

7pm, Monday 9th March 2020, The Roy Underdown Pavilion, Baron Road, Hamble SO31 4RY

1. Welcome <ul style="list-style-type: none"> a. Apologies for absence; b. Declaration of interest and approved dispensations; and c. To approve minutes of previous Council Meetings
2. Public Participation
<u>COMMUNITY</u>
3. Hamble Lifeboat Presentation
4. Grant Applications <ul style="list-style-type: none"> a. Hamble Conservation Volunteers
5. Greening Campaign
6. Eastleigh Borough Council (EBC) Report
7. Election Material
8. ICT Upgrade
<u>PLANNING APPLICATIONS</u>
9. Historic England: Proposed Listing of War Memorial within the churchyard of the Church of St Andrew
<u>FINANCE & PAYMENTS</u>
10. Approve the Following (report): <ul style="list-style-type: none"> a. Petty Cash and Bank Reconciliations; b. To Authorise the Schedule of Payments; c. New Financial Contracts and Increased Costs (Alliance UK Cleaning); d. Contractual Changes; e. Cancelled Contracts; and f. Income and Expenditure Schedule Including Irregular Payments and Receipts.
<u>GOVERNANCE, COMMITTEES AND OTHER MEETINGS</u>
11. Task List
12. Officers' Report, including: <ul style="list-style-type: none"> a. Pensions payment – amendment b. Review of Reserve Funds: Update c. Cost of asbestos removal d. Accountancy support for End of Year and 2020/21
13. COVID-19: Risk Assessment for Hamble Parish Council
14. Interim Audit Report and Management Response
15. Asset Management Committee recommends to Council: <ul style="list-style-type: none"> a. The tree planting Project Initiation Document including an earmarked reserve of £5,000 for a range of environmental works to Council.

- b. To agree an earmarked reserve provision of £25,000 for the purchase of an additional low carbon vehicle and supporting infrastructure. The purchase is dependent upon the retention of the existing truck on previously agreed terms.
- c. That an environmental audit would be carried out for the College Playing Field Campus and other premises/locations. Should it be needed £5,000 should be used for the replacement of the floodlights.

16. Feedback and updates from Working Groups:

- a. Street Signage
- b. Information Boards
- c. Communications Working Group
- d. Operations Working Group

EXEMPT BUSINESS

17. Recommendations from the Personnel Committee

- a. Appraisals, training plan and pay award.

Dated: 5th March 2020

Signed: Amanda Jobling, Clerk to Hamble Parish Council, 2 High Street, Hamble. 023 8045 3422.

UPCOMING PARISH COUNCIL MEETINGS

Planning Committee – Monday 23rd March 2020, 7pm at The Roy Underdown Pavilion

Full Council – Tuesday 14th April, 7pm at The Roy Underdown Pavilion

Personnel Committee – Tuesday 21st April 2020, TBC

Planning Committee – Monday 27th April 2020, 7pm at The Roy Underdown Pavilion

OTHER UPCOMING PUBLIC MEETINGS

Eastleigh Borough Council Local Area Committee Meetings

Monday 16th March, 6pm at Hamble Primary School (proposed venue)

7pm, Monday 10th February 2020, The Roy Underdown Pavilion, Baron Road, Hamble SO31 4RY

Present: Councillors: S Hand (Chair); M Cross; J Dajka; T Dann; S Hayward; J Nesbit-Bell; D Rolfe; A Thompson and I Underdown.

Clerk and Deputy Clerk

Members of the Public: Two in attendance.

Minute reference is 10.02.2020 + the agenda item number

1a. Apologies for absence			
Cllr S Cohen, Cllr Schofield and Cllr Airey			
1b. Declaration of interest and approved dispensations			
Cllr Hand Dinghy Storage Park, RSrNYC, Cllr Dan Co-op, Cllr Hayward RSrNYC, Cllr Cross Coronation Parade, Cllr Underdown Dinghy Storage Park and History Society			
1.c To approve minutes of previous Council Meetings			
<p>IT WAS RESOLVED to approve the Minutes of 13/01/2020 and note that the minutes of 09/12/2019 had been amended as agreed and signed by the Chair.</p> <p>The minutes for 13/01/2020 were then signed by the Chair.</p>			
Proposed	Cllr Underdown	Seconded	Cllr Rolfe
2. Public Participation			
<p>Two members in attendance - one spoke about their Grant request in respect of their chair exercise class business to cover the £50 deposit and also a £300 contribution towards the room hire increase. The other talked about a proposal to hold a football tournament at Mount Pleasant Recreation Ground on the weekends of 4th & 5th and 11th & 12th July 2020.</p>			
3. Grant Applications and Grant Feedback			
Request for a grant to cover the cost of the deposit for the Roy Underdown Pavilion for Chair aerobics			
<p>The Clerk advised as a private business rather than a not for profit or charity organisation the Grant request was not appropriate use of public funds and may be contested by members of the public or other businesses as in effect the Grant could be seen as a subsidy.</p> <p>IT WAS RESOLVED TO: accept a cheque for the deposit in an effort to support the group but not offer a discount towards the room hire.</p>			
Proposed	Cllr Hand	Seconded	Cllr Dajka
<p>IT WAS RESOLVED TO: agree to the application for a football Tournament to be held at the Mount Pleasant Recreation Ground. Subject to the criteria set by the Clerk being agreed and fully met.</p>			
Proposed	Cllr Underdown	Seconded	Cllr Cross
Grant Feedback from Hamble River Sailing Club			

The report from Hamble River Sailing Club was noted.			
4. Motion 1/4 -10.02.2020. "I propose that Hamble Parish Council undertake a project with Hamble Primary School and Hampshire County Council to help improve air quality, encourage fitness for our local children and significantly reduce many school run car journeys, at the Mount Pleasant Car Park during school drop off and pick up times" - Cllr Trevor Dann			
<p>Cllr Dann gave a verbal report explaining the parking survey information submitted to the Council.</p> <p>Cllr Hand and the Clerk will be meeting with the Head Teacher of Hamble Primary School shortly and will report back to the Council. The issue will be highlighted in the next issue of the Village Magazine and feedback or suggests from residents are welcome.</p> <p>Cllr Cross suggested the school is asked about its travel plan and what actions it is pursuing to reduce car journeys and improve air quality.</p> <p>Concerns were raised about the safety of the three parking bays closest to the entrance during busy times - the Clerk will arrange for a safety review to be carried out in the near future.</p>			
5. Eastleigh Borough Council (EBC) Report			
Cllr Cross advised a Cabinet Report is awaited regarding the environmental pollution issues raised by the Clerk.			
6. Election timetable - Confirmation from EBC			
<p>This was noted.</p> <p>In addition, the role profile information and guidance will be prepared by Officers for any member of the public and current Councillors who want to stand in the May 2020 election.</p>			
7. Report Hamble River Valley Forum			
The report was noted.			
8. Applications and allocation for Use of Parish Council Facilities 2020			
Cllrs Hand, Haywood and Dajka left the meeting. As the Chair left the meeting It was resolved that Cllr Underdown would act as Chair for this item.			
Proposed	Cllr Hand	Seconded	Cllr Rolfe
<p>The Clerk explained a change to the proposal put forward by Cllr Schofield Chair of the Asset Management Committee to include the RSrNYC X-yachts Solent Cup with the River Raid event which takes place on the same day.</p> <p>Initially applicants will be asked to share with organisations holding events on the same day(s). Organisers will be advised that in the event of cancellations, without at least one month's notice, any likely future applicants will not be considered by the Council.</p> <p>IT WAS RESOLVED TO:</p> <p>Approve use of the Donkey Derby Field and Parish Council facilities as detailed on the appended 'Parish Council Facilities Applications 2020' chart, but to include the Royal Southern Yacht Club's request for use on 8th and 10th May 2020, taking the total number of days allocated up to 23. RSrNYC Christmas Fayre traders will be offered use of the car park at the Roy Underdown Pavilion.</p>			
Proposed	Cllr Dann	Seconded	Cllr Cross
<i>Cllrs Hand, Haywood and Dajka returned to the meeting</i>			

9. F/20/87197 - 8-9 CORONATION PARADE, HAMBLE, SO31 4JT

Conversion of existing residential flat (Class C3) to retail space (Class A1); the erection of a single storey rear extension with roof mounted plant and alteration to shopfront.

IT WAS RESOLVED TO: Raise no objections but express disappointment at the loss of affordable rental accommodation and concerns around the possible noise from the refrigeration unit.

Proposed Cllr Underdown

Seconded Cllr Dajka

10. Fees and Charges**10a. Roy Underdown Pavilion**

- i. Full Day Rate
- ii. Minimum Charge
- iii. Frequent user discount

IT WAS RESOLVED TO:

Sessions to be in blocks of 4 hours with each block £40.00 and the day broken into 3 blocks, morning, afternoon and evening.

A £10.00 hourly rate with a minimum hire period of 2 hours to apply to all hirers.

Honour existing booking for 2 days use of the pavilion/car park after April 2020 at the current hire rate.

Policy will be drafted to cover regular users and negotiated discounts and the use of sports fields plus the pavilion.

To agree the hire charge for the Nespresso Coffee machine and consumables to be reviewed at the end of September 2020 £15.00 catering cost for tea and coffee.

Proposed Cllr Rolfe

Seconded Cllr Haywood

10b. Village Magazine Advertising Rates**IT WAS RESOLVED TO:**

Approve the rates for advertising in the Village Magazine as below, taking effect from 1st April 2020:

Size	One-Off	Annual
Eighth	£16.36 (min 3 editions)	£99.46
Quarter	£32.07	£198.91
Half	£65.43	£397.82
Full	£130.21	£796.95
Inside Cover	£148.42	£908.46
Back Cover	£181.71	£1,174.99

Proposed Cllr Hand

Seconded Cllr Rolfe

11. Review of Reserve Funds

IT WAS RESOLVED TO: approve the transfer of Barclays balances leaving a figure of £85,000 in the Barclays account to the Bank of Scotland account with an interest rate of 0.9%. The transfer should be affected as soon as possible. The Clerk and Chair to be the primary nominated signatories.

Proposed	Cllr Underdown	Seconded	Cllr Dajka
12. Approve the Following (report): <ol style="list-style-type: none"> Petty Cash and Bank Reconciliations; To Authorise the Schedule of Payments; New Financial Contracts (Grounds Team Mobiles and iPad data sim) and Increased Costs (River Hamble Harbour Authority); Contractual Changes (Enterprise's acquisition of SHB Hire Limited and Flowbird change of address); Cancelled Contracts (iPad support); and Income and Expenditure Schedule Including Irregular Payments and Receipts. 			
IT WAS RESOLVED TO: Accept the Petty cash reconciliation at £10.75 Note the business current account reconciliation as £79,140.61 Authorise the presented schedule of payments. Authorise new contracts for grounds team mobiles at a monthly cost of no more than £48+VAT for all 3 mobiles and up to £15+VAT for a data sim for one iPad Note increased cost of Mudland Moorings from River Hamble Harbour Authority. Note Enterprise's acquisition of SHB Hire Limited and Flowbird change of address Note cancellation of iPad support contract. Accept the detailed list of income and expenditure for January 2020 sent separately to all councillors.			
Proposed	Cllr Hand	Seconded	Cllr Haywood
13. Task List			
Cllr Thompson asked if the Tree project could be added to the task list.			
14. Officers' Report, including: <ol style="list-style-type: none"> Electrical Costs at Foreshore Toilets for Digital Locking System VE and VJ Day Hamble Lifeboat - Harbour Authority request to manage the Showers update Allotments Meeting Date Flowers in The Square Paper free meetings 			
The Officers' Report was noted. It was agreed the allotment holders will be invited to attend a meeting prior to the April 2020 Council meeting. Other suppliers will be investigated for flowers planters this summer in an effort to reduce cost and support local organisations or businesses. The confidentiality and safety aspect of paper free Agendas will be investigated in preparation for the new Council from May 2020. An alternative option was suggested for consideration - that Councillors who prefer to work from a paper copy of the Agenda pack are supplied with paper and expenses to cover the cost of printing their own papers. IT WAS RESOLVED TO: approve the estimated cost £80 plus vat for electrical works at the Foreshore toilets			
Proposed	Cllr Underdown	Seconded	Cllr Dajka
IT WAS RESOLVED TO: approve expenditure of £2593.89 for works at the Roy Underdown Pavilion outlined in paragraph 4			
Proposed	Cllr Rolfe	Seconded	Cllr Haywood

15. Recommendations from the Personnel Committee

- a. Approve Amended Terms of Reference.
- b. To renew the contract for HR and Health and Safety advice with Ellis Whittam for a further three years subject to a cost of £2,500+vat a year. The contract is not subject to full market testing given the specialist nature of the service and the knowledge of HPC issues over the last 3 years.
- c. To work with other parishes in the borough to see if a cost reduction can be secured.
- d. That the Council runs a Good Neighbour Award programme with work being overviewed by the Communication Working Group. Awards to be granted in September/October time.
- e. That the future HCC Pension Fund costs are noted alongside the decision to remain within the scheme.

IT WAS RESOLVED TO: approve the above recommendations (a-e).

Proposed	Cllr Hand	Seconded	Cllr Rolfe
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16. Recommendations from the Planning Committee

- a. Local Plan Examination - HA2 - Policy HA2, Mercury Marina and Riverside Camping and Caravan Park.

Cllr Underdown gave an update on the Local Plan Examination specifically HA2 and concerns over the proposed amendments

17 Feedback and updates from Working Groups:

- a. Street Signage
- b. Information Boards
- c. Communications Working Group
- d. Operations Working Group - Purpose and Terms of Reference

Feedback from the working groups was noted.

IT WAS RESOLVED TO: approve the Terms of Reference for the Operations Working Group

Proposed	Cllr Hand	Seconded	Cllr Underdown.
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The meeting ended at: 21:28

Appendix 1. Parish Council Facilities Applications 2020

Appendix 1: Parish Council Facilities Applications 2020

Organisation	Event	Com Day (DDF)	Other (DDF)	Days Agreed	FS	FS CP	Days Requested	Notes	DP	MP	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Notes
Brocante Markets	DATE TO BE CONFIRMED	1		1		1	1	Priority given to events that are held on the public foreshore/car park and/or that are charitable															
Hampshire Farmers Markets	Hamble Spring Festival	1		1	1	1	1								2								
Hampshire Farmers Markets	Hamble Food Festival	1		1	1	1	1												5				
River Hamble Games	River Hamble Games	1		1	1	1	1		1							6							
Royal Southern Yacht Club & Hamble River Raid (9th May)	X-Yachts Solent Cup & Hamble River Raid (9th May)	1	2	3			3	This event will be combined with use for River Raid on 9th May							8, 9 & 10						7		
		5	0	7																			
	Total days to allocate (COMMUNITY)			22																			
	Days available			15																			
Hamble Club Football Club	Youth Tournament								1								4, 5, 11 & 12						
Hamble River Sailing Club	HYS Hamble Winter Series (3rd Priority for HRSC)		4				4													4, 11, 18, 25			
Hamble River Sailing Club	HYS Hamble Winter Series (4th Priority for HRSC)		4				4														8, 15, 22, 29		
Hamble River Sailing Club	Hamble Warming Pan (1st Priority for HRSC)		1		1		1	Days requested based on HRSC's priority ranking - plus joint use with HRSC for their Classics and RSYC for their J-70.	1				29										
Hamble River Sailing Club & RSYC	Hamble Classics (HRSC) (2nd Priority for HRSC) & J-70 (RSYC)		4				4	Allocated to those without access to parking and/or ranked higher priority by organisation.											10-13 (J-70) inc 11-12 (classics)				
Royal Southern Yacht Club (1st Priority for RSYC)	British Keelboat League Finals		3				3												25-27				
	Total Days Requested (OTHER)		16																				
	Days available (if above agreed)		-1																				
Hamble River Sailing Club	Summer Regatta (5th Priority for HRSC)		2				2	Insufficient days use remaining.								27-28							
Royal Southern Yacht Club	Christmas Fayre	1		1			1														7		
Royal Southern Yacht Club (4th Priority for RSYC)	Women's Open Keelboat Championship		3				3	Insufficient days use remaining.								12-14							
Royal Southern Yacht Club (3rd Priority for RSYC)	PMN Waterfront Wedding Fayre		1				1	This is a commercial activity and therefore is not appropriate for the use of the DDF.									5						
		Com Day (DDF)	Other (DDF)	Days Agreed	FS	FS CP	Days Requested		DP	MP	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	

These are two separate events/applications that HPC have combined due to clash of dates

GRANT APPLICATION FORM

Deadline 31st March and 30th September each year
Please refer to Grants Procedure Notes before completing this form.



Name of organisation making the application:		Hamble Conservation Volunteers	
Name of person to whom correspondence should be addressed:		Address for correspondence:	
		Philip Rawlinson	
Position within the organisation?		Post Code:	
Chairman		SO31 4RN	
Email:			

Details of organisation and its aims or activities We are local people interested in preserving and maintaining the Habitat and amenity of Hamble Common, Local Beaches, footpaths etc to the benefit of the environment and community.

Amount of grant requested £500

Total cost of project or item £500 plus

Details of staff employed: None

Salaries:

£

£

How many are:

Committee/Board 6

Employees 0

Members/Users 50

Volunteers 50

What is the Grant for and who will benefit? (Give details of the specific project or item to be funded)

The tools we are requesting will replace our existing Bow saws purchased 9/10 years ago which despite regular sharpening are difficult to use and require a lot of physical effort. Having discovered a better saw we wish to replace our existing which everyone can use making the task less difficult. Not all of the trees and saplings are cut, we pull younger plants with our "Pullerbear" tool which help pull out the whole plant rather than leave the roots to come back again. Scrub clearance can only be done in winter months as this may have an effect on the bird and wildlife during the summer.

How will the people of Hamble benefit from the grant?

We are fully occupied with other tasks like cleaning and creating pathways for residents and visitors who can use and study the wide range of habitats the Common offers. During the spring we are kept busy making new and cleaning/repairing existing bird boxes of which we have over fifty in use with another 12 this spring including 2 new designs specially for "Treecreepers". Perhaps the most work goes into our beach cleaning activities twice a month all year round. This year we will repeat "The great British Spring Clean" in conjunction with Keep Britain Tidy and extend our litter pick to the whole of Hamble

Have you applied to any other body for a grant towards this project? (If yes, please give details) We have applied to BP Company for £286.50, have had no response at time of writing, and Hampshire County Council Grants Keith House for £458.40

Amounts already donated or granted by other bodies? None to date		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) All funding is raised from local government and local companies.		
What age groups do you cater for? 16+	Total Membership: 50 How many Hamble parishioners belong to the organisation? 40	Are you a registered charity, if yes please provide your number? As a member of TCV Registered Charity in England (261009)

Cash in hand available £ 1083.54	Annual Income £ only grant funded
Total amount raised last financial year by fundraising? None (other than grant applications) £0	Level of reserves: £1083.54 Unallocated £ Allocated £

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council? No / Yes If yes, please provide name(s) and state relationship
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I declare that any grant awarded will be used solely for the purposes outlined in this application.
 I understand if the grant is not used for the specified purpose Hamble le Rice Parish Council reserve the right to claim the grant funds.

I will ensure a report detailing the disbursement of the grant funds will be send to Hamble le Rice Parish Council within 12 months of the awarding of any successful grant funding.

Signature of Responsible Adult(eg Chairman, President, Leader) Date: 10/02/2020	For Parish Council of Hamble-le-Rice use only
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You must attach the following to your application:

- Copy of last year's audited accounts attached
- Estimate or costings for project or item(s) to be financed by the grant attached
- Minutes of your last AGM attached
- Current Constitution or Rules. attached
- Equality Policy as explained in constitution

Hamble Conservation Volunteers task analysis 2019

2019	DATE	Beach Clean attendance 1st weds	Bags	HOURS	Total hours	DATE	Task Attendance 2nd Weds of the month	Bags	HOURS	Total hours	DATE	Beach Clean attendance 3rd weds	Bags	HOURS	Total hours
January	2	12	12	1.5	18.0	10	11	scrub clearance	3	33.0	16	11	7	2.0	22.0
February	6	8	9	1.5	12.0	13	21	Bird Boxes & beach clean	3	63.0	20	14	10	2.0	28.0
March	6	14	10	1.5	21.0	13	13	scrub clearance	4	52.0	20	10	11	2.0	20.0
April	3	30	36	2	60.0	10	8	scrub clearance	3	24.0	17	17	35	2.0	34.0
May	1	10	11	1.5	15.0	8	8	scrub clearance	3.5	28.0	15	16	14	1.5	24.0
June	5	10	10	1.5	15.0	12	10	scrub clearance	3.5	35.0	15	12	12	1.5	18.0
July	3	10	10	1.5	15.0	10	6	Forshore Bench	3	18.0	17	15	10	1.5	22.5
August	7	8	10	1.5	12.0	14	no task	no task	0	0.0	21	no task	0	0.0	0.0
September	4	10	10	1.5	15.0	11	8	scrub clearance	4	32.0	18	21	15	1.5	31.5
October	2	10	10	1.5	15.0	9	9	scrub clearance	4	36.0	16	20	15	1.5	30.0
November	6	10	17	1.5	15.0	13	10	scrub clearance	5	50.0	20	13	11	1.5	19.5
December	4	10	10	1.5	15.0	11	11	scrub clearance	5	55.0	18	8	19	1.5	12.0
		142	155	18.5	228.0		115		41	426		157	159	18.5	261.5

Beach Clean

Volunteer hours beach cleaning 228

Hours beach cleaning 18.5

Total bags collected 155.0

Tasks

Hours on task days 41

Hours of all volunteers 228

TOTALS

261.5 489.5 hours

18.5 37.0 hours

159 314.0 bags

41.0 hours

261.5 915.5 hours



KEEP BRITAIN TIDY

07810 453138

hambleconservation.org.uk

Register for more details:

10.00am Wednesday 15th April

10.00am Wednesday 1st April

Join the Great Hamble Spring Clean Be part of the pick



1. The group shall be called: Hamble Conservation Volunteers
 2. The aims of the group are to preserve and maintain the habitat and amenity of Hamble Common to the benefit of the environment and community.
 - i) To promote practical conservation through volunteers for the benefit of the public and wildlife on Hamble Common
 - ii) To educate the volunteers in the principles and practice of conservation, this will involve both informal workday maintenance and tool care training and formal training by specialists when funds permit this possible.
 3. To fulfil these aims:
 - i) The group will undertake practical conservation work
 - ii) Other activities which are of benefit to the group and help it to meet its aims shall be undertaken from time to time.
 - iii) Money shall be raised when necessary for carrying out the aims of the group.
 - iv) Training will be integral to the work programme of the group.
 4. The area principally worked on is Hamble Common but projects and activities may be undertaken elsewhere as is seen fit by the members.
 5. All practical work shall be agreed in advance with the site landowner. All work at Hamble Common will be planned in consultation with Eastleigh Borough Council.
 6. The group shall apply for affiliation to TCV.
 7. Membership is open to anyone upon completion of membership form which will provide details for future communication. Children under 16 must be accompanied by a suitable adult or Carer. Any person found disruptive to the group, the committee reserves the right to withdraw their association.
 8. The group shall hold regular meetings (at least quarterly) to discuss its affairs which will be open to all members. This will be fully publicised especially to the members. At meetings, each member will have one vote. A minimum of 3 members will form a quorum to make decisions about the groups affairs.
 9. Officers can be appointed to allow the administration to be carried out. These can include Chairperson, treasurer, secretary social sec. etc.) They will be in charge of the day to day running of the organisation, but will be answerable to the members. (In other words, they carry out responsibilities which have been decided democratically by the members.)
 10. Accounts shall be kept by the treasurer and submitted for an independent inspection and approved at a members meeting.
 11. The group shall maintain insurance for volunteers on its projects, and for injuries to third persons and damage to property.
 12. If the group should fold any of the remaining assets should be donated to TCV
 13. The constitution shall only be altered by consent of a majority of the members of the organisation.
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Report to: Council Greening Campaign

9th March 2020

Overview

Eastleigh Borough Council (EBC) are encouraging parish councils to work with them to tackle the climate emergency by adopting the Green Campaign methodology. The Campaign seeks to help the community to support local councils in delivering the governments climate agenda. The campaign is designed to promote and encourage discussion about the issues which can then translate into actions that residents can sign up to.

Eastleigh Borough Council have indicated that they will pay for the join up fee of £300 and could help with the design and production of materials in phase 1 of the campaign.

The campaign is designed around 7 phases as follows:

Phase 1	Engagement and behaviour change	Get the community to join together and make 5 significant changes in their lifestyles.
Phase 2	Links with the environment	Work together in the community to protect the local environment.
Phase 3	What changes are possible locally?	Discover options to make the community more sustainable looking at energy, transport, food, clothing etc.
Phase 4	Deciding on sustainable solutions for the community	Bring input and expertise together to build a vision for the community
Phase 5	Adapting to a different climate	Evaluate the risks associated with climate change - identify solutions to help the community adapt and flourish
Phase 6	Incorporating the outcome of the work into a community or village plan	
Phase 7	Delivery	

Materials are provided as part of the membership fee alongside feedback on how projects and initiatives have worked in other locations. Work from the campaign can feed into the Neighbourhood Plan where appropriate.

Roll out

Although it is not advisable to commit to a ridged course of action ahead of the new council there is a clear expectation in the community that change is needed. As a parish council we are ideally placed to provide community leadership and to assemble and access resources to help achieve change.

On a practical level the Annual Parish Meeting set for the 21st May presents an ideal opportunity to kick start the process. Identifying small changes will help to engage a wide range of people and should also enable us to create our own plan for the next 4 years based on the 5 changes we seek to make.

Agreeing the process now will enable us to promote the event across all media and to generate interest. It also means that the new council is not faced with the prospect of needing to arrange an event at short notice after the election.

Recommendation:

To sign up for the Greening Campaign and to use the Annual Parish Meeting to formally launch the campaign with the community.

Apply to EBC for the cost of the membership.

Appendices

1. Email from Jason Light Strategy Lead (Environment), Eastleigh Borough Council dated 11th February 2020
2. The Greening Campaign Phase 1 Council Order Form

From: Light, Jason

Sent: 11 February 2020 12:08

To:

Subject: Green Campaign: Community Climate and Environmental Emergency Campaign Support

Good Morning Parish/Town Clerks, Chairs and Vice-Chairs,

You are probably aware that Eastleigh Borough Council(EBC) declared a Climate and Emergency last July, this declaration included ambitions to support the Borough as a whole becoming Carbon Neutral by 2030 and we have been working on a number of ways to engage with the community and support important partners such as the Parish and Town Councils.

The Greening Campaign is a multiphase community led approach to support positive environmental activities in areas, both EBC and Hampshire County Council(HCC), have been speaking to Terena Plowright from the Greening Campaign to develop an approach to support this initiative being rolled out across the Borough. I understand that a number of Parish's from Eastleigh attending a highly positive session in January hosted by HCC on the Greening campaign, EBC has agreed to cover the £300 fee for all Parish's who wish to support the rollout of the first phase in their area. On Saturday 8 February EBC held a sold out community event for residents at the Point which included a presentation from Terena. I am pleased to say that since the meeting dozens of residents from right across the Borough have already said they wish to support their Parish in running a Greening Campaign in their area.

I am mindful that some of the Parish Council's have already taken forward programmes in relation to the Climate and Environmental Emergency and others have reached out already to discuss working with the district and county council, so hopefully this initiative can form part of a joint approach. Its worth noting that this email has been circulated to all Parish/Town Clerks, Chairs and Vice-chairs (where I have the details), alongside Cllr Campbell and the Local Area Manager for Eastleigh to ensure full geographical coverage of the Borough.

To assist in moving this forward I have arranged with Terena for EBC to host a Greening Campaign training session on the 19 March @ 18:30 in our Eastleigh House Offices. I will send around as a meeting invitation to assist in booking on, but in the mean time please let us know how you would like to work with us.

For more information:

- Greening Campaign <http://www.greening-campaign.org>
- Eastleigh strategy <https://www.eastleigh.gov.uk/council/energy-and-climate-change/our-climate-change-strategy>

Kind Regards

Jason Light
Strategy Lead (Environment)
Eastleigh Borough Council

The Greening Campaign Phase 1 Community Order Form

Main Contact

Main Contact name	Amanda Jobling
Position of main contact	Clerk
Organisation	Hamble parish Council
Email address	Clerk@hamblepc.org.uk

Where are you based?

Name of community	Hamble le Rice
District Council	Eastleigh
County Council	Hampshire

Name to go on your Greening Logo

'Greening Hamble" Petersfield)	(eg Greening
-----------------------------------	--------------

Are you running the Greening Campaign as a (please circle)

Parish

Data Protection (see below)

We agree to the GC holding our data as supplied on this form	Agree	(please tick)
--	-------	---------------

Terms and Conditions

We agree to follow the T&C's listed in this document	Signed Print name Date
--	------------------------------

Phase 1 of the Greening Campaign includes:

- Phase 1 Pack, on-line support videos and email/phone support
- A copy of your Greening logo
- An up-to-date list of challenges and savings
- Form for the ordering of challenge cards
- A launch pack
- Calculations of your savings after your card count
- Please note – we do not pay for the printing of your cards.

See T&Cs below.

Please return this completed form to TerenaPlowright@gmail.com

You will then receive your dates for your training, your Pack and Logo

Terms and Conditions for Phase 1 Greening Campaign

These have been developed to ensure that the proven success of the campaign is not diluted or altered without evidence of improvement to the campaign or approval of the Central Campaign. You need to agree to the T&C's to allow you to use label 'Greening (village)', the information in the packs, and also the logo.

Your community agrees:

At least one member of your community will attend a training programme for Phase 1.

The challenge card must be used as part of Phase 1

The challenge card

To be used for display in the front windows of property throughout the community to show who is taking part in the campaign

Front – The Greening Campaign logo

Back - The challenges, local contact details, the website address of the Central Greening Campaign,. The challenge card must be produced by The Greening Campaign (TGC) assigned printers – you will need funding to pay for the printing of the cards. You will be issued with an order form.

The challenges

The challenges must be a maximum list of 10 (we have found 8 to be the optimum number).

People commit to a minimum of 5 challenges

The challenges need to be taken from the official list provided to you by The Greening Campaign.

The logos

Your Greening Campaign logo must be displayed on all challenge cards and public notices.

Greening Campaign Logo

This logo may not be altered or adapted.

The logo, for use by the local community, will be supplied by the Central Greening Campaign team.

Website

We encourage all new groups to set up their own community website.

Other points

The Central Greening Campaign or support staff must be kept informed of dates of Public Meeting and the Launch – we need to keep your Council informed.

Maximum size of a community is 8,000 unless agreed in writing by the GC.

A monitoring form should be filled in on completion of each Phase of the campaign.

The basic structure of the campaign must remain the same –

A Public Meeting

Publicity in the community

Each household must receive a Challenge card

A launch – a stand-alone event, not tagged on to a fete etc

An agreed period for households to commit to challenges and display the card

Count of challenge cards

Amount of CO2 saved communicated to the community

Thank you for protecting the effectiveness of this campaign. Without following the T&Cs the campaigns often completely fail and that reflects on everyone.

Data protection statement – Greening Campaign

Data regarding all communities is held on a single, secure, server. This server is not accessible without a password. This data is only shared with the relevant local councils who have provided support for the programme. The information is only used to inform the data owners about information regarding the Greening Campaign.

The law states the following and we have listed our reasons for holding the data alongside the specific legal requirement.

Data may not be processed unless there is at least one lawful basis to do so:^[21]

- The data subject has given consent to the processing of personal data for one or more specific purposes – you can ask to be removed from the data list at any time. All those who are emailed gave their details to the Greening Campaign for the purpose of receiving emails about the Greening Campaign.
- Processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract.- once the community has filled in a form we need to retain the form as a type of contract which links to the terms and conditions governing the Greening Campaign.
- Processing is necessary for compliance with a legal obligation to which the controller is subject.- We need to process the data to be sure they have proceeded through the Greening Campaign process and the outcomes are reached.
- Processing is necessary to protect the vital interests of the data subject or of another natural person.- We need to hold the data to protect the interests of those providing funding or support for the individual campaigns.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.- We need to be sure that all relevant documentation is held for that community so the public they serve have access to the programme.
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party unless such interests are overridden by the interests or fundamental rights and freedoms of the data subject, which require protection of personal data, in particular if the data subject is a child.- We hold the data to inform communities of further Phases, provide updates, and to link communities for support events. Each email holds the option for them to be removed from our data collected.

All data is held at 171 Hilltop, Cocking, Midhurst, West Sussex GU29 0HT by Terena Plowright.

HAMBLE PARISH COUNCIL COUNCILLOR INFORMATION AND APPLICATION PACK

FUNCTION OF THE PARISH COUNCIL

Parish Councils are the oldest form of local government dating back to the 8th century. The modern Parish Council is a statutory elected local authority, which acts as a voice for local opinion by keeping in close and regular contact with its electorate and provides a focus for voluntary organisations in the area. Parish Council's are independent of both the Borough and County Council and have specific powers and responsibilities. These enable us to do the following:

- Maintaining public areas and open space including the Foreshore, Westfield Common, part Mercury Marshes, College Playing Fields, Mount Pleasant playing fields, sections of footpaths and cycleways
- Play areas, playing pitches, tennis courts and the MUGA.
- Two sports pavilions – Roy Underdown and Mount Pleasant
- Manage the Foreshore including the Car Park and Dinghy Storage Park
- Cemetery
- Allotment
- Hold and manage leases for the Pink Ferry, Beach Hut Café, Hamble Lifeboat, Hamble Club Football, Hamble Squash Club, land adjoining Hamble Halt and Sea Scouts Hut.
- Grant support to community and voluntary organisations
- Christmas lights
- Ten village magazines a year

HOW WE DO BUSINESS.

Full council meetings are held the second Monday of every month (except August and Bank Holidays). Each meeting starts with a public session in which members of the public can come along and raise issues of interest or concern. Meetings are held in the Roy Underdown Pavilion and start at 7pm until 9.30pm.

In addition to Full Council meetings the Council also has a number of Committees and Working Groups. The main Committees are:

- Planning Committee which meets on the 4th Monday of every month at 7pm
- Frequency and timings of other committees will be agreed at the Annual Council Meeting.
- Chairs of the Committees meet monthly with the Clerk and Deputy Clerk to ensure the efficient scheduling of business and running of the Council. This group is not a decision making body.
- Other working groups are set up as needed and are time limited.

A draft schedule of the year's meetings are included. Membership of committees and groups are decided at the Annual Council Meeting which will be held on the 11th May 2020 following the elections.

Once a year the parish council also arranges on behalf of the community an Annual Parish Meeting. This year the date for the meeting has been set for the evening of the 21st May 2020.

DECISION MAKING

The Council is a corporate body. All decisions of the Council are taken by the majority vote during Council, or Committee meetings. The Chairman is responsible for ensuring the business of the meeting is transacted in accordance with the Council's standing orders and financial regulations in an efficient and timely manner. The Clerk is there to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support.

HOW ARE WE FUNDED?

Each year the Parish Council sets a budget. Our income comes from a combination of money from services such as car parking, lease income and charges for services as well as a precept charge which forms part of residents Council Tax and is set by Eastleigh Borough Council. In addition to the services offered we also work in partnership with Eastleigh Borough Council and Hampshire County Council as well as other organisations. Where possible we will seek alternative sources of income such as developers' contributions and grants.

STANDING TO BE A COUNCILLOR

Candidates are asked to ensure they meet the eligibility criteria to become a parish councillor before applying.

The Returning Officer at Eastleigh Borough Council will be running a briefing for Candidates and Agents looking to stand for election at 2pm on Thursday 12 March 2020 at Eastleigh Borough Council, Eastleigh House, Upper Market Street, Eastleigh SO50 9YN. They will provide more information about the process at this briefing or you can find it by following the attached link: <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-england>

ROLE DESCRIPTION

Responsible to:	The 'Corporate Body' (i.e. the Parish Council) and all residents within the parish
Responsible for:	Effective leadership, governance, liaison and budget setting Purpose: Representing the views of residents
Liaison with:	Other councillors, staff, local authorities, residents' associations, community groups, charitable groups and residents
Period of service:	Elections are held every four years
Next elections:	May 2020
Remuneration:	This is an unpaid voluntary position
Availability	Attendance at meetings.

MAIN DUTIES AND RESPONSIBILITIES

1. Attend Parish Council meetings.
2. To prepare for meetings and be properly informed about the issues to be discussed.
3. Participate constructively in the governance of Hamble Parish Council.
4. To participate in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery.
5. Ensure, with other councillors, that the Parish Council is properly managed.
6. Keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
7. Promote the economic, social and environmental well-being in the work of the Council.
8. To represent the interests of the whole community when discussing Council business and working with outside bodies.
9. Take an active part in engaging with the community and build capacity and resilience.
10. To comment on planning applications and other planning matters such as the Local Plan.
11. To represent the Parish Council on outside bodies if appointed.
12. To maintain proper standards of behaviour and to act as an Ambassador for the Parish Council and to promote the work the Council undertakes, on behalf of the community.
13. To be aware of and to comply with the Councils policies especially in relation to confidentiality, data protection and GDPR.
14. To participate effectively as a member of any committee or working party to which the councillor is appointed.
15. To uphold the Parish Council's Standing Orders, Code of Conduct and the Nolan principles of Public Life (ensuring that the impartiality of Council staff is not compromised).
16. To undertake a programme of induction training and other appropriate courses as required.
17. The Parish Council operates its own email server – new members will be provided with a unique councillor email address which must be used for all communications.

Ways of working

The council works through either working groups, committees or council. Councillors will be encouraged to be involved in areas where they have skill, expertise or experience.

Staff will provide help and support to committee and council meetings and will, where it is possible, provide support to working groups.

Council and Committee Meetings will have agendas and report packs. These will be provided electronically. People wanting paper copies of the agendas and packs will be supplied with an

annual expenses allowance to cover the cost of paper and printing. The Council will provide training to help people conduct council business electronically.

ELIGIBILITY FORM

In order to be eligible for co-option as a Hamble Parish Councillor you must confirm that:

- ☐ You are 18 years of age or over
British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union

In addition, you must also be able to satisfy one of the following:

- ☐ I am registered as a local government elector for the Parish; or
☐ I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the Parish; or
☐ My principal or only place of work during those twelve months has been in the Parish; or
☐ I have during the whole of those twelve months resided in the Parish or within 3 miles of it.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:

Is employed by the Parish Council or holds paid office (other than Chairman, Vice Chairman) under the Parish Council.

Is employed by an entity controlled by the Parish Council;

Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;

Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or

Report to: Council

Information and Communication Technology (ITC) project - upgrade of infrastructure provision

9th march 2020

Introduction

As part of the budget process in January 2020 the council identified an earmarked reserve of £7,000 for improvements to our ITC arrangements.

A PID has not yet been completed but work has taken place to scope the project. The project falls into the following categories:

- ICT Infrastructure - Ensuring that the infrastructure is available to ensure efficient and reliable services at all locations and to promote remote working as needed. Also incorporated is improved security and support of business continuity.
- Customer service - to support more self-service in bookings and permits and promote better and accurate record keeping for the cemetery and allotments. A central plank to this is a rebuild of the website using word press and ecommerce.
- Hardware - purchase of equipment to enable remote working and meetings - could include laptops, tablets, printers.
- Cost - to provide the best value for money option

Detailed considerations

Discussions on a range of operational issues has taken place with our current IT provider. These are focused on either day-to-day operational issues - such as poor broadband signal supporting the VOIP hosted phones, printer reset issues, VPN issues with remote working - as well as improvements that are needed. These include:

- Broadband speed upgrade for both the Office and the Pavilion
- Improved wi-fi at the Roy Underdown Pavilion (RUP)
- Child friendly WIFI filter (will be a requirement in the future in public locations)
- Cloud hosted services via Sharepoint which will support better remote access and enable improved security for staff and Members
- Anti-spam filter
- Reconfiguration of the current systems to support better resilience.

Ordinally, the intention was to draft a full specification and go to the market but it is clear that at the moment the current range of services is not meeting our current business needs. It is therefore proposed that the improvements list in the attached spreadsheet are agreed with the exception of the website which will fall into the customer service part of the review and come back as part of the PID.

It is proposed that once the infrastructure aspects of the service are installed and operational for 12 months that we then test the market to determine value for money. If we try to do this at this stage

the improvements could be delayed for many months and getting WIFI access at Rup for example is critical to widening its usage. Delaying the works could result in lost income in the short term.

Based on the summary of changes and charges the cost of the ICT infrastructure will decrease from £513.98 to £492.98 per month. There will also be the one-off cost of £100 or £200 for wi-fi access points at RUP plus the currently unknown contractor costs for cabling works. To ensure that we can complete the work on time it is recommended that the Clerk is given delegation up to the value of £1,000 to have the cabling works carried out.

More work on the PID and on the website will come back to a further meeting. Indicative costs for the purchase of hardware will be sought ahead of the elections but until we know which councilors will require equipment these elements of the project will be paused.

Recommendations:

To approve the range of measures set out in the spread sheet attached except those related to the website development. The anticipated cost is likely to be £21+VAT per month less, taking the monthly cost from £513.98 to £492.98+VAT.

To authorise the clerk to arrange along works up to a value of £1,000 to support the measures outlined above from the Earmarked reserve.

Appendices

1. Appendix 1. ICT Improvements List

Problem / Query	Solution	Current Cost	New Proposed Cost
You would like your website to have booking functionality for room hire at the pavilion, payment functionality to allow customers to pay you for bookings etc, meet the new upcoming accessibility requirements & have the ability for customers to fill in online forms	<p>Website</p> <p>We can come up with some designs for you to look at to see if you like them. We can then make a start with the new side with the required features once a design has been accepted. For a more complex website like yours with booking and payment functionality we charge £20 +vat per week with no up front charges and you won't need to start paying until the site is live and you are happy. This is an all inclusive fee including hosting, initial design and build, maintenance and any changes you require in the future.</p>	Unknown cost for Website, £45 per year for domain / DNS Hosting	£86.66 per month (£20 per week)
Possible internet stability issues in the main office	We can get a quote from a third party contractor to get this cable re-run for you as well as the cable for the WiFi Access point in the pavilion (Below).	n/a	we can get a quote from a contractor
You're after a better way of managing documents for internal users and remote users	<p>Document Storage / Sharing and Officer Emails</p> <p>Instead of having an onsite server we recommend we move your documents and files to "The Cloud" on a SharePoint service.</p> <p>This will allow you to all access the shared documents and images etc from either inside or outside of the office without the need for a VPN connection which as you know are generally not too reliable.</p> <p>This system can be accessed within a web browser, mobile app or on a desktop / laptop and is logged in using your email credentials.</p> <p>This system is an additional £2 +vat per month on top of your current email account charge. I can see you have 7 email accounts at the moment (vmag@headgroundsman@clerk@groundsmanchris@office@groundsmant@deputyclerk@) meaning the new SharePoint system will only cost a total of £14 +vat more per month.</p> <p>Once we have configured the cloud storage system and moved all the data across we will then be able to cancel the LiveDrive backups you have because everything will be backed up via SharePoint.</p>	£35 per month	£14 per month extra totalling £49.00+v

Problem / Query	Solution	Current Cost	New Proposed Cost
The internet is not very fast at either site	<p align="center">Internet speed increase</p> <p>You are currently on ADSL broadband which isn't very fast in your area. You can expect speeds of up to approximately 6mb download speed and only 0.3mb upload speed. This will hugely effect the efficiency of working via the internet and also the quality of telephone conversations.</p> <p>I recommend we upgrade the broadband at both sites from ADSL broadband to Fibre to the Cabinet broadband. This will increase speeds to approximately 50mb download speed and 10mb upload speed.</p> <p>The broadband is an additional £15 +vat per month per site.</p>	£25 per site (£50 total for 2 sites)	£40 per office per month (£80 total for two sites)
You need to extend the WiFi in the pavilion	<p align="center">WiFi in the Pavilion</p> <p>After visiting yesterday I can see that in order to provide you fast Private and Guest WiFi we will need one Access point in the upstairs area and then if required, possibly one more access point downstairs nearer the Router. As previously quoted these access points are £100 +vat each.</p> <p>If you're happy to go ahead with this we will get a price for a contractor to come and run the cable from the router to the upstairs room where the Access Point will go.</p>	£0	£100 One Off for an access point. (Worst Case, two will be required) Plus cost for a contractor to run the cable

Problem / Query	Solution	Current Cost	New Proposed Cost
You would like the WiFi to be secure and child friendly	<p>Friendly WiFi (Including Web Filtering)</p> <p>We are authorised distributors of the government initiated Friendly Wi-Fi Scheme. This provides Safe WiFi access for guests, specifically children. For us to provide friendly WiFi access to the pavilion we need to replace the router at a cost of £98 +vat, install the wireless access point and setup the Friendly WiFi / Web Filtering subscription. The monthly cost for the Friendly Wi-Fi License and Web Content Filtering is £15 +vat per month. This means we block any unsavoury content from being viewed over the Wi-Fi connection and you will be listed on the Friendly WiFi website as a Safe WiFi Venue. You will also have a customised Guest Login page for when the users connect to the Wi-Fi. This will have your name and logo etc in a similar way to when you log into Starbucks / McDonalds free WiFi.</p>	£0	£15 per month (We can put the Web Filtering on in the office for security purposes at no extra cost)
Cost reduction	<p>Office Phones (Hardware and Calls)</p> <p>Having reviewed the costs of your phones and your usage we can reduce the cost per phone from £15 +vat per phone per month down to £13 +vat per phone per month. This will still include all the calls, support and maintenance etc.</p>	£60	£52

Problem / Query	Solution	Current Cost	New Proposed Cost
You receive Spam / Viruses which has caused considerable downtime in the past	<p>Anti-Spam</p> <p>You mentioned in the past you have received some "Dodgy" emails which have caused you a great amount of work in resolving issues it had caused. We can add an extra layer of security to your Email system which will filter out more Virus, phishing and spam emails for £5 +vat per month. This will cover any email address on the hamblepc.org.uk email domain.</p> <p>In addition to this, if you do take the Friendly WiFi in the pavilion and the Anti-Spam we will also set up a Web Filter for your office as well at no extra charge. It can be configured to block as much or as little as you like based on category but at the minimum it will be a good idea to have it to block Virus Downloads and access to "Fake" websites will can very easily cause harm to your network by unintentionally downloading a virus etc. As mentioned, none of these measures can possibly block 100% of unwanted / dangerous items but they greatly reduce the risk.</p>	£0	£5 Per month
Cost Reduction	<p>iPad Support</p> <p>Having looked at the support levels for the iPads you have from us we are happy to cancel the support package on these. We are still happy to help and support the devices from time to time where necessary. If this is something you would like to do let us know.</p>	£65	£0
Office Scanner doesn't scan reliably	<p>Office Scanner</p> <p>After speaking about the scanner in the office being unreliable, we will set up a Scan to Email system meaning when you scan a document the PDF will arrive in the appropriate inbox instead of in a folder. This is generally far more reliable in offices without an onsite server.</p> <p>The documents can then be dragged out into the required folder (Within the cloud system when this is set up)</p>	£0	£0
	When the Cloud System is set up, Livedrive Backups can be cancelled because SharePoint Cloud system is backed up already	£12 per month	£0

Problem / Query	Solution	Current Cost	New Proposed Cost
Hardware Leases	4 PCs and 2 Laptops (including full onsite support and office software)	£259.98 per month	£259.98 per month
Line Rental	Line Rental Only (1 line per site) - 2 sites in total	£30	£30
Pavilion Phone Number		£2	£2
Total Ongoing Monthly Cost		£513.98	£492.98

Case Name: War memorial within the churchyard of the Church of St Andrew

Case Number: 1469241

Background

We are considering the war memorial within the churchyard of the Church of St Andrew, Hamble-le-Rice for listing.

Asset(s) under Assessment

Facts about the asset(s) can be found in the Annex(es) to this report.

Annex	Name	Heritage Category
1	War memorial within the churchyard of the Church of St Andrew the Apostle	Listing

Visits

None: Data from other sources.

Annex 1

The factual details are being assessed as the basis for a proposed addition to The National Heritage List for England.

Factual Details

Name: War memorial within the churchyard of the Church of St Andrew the Apostle

Location

High Street, Hamble le Rice, Southampton, SO31 4JF

County	District	District Type	Parish
Hampshire	Eastleigh	District Authority	Hamble-le-Rice

History

The aftermath of the First World War saw the biggest single wave of public commemoration ever with tens of thousands of memorials erected across England. One such memorial was raised in the churchyard of Church of St Andrew in Hamble-le-Rice and it is a permanent testament to the sacrifice made by the members of the local community, who lost their lives in the First World War.

The war memorial in the churchyard of Church of St Andrew was constructed by Messrs W Cornish. The memorial commemorates 10 servicemen of the community who gave their lives in the First World War. The memorial includes details of their names, rank and regiment. A further dedication and the names of 16 servicemen who died in the Second World War were added following that conflict.

The memorial is located next to the church lychgate. Behind the memorial is a stone tablet which commemorates the men who died during the First and Second World War and had trained at the nearby Training Ship Mercury, a nearby former shore-based naval training establishment; the stone was unveiled in 2015 and replaced an earlier memorial.

Details

First World War memorial, with added inscription and names from the Second World War.

MATERIALS: granite with metal lettering.

DESCRIPTION: a Latin cross, with chamfered edges, raised on a small square pedestal, and above a broad octagonal plinth and a three stepped base.

The dedications and names are located within recessed panels on all sides of the plinth. The south face of the plinth bears the dedication 'THEIR NAME LIVETH/ FOR EVERMORE/ TO/ THE GLORY OF GOD/ AND IN MEMORY OF/ THE MEN OF HAMBLE/ AND ALL WHO LIKE/ THEM DIED IN THE/ SERVICE OF THEIR/ COUNTRY DURING THE/ GREAT WAR/ 1914 – 1919'. The names of the fallen are on the flanking side. On the northern side of the plinth a further dedication has been added 'TO/ THE GLORY OF GOD/ AND IN MEMORY OF/ THE MEN OF HAMBLE/ AND ALL WHO LIKE/ THEM DIED IN THE/ SERVICE OF THEIR COUNTRY DURING THE/ 2ND GREAT WAR/ 1939 - 1945/' with further names added to the other sides of the plinth.

Selected Sources

Websites

War Memorial Register: Church of St Andrew Hamble Cross, accessed 10 February 2020 from <https://www.iwm.org.uk/memorials/item/memorial/21138>

War Memorials Online: Hamble, accessed 10 February 2020 from <https://www.war memorials online.org.uk/memorial/223022/>

Map**National Grid Reference:** SU4811106815

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The above map is for quick reference purposes only and may not be to scale. For a copy of the full scale map, please see the attached PDF – 1469328_1.pdf.

Hamble Parish Council

Council Meeting 9th March 2020

Finance Report

Exceptional Income - February 2020

- £789.82 3C Income
- £198.40 iZettle income

Exceptional Expenditure - February 2020 (payments over £1,000)

- £1,126.08 - Office quarterly rent
- £2,132.51 - Festive Lighting (£1,711.59+VAT) & RUP Kitchen socket (£65.50+VAT)
- £2,220.34 - Replacement scramble net at Mount Pleasant (grant request submitted to Local Area Committee)

Outstanding Purchase invoices

Disputed Invoice: EBC - £158.40

This has been raised again with EBC to clarify the period the item invoiced is for, so this can be looked into.

Outstanding Sales invoices (over 1 month)

None

New Financial Contracts

None

Increased Costs

Alliance UK Cleaning Services have informed us that due to an increase in the National Living Wage from £8.21 to £8.72 per hour they will be increasing their monthly charge by 6.2% from £312.06 to £331.41.

Changed and Cancelled Contracts

None

Recommendations: -

Accept the Petty cash reconciliation at £10.75

Accept the business current account reconciliation as £71,871.27

Accept the Premium Account reconciliation as £141,684.11

Accept the detailed list of Income and Expenditure for February 2020 (sent to members only)

Authorise the Schedule of Payments List

Note the exceptional payments detailed above

Note the increase for the cleaning contract with Alliance UK Cleaning Services from £312.06 to £331.41+VAT per month

Council Task list

	Task	Who	Officer support	When	Update
1	Electronic banking for payments	Cllrs Hand and Cohen	No	July 2019	August 2019
2	VE celebrations – Project plan?	Cllrs Thompson and Ryan	No		On agenda for Jan 2020
3	Signage project - assessment	Cllr Thompson and Dajka	No	EBC team meeting – Feb2020	July 2019
4	Signage Project Project team	Cllr Thompson	Yes	Nov 2019	Discussed with EBC on 23.3.20 – will await update from them.
5	Meeting with EBC on Car Park Permits	Cllr Hand	Yes	Aug 2019	Aug 2019
6	Review of the HRVF constitution	Cllr Underdown	No	Sept 19	Jan 2020. Still awaiting an updated from HRVF on issues raised.
7	Christmas Lighting at Coronation Parade	Cllr Cross	No	Sept AMC 2019	Update sought from EBC on 3.3.20 regarding the lighting and scheme more generally
8	Village Magazine	Cllrs Nesbitt-Bell, Dann and Thompson	Yes JEH	Oct Council 2019	Completed
9	Environmental Signage	Cllr Ryan	Yes	Sept 2019	Completed
10	Information Boards	Cllr Cohen	Yes	July 2019 PID completed Dec 2019	Proposal received from company and potential costs. Need to meet to discuss next steps March 2020
11	Meeting with Stakeholders – Footpath 15	Cllr Schofield and Hand	Yes AJ	Sept 19	31 st Sept with HRSC Safety audit requested from HCC and their legal department involved to provide advice on status of path as part of other work.
12	Logo and branding	?	Yes AJ & JEH	Dec 2019	Work on tagging still ongoing

	Task	Who	Officer support	When	Update
	Meeting at Cemetery –and action plan	Cllrs Schofield and Underdown	Yes JS	July 19	Completed
	Well Lane footpath	???	Yes AJ	Emails to EBC chasing – latest Jan 2020	Chased 06.03.20 with head of legal @EBC
	CCTV	Cllr Cohen	No	??	
	Southern Quay bench replacement	Cllrs Underdown, Schofield and Dajka	Yes AJ, RC	Tender concluded without submissions. PID to be amended	Plan of area awaited before approaching supplier – March 2020
	Notify EBC of the recent GE redundancies and sale of business	AJ		9 th September 2019	10 th September 2019
	Letter to HCC regarding the reinstatement of lining at Shore Road to enable parking enforcement	AJ		9 th September 2019	10 th September 2019. Chased in Dec 2019
	Install new “Welcome to Hamble” sign at Mallards Way	AJ		9 th September	Letter to HCC 10/9/19 Chased 2.03.20 hope for install before end of year.
	Write to EBC given written notice that from 31/10/19 HPC would limit its support for The Mercury	JS		14 th October 2019	18 th October 2019
	Draft a statement regarding the management and handover of the Mercury to the new provider or EBC			14 th October 2019	Complete
	Order wreaths for Remembrance events	JS		14 th October 2019	Completed 16 th October
	Contact other local councils to assess what events they have planned for VE/VJ days next year	Cllr Thompson	JS	14 th October 2019	No response from those contacted. Had approach from RSYC about HPC's arrangements
	Progress report on H&S Audit	RC		November (will bring back in December)	

	Task	Who	Officer support	When	Update
13	Bursledon Doctors Surgery Merger with Blackthorn	JS		November 2019	Awaiting responses from WHCGG but have asked Borough Councillors to give details at November Council meeting
14	Write to HCC and EBC regarding progress of Hamble Halt Car Park	AJ		28 th October 2019	
15	Air Quality Plan Response	AJ		28 th October 2019	£12 allocated to BHH LAC for measures. Rail Trail to be improved to promote cycling
16	Quotes for RUP improvements	RC		5 th November 2019	Work on internals to be completed by 31.03.20
17	Negotiate price for truck	RC		5 th November 2019	MOT in May – guide price to be sought then.
18	Flowers, bulbs or seeds for the Broadway	RC		5 th November 2019	Emailed EBC as project Feb 2020
19	Replacement slats on foreshore benches	RC		October/November	Water front benches now replaced. Those on green scheduled to complete March 2020
20	Foreshore toilets: investigate digital timed locks	RC		5 th November 2019	Contractor to be on site 10.03.20
21	Mount Pleasant, replace scramble net – approach LAC for grant funding	RC		5 th November 2019	Grant sent to EBC but mislaid. Resent again 4.03.20
22	Cleaning contract for FS Toilets	RC		5 th November 2019	Quotes pending March 2020
23	Floodlights at RUP: Source LED bulbs or look at changing lights – seek grant from LAC	RC		5 th November 2019	Environmental audit to be arranged including the floodlights
24	Milk deliveries for office and mess	JS		5 th November 2019	7 th November 2019

	Task	Who	Officer support	When	Update
	room, to reduce waste				
	FS water supply: arrange for a meter for the lifeboat supply	RC		5th November 2019	
25	<p>Contact HCC re queries on lease for strip of land adjacent Hamble Primary</p> <p>Revised on 9th December to specify: Schools security protocol and inspection regime Limit future liability with regard to security Protect HPC's right to charge for parking</p>	AJ		5th November 2019	Heads of Terms accepted and lease being drafted. Meeting with head concluded and reassurances received on their management of the gate.
26	DSP: Arrange user meeting and proceed with allocation process and issue new Ts&Cs	JS&JEH		5th November 2019	User meeting taking place 9th Dec. Applications sent to all permit holders and those on waiting list 29th Nov 2019.
27	Mercury: advise EBC of hourly rate			5th November 2019	Sent 15 th November 2019
28	Labels/notices for HPC assets to show who's provided them	JEH/RC			
29	Memorial Safety: Training organised and work undertaken to trace families	JS		Training taking place 17 th December. All unstable graves staked with notices, where addresses known letters sent to grave owner.	Training delivered 17.12.2019 New Memorials Policy drafted Updates to Memorial Regs and application form will be recommended to AMC at 7 th Jan 2020 Meeting
30	Write to local residents regarding Christmas lighting	JEH		November	
31	Write to EBC with stakeholder feedback on the	AJ			Project feedback sent in November 2019 – no

	Task	Who	Officer support	When	Update
	Coronation Project and requesting a formal response to the points raised				acknowledgement
32	To amend the LAC Project List to add Mount Pleasant as a separate item and remove <ul style="list-style-type: none"> • Bartletts Field • Avro Court • New Library • Gun Emplacement 	AJ			
33	Clerk to attend the Vision for Hampshire briefing by HCC and report back.	AJ			Clerk didn't attend
34	Instruct TWC to carry out works stemming from Legionella Risk Assessment £880	RC			Completed
35	Order the 'Welcome to Hamble' sign Cost £486.20				See above
36	Arrange to hold the Annual Parish Meeting on 21 st May 2020	AJ/JS/JEH			RUP booked
37	Order 30mph signs for wheelie bins	AJ/JEH			Completed and delivered
38	Raise restoration of public landing ladder at RSYC at meeting with Harbour Master	Cllr Hand			Issue raised with Secretary in Dec 2019 – now left organisation – clerk to make fresh approach
39	Report on HRVF	Cllrs Cohen, Underdown & Clerk	Clerk		See 6 above
40	Pursue HCC for payment of invoice for emergency tree works	AJ			Outstanding

	Task	Who	Officer support	When	Update
41	Website Accessibility - draw up PID and present at Jan 2020 meeting	JS		13 th Jan 2020	
42	Installation of locks on Foreshore toilets Costs not to exceed £2550 + vat EAR - Commissioning costs	AJ			See 20
43	Delegation of Planning decisions to Clerk and Cllr Underdown over Christmas period. Record decisions at Jan 2020 meeting	Cllr Underdown Clerk			Dec 19 / Jan 20
44	Meeting 13 th Jan 2020	??			
45	Check if Planning Permission is needed for a 'wood'	AJ			Response is "will depend on size and scale – submit proposal for discussion"
46	What is EBC's Climate Emergency Policy	AJ			
47	Youth Provision Offer Hamble sites for Winter and activity provision	AJ			Raised options with Debbie Burns at team meeting
48	Can public art funds be used to design a plinth for the gun? Perhaps a living wall	AJ			Provided feedback to EBC on options along with Hound PC – no response
49	VE & VJ Day Contact RBL and RVCP to establish what local activities are being arranged	JS			14 th Jan 2020 Update circulated to all Cllrs
50	Write to EBC to confirm the precept	AJ			Completed Jan 2020
51	Post details of flood alerts on	JEH			

	Task	Who	Officer support	When	Update
	facebook and HPC website				
52	Circulate new DDF terms & conditions and applications	JEH			Completed Jan 2019
53	Contact HCC to arrange safety audit of junction at Quay road and DSP. Budget £2500 - 2020 EAR for DSP improvements	JS			Spoke to Daniel Hutchings from HCC 28 th Jan. 2020 He will investigate options and come back to me shortly.
54	Meeting 10 th Feb 2020				
55	Arrange a safety review of the 3 parking spaces closest to the entrance and Hamble Primary School	AJ			Discussed with Head Groundsman – site visit to be arranged
56	Speak to Hamble Primary school about its Travel Plan and actions to reduce car journeys	AJ			Meet with Head. Already a lot being done
57	Prepare role profile and guidance for May 2020 elections	AJ			Agenda for 9 th march 2020
58	Confirm DDF allocation to applicants	AJ			Complete
59	Transfer reserve fund from Barclays to Bank of Scotland	AJ/JS			Awaiting feedback from Bank of Scotland on the process- March 2020
60	Invite allotment holders to meeting prior to April 2020 Council meeting	JEH			6 th March 2020
61	Proceed with electrical work at Foreshore toilets at cost of £80 plus vat	RC			See previous update
62	Proceed with works at RUP as detailed – costing up to £2593.89	RC		Carpet fitting booked 30-31 st March. Awaiting	See previous update

	Task	Who	Officer support	When	Update
				date for decorating works.	
63	Renew contract with Ellis Whittam up to £2,500 per year for 3 years				Invoice pending
64	Run a Good Neighbour Award programme. Awards in Sept/Oct	Communications Working Group			
65	Tree PID completed, initial audit carried out and budget agreed	Cllr Thompson and Head Groundsman			
66	Road Traffic Order sought for increased parking charges	AJ			Completed. To LAC in March 2020
67	Meeting with Sgt Hamilton in place for 9.03.2020 with Chair	Cllr Hand /AJ			

Report to: Council: Officers report

9th March 2020

Pensions

As part of the end of year checks the pension contributions have been checked and an error noted. The Employer contribution rate for the year has been set at 15.1% rather than 16.1%. The year's figures have been reworked and an underpayment identified. The underpayment is £1552.65. This will be added to the final payment of the month to bring the contributions into line.

Next year the payment changes. Currently each month we make a payment that comprises the employee's contribution, the employer's contribution and a capital contribution to address the shortfall in the pension plan.

As part of the revaluation of the pension earlier in the year the shortfall has been reduced and as a result next year the payments will comprise only the employee and employer sums. The rate for employer contributions will be 18.9% of pay for 2020/21.

Reserve fund

Contact has been made with the Bank of Scotland to ascertain the route for transferring balances to them. As we currently don't have a current account with them the process is not straightforward and they have been asked to come back to confirm the process.

Cost of removing asbestos - fly tipping

Fly tipping of asbestos pipes has resulted in unplanned expenditure of £250.00+VAT. The disposal was carried out by Solent Environmental Services (Asbestos) Limited.

Accountancy Support for End of Year accounts and 2020/21

Currently we have monthly visits from J Humphries Associates Ltd to help maintain our accounts. They also close the accounts and produce the Annual Governance and Accountability Return along with a statement of accounts. Separately they provide a payroll function for us.

Recently the Clerk and Deputy Clerk have attended a workshop run by Rialtas Business Software (RBS) and it became clear that functionality within the software could be better utilised. To that end it is recommended that the current accountancy support is ceased and RBS are appointed to undertake the end of year and quarterly visits. The quarterly visits will be £395+VAT plus travel and £560+VAT for year-end accounts plus travel. In addition to these services there will be remote access to staff and also on line training material. The cost of this will be in the region of £2,000 a year which is comparable with J Humphries but will enable training on the account's software as well as the accounts themselves. The payroll will remain unaffected.

Recommendations:

To approve the payment of £1552.65 to Hampshire County Council Pension fund and £250.00 + Vat to Solent Environmental Services (Asbestos) Limited.

To revert back to Rialtas Business Software for accountancy support including the end of year at a cost of £2000 a year, ceasing the monthly support from J Humphries with effect from this month.

Appendices:

1. ER Pension 2019-20 and 2. Accountancy Support for End of Year accounts and 2020/21

Appendix 1. ER Pension 2019-20

Month	Contributions paid at		
	15.10%	16.10%	
Apr-19	£2,031.55	£2,166.09	
May-19	£2,001.82	£2,134.39	
Jun-19	£1,941.17	£2,069.72	
Jul-19	£1,941.17	£2,069.72	
Aug-19	£1,941.17	£2,069.72	
Sep-19	£1,941.17	£2,069.72	
Oct-19	£1,941.17	£2,069.72	
Nov-19	£1,941.17	£2,069.72	
Dec-19	£1,941.17	£2,069.72	
Jan-20	£1,941.17	£2,069.72	
Feb-20	£1,941.17	£2,069.72	
Mar-20	£1,941.17	£2,069.72	
Total	£23,445.07	£24,997.72	<u>£1,552.65 Underpayment</u>

Appendix 2. Accountancy Support for End of Year accounts and 2020/21

From: Caroline Buckland
Sent: 14 February 2020 10:18
To: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>
Cc: Sales <sales@rbssoftware.co.uk>
Subject: Re: Support

Dear Amanda

I am glad you found Rays training informative and supportive. We would be delighted to give additional support.

For quarterly visits we charge £395 plus Vat plus 45p per mile mileage.

For year end accounts preparation it is £560 plus 45p per mile. All prices plus VAT.

I'm on leave at present so can't send full info on the year end service but i have copied Emma in who will send that for me.

I will contact you on my return on the 24th.

Kind regards Caroline
Sent from my iPhone

On 14 Feb 2020, at 09:56, Clerk - Hamble Parish Council <clerk@hamblepc.org.uk> wrote:

Hi Caroline

I'm just following up some issues that arose from the days training around the end of year accounts. The training was excellent and both Jeanette and I felt Ray's style and approach was supportive and helpful.

What did become clear was that the accountant who has been working for us on the accounts for the last few years has used a number of practices that are not common place in the Local Government sector. As a result we are now looking to review that arrangement and to move to doing all aspects of the accounts in the future. For me that is likely to be a big increase in my involvement but this episode makes it clear that that is needed. With that in mind I would like to secure RBSD services to help with that process. I have in mind two objectives:

To remedy the issues identified and get the end of year accounts sorted
To have quarterly support throughout the year to ensure that similar issues do not occur and the visits to include an element of coaching.

Are you able to help with this and if so are you able to give me a price for it please. In the first instance it would be good if Ray were able to do the corrections as he has now been through them in any event.

I look forward to hearing from you.

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

Report to: Council

COVID-19

9th March 2020

Government has now published its advice on how it expects to manage the COVID-19. The guidance most relevant to the Council relates to its role as an employer and provider of a local service.

Information can be found by following the link:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19#guidance-on-facemasks>

As the situation is fluid relevant websites are being reviewed for advice and guidance. Attached is information issued on 6.03.2020 from Hampshire Association of Local Councils. We hope further more detailed advice will follow from them as the situation develops.

Some key advice is as follows:

What to do if a member of staff or the public with suspected COVID-19 has recently been in your workplace	For contacts of a suspected case in the workplace, no restrictions or special control measures are required while laboratory test results for COVID19 are awaited. In particular, there is no need to close the workplace or send other staff home at this point. Most possible cases turn out to be negative. Therefore, until the outcome of test results is known there is no action that the workplace needs to take
What to do if a member of staff or the public with confirmed COVID-19 has recently been in your workplace	<p>Closure of the workplace is not recommended.</p> <p>The management team of the office or workplace will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.</p> <p>A risk assessment of each setting will be undertaken by the Health Protection Team with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment.</p> <p>The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.</p> <p>Advice on cleaning of communal areas such as offices or toilets will be given by <u>the Health Protection Team</u>. and is outlined later in this document.</p>

<p>When individuals in the workplace have had contact with a confirmed case of COVID-19</p>	<p>If a confirmed case is identified in your workplace, the local Health Protection Team will provide the relevant staff with advice. These staff include:</p> <ul style="list-style-type: none"> • any employee in close face-to-face or touching contact • talking with or being coughed on for any length of time while the employee was symptomatic • anyone who has cleaned up any bodily fluids • close friendship groups or workgroups • any employee living in the same household as a confirmed case <p>Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:</p> <ul style="list-style-type: none"> • those who have had close contact will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case and follow the <u>home isolation advice sheet</u> • they will be actively followed up by the Health Protection Team • if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call NHS 111 for reassessment • if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19 • if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection <p>Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.</p>
<p>Certifying absence from work</p>	<p>By law, medical evidence is not required for the first 7 days of sickness. After 7 days, it is for the employer to determine what evidence they require, if any, from the employee. This does not need to be fit note (Med 3 form) issued by a GP or other doctor.</p> <p>Your employee will be advised to isolate themselves and not to work in contact with other people by NHS 111 or PHE if they are a carrier of, or have been in contact with, an infectious or contagious disease, such as COVID-19.</p> <p>We strongly suggest that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate due to suspected COVID-19, in accordance with the public health advice being issued by the government.</p>

Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19	<p>Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:</p> <ul style="list-style-type: none"> • all surfaces and objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as toilets, door handles, telephones <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>
Rubbish disposal, including tissues	<p>All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the individual test positive, you will be instructed what to do with the waste.</p>

In terms of impact on services the following are key issues:

Issue	Description	Mitigation
School Closures	Potentially staff will be unable to attend work if they have child care commitments	Home working
Burials	Advice is emerging for crematoria around 24-hour operations. There could be additional pressures on the cemetery.	Need to agree procedures with Funeral Directors and Undertakers about arrangement for burials in absence of staff
Cash collection	potential for an extended period when either staff are unable to collect cash or to bank it locally	Ensure machines can only take card payments
Fuel and energy	Potential restrictions on fuel if deliveries are interrupted.	Diesel ordered.
Staff ill or unable to come to work	Potentially guidance could recommend that staff stop attending the workplace.	<p>Administrative aspects of the council's services can be carried out remotely. Currently there are 2 lap tops available to use. Additional equipment might be needed and discussions are taking place at the moment with our IT supplier.</p> <p>Calls can be routed to alternative numbers</p> <p>Work across the village is more difficult to assess. Opening and closing toilets and emptying rubbish are daily activities as</p>

		are visual safety checks of play areas. Staff that are in will need to prioritise safety work above others.
Bookings and hirings	Use of Pavilion for meetings or sport	Decision will be needed to cancel events if cleaning contractors not attending.
Council meetings	Unable to meet and transact business	Should public events be cancelled key decisions will need to be carried out under delegation between the Chair and Clerk. All decisions will be recorded and reported to the first available next meeting
Communications	Increased reliance on web and social media if working remotely. Potential for the production and distribution of the magazine to be interfered with	To be able to access systems remotely
Statutory processes	End of year accounts, Accounts and Governance Statement, Annual Parish Meeting	Potential for delay or cancellation due to failure of contractors or staff to be able to undertake activities.

The situation will continue to be monitored and actions assessed.

Do the Numbers Limited

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

7th February 2020

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 interim Internal Audit for 31 March 2020

Following my visit to the office this week, please find below the list of matters that should be addressed in advance of the year end. Overall I found the records to be in good order and systems are continuing to improve.

Control area	Issue	Recommended Action
Payment listings / bank security	The council is not publishing the payment listing with the minutes, or including it in the signed minutes file – this is not in accordance with LGA72 or the transparency code.	It transpires that Barclays bank use details of recent payments as security information – meaning that either the council puts its bank security at risk, or it breaches the law. Barclays should be requested to use non payment security information without delay. If they refuse to do so, the council should take this matter up with the <u>ombudsman</u>
Bank balances report	The council is using a spreadsheet report for bank reconciliations, rather than the system, rising the risk of transcription errors.	Within the Rialtas system is the Annual Return Cashbook Summary report which always shows the current balances.
Accruals and prepayments	It appears that year end journal entries have not been reversed as the transactions crystallise, distorting the current year figures.	All accruals and prepayment should be reviewed at the start of the year and then quarterly to see whether they are still required.
Recording of votes	At present the council minutes a proposer and seconder for every decision even when there is unanimous agreement.	The council can still have full recorded votes but for ease of minuting of straightforward items, 'nem con' is acceptable.

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

Paper agenda packs	It appears that members are still receiving the full agenda pack in hard copy rather than electronically. This has a significant cost in paper, ink and staff time.	In light of the recent 'climate emergency' decisions taken, the council might consider moving to <u>electronic agendas</u>
Member skills audit	At present the council has no members with an accounting background who can give appropriate oversight and support to officers.	In advance of the May election, members may wish to carry out a simple 'skills audit' to target the recruitment of new candidates to the Council.
Wages records reconciled to accounts	The payroll reports supplied by the bureau are only for the current month so it is not possible to validate the cumulative figures against the ledger system. (also raised last year)	The payroll bureau should always provide year to date Sage reports so that on a quarterly basis, the figures in the Rialtas ledger can be exactly reconciled back to the payroll.
Detailed budget monitoring	The council is still not using the capabilities of the Rialtas software for Budget monitoring and forward planning.	Over the coming months, a detailed report of one cost centre area should be brought to each meeting for review and planning purposes.
Management Accounts	The management accounts being used during the year are not generated from the Rialtas software (nominal codes were not linked, proving such) reducing transparency and increasing transcription risk.	All of the required reports can and should be generated directly from the software. This should be done on a quarterly basis, so that the year end is just another quarter. (also raised last year)

I will return to the office on May 12th to complete my review.

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

Report to: Council Interim Audit recommendations

9th March 2020

Introduction

The audit report received in February 2020 is attached. Following the list of recommendations, the management response is as follows:

	Issue	Recommended action	Response
1.	Payment Listing and security	Barclays should amend their security arrangements to ensure that the Council is able to comply with the Transparency act	Correspondence has been sent to Barclays – a response is pending.
2.	Bank Balance reports	Use system generated	Accepted and will be actioned
3.	Accruals and prepayments	End of year procedures have not been carried through to manage spending across financial years	Accepted and will be actioned
4.	Recording of votes	Streamlining minutes	Accepted and will be actioned
5.	Paper agenda packs	Move to electronic agendas	Proposals in hand to move towards electronic meetings for the new council.
6.	Member skills audit	Skills audit to fill current gaps	Council invited to undertake skills audit
7.	Wage records reconciled to accounts	Cumulative total to be provided by payroll provider to enable this/	Accepted and actioned
8.	Detailed budget monitoring	Review of cost centre activity should be carried out each meeting	Council is asked to advise on this.
9.	Management accounts	Management account information is not coming direct from the system which creates potential for error and fraud	Explore further how user-friendly information can be produced for Councillors.

Recommendation

To note the officer recommendations and advise on action regarding items 6 and 8.

Appendices

1. Review of matters arising from interim Internal Audit for 31 March 2020 dated 7th February 2020

Project Initiation Document	
Project Name: Tree and shrub Planting Project	
Project Objectives: To identify spaces within the Parish Boundary suitable for tree or shrub planting by 31 st July 2020 To plant, where-ever possible, native species of trees or shrubs which flower, fruit, or produce berries or nuts on at least 50% of the identified spaces by 31 st December 2020. To extend the Community Orchard at College Playing Fields adding at least 21 additional trees by 31 st December 2020.	
Problem to be solved (or opportunity): Combat air pollution and climate change. Support biodiversity.	
Project Deliverables: A tree and shrub planting scheme	Scope (inside/outside): Any HPC land except Mount Pleasant Recreation Ground at this time.
Assumptions: Trees can be obtained via the Woodland Trust Donations or sponsorship obtained to buy some larger saplings (6 to 7 feet in height) Planning permission is received if necessary	Key Stakeholders: Residents, community groups, HPC members, EBC, HCC, Fisher Germain, local businesses, Grow Wild Netley Abbey, Hants & IOW Wildlife Trust, Tree Council?, Woodland Trust
Project Sponsor: Cllr Thompson	Project Manager: Head of Grounds and Assets
Team Members: Cllr Thompson, Head of Grounds and Assets, Clerk and Deputy Clerk	
Key Milestones: PID agreed – Take to EBC LAC Team Meeting Working Group set up Community invited to identify spaces – how/to whom Land ownership checked – involve EBC sustainability and climate change Officer Planning Permission sought if necessary Pipeline areas identified Planting scheme drawn up – some specialist knowledge may be necessary Funding secured Saplings and a few more mature trees ordered Community groups and volunteers invited to help with planting Trees monitored and checked at least every 3 months	Date:

<p>Risks:</p> <p>Permission not granted by landowners</p> <p>Objections or disagreements about suitability of identified sites</p> <p>Funding not available</p> <p>Watering arrangements fail</p> <p>Unable to order saplings from Wood Trust or larger trees from a local Nursery</p> <p>Trees fail to thrive</p> <p>Saplings are damaged – deer or vandalism</p> <p>Unforeseen or unexpected issues leading to increased costs</p> <p>Reputational damage</p>
<p>Strategic - Long term opportunities</p> <p>Planning applications such as Cemex – reinstatement of site</p> <p>Condition that any Trees felled in the Parish must be replaced - at a different location if necessary</p> <p>Link to public art – living walls (root issues)</p> <p>Neighbourhood or village plan</p>
<p>Budget, Resources or Constraints:</p> <p>Budget £5,000</p> <p>Limited Officer resource</p> <p>Community Groups & volunteers</p>
<p>Project Approval Date:</p>
<p>Signed:</p>

HAMBLE PARISH COUNCIL

PROJECT MANAGEMENT