



## **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 11, 2026, 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 (DD/MM/YYYY)+item number.

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### **AGENDA**

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#### **1 - Welcome**

*Chris Jones*

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#### **2 - To Elect the Chair Of Hamble Parish Council for 2026-2027**

*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 - Apologies for Absence**

*Chris Jones*

To receive apologies for Absence, Dispensations & Interests

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#### **4 - To Elect the Vice-Chair of Hamble Parish Council for 2026-2027**

*Chris Jones*

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#### **5 - Approve Minutes**

To approve the minutes from 13th April 2026

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#### **6 - 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.

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#### **7 - General Power of Competence**

*Chris Jones*

To confirm eligibility of General Power of Competence

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#### **8 - Agree Policies**

*Chris Jones*

To agree the following policies:-Accessibility Statement

- i. CCTV Policy
  - ii. Complaints and Compliments Policy
  - iii. Credit Management Policy
  - iv. Code of Conduct for Members
  - v. Equality and Diversity Policy
  - vi. Financial Regulations 2025
  - vii. Financial Risk Assessment
  - viii. Information Governance, Transparency, and Data Protection Policy
  - ix. Information Technology Policy
  - x. Information Retention and Disposal Policy & Appendix
  - xi. Legal Notice - Website
  - xii. Media and Communications Policy
  - xiii. Publication Scheme
  - xiv. Standing Orders
  - xv. Safeguarding Policy
  - xvi. Standing Order 2026
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#### **9 - Approve Set up of a Finance Committee & HR Working Group**

*Chris Jones*

To agree to dissolve the Functions Working group comprising of Finance, HR and Comms and approve the set up a separate Finance Committee and HR Working group. Finance to meet at least Quarterly (Terms of Reference & Members to be agreed below for both)

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

*Chris Jones*

- i. Planning Committee - Chair & Members
- ii. Assets Management Committee - Chair & Members
- iii. Finance Committee - Chair & Members
- iv. Review Panel - Chair & Members
- v. HR Working Group - Chair & Members
- vi. Foreshore Working Group - Chair & Members
- vii. Hamble Development Committee - Chair & Members
- viii. Hamble Peninsular Co-ordination Group - Chair & Members
- ix. Asset Transfer Working Group

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## **11 - To Agree Terms of Reference for Council Committees & Working Groups**

*Chris Jones*

To Agree Terms of Reference for Committees & Working Groups:-

- i. Planning Committee
- ii. Assets Management Committee
- iii. Finance Committee
- iv. Review Panel
- v. HR Working Group
- vi. Foreshore Working Group
- vii. Hamble Development Committee
- viii. Hamble Peninsular Co-ordination Group
- ix. Asset Transfer Working Group

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## **12 - Update from the Chair of Council**

*Chris Jones*

To receive an update from the Chair of the Parish Council and receive updates from:-

- i. Planning Committee
- ii. Assets Committee

To receive any other updates from Committees & Working Groups

To approve the Charity Cricket Match at the RUP Pavilion

To discuss Council Governance

Update on Statutory Review

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## **13 - Insurance**

*Chris Jones*

To agree the Insurance Provider and Annual Insurance Premium for the Parish Council for 2026-2027

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## **14 - Boiler Grant**

*Serena Alexander, Chris Jones*

To approve recommendation by Assets Committee of a 50% contribution towards the boiler replacement at RUP of £13,631

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**15 - Budget Review****Chris Jones**

Review the 2026-2027 Budget and agree any amendments to Ear Marked Reserves

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**16 - Accounts & Financial Reports****Chris Jones**

To agree the monthly financial reports and information

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**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.

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**18 - H R Update****Chris Jones**

To update on an HR Matter

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**19 - Land & Lease Matters****Chris Jones**

To update on a matter in relation to Council Land  
To update on a Lease Matter

## APPENDICES

[2026-04-13 - Full Council - Minutes.docx](#)  
[Policies Table Full Council List.docx](#)  
[Accessibility Statement, February 2026 V1.docx](#)  
[CCTV Policy.docx](#)  
[Code of Conduct for members.docx](#)  
[Complaints Compliments Policy 2025.docx](#)  
[Credit Management Policy \(needs review\).docx](#)  
[Equality and Diversity 2025.docx](#)  
[Financial Regs 2025 \(updated with Petty Cash April 2026\).docx](#)  
[Financial Risk Assessment.docx](#)  
[Information Governance, Transparency and Data Protection Policy.docx](#)  
[Information Retention and Disposal Policy.doc](#)  
[Information Retention - Appendix A - A List of Documents for Retention or ~.docx](#)  
[Information Technology Policy.docx](#)  
[Legal Notice - Website.docx](#)  
[Media and Communications Policy.docx](#)  
[Publication Scheme 2026 \(Model\).docx](#)  
[Safeguarding Policy.docx](#)  
[Standing Orders 2026 Model.docx](#)  
[Council, Committees Dates for 26-27 - Version 4.pdf](#)  
[AMC TOR 250507 v5.doc](#)  
[PLANNING COMMITTEE VERSION TOR.docx](#)  
[Draft Terms of Reference for Finance Committee.docx](#)  
[Draft Terms of Reference for Foreshore WG.docx](#)  
[Draft Terms of Reference for H R Working Group.docx](#)  
[Hamble Peninsular Co-ordination Group TOR.doc](#)  
[Review Panel TOR.docx](#)  
[Terms of Reference for EBC Asset Transfers WG v2.docx](#)  
[Balance Sheet.PDF](#)  
[Cashbook 1.pdf](#)  
[Cashbook 2.pdf](#)  
[Cashbook 3.pdf](#)  
[Cashbook 4.pdf](#)  
[Cashbook 5.pdf](#)  
[Cashbook 6.pdf](#)  
[Income and Expenditure.PDF](#)  
[Salaries for Full Council.pdf](#)  
[Sales Ledger Unpaid Invoices by Customer.PDF](#)  
[Purchase Ledger Unpaid Invoices by Supplier.PDF](#)

**Dated:** Friday, 08 May 2026

**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 13, 2026** at **19:00 - 21:30** in the **Roy Underdown Pavillion;  
Meeting Room**

Present: Chair Chris Jones, Simon Hand, Ian Underdown, Suzy Hamel, Nick O'Donnell, Grant Woodall, Mark Venables, Andy Thompson,

Apologies: Malcolm Cross, Sue Kendall, Serena Alexander

Staff In Attendance: Clerk and Deputy Clerk

Partners In Attendance: Claire Price SmartMarketing

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The Minute Reference for the meeting is following format (dd/mm/yyyy) + item reference

#### **MINUTES**

#### **1 WELCOME**

The Chair welcomed.

Apologies for absence from Cllr Kendall, Cllr Alexander and Cllr Cross who was still unwell. These apologies were all accepted.

Dispensations for Cemex for Cllr Underdown and Cllr Venables

#### **2 APPROVE MINUTES**

The Clerk advised Members of a correction to Item 7 (Committees & Working Groups), noting that the minutes incorrectly recorded Councillor Underdown as having joined the Planning Committee; this should have stated Councillor Woodall. The correction was accepted.

It was then **Resolved** that the Minutes of the Full Council meeting held on 9 March 2026 be approved. The motion was proposed by Councillor Underdown, seconded by Councillor Venables, and carried unanimously.

#### **3 PUBLIC PARTICIPATION**

There were two members of the public present who asked if Cllr Cross was still unwell and asked why the other Eastleigh Borough Council elected members were not in attendance at the Council meetings.

The second matter raised related to a recently published book by Bill Blain concerning the Airfield. It was noted that neither the Hamble Peninsular Residents Group nor the Hamble Peninsular Defence Group (which includes Hamble Parish Council) had any involvement in its production, and this was clearly stated within the publication.

#### **4 CO-OPTION**

One application had been received and details circulated, however, as the applicant was not in attendance, it was agreed to defer the co-option item until the following month in order to confirm whether the applicant still wished to stand.

#### **5 HAMBLE AIRFIELD**

There was no update at this stage. However, the Chair advised that a minor amendment was required to the Terms of Reference for the Hamble Development Committee, under delegated authority, to enable a more streamlined authorisation process and facilitate timely decision-making.

**Resolution:** It was resolved that the delegated powers section of the Terms of Reference be amended to grant the Hamble Development Committee authority to spend the £25,000 allocated by Full Council at the budget meeting in March 2026, in order to progress the statutory review. This was proposed by Councillor Underdown, seconded by Councillor Woodall, and carried unanimously.

#### **6 ASSET TRANSFER & LOCAL GOVERNMENT RE-ORGANISATION**

Councillor Hand outlined that Government had announced details of the decision for Local Government Reorganisation and Hamble would be part of South West Hampshire (Eastleigh, 4 parishes from New Forest, Southampton and 3 parishes from Test Valley). Councillor Jones also highlighted the forthcoming Hampshire County Council elections and noted their relevance in the context of ongoing local government.

The Deputy Clerk outlined that the Assets in Tranche 1 should all complete tomorrow with the exclusion of the two complex titles outlined in her report.

She advised that the Working group met and recommended to proceed with progressing to transfer the Assets in Tranche 3 listed in the report but continuing to raise questions with the exception of Hamble Common, she reported the detail of the recommendation from the Working Group as follows:-

Cllr Jones proposed that despite the emotional connection, the hurdles to own and maintain Hamble Common were too great and recommended that HPC should not acquire this asset but should have ongoing dialogue with the owner and remain involved with its management. Seconded by Cllr Hand and all in favour.

Councillor Jones further outlined his reasons for considering that it would not be in the best interests of all parties for Hamble Parish Council to assume management of Hamble Common, citing its high level of environmental protection and the requirement for specialist management.

Councillor Thompson then enquired whether Eastleigh Borough Council was undertaking all works associated with the Rail Trail. The Deputy Clerk confirmed this was the case but would raise his question with regard to a second gate.

**Resolution:** It was resolved, as proposed by Councillor Underdown and seconded by Councillor Thompson, that the Parish Council would not pursue the transfer of Hamble Common, in line with the concerns raised by Councillor Jones. However, discussions would continue with the Borough Council to explore whether Avery's Field and the Copse could be transferred independently of Hamble Common. The motion was carried unanimously.

The member of the public standing for co-option arrived but the Clerk explained that this item had now been deferred to next month

## **7 COMMITTEES & WORKING GROUPS**

### **7.1 CHAIR UPDATE**

The Chair noted that the majority of his updates had been covered under the agenda items. His only additional point related to the progression of the Hamble sculpture(s). The Clerk advised that a meeting had been arranged with the Arts Officer, herself, and SmartMarketing.

### **7.2 ASSETS UPDATE**

The Assets Chair in her absence had asked the Clerk to update on Interpretation. The Clerk outlined that this project was progressing well and she would report details to Council.

Cllr O'Donnell stated that there appeared to be some paint splashes on the bench plaques the Clerk would investigate.

### **7.3 PLANNING UPDATE**

The Chair of the Planning Committee explained that the Conservation Area Appraisal is the key planning document governing policy within the Conservation Area, and noted that the Council is currently awaiting from the Borough options on which of the two ways the Parish should proceed either with the new Conservation Area Appraisal or to update the current 2008 document.

The Clerk reported that further correspondence had been sent to Hampshire County Council regarding the patch repairs and deterioration of the setts in Lower High Street. It was suggested that the Clerk also contact Councillor Keith House and Patrick Bloggs on this matter.

Councillor Venables raised concerns regarding 1 Rope Walk, noting the continued deterioration of the property, and enquired to when building works were expected to commence as it was in a poor state.

Councillor Hamel suggested that the Clerk write to the two County Councillors regarding both the condition of the High Street setts and the state of the listed building.

### **7.4 FUNCTIONS WORKING GROUP UPDATE**

The Chair reiterated the intention to set up a quarterly finance committee which would be brought to Council for approval next month. He added that Human Resources would remain as a Working Group to respond to issues as they arise. The Communications strand of the Functions Working Group would be given further consideration.

The Clerk explained that despite the Council clearly following the NJC Green Book, as she had been unable to find the minute record, it was **Resolved** that Hamble Parish Council confirms that it adopts the National Joint Council (NJC) "Green Book" (National Agreement on Pay and Conditions of Service) as at 13<sup>th</sup> April 2026 as the basis of its employees' terms and conditions Proposed by Cllr Underdown to adopt the Green book and seconded by Cllr Hand and all in favour

## **8 MEMORIAL HALL**

Councillor Thompson, as the appointed Parish Council representative, reported that the pre-school operating at the Memorial Hall will be closing in the summer; however, efforts are actively underway to secure a replacement provider.

He further outlined that the Parish Council acts as a permanent Trustee, responsible for safeguarding the deeds and ensuring the charity is properly managed.

Councillor Thompson also advised that he had suggested to the Memorial Hall Committee that they consider establishing a Charitable Incorporated Organisation, which would remove personal financial liability from Trustees. Under such an arrangement, the Parish Council would have no legal responsibilities.

## **9 STANDING ITEMS**

### **9.1 HEALTH & SAFETY**

Cllr Hamel mentioned that she had been made aware by the Lifeboat of an incident at the Foreshore due to a removed bollard. The Clerk advised that she had not been contacted in relation to this matter.

The members of the Public left the meeting at 20.03pm

## **10 FEES & CHARGES**

The Clerk had circulated a document relating to the proposed charging arrangements for the Donkey Derby Field, which was briefly considered.

**Resolution:** It was proposed by Councillor Hamel and seconded by Councillor Underdown that the recommended tiered pricing structure be approved, that only one discount may be applied per booking, and that a refundable deposit of £100 be introduced. The resolution was carried unanimously.

## **11 POLICIES**

There were no policies for approval

## **12 COMMUNITY AWARDS UPDATE**

The Clerk updated on the community awards and reiterated that judging would be via email poll and not during a full council meeting. The awards were being held at the Annual Parish Assembly at the Primary School on Wednesday 6<sup>th</sup> May.

## **13 MEETING DATES**

**Resolution:** Cllr Underdown proposed and Cllr Venables seconded, Cllr Hamel abstained all others in favour to adopt the Council and Committee dates for 2026/2027

## **14 3 G PITCH**

The Chair explained the current position in the process and noted that a meeting was still to be arranged with the Borough Council.

The Clerk advised that the Council should formally resolve to progress the matter.

## **15 PETTY CASH**

The Clerk explained the operational difficulties arising from the absence of a petty cash system, noting that its reinstatement had been recommended by the Internal Auditor.

**Resolution:** It was proposed by Councillor Hamel and seconded by Councillor Underdown that petty cash be reinstated with a limit of up to £150 as required. The proposal was carried unanimously

## 16 ACCOUNTS & FINANCIAL REPORTS

**Resolved** to approve the monthly financial reports and associated information. The proposal was made by Councillor Hand, seconded by Councillor Woodall, and carried unanimously.

The Deputy Clerk circulated details of historic outstanding receipts and payments which had not been correctly accounted for.

Following a brief discussion, it was **Resolved** to agreed that administrative errors (e.g. Amazon-related items) should be cleared, and that any items under £500 prior to the 2025/26 financial year should be written off. However, any items exceeding £500, or relating to the 2025/26 financial year, should be further investigated and brought back to Council for consideration. This was proposed by Councillor Jones, seconded by Councillor Underdown, and carried unanimously.

## 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.

**Resolved** to move to Exempt Business by Cllr Underdown and seconded by Cllr O'Donnell and all in favour and partners left the meeting

## 18 LAND & LEASE MATTERS

Cllr Hamel left the room at 20:30pm due to a confidential matter

The Chair and Deputy Clerk updated on two outstanding matters, the details of this are recorded separately due to their confidential nature

## 19 FOOTPATHS

Council discussed a footpath matter, due to the confidential nature of this matter, this minutes of this are recorded separately.

## 20 HUMAN RESOURCES

Council discussed the recent salary evaluation and were updated on two other matters, due to the confidentiality of these the minutes are recorded separately.

Meeting ended at **20:50**

CHAIR \_\_\_\_\_

DRAFT MINUTES TO BE SIGNED AT THE NEXT COUNCIL MEETING

**Governance Policies for Signing at Full Council May 2026**

<b>Policies/Statements Held</b>	<b>Last Approved by Council</b>	<b>Notes</b>
Accessibility Statement		
CCTV Policy		
Complaints and Compliments Policy		
Credit Management Policy		
Code of Conduct for Members		
Equality and Diversity Policy		
Financial Regulations 2025		
Financial Risk Assessment		
Information Governance, Transparency, and Data Protection Policy		
Information Technology Policy		
Information Commissioner's Office Registration Certificate (2014-2024)	Does not need sign off but needs publishing on the website	
Information Retention and Disposal Policy & Appendix		
Legal Notice - Website	Does not need sign off but needs publishing on the website	
Media and Communications Policy		
Publication Scheme		
Standing Orders		
Safeguarding Policy		
Standing Order 2026		



# Accessibility Statement for Hamble Parish Council Website

This accessibility statement applies to the Hamble Parish Council website at <https://hambleparishcouncil.gov.uk/>.

This website is managed by Hamble Parish Council. We want as many people as possible to be able to use this website.

## How Accessible This Website Is

We understand accessibility is important to our users. Here's what works well and what doesn't on this website:

### What you can do:

- Keyboard navigation works logically throughout the site
- No keyboard traps detected
- UserWay accessibility widget receives focus and activates with keyboard
- Zoom in up to 400% without the text spilling off the screen (content reflows correctly at narrow viewport widths)
- Navigate most of the website using just a keyboard

### What you cannot do:

- Access some images and visual content without text alternatives
- Navigate some interactive elements using keyboard alone
- Easily understand some complex instructions or form labels
- Use assistive technology with some advanced features

## Compliance Status

This website is partially conformant with the Web Content Accessibility Guidelines (WCAG) version 2.2 Level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard.

An accessibility audit was conducted in February 2026 by Smart Marketing using a combination of automated testing tools and manual verification. The audit examined all 61 pages of the website. Of the 54 WCAG 2.2 Level AA success criteria, the website fully meets 26 criteria (48%), partially meets 5 (9%), fails 7 (13%), 15 are not applicable (28%), and 1 advisory criterion is included as a best practice recommendation (2%). The non-conformances are listed below.

## Non-accessible Content

The content listed below is non-accessible for the following reasons.

### Non-compliance with the Accessibility Regulations

Issue	WCAG Criterion	Priority	Target Date
Empty alt text on linked images		P1 Critical	
Colour contrast below minimum ratios		P1 Critical	
Empty links with no accessible text		P1 Critical	
Multiple H1 headings per page		P2 High	

Phone number marked as H2 heading		P2 High	
Missing autocomplete on form fields		P2 High	
PDF links without format indicator		P2 High	
HTML lang set to en-US not en-GB		P2 High	
Generic form error messages		P2 High	
Focus indicator intermittently visible		P3 Medium	
Empty href links in template		P3 Medium	

The full details of each issue, including affected pages and specific recommendations, are provided below.

## Perceivable

- **Empty alt text on linked images:** On the homepage, 3 of 15 images have empty alt text (alt="") while inside links. These are news post thumbnails — informative images that should have descriptive alt text to convey their meaning to screen reader users. WCAG 1.1.1 (Non-text Content).
- **Multiple heading levels on each page:** Every page has 2-4 H1 headings instead of a single H1. The phone number appears as an H2 heading in the header template. This breaks the document structure for assistive technology users who rely on heading hierarchy to navigate pages. The News page is unique in having no H1 at all. WCAG 1.3.1 (Info and Relationships).
- **Missing autocomplete on contact forms:** The Name and Email fields on the Contact, Report a Problem, and similar WPForms lack autocomplete attributes, preventing browser autofill from working. This is particularly important for users with motor or cognitive disabilities. WCAG 1.3.5 (Identify Input Purpose).
- **Colour contrast below required ratios:** On the homepage, 47 contrast errors were identified by WAVE. Computed contrast ratios include 1.00:1 on the 'Latest News' section heading (same colour as background), white text on teal (#33BAD1) at 2.31:1, grey text (#999999) on white at 2.85:1, and white on grey (#B2B2B2) at 2.12:1. The Contact page H1 'Contact Us' has a contrast ratio of 2.05:1. Minimum required: 4.5:1 for normal text and 3:1 for large text. WCAG 1.4.3 (Contrast Minimum).
- **Focus indicator not consistently visible:** The black box focus indicator is present on most interactive elements but is intermittently invisible on some elements, particularly those on dark backgrounds. This can cause keyboard users to lose track of their position on the page. WCAG 1.4.11 (Non-text Contrast).

## Operable

- **Empty links without accessible text:** Many links across the site have no accessible text. This means screen reader users cannot determine where the link will take them. 4-13 empty links appear on every audited page from template elements such as UABB creative buttons, Events Manager calendar navigation arrows (em-calnav), and modal close buttons (em-close-modal). WCAG 2.4.4 (Link Purpose in Context).
- **Empty href links:** 22-114 links per page have empty or '#' href attributes. Many come from template navigation elements and the events calendar. These placeholder links should be removed or replaced with functional URLs. WCAG 2.4.4 (Link Purpose in Context).
- **PDF links without format indicator:** Approximately 470+ PDF links across the site do not indicate they link to PDF documents. The Newsletter page has 86 PDFs from 2017-2026 archives with no format labels. The Finance & Audits page has 90 PDFs without indicators. The Planning Committee page has 148 PDFs without format labels. Recent committee pages have started adding '(pdf, opens in new window)' labels, indicating an improving trend, but the majority of older links lack this information. Users are not warned that clicking will download or open a PDF. WCAG 2.4.4 (Link Purpose in Context).
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## Understandable

- **HTML language set to en-US:** The HTML lang attribute is set to 'en-US' instead of 'en-GB', which may cause screen readers to use American English pronunciation for a UK parish council website. This should be corrected to en-GB. WCAG 3.1.1 (Language of Page).
- **Generic form error messages:** When forms are submitted with empty fields, the error message 'This field is required' appears on all fields without specifying what information is needed. For example, the Name field should show 'Please enter your name' rather than a generic message. WCAG 3.3.3 (Error Suggestion).

## Robust

- **Empty links lack programmatic name:** Some template links lack both visible text and aria-label attributes, meaning they have no programmatically determinable name for assistive technology. WCAG 4.1.2 (Name, Role, Value).

## Additional Observations

The following observations do not represent formal WCAG failures but are noted as areas for improvement:

- **Links opening in new windows:** Links on every page open in new browser windows or tabs without informing the user beforehand. Between 5 and 147 links per page behave this way depending on page content (document-heavy pages have more). This can disorient users, particularly those using screen readers. This relates to WCAG 3.2.5 (Change on Request) which is a Level AAA criterion — not required at AA level, but considered best practice. Consider adding '(opens in new window)' warnings as part of Phase 2 improvements.
- **UserWay accessibility overlay widget:** The site uses the UserWay accessibility overlay widget which is present on every page. While it provides some user-facing controls and receives keyboard focus, accessibility overlays are widely considered insufficient as a sole remediation strategy. The underlying HTML issues (heading hierarchy, empty links, colour contrast) should still be fixed to provide genuine accessibility rather than relying solely on widget-based solutions.
- **Inconsistent PDF labelling trend:** Recent PDF links on Full Council and similar pages have started including '(pdf, opens in new window)' format indicators, showing an improving trend. However, the majority of older PDFs lack these labels. A site-wide fix to automatically append '(PDF)' or similar text to all PDF links would be more efficient than manually updating each document.
- **News page missing H1:** The News page (/news/) is unique among all audited pages in lacking any H1 heading. This violates the expectation that every page should have at least one H1 heading. News items appear as both H4 (in sidebar widget) and H3 (in main listing), creating duplicated heading levels. An H1 should be added for the page title.

## What Works Well

The audit also identified several areas where the website performs well for accessibility:

- Proper landmark regions (main, nav ×2, header, footer, search) on all pages
- All images have alt attributes; no completely missing alt attributes
- Most images have meaningful alt text (11 of 15 on homepage with useful descriptions)
- Keyboard navigation works logically throughout the site
- No keyboard traps detected
- UserWay accessibility widget receives focus and activates with keyboard
- Both iframes have titles ('UserWay Accessibility Menu', 'Map showing location of Hamble Parish Council')

- Viewport meta allows user scaling and responsive design present
- Mobile menu and responsive CSS functioning correctly
- WPForms fields all have proper labels with label-for associations
- Recent PDF links have format indicators '(pdf, opens in new window)' — inconsistent but improving trend
- No auto-playing media or animations detected
- Page titles are unique and descriptive on most pages
- Cookie consent banner present
- Content reflows correctly at narrow viewport widths

## What We Are Doing to Improve Accessibility

We are committed to making this website accessible to all users. Following the accessibility audit conducted in February 2026, we have developed the following improvement plan:

### Phase 1 — Critical fixes (target: April 2026)

- Fix colour contrast failures on homepage — 47 WAVE contrast errors with ratios as low as 1.00:1 on 'Latest News' section heading. White text on teal backgrounds (2.31:1), grey on white (2.85:1) all fail minimum 4.5:1 requirement. Quick fix: use white text on dark backgrounds.
- Add accessible text to all empty links — 4-13 per page from template elements (UABB buttons, calendar navigation, modal close buttons). Screen readers cannot determine link purpose. Add aria-label attributes to each.
- Add alt text to news thumbnail images — 3 linked images on homepage have empty alt text (news post thumbnails). Add descriptive alt or ensure surrounding link text provides context.

### Phase 2 — High-priority fixes (target: June 2026)

- Fix heading hierarchy — every page has 2-4 H1 headings instead of single H1. Phone number appears as H2 in header. News page uniquely lacks any H1. Template + content fix required. Use sequential heading levels without skipping.
- Add autocomplete to form fields — Name and Email fields on Contact, Report a Problem, and similar forms lack autocomplete attributes. Add autocomplete='name' and autocomplete='email' to enable browser autofill.
- Add PDF format indicators — ~470 PDF links lack format labels. Newsletter page: 86 PDFs (2017-2026 archives with NO labels). Finance: 90 PDFs. Planning Committee: 148 PDFs. Full Council: ~362 older PDFs. Recent PDFs starting to include '(pdf, opens in new window)' — extend to all.
- Change HTML lang from en-US to en-GB — UK parish council should use en-GB for correct screen reader pronunciation. Template fix.
- Remove phone number H2 from header — change to paragraph or span tag. Template fix.
- Improve form error messages — all fields show generic 'This field is required' instead of specific guidance. Change to 'Please enter your name', 'Please enter a valid email', etc.

### Phase 3 — Medium-priority fixes (target: August 2026)

- Remove empty href links (#, empty) from template — 22-114 per page. Placeholder links should be removed or replaced with functional URLs. Template fix.
- Ensure focus indicator consistently visible — black box focus outline exists but not always visible on all elements, particularly on dark backgrounds. Use CSS to guarantee visible focus on all interactive elements.
- Add scope attributes to cookie consent table headers — table has headers but no scope='col' or scope='row' attributes.

## Ongoing

- Add '(opens in new window)' warnings to external links — WCAG 3.2.5 Advisory (AAA level). 5-147 links per page open new windows without warning. Use visible text or aria-label.

## Disproportionate Burden

We are not currently claiming that any accessibility issues present a disproportionate burden to fix. We believe all identified issues can be reasonably addressed within the timescales outlined above.

## Content That Is Not Within the Scope of the Accessibility Regulations

The following content is exempt from the accessibility regulations:

- PDF documents published before 23 September 2018, unless they are essential to the services we provide
- Third-party content that is not funded by, or under the control of, Hamble Parish Council (for example, embedded Google Maps or social media feeds)

## What to Do If You Cannot Access Parts of This Website

If you need information from this website in a different format, you can request it from us. We will consider your request and aim to provide the information to you within 10 working days. Alternative formats may include:

- Large print
- Easy read format
- Audio recording
- Accessible PDF
- Braille

To request information in an alternative format, please contact us:

- Email: [operations@hambleparishcouncil.gov.uk](mailto:operations@hambleparishcouncil.gov.uk)
- Phone: 023 8045 3422
- Post: Hamble Parish Council, Hamble Village Memorial Hall, 2 High Street, Hamble-Le-Rice, SO31 4JE

If you have difficulty accessing this website, you can also get help and advice from AbilityNet at <https://mcmw.abilitynet.org.uk/>

## Reporting Accessibility Problems with This Website

We are committed to making this website accessible. If you find any accessibility issues that are not listed on this page, or if you believe we are not meeting our accessibility obligations, please let us know by reporting the problem to us.

### How to report an accessibility problem

- Email: [operations@hambleparishcouncil.gov.uk](mailto:operations@hambleparishcouncil.gov.uk)
- Phone: 023 8045 3422
- Post: Hamble Parish Council, Hamble Village Memorial Hall, 2 High Street, Hamble-Le-Rice, SO31 4JE

We aim to respond to all accessibility reports within 5 working days. If you are not satisfied with our response, you can contact the Equality Advisory and Support Service (EASS) at <https://www.equalityadvisoryservice.com/>

## Feedback and Contact Information

We welcome feedback on the accessibility of this website. If you have any suggestions for improvements or general feedback, please contact us:

- Email: [operations@hambleparishcouncil.gov.uk](mailto:operations@hambleparishcouncil.gov.uk)
- Phone: 023 8045 3422
- Post: Hamble Parish Council, Hamble Village Memorial Hall, 2 High Street, Hamble-Le-Rice, SO31 4JE

## Enforcement Procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations').

If you are not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS): <https://www.equalityadvisoryservice.com/>

## Technical Information About This Website's Accessibility

Hamble Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This website is required to be accessible under these regulations.

### Platform and Technology

This website is built using WordPress 6.x as the content management system, with the Beaver Builder theme (bb-theme) and a child theme for customisation. Page layouts are built using Beaver Builder page builder (version 2.9.4.2) with Beaver Themer (version 1.7.19.1). Forms are managed using the WPForms plugin. The website uses HTML5, CSS3, JavaScript, and PHP, and is designed to be compatible with modern web browsers including Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge.

### Accessibility Features Implemented

- Proper landmark regions (main, nav ×2, header, footer, search) on all pages
- All images have alt attributes; no completely missing alt attributes
- Most images have meaningful alt text (11 of 15 on homepage with useful descriptions)
- Keyboard navigation works logically throughout the site
- No keyboard traps detected
- UserWay accessibility widget receives focus and activates with keyboard
- Both iframes have titles ('UserWay Accessibility Menu', 'Map showing location of Hamble Parish Council')
- Viewport meta allows user scaling and responsive design present
- Mobile menu and responsive CSS functioning correctly
- WPForms fields all have proper labels with label-for associations
- Recent PDF links have format indicators '(pdf, opens in new window)' — inconsistent but improving trend
- No auto-playing media or animations detected
- Page titles are unique and descriptive on most pages
- Cookie consent banner present
- Content reflows correctly at narrow viewport widths

### **Known Limitations**

- Some third-party content and embedded widgets may not be fully accessible
- PDF documents published before 23 September 2018 may not be fully accessible
- Some Beaver Builder template components require remediation to improve accessibility

### **Template-Level Improvements**

Many of the identified accessibility issues are related to the Beaver Builder theme templates and layout modules, meaning they can be addressed through theme-level updates rather than page-by-page changes. This is significant because it means a relatively small number of template changes will benefit all 61 pages simultaneously.

## **How This Statement Was Prepared**

This statement was prepared on 20 February 2027.

It was prepared based on findings from an accessibility audit conducted by Smart Marketing in February 2026. The audit examined all 61 pages of the website using:

- Automated browser testing using custom JavaScript analysis scripts to check page structure, heading hierarchy, link text, image alt text, form labels, ARIA attributes, colour contrast, and embedded content
- Manual testing using the WAVE accessibility evaluation tool on key pages
- Manual keyboard navigation testing to verify focus visibility and tab order
- Visual inspection for images of text, colour-only information, and auto-playing content

The full audit report is available from Hamble Parish Council on request.

This statement will be reviewed and updated by 20 February 2027, or sooner if significant changes are made to the website.

## CCTV Policy

**For review: July 2025**

### **1. MANAGING THE POLICY**

#### **(a) Compliance**

This policy applies to all staff, whether permanent or temporary, council members and contractors.

#### **(b) Advice and Training**

If you do not understand anything in this policy or feel you need specific training to comply with it, you should bring this to the attention of your manager.

#### **(c) Equality and Diversity**

Every policy must consider equality and identify any potential barriers or discrimination faced by people protected by equality legislation.

### **2. INTRODUCTION**

The purpose of this policy is to provide Hamble Parish Council (the “Parish Council”) with guidance in order to comply with relevant legislation relating to the use of Closed Circuit Television (“CCTV”) in Hamble. It will enshrine within the Council’s practices the surveillance camera code of practice and data protection code of practice for surveillance cameras and personal information to ensure the Council meets its statutory obligations, and to ensure that individuals and the wider community have confidence that surveillance cameras are deployed to protect and support them rather than spy on them.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference with the recording equipment. With advanced technology CCTV is being replaced with VSS, or Video Surveillance Systems. For the purposes of this policy CCTV includes any installed VSS.

This Policy is designed to control the management, operation, use and confidentiality of the CCTV systems at the Roy Underdown Pavilion and playing fields, the Mount Pleasant pavilion and playing fields and the foreshore. A list of camera locations is held by the Parish Clerk.

The definition of CCTV in this policy is “equipment used to capture and store images, potentially including those of persons”.



VSS refers to a more comprehensive and complex system of cameras, sensors, and software that capture, analyse and record video footage in a particular area.

### **3. PURPOSE AND OBJECTIVES**

The purpose of the CCTV installed by the Parish Council is to provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- to monitor the security of premises or equipment;
- to ensure public safety;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the Police and other local enforcement bodies in the identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime or public order;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and prominent signs on display; and
- to assist all emergency services to carry out their duties.

CCTV will only be installed at publicly accessible premises owned or administered by Hamble Parish Council in the first instance. At a later date, CCTV provision may be extended only following a comprehensive review, the granting of appropriate permissions and an evidential justification. Each installation will need to be justified, normally as a result of logged incidents where CCTV can be judged to be appropriate in order to deter or prevent future incidents.

### **4. ROLES AND RESPONSIBILITIES**

Responsibility for the management of the CCTV and compliance with the ICO will lie with the Parish Council. The following people and organisations are covered by this policy:

- a) Data controller and data owner – meaning Hamble Parish Council
- b) System manager – meaning the Parish Clerk
- c) System user – meaning such councillors, officers, or other individuals from designated bodies authorised to use the surveillance equipment
- d) Data subject – meaning any such individual whose personal information is captured by the surveillance equipment

Any breach of this policy shall be investigated by the Clerk to the Council and reported to the Parish Council.



From 25 May 2018, the Data Protection (Charges and Information) Regulations 2018 requires every organisation or sole trader who processes personal information to pay a data protection fee to the ICO, unless they are exempt.

A VSS system may need to be registered by notifying the Information Commissioner at <https://ico.org.uk/for-organisations/data-protection-fee/> or telephone 0303 123 1113. The notification period is for one year which should be renewed annually.

## 5. Legislative Requirements

The Parish Council shall comply fully with the requirements of relevant legislation and guidance in the consideration and possible use of CCTV.

<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>  
<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/cctv-and-video-surveillance/>

The Parish Council accepts the principles of that data must be:

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with these purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights; and
- held securely;

The Parish Council shall comply fully with General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA18) in respect of use of any VSS system. The Act applies to all types of VSS systems and is enforceable where a VSS system obtains, records, or stores personal data in the form of video images

- From 25 May 2018, the Data Protection (Charges and Information) Regulations 2018 requires every organisation or sole trader who processes personal information to pay a data protection fee to the ICO, unless they are exempt. The power for a parish council to install CCTV and other surveillance equipment is conferred under Local Government and Rating Act 1997 s.31:

(1) A parish council or community council may, for the detection or prevention of crime in their area –

- (a) install and maintain any equipment,
- (b) establish and maintain any scheme, or
- (c) assist others to install and maintain any equipment or to establish and maintain any scheme.



The Council also has a duty to consider crime and disorder implications of their functions, under the Crime and Disorder Act 1998 s.17:

(1) It shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonable can to prevent:

- (a) crime and disorder in its area (including anti-social and other behaviour adversely affecting the local environment); and
- (b) the misuse of drugs, alcohol and other substances in its area; and
- (c) re-offending in its area

The Parish Council shall comply will all legislation, and resultant codes, apply to gathering and use of data.

The Parish Council recognises that images captured by CCTV may have to be released following a request made under the Freedom of Information Act 2000 (“FOIA”) and receipt of a completed subject access request form.

## **6. SURVEILLANCE CAMERA CODE OF PRACTICE**

The Surveillance Camera Code of Practice was issued in 2013 following the introduction of the Protection of Freedoms Act 2012 and further updated in 2014. The Code provides guidance on the appropriate and effective use of surveillance camera systems.

The code provides 12 guiding principles which the council has adopted. These are:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must consider its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held, and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system and such images and information should be deleted once their purposes have been discharged.





- the accuracy of the date/time displayed will be checked on each occasion that the system is accessed;
- digital records and images shall be securely stored to comply with data protection and should only be handled by specifically designated persons. Records and images will normally be erased after a certain period, but may be retained for longer because of a known incident and required for the apprehension or prosecution of offenders;
- digital records or images shall not be supplied to the media, except on the advice of the Police. Such a decision will be taken by the Parish Council;
- as records may be required as evidence in a court of law, each person handling a digital record may be required to make a statement to a Police Officer and sign an exhibit label. Any extracted data that is handed to a Police Officer should be signed for by the Police Officer and information logged to identify the recording, and showing the Officer's name and police station. The log should also show when such information is returned and/or the outcome of its use;
- any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including crime numbers if appropriate;
- any damage to equipment or malfunction discovered should be reported immediately to the Parish Clerk who will contact the CCTV Contractor responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion;
- any request by an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' and is subject to a standard fee. If there is any doubt concerning the legitimacy of any request then the Clerk will seek advice from the Information Commissioners Office and/or the Surveillance Camera Commissioner.

## **8. ACCOUNTABILITY**

Copies of this policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council, providing that does not breach security needs.

The Police and other local enforcement bodies will be provided with a copy of this policy.

Any written concerns or complaints regarding the Parish Council's use of the system will be considered under the Parish Council's existing complaints policy.

The CCTV system installed and used by the Parish Council does not require it to be registered with the Information Commissioner due to its static nature. The Parish



Council is registered with the Information Commissioner as a data handler for the processing of the data collected.

One or more signs (black and yellow) shall be displayed in the vicinity of where the CCTV is deployed. One or more laminated notices shall be erected providing the following information:

- purpose of CCTV
- who manages the CCTV;
- contact details for the organisation(s) responsible should anyone want to find out more about the scheme or request access to their CCTV images.

## 9. REVIEW

This policy, together with the continued need for CCTV usage, will be reviewed by the Parish Council on an annual basis.

Last reviewed by Assets Committee 07/07/2025

### **APPENDIX A** Hamble Parish Council: CCTV Systems in place July 2025

#### **Roy Underdown Pavilion and playing fields**

There are 3 CCTV cameras in place.

Equipment is in the grounds team office in RUP pavilion

The equipment is satisfactory but would benefit from updating.

#### **Mount Pleasant Pavilion and playing fields**

There is one cameras in place.

The equipment is based in MP Pavilion

The equipment is outdated and not fit for purpose. Quotes are being obtained

#### **Hamble Foreshore**

There is one camera in place.

The equipment is based in **Hamble Lifeboat station??**

The equipment is outdated and not fit for purpose. The situation is being reviewed in the light of recent Anto Social behaviours with the assistance of the Police.

Quotes are being obtained and a grant being applied for.



## APPENDIX B Hamble Parish Council: CCTV System Annual Review

This CCTV system and images produced by it are controlled by Hamble Parish Council who are responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose.

Hamble Parish Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of the public. It will not be used for other purposes.

The Parish Council will conduct an annual review of the use of CCTV in Hamble.	Checked (Date) By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.		
There is a named individual who is responsible for the operation of the system.		
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.		
Cameras have been sited so that they provide clear images.		
Cameras have been positioned to avoid capturing the images of persons not visiting specific premises or locations.		
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).		
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.		
An incident log is kept and all access to the system is reported including the date, time, reason, by whom and the outcome		
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.		
Except for law enforcement bodies, images will not be provided to third parties		
The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.		
Regular checks are carried out to ensure that the system is working properly and produces high quality images.		
The Council has reviewed the use of the system, its management, polices and procedures and its overall appropriateness for continued use		



## APPENDIX C: Signage for CCTV used.



## APPENDIX D: SUBJECT ACCESS REQUEST FORM

Subject Access Request Form – Hamble Parish Council CCTV

This form is intended to support individuals requesting access to images of themselves captured by CCTV cameras on the Hamble Parish Council CCTV network. Please note: CCTV footage from Hamble Parish Council is normally retained for a maximum of 28 days

To enable us to respond to your request promptly, please ensure that you provide us with:

- The relevant date, location and approximate time
- A description of what is happening in the footage
- A detailed description of what you were wearing/carrying at the time;
- A recent full-length colour photograph of you

The completed form should be sent to the Clerk at Hamble Parish Council using the details provided at the end of the form. If you need further assistance, please e-mail: clerk@hambleparishcouncil.gov.uk. You are not required to complete this form however it may help you set out your request.



### 1. Your details

Name:	
Address:	
Postcode:	
Telephone number:	
Email address:	

### 2. Are you the Data Subject (the individual whose personal data is being requested)?

Yes:	Please provide proof of your identity, for example a photocopy of a valid passport or photocard driving licence; We may also request proof of address, if required.. <b>Please go straight to section 5 of this form</b>
No:	Are you acting on behalf of the Data Subject with their explicit consent, or with the appropriate legal authority? If so, this must be evidenced in writing and enclosed with this form. You must also enclose proof of the Data Subject's identity and address as described above. <b>Please ensure that you complete sections 3 and 4 of this form</b>

### 3. Details of the Data Subject (If different to those provided in section 1)

Name:	
Address:	
Postcode:	
Telephone number:	
Email address:	

### 4. Legal status in relation to the Data Subject (If you are not the data subject please briefly describe your relationship with them (e.g. legal adviser, spouse, parent, carer, etc) and explain why you are making this subject access request on their behalf)

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**5. Personal information required** *(Please describe as precisely as possible the nature of the images you are requesting; providing details of the exact date and location involved, together with an approximate time. Please also describe your appearance and what you were doing at the time you believe your image was captured. Please continue on a separate sheet if necessary)*

**6. Submitting your request**

Please email your completed copy marked 'Private and Confidential' to [clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk)

Or send the completed copy of this form in a securely sealed envelope marked 'Private and Confidential' to the following address:

Hamble Parish Council  
Memorial Hall,  
2 High St,  
Hamble-le-Rice,  
Southampton SO31 4JE

Remember to include:

- Proof of your identity (or, if you are not the Data Subject: proof of the Data Subject's identity and address; and any relevant documents which give you the legal authority to make this request)
- A recent full-length colour photograph of
- A recent full-length colour photograph of you

I understand that it may be necessary for me to provide additional information in order for Hamble Parish Council to confirm my identity (or that of the Data Subject) and/or locate relevant personal information. The statutory response period of one month specified in data protection legislation will not commence until Hamble Parish Council is satisfied in this regard and has received any additional information it has requested in order to process this request.

..... (signature) ..... date of signature





# **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 behavior 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 Labor 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 jointly with another) a right to occupy to receive income.
<b>Licenses</b>	Any license (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the



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member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.

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**Corporate tenancies**

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.

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**Securities**

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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**Reviewed May 2024**

**Reviewed May 2025**



## **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 Council's 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@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.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**

**Reviewed May 2025**



## **Hamble Parish Council Credit Management Policy**

The Council has a duty to ensure that all monies owned to the Council are collected efficiently and effectively for the benefit of all council tax payers and to provide services for the parish residents.

The Responsible Financial Officer (RFO) holds a statutory office appointed by the Council. The Clerk has been appointed the RFO for Hamble Parish Council and references to the RFO refer to the Clerk.

### **1. Objective**

The Council's debt recovery policy has the following objective:

In order to maximise income, the Parish Council will collect all debt owing to it promptly, effectively, efficiently and economically, while ensuring unbiased and fair treatment to all debtors.

### **2. Framework**

This policy document sets out the Debt Recovery Policy for the Council to ensure that all sundry debts and income of the Council are managed, administered and collected in a transparent, efficient and cost-effective manner.

To achieve these goals Hamble Parish Council will:

- Collect all debt owing to it promptly, effectively, efficiently, and economically.
- Comply with ethical best practice, and legislative requirements, appropriate to each individual debt, or debtor.

### **3. Purpose**

The purpose of this policy is to provide clear guidance for the Officers on the recording, reporting, recovery and monitoring of income.

### **4. Roles and Responsibilities**

The RFO is responsible for the organisation and supervision of all income arrangements, which includes proper accounting, collection arrangements and reporting to the Council on a regular basis. The RFO must make arrangements for income to be accounted for correctly within the Council's financial accounts and make an appropriate annual provision for bad debts.



## **5. Raising Invoices**

Where practical and efficient, advance payment must be requested for services. All invoices must request payment within 14 days or less of the dated invoice. If there are persistent late payment issues (2 or more instances of payment more than 14 days after issue of the invoice) with a regular customer or hirer the Council reserves the right to require payment in advance or to refuse to provide the service. All invoices raised must be properly supported by documentary evidence that supports the debt and using the relevant agreed hire charges, rents or fees. VAT will be charged at the prevailing rate where appropriate.

All invoices will include contact details of the Admin Assistant, in case of queries. All Invoices must contain a concise explanation of why the Council requests payment including the start and finish dates for any facility hire or annual contracts. The Admin Assistant must ensure invoices are raised promptly and emailed to the customer as soon as possible. Where the invoice relates to a continuing hall hire or sports facility, invoices must be issued at least monthly.

## **6. Credit Notes**

If an invoice is raised in error it must be cancelled with a credit note. Adequate documentation or information must be supplied to support the credit note. A credit note should be raised to cancel the invoice in full or reduce the value. A credit note will also be raised when refunding a customer.

## **7. Terms and Conditions**

Terms and conditions are designed to protect the rights of the Council, limit potential liabilities and provide some degree of security for the recovery of the debt. All invoices must request payment within 14 days or less of the dated invoice. Terms and Conditions should include details for payment by BACs and reference to the statutory right to claim a surcharge of £10 or 10% (whichever is the lesser amount) on failure to make payment within the time frame.

## **8. Methods of Payment**

The Council's preferred method of payment is BACs (any amount) or debit or credit cards (for amounts of £10 or less). Debit or credit card payments can only be processed via iZettle at the office with the card holder in attendance. In some instances (Dinghy Storage Park fees) an admin fee of £5 will be charged for payment by cheque, service users will be advised in advance if the admin fee applies.

## **9. Collection**

The collection of income in respect of invoices raised must follow the process set out below, which fully documents the efforts made to settle the debt



- i. the Admin Assistant will raise the debt in the first instance.
- ii. if no payment is received within the stated terms the Admin Assistant will commence the recovery procedure, which begins with a first stage reminder phone call confirmed by email (with a delivery and read receipt activated) giving a further 7 days notice.
- iii. This will be followed with a further telephone call and email to request settlement.
- iv. if no payment is received after a further 7 days, a final demand notice (see 10 below), will be sent both by email (with a delivery and read receipt) and by a recorded delivery letter.
- v. the use of facilities will cease immediately. At this stage other steps may also be needed such as removal and disposal of property.
- vi. the council will be advised of the debt at its next meeting

If a customer requests that an invoice is deferred or to pay by instalments due to temporary cash flow issues financial documentation must be provided by the debtor:

- Professionally prepared accounts or audited accounts if applicable.
- An up to date financial statement setting out the current financial situation
- Current balance sheet

For invoices totalling £1,000 or less the request can be considered and terms agreed by the RFO. Invoices totalling more than £1,000 must be considered by the Council at its next meeting. The Council's credit management procedures will continue until all the financial documentation is submitted.

All action will be fully documented by the Admin Assistant and referred to the Deputy Clerk if a final demand notice has to be issued.

## **10. Reminder Letters**

The final demand notice will advise the customer of further enforcement action, refer to any interest or charge, which the debtor is liable to pay, and the rate at which it will accumulate from the date of the letter. The customer will also be advised that any debts reported to the Council will become a matter of public record via the Council's Minutes.

## **11. Disputed Invoices**

Each invoice will include the contact details of the Admin Assistant. In the first instance the Admin Assistant should be contacted to resolve any initial problems or queries, as he/she will hold the information to resolve all basic queries.

All invoices that are disputed will be flagged, as not requiring further action at this time. The Admin Assistant will retain responsibility for query resolution at this stage and



amend invoices only if deemed appropriate. This should be done using properly supported documentary evidence that validates the reason for reducing or cancelling a previous amount invoiced.

If an invoice is flagged:

- a) a reason for the dispute should be clearly defined;
- b) every effort to resolve, should be made, at the earliest opportunity; and
- c) any obstacles to partial or full payment should be explored and resolved.

The aim should be to resolve disputes within one week. Where this is not possible, close monitoring should follow with the objective of resolving as soon as possible. All flagged invoices should be referred weekly to the Deputy Clerk or RFO and reported to the Council at its next meeting, with reasons for the dispute and the amount involved.

## **12. Recovery Action**

If, after exhausting all the reminder stages the debt remains outstanding, the Deputy Clerk or RFO must decide if the debt requires further enforcement action, consulting with the Council at the first available opportunity.

If the total value of the customer's debt(s) is less than £100 and it is considered by the Deputy Clerk or RFO uneconomic to pursue further, the invoice will be flagged to the Council, awaiting write off.

For all other debts over £100, the following action will apply:

1. Refer the debt to the County Court as a Money Claim;
2. Or, if the court is unable to collect the debt, and all options are exhausted, the RFO will instigate the procedure to write-off the debt with the Council's agreement.

All debts passed to the County Court must be updated. Where an account is reclaimed by the court the invoice/s and system must be updated to reflect this. Where a case has been passed to the Court for collection and a direct payment is received, the RFO will ensure the Court is notified.

## **13. Writing Debts Off**

If the debt remains unpaid, after exhausting all appropriate recovery methods, the debt should be written off. All requests to write off debts must be jointly sanctioned by the RFO and the Full Council. The Council will not permit the debtor to use its services or hire facilities until the outstanding debt has been paid in full.







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 will be approved annually, usually at the Annual Meeting in May

Reviewed by Council: 13.05.19

Review date: 11.05.20

Reviewed by Council: 10.05.21

Reviewed by Council: 9.05.22

Reviewed by Council: 11.11.24

Reviewed by Council: 12.05.25





HAMBLE  
PARISH  
— COUNCIL —

## Hamble-le-Rice Parish Council FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 12.05.2025.

## 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**

- 10.1. The RFO shall maintain a petty cash float of £150 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) 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.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

## **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.

## FINANCIAL RISK ASSESSMENT

	<b>Activity</b>	<b>Risk Identified</b>	<b>Risk To</b>	<b>Risk Level</b>	<b>Controls to Mitigate Risk</b>	<b>Residual Risk</b>
<b>1</b>	<b>Annual Return</b>	<ul style="list-style-type: none"> <li>• Inability to meet year end close dates.</li> <li>• Omissions/inaccuracies in AGAR return Late Submission – Charges Applied</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>• Structured deadline procedures.</li> <li>• RFO to comply with year-end procedures to ensure compliance with Annual Return requirements.</li> <li>• Ensure accuracy of AGAR return prior to submission with review by Internal Auditor</li> <li>• Ensure dates of completion allow for review by Policy &amp; Finance Committee</li> </ul>	<b>L</b>
<b>2</b>	<b>Assets</b>	<ul style="list-style-type: none"> <li>• Inaccurate record of assets</li> <li>• Asset register not maintained</li> <li>• Damage/destruction of assets</li> <li>• Damage/injury to third party</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>• Record of Assets to be maintained including additions and disposal of items.</li> <li>• Insurance Provider aware of all assets and valuations as they are updated.</li> <li>• Minimum of annual physical inspection of assets.</li> <li>• Maintenance programme to be implemented</li> <li>• Record of Assets signed off by Full Council annually</li> </ul>	<b>L</b>

3	<b>Audits-Internal and External</b>	<ul style="list-style-type: none"> <li>Lack of awareness and of training</li> <li>Nonconformity with statues and regulations</li> </ul>	Parish Council and Officers	<b>M</b>	<ul style="list-style-type: none"> <li>Internal Audit to be conducted twice a year</li> <li>Internal Audit contract to be reviewed every three years or sooner if required</li> <li>Appointment of Auditor to be by resolution to comply with External Audit requirements</li> <li>Internal Audit report to be reviewed and approved by the Parish Council and actioned against a set plan</li> <li>Cooperation with External Audit requirements and requests</li> </ul>	<b>L</b>
4	<b>Bank and Banking</b>	<ul style="list-style-type: none"> <li>Insufficient/inadequate reconciliations</li> <li>Bank Error/Failure/Loss</li> <li>Charges</li> <li>Inappropriate Transfers</li> <li>Appropriate Bank Mandate</li> </ul>	Parish Council, Officers and Public	<b>M</b>	<ul style="list-style-type: none"> <li>Financial Regulations and procedures to be implemented</li> <li>Comprehensive monthly financial reports to be <b>reviewed by</b> Full Council for approval following monthly reconciliation</li> <li>Any discrepancies are immediately reported to the Bank</li> <li>No single person to have access to bank accounts and cash.</li> </ul>	<b>L</b>
5	<b>Best Value Accountability</b>	<ul style="list-style-type: none"> <li>Best Value not achieved due to inadequate management of process</li> <li>Works awarded inappropriately</li> <li>Overspend on Services</li> </ul>	Parish Council, Officers and Public	<b>L</b>	<ul style="list-style-type: none"> <li>Financial Regulations and procedures to be implemented and regularly reviewed</li> <li>Compliance with Practitioners Guide 2024 or later for statutory requirement of public tenders</li> </ul>	<b>L</b>

					<ul style="list-style-type: none"> <li>• Respective Committee to review quotes and approve or recommend reason for awarding tender to individual/company</li> <li>• Works undertaken to be inspected by Officers or expert to ensure of satisfactory standard</li> <li>• Any issues with works to be investigated by Officers and reported to Committee/Parish Council</li> </ul>	
<b>6</b>	<b>Budget and Precept</b>	<ul style="list-style-type: none"> <li>• Adequacy of precept and budget setting</li> <li>• Non or late submission to District Authority</li> <li>• Amount not received by District Authority</li> <li>• Lack of Budgetary Overview/Overspend against Budget</li> </ul>	Residents	<b>L</b>	<ul style="list-style-type: none"> <li>• All committees to prepare and submit plans to Full Council prior to budget setting</li> <li>• Budget preparation to be considered by Functions Working Group and Full Council considering actual and projected position</li> <li>• Parish Council to review information presented and approve the amounts set for specific budget headings for the following financial year</li> <li>• Explanation of notable variances to be recorded</li> <li>• Virements to be minuted</li> <li>• Approval of the final budget and precept request to be made by</li> </ul>	<b>L</b>

					Parish Council, for submission in January each year <ul style="list-style-type: none"> <li>• Full Council is presented with Income &amp; Expenditure against budget monthly</li> </ul>	
<b>7</b>	<b>Business Continuity</b>	<ul style="list-style-type: none"> <li>• Failure of Council continuing business due to unforeseen circumstances</li> <li>• Long-Term Sickness</li> <li>• Unforeseen financial or another crisis</li> <li>• Staff retention issues</li> <li>• Loss of long service employees</li> <li>• Loss of key staff trained in financial systems, process or rules</li> </ul>	Residents, Councillors and Officers	<b>L</b>	<ul style="list-style-type: none"> <li>• Accounts with multiple users for multiple inputting, with Councillor access for reporting</li> <li>• No of signatories on account to be in line with Financial Regulations</li> <li>• All members and Officers can work/access Council information from home via cloud</li> <li>• IT systems automatically backed up, support available regarding IT system and Finance System</li> </ul>	<b>L</b>
<b>8</b>	<b>Conflicts/Gifts</b>	<ul style="list-style-type: none"> <li>• Inadequate and identification and controls regarding conflicts of interest</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>• Conflicts declarations (Code of Conduct and Acceptance form) reviewed and revised at the Annual Parish Council meeting and published on website</li> </ul>	<b>L</b>
<b>9</b>	<b>Cash, Cheques &amp; Cheque Books</b>	<ul style="list-style-type: none"> <li>• Theft/Dishonesty/Loss</li> <li>• Loss of Cheque Book/Fraudulent use of Cheque Book</li> </ul>	Officers and Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>• Implementation of Financial Regulations</li> <li>• <b>No Petty Cash account at the moment but if in place, ensure checked regularly by more than 1 person</b></li> </ul>	<b>L</b>

					<ul style="list-style-type: none"> <li>• Cash/Cheques to be received to be banked ASAP</li> <li>• Officers to take practical safety precautions when collecting cash and dual accounted on payments</li> <li>• Cash payments discouraged and electronic payments encouraged, implementation of <b>Stripe</b> online payments</li> <li>• Council Insurance Policy includes Fidelity guarantee</li> <li>• Cheque books securely held</li> <li>• No blank cheques signed</li> <li>• Cheques to be signed by 2 signatories</li> <li>• Procedures for collecting cash from car park</li> <li>• Procedures for hiring and paying for facilities</li> </ul>	
<b>10</b>	<b>Council Records</b>	<ul style="list-style-type: none"> <li>• Loss of electronic data</li> <li>• Loss through fire/theft/damage/corruption</li> </ul>	Parish Council	<b>L</b>	<ul style="list-style-type: none"> <li>• IT Audit advice implemented</li> <li>• System backup is automated onsite and offsite</li> <li>• <b>On implementation of office: (Building Fire regulations implemented and revised annually) (Fire alarm subject to weekly tests and 6 monthly service) (Office security procedures implemented.)</b></li> </ul>	<b>L</b>

					<ul style="list-style-type: none"> <li>Confidential personal information retained in locked cabinet by Parish Clerk</li> <li>Documents retention procedures to be adhered to</li> </ul>	
11	<b>Data Protection</b>	<ul style="list-style-type: none"> <li>Loss of Confidential Information</li> <li>Reputational Risk</li> <li>Lack of awareness or training</li> </ul>	Parish Council, Councillors, Officers and Public	M	<ul style="list-style-type: none"> <li>Parish Council is registered with the Information Commissioner Office (ICO)</li> <li>GDPR Training available to Officers and Councillors</li> <li>Council Information shared only via business emails</li> <li>GDPR related policies created, implemented and available to public via website</li> <li>ICO Certificate renewed annually</li> </ul>	L
12	<b>Election Costs</b>	<ul style="list-style-type: none"> <li>Inability to meet costs</li> </ul>	Parish Council	L	<ul style="list-style-type: none"> <li>Risk elevated in an election year</li> <li>Annual budget provision in earmarked reserves.</li> </ul>	L
13	<b>Financial Records</b>	<ul style="list-style-type: none"> <li>Inadequate records leading to financial irregularities</li> <li>Loss through damage/theft/fire/corruption</li> </ul>	Parish Council and RFO	M	<ul style="list-style-type: none"> <li>Parish Clerk to ensure implementation of Financial Regulations and best practice within office controls</li> <li>Financial internal controls reviewed regularly</li> <li>Quarterly assurance inspections to be undertaken</li> <li>Full risk review to be undertaken annually Internal and External Audits to be undertaken at least annually</li> </ul>	L

					<ul style="list-style-type: none"> <li>Regular manual and automated back-ups of systems which is tested annually</li> </ul>	
<b>14</b>	<b>Freedom of Information Act</b>	<ul style="list-style-type: none"> <li>The Council has a model publication scheme for Local Councils in place</li> </ul>	Parish Council and Officers	<b>M</b>	<ul style="list-style-type: none"> <li>The Council is able to request a fee for any information requested to cover the cost of consumables and the Clerk's time</li> </ul>	<b>L</b>
<b>15</b>	<b>Grants</b>	<ul style="list-style-type: none"> <li>Power/Authorisation to Pay</li> <li>Receipts of Grants</li> </ul>	Member of the Public	<b>L</b>	<ul style="list-style-type: none"> <li>All Grant applications to be considered and approved by Policy &amp; Finance Committee of Council</li> <li>Grant budget reviewed annually</li> <li>All Grants received to be entered into finance system under separate budget headings</li> <li>All Grant payments to be recorded in Grant register with appropriate Power used to make award</li> <li>Received Grant expenditure to be recorded under separate budget headings</li> <li>Terms and Conditions of received Grants must be adhered to</li> <li>Grant awarding Policy reviewed annually</li> </ul>	<b>L</b>
<b>16</b>	<b>Income Stream</b>	<ul style="list-style-type: none"> <li>Sales ledger invoices not paid</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>Invoices to be issued in timely manner</li> <li>Receipt of payments to be monitored</li> </ul>	<b>L</b>

					<ul style="list-style-type: none"> <li>Debtors to be proactively monitored</li> <li>Quarterly review of all accounts including debtors to be shared at Parish Council</li> <li>Debtors to be actively communicated with, to minimise the value of debt and try to recover costs</li> </ul>	
<b>17</b>	<b>Insurance Cover</b>	<ul style="list-style-type: none"> <li>Insufficient cover to meet nature of claim</li> <li>Cost</li> <li>Compliance</li> <li>Fidelity</li> <li>Public Liability</li> <li>Employers Liability</li> <li>Theft</li> <li>Fraud</li> <li>Personal accident</li> <li>Legal disputes</li> <li>Business Interruption</li> <li>Officials Indemnity</li> </ul>	Members of the Public, Officers, Councillors, Tenants	<b>M</b>	<ul style="list-style-type: none"> <li>Insurance cover reviewed annually and premium updated to meet demands and to cover all aspects of the business</li> <li>Additional types of insurance cover taken out to meet diverse situations</li> <li>Periodic and specific risk assessments undertaken to ensure compliance</li> </ul>	<b>L</b>
		<ul style="list-style-type: none"> <li>Staff Contracts</li> </ul>	Staff	<b>L</b>	<ul style="list-style-type: none"> <li>Insurance cover</li> <li>Up to date staff contracts</li> <li>External HR provider to ensure we follow Employment and H&amp;S laws.</li> </ul>	<b>L</b>
<b>18</b>	<b>Litigation &amp; Legal Matters</b>	<ul style="list-style-type: none"> <li>Legal action taken against Parish Council</li> <li>Potential legal proceedings up to corporate manslaughter</li> </ul>	Parish Council, Officers and Public	<b>M</b>	<ul style="list-style-type: none"> <li>Insurance cover is comprehensive and includes Public Liability, Fidelity and Legal fees</li> </ul>	<b>L</b>

					<ul style="list-style-type: none"> <li>Judicial Review legal action is unlikely to be covered by insurance, therefore good practice of transparent papers, decisions and implementations mitigate risks to the Council in these cases.</li> </ul>	
<b>19</b>	<b>Legal Powers &amp; Legislative Change</b>	<ul style="list-style-type: none"> <li>Adoption of Standing Orders and Financial Regulations</li> <li>Non-Compliance with legislation</li> <li>Ultra vires actions</li> <li>Appointment of RFO</li> </ul>	Parish Council, Officers and Public	<b>M</b>	<ul style="list-style-type: none"> <li>Standing Orders and Financial Regulations to be reviewed and adopted annually or as legislation dictates</li> <li>Parish Clerk appointed and duties as per employment written statement of particulars</li> <li>Parish Clerk to ensure compliance with Legislation, Standing Orders and Financial Regulations and other NATC procedure(s)</li> <li>Appropriate training received by both Councillors and Officers</li> <li>Access to external specialist for advice</li> </ul>	<b>L</b>
<b>20</b>	<b>Meeting Location and Office and Mess Room</b>	<ul style="list-style-type: none"> <li>Adequacy</li> <li>Health and Safety</li> </ul>	Parish Council, Officers and Public	<b>L</b>	<ul style="list-style-type: none"> <li>Meetings are normally held in regular venues</li> <li>The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health &amp; Safety, Disability, Discrimination and Comfort aspects</li> </ul>	<b>L</b>

					<ul style="list-style-type: none"> <li>The premises and the facilities are considered to be adequate for staff working.</li> </ul>	
<b>21</b>	<b>Payments &amp; Expenditure</b>	<ul style="list-style-type: none"> <li>Goods not supplied but invoiced/invoices incorrect/invoices unpaid</li> <li>Inadequate controls/checks</li> <li>Fraud/Theft</li> <li>Inappropriate expenditure</li> </ul>	Parish Council	<b>L</b>	<ul style="list-style-type: none"> <li>Invoices recorded upon receipt/invoices checked for accuracy/goods received checked on delivery</li> <li>Payment list noted by Committee</li> <li>Payments only to be made to confirmed accounts</li> <li>Signatories required for bank accounts will be in line with Financial Regulations</li> <li>Sufficient signatories maintained on the accounts</li> <li>Ensure Income &amp; Expenditure correctly coded on Rialtas Omega system which can be traced from origin</li> </ul>	<b>L</b>
<b>22</b>	<b>Reporting</b>	<ul style="list-style-type: none"> <li>Failure to communicate to Parish Council and external bodies</li> </ul>	Parish Council, Officers and Public	<b>L</b>	<ul style="list-style-type: none"> <li>Income &amp; Expenditure reports, cashbook reconciliation and bank statements to be presented to Full Council in accordance with Financial Regulations.</li> <li>Reports and bank statements made available for signing in accordance with Financial Regulations.</li> </ul>	<b>L</b>

23	<b>Reserves</b>	<ul style="list-style-type: none"> <li>Inadequacy of existing funds held</li> <li>Unforeseen events</li> </ul>	Parish Council, Officers and Public	<b>M</b>	<ul style="list-style-type: none"> <li>Parish Council should maintain Reserves one of which is General Reserves equating to approximately 3 to 6 months net expenditure to a maximum of 12 months.</li> <li>Unbudgeted commitments are approved after an assessment of the impact on existing reserves</li> <li>Specific reserves are documented demonstrating justification and rationale</li> </ul>	<b>L</b>
24	<b>Risk Assessments</b>	<ul style="list-style-type: none"> <li>Insufficient risk review undertaken for assets and activities</li> <li>Inadequate Risk Assessments</li> </ul>	Parish Council and Public	<b>M</b>	<ul style="list-style-type: none"> <li>Engage with expert if required</li> <li>Risk assessments to be created for all activities.</li> <li>Cross check with insurance provider</li> <li>Supporting rolling programme of inspections and testing to be implemented</li> <li>Review contractors risk assessment and public liability insurance prior to carrying out works</li> </ul>	<b>L</b>
25	<b>Officers and Councillor Training</b>	<ul style="list-style-type: none"> <li>Lack of Awareness/training</li> <li>Potential Legal and Financial Liabilities due to incorrect actions/advice taken</li> </ul>	Parish Council and Officers	<b>L</b>	<ul style="list-style-type: none"> <li>All Officers to be fully trained in role within 2 years of commencement</li> <li>All Councillors to undertake relevant training – 2 training sessions per year</li> </ul>	<b>L</b>

					<ul style="list-style-type: none"> <li>Parish Clerk to ensure best practice is implemented within office procedures as soon as practicable</li> <li>Parish Council to ensure budget available for Officers training, access to professional bodies and reference materials</li> </ul>	
<b>26</b>	<b>Officers Salaries and Councillor Expenses</b>	<ul style="list-style-type: none"> <li>Incorrect salary payments- Failure to pay HMRC and/or Pension contributions</li> <li>Non-compliance with year-end obligations</li> <li>Incorrect/fraudulent expense claims</li> </ul>	Parish Council and Officers	<b>L</b>	<ul style="list-style-type: none"> <li>Payroll service undertaken by recognised external payroll administrator to calculate monthly Officers payments including mileage and expenses</li> <li>All expenses submitted to Parish Clerk for authorisation and receipts reviewed.</li> <li>BACs payments to HMRC &amp; Pension</li> <li>No overtime payments unless exceptional circumstances and approved by Parish Clerk within Salary Budget or Parish Council if out of budget</li> </ul>	<b>L</b>
<b>27</b>	<b>General Power of Competence</b>	<ul style="list-style-type: none"> <li>Power of First resort</li> <li>Ensure correct criteria</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>Review electoral mandate and qualifications for GPOC each year.</li> </ul>	<b>L</b>
<b>28</b>	<b>VAT/Tax</b>	<ul style="list-style-type: none"> <li>Errors in calculation</li> <li>Incorrect treatment of VAT/Tax resulting in loss</li> <li>Payments not made to HMRC</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>Return to be submitted in timely fashion using Rialtas Accounts and Making Tax Digital</li> <li>Access to VAT/Tax specialist if required</li> </ul>	<b>L</b>

					<ul style="list-style-type: none"> <li>VAT claims submitted and reconciled</li> </ul>	
<b>29</b>	<b>Inherent Liabilities</b>	<ul style="list-style-type: none"> <li>Off Balance sheet cost</li> <li>Pension</li> <li>Leases</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>Annual review of budget and liabilities undertaken</li> <li>Leases are to be periodically reviewed</li> <li>Pension liabilities monitored</li> </ul>	<b>L</b>
<b>30</b>	<b>COVID-19/Pandemic</b>	<ul style="list-style-type: none"> <li>Decrease in income</li> <li>Decrease in expenditure</li> <li>Unforeseen expenses</li> <li>Unknown impact</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>Notable fluctuations to budget monitored regularly (at least quarterly) and reported to Parish Council</li> <li>Budget adjusted as necessary and approved</li> <li>Impact of COVID-19/Pandemic anticipated in budget and precept setting process</li> </ul>	<b>L</b>
<b>31</b>	<b>Cemetery</b>	<ul style="list-style-type: none"> <li>Inadequate space to meet demand</li> <li>Loss of income</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>Identify additional land for allocation if needed and flag up with EBC Local Plan</li> </ul>	<b>L</b>
<b>32</b>	<b>Hire Charges</b>	<ul style="list-style-type: none"> <li>Council set the charges subject to periodic review</li> <li>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</li> <li>All bookings must be paid for in advance to avoid bad debts, other block bookers are invoiced or given the</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>All football games and bookings are paid up front, with a minimum of 5 games. This is before the season starts.</li> </ul>	<b>L</b>

		option of paying the sites on a weekly basis				
<b>33</b>	<b>Hire charges received within the office</b>	<ul style="list-style-type: none"> <li>• Payments received are itemised and processed by the Finance Officer</li> <li>• All cash received from hirers that visit the office is processed</li> </ul>	Parish Council	<b>M</b>	<ul style="list-style-type: none"> <li>• All hire charges are paid for by electronic payment after receiving an invoice</li> </ul>	<b>L</b>

### Hazard Severity

<b>Low Risk</b>	Trivial/Negligible	Unlikely to Occur
<b>Medium Risk</b>	Minor-Severe Injury	Occasional Occurrence
<b>High Risk</b>	Death-Severe Injury	Likely to Occur

### Risk Matrix

	<b>Severity</b>		
<b>Probability</b>	<b>High</b>		
	<b>Medium</b>		
	<b>Low</b>		
		<b>Low</b>	<b>Medium</b>

## **Hamble Parish Council Information Governance, Transparency, and Data Protection Policy**

### **1. Introduction**

This policy sets out how Hamble Parish Council (HPC) manages, protects, and provides access to information in line with its legal responsibilities and commitment to transparency.

It combines our responsibilities under:

- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000 (FOIA)
- Environmental Information Regulations 2004 (EIR)
- Local Government Act 1972
- Local Audit and Accountability Act 2014

This policy applies to all councillors, the Clerk, employees, volunteers, contractors, and any partners who handle information on behalf of the Parish Council.

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### **2. Data Protection (UK GDPR & DPA 2018)**

#### **2.1 Personal Data Held**

Hamble Parish Council collects and uses personal data to deliver services, fulfil legal obligations, and carry out its functions. This includes:

- Contact information for residents, suppliers, and service users
- Information relating to council services (e.g. allotments, bookings, planning responses)
- Employee, councillor, and volunteer information
- Financial, audit, and payment information
- Enquiries, complaints, and correspondence
- CCTV images (where used)

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#### **2.2 Personal Data Handled on Behalf of Partners**

HPC may act as a data *controller*, *joint controller*, or *data processor* when handling information for or alongside partner organisations, including:

- Community groups
- Contractors and service providers



- Other public bodies
- Local authorities

Where this occurs, HPC ensures that:

- Data sharing or processing agreements are in place
- Only necessary data is shared and held
- Security standards and legal requirements are met
- Roles and responsibilities are clearly defined

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### **2.3 Purposes for Processing Personal Data**

HPC processes personal data to:

- Fulfil its duties as an employer
- Deliver public services and manage council facilities
- Meet legal and statutory obligations
- Respond to enquiries, service requests, and complaints
- Manage council governance, elections, and meetings
- Support community engagement, surveys, and consultations
- Assist law enforcement and regulatory bodies
- Maintain accurate records of councillors, employees, partners, and volunteers

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### **2.4 Lawful Basis for Processing**

We ensure that every item of personal data is processed under at least one lawful basis:

- Consent
- Performance of a contract
- Legal obligation
- Protection of vital interests
- Public task (most Council processing)
- Legitimate interests (where appropriate)

Special category data is processed under:

- Explicit consent
- Employment or social protection obligations
- Vital interests
- Substantial public interest as defined by law

### **2.5 Rights of Individuals**

Individuals have the right to:



- Access their data
- Request correction
- Request erasure (where applicable)
- Restrict or object to processing
- Request data portability
- Withdraw consent

Requests must be made in writing to the Clerk.

## **2.6 Data Security**

HPC keeps personal data secure through:

- Password-protected and encrypted systems
- Locked physical storage
- Access controls and staff training
- Secure data transfer procedures

## **2.7 Data Breaches**

Any breach will be recorded, assessed, and handled promptly.

Where a breach poses a risk to individuals, it will be reported to the Information Commissioners Office (ICO) within 72 hours.

## **2.8 Delegated Data Protection Lead**

Hamble Parish Council is not legally required to appoint a statutory Data Protection Officer.

However, the Council designates the **Clerk** as the **Data Protection Lead**, responsible for:

- Advising on data protection compliance
- Managing Subject Access Requests
- Coordinating data breach reporting
- Maintaining the Privacy Notice
- Acting as the main point of contact for data protection queries

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## **3. Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR)**

### **3.1 Public Right of Access**

Under FOIA and EIR, the public has a right to request information held by the Parish Council.

Requests must:

- Be in writing (email or letter)
- Include the requester's name and address
- Describe the information requested

### **3.2 Response Times**



We will respond within **20 working days** of receiving a valid request.

### **3.3 Exemptions**

Some information may be withheld if it is:

- Personal data
- Commercially sensitive
- Confidential or legally protected

### **3.4 Appeals**

If you are unhappy with a response, you may request an internal review by the Clerk. You can then appeal to the Information Commissioner's Office if not satisfied. Further information published proactively by the Council can be found in our Publication Scheme in accordance with the ICO Model Publication Scheme.

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## **4. Transparency and Access to Information**

### **4.1 Transparency Requirements**

As a parish council with annual turnover **exceeding £25,000**, we are subject to the **Local Audit and Accountability Act 2014** and associated transparency obligations. We are committed to open governance and publish the following information either on our website or by request:

- Full council meeting agendas and approved minutes
- Annual Governance and Accountability Return (AGAR)
- Internal and external audit reports
- Councillors' responsibilities and declarations of interest
- Public contracts and tenders
- Payments over £500
- Budget and precept information
- Land and asset register

This ensures our residents can easily access key information about how public money is managed and decisions are made.

### **4.2 Right to Inspect Accounts**

Under the Local Audit and Accountability Act, members of the public have the right to:

- Inspect the council's accounts and accounting records
- Ask questions of the external auditor
- Object to accounts or matters included in them

We publish the **period for the exercise of public rights** each year in line with audit requirements.

### **4.3 Access to Council Documents**

Members of the public may request to inspect certain council records by contacting the Clerk. Some records (such as employment, legal, or personal data) may be exempt from public access.



#### **4.4 ICO Model Publication Scheme**

HPC adopts the ICO Model Publication Scheme.

Our **Publication Scheme**—containing a full table of information we publish and how it can be accessed—is available on our website or in hard copy on request.

The Publication Scheme sets out the classes of information the Council must routinely make available, the format in which it is published, and whether any charges apply.

The Council maintains a **Publication Scheme Guide to Information** which details:

- The information we publish proactively
- Where this information can be accessed
- How to request information that is not published

This Policy supports the Publication Scheme by explaining how the Council manages, protects, and provides access to information and how requests under the Freedom of Information Act and Environmental Information Regulations are handled.

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### **5. Records Management and Retention (see separate Information & Retention Policy)**

#### **5.1 Storage and Access**

Council records are stored securely, either:

- Electronically (with password protection), or
- In locked physical storage

Access is restricted to authorised personnel only.

#### **5.2 Retention and Disposal**

We follow a retention schedule based on guidance from the National Association of Local Councils (NALC) and the Information and Records Management Society (IRMS).

For example:

- Minutes: Permanent
- Correspondence: As long as they are needed
- Financial records: 6 years
- Personal Details/Data: As outlined and in accordance with the guidance and content

Records are securely deleted or shredded when no longer needed.

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### **6. Roles and Responsibilities**

#### **6.1 The Clerk**

The Clerk is responsible for:

- Managing data protection compliance
- Responding to FOI and Subject Access Requests
- Ensuring secure handling of information
- Reviewing and updating this policy

#### **6.2 Councillors and Staff**

All councillors and staff must:

- Handle information lawfully and securely
- Avoid sharing personal or sensitive data inappropriately



- Report any concerns or breaches to the Clerk

### **6.3 Data Protection Officer / Data Protection Lead**

The Parish Council is **not legally required** to appoint a statutory Data Protection Officer under the UK GDPR.

However, the Council designates the **Clerk** as the Council's **Data Protection Lead** and main point of contact for all data protection matters, including:

- advising on data protection obligations
- responding to Subject Access Requests and data rights queries
- coordinating data breach reporting
- ensuring compliance with this Information Governance Policy
- maintaining the Council's Privacy Notice

All enquiries relating to personal data or data protection should be directed to the Clerk in this role.

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## **7. Data Subject and FOI Requests**

### **7.1 How to Make a Request**

Requests for personal data (Subject Access Requests) or council-held information (FOI or EIR requests) can be made by:

- Emailing the Clerk at: [clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk)
- Writing to: The Clerk, Memorial Hall, High Street, Hamble Lane, Hamble, SO31 4JE.

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## **8. Breach Reporting and Complaints**

- Any data breaches will be recorded and assessed by the Clerk.
- Serious breaches will be reported to the ICO – See Below
- Complaints about access to information can be made to the Clerk and escalated to the ICO if unresolved.

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## **9. Monitoring and Review**

This policy will be reviewed annually, or sooner if legislation changes. The Clerk is responsible for ensuring the policy remains up to date.

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## **10. Contact Information**

### **Clerk to the Council**

Helen Robinson

Email: [clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk)

Phone: 02380 453422

Address: Memorial Hall, Hamble Lane, Hamble, SO31 4JE.

### **Information Commissioner's Office (ICO)**

Website: <https://ico.org.uk>

Helpline: 0303 123 1113



**Adopted: January 2026**  
**Review Due: May 2026**



### **3. Roles and Responsibilities for Document Retention and Disposal**

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

### **4. Document Retention Protocol**

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
  - Facilitate an audit or examination of the business by anyone so authorised.
  - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
  - Verify individual consent to record, manage and record disposal of their personal data.
  - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
  - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
  - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

### **5. Document Disposal Protocol**

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
  - Is retention required to fulfil statutory or other regulatory requirements?
  - Is retention required to meet the operational needs of the service?
  - Is retention required to evidence events in the case of dispute?
  - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
  - Non-confidential records: place in waste paper bin for disposal.
  - Confidential records or records giving personal information: shred documents.
  - Deletion of computer records.
  - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles should be followed when disposing of records:
  - All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.

- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is ‘virtually impossible to retrieve’ as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

## **6. Data Protection Act 1998 – Obligation to Dispose of Certain Data**

6.1 The Data Protection Act 1998 (‘Fifth Principle’) requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

## **7. Scanning of Documents**

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.



## 8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 910<sup>h</sup> edition, Chapter 11
  - Local Government Act 1972, sections 225 – 229, section 234
  - SLCC Advice Note 316 Retaining Important Documents
  - SLCC Clerks' Manual: Storing Books and Documents
  - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

## 9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.





**Hamble Parish Council Appendix A: List of Documents for Retention or Disposal**

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Retained</b>	<b>Disposal</b>
Minutes	Indefinite	Archive		Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 Years	Management		Bin (shred confidential waste)
Accident/Incident Reports	20 Years	Potential Claims		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 Years	Management		Bin
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 Years	VAT		Bin
Bank Statements including deposit/savings accounts	Last completed audit year	Audit		Confidential Waste
Bank paying-in books	Last completed audit year	Audit		Confidential Waste
Cheque book stubs	Last completed audit year	Audit		Confidential Waste



<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Retained</b>	<b>Disposal</b>
Quotations and tenders	6 Years	Limitation Act 1980 (as amended)		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 Years	VAT		Confidential Waste
Paid cheques	6 Years	Limitation Act 1980 (as amended)		Confidential Waste
VAT Records	6 Years generally but 20 years for VAT on rents	VAT		Confidential Waste
Petty Cash, postage and telephone books	6 Years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential Waste
Timesheets	Last completed audit year 3 Years	Audit (requirement) Personal Injury (best practice)		Bin
Wages books/payroll	12 Years	Superannuation		Confidential Waste
Insurance Policies	While valid (but see next two items below)	Management		Bin
Insurance company names and policy numbers	Indefinite	Management		N/A
Certificates for insurance against liability for employees	40 Years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management		Bin
Town Park equipment inspection reports	21 Years			
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management		N/A
Members' allowances register	6 Years	Tax, Limitation Act 1980 (as amended)		Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.



<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Retained</b>	<b>Disposal</b>
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information.)		N/A
Magazines and journals	Council may wish to keep its own publications  For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.		Bin if applicable



## Record-Keeping

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> <li>A list of files stored in cabinets will be kept</li> <li>Electronic files will be saved using relevant file names</li> </ul>	<p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p>	<p>Management</p>		<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
<p>General Correspondence</p>	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.</p> <p>Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p>	<p>Management</p>		<p>Bin (shred confidential waste)</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
<p>Correspondence relating to staff</p>	<p>If related to Audit, see relevant sections above.</p> <p>Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held.</p> <p>Likely time limits for tribunal claims between 3-6 months.</p> <p>Recommended this period be for 3 years.</p>	<p>After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.</p>		<p>Confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>



## Documents from legal matters, negligence and other torts

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.

<u>Document</u>	<u>Minimum Retention Period</u>	<u>Reason</u>	<u>Location Retained</u>	<u>Disposal</u>
Negligence	6 Years			Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 Year			Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 Years			Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 Years			Confidential Waste.
Sums recoverable by statute	6 Years			Confidential Waste.
Personal Injury	3 Years			Confidential Waste.
To recover land	12 Years			Confidential Waste.
Rent	6 Years			Confidential Waste.
Breach of trust	None			Confidential Waste.
Trust deeds	Indefinite			N/A



### **For Halls, Centres, Recreation Grounds**

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Required</b>	<b>Disposal</b>
<ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Invoices</li> <li>• Record of tickets issued</li> </ul>	6 Years	VAT		Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings Diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 Years	Management		Bin
Event Monitoring Forms	6 Years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

### **For Allotments**

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Required</b>	<b>Disposal</b>
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal Papers	Indefinite	Audit, Management		N/A



**For Burial Grounds**

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Retained</b>	<b>Disposal</b>
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for internment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		N/A



## Planning Papers

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Applications	1 Year	Management		Bin
Appeals	1 Year unless significant development	Management		Bin
Trees	1 Year	Management		Bin
Local Development Plan	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical Purposes		N/A



## CCTV

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Daily Notes	Daily	Data Protection		Confidential Waste
Radio Rotas	1 week	Management		Confidential Waste
Work Rotas	1 Month	Management		Confidential Waste
Observation Sheets	3 Years	Data Protection		Confidential Waste
Stats	3 Years	Data Protection		Confidential Waste
Signing in Sheets	3 Years	Management		Confidential Waste
Review Requests	3 Years	Data Protection		Confidential Waste
Discs – master and working	For as long as required	Data Protection		Confidential Waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management		Confidential Waste
Code of Practice	Destroy on renewal Review annually	Management		Confidential Waste
Photographs/digital prints	31 days	Data Protection		Confidential Waste



## **Hamble Parish Council IT Policy**

### **1. Introduction**

Hamble Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

### **2. Scope**

This policy applies to all individuals who use Hamble Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

### **3. Acceptable use of IT resources and email**

Hamble Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

### **4. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by Hamble Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

### **5. Data management and security**

All sensitive and confidential Hamble Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

### **6. Network and internet usage**

Hamble Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

### **7. Email communication**



Email accounts provided by Hamble Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

### **8. Password and account security**

Hamble Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

### **9. Mobile devices and remote Work**

Mobile devices provided by Hamble Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

### **10. Email monitoring**

Hamble Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

### **11. Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

### **12. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

### **13 Training and awareness**

Hamble Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

### **14. Compliance and consequences**

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.



## **15. Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

## **16. Contacts**

For IT-related enquiries or assistance, users can contact CloudyIT.

All staff and councillors are responsible for the safety and security of Hamble Parish Council's IT and email systems. By adhering to this IT and Email Policy, Hamble Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date Reviewed: November 2025





## **Legal Notice**

### **Site Disclaimer**

While we have taken every care in the compilation of the information held on our web site, Hamble Parish Council cannot be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy or error within these pages.

Hamble Parish Council uses reasonable efforts to include and update information on this web site. It does not however, make any representation as to its accuracy or completeness. Hamble Parish Council, its suppliers and other parties involved in creating and delivering this web site's contents are not liable for any damages arising from use of this site.

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We do not warrant that the functions contained in the material contained in this site will be uninterrupted or error free, that defects will be corrected, or that this site or the server that make it available are free of viruses or represent the full functionality, accuracy, reliability of the materials.

In no event will we be liable for any loss or damage including, without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from use or loss of use of, data, or profits, arising out of or in connection with the use of our site.

These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales. Any dispute arising under these Terms and Conditions shall be subject to the exclusive jurisdiction of the courts of England and Wales.

# Privacy

Hamble Parish Council understands that your privacy and the security of your personal information is extremely important. We are committed to protecting your privacy when you visit our website, take part in any of our projects, attend our events or interact with the Council in any way. We want to ensure that we respect your privacy in everything we do. This Privacy Notice and the Information Governance, Transparency and Data Protection Policy sets out what personal data we collect, what we do with it and how we secure your data. We also explain your rights in relation to the personal data we hold about you and how you can exercise your rights or register a complaint.

## **Our Contact Details:**

**Hamble Parish Council**

**2 High Street**

**Hamble**

**Southampton**

**SO31 4JE**

**Website:** <https://www.hambleparishcouncil.gov.uk/>

<https://hambleparishcouncil.gov.uk/policies-guidance/>

## **Email of our Data Protection Officer:**

[clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk)

**Click here to see [The Information Governance, Transparency and Data Protection Policy](#)**

## **Cookie Policy:**

We use cookies on our website including non-essential cookies. You can decline non-essential cookies.

Cookies are small files normally consisting of letters and numbers which stores information on the user's computer. They are used in numerous ways, such as to analyse visitor traffic to our website through Google Analytics and to help the website load faster to provide an enhanced browsing experience.

We use cookies on our website to link to social media platforms such as Facebook. We also use them to link to third-party service providers and partners such as Eastleigh Borough Council, Hampshire County Council and SurveyMonkey. There are also cookies on our website linking to the website of local community groups.

# Copyright Notice

All rights, including copyright and database right, in this web site and its contents, are owned by or licensed to Hamble Parish Council and may only be used in accordance with the Copyright, Designs and Patents Act 1988, the Copyright and Rights in Databases Regulations 1997, the terms of this notice or the express written approval of the Council, or in the case of other parties the respective copyright owner.

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Photographs on the site should not be reproduced without the permission of the Council and/or the copyright holder.

The Council's logo may not be reproduced without written permission. Requests for permission to use the Hamble Parish Council logo should be directed to:

**Parish Clerk, Hamble Parish Council, 2 High Street, Hamble, Southampton, SO31 4AF.**

**Email:** [clerk@hambleparishcouncil.gov.uk](mailto:clerk@hambleparishcouncil.gov.uk)

Tell us how and why you wish to use our logos. Please include your contact details: name, address, telephone number and e-mail.

# Accessibility Statement

## General

Hamble Parish Council strives to ensure that our services are accessible to people with disabilities. The Parish Council has invested a significant amount of resources to help ensure that its website is made easier to use and more accessible for people with disabilities, with the strong belief that every person has the right to live with dignity, equality, comfort and independence.

## ACCESSIBILITY ON THIS WEBSITE

Hamble Parish Council makes available the Free Website Accessibility Widget that is powered by a dedicated accessibility server. The software allows the Hamble Parish Council to improve compliance with the Web Content Accessibility Guidelines (WCAG 2.1).

## ENABLING THE ACCESSIBILITY MENU

Hamble Parish Council accessibility menu can be enabled by clicking the accessibility menu icon that appears in the middle of the page. After triggering the accessibility menu, please wait a moment for the accessibility menu to load in its entirety.

## **DISCLAIMER**

Hamble Parish Council continues its efforts to constantly improve the accessibility of this website and services in the belief that it is our collective moral obligation to allow seamless accessible and unhindered use also for those of us with disabilities.

Despite our efforts to make all pages and content on this website fully accessible, some content may not have been fully adapted to the strictest accessibility standards. This may be a result of not having found or identified the most appropriate technological solution.

## **HERE FOR YOU**

If you are experiencing difficulty with any content on this website or require assistance with any part of our site please contact us by emailing [smartsales@smartmarketinguk.com](mailto:smartsales@smartmarketinguk.com) or telephoning 02380 601635 and they will be happy to assist.

## **CONTACT US**

**If you have any queries, please contact us via**

**Phone or Email (<https://hambleparishcouncil.gov.uk/contact/>)**

## 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.



## **PUBLICATION SCHEME**

### **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**





- 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: February 2026

Reviewed by Council 9<sup>th</sup> March 2026



Categories	Information to be Published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b>	List of Council Members and their responsibilities as well a list of Council Committees	Website/Hard Copy
	Details of any representation on local public bodies	Website
	Postal and Email Address	Website/Hard Copy
	Contact details for Parish Clerk and Council Members	Website/Hard Copy
	Where possible, provide named contacts including contact phone numbers and email addresses	Website/Hard Copy
	Location of main Council office and accessibility details	Website/Hard Copy
	Staffing Structure	Website/Hard Copy
<b>Class 2 - What we spend and how we spend it</b>	Statement of accounts and internal audit report in the format included in the Annual Return form	Website/Hard Copy
	Finalised Budget	Website/Hard Copy
	Precept	Website/Hard Copy
	Borrowing Approval Letter	Not Held
	All items of expenditure above £100	Website/Hard Copy
	Financial Standing Orders and Regulations	Website/Hard Copy
	Grants given and received	Website/Hard Copy
	List of current contracts awarded and value of contract	Email/Hard Copy
	Members allowances and expenses	Not Held
<b>Class 3 - What our priorities are and how we are doing</b>	Annual governance statement in format included in the Annual Return form	Website
	Parish Plan	No Up to date plan held
	Annual Report to Parish or Community Meeting	Website/Hard Copy
	Quality Status	Not Held
	Local charters drawn up in accordance with DLUHC'S guidelines	Not Held



	Records Management, personal data and access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website/Hard Copy
<b>Class 6 - Lists and Registers</b>	Assets register, including details of public land and building assets	Website/Hard Copy
	Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.	Hard Copy
	Registers of members interests	Website/Hard Copy
	Register of gifts and hospitality	Hard Copy
<b>Class 7 - The Services We Offer</b>	Allotments	Website/Hard Copy
	Burial Grounds and closed Churchyards	Hard Copy
	Community Centres and Village Halls	Website/Hard Copy
	Parks, Playing Fields and Recreational Facilities	Website/Hard Copy
	Seating, Litter Bins, Clocks, Memorials and Lighting	Hard Copy
	Bus Shelters	Hard Copy
	Markets	Not Applicable
	Public Conveniences	Hard Copy
	Agency Agreements	Not Held
	Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website/Hard Copy
<b>Additional Information</b>		

### Contact Details:

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



## **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.





# Standing Orders (2026)

## (Used Model Standing Orders 2025 Update) (England)

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**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.

●

●

- r The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

●

● *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.*

- 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.**
  - **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.**
- **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 subcommittee 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 (or a sub-committee) may convene an extraordinary meeting of the committee (or the sub-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 2 may convene an extraordinary meeting of the committee.

7.

#### **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.

8. **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.

9. **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.

**10. 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.

## 11. 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.**

## 12. 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.**

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.

### 13. **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 they have 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 **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.

- d A decision as to whether to grant a dispensation shall be made by the Proper Officer
- e 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

- f **A dispensation may be granted in accordance with standing order 14(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.

#### 14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon Notification by the Principal 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 them. Such action excludes disqualification or suspension from office.**

#### 15. **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:
  - i.

- **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;*

- ii. 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;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. 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;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. 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);
- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. refer a planning application received by the Council to the [Chair of the Planning Committee or in his absence the Chair (if there is one) of the Council] 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 Planning 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*).

16. **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.

17. **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.

## 18. 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 **£60,000** 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. 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;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  - e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC'S procurement guidance contains further details.**

## 19. 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 Council at its next meeting.
- c. The chair of the Council or in their 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 Council.
- d. Subject to the Council's policy regarding the handling of grievance the Council's most senior member of staff shall contact the chair of the Council or in their 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 Council, 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).

20. **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.**
- b. (If gross annual income or expenditure (whichever is higher) does not exceed £25,000) **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may 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.**

22. **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.

23. **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.**

24. **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.

25. **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.

26. **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

Reviewed by Council: 13.05.24

Reviewed by Council: 12.05.25



Full Council	Frequency	Members	Date
	Monthly – second Monday	Cllr Alexander Cllr Cross Cllr Hamel Cllr Hand (Vice Chair) Cllr Jones (Chair) Cllr Kendall Cllr O'Donnell Cllr Thompson Cllr Underdown Cllr Venables Cllr Woodall + Parish Clerk	13.04.26 11.05.26 08.06.26 13.07.26 14.09.26 12.10.26 09.11.26 14.12.26 11.01.27 08.02.27 08.03.27 12.04.27 10.05.27

Annual Parish Council Assembly

06.05.26

Proposed Date: 05.05.27

Planning	Frequency	Members	Date
<ul style="list-style-type: none"> <li>• Highways &amp; Infrastructure</li> <li>• Designations</li> <li>• Design / Local Policies</li> <li>• Enforcement</li> <li>• Applications</li> <li>• Footpaths</li> </ul>	Monthly – fourth Monday	Cllr Alexander Cllr Hand Cllr Jones Cllr Kendall Cllr O'Donnell Cllr Thompson Cllr Underdown (Chair) Cllr Woodall + Parish Clerk	27.04.26 26.05.26* 22.06.26 27.07.26 28.09.26 26.10.26 23.11.26 25.01.27 22.02.27 22.03.27 26.04.27

Asset Management	Frequency	Members	Date
<ul style="list-style-type: none"> <li>• Leases</li> <li>• Buildings / Facilities</li> <li>• Land / Estate</li> <li>• Health &amp; Safety</li> <li>• Fees &amp; Charges</li> </ul>	Every second month – first Monday	Cllr Cross Cllr Hamel Cllr Hand Cllr Jones Cllr Underdown Cllr Thompson Cllr Alexander (Chair) Cllr Jones	05.05.26* 06.07.26 07.09.26 02.11.26 04.01.27 01.03.27 04.05.27* 04.05.27*

\*Tuesday due to Bank Holiday

Functions Working Group	Frequency	Members
<ul style="list-style-type: none"> <li>• HR                             <ul style="list-style-type: none"> <li>• Pay and Conditions</li> <li>• Disciplinary</li> <li>• Staff Health and Safety</li> <li>• Performance Management</li> </ul> </li> <li>• Finance</li> <li>• Communications</li> </ul>	Monthly	Cllr Jones (Acting Chair) Cllr Kendall + Parish Clerk
Review Panel	Members	
<ul style="list-style-type: none"> <li>• Complaints</li> <li>• Appeals of Individual Decisions</li> <li>• Staffing / Disciplinary</li> </ul>	Cllr Cross Cllr Hand	
Hamble Development Committee	Frequency	Members
	As required	Cllr Hand Cllr Jones Cllr Venables
Foreshore Facilities Working Group	Members	
<ul style="list-style-type: none"> <li>• To ensure the facilities are maintained in good order</li> <li>• To ensure the facilities are fit for purpose</li> <li>• To reduce both ASB and misuse</li> <li>• To maximise on their potential and enhance this asset for the benefit of the community</li> </ul>	Cllr Alexander Cllr Jones Cllr Kendall Cllr Underdown	
Outside Bodies and Organisations	Frequency	Members
Hamble Estuary Partnership	Twice yearly	Cllr Underdown
Hamble Village Memorial Hall	To be confirmed	Cllr Thompson
Henville Trust	Quarterly, term of 4 years	Cllr Underdown
Police Liaison Committee	To be confirmed	
Heather Garden Working Party		Chair of AMC 2 Community Representatives +Parish Warden

**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-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**

### **Finance Committee – Terms of Reference**

#### **1. Purpose**

The Finance Committee is responsible for overseeing the Council's financial management, including budget preparation, financial monitoring, governance, and audit compliance.

The Committee ensures that:

- Financial resources are aligned with the Council's strategic priorities
- Effective financial controls and risk management processes are in place
- Statutory and regulatory requirements are met

The Committee has delegated authority to make decisions within the limits set out below and otherwise makes recommendations to the Full Council.

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#### **2. Responsibilities**

##### **2.1 Budget and Precept**

- Prepare and recommend the annual budget and precept to Full Council
- Liaise with Assets
- Monitor income and expenditure against the approved budget
- Recommend corrective action where necessary

##### **2.2 Financial Oversight and Governance**

- Ensure adequate financial controls are in place and operating effectively
- Review and recommend updates to Financial Regulations and related policies
- Monitor compliance with audit requirements and governance standards

##### **2.3 Audit**

- Receive and review reports from the Internal and External Auditors
- Monitor implementation of audit recommendations
- Respond to audit matters relating to financial management, assets, or governance

##### **2.4 Risk Management**

- Oversee financial risk management, including fraud prevention and internal controls

##### **2.5 Investments and Reserves**

- Monitor and review the Council's reserves and earmarked funds
- Oversee investment arrangements in line with statutory guidance and Council policy

##### **2.6 Grants**

- Consider and recommend grant applications in accordance with the Council's Grant Awarding Policy and approved budget

##### **2.7 Assets and Insurance**

- Oversee financial aspects of asset management
- Review the adequacy of insurance arrangements

## **2.8 Procurement**

- Oversee procurement processes in line with the Council's Financial Regulations
- Ensure value for money and transparency in financial decisions

## **2.9 Contracts & Service Agreements**

- Oversee the appointment, management, and review of all Council contracts and service providers (including HR, cleaning, IT, and similar services), ensuring value for money and compliance with relevant regulations

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## **3. Membership**

- The Committee shall comprise 4 councillors, appointed annually by the Council
- The Chair of the Committee shall be appointed by the Council
- The Chairman of the Council is an ex officio member
- The quorum shall be 3 members

The Responsible Financial Officer (RFO) and the Deputy Clerk shall attend all meetings to provide professional advice.

The Committee may co-opt non-voting members with relevant expertise where appropriate.

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## **4. Delegated Powers**

The Committee has delegated authority to:

- Approve expenditure and financial decisions up to £10,000 per item, provided this is within an approved budget
- Consider and approve grants within budget and policy limits

No individual transaction shall exceed £10,000.

All matters exceeding this limit shall be referred to Full Council with a recommendation.

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## **5. Meetings**

- The Committee shall meet at least 4 times a year in and around key dates February, June, September and November.
- An annual schedule of meetings will be agreed by Full Council in May
- Additional meetings may be convened as required

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## **6. Decision Making**

- Decisions shall be made by a simple majority of members present
  - In the event of an equality of votes, the Chair shall have a casting vote
  - If the meeting becomes inquorate, no further business shall be transacted
-

## **7. Confidentiality**

The Committee may exclude the public and press from meetings in accordance with 1972 LGA act where confidential or sensitive information is to be considered. All members must respect the confidentiality of such matters.

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## **8. Reporting**

- The Committee shall report all decisions and recommendations to the next meeting of the Full Council
  - Minutes shall be recorded and maintained in accordance with Council procedures
- 

## **9. Review**

These Terms of Reference shall be reviewed annually by the Committee and approved by the Full Council at the Annual Meeting in May.

## **Foreshore Public Conveniences Working Group – Terms of Reference**

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### **1. Purpose**

The Foreshore Public Conveniences Working Group (“the Working Group”) is established by the Council to provide oversight, review, and informed recommendations in relation to the management, maintenance, and improvement of the Council’s foreshore public conveniences.

The purpose of the Working Group is to support the Council in ensuring that these facilities are maintained to an appropriate standard, are fit for purpose, and represent an effective and sustainable asset for the community.

The Working Group is advisory in nature and shall not make decisions on behalf of the Council except where specific delegated authority has been granted. All recommendations shall be referred to the Asset Management Committee or Full Council for consideration and approval.

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### **2. Responsibilities**

The Working Group shall:

- Review existing arrangements relating to the facilities, including leases, licences, and management agreements with relevant parties
  - Examine the layout and configuration of the facilities, including consideration of underutilised areas
  - Assess the suitability, durability, and maintenance implications of fixtures and fittings
  - Consider issues relating to anti-social behaviour, misuse, and rough sleeping, and identify mitigation measures
  - Review usage levels and ongoing maintenance costs
  - Explore opportunities for income generation, cost recovery, or external funding
  - Identify and recommend improvements to ensure the facilities remain fit for purpose and deliver value to the community
  - Report findings and make recommendations to the Asset Management Committee or Full Council
- 

### **3. Membership**

The membership of the Working Group shall be determined by Full Council.

- The Working Group shall comprise up to 6 councillors
  - The Chair of the Council shall be an ex officio member
  - The Clerk and the Operations & Facilities Officer shall act in an advisory capacity to the Working Group
  - Relevant stakeholders (including the Lifeboat, Harbour Master, and EBC) may be invited to attend meetings as required but shall not be members of the Working Group
  - The Working Group may, with the approval of the Asset Management Committee or Full Council, co-opt individuals with relevant expertise for specific purposes
-

#### **4. Delegated Powers**

The Working Group shall have no delegated decision-making powers unless expressly granted by resolution of the Council.

- The Working Group may consider matters within its remit and formulate recommendations
  - Any delegated authority must be clearly defined by the Council and recorded in the minutes
  - Any actions taken under delegated authority shall be reported to the next meeting of the Asset Management Committee or Full Council
- 

#### **5. Meetings**

- The Working Group shall meet as required, at the discretion of the Chair
  - Meetings may be held in person or by remote means where appropriate
  - The Working Group is not a committee of the Council for the purposes of statutory notice requirements; therefore, formal agendas are not required
  - Notes of meetings shall be recorded by the Clerk (or nominated officer) and reported to the Asset Management Committee or Full Council
- 

#### **6. Decision Making**

- The Working Group shall operate on an advisory basis only
  - Recommendations shall be agreed by those present and submitted to the Asset Management Committee or Full Council
  - Where delegated authority applies, decisions must be made collectively and within the scope of that authority
- 

#### **7. Confidentiality**

Members of the Working Group shall observe confidentiality in respect of all non-public, commercially sensitive, or exempt information.

- Information designated as confidential shall not be disclosed outside of the Working Group or Council processes
  - All confidential matters shall be handled in accordance with statutory requirements and the Council's Standing Orders
- 

#### **8. Reporting**

- The Working Group shall report to the Asset Management Committee or Full Council as appropriate
  - Recommendations shall be clearly minuted and formally presented for consideration
  - Progress updates may be provided as required
- 

#### **9. Review**

These Terms of Reference shall be reviewed annually by the Council, or earlier if required, to ensure compliance with Standing Orders and continued relevance to Council priorities.

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## **HAMBLE PARISH COUNCIL**

### **HR Working Group – Terms of Reference**

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#### **1. Purpose**

The HR Working Group (HR WG) has been established by the Council to provide strategic direction and oversight in relation to Human Resources (HR).

Its core purpose is to ensure that the Council fulfils its responsibilities as an employer, with particular emphasis on staff welfare, safety, performance, and compliance with employment legislation and best practice.

The Group does not have executive powers and cannot exercise decision-making other than where specifically delegated. It will make recommendations to Council on matters requiring approval outside of Standing Orders and Financial Regulations. The HR WG will establish a work plan for the year (in collaboration with the Clerk) and report progress to Council. It will also address day-to-day operational HR matters as required.

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#### **2. Responsibilities**

The HR Working Group is responsible for:

- Overseeing all staffing matters to ensure the Council meets its obligations as an employer
  - Supporting and advising the Clerk on:
    - Recruitment and staffing structures
    - Attendance and wellbeing
    - Goal setting and performance management
    - Pay and reward
  - Ensuring staff health, safety and welfare are prioritised
  - Monitoring that staffing levels are appropriate to workloads
  - Overseeing performance management processes, including appraisals
  - Managing disciplinary and capability matters, up to and including dismissal where required
  - Reviewing staffing costs in line with approved budgets
  - Ensuring all HR-related policies (e.g. Staff Handbook, Equality, Pensions) are up to date and adhered to
  - Reviewing completed HR-related projects and recommending improvements to operational practice
  - Responding, where appropriate, to internal or external audit findings relating to HR, staffing, or health & safety
- 

#### **3. Membership**

Members and Chair of the HR Working Group will be appointed annually at the Council's Annual Meeting.

- Membership will comprise up to 5 councillors, including the Chair and/or Vice Chair of Council
- The Chair of the Council is an ex officio member
- The Clerk will be a standing member of the group
- Additional councillors with relevant professional experience may be co-opted as required
- Task-and-finish groups may be established for specific HR matters

A councillor with relevant experience may be appointed to support HR-related workstreams.

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#### **4. Delegated Powers**

The HR Working Group may exercise delegated authority, where approved by Council, in the following areas:

- Urgent HR matters in consultation with the Clerk, including:
  - Staff contracts
  - Immediate staffing issues requiring timely resolution

All decisions made under delegated authority must be reported to the next available Council meeting.

---

#### **5. Meetings**

- The HR Working Group will meet monthly, or as required
  - Meetings may be held virtually or in person
  - The Clerk will be responsible for preparing and circulating notes or minutes
  - Outputs will be shared with Council as appropriate
- 

#### **6. Decision Making**

The HR Working Group is advisory in nature.

- Recommendations will be made to Full Council for approval unless delegated authority applies
  - Where delegated powers are used, decisions must be made collectively and in consultation with the Clerk
  - A consensus approach will be used wherever possible
- 

#### **7. Confidentiality**

All members must maintain strict confidentiality in relation to HR and personnel matters.

In particular, members must not disclose:

- Individual employee information
- Sensitive staffing matters
- Any exempt business, where publicity would be prejudicial to the public interest due to the confidential nature of the business

Confidential items will be handled in accordance with statutory requirements.

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## **8. Reporting**

- The Chair (or nominated councillor) will provide regular updates to Council
- Written reports will be submitted as required
- All recommendations and delegated decisions will be formally recorded and reported

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## **9. Review**

These Terms of Reference will be reviewed annually at the Council's Annual Meeting, or earlier if required, to ensure they remain fit for purpose and aligned with Council priorities.

## **Hamble Peninsular Co-ordination Group**

### **1. Purpose**

The group's primary function is to ensure that all matters are quickly and effectively delegated to the Hamble Development Committee and that all correspondence and legal and financial matters are reviewed and escalated as necessary. The group will also lead on how it engages with other agencies and organisations including the relevant Planning Authorities, Parish Council's, businesses and statutory consultees. This will also include the tasking of consultants and other specialists retained for the purpose.

### **2. Ways of working**

The group will meet frequently over the next quarter to plan for and respond to all issues arising from the Statutory Review in relation to the Cemex Planning Application.

The group will be as flexible as possible, using remote access and other means to enable the broadest participation of the members.

All official external communications regarding or affecting the Statutory Review will be approved by this group and sent to the Hamble Development Committee.

### **3. Membership**

The Chair of Council – Chris Jones  
Emma Westmacott – Hamble Peninsular Residents Group  
Matthew Walters – Hamble Peninsular Residents Group  
Keith House – Eastleigh Borough Council  
Claire Price – Smart Marketing

### **4. Confidentiality**

The ability of Hamble Parish Council to exert the maximum influence depends upon our ability to coordinate and control our activities and respond effectively to external events. In order to achieve this we will all need to be confident that everything shared in this group is kept confidential until we choose to use it.

### **5. Delegation**

The group is not a committee and has no direct decision-making authority or spending powers. It is an advisory group to help coordinate matters between the

council, residents group, the Borough and Hamble Development Committee to enable us to be effective and efficient dealing with relevant matters.

## **6. Remit**

- To work closely with the Residents Group and Borough to coordinate activities on matters relating to the Cemex application and the Statutory Review
- Keep all councillors up to date on the work in delivering the plan.
- Coordinate relevant engagement and communication.
- Recommend additional funding & resourcing proposals to Hamble Development Committee where needed

## **7. Meetings**

The operation of the group will be informal and online as much as possible.

The schedule will be set to maximise the opportunities for participation.

Notes will be taken of all activities and made available to councillor's, redacted if required for confidentiality.

## **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.

Version control 0.1

Approved 09/07/18 minute 186/71/18

Revised 10/10/24

Approved

## **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.

**Detailed Balance Sheet - Excluding Stock Movement****Month 1 Date 04/05/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Trade Debtors	8,280	
105	VAT Control A/C	(197)	
200	Barclays Bank A/C	26,371	
205	Barclays Premium Account	2,388	
210	Barclaycard Commercial	(9)	
220	EBC High Interest Account	137,892	
225	CCLA Deposit Fund	251,118	
230	Petty Cash	52	
	<b>Total Current Assets</b>		<b>425,895</b>
	<u>Current Liabilities</u>		
500	Trade Creditors	132	
525	PAYE/NIC Control	5,021	
526	HCC Pension Control	3,741	
565	Deposits	400	
570	Allotment Key Deposits	419	
571	Allotment Plot Deposit	35	
	<b>Total Current Liabilities</b>		<b>9,748</b>
	<b>Net Current Assets</b>		<b>416,147</b>
	<b>Total Assets less Current Liabilities</b>		<b>416,147</b>
	<u>Represented by :-</u>		
300	Current Year Fund	202,523	
310	General Reserves	171,306	
322	EMR Election	1,000	
331	EMR Foreshore Toilets	5,600	
332	EMR Mount Pleasant & RUP	31,197	
337	EMR Legal Fees	3,429	
343	EMR Mount Pleasant Playpark	172	
344	EMR Planning Appeal	920	
	<b>Total Equity</b>		<b>416,147</b>

Bank Reconciliation Statement as at 30/04/2026  
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>
Barclays Current	30/04/2026	10	26,371.32
			<u>26,371.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,371.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,371.32
		<b>Balance per Cash Book is :-</b>	<b>26,371.32</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H. ROBINSON Signed [Signature] Date 04/05/26

**Signatory 2:**

Name S. LINES Signed [Signature] Date 04/05/26

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 2026

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#### Business Current Accounts

Business Current Account Statement	<b>£26,371.32</b>
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Sort Code 20-79-29 • Account No 70978787

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#### Business Savings Accounts

Business Premium Account	<b>£2,388.06</b>
--------------------------	------------------

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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 30/04/2026  
for Cashbook 2 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/04/2026	1	51.85
			<u>51.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			51.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			51.85
		<b>Balance per Cash Book is :-</b>	<b>51.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H. ROBINSON Signed *H Robinson* Date 04/05/26

**Signatory 2:**

Name S. LINES Signed *SL* Date 04/05/26

30<sup>th</sup> April 2026

**Petty Cash Statement**

I confirm that there is £51.85 in cash in the petty cash box as at close of business on 30<sup>th</sup> April 2026.

*Helen Robinson*

Clerk

Bank Reconciliation Statement as at 30/04/2026  
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	30/04/2026	1	2,388.06
			<u>2,388.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,388.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,388.06
		<b>Balance per Cash Book is :-</b>	<b>2,388.06</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H. ROBINSON Signed [Signature] Date 04/05/26

**Signatory 2:**

Name S. LINES Signed [Signature] Date 04/05/26

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 2026

---

#### Business Current Accounts

---

Business Current Account Statement	£26,371.32
.....	
Sort Code 20-79-29 • Account No 70978787	

---

#### Business Savings Accounts

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Business Premium Account	£2,388.06
.....	
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 30/04/2026  
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	30/04/2026	1	137,892.07
			<u>137,892.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			137,892.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			137,892.07
		<b>Balance per Cash Book is :-</b>	<b>137,892.07</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H. ROBINSON Signed H. Robinson Date 04/05/26

**Signatory 2:**

Name S. LINES Signed [Signature] Date 04/05/26



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

01/04/2026

Dear Helen

**Temporary Loan L5386**

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

Opening balance as at 01/10/2025	<b>£135,788.28</b>
Investments/Withdrawals during the period	£0.00
Interest Accrued during the period	£2,103.79
<b>Closing Balance</b>	<b>£137,892.07</b>

Your new balance is £137,892.07 as at 1<sup>st</sup> April 2026.

\*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**  
Accounting Technician  
Financial Services

Bank Reconciliation Statement as at 30/04/2026  
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	30/04/2026	1	251,117.95
			<u>251,117.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			251,117.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			251,117.95
		<b>Balance per Cash Book is :-</b>	<b>251,117.95</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H. ROBINSON Signed *H. Robinson* Date 04/05/26

**Signatory 2:**

Name S. LINES Signed *SL* Date 04/05/26

## Statement of Account

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

1 May 2026

Account name: **HAMBLE LE RICE PARISH COUNCIL**  
Account number: **PS1007331-001**  
Statement period: **01/04/2026 to 30/04/2026**

### Account summary

Total valuation as at 30 April 2026 **£251,117.95**  
Total valuation as at last statement at 1 April 2026 **£50,897.73**

### Holdings as at 30 April 2026

Fund name	Unit/share holdings	Price per unit/share	Value
<b>Public Sector Deposit Fund SC4 - Public Sector</b> GB00B3LDFH01	251,117.9500	£1.00	£251,117.95
			<b>Total value</b>
			<b>£251,117.95</b>

### Transactions for the period from 1 April 2026 to 30 April 2026

#### Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/04/2026	Income Reinvestment	220.2200	£1.0000	£220.22
07/04/2026	Deposit	70,000.0000	£1.0000	£70,000.00
08/04/2026	Deposit	75,000.0000	£1.0000	£75,000.00
09/04/2026	Deposit	75,000.0000	£1.0000	£75,000.00

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.

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
30/04/2026	Withdrawal	-20,000.0000	£1.0000	-£20,000.00

The average Fund yield for this period was 3.76% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Apr 2026	05/05/2026	Public Sector Deposit Fund SC4 - Public Sector	Reinvestment	£677.44	PS1007331-001

All CCLA forms are available on our website: [www.ccla.co.uk/resources/client-documentation](http://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](http://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](mailto: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](http://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](mailto:clientservices@ccla.co.uk).

Bank Reconciliation Statement as at 30/04/2026  
for Cashbook 6 - Barclaycard Commercial

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclaycard Commercial	30/04/2026	1	-9.25
			<u>-9.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-9.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-9.25
		<b>Balance per Cash Book is :-</b>	<b>-9.25</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name H. ROBINSON Signed [Signature] Date 04/05/26

**Signatory 2:**

Name S. LINES Signed [Signature] Date 04/05/26

SUMMARY FOR HAMBLE-LE-RICE PARISH COUNCIL

Company reference: 5476761028244565  
 Statement date: 21 April 2026  
 Page number: 2 of 3



2/2

1/2

2 1 0 2 8 1 0 2 8 2 4 4 5 6 5

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
Simple Standard Rate p.a: 25.50% (28.7% compound equivalent)			Simple Cash Rate p.a: 27.90% (31.8% compound equivalent)	
* See reverse for details				
<b>Payments, charges and adjustments</b>				
	BALANCE FROM PREVIOUS STATEMENT			621.87
<b>Total of payment, charges and adjustments</b>				<b>£0.00</b>
15 Apr 2026	DIRECT DEBIT PAYMENT THANK YOU			621.87 CR
<b>New balances by individual cardholder</b>				
Name	Card number	Monthly spend limit	Balance	
S A LINES	5476 7610 2171 1784	1,000	9.25	
<b>Total cardholder expenditure</b>				<b>£9.25</b>
<b>New balance</b>				<b>£9.25</b>

If you do not pay off the full amount outstanding, we will allocate your payment to the outstanding balance in a specific order, which is set out in the 'Allocation of payments section' on the reverse of the statement. The way in which payments are allocated can make a significant difference to the amount of interest you will pay until the balance is cleared completely.

**Minimum payments**

If you make only the minimum payment each month, it will take you longer and cost you more to clear your balance.

**Dispute resolution**

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

**How to switch your Barclaycard**

If your current Barclaycard business card is no longer right for your business, you can change to one of our other cards, subject to eligibility. You can see all our cards and use our card selector tool to find the right one for your business at [barclaycard.co.uk/business/cards/card-selector](http://barclaycard.co.uk/business/cards/card-selector)

## Detailed Income &amp; Expenditure by Budget Heading 04/05/2026

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Staff Costs</b>								
4000 Gross Salaries	17,759	17,759	225,000	207,241		207,241	7.9%	
4001 Ers NIC Contributions	2,218	2,218	33,250	31,032		31,032	6.7%	
4002 Ers Pension Costs	2,849	2,849	41,635	38,786		38,786	6.8%	
Staff Costs :- Indirect Expenditure	<b>22,826</b>	<b>22,826</b>	<b>299,885</b>	<b>277,059</b>	<b>0</b>	<b>277,059</b>	<b>7.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22,826)</b>	<b>(22,826)</b>	<b>(299,885)</b>	<b>(277,059)</b>				
<b>101 Administration</b>								
1076 Precept	227,567	227,567	455,132	227,565			50.0%	
1090 Interest Received	0	0	6,000	6,000			0.0%	
1115 Admin Fee - Use of HPC Facilit	0	0	6,000	6,000			0.0%	
1900 Misc. Income incl. Refunds	0	0	100	100			0.0%	
Administration :- Income	<b>227,567</b>	<b>227,567</b>	<b>467,232</b>	<b>239,665</b>			<b>48.7%</b>	<b>0</b>
4003 Payroll Costs	55	55	800	745		745	6.9%	
4005 Health & Safety	0	0	175	175		175	0.0%	
4010 Staff Training	0	0	3,150	3,150		3,150	0.0%	
4011 Staff Travelling	0	0	250	250		250	0.0%	
4013 Office Refreshments	13	13	150	137		137	8.4%	
4016 Clerk's Casual Expenditure	49	49	1,050	1,001		1,001	4.6%	
4025 Stationery	8	8	500	492		492	1.5%	
4040 Subscriptions	1,018	1,018	2,500	1,482		1,482	40.7%	
4041 Office Rent	1,770	1,770	6,300	4,530		4,530	28.1%	
4045 Photocopy Costs	128	128	504	376		376	25.4%	
4054 Compliance	0	0	400	400		400	0.0%	
4060 Telephone	86	86	1,470	1,384		1,384	5.8%	
4062 Software Costs	5,718	5,718	15,750	10,032		10,032	36.3%	
4065 Insurance	0	0	12,500	12,500		12,500	0.0%	
4095 New Office Equipment	3	3	1,000	997		997	0.3%	
4100 Cleaning and Hygiene	0	0	250	250		250	0.0%	
4105 Bank Charges	10	10	262	252		252	4.0%	
4110 Professional/Contractor Fees	0	0	1,575	1,575		1,575	0.0%	
4111 Legal Fees General	3,101	3,101	10,000	6,899		6,899	31.0%	
4112 Audit Fees	(1,615)	(1,615)	2,500	4,115		4,115	(64.6%)	
4115 Accountancy Fees	(563)	(563)	3,000	3,563		3,563	(18.8%)	
4121 Legal/Prof'l Fees Plann Appeal	0	0	25,000	25,000		25,000	0.0%	
4200 Members Training	0	0	1,250	1,250		1,250	0.0%	
4220 Election Costs	0	0	3,000	3,000		3,000	0.0%	
4253 V Mag Contract Editorship	0	0	10,500	10,500		10,500	0.0%	
4254 Newsletter delivery	190	190	4,200	4,010		4,010	4.5%	

## Detailed Income &amp; Expenditure by Budget Heading 04/05/2026

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4905 Miscellaneous Expenditure	0	0	100	100		100	0.0%	
Administration :- Indirect Expenditure	<b>9,971</b>	<b>9,971</b>	<b>108,136</b>	<b>98,165</b>	<b>0</b>	<b>98,165</b>	<b>9.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>217,596</b>	<b>217,596</b>	<b>359,096</b>	<b>141,500</b>				
<b>102 Civic &amp; Archives</b>								
1326 Bench sponsorship	0	0	4,200	4,200			0.0%	
Civic & Archives :- Income	<b>0</b>	<b>0</b>	<b>4,200</b>	<b>4,200</b>			<b>0.0%</b>	<b>0</b>
4203 Festive Decorations	0	0	550	550		550	0.0%	
4205 Civic Costs	0	0	1,000	1,000		1,000	0.0%	
4210 Festive Lighting	0	0	6,300	6,300		6,300	0.0%	
4211 Park Sport contribution	0	0	335	335		335	0.0%	
4212 Youth Outreach	0	0	4,175	4,175		4,175	0.0%	
4213 Hire of facilities/premises	0	0	300	300		300	0.0%	
4315 Memorial Seats and Benches	0	0	300	300		300	0.0%	
Civic & Archives :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>12,960</b>	<b>12,960</b>	<b>0</b>	<b>12,960</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(8,760)</b>	<b>(8,760)</b>				
<b>103 Publications</b>								
1130 V Mag Adverts	503	503	2,500	1,998			20.1%	
Publications :- Income	<b>503</b>	<b>503</b>	<b>2,500</b>	<b>1,998</b>			<b>20.1%</b>	<b>0</b>
4250 V Mag Printing	0	0	6,700	6,700		6,700	0.0%	
Publications :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>6,700</b>	<b>6,700</b>	<b>0</b>	<b>6,700</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>503</b>	<b>503</b>	<b>(4,200)</b>	<b>(4,703)</b>				
<b>104 Car Parking</b>								
1140 Car Park Income	2,946	2,946	52,000	49,054			5.7%	
1142 Clock Permits	62	62	4,000	3,938			1.6%	
Car Parking :- Income	<b>3,008</b>	<b>3,008</b>	<b>56,000</b>	<b>52,992</b>			<b>5.4%</b>	<b>0</b>
4271 Car Park Maintenance	30	30	500	470		470	6.0%	
4273 Printing Clock Permits	0	0	850	850		850	0.0%	
Car Parking :- Indirect Expenditure	<b>30</b>	<b>30</b>	<b>1,350</b>	<b>1,320</b>	<b>0</b>	<b>1,320</b>	<b>2.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,978</b>	<b>2,978</b>	<b>54,650</b>	<b>51,672</b>				

## Detailed Income &amp; Expenditure by Budget Heading 04/05/2026

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>105 St. Andrews Cemetery</b>								
1150 Burial Fees	600	600	1,800	1,200			33.3%	
1151 Memorial Fees	100	100	5,000	4,900			2.0%	
1152 Grant Exclusive Rights	430	430	2,000	1,570			21.5%	
St. Andrews Cemetery :- Income	<b>1,130</b>	<b>1,130</b>	<b>8,800</b>	<b>7,670</b>			<b>12.8%</b>	<b>0</b>
<b>Net Income</b>	<b>1,130</b>	<b>1,130</b>	<b>8,800</b>	<b>7,670</b>				
<b>107 Grant Expenditure</b>								
4280 Grants	0	0	3,150	3,150		3,150	0.0%	
Grant Expenditure :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>3,150</b>	<b>3,150</b>	<b>0</b>	<b>3,150</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(3,150)</b>	<b>(3,150)</b>				
<b>108 Grounds Maintenance</b>								
4006 Protective Clothing & Equip.	50	50	800	750		750	6.3%	
4081 Refuse/Litter	0	0	8,500	8,500		8,500	0.0%	
4100 Cleaning and Hygiene	308	308	0	(308)		(308)	0.0%	
4325 Machinery Maintenance	91	91	1,050	959		959	8.6%	
4330 Vehicle Maintenance	0	0	1,000	1,000		1,000	0.0%	
4336 Ground Fuel	0	0	1,500	1,500		1,500	0.0%	
4350 New Tools & equip	1,072	1,072	1,000	(72)		(72)	107.2%	
4360 Vehicle Hire	979	979	14,700	13,721		13,721	6.7%	
4370 Dog Bin Emptying	(14)	(14)	600	614		614	(2.3%)	
4380 Repairs & Maintenance	0	0	1,500	1,500		1,500	0.0%	
4387 Trees Management	0	0	3,675	3,675		3,675	0.0%	
4398 Plants & shrubs	0	0	750	750		750	0.0%	
Grounds Maintenance :- Indirect Expenditure	<b>2,486</b>	<b>2,486</b>	<b>35,075</b>	<b>32,589</b>	<b>0</b>	<b>32,589</b>	<b>7.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,486)</b>	<b>(2,486)</b>	<b>(35,075)</b>	<b>(32,589)</b>				
<b>112 Asset Maintenance</b>								
4950 Asset Maintenance	0	0	22,350	22,350		22,350	0.0%	
Asset Maintenance :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>22,350</b>	<b>22,350</b>	<b>0</b>	<b>22,350</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(22,350)</b>	<b>(22,350)</b>				
<b>201 Mt. Pleasant Rec. Ground</b>								
1200 Pitch Hire	1,478	1,478	5,775	4,298			25.6%	
Mt. Pleasant Rec. Ground :- Income	<b>1,478</b>	<b>1,478</b>	<b>5,775</b>	<b>4,298</b>			<b>25.6%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 04/05/2026

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Electricity	79	79	700	621		621	11.3%	
4051 Gas	0	0	500	500		500	0.0%	
4052 Water Rates	0	0	500	500		500	0.0%	
4054 Compliance	0	0	100	100		100	0.0%	
4378 Pitch Consumables	0	0	1,000	1,000		1,000	0.0%	
4381 Property Maintenance	0	0	700	700		700	0.0%	
4383 Play Equipment Maintenance	0	0	500	500		500	0.0%	
4384 Sports Equipment Maintenance	0	0	210	210		210	0.0%	
Mt. Pleasant Rec. Ground :- Indirect Expenditure	<b>79</b>	<b>79</b>	<b>4,210</b>	<b>4,131</b>	<b>0</b>	<b>4,131</b>	<b>1.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,398</b>	<b>1,398</b>	<b>1,565</b>	<b>167</b>				
<u>202 College Playing Fields</u>								
1200 Pitch Hire	329	329	4,000	3,671			8.2%	
College Playing Fields :- Income	<b>329</b>	<b>329</b>	<b>4,000</b>	<b>3,671</b>			<b>8.2%</b>	<b>0</b>
4378 Pitch Consumables	0	0	1,000	1,000		1,000	0.0%	
4382 Grounds Maintenance	0	0	6,300	6,300		6,300	0.0%	
4384 Sports Equipment Maintenance	0	0	2,200	2,200		2,200	0.0%	
College Playing Fields :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>9,500</b>	<b>9,500</b>	<b>0</b>	<b>9,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>329</b>	<b>329</b>	<b>(5,500)</b>	<b>(5,829)</b>				
<u>205 Allotments</u>								
1250 Allotment Rental Income	0	0	1,957	1,957			0.0%	
Allotments :- Income	<b>0</b>	<b>0</b>	<b>1,957</b>	<b>1,957</b>			<b>0.0%</b>	<b>0</b>
4382 Grounds Maintenance	0	0	200	200		200	0.0%	
4450 Allotment Land Rent HCC	0	0	170	170		170	0.0%	
4455 Water Taps & Keys	0	0	15	15		15	0.0%	
Allotments :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>385</b>	<b>385</b>	<b>0</b>	<b>385</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>1,572</b>	<b>1,572</b>				
<u>301 Foreshore Dinghy Park</u>								
1260 Dinghy Park Income	1,509	1,509	35,000	33,491			4.3%	
Foreshore Dinghy Park :- Income	<b>1,509</b>	<b>1,509</b>	<b>35,000</b>	<b>33,491</b>			<b>4.3%</b>	<b>0</b>
4105 Bank Charges	22	22	250	228		228	8.6%	
4382 Grounds Maintenance	0	0	100	100		100	0.0%	
4501 Dinghy Stickers	0	0	115	115		115	0.0%	
Foreshore Dinghy Park :- Indirect Expenditure	<b>22</b>	<b>22</b>	<b>465</b>	<b>443</b>	<b>0</b>	<b>443</b>	<b>4.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,488</b>	<b>1,488</b>	<b>34,535</b>	<b>33,047</b>				

## Detailed Income &amp; Expenditure by Budget Heading 04/05/2026

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>302 Foreshore (General)</b>								
1141 Electricity use - Foreshore	42	42	61	19			68.3%	
1143 Foreshore Events	588	588	800	213			73.4%	
1321 Angelfish (Soton) Ltd Rent	812	812	3,400	2,588			23.9%	
1323 Angelfish Waste Contribution	180	180	720	540			25.0%	
1326 Bench sponsorship	2,333	2,333	0	(2,333)			0.0%	
Foreshore (General) :- Income	<b>3,955</b>	<b>3,955</b>	<b>4,981</b>	<b>1,027</b>			<b>79.4%</b>	<b>0</b>
4050 Electricity	67	67	500	433		433	13.5%	
4054 Compliance	0	0	100	100		100	0.0%	
4100 Cleaning and Hygiene	0	0	1,350	1,350		1,350	0.0%	
4315 Memorial Seats and Benches	65	65	0	(65)		(65)	0.0%	
4380 Repairs & Maintenance	0	0	6,300	6,300		6,300	0.0%	
4382 Grounds Maintenance	340	340	600	260		260	56.7%	
Foreshore (General) :- Indirect Expenditure	<b>472</b>	<b>472</b>	<b>8,850</b>	<b>8,378</b>	<b>0</b>	<b>8,378</b>	<b>5.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,482</b>	<b>3,482</b>	<b>(3,869)</b>	<b>(7,351)</b>				
<b>303 Foreshore Public Toilets</b>								
4050 Electricity	0	0	200	200		200	0.0%	
4052 Water Rates	0	0	500	500		500	0.0%	
4054 Compliance	0	0	100	100		100	0.0%	
4096 Consumables for FS toilets	0	0	525	525		525	0.0%	
4100 Cleaning and Hygiene	0	0	8,400	8,400		8,400	0.0%	
Foreshore Public Toilets :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>9,725</b>	<b>9,725</b>	<b>0</b>	<b>9,725</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(9,725)</b>	<b>(9,725)</b>				
<b>306 RUP Pavillion</b>								
1202 Committee Room Hire	110	110	1,050	940			10.5%	
RUP Pavillion :- Income	<b>110</b>	<b>110</b>	<b>1,050</b>	<b>940</b>			<b>10.5%</b>	<b>0</b>
4005 Health & Safety	92	92	0	(92)		(92)	0.0%	
4050 Electricity	101	101	2,450	2,349		2,349	4.1%	
4051 Gas	0	0	2,650	2,650		2,650	0.0%	
4052 Water Rates	985	985	4,000	3,015		3,015	24.6%	
4054 Compliance	0	0	800	800		800	0.0%	
4100 Cleaning and Hygiene	0	0	3,000	3,000		3,000	0.0%	
4381 Property Maintenance	0	0	4,725	4,725		4,725	0.0%	
RUP Pavillion :- Indirect Expenditure	<b>1,178</b>	<b>1,178</b>	<b>17,625</b>	<b>16,447</b>	<b>0</b>	<b>16,447</b>	<b>6.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,068)</b>	<b>(1,068)</b>	<b>(16,575)</b>	<b>(15,507)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 04/05/2026

Month No: 1

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>309 Asset Transfer Provision</u>								
4906 Special Expenses	0	0	25,107	25,107		25,107	0.0%	
4907 Asset Transfer Misc Expenditur	0	0	5,000	5,000		5,000	0.0%	
Asset Transfer Provision :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>30,107</u>	<u>30,107</u>	<u>0</u>	<u>30,107</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(30,107)</u>	<u>(30,107)</u>				
Grand Totals:- Income	<b>239,588</b>	<b>239,588</b>	<b>591,495</b>	<b>351,907</b>			<b>40.5%</b>	
Expenditure	<b>37,065</b>	<b>37,065</b>	<b>570,473</b>	<b>533,408</b>	<b>0</b>	<b>533,408</b>	<b>6.5%</b>	
<b>Net Income over Expenditure</b>	<u><b>202,523</b></u>	<u><b>202,523</b></u>	<u><b>21,022</b></u>	<u><b>(181,501)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>202,523</b></u>	<u><b>202,523</b></u>	<u><b>21,022</b></u>	<u><b>(181,501)</b></u>				

Date: 28/04/2026

Hamble-le-Rice Parish Council

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Payment Summary (Part 1) Landscape

Tax Month : 1 Week : 4 Payment Frequency: Monthly

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 Feizo														
26	M Cowley														
31	HC Robinson														
35	BE Digweed														
37	S Lines														
40	VK Wilson														
42	JJ Clements														
7	Employees	<u>17759.01</u>	<u>16816.81</u>	<u>17224.88</u>	<u>0.00</u>	<u>0.00</u>	<u>1994.26</u>	<u>808.66</u>	<u>892.07</u>	<u>484.00</u>	<u>0.00</u>	<u>50.13</u>	<u>0.00</u>	<u>0.00</u>	<u>14064.02</u>

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

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
<b>C019</b>		<b>ACCOUNTABLY</b>					
29/04/2026	21-11334	50.00	10.00	60.00		0.00	60.00
<b>TOTAL INVOICES FOR C019</b>		<b>50.00</b>	<b>10.00</b>	<b>60.00</b>		<b>0.00</b>	<b>60.00</b>
<b>CC</b>		<b>Catherine Craven</b>					
24/07/2025	21-11179A	142.00	0.00	142.00		0.00	142.00
<b>TOTAL INVOICES FOR CC</b>		<b>142.00</b>	<b>0.00</b>	<b>142.00</b>		<b>0.00</b>	<b>142.00</b>
<b>CF</b>		<b>Carl Folan</b>					
30/04/2026	21-11338	16.67	3.33	20.00		0.00	20.00
<b>TOTAL INVOICES FOR CF</b>		<b>16.67</b>	<b>3.33</b>	<b>20.00</b>		<b>0.00</b>	<b>20.00</b>
<b>E04</b>		<b>EASTLEIGH BOROUGH COUNCIL</b>					
10/03/2022	I2110740	1,740.00	0.00	1,740.00		0.00	1,740.00
09/06/2022	Payment 1688-1	0.00	0.00	0.00	09/06/2022	500.00	-500.00
26/01/2023	Payment 1700-1	0.00	0.00	0.00	26/01/2023	-2,444.96	2,444.96
<b>TOTAL INVOICES FOR E04</b>		<b>1,740.00</b>	<b>0.00</b>	<b>1,740.00</b>		<b>-1,944.96</b>	<b>3,684.96</b>
<b>GAFF</b>		<b>The Gaff Rigger</b>					
29/01/2025	21-11072	250.00	50.00	300.00	31/03/2026	250.00	50.00
<b>TOTAL INVOICES FOR GAFF</b>		<b>250.00</b>	<b>50.00</b>	<b>300.00</b>		<b>250.00</b>	<b>50.00</b>
<b>H036</b>		<b>HAMPSHIRE COUNTY COUNCIL</b>					
18/10/2021	I2110713	20.00	0.00	20.00		0.00	20.00
<b>TOTAL INVOICES FOR H036</b>		<b>20.00</b>	<b>0.00</b>	<b>20.00</b>		<b>0.00</b>	<b>20.00</b>
<b>HF01</b>		<b>Hampshire Farmers' Markets Ltd</b>					
22/04/2026	21-11325	570.83	84.17	655.00		0.00	655.00
<b>TOTAL INVOICES FOR HF01</b>		<b>570.83</b>	<b>84.17</b>	<b>655.00</b>		<b>0.00</b>	<b>655.00</b>
<b>HN</b>		<b>Hannah Niven</b>					
29/04/2026	21-11333	100.00	10.00	110.00		0.00	110.00
<b>TOTAL INVOICES FOR HN</b>		<b>100.00</b>	<b>10.00</b>	<b>110.00</b>		<b>0.00</b>	<b>110.00</b>
<b>HR01</b>		<b>Hamble River Sailing Club</b>					
29/04/2026	21-11332	287.50	37.50	325.00		0.00	325.00
<b>TOTAL INVOICES FOR HR01</b>		<b>287.50</b>	<b>37.50</b>	<b>325.00</b>		<b>0.00</b>	<b>325.00</b>
<b>HR03</b>		<b>Hamble River Raid Ltd</b>					

<u>Invoice Date</u>	<u>Invoice No</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Balance</u>
29/04/2026	21-11331	570.83	84.17	655.00		0.00	655.00
<b>TOTAL INVOICES FOR HR03</b>		<b>570.83</b>	<b>84.17</b>	<b>655.00</b>		<b>0.00</b>	<b>655.00</b>
<b>HWT</b>		<b>H W Tree Surgeons</b>					
29/04/2026	21-11335	145.00	29.00	174.00		0.00	174.00
<b>TOTAL INVOICES FOR HWT</b>		<b>145.00</b>	<b>29.00</b>	<b>174.00</b>		<b>0.00</b>	<b>174.00</b>
<b>JL01</b>		<b>Mr Barry Joseph-Lester</b>					
10/03/2026	21-11303	691.67	138.33	830.00	31/03/2026	215.00	615.00
23/04/2026	21-11328	41.67	8.33	50.00		0.00	50.00
<b>TOTAL INVOICES FOR JL01</b>		<b>733.34</b>	<b>146.66</b>	<b>880.00</b>		<b>215.00</b>	<b>665.00</b>
<b>LD</b>		<b>Lesley Dennis</b>					
30/04/2026	21-11337	1,166.67	233.33	1,400.00		0.00	1,400.00
<b>TOTAL INVOICES FOR LD</b>		<b>1,166.67</b>	<b>233.33</b>	<b>1,400.00</b>		<b>0.00</b>	<b>1,400.00</b>
<b>RAP</b>		<b>Rachael Allen Podiatry</b>					
29/04/2026	21-11336	145.00	29.00	174.00		0.00	174.00
<b>TOTAL INVOICES FOR RAP</b>		<b>145.00</b>	<b>29.00</b>	<b>174.00</b>		<b>0.00</b>	<b>174.00</b>
<b>SR</b>		<b>Samual Robbins</b>					
09/04/2026	21-11320	12.50	2.50	15.00		0.00	15.00
<b>TOTAL INVOICES FOR SR</b>		<b>12.50</b>	<b>2.50</b>	<b>15.00</b>		<b>0.00</b>	<b>15.00</b>
<b>WANDR</b>		<b>Warner and Richardson LLP</b>					
16/04/2026	21-11324	130.00	0.00	130.00		0.00	130.00
<b>TOTAL INVOICES FOR WANDR</b>		<b>130.00</b>	<b>0.00</b>	<b>130.00</b>		<b>0.00</b>	<b>130.00</b>
<b>TOTAL UNPAID INVOICES</b>		<b>6,080.34</b>	<b>719.66</b>	<b>6,800.00</b>		<b>-1,479.96</b>	<b>8,279.96</b>

<u>Invoice Date</u>	<u>Ref</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Balance</u>
	<b>C07</b>						
	<b>CANON UK LTD</b>						
08/04/2026		5.96	1.19	7.15		0.00	7.15
	<b>TOTAL INVOICES FOR C07</b>	<b>5.96</b>	<b>1.19</b>	<b>7.15</b>		<b>0.00</b>	<b>7.15</b>
	<b>DD02</b>						
	<b>Domestic Darlings - Susan Meheux</b>						
01/05/2026		926.27	185.25	1,111.52		0.00	1,111.52
	<b>TOTAL INVOICES FOR DD02</b>	<b>926.27</b>	<b>185.25</b>	<b>1,111.52</b>		<b>0.00</b>	<b>1,111.52</b>
	<b>FL01</b>						
	<b>Flying Boat Cafe</b>						
09/04/2026		0.00	0.00	0.00	09/04/2026	1.00	-1.00
	<b>TOTAL INVOICES FOR FL01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>1.00</b>	<b>-1.00</b>
	<b>HU01</b>						
	<b>J Humphrey Associates</b>						
01/05/2026		50.00	10.00	60.00		0.00	60.00
	<b>TOTAL INVOICES FOR HU01</b>	<b>50.00</b>	<b>10.00</b>	<b>60.00</b>		<b>0.00</b>	<b>60.00</b>
	<b>J03</b>						
	<b>JEWSON LTD / Saint-Gobain Bldng Ltd</b>						
19/03/2026		162.47	32.49	194.96		0.00	194.96
	<b>TOTAL INVOICES FOR J03</b>	<b>162.47</b>	<b>32.49</b>	<b>194.96</b>		<b>0.00</b>	<b>194.96</b>
	<b>PI01</b>						
	<b>Pitter Self Drive Ltd</b>						
01/05/2026		490.00	98.00	588.00		0.00	588.00
	<b>TOTAL INVOICES FOR PI01</b>	<b>490.00</b>	<b>98.00</b>	<b>588.00</b>		<b>0.00</b>	<b>588.00</b>
	<b>RG01</b>						
	<b>Rod Gaskin Ltd</b>						
24/04/2026		39.69	7.94	47.63		0.00	47.63
24/04/2026		3,080.00	616.00	3,696.00		0.00	3,696.00
29/04/2026		-39.69	-7.94	-47.63		0.00	-47.63
30/04/2026		-3,080.00	-616.00	-3,696.00		0.00	-3,696.00
	<b>TOTAL INVOICES FOR RG01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
	<b>ST01</b>						
	<b>Safetec Direct</b>						
24/04/2026		90.56	18.11	108.67		0.00	108.67
29/04/2026		33.66	1.68	35.34		0.00	35.34
29/04/2026		-90.56	-18.11	-108.67		0.00	-108.67
01/05/2026		40.47	8.09	48.56		0.00	48.56
	<b>TOTAL INVOICES FOR ST01</b>	<b>74.13</b>	<b>9.77</b>	<b>83.90</b>		<b>0.00</b>	<b>83.90</b>
	<b>TOTAL UNPAID INVOICES</b>	<b>1,708.83</b>	<b>336.70</b>	<b>2,045.53</b>		<b>1.00</b>	<b>2,044.53</b>