



Hamble-le- Rice Parish Council

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE
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**A meeting of the Parish Council will be held on Monday 10th April 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 27th March 2017
4. Public Session:

Community and Partnership

5. Planning – live applications and decisions

F/17/80124	Replacement garage, two storey rear extension and single storey side extensions to side, front and rear Watermans Cottage, School Lane, Hamble-Le-Rice, Southampton, SO31 4JD	DEL

6. Request for tree removal at 16 Pegasus Close, Hamble Le Rice
7. Community Resource Centre and Library – consultation response
8. Community wide consultation process for Hamble le Rice

Parish Council Assets

10. Appointment of consultants to assist with Human Resources and Health and Safety policies and advice
11. Hire agreement for Roy Underdown Pavilion

Finance

12. Transparency Code 2015
13. Additional support for Council meetings
14. Approve the following for March 2017
 - a. Bank and petty cash reconciliations
 - b. Income and expenditure statements

Update reports on:

15. Coronation Parade Improvements - 26/52/16
16. Hamble Lifeboat - 52/2/15
17. CPF Storage Building Project - 477/111/16
18. 360/91/16 Foreshore Waste bins.
19. Correspondence relating to Council matters including:-
 - a) From Eastleigh Borough Council -
 - b) From Hampshire County Council.
 - c) Other correspondence Hamble River Harbour Authority – new works consent

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:

20. Community Resource Centre and Library
21. GE feedback from meeting.

Date: 10th April 2017

Amanda Jobling, Clerk to the Parish Council.

Hamble-le-Rice Parish Council 2016/17

Bank - Cash and Investment Reconciliation as at 31 March 2017

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1		Barclays Current - 70978787	62,118.04
2		Petty Cash	122.42
			62,240.46
<u>Other Bank & Cash Balances</u>			
		Barclays Reserve Account	140,881.58
		EBC High Interest Account	117,687.87
			258,569.45
			320,809.91
<u>Unpresented Payments</u>			
1	14/03/2017	103055	132.00
1	14/03/2017	103061	426.00
1	20/03/2017	103064	474.00
1	20/03/2017	103065	3,744.00
1	28/03/2017	103066	513.60
1	28/03/2017	103067	1,155.60
1	28/03/2017	103068	39.74
1	28/03/2017	103069	304.20
1	28/03/2017	103070	48.00
1	28/03/2017	103071	512.40
1	28/03/2017	103072	471.00
1	28/03/2017	103073	1,040.00
1	28/03/2017	103074	61.02
1	28/03/2017	103075	48.00
1	28/03/2017	103076	76.80
			9,046.36
			311,763.55
<u>Receipts not on Bank Statement</u>			
0	31/03/2017	All Receipts Cleared	0.00
			0.00
Closing Balance			311,763.55
<u>All Cash & Bank Accounts</u>			
		Barclays Bank A/C	53,071.68
		Petty Cash	122.42
		Other Bank & Cash Balances	258,569.45
		Total Bank & Cash Balances	311,763.55

Date: 06/04/2017

Hamble-le-Rice Parish Council 2016/17

Page No: 26

Time: 11:24

Cash Book 2

User : KSS

Petty Cash

For Month No : 12

Payments for Month 12

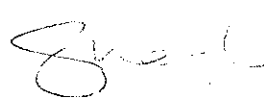

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/03/2017	J Symes	VOU01MA	28.32			4011 101	28.32	Travelling to Trainin
09/03/2017	A Jobling	VOU3MAR	18.40			4011 101	18.40	Mileage for HPC business
09/03/2017	A Jobling	VOU4MAR	0.89			4013 101	0.89	Milk for office
10/03/2017	J Symes	VOU2MAR	15.73			4013 101	15.73	Refreshments Team Meeting
23/03/2017	D Whiting	VOU5MAR	30.00			4100 101	30.00	Office Casual Cleaning
23/03/2017	A Jobling	VOU6MAR	8.38			4013 101	8.38	Coffee & Milk for office
23/03/2017	Post Office	VOU7	13.20			4030 101	13.20	2 books of 12 2nd class stamps
30/03/2017	Post Office	VOU8MAR	56.00			4030 101	56.00	100 second class stamps
Total Payments for Month			170.92	0.00	0.00		170.92	
Balance Carried Fwd			122.42					
Cash Book Totals			293.34	0.00	0.00		293.34	

[illegible]

Bank Reconciliation Statement as at: 31/03/2017 for Cash Book 2 Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2017	12	122.42
			<u>122.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			122.42
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			122.42
			Balance per Cash Book is :-
			-18.19
			Difference Excluding Adjustments is :-
			140.61
<u>Adjustments to Reconciliation</u>			
		0.00	
			<u>0.00</u>
			<u>Unreconciled Difference is :-</u>

 
4/4/2017

Summary Income & Expenditure by Budget Heading 31/03/2017

Month No : 12

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
100 Staff Costs	Expenditure	138,632	135,800	-2,832		-2,832	102.1 %
101 Administration	Expenditure	33,468	35,605	2,137		2,137	94.0 %
	Income	228,930	228,342	588			100.3 %
102 Civic & Archives	Expenditure	12,648	23,770	11,122		<u>11,122</u>	<u>53.2 %</u>
103 Publications	Expenditure	13,461	14,045	584		584	95.8 %
	Income	7,638	9,210	-1,572			82.9 %
104 Car Parking	Expenditure	2,828	1,210	-1,618		-1,618	233.7 %
	Income	31,655	35,820	-4,165			<u>88.4 %</u>
105 St. Andrews Cemetery	Expenditure	120	500	380		380	24.0 %
	Income	2,564	2,570	-6			99.8 %
107 Grant Expenditure	Expenditure	4,615	5,000	385		385	92.3 %
	Income	300	0	300			0.0 %
108 Grounds Maintenance	Expenditure	15,067	24,800	9,733		<u>9,733</u>	60.8 %
	Income	369	400	-32			92.1 %
201 Mt. Pleasant Rec. Ground	Expenditure	5,866	13,850	7,984		<u>7,984</u>	42.4 %
	Income	4,167	4,040	127			103.1 %
202 College Playing Fields	Expenditure	41,550	8,600	-32,950		-32,950	483.1 %
	Income	<u>2,895</u>	<u>4,530</u>	<u>-1,635</u>			<u>63.9 %</u>
203 HPCF Hamble Lane	Expenditure	450	1,000	551		551	45.0 %
204 Other Recreational Areas	Expenditure	<u>2,707</u>	<u>9,000</u>	<u>6,293</u>		<u>6,293</u>	30.1 %
	Income	228	0	228			0.0 %
205 Allotments	Expenditure	205	560	355		355	36.6 %
	Income	2,494	1,520	974			164.1 %
301 Foreshore Dinghy Park	Expenditure	888	550	-338		-338	161.5 %
	Income	28,768	22,000	6,768			130.8 %
302 Foreshore (General)	Expenditure	<u>11,329</u>	<u>9,700</u>	<u>-1,629</u>		<u>-1,629</u>	116.8 %
	Income	3,714	8,150	-4,436			45.6 %
303 Foreshore Public Toilets	Expenditure	19,512	20,850	1,338		1,338	93.6 %
304 RUP Committee Room	Expenditure	1,362	0	-1,362		-1,362	0.0 %
	Income	1,981	1,000	981			198.1 %
305 Westfield Common	Expenditure	673	900	227		227	74.8 %

THIS PROVIDES A SUMMARY OF WHAT WAS SPENT
+ WHAT MONEY WAS RECEIVED BY OUR ACTIVITIES.
AREAS TO FOCUS ON ARE THOSE WITH A HIGH

% FIGURE AND OR WHERE THAT = A SIGNIFICANT
SUM OF MONEY.

Continued on Page 2

Summary Income & Expenditure by Budget Heading 31/03/2017

Month No : 12

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>INCOME - EXPENDITURE TOTALS</u>	Expenditure	305,381	305,740	359	0	359	99.9 %
	Income	315,701	317,582	-1,881			99.4 %
	Net Expenditure over Income	-10,320	-11,842	-1,522			

At : 11:40

Purchase Ledger Aged Account Balances

Outstanding Balances by Month as at : 31 MAR 2017

User : KSS

Supplier Code	Supplier Name	Balance	Mar 2017	Feb 2017	Jan 2017	Dec 2016	Prior to and
							Nov 2016
A05	ALLSTAR	85.40	85.40	0.00	0.00	0.00	0.00
B01	BTBUS	315.25	160.24	155.01	0.00	0.00	0.00
B04	BGAS	99.89	99.89	0.00	0.00	0.00	0.00
O010	OPUS	365.46	0.00	365.46	0.00	0.00	0.00
S012	SHB	390.04	0.00	390.04	0.00	0.00	0.00
S02	SWATER	507.04	204.59	302.45	0.00	0.00	0.00
S05	SGW	45.24	45.24	0.00	0.00	0.00	0.00
Sub Total for Bought Ledger 1		1,808.32	595.36	1,212.96	0.00	0.00	0.00
TOTAL PURCHASE LEDGER BALANCES		1,808.32	595.36	1,212.96	0.00	0.00	0.00

Outstanding Balances by Month as at : 31/03/2017

A/C Code	Customer Name	Balance	Mar 2017	Feb 2017	Jan 2017	Prior Months	On A/c Pymnts
AF01	AFC HEDGE END TOWN	220.00	0.00	0.00	0.00	605.00	-385.00
B030	BITTERNE DUCKS FC	330.00	0.00	0.00	0.00	825.00	-495.00
CS01	CAROLINE SMITH	60.75	33.75	27.00	0.00	0.00	0.00
H012	HAMBLE HOUNDS	20.25	0.00	0.00	0.00	20.25	0.00
H040	HAMBLE CLUB VETS FC	144.00	0.00	144.00	0.00	0.00	0.00
L05	LONDON AIRWAYS	-60.00	0.00	0.00	0.00	0.00	-60.00
L09	G SALMON LAND ROVER	30.00	-60.00	0.00	0.00	90.00	0.00
S013	SOLENT VETS	60.00	0.00	0.00	0.00	270.00	-210.00
Total Sales Ledger No 1		805.00	-26.25	171.00	0.00	1,810.25	-1,150.00
TOTAL SALES LEDGER BALANCES		805.00	-26.25	171.00	0.00	1,810.25	-1,150.00

Richard

As requested my preliminary observations and recommendations with respect to the tree at the above site.

Date of Visit – 24/3/17 PM

In attendance – Richard Clarke

Weather – dry, clear, light winds.

Trees – 1 x mature maple

Observations

Site and location

The tree sits in open space under the management of Hamble Le Rice Parish Council (HLRPC).

The tree is located approximately 4m from the dwelling at 16 Pegasus Close and approximately 1 metre from the garden boundary wall of the dwelling.

The tree lies broadly to the north west of the dwelling.

The tree is one of many specimens planted along the boundary with the development, contributing to a tree fringe between the development and Spitfire Way.

The tree arises from ground level similar to that of the dwelling and boundary wall.

Location Plan

Tree is shown as T1



The tree

The tree is a maple (*Acer* species – noted in respect of complainants letter).

The tree is circa 12m in height.

The tree has been subjected to past crown management to remove a significant portion of the crown which previously overhung the garden of 16 Pegasus Close such that the bulk of tree crown is now out to the east side over the open space and public footpath with limited crown over the garden. In addition there has been some lower branch removal to the south and over the footpath. The result of the tree works is that there now exists 3-4m clearance from the nearest part of the tree crown to walls eaves and roof of the dwelling.

However, in spite of the factors the tree may be considered a good specimen.

During my site visit I saw no significant defects, decay, degradation or other factors that would lead me to suspect imminent failure or collapse. Nor did I see any evidence of fungal fruit bodies within the root zone or on the tree. The tree appears in good health and recovering from what may be described as somewhat overzealous crown pruning.

Main issues noted in complainants letter

1. Large sycamore close to the property boundary;
2. Tree has caused problems in the past;
3. Tree is causing problems now;
4. Tree has potential to cause problems due to desire to build conservatory;
5. Wrong tree in wrong place (suggest replacement with *Acer* or cherry).

Comments on points from letter

1. The tree is a maple planted as part of the landscape details for the open space/development buffer. It is a member of the *Acer* family however it is not a sycamore. The tree is located within 1m of the boundary wall and 4m from the dwelling. I consider this a common place spatial relationship where such developments abut public open space. I note that in the immediate area the adjacent tree is closer than others may be to dwellings. However, recent pruning has removed significant portion of the crown, reducing almost all elements of the crown that overhang the garden and created more than sufficient space between edge of crown and built form of the house.
2. The complainant provides no evidence in support of the claim of previous or existing problems.

Issues of crown overhang and proximity have been reduced/removed by pruning.

During my visit I saw no evidence of cracking or damage to the boundary wall or the dwelling.

The trees location to the north west of the dwelling means that it is not obscuring the path of sunlight as perhaps a tree could if located to the south side.

Common law provides that home owners have no right to light, nor right to a view, nor television reception etc. Furthermore, negative impacts such a leaf fall, nuts, birds and their excrement, detritus and small twig

falling (list not exhaustive) are all considered in law to be an annoyance. Only in cases where the impact of a tree may be considered "actionable nuisance" meaning a nuisance in law would the PC have an obligation to act to abate the nuisance. An example would be proven damage or subsidence with evidence clearly in support of the claim. Further details are stated in the HLRPC Policy on management of trees which makes clear there is no obligation to respond to requests to fell or prune in such circumstances.

3. Refer to 2. above.
4. The desire to build a conservatory is reasonable, however I am not aware there is any obligation in law on any third party to act to ensure the use and enjoyment of that proposal or to assist in gaining planning consent.
5. The tree contributes to the character and amenity of the area. I can sympathise to some extent in respect of proximity, however recent pruning has remove significant portion of the crown, alleviating any overhang and proximity issues. A replacement Acer – unless a small ornamental tree – would create the same issue in the long term. Cherrie (*Prunus species*) are, by their nature, prone to surface rooting causing issues of wall damage, in addition they are oft cited in case of subsidence, as a result I consider the current tree, with the pruning as carried out, represents a reasonable specimen in the location.

Conclusion

The tree is a healthy specimen contributing to the character and nature of the development buffer open space.

The complainant would have been aware of the presence of trees at the time of house purchase.

No evidence appears to have been presented to support any argument for actionable nuisance. (If it has then please provide and I will re-assess in light of it)

No visual evidence of built form damage was seen.

The trees location provides that sunlight is not obscured.

Proximity is being successfully managed by recent pruning.

HLRPC have no obligation to improve the chances of gaining planning consent or to improve the use and enjoyment of something as yet to be constructed.

Recommendations

No work to the tree is required.

The tree continues to be monitored as part of the ongoing tree risk survey.
Reason – the HLRPC tree policy makes clear such work will not be undertaken unless a legal obligation exists and that trees are retained on public land wherever possible.

Regards

Kevin Cloud BSc Hons, Tech Cert Arbor A, F Arbor A
Arboricultural Association Registered Consultant
Director and Principal Consultant



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April 10th 2017

Hamble Parish Council – Community Resource Centre Consultation

TO AGREE THE COUNCILS RESPONSE TO THE CONSULTATION ON THE PROPOSED COMMUNITY RESOURCE CENTRE AND LIBRARY

Introduction

1. EBC have acquired the former Barclays Bank building to provide a community resource center including a library. The village mobile library service ceased some time ago and our village plan previously highlighted a desire for a library. Recognising this EBC will be inviting comments from the community on the proposed center and an event is arranged prior to the APM to garner views about the project. Over and above the community views the council is invited to provide its own comments, with a view to shaping the scope and nature of the project.
2. Hampshire County Council has sent a copy of their independent library service model which is used elsewhere in the county. Please see the table at the end of the report. This gives an indication as to the set up.
3. Some discussions have already focused on the need for more quantitative data about useage and footfall for the project.
4. Also at this early stage consideration should be given to the name of the facility and encouraging members of the public to name it, with a focus on schools and young people being approached.

Content - Design

5. The building occupies an important position on the High Street and is opposite the Grade 2* St Andrew's church. The new building design should reflect the prominent site position and should be an important land mark building given its location between old Hamble and new Hamble. The site is close to the conservation area and with its strong links to both marine and the aeronautical sectors there should be some reference to this in the design process alongside recognizing the immediate characteristics of the church. At present the design lacks any local references. In the context of the recent refusal of the Abbey Court, School Lane application more consideration is needed to the design aspects.
6. As part of the design process the council would wish to encourage the building to be built to a high sustainable standard to minimize running costs and future

repairs and maintenance. With a south facing elevation use of passive heating is a real opportunity and should be maximized for both the community building and the residential units.

7. Options to incorporate contemporary art and gallery space it should be considered at this feasibility stage and grants explored to fund it.
8. At present the level of amenity for the residential units is low without the benefit of parking or external outside space. These should be included to avoid an impact on the surrounding area.
9. Consideration to the access and minimizing noise and disruption should be considered as well as how the outside space will be used. Users are likely to need a location for smoking and this should be removed from the building to avoid conflicts with the residential units. Use of the area around the building should be laid out to reduce on going maintenance costs and thought given to seating space.

Content - Usage

10. The building presents an opportunity to provide a range of services currently absent in the village. Examples of other community hubs have been looked at across the immediate area and particularly those neighbourhood facilities within the Southampton area. In particular they achieve a balance between a facility that people come to to access resources such as local services, ICT and books as well as providing a focus for wider community activity and groups.
11. With this in mind the Council would like to see a building that can accommodate a variety of functions which could include some of the following:
 - Regular advice surgeries – CABx, Registered Housing Providers, Benefits Advice etc
 - Supported outreach – individual support but in a group setting
 - Community groups – space to enable small groups of people (12?) to come together to do activities such as Knitting and Crafting groups.
 - Practical workshops such as homework clubs, employment support, welfare advice with a focus on web based activities
 - Activities for young children such as Story Time, Singing and Toy Library events
 - Drop in for older children and young adults to access ICT and other resources
12. The village already has a number of meeting spaces that include the Hamble Village Memorial Hall, The Roy Underdown Pavilion and Mount Pleasant Pavilion, the Priory Centre plus a range of function rooms for hire at the Royal Southern, Hamble Club and GE Sports and Social Club. It is important that space in the resource center complements rather than competes with the existing provision.
13. Where possible it would be useful to ensure that the internal design is flexible to enable different configurations. With a series of small rooms for individual consultations that can be merged into a larger single space.

14. Although early in the process the provision of ICT is important to enable the full range of activities with printers, photocopies etc being available. Also having space and equipment for projectors and screens will support more activities.
15. If a café is provided adequate facilities need to be provided for storage of equipment, hygiene and toilet facilities.

Content – Management and ownership

16. It is understood that the facility will be operated by volunteers. None the less a secure office space will be needed to store information and coordinate activities. Its location should enable full oversight of the facility and minimise risk to staff and volunteers.
17. From the specification a cost in use exercise should be conducted to understand the anticipated running costs and the renewals cycle. Being able to hire out space and operate a café in the facility will provide an opportunity to generate income to offset costs and fees should be set at a realistic level to take account of full cost recovery. Reassurance on this would be appreciated at the earliest point.

Independent Community Library Plus model – Supplied by HCC

April 2017

Services, support and facilities provided by HCC	Independent Community Library Plus
Part of the Council's Statutory Library Service	Independent to HCC's statutory Library Services.
Library Location	Hamble
Library Building	Small space in a community building managed by Hamble Parish Council. Revenue building cost to be funded by community
Minimum Opening Hours	Accessible when building is open
Access to library system (Spydus) to issue, return & request	Not required
Self Service RFID kiosks	Not required
Reservations & inter library loans	✓ If customer or volunteers collect from nearest HCC library eg Netley.
Able to return all Hampshire Library items	No. Hampshire Library items must be returned to the nearest Hampshire Library eg Netley.
Library stock provided for browsing	✓ community library stock
Face to face support available for customers	✓ volunteer recruited and managed by the community
Free public Wi-Fi	✓ If provided by community
Free internet ready IT for public use	✓ If provided by community
Free universal activities eg rhymetime, knit & natter	Decided by Community
Support provided by HCC	Several hours advice each year and provision of surplus library stock to refresh the Hamble Community Collection if required.
Measures of success	Issues, active customers, cost per issue
Summary of Library Services	Access to Hamble Library Collection with support from volunteers. Community Events and activities, Public IT and free Wifi if provided by Community Plus reservation service if customer or volunteers collected books from nearest HCC library eg Netley

4th April 2017

Hamble Parish Council – Hamble wide consultation exercise

DECISION: TO APPROVE THE CONSULTATION PROCESS AND TIMESCALE ALONG WITH A BUDGET OF £5,000 FROM RESERVES TO FUND THE WORK.

Introduction

The councils Village Plan is now in need of review. It is important for the Council to have an adopted plan which sets its priorities and objectives out for the area and the way in which it intends to spend Council resources in meeting these objectives. The Council now has the opportunity to deal with land use issues through the use of a neighbourhood plan and this route will be explored. Central to either is the need to undertake a community wide consultation event as a starting point.

Content

In order for the Council to identify its priorities it needs to undertake a comprehensive consultation exercise to understand the key issues for the community and how they want to village to address change over the next 10 years or so. It is important not only for the Council to understand the aspirations and concerns of local people but to also have a list of key projects that address identified needs that can be used as the basis for securing investment and resources from other bodies and organisations. This might be through partnership working, development contributions or grant funding. It will also inform the level of precept that the council needs to set to meet local community needs.

The consultation process will start on the 15th May 2017 and run until the 30th June. During that time there will be a number of events to encourage people to come forward with their views as well as a questionnaire that will be widely circulated across the village.

The key groups of people that the consultation will seek to target are:

Residents – from all age and interest groups

Key stakeholders such as adjoining Parishes, Eastleigh Borough Council, Hampshire County Council, Hamble River Harbour Authority, Hampshire Police, local schools, transport providers and other infrastructure providers

Local businesses and special interest groups such as land owners.

The results of the consultation will be collated over the summer and it is hoped that from that a decision can be made on whether or not to start a neighbourhood Plan. It will also enable the Council to make a comprehensive response to Eastleigh Borough Councils Local Plan consultation which is now scheduled for October time.

It is expected that the consultation process will use a variety of ways to engage people and capture opinions with posters, post cards, the Parish Magazine and social media all being used to encourage people to come forward and to get involved.

Impact

The consultation exercise will be an extensive programme and will require support from both councilors and officers to run the differing consultations events as well as analysing the responses. The timetable has been set to ensure that the maximum number of people can be involved in the process. The majority of the analysis will take place over the summer with reports coming back to council and the community in September.

A budget of £5,000 is recommended at this stage. This will cover the costs of hiring premises if needed, cost of artwork, printing, postage and delivery as well as potential costs linked to collating and publishing the results

What is the intended outcome of the decision?

Agreement on the process for undertaking the consultation and setting a budget for it

Way forward

To confirm the timescales for the event, to make key partners and residents aware as well as devising a more detailed and costed plan for the next meeting.

10th April 2017

Hamble Parish Council – Appointment of consultants to assist with Human Resources and Health and Safety policies and advice

DECISION: TO SELECT THE A CONSULTANT ON THE TERMS WITHIN THE REPORT

Introduction

An initial assessment of the council's human resources and health and safety policies indicate that work is needed to update and refresh them. This is a priority given the nature of the activities that staff are undertaking and the public use of our facilities.

Content

It is important that the Council has a full and up to date suite of policies regarding the employment of staff and the management of risk in the exercise of their day to day activities. Although the Council has got a range of policies in place they are not comprehensive and have not been kept up to date.

Work to review and update them would be time consuming and would require further training on the part of the Clerk in order to do them. This is especially the case in terms of Health and Safety.

Given this three companies have been selected that offer broadly similar services which include the following:

Audit of current policies and a gap analysis

Provision of policy templates covering key areas

Review of contracts and recommendations for changes

Help is producing risk assessments and method statements for areas of risk

Access to advice and support services for a 3 year period

HALC and NALC do provide access to a range of employment services but ensuring that high quality, tailored advice and support is needed is a sensible precaution and given the cost involved (and the potential award of compensation for failure to follow due process) it is a proportionate cost to meet.

Impact

Failure to have and to be able to demonstrate use of up to date policies in this area is serious. Within the health and safety environment a breach of the legislation in the most serious of situations can result in charges of Corporate Manslaughter which can incur custodial sentences. Lesser breaches can incur heavy financial penalties. Not with standing that we should ensure that the public our facilities and staff are safe where there is risk that we have managed this competently.

Equally a failure to adhere to employment legislation could result in a legal challenge and a costly award in the worst case and an inability to manage performance in an acceptable manner.

Unfortunately recourse to support and advice is often in crisis situations and having experts on hand to guide and advise in these situations can prove invaluable.

What is the intended outcome of the decision?

To appoint a consultant to work with tge Clerk over the next few months to develop a full and comprehensive set of employment and health and safety policies, to consult with staff throughout the process, to undertake training where needed and to implement and embed best practice.

Way forward

The providers offer slightly differing services. The table attached summarises the key points.



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?

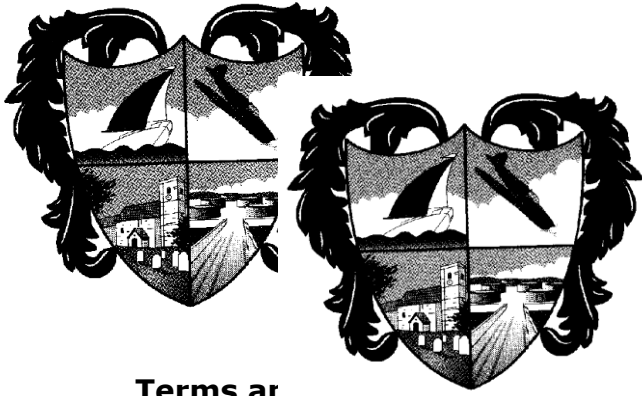
I agree that I have read and will abide by the "Terms and Conditions of Hire".

Name of authorised hirer.....

Signed

Date.....

THANK YOU FOR YOUR BOOKING



Terms ar

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 booked event. A returnable deposit of **£?** is also required, to be held against damage, misuse, time overruns, extra cleaning etc.
3. **Cancellation** In the event of cancellation by the hirer less than 14 days before the event, the full charge will apply. If the booking is cancelled more than 4 weeks before the event there will be a full refund. Hamble 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 11.30pm 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 blue tack or similar non damaging means
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 via asstclerk@hamblepc.org.uk
21. **Failure or defects** of equipment belonging to Hamble Village Parish Council, must be reported to the parish Council Office either in person or via 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 our neighbours.
23. The Parish Council 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. The Parish Council reserves the right of inspection of the Premises at all times by any of its members or duly authorised representatives.
25. The Parish Council does not accept responsibility for loss of property, damage to personal belongings or equipment not the property of Hamble Parish Council or injury to persons arising as a result of the use of the premises (Including the storage of equipment)

26. A fee of £10.00 is charged for Third Party insurance unless evidence of the hirer's own third party insurance is shown.

27. The Parish Council reserves the right to amend these Terms and Conditions at any time.

DRAFT

FIRE SAFETY PROCEDURES

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

- All exit and the stairs must be kept free of obstructions at all times.
- Ensure all internal fire doors are closed.
- Note the position of fire extinguishers.
- If a fire is discovered, however small, sound the nearest alarm.
- In the event of a fire:
 - **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 via asstclerk@hamblepc.org.uk

LEAVING PROCEDURE

When leaving the Pavilion 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 or 02380453422
- 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).
- 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.
- Turn the heating down to 15 degrees

DRAFT

Hamble-le-Rice Parish Council

The Roy Underdown Pavilion Committee Room

To conform with fire regulations the maximum number of people permitted in the Committee Room is 60 (sixty)

The keys should be collected from the Parish Office during office hours between 9am and 12.30pm and returned immediately after the booking has ended.

Outside lights:

The outside veranda light switch is on the wall behind the main pavilion door. When leaving during the dark push the button under the light switch and turn the switch off. The outside lights will then remain on long enough to allow people to leave the building, lock the door and return to their cars.

Heating:

Heating is controlled by a thermostat. Please ensure that this is turned down to 15° when you leave.

Please:

- Stack tables and chairs and return to cupboard
- Make sure all the windows are closed and locked.
- Leave the kitchen clean and tidy
- Do not leave food or drink in the fridge
- Make sure the oven is turned off at the wall switch
- Make sure nothing is left behind

Please report any defects or breakages by completing a page in the DEFECTS DUPLICATE BOOK and return the top copy to the Parish Office with the key

EMERGENCY NUMBERS:

POLICE/FIRE/AMBULANCE	999 FOR AN EMERGENCY
POLICE GENERAL	08545 045 45 45 (GENERAL) OR 101
PARISH OFFICE	(023) 8045 3422 MONDAY TO FRIDAY 9AM TO 12.30
GROUNDSTAFF	07949 160885 OR 07949 160886

April 10th 2017

Hamble Parish Council –Hire Agreement for Roy Underdown Pavilion

TO CONSIDER THE DRAFT HIRE AGREEMENT AND TERMS & CONDITIONS

Introduction

Following the recent consideration by the council of a refund request it was agreed that a formal refund policy should be drafted. It has been informed by the refund policy of the Hamble Village Memorial Hall.

Content

At present there is no hire agreement in place for booking of the Roy Underdown Pavilion and the Terms and Conditions are very basic (see appendix 1)

The process is very informal: bookings are noted in the calendar, one-off hirers are invoiced approximately two weeks before the booking and payment requested in advance or when the key is collected.

Regular users are invoiced at the end of each month, (At present there is only one regular i.e. weekly user).

Recommendations

The council is asked to Consider:

Adopting a cancellation policy: Hamble Village Memorial Hall's cancellation policy is 'no refund is given if the booking is cancelled within four weeks of the event'. Based on a review of other local parish councils 14 days seems to be an average.

Collecting a deposit in respect of loss, damage or over-run: At present we do not take any deposit at all.

Adopting the draft terms and conditions attached with the following changes:

Item 2 Formalizing the pre-payment process and the timescale in respect of one-off users.

Item 6 Stipulating a finish time for functions

Item 22 Stipulating closure of windows

Item 26 Requirement for Third Party insurance for hirers

CURRENT TERMS

Hamble-le-Rice Parish Council

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10th April 2017

Hamble Parish Council – Local Government Transparency Code 2015

TO NOTE THE IMPLICATIONS OF THE LOCAL GOVERNMENT TRANSPARENCY CODE 2015 AND THE REQUIREMENTS ARISING FROM IT.

Introduction

1. Government has introduced a new code for local government (<https://www.gov.uk/government/publications/local-government-transparency-code-2015>) which requires a range of information and data to be made widely available. Government expects that the following principles should be achieved:

Demand led – there are growing expectations that new technologies and publication of data should support transparency and accountability. It is vital that public bodies recognise the value to the public of the data they hold, understand what they hold, what their communities want and then release it in a way that allows the public, developers and the media to use it

Open – provision of public data should become integral to local authority engagement with local people so that it drives accountability to them. Its availability should be promoted and publicised so that residents know how to access it and how it can be used. Presentation should be helpful and accessible to local people and other interested persons, and

Timely – the timeliness of making public data available is often of vital importance. It should be made public as soon as possible following production even if it is not accompanied with detailed analysis.

2. In general the code expects that information will be put into the public domain unless there are real and genuine reason why it should not be. Its view is that the code is not in conflict with Data Protection nor should it compromise commercial confidentiality. Contractors should be made aware that information provided will publically available.

Content

3. The Code requires information to be published about:
 - How money is spent over £500
 - How the Council uses its assets
 - How decisions are taken and who is taking them

4. There is considerable detail contained in the code and councilors are advised to familiarise themselves with it. HALC has usefully provided a minimum set of requirements that Councils need to meet. See the attached.

Impact

5. At the moment the Council is able to publish most of what is required although not necessarily in an easy to use format. Coupled with the new financial regulation's and the internal audit reports (both December 2016 and March 2017) there is a considerable amount of work that needs to be completed around the council governance arrangements within a short space of time.

What is the intended outcome of the decision?

6. There is no decision to be made but the Council should seek an update on progress in meeting these various governance matters. These do need to take priority over other work and there should be close scrutiny of progress in achieving them to avoid censure.

Way forward

7. The Clerk will prepare a log of actions that need to be taken and will bring these back to the Councils first meeting of each month to confirm progress with them.

Appendix – Parish internal Audit : Transparency Code Checklist 2015/16

Parish internal Audit : Transparency Code Checklist 2015/16

Name of Council		Clerk	
Name of Chairman		RFO	

Heading	Detail	Web	Paper
Spending	All payments – quarterly at least and clearly minuted		
Wages	Total remuneration cost each period		
Procurement cards	Same disclosures as payments and debit cards		
Procurement	All invitations to tender over £5,000		
Procurement	All invitations to quote over £500		
Procurement	Details of all won contracts : full details of winner details of performance monitoring		
Buildings	All buildings incl sqm area Current EPC Reason for holding building Any rented or tenanted buildings Future commitments on leases		
Land	Location : Postcode or map ref incl access strips Area Details of leasehold / rental		
Other assets	Full asset register published annually (no land values)		
Grants	Full details of grants made incl charity number Power under which grant made Application form online		
Organisation	Organisation chart Vacancies list		
Trade Union	How much paid time council allows		
Parking	Income from parking charges Expenditure out of that income		
Salaries	Banding details of all over £50k		
Constitution	Financial Regulations approved each year Standing orders reviewed each year Risk Assessment reviewed each year		
Pay multiple	Between max pay and median for organisation		
Fraud	List incidence of and actions taken		
Agendas	Agenda properly published before each meeting		
Minutes	Full council – 3 years worth minimum Every committee and subcommittee – 3 years minimum Minutes comply with best practice (G&A / CAB 9) Insurance renewal minuted Budget and accounts minuted Bank reconciliations minuted Confidential minutes handled appropriately		
Annual return	Sections 1 – 4, three years minimum		
Budget	Precept form and full supporting budget		
Audit reports	All External and Internal Audit reports for last 3 years		
Policies	All relevant policies and procedures (incl FOI) listed		
Charities	Details of any charities for which the council is trustee		
Retention	Current year plus 3 prior year for decisions		

10th April 2017

Hamble Parish Council – Support for Council Meetings

DECISION: TO AGREE THE ADDITIONAL ADMINISTRATIVE SUPPORT UP TILL SEPTEMBER 2017 BASED ON THE TERMS OUTLINED.

Introduction

1. A review of current practice within the Council has identified a number of areas where additional work is needed to meet a range of legislative requirements or code of practice. The councils Financial Regulations, its Financial Risk Assessment and audit recommendations have all been considered in the last few meetings as well as a commitment to populating the asset register. Elsewhere on the agenda is the paper on the Transparency Code and the implications stemming from this. Taken together these all present very significant areas of work where new arrangements need to be developed and embedded in order to achieve the basic requirements set for local councils. Once established it is hoped that the processes will be manageable within existing resources.
2. Achieving these objectives without further help is likely to delay work which is undesirable. As a result the proposal recommends a trial up to September 2017 which covers 7 scheduled meetings as well as the reserve date in August providing additional help and support with the production and publication of Council papers which currently takes approximately 2/3 days every cycle.

Content

3. Producing a set of papers for each cycle of meetings involves the following stages (includes the future requirements):
 - Drafting and agreeing the agenda
 - Issuing the agenda 3 clear days before the meeting
 - Circulate previous meetings' minutes
 - Write, collate and print/publish reports including financial statements
 - Send out/deliver agenda packs
 - Produce list of payments for sign off at meeting
 - Set up meeting hall and liaise with members of the public or people presenting to the meeting
 - Follow up actions from the meeting

- Ensure approved minutes from previous meeting are published along with transactions
 - Arrange payments
 - Ensure minutes are produced.
 - Publish all papers for the cycle on the website
4. Advice from the Auditor is that we should also start to use both the website and Facebook pages to publicise meetings, contracts and projects to generate more interest and improve scrutiny.
 5. With the range of other work going at the moment it is difficult to achieve the required standard without other work being delayed. Given this it is proposed to invite the Minute Clerk to provide 5 hours of support to each cycle of meetings over the next 3 months. The terms of appointment will be similar to those already in place namely £10.00 per hour. Currently the hours are flexible reflecting the length of the meeting and the minutes. In addition the Minute Clerk has also provided holiday cover within the office which during this year was most of August. She is therefore versed in the office set up. In the last twelve months payment of £3147.25 has been made.
 6. The additional cost for the period identified will total £350.00. By the end of the period a review will be carried out to see what if any elements can be automated to reduce the current inputting.

Impact

7. Providing additional support will enable a number of other work areas to progress. These include work on a community wide consultation event pending a decision on the Neighbourhood Plan, initial work on the play park replacement at Mount Pleasant and upgrade of the website to improve the content and to enable more self-service. Without support work on meeting the range of relevant standards stemming from the transparency code we are unlikely to be able to accommodate work on the other projects set out above.

What is the intended outcome of the decision?

8. Provide additional support to meet pressures from an increased work load.

Way forward

9. Offer a short term contract to the Minute Clerk until September 2017 to assist with a peak in work and to set up and establish new systems of working.