to the Clerk along with your reasons. The matter will then be referred to the Councils Review Committee which will review the complaint, all of the paperwork relating to it, and the proposed resolution. You will be invited to attend the meeting and to explain the issue.
- 18. In order to preserve confidentiality, the Review Committee will normally deal with your complaint in private session. The Committee will decide on the outcome of the complaint and will notify you accordingly. The outcome and lessons learnt will also be considered by the Council.

## **WHAT IF MY COMPLAINT IS ABOUT A COUNCILLOR?**

- 19. Councillors are required to observe a 'Code of Conduct' – a copy of which can be found on the Council <http://www.hambleparishcouncil.gov.uk/community/hamble-parish-council14956/core-policies/> or Eastleigh Borough Councils website [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk) or at the Parish Office. If you feel a Councillor has broken the Code of Conduct, you can complain to the Monitoring Officer at Eastleigh Borough Council. They will decide whether the matter should be considered by Standards Committee. This is an independent committee responsible for promoting high ethical standards and also investigating allegations that Councillors' behaviour may have fallen short of the required standards. The Standards

Committee will consider your complaint and may carry out an investigation (or arrange for someone to do so).

20. More information about the Code of Conduct relating to Councillors and about the Standards Committee of Eastleigh Borough Council is available on our website as well as at: [www.eastleigh.gov.uk](http://www.eastleigh.gov.uk)

## **WHAT TYPE OF BEHAVIOUR IS COVERED BY THE CODE OF CONDUCT?**

21. Broadly, the Code requires Councillors:

- Not to discriminate unlawfully;
- To treat others with respect;
- Not to do anything to compromise the impartiality of Council employees;
- Not to disclose confidential or personal information;
- Not to stop anyone gaining access to information they are entitled to;
- Not to conduct themselves so as to bring their office or the Council into disrepute;
- Not to use their position to improperly secure an advantage, or disadvantage, for anyone;
- Not to use the Council's resources for unauthorised political purposes;
- To declare any personal or prejudicial interest in any matter that comes before the Council and, if appropriate, not to take part in the decision. Where the interest declared is deemed to be prejudicial, Councillors are not permitted to take part in the decision on that matter;
- To register certain financial and other interests (a copy of the register is available for public inspection).

A full copy of the Code of Conduct is available on the Council's website at: [www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk)

## **ASSISTANCE OR ADVICE RELATING TO PROCEDURES OR A COMPLAINT**

22. If you need help or general guidance about the Council's procedures or about any specific complaint, contact the Clerk at The Memorial Hall, Hamble-le-Rice, Southampton SO31 4JE or telephone 02380 453422 or email [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

## **COMPLIMENTS**

23. Where a compliment is made about the Council's work, a member of staff or a councillor the Clerk should be notified. If appropriate the individual involved will be told and thanked for their work/effort and for staff it will be recorded on their personal file.

24. Where compliments are made about a service or work that the council does it will be reported to the appropriate Committee.

## **MONITORING**

25. Information will be collected and reported annually on formal complaints and the resolution of them

**VERSION CONTROL**

May 2021

Reviewed May 2024

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**Information & Data Protection Policy**

**Introduction**

1. In order to conduct its business, services and duties, Hamble Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:
  - Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
  - Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
  - Confidential information about other organisations because of commercial sensitivity.
  - Personal data concerning its current, past and potential employees, Councillors, and volunteers.
  - Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.
2. Hamble Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.
3. This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.
4. The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioner's Office.
5. The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Council's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

**Protecting Confidential or Sensitive Information**

6. Hamble Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.
7. The General Data Protection Regulation (GDPR) which become law on 25<sup>th</sup> May 2018 and will, like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of

individuals and the sometimes, competing interests of those such as the Council with legitimate reasons for using personal information.

**8.** The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## Data Protection Terminology

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of the HPC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. employer or HPC) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

### 9. Hamble Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.

- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

**10.** Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**11.** The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

**12.** Particular attention is paid to the processing of any **sensitive personal information** and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

#### **Who is responsible for protecting a person's personal data?**

The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk. Email: [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

Phone: 02380453422

Correspondence: The Clerk, Parish Office, Hamble Memorial Village Hall, 2 High Street, Hamble SO31 4JE

The Data Protection Officer is also the Clerk.

#### **Diversity Monitoring**

**13.** Hamble Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

**14.** The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

15. Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### **Information provided to us**

16. The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Hamble Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

### **The Councils Right to Process Information**

17. General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)  
Processing is with consent of the data subject, or  
Processing is necessary for compliance with a legal obligation.  
Processing is necessary for the legitimate interests of the Council.

### **Information Security**

18. The Council seeks to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.  
We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

### **Children**

19. We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **Rights of a Data Subject**

**Access to Information:** an individual has the right to request access to the information that we have on them. Do this by contacting the Clerk.

**Information Correction:** If they believe that the information we have about them is incorrect, they may contact the Clerk so that our records can be updated.

**Information Deletion:** If the individual wishes the Council to delete the information about them, contact the Clerk.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, again contact the Clerk or Data Protection Officer.

The Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk, Data Protection Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

20. The Council will always give guidance on personnel data to employees through the Employee handbook.
21. The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### **Making Information Available**

22. The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.
23. In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.
24. All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.
25. Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.
26. The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chair, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.
27. The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is

being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

28. The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

29. The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### **Data Transparency**

30. The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

31. The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

32. The principles of the Code are:

**Demand led:** new technologies and publication of data should support transparency and accountability

**Open:** the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

**Timely:** data will be published as soon as possible following production.

33. Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Hamble Parish Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities

- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: 08.07.2019

Review Date: 11.05.20

Review Date: 13.05.24

## **HAMBLE PARISH COUNCIL**

# **Equality and Diversity Policy**

### **INTRODUCTION**

1. The aim of this policy is to communicate the commitment of the Hamble le Rice Parish Council, its Members and Officer(s) to meeting the its Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions.
2. It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective; which meet different people's needs; as well as the promotion of equality and diversity in relation to Hamble le Rice Parish Council functions and activities.

### **CONTENT**

3. It is our policy to provide, information, facilities, services employment and representation to all in our community irrespective of:
  - Gender, including gender reassignment
  - Marital or civil partnership status
  - Being pregnant or having just had a baby
  - Having or not having dependents
  - Religious belief or political opinion
  - Race (including colour, nationality, ethnic or national origins)
  - Disability
  - Sexual orientation
  - Age
4. The Council is opposed to all forms of unlawful and unfair discrimination. All people and employees will be treated fairly and will not be discriminated against on any of the above grounds. All decisions will be made objectively and without prejudice or unlawful discrimination.
5. Hamble le Rice Parish Council recognises that supporting and promoting equality is of primary importance. This policy will help all those who are Council Members or work for the Council to develop sound and effective policies that impact on the village, community and surrounding areas.

6. The Council aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to the community to develop a culture that positively values diversity.
7. Hamble le Rice Parish Council will challenge discrimination. It aims to provide equality and fairness to all in the community and expects all Members and Officers to be aware and understand the Equality Act 2010.

## **EQUALITY COMMITMENTS**

8. Hamble le Rice Parish Council is committed to:
  - Promoting equality of opportunity for all persons.
  - Promoting a good and harmonious environment in which all persons are treated with respect.
  - Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization
  - Fulfilling our legal obligations under equality legislation and associated codes of practice.
  - Complying with our own equal opportunities policy and associated policies.
  - Taking lawful affirmative and positive action where appropriate.
9. This policy is fully supported by all Members of **Hamble le Rice Parish Council** and has been approved at its annual meeting on the 14<sup>th</sup> May 2018. It will be reviewed again within 12 months.

Reviewed by Council: 13.05.19

Review date: 11.05.20

Reviewed by Council: 10.05.21

Reviewed by Council: 9.05.22

**HAMBLE-LE-RICE PARISH COUNCIL  
PLANNING HIGHWAYS AND INFRASTRUCTURE COMMITTEE  
TERMS OF REFERENCE (Version 3)**

**INTRODUCTION**

1. The Planning, Highways and Infrastructure Committee has been established by the Council in order to provide proper scrutiny of planning applications, enforcement action and policy development including the Local Plan, which will impact upon the community. This will be focused primarily on the village but may also include applications and programmes of work outside of the village that impact upon it, as well as policy that affected the whole borough.
2. Its principal role will be to respond to statutory consultations from Planning Authorities (including Minerals and Waste Authority), Licensing Authorities (including events, alcohol and street trading), other statutory agencies such as the River Hamble Harbour Authority, specialist bodies or groups (Solent Recreation Mitigation Partnership) and infrastructure and utility providers.
3. The Committee will also provide advice and guidance to the full council where applications are sufficiently large or controversial to justify the involvement of all members of the Council and/or an exceptional public meeting.

**MEMBERSHIP**

4. Members and Chairman of the Planning Committee will be appointed by the Council at its Annual Council Meeting or at another time during the year if needed. Additional councillors with relevant professional experience may be co-opted as needed.
5. Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an as and when basis.
6. Representations will also be sought where appropriate from householders, developers/land agents specialist advisors and members of the community.
7. The Chairman of the Council is an ex officio member but may also be a member in his or her own right.
8. The committee comprises 5 members. A quorum of three members is required to transact business.

**CONFIDENTIALITY**

9. All members must preserve confidentiality of discussions held at meetings where that information is deemed to be 'exempt business'. (When the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature

of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.") This could include pre application discussions with applicant, cases where planning enforcement is being sought or where there is legal action pending.

## **DELEGATED POWERS**

10. The Planning Committee has delegated powers to respond to individual planning applications presented to it. It will also respond on behalf of Council to specific consultations related to highways or infrastructure projects. An application that is significant to the whole of the Parish the application will be referred to Council for consideration. Significant will be defined as sites in excess of 25 homes, large business applications or projects that effect the whole village such waste and mineral applications.

## **REMIT OF THE COMMITTEE**

The Planning Committee will consider

- All Planning Application Consultation Requests – it may decide to delegate to the Clerk or not respond on certain types of applications such as straight forward householder applications
- Review material and evidence submitted in support of an application
- Provide opportunities for residents to comment on applications and ensure that the committee understands local sentiment regarding specific applications
- Attend planning hearings and inquiries where appropriate including given written and oral evidence
- Reviews Area Character Appraisal, Conservation Policy and other planning documents that relate to the village and its environment
- Receive updates on Planning breaches and enforcement action
- Consider emerging policy from Eastleigh Borough Council as part of its plan making arrangements as well as adjoining and relevant planning authorities including waste and minerals
- Consider all event, street trading and alcohol license applications within the parish
- Formulate new policy for inclusion either in the Local Plan, a Village Design Statement or a Neighbourhood Plan.
- Consider the detail of any planning applications that the Council needs to make in the management of its assets
- Undertake annual audits of its decisions on applications to understand the impact of its decision making.
- Identify areas of concerns to statutory bodies that fall within the remit of the Committee such as congestion, water, quality, air quality, telecoms and networks, coastal erosion etc.
- Ensure that the Council has a clear list of priorities which can be referred to when Planning Authorities are negotiating planning obligations or CIL payments.

## **WAYS OF WORKING**

11. Members of the Committee must remain open minded on planning matters and not predetermine their position ahead of the matter being formally considered. Failure to do this will result in the councillor being unable to comment or vote on an issue.
12. The Committee will give equal weight to all information that is submitted but it will make its decisions based on material planning considerations and public concerns
13. Members of the committee will ensure that they undertake training and development to ensure they are capable of making good decisions

## **RECORDING OF DECISIONS.**

14. All meetings will have proper minutes taken and other records kept, as required.

### **Amendment Record**

Version 1: Initial Issue

Version 2 Updated to reflect wider issues of infrastructure and highways –  
12.02.18

Version 3: Updated to include reference to licensing applications – 11.08.20

**HAMBLE PARISH COUNCIL**  
**ASSET MANAGEMENT COMMITTEE TERMS OF REFERENCE.**

**INTRODUCTION**

Asset Management Committee (AMC) has been established by the Council in order to provide proper scrutiny and due diligence regarding the oversight and management of the councils many assets. These include: land and buildings, equipment and vehicles, as well as leases and income generating options. Excluded from the group are issues related to staff.

Much of the work of the Committee will be carried out in working groups with them reporting back to the Committee on progress on a regular basis.

AMC will set out priorities for the Working Groups and then invite them to outline how they intend to address the issues with the creation of a work plan and where appropriate specific project plans. This will help to ensure that work is manageable and deliverable.

AMC should be the Project Board for all workstreams within its remit.

The Committee will also consider data and information about key activities carried out by the Council. This will enable Councillors to be sure that services and facilities are being managed and run appropriately.

The group will also review projects on completion and make recommendations for change to improve practice and learning across the council.

Where appropriate it will respond to issues raised by audit checks where they are related to assets.

**MEMBERSHIP**

Members and Chairman of the AMC will be appointed by the Council at its Annual Council Meeting. Additional councillors with relevant professional experience may be co-opted as needed and elements of work will be subject to either a short term working party such as the foreshore or a task and finish group that will look at specific issues. An example of this could be the fees and charges set for our various buildings with a view to the budget setting process.

Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an ad hoc basis.

The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

A quorum of three members is required to transact business.

## **CONFIDENTIALITY**

All members must preserve confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

## **DELEGATED POWERS**

AMC has delegated powers and can make decisions on assets and property related issues up to a value of £10,000.

## **REMIT OF THE COMMITTEE**

AMC will:

- Identify budget requirements for assets as part of the budget setting round and to review spending on key assets and projects no less than quarterly.
- Review at least annually fees and charges for the use of council facilities and assets
- Maintain a renewals programme for assets with costs identified for budgeting purposes
- Set priorities for and monitor Working Groups and Task and Finish Groups
- Ensure that priorities are clear and supported by Project Documentation where appropriate
- Ensure that projects are delivered on time and to budget
- Seek information on key council activities and review performance information on them.
- Issue, review, enforce and renewals of leases and requests for land disposals
- 
- Undertake reviews and evaluations of capital projects with recommendation for learning

- Seek expert advice and guidance on matters related to valuations, asset transfer and other land negotiations to ensure compliance with financial regulations and to ensure that best consideration is secured in commercial transactions.
- Maintain the asset register up to date and identify a programme of renewals
- Ensure effective use of land assets to meet community needs and generate income
- Engage user groups linked to key council assets including: allotments, playing pitches and foreshore.

## **WAYS OF WORKING**

The Committee will produce an annual work plan for consideration by Council. Based on this a programme of meetings will be agreed to deliver the work programme. The Council will identify opportunities for working groups and task and finish groups as appropriate. It will undertake matters or work referred from other committees or council. Will produce regular updates to Council on progress with the delivery of the work programme.

## **RECORDING OF DECISIONS.**

All meetings will have proper minutes taken and other records kept, as required.

Version 1:Initial Issue

Version 2: revision to reflect existing ToR for Committees 04/0717

Version 3: Increase membership from 6 to 7

Version 4: Changes to remit and purpose, numbers and delegation for spending purposes.

Version 5: Minor changes to remit and purpose, reorder to prioritise financial management, remove fixed number of members 06/05/2025

## HAMBLE PARISH COUNCIL

Version 2: DRAFT revised – 24 June 2024

### Functions Working Group – Terms of reference (2024/'25)

#### INTRODUCTION

The Functions Working Group (Functions WG) has been established by the Council to provide strategic direction to the Council regarding the management of Communications, Finance and Human Resources (HR). In May 2023, this working group was created from two existing HPC working groups (Personnel and Communications), with Finance added to ensure that all Hamble Parish Council core 'functional operations' are managed within one working group.

The Group does not have executive powers and cannot exercise decision making other than where it has been delegated to it. The WG will make recommendations to Council on issues needing ratification outside of standing order and financial regulations.

The work will be carried out in a working group format providing monthly verbal updates to Council by the WG group chair or assigned councillor; and written reports as required.

The Functions WG will establish a work plan for the year (working with the Clerk) and will report progress against this to council. In addition to planned work, it will also deal with the day-to-day operational issues that need resolution.

The core purpose of the FWG will be to manage:

- **Communications & Community Engagement:** Manage the Council's interaction with the community, including and sharing key messages with residents, business and other stakeholders through meaningful and regular engagement. This includes: community communications and engagement activities, production of the 10-edition monthly newsletter, social media and press relations (PR) with external media, when required.
- **Finance:** Oversee and scrutinise the Councils financial and accounting practices. This will include oversight of key monthly financial reports and the production of management information, tracking audit recommendations and

ensuring that the council project aspirations are matched with financial resources.

- **Human Resources** (formerly known as Personnel): Responsible for all staffing matters, ensuring that staff welfare and safety is paramount and that the council discharges its functions as an employer correctly. Within this framework, the group will provide oversight and advisory support to the Clerk for staff recruitment, attendance, goal setting and performance management, pay and reward of Council employees; and ensuring the health and safety of employees.

The group will also review projects on completion and make recommendations for change to improve operational practice and learning across the Council.

Where appropriate it will respond to issues raised by the Internal or External Auditor, where they are related to Assets, Health & Safety or operating policies.

## MEMBERSHIP AND ROLES

Members and Chair of Functions WG will be appointed by Council at its Annual Council Meeting. Additional councillors with relevant professional experience may be co-opted as needed, and elements of work will be subject either to a short-term working party or task group to address specific issues.

Membership comprises 5 members including the Chair and/or Vice Chair of Council. In addition, the Council's third-party communications consultant and the Clerk will be standing members of the group.

The Chair of the Council is an ex officio member, but the Chair may also be a member in his or her own right.

A Councillor with relevant professional or subject matter experience will be appointed as a workstream leads for each of three remit areas listed – Finance, Human Resources and Communications – to help ensure that the work is effectively managed across the team.

Workstream leads as of June 2024 (TBC)

- Communications – Cllr Michelle Nicholson & Claire Price (SMART)
- Finance – Cllr Chris Jones
- HR – Cllr Michelle Nicholson

Other Councillor members: Mark Venables, Sue Kendall (as of June 2024)

## CONFIDENTIALITY

All members of the group must preserve confidentiality of human resources and individual personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that *"publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."*

## DELEGATED POWERS

Where approved by Council, the FWG will exercise delegation on the approval of monthly payments (when Council is not scheduled to meet). No single transaction should exceed £10,000.

## REMIT OF THE WORKING GROUP

### Functions Working Group

- General: Create a plan of work for the year which have clear tasks and milestones that can be managed via within the project format.
- To exercise delegation on urgent matters with the Clerk as follows for:
  - Comms: Media engagement / Press enquiries – with advice/guidance from SMART (communications partner)
  - HR: staff contracts
  - Finance: Urgent payments up to £1000
- Review information regarding its core functions and effectiveness (annual basis).

### Communications:

- Working with SMART (communications partner) Oversee the production of regular newsletter (10 editions per year) and social media posts to keep the community informed about the Council's activities and achievements.

- Ensure that internal and external communications are relevant and fit for purpose in content, channel/method and frequency.
- Develop and implement a plan to increase community engagement in line with the [Hamble Parish Council mission statement \(May 2021\)](#)
- Ensure policies relating to communications for staff and councillors, including social media and media/press policies are kept up-to-date and adhered to.
- Lead in community engagement and advice for any significant projects or workstreams (ie. Cemex/Future of Hamble Airfield, planning applications, Mt Pleasant working group; Hamble the future (neighbourhood plan))

### **Finance:**

- Work with the Clerk (Responsible Finance Officer – RFO), Finance/Accounts Officer and HPC Chair to plan the annual budget
- Review income and expenditure against targets, identify the need for ear marked reserves, update fees and charges and consider recommendations for the budget.
- To review audits – internal and external and ensure compliance where appropriate.
- Review annually the Council's risk register and update the finance regulations ahead of the AGM.

### **Human Resources:**

- Recruitment and contracts: Ensure that staff have an up-to-date contract of employment
- Performance management & appraisals: Ensure the Clerk works with staff to set and monitor annual goals, ensure annual appraisals are conducted by the Clerk; and ensure that staff are rewarded using the Council pay and reward policy and adhere to the NALC 'Green Book' HR policies.
- Workflow: Ensure that staffing levels are commensurate with workloads and that there are regular reviews of structures and recruitment to support staff.
- Performance review and disciplinary management: Manage competency and disciplinary matters, up to and including dismissal, when required.
- Staffing costs: Review employment costs each quarter against the budget
- Policies: Ensure that the Council policies are up to date: Staff Handbook, Equality and Pensions.

## **WAYS OF WORKING**

The group will meet monthly via MS Teams as two separate sub-teams divided into: (1) Finance & HR and (2) Communications to ensure relevant use of member's time. The dates and times will be agreed. The Clerk will be responsible for the producing minutes of the meeting. These will be made available to council and staff as appropriate.

Information relating to staff and contracts will be dealt with only by elected councillors and the Clerk and will be shared only on a confidential basis.

## **RECORDING OF DECISIONS**

If the MS Teams meeting is recorded (including video, audio or transcript), it should be treated in the same way as other data and retained under our retention policy.

## **HAMBLE PARISH COUNCIL CEMEX DEFENCE MANAGEMENT COMMITTEE TERMS OF REFERENCE.**

### **INTRODUCTION**

The HPC Cemex Defence Management Committee has been established by the Council in order to provide proper scrutiny and due diligence for the Cemex Appeal and to Work alongside the Peninsular Defence Group and the Cemex Co-ordination group to ensure that the Rule 6 party case progresses without any undue delays.

### **MEMBERSHIP**

Members and Chairman of this group were appointed at an Extraordinary meeting held on 23<sup>rd</sup> December 2024.

Membership is 3 Members.—Cllr Jones (Chair) Cllr Nicholson and Cllr Hand.

Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an ad hoc basis.

The Chairman of the Council is a member.

A quorum of three members is required to transact business.

### **TIMING AND FORMAT OF MEETINGS**

Due to the nature of business of this Committee, meetings will be held weekly and will be open to the public, however, they will be cancelled at short notice if there is no business to be transacted. A single standard agenda item will be used, which will be as follows:

**To deal with all matters in relation to the Cemex Appeal and the Rule 6 Party**

### **CONFIDENTIALITY**

All members must preserve confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

## **DELEGATED POWERS**

The HPC Cemex Management Committee has delegated powers and can make decisions on spending of up to £10,000 per transaction but not in excess of the figure agreed at the meeting of Full Council on 13<sup>th</sup> January 2025 (where the final Parish Council proportion of income for this budget item will be approved).

These monies are specifically to be committed and spent during the Rule 6 Party process in order to allow this matter to progress without delay.

Additionally, to the sums allocated by the Parish Council it may also hold monies from donators specifically the Hamble Peninsular Residents Group and Eastleigh Borough Council. These monies may also be spent by this committee as above but only if item 4 below is agreed.

## **REMIT OF THE COMMITTEE**

1 – Accountable for money, financial commitments and approval of expenses in the progression of the Rule 6 Party process.

2 – Responsible for final arbitration of any matter that cannot be resolved by consensus relating to Cemex appeal defence.

3 ~ Responsible for consulting with Eastleigh Borough Council and The Peninsular Residents Group to determine what the defence plan is and what actions are required.

4 - To work with the internal auditor to find the correct process of handling third party monies which could be either to be to set up an Earmarked reserve for the purpose of income and expenditure or to set up a separate bank account that relates to the Rule 6 Party costs/Cemex defence and any income received and expenditure made is clearly documented and separate from general Council expenditure. This requires further exploration in order to ensure Council are adhering to its financial responsibilities.

5 - The Committee will have delegated authority over all funds earmarked for Cemex defence.

## **RECORDING OF DECISIONS.**

All meetings will have proper minutes taken and other records kept, as required.

## **REVIEW & APPEALS PANEL**

### **TERMS OF REFERENCE**

#### **Membership**

A Review Panel will consist of 3 members which are usually appointed at the Annual Council Meeting. The chair will be appointed at the same meeting.

To be Quorate no less than three members need to be present.

The Review Panel members should be totally impartial and should not be members of a Committee dealing with an ongoing complaint. If this is the case they will be asked not to serve on the Panel and if the Panel is not Quorate an alternative member will be sought.

#### **Aims**

To provide a mechanism for dealing with complaints and appeals in a fair, consistent and timely manner

#### **Objectives**

The purpose of the Review Panel is to examine all the written and oral evidence presented by relevant parties before making a decision.

#### **Meetings**

The Clerk will call meetings of the Review Panel as and when necessary. Members will be asked to attend meetings in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

#### **Documentation**

Minutes of all meetings will be recorded and recommendations referred to Council and the relevant Committee where appropriate. However, due to their nature these minutes will usually be Exempt.

#### **Accountability**

The Review Panel has delegated powers to act on behalf of the full council in accordance with these terms of reference and any decision(s) made by the Review Panel will be final.

#### **Formal Complaints and Appeals**

The Review Panel will consider where a decision or action has taken place, it has been reviewed by the Clerk (or members of the team) and there remains an outstanding issue that cannot be resolved. In particular it will consider whether the complaint has been dealt with fully and correctly, in part, not at all or incorrectly. It will not usually reconsider the facts, simply ensure that policy and procedure has been followed.

Complaints or those wishing to have a decision reviewed should be made aware of the Review Panel and be consulted on the date and time of the meeting to enable them to attend if they express a wish to do so.

Where the complaint or appeal refers to personal or confidential information consideration will be given to the exclusion of the public and press when the meeting is held.

## **Procedure for the meeting**

Chairman to introduce everyone and the procedure for the meeting.  
Move to exclude the public and press if needed.

The person will be invited to outline their case and the grounds for Complaint or Appeal.

The Clerk and/or the Chair of the relevant Committee will explain the Councils policy, the factors that were considered (and those that were dismissed) and the basis for the decision.

Panel members can ask questions of both parties

Clerk/Committee Chair and/or complainant will be offered the opportunity of the last word (in this order) and will then leave the meeting.

The Review Panel will then deliberate. Should they need further advice on the Councils policy or procedure or the impact of the decision they can seek advice from the Clerk.

Decision will be confirmed in writing within seven working days together with details of any action to be taken.

Where the decision requires a change to the Councils policy this will be referred to Council and the Chair of the Committee will be advised of the proposed changes.

Decisions that exceed £500 in value will need to be formally approved by the Council.

The letter will normally be prepared by the Clerk and signed by the Chair of the Panel.

## **Resolution**

The aim in dealing with all complaints or appeals is to reach a resolution whether it is the resolution they were originally seeking or not. Where a complaint or an appeal is found upheld the Panel will be asked to identify an appropriate remedy, learning points and a recommendation to Council that incorporates both.

## **Disciplinary And Grievance Appeals - refer to the Councils disciplinary policy.**

An employee has a right of appeal under the Councils disciplinary and grievance policy.

An employee who wishes to appeal against a disciplinary or a grievance decision should inform the Chair of Human Resource Working Group unless stated otherwise in the Disciplinary outcome letter. This should be in writing and giving reasons for the appeal.

An Appeal may be raised if:

The employee thinks the finding or penalty is unfair

New evidence has come to light

The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary or grievance hearing to ensure impartiality. The employee will have the right to be accompanied by an advocate at the Review Panel. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing.

At the Review Panel any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

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Approved

## **Foreshore Public Conveniences Working Group**

### **Terms of reference and scope**

#### **Membership**

The Working Group will comprise of:

6 councillors appointed at Full Council Meeting (the Chair of Council is an ex officio member)

Stakeholders: Lifeboat, Harbour Master and EBC will be kept apprised and invited to join on an ad hoc basis as required

The Clerk and Operations & Facilities Officer

Other members with relevant background and experience will join as necessary, these may include members of the public

#### **Objective**

The outcome of this Working Group is to make recommendations to The Asset Management Committee or Full Council regarding the management and improvement of the Foreshore toilets. The Asset Management Committee or Full Council may ask the Working Group to consider or explore some other specific issues.

#### **Aims**

To ensure the facilities are maintained in good order

To ensure the facilities are fit for purpose

To reduce both ASB and misuse

To maximise on their potential and enhance this asset for the benefit of the community

#### **Meetings**

The Group will be free to arrange meetings as and when necessary and these will take place in person or online, whichever proves most efficient.

#### **Documentation**

There is no need to publish an Agenda but notes of the meeting will be taken and reported at Assets or Full Council.

#### **Accountability**

The Working Group has no decision-making powers delegated to it. It can make recommendations to Committees and Council as needed.

#### **Key areas of work:**

Review the background to the current facility and the lease and management arrangements that are in place with the Lifeboat and/or others.

Consider the configuration of the overall facilities and the current under utilised shower areas.

Look at the robustness of the sanitary ware in relation to ongoing maintenance, ASB and rough sleeping

Look at the usage and maintenance costs and consider whether a charging system either directly at the toilets, via other revenue streams (ie car park) funding or other sources.

### **Ways of Working**

The Group can co-opt others on the Group that will bring skills expertise or insight, with the approval of the Asset Management Committee.

The Group can invite others to attend meetings where appropriate or where there are special interest items on the Agenda.

Work in partnership with other groups where needed.

DRAFT

## **Eastleigh Borough Council Asset Transfers Working Group**

### **Terms of reference and scope**

#### **Membership**

The Working Group will comprise of:

4 councillors appointed at Full Council Meeting (the Chair of Council is an ex officio member);

Stakeholders including EBC will be kept apprised and invited to join on an ad hoc basis as required;

The Clerk and Interim Officer; and

Other members with relevant background and experience will join as necessary, these may include members of the public.

#### **Objective**

The outcome of this Working Group is to make recommendations to Full Council regarding the transfer of various community assets from Eastleigh Borough Council ("EBC") and/or any other body (including but not limited to Hampshire County Council and the Crown) to Hamble Parish Council ("HPC") as part of the local government devolution and reorganisation. Full Council may ask the Working Group to consider or explore some other specific issues.

#### **Aims**

To monitor events and report back with concerns and opportunities as and when they arise.

To consider potential risks and liabilities that might arise through the process and report back.

To consider the best interests of the Parish and its community when deciding on whether or not to accept the transfer of specific community assets.

#### **Meetings**

The Group will be free to arrange meetings as and when necessary and these will take place in person or online, whichever proves most efficient.

#### **Documentation**

There is no need to publish an Agenda but notes of the meeting will be taken and reported to Full Council.

#### **Accountability**

The Working Group has no decision-making powers delegated to it. It can make recommendations to Committees and Council as needed.

#### **Key areas of work:**

Review the background to the local government devolution and reorganisation framework and consider the briefing notes and guidance provided from time to time by EBC, Hampshire County Council and/or other governmental bodies.

Review the list of registered titles for property owned by EBC which are located in Hamble Parish (including but not limited to land and buildings) and recommend to Full Council those to be transferred.

Review any property owned by any other body (including but not limited to Hampshire County Council and the Crown) which are located in Hamble Parish (including but not limited to land and buildings) and recommend to Full Council those to be transferred.

Consider the financial implications of receiving transferred assets from EBC and make recommendations Full Council.

Consider any potential liabilities of receiving transferred assets from EBC and make recommendations to Full Council regarding suitable solutions and cost implications.

Consider any potential impact on HPC resources and make recommendations to Full Council.

### **Ways of Working**

The Group can co-opt others on the Group that will bring skills expertise or insight, or in the event that a Group member wishes to leave, with the approval of Full Council.

The Group can invite others to attend meetings where appropriate or where there are special interest items on the Agenda.

Work in partnership with other groups where needed.