



**Hamble Parish Council**, Memorial Hall, High Street, Hamble, Southampton SO31 4JE  
023 8045 3422, [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)

**The Annual meeting of the Parish Council**  
will be held at  
**7pm on 14th May 2018**  
at  
**The Roy Underdown Pavilion, Baron Road, Hamble**  
**This meeting is open to members of the public.**

---

## **AGENDA**

- 1) **Minute's silence for Mrs Beda Allwood**
- 2) **Election of Chairman:**
  - To receive nominations and elect a Chairman of the Council for the municipal year (2018-19).
- 3) **Receive the Declaration of Acceptance of Office by the Chairman (or decide when it shall be received)**
- 4) **Apologies for absence**
- 5) **Declarations of interest and dispensations**
- 6) **Minutes of the Council Meeting held on 9th April 2018**
- 7) **Public Session**
- 8) **Election of Vice-Chairman:**
  - To receive nominations and elect a Vice-Chairman of the Council for the municipal year (2018-19).
- 9) **Governance Review. To receive the following:**
  - Membership of Committees, Working Parties and nominees to external organisations for the municipal year (2018-19);
  - Dates and times of meetings to the Annual Council Meeting 2019;
  - Media Policy;
  - Customer complaints' Policy;
  - Equality statement;
  - Asset register;
  - Insurance cover;
  - Standing orders; and
  - Financial regulations.
- 10) **GDPR Issues and Timetable**

11) Update on the new Website

12) Clerk's Report

## **RESOURCES**

13) Receive recommendation from the Asset Management Committee

## **FINANCE & PAYMENTS**

14) Approve the following:

- Petty Cash and Bank reconciliations;
- To authorise the schedule of Payments; and
- Income and expenditure schedule.

## **EXEMPT BUSINESS**

15) Office Accommodation

**Dated: 8<sup>th</sup> May 2018**

**Signed:** \_\_\_\_\_

Amanda Jobling,  
Clerk to Hamble Parish Council

## **AGENDA ITEM**

**6**

**Minutes of Council Meeting  
on 9<sup>th</sup> April 2018**

## HAMBLE-LE-RICE PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 9<sup>TH</sup> APRIL 2018 AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE- RICE AT 7.00 PM

#### **PRESENT:**

Cllr S Cohen – Chairman  
Cllr S Schofield – Vice Chairman  
Cllr P Beach  
Cllr M Cross  
Cllr A Thompson  
Cllr I Underdown

#### **In Attendance**

Mrs J Symes, Deputy Clerk  
Mrs J Panakis – Minutes Secretary  
1 Member of the public

#### **To Receive Apologies for Absence**

**101/41/18** Apologies for absence were received from Cllr S Hand, Cllr J Dajka, Cllr G Woodall, Cllr D Rolfe and Cllr D Phillips.

#### **Declaration of Interest**

**102/41/18** No declaration of interest was made in relation to the items on the Agenda for the meeting.

#### **To Accept the Minutes of the Council Meeting held on 12<sup>th</sup> March 2018**

**103/41/18** Cllr Underdown proposed, Cllr Schofield seconded, all agreed, and **IT WAS RESOLVED** that the Minutes of the Council meeting held on 12<sup>th</sup> March 2018 be accepted as a true record. The Minutes were then signed by the Chairman.

#### **To Accept the Exempt Minutes of the Council Meeting held on 12<sup>th</sup> March 2018**

**104/41/18** Cllr Underdown proposed, Cllr Schofield seconded, all agreed, and **IT WAS RESOLVED** that the Exempt Minutes of the Council meeting held on 12<sup>th</sup> March 2018 be accepted as a true record. The Minutes were then signed by the Chairman.

#### **Public Session**

**105/41/18** The Chair of The Friends of Hamble Primary School, spoke to the Council in support of a grant application. The grant was specifically for Year 5 pupils at Hamble Primary School to arrange an event to introduce the children to sailing. The tuition will be provided by Hamble River Sailing School, at a subsidised cost. This initiative started last year, and it was a great success with the children and it was hoped that sufficient funds could be raised each year to provide this opportunity to each new group of Year 5 children. The Royal Southern Yacht Club had agreed to give a grant of £500, but a further £400 was required to ensure the initiative was financially viable. local companies had also been approached for funding, with some success.

Chairman's Signature: ..... Date: .....



## **Community**

**106/41/17 Friends of Hamble Primary School** Cllr Cohen thanked The Chair of Friends of Hamble Primary School for the information supporting the grant application and commented that this initiative was of particular interest to the Council as it educated children about water safety.

Cllr Underdown proposed, Cllr Cross seconded, all agreed, and IT WAS RESOLVED that the Council in accordance with its powers under Section 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure of £400.

**CLERK**

Cllr Cohen requested that an article on the event be produced by some of the children for the Parish Magazine, with first right to publish and that the applicant provides the Council with some feedback regarding their experience of their grant application process. The Council will be replacing the play equipment at Bartlett's Field and it was hoped that the Friends of Hamble Primary School could provide some input when the consultation process on this was organised. applicant confirmed a willingness to support the Council in all respects.

*7.18 pm The applicant left the meeting*

**107/41/18 Crime Statistics** Councillors expressed disappointment that Sgt Moss was not present at the meeting to talk to the report, which was noted. The Council felt it would have been useful to have national statistical information in order to make comparisons. The priorities identified in the report (Tutor Close, water safety at Hamble Pier and speeding issues) were endorsed. It was also agreed that the Police would be asked to include some other specific areas where concerns were raised by Councillors. The Council decided they would like the Clerk to request that the new Sgt at Hedge End attend a Council meeting.

**CLERK**

**108/41/18 Hamble Library and Community Hub – The Mercury** The Deputy Clerk reported that there had been progress on this initiative concerning some of the practical issues. Cllr Cross advised the owner of the Indian restaurant had given verbal agreement that the restaurant had no problem with parking in front of it during the day. A Management Agreement, which could be tailored according to the requirements of The Mercury, had been obtained. Visits had been made to three, local, comparable initiatives by the Mercury Working Group: the initiative at Weston was possibly the closest to that which was envisaged at Hamble. Arrangements will be made for local volunteers to visit Weston to give them a better idea of how the Hamble Community Hub might operate. The Deputy Clerk suggested that Councillors might also be interested in visiting Weston themselves to see it in operation. The suggestion to name the Hub "The Mercury" had been received with enthusiasm by the Mercury Old Boys Association.

Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Council agreed in principle to the development of a Management Agreement for the future of The Mercury.

## **109/41/18 Appointment of Community Pay Back**

Cllr Schofield proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Council appoint the Hampshire and Isle of Wight Community Rehabilitation Company Ltd once a month at £85 per day to undertake a range of activities.

**CLERK**

Chairman's Signature: ..... Date: .....

**110/41/18 Clerk's Report** The following items were considered:

- 1 The increase of 1.8% in gas prices for 2018/19 was noted.
- 2 Cllr Underdown proposed, Cllr Beach seconded, all agreed, and IT WAS RESOLVED that the Council approved the appointment of occupational health consultants to undertake specialist work station assessments at a cost of £550 plus VAT. **CLERK**
- 3 Cllr Schofield proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that Hugo Fox be appointed to set up the new website at a cost of £895 plus VAT. **CLERK**  
7.46 pm Cllr Beach declared an interest in the next item and left the meeting
- 4 Cllr Schofield proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Council contracted with The Beach Hut Café (Mr R Beach) to undertake cleaning of the Foreshore Toilets for the sum of £3,900 pa. **CLERK**

7.47 pm Cllr Beach returned to the meeting

- 5 Cllr Schofield proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the contract with Carerra be increased by £101.66 per month for 2 additional pc/laptops and an additional telephone. **CLERK**
- 6 Cllr Schofield proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Council noted the payment of £546.53, authorised by the Clerk, for a historic HMRC payment. **CLERK**
- 7 The Council noted that £4,500 of Council reserves needed to be earmarked for the purchase of office furniture to ensure that they were compliant, in future, with all disability legislation. **CLERK**

**Resources, Committees and Governance**

**111/41/18 Payments, Reconciliation and Account Information** Cllr Cohen thanked the Finance working Group for their efforts in making financial information easier for Council members to understand. The Deputy Clerk reported that the Petty Cash Reconciliation amounted to £87.33 and had been signed off by Cllr Underdown. The Bank Account Reconciled to £84,334.57: this was signed off during the meeting by Cllr Beach. Accounts information presented was noted. **CLERK**

**112/41/18 Asset Register Update** Cllr Underdown proposed, Cllr Cross seconded, all agreed, and IT WAS RESOLVED that the updated Asset Register be approved. **CLERK**

**113/41/18 Minutes and Resolutions from the Asset Management Committee Meeting**  
3rd April 2018 These minutes were noted: Cllr Cohen thanked the Committee for their work.

**114/41/18 Exempt Business** To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act. Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matter to be discussed was as follows: Appointment of Administrative Assistant

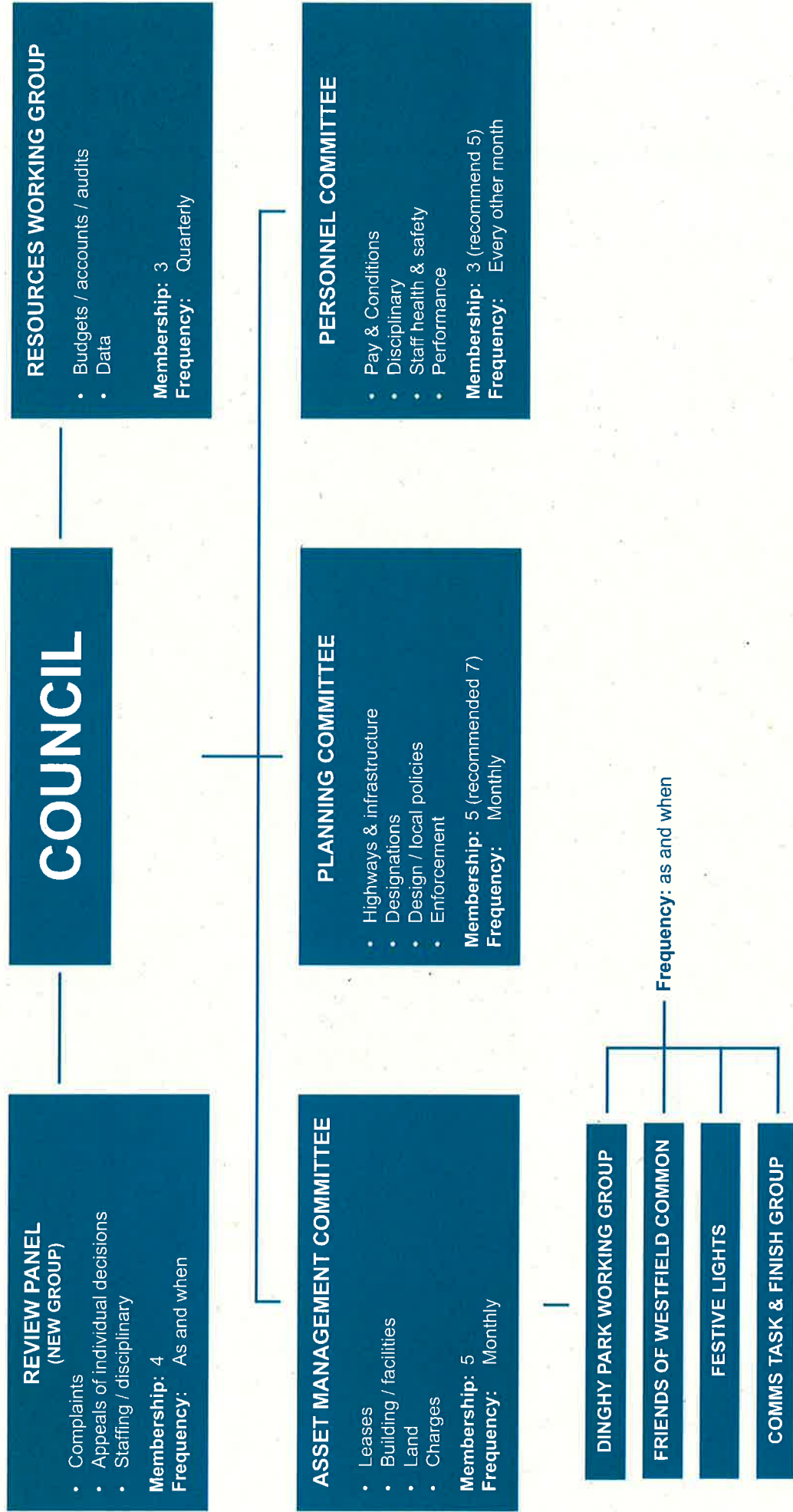
*The meeting closed at 8.01 pm.*

Chairman's Signature: ..... Date: .....

**AGENDA ITEM**

**9**

**Governance Review**



1. This structure assumes that the work of the Burial Committee on policy has been concluded and work focuses now on improvements under the remit of Assets. Requests for burials outside policy will be determined by the Review Panel separating the policy-making from determinations.
2. Finance Working Group picks up data issues and becomes Resources Working Group.

## Proposed Council Meeting Dates for 2018/19

2018/19	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Full Council Meetings	14 <sup>th</sup>	11 <sup>th</sup>	9 <sup>th</sup>		10 <sup>th</sup>	8 <sup>th</sup>	12 <sup>th</sup>	10 <sup>th</sup>	14 <sup>th</sup>	11 <sup>th</sup>	11 <sup>th</sup>	8 <sup>th</sup>
<b>COMMITTEES</b>												
Planning	29 <sup>th</sup>	25 <sup>th</sup>	23 <sup>rd</sup>	28 <sup>th</sup> *	24 <sup>th</sup>	22 <sup>nd</sup>	26 <sup>th</sup>		28 <sup>th</sup>	25 <sup>th</sup>	25 <sup>th</sup>	23 <sup>rd</sup>
Asset Management	8 <sup>th</sup>	5 <sup>th</sup>	3 <sup>rd</sup>		4 <sup>th</sup>	2 <sup>nd</sup>	6 <sup>th</sup>	4 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>	2 <sup>nd</sup>
Personnel	22 <sup>nd</sup>		24 <sup>th</sup>			23 <sup>rd</sup>						
Burial			25 <sup>th</sup>				27 <sup>th</sup>			27 <sup>th</sup>		
Resources Working Group	15 <sup>th</sup>				18 <sup>th</sup>			18 <sup>th</sup>			19 <sup>th</sup>	

\*date set aside if meeting required

## FREQUENCY OF MEETINGS

Full Council	Second Monday	7pm	Monthly (except August)
Planning Committee	Fourth Monday	7pm	Monthly (except August (unless required) and excluding December)
Asset Management	First Tuesday (excluding Jan)	9am	Monthly
Burial Committee	Fourth Wednesday	9am	Quarterly
Resources Working Group	Third Tuesday	9am	Quarterly
Personnel Committee	Fourth Tuesday	9am	Every other month

*This document will be reviewed at the Annual Council Meeting on 14<sup>th</sup> May 2018 and updated and re-published, where necessary, following this.*

**HAMBLE LE RICE PRESS AND MEDIA POLICY**  
**8<sup>th</sup> May 2017**

**1. INTRODUCTION**

1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

**2 KEYS AIMS**

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, and social media – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to officers and members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

**3 THE LEGAL FRAMEWORK**

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

☐ "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."

☐ "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."

☐ "Publicity should not attack, nor appear to undermine, generally accepted moral standards."

7 “... local authorities... should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.”

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

3.2 In particular, officers and members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

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

3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council’s solicitor before any response is made.

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

#### **4. CONTACT WITH THE MEDIA**

4.1 When responding to approaches from the media, the Clerk is usually the main contact with permission to speak to the media. The Chairman of the Council, by the nature of their position are also authorised contacts with the media in consultation with the Clerk.

4.2 Statements made by the chairman should reflect the Council’s opinion and set policies.

4.3 If other councillors are contacted directly by the media for comment, they should liaise with the Clerk before responding to the request.

4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.

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

4.7 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

## **5 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS**

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

5.2 Seating and workspace will be made available for members of the press that attend Council and Committee meetings.

5.3 Any filming or taping of Council or Committee proceedings by the media can only be done with the express permission of the Clerk and Chairman of the particular meeting.

## **6 ELECTIONS**

6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-

☐ "Publicity about individual councillors may include the contact details, the positions they hold in the council (for example Chairman of a committee or working party), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations. All such publicity should be objective and explanatory, and personalisation of issues or personal images making should be avoided."

☐ "Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals."

☐ "The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election."

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



## **7 PRESS RELEASES**

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

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

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

*This document will be reviewed at the Annual Council Meeting on 14<sup>th</sup> May 2018 and updated and re-published, where necessary, following this.*

## HAMBLE-LE-RICE PARISH COUNCIL

Vat Reg No 189 6155 17



# COMPLAINTS AND COMPLIMENTS - POLICY AND PROCEDURE

## INTRODUCTION

This policy is designed to set out how the Council will respond to feedback and importantly if we have got something wrong what steps we should follow to remedy them.

Receiving feedback helps the council to review the way it works and ensure that lessons are learnt or success is recognised.

The complaints and compliments policy procedure is for all complaints and compliments to the Council, whether these are minor, serious, informal or formal and apply to all services provided by the Council.

Separate arrangements as prescribed by law are in place in respect of complaintscomplaints about Councillors. These arrangements are referred to in paragraph 7 below.

The Council believes that complaints can provide useful information and feedback on the quality of our services, procedures and practices. The effective handling of complaints will help us to improve the services provided on behalf of residents, visitors and those working within the village.

## AIMS

The aim this policy is to ensure that action is taken- to swiftly investigate all complaints in an impartial manner and to find a solution locally, whenever possible, to the satisfaction of both the complainant and the Council. Equally where a member of staff

a councillor or a service is complimented this should be recorded and recognised. In this way we can learn to do more of the things that people like and appreciate.

## DEFINITION OF COMPLAINTS

People's perceptions differ widely. It is therefore very difficult to give a precise definition of a complaint. However, for our purposes, a complaint is an expression of dissatisfaction about a service undertaken by Hamble-le-Rice Parish Council or any of its employees'.

More specifically, a complaint is where: -

The Council has not done something it has a duty to do or normally does;

The Council has done something it has no right to do or does not normally do as a matter of established practice;

The conduct or behaviour of an ~~employee~~ employee or councillor is unsatisfactory;

The established levels of service delivery are not reached;

A person does not understand or is not informed of why or how a situation arose or exists;

An adopted and known procedure is not followed;

Maladministration is alleged.

## WHAT TO DO IF YOU HAVE A COMPLAINT

The first priority is to raise the issue with the ~~Hamble-le-Rice Parish Council. To do this, please contact the~~ Clerk, who is the officer responsible for dealing with these matters, as quickly as possible.

Your complaint should be made initially by telephone, email, or in person. Contact details are listed at the end.

In many cases, it will be possible for an issue to be dealt with straight away and the source of the complaint resolved immediately. All complaints should be put in writing so that a thorough investigation can be undertaken. Investigations will be dealt with as quickly as possible and under normal circumstances you should get a written response within 15 working days.-

Hamble-le-Rice Parish Council maintains a register of complaints showing dates, details of the complaint, complainant and the action taken to resolve the issue. This is available for all members of the Council to inspect. Complaints of a serious nature will be reported to Councillors.

If the complaint involves the Clerk personally, the complainant should address the complaint direct to the Chairman.

### **PUTTING THINGS RIGHT**

If following the investigation into the complaint the Council is found to be at fault, every effort will be made to resolve the complaint to the satisfaction of the complainant.

Where subsequent actions or simply the passage of time prevents restitution, other actions may be appropriate which may include a local settlement. A local settlement is defined as action taken to restore a complainant to a situation he or she would have been in if the fault had not occurred.

When considering a local settlement, the remedy will need to be appropriate to the injustice and may be reduced where a complainant has contributed to the injustice suffered.

### **WHAT IF YOU ARE NOT SATISFIED?**

Unlike for district or county councils, there is currently no external agency or government body which can investigate a complaint if you are not satisfied with the initial consideration of your complaint. However, if you are not satisfied with action taken by the Clerk, you should write to the Chairman at our address. They will review the complaint, and all of the paperwork relating to it, and if appropriate they will submit the complaint to a Committee of the Council for consideration.

In order to preserve confidentiality, the Committee of the Council will normally deal with your complaint in private session and your details will not be released publicly.

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

Councillors are required to observe a 'Code of Conduct'. If you feel a Councillor has broken any of the rules in the Code of Conduct, you can complain to the Standards Committee of Eastleigh Borough Council. This is an independent committee responsible for promoting high ethical standards and also investigating allegations that Councillors' behaviour may have fallen short of the required standards. The Standards Committee will consider your complaint and may carry out an investigation (or arrange for someone to do so).

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

Field Code Changed

The Standards Committee of Eastleigh Borough Council fulfils the role formerly undertaken by the Standards Board for England that was abolished by the Localism Act 2011.

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

Broadly, the Code requires Councillors:

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

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

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

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

Hamble-le-Rice Parish Council reserves the right to amend or withdraw this procedure at its absolute discretion, in accordance with the needs of the Council.

#### **COMPLIMENTS**

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

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

## **VERSION CONTROL**

This policy was agreed by Members of Hamble Le Rice Parish Control at its meeting on the 8<sup>th</sup> May 2017 14<sup>th</sup> May 2018. The policy will be reviewed within 12 months.

Formatted: Superscript

Version 1: Initial Issue

Version 2: Updated information regarding the website address

Version 3: Annual review 2018

### Summary of complaints

<u>Compliant from a Council Contractor resulting in them ceasing their work for us</u>	<u>Compliments have not been recorded during 2017/8</u>
<u>Compliant regarding the location of trees within the orchard and a loss of sunlight</u>	

*This document will be reviewed at the Annual Council Meeting on 14<sup>th</sup> May 2018 and updated and re-published, where necessary, following this.*

# **HAMBLE-LE-RICE PARISH COUNCIL**

Vat Reg No 189 6155 17



## **EQUALITY AND DIVERSITY POLICY**

### **INTRODUCTION**

The aim of this policy is to communicate the commitment of the Hamble le Rice Parish Council, its Members and Officer(s) to meeting the its Equality Duty, which came into force on 5 April 2011. The Equality Duty applies to public bodies and others carrying out public functions.

It supports good decision-making by ensuring public bodies consider how different people will be affected by their activities, helping them to deliver policies, representation and services which are efficient and effective; which meet different people's needs; as well as the promotion of equality and diversity in relation to Hamble le Rice Parish Council functions and activities.

### **CONTENT**

It is our policy to provide, information, facilities, services employment and representation to all in our community irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Being pregnant or having just had a baby
- Having or not having dependents
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

The Council is opposed to all forms of unlawful and unfair discrimination. All people and employees will be treated fairly and will not be discriminated against on any of the above

grounds. All decisions will be made objectively and without prejudice or unlawful discrimination.

Hamble le Rice Parish Council recognises that supporting and promoting equality is of primary importance. This policy will help all those who are Council Members or work for the Council to develop sound and effective policies that impact on the village, community and surrounding areas.

The Council aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity. We aim to remove barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to the community to develop a culture that positively values diversity.

Hamble le Rice Parish Council will challenge discrimination. It aims to provide equality and fairness to all in the community and expects all Members and Officers to be aware and understand the Equality Act 2010.

#### EQUALITY COMMITMENTS

Hamble le Rice Parish Council is committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimization
- Fulfilling our legal obligations under equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative and positive action where appropriate.

This policy is fully supported by all Members of **Hamble le Rice Parish Council** and has been approved at its annual meeting on the 8<sup>th</sup> May 2017. It will be reviewed again within 12 months.

*This document will be reviewed at the Annual Council Meeting on 14<sup>th</sup> May 2018 and updated and re-published, where necessary, following this.*



# Fixed Assets Register - Combined

Asset	Location	Description	Supplier	Serial Number	Manufacturer	Purchase Price	Purchase Date	Disposal Date	Assets Register
Land	L 001	Foreshore							
Land	L 002	Bartlett's Field	Hamble Foreshore	n/a			4/22/1905		£1.00
Land	L 003	Westfield Common	Bartlett's Field Recreation Ground	n/a			4/22/1905		£1.00
Land	L 004	St Andrews	Westfield Common Lozenge	n/a			4/22/1905		£1.00
Land	L 005	Memorial Hall	St Andrew's Cemetery	n/a			6/2/1905		£1.00
Land	L 006	Mount Pleasant	Land for car parking at Memorial Hall	n/a			6/2/1905		£1.00
Land	L 007	Mount Pleasant	Mount Pleasant Recreation Ground	n/a			6/2/1905		£1.00
Land	L 008	Foreshore	Mount Pleasant car park	n/a			6/2/1905		£1.00
Land	L 009	Foreshore	Public Hard	n/a			6/2/1905		£1.00
Land	L 010	Foreshore	Southampton Water Foreshore	n/a			6/2/1905		£36,000.00
Land	L 011	Foreshore	Foreshore replacement setts south	n/a			6/2/1905		£4,899.00
Land	L 012	Foreshore	Dinghy Park Resurfacing	n/a			6/2/1905		£10,000.00
Land	L 013	Mount Pleasant	Foreshore bollards	n/a			6/2/1905		£32,783.00
Land	L 014	Mount Pleasant	Mount Pleasant Car Park - Flood A	n/a			4/1/2003		£20,672.00
Land	L 015	Westfield Common	Westfield Common	n/a			3/1/2006		£3,658.00
Land	L 016	Buffer	Buffer zone	n/a			11/1/2004		£11,323.05
Land	L 017	Mercury Estate	Open space around the Mercury Estate	n/a			7/1/2006		£1.00
Plant	P001	College P.F.	Soil Spreader	9466	Sisis	£400.00	6/22/1905		£1.00
Plant	P002	Mount Pleasant	Leaf Collector	VTE90360882	Parker	£1,000.00	3/31/2002		£400.00
Plant	P003	Mount Pleasant	Line Marker		Fleet	£700.00	3/31/2003		£1,000.00
Plant	P004	Mount Pleasant	Line Marker		Fleet	£700.00	3/31/2003		£700.00
Plant	P005	College P.F.	Large Cylinder Mower	FT24729	Dennis	£4,870.00	3/31/2003		£700.00
Plant	P006	Mount Pleasant	Fertilizer Spreader	2506	C-Dax	£1,206.00	3/31/2003		£4,870.00
Plant	P007	Mount Pleasant	Cement Mixer	136731714B	Belle	£498.00	3/31/2004		£1,206.00
Plant	P008	Mount Pleasant	Buffer	A15353	Reckit & Colman	£560.00	3/31/2004		£498.00
Plant	P009	Bartlett's Field	Pedestrian Brush	30170 & 30171	Kersten	£2,595.00	3/31/2005		£560.00
Plant	P010	College P.F.	Ride-on mower (Snapper 970582)			£1,500.00	3/31/2006		£2,595.00
Plant	P011	College P.F.	Ride on Mower	Th White	Iseki	£5,536.00	3/31/2006		£1,500.00
Plant	P012	College P.F.	Small Cylinder Mower	FT17162	Dennis	£3,090.00	5/11/2006		£5,536.00
Plant	P013	Bartlett's Field	Trailer		Rclarke	£400.00	7/31/2006		£3,090.00
Plant	P014	Bartlett's Field	Spiker	1991106	Greetek	£3,090.00	12/19/2006		£400.00
Plant	P015	College P.F.	Roof ladder	TRL245		£220.00	1/3/2007		£3,090.00
Plant	P016	College P.F.	TV100 cricket roller (Benford 86084309)			£1,800.00	3/31/2008		£220.00
Plant	P017	Mount Pleasant	Petrol Vacuum	24A202B678	MTF	£900.00	3/31/2008		£1,800.00
Plant	P018	Bartlett's Field	Transport Box	SCH	SCH	£800.00	3/31/2008		£900.00
Plant	P019	Mount Pleasant	Finishing Mower	200016	Sitrex	£1,195.00	6/17/2008		£800.00
Plant	P020	College P.F.	Echo Strimmer SRM350ES (36013004)			£302.00	7/21/2009		£1,195.00
Plant	P021	College P.F.	Honda Model HRG465C3PDE walk behind (serial no: 1462685)			£300.00	2/5/2010		£302.00
Plant	P022	College P.F.	Chipper	CS100TMP		£3,520.00	9/16/2010		£300.00
Plant	P023	College P.F.	Electric Hedgecutter	M & S	Pellenc	£1,757.00	1/14/2011		£3,520.00
Plant	P024	College P.F.	Salt spreader	Snowtec		£200.00	1/31/2011		£1,757.00
Plant	P025	College P.F.	Back Pack Blower	BR600		£405.00	1/31/2011		£200.00
Plant	P026	Mount Pleasant	Snow Plough	RAM	Lewis	£914.00	2/28/2011		£405.00
Plant	P027	College P.F.	Honda Model HRG465C3PDE walk behind (serial no: 1497322)			£300.00	2/5/2012		£914.00
Plant	P028	College P.F.	Chainsaw	M & S	Tanaka	£354.00	8/1/2012		£300.00
Plant	P029	College P.F.							£354.00

# Fixed Assets Register - Combined

Asset	Location	Description	Supplier	Serial Number	Manufacturer	Purchase Price	Purchase Date	Disposal Date	Assets Register
Plant P035	College P.F.	Chainsaw	M & S	JO27911	Tanaka	£354.00	8/1/2012		£354.00
Plant P036	College P.F.	Smartfit Strimmer	M & S	JH1005	Tanaka	£334.00	8/1/2012		£334.00
Plant P037	College P.F.	Brushcutter	M & S	10010	Tanaka	£318.00	8/1/2012		£318.00
Plant P038	College P.F.	Brushcutter	M & S	10006	Tanaka	£318.00	8/1/2012		£318.00
Plant P039	College P.F.	Blower	M & S	5381260094	Efco	£350.00	8/1/2012		£350.00
Plant P040	College P.F.	Tractor Mounted Brush	RAM	27061	Suton	£2,900.00	9/1/2012		£2,900.00
Plant P041	Storage Shed	536LI he3 1/r hand cutter		20180300259		£241.17	12/3/2018		£241.17
Plant P042	Storage Shed	BLI200 5.2AH Battery 36V		20174888778		£148.46	12/3/2018		£148.46
Plant P043	Storage Shed	Battery Charger QC330		20173716184		£59.37	12/3/2018		£59.37
Plant P043	Storage Shed	Battery Charger QC330		20173761191		£59.37	12/3/2018		£59.37
Plant P044	Storage Shed	536LI HD60x h/cut shell		20180400131		£234.13	12/3/2018		£234.13
Plant P045	Storage Shed	BLI200 5.2 AH BATT 36V		20174888780		£146.33	12/3/2018		£146.33
Plant P045	Storage Shed	BLI200 5.2 AH BATT 36V		20174888933		£148.46	12/3/2018		£148.46
Plant P046	Mess Room	QC330 330 QUICK CHARGER				£58.53	12/3/2018		£58.53
Plant P047	Storage Shed	536LI HD60X H/CUT SHELL		20180400130		£213.00	12/3/2018		£213.00
Plant P048	Storage Shed	536LILX LOOP B/CUTTER SHELL		20174100625		£206.00	12/3/2018		£206.00
Plant P049	Storage Shed	536LILX LOOP B/CUTTER SHELL		20174100639		£206.00	12/3/2018		£206.00
Plant P050	Storage Shed	F3090 POWER UNIT		11218		£11,975.00	12/3/2018		£11,975.00
Plant P051	Storage Shed	60" REAR DISCH DECK F SERIES		61301		£2,385.00	12/3/2018		£2,385.00
Plant P052	Storage Shed	LIGHTING KIT F80S				£270.00	12/3/2018		£270.00
Plant P053	Storage Shed	BEACON KIT F80S				£120.00	12/3/2018		£120.00
Plant P054	Storage Shed	HUSQVARNA 540IBX BLOWER				£283.00	12/3/2018		£283.00
Plant P055	Storage Shed	Hand Held Chainsaw 536LIXP		20180800175		£260.53	12/3/2018		£260.53
Plant P056	Storage Shed	Backpack Battery BLI 940X		20172306206		£720.00	12/3/2018		£720.00
Plant P057	Storage Shed	Battery Charger QC500		20173812427		£79.00	12/3/2018		£79.00
Plant P058	Storage Shed	Battery Charger QC330		20173716187		£59.37	12/3/2018		£59.37
Plant P059	Storage Shed	Cowhorn Handled Strimmer 536LI RX		20174900013		£216.00	12/3/2018		£216.00
Plant P060	Storage Shed	Cowhorn Handled Strimmer 536LI RX		20174900011		£216.00	12/3/2018		£216.00
Plant P061	Storage Shed	Masport Push Mower 500 AL		8132678		£369.00	12/3/2018		£369.00
Plant P062	Storage Shed	Masport Push Mower 500 AL		8132668		£369.00	12/3/2018		£369.00
Plant P063	Storage Shed	Masport Push Mower 500 AL		8132671		£369.00	12/3/2018		£369.00
Plant P064	Storage Shed	Pallet Forks				£151.00	7/11/2017		£151.00
Vehicle V001	Mount Pleasant	Ride on Mower	Th White	FR000567	Ransomes	£16,000.00	5/31/2009		£16,000.00
Vehicle V002	College P.F.	Tractor	RAM	JPB11020	Massey Ferguson	£16,350.00	3/31/2006		£16,350.00
Vehicle V003	Mount Pleasant	Tractor	th White		ransomes	£371.00	5/31/2009		£371.00
Computers C001	Parish Office	Chairman's chain of office and badge				£515.00	3/31/1990		£515.00
Computers C002	Parish Office	Canon Printer/Copier	Canon		Canon	£1,000.00	3/31/2005		£1,000.00
Computers C003	Parish Office	Dell Dimension GX260	Dell		Dell	£225.00	3/31/2005		£225.00
Computers C004	Parish Office	Dell Dimension GX260	Dell		Dell	£1,000.00	3/31/2005		£1,000.00
Computers C005	Parish Office	Dell Laser Printer 3100cn (colour)				£560.00	3/31/2005		£560.00
Computers C006	Parish Office	Dell 3300MP projector				£715.00	3/31/2005		£715.00
Computers C007	Parish Office	Monitor	Dell		Dell	£1,250.00	3/31/2005		£1,250.00
Computers C008	Parish Office	Dell Dimension GX260	Dell		Dell	£1,033.00	3/31/2006		£1,033.00
Computers C009	Parish Office	Furniture				£3,788.00	5/31/2006		£3,788.00
Computers C010	Parish Office	Fuji Finepix A340 camera				£103.00	8/16/2006		£103.00

### Fixed Assets Register - Combined

	Asset	Location	Description	Supplier	Serial Number	Manufacturer	Purchase Price	Purchase Date	Disposal Date	Assets Register
Computers	C011	Parish Office	Fire safe				£411.00	12/31/2006		£411.00
Computers	C012	Parish Office	Portable Induction loop				£375.00	5/31/2007		£375.00
Computers	C013	Parish Office	Coin counter				£320.00	1/31/2008		£320.00
Computers	C014	Foreshore	CCTV Camera & Recorder		SSG	SSG	£2,500.00	9/30/2008		£2,500.00
Computers	C016	Mount Pleasant	CCTV Camera & Recorder		SSG	SSG	£2,500.00	9/30/2008		£2,500.00
Computers	C017	College P.F.	CCTV Camera & Recorder		SSG	SSG	£2,280.00	9/30/2008		£2,280.00
Computers	C018	Parish Office	ASUS mini Projector		B0391340	Asus	£316.66	26/02/18		£316.66
Computers	C019	RUP	Optoma Pull down screen		DS 3084PWC	Optoma	£56.66	26/02/18		£56.66
Computers	C020	Parish Office	iPhone				£208.33	6/6/2017		£208.33
Computers	C021	Parish Office	iZettle				£62.50	6/6/2017		£62.50
Computers	C022	Parish Office	Chromebok				£141.66	17/11/17		£141.66
Computers	C023	Parish Office	Laptop					17/11/17		
General	G001	College P.F.	Christmas Lights				£1,136.00	11/7/2006		£1,136.00
General	G002	Foreshore	Play and Display Machine		42231	Cale Bripark	£3,274.00	8/19/2007		£3,274.00
General	G004	Hamble Lane	Road Sign (Welcome to Hamble)			Appletons	£1,000.00	3/16/2007		£1,000.00
General	G005	Hamble Square	Noticeboard			EBC	£1.00	3/31/2011		£1.00
General	G006	Foreshore	Replacement setts southern quay				£32,783.00	4/1/2003		£32,783.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G008a	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G009	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G010	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G011	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G012	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G013	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G014	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G015	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G016	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G017	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G018	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G019	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G020	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G021	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G022	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G023	Foreshore	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G024	Foreshore	Baltimore Seat			Townscope	£192.86	3/31/2008		£192.86



# Fixed Assets Register - Combined

Asset	Location	Description	Supplier	Serial Number	Manufacturer	Purchase Price	Purchase Date	Disposal Date	Assets Register
General G025	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G026	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G027	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G028	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G029	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G030	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G031	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G032	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G033	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G034	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G035	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G036	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G037a	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G037	Foreshore	Baltimore Seat	Townscope		Townscope	£192.86	3/31/2008		£192.86
General G038a	Foreshore	Metal Bin	Wybone		Wybone	£205.00	3/31/2008		£205.00
General G038a	Foreshore	Metal Bin	Wybone		Wybone	£205.00	3/31/2008		£205.00
General G038a	Foreshore	Metal Bin	Wybone		Wybone	£205.00	3/31/2008		£205.00
General G038	Foreshore	Metal Bin	Wybone		Wybone	£205.00	3/31/2008		£205.00
General G039	Foreshore	Metal Bin	Wybone		Wybone	£205.00	3/31/2008		£205.00
General G040	Foreshore	Metal Bin	Wybone		Wybone	£205.00	3/31/2008		£205.00
General G041	Foreshore	Large Plastic Bin			Unknown	£100.00	3/31/1999		£100.00
General G042	Foreshore	Large Plastic Bin			Unknown	£100.00	3/31/1999		£100.00
General G043a	Foreshore	Picnic Bench	Neptune		Neptune	£200.00	3/31/2008		£100.00
General G043a	Foreshore	Picnic Bench	Neptune		Neptune	£200.00	3/31/2008		£100.00
General G043a	Foreshore	Picnic Bench	Neptune		Neptune	£200.00	3/31/2008		£100.00
General G043	Foreshore	Picnic Bench	Neptune		Neptune	£200.00	3/31/2008		£200.00
General G044	Foreshore	Information Board			Osprey	£200.00	3/31/1999		£200.00
General G045	Foreshore	Information Board			HCC	£200.00	3/31/1999		£200.00
General G046	Foreshore	Mine	HCC			£1.00			£1.00
General G047a	Foreshore	Anchors	BP			£1.00			£1.00
General G047	Foreshore	Anchors	BP			£1.00			£1.00
General G048a	Foreshore	Dog Bin	EBC			£1.00			£1.00
General G048	Foreshore	Dog Bin	EBC			£1.00			£1.00
General G049	Foreshore	Quay Ladder			Earthanger Rooffast	£1.00	3/31/2011		
General G050	Foreshore	Quay Ladder			Unknown				
General G051	Foreshore	Lif buoy holder			Unknown				
General G052	Foreshore	Public Art	Glasdon		Glasdon				
General G053	Foreshore	Lif buoy holder							
General G054	Foreshore	Lif buoy holder	Glasdon		Glasdon				
General G055	Westfield Common	Concrete Bins	EBC		Glasdon				
General G057	Westfield Common	Concrete Bins	EBC		Wybone	£1.00	3/31/2011		£1.00
General G058	Westfield Common	Wooden Benches	EBC		Wybone	£1.00	3/31/2011		£1.00
General G059	Westfield Common	Wooden Benches	EBC		Unknown	£1.00	3/31/2011		£1.00
General G060	Westfield Common	Wooden Benches	EBC		Unknown	£1.00	3/31/2011		£1.00

# Fixed Assets Register - Combined

Asset	Location	Description	Supplier	Serial Number	Manufacturer	Purchase Price	Purchase Date	Disposal Date	Assets Register
General	G061	Ensign Way	Concrete Bins	Wybone	Wybone	£100.00	3/31/2006		£100.00
General	G062	Hambleside Ct Bus	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G063	Ensign Way Bus	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G064	Coach Rd Junction	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G065	Police HQ	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G066	Mercury Memorial	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G067	Satchel Lane	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G068	Crowsport	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G069	School Lane	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G070	Green Lane	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G071	Copse Lane Dentist	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G072	Coach Road	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G073	Beech Gdns	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G075	Sydney Ave	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G076	Lovers Lane	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G077	Hamble Lane	Southampton Seats	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G078	Windsock Corner	Neptune Bench	Neptune	Neptune	£200.00	3/31/1998		£200.00
General	G079	Broadway	Metal Seat	Wybone	Wybone	£200.00	3/31/1998		£200.00
General	G080	Broadway	Metal Seat	Wybone	Wybone	£200.00	3/31/1998		£200.00
General	G081	Bus Stop opp Vets	Baltimore Seat	Townscope	Townscope	£200.00	3/31/2008		£200.00
General	G082	Mount Pleasant	Height Barrier	Appletons	Appletons	£1,000.00	3/31/2005		£1,000.00
General	G083	Mount Pleasant	Car Park Entrance Sign	Appletons	Appletons	£1,000.00	3/31/2005		£1,000.00
General	G084	Mount Pleasant	Bund Tank			£1.00	3/31/1999		£1.00
General	G085	Mount Pleasant	Tower		Mr Williams	£1.00			£1.00
General	G086	Mount Pleasant	Large Plastic Bin	Glasdon	Glasdon	£200.00	3/31/1999		£200.00
General	G086a	Mount Pleasant	Large Plastic Bin	Glasdon	Glasdon	£200.00	3/31/1999		£200.00
General	G086a	Mount Pleasant	Large Plastic Bin	Glasdon	Glasdon	£200.00	3/31/1999		£200.00
General	G086a	Mount Pleasant	Large Plastic Bin	Glasdon	Glasdon	£200.00	3/31/1999		£200.00
General	G086a	Mount Pleasant	Large Plastic Bin	Glasdon	Glasdon	£200.00	3/31/1999		£200.00
General	G086a	Mount Pleasant	Large Plastic Bin	Glasdon	Glasdon	£200.00	3/31/1999		£200.00
General	G087	Mount Pleasant	Dog Bin	EBC	Earth anchor	£300.00	3/14/2011		£300.00
General	G088	Mount Pleasant	Dog Bin	EBC	Earth anchor	£300.00	3/14/2011		£300.00
General	G089	Mount Pleasant	Dog Bin	EBC	Earth anchor	£300.00	3/14/2011		£300.00
General	G090	Mount Pleasant	Neptune Bench	Neptune	Neptune	£200.00	3/31/2008		£200.00
General	G091	Mount Pleasant	Neptune Bench	Neptune	Neptune	£200.00	3/31/2008		£200.00
General	G092	Mount Pleasant	Neptune Bench	Neptune	Neptune	£200.00	3/31/2008		£200.00
General	G093	Mount Pleasant	Southampton Seats	Neptune	Neptune	£200.00	3/31/2008		£200.00
General	G093a	Mount Pleasant	Southampton Seats	Neptune	Neptune	£200.00	3/31/2008		£200.00
General	G094	Mount Pleasant	Metal Bench	Wickstead	Wickstead	£200.00	3/31/2008		£200.00
General	G095	Mount Pleasant	Metal Bench	Wickstead	Wickstead	£200.00	3/31/2008		£200.00
General	G096	Mount Pleasant	Metal Bench	Wickstead	Wickstead	£200.00	3/31/2008		£200.00
General	G097	Mount Pleasant	Picnic Bench	Wickstead	Wickstead	£200.00	3/31/2008		£200.00
General	G098	Mount Pleasant	Picnic Bench	Wickstead	Wickstead	£200.00	3/31/2008		£200.00
General	G099	Mount Pleasant	Wooden Benches	Playdale	Playdale	£368.00	6/13/2006		£368.00
General	G100	Mount Pleasant	Wooden Benches	Playdale	Playdale	£368.00	6/13/2006		£368.00

### Fixed Assets Register - Combined

	Asset	Location	Description	Supplier	Serial Number	Manufacturer	Purchase Price	Purchase Date	Disposal Date	Assets Register
General	G101	Mount Pleasant	Wooden Benches			Playdale	£368.00	6/13/2006		£368.00
General	G102	Mount Pleasant	Youth Shelter			Wickstead	£2,995.00	3/31/2001		£2,995.00
General	G103	Mount Pleasant	Youth Shelter			Wickstead	£2,000.00	3/31/2001		£2,000.00
General	G104	Cemetery	Noticeboard				£200.00	3/31/2009		£200.00
General	G105a	Bartlett's Field	Southampton Seats			Neptune	£200.00			£200.00
General	G105	Bartlett's Field	Southampton Seats			Neptune	£200.00	3/31/2008		£200.00
General	G106	Avro Court	Plane Statue			EBC	£1.00	3/31/2011		£1.00
General	G107	Avro Court	Information Board			EBC	£1.00	3/31/2011		£1.00
General	G108	Avro Court	Metal Bench			EBC	£1.00	3/31/2011		£1.00
General	G109	Avro Court	Metal Bench			EBC	£1.00	3/31/2011		£1.00
General	G110	Mercury Estate	Large Plastic Bin			Glasdon	£100.00	3/31/1998		£100.00
General	G111	Mercury Estate	Large Plastic Bin			Glasdon	£100.00	3/31/1998		£100.00
General	G112	Aquila Way	ATA Memorial				£1.00	3/31/2011		£1.00
General	G113	Aquila Way	ATA Notice Board				£1.00	3/31/2011		£1.00
General	G114	College P.F.	Neptune Bench			Neptune	£300.00	3/31/2008		£300.00
General	G115	College P.F.	Dog Bin			EBC	£1.00	3/31/2011		£1.00
General	G116	College P.F.	Height Barrier			Parking Serv.	£1.00	3/31/2011		£1.00
General	G117	College P.F.	Southampton Seats			Neptune	£1,180.00	3/31/2002		£1,180.00
General	G118	College P.F.	Southampton Seats			Neptune	£400.00	3/31/2008		£400.00
General	G119	College P.F.	Southampton Seats			Neptune	£400.00	3/31/2008		£400.00
General	G120	College P.F.	Plastic Bin			Neptune	£400.00	3/31/2008		£400.00
General	G104a	Cemetery	Wooden Benches			Glasdon	£200.00	3/31/2008		£200.00
General	G104a	Cemetery	Wooden Benches							
General	G104a	Cemetery	Wooden Bins							
General	G104a	Cemetery	Wooden Bins							
General	G060a	Westfield Common	Dog Bin							
General	G060a	Westfield Common	Parish Sign							
General	G060a	Westfield Common	Height Barrier							
General	G060a	Westfield Common	Height Barrier							
General	G060a	Woodpecker Way	Southampton Seats							
General	G060a	Woodpecker Way	Plastic Bin							
General	G060a	Woodpecker Way	Two Signs							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bench							
General	G060a	College P.F.	Metal Bin							
General	G060a	College P.F.	Metal Bin							
General	G060a	College P.F.	Plant Pot Holders							



# Fixed Assets Register - Combined

Asset	Location	Description	Supplier	Serial Number	Manufacturer	Purchase Price	Purchase Date	Disposal Date	Assets Register
General	G060a	College P.F.	Memorial						
General	G060a	Village Green	Bench						
General	G060a	Village Green	Bench						
General	G060a	Village Green	Plastic Bin						
General		Storage Shed	Hazardous Substance Cupboard						
General		Mess Room	Chainsaw Safety Clothing						
General		RUP	Light Duty Christmas Lights						
General		RUP	Heavy Duty Christmas Lights						
Buildings	B001	Mount Pleasant	Pavilion						
Buildings	B002	Mount Pleasant	Shed						
Buildings	B003	Mount Pleasant	Shed						
Buildings	B004	Bartlett's Field	Garage						
Buildings	B005	HPCF	Squash Courts						
Buildings	B006	HPCF	Squash Courts						
Buildings	B007	College P.F.	Roy Underdown Pavilion						
Buildings	B008	College P.F.	Roy Underdown Pavilion						
Buildings	B011	HPCF	Scout Headquarters						
Buildings	B012	HPCF	Garage						
Buildings	B013	College P.F.	Storage Building						
Buildings	B014	College P.F.	Tennis Courts / MUGA						
Buildings	B015	College P.F.	Roy Underdown Pavilion						
Buildings	B016	Storage Shed	Racking						
Buildings	B017	Storage Shed	Racking						
Buildings	B018	College P.F.	Storage Shed						
Play Equip	PE001	Bartlett's Field	Large Swings						
Play Equip	PE002	Bartlett's Field	Small Swings						
Play Equip	PE003	Bartlett's Field	Multi Activity climbing frame						
Play Equip	PE004	Bartlett's Field	Seesaw						
Play Equip	PE005	Bartlett's Field	Doggy Springer						
Play Equip	PE007	Bartlett's Field	Slide						
Play Equip	PE008	Bartlett's Field	Safety surfacing						
Play Equip	PE009	Mount Pleasant	Aerial Runway						
Play Equip	PE010	Mount Pleasant	Fitness Trail						
Play Equip	PE011	Mount Pleasant	Multi activity Tower						
Play Equip	PE012	Mount Pleasant	Safety surfacing						
Play Equip	PE013	Mount Pleasant	fencing and gates						
Play Equip	PE014	Mount Pleasant	Kick Wall						
Play Equip	PE015	Mount Pleasant	Basket ball court						
Play Equip	PE016	Mount Pleasant	Small Swings						
Play Equip	PE017	Mount Pleasant	Big Swings						
Play Equip	PE018	Mount Pleasant	Senior Goals						
Play Equip	PE019	Mount Pleasant	Senior Goals						
Play Equip	PE020	Mount Pleasant	Senior Goals						
Play Equip	PE023	College P.F.	Senior Goals						
Play Equip	PE024	College P.F.	Senior Goals						





Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy No. YLL-272006-5983

1. Name of policyholder Hamble Le Rice Parish Council

2. Date of commencement of insurance policy 01/06/2018

3. Date of expiry of insurance policy 31/05/2019

Zurich Insurance plc, a public limited company incorporated in Ireland.

Registration No. 13460.

Registered Office: Zurich House,

Ballsbridge Park, Dublin 4, Ireland.

UK Branch registered in England and Wales

Registration No. BR7985.

UK Branch Head Office:

The Zurich Centre, 3000 Parkway,

Whiteley, Fareham, Hampshire PO15 7JZ.

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature



Tulsi Naidu

Chief Executive Officer of Zurich Insurance plc, UK Branch

Authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request

**Notes**

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

## To Whom It May Concern

**Name of Insured:** Hamble Le Rice Parish Council

This is to confirm that Hamble Le Rice Parish Council have in force with this Company until the policy expiry on 31st May 2019 insurance incorporating the following essential features:

**Policy Number:** YLL-272006-5983

**Renewal Date:** 1st June 2019

**Limits of Indemnity:**

Public Liability:	£10,000,000 minimum* any one event
Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Official's Indemnity:	As below

\*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

### Excess:

**Public Liability/Products Liability/Pollution Liability:** £100 each and every claim in respect of Third Party Property Damage

### Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

### Full Policy

The policy documents should be referred to for details of full cover.

Zurich Insurance plc  
A public limited company  
incorporated in Ireland.  
Registration No. 13460.  
Registered Office:  
Zurich House  
Ballsbridge Park,  
Dublin 4, Ireland.  
UK Branch registered in  
England and Wales  
Registration No. BR7985.  
UK Branch Head Office:  
The Zurich Centre,  
3000 Parkway,  
Whiteley, Fareham,  
Hampshire PO15 7JZ.

Zurich Insurance plc  
is authorised by the Central  
Bank of Ireland and subject  
to limited regulation by the  
Financial Conduct Authority.  
Details about the extent of our  
regulation by the Financial  
Conduct Authority are available  
from us on request.  
These details can be checked  
on the FCA's Financial Services  
Register via their website  
[www.fca.org.uk](http://www.fca.org.uk) or by  
contacting  
them on 0800 111 6768.  
Our FCA Firm Reference  
Number is 203093.

Communications may be  
monitored or recorded  
to improve our service  
and for security and  
regulatory purposes

# Certificate of Motor Insurance



Certificate number: YLL-272006-5983

1. Description of vehicle: Motor vehicle bearing the registration mark(s): WX09 AEK, HY06 AET, HN10 COU, SXG15H101159, HX18DXR

2. Name of policyholder: Hamble Le Rice Parish Council

3. Effective date of the commencement of insurance for the purpose of the relevant law: 01/06/2018

4. Date of expiry of insurance: 31/05/2019

5. Persons or classes of persons entitled to drive:

Any person who is driving on the order or with the permission of the Policyholder.

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

6. Limitations as to use:

Use for social domestic and pleasure purposes.  
Use in connection with the Policyholder's business.

The Policy does not cover:-

1. Use while the vehicle is let on hire.
2. Use for hire or reward or the carriage of passengers for reward.
3. Use for racing pacemaking reliability trials competitions rallies or trials.
4. Use whilst drawing a greater number of trailers in all than is permitted by Law.

For Zurich Insurance plc. Authorised Insurers

Tulsi Naidu  
Chief Executive Officer of Zurich Insurance plc, UK Branch

We hereby certify that the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the island of Guernsey, the island of Jersey and the island of Alderney. For full details of the insurance cover reference should be made to the Policy.

**Advice to Third Parties:** Nothing contained in this Certificate affects your right as a Third Party to make a claim.

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory motor insurance requirements of

- a) any other member country of the European Union;
- b) Iceland, Norway and Switzerland.

La police à laquelle ce certificat d'assurance automobile est applicable, inclut également les exigences obligatoires en matière d'assurance automobile

- a) des autres pays membres de la Union Européenne;
- b) l'Islande, la Norvège et la Suisse.

Die Police, auf welche sich dieser Kraftfahrzeugversicherungsschein bezieht, deckt ebenfalls die Anforderungen der obligatorischen Kraftfahrzeugversicherung

- a) aller anderen Mitgliedsstaaten der Europäischen Union;
- b) Island, Norwegen und der Schweiz.

#### Instructions in the event of an accident

##### You should

- 1. take names and addresses of all witnesses;
- 2. report the accident to us quoting the Certificate number;

La polizza comprovata dal presente certificato di Assicurazione Automobilistica si estende ad includere l'assicurazione autotmobilitica obbligatoria:

- a) di qualsiasi altro paese membro della Unione Europea;
- b) dell'Islanda, della Norvegia et la Svizzera.

La póliza aplicable a este Certificado de Seguro de Automóvil se extiende para incluir los requerimientos de seguro de automóvil obligatorios en:

- a) Cualquier otro país miembro de la Union Europea;
- b) Islandia, Noruega y Suiza.

- 3. send all communications you receive relating to claims or proceedings against you, unanswered, to us quoting, if known, the claims reference.

#### IMPORTANT

The Law requires:

- 1. unless names and addresses, including those of the vehicle owner, together with the registration mark of the vehicle are exchanged at the time of the accident the driver must report it to the Police as soon as possible and in any case within 24 hours;
- 2. if anyone was injured and the Certificate of Insurance was not produced to the Police at the time of the accident, the driver must report the matter to the Police as soon as possible and in any case within 24 hours and produce the Certificate (or arrange to produce it within five days of the accident).

##### You should not

- 1. admit any liability;
- 2. negotiate or make any agreement with anyone regarding your responsibility for the accident;
- 3. make or offer any payment whatsoever to any Third Party, if in doubt – consult us;
- 4. repudiate a claim without our agreement; this may result in Court Action against you by the other party.

Zurich Municipal is a trading name of Zurich Insurance plc.

A public limited company incorporated in Ireland Registration No. 13460.

Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK branch registered in England and Wales Registration No. BR7985.

UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. These details can be checked on the FCA's Financial Services Register via their website [www.fca.org.uk](http://www.fca.org.uk) or by contacting them on 0800 111 6768. Our FCA Firm Reference Number is 203093.

© Copyright – Zurich Insurance plc 2014. All rights reserved. Reproduction, adaptation or translation without prior written permission is prohibited except as allowed under copyright laws.

Ms Amanda Jobling  
Hamble Le Rice Parish Council  
Memorial Hall  
High St  
Hamble Le Rice  
Southampton  
SO31 4JE

## Local Council Policy Schedule

The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number YLL-272006-5983

Insured Hamble Le Rice Parish Council

Business Parish / Town Council

Period of Insurance

From 01<sup>st</sup> June 2018

To 31<sup>st</sup> May 2019

and any other period for which cover has been agreed.

Renewal Premium £ 5,770.95

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number 53431824

Long term agreement active until 01<sup>st</sup> June 2020

Preparation Date 03<sup>rd</sup> May 2018

Prepared by Mr Vincent Liu

**Policy Cover Declaration:**

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

## Important information

### **Taking reasonable care**

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### PART A – Material Damage

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Roy Underdown Pavilion, Baron Road, Hamble, Southampton, Hampshire, SO31 4RN	£652,344.32	N/A	£6,688.14	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Garages/Shed, Hamble, Southampton, Hampshire, SO31 4JE	£34,971.59	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Clerks Office, Hamble, Southampton, Hampshire, SO31 4JE	£0.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Sports Pavilion Mount Pleasant Rec Ground, Hamble, Southampton, Hampshire, SO31 4JS	£709,062.30	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

**For Premises: 1, 2, 3, 4**

**Insured Perils applicable to Material Damage : 1-13, 15 & 16**

#### Excesses Applicable to Premises 1, 2 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Malicious Damage	£250
Storm or Flood	£250



Escape of Water	£250
Falling Trees or Branches	£250

**Excesses Applicable to Premises 3**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Malicious Damage	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (see pages 35 - 37)

## PART B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£10,000	24	N/A		£10,000	24

For Premises: 1, 2, 3, 4

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

### Operative Endorsements:

Section 5 – Special Extensions – 2 is held to be removed and restated as follows:

2. The insurance by this Part is extended to include loss resulting from interruption of or interference with the **business** carried on by the **insured** at the **premises** in consequence of:
  - (a)
    - (i) any occurrence of a Notifiable Disease (as defined below) at the **premises** or attributable to food or drink supplied from the **premises**
    - (ii) any discovery of an organism at the **premises** likely to result in the occurrence of a Notifiable Disease
    - (ii) any discovery of a Notifiable Disease within 10 miles radius of the **premises**
  - (b) the discovery of vermin or pests at the **premises**
  - (c) any accident causing defects in the drains or other sanitary arrangements at the **premises** which causes restrictions on the use of the **premises** on the order or advice of the competent local authority
  - (d) any occurrence of murder or suicide at the **premises**.

### Special Provisions

- (d) 'Notifiable Disease' will mean illness sustained by any person resulting from:
  - (i) food or drink poisoning
  - (ii) one of the following specified human infectious or human contagious diseases:

Acute encephalitis	- Ophthalmia neonatorum
Acute poliomyelitis	- Paratyphoid fever
Anthrax	- Rabies
Bubonic Plague	- Relapsing fever
Cholera	- Rubella
Diphtheria	- Scarlet fever
Dysentery	- Smallpox
Legionellosis	- Tetanus
Legionnaires Disease	- Tuberculosis

Leprosy	- Typhoid fever
Leptospirosis	- Typhus fever
Malaria	- Viral hepatitis
Measles	- Viral haemorrhagic
Meningitis	- Whooping cough
Meningococcal Infection	- Yellow fever
Mumps	

an outbreak of which the competent local authority has stipulated shall be notified to them.

(b) For the purposes of this Special Extension:

- (i) 'Indemnity Period' will mean the period during which the results of the **business** are affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the **premises** are applied (or in the case of (d) above, with the date of the occurrence) and ending not later than the Maximum Indemnity period thereafter

'Maximum Indemnity Period' will mean 3 months

- (ii) in the event that this Part includes an extension which deems loss, destruction or damage at other locations to be Damage at the **premises** such extension will not apply to this Special Extension.

(c) The **insurer** will not be liable under this Special Extension for:

- (i) loss arising from restrictions on the use of the **premises** in consequence of an emergency prohibition notice or emergency prohibition order being served against the **insured** or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto
- (ii) any costs incurred in the cleaning, repair, replacement, recall or checking of **property**.

(d) The **insured** will comply with all issues identified as contraventions arising from a Food Premises Inspection Report within the timescales stated in such report.

(e) The **insured** will notify the **insurer** immediately of any prohibition notice, emergency prohibition notice or emergency prohibition order served against them or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any modifications or re-enactment thereto.

(f) The **insurer** will only be liable for the loss arising at those **premises** which are directly affected by the occurrence, discovery or accident and then only for an amount not exceeding £250,000 or the Sum Insured whichever is the lesser.

## PART C – All Risks

### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Item Description	Premises Address (if applicable)	Sum Insured	Excess
Contents (a)	Shell/PB Squash Courts, Hamble, Southampton, Hampshire, SO31 4JE	£2,952.90	£100
Contents (c)	Hamble Village Memorial Hall, High Street, Hamble, Southampton, Hampshire, SO31 4JE	£8,583.12	£100

### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Equipment including tools in various locations, as per asset register	£54,519.99	£100
CCTV Equipment at various locations	£5,684.93	£100
Christmas Lights	£1,672.03	£100
Pay and Display Machine x 2	£9,084.73	£100
Ladder	£1,337.63	£100
'Welcome to Hamble' sign	£1,114.70	£100
Notice Board @ Hamble Square	£1,114.70	£100
Baltimore Seat x 15 (I.E.P)	£16,187.48	£100
Quay Ladder x 2 (I.E.P)	£2,229.38	£100
Height Barrier x 2	£3,232.60	£100
Tower @ Mount Pleasant	£1,114.70	£100
Picnic Bench x 2 (I.E.P)	£2,401.04	£100
Youth Shelter x 2	£11,168.08	£100
Notice Board @ Cemetery	£1,114.70	£100
ATA Memorial	£13,376.29	£100
Mount Pleasant Playground and Skate Park	£107,103.96	£100
Bartlets Field Playground	£22,395.26	£100
Avro Court Playground	£10,441.31	£100
College P.F - Goal Posts and Tennis Posts and Nets	£1,877.14	£100
18th Century Water Pump, Well Lane	£2,229.38	£100
Sculpted Seat at the Foreshore	£11,904.46	£100

Hamble Airfield Memorial	£5,411.13	£100
Allotment Gardens Boundary Fencing - Hamble Lane	£7,575.57	£100
Storage Shed	£32,249.30	£100

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (see pages 35 - 37)

## PART D – Money

	Limit any one loss
1. Loss of Non-Negotiable <b>money</b> in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other <b>money</b> :	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) (see page 38)

Operative Endorsements:

‘In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.’

**PART E – Public Liability**

**Limit of Indemnity:** £15,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

**Operative Endorsements:**

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

**Clean Up Costs**

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

**Remediation**

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

**Enforcing Authority**

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

**Cover**

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the insurer's liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

### Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.



2. Section 13 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the **territorial limits**.

## 5. **Officials Indemnity**

### Section 3 – Financial Loss

For the purposes of this Section, **employee** is held to include **member**

**PART F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

1. Section 3 – Exclusion 2 b) is amended to read as:

exemplary or punitive damages awarded by any Court of Law outside the **territorial limits**

**PART G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

**PART H – Libel and Slander**

**Sum Insured**

£250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**PART I – Motor Vehicles**

**Insured Vehicle:** All as described in  
**Persons Entitled to Drive:** the Certificate of  
**Limitation as to Use:** Motor Insurance

**Cover:** Section 23

A. Comprehensive

**EXCESS : Section 23**

Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Total Loss
£ Nil	Third party

Additional to any other Excess which applies

**Age and Inexperienced Driver Excess: Section 11**

(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150

Additional to any other Excess which applies

**Repair Limit:** £Nil  
Section 12

**Damage to Property Limit:**

£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type

£50,000,000 Applicable to any Private Motor Car

**Personal Effects Limit:** £150  
Section 13

**Medical Expenses Limit:** £250  
Section 14

**Additional Cover : Section 25**

U. Occasional Business Use

Not Operative

V. Loss of No Claim Discount/Excess

Not Operative

**Operative Endorsements:**

**1. Motor Insurers Database**

It is a condition precedent of this policy that you supply such details of the vehicles whose use is covered by the policy as are required by the relevant law applicable in Great Britain and Northern Ireland for entry on the Motor Insurers Database

2. The following clause is added to Part I Section 2:

**Corporate Manslaughter and Corporate Homicide Act 2007**

In respect of any event which may be the subject of indemnity under this section the **insurer** will pay legal costs and expenses incurred with the **insurer's** prior written consent in connection with the defence of any criminal proceedings (including any appeal against conviction arising from any such proceedings) brought in respect of a charge and or investigations connected with a charge of corporate manslaughter or corporate homicide under the Corporate Manslaughter and Corporate Homicide Act 2007 or any equivalent legislation in the Isle of Man or the Channel Islands committed or alleged to be committed during the period of insurance in the course of the **business**.

Provided always that:

- a) the **insurer's** liability under this clause will not exceed £5,000,000 in any one period of insurance
- b) this clause will only apply to proceedings brought in the **territorial limits**
- c) the **insurer** must consent in writing to the appointment of any solicitor or counsel who are to act for and on the **insured's** behalf
- d) the **insured** will give the **insurer** immediate notice of any summons or other process served upon the **insured** which may give rise to proceedings under this clause
- e) in relation to any appeal counsel has advised there are strong prospects of such an appeal succeeding
- f) the **insurer** will be under no liability:
  - i) where the **insured** has committed any deliberate or intentional criminal act giving rise to a corporate manslaughter or corporate homicide charge
  - ii) in respect of fines or penalties of any kind
  - iii) where indemnity for defence costs is available from any other source or is provided by any other insurance or where but for the existence of this clause indemnity would have been provided by such other source or insurance.

**PART J – Motor Legal Expenses and Uninsured Loss Recovery**

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited

**Limit of Indemnity:**

£100,000 per insured incident



**PART K – Inspection Contract**

**Service:** Inspections of each item of Plant described in the Plant Specification under Contract Number EI-272006-5987.

**PART N – Fidelity Guarantee**

**Persons Guaranteed:**  
All members and employees

**Sum Insured**  
£500,000

**Excess:** £100 each and every loss

**PART O – Personal Accident**

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

**Persons Insured:**

**Employees**

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

**Directors/Councillors**

Capital Sum	£50,000.00
Weekly Sum	£200.00
Cover	Sections 2 and 3 - Accident and Assault Cover

**Operative Endorsement:**

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

## PART P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

### Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
(b) Not operative	
8. Statutory Licence Protection	Operative
<b>Limit of Indemnity:</b>	£200,000

The following is also operative: EPL Extension  
Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery

### Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity



provided by this section if the debt is due within the first 90 days of the indemnity provided by this section .

b) the recovery of money and interest due from another party where the other party intimates that a defence exists

c) any claim relating to:

i) any settlement payable under an insurance policy

ii) any lease, licence or tenancy of land or buildings

iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles

d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

## Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
Buildings, Contents including All Risk Items	Property Claims	Tel:	01252 387 249 (out of hours Emergency: 0800 028 0336)
Business Interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Money		Address:	Zurich Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works In Progress			
Public Liability	Liability Claims	Tel: Email: Address:	0800 917 7207 <a href="mailto:farnboroughnewliabilityclaims@uk.zurich.com">farnboroughnewliabilityclaims@uk.zurich.com</a> Zurich Municipal, Casualty Claims, Zurich House, PO Box 314, 2 Gladiator Way, Farnborough, GU14 6GB
Employers Liability			
Personal Assault under Money			
Personal Accident			
Professional Negligence			
Hirers Liability			
Fidelity Guarantee			
Libel and Slander			
Plant Protection			
Engineering – Deterioration of Stock			
Business Travel			
Motor	Motor Claims	Tel:	01489 882 110 (out of hours Emergency: 0800 302 9055)
		Email:	<a href="mailto:zmnewmotorclaims@uk.zurich.com">zmnewmotorclaims@uk.zurich.com</a>
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116

### General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336

Track open claims on-line at: <http://www.zurich.co.uk/municipal/customerbenefits/register.htm>

**Zurich Municipal**

Zurich Municipal is a trading name of Zurich Insurance plc.

A public limited company incorporated in Ireland. Registration No. 13460. Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. These details can be checked on the FCA's Financial Services Register via their website [www.fca.org.uk](http://www.fca.org.uk) or by contacting them on 0800 111 6768. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

© Copyright – Zurich Insurance plc. All rights reserved. Reproduction, adaptation, or translation without prior written permission is prohibited except as allowed under copyright laws.

# **HAMBLE PARISH COUNCIL**

## **MODEL STANDING ORDERS 2018 (ENGLAND)**

<b>(ENGLAND).....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>3</b>
<b>1. RULES OF DEBATE AT MEETINGS.....</b>	<b>5</b>
<b>2. DISORDERLY CONDUCT AT MEETINGS.....</b>	<b>7</b>
<b>3. MEETINGS GENERALLY.....</b>	<b>7</b>
<b>4. COMMITTEES AND SUB-COMMITTEES .....</b>	<b>11</b>
<b>5. ORDINARY COUNCIL MEETINGS .....</b>	<b>12</b>
<b>6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES .....</b>	<b>14</b>
<b>7. PREVIOUS RESOLUTIONS .....</b>	<b>14</b>
<b>8. VOTING ON APPOINTMENTS.....</b>	<b>15</b>
<b>9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER .....</b>	<b>15</b>
<b>10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE .....</b>	<b>16</b>
<b>11. MANAGEMENT OF INFORMATION.....</b>	<b>16</b>
<b>12. DRAFT MINUTES.....</b>	<b>17</b>
<b>13. CODE OF CONDUCT AND DISPENSATIONS .....</b>	<b>18</b>
<b>14. CODE OF CONDUCT COMPLAINTS .....</b>	<b>19</b>
<b>15. PROPER OFFICER.....</b>	<b>20</b>
<b>16. RESPONSIBLE FINANCIAL OFFICER .....</b>	<b>21</b>
<b>17. ACCOUNTS AND ACCOUNTING STATEMENTS.....</b>	<b>21</b>
<b>18. FINANCIAL CONTROLS AND PROCUREMENT .....</b>	<b>22</b>
<b>19. HANDLING STAFF MATTERS .....</b>	<b>24</b>
<b>20. RESPONSIBILITIES TO PROVIDE INFORMATION .....</b>	<b>26</b>
<b>21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....</b>	<b>26</b>
<b>22. RELATIONS WITH THE PRESS/MEDIA .....</b>	<b>27</b>
<b>23. EXECUTION AND SEALING OF LEGAL DEEDS .....</b>	<b>27</b>
<b>24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....</b>	<b>27</b>
<b>25. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....</b>	<b>28</b>
<b>26. STANDING ORDERS GENERALLY.....</b>	<b>28</b>

## **INTRODUCTION**

These model standing orders are based on the update National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

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

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

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

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

## **DRAFTING NOTES**

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

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

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.



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

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

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

## 2. DISORDERLY CONDUCT AT MEETINGS

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

## 3. MEETINGS GENERALLY

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

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

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

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 
- 
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- 
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t **The minutes of a meeting shall include an accurate record of the following:**
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- 
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

*meeting.*

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

#### 4. **COMMITTEES AND SUB-COMMITTEES**

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



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

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

## **5. ORDINARY COUNCIL MEETINGS**

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

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

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

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

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

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of,

no similar motion may be moved for a further six months.

**8. VOTING ON APPOINTMENTS**

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

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

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

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

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

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

11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

shall include deciding who has access to personal data and encryption of personal data.

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

## 12. DRAFT MINUTES

Full Council meetings •  
Committee meetings •  
Sub-committee meetings •

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

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

- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

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

*See also standing order 3(u).*

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

- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

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

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



15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

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

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

#### 16. **RESPONSIBLE FINANCIAL OFFICER**

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

#### 17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

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

## 18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two**

years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

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

## 19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the ( ) committee] OR [the ( ) sub-committee] is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the ( ) committee] OR [the ( ) sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.
- c. The chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice-chairman of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of

staff's job title] relates to the chairman or vice-chairman of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

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

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**  
(Below is not an exclusive list).

*See also standing order 11.*

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

- f     **The Council shall maintain a written record of its processing activities.**

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

- a     Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

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

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

- a     A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b     **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

*The above is applicable to a Council with a common seal.*

**OR**

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

*The above is applicable to a Council without a common seal.*

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

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



**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

*This document will be reviewed at the Annual Council Meeting on 14<sup>th</sup> May 2018 and updated and re-published, where necessary, following this.*

**MODEL for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the Statutory Procurement thresholds shown in Regulation 11)**

**HAMBLE LE RICE PARISH COUNCIL  
FINANCIAL REGULATIONS [ENGLAND]**

**INDEX**

1.	GENERAL.....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) .....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND.....	6
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS.....	8
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS.....	9
7.	PAYMENT OF SALARIES.....	11
8.	LOANS AND INVESTMENTS .....	12
9.	INCOME.....	13
10.	ORDERS FOR WORK, GOODS AND SERVICES .....	14
11.	CONTRACTS .....	14
12.	[PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS..	16
13.	[STORES AND EQUIPMENT .....	16
14.	ASSETS, PROPERTIES AND ESTATES .....	17
15.	INSURANCE.....	18
16.	[CHARITIES.....	18
17.	RISK MANAGEMENT .....	18
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS .....	19

These Financial Regulations were adopted by the Council at its Meeting held on 13 March 2017.

## **1. GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. In Hamble the Clerk has been appointed as RFO and is the accountable officer.

<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

measures to ensure that risk is properly managed.

- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

setting the final budget or the precept (council tax requirement);

approving accounting statements;

approving an annual governance statement;

borrowing;

writing off bad debts;

declaring eligibility for the General Power of Competence; and

addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

- 1.14. In addition the council must:

determine and keep under regular review the bank mandate for all council bank accounts;

approve any grant or a single commitment in excess of £5,000 and

in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Personnel committee in accordance with its terms of reference.

- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly. Where reserves are being retained for future projects these will be earmarked and supported with an annual spending plan prepared by the Asset Management Committee.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £10,000;
  - a duly delegated committee of the council for items over £5,000; or

- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £3,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and the schedule included in the minutes. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Finance Working Group with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £250 or 15% of the budget. Material variances will be reported to Council
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.



## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by a Councilor the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.3. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Council's monthly meeting. The council shall review the schedule for compliance and having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.4. A councillor will be required shall examine invoices for arithmetical accuracy and against the authorised payment list. They will initial each invoice to confirm it has been checked.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
  - c) fund transfers within the councils banking arrangements up to the sum of £10,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - d) Other circumstances which arise, are within the expenditure limit for the budget and are reported to Council including card payments
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise

payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants Council shall approve expenditure within set limits and in accordance with its policy statement. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by electronic BACS payments to the council's bank.
- 6.4. Electronic payments will be in accordance with the schedule as presented to council or committee shall be signed by one member of council and the invoices countersigned by the a further member. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. Payments will be entered onto the system by the clerk at the earliest point following the approval process. The payments when entered onto the system will on occasion have a delayed payment date such as for salary payments. Payments will need to be approved by an authorised signatory set out on the Councils mandate. When payments are approved they should be cross referenced with the agreed scheduled of payments. Any incorrect payments should be referred back to the Clerk.

- 6.6. Payments will not normally be presented for approval other than at a council or committee meeting. Any approval obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.8. The Bank will issue security information to those authorised to undertake electronic banking on the mandate. The information is specific to the individual and is their responsibility to keep secure. Any known breaches must be reported immediately to the bank and to the Clerk. Details of the Clerks security clearance are retained in the Councils safe in a sealed envelope and should only be opened to enable business continuity. The envelope can only be opened by the Chairman of Council in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.9. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. 3 The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts.
- 6.13. Access to any internet banking accounts will be directly to the access page which should be saved under "favourites", not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. An annual review suppliers details will be undertaken and changes reported to Council.
- 6.15. Any Debit Card with pin a number will be specifically restricted to the Clerk and used for transactions of £500 or less unless authorised by council or committee before any order is placed.

- 6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the RFO
- 6.17. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded. This record is not for public use inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or

- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. 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:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.
  - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a

specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], <sup>4</sup> [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)]**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]



### **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

### **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

2 The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

<sup>4</sup> Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

\* \* \*

## **Notes to the Model.**

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(a) and (b)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

**© NALC 2016**

**AGENDA ITEM  
10**

**GDPR Issues and Timetables**

Date: 14.05.18

Council

1) Agenda item: GDPR Issues and Timetable

---

**DECISION: TO APPROVE THE WAY FORWARD WITH PREPARING FOR THE GDPR AND TO APPOINT THE RESOURCES WORKING GROUP TO REVIEW PROGRESS WITH COMPLIANCE.**

---

**INTRODUCTION**

The deadline for the new regulations relating to the use and retention of personal data is looming. The regulations build on the current Data Protection legislation although it has a stronger focus on consent, transparency and accountability. Our approach will need to incorporate these.

**CONTENT**

The agenda pack includes the NALC Toolkit which provides both a policy overview and the templates and checklists to ensure compliance. Members need to familiarise themselves with the regulations and the implications of the regulation in performing the role of councillor.

The key changes are as follows:

- Changes to how consent can be obtained from data subjects for the use of their data. For example, data subjects have to explicitly 'opt in' to allowing their data to be shared, and it must be made clear for what purpose their data is being used.
- Data subjects have new rights, such as data portability and the right to be forgotten.
- Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.
- Sanctions over sharing data outside the European Economic Area ("EEA") will be strengthened. this requires councils to ensure appropriate privacy safeguards are in place with organisations (e.g. a business hosting and maintaining the council's server) holding data outside the EEA or that the 'importer' of data is on a list of countries which the European union has deemed to have adequate protection for citizens regarding data protection.
- All councillors, managers and other relevant staff MUST HAVE SUITABLE TRAINING AND AWARENESS as well as additional sources of guidance and support when required.
- Conducting DATA PROTECTION IMPACT ASSESSMENTS (dpias) in order to design data privacy into any new systems and processes will often be mandatory e.g. if new

technology is deployed, where there is processing on a large scale of 'sensitive personal data', or if profiling is performed which will have an impact on individuals.

- COUNCILS AND PARISH MEETINGS WILL NEED TO APPOINT A data protection officer.
- DATA BREACHES must be reported (where this is required) to the ICO within 72 hours of the breach
- A NEW PRINCIPLE OF ACCOUNTABILITY puts the compliance burden on councils, requiring them to produce and maintain documents that demonstrate what actions have been taken to achieve compliance.

## **SPECIFIC ISSUES**

A copy of the Councils new Information and Data Protection Policy is attached on the agenda. This embodies key aspects of the regulations. Once all the work has concluded it will need to be reviewed.

Responsibility for overseeing the implementation of the regulations as well as on going compliance will sit with the Resources Working Group which has had its Terms of Reference expanded to accommodate this. The Council will act as the Data Controller delegating responsibility to the working Group.

The Data Officer will be the Clerk although there are ongoing discussions with the ICO about how this will work for small organisations. It could be subject to change. See email from Halc on the subject.

In order for Councillors to be compliant, you will need to do the following; ensure that the Hamble Parish Council email addresses take council mail to a separate account set up for the purpose. Personal and Parish emails need to be separated. Support will be provided in doing this if needed.

Emails, contact details or text messages that relate to council business need to be removed from private accounts and either deleted or forwarded to the new parish account. If you are acting on behalf of a parishioner in future you must seek their consent before forwarding any of their details to a third party – ie a query about a Highways issue should not be forwarded to HCC without asking consent first.

Where breaches of this nature occur the Clerk must be informed immediately so that it can be correctly reported. Similarly if you believe you should have received correspondence from the office which contains personal data and it doesn't arrive this will need to be investigated and potentially reported.

## **NEXT STEPS**

The Nalc guidance sets out key activities to work through over the next few weeks. There is also a check list to work through.

Staff are trained and will be completing a data audit in the next 2 weeks. Members should be aware that as a result of these changes significant amounts of data will be removed and the retention policy revised. It will come back for further approval.

Work to ensure that staff information is being dealt with appropriately will be a priority. The Council is this month transferring to a new payroll provider and arrangements to ensure that personal financial information can be dealt with securely will be developed. The first step in this has been the creation of email accounts for all staff to enable secure emails and access to secure web pages through self-service.

Privacy statement will need to be developed and residents contacted to opt in to having their data retained.

The Resources Working Group will be tasked with overseeing preparation and compliance with the new regulations and will update Council on progress.

#### Appendices

NALC Toolkit

Information and Data Protection Policy

Email from Halc



## **HAMBLE PARISH COUNCIL**

### **Information & Data Protection Policy**

#### **Introduction**

In order to conduct its business, services and duties, Hamble Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Hamble Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.

The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioner's Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Council's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

#### **Protecting Confidential or Sensitive Information**

Hamble Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25<sup>th</sup> May 2018 and will, like the the Data Protection Act 1998 before them, seek to strike a balance between

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

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

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

**Data Protection Terminology**

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

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

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

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

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

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

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

- organising, adapting or altering it

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

Hamble Parish Council processes **personal data** in order to:

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

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

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

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

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

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

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

The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk.

- Email: [clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)
- Phone: 02380453422
- Correspondence: The Clerk, Parish Office, Hamble Memorial Village Hall, 2 High Street, Hamble SO31 4JE
- The Data Protection Officer is also the Clerk.

**Diversity Monitoring**

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

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

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

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

**Information provided to us**

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

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

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

### **Information Security**

The Council seeks to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

### **Children**

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

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

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

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

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

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

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

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

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### **Making Information Available**

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and

administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chair, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

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

### **Disclosure Information**

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

### **Data Transparency**

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

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

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

The principles of the Code are:

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

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

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

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

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council:

Review Date:

**AGENDA ITEM  
11**

**Update on the new Website**



## Hamble le Rice Parish Council

Agenda item: 11

Date: 10/05/2018

Subject of report: Update on new Website

**Purpose of report:** To provide an update on the building and provision of the new website and the process required before the site can go live.

**Decision:** Note progress

### Introduction

- As previously decided, Hugo Fox will now host the Parish Council website free of charge and this will be built using their online software. Although the website is free to host, there were other cost considerations.
- Notice has been given to the current supplier to end website support and hosting on 31/05/18 with payment due up to and including this period only.
- The current supplier will continue to host the Parish Council's domain address which expires in January 2019. This would've been charged at the last renewal (likely January 2017).
- The current supplier will also continue to host councillor email accounts.
- An outline plan has been produced which details the pages that the new website will include and work has begun on creating the pages and adding content, mainly historical meeting documents.

### Costs

Item	Current Provider	Current Cost	New Provider	New Cost	Notes
Website Hosting	Vision ICT	£295/year	Hugo Fox	No Cost	Current contract was March 2018 to February 2019 but have agreed to end the contract on 31/05/2018 owing only pro-rata cost of £73.75.
Domain Hosting	Vision ICT	£75/two-years	Current provider to continue.		Paid in advance for the period January 2017-19.
Email Hosting & Support	Vision ICT	£180/year	Current provider to continue.		Includes virus protection & anti-spam filtering. Cost for 12 councillor email accounts. Contract due for renewal February 2019.

Website = the actual pages which will be displayed

Domain = the address used to access the website ([www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk))

## Resources

### Other considerations

#### Website & Domain Hosting

Hugo Fox will host the website free of charge however, the domain name (www.hambleparishcouncil.gov.uk) will still need to be renewed separately at a cost as Hugo Fox do not provide this.

It was also decided to keep the .gov.uk domain suffix for two reasons:

1. It has been paid for in advance up to 14<sup>th</sup> January 2019; and
2. To provide reassurance to website users and those emailing councillors that they're using an official method as .gov.uk is widely recognised and trusted.

In advance of the domain renewal being due, this will be reassessed and quotes sought from different suppliers to ensure value for money.

The main advantage, in addition to the reduction in cost, is the Parish Office will be able to update the website instantly via a Hugo Fox portal, allowing more control and faster uploading of new content or amending existing content.

#### Limitations

Some limitations, as an example, compared to current features are:

- About 'Us' and 'Contact' pages cannot be renamed. About us layout is adaptable and can be edited as with other pages, however the Contact page can not.
- Some layout features have been found to not display correctly on mobile devices, so the use of these features will need to be avoided wherever possible.
- Page names have a character limit.

#### EMAILS

It has been decided to remain with the current supplier, at least while still in contract, although comparison costs have been sought from other providers, for the features currently included the current supplier is considered good value for money.

There are free options available from another supplier, but further work is required to ascertain their suitability as there are storage limits. The Parish Council will also need to ensure the free option meets security, virus protection and spam filtering requirements.

To meet GDPR requirements, councillors must keep their council emails completely separate from their personal emails. This means that emails can no longer be forwarded to personal accounts and must be accessed and stored in inboxes which are completely separate from their personal emails. Councillors whose council emails are being automatically forwarded have been identified and a process has begun to rectify this.

### **Remaining Actions and Next Steps**

Before 31/05/2018 all pages of the website will need to have been created and information uploaded so the new site can go live before the current site expires.

The outline plan is still to be agreed by members, but the current plan will be worked to in the meantime as pages and their location can be altered at any time (with some exceptions that are set by Hugo Fox so cannot be altered in any case).

### **Conclusion**

Vision ICT will continue to provide hosting for councillor email accounts but will cease to provide our website hosting and support. Hugo Fox will host the Parish Council website free of charge.

Work will continue on the building of the website to ensure that it is ready to go live before 31/05/2018 deadline.

Email accounts will be set up to ensure GDPR compliance and councillors who need to make amendments will be given instruction and/or support to apply this process.

The new website, although has certain limits (some of which workarounds have been identified), will be beneficial for the cost reduction and as the Parish Council will have more control over the updating and amending of the content timelier.

**AGENDA ITEM  
12**

**Clerk's Report**

Date: 14.05.18  
Council  
Agenda item: Clerks report

To agree payment up to the value of £500.00 for the purchase of equipment (para 1)

To agree payment of subscriptions to HALC and SLCC totaling £1,109.00 (para 2)

To note the loss of £8750 worth of income from the EE telecoms mast project (para 3)

---

1. The Ergonomist has been out on site and has assessed the two workstations. The final report is awaited. The recommendations fall into 2 categories: behavior change and equipment purchase. No furniture was required. The items to be purchased fall are as follows:

Keyboard x1	Blue tooth headset x1
Blue tooth mouse x1	YoYo Vari desk x 1
Number pad x1	Document holder x2

The total cost should be within £500. Approval is sought to purchase the equipment up to a value of £500.00 if it exceeds this amount a further update will be made to the next meeting.

2. Subscription fees for SLCC (for the Clerk) and HALC are due. The combined cost is £1,109.00. Invoices are attached.

3. EE phone mast – we have received confirmation that EE will not be proceeding with the telecoms mast. The Council will invoice for legal costs paid up to £2,500. Expert advice suggests that there is no certainty that other providers will be interested in the site as the sites are provider sensitive. Furthermore, the impact of the telecoms changes has resulted in revaluations within the sector with as little as £50 fixed as a disturbance payment. Members should note that £8,750 worth of income was included in this year's budget and as a result, we will be starting the year with this gap in our income budget. Members are asked consider what if anything they want to do with the site in the short term?

4. The lease, under lease and compensation payment from Hamble Life Boat Station should be completed by no later than 18<sup>th</sup> May 2018. The Clerk will update Council in the meeting

5. The Valuation Office have attended a site meeting to commence the revaluation of the rent for the Beach Hut Café and a report is anticipated towards the end of the month. A process of negotiation may follow.

6. The Cleaning contract for the Foreshore toilets has now been signed and the service commenced from the 8<sup>th</sup> May 2018. The contractor will supply materials and invoice the Council. This ensures that the contractor is responsible for the COSHH assessments.

7. Members of the Planning Committee met with Eastleigh Borough Council to consider the issues raised by residents adjoining Riverside Caravan site. A further meeting between EBC and residents is to follow.

8. A successful meeting has taken place with Hamble Conservation Volunteers to look at how they could help with HPC sites and support that the Council could offer them with the work they do across the village, in the short term we are keen to understand how we can support them in return for them assisting with some of our key sites.

9. Dinghy Park Working Group met again and a further site inspection was carried out. Work on the priorities for the DPWG is continuing.

10. A draft Management Agreement for the Mercury is ready for discussion between the key parties. The first formal engagement with volunteers will take place on 11.05.18 with a trip to Weston Library.

11. Work has started at Coronation Parade for the new layby in Coach Road. The Council will make payment of its contribution when the main works contract is in place.

12. Car Park income looks set to increase due to the additional 6+ hourly charges as well as RingGo. In February 110 people used RingGo for payment with this increasing to 143 in March. The App not only is a convenient method of payment it also identifies the car park to visitors which is useful in the absence of any signage in The Square. The income for the 2 months was £668.90 which when charges were paid was £484.22.

In Agenda folder for  
14/5

# Hampshire Association of Local Councils



President : Professor John Denham FRSA

Chief Executive : Steven M Lugg

## TAX INVOICE

HAMBLE LE RICE PARISH COUNCIL  
Attention: Jeanette Symes  
Memorial Hall High Street  
Hamble le Rice  
SOUTHAMPTON  
Hampshire  
SO31 4JE  
UNITED KINGDOM

### Invoice Date

02 Apr 2018

### Invoice Number

INV-2450

### Reference

### VAT Number

989005388

Description	Quantity	Unit Price	VAT	Amount GBP
Affiliation, HALC Affiliation Fees 2018/19	1.00	583.00	No VAT	583.00
NALC, NALC Levy 2018/19	1.00	246.00	No VAT	246.00
			Subtotal	829.00
			Total No VAT	0.00
			Invoice Total GBP	829.00
			Total Net Payments GBP	0.00
			Amount Due GBP	829.00

**Payment Due 30 days from date of invoice**

**To address below or to**

**Co-Op 08-92-99 65349447**

---

Hampshire Association of Local Councils Ltd  
Registered Office : c/o Eastleigh Borough Council, Floor 2 Eastleigh House  
Upper Market Street, Eastleigh SO50 9YN Tel : 023 8068 8061  
Email : [HampshireALC@eastleigh.gov.uk](mailto:HampshireALC@eastleigh.gov.uk) Website : [www.HampshireALC.org.uk](http://www.HampshireALC.org.uk)  
Registered in England, Company Number : 6879309



# Hampshire Association of Local Councils Ltd

President: Professor John Denham FRSA

Chief Executive: Steven M Lugg PG Dip. CMgr FCMI FSLCC

Membership Document for the year 1<sup>st</sup> April 2018 to 31 March 2019

**Name of Council :** \_\_\_\_\_ Parish / Town Council

## Legal Rights :

As per the Memorandum and Articles of the Company, the member council agrees to be bound by the regulations therein.

Every member council is entitled to send representatives to the meetings of its District Association.

Each District Association shall select four members to become the representatives to the Company Board, one of whom shall be the Director for that district.

Every Member Council shall have the right to attend and vote at the Company AGM

- provided that the affiliation fees for the current year have been paid before 1<sup>st</sup> of July of that year
- provided that all other fees from the Company have been paid within the 30 day terms

## Membership Rights :

Every member council with voting rights will be given access details for the relevant information pages on the Company website.

The members and officers of every member council shall have the right to seek advice and support from the officers of the Company in matters pertaining to the running of the council.

The Company reserves the right to charge for training and advice that it deems outside the amount provided by the affiliation fee.

## Member and Company Obligations :

Both members and the Company shall treat each other in accordance with the Seven Principles of Public Life and all current regulations and legislation.

No member shall ask the Company to assist them in acting in a manner that is Ultra Vires to the legislative framework governing Local Councils.

## Complaints :

If a member council is deemed by the board to no longer be a qualified member of the Company, they may be excluded as per the legal framework of the Company.

If a member of the Company has a complaint against the Company, it shall be taken up according to the published complaints procedure.

## Confirmation :

Payment of the affiliation fees shall be deemed as acceptance of these terms.

The Council's minute reference on which the payment is approved should be noted.

Signed on behalf of the Company

Handwritten signature of Steven Lugg.

Chief Executive  
Steven Lugg

Handwritten signature of Eleanor Greene.

Secretary  
Eleanor Greene

Handwritten signature of Mike Evans.

Chairman  
Mike Evans

Minute Reference of approval by the Council \_\_\_\_\_ dated \_\_\_\_\_



**AGENDA ITEM  
13**

**Recommendations  
from Asset Management Committee**

## MINUTES OF THE ASSET MANAGEMENT COMMITTEE

TUESDAY 08.05.18

### PRESENT:

(Chair) Councillor Cross, Schofield, Thompson and Underdown

Clerk

Apologies for absence were received from Cllr Woodall

---

### RESOLVED ITEMS

#### 01. MINUTES

The minutes of the last meeting of the Committee were proposed by Cllr Underdown, seconded by Cllr Thompson and agreed.

#### 02. PUBLIC PARTICIPATION

No public representation

#### 03. DECLARATIONS OF INTEREST

Cllr Underdown – Foreshore and Dinghy Park

#### 04. HAMBLE VILLAGE MEMORIAL HALL

The Clerk had circulated the response from the Chairman of the HVMH and outlined the discussions with the Chair and the manager both before and after the latest Trustees meeting. The Clerk outlined the issues linked to the DDA compliance issue and the proposal to create a formal reception area in the hall with the Parish offering a management service to the Hall for their customers.

Members felt that the current position with the trustees was not altogether clear and that they would not wish to embark on works to the reception area without certainty about how HVMH enquiries would be handled in the future. The committee considered the alternative of creating a reception directly from the car park for its customers, which would avoid changes to the entrance area. Consent would be needed for an enlarged side entrance.

**It was proposed by Cllr Underdown and seconded by Cllr Schofield and RESOLVED TO**

**(1) Refer the matter to Council for discussion**

#### 05. FRIENDS OF WESTFIELD COMMON (FWC)

Cllr Cross briefed the Committee on the inaugural meeting of the FWC and the issues that were raised.

Members welcomed the interest from the community and suggested that the group seek to devise an annual plan with key activities identified. Some support for some tasks could come from the Community Payback Team.

The Committee was keen to ensure that the group focuses on management issues of the area focusing on tidying the area up and improving the habitat. There was a discussion about the date and time of the next meeting and possible work projects.

Cllr Cross would produce information to go into the next edition of the magazine to promote the group and the date of the next meeting.

06. DINGHY PARK WORK GROUP

Cllrs Underdown and Cross-briefed the group on the latest meeting. There was a further discussion about the lack of agreement on a location for a new tap and the problems arising as a result of the other being out of use. It was agreed that the Chair would contact the DPWG after the meeting to confirm that the current tap would be replaced pending other work on the replacement.

The Committee also considered a case that was presented to the DPWG and to the Committee where an applicant had applied for a dinghy space but had failed to contact the Council despite numerous requests. It was felt that an application had been made in this person's name to secure a space in the DP at the local discount rate. The Committee considered the policy, which could bar the person from being able to access the DP for 5 years. The Clerk cautioned that the issue was with the wider family not the applicant but there was insufficient evidence of wrongdoing. The Committee then explored possible options for policy change next year. A report on the case will be made at the next meeting.

07. BARTLETTS FIELD PLAYGROUND

It was agreed that the Clerk would draft a specification for the replacement equipment to go out to tender and to present to the next meeting. The tenderers would be requested to undertake consultation on their scheme if they are selected for consideration.

08. TPO

Members noted the order but were keen that the address was checked as it didn't seem right.

09. COMMUNITY PAY BACK

A list of potential projects was considered and members informed that we were starting with the decorating of Mount Pleasant. Further updates will follow.

10. PARISH ONLINE – OS TOOL

Members had seen material produced during the months trial and were supportive of buying the license subscription for the year.

**It was proposed by Cllr Thompson and seconded by Cllr Schofield and RESOLVED TO**

**(1) Subscribe to Parish Online at a cost of £240.00 for 12 months.**

11. ZURICH PLAYGROUND INSPECTIONS

As part of the annual insurance cover Zurich produced a report setting out works needed to our play equipment. Members noted the list of actions, commented on the difficult nature of the report and ask the Head Grounds man to confirm when the works were done.

12. DISPOSALS UPDATE

Clerk confirmed that items were being advertised for sale and bids would come back to a future meeting.

13. EXEMPT BUSINESS

**It was proposed by Cllr Underdown and seconded by Cllr Thompson TO MOVE TO EXEMPT BUSINESS**

14. MEMORIAL TREE

the application for a memorial tree at the Foreshore subject to the Head Groundsman identifying a suitable tree that would not obstruct views of the public facilities.

**It was proposed by Cllr Thompson and seconded by Cllr Schofield and RESOVLED TO**

**(1) approve the request for a memorial tree at the Foreshore following the application dated the 17.04.18.**

Meeting closed 11:45am

**AGENDA ITEM  
14**

**Finance & Payments**

At : 12:22

## Bank Reconciliation up to - 30/04/2018 for Cash Book No 1 - Barclays Current A/C 070978787

<u>Date</u>	<u>Cheq/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/04/2018	APR02	7,120.62		7,120.62		R	Staff Salaries
03/04/2018	DCAPR01	17.98		17.98		R	Euroflorist
03/04/2018	DDAPR01	83.03		83.03		R	BRITISH GAS BUSINESS
03/04/2018	DDAPR02	112.60		112.60		R	ALLSTAR
03/04/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
03/04/2018	Receipt		288.00	288.00		R	Receipt(s) Banked
03/04/2018	Receipt		370.00	370.00		R	Receipt(s) Banked
03/04/2018	Receipt		285.15	285.15		R	Receipt(s) Banked
03/04/2018	Receipt		110.00	110.00		R	Receipt(s) Banked
03/04/2018	Receipt		66.00	66.00		R	Receipt(s) Banked
03/04/2018	Receipt		12,087.94	12,087.94		R	Receipt(s) Banked
05/04/2018	DCAPR02	6.40		6.40		R	Co-Op
05/04/2018	APR01	321.35		321.35		R	BT
05/04/2018	APR01X	-321.35		-321.35		R	BT Correction
05/04/2018	Receipt		502.35	502.35		R	Receipt(s) Banked
05/04/2018	Receipt		251.30	251.30		R	Receipt(s) Banked
05/04/2018	Receipt		321.35	321.35		R	Receipt(s) Banked
06/04/2018	Comm Chrg	39.07		39.07		R	Barclays Bank - Commission Cha
06/04/2018	Receipt		30.00	30.00		R	Receipt(s) Banked
07/04/2018	Receipt		21.00	21.00		R	Receipt(s) Banked
09/04/2018	DCAPR03	15.00		15.00		R	Post Office
09/04/2018	Receipt		3,771.60	3,771.60		R	Receipt(s) Banked
09/04/2018	Receipt		5.00	5.00		R	Receipt(s) Banked
10/04/2018	DDAPR03	239.59		239.59		R	OPUS ENERGY
11/04/2018	Receipt		1,762.67	1,762.67		R	Receipt(s) Banked
12/04/2018	DDAPR04	45.48		45.48		R	SGW PAYROLL LTD
12/04/2018	Receipt		563.40	563.40		R	Receipt(s) Banked
12/04/2018	Receipt		81.00	81.00		R	Receipt(s) Banked
16/04/2018	DDAPR05	29.00		29.00		R	OPUS ENERGY
16/04/2018	DDAPR06	153.01		153.01		R	OPUS ENERGY
16/04/2018	Receipt		453.00	453.00		R	Receipt(s) Banked
16/04/2018	Receipt		316.60	316.60		R	Receipt(s) Banked
17/04/2018	Receipt		110.00	110.00		R	Receipt(s) Banked
18/04/2018	DCAPR04	0.52		0.52		R	Co-op
18/04/2018	APR03	2,915.01		2,915.01		R	HMRC PAYE/nic
18/04/2018	APR04	3,056.93		3,056.93		R	Hampshire Pension
19/04/2018	DCAPR05	18.49		18.49		R	Tesco
19/04/2018	Receipt		288.00	288.00		R	Receipt(s) Banked
19/04/2018	Receipt		27.00	27.00		R	Receipt(s) Banked
20/04/2018	Receipt		524.00	524.00		R	Receipt(s) Banked
20/04/2018	Receipt		150.00	150.00		R	Receipt(s) Banked
20/04/2018	Receipt		10.00	10.00		R	Receipt(s) Banked
23/04/2018	DDAPR07	45.48		45.48		R	SGW PAYROLL LTD
23/04/2018	DCAPR06	1.68		1.68		R	Post Office
23/04/2018	Receipt		689.65	689.65		R	Receipt(s) Banked
23/04/2018	Receipt		35.00	35.00		R	Receipt(s) Banked
24/04/2018	Receipt		63.18	63.18		R	Receipt(s) Banked
25/04/2018	DDAPR08	86.90		86.90		R	ALLSTAR

At : 12:22

## Bank Reconciliation up to - 30/04/2018 for Cash Book No 1 - Barclays Current A/C 070978787

<u>Date</u>	<u>Cheq/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
26/04/2018	DDAPR09	144.22		144.22		R <input checked="" type="checkbox"/>	Business Stream
26/04/2018	Receipt		72.00	72.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/04/2018	ATAPR09	823.20		823.20		R <input checked="" type="checkbox"/>	Oakes Bros. Ltd
27/04/2018	BTAP01	10.28		10.28		R <input checked="" type="checkbox"/>	TRADE UK (B&Q)
27/04/2018	BTAPR01	49.76		49.76		R <input checked="" type="checkbox"/>	TMOBILE UK LTD
27/04/2018	BTAPR03	83.77		83.77		R <input checked="" type="checkbox"/>	JEWSON LTD
27/04/2018	BTAPR04	110.80		110.80		R <input checked="" type="checkbox"/>	JACKIE PANAKIS
27/04/2018	BTAPR05	141.88		141.88		R <input checked="" type="checkbox"/>	CANON UK LTD
27/04/2018	BTAPR06	145.56		145.56		R <input checked="" type="checkbox"/>	ENGRAVING & SIGN SOLUTIONS LTD
27/04/2018	BTAPR07	151.98		151.98		R <input checked="" type="checkbox"/>	ZURICH MUNICIPAL
27/04/2018	BTAPR08	246.00		246.00		R <input checked="" type="checkbox"/>	CARRERA
27/04/2018	BTAPR10	840.00		840.00		R <input checked="" type="checkbox"/>	DESIGN & PRINT
27/04/2018	BTAPR11	132.00		132.00		R <input checked="" type="checkbox"/>	S Vaill
27/04/2018	BTAPR12	163.00		163.00		R <input checked="" type="checkbox"/>	E Britton - Phoenix Taxis
27/04/2018	APR05	8,551.87		8,551.87		R <input checked="" type="checkbox"/>	Staff Salaries
27/04/2018	Receipt		283.60	283.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/04/2018	Receipt		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/04/2018	DDAPR10	390.04		390.04		R <input checked="" type="checkbox"/>	SHB VEHICLE HIRE & MAINTENANCE
30/04/2018	DCAPR07	30.00		30.00		R <input checked="" type="checkbox"/>	SLCC
30/04/2018	Receipt		362.70		362.70	<input type="checkbox"/>	Receipt(s) Banked
30/04/2018	Receipt		114,413.98	114,413.98		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/04/2018	Receipt		66.00	66.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>26,001.15</u>	<u>138,675.47</u>				

**Bank Reconciliation Statement as at: 30/04/2018 for Cash Book 1 Barclays Current A/C 070978787**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current - 70978787	30/04/2018	4	196,646.19
			<u>196,646.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			196,646.19
<u>Receipts not Banked/Cleared (Plus)</u>			
30/04/2018		362.70	
			<u>362.70</u>
			197,008.89
		<b>Balance per Cash Book is :-</b>	<b>197,008.89</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Finance Overview - April 2018

Bank Balance – main account	£196,646.19
Money in	£138,312.77
Money Out	£26,001.15
Debit card payments	£90.07
Total salaries	March £7120.62 April £8551.87
Employer Nat Insurance	£2915.01
Employer Pension Contributions	£3056.93
Petty cash balance	£87.33
Balance – reserve account	£141,002.42

### Debit Card Payments

Euroflorist	£17.98
Co-op	£6.40
Post Office	£15.00
Co-op	£0.52
Tesco	£18.49
Post Office	£1.68
SICC	£30.00

The March salaries were processed by the office before the end of March however due to the Bank Holiday the debit was not processed out of the account until 3<sup>rd</sup> April.

### Exceptional Income

£12,087.94 Revenue Support Grant from EBC

£114,413.98 Precept from Eastleigh Borough Council

Items marked with a \* are disputed invoices.

<u>Date</u>	<u>Invoice</u>	<u>Supplier</u>	<u>Account</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
21/09/17	* 2356589	EBC	E02	10,000.00	0.00	10,000.00	10,000.00
<del>11/12/17</del>	<del>2373333</del>	<del>EBC</del>	<del>E02</del>	<del>232.50</del>	<del>43.50</del>	<del>276.00</del>	<del>276.00</del>
28/12/17	2382687	EBC	E02	33.84	6.77	40.61	40.61 ✓
31/12/17	17-18	PA BUSINESS SER	PA01	595.00	0.00	595.00	595.00 ✓
02/01/18	2635	ENGRAVING	E020	29.95	5.99	35.94	35.94 ✓
02/01/18	7558	VISION ICT	V010	475.00	95.00	570.00	570.00 ✓
04/01/18	V01441634367	TMOBILE	T06	33.61	6.72	40.33	40.33 ✓
05/01/18	2389363	EBC	E02	828.86	0.00	828.86	828.86 ✓
05/01/18	58065807	HCC	H04	1.52	0.30	1.82	1.82 ✓
09/01/18	130853	CALE BRIPARC	C04	80.00	16.00	96.00	96.00 ✓
10/01/18	10675	P&R ELECTRICAL	P010	1,833.69	366.74	2,200.43	2,200.43 ✓
15/01/18	128957	CARRERA	C010	127.00	25.40	152.40	152.40 ✓
15/01/18	129055	CARRERA	C010	205.32	41.06	246.38	246.38 ✓
18/01/18	156347	JEWSON	J03	47.70	9.54	57.24	57.24 ✓
18/01/18	1801/013	DESIGN & PRINT	D04	840.00	0.00	840.00	840.00 ✓
18/01/18	18/1	BARCLAYS BANK	BB01	38.16	0.00	38.16	38.16 ✓
18/01/18	156386	JEWSON	J03	47.70	9.54	57.24	57.24 ✓
23/01/18	2666	ENGRAVING	E020	150.14	30.03	180.17	180.17 ✓
23/01/18	2754099/2	BUSINESS STREAM	BS02	96.88	0.00	96.88	96.88 ✓
24/01/18	12-17/18	JACKIE PANAKIS	J02	105.00	0.00	105.00	105.00 ✓
25/01/18	2773148/3	BUSINESS STREAM	BS02	317.23	0.00	317.23	317.23 ✓
29/01/18	219	ARCADIAN	AE01	1,250.00	250.00	1,500.00	1,500.00 ✓
31/01/18	31/1	BRADBURY-KNIGHT	BK01	165.75	0.00	165.75	165.75 ✓
				<b>17,534.85</b>	<b>909.59</b>	<b>18,444.44</b>	<b>18,444.44</b>

*Tannie Dazk*  
16/2/18.

At : 14:51

## Bank Reconciliation up to - 31/01/2018 for Cash Book No 1 - Barclays Current A/C 070978787

<u>Date</u>	<u>Cheq/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
29/12/2017	Receipt		389.25	389.25		R	Receipt(s) Banked
02/01/2018	DCJAN07	6.27		6.27		R	INDEED
02/01/2018	Receipt		200.00	200.00		R	Receipt(s) Banked
02/01/2018	Receipt		120.00	120.00		R	Receipt(s) Banked
03/01/2018	DDJAN01	74.84		74.84		R	BRITISH GAS BUSINESS
03/01/2018	Receipt		812.00	812.00		R	Receipt(s) Banked
03/01/2018	Receipt		70.00	70.00		R	Receipt(s) Banked
03/01/2018	Receipt		66.00	66.00		R	Receipt(s) Banked
03/01/2018	Receipt		12.30	12.30		R	Receipt(s) Banked
04/01/2018	Receipt		145.00	145.00		R	Receipt(s) Banked
08/01/2018	Receipt		100.32	100.32		R	Receipt(s) Banked
08/01/2018	Receipt		296.00	296.00		R	Receipt(s) Banked
08/01/2018	Receipt		213.70	213.70		R	Receipt(s) Banked
08/01/2018	Receipt		132.40	132.40		R	Receipt(s) Banked
08/01/2018	Receipt		110.00	110.00		R	Receipt(s) Banked
09/01/2018	JANTFR01	48.99		48.99		R	Barclays Bank - Commission Cha
09/01/2018	DDJAN02	175.43		175.43		R	OPUS ENERGY
10/01/2018	DCJAN05	2.60		2.60		R	Eastleigh Borough Council
12/01/2018	JANBT02	20.40		20.40		R	HAMPSHIRE COUNTY COUNCIL
12/01/2018	JANBT03	50.56		50.56		R	TMOBILE UK LTD
12/01/2018	JANBT04	52.50		52.50		R	JACKIE PANAKIS
12/01/2018	JANBT05	119.00		119.00		R	Lisa Bradbury-knight
12/01/2018	JANBT06	284.88		284.88		R	RFW Plumbing & Heating
12/01/2018	JANBT07	383.63		383.63		R	CANON UK LTD
12/01/2018	JANBT08	398.78		398.78		R	CARRERA
12/01/2018	JANBT09	471.00		471.00		R	Classic Fire & Security Ltd
12/01/2018	JANBT10	509.90		509.90		R	Alliance UK Cleaning Services
12/01/2018	JANBT11	1,104.00		1,104.00		R	HAMBLE VILLAGE MEMORIAL HALL
12/01/2018	JANBT12	2,211.24		2,211.24		R	HAMPSHIRE COUNTY COUNCIL
12/01/2018	9278	36.00		36.00		R	Phipps Taxis
12/01/2018	BTJAN07A	0.01		0.01		R	CANON UK LTD
12/01/2018	Receipt		432.15	432.15		R	Receipt(s) Banked
15/01/2018	JANBT13	450.00		450.00		R	Hamble Valley Garden Services
15/01/2018	DDJAN01	312.76		312.76		R	OPUS ENERGY
15/01/2018	Receipt		60.00	60.00		R	Receipt(s) Banked
16/01/2018	DCJAN03	50.76		50.76		R	EASTLEIGH BOROUGH COUNCIL
16/01/2018	DCJAN04	39.90		39.90		R	Tesco
16/01/2018	Receipt		233.33	233.33		R	Receipt(s) Banked
16/01/2018	Receipt		66.00	66.00		R	Receipt(s) Banked
17/01/2018	JANBT01	4.89		4.89		R	TRADE UK (B&Q)
17/01/2018	Receipt		150.00	150.00		R	Receipt(s) Banked
18/01/2018	TFRJAN02	2,265.15		2,265.15		R	HMRC PAYE/Nic
18/01/2018	2479.48	2,479.48		2,479.48		R	Hampshire Pension
18/01/2018	Receipt		70.00	70.00		R	Receipt(s) Banked
19/01/2018	DCJAN06	4.45		4.45		R	Co-Op
19/01/2018	Receipt		330.00	330.00		R	Receipt(s) Banked
19/01/2018	Receipt		12.00	12.00		R	Receipt(s) Banked
22/01/2018	Receipt		144.00	144.00		R	Receipt(s) Banked

[illegible]