

H A M B L E
P A R I S H
— C O U N C I L —

Council Meeting
Agenda

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

Monday, 08 March 2021– 7pm virtual meeting

This meeting is open to members of the public.

If you wish to participate you must contact the Clerk at Parish Office via clerk@hamblepc.org.uk to confirm any points you would like to raise and/or receive the link to the meeting no later than 10am on Monday, 08 March 2021

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

1. Welcome
 - a. Apologies for absence
 - b. Declaration of interest and approved dispensations
 - c. Approve minutes of the Council meeting of Monday, 08 February 2021

2. Public Session

Community Issues

3. Local Elections – timetable
4. Changes to staffing and the new structure
5. Allocation of Developers Contributions – EBC
6. Update on Policing – Use of Roy Underdown Pavilion, Meeting with Chief Inspector Cator and the Foreshore Multi Agency Plan

Risk, Finance and Governance

7. Financial transactions
 - a. Approve Payment list February 21
 - b. Reconciliation for February 21

8. Hugo Fox Contract – Support package including telephone support and online training £19.99+vat per month.
9. Annual review of Council policies: Standing Orders, Financial Regulations and Risk Assessment (Standing Orders and Financial Regulations can be found on the website)
10. Accessibility Statement
11. Reported Accidents and incidents

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.

12. Staffing update
13. Property Transaction

Dated: 03 March 2021

Signed: Amanda Jobling, Clerk,

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

Council Meeting

Minutes 8th February 2021

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

Meeting was held virtually due to the corona virus pandemic
Minute reference for the meeting will follow the following format
08022021+item number.

Members present:

Cllr Simon Hand, Cllr Sheelagh Cohen, Cllr Andy Thompson (joined at 7.03pm), Cllr Ian Underdown, Cllr Sally Schofield, Cllr Debbie Rolfe, Cllr Malcolm Cross, Cllr Trevor Dann, Cllr Sharon Hayward and Cllr Michelle Nicholson

Officers: Amanda Jobling - Clerk

1. Welcome

a. Apologies for absence – Cllr Jo Nesbitt Bell and Cllr Janine Dajka

b. Declaration of interest and approved dispensations - none relevant to the meeting

c. Approve minutes of the Council meeting of 11th January 2021

Proposed Cllr Ian Underdown and Seconded Cllr Dann and resolved and agreed to accept the minutes of 11th January 2021.

2. Public Session – no members of the public joined the meeting.

Community Issues

3. Hamble Parish Councils Mission Statement 2021

Cllr Nicholson introduced the item referring to the resilience survey and additional information sourced from other town and parish councils Mission Statements, to help guide its development.

The mission captures not just why we are here, but also what we want to achieve. Coupled with this, it sets out how we will go about our business. Especially important to refer to other local authority partners, recognising the need to work through others in delivering services that meet the priorities of the residents. The group also felt we needed to highlight our values and that the Nolan principles should feature on the website.

It was agreed to refer to the community rather than the administrative area or the a definition of the village that related to the built and instead to use the term community to give a wider definition that covers business and those that come to the village to work each day.

Council Meeting

Minutes 8th February 2021

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The group were thanked for their excellent work on concluding this important piece of work.

Proposed Cllr Ian Underdown Seconded Cllr Sheelagh Cohen

Resolved and agreed to the mission statement as circulated with the inclusion of references to businesses being part of the community.

4. Agreement for the Development of an Action plan for town centre recovery from the covid-19 outbreak.

Cllr Schofield asked that we clarify the terminology and use Parish not Town Council. Also wanted to be certain that Coronation Parade and marinas are included. Confirmed that both had been raised. Also, Cllr Hayward raised concerns that the timelines are tight.

Proposed Cllr Underdown Seconded Cllr Simon Hand.

Resolved and agreed to the legal agreement for the town centre recovery plan linked to the COVID-19 outbreak and for the Clerk to sign it on the Council's behalf.

5. Community restitution letter

It was agreed that a small project should be found in response to the letter and ideally that a positive project like tree planting might be more beneficial than litter picking. The issue would be picked up at a meeting in March with the new Chief Inspector.

6. Project list for Local Area Developer Contributions.

Agreed that it met the Council's objectives and would promote it especially for the skate park which we know is used by young people from the whole peninsula (evidenced by Youth Options report). There is some sympathy that the impact of development in Bursledon does impact on Hamble and will look to pitch our projects accordingly.

Proposed Cllr Simon Hand Seconded Cllr Malcolm Cross

Resolved and agreed to approve the project list attached with minor amendments for discussion with EBC regarding the use of developer contributions for projects in the village

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Recommendation from Committee

7. Personnel Committee (meeting as a Working Group)

The main focus of discussion was around the litter picker; following the Asset Management Committee it was agreed that the post would be advertised as a Parish Ranger. This might enable succession planning within the grounds team and/or add capacity if additional work is identified. There was some concern expressed that the roles might be quite different and potentially would attract different people. Also, members were keen to see the roles advertised locally and with the Communications contract to refer to it as a contractor not a consultant, to ensure we get a person that will do the work rather than advise on it.

- To note the latest position on staff absences and the next steps under the council's absence policy - this was moved to exempt business.

- To note the gap analysis from the work carried on roles, functions and capacity

- Add to the staff establishment the post of litter picker (to be advertised as Parish Ranger) for a temporary period from April to the end of September based on two hours a day, five days a week. The cost of employing a person 2 hours a day for 5 days a week at the minimum living wage (including weekends and bank holidays) would cost £4534.40 a year plus £857.04 in pension contributions. It is recommended the post would be an initial 12-month period. This is unbudgeted for and will be growth on the staffing budget 2021/22.

- To approve in principle the appointment of a consultant (to be referred to as contractor) for a period of 12 months to assist the Council with its communication strategy including the design and production of the newssheet, other publications, manage key messages across all platforms – social media, website and physical information, targeted consultations and work to review and make recommendation on a new website. The budget for this will come from underspends in this year's staffing budget. Advertising for the post should in the first instance concentrate on the local community.

- To approve in principle the appointment of a Responsible Financial Officer. If approved a revised staffing structure will be created followed by consultation with effected staff. The post will be 2/2.5 days per week and will be funded from savings from the Administrative Assistant post which under the restructure will be deleted.

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- To approve the retention of the existing temporary staff, support for up to 6 months to enable staff to return to work and the restructure to bed down. Budget provision is available to cover this in both this year's budget and 2021/22
- To purchase software from Rialtas Business Solutions for Allotments (and to include the Dinghy park) and Cemetery software. For the purposes of our Financial Regulations the software is a specialist service linked to the supply of our financial system. This will be undertaken as an exception to Financial Regulations on the following grounds:

Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

..... (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants....

The cost of the for the allotments (and later the Dinghy Storage Park) package will be £ 644 in year one, plus £247.00 per annum thereafter with a further charge of £150 per year to enable mobile inspections.

- Appraisals for the start of the year are suspended and a new performance management system is being investigated

Proposed Cllr Ian Underdown Seconded Cllr Rolfe

All the recommendations listed were resolved and agreed subject to the change in terminology for the Parish Ranger and the communications contractor. This included waiving financial regulations for the Allotment software.

8. Issues to come from Asset Management Committee (meeting as a working group on 5 Feb 2021)

No formal recommendations to Council although there was a discussion about the posts on Facebook over the weekend about the allotments. It was felt that the dialogue was not a reflection of what has happened and is proposed.

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b. Approve Reconciliation for January 2021

Cllr Schofield also requested that if we do use contractors that we ensure that our wild flower areas are protected.

Finance and governance

9. Correspondence with EBC on precept for 2021/22

That due to a very slight drop in the tax base we have not ended up with a no % increase on the budget as intended. Leaving the precept at last year's figure has resulted in a 0.29% increase so we should refer to a freeze on last year's precept

Proposed Cllr Simon Hand Seconded Cllr Ian Underdown

Resolved and agreed to note that the precept for 2021/22 is frozen at last year's figure.

10. List of delegated decisions: E- version of payslips

Six-month lease on home printer

The delegations listed was noted.

The Clerk also highlighted that she had agreed a £200.00 discount on a recent burial where further works were required to enable the burial to proceed. The cost of the works was split three ways with each party paying an equal contribution. This was also noted.

11. Financial transactions

a. Approve Payment list

Proposed Cllr Proposed Simon Hand and seconded Cllr Malcolm and resolved to agree the payment list attached. The reconciliation will be signed by the Chair outside of the meeting and circulated for noting in the minutes in March 2021.

Motion to move to Exempt Business was

Proposed Cllr Simon Hand and Seconded Cllr Ian Underdown and Resolved and agreed to move into Exempt Business

Public Meeting ended 20.07hrs.

12. Exempt business

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The Clerk confirmed the latest position with staff and the proposed next steps with an agreement to bring back an update to the next meeting.

Meeting concluded at 20.14hrs

From: [Jones, Sam](#)
To: [Jones, Sam](#)
Cc: [Tustian, Nick](#); [Crimble, Kerry](#); [Ames, Debbie](#); [Cassar, Joanne](#); [Ward, Richard](#); [Van Hoof, Ann](#)
Subject: Important information for the Parish election on 6 May 2021
Date: 10 February 2021 16:02:50
Attachments: [image542283.png](#)
[image698023.png](#)
[image081132.png](#)
[image247667.png](#)
[image528712.png](#)
[image376551.png](#)
[Timetable 6 May 2021.docx](#)
Importance: High

Dear Parish Clerks

With the election planned for Thursday 6 May 2021, I thought it would be timely to contact you with information about the plans we are putting in place against the backdrop of the pandemic.

Nominations

The nomination paper is still required to be completed and signed by a proposer and seconder. Both the nomination paper and candidate's guidance can be downloaded from the Electoral Commissions website: <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

Open the + symbol to review the resources in either Parts 2a (independent candidate) or 2b (party candidate) to access the nomination papers that are required.

Completed nominations must be delivered by hand to the Returning Officer at Eastleigh House, Upper Market Street, Eastleigh SO50 9YN between the hours of 10am and 4pm weekdays (excluding bank holidays) from Monday 22 March until Thursday 8 April at 4pm.

However, I am asking that all candidates email their completed nomination to sam.jones@eastleigh.gov.uk so that preliminary checks can be carried out prior to the formal submission. This way, any anomalies can be highlighted and corrected prior to formal submission, reducing the time spent with candidates in person when they deliver their nomination paper to the office.

Candidates will be asked to make an appointment to hand deliver their nomination paper to the Returning Officer. This will enable us to manage numbers in the office helping to keep everyone social distanced and safe. All candidates will be asked to wear a face covering, sanitise their hands and bring their own pen.

The Returning Officer is holding a virtual candidate briefing on Monday 8 March at 2pm via MS Teams. Please encourage any prospective candidate and current Parish Councillor to attend the event. They will need to email me, sam.jones@eastleigh.gov.uk, so I can send them an invite. This invite also extends to yourself as Parish Clerk as I think you will find it a useful meeting and it will assist you if you receive enquiries.

Polling stations

All 69 polling stations will be open on 6 May and there are currently no changes to venues. All the venues have had a full risk assessment carried out and the appropriate measures will be put in place to give voters confidence that they will be a safe place to vote.

Poll cards will be sent to every registered voter around 25 March and there will be a message on the poll card encouraging polling station voters to bring their own pen. There will be pencils as usual at the station which will be sanitised but to assist with health and safety measures there may also be "door greeters" to monitor numbers going in and out, face coverings will be worn by all staff and voters, hand sanitiser will be used going in and out of the station, touch points in the venue will be regularly wiped down and some venues will be in a different room or the layout will be altered to assist with a one-way system and social distancing. Other measures may be also be added as the situation changes.

The following link has information for voters including the measures we are putting in place to keep staff and voters safe.

<https://www.eastleigh.gov.uk/council/elections-and-voting/elections/information-for-voters> The election pages will be regularly updated throughout the election period.

I would be grateful if you can add this link to your website to help us get key messages to your parishioners.

Key dates and other info

The election timetable is attached. The notice of election will be published on 22 March 2021 so this will trigger the pre-election period known as "Purdah". This link contains key dates for voters:
<https://www.eastleigh.gov.uk/council/elections-and-voting/elections/information-for-voters/key-dates-and-deadlines-for-this-election>

Due to the complexity of the combined elections on 6 May, postal voters will need to set their postal vote up early this year. Although the deadline is 5pm on 20 April, we are carrying out a number of social media awareness activities to encourage people who wish to vote by post on 6 May, to complete an application and return it as early as possible to reduce a late surge close to the deadline.

The following link <https://www.eastleigh.gov.uk/media/3250/postal-vote-application-form.pdf> has the postal vote application for people to print off and complete. They can either scan and email back to elections@eastleigh.gov.uk or post it to the address on the form. Again, I would be really grateful if you would help us with this message by adding the link to the postal vote application to your website with an encouragement message.

Your continued help and support is very much appreciated and please let me know if you have any questions.

Kind regards
Sam

Sam Jones

Senior Elections Officer

Strategy - Performance and Governance

**As most staff are currently working from home, email is the best way to contact us.
A direct phone call may not be answered.**

023 8068 8201



Eastleigh Borough Council | Eastleigh House | Upper Market Street | Eastleigh | SO50 9YN

Bin dates are changing from 1 March



Council 8th March 2021 – item 4

Staffing Restructure

Introduction

At the February Council meeting a series of decisions were taken which are best summarised as follows (not the full list):

- Appoint a Parish Warden
- Sub contract the social media and communications work to an external provider
- Explore options for appointing a Responsible Financial Officer
- For the Personnel Committee to consider a restructure and following that to consult staff.

Detailed considerations

At the end of February both the post of Admin Assistant and Deputy Clerk were vacant following the departure of staff which has created flexibility in the approach to future recruitment. The current staffing structure is set out at Option 1 in the attached appendix.

The Personnel Committee met on 10th February following the Council meeting on the 8th February and proposed Option 2 in the appendix. This Option includes the appointment of a Responsible Financial Officer (RFO) on 20 hours per week and an Operations Manager post on 37 hours responsible for dealing with the running of the Parish Office. At a lower grade than the Deputy Clerk's post there is a saving on salary costs.

At this stage staff were consulted, and a number of issues were raised by the Grounds Team, relating to business continuity and future resilience. This is especially important given the previous decision to investigate taking over additional assets from EBC.

In the light of these comments a further option has been developed - Option 3 out in the Appendix. This option combines the RFO post with the asset management function on a full-time basis known as the Resources Manager. It is considered that a full-time post is more likely to attract a better candidate and would bring the management of both financial and property assets into a single role allowing the creation of a Head Groundsman post that focused on operational issues.

In turn the Operations Manager post would be reduced to 25 hours a week with temporary staff (hopefully from a trained group) retained to help out during busy periods such as the permit renewal times. Should it become necessary to increase the contracted hours in the longer term it is felt that this post will be easier to recruit to than the RFO role and is more amenable to job-sharing and part time working. This option therefore gives more flexibility.

The Clerk, Resources Manager and Operations Manager would all be based in the Parish Office. With the Resources Manager being based in the main office this should integrate the office staff and grounds team while we operate over two bases.

Summary costings of the different models are included in the appendix and a breakdown by post together with detailed costings are set out in the exempt paper. All posts have been costed at the top of the grade and there should be scope to appoint at a lower point within the grade. Where a member staff is moved into a different role with a lower pay scale, the staff member will be offered a salary protection as a transition.

Salary budget for 2021/22 is £160,000. The budget was agreed before the Parish Warden was agreed. I am hoping to use underspends on this year's budget to cover staff related costs in 2021/22 including the social media contract.

Finally an approach has been made to Hampshire Association of Local Councils to ask if they can assist with the recruitment process given the pressure on the Clerk at the moment. A cost of £900 has been quoted for the full package although at the time of writing it is not clear what the cost would be for more than one post.

Recommendation

To note the resignation of Jack Emerson Heaney from 13.02.2021 and Jeanette Symes 28.02.2021

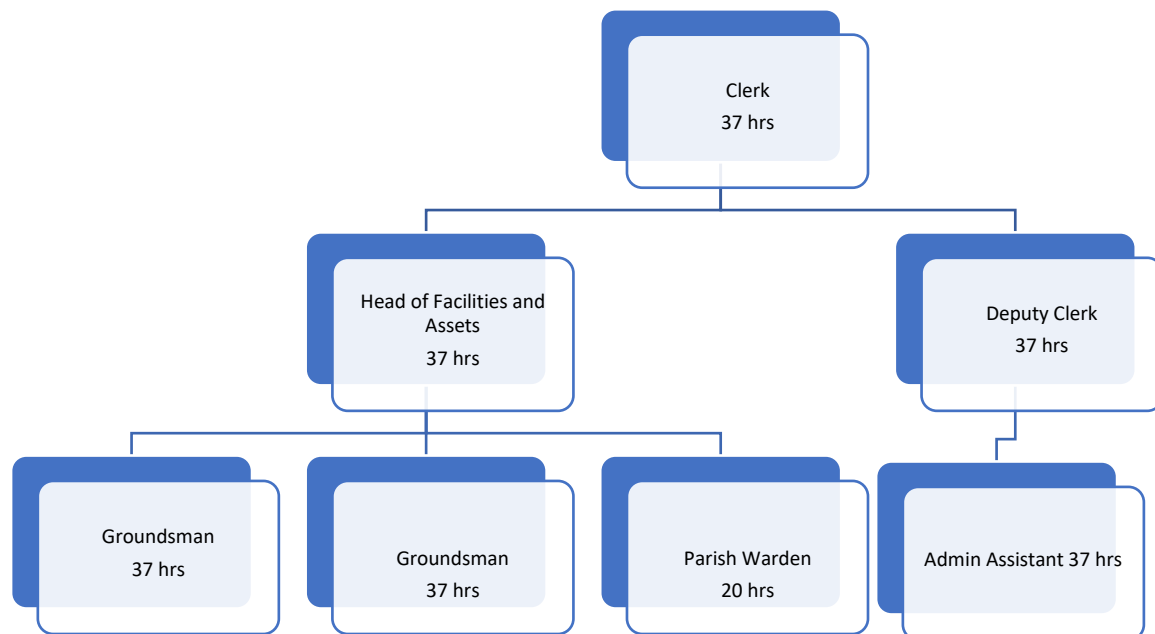
To approve the restructure in line with the options provided and their associated costs and to authorise the start of the recruitment process.

To appoint HALC to provide recruitment services to the Council to appoint to the vacancies based on the information supplied.

Appendix

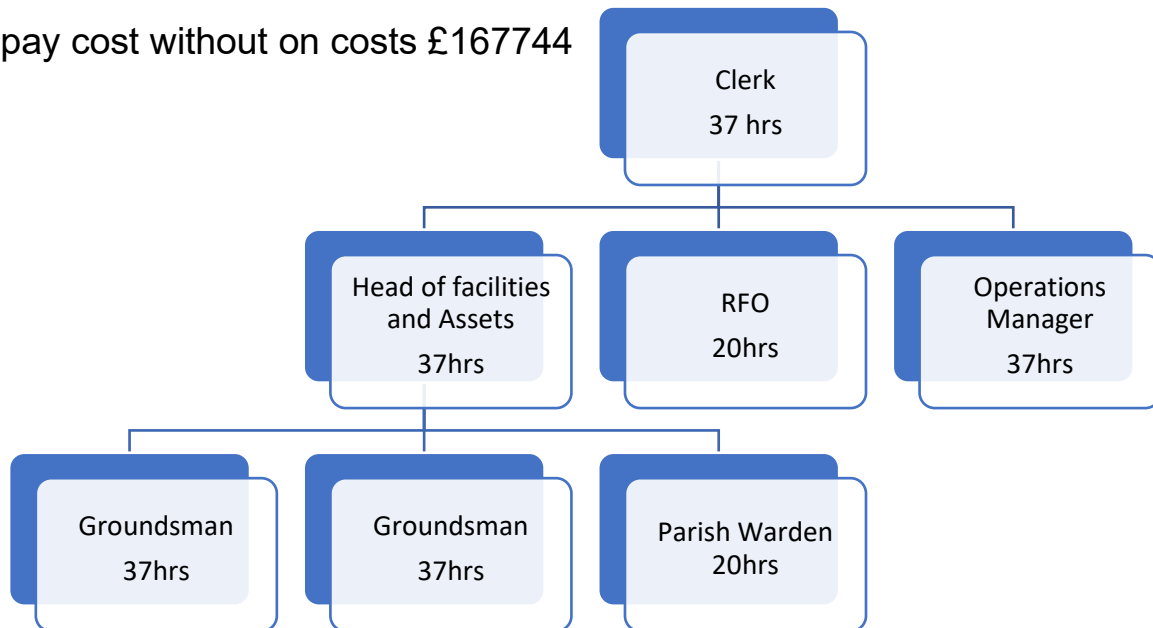
Option 1 – Steady state + Parish Warden

Total pay cost without on costs £167,744



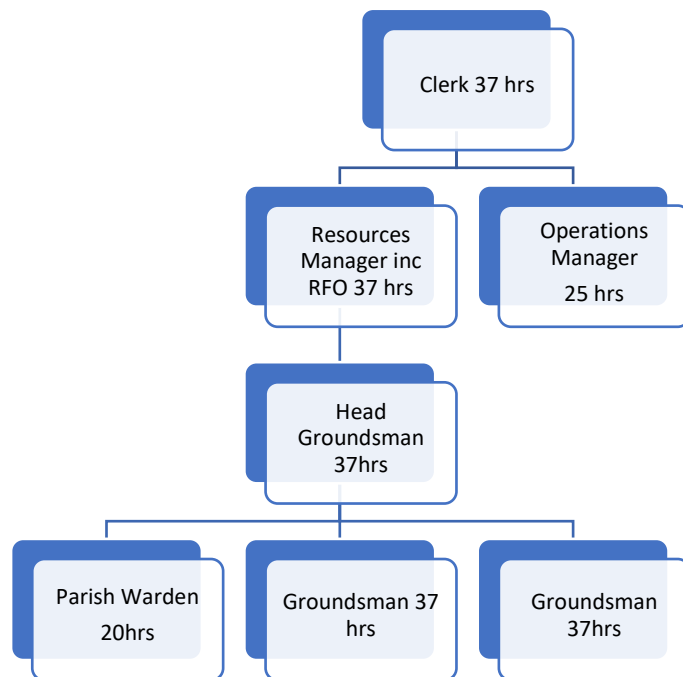
Option 2 – Appointment of RFO on 20hrs + Parish Warden

Total pay cost without on costs £167744



Option 3 – Appointment of Resources Manager on full time basis, new post of Head Groundsman and appointment of a part time Operations Manager.

Total pay cost without on costs £163720



From: [McClean, Ross](#)
To: [Craig, Cllr Tonia](#); [Holes, Cllr Steve](#); [Airey, Cllr David](#); [Rich, Cllr Jane](#); [Manning, Cllr Adam](#); [Cross, Cllr Malcolm](#); [Bursledon Parish Council](#); [Clerk - Hamble Parish Council](#); [David Nevin](#); [House, Cllr Keith](#)
Cc: [Wiseman, Becky](#); [Andrews, Tom](#)
Subject: Unallocated funds for BHH
Date: 25 February 2021 10:26:51
Attachments: [image613914.png](#)
[image371944.png](#)
[image492431.png](#)
[image925708.png](#)
[image813482.png](#)
[image901137.png](#)
[BHH DCs 180221.xlsx](#)

Good morning

Please find attached an updated version of the excel spreadsheet where we have tried allocate the unallocated developer contributions against the wish lists of the Parishes and members. As you can see, we have managed to allocate £1.3m of the £1.6m DC pots available. This is due to some of the geographical constraints built in within the developer contributions and also what restrictions the funding can be used for. I know we were trying to work towards a spilt of £900k for Bursledon, £200k for Hound and £200k for Hamble (£300k already allocated for the new play areas coming on line), however due to the above mentioned constraints we have not managed to achieve this.

As it stands we have allocated the following amounts which have been checked by our finance team:

Bursledon = £739, 734
Hound = £123,627
Hamble = £117,245
New Play areas = £305,839

However, we do have a new additional Developer Contribution pot of £146k which was paid to us in January 2021. Details of the amount are broken down in the box below. Due to restrictions, the community Infrastructure DC needs to be spent specifically on street infrastructure (incl bins, benches, signage, bollards), footway resurfacing improvements, environmental improvements of new trees & planters)

We thought the best way to get around this would be to allocate £40K from Community Infrastructure to Amanda's Benches, £7K to fully fund the rail trail improvements and the offsite play to Hound (£42,746) for the Ingleside play area. The remaining £36,059 of community infrastructure could be used for a Bins and Benches pot for BHH.

ADDITIONAL DCs RECEIVED	O/15/76883
Air Quality	£3,581.07
Community Infrastructure for street infrastructure (incl bins, benches, signage, bollards), footway resurfacing improvements, environmental improvements of new trees & planters	£83,059.43
Off-Site POS & Play Provision in LA of BHH	£42,746.71
Public Art for Windhover roundabout or within LA of BHH	£7,883.90
SRMP	£9,047.17

We have also set a small pot aside to support the installation of an Electric Car Charging point in each of the parishes. Finally, we have a public art pot of £240k which will be used across all 3 areas as equally as possible.

Roland, 3 of the DC pots we allocated to your projects are currently not acceptable for what you want to spend them on (the pots identified should be spent on Bursledon Windmill or Graylades Foundation). These amounts are highlighted in red on the spreadsheet in column H. However, we are going to write to the relevant developers and request to change the description within the fund, so we can use the money for what you asked for. I am led to believe that this is fairly common practice and shouldn't be a problem, so we can approve allocation, pending the developers response.

I hope this email explains the allocations we were able to give you, however please feel free to contact me with any further questions.

Thanks

Ross

Ross McClean

Local Area Manager Bursledon, Hamble, Hound, Hiltingbury & CF

Strategy - Local Area Managers

**As most staff are currently working from home, email is the best way to contact us.
A direct phone call may not be answered.**

023 8068 3367



Eastleigh Borough Council | Eastleigh House | Upper Market Street | Eastleigh | SO50 9YN

Bin dates are changing from 1 March



The poster features a green background with a faint virus particle pattern. On the left, a blue box contains the text 'Keep Eastleigh SAFE' with a virus icon. In the center, three icons illustrate safety measures: hands being washed under a faucet, two people with a double-headed arrow between them, and a face mask. Below these icons are the labels 'Keep washing your hands', 'Maintain social distancing', and 'Wear face coverings where appropriate'. The top right corner displays the Hampshire County Council and Eastleigh Borough Council logos. The bottom of the poster has a dark blue banner with the URL 'hants.gov.uk/coronavirus'.

Keep Eastleigh SAFE

Keep washing your hands

Maintain social distancing

Wear face coverings where appropriate

hants.gov.uk/coronavirus

This email is subject to recording and/or monitoring. Any content or attachments are for the person to whom it is addressed and may be confidential.

If you get it by mistake, please email us back as soon as possible, and then delete it from your system; please do not pass it on to anyone else or use the information in it.

We do our best to guard against viruses. If you get a virus, we cannot accept liability for any damage.

You should carry out your own virus check before you open attachments.

Eastleigh Borough Council

Council 8th March 2021

Local Policing and Community Safety Issues

Meeting with District Commander

District Commander Marcus Cator met the Chair and the Clerk by way of introduction into his role and to highlight a number of key messages. In summary they are as follows:

Promote the use of 999 calls for all crime that is in progress and always advise the community to do this.

Response times for 111 are down to about 5-7 minutes

If you want to contact the Police about an issue and it isn't a crime use the following link: <https://www.hampshire.police.uk/contact/af/contact-us/contact-us-to-discuss-something-else/>

A further link for partners to report crime was also supplied

Staffing at a district and neighbourhood level has improved significantly with 22 posts filled (against 15) and 16 PCSO's due to complete the compliment shortly.

Shortfall in the Neighbourhood Policing Team has now been addressed and details of officers are attached in the appendix.

In addition, the control hub (Response Team) based at Hedge End has also got a further 5 staff improving responsiveness.

Keen to tie in the Marine Unit to help address issues in the patch.

Local crime issues

Agreed that there is a underlying ASB problem and recently with motor bikes.

Rates of crime in Hamble still low but they tend to focus on thefts from dwellings (outbuildings etc)

Anti social behaviour is an issue at the Foreshore and a Partnership Plan has been devised (draft circulated but not at this stage for public circulation) that will ensure there is a planned response to issues including establishing it as a district priority to secure additional resources when needed. Could include the use of Planned Dispersal Orders where tide and weather forecasts indicate potential issues.

Regular newsletter is now coming out and can be shared widely. Happy for it to be posted on our website and social media

Commitment to attend a future meeting subject to availability.

Local Issue

The Neighbourhood Policing Team requested use of the welfare facilities at RUP earlier in the year. This was agreed as was hoped that a Police Car would be parked there regularly.

Recently a social media post went out inviting the public to meet the Police there as part of a wider engagement strategy. The Clerk has asked that no further posts are made until the Council sanctions the arrangement which had been informal in nature. As a general approach they have been inviting the public to meet with them at other pavilions across the peninsula. Although we might wish to review the arrangement when we are able to relet the hire space for now it is a useful step in improving public confidence and helping to reduce the incidence of ASB at College Playing Fields.

Recommendations

To comment on the Partnership Plan circulated prior to the meeting

To welcome the commitment to engagement with communities and partners

To approve the use of RUP for Police drop ins until further notice.

Appendix - Neighbourhood Policing Team

PS 759 Sandra HAMILTON

PC 22924 Ian SIMPSON

PC 21199 Penny YOUNG

PC 27059 Mike ADLER

PC 28211 Tim BRIGHT

PC 28303 Lauren MUNDAY

PC 23989 James PHILIPSON-MASTERS

PCSO 16301 Rachel BARRY

PCSO 17931 Steve TIZZARD

PCSO 18135 Ian POWELL

PCSO Tanya SCOATES

Council 8th March 2021
Item 8
Hugo Fox Contract - Website support

Hello Amanda
It's £19.99 + vat a month.
Kind regards
Benjamin

On Mon, 1 Mar 2021, 15:09 Clerk - Hamble Parish Council, <clerk@hamblepc.org.uk> wrote:

Hi Benjamin

How much is the silver package if we want to buy it. That might be a help?

Thanks for getting back to me.

Amanda

From: HugoFox <team@hugofox.com>
Sent: 01 March 2021 13:59
To: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>
Subject: Re: Trouble uploading

Hello Amanda

Unfortunately, we do not.

I can help you with guides, and online support on our Bronze package.

On our silver package, you get telephone support and a training session.

If you need any help please let me know.

Kind regards

Benjamin

On Mon, 1 Mar 2021, 13:23 Clerk - Hamble Parish Council, <clerk@hamblepc.org.uk> wrote:

Hi Benjamin

Its been a few months since we last spoke. I hope you are well. I wonder do you offer a service to support this type of work on a paid for basis? If so what would be the hourly rate for it? From my use of the website it feels it is over complicated and I could do with it being simplified so that it is straight forward to use. I hope you can help?

Best wishes

Amanda

Hamble-Le-Rice Parish Council	Date Agreed:	8 th March 2021
Financial Risk Assessment	Minute Number:	
	Prepared by:	Clerk
	Version:	V001

RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Parish Council services to the residents of Hamble – Le- Rice	The risk of legislative change which will have an impact on the Parish Councils powers, duties and funding	Staff to maintain personal and professional development programme supported by training plan.	
	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly Management Systems put in place Asset renewal programme being developed	
	The risk of damage to third party property or individuals as a consequence of the Parish Council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members essential tasks and can provide cover when required. Identify potential contractors to assist in key areas Identify agencies able to supply staff Ensure that roles are developed in line with professional disciplines rather than just generalist	This has been a major risk for HPC during the pandemic. A new structure is being proposed to minimise

		<p>staff</p> <p>Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council</p> <p>Extend the use of generic software available to Parish Councils in increase the changes of borrowing short term support with key activities such as allotment and cemeteries.</p>	future risks
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	<p>Secure professional H&S advice via an external contract</p> <p>H & S and First Aid training, insurance, Risk Assessments regularly checked and updated</p>	
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance Employee training and awareness	
	Staff retention issues	Staff training where appropriate	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Parish Council	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	
	Loss of income through error or fraud	<p>Fidelity Guarantee Insurance</p> <p>Clerk continually reviews controls and current procedures</p>	
To ensure that all actions taken by the Parish Council comply	Non-compliance with legislation or practice Council being 'Ultra Vires'	Clerk to keep up to date with changes in legislation, seek advice from SLCC, HALC, NALC and HCC as needed.	

with all current Legislation			
Cemetery	Inadequate space to meet demand Loss of income	Adopt a residential connection policy to prioritise use of the cemetery Include in fees and charges and element for future maintenance of the site. To consider requesting additional space as part of the next Local Plan Review	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Secure professional employment law advice Contract of employment in place Matters relating to staff discussed in confidential session and discussed by working party Clerk/RFO to keep up to date with employment law and seek HR advice where appropriate Staff handbook in place	
	Compensation claim from employee for contractual employment defects (including statutory failure)	Legal insurance in place	Limit of cover
Staff	Loss of services of employee	Ensure up to date procedure notes Automat processes where possible	
	Loss of key staff trained in financial systems, process or rules	Appointment of RFO to ensure separation between Clerk and RFO	

		Use specialist external contractors if needed	
Financial Control	Inappropriate expenditure made	Payments reported to Council for review and corrective action if necessary	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year The Clerk/RFO can react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	
	Lack of budgetary overview/overspend against budget	Quarterly review of normal ledger Staff to review of income and expenditure on a monthly basis and report substantial variances twice yearly – 15% or £250+	
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Contingency included in budget Reserves equivalent to at least three months spend available Renewal funds developing to reduce unplanned expenditure	
Financial Systems & Records	Accounts The RBS Omega accounts system is used which is an accepted accounts package	A back up is also made to the main server at the end of each day. Hard copies linked to Council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued	

		<p>All cheques issued from the main account are authorised by the Parish Council</p> <p>Documents are retained for 6 years</p>	
	<p>Vat</p> <p>The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>Vat is applied to all mileage payments at the rate applicable at the time as advise by HMRC</p> <p>Vat returns are made electronically on quarterly basis in line with HMRC requirments</p> <p>Procedures have been inspected by HMRC every three/four years and have been approved</p>	
	<p>Payroll</p> <p>The payroll system is used which is an accepted payroll package</p>	<p>The Parish Clerk authorises any overtime, mileage, on a monthly basis</p> <p>Payroll – outsourced to J Humphries</p> <p>Hard copies linked to pay roll reports are held electronically with payslips, BACs payments and cheques issued to the pension fund provider</p> <p>BACs payments and cheques to the pension fund are authorised by Council</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 6 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight any</p>	

		discrepancies	
Banking Arrangements & Procedures Banking Security/Access to Finances	The Barclays Bank is used	Electronic banking is used daily by Clerk/RFO Reviewing how much is placed into a higher rate deposit account	
	Cheques	Cheques are only used in limited circumstances. Each cheque from the main account must be signed by 2 authorised signatories as detailed on the mandates (which are amended when required to ensure that sufficient signatories are available at all times)	
	Transfers	Monies may be transferred between the Councils accounts authorised by the Clerk.	
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly basis against the cash held and any discrepancies are reported to the Clerk	
	Separation of Duties	No member of staff can access and authorise payments individually. Different staff are responsible for different aspects of financial control where it is possible.	

	Access to the main bank accounts	As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts	
	Cheques	All invoices are checked by the person ordering the goods in advance of payment and if related to an order, this has passed through the ordering procedure to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	
	Cheques	All payments must be authorised by the Clerk/RFO before any cheque is issued. The RFO is to sign the invoice to confirm and record that the cheques have been authorised. All payments accepted and are reported to the Parish Council	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk All payments are reported to the Parish Council with a full reconciliation report for sign-off	
	Hire Charges	Council agree the annual fees and charges Any changes or discounts to fees and charges must	

		<p>be reported to Council.</p> <p>All bookings must be paid for in advance to avoid bad debts, other block bookers are invoiced or given the option of paying the sites on a weekly basis</p>	
	Hire charges received within the office	<p>All post is scanned and any payments received are itemised and processed</p> <p>All cash received from hirers that visit the office is itemised on the Omega system and a receipt issued</p>	
	Cash collected from car parks	<p>All cash collected from the car park machines is collected by appointed staff. At the office the cash is emptied and counted manually. Cash deposits are taken by a minimum of two staff to the Post Office for depositing.</p>	
	Processing and banking	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank</p>	

		reconciliation	
Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record non compliance and a management response that is reported to Council. Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	
	Expenditure/income coded incorrectly	Clerk checks nominal ledger at month end. Items are coded against agreed criteria for consistency	
	Standing Orders Standing Orders are reviewed and approved by Parish Council on an annual basis at the AGM	Clerk reacts to any changes in legislation, requests from Parish Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	All payments reviewed against purchase order Clerk makes payments within the scheme of delegation as needed and reports the use of delegated powers to the next Council meeting.	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity	

		<p>Insurance in place against theft of funds by staff, Councillors and other persons</p> <p>Cash and cheques stored securely and banked within 5 working days of receipt</p>	
	Incorrect entries by bank	Bank statements reconciled monthly	
Ordering Procedure	To avoid fraud and ensure authority of expenditure	This system incorporates the RBS Omega codes so that any order can be traced from origin to finish across a variety of systems	
Annual Budget & Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>Clerk also completes a mid-year review in September for the current year to calculate possible year end surpluses which may be incorporated within the future budget using Ear \marked Reserves. The precept level is calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through</p>	

		<p>the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by Eastleigh BC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in January and Eastleigh BC is immediately advised of the precept</p>	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each committee and these are loaded onto RBS Omega accounts system at the start of the new financial year	
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the Clerk/RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk/RFO</p>	
	Reporting	<p>A full report of expenditures against budget is reported quarterly to Council.</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the</p>	

		<p>cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	
Insurable Risks	Public Liability	<p>Insurance cover</p> <p>In addition, weekly, annual checks of play equipment, public areas and facilities</p>	Limit of cover £10,000,000
	Employers Liability	Insurance cover	Limit cover £10,000,000
	Theft of money by third party	Insurance cover	<p>Cover varies depending on situation</p> <p>Reviewed annually</p>
	Theft of money by employee or member	Fidelity Guarantee cover	Limit of cover £500,000
	Property	<p>Cover for buildings & contents</p> <p>All risks cover for selected items</p>	
	Officials Indemnity	Continue with existing cover (£250k)	
	Libel and Slander	Continued existing cover (£250k)	Limit of cover £250,000
	Personal Accident	Continue with existing cover (scale benefits)	

	Legal disputes	Cover for specified legal disputes	Limit of cover £10,000,000
	Long term sickness of employee	Not covered Liability limited by contract	
	Business interruption	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office.	
Asset List	Purchased	An asset list is maintained by the Parish Council Office on an excel spread sheet This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list The asset list is circulated to staff on an annual basis to ensure that all items are correct	
Internal Audit	Internal Audit	The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year	

		The report is presented to Council for acceptance	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Clerk completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	

		<p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	
	Insurance	<p>Zurich has been used as a recognised Parish Council provider</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	

HAMBLE PARISH COUNCIL WEBSITE ACCESSIBILITY STATEMENT

1 Introduction

The Parish Council is required to have a website accessible for all users and a Website Accessibility Statement by the Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018, which came into force in September 2018.

This Statement has been compiled in collaboration with the Council's website provider and specialist advisers in the field of accessibility and by a review of national guidelines and a sample of statements from similar bodies. An audit of our website has been carried out these measures identified.

2 Website Accessibility Statements

Accessibility statement for Hamble Parish Council website

This website is run by Hamble Parish Council. We want as many people as possible to be able to use this it. To enable this you should be able to:

- change colours, contrast levels and fonts using built-in browser settings
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver) We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability and need advice on how best to use it.

How accessible is this website?

We know some parts of this website are not fully accessible:

- you cannot skip to the main content when using a screen reader

What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email clerk@hamblepc.org.uk
- call the Parish Office on 023 80453422
- We will consider your request and get back to you in 5 working days
- Please note that the office is open 10-12am -2-4pm Monday – Friday. Messages and emails left outside of these times will be dealt with as soon as possible.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that are not listed on this page or that you think we're not meeting accessibility requirements, contact the Clerk:

- Email clerk@hamblepc.org.uk
- Call the Parish Office
- Please note that the office is open 10-12am -2-4pm Monday – Friday. Messages and emails left outside of these times will be dealt with as soon as possible.

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're not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service \(EASS\)](#).

Contacting us by phone or visiting us in person – Not available during the Covid 19 restrictions

We are unable to provide a text relay service for people who are deaf, hearing impaired or have a speech impediment. The Council Office does not have audio induction loops.

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 partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

Non accessible content

Scanned pdf documents do not comply with the Accessibility Regulations but that these documents can be provided in an alternative format or on alternative media, on request.

Non compliance with the accessibility regulations

Not applicable.

Disproportionate burden

None identified to date

Content that's not within the scope of the accessibility regulations

None identified to date

How we tested this website

This website was last tested on 21 September 2020. The test was carried by our web designer TLC Online

We sampled page/s from each of the main headings on the home page

We tested:

- our main website platform, available at <https://www.Hamble-pc.gov.uk/>

What we're doing to improve accessibility

- We welcome comments and suggestions from users to improve the website.

Council 8th March 2021

Incidents and Accidents

Over the last two weeks an incident and an accident has been reported to the council and logged on our accident log.

Incident – Use of Hand sanitisers

The first was reported on 25.02.2021 and related to an incident with the hand sanitiser at Mount Pleasant. A five year girl children pressed the foot pedal of the dispenser and due to the height of the spout had a gel squirt into her eyes. She was taken home and her eyes were rinsed and she was ok. The matter was reported that afternoon by her father who stated that his wife had stated that other similar issues had happened but hadn't been reported.

The Grounds Team were asked to remove the gel bags the following day and to remove the dispenser from the play ground and from Bartletts and Avro Court. Although the dispensers will still be in use in public areas ensuring that young children can use it safely in a play ground setting is difficult to guarantee. In other areas where they are in use signage will be attached making it clear that it is not suitable for young people. A follow up contact on the 03.03.2021 confirmed that there were no adverse effects detected.

Accident

The second incident was an accident at the Foreshore where a car failed to stop at the bottom of the road and collided with a bollard and subsequently one of the Councils benches.

As the land is not in our ownership our involvement has been to respond on the day and to tidy up the area, to report the issue to HCC for their attention and to seek damages from the car driver for the cost of the bench replacement. A discussion has taken place with the driver following the incident and the driver and passenger were both ok, although the car was damaged beyond economic repair.

Details of the drivers insurance company is pending and the cost associated with the bench replacement is being sought at the moment. Before reinstating the bench it might be prudent to reconsider a different location given the potential for serious injury is someone had been sat on the bench.

The matter was also reported to our insurers.