



Hamble-le- Rice Parish Council

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE
02380453422 clerk@hamblepc.org.uk 02380453422

The Annual meeting of the Parish Council will be held on Monday 22nd May 2017 7.00pm at Roy Underdown Pavilion, Baron Road, Hamble-le-Rice

AGENDA

1. Apologies for absence
2. Declaration of interest and approved dispensations
3. To approve minutes of the Full Council Meeting 8th May 2017
4. Public Session:

Community and Partnership

5. Planning –

F/17/80344	Single storey side and rear extensions 55 Astral Gardens, Hamble-Le-Rice, Southampton, SO31 4RQ	DEL
F/17/80383	Two storey and single storey rear extensions 16 Beech Gardens, Hamble-Le-Rice, Southampton, SO31 4LF	DEL
O/17/80319	Outline application: development of up to 70 dwellings with associated access, public open space, landscaping and amenity areas (all matters reserved except for access) Satchell Lane, Hamble le Rice, Southampton	

Parish Council Assets

6. Tyro league goal post acquisition and grant process
7. Dinghy Park contravention
8. Grass cutting- additional contract
9. Roy Underdown Pavilion hire agreement
10. EE phone mast

Finance

11. Insurance renewal
12. End of year audit

Update reports on:

13. Coronation Parade Improvements - 26/52/16
14. Hamble Lifeboat - 52/2/15
15. CPF Storage Building Project - 477/111/16
16. Correspondence relating to Council matters including:-
 - a) From Eastleigh Borough Council -
 - b) From Hampshire County Council.-
 - c) Other correspondence -

Exempt Business - To propose and pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

At this meeting these matters will include the following:

17. Parish Council office accommodation and Hamble Village Memorial Hall.

Amanda Jobling
Clerk to the Parish Council

Date 17th May 2017

Hamble Le Rice Parish Council

Bank Reconciliation as at

31/03/17

Current Account	Barclays	70978787 Sheet	600	62118.04	
		o/s cheques		9046.36	
					53071.68
Savings	Barclays Reserve Account	60854980	161		140958.41
	Eastleigh Borough Council	L5386	0		118082.36
Petty Cash		tin			122.42
					312234.87

Local Councils in England and Wales

Annual Return For the Year Ended 31st March 2017

Hamble le Rice Town Council

Section 1 - the Statement of Accounts - Analytical Review of Entries

Box No	Title	31/03/16 £	31/03/17 £	% Inc/Dec %	Comment
1	Balances brought forward	274,410	299,383	8%	
2	(+) Annual Precept	209,959	212,453	1%	
3	(+) Total Other Receipts	113,778	103,721	-10%	
4	(-) Staff Costs	131,342	138,632	5%	
5	(-) Loan interest / capital repayments	0	0		
6	(-) Total other payments	167,422	166,749	0%	
7	(=) Balances carried forward	299,383	310,175	3%	
8	Total Cash & Investments	322,158	312,235	-3%	
9	Total fixed assets	1,149,359	1,149,359	0%	
10	Total borrowings	0	0		

Variation box 7/8

Balances carried forward	299,383	310,175	3%
Trade debtors	9,211	805	-1044%
VAT control	-3,572	583	713%
Trade Creditors	23,093	1,808	-1177%
Accruals	1,650	1,640	-1%
Payroll Controls	3,671	0	-100%
Cash and bank	322,158	312,235	-3%

OK

0.00 0.00

Amanda Jobling
Hamble-le-Rice Parish Council Offices
Memorial Hall
2 High Street
Hamble-le-Rice
SO314JE

Development Management
Application No F/17/80344
Your ref
Please ask for Yves Watt
Direct dial 023 8068 8423
e-mail yves.watt@eastleigh.gov.uk

12 May 2017

PARISH COUNCIL CONSULTATION

**Town and Country Planning Act 1990
Town and Country Planning (Development Management Procedure) (England)
Order 2015**

**APPLICATION NUMBER: F/17/80344
Single storey side and rear extensions
55 Astral Gardens, Hamble-Le-Rice, Southampton, SO31 4RQ**

This application will be determined by DEL

A planning application has been received in respect of the above site and we are notifying adjacent neighbours today.

The application form and plan(s) are available to view via the internet. To access this information follow this link
<http://www.eastleigh.gov.uk/FastWEB/welcome.asp> add the application number and click on search and view current records.

We now need to receive all consultation responses by email as part of the electronic delivery of our services. Please indicate clearly your Council's consultation response by following the above link and using the 'Comment' button. Indicate clearly your Council's consultation response by 2 June 2017.

Please note this proposal DOES NOT affect a right of way.

Louise O'Driscoll
Head of Development Management

Enc: List of Neighbour Addresses

Mr Ryan Buchanan
55 Astral Gardens
Hamble-Le-Rice
Southampton
SO31 4RQ

Mr Richard Stummer
Extension Design Ltd
62 Foxtail Drive
Southampton
SO45 4NZ

53 Astral Gardens Hamble-Le-Rice
57 Astral Gardens Hamble-Le-Rice
102 Astral Gardens Hamble-Le-Rice
104 Astral Gardens Hamble-Le-Rice
69 Sydney Avenue Hamble-Le-Rice

22nd May 2017

Hamble Parish Council – Additional grass cutting contract

DECISION: TO AUTHORISE THE

INTRODUCTION

1. The Council approved a proposal presented to Council on 13th February 2017 to allow the Tyro League to use the College Playing Fields for under 1's football from September 2017. The proposal was also supported by the FA.

CONTENT

2. The Tyro League has confirmed that they wish to use the College Playing Fields (see attached email) and in preparation for the league we now need to purchase additional equipment. The equipment consists of new football posts and nets.
3. Hampshire FA has invited us to apply for a grant to meet up to 50% of the purchase costs.
4. Using the FA's list of suppliers we have secured three quotes. They are set out below.

SPECIFIC ISSUES

5. Two pairs of goals will be needed; one for each pitch. Quotes are as follows (inclusive of VAT) and are for aluminum posts. A further quote from Harrod UK for steel posts was £802. Although cheaper they will require maintenance which over the life of the goals makes them less desirable

6.

Supplier	Cost	Total Cost
Mark Harrod	£828	£1656
Stadia Sports (Broxap)	£ 902.50	£1805

7. On the basis of the quotes it is recommended that we purchase two sets of goals from Mark Harrod at a cost of £1656 inclusive
8. Once the order has been made a grant to Hampshire FA will be submitted for 50% of the cost.
9. It is expected that the Council will receive income of around £2352 based on 2 sets of games on both pitches over a 21 week season. On this basis there is a good

return on investment and the goals themselves should have a lifespan of at least 5 years.

10. The council undertakes this expenditure Local Government (Miscellaneous Provisions) Act 1976 section 19 sub section 1b and 2.

Appendix 1

Correspondence from Colin Cameron, General Secretary, Southampton & District Tyro Football League

22 MAY 2017

Hamble Parish Council – Dinghy Park Contravention.

CONSIDERATION: CONTINUED APPLICATION OF THE CONTRAVENTION PROCESS IN RESPECT THIS CASE

INTRODUCTION

1. There is a current dispute with a dinghy park user. They had a space last year and were sent an application form by email at the end of December along with all other users..
2. A response was not received and as a result a reminder was sent to him on 8th February.
3. A voice message was also left on his mobile phone on 22nd February.
4. When no response was received the boat was moved in to the sin bin on the 10th April.
5. Contact was eventually made (the individual had been out of the country) and the owner was made aware that the boat was impounded and the costs associated with releasing it. The individual has stated that they want to continue to use the dinghy park and has submitted a completed application form and cheque for £144 was received. They were also told that they needed to pay the storage debt before a permit could be issued. No payment has been made for the storage costs. The application and the cheque were received on 28th April 2017.

CONTENT

6. Attached to this report is a timeline correspondence exchanged with the DP user , our actions and the Terms and Conditions.
7. The boat has now been stored in the sin bin for 5 weeks @ £50.00 per week with a further week incurred by the time the Council meets. Unless payment is received the policy states that we should begin the disposal process.

NEXT STEPS

8. Members are asked to confirm what action they now expect. The policy requires that unless full settlement of the debt is made the process to dispose of the boat should commence. If this is agreed it is recommended that the boat be moved to more secure storage to safeguard it and prevent removal.
9. The owner should be notified that the disposal process has commenced and that the sale plus the cheque will be used to offset the outstanding balance. Any remaining amount will be sent to the owner.

Dinghy Park Contravention – timeline of interactions

Date	
29.12.2016	Test email to advise application forms would be sent by email
30.12.2016	Application form, T & Cs and plan
27.01.2017	Reminder sent
08.02.2017	Specific reminder to user
22.02.2017	Left message on users phone
12.04.2017	Advised boat moved to sin bin, £50 per week storage fee and Copy of T & C's sent
	Received a phone call from user – very bad line great difficulty hearing him.
28.04.2017	Received a completed Application form and cheque for £144 in post.
Undated (Start of May?)	Conversation with user to outline the outstanding debt and actions needed. User advised he was seeking legal advice

22nd May 2017

Hamble Parish Council – Additional grass cutting contract

DECISION: TO NOTE THE NEED FOR ADDITIONAL GRASS CUTTING IN AVRO COURT, ST ANDREW'S CEMETERY AND MEADOW LANE DURING THE SUMMER SEASON 2017. TO ALSO APPROVE THE METHOD FOR ENSURING THE ADDITIONAL WORK TAKES PLACE.

INTRODUCTION

1. When EBC transferred additional public space to HPC the decision was taken not to employ additional staff but to review arrangements each year and to contract out specific areas on an as and when basis.
2. It was not felt that contracting out would not be necessary this year as maintenance of the cricket pitch was not included in the season schedule. Although no club has yet come forward to use the pitch for the whole season there are a number of matches that are being planned. Although the pitch will not be maintained to a competitive standard work has now started in preparation for the season.
3. Preparation and maintenance of the pitch is labour intensive and as a result will require more time than is currently scheduled from the Grounds team.. To ensure that the other areas are not neglected it will be necessary to contract out some areas for the summer season.

CONTENT

4. In previous years discreet areas have been contracted out to local companies. The basis of the last contract was a per cut price with the option to spot purchase as needed. This meant that during slow growing periods we could cancel the cut and not incur costs. A similar approach is recommended this time. Areas included Avro Court play area, Cemetery, Meadow Lane

SPECIFIC ISSUES

5. Three options exist as follows:

6. Option 1 Appoint Solent Garden Services who have undertaken work for us previously. Their cost is £206+vat each cut.
7. Option 2 Appoint Bluebells garden maintenance to cut the areas outlined above at a cost of £140 each cut.
8. Option 3 Ground staff carry out the work on an overtime basis. One member of staff is keen to do overtime and would work an additional 4 hours each Friday afternoon from midday to 4pm. The cost of this would be approximately £108.00.
9. The advantage with this last approach is that it is flexible and work can be rescheduled during the week to minimise the overtime needed. It also negates the need for contract oversight and existing staff are aware of the standard of finish required.

OTHER CONSIDERATIONS

10. Additional budget provision has not been made to cover this additional cost although the budget for grass cutting was not revised as part of this year's budget exercise and if a similar approach was adopted last year then there should be sufficient to cover the additional costs.
11. It should be noted that the cost of maintaining the cricket pitch is substantially higher than the income received from its hire. Currently the cost of hire is about £98 per use. This includes use of the Pavilion as well as the pitch itself.
12. Without a regular hirer of the cricket pitch consideration should be given to its continued maintenance. Anecdotally the cost of hire has resulted in the previous team moving to another site. Although the hire costs can be reviewed to be more competitive for next season there is a high cost to this activity. In addition to the additional grass cutting costs there is also the loss of Pavilion hire income on the days that it is let for cricket.
13. As part of the budget setting process the future fees and charges should be reviewed and a recommendation brought back. The review could usefully be carried out as a task and finish exercise by Members.



HIRING AGREEMENT

Hamble Parish Council agrees to permit the hirer to use of the committee room at the Roy Underdown Pavilion for the purpose and for the period as described below.

Name of hirer

Company / Organisation (if applicable)

Address.....

.....

Postal code..... Telephone numbers.....

E-mail address.....

Purpose of hire

Hire period: Date From..... Until
(Must include set up/clear down time)

Total time required

How many people are expected to attend the function

I agree that I have read and will abide by the "Terms and Conditions of Hire" .

Name of authorised hirer.....

Signed

Date.....

THANK YOU FOR YOUR BOOKING



TERMS AND CONDITIONS OF HIRE

1. Bookings are provisional until the required payment and a completed booking form confirming acceptance of these terms and conditions have been received.
2. Hirers must pay in full 14 days before the event.
3. Hamble le Rice Parish Council reserves the right to cancel the hire at any time by giving notice to the hirer.
4. The person hiring the Hall must be over the age of 21 years and it is the responsibility of the hirer to be present at all times during the period of hire.
5. In accordance with fire regulations the maximum number of people allowed in the room is 60 people
6. The latest finishing time for all functions is 11.00pm and the premises must be vacated by midnight.
7. The hirer is responsible for setting up and clearing away and the time taken to do this must be included in the booked time. Failure to vacate the premises at the correct time will count as misuse and will result in loss of deposit.
8. The hirer shall not sub-let the premises or use the premises for any purpose other than that described on the booking form. Bookings are not transferable.
9. The hirer is responsible, during the period of hire, for supervision of the premises and its contents and the behaviour of all persons using the premises whatever their capacity and including proper supervision of the car parking arrangements and ensuring that order is maintained.
10. The hirer shall comply with all conditions and regulations made in respect of the premises by the fire authority, local authority and the licensing authority, particularly in connection with an event which constitutes regulated entertainment, or at which alcohol is sold or provided or which is attended by children. Provision of alcohol to persons over 18 years is permitted so long as it is not sold.
11. The hirer shall not allow the premises to be used for any unlawful purpose or allow any unlawful or hazardous substance to be brought on to the premises. The use of candles or any form of naked flame is not allowed.

12. It is against the law to smoke or to allow others to smoke on these premises. The hirer accepts responsibility for ensuring that this law is upheld.
13. The hirer is responsible for all damage or loss to the committee room and its contents during the period of hire or use. Nothing may be fixed on walls, ceilings or paintwork by any means other than those fittings provided by the Hall. Please consult staff if you require to use this facility
14. Hirers wishing to use their own electrical equipment will need to provide evidence that the equipment is compliant with safety regulations and suitable for the purpose.
17. Food The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
18. Compliance with the Children Act. The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989.
19. Bouncy Castles If a Bouncy Castle is hired then the hirer must ensure that the supplier has their own Public Liability Insurance.
20. Incidents and Accidents. There is a FIRST AID KIT in the kitchen and. The Hirer must ensure that ALL ACCIDENTS are reported to the Parish Council Office on 023 80453422 or email asstclerk@hamblepc.org.uk
21. Failure or defects of equipment belonging to Hamble Village Memorial Hall, must be reported to the parish Council Office either in person or by email to asstclerk@hamblepc.org.uk
22. Noise. The hirer must ensure that noise is kept within reasonable limits at all times, that doors and windows are closed after 11pm and that everyone leaves the premises quietly. Respect must be shown for neighbours.
23. Hamble le Rice Parish Council accepts no responsibility for the actions or omissions of any other users of the site but accepts full responsibility for the actions or omissions of its own staff provided they are acting within the scope of their employment.
24. Hamble le Rice Parish Council the right of inspection of the Premises at all times by any of its members or duly authorised representatives.
25. Hamble le Rice Parish Council does not accept responsibility for loss of property, damage to personal belongings or equipment not the property of Hamble le Rice Parish Council or injury to persons arising as a result of the use of the premises (Including the storage of equipment)

FIRE SAFETY PROCEDURES

At the start of an event the hirer must inform those present of the position of fire exits and the assembly point.

-)] All exits must be kept free of obstructions at all times.
-)] Ensure all internal fire doors are closed.
-)] Note the position of fire extinguishers, fire alarms and fire blankets.
-)] If a fire is discovered, however small, sound the nearest alarm.
-)] In the event of a fire or if the alarm sounds:
 -)] IMMEDIATELY EVACUATE THE BUILDING.
 -)] CALL THE FIRE BRIGADE.
 -)] Do not re-enter the building until it is declared safe by the Fire Officer.
-)] Details (even of false alarms) must be recorded and given to the Parish Council Office as soon as possible.

LEAVING PROCEDURE

When leaving the hall you must:

-) Ensure that the premises are in a clean and tidy condition including vacuuming floor, cleaning up any spillages and checking that toilets are in a decent state.
-) Report breakages, damage, faults or deficiencies to the Parish Council Office
asstclerk@hamblepc.org.uk
-) Put furniture back from where it was taken making sure that tables are clean and that chairs and tables are correctly stacked.
-) Take all rubbish off site (unless you have a prior agreement).
-) Ensure the oven is turned off at the wall switch
-) Check for smouldering fires.
-) Check that there is no one left in the building.
-) Turn off all appliances and lights.
-) Close and fasten all windows.
-) Close all internal doors. Secure / lock all outside doors.

22nd May 2017

Hamble Parish Council – Erection of Telecommunications Mast

DECISION: TO APPROVE IN PRINCIPLE THE ERECTION OF A TELECOMMUNICATIONS MAST ON HAMBLE PARISH COUNCIL LAND TO THE WEST OF HAMBLE LANE, HAMBLE AS SET OUT IN THE HEADS OF TERMS, SUBJECT TO VALUATION ADVICE BEING SOUGHT AND SURREY HILL SOLICITORS LLP BEING APPOINTED AS OUT SOLICITOR.

INTRODUCTION

- 1 Last year the Council was approached by Hutchinson 3G Ltd and EE Limited to erect a telecommunication mast on land west of Hamble Lane. General terms were agreed with them and the lessees on the site, namely Hamble Sea Scouts, Hamble Squash Club and Hamble Club Football were written to regarding the proposals. No objections were raised at the time.
- 2 Alternative sites were considered by Hutchinson and EE and the negotiations ceased for a period.

CONTENT

- 3 Hutchinson and EE have approached the Council again and negotiations have restarted. An area for the mast location has been agreed as well as the treatment to the site fencing and access into the mast compound. These details are now enclosed in the attached drawings.
- 4 Further letters have been sent to other site lessees to ensure there are no unreasonable objections and a planning application is due for submission imminently.

SPECIFIC ISSUES

- 5 When the previous terms were agreed they included a rental price of £5,000 a year for a 10 year period. This was uplifted from an original figure of £4,500. An overage clause also exists that would see a further payment of up to £3,000 should further telecoms provider want to use the mast.
- 6 There has been no market valuation of the rental stream and overage clause despite the Financial Regulations requiring this. The wording is as follows:

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). Page 17

7. The cost and the time needed to value the asset are now being sought. Hutchinsons' are aware that a valuation might now be required. They are concerned that this will delay matters and have stated that EE has agreed terms and they may not be willing to revisit this.
8. In the light of this there is a risk that the opportunity will be withdrawn if there are delays or a substantially different value sought for the rent. Advice has been sought from the Solicitor who provided the advice back in the summer last year (they have since moved practice) and he restated his advice that the terms proposed including the rental stream by Hutchinson/EE seem to be in line with other agreements that he has prepared. The terms and conditions are fairly standard as are the sums of money involved.
9. Hutchinsons' are prepared to share details of other similar agreements to show that the proposal is a fair reflection of the market value. If this is available at the meeting it will be shared with members. The information will be commercially sensitive.
10. Notwithstanding this Members need to decide how to progress. The financial regulations are clear and valuation advice should be sought to confirm the details already agreed.

OTHER CONSIDERATIONS

11. A planning application is due to be submitted. Comments are also awaited from the other site lessees. Either of these could throw up issues that need further consideration.
12. The solicitor that initially worked on this has moved and set up a new practice. The Legal costs will be met by Hutchinsons. It is proposed to appoint Surrey Hill Solicitors 296 High Street, Dorking, Surrey RH41QT to undertake the work for Hamble Parish Council and the existing terms need to be revised to reflect this. Members are asked to agree this.
13. A change of supplier would normally require a competitive tender to be undertaken. This is a one off appointment subject to review and under the Financial Regulations the appointment of specialist advice is excluded from the

requirements to market test. The solicitors at Surrey Hills have acted for the Council previously on a number of projects and been satisfactory.

Other papers:

3x site drawings

1 x heads of terms

HEADS OF TERMS

Subject to Contract

Greenfield – 92613

1.	AGREEMENT	<p>These Heads of Terms outline the main terms agreed by the Landlord (1) and Hutchison 3G UK Limited and EE Limited (2) who will be operating from and using the Site to operate their respective frequencies, and those of its Group Companies, as part of their network of sites.</p> <p>(Note: Reference in these Heads of Terms to Group Company is to a Group Company of either of Hutchison 3G UK Limited or EE Limited).</p>
2.	SITE	<p>Address: Land west of Hamble Lane, Hamble, Southampton SO31 4HU</p> <p>Cell No: 92613</p> <p>The area 7m x 7m (or equivalent) to be outlined in red on the plans (to follow).</p>
3.	PREMISES	<p>Any land, property or buildings under the control of the Landlord of which the Site and access forms part.</p>
4.	LANDLORD OVERSEAS LANDLORD	<p>Hamble-le-Rice Parish Council, 2 High Street, Hamble-le-Rice, Southampton SO31 4JE</p> <p>No</p>
5.	LANDLORD'S/MANAGING AGENTS BANK ACCOUNT DETAILS	<p>Please note that the Site-Provider will be required to provide evidence of his or her bank details prior to completion by providing a paying in slip or by other means as specified and approved by the Tenant</p>
6.	TENANTS	<p>Hutchison 3G UK Limited having its registered office at Star House 20 Grenfell Road Maidenhead Berkshire SL6 1EH (Company Registration number 03885486) ("H3G") and EE Limited having its registered office at Trident Place, Mosquito Way, Hatfield Hertfordshire AL10 9BW (Company Registration number 2382161)("EE").</p>
7.	APPARATUS AND ASSOCIATED RIGHTS	<p>10 equipment cabinets including up to 4 dishes, 10 antennas together with all associated equipment [feeders, MHAs, switches, transmission equipment, cabling and ancillary equipment] including a mast or tower as required from time to time and legal rights to a 7m x 7m (or similar) compound.</p> <p>Subject to the limitations above, the Tenants may without the need to obtain consent from the Landlord install, add to, substitute, replace, retain, operate, inspect, maintain, repair, alter, adjust, renew, relocate and upgrade the Apparatus at the Site (including for the avoidance of doubt any equipment hardware and software installed within the equipment cabinets).</p> <p>The Tenants shall be entitled to install the Apparatus in stages.</p> <p>The Tenants shall be entitled to erect and maintain suitable fencing around the Site.</p>
8.	TERM	<p>10 years from the date of completion of the Lease.</p>
9.	PERMITTED USE	<p>The provision and/or operation of electronic communications networks and/or electronic communications services (each within the meaning of the Communications Act 2003) or such other use as may be approved by the Landlord (such approval not to be unreasonably withheld or delayed)</p>

10.	RENT COMMENCEMENT DATE	Commencement of works.
11.	RENT	£5,000 per annum payable annually in advance from the Rent Commencement Date.
12.	RENT REVIEW	Five yearly (upwards only) on an open market basis In event of dispute the matter will be referred to an arbitrator.
13.	ACCESS	The Landlord confirms that it has the full legal right and authority to grant the Tenants, their agents employees or invitees, a right of access to the Site from the public highway Access to and egress from the Site will be provided at all times for all purposes for the benefit of the Tenants their authorised agents or employees or invitees together with a right of access to such other parts of the Premises as are reasonably necessary to exercise the Tenants rights. 24 hour access will be provided.
14.	DEALINGS	The Tenants shall be entitled to: i) assign or underlet the Lease to any Group Company or any combination of Group Company of either or both of the Tenants or to any third party or third parties taking over either or both of H3G's or EE's undertakings, subject to Landlord's consent, such consent not to be unreasonably withheld or delayed. ii) be allowed the right to share occupation of the Site and/or the Telecommunications Equipment with third parties (subject to a fee the higher of either 30% payaway of income received or £3,000) subject to the Owner's consent (not to be unreasonably withheld or delayed).
15.	TITLE	The Tenants will register their interest in the Site at the Land Registry. However the Tenants will undertake only a limited title investigation and will expect a full and unlimited warranty from the Landlord in relation to the title: (1) to ensure full effect is given to the Lease; and (2) that the Tenants can register the Lease with title absolute at the Land Registry. The warranty must relate to all access rights and the existence of any rights granted to other operators

16.	TERMINATION BY THE TENANTS	<p>The Tenants may terminate the Lease at any time before commencement of the works by giving the Landlord one month's notice.</p> <p>The Tenant shall be able to determine the Lease at any time on one months' notice for (i) Loss of Licence, or (ii) if the installation is no longer required in the opinion of the Tenants.</p> <p>The Tenant will be required to remove all equipment and make good the site, at their own costs, as soon as reasonably practicable after termination of the Lease.</p>
17.	BACK UP POWER GENERATOR/CHERRY PICKER OR CRANE	<p>The Tenants may install a temporary power generator at ground level in a position approved by the Landlord (such approval not to be unreasonably withheld or delayed) and install permanent cables and sockets to connect the back-up generator with the apparatus [or the Tenants may with the Landlord's consent (not to be unreasonably withheld or delayed) connect to the Landlord's standby generator.]</p> <p>The Tenants may install temporarily and use on the Site or Premises a cherry picker or crane for the purpose of exercising their rights in relation to the Apparatus.</p>
18.	ELECTRICITY	<p>The Tenants shall have the right to install, run, maintain, repair, remove, renew, replace, upgrade and use a mains electricity supply (including associated sockets and cables) from the boundary of the Premises to the Apparatus. The electricity supply or cable to be in such positions as the Tenants shall specify and the Landlord shall reasonably and expeditiously approve.</p>
19.	COMMUNICATION LINKS	<p>The Tenants shall have the right to install, run , maintain, remove, repair, renew, replace and upgrade a communications link or links (e.g. BT/Virgin Media) from the Apparatus to the boundary of the Premises in such positions as the Tenants shall specify and the Landlord shall reasonably and expeditiously approve.</p>
20.	WAYLEAVE	<p>The Landlord shall permit any necessary wayleave(s) to accommodate electricity and/or telecommunication supplies and/or cabling that are required for the operation of the site, subject to Landlord's consent, such consent not to be unreasonably withheld or delayed</p> <p>The Landlord shall:</p> <ul style="list-style-type: none"> (a) co-operate with the Tenants in all respects necessary to enable the Tenants to exercise their rights, and (b) enter into wayleave agreements in the form defined by the respective utility company as soon as reasonably practicable.
21.	RATES	<p>The Tenants shall pay any rates arising out of their occupation and use of the Site.</p>
22.	REPAIR	<p>The Tenants shall keep the apparatus in good and tenantable repair.</p>
23.	TREE PRUNING	<p>The Tenants shall have the right with the Landlord's consent (such consent not to be unreasonably withheld or delayed) to lop or prune any trees or bushes on the Site or Premises which interfere with the operation of the Apparatus.</p>
24.	LANDLORD'S PROFESSIONAL COSTS	<p>Capped contribution of £2500 for legal & surveyor fees.</p>

25.	INTERFERENCE	The Landlord shall not interfere with the Apparatus or its effective operation nor impede or obstruct access to the Apparatus and shall take all reasonable precautions to ensure that no other party shall interfere or tamper with or impede the Tenants access to such equipment.
26.	PLANNING	The Tenants shall at their own cost be responsible for obtaining planning permission and other statutory consents required for the installation of any additional apparatus installed.
27.	RECORD OF CONDITION	A photographic record of condition of the site will be produced by the Tenants and agreed with the Landlord prior to commencement of the works.
28.	FORM OF LEASE	The Tenants standard form.
29.	LANDLORD & TENANT ACT 1954	Agreement to be excluded from Sections 24 to 28 of the 1954 Act.
30.	TENANTS SOLICITORS	Firm: DWF LLP Contact: TBC Address: 1 Scott Place, 2 Hardman Street, Manchester M3 3AA. Tel: TBC Fax: TBC E-mail: TBC
31.	LANDLORD'S SOLICITORS	Firm: TBC wellers Hedleys Solicitors Contact: 6 Bishopsmead Parade Address: East Horsley Surrey KT24 6SR Tel: 01372 750100/101 E-mail: ian.davison@wellerslawgroup.com
32.	TENANTS AGENT'S/AC's DETAILS	Firm: Harlequin Group Contact: Keith Hecken Address: Innovation Centre, Maidstone Road, Chatham, Kent ME5 9FD Tel: 01634 661564 e-mail: k.hecken@harlequin-group.com
33.	LANDLORD'S AGENT DETAILS	Firm: TBC Contact: Hamble-le-Rice Parish Council Address: Memorial Hall, 2 High Street Hamble-le-Rice, Southampton SO31 4JE Tel: (023) 8045 3422 e-mail: VAT Reg. No. 189 6155 17
34.	HAS THE LANDLORD ELECTED TO WAIVE THE EXEMPTION FOR TAX (VAT) IN RESPECT OF THE PREMISES LANDLORD'S VAT REGISTRATION No.	No VAT will be paid upon receipt of a valid VAT invoice addressed to the Tenants.

Approved by Landlord

Date 31/10/2016

Hamble-le-Rice Parish Council
Memorial Hall, 2 High Street
Hamble-le-Rice, Southampton SO31 4JE
Tel: (023) 8045 3422
VAT Reg. No. 189 6155 17

HEADS OF TERMS

Subject to Contract

Greenfield – 92613

1.	AGREEMENT	<p>These Heads of Terms outline the main terms agreed by the Landlord (1) and Hutchison 3G UK Limited and EE Limited (2) who will be operating from and using the Site to operate their respective frequencies, and those of its Group Companies, as part of their network of sites.</p> <p>(Note: Reference in these Heads of Terms to Group Company is to a Group Company of either of Hutchison 3G UK Limited or EE Limited).</p>
2.	SITE	<p>Address: Land west of Hamble Lane, Hamble, Southampton SO31 4HU</p> <p>Cell No: 92613</p> <p>The area 7m x 7m (or equivalent) to be outlined in red on the plans (to follow).</p>
3.	PREMISES	<p>Any land, property or buildings under the control of the Landlord of which the Site and access forms part.</p>
4.	LANDLORD OVERSEAS LANDLORD	<p>Hamble-le-Rice Parish Council, 2 High Street, Hamble-le-Rice, Southampton SO31 4JE</p> <p>No</p>
5.	LANDLORD'S/MANAGING AGENTS BANK ACCOUNT DETAILS	<p>Please note that the Site-Provider will be required to provide evidence of his or her bank details prior to completion by providing a paying in slip or by other means as specified and approved by the Tenant</p>
6.	TENANTS	<p>Hutchison 3G UK Limited having its registered office at Star House 20 Grenfell Road Maidenhead Berkshire SL6 1EH (Company Registration number 03885486) ("H3G") and EE Limited having its registered office at Trident Place, Mosquito Way, Hatfield Hertfordshire AL10 9BW (Company Registration number 2382161)("EE").</p>
7.	APPARATUS AND ASSOCIATED RIGHTS	<p>10 equipment cabinets including up to 4 dishes, 10 antennas together with all associated equipment [feeders, MHAs, switches, transmission equipment, cabling and ancillary equipment] including a mast or tower as required from time to time and legal rights to a 7m x 7m (or similar) compound.</p> <p>Subject to the limitations above, the Tenants may without the need to obtain consent from the Landlord install, add to, substitute, replace, retain, operate, inspect, maintain, repair, alter, adjust, renew, relocate and upgrade the Apparatus at the Site (including for the avoidance of doubt any equipment hardware and software installed within the equipment cabinets).</p> <p>The Tenants shall be entitled to install the Apparatus in stages.</p> <p>The Tenants shall be entitled to erect and maintain suitable fencing around the Site.</p>
8.	TERM	<p>10 years from the date of completion of the Lease.</p>
9.	PERMITTED USE	<p>The provision and/or operation of electronic communications networks and/or electronic communications services (each within the meaning of the Communications Act 2003) or such other use as may be approved by the Landlord (such approval not to be unreasonably withheld or delayed)</p>

10.	RENT COMMENCEMENT DATE	Commencement of works.
11.	RENT	£5,000 per annum payable annually in advance from the Rent Commencement Date.
12.	RENT REVIEW	Five yearly (upwards only) on an open market basis In event of dispute the matter will be referred to an arbitrator.
13.	ACCESS	The Landlord confirms that it has the full legal right and authority to grant the Tenants, their agents employees or invitees, a right of access to the Site from the public highway Access to and egress from the Site will be provided at all times for all purposes for the benefit of the Tenants their authorised agents or employees or invitees together with a right of access to such other parts of the Premises as are reasonably necessary to exercise the Tenants rights. 24 hour access will be provided.
14.	DEALINGS	The Tenants shall be entitled to: i) assign or underlet the Lease to any Group Company or any combination of Group Company of either or both of the Tenants or to any third party or third parties taking over either or both of H3G's or EE's undertakings, subject to Landlord's consent, such consent not to be unreasonably withheld or delayed. ii) be allowed the right to share occupation of the Site and/or the Telecommunications Equipment with third parties (subject to a fee the higher of either 30% payaway of income received or £3,000) subject to the Owner's consent (not to be unreasonably withheld or delayed).
15.	TITLE	The Tenants will register their interest in the Site at the Land Registry. However the Tenants will undertake only a limited title investigation and will expect a full and unlimited warranty from the Landlord in relation to the title: (1) to ensure full effect is given to the Lease; and (2) that the Tenants can register the Lease with title absolute at the Land Registry. The warranty must relate to all access rights and the existence of any rights granted to other operators

16.	TERMINATION BY THE TENANTS	<p>The Tenants may terminate the Lease at any time before commencement of the works by giving the Landlord one month's notice.</p> <p>The Tenant shall be able to determine the Lease at any time on one months' notice for (i) Loss of Licence, or (ii) if the installation is no longer required in the opinion of the Tenants.</p> <p>The Tenant will be required to remove all equipment and make good the site, at their own costs, as soon as reasonably practicable after termination of the Lease.</p>
17.	BACK UP POWER GENERATOR/CHERRY PICKER OR CRANE	<p>The Tenants may install a temporary power generator at ground level in a position approved by the Landlord (such approval not to be unreasonably withheld or delayed) and install permanent cables and sockets to connect the back-up generator with the apparatus [or the Tenants may with the Landlord's consent (not to be unreasonably withheld or delayed) connect to the Landlord's standby generator.]</p> <p>The Tenants may install temporarily and use on the Site or Premises a cherry picker or crane for the purpose of exercising their rights in relation to the Apparatus.</p>
18.	ELECTRICITY	<p>The Tenants shall have the right to install, run, maintain, repair, remove, renew, replace, upgrade and use a mains electricity supply (including associated sockets and cables) from the boundary of the Premises to the Apparatus. The electricity supply or cable to be in such positions as the Tenants shall specify and the Landlord shall reasonably and expeditiously approve.</p>
19.	COMMUNICATION LINKS	<p>The Tenants shall have the right to install, run , maintain, remove, repair, renew, replace and upgrade a communications link or links (e.g. BT/Virgin Media) from the Apparatus to the boundary of the Premises in such positions as the Tenants shall specify and the Landlord shall reasonably and expeditiously approve.</p>
20.	WAYLEAVE	<p>The Landlord shall permit any necessary wayleave(s) to accommodate electricity and/or telecommunication supplies and/or cabling that are required for the operation of the site, subject to Landlord's consent, such consent not to be unreasonably withheld or delayed</p> <p>The Landlord shall:</p> <ul style="list-style-type: none"> (a) co-operate with the Tenants in all respects necessary to enable the Tenants to exercise their rights, and (b) enter into wayleave agreements in the form defined by the respective utility company as soon as reasonably practicable.
21.	RATES	<p>The Tenants shall pay any rates arising out of their occupation and use of the Site.</p>
22.	REPAIR	<p>The Tenants shall keep the apparatus in good and tenantable repair.</p>
23.	TREE PRUNING	<p>The Tenants shall have the right with the Landlord's consent (such consent not to be unreasonably withheld or delayed) to lop or prune any trees or bushes on the Site or Premises which interfere with the operation of the Apparatus.</p>
24.	LANDLORD'S PROFESSIONAL COSTS	<p>Capped contribution of £2500 for legal & surveyor fees.</p>

25.	INTERFERENCE	The Landlord shall not interfere with the Apparatus or its effective operation nor impede or obstruct access to the Apparatus and shall take all reasonable precautions to ensure that no other party shall interfere or tamper with or impede the Tenants access to such equipment.
26.	PLANNING	The Tenants shall at their own cost be responsible for obtaining planning permission and other statutory consents required for the installation of any additional apparatus installed.
27.	RECORD OF CONDITION	A photographic record of condition of the site will be produced by the Tenants and agreed with the Landlord prior to commencement of the works.
28.	FORM OF LEASE	The Tenants standard form.
29.	LANDLORD & TENANT ACT 1954	Agreement to be excluded from Sections 24 to 28 of the 1954 Act.
30.	TENANTS SOLICITORS	Firm: DWF LLP Contact: TBC Address: 1 Scott Place, 2 Hardman Street, Manchester M3 3AA. Tel: TBC Fax: TBC E-mail: TBC
31.	LANDLORD'S SOLICITORS	Firm: TBC wellers Hedleys Solicitors Contact: 6 Bishopsmead Parade Address: East Horsley Surrey KT24 6SR Tel: 01372 750100/101 E-mail: ian.davison@wellerslawgroup.com
32.	TENANTS AGENT'S/AC's DETAILS	Firm: Harlequin Group Contact: Keith Hecken Address: Innovation Centre, Maidstone Road, Chatham, Kent ME5 9FD Tel: 01634 661564 e-mail: k.hecken@harlequin-group.com
33.	LANDLORD'S AGENT DETAILS	Firm: TBC Contact: Hamble-le-Rice Parish Council Address: Memorial Hall, 2 High Street Hamble-le-Rice, Southampton SO31 4JE Tel: (023) 8045 3422 e-mail: VAT Reg. No. 189 6155 17
34.	HAS THE LANDLORD ELECTED TO WAIVE THE EXEMPTION FOR TAX (VAT) IN RESPECT OF THE PREMISES LANDLORD'S VAT REGISTRATION No.	No VAT will be paid upon receipt of a valid VAT invoice addressed to the Tenants.

Approved by Landlord

Date 31/10/2016

Hamble-le-Rice Parish Council
Memorial Hall, 2 High Street
Hamble-le-Rice, Southampton SO31 4JE
Tel: (023) 8045 3422
VAT Reg. No. 189 6155 17

22nd May 2017

Hamble Parish Council – Insurance premium renewal

DECISION: TO ACCEPT THE INSURANCE RENEWAL PROPOSAL FROM ZURICH MUNICIPAL

INTRODUCTION

1. The council's insurance policy has been in place for 3 years and is now due for renewal on the 1st June 2017. Zurich our current insurer was asked to quote alongside a request to came&company insurance brokers. This follows the requirement to seek 3 competitive quotes

CONTENT

- 2 Attached are costs from the 3 respective providers. The costs can be summarized as follows.

NAME	1 YEAR	3 YEAR	ADDITIONAL COSTS
Hiscox	£5906.81	-	-
Ecclesiastical	£5592.53	£531290	Motor cover + £1989
Zurich	£5892.01	£5358.41	-

SPECIFIC ISSUES

- 3 The cover with each policy varies slightly so the read across between them is not easy. However Zurich provides a good level cover at the lowest cost over 3 years with the motor cover included in their premium. On this basis it is recommended that we accept their proposal for the following 3 years.

Papers attached:

Email from came&company with details of quotes

Insurance renewal proposal - Zurich

Copy of email from came&company dated Wednesday 17th May 2017.
Dear Mrs Jobling,

Thank you for giving Came & Company Local Council Insurance the opportunity of providing an insurance quotation for Hamble-Le-Rice Parish Council. Following a review of our two insurance providers, I am pleased to confirm that based on the details provided by you, we are able to provide quotations from two leading insurers, which are valid for 30 days from the date of the attached quotation schedule.

Specialist Broking

As a specialist, independent insurance broker in the Local Council sector, Came & Company Local Council Insurance are different. We offer more than just comprehensive insurance products for Councils. When you arrange insurance cover with Came & Company Local Council Insurance you can expect:

-) Proactive, professional advice and support
-) Bespoke and comprehensive cover
-) Passion for protecting the work of good people in their communities
-) Expert advice to help you prevent against potential issues
-) In-house claims assistance from our dedicated Claims Team.
-) The opportunity for one of our Account Executives to visit the Council and to provide you with information and assistance
-) Resources including newsletters, training sessions and a dedicated website
-) A premium that offers best value, the cost of which does not come at the expense of personal service
-) The ability to fulfil your standing orders and obtain three insurance quotations for your Council

Principal Sponsor

We continue as principal sponsor of the SLCC, a significant endorsement of our business, and we are rightly proud of this. The first two years have been an exciting time, we have not only consolidated our position as an insurer for Parish and Community Councils, but have also provided an alternative market for Town Councils.

We will be present at all SLCC events throughout 2017, and look forward to meeting existing and new clients throughout the year.

Your Community

Also available through Came & Company Local Council Insurance is our Charity & Not-for-Profit policy which provides the same levels of essential insurance cover offered to our Council clients. This reinforces our belief that good people doing the right thing for their communities must be properly insured whilst doing so.

If there are any such organisations in your area, that you think would benefit from our assistance, we would be delighted to talk to them.

Core Covers

With Came & Company Local Council Insurance you automatically receive the following:

Public Liability - Any socially responsible Council should have this indemnity during times of increasing litigation. This will provide protection against your legal liability for bodily injury to third parties or property damage occurring on property for which the Council is legally responsible - as a direct result of the Council's negligence.

Employers' Liability - This covers the legal liability of the Council for negligence following death or bodily injury or disease sustained by Employees, Councillors and Volunteers during and arising out of the course of their employment, including Corporate Manslaughter and Homicide. If the Council has employees then Employers' Liability is a legal requirement.

Hirers' Indemnity – If the Council insures a building this covers legal liability for hirers (small groups or individuals – non-commercial) of Council premises, should injury or damage to the property occur during the period of the hire.

Officials' Indemnity - This provides cover for legal liability claims arising from any negligent act, error or omission committed in good faith by any employee or official of the Council.

Libel and Slander - This cover provides protection against a verbal or written comment, made by the Council, which a member of the public considers to be incorrect or damaging and as a result seeks financial compensation.

Fidelity Guarantee - This provides cover against acts of fraud or dishonesty by any official of the Council, or a number of officials in collusion, and any subsequent loss of property.

Personal Accident - The Personal Accident section covers Employees, Councillors and Volunteers up to the age of 90 as standard.

Money cover is included - Money cover provides for loss of money up to £1,000 to the Council when carried by Employees, for example to and from the bank, together with personal accident assault cover for persons aged between 16-90.

Property is covered on an all-risks basis. Theft and Accidental Damage is included as standard.

Increased Cost of Working - We automatically provide cover up to £10,000 for a period of 12 months, reducing the financial impact for the Council, should the Council incur additional expenditure as the result of an insured event.

Loss of Revenue - We automatically provide cover up to £10,000 a period of 12 months, reducing the financial impact for the Council, should the Council incur a Loss of Revenue as the result of an insured event.

Commercial Legal Expenses - This cover provides protection for the Councillors and Clerk acting in their capacity as officials for the Council, against the cost of potential commercial legal disputes, legal advice and representation; including employment, tax and contract disputes.

Hamble-Le-Rice Parish Council Quotations

In addition to the above core covers our insurer panel can provide enhanced levels of protection and additional covers where appropriate.

Hiscox

Hiscox entered the Local Council insurance sector in 2014 and are one of the UK's most highly respected insurance companies. Hiscox pride themselves on the excellent concierge claims service they provide to their policyholders.

The Hiscox policy benefits from:

-) Key person cover of £250 per week up to max £2,500 in one year
-) Legal Expenses cover of £100,000
-) Motor Policy no claims bonus and policy excess up to £250 per claim
-) Business travel, cancelation and curtailment up to £1,000 for any one claim
-) Contract Works cover up to £75,000
-) Internet and Email cover up to £50,000
-) Crisis Management cover up to £25,000
-) Defibrillators and Cabinets cover up to £5,000
-) Libel and Slander cover of £500,000
-) Hirers Liability of £5,000,000
-) Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £5,906.81 inclusive of insurance premium tax (at the prevailing rate).

Ecclesiastical

Ecclesiastical provide industry expertise and bring specific knowledge of heritage buildings, art work and regalia. They pride themselves on the claims service they provide their policyholders.

Ecclesiastical policy benefits from:

-) Key person cover of £400 per week up to 26 weeks
-) Libel and Slander cover of £250,000
-) Hirers Liability of £2,000,000
-) Legal Expenses cover of £100,000
-) Equipment breakdown cover

This quotation is £5,592.53 inclusive of insurance premium tax (at the prevailing rate).

Please find attached a comparison sheet noting details of cover for each of the above insurance providers.

Recommendation

Having checked with our three insurance providers, we recommend Hamble-Le-Rice Parish Council accepts the Ecclesiastical quotation which has an annual premium of £5,592.53 including insurance premium tax, as this meets the Council's insurance requirements.

Should Hamble-Le-Rice Parish Council wish to enter a 3-year binding agreement with Ecclesiastical, the annual premium can be reduced by a further 5%, giving a premium of £5,312.90, including insurance premium tax.

We also recommend Hamble-Le-Rice Parish Council accepts the Motor policy through ERS which has an annual premium of £1989.00.

Please see the attached quotation schedule, together with the Ecclesiastical Summary of Cover and Statement of Fact. Also attached are Came & Company Local Council Insurance's Terms of Business, Statement of Important Information and Remittance Advice.

We strongly recommend that you familiarise yourself with these documents as they contain important information explaining the terms under which we operate; including how we handle your payment, and how and why we have selected the insurer. A specimen of the full policy wording is available on request.

Duty of Fair Presentation

This quotation is based upon the information you have provided to us, details of which are attached. If you wish to proceed with cover, you must:

- J be sure that the information you have given to us, to pass on to the insurers, is a 'fair presentation' of the risk. This means that you must have clearly disclosed every material circumstance which you, your senior management or persons responsible for arranging your insurance, know or ought to know following a reasonable search. A material circumstance is one that may influence an insurer's judgement over whether to take the risk and, if so, on what terms. If you are in any doubt as to whether a circumstance is material, you are advised to disclose it.
- J inform us if any of the information provided to us has changed (if it has, you must tell us about the changes before we arrange cover).

Please note that failure to disclose a material circumstance may entitle an insurer to impose different terms on your cover or reduce the amount of a claim payable. In some cases your cover could be invalidated, which would mean that a claim would not be paid.

Next Steps

We are passionate about protecting the work of good people in their communities, and by providing you with our expert advice we are helping to prevent potential issues. We aim to do these things for a premium that offers best value, the cost of which does not come at the expense of our personal service.

In obtaining a quotation from Came & Company Local Council Insurance, we have obtained the best terms and cover for your Council. I trust that you will find our quotation to be competitive and very much look forward to being appointed as your professional insurance advisors.

In order to incept cover please contact Came & Company Local Council Insurance on 01483 462860 or via local.councils@cameandcompany.co.uk.

Should you have any questions or require any amendments to the quotation, please do not hesitate to contact the office.

Yours sincerely,

Chris Chalk

Came & Company Local Council Insurance
Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY
Direct Dial: 01483 462888
email: local.councils@cameandcompany.co.uk

Came & Company Local Council Insurance is a trading style of Stackhouse Poland Limited which is authorised and regulated by the Financial Conduct Authority. Our Firm Reference Number (FRN) is 309340.

Registered in England No 1163431

Registered office: New House, Bedford Road, Guildford, Surrey GU1 4SJ
Authorised and Regulated by the Financial Conduct Authority to sell general insurance products. Our firm reference number is 309340. This information may be checked on the FCA's Register by visiting their website or contacting them on 0845 606 9966.

Member of British Insurance Brokers' Association (BIBA)

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INSURANCE RENEWAL PROPOSAL
FOR
Hamble Le Rice Parish Council

Prepared by

Mrs Justine Sherburn

16th May 2017

1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

Zurich are also pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week in the event that an accident or assault renders a vital member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing vital staff or volunteers.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

- **Competitive pricing**

We are proposing premiums shown in the table below

LTA Term*	Price proposed (including all applicable taxes)
1 Year	£5892.01
3 Year	£5358.41

* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

In addition to these benefits, if you choose to renew with us you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

Additional Benefits:-

- **Enhanced 24/7 Key Personnel Personal Accident cover for nominated members of staff is now available at a very competitive rate. Please let me know if a quotation is required**
- **3 and 5 Year Long Term Discounted Agreement plans are available**
- **Our Public Liability Limit is £15,000,000 and this also incorporates Official Indemnity cover at the same level**
- **Fidelity Guarantee £500,000**
- **Flood cover is provided**
- **Our Motor Insurance Section provision covers any driver with permission and extends to young & inexperienced drivers with only increased excesses for your 4 road use registered vehicles:- Reg No's – WX09 AEK, HY06 AET, HN10 COU & Serial No: SXG15H101159**
- **Engineering Inspection cover provided on all Play Equipment**

2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

3. The cost of this policy

The cost of this policy is £5,358.41 (including taxes, based on a 1 year agreement).

This is made up of £4,725.89 for your policy, £468.99 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £163.53 VAT. **Insurance Premium Tax increases to 12% from 1st June 2017.**

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase
We will index-link your sums insured.
- b) Your levels of indemnity increase
Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.
- c) Your claims history is poor
If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.

Please email or call me if you have any questions about these changes.

7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. We ask that you pay us within 30 days of the inception date. Failure to do so could result in your insurance being cancelled

8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832023 or at justine.sherburn@zurichtogether.co.uk

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

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 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.
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Do the Numbers Limited

37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341

15th May 2017

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

Dear Amanda,

Subject: Review of matters arising from Internal Audit for 31 March 2017

Please find below the final list of matters arising following my visits last week and earlier in the year. The records and systems of the council are in good order and the visits went well.

Control area	Issue	Recommended Action
Accounts approval	The council received a qualified audit last year because the accounts were approved too late.	Please ensure that Section 1 is approved, Section 2 is approved and the report for Section 4 is actioned all before June 30th
Risk Assessment	The document was approved by the council but was prepared by the former Internal Auditor rather than the Council.	The document should be reviewed and updated every six months to ensure that members and officers have ownership of the information.
Payment listing	The full monthly payment listing should be a page of the signed minutes.	This is a requirement of LGA 1972 and should always have been done.
Deposit Accounts	The year end ledgers were closed off before the final statements on both of the deposit accounts were received. This means that the bank reconciliation in Omega does not agree to the source records.	Members should check the balances on all accounts regularly and care must be taken to ensure an accurate closedown next year.
Bank reconciliation	It appears that members are signing the bank statement without checking it back to the accounts system and that signature dates do not tally with minutes.	Each month different members of the council in rotation should initial the actual bank statement back to the reconciliation presented from Omega.
Website uploads	Some documents on the website have been uploaded as Word files rather than PDF	Under the Transparency code, all files should be PDF – this is also a data safety issue.

Clerks appointment	The council does not appear to have minuted the terms and cost of the newly appointed clerk.	It is good practice to confidentially minute all staff changes to allow payroll cost checking.
Minute detail	There is a great deal of detail in the minutes including names of speakers and discussion notes. This is not best practice.	Minutes should record decisions not discussion (as per CAB 10 para 7.36). Roles rather than names should be listed to prove that the agreed actions are linked to the role rather than the individual (eg the Clerk)
Non decision items	The minutes appear to include significant amounts of information on which no decision is needed.	Non decision items would be better in a Clerk's written report to allow the business of the meeting to be focused on decisions and outcomes.
Fixed Asset register	The asset register value did not agree to the figure on the Annual return.	During the year the officers and members should look to review the ownership and use of all assets and keep the register up to date.
VAT	At the start of the final audit, the March VAT return had not been submitted.	HPC is VAT registered. Prompt submission of VAT returns is a legal requirement that should be complied with from now on..
HLS grant and costs	The Council should continue to closely monitor this project and ensure that the taxpayer is reimbursed where necessary.	The Charity have not complied with their legal and moral obligations. The council must ensure that it does and that such a poor piece of decision making does not recur.

Please find enclosed my bill for the balance of the agreed fee being £550.
If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene