
AGENDA ITEM 1 (c)

MINUTES OF ANNUAL COUNCIL MEETING HELD ON 14TH MAY 2018

HAMBLE-LE-RICE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY, 14th MAY 2018 AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM

PRESENT:

Cllr S Cohen – Chairman
Cllr S Schofield – Vice Chairman
Cllr P Beach
Cllr J Dajka
Cllr I James
Cllr D Rolfe
Cllr A Thompson
Cllr I Underdown

In Attendance

Mrs A Jobling - Clerk
Mrs J Symes, Deputy Clerk
Mrs J Panakis – Minutes Secretary

Minute's Silence for Mrs Beda Allwood

The Clerk informed the meeting that Mrs Beda Allwood had died recently: she had been an active member of the Hamble community, serving on the Parish Council and at one point being its Chairman. A minute's silence was observed.

Election of Chairman

116/51/18 Cllr Rolfe proposed, Cllr Schofield seconded, and IT WAS RESOLVED that Cllr Cohen be voted in as Chairman for the municipal year 2018 to 2019. Cllr Cohen accepted her election to Chairman, and said that during the last municipal year there had been a lot of changes to the way the Parish Council worked, particularly in relation to governance. The Council were now reaping the rewards of the changes. Cllr Cohen said she was happy to accept the position of Chairman for the next municipal year. Cllr Cohen thanked the staff for all their hard work for the Council.

To Receive Apologies for Absence

117/51/18 Apologies for absence were received from Cllr M Cross, Cllr S Hand and Cllr G Woodall,

Declaration of Interest

118/51/18 The Clerk informed the Council she had sought advice on their dispensations as the Auditor had queried this. NALC's new Model Standing Orders makes it clear that dispensations have to be granted at each meeting, according to the items on the agenda. In addition, dispensations are only granted if the Council is unable to conduct its business due to the number of Councillors who have to declare a personal or pecuniary interest in the matter to be discussed. It is advisable, therefore, that the 4 year dispensations previously granted should be relinquished. Councillors were asked to contact the Clerk to confirm their position regarding their dispensations.

Chairman's Signature: Date:

To Accept the Minutes of the Council Meeting and the Exempt Minutes held on 9th April 2018

119/51/18 Cllr Underdown proposed, Cllr Schofield seconded and IT WAS RESOLVED that the Minutes of the Council meeting held on 9th April 2018 and the Exempt Minutes held on 9th April be accepted as a true record. Both sets of Minutes were then signed by the Chairman.

Public Session

120/51/18 No members of the public were present at the meeting.

Election of Vice Chairman

121/51/17 Cllr Rolfe proposed, Cllr Underdown seconded, all agreed and IT WAS RESOLVED that Cllr Schofield be voted in as Vice Chairman for the municipal year 2018 to 2019. Cllr Rolfe complimented Cllr Cohen and Cllr Schofield, in their respective roles as Chairman and Vice Chairman of the Council, for the excellent work they had done during the last municipal year.

Governance Review

122/51/18 Membership of Committees, Working Parties and Nominees to External Organisations for the Municipal Year 2018-19

A proposed Committee structure had been circulated with the meeting papers. A Review Panel is a newly proposed group which would deal with any complaints made to the Parish Council, which included decisions made regarding Burial's Policy. The Burial Committee would now cease to exist, its work taken up by the Asset Management Committee. The Review Panel would be completely separate from the work of the other groups and offer an independent assessment of decisions made.

Cllr Underdown proposed, Cllr James seconded, and IT WAS RESOLVED that the Council accepted the new structure of Committees, Working Parties and Groups as set out in the paper submitted to the meeting, with the inclusion of the Volunteer Hub and Community Relations Group, for the municipal year 2018-2019.

CLERK

123/51/18 Appointment of Chairmen of Committees and Working Parties These were agreed as follows:

- **Review Panel** - Cllr Thompson proposed, Cllr Rolfe seconded and IT WAS RESOLVED that Cllr A Thompson would Chair this Panel.
- **Resources Working Group** - Cllr Dajka proposed, Cllr Cohen seconded and IT WAS RESOLVED that Cllr S Schofield would Chair this Group.
- **Asset Management Committee** - Cllr Rolfe proposed, Cllr Dajka seconded and IT WAS RESOLVED that Cllr S Schofield would Chair this Group. In addition, membership of the group would be increased by one, but at present this was noted as a vacancy.
- **Planning Committee** - Cllr Thompson proposed, Cllr Rolfe seconded and IT WAS RESOLVED that Cllr Underdown would Chair this Committee. In addition, membership of the group would be increased by two to support the work of the committee which would include Cllr Woodall and with a further vacancy.
- **Personnel Committee** - Cllr Schofield proposed, Cllr James seconded and IT WAS RESOLVED that Cllr P Beach would Chair this Committee, and that membership would increase from 3 to 5. New Members to include Cllrs Hand and James.

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- **Dinghy Park Working Group** – The membership of this group was agreed, and Cllr Cohen volunteered to continue to Chair it.
- **Friends of Westfield Common** – The member for this group was agreed as Cllr M Cross.
- **Festive Lights** – Membership of this group was agreed as circulated.
- **Comms Task and Finish Group** – Membership of this group was agreed as circulated, plus Cllr J Dajka.
- **Volunteer Hub and Community Relations** – Membership of this group was agreed as circulated.

124/51/18 Representatives on Outside Bodies These were agreed as follows:

- **Henville Trust:** Cllr I Underdown
- **Hamble Village Memorial Hall:** Cllr J Dajka
- **Hamble River Valley Forum:** Cllr I Underdown and Cllr S Cohen
- **Footpaths:** Cllr A Thompson and Cllr D Rolfe
- **Hamble River Estuary Partnership:** Cllr I Underdown
- **Youth Options:** Vacancy

Cllr Underdown proposed, Cllr James seconded and IT WAS RESOLVED that all the above appointments to Committees, Working Parties, Task and Finish Groups, external and partner groups were approved by the Council.

CLERK

125/51/18 Dates and Times of Meetings to the Annual Council Meeting 2019

Cllr Cohen proposed, Cllr Underdown seconded and IT WAS RESOLVED that the proposed meeting dates be accepted with the following approved amendments: August Planning Meeting – either the 13th or 20th August according to Planning Applications received; Personnel Committee's meeting in January 2019 was added as 24th of that month. The meetings projected for the Burial Committee to be deleted.

CLERK

126/51/18 Media Policy Cllr Underdown proposed, Cllr Cohen seconded and IT WAS RESOLVED that the Media Policy be adopted in principle with the following changes made: reference in 7.2 to "Town Clerk" and "Town Mayor" be altered to "Parish Clerk" and "Chairman of the Parish".

CLERK

127/51/18 Customer Complaints Policy Cllr Underdown proposed, Cllr Schofield seconded and IT WAS RESOLVED that this Policy be adopted in principle, with alterations made to: the title which would be called Customer Compliments and Complaints Policy; that general complaints are referred to the Review Panel and any complaints about Councillors are referred to the Standards Committee at Eastleigh Borough Council. Compliments about individual members of staff will be recorded in their personnel file (not personal file).

CLERK

128/51/18 Equality Statement Cllr Underdown proposed, Cllr Cohen seconded and IT WAS RESOLVED that the Equality Statement be accepted.

CLERK

129/51/18 Asset Register The Asset Register had been revised on recommendation from the Auditor, as the Council's insurance policy and asset figures did not match. Newly acquired assets have been added to the register. It is a requirement that the Register be presented with the Annual Return. The Council's insurance policy is due to be renewed shortly: renewal will be confirmed at the next Council meeting. A query was raised about the IT equipment on the register: the Council do not own their current IT equipment and these items listed on the register

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will have to be investigated. Cllr Cohen proposed, Cllr James seconded and IT WAS RESOLVED that the Asset Register be referred back to the Asset Management Committee for further consideration with regard to the IT equipment and future discussion with the insurance company with regard to renewal of the Council's policy. **CLERK**

130/51/18 Insurance Cover The Clerk confirmed that all the Council's Risk Assessments for all activities undertaken by Council staff were up to date and the financial risk assessment was completed in March this year.

131/51/18 Standing Orders The new model Standing Orders issued by NALC were discussed and the following decisions made:

- Page 6: Item 1 (t), penultimate line – insert 3 minutes
- Page 8: Item 3 (f), second line – insert 15 minutes
- Page 8: Item 3 (g), second line – insert 5 minutes for any one speaker
- Page 8: Item 3 (i), first two lines accepted – “A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort).”
- Page 11: Item 3 (x) – insert 2.5 hours
- Page 14: Item 6 (d) – revise the wording to reflect that if the calling of an extraordinary committee meeting is not acted on by the Chairman of that committee, that the issue is referred back to full Council
- Page 15: Item 9 (b) – insert “2 clear days before the meeting.”
- Page 15: Item 9 (d) – insert “1 clear day before the meeting.”
- Page 18: Item 13 (e) – select “by the Proper Officer”
- Page 19: Item 13 (g) – retain the paragraph
- Page 21: Item 15 (xiv) – replace with the sentence: “Ensure that electors can access a record of every planning application notified to the Council and the Council's response to the local planning authority.”
- Page 24: Item 19 (b) – staff absences will be reported to the Personnel Committee, without identifying the individual member of staff unless there is a problem with a particular member of staff's sickness record.
- Page 27: Item 24 (a) and (b) – these items regarding inviting District and County Councillors to attend Parish Council meetings to be retained.

Cllr Cohen proposed, Cllr Underdown seconded, all agreed and IT WAS RESOLVED that the new NALC Standing Orders be adopted by the Council with the agreed changes and amendments as listed above. **CLERK**

132/51/18 Financial Regulations The NALC Model Financial Regulations were discussed and the following amendments to this document proposed:

- Page 11: 6.18 (a) – the petty cash float to be £100
- Page 17: 15.2 – the item to read: “Following the annual risk assessment (per Regulation 17), the Clerk shall effect all insurances and negotiate all claims on the Council's insurers.
- Page 17: 15.2 – item to read: “The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances to the Insurance Company”.
- Page 17: 16.1 – delete [with the RFO]
- Page 17: 16.2 – delete [with the RFO]

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Cllr Schofield proposed, Cllr Dajka seconded and IT WAS RESOLVED that the Council accepted the NALC Model Finance Regulations with the above agreed amendments. **CLERK**

133/51/18 GDPR Issues and Time Table

The Clerk explained that the main implications for the Council created by these new regulations were as follows:

1. The regulations applied to both paper and electronic records
2. Councillors could not forward e-mails to other organisations without the permission of the originator
3. All e-mail accounts of staff and Councillors were required to be official Parish Council e-mail addresses, rather than personal e-mail accounts.

The Clerk advised that Councillors that they had to sign a compliance statement to say that they understood the new regulations. If Councillors had concerns regarding their understanding, training could be arranged. The issues regarding the Data Controller and the Data Manager still had to be resolved. Cllr Cohen proposed, Cllr Schofield seconded and IT WAS RESOLVED that the way forward for preparing for the GDPR as outlined in the Clerk's report was agreed and that the Resources Working Group would be appointed to review progress with compliance. **CLERK**

134/51/18 Parish Council's New Website The contract with the current web site provider expires at the end of May 2018. Hugo Fox have been appointed as the new provider – they do not charge to host the web site. There are some disadvantages with the new site, for example the top headings are fixed and it does not work well with mobiles, however, there is an important advantage in that the Council can post information to it themselves. The report was noted.

135/51/18 Clerk's Report Council noted the Clerk's report, in particular the loss of £8,750 in income from the EE telecoms mast project, which was no longer going ahead. Cllr Cohen proposed, Cllr Underdown seconded and IT WAS RESOLVED that expenditure of up to the value of £500 for the purchase of new workstation equipment and the subscription to HALC of £829 was authorised. **CLERK**

Resources

136/51/18 Asset Management Committee's Recommendations Council noted the following resolution on expenditure: Item 10 – Parish OnLine – OS Tool – subscription to this service for 12 months at a cost of £240. Also noted was the approval of a request for a memorial tree at the Foreshore. **CLERK**

Finance and Payments

137/51/18 Petty Cash and Bank Reconciliation Statements The Deputy Clerk reported that the Petty Cash Reconciliation amounted to £87.33 and the Bank Account reconciled to £196,646.19.

138/51/18 Schedule of Payments This was noted.

139/51/18 Income and Expenditure Schedule This was noted.

140/51/18 Exempt Business To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of

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Schedule 12A of the Act. Cllr Cohen proposed, Cllr Underdown seconded and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matter to be discussed was as follows: Office Accommodation

The meeting closed at 9.10 pm.

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AGENDA ITEM 3
APPOINTMENT OF COOPTEE

COOPTEE STATEMENTS

Chris ARM

Please find my supporting statement below which I am happy to be published by HPC as follows:

"I have lived in Hamble for 13 years with my wife, 2 young children, 2 dogs and have previously served as a Cllr. for Hamble Parish some time ago. I have experience in: Environmental Health & Licensing, University Commercial Services Management and as a Lecturer. I have a Degree and Masters degree in Tourism and Hospitality, a PGCE and Masters in Education and have recently completed a University Diploma in Maritime Environmental Leisure; I am happy to offer these skills & experience to the Council. At present there are no Cllr's resident in the TS Mercury area of Hamble and my location and geographical knowledge is beneficial. I have previously acted an Associate Governor for Hamble School and am happy to take on this role as a Cllr. I am able to attend the fortnightly Monday evening meetings at HPC and also any relevant training sessions at EBC."

COOPTEE STATEMENTS

Chris JONES

~~I understand that there is another vacancy on the Parish Council and I would be interested in being considered for it.~~

Please accept my apologies for this abbreviated application as I understand that it must arrive today and this only gives me a little time to prepare it. I would be very happy to provide more information in the future should that be helpful.

I am a graduate Chemical Engineer and spent 20 years working for GSK. I was initially involved in pharmaceutical manufacturing and latterly responsible for the European IT organisation and Infrastructure.

After GSK I have worked on transformation projects at BNFL, Remploy and ONS. I now help my son run a small business providing after school and holiday sports clubs as well as a number of other pro bono roles.

We have lived in Hamble for the past 10 years and are active water sports enthusiasts and supporters of Hamble.

I consider that my experience in industry and commitment to Hamble would make me a very capable Parish Councillor.

As I described in my email, I spent the bulk of my working career in International Health Care and Consulting.

My partner and I set up our home in Hamble over 10 years ago. Between us we have 4 sons, 2 daughters and one granddaughter and this keeps us pretty busy. We are passionate about Hamble as a perfect location to host and support our family as they grow up and serving on the Parish Council is an opportunity to help ensure Hamble will always be a great family location.

Our own recreation time is spent sailing. We enthusiastically enter most of the regattas run in Hamble both competing and volunteering. Last weekend I was helping with the Women's Open Keelboat Championship (WOKC). Hamble is a national treasure for water sports and I am keen to help build on that success.

In the past I have volunteered with The Outward Bound Trust and fund raised for The Bendrigg Trust, charities that use challenging mountain environments to develop and inspire disadvantaged and disabled children. In our sailing we seek opportunities through the RYA to offer young people opportunities to get on the water and we have been lucky to be able to help support some of our aspiring UK Olympic sailors. I would hope to be able to enhance the attention to youth opportunities in working on the Parish Council.

I hope this introduction adds a little colour to the hasty CV that I sent last week and look forward to meeting you.

COOPTEE STATEMENTS

Joanne NESBIT-BELL

Please accept this as my expression of interest in the above position.

I would like to be considered for this position as I believe I could make a positive contribution in the village on various levels.

Currently I work for Winchester City Council in parking enforcement and have twenty years experience in this area (ten years with Winchester City Council and ten years with Eastleigh Borough Council), in this role I have gained years of experience dealing with residents and drivers. This requires the ability to resolve heated issues in difficult situations. My current job requires good communication skills, along with on the spot problem solving skills.

In addition to this role I have also co-ordinated the Meals on Wheels service, along with the distribution of travel concessions, both offered to the residents of pension age within all areas of Eastleigh Borough.

Annually I assist the Election Team taking up post as Presiding Officer at whichever station I am allocated. I also assist with the resident election registration canvas in the Velmore area of Eastleigh each October. I like working for Elections and very much enjoy the team work that is essential when carrying out such duties, sometimes under a lot of outside pressure.

I have a great interest in local history and have learnt a lot in the two years since returning to the village, my education from various sources. This includes helping out with the cake stall at last year's Christmas fayre (along with the upcoming Church fayre) and socialising in our many public houses which we are very lucky to have. I enjoy getting to know the village characters (which there are many). Hamble has a fabulous history and I would love to learn all aspects of how the Parish Council get involved and assist the residents, but above all be a member of the team that has the village's best interests and will take Hamble into the future.

I look forward to hearing from you.

COOPTEE STATEMENTS

James SCOTT-ANDERSON

I would like to be considered as a candidate for the current vacancy in the Parish Council, I lived in the village over twenty years ago and having recently returned to live was taken by how little it had changed yet improved. My background is project management mainly in the Marine industry but with some civil engineering experience. Having a marine/ sailing background would I think be beneficial as the village is so closely involved in this area.

My main skill set in project management is planning, risk, strategy and problem solving, and cost control , I have experience both at board & committee level, but also many years of working and running the physical aspects of projects. This has taken place mainly in Europe the US, U.A.E and New Zealand it has given me a wide experience level and also many different aspects and points of view. Which again I believe would be beneficial to many if the councils activities.

I am also aware of the changes needed from an environmental & social point of view and how much H&S often comes in (I have NEBOSH National certificates in this area) it is going to be come more important to combine all these areas in the future. Not just for now but to leave a legacy which can move forward.

I feel I am at the stage where I would like to give something back to the village that set me of on my career many years ago, and that I can contribute a great deal. I hope I can be considered and look forward to meeting in the near future.

COOPTEE STATEMENTS

Tony RYAN

~~I would like to formally apply for the vacant position of Hamble Parish Councillor, and to contribute to the well-being of the community.~~

I have resided in Hamble for almost 20 years and feel that I have a lot to offer to the Council.

I am well known in the community at large and have many associates both young and more mature. I feel this to be important as I am able to communicate, listen to and understand the feelings and moods of all ages across the whole community.

I have also in the past been heavily involved in a sporting capacity, helping to manage a local Football Team based in Hamble. This was successful but also had a real sense of community spirit and togetherness to it.

In my professional life, I have worked in a business capacity for a number of Multinational IT Companies, managing IT projects across the UK University Sector. Throughout my career, I have developed project management, presentation and negotiation skills, all of which I feel would be of great value to the Council. Having worked on many IT contracts I also have an eye for detail which I consider to be vital when discussing future plans and projects.

I am not a member of any local club or association, am politically independent and do not hold any agenda other than doing what is best for Hamble residents.

This last point I think is very important as I feel Hamble is at a crossroads with very important decisions to be made on local issues such as housing, proposed gravel pit extraction, congested roads and an increasing local population - I would like to be involved in these discussions to ensure the village continues to have a real influence on its future direction.

Thank you for your time and I look forward to hearing from you.

COOPTEE STATEMENTS

Samantha WRIGHT

I have lived in the village for 15 years with my husband and 2 children.

I have had careers as a police officer, yachtswoman and massage therapist with a spell caring for children.

Areas of experience

As a police officer I worked in a few fields and gained skills and experience that could be useful to the council. I spent time as a community police officer working with schools, charities, religious institutions, local business and media organisations. Another position led to work tackling drug use and dealing with serious crime. I spent time in child protection working closely with local authorities, Members of Parliament and the Crown Prosecution Service.

I have recently reduced my work load, but have run an onsite massage therapy company locally and have spent time visiting and getting to know businesses to talk about services.

Both of our children have additional needs, with the eldest having complex needs. I have spent the last 16 years liaising, arranging, organising and instructing with education, health, support services and county council.

Understanding local needs

I have worked in the sailing industry and my husband is fleet manager for a local sailing business. I know how important the river is for residents and visitors to Hamble.

We live in rented accommodation in a house owned by a housing association. Our house was built for us and has been adapted over the years to cater for my eldest sons needs. I have an understanding of housing needs within the village.

My boys are teenagers, and keeping them and young people they know safe and confident is really important to me.

Now that I have cut back on work I have time to commit and am approachable and easy to talk with. I believe that I could add value to committees such as river, planning, youth and security.

AGENDA ITEM 7
PERSONNEL COMMITTEE MINUTES

HAMBLE PARISH COUNCIL

MEETING PERSONNEL COMMITTEE

VENUE Roy Underdown Pavilion, Hamble

DATE Tuesday 22nd May 2018

TIME 9.00 am

PRESENT Councillors; Beach (Chair), Cohen, Hand, James and Underdown
Clerk
Members of the public 0

1 Apologies for absence

None

2 Declarations of Interest in items on the agenda

None were declared

3. Requests for dispensations

None were required

4. Minutes of the Personnel Committee 26th March 2018

Proposed: Councillor Cohen Seconded: Councillor Underdown

RESOLVED: that the minutes of the meeting were approved and signed by the Chairman

5. Public Participation

None

6. Job Evaluation

Committee considered the options open to them and agreed to appoint a consultant to assist with the second stage of evaluations. The work would include a review of the Clerks recent evaluation.

Proposed: Councillor James Seconded: Councillor Hand

RESOLVED: that the Council appoints Chris Rolley Associates to undertake a review of job evaluation review. The cost of the review will be £1085.

7. Performance management

The Committee considered and agreed the range of indicators set out in the report.

Proposed: Councillor Beach Seconded: Councillor Hand

RESOLVED: to agree the list of performance monitoring to be produced on a quarterly basis

8. Appraisals

The Clerk was asked to leave the meeting during part of this item. Progress with appraisals was noted including the Clerks and it was agreed that a further report would come forward when all were completed to enable the pay review for 2018/9 to conclude.

9. DSE report

The report from the consultant on DSE assessments for the Clerk and Assistant Clerk were noted.

Meeting closed at 9.44am

Signed
Chairman

Date

AGENDA ITEM 8
PLANNING COMMITTEE MINUTES

HAMBLE-LE-RICE PARISH COUNCIL

MINUTES OF THE PLANNING COMMITTEE HELD ON TUESDAY, 29TH MAY 2018 AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE-LE-RICE AT 7.00 PM

PRESENT:

Cllr I Underdown (Chair)
Cllr J Dajka
Cllr G Woodall

In Attendance

Mrs A Jobling – Clerk to the Council
Mrs J Symes – Assistant Clerk to the Council
Mrs J Panakis – Minutes Secretary

Welcome

49/5/18 Cllr Underdown welcomed all present to the meeting.

Apologies for Absence

50/5/18 Apologies for absence were received from Cllr A Thompson, Cllr I James and Cllr D Rolfe.

Declaration of Interest

51/5/18 No declaration of interest was made in relation to the items on the Agenda.

Minutes of the Planning Committee held on 23rd April 2018 and Exempt Minutes of the Planning Committee held on 23rd April 2018

52/5/18 Cllr Dajka proposed, Cllr Underdown seconded and IT WAS RESOLVED that the minutes of the above meetings be accepted as a true record. The Minutes were then signed by the Chairman.

Public Session

53/5/18 No members of the public were present at the meeting.

Mineral Extraction Proposals at the Former Hamble Airfield

54/5/18 A letter had been received, dated 14th May, from Cemex UK Operations Ltd detailing their intention to use the former Hamble Airfield land for minerals extraction under the terms of the Hampshire Minerals and Waste Plan. A meeting with Council members has been agreed prior to the Council meeting on the 11th June 2018. The meeting is to introduce the team dealing with the proposed application and to outline the timescales for consultation/engagement.

The Briefing Note from Hampshire County Council's Economy, Transport and Environment team on Hamble Airfield was considered. The Chair also highlighted what the key issues had been for the community when the site was allocated in the W&MP.

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The issues included:

- | | |
|----------------------|------------------------|
| • Buffer zone/buffer | • Restoration |
| • Traffic management | • Footpaths and access |
| • Noise and dust | • Phasing |
| • Water courses | |

The Committee discussed the impact of traffic generally and the need to evidence concerns about congestion, traffic movements and trends. The Travel Plan workshop was now in the diary but there had been no contact from HCC on the other outcomes from the Hamble Lane consultation carried out in autumn 2017. It was agreed that in the light of this the Council should look to commission a survey themselves.

Cllr Dajka proposed, Cllr Woodall seconded, and IT WAS RECOMMENDED TO COUNCIL that the Clerk would investigate commissioning a traffic survey of traffic on Hamble Lane at and below Hound roundabout. The contract value should not exceed £10,000 and should be agreed with the Chairman of the Planning Committee and the Chair of the Council. **CLERK**

Applications from within Hamble Parish

55/5/18 H/18/82749 4 Broad Way, Hamble-Le-Rice, Southampton SO31 4BT. Construction of front porch. The Clerk was unable to gain an extension to allow the Planning Committee to consider this application. Details were circulated via e-mail to all members of the Committee asking for comments: none were received. This was noted.

56/5/18 H/18/82935 69 Yorke Way, Hamble-Le-Rice, Southampton SO31 4LQ. Two storey rear extension. It was noted that the two storey extension may come under the 45 degree rule in that it would block out sunlight from the neighbouring property. Cllr Underdown proposed, Cllr Woodall seconded, and IT WAS RESOLVED that the Planning Committee had no objections to this extension. **CLERK**

57/5/18 F/18/83067 South Point, South Point 1 and 2, Ensign Way, Hamble-Le-Rice, Southampton SO31 4RF. External canopy to rear access to SP1 building to provide weather protection to deliveries and goods. Cllr Woodall proposed, Cllr Dajka seconded and IT WAS RESOLVED that the Planning Committee had no objections to this extension. **CLERK**

58/5/18 Permanent TRO, High Street, Hamble. Proposed "No Waiting at Any Time" restrictions extended across the Frontage of the Vicarage and Wallborn House. There were no objections to this proposal but comments had already been submitted. **CLERK**

59/5/18 F/17/82001 Amended Description: Osborne Quarters Police Training Centre, Royal Victoria Country Park, Netley Abbey, Southampton SO31 4TS. Conversion of existing ancillary police training buildings (use Class C2) to provide 30 no 2-bed dwellings (use Class C3) with associated elevational alterations, landscaping and car parking with access from Hound Road (amended description). The new application reduced the overall number of units on the site to deal with objections about overdevelopment (Hound Parish Council) and transport issues. Further objections were raised to the included privacy walls in the garden and the parking area intruding into the central green. The Council restated its objection on the

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grounds that the site was outside of the development boundary and should not be used for permanent residential use.

Cllr Dajka proposed, Cllr Woodall seconded, and IT WAS RESOLVED that the Planning Committee objected to the revised Planning Application on the grounds above. **CLERK**

Applications Outside Hamble Parish

60/5/18 F/18/82871 Grandessa, Hamble Lane, Bursledon, Southampton SO31 8GQ. Extension to existing farm shop. The consultation period for this application had already ended. The application was noted.

Decisions

Those listed on the agenda were noted.

The meeting closed at 7.55 pm.

Chairman's Signature: Date:

AGENDA ITEM 9

ASSET MANAGEMENT COMMITTEE MINUTES

HAMBLE PARISH COUNCIL

MEETING ASSET MANAGEMENT COMMITTEE

VENUE Roy Underdown Pavilion, Hamble

DATE Tuesday 05.06. 2018

TIME 8.30 am

PRESENT Councillors; Schofield (Chair), Cohen, Cross (left at 10.10), Dajka and Thompson (left at 9.20am)
Clerk and Deputy Clerk
Groundstaff for item 11 and 13
Members of the public 0

1 Apologies for absence

Head Groundsman

2 Declarations of Interest in items on the agenda

None were declared

3. Requests for dispensations

None were required

4. Minutes of the Asset Management Committee 08.05. 2018

Proposed: Councillor Thompson Seconded: Councillor Cross

RESOLVED: that the minutes of the meeting were approved and signed by the Chairman

5. Public Participation

None

6. The Mercury

Deputy Clerk updated the Committee on yesterday's meeting. Deputy Clerk highlighted that key requirements for furniture and layout were outstanding having sent through a layout at the end of April. Budget constraints were raised by EBC and further that further adjustments to the programme at this stage would cause further delay.

BT should be installing telephone lines shortly to enable IT fit out to start. Concern that there were too few terminals and no power supply to the centre of the room where the IT monitors were to go. Website hosting options also need to be explored and resolved given the cost associated with IP addresses.

Work to recruit more volunteers was identified and the absence of a clear commitment of time from volunteers at the moment.

Proposed: Councillor Cohen Seconded: Councillor Schofield

AGREED: to note the progress with the project and for Cllr Cross to take issues back to EBC about resources and budgets.

7. HVMH

The Committee noted that HVMH Trustees had been invited to attend today meeting but had been unable to attend and that a further offer to meet on the 3rd July 2018 had been made to discuss a number of outstanding issues.

8. Friends of Westfield Common

FWC have met again and HCV attended and shared their constitution as a possible model for FWC. Agreed a letter would be sent to residents along the bottom of Westfield Common where the recent damage has occurred and approved in principle to consider a prosecution if the perpetrator can be identified and witness statements can be secured. Alternative remedies were also discussed. Consideration was given to closing off of the parking areas at night and it was agreed at the moment to focus on options to narrow the access with trenches and dragons teeth. Preventing overnight parking would require a village wide consultation exercise

Proposed: Councillor Cross

Seconded: Councillor Schofield

RESOLVED: to write letters to residents about the recent damage to the trees on the Common with a view to identifying the individual and to note progress with the FHC.

9. Project management

Cllr Thompson introduced the issue and the need for it. The approach and PID was agreed and welcomed as a more structured approach to Parish Council work. The Committee also stressed the importance of retaining expert advice on bigger projects.

Proposed: Councillor Cohen Seconded: Councillor Dajka

RECOMMEND TO COUNCIL : to adopt the approach set out in the paper to project management

10. Update on Hamble Lifeboat lease

Proposed: Councillor Dajka Seconded: Councillor Cohen

RESOLVED: to note the issues currently being investigated linked to the lease.

11. Community Orchard

Accepted the proposal and to bring a more detailed paper back in September 2018 with more details around the community involvement aspects.

Proposed: Councillor Thompson Seconded: Councillor Cross

RESOLVED: to plan to plant the second stage of the orchard (subject to agreeing a detailed location/consultation) and to work on a programme of activities linked to wassailing.

12. Allotments

Proposed: Councillor Schofield Seconded: Councillor Cohen

RESOLVED: to accept the proposals set out in the paper to support the allotment association through the use of the earmarked reserve.

13. Head Groundsman report

That EBC would be appointed to install 5 dog bins as set out in the report at a cost of £969.56 + vat with an associated increase in the base budget of £560.00 + vat. The costs to be met from the benchmark reserve for replacement street furniture including the additional collection cost for 2018/9.

To appoint Tucker Munday to clean the slipway at the foreshore at a cost not exceeding £2500 up to October 2018. The cost of the slipway clearance would be split 50:50 with the DPWG and the normal Dinghy Park budget.

Hamble Pink ferry should be retained to replace the two ladders on the Foreshore at a cost of £2850.

That the former Cemetery Committee would reconvene as a working group to deal with a number of outstanding issues.

Proposed: Councillor Cohen Seconded: Councillor Dajka

RESOLVED:

14. Football teams 2018/9

Proposed: Councillor Cohen Seconded: Councillor Dajka

RESOLVED: to accept the programme of football clubs for 2018/9 and note the increase income.

Meeting closed at 10.20am

Signed
Chairman

Date

AGENDA ITEM 10

CLERK'S REPORT

UPDATES

1. **Website** - The new website is nearing completion. GDPR changes have meant that documents being transferred over have been checked for personal detail and where found it has been redacted.
2. Hugo Fox has also been asked to remedy a problem with the planning element of the new website which to date has not been working. This remains outstanding.
3. Our current supplier has been very supportive both in giving advice and agreeing to extend the support and contract until the transfer is complete. It is unlikely that the work will be concluded before the site goes over. Further work will be needed after the new site is set up but with editorial control this should be easier to do.
4. **Resident complaints regarding the community orchard** - Earlier in the year the council was asked to review the position of trees planted in the community orchard. It was agreed that the Clerk would contact the resident in the summer to inspect the situation. Contact has been made and the resident has requested that the inspection takes place in August.
5. **Coronation Parade** - The layby in coach road is now complete and the main contract for works nearly signed. When this is done we will make our contribution to the project as previously agreed. EBC are bringing forward a revised traffic order to limit parking in the bay within the next few weeks. Parking will be limited to 2 hours.
6. **Meeting with Hamble Village Memorial Hall Trustees** - Trustees will attend the next meeting of the Asset Management Committee on 3rd July 2018 to discuss a range of outstanding issues.

NEW ITEMS

7. **Funding for PCSO's** - At the last meeting of the Eastleigh District Association of Parish and Town Councils (EDALC) Chief Inspector for Eastleigh District Darren Miller gave a presentation about the current strategic priorities for the police authority and also the operational challenges that the force is dealing with. Over the course of the last year total crime in the force district has increased by 11.3% which equates to 845 more crimes. This reflects a national trend.
Of these crimes the following are the main component:
 - Violence with injury (including Domestic violence)
 - Violence without injury (includes reports of cyber abuse)
 - Bulgulary – both residential and business premises
 - Vehicle crime.
8. Chief Inspector Miller went on to confirm that the Police Authority continued to suffer reductions in block grant which is creating challenges in the delivery of services.
9. In terms of the PCSOs there are 20 PCSO posts across the district with contributions from parishes contributing to the equivalent of 4 posts.
10. In 2018/9 all 20 posts have been funded in the establishment without the need for Parish contributions. With continued pressure on budgets where vacancies arise post are not being filled and currently 3 are vacant. Instead PCSO's areas are being extended to cover a wider area.
11. In addition the Police Authority have stated that where parishes do seek to make a contribution it cannot guarantee to restrict the PCSO to a specific locality or to provide locality performance information.
12. EDALC expressed concern about the approach being adopted which reduces the relationship between Parishes and neighbourhood policing and partnership working around community safety issues. It was agreed that it would look to negotiate jointly with Hampshire Police a further agreement around this. At the moment it isn't clear whether the Council will be invoiced for this year's contribution and on the new conditions. Members are asked to confirm what their approach it likely to be given EDALC stance. £7,400 has been budgeted for.

13. **Silent Solider** - EBC agreed some months ago to purchase each Parish Council a Silent Soldier from the Royal British Legion as part of its 100 year commemorations. The Council has now received the figure and needs to identify a suitable location to site it. Members are asked to either suggest a suitable location or an alternative way forward. The figure is currently in the Parish Office if Members wish to see it.
-
14. **Use of the Foreshore** - Youth Options have requested use of the Southern Quay (see attached email) as the location for the first 12 weeks of outreach covered by the new contract. Youth Options attended a recent meeting with the HRHA and PCSO to discuss arrangements for managing water safety and Anti-Social Behaviour on the Foreshore and recognised the need to work with young people in the area during this high risk period. If Council agrees it is recommended that residents are written too to make them aware of the activity. Contact information for Youth Options will be provided in case of any issues.
15. **Change to supplier information** – SHB terms and conditions

Meeting dates

EBC Team meeting – 12 June 2018 – 6pm Eastleigh house

Travel plan – 14 June 2018 – 2- 4pm HVMH

HEP - Meeting 19th June 10.00am Warsash Sailing Club

YMCA Andover – 26th June 2018 - 8.30-12.00

Local Plan – 26 June 2018 3 – 7pm Hamble Primary School

AGENDA ITEM 11
END OF YEAR RETURN

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

HAMBLE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

12/06/17

Signed by Chair at meeting where approval is given:

[Signature]

and recorded as minute reference:

240/61/17

Clerk:

[Signature]

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

HAMBLE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	274,410	299,388	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	209,959	212,453	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	113,778	103,721	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	131,342	138,432	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	167,422	166,749	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	299,388	310,175	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	322,158	312,235	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1149,359	1149,359	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

12.06.17

I confirm that these accounting statements were approved by this smaller authority on:

12.06.17

and recorded as minute reference:

241/61/17

Signed by Chair at meeting where approval is given:



Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

HAMBLE PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

HAMBLE LE RICE PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

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

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit ELEANOR S GROOM

Signature of person who carried out the internal audit

Eleanor S Groom

Date

11/5/17

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

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

Guidance notes on completing the 2016/17 annual return

1. You must **apply proper practices for preparing this annual return**. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

Hamble Le Rice Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

10/1/18
10/5/18

Name of person who carried out the internal audit

ELEANOR S. GRANE

Signature of person who carried out the internal audit



Date

10/5/18

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

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

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Hamble Le Rice Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.hamblepc.org.uk

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

Hamble Le Rice Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	299,383	310,175	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	212,453	228,863	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	103,721	90,349	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	138,632	138,326	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	166,749	143,904	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	310,175	347,157	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	312,235	343,923	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,149,359	1,210,908	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Hamble Le Rice Parish Council

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

CORRECTLY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk).

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341
10th May 2018

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 2018

Please find below the final list of matters arising following my visits to the office today and earlier in the year. Overall I found the records to be in good order and systems are improved since last year. The council should aim to address all of the points listed during the current financial year.

Control area	Issue	Recommended Action
Dispensations	Councillors can be given dispensations for decisions where they may have a conflict of interest. Such dispensations should never be given when the member has an individual contract with the council (eg allotment, pitch or park rental)	All dispensations should only be for the time necessary to reach a decision – generally one meeting. Budget dispensations might cover several months. All dispensations should be reviewed to ensure that they are appropriate and current.
Register of members interest.	It is a requirement of the Transparency Code that Members' interests are published on the website. Best practice is to link to the borough website which holds the filed copies.	At present the Borough Monitoring officer appears not to be properly uploading the required information. Until they comply, the Parish should upload the forms to its own website.
Committees	The council appears to operate committees which do not properly publish their minutes or agendas.	It is a requirement of the legislation that all agendas and minutes are properly published for all committee meetings. Both members and officers should ensure that minutes of meetings they have attended are properly prepared and published.
External Audit Report	The original External Audit report for autumn 2017 was not to hand during the interim visit.	Audit reports should always be published on the website when received.

Minutes of payments	At the January council meeting the payment listing was signed but not minuted.	Care must be taken that every agenda item is properly included in the minutes template. The minutes of the next meeting should include approval of the missing payments.
General reserves	The general reserves of the council have been higher than best practice for some years.	Now that the office team are at full strength, members should bring forward capital renewal projects for the benefit of taxpayers.
Earmarked reserves	The council has correctly identified some projects that can be undertaken in 2018/19	The Fixed asset register can be used as a capital planning tool to best manage Council facilities.
Minute detail	The minutes are still recording discussion and comment rather than decisions (as per para 7.36 of CAB 10)	If members of the public wish to keep a verbatim record of the meeting, they are legally allowed to record it. The minutes should show decisions and outcomes.
Aged debtors	There are several unallocated balances within the aged debtors which make it appear that old invoices are outstanding	All ledger balances should be checked and allocated on a quarterly basis.
Leases and rentals	The council has numerous small / peppercorn leases and rentals.	When these are billed, the exact dates and terms should be specified and any uplifts correctly applied. It is good practice to confidentially minute at the start of budget setting the rate of pay, hours and terms of all staff.
Rates of pay	When the budget is being set, members need to be certain that they are taking into account the full cost of employment of current and planned staff.	It is good practice to confidentially minute at the start of budget setting the rate of pay, hours and terms of all staff.
Fixed asset register	The asset register of the council is significantly improved from last year. Additions in the year should be clearly highlighted within the main register for audit purposes.	The full register should be published on the website, along with the locations and dimensions of all land and buildings.

Please find attached my invoice for the agreed fee. If either you or your councillors have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

RESPONSE TO INTERNAL AUDIT FOR THE YEAR ENDING 31ST MARCH 2018 (REF: Auditors letter dated 10th May 2018)

CONTROL	ISSUE	RECOMMENDED ACTION	RESPONSE
Dispensations	Councillors can be given dispensations from decisions where they may have a conflict of interest. Such dispensations should never be given when a member has an individual contract with the Council (eg allotment, pitch or park rental)	All dispensations should only be for the time necessary to reach a decision – generally one meeting. Budget dispensations might cover several months. All dispensation should be reviewed to ensure that they are appropriate and current.	HPC dispensations have been issued for 5 years and the Monitoring Officer has confirmed there is no procedure to make member relinquish them. Further advice has been sought about how these dispensations might sit with the Nolan principles. Dispensations will only be issued in future on a meeting by meeting basis or linked to a longer term piece of work such as the budget.
Register of members Interest.	It is a requirement of the Transparency Code that Members' interests are published on the website. Best practice is to link to the borough website which holds the filed copies.	At present the Borough Monitoring officer appears not to be properly uploading the required information. Until they comply, the Parish should upload the forms to its own website	EBC have been made aware that they are not publishing them. Will load the Rol as soon as the new website is available.
Committees	The council appears to operate committees which do not properly publish their minutes or agendas.	It is a requirement of the legislation that all agendas and minutes are properly published for all committee meetings. Both members and officers should ensure that minutes of meetings they have attended are properly prepared and published.	Procedures are now being developed to ensure that all minutes are published in a timely fashion.
External Audit Report	The original External Audit report for autumn 2017 was not to hand during the interim visit.	Audit reports should always be published on the website when received.	Audit reports are published in agenda packs at the next Council meeting. A separate copy was not filed under the audit section of the website and will be in future.
Minutes of	At the January council	Care must be taken that every agenda item	Noted

RESPONSE TO INTERNAL AUDIT FOR THE YEAR ENDING 31ST MARCH 2018 (REF: Auditors letter dated 10th May 2018)

payments	meeting the payment listing was signed but not minuted.	is properly included in the minute's template. The minutes of the next meeting should include approval of the missing payments.	
General reserves	The general reserves of the Council have been higher than best practice for some years.	Now that the office team are at full strength, members should bring forward capital renewal projects for the benefit of taxpayers	Asset Management Committee have recommended a project management approach to ensure the delivery of projects to compliment the programme of ear marked reserves as in the 2018/9 budget round.
Earmarked reserves	The council has correctly identified some projects that can be undertaken in 2018/19	The Fixed asset register can be used as a capital planning tool to best manage Council facilities.	This will be investigated and brought forward when the annual renewals allowance is set.
Minute detail	The minutes are still recording discussion and comment rather than decisions (as per para 7.36 of CAB 10)	If members of the public wish to keep a verbatim record of the meeting, they are legally allowed to record it. The minutes should show decisions and outcomes	Noted
Aged debtors	There are several unallocated balances within the aged debtors which make it appear that old invoices are outstanding	All ledger balances should be checked and allocated on a quarterly basis	Will be discussed with accountant support to action
Leases and rentals	The council has numerous small / peppercorn leases and rentals.	When these are billed, the exact dates and terms should be specified and any uplifts correctly applied.	Noted
Rates of pay	When the budget is being set, members need to be certain that they are taking into account the full cost of employment of current and planned staff.	It is good practice to confidentially minute at the start of budget setting the rate of pay, hours and terms of all staff.	Noted

RESPONSE TO INTERNAL AUDIT FOR THE YEAR ENDING 31ST MARCH 2018 (REF: Auditors letter dated 10th May 2018)

Fixed asset register	The asset register of the council is significantly improved from last year.	<p>Additions in the year should be clearly highlighted within the main register for audit purposes.</p> <p>The full register should be published on the website, along with the locations and dimensions of all land and buildings</p>	Further work is taking place on the Asset Register but it will be published as stated shortly.
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AGENDA ITEM 12 (b)
TO AUTHORISE SCHEDULE OF PAYMENTS

Items marked with a * are disputed invoices.

<u>Date</u>	<u>Invoice</u>	<u>Supplier</u>	<u>Account</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
09/04/18	616	EBC	E02	898.97	0.00	898.97	898.97
01/05/18	SWP/11	HAMBLE SPORTS	H010	75.00	0.00	75.00	75.00
04/05/18	V01487509348	TMOBILE	T06	36.59	7.32	43.91	43.91
11/05/18	0000014816	COPE	CO02	645.40	129.08	774.48	774.48
11/05/18	137018/G	WYBONE	W03	511.90	102.38	614.28	614.28
14/05/18	981	SURREY HILLS	SH01	644.00	128.80	772.80	772.80
15/05/18	130094	CARRERA	C010	321.98	64.40	386.38	386.38
15/05/18	130195	CARRERA	C010	127.00	25.40	152.40	152.40
15/05/18	0881709328	TRADE UK (B&Q)	T02	30.35	6.07	36.42	36.42
16/05/18	0707/163765	JEWSON	J03	80.09	16.02	96.11	96.11
17/05/18	17MAY2018	BARCLAYS BANK	BB01	58.96	0.00	58.96	58.96
18/05/18	58080092	HCC	H04	34.13	6.83	40.96	40.96
22/05/18	0707/10616910	JEWSON	J03	49.76	9.95	59.71	59.71
22/05/18	10738	P&R ELECTRICAL	P010	549.54	109.91	659.45	659.45
25/05/18	11628	J HUMPHRY ASSOC	HU01	290.00	58.00	348.00	348.00
30/05/18	4-18/19	JACKIE PANAKIS	J02	100.00	0.00	100.00	100.00
30/05/18	DDE2009772269	ALLSTAR	A05	78.67	15.73	94.40	94.40
31/05/18	DD10954460	SHB	S012	325.03	65.01	390.04	390.04
31/05/18	1805/024	DESIGN & PRINT	D04	840.00	0.00	840.00	840.00
31/05/18	31/05	CO-OP	CO01	14.30	0.00	14.30	14.30
				5,711.67	744.90	6,456.57	6,456.57

AGENDA ITEM 12 (c)

INCOME AND EXPENDITURE SCHEDULE

At : 15:30

Bank Reconciliation up to - 01/06/2018 for Cash Book No 1 - Barclays Current A/C 070978787

Date	Cheq/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/04/2018	Receipt		362.70	362.70		R	Receipt(s) Banked
01/05/2018	DCMAY	40.61		40.61		R	EASTLEIGH BOROUGH COUNCIL
01/05/2018	DCMAY02	1,500.00		1,500.00		R	EASTLEIGH BOROUGH COUNCIL
01/05/2018	DDMAY01	46.62		46.62		R	BT BUSINESS COMMUNICATIONS
01/05/2018	DDMAY14	17.66		17.66		R	ID Mobile
01/05/2018	Receipt		120.00	120.00		R	Receipt(s) Banked
02/05/2018	DCMAY04	100.18		100.18		R	AG Woodcare Products
02/05/2018	DCMAY05	16.00		16.00		R	Halfords
02/05/2018	DCMAY03	39.98		39.98		R	Amazon.co.uk
02/05/2018	Receipt		66.00	66.00		R	Receipt(s) Banked
02/05/2018	Receipt		800.00	800.00		R	Receipt(s) Banked
02/05/2018	Receipt		120.00	120.00		R	Receipt(s) Banked
03/05/2018	DDMAY02	105.38		105.38		R	Business Stream
03/05/2018	Receipt		165.00	165.00		R	Receipt(s) Banked
03/05/2018	Receipt		120.00	120.00		R	Receipt(s) Banked
04/05/2018	DCMAY06	1.54		1.54		R	Co-Op
04/05/2018	Receipt		253.10	253.10		R	Receipt(s) Banked
04/05/2018	Receipt		35.00	35.00		R	Receipt(s) Banked
04/05/2018	Receipt		120.00	120.00		R	Receipt(s) Banked
04/05/2018	Receipt		120.00	120.00		R	Receipt(s) Banked
04/05/2018	Receipt		35.00	35.00		R	Receipt(s) Banked
08/05/2018	BTMAY01	42.18		42.18		R	Barclays Bank - Commission Cha
08/05/2018	DCMAY06	74.90		74.90		R	Six Brothers
08/05/2018	Receipt		702.55	702.55		R	Receipt(s) Banked
09/05/2018	DDMAY03	82.93		82.93		R	OPUS ENERGY
09/05/2018	DDMAY04	33.54		33.54		R	ALLSTAR
09/05/2018	Receipt		1,044.38	1,044.38		R	Receipt(s) Banked
10/05/2018	Receipt		35.00	35.00		R	Receipt(s) Banked
11/05/2018	Receipt		60.00	60.00		R	Receipt(s) Banked
11/05/2018	Receipt		105.00	105.00		R	Receipt(s) Banked
14/05/2018	DDMAY05	29.89		29.89		R	OPUS ENERGY
14/05/2018	DDMAY13	65.13		65.13		R	OPUS ENERGY
14/05/2018	Receipt		338.40	338.40		R	Receipt(s) Banked
14/05/2018	Receipt		448.50	448.50		R	Receipt(s) Banked
14/05/2018	Receipt		484.28	484.28		R	Receipt(s) Banked
15/05/2018	BTMAY02	250.86		250.86		R	Snowpake LTD
15/05/2018	BTMAY24	144.00		144.00		R	Eastlake
15/05/2018	Receipt		300.00	300.00		R	Receipt(s) Banked
16/05/2018	DDMAY08	90.40		90.40		R	ALLSTAR
16/05/2018	DDMAY07	35.00		35.00		R	INFORMATION COMMISSIONER
16/05/2018	Receipt		120.00	120.00		R	Receipt(s) Banked
17/05/2018	Receipt		100.00	100.00		R	Receipt(s) Banked
17/05/2018	Receipt		400.00	400.00		R	Receipt(s) Banked
18/05/2018	BTMAY03	37.50		37.50		R	TUDOR ENVIRONMENTAL
18/05/2018	BTMAY04	53.03		53.03		R	TMOBILE UK LTD
18/05/2018	BTMAY05	67.20		67.20		R	ENGRAVING & SIGN SOLUTIONS LTD
18/05/2018	BTMAY06	103.96		103.96		R	HAMPSHIRE COUNTY COUNCIL
18/05/2018	BTMAY07	121.82		121.82		R	JACKIE PANAKIS

At : 15:30

Bank Reconciliation up to - 01/06/2018 for Cash Book No 1 - Barclays Current A/C 070978787

Date	Cheq/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/05/2018	BTMAY08	216.72		216.72		R	HAMPSHIRE COUNTY COUNCIL
18/05/2018	BTMAY09	226.01		226.01		R	EMO OIL
18/05/2018	BTMAY10	240.00		240.00		R	Getmapping PLC
18/05/2018	BTMAY11	304.50		304.50		R	VISION ICT
18/05/2018	BTMAY12	551.18		551.18		R	CARRERA
18/05/2018	BTMAY13	777.60		777.60		R	RBS SOFTWARE SOLUTIONS
18/05/2018	BTMAY14	840.00		840.00		R	DESIGN & PRINT
18/05/2018	BTMAY15	925.00		925.00		R	HAMPSHIRE ASSOC OF LOCAL COUNC
18/05/2018	BTMAY16	1,006.10		1,006.10		R	Local Eyes
18/05/2018	BTMAY17	1,019.80		1,019.80		R	Alliance UK Cleaning Services
18/05/2018	BTMAY18	1,020.00		1,020.00		R	TITCHFIELD TREE SERVICES
18/05/2018	BTMAY22	25.00		25.00		R	Jack Emerson-Heaney
18/05/2018	BTMAY25	3,214.16		3,214.16		R	Hampshire Pension
18/05/2018	BTMAY26	3,245.68		3,245.68		R	HMRC PAYE Nic
18/05/2018	BTMAY28	1,092.00		1,092.00		R	HAMBLE VILLAGE MEMORIAL HALL
18/05/2018	BTMAY30	100.18		100.18		R	AG Woodcare Products
18/05/2018	Receipt		475.95	475.95		R	Receipt(s) Banked
21/05/2018	DDMAY13	41.52		41.52		R	SGW PAYROLL LTD
21/05/2018	Receipt		84.00	84.00		R	Receipt(s) Banked
22/05/2018	DCMAY08	65.68		65.68		R	Plumb Arena.co.uk
22/05/2018	DCMAY09	15.00		15.00		R	Morrisons
23/05/2018	BTMAY23	48.70		48.70		R	A J Foster
24/05/2018	DCMAY10	152.45		152.45		R	Amazon.co.uk
25/05/2018	BTMAY27	9,019.55		9,019.55		R	Salaries
25/05/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
25/05/2018	Receipt		432.70	432.70		R	Receipt(s) Banked
25/05/2018	Receipt		346.10	346.10		R	Receipt(s) Banked
29/05/2018	BTMAY19	70.00		70.00		R	EASTLEIGH BOROUGH COUNCIL
29/05/2018	BTMAY20	2,340.00		2,340.00		R	HEDLEYS SOLICITORS
29/05/2018	DCMAY07	42.05		42.05		R	EASTLEIGH BOROUGH COUNCIL
29/05/2018	BTMAY29	400.00		400.00		R	Friends of Hamble Primary Scho
29/05/2018	BTMAY31	604.30		604.30		R	Local Eyes
29/05/2018	Receipt		480.25		480.25		Receipt(s) Banked
30/05/2018	DDMAY09	28.15		28.15		R	ALLSTAR
31/05/2018	BTMAY21	303.36		303.36		R	FENLAND LEISURE PRODUCTS
31/05/2018	DDMAY12	390.04		390.04		R	SHB VEHICLE HIRE & MAINTENANCE
31/05/2018	DDMAY10	50.32		50.32		R	BT BUSINESS COMMUNICATIONS
31/05/2018	DCMAY11	214.96		214.96		R	Primrose.co.uk
31/05/2018	DDMAY11	17.66		17.66		R	ID Mobile
31/05/2018	Receipt		300.00	300.00		R	Receipt(s) Banked
		31,707.98	8,717.91				