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, October 13, 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

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

AGENDA

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1 - Welcome
Chris Jones

Apologies for absence.
Dispensations/interests

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2 - Approve Minutes
Chris Jones

To approve the minutes from Full council on 8th September 2025

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3 - Public Participation
Chris Jones

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4 - Hamble Valley Regatta
Serena Alexander

To agree date for the Regatta

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5 - Hamble Airfield/Cemex Defence Commitee

Chris Jones

Receive update

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6 - LGR/Devolution and Asset Transfer

Clerk - Hamble Parish Council, Deputy Clerk, Chris Jones

Receive update

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7 - Committees & Working Groups

To receive updates and recommendations

7.1 - Chair Update

Chris Jones

To receive an update from the Chair to include options for progressing a Parish Plan consideration of budget for future planning appeals and Phase 2 of Mount Pleasant Play Park

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7.2 - Assets Update

Serena Alexander, Sue Kendall

To receive an Update from the Assets Chair including Asset Maintenance Programme and update from Cllr Kendall on Foreshore Toilets
To confirm and ratify the remaining amount left from the Mount Pleasant project for CCTV which is approx £1300 and is different from previously reported and ratified figure of £4121
To Ratify a Delegated decision made by the Clerk, Chair and Chair of Assets in relation to additional works on the Mount Pleasant Roof to keep building watertight for £6,850

7.3 - Planning Update

Ian Underdown

Update from Cllr Underdown, Chair of Planning

7.4 - Functions Working Group Update

Claire Price, Chris Jones

Functions Working Group update on Finance and HR Matters including Grounds Role and arrangements for weekend working
Comms Update from Claire Price from Smart Marketing

7.5 - BHH & LAC

Malcolm Cross

Update from Cllr Cross

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8 - Standing Items

8.1 - Health & Safety
Chris Jones

Update as required

9 - Remembrance Services
Chris Jones

To confirm the services around the Parish and which Councillors will be attending

10 - Boundary Matter
Chris Jones

To sign a boundary agreement in relation to a fence at Mercury Gardens as resolved previously by Council at the Extraordinary Meeting 3rd June 2025

11 - Policies
Chris Jones

To sign off any policies that are available for review including the Media and Communications Policy and the Safeguarding Policy (which replaces the Child Protection & Vulnerable Person Policy 2015). To recruit Cllrs to review next priority policy.

12 - Interpretation & Information Panels
Clerk - Hamble Parish Council

To update on progress of Information/Interpretation around the Village

13 - Budget
Chris Jones, Clerk - Hamble Parish Council

To look at first Draft of Budget if available and to ask Council to consider projects and priorities

14 - Accounts and Financial Reports
Chris Jones, Clerk - Hamble Parish Council

To approve the monthly financial reports and information

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.

16 - Council Leases

Clerk - Hamble Parish Council, Chris Jones, Deputy Clerk

To update and resolve matters on several Council leases

17 - Human Resources

Chris Jones, Clerk - Hamble Parish Council, Sue Kendall

To update on other staffing matters as required

APPENDICES

2025-09-08 - Full Council - Minutes.docx
Remembrance Sunday 2025.docx
DRAFT Safeguarding Policy.docx
NEW HPC - Media and Communications Policy, Sept25.docx
Cashbook 1.pdf
Cashbook 3.pdf
Cashbook 4.pdf
Cashbook 5.pdf
Cashbook 6.pdf
Income + Expenditure.pdf
Balance Sheet.pdf
List of Payments.pdf
1696_001.pdf

Dated: Friday, 10 October 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, September 8, 2025** at **19:00 - 21:30** in the **Roy Underdown Pavilion; Meeting Room**

Present: Chris Jones, Simon Hand, Ian Underdown, Serena Alexander, Sue Kendall, Malcolm Cross, Mark Venables, Nick O'Donnell, Andy Thompson

Apologies: Cllr Nicholson, Cllr Dann, Cllr Moody

Staff In Attendance: Clerk and Deputy Clerk

Partners/Consultants in attendance: Claire Price, SmartMarketing

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The Minute Reference for this meeting is (DD/MM/YYYY) + Item number

MINUTES

1 WELCOME

The Chair welcomed all to the first meeting after the recess.
Apologies from Cllr Nicholson, Cllr Dann and Cllr Moody.
Cllr O'Donnell was running late.
Dispensations for Cemex from Cllr Underdown, Cllr Venables and Cllr Alexander
No interests

2 APPROVE MINUTES

Resolved to approve the minutes from 14th July 2025 Cllr Underdown proposed and Cllr Thompson seconded and all who attended in favour.

3 PUBLIC PARTICIPATION

There were no members of the public present.

4 GRANT APPLICATION

There was a Grant Application from the Citizens Advice Bureau for new PCs for the office for £378.66.

Cllr Thompson asked if we knew how many people in Hamble this would benefit. The Clerk stated that she had some statistics of users but was unsure. Cllr Jones asked if this was a proportion of an overall cost and this was confirmed this was a contribution towards 12 PC's.

Resolution Under the S137 expenditure powers the grant for the Citizens Advice Bureau for £378.66 was proposed by Cllr Hand and seconded by Cllr Underdown seconded and all in favour

5 HAMBLE AIRFIELD/CEMEX DEFENCE COMMITEE

The Chair said he would talk about the Community Picnic in his Chair update in item 7.1.

He stated that the Hamble Peninsular Residents Group were a third of the way with fundraising for the money to pay back the Grant from the Parish but have until the end of the Financial year.

Cllr Kendall then asked if there would be an announcement at the Picnic about the decision and the Chair said this would be very unlikely to know by the end of September.

6 LGR/DEVOLUTION AND ASSET TRANSFER

The Chair said that the process for the Assets transfers was moving forward and Eastleigh Borough Council were being extremely supportive with this process, the Deputy Clerk agreed.

The Chair mentioned that there was were a lot of details still to iron out including the Parish taking on tenants and issues with land in relation to sub soil, however, these were being worked through.

There was discussion about the proposals from the County and the Borough in relation to the Local Government Reorganisation proposals and due to the differences, the Secretary of State would decide which option best fits their criteria.

7 COMMITTEES & WORKING GROUPS
7.1 CHAIR UPDATE

The Chair congratulated the Clerk and the team on getting through the Conclusion of Audit with no recommendations.

He then stated that Cllr Moody was in the process of resigning from Council with immediate effect and that Cllr Dann and Cllr Nicholson were both intending to step down at the end of the year and the Council needed to consider how the process for recruiting would work and that that the picnic should be used as a platform for this.

He went on that the picnic was on 26th September between 4pm and 8pm, there would be a quiz and he asked for one question from every Councillor as well as a quiz master. Cllr Alexander offered to do this.

There was then discussion about the logistics and who was involved and that Hamble Club Football Club had kindly offered their club house as a back up venue in case of bad weather. Cllr Venables stated that we needed to consider how dark it would become.

Claire Price at SmartMarketing would circulate timings and an informal plan for the afternoon/evening.

The Chair said at this stage he had nothing to report on progress for the Parish Plan.

He then stated that one really important matter to consider was the budget provision the Parish is going to make for future planning appeals. Given what we had learnt from this process he estimated a figure in the order of £50k per year as it was unrealistic for the village to expect the level of financial input from the residents group again. Cllr Kendall asked about what would happen to the money if it was not spent and there was also talk about the expectation of the village not to increase the precept by too much. All of this would be considered over the coming weeks but that the Parish must be clear upfront about what we are doing.

7.2 ASSETS UPDATE

Cllr Alexander said the highlights from the assets programme and last week's Assets Committee meeting were that one patch repair of roof and the ceiling at Mount Pleasant was complete and that Solent Sports were doing a great job of repainting the changing rooms and that herself, Clerk, Chair and grounds team had met at the site and discussed the utilising the central room in the building and further patches to the roof.

The Parish were still waiting for quotes for CCTV.

Cllr O'Donnell arrived at the meeting at 19.40pm.

Cllr Alexander advised that there was a working group meeting later this week for the Foreshore toilets.

She advised that the Assets Committee had agreed fees and charges and most were remaining unchanged due to previous rises, however, the Parking Charges at the Foreshore would rise to match the proposals from Eastleigh Borough for the Square (however, there is no 30 minutes free due to parking clock scheme for residents). There were new tier charges for the Donkey Derby Field which had also been agreed. The Dinghy Park was also increasing by £5 next year.

Following a request to mark up the MUGA for Pickle Ball, the quote had come in at £650 and she proposed the Council should go ahead, however, Cllr Venables mentioned that there had been recent news stories in relation to the noise of this sport and we should be mindful of this. Cllr Thompson also asked who would provide the net.

Proposed to approve the quote for line marking of £650 by Cllr Alexander and seconded by Cllr Cross

Cllr Jones proposed an amendment to spend up to £750 to include a net and this was seconded by Cllr Alexander and it was resolved and all in favour however, this was subject to further consideration regarding noise and other costs/factors.

7.3 PLANNING UPDATE

Cllr Underdown, Planning Chair said that nothing controversial had come in that had required the Chair/Clerk to use delegated authority.

A recurring application for 109 Satchell Lane had been withdrawn.

The major item from the last meeting was the loss of mature trees and the Clerk had arranged for the Tree officer to attend the next Planning meeting and look at good practice v bad practice on decisions by the Borough and the Parish.

He had conducted the Annual Embarking and Disembarking at all Public Landings and was pleased to report that all areas were being well used in particular the Mercury Slip way and Quay.

Report read: On 24th August 2025, summer bank holiday Sunday, as part of the Parish Council’s policy to annually embark and disembark at all the public landings on the river in the parish of Hamble, Clllr

Underdown undertook this task. In recent years this has been recorded in the Planning Committee's minutes.

The dinghy slipway, public jetty, public hard were being very well used. If not obstructed by a bridging span between pontoons he would have been able to land at the end of Right of Way 5 on the seawall as it was high tide but as previous years this was not possible due the Royal Southern Yacht Club's promises not being fulfilled at the construction of its Yacht Haven to reinstate the public's access to the water.

People were queuing up to sit on the seat at the end of the footpath by the viewing point at Mercury Marshes where Cllr Underdown landed. The quay/slipway at Mercury Creek was so busy with dinghies, canoes and paddleboards he had to return half an hour later when there was sufficient space to land.

He asked that Council take the Annual Embarkation and Disembarkation report to be taken as read.

7.4 FUNCTIONS WORKING GROUP UPDATE

The Chair advised that the LGS Annual Cost of Living Pay award had been agreed at 3.2% and all staff would receive this back payment and that based on this Council should prepare for at least a 5% increase for next year.

The Clerk advised that unfortunately, the new Maintenance/Ground Operative had left. There is a meeting with the Functions Working Group on Thursday to further discuss the role.

Nothing to update from SmartMarketing on Communications.

7.5 BHH & LAC

Cllr Cross said there was little to report, however, the Clerk advised she had attended the BHH meeting and there was a useful presentation on Crime Figures from Chief Inspector Rachel Noble that she would circulate.

8 STANDING ITEMS
8.1 HEALTH & SAFETY

Nothing to report

9 INTERPRETATION

Following the grant application from the Borough of £33,804 for Interpretation boards in Hamble, the Interpretation Working Group recommend that Council agree that despite the requirement in Financial Regs 5.6 and 5.10 for this to go onto Contracts finder that the contract will be split into Design, Manufacture and Installation. This is due to the complexity of the project, the need for the ability to keep copyright control over the design and also the difficulty in finding a contractor who can offer all 3 aspects within the budget and the splitting of this project into batches of five at a time.

Resolution: Proposed by Cllr Jones and seconded by Cllr Underdown and all in favour that a waiver is agreed due to the above that this does not go onto Contracts Finder.

10 HAMBLE ESTUARY MEETING REPORT

Cllr Underdown stated that at the last meeting presentations were very relevant to Hamble, in particular it was pleasing Southern Water representatives attended to explain the major incident of a sewerage leak that caused problems in our area for several days.

Another interesting item was that a new data map has been produced by the Solent Seascape project that has very many layers showing water quality sampling points, storm overflow points, various activity areas, bird roosting/nesting sites, habitat restoration sites, infrastructure, physical data, historic saltmarsh extents, mean high water mark and many more.

The more recent issues were raised by Cllr Alexander who stated that stakeholders had not been properly informed and the Clerk was asked to pass this on to Southern Water.

Cllr Kendall asked if notices or red flags were put out to warn water users of public health risks. Cllr Underdown said that the environmental/public health teams were responsible for this.

11 MOUNT PLEASANT PHASE 2

The Borough have asked for detail of the equipment and design before they will consider the grant application. Kompan have prepared 3 options that Council need to agree can go out for brief community engagement.The Council need to agree a Waiver that if grant application is successful Kompan can be commissioned on the basis (section 11.1 Contracts in Financial Regs for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council) given that this needs to match the existing new play park.

Resolution: Proposed by Cllr Jones that we agree the waiver on the above basis and also that this item can go out to public consultation and Cllr Cross seconded and all in favour.

12 BUDGET CHANGES

Resolution: To ratify the changes to the budget lines to remove £44k Asset Maintenance from Ear Marked Reserve and put into its own cost centre (112/4950). This does not change the budget total as agreed in January 2025. Proposed by Cllr Hand and Seconded by Cllr Venables and all in favour

13 CHRISTMAS

The Clerk advised of the intended office Christmas Opening/Closing which would be from 24th December until Tuesday 6th January
Resolution: Cllr Underdown proposed and Cllr Venables seconded and all in favour

Resolution: It was agreed a contribution to a staff Christmas lunch of £50 per head. Proposed by Cllr O'Donnell and seconded by Cllr Underdown and all in favour. The Chair of Council added that if this was not sufficient to come back to Council.

The Clerk advised that the Operations Officer had tested the market with other festive light providers and advised that the current supplier was still the best option. She had worked with them for some creative ideas and Council were happy that as long as this stayed within budget to go ahead with the order as deemed appropriate.

14 MANDATE UPDATES

Resolution: To agree to add the Deputy Clerk to the Barclays, Barclaycard and CCLA Mandates and the Deputy Clerk to have a Credit card for the value of £1,000. Proposed Cllr Jones and seconded Cllr Underdown and all in favour.

15 END OF YEAR AUDIT

The Clerk advised that the conclusion of audit notice was received and published with no advisory's given.

Resolution: It was proposed by Cllr Underdown and seconded by Cllr Kendall and all in favour to agree the payment of the invoice from BDO the External Auditor.

16 ACCOUNTS AND FINANCIAL REPORTS

Resolution: To approve the monthly financial reports and information. Proposed by Cllr Alexander and seconded by Cllr Kendall and all in favour.

17 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 Hand seconded and all in favour to move to exempt business. Partners left the meeting.

18 COUNCIL LEASES

The Chair and Clerk updated on a matter relating to a Council Lease.

19 HUMAN RESOURCES

There was nothing to report.

Meeting ended at **20:39**

CHAIR _____

Remembrance Sunday – Order of Events 2025

Hamble

Sunday 9th November

Service to be held at 9:30am at St. Andrews Church, followed by a time at the War Memorial, 10:45am ready for a minutes silence at 11:00am (confirmation received by Rev Hayley Richens)

Councilor attended 2024: Cllr Jones attended and wore his chains (in safe at Parish office)

Councilor to attend 2025:

1 Wreath required to be reused at War Memorial

Hamble

Tuesday 11th November

Armistice Day Civic Ceremony to be held at the Hamble War Memorial ready for the minutes silence at 11am. The Service won't start before 10:50am.

Councilor attended 2024: Cllr Hand

Councilor to attend 2025:

Reuse wreath from Sundays Service.

Hound

Sunday 9th November

Starting in the Royal Victoria Country Park (arrive from 9:30am to ensure everyone ready for parade) walking down to St Edwards Church from 10:00am - 10:45am. Councillor to walk with Hounds Councillor.

Councillor attended 2024: Cllr Dann

Councilor to attend 2025:

1 wreath required

Netley Military Cemetery

Sunday 9th November

Small service held at 3pm at cemetery. Gathering of representatives (approx. 50).

Turn up event, not owned by Hound PC, organizers unknown.

Councilor attended 2024: Cllr Cross

Councilor to attend 2025:

1 wreath required

- **3x Wreaths ordered from Phil Williams (secretary of RBL, also Hound PC Councilor) at £28.00 each**

HAMBLE PARISH COUNCIL

SAFEGUARDING POLICY

Policy Statement

In the interests of child protection and the welfare and protection of vulnerable adults, Hamble Parish Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council.

Safeguarding children and vulnerable adults is everyone's responsibility.

Policy Objective:

• To ensure that where possible all facilities and activities offered by the Parish Council are designed and maintained to reduce the risk to children and vulnerable adults.

• To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.

• To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.

• As the Parish Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Aims

The aim of this policy document is to guide members of Hamble Parish Council should any child protection issue or any issues with vulnerable adults arise during their work.

Responsibilities & Procedures

The Clerk has been appointed as the Safeguarding Officer from within the Council and her responsibilities will include:

• Ensuring that before any Parish Council organised event with children or vulnerable persons, the Designated Safeguarding Lead of participating organisations briefs participants appropriately.

• Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.

• Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.

• Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable persons they are interviewed and two references taken up.

• Decisions on whether any person should be DBS checked will be made by the Clerk

• Facilities offered by the Parish Council have been inspected on a regular basis and at least annually by a representative of RoSPA or a similar organisation.

• Sharing information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers.

Policy Dated July 2025

HAMBLE PARISH COUNCIL

Code of Conduct - Safeguarding

Councillors and employees whilst on Council duties will

- Not put yourself in a position where you are alone with any child or vulnerable adult

• Not play physical contact games with children or vulnerable adults.
• Wear appropriate clothing at all times.
• Ensure that accidents are recorded in an accident book.
• Never do anything of a personal nature for a young person.
• Keep records of any incidents or allegations a person may make to any committee member or volunteer.
• Refer cases of suspected abuse or allegations to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures.

Contractors and third parties

• In the event of a contractor, working directly for the Parish Council, being deemed to be working in any area where they may have unsupervised access to children or vulnerable adults, then that contractor will be asked to provide their Safeguarding Policy.
• Any organisation which uses Parish Council facilities to provide activities for children or vulnerable adults shall be required to show proof of its own Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

Reporting Concerns

If an employee or councillor is concerned about a child or vulnerable adult, they should contact the Safeguarding Officer if possible; however anyone can make a referral.
For concerns about a child call Hampshire Children's Services on 0300 555 1384.
For allegations concerning the behaviour of an adult call the LADO on 01962 876364 or email child.protection@hants.gov.uk
In cases of immediate danger call the police.

Declaration

Hamble Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm, neglect including cyber bullying, sexting and peer on peer abuse. All members of Hamble Parish Council should read the Safeguarding Policy. Having read the Policy they should be proactive in providing a safe environment for children and vulnerable people who are involved in Parish Council activities.
This Policy will be reviewed annually at the Annual Council meeting in May each year.
Reviewed 9th July 2025
Date of Review

Media and Communications Policy

September 2021

Reviewed: September 2025

1. Purpose

1.1 The purpose of this policy is to define the roles and responsibilities within the Parish Council for achieving effective communication with the public, partners, and stakeholders through both traditional media and digital channels. It provides guidance on handling media enquiries, managing publicity, and using social media responsibly, so that all Council communications are consistent, accurate, and reflect the Council's agreed position.

1.2 Without proper co-ordination, it would be difficult to ensure that the messages put out by the Parish Council are consistent and accurate. However, if communication is managed effectively, the Council will be able to create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.

1.3 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore Councils must have regard to it and follow its provisions.

1.4 Failure to follow the Council's Media and Communications Policy could lead to a breach of the statutory code and risk adverse publicity, which in turn could damage the Council's and relevant Councillor's reputation. It is important that all Councillors and Officers understand the implications of this code which this policy explains within a local context.

1.5 In short, the Council must ensure that publicity is

- Lawful
- Cost effective
- Objective
- Even-handed
- Appropriate
- Regard to equality and diversity
- Careful during periods of heightened sensitivity

1.6 This policy should be read in conjunction with the Code of Conduct for Members.

2 Approach to Publicity

2.2 The Council welcomes enquiries from the press, media, and the public through digital and social media channels. It recognises that good relationships with journalists, broadcasters, and online communities help the Council to communicate effectively with residents and stakeholders.

2.3 Equally, the Council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner and is accessible via as many media sources as possible including social media.

2.4 In all cases, the Council's approach to the media should be:

- Open and honest

- Proactive
- Responsive and timely
- In line with the Code of Conduct for Members

2.5 The Council is accountable to the local community for its actions, and this can only be achieved through effective two-way communication. Traditional media and digital platforms, including social media, play a large role in informing residents about what the Council does and how it spends their money. It is therefore vital that the Council communicates effectively across all channels and, wherever possible, takes a positive and constructive approach to meeting requests for information, providing updates, and engaging with residents to increase public awareness of the Council's priorities, services, and facilities.

2.6 The use of both traditional media and digital communication, including social media, is vital in terms of holding the Council to account for its policies and actions. It is important that the public, partners, and the media have access to officers and Councillors, and to background information to assist them in this role. To balance this, the Council will defend itself from unfounded criticism and will ensure that residents are properly informed of all the relevant facts, using appropriate communication channels – including social media – where necessary.

2.7 The main communication channels relevant to Hamble are the local and regional press, local radio and television, and online and social media platforms used by residents. While it is unlikely that Hamble Parish Council will be involved in national or international publicity, this policy applies equally in those situations should they arise.

3 The Legal Framework

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:

- "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."
- "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."
- "Publicity should not attack, nor appear to undermine, generally accepted moral standards."
- "… local authorities… should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."

Furthermore, the Local Government Transparency Code (2014) requires Councils to operate a culture of transparency making information widely available to all that want to access and use it. This includes media organisations and those wishing to reuse the information for that purpose.

3.2 In particular, officers and Councillors should always have due regard for the long-term reputation of the Council in all their communications — whether with the media, on social media, or through any other public forum.

3.3 Confidential documents, exempt minutes, reports, papers, and private correspondence should not be leaked to the media or to any public forum online. If such leaks do occur, an investigation will take place to establish who was responsible and the appropriate action taken.

3.4 When the media, social media, or any other communication channel raises or discusses an issue that is, or is likely to be, subject to legal proceedings, advice must be taken from the Council's solicitor before any response is made.

3.5 There are a number of personal privacy issues for officers and Councillors that must be handled carefully and sensitively. These include the release of personal information, such as home addresses and telephone numbers (although member contact details are in the public domain), disciplinary procedures, and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media or published online.

4 Handling Media Enquiries

4.1 All approaches from the media, including press, broadcast, online outlets, or via social media, should be directed to the Parish Clerk and the Chairman of the Council.

4.2 If other Councillors are contacted directly for comment - whether by journalists, through social media messages, or via other digital platforms - they should liaise with the Clerk before responding to the request.

4.3 All statements made by the Clerk or the Chairman should reflect the Council's decisions and stated policies.

4.4 The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Councillors. The phrase "no comment" should not be used as a response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.

4.5 Letters representing the views of the Council should only be submitted by the Chairman or the Clerk. Councillors are strongly encouraged not to use the letters page within the Local Press as a means of expressing their personal views.

4.6 At all times, Councillors, Officers, and staff should consider the potential risk to the Council, its reputation, and the reputation of other Councillors, when dealing with the media.

5 Requests for Interview

5.1 Any request for an interview with a Councillor or Officer should be referred to the Clerk in the first instance. The Clerk, in liaison with the Chairman, will determine the most appropriate Councillor or Officer to put forward for interview.

5.2 Where a Councillor is authorised to speak on behalf of the Council, it is their responsibility to ensure they are clear on the corporate position of the Council, and that their responses to questions accurately reflect this.

5.3 Where an officer is authorised to speak on behalf of the Council, they must never give their opinion on specific Council policy and must remember their

role is to provide expertise and factual knowledge in support of the Council's agreed policies.

5.4 If a Councillor has not been specifically authorised by the Council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

6 Official Council Press Releases

6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information, or to explain the Council's position on a particular issue. It is the responsibility of all officers and Councillors to look for opportunities where the issuing of a press release may be beneficial.

6.2 All press releases are to be factual, non-political, not written to cause offence, and must be in accordance with Council policy.

6.3 All press releases are to be drafted and issued by the Clerk to ensure that the principles outlined in Section 3 (Legal Framework) are adhered to, that there is consistency of style across the Council, and that the use of the press release can be monitored, having consulted with the Chairman of the relevant committee on the proposed wording.

6.4 Press releases will be issued to local newspapers and copies will be made available on the Council's website. An edited version will be shared on the Council's social media platforms, with a link to the full story.

7 Social Media and Digital Communications

7.1 The Council recognises that social media and digital platforms are important tools for engaging with residents, partners, and stakeholders. Used positively, they can promote the work of the Council, support transparency, and encourage community participation. This section sets out how Councillors and employees must use social media in line with the principles established elsewhere in this policy.

7.2 This section applies to all Councillors, employees, and representatives of Hamble Parish Council when using social media:

- On behalf of the Council through official channels; and
- In a personal capacity where there is, or could reasonably be perceived to be, an association with the Council.

7.3 Social media includes, but is not limited to, Facebook, X (formerly Twitter), Instagram, LinkedIn, YouTube, TikTok, blogs, forums, and community discussion sites.

7.4 The principles of confidentiality, accuracy, integrity, and accountability set out in the rest of this policy apply equally to all social media use. In particular:

- Information shared must be factual, objective, and in line with agreed Council decisions.
- Confidential or sensitive material must never be disclosed.
- Content must be respectful, non-political, and must not bring the Council into disrepute.
- When making personal posts, individuals must take care that their comments cannot be interpreted as representing the official position of the Council.

7.5 The Clerk is responsible for authorising and overseeing all official Council social media accounts. Officers may prepare material for publication, but posts should be cleared with the Clerk unless they relate to routine service information or factual updates.

7.6 Councillors should seek advice from the Clerk before commenting publicly on Council business or sensitive community issues.

7.7 Official accounts must not be used for political purposes or to promote individual Councillors.

7.8 Councillors and employees must not disclose confidential information, pre-empt Council decisions (for example, on planning applications), or make defamatory or disparaging remarks about the Council, colleagues, or stakeholders. Where individuals express personal opinions on matters connected to the Council, they must make it clear that they are speaking in a personal capacity.

8 Attendance of Media at Council or Committee Meetings

8.1 The Local Government Act 1972 requires that all agendas, reports, and minutes are sent to the media on request, five working days prior to the meeting.

8.2 Provision is made for Councillors of the media to attend Council and committee meetings. During meetings Councillors should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

9 Publicity During Elections

9.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (purdah), all proactive publicity about candidates is halted.

9.2 During the purdah period, all Council publicity shall be managed by the Clerk. Any official statements, whether for press releases, social media, the Council's website, or other communication channels, will only be issued by authorised officers.

9.3 The Council will not quote any Councillor in a press release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Councillors holding key civic positions should be able to comment.

10 Non-Council Related Media

10.1 Officers and Councillors of the Council who have contact with the media in a personal capacity or as Councillors of non-Council related organisations must not refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.

11 Managing Negative Issues

11.1 From time to time the Council must respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for

reputational damage or adverse publicity, whether in the press, broadcast media, online, or on social media.

11.2 Councillors must alert the Clerk and Chairman as soon as a potentially negative issue is known which may attract media or social media interest. They should not wait until they are contacted by a journalist or until the issue begins to circulate online.

12 Correcting Inaccurate Reporting

12.1 Should the media, social media, or any other communication channel publish or circulate something inaccurate about the Council, a quick decision must be taken on any action necessary to correct it. The issue should be discussed with the Clerk to decide what response is appropriate. This could include a press release, a statement on the Council's website or social media accounts, direct contact with the journalist or platform concerned, a personal letter to the editor, or legal advice. It will also be necessary to decide who is the most appropriate person to take the agreed action.

12.2 It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually.

12.3 Occasionally the Council will get something wrong. In these cases, damage limitation is the key – this can usually be achieved by admitting the mistake, apologising, and stating how the Council will learn from the error or put it right.

13 Freedom of Information and Data Protection

13.1 Should the Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (written or email), that correspondence will normally have to be disclosed unless it is exempt. The fact that the disclosure may prove embarrassing would not, in itself, prevent disclosure.

13.2 In addition, care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Councillors should bear this in mind when using any personal data which may be supplied to them by residents.

14 General Guidance for Councillors and Officers

14.1 Councillors and officers must ensure they do not disclose information of a confidential nature. This includes any discussion with the press, social media, digital platforms, or other communication channels on matters which have been discussed under confidential items on Council or committee agendas, or at any other private briefing.

14.2 Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.

14.3 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating Council policy, which is not necessarily consistent with your personal opinion.

14.4 Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Code of Conduct for Members and subject to a complaint to the Monitoring Officer.

14.5 Any officer failing to follow the guidance set out in this policy could face disciplinary action as set out in the Staff Handbook.

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 1 - Barclays Current A/C 070978787

Bank Statement Account Name (s)	Statement Date	Page	Balances
Barclays Current	30/09/2025	10	205,554.93
			205,554.93

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		205,554.93

Unpresented Receipts (Plus)		
20/06/2025	1.00	
		1.00
		205,555.93

Balance per Cash Book is :-	**205,555.93**
Difference is :-	**0.00**

Signatory 1:

Name H. ROBINSON Signed H Robinson Date 07/10/25

Signatory 2:

Name S. LINES. Signed S Lines Date 07/10/25.

Note: One receipt for £197.50 dated 01/10/25 was entered into September 2025 in error, which explains the difference between balance per cashbook above and bank statement balance. This will be rectified in October when there will be a difference of £197.50 in reverse. DCK are aware.

BARCLAYS

30 September 2025

MG 033988 F1VI206A 709F30BAJ00143 40300 B 49232

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 September 2025

Business Current Accounts

Business Current Account Statement	£205,358.43
Sort Code 20-79-29 • Account No 70978787	

Business Savings Accounts

Business Premium Account	£5,346.17
Sort Code 20-79-29 • Account No 60854980	

This is the end of your account summary.

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 3 - Barclays Premium Account

Bank Statement Account Name (s)	Statement Date	Page	Balances
BUSINESS PREMIUM	30/09/2025	1	5,346.17
			5,346.17

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		5,346.17

Unpresented Receipts (Plus)		
19/09/2025	33.72	
19/09/2025	374.00	
22/09/2025	33.16	
22/09/2025	14.57	
22/09/2025	24.41	
		479.86
		5,826.03
	Balance per Cash Book is :-	**5,826.03**
	Difference is :-	**0.00**

Signatory 1:

Name H. ROBINSON Signed A Robinson Date 07/10/25.

Signatory 2:

Name S. LINES. Signed [signature] Date 07/10/25.

Note: Five (5) receipts (listed above as unpresented receipts) were accidentally recorded in Cashbook 3 rather than Cashbook 1. They have been recorded correctly in Cashbook 1 and will be reversed from Cashbook 3 in October 2025.
DCK is aware.

BARCLAYS

30 September 2025

MG 033988 F1VI206A 709F30BAJ00143 40300 B 49232

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 September 2025

Business Current Accounts

Business Current Account Statement	£205,358.43
Sort Code 20-79-29 • Account No 70978787	

Business Savings Accounts

Business Premium Account	£5,346.17
Sort Code 20-79-29 • Account No 60854980	

This is the end of your account summary.

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 4 - EBC High Interest Account

Bank Statement Account Name (s)	Statement Date	Page	Balances
EBC High Interest	30/09/2025	1	133,465.73
			133,465.73

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		133,465.73

Unpresented Receipts (Plus)		
	0.00	
		0.00
		133,465.73

Balance per Cash Book is :-	**133,465.73**
Difference is :-	**0.00**

Signatory 1:

Name H. ROBINSON Signed H Robinson Date 07/10/25.

Signatory 2:

Name S. LINES. Signed S Lines Date 07/10/25.

EASTLEIGH BOROUGH COUNCIL

Helen Robinson
Parish Clerk
Hamble-Le-Rice Parish Council
Memorial Hall
Hamble-Le-Rice
Southampton
Hampshire
SO31 4JE

Our Ref: RM/Other Loans
Your Ref: L5386
Contact: Rebecca Moore
Direct Dial: 02380 688085
Email: rebecca.moore@eastleigh.gov.uk

01/04/2025

Dear Helen

Temporary Loan L5386

Please find below details of your loan with the Borough Council.

Opening balance as at 01/10/24	**£130,874.05**
Investments/Withdrawals during the period	£0.00
Interest Accrued during the period	£2,591.68
Closing Balance	**£133,465.73**

Your new balance is £133,465.73 as at 1st April 2025.

*The council policy is to provide interest at 0.75% below the Bank of England Base Rate. As the Bank of England Base Rate was below 1.25% for the period to 16/06/2022, the Council opted to pay interest at 0.5% during this period. The interest rate from the 16/06/2022 then reverted to 0.75% below the Bank of England Base Rate.

Yours sincerely

RMoore

Rebecca Moore
Senior Finance Assistant
Financial Services

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 5 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA Deposit Fund	30/09/2025	2	23,242.17
			23,242.17

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		23,242.17

Unpresented Receipts (Plus)		
	0.00	
		0.00
		23,242.17

Balance per Cash Book is :-	**23,242.17**
Difference is :-	**0.00**

Signatory 1:

Name H. ROBINSON. Signed A Robinson Date 07/10/25.

Signatory 2:

Name S. LINES. Signed Date 07/10/25.

CCLA

GOOD INVESTMENT

Statement of Account

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

3 October 2025

Account name: **HAMBLE LE RICE PARISH COUNCIL**
Account number: **PS1007331-001**
Statement period: **01/09/2025 to 30/09/2025**

Account summary

Total valuation as at 30 September 2025	**£23,242.17**
Total valuation as at last statement at 1 September 2025	**£43,012.19**

Holdings as at 30 September 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	23,242.1700	£1.00	£23,242.17

Total value
£23,242.17

Transactions for the period from 1 September 2025 to 30 September 2025

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/09/2025	Income Reinvestment	229.9800	£1.0000	£229.98
25/09/2025	Withdrawal	-20,000.0000	£1.0000	-£20,000.00

Fund documentation is available at 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.

The average Fund yield for this period was 4.03% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Sep 2025	02/10/2025	Reinvestment	£129.76	PS1007331-001

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.

Bank Reconciliation Statement as at 30/09/2025
for Cashbook 6 - Barclaycard Commercial

Bank Statement Account Name (s)	Statement Date	Page	Balances
Barclaycard Commercial	30/09/2025	1	0.00
			0.00

Unpresented Payments (Minus)	Amount
	0.00
	0.00
	0.00

Unpresented Receipts (Plus)	
	0.00
	0.00
	0.00

Balance per Cash Book is :-	**0.00**
Difference is :-	**0.00**

Signatory 1:

Name N. ROBINSON. Signed A Robinson Date 07/10/25.

Signatory 2:

Name S. LINES. Signed [signature] Date 07/10/25.

barclaycard commercial

barclaycard

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

Company reference:	5476761028244565
Statement date:	21 September 2025
Page number:	1 of 2
Monthly spend limit:	£4,000.00
Date of previous statement:	21 August 2025
Previous balance:	£0.00
Payment received:	£0.00
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 (£):	0.69
Cashback redeemed (£):	0.00

1/2

Interest information

Total of next months estimated interest : £0.00

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	0.00	1.930%	0.00	
CASH	0.00	2.346%	0.00	
Totals	**£0.00**		**£0.00**	

Simple Standard Rate p.a: 23.16% (25.8% compound equivalent)

Simple Cash Rate p.a: 28.15% (32.1% compound equivalent)

* See reverse for details

H2

Payments, charges and adjustments

BALANCE FROM PREVIOUS STATEMENT	0.00
Total of payment, charges and adjustments	**£0.00**

020900 BBA2230A Page 1 of 2

Paid in by and date

bank giro credit ABC

0.00 0.00 5476761028244565

16 October 2025

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

Cashier's Stamp and Initials

G 011444 BBA2230A 35587
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

Paragon cc 1105

<5476761028244565< 251629+< 73 X

Hamble-le-Rice Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 01/10/2025

Month No: 6

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100	Staff Costs							
4000	Gross Salaries	16,837	95,671	215,000	119,329		119,329	44.5%
4001	Ers NIC Contributions	2,150	11,938	26,000	14,062		14,062	45.9%
4002	Ers Pension Costs	3,173	18,009	45,000	26,991		26,991	40.0%
	Staff Costs :- Indirect Expenditure	**22,160**	**125,618**	**286,000**	**160,382**	**0**	**160,382**	**43.9%**
	Net Expenditure	**(22,160)**	**(125,618)**	**(286,000)**	**(160,382)**			
101	Administration							
1076	Precept	183,125	366,250	366,250	(0)			100.0%
1090	Interest Received	278	2,529	8,000	5,471			31.6%
1100	Grants Received	0	30	0	(30)			0.0%
1105	Donations Received	0	44,625	0	(44,625)			0.0%
1115	Admin Fee - Use of HPC Facilit	0	607	350	(257)			173.5%
1900	Miscellaneous Income	0	162	0	(162)			0.0%
4021	RingGo Service Charges - DO NO	0	(1,095)	0	1,095			0.0%
	Administration :- Income	**183,403**	**413,109**	**374,600**	**(38,509)**			**110.3%**
4003	Payroll Costs	52	260	605	345		345	43.0%
4005	Health & Safety	0	80	0	(80)		(80)	0.0%
4008	Contractor Costs	0	407	1,500	1,093		1,093	27.1%
4010	Staff Training	0	0	3,000	3,000		3,000	0.0%
4011	Staff Travelling	0	12	0	(12)		(12)	0.0%
4013	Office Refreshments	0	107	100	(7)		(7)	107.3%
4016	Clerk's Casual Expenditure	0	85	1,000	915		915	8.5%
4025	Stationery	116	295	300	5		5	98.2%
4040	Subscriptions	105	1,437	1,500	63		63	95.8%
4041	Office Rent	0	3,270	6,000	2,730		2,730	54.5%
4045	Photocopy Costs	107	231	480	249		249	48.2%
4060	Telephone	107	658	1,400	742		742	47.0%
4062	Software Costs	624	7,424	15,000	7,576		7,576	49.5%
4065	Insurance	0	8,263	10,000	1,737		1,737	82.6%
4095	New Office Equipment	0	123	100	(23)		(23)	123.5%
4105	Bank Charges	13	70	250	180		180	28.1%
4111	Legal Fees	0	37,147	0	(37,147)		(37,147)	0.0%
4112	Audit Fees	0	(250)	0	250		250	0.0%
4115	Accountancy Fees	154	3,069	600	(2,469)		(2,469)	511.4%
4118	Leases HCFC	0	(265)	0	265		265	0.0%
4121	Prof'l Fees Planning Appeal	0	40,100	0	(40,100)		(40,100)	0.0%
4200	Members Training	0	0	200	200		200	0.0%
4220	Election Costs	0	0	1,000	1,000		1,000	0.0%

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4253	V Mag Contract Editorship	625	3,906	10,000	6,094		6,094	39.1%
4254	Newsletter delivery	282	2,091	4,000	1,909		1,909	52.3%
4905	Miscellaneous Expenditure	0	118	0	(118)		(118)	0.0%
	Administration :- Indirect Expenditure	**2,185**	**108,639**	**57,035**	**(51,604)**	**0**	**(51,604)**	**190.5%**
	Net Income over Expenditure	**181,218**	**304,470**	**317,565**	**13,095**			
6000	plus Transfer from EMR	0	73,197	0	(73,197)			
6001	less Transfer to EMR	0	49,255	0	(49,255)			
	Movement to/(from) Gen Reserve	**181,218**	**328,412**	**317,565**	**(10,847)**			
102	Civic & Archives							
1326	Bench sponsorship	0	(52)	4,000	4,052			(1.3%)
	Civic & Archives :- Income	**0**	**(52)**	**4,000**	**4,052**			**(1.3%)**
4203	Festive Decorations	0	0	350	350		350	0.0%
4205	Civic Costs	0	368	150	(218)		(218)	245.3%
4210	Festive Lighting	0	0	6,000	6,000		6,000	0.0%
4211	Park Sport contribution	0	278	350	73		73	79.3%
4212	Youth Outreach	0	3,975	5,000	1,025		1,025	79.5%
4213	Hire of facilities/premises	0	(42)	0	42		42	0.0%
	Civic & Archives :- Indirect Expenditure	**0**	**4,579**	**11,850**	**7,271**	**0**	**7,271**	**38.6%**
	Net Income over Expenditure	**0**	**(4,631)**	**(7,850)**	**(3,219)**			
103	Publications							
1130	V Mag Adverts	0	783	3,000	2,217			26.1%
	Publications :- Income	**0**	**783**	**3,000**	**2,217**			**26.1%**
4250	V Mag Printing	639	2,556	7,500	4,944		4,944	34.1%
	Publications :- Indirect Expenditure	**639**	**2,556**	**7,500**	**4,944**	**0**	**4,944**	**34.1%**
	Net Income over Expenditure	**(639)**	**(1,773)**	**(4,500)**	**(2,727)**			
104	Car Parking							
1140	Car Park Income	2,310	25,041	48,000	22,959			52.2%
1142	Clock Permits	13	288	4,500	4,212			6.4%
	Car Parking :- Income	**2,323**	**25,329**	**52,500**	**27,171**			**48.2%**
4017	3C Payments	47	2,980	250	(2,730)		(2,730)	1192.2%
4271	Car Park Maintenance	0	62	0	(62)		(62)	0.0%
4273	Printing Clock Permits	0	0	850	850		850	0.0%
	Car Parking :- Indirect Expenditure	**47**	**3,043**	**1,100**	**(1,943)**	**0**	**(1,943)**	**276.6%**
	Net Income over Expenditure	**2,276**	**22,286**	**51,400**	**29,114**			

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
105	St. Andrews Cemetery							
1150	Burial Fees	0	300	6,000	5,700			5.0%
1151	Memorial Fees	500	1,900	2,000	100			95.0%
1152	Grant Exclusive Rights	500	800	7,000	6,200			11.4%
	St. Andrews Cemetery :- Income	**1,000**	**3,000**	**15,000**	**12,000**			**20.0%**
	Net Income	**1,000**	**3,000**	**15,000**	**12,000**			
107	Grant Expenditure							
4280	Grants S 137	379	20,379	3,000	(17,379)		(17,379)	679.3%
	Grant Expenditure :- Indirect Expenditure	**379**	**20,379**	**3,000**	**(17,379)**	**0**	**(17,379)**	**679.3%**
	Net Expenditure	**(379)**	**(20,379)**	**(3,000)**	**17,379**			
108	Grounds Maintenance							
1900	Miscellaneous Income	0	1,006	0	(1,006)			0.0%
	Grounds Maintenance :- Income	**0**	**1,006**	**0**	**(1,006)**			
4006	Protective Clothing & Equip.	0	436	600	164		164	72.7%
4081	Refuse/Litter	0	3,640	5,000	1,360		1,360	72.8%
4100	Cleaning and Hygiene	167	296	0	(296)		(296)	0.0%
4325	Machinery Maintenance	0	0	1,000	1,000		1,000	0.0%
4330	Vehicle Maintenance	0	4,146	0	(4,146)		(4,146)	0.0%
4336	Ground Fuel	0	0	1,500	1,500		1,500	0.0%
4350	New Tools & equip	0	119	100	(19)		(19)	118.7%
4360	Vehicle Hire	451	5,396	14,000	8,604		8,604	38.5%
4370	Dog Bin Emptying	65	275	500	225		225	55.0%
4380	Repairs & Maintenance	852	2,122	0	(2,122)		(2,122)	0.0%
4387	Trees Management	0	525	3,500	2,975		2,975	15.0%
4398	Plants & shrubs	0	0	500	500		500	0.0%
4650	Refunds	0	(55)	0	55		55	0.0%
	Grounds Maintenance :- Indirect Expenditure	**1,534**	**16,899**	**26,700**	**9,801**	**0**	**9,801**	**63.3%**
	Net Income over Expenditure	**(1,534)**	**(15,894)**	**(26,700)**	**(10,806)**			
111	Commercial Assets/leases							
4380	Repairs & Maintenance	0	200	0	(200)		(200)	0.0%
	Commercial Assets/leases :- Indirect Expenditure	**0**	**200**	**0**	**(200)**	**0**	**(200)**	
	Net Expenditure	**0**	**(200)**	**0**	**200**			

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		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
112	Asset Maintenance							
4950	Asset Maintenance	135	2,592	44,000	41,408		41,408	5.9%
	Asset Maintenance :- Indirect Expenditure	**135**	**2,592**	**44,000**	**41,408**	**0**	**41,408**	**5.9%**
	Net Expenditure	**(135)**	**(2,592)**	**(44,000)**	**(41,408)**			
201	Mt. Pleasant Rec. Ground							
1200	Pitch Hire	1,478	2,853	1,000	(1,853)			285.3%
	Mt. Pleasant Rec. Ground :- Income	**1,478**	**2,853**	**1,000**	**(1,853)**			**285.2%**
4050	Electricity	53	322	0	(322)		(322)	0.0%
4381	Property Maintenance	320	320	0	(320)		(320)	0.0%
4383	Play Equipment Maintenance	0	85	100	15		15	85.0%
4384	Sports Equipment Maintenance	0	82	200	118		118	40.8%
	Mt. Pleasant Rec. Ground :- Indirect Expenditure	**373**	**809**	**300**	**(509)**	**0**	**(509)**	**269.7%**
	Net Income over Expenditure	**1,104**	**2,044**	**700**	**(1,344)**			
6000	plus Transfer from EMR	0	85	0	(85)			
	Movement to/(from) Gen Reserve	**1,104**	**2,129**	**700**	**(1,429)**			
202	College Playing Fields							
1200	Pitch Hire	0	718	6,000	5,282			12.0%
	College Playing Fields :- Income	**0**	**718**	**6,000**	**5,282**			**12.0%**
4382	Grounds Maintenance	0	1,086	6,000	4,914		4,914	18.1%
	College Playing Fields :- Indirect Expenditure	**0**	**1,086**	**6,000**	**4,914**	**0**	**4,914**	**18.1%**
	Net Income over Expenditure	**0**	**(368)**	**0**	**368**			
204	Other Recreational Areas							
1907	Retained DDF deposits	0	(150)	0	150			0.0%
	Other Recreational Areas :- Income	**0**	**(150)**	**0**	**150**			
	Net Income	**0**	**(150)**	**0**	**150**			
205	Allotments							
1250	Allotment Rental Income	1,803	1,909	1,957	48			97.6%
	Allotments :- Income	**1,803**	**1,909**	**1,957**	**48**			**97.6%**
4105	Bank Charges	1	2	0	(2)		(2)	0.0%
4382	Grounds Maintenance	192	489	200	(289)		(289)	244.7%

Continued over page

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4450	Allotment Land Rent HCC	41	81	40	(41)		(41)	202.9%
4455	Water Taps & Keys	0	8	0	(8)		(8)	0.0%
	Allotments :- Indirect Expenditure	**234**	**580**	**240**	**(340)**	**0**	**(340)**	**241.6%**
	Net Income over Expenditure	**1,569**	**1,329**	**1,717**	**388**			
209	Res. Capital Projects							
1900	Miscellaneous Income	0	5,417	0	(5,417)			0.0%
	Res. Capital Projects :- Income	**0**	**5,417**	**0**	**(5,417)**			
4800	Resurface H/Lane Shared Area	0	8,500	0	(8,500)		(8,500)	0.0%
	Res. Capital Projects :- Indirect Expenditure	**0**	**8,500**	**0**	**(8,500)**	**0**	**(8,500)**	
	Net Income over Expenditure	**0**	**(3,083)**	**0**	**3,083**			
301	Foreshore Dinghy Park							
1260	Dinghy Park Income	358	4,410	35,000	30,590			12.6%
	Foreshore Dinghy Park :- Income	**358**	**4,410**	**35,000**	**30,590**			**12.6%**
4105	Bank Charges	4	66	0	(66)		(66)	0.0%
4501	Dinghy Stickers	0	0	125	125		125	0.0%
	Foreshore Dinghy Park :- Indirect Expenditure	**4**	**66**	**125**	**59**	**0**	**59**	**52.8%**
	Net Income over Expenditure	**355**	**4,344**	**34,875**	**30,531**			
302	Foreshore (General)							
1141	Electricty use - Foreshore	0	61	0	(61)			0.0%
1143	Foreshore Events	0	527	1,200	673			43.9%
1321	Angelfish (Soton) Ltd Rent	0	812	3,400	2,588			23.9%
1323	Angelfish Waste Contribution	0	150	720	570			20.8%
1326	Bench sponsorship	0	2,000	0	(2,000)			0.0%
1900	Miscellaneous Income	0	158	0	(158)			0.0%
	Foreshore (General) :- Income	**0**	**3,708**	**5,320**	**1,612**			**69.7%**
4050	Electricity	31	284	0	(284)		(284)	0.0%
4315	Memorial Seats and Benches	0	(1,916)	0	1,916		1,916	0.0%
4380	Repairs & Maintenance	840	5,347	5,000	(347)		(347)	106.9%
4382	Grounds Maintenance	(135)	245	0	(245)		(245)	0.0%
	Foreshore (General) :- Indirect Expenditure	**736**	**3,960**	**5,000**	**1,040**	**0**	**1,040**	**79.2%**
	Net Income over Expenditure	**(736)**	**(252)**	**320**	**572**			

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		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
303	Foreshore Public Toilets							
4096	Consumables for FS toilets	0	0	500	500		500	0.0%
4380	Repairs & Maintenance	35	35	0	(35)		(35)	0.0%
	Foreshore Public Toilets :- Indirect Expenditure	**35**	**35**	**500**	**465**	**0**	**465**	**7.1%**
	Net Expenditure	**(35)**	**(35)**	**(500)**	**(465)**			
306	RUP Pavillion							
1202	Committee Room Hire	887	1,305	1,000	(305)			130.5%
	RUP Pavillion :- Income	**887**	**1,305**	**1,000**	**(305)**			**130.5%**
4005	Health & Safety	0	15	0	(15)		(15)	0.0%
4050	Electricity	331	1,434	3,000	1,566		1,566	47.8%
4051	Gas	56	817	2,000	1,183		1,183	40.8%
4052	Water Rates	472	2,287	2,000	(287)		(287)	114.4%
4078	Alarm	298	601	0	(601)		(601)	0.0%
4100	Cleaning and Hygiene	2,443	6,508	9,300	2,792		2,792	70.0%
4105	Bank Charges	8	8	0	(8)		(8)	0.0%
4381	Property Maintenance	0	862	4,500	3,638		3,638	19.2%
4382	Grounds Maintenance	0	146	0	(146)		(146)	0.0%
	RUP Pavillion :- Indirect Expenditure	**3,608**	**12,677**	**20,800**	**8,123**	**0**	**8,123**	**60.9%**
	Net Income over Expenditure	**(2,721)**	**(11,372)**	**(19,800)**	**(8,428)**			
	Grand Totals:- Income	**191,252**	**463,343**	**499,377**	**36,034**			**92.8%**
	Expenditure	**32,070**	**312,218**	**470,150**	**157,932**	**0**	**157,932**	**66.4%**
	Net Income over Expenditure	**159,182**	**151,126**	**29,227**	**(121,899)**			
	plus Transfer from EMR	**0**	**73,282**	0	(73,282)			
	less Transfer to EMR	**0**	**49,255**	0	(49,255)			
	Movement to/(from) Gen Reserve	**159,182**	**175,153**	**29,227**	**(145,926)**			

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 01/10/2025

A/c	Description	Actual		
	Current Assets			
100	Trade Debtors	13,082		
105	VAT Control A/C	6,448		
200	Barclays Bank A/C	205,555		
205	Barclays Premium Account	5,346		
220	EBC High Interest Account	133,466		
225	CCLA Deposit Fund	23,242		
	Total Current Assets		**387,139**	
	Current Liabilities			
500	Trade Creditors	4,797		
520	Net Pay Control	120		
525	PAYE/NIC Control	4,911		
526	HCC Pension Control	4,073		
565	Deposits	2,215		
566	Football Deposit	1,075		
570	Allotment Key Deposits	(772)		
571	Allotment Plot Deposit	35		
	Total Current Liabilities		**16,455**	
	Net Current Assets			**370,684**
	Total Assets less Current Liabilities			**370,684**
	Represented by :-			
300	Current Year Fund	151,126		
310	General Reserves	175,801		
322	EMR Election	1,000		
325	EMR CEMEX Planning Appeal	960		
331	EMR Foreshore Toilets	5,600		
332	EMR Mount Pleasant & RUP	31,197		
337	EMR Legal Fees	5,000		
	Total Equity			**370,684**

Payments for Month 6 — **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/09/2025	Amazon.co.uk	GB57GDGJA	11.13	11.13		500			counter for newsletter
02/09/2025	Barclays Premium Account	Month 6	15,000.00			205		15,000.00	Funds Transfer Month 6
03/09/2025	HMRC PAYE/NIC	SALARIES	4,280.58			525		4,280.58	HMRC NIC Month 5 Au 2025
03/09/2025	Hampshire Pension	PENSION	3,713.70			526		3,713.70	Pension Month 5 Aug 2025
03/09/2025	CLOUDY GROUP LTD	INV-D-0877	749.28	749.28		500			IT support
03/09/2025	Flowbird Smart City UK Ltd	UI0019546	22.39	22.39		500			parking transaction fee
03/09/2025	Domestic Darlings - Susan Mehe	INV-31246	1,275.75	1,275.75		500			August cleaning
03/09/2025	Finn Whitaker Veryard	31.08.25	97.50	97.50		500			August newsletter delivery
03/09/2025	DESIGN & PRINT	INV2508/38	639.00	639.00		500			newsletter print
03/09/2025	Alex Robinson	01.09.25	65.00	65.00		500			August newsletter delivery
03/09/2025	DCK Accounting Solutions	TPC11992	184.68	184.68		500			accounting support
03/09/2025	EASTLEIGH BOROUGH COUNCIL	03076415	78.54	78.54		500			dog waste bins
03/09/2025	Joshua Buckle	30.08.25	65.00	65.00		500			August newsletter delivery
03/09/2025	Liam Fletcher Hart	30.08.25	65.00	65.00		500			newsletter delivery aug
05/09/2025	Amazon.co.uk	GB57KVRGA	10.21	10.21		500			Stationery purchase
05/09/2025	Barclays Bank plc	BACS	12.55			4105	101	12.55	Commission charges 14/07-12/08
11/09/2025	Eastleigh Citizens Advice Bure	BACS	378.66			4280	107	378.66	S.137 Grant to Citizens Advice
11/09/2025	BDO LLP	INV-725007	1,638.00	1,638.00		500			1583/BDO LLP
12/09/2025	Amazon.co.uk	GB57UE3AAB	12.87	12.87		500			Stationery for Office
12/09/2025	Amazon.co.uk	GB57TN4IAB	11.97	11.97		500			Stationery for Office
12/09/2025	Smart MarketingManagement Limi	INV-4397	750.00	750.00		500			marketing and comms support
12/09/2025	GLASDON UK LTD	SI920363	292.63	292.63		500			replacement dog waste bins
12/09/2025	Hamble Warsash Ferry	2131	396.00	396.00		500			slipway clean Sept 25
12/09/2025	HAMPSHIRE COUNTY COUNCIL	58328259	199.91	199.91		500			Cleaning items for Grounds
12/09/2025	ENGRAVING & SIGN SOLUTIONS LTD	INV-6310	192.00	192.00		500			cctv signage
17/09/2025	BRITISH GAS BUSINESS	12279435	58.40	58.40		500			Gas bill at RUP
22/09/2025	RENTOKIL	35575379	488.13	488.13		500			washroom hygiene
23/09/2025	TELEFONICA UK LTD	39596868	128.53	128.53		500			phone bill
24/09/2025	AXIS FIRE & SECURITY SERVICES	105380	357.69	357.69		500			Maintenance of RUP Intruder Al
24/09/2025	Institute of Cemetery and Crem	4811/2025/	105.00	105.00		500			ICCM annual membership
24/09/2025	Mr J Dobromylski	JPDCPC2504	510.00	510.00		500			pest control
24/09/2025	HAMPSHIRE COUNTY COUNCIL	3910045000	40.00	40.00		500			allotments lease
24/09/2025	Flowbird Smart City UK Ltd	UI00020180	34.49	34.49		500			transaction fee
24/09/2025	restore datashred	2254067	75.54	75.54		500			offsite paper shredding
24/09/2025	ENGRAVING & SIGN SOLUTIONS LTD	INV-6324	230.26	230.26		500			Allotment Plot signs x39
24/09/2025	Everflow Utilities	4705669	471.71	471.71		500			Water charges at 4

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Payments for Month 6 | **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									locations
26/09/2025	Salaries	SALARIES	13,175.45			520		13,175.45	Salaries Month 6 Sept 2025
29/09/2025	John Deere Financial	DD	540.92		90.15	4360	108	450.77	Monthly vehicle rental 25/26
29/09/2025	BRITISH GAS BUSINESS	12370346	95.52	95.52		500			electric bill RUP
29/09/2025	BRITISH GAS BUSINESS	12370192	32.70	32.70		500			Electric bill the quay
29/09/2025	BRITISH GAS BUSINESS	12372696	55.86	55.86		500			electric bill MP
	Total Payments for Month		46,542.55	9,440.69	90.15			37,011.71	
	Balance Carried Fwd		205,554.93						
	Cashbook Totals		252,097.48	9,440.69	90.15			242,566.64	

Hamble-le-Rice Parish Council

Payment Summary (Part 1) Landscape

Tax Month : 6 **Week :** 26 **Payment Frequency:** Monthly

E'ee Ref	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]														
26	M Cowley															
31	HC Robinson															
34	C Garley															
35	BE Digweed															
37	S Lines															
40	VK Wilson															
7	Employees	16836.68	15936.48	16836.68	0.00	0.00	1973.07	787.96	900.20	0.00	0.00	0.00	0.00	0.00	0.00	13175.45

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