

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, 14 June 2021– 7pm

Priory Centre, St Andrews Church, High Street, Hamble.

This meeting is open to members of the public.

Minute reference for the meeting will follow the following format 14.06.2021 +item number.

1. Welcome
 - a. Apologies for absence;
 - b. Declaration of interest and approved dispensations; and
 - c. To approve minutes of previous Council Meeting – 17th May 2021.
2. Public Participation
3. Chief Inspector Marcus Cator - Overview of district priorities, Hamble issues and Q&A
4. Representation on the Hampshire Constabulary Independent Advisory Group – Cllr C Palmer.
5. Cali Sparks EBC regarding the relaxation of regulations for businesses to use public spaces - Hamble Foreshore
6. Project Initiation document - Bin store relocation at Hamble Foreshore
7. Feedback from EBC team meeting
8. Consultation on the Eastleigh Borough Council Local Plan Modifications 9th June – 21st July 2021
9. Clerk's report including:
 - Reopening of the office
 - Delivery of village newsletter and delay to its review (complete 12 months)
 - Annual Parish Meeting - new meeting date
 - Insurance claim updates
 - Use of the Donkey Derby Field – 23rd – 27th June 2021

10. Project List
- Finance and Governance
11. Annual Governance and Accountability Return 2020/21
12. End of year Audit findings
13. Bank Reconciliation and Payments list for April and May 2021

Dated: 09 June 2021

Signed: Amanda Jobling, Clerk,

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

Council Meeting 17th May 2021

Minutes

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

Meeting held at the Priory Centre, St Andrews Church, High Street, Hamble.

Present

Members: Cllr Cohen, Cllr Cross, Cllr Dann, Cllr Hand, Cllr Jones, Cllr Lehneis, Cllr Nicholson, Cllr Rolfe, Cllr Ryan, Cllr Thompson and Cllr Underdown

Staff: Clerk

1. Election of Chair

Proposed: Cllr Cohen

Seconded: Cllr Dann

Resolve unanimously to appoint Cllr Hand as Chair for 2021/22.

2. The Declaration of Office was signed by the Cllr Simon Hand, Chair.

3. Welcome – Chair welcomed all present especially those new to Hamble Parish Council.

a. Apologies – Cllr Jones, Cllr Palmer and Cllr Rolfe (late 19.20)

b. Declarations of interest – none

c. Minutes approved subject to inserting Dajka on page 1 and correct spelling of Schofield on page 4.

Proposed: Cllr Underdown

Seconded: Cllr Cohen

Minutes of the Meeting held on the 12th April were approved subject to the changes listed and would be signed the following day.

4. Public participation – none

5. Election of Vice Chair

Proposed: Cllr Hand proposed Simon and

Seconded Cllr Ryan

Nominate Cllr Cohen as Vice Chair for the period 2021/22

A further motion was received.

Proposed: Cllr Cross

Seconded: Cllr Dann

Nominated Cllr Underdown

Votes cast as follows:

Three votes for Cllr Cohen and two for Cllr Underdown

Resolve to appoint Cllr Cohen Vice Chair for 2021/22 and the Declaration was signed.

6. Membership of Committees, Working Groups and nomination to outside bodies

Changes to the membership of the groups is attached in the appendix to the minutes.

The Chairs of committees were as follows:

Planning Committee

Proposed: Michelle Nicholson

Seconded: Tony Ryan

Cllr Underdown proposed as Chair and unanimously agreed.

Asset Management Committee

Proposed: Cllr Underdown

Seconded: Cllr Hand

Cllr Thompson proposed as Chair and unanimously agreed

Personnel Working Group –

Agreed to move to a Working Group rather than a Committee given the sensitive nature of much of the agenda

Proposed: Cllr Underdown

Seconded: Cllr Rolfe

Cllr Cohen proposed as Chair and unanimously agreed alongside reinstating her membership of the group.

Other groups were agreed as listed.

Representation on outside bodies was agreed except for the Police Liaison Committee. It was decided to await further information on this role and HPC's representation on it when Cllr Palmer attends the next meeting.

Trevor Dann left meeting at 19.14 and did not vote.

Proposed: Cllr Underdown

Seconded: Cllr Ryan

Unanimously agreed the membership, chairing arrangement and frequency/dates of the meetings. The revised list is attached to the minutes.

- c. Media Policy – Approved
- d. Customer Complaints Policy
- e. Equality Statement
- f. Insurance Cover
- g. Financial regulations
- h. Standing Orders – amendment

Proposed: Ian Underdown

Seconded: Simon Hand

Items c – g taken together with no proposed changes.

Standing Orders - revised wording agreed as regarding voting arrangement for appointments and co-option as follows:

Voting for the appointment of individuals or co-option can be carried out using a paper ballot where it is requested by at least two councillors and seconded by a third councillor. Councillors will be asked to cast a vote for their favoured candidate. Where that does not result in an immediate favourite candidate the least favourite will be removed and a further round of voting will take place.

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.

Proposed: Cllr Underdown

Seconded: Cllr Nicholson

All agreed the suite of policies listed including the change of wording to Standing Orders.

7. Agreed to postpone the annual meeting

Although the invitation has been posted as required the meeting will only be able to accommodate four members of the public due to the restrictions imposed by Covid 19. The Council felt on balance the public should be invited to a meeting in June when the Covid 19 restriction have been lifted or eased.

Proposed: Cllr Nicholson

Seconded: Cllr Hand seconded

All agreed to cancel the meeting and rearrange using the same agenda.

8. Update on Recruitment and Contracts

The Clerk on the previous item had given an overview to the recruitment situation and the changes to the Resources Manager role. Given this the report was noted.

9. Delegated decision

Council noted the decisions taken under delegation and there were no queries.

10. Accidents and Incidents
The report was noted by the Council.

Meeting ended at 20.51.

Welcome

This site is a beta, which means it's a work in progress and we'll be adding more to it over the next few weeks. Your feedback helps us make things better, so please let us know what you think.

[Show me the site](#)



Independent Advisory Groups

Independent Advisory Groups (IAGs) are voluntary groups made up of members of the public that are independent from the police. They meet between four and six times a year, at various locations, to review and challenge policing practices in a constructive way. This helps us improve our service to the public.

Groups will often review how we handle major investigations, as well as incidents and issues that impact local communities. There is also a specific [IAG Stop and Search Scrutiny Panel](#) that looks at resolutions to any complaints about how we carry out Stop and Search.

As an IAG member, you will represent yourself and your own views or that of your community. We can't always act on everything these groups tell us, but we always value your ideas and comments.

Apply

You can apply to be part of an IAG if you:

- live or work in Hampshire and the Isle of Wight
- are not connected to the police service in anyway
- are willing to have a voice in the community

To request an application form, please email iag@hampshire.pnn.police.uk

Youth Independent Advisory Group

The Youth IAG currently exists for those living or working in Southampton and on the Isle Of Wight only.

This is a volunteer group for those aged 14 to 25 which enables you to be involved in reviewing, challenging and scrutinising our work. You don't need any qualifications or experience, and we just

Project Initiation Document for Hamble Foreshore Bin Replacement Project

Project Initiation Document	
Project Name: Foreshore Bin Store	
Project Objectives: To relocate the unsightly commercial rubbish bins on the Foreshore from current location to adjacent to the Hamble Lifeboat station.	
Problem to be solved (or opportunity): Correct storage of unsightly rubbish in commercial bin storage sheds away from the immediate water front	
Project Deliverables: Improvement of the commercial and HPC's waste disposal and improvement to the foreshore area for both residents & tourists.	Scope (inside/outside): Relocate and house commercial and HPC's waste bins in professional storage sheds.
Assumptions: Assuming no issues with planning person Assuming council approval	Key Stakeholders: HPC Operations Working Group Hamble Life Boat Beach Hut Bugle?
Project Sponsor: Amanda Jobling- Parish Clerk	Project Manager: Robin Mason
Team Members: Cllr Thompson, Cllr Hand, Cllr Cohen, Cllr Underdown	
Key Milestones: <ul style="list-style-type: none"> Identify location – Completed. Enquire with SSE re location of bins to electricity substation – Completed Check with EBC if planning permission required – Completed Not Required Identify suitable storage sheds – Completed Costing of project – Completed Make good ground area – TBC Place order for bins 6 to 8 weeks delivery time Completion date - TBC 	Date: May 2021 28 th May 2021 2 nd June 2021 May 2021 1 st June 2021 Subject to council approval Subject to council approval Subject to council approval
Risks: <ul style="list-style-type: none"> Planning permission required by EBC – Not required Timely delivery of storage sheds. 	
Budget, Resources or Constraints: Render, skim concrete - make good. 12-man hours = 12 x £17.60 = £211.20 - Completed by grounds team x 2. Cost of Concrete. £230.00 (estimate) Cost of delivery and installation of storage sheds £13,656.18 inc. VAT - See Data Sheet Total projected cost; <u>£14097.38</u>	

Project Initiation Document for Hamble Foreshore Bin Replacement Project

Legal

To agree a fee/contribution towards the provision of the new bin and enabling works with the Beach Hut Café, alongside a user agreement for future use. HCC legal department to be retained. Charge could be % of install cost or annual fee or both. Negotiations commenced 02.06.21

Project Approval Date:

Signed:

HAMBLE PARISH COUNCIL

PROJECT MANAGEMENT

Clerk - Hamble Parish Council

From: Local Plan team <localplan@eastleigh.gov.uk>
Sent: 09 June 2021 12:00
To: Clerk - Hamble Parish Council
Subject: Eastleigh Borough Local Plan - Consultation on Trees and Development SPD

No images? [Click here](#)



Consultation on the draft Trees and Development Supplementary Planning Document

Eastleigh Borough Council is inviting comments on new planning guidance. The draft Trees and Development Supplementary Planning Document (SPD) is published for a six week public consultation from **9 June – 21 July 2021**.

The draft Trees and Development SPD sets out our approach to trees in relation to development to ensure that trees are fully considered as part of the planning process. It includes ten key principles about incorporating existing trees, planting and establishing new trees and in exceptional cases, the replacement of existing trees on site.

This SPD provides technical guidance on policy DM1 in the emerging Eastleigh Borough Local Plan (2016 – 2036). It will be used as a material consideration in the determination of planning applications.

The SPD is available at www.eastleigh.gov.uk/supplementaryplanningdocuments. Paper copies are also available to view at Eastleigh House and at libraries and Parish/Town council offices in the borough. Please note that there are currently



Eastleigh Local Plan Modifications

Briefing for Parish Councils
9 June 2021



Stage we're at:

- Post hearing Inspector's letters April / May 2020
- From May 2020 – May 2021
 - Further evidence / hearing
 - Preparing Modifications
- May 27 – Council approved proposed modifications for consultation
- June 9 – July 21 – Public consultation on modifications
- Sept? – Final Inspector's report – final modifications
- Nov? – Adopt (with main modifications)



SGO and link road deleted

- Landscape grounds
- Transport / settlement gap evidence
- Effect on housing supply:
 - SGO = 5,300 homes; 3,350 homes by 2036
 - Long term shortfall = 2,614 dwellings
 - 10 years supply
 - Shortfall could reduce further (OHH, etc)



Other Key Issues

- Chickenhall Lane Link Road
 - Evidence: Delivery
 - Retained in plan
- Settlement gaps
- Mercury Marina
 - Evidence / hearing
 - No housing (boatyard flexibility)



Other Main Modifications

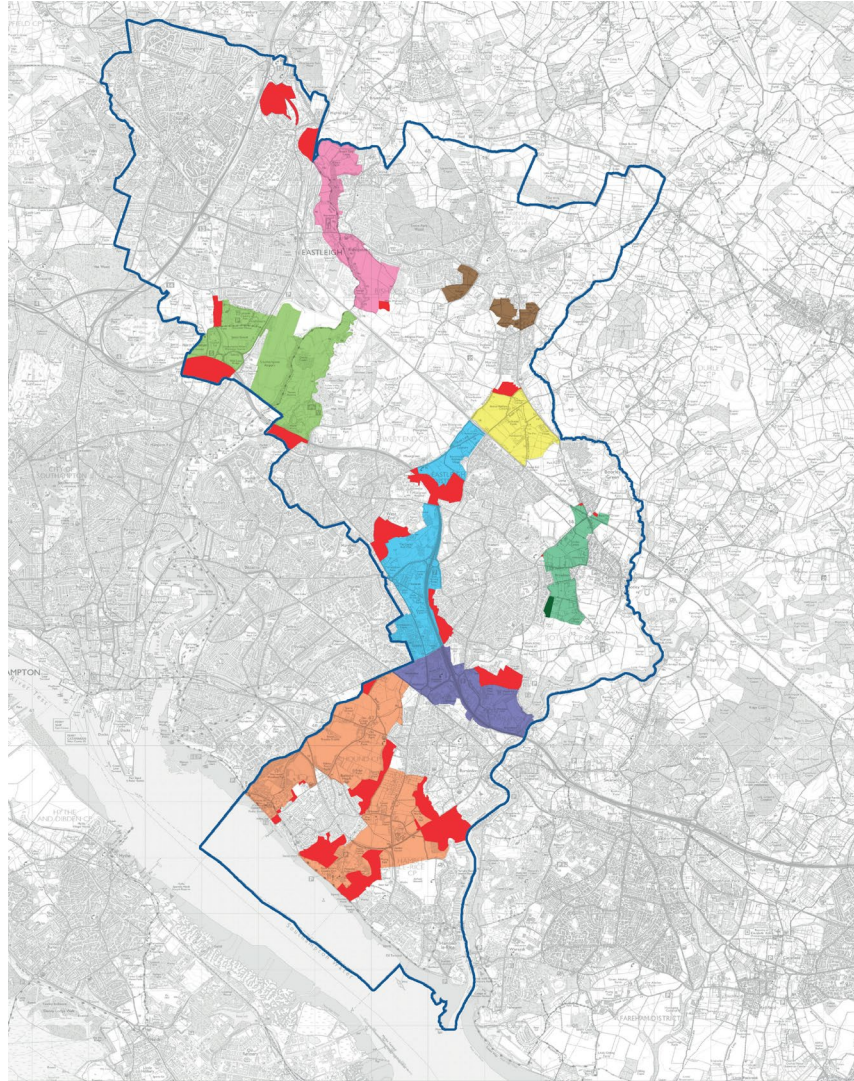
- Inspector (sometimes first proposed by Council)
- Policy S7 – new development in countryside
 - Delete presumption against (keep all criteria to control)
- Policy DM2 – sustainable development
 - National standards / No Breeam for housing / No higher water efficiency
- Policy DM6 – surface water management
 - Three forms of filtration on larger more sensitive sites



Other Main Modifications

- New policy HH1 – West of Horton Heath
- Delete Policy BU8 – Open space, Long Lane, Bursledon
- Allbrook sites – safeguard local relief road
- Policy WE4 – Ageas Bowl
- Restructure policies – transport, heritage, biodiversity





Settlement Gaps

Council – 14th June 2021

Item 8

Clerk's report

Reopening of the Parish Office

From the 14th June the Parish Office will be open. The hours of opening will be Tuesday – Friday 10.00 – 12.00hrs and 14.00-16.00hrs. Staff will continue to follow the Covid 19 Risk Assessment for the Office which includes ensuring that visitors are asked to social distance, use hand sanitiser and wear face coverings. These arrangements will be reviewed following the Governments review of the Covid Road map on June 21st 2021.

Newsletter

A newsletter has been produced for June and is currently at the printers. A further edition is planned for July.

The delivery arrangements in place at the end of last year are no longer available although a replacement has been sought via an advert on the website and Facebook. If this isn't successful it is proposed that the newsletter is made available at public buildings, shops and hospitality venues. Plastic holders for the notice boards are also being considered which would enable additional pick up points. Copies of the newsletter can also be sent out electronically if requested.

When the decision was made last year to move to a newsletter it was agreed to review it after 12 months which would be next month. Given that there have been a limited number of editions it is proposed that we defer the review until October. This will be especially important if the delivery arrangements have also had to change in the intervening period.

Annual Parish Meeting – revised date

At the last meeting Council asked for the meeting to be deferred and another date and venue found to allow more residents to attend. Enquiries with both schools have not enable a date to be found between the 21st June when there could be a relaxation of the rules and the end of the month. Given this Council is asked to confirm how they wish to proceed?

Insurance Claims

Foreshore bench – confirmation has been received that the bench destroyed by the recent car accident at the Foreshore will be replaced by their insurers. The payment will cover the cost of a like for like replacement excluding VAT.

It is recommended that the bench is relocated away from the original position and if the bin store is agreed that the bench is located in the bay vacated by the current bins. This will increase seating on the northern quay and remove the eyesore created by the bins.

Following the accident a person came forward to state that they (plus one other) had been on the seat just before the accident had happened and had jumped out of the way to avoid injury. It was not apparent at the time.

Roy Underdown Pavilion (RUP) – the insurers have appointed surveyors to inspect the RUP to assess the claim. The quotes submitted are for the full replacement of the windows not just the glazing although the supporting information has made it clear that the claim is for damage only. The cost of emergency security measures was £190.00 exc vat.

Donkey Derby Field (DDF)

Following the April meeting the Clerk contacted the Hamble River Sailing Club and the Royal Southern Yacht Club to offer them the ten and eight days respectively for the use for the DDF. The Royal Southern Yacht club have requested use for the 23rd-27th June and arrangements are in place for the event. No other events have been highlighted.

Council Meeting – 14th June 2021
Project list June 2021

Attached is the initial list of projects agreed with Robin the projects Manager. A number of these projects are urgent and pressing and progress is now being made.

Robin's time is limited so it is important that there is a clear list of agreed projects for the team to work on and that additional work is formally agreed having assessed the priority and capacity of the staff.

Other projects not currently included are:

- Interpretation Boards – linked to the EBC peninsula wide project – design work already paid for. Budget will be needed for additional sign boards
- Recharge of the shingle on the Foreshore – no budget allocated
- Southern Quay bench replacement – Health and Safety issue - £40,000 allocated by EBC plus Earmarked reserve funding of £40,000
- Mount Pleasant Play Area/Skate Park - £120,000 allocated by EBC to the redevelopment project. Increasing problems with component failure but replacement will need to be aligned with the wider project. £30,000 Earmarked reserve for feasibility work including the replacement pavilion.
- ICT and Software upgrades – allotment software agreed and budget allocated. Now the Operations role is filled the work will now commence to implement the new system. Also wanting to take forward the IT Cloudy project – cost to be confirmed. This will need Robins support and involve all staff in training.

Project	Description	Status	Budget	Approval needed	Committee	Officers	Councillors
Insurance claims	Replacement windows at RUP. Claim is for glazing and repairs to sky lights but the works will be for the replacement of the windows.	Quotes ready for submission	Balance of the cost of works will need approval at June Council	Yes for additional works	Assets (but Council meeting is sooner)	Richard	Andy Thompson
	Replacement seat at the Foreshore	Quotes ready for submission	NA	Purchase should not take place until insurers agree reimbursement	Not at this stage	Richard	Andy Thompson
Works to Foreshore – Anti social behaviour	Commission signage along with partners	Consider drafts provided by HRHA (David Shakespeare)	Within delegated decisions levels*	*Wording of signage will need to be informally consulted on by Members before agreeing	Council	Amanda	Operations Working Group
Recycling and waste Project	Develop a project plan to capture how we can reduce waste	Work with Mark Cowley to undertake the first stage of mapping using Sheelagh	No Direct costs at this stage. Schedule of new and replacement	Mapping stage is agreed	Assets	Mark	Recycling and Waste WG (RWWG)

	in public areas and then ensure appropriate disposal through network of bins	methodology and google mapping (Michelle Nicholson). From that we can assess gaps and locations and also ways to minimise inputs	bins will be needed and will need funding				
Transfer of the Foreshore bin store	Could be a sub project of above.	Develop a brief for the location discussed – including a schedule of works and approvals + potential cost. Financial contributions towards provision and use will come from the Beach Hut Café and potentially The Bugle	Budget to be agreed Assets – July Meeting. Will need agreement from RWWG prior to that.	Yes	Assets	Richard/Amanda Richard Beach from Beach Hut Café and potentially Bugle.	RWWG + Andy Thompson.

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Do the Numbers Limited

26th May 2021

Amanda Jobling, Clerk
Hamble Le Rice Parish Council
Memorial Hall, 2 High Street
Hamble-le-Rice, SO31 4JE

Dear Amanda,

Subject: Review of matters arising from Internal Audit for 31 March 2021

Please find the matters arising following my visits today and earlier in the year. I found the records of the council to be in good order and that the visit went well.

Control area	Issue	Recommended Action
Earmarked reserves	Some of the reserves set up in March were budget underspends, rather than projects that comply with the guidance.	Please could all earmarked reserves be assessed against the guidance in Para 5.31 here and reallocated where appropriate
General reserve	The general reserve of the council stands at 8 months of revenue expenditure which is above the recommended level.	As lockdowns ease, projects should be brought forward for the benefit of the community.
Fixed asset register	The asset register used by the council is more of an inventory and appears to include assets which have been replaced. <i>(also raised last year)</i>	The accounting software used by the council now includes a Fixed Asset module which will greatly simplify and then resolve this issue.
Transparency code	Several of the disclosures of both the FOI and Transparency code are incomplete on the council website <i>(also raised last year)</i>	The transparency code requirements are on page 30 here See note above.
Minute approval	It is a requirement of LGA 1972 that all minutes are signed and filed in hard copy.	In advance of the approval of the AGAR, all sets of committee, council and exempt minutes should be signed and filed.
Petty cash	The council still holds a petty cash tin which has been superseded by officer debit cards.	The unbanked receipt and the transfer balance in the tin should be paid into the current account and that ledger closed.

Please find attached my invoice for the agreed fee

If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
29/10/2020	02673312	E02	EBC	43.80	8.76	52.56	52.56
12/11/2020	ON ACC 8	C07	CANON	0.00	0.00	0.00	-77.45
09/02/2021	ON ACC 15	C07	CANON	0.00	0.00	0.00	-197.16
03/03/2021	ON ACC 17	ZO02	ZIDAC LABORATORIES	0.00	0.00	0.00	-39.98
18/03/2021	ON ACC 18	T02	TRADE UK (B&Q)	0.00	0.00	0.00	-12.58
18/03/2021	ON ACC 19	T02	TRADE UK (B&Q)	0.00	0.00	0.00	-25.27
18/03/2021	ON ACC 21	T02	TRADE UK (B&Q)	0.00	0.00	0.00	-41.95
31/03/2021	002307	MF01	MAYFIELD NURSERY	422.91	84.58	507.49	507.49
31/03/2021	002307M	MF01	MAYFIELD NURSERY	422.91	84.58	507.49	-507.49
01/04/2021	4811/2021/22	IC01	ICCM CREMATION	95.00 ✓	0.00	95.00	95.00
01/04/2021	6565	RO20	RBS 28599	395.00	79.00	474.00	474.00
06/04/2021	02709252	E02	EBC	96.00	19.20	115.20	115.20
06/04/2021	INV 4386	H07	HALC	942.45	0.00	942.45	942.45
06/04/2021	ON ACC 24	E02	EBC	0.00	0.00	0.00	-42.05
06/04/2021	ON ACC 27	HU02	HUGO FOX	0.00	0.00	0.00	-23.99
07/04/2021	164976	RPD01	RAPID SECURE	190.00	38.00	228.00	228.00
07/04/2021	164976C	RPD01	RAPID SECURE	190.00	38.00	228.00	-228.00
09/04/2021	58183856	H04	HCC	106.92	21.38	128.30	128.30
14/04/2021	134106452505	E02	EBC	10.63	2.12	12.75	12.75
15/04/2021	140768	G010	CARRERA	395.64	79.13	474.77	474.77
15/04/2021	140769	G010	CARRERA	184.00	36.80	220.80	220.80
15/04/2021	SINV024666	EW01	ELLIS WHITTAM	2,986.00	597.20	3,583.20	3,583.20
15/04/2021	SINV024896	EW01	ELLIS WHITTAM	148.24	11.00	159.24	159.24
16/04/2021	58184187	H04	HCC	36.43	7.29	43.72	43.72
20/04/2021	4235	H003	HVMH	1,250.00	0.00	1,250.00	1,250.00
21/04/2021	ON ACC 25	BS02	BUSINESS STREAM	0.00	0.00	0.00	-21.88
21/04/2021	ON ACC 26	BS02	BUSINESS STREAM	0.00	0.00	0.00	-71.95
26/04/2021	3071	HU01	J HUMPHRY ASSOC	30.00	6.00	36.00	36.00
26/04/2021	ON ACC 28	HU02	HUGO FOX	0.00	0.00	0.00	-23.99
27/04/2021	02716100	E02	EBC	35.52	7.10	42.62	42.62
29/04/2021	001/108883	CS01	CARTERS	278.00	55.60	333.60	333.60
29/04/2021	23064	SW01	STEVE WEBB	45.32	6.47	51.79	51.79
29/04/2021	29042021	BK01	BRADBURY-KNIGHT	470.00	0.00	470.00	470.00
30/04/2021	18696	DD02	DOMESTIC DARLINGS	487.50	97.50	585.00	585.00
30/04/2021	SINV040429	ON01	ONLINE	185.40	37.08	222.48	222.48
01/05/2021	12752	V010	VISION ICT	18.00	3.60	21.60	21.60
01/05/2021	ON ACC 37	HU02	HUGO FOX	0.00	0.00	0.00	-23.99
04/05/2021	0002307	002	DO NOT USE	422.91	84.58	507.49	507.49
04/05/2021	28599	RO20	RBS	395.00	79.00	474.00	474.00
04/05/2021	28609	RO20	RBS	560.00	112.00	672.00	672.00
04/05/2021	164976P	RPD01	RAPID SECURE	190.00	38.00	228.00	228.00
04/05/2021	ON ACC 32	EE01	EE	0.00	0.00	0.00	-54.24
04/05/2021	ON ACC 36	T02	TRADE UK (B&Q)	0.00	0.00	0.00	-28.92
05/05/2021	2010/00953/05P	E02	EBC	70.00	0.00	70.00	70.00
07/05/2021	1225882	O010	OPUS	24.09	1.20	25.29	25.29
08/05/2021	00004071	E020	ENGRAVING	198.27	39.65	237.92	237.92
11/05/2021	02716399	E02	EBC	194.11	38.83	232.94	232.94

Subtotal C/Fwd

10,294.23

1,468.49

11,762.72

11,077.32

PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
			Subtotal B/Fwd	10,294.23	1,468.49	11,762.72	11,077.32
11/05/2021	506894908	Z01	ZURICH	6,260.80	136.00	6,396.80	6,396.80
12/05/2021	1161511121	T02	TRADE UK (B&Q)	35.00	7.00	42.00	42.00
13/05/2021	26631	KI01	KINGS	278.00	55.60	333.60	333.60
13/05/2021	134108976587	TC02	TESCO MOBILE	10.42	2.08	12.50	12.50
13/05/2021	ON ACC 29	I010	INFORMATION	0.00	0.00	0.00	-35.00
14/05/2021	58186884	H04	HCC	61.65	12.33	73.98	73.98
15/05/2021	141127	C010	CARRERA	184.00	36.80	220.80	220.80
15/05/2021	141289	C010	CARRERA	452.97	90.59	543.56	543.56
17/05/2021	1568	KE01	KIEVEL GAS LTD	140.00	28.00	168.00	168.00
19/05/2021	2096	HU02	HUGO FOX	19.99	4.00	23.99	47.98
24/05/2021	449791	ST01	SAFETEC	50.95	10.19	61.14	61.14
25/05/2021	3099	HU01	J HUMPHRY ASSOC	30.00	6.00	36.00	36.00
25/05/2021	18906	DD02	DOMESTIC DARLINGS	763.75	152.75	916.50	916.50
25/05/2021	88545	AO2	AXIS	144.05	28.81	172.86	172.86
25/05/2021	2732874	E02	EBC	35.52	7.10	42.62	42.62
25/05/2021	3428488	T02	TRADE UK (B&Q)	-18.33	-3.67	-22.00	-22.00
25/05/2021	26416249	O010	OPUS	126.98	6.35	133.33	133.33
25/05/2021	1165193655	T02	TRADE UK (B&Q)	18.33	3.67	22.00	22.00
25/05/2021	ASI2102278	H01	HILLIERS	105.00	0.00	105.00	105.00
25/05/2021	ON ACC 34	CO01	CO-OP	0.00	0.00	0.00	-0.95
26/05/2021	ON ACC 31	RPD01	RAPID SECURE	0.00	0.00	0.00	-228.00
26/05/2021	ON ACC 33	MF01	MAYFIELD NURSERY	0.00	0.00	0.00	-507.49
26/05/2021	ON ACC 35	HU02	HUGO FOX	0.00	0.00	0.00	-23.99
28/05/2021	57	TU01	TUCKER & MUNDAY	825.00	0.00	825.00	825.00
28/05/2021	14723	HU01	J HUMPHRY ASSOC	17.50	3.50	21.00	21.00
28/05/2021	ON ACC 30	SU01	SUEZ	0.00	0.00	0.00	-330.61
30/05/2021	70681263	O010	OPUS	61.84	3.09	64.93	64.93
30/05/2021	70682418	O010	OPUS	24.04	1.20	25.24	25.24
31/05/2021	32306349	SU01	SUEZ	234.51	46.90	281.41	281.41
02/06/2021	02062021	BK01	BRADBURY-KNIGHT	505.00	0.00	505.00	505.00
04/06/2021	172465	PI01	PITTER SELF DRIVE LT	468.00	93.60	561.60	561.60
07/06/2021	11877	H030	HOUND PC	41.38	0.00	41.38	41.38
TOTAL INVOICES				21,170.58	2,200.38	23,370.96	21,583.51