

Council Meeting 19th July 2021

7.15pm Roy Underdown Pavilion

1. Welcome
 - Apologies for absence
 - Expressions of interest
 - Approve the minutes of 14th June 2021
2. Public participation.
3. Hamble Square Telephone Box project
4. Resident award scheme – Cllr T Ryan
5. Coop Closure – Community Support Project
6. Mount Pleasant – Coffee Vender request
7. Change in membership of the Communications Working Group – removal of Cllr Craig Palmer.
8. Modifications to the Local Plan
9. Local Government Review
10. Recommendations from Personnel Working Group
 - Agree the new terms of reference
 - Changes to staff contracts
11. Recommendations from Asset Management Committee
 - Approve the new terms of Reference
 - Approve the Terms of Reference for the Allotment Working Group
 - Approve the membership of the Southern Foreshore Replacement Benches Working Group – Cllr I Underdown, Janine Dajka and Robin Mason

- Appointment to the Hamble Village Memorial Hall board of trustees – Cllr C Jones
- Update on the Foreshore Bin replacement project

Financial

12. Approve the list of Payments totalling £14,650.67
13. Changes to the banking mandate

Exempt business

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of Part 1 of Schedule 12A of the Act. The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1st March 2006. It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

14. Cost of Staffing changes and contracts



Council Meeting 14th June 2021

Minutes

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

Meeting held at the Priory Centre, St Andrews Church, High Street, Hamble.

Present

Members: Cllr Cohen, Cllr Cross, Cllr Hand, Cllr Jones, Cllr Nicholson, Cllr Palmer, Cllr Ryan, Cllr Thompson and Cllr Underdown

Staff: Clerk

Minute references will be 14062021+agenda item number

1. Welcome – Chair welcomed all present especially those new to Hamble Parish Council.
 - a. Apologies – Cllr Leheis, Cllr Dann and Cllr Rolfe
 - b. Declarations of interest – None
 - c. Minutes approved – couple of changes – removal of Cllr Jones from Attendance list, Item 5 delete 'proposed Simon and' and typo item 6 'Repre4sentation'
- Proposed: Cllr Underdown Seconded: Cllr Cohen

Minutes of the Meeting held on the 17th May April were approved subject to the changes listed and would be signed the following day.

2. Public participation –
Two members of the public asked to speak.

The first raised issues regarding concerns about a number of Parish Councillors posting on social media, the tone and content of the messages and the lack of clarity around whether they were acting in their official capacity or not. A particular post related to a current planning application that the Planning Committee was due to consider.

Signed

Date

The second member of the public raised the issue of anti-social behaviour in the village particularly at the allotments, Coronation Parade and the Roy Underdown Pavilion.

The Chair thanked them both for their contributions and invited them to stay for later items that might be of interest.

3. The Chair welcomed the District Commander for Eastleigh Chief Inspector Marcus Cator.

Been in post for 12 months and has been keen to find ways for the service to engage with the community. Increasing use of social media, newsletter and community based scrutiny groups aimed at providing input and challenge of keys aspects of policing. Staffing levels have increased significantly over the last twelve months from a low base and the impact of that is now being seen following intensive training and induction for new officers.

Chief Inspector Cator then addressed the following points as well as issues raised by the member of the public.

- What the Police are doing to manage anti-social behaviour in Hamble?
Work on Operation Aquatics (Hamble Foreshore) has been running since November last year with a dedicated officer preparing a Partnership Plan which the following are part of:
 - Hampshire Police
 - Marine Police
 - Eastleigh Borough Council
 - Hamble River Harbour Authority
 - Hamble Parish Council

This has resulted in a number of actions from signage, youth engagement, high visibility policing and regular patrols from Police and other agencies at high-risk times – high tides/high temperatures. Officers from across the district are being offered overtime to cover Hamble during these periods to ensure adequate policing.

In addition, the recent issue of large numbers of young people using the rail network to come into the village has been reduced by the British Transport Police and Network Rail working together to ensure that trains don't stop at Netley or Hamble when there is a known problem.

The Police have also used high visibility vehicles parked in prominent locations to act as a deterrent and the Lifeboat Building is being used as a touch down base for Police when they are on the patch.

Given this Chief Inspector Cator was keen to see more engagement with young people. Park Sport this year is focused at those locations where there is a high incidence of reporting and known problems and should help to provide construction diversionary activities.

- What else can be done?

There needs to be a continuation of partnership working as no agency holds the answer to ASB and the issues Hamble are witnessing. Use of Dispersal Orders has not been necessary and there is a reluctance to use them as they are fine based which is an unsuccessful approach to managing minors as fines are not enforceable (same issue we have with Bye Laws).

There is a reluctance to see young people prosecuted and generally the Youth Offending Team will look at alternatives to custodial sentences as the impact of a conviction at an early age has profound and long-lasting implications for individuals.

- What could the Parish Council and other councils do to help?

Welcome the work carried out already and keen to see the Council help to reinforce key messages with the community. The main one is that neighbourhood policing follows crime reporting. Call volumes for Hamble are low – typically 20/30 per monthly of which 10 – 15 relate to ASB. This is similar to the volume of calls per day in Eastleigh. Resources will follow the areas with highest levels of reports.

Recognition was given to the constraints and frustrations with the telephone 101 but response times are now much improved with many answered within target times. That said the system is less responsive during peak busy periods.

People should be encouraged to either use 999 where a crime is taking place – including ASB or reports can be made via the website

<https://www.hampshire.police.uk/contact/af/contact-us/contact-us-to-discuss-something-else/>. He also provided a link for Councillors and staff to use which was circulated separately.

- What should residents do?

Residents should be encouraged to report more frequently when issues occur in the community. Social media is not a reporting tool for the Police and although it does generate interesting discussions it is not used for intelligence gathering.

The following questions were raised by Councillors.

- What advice is available for secured by design for community spaces

Crime Prevention Officers will be holding a surgery on 5th July to provide free advice on a range of measures.

- How useful is CCTV ?
Residents should be encouraged to register CCTV cameras with Hampshire Alert :
https://www.hampshirealert.co.uk/da/364698/Help_Us_To_Fight_Crime_REGISTER_YOUR_HOME_OR_BUSINESS_CCTV.html. This creates a network of cameras that prove useful in crime detection. This is often more effective than fixed CCTV which is very expensive and unaffordable both in equipment and staff costs. Very expensive to operate and maintain.
- Are drug and alcohol the main drivers of crime and ASB in Hamble?
Drugs are rife generally although there is not a drug problem in Hamble. Police focus on disrupting drug networks rather than focusing on individual users. Alcohol is an issue in the village and has been for a long time. Use of Nitrogen Oxide is also common place but not illegal or something that the Police will be involved in unless they are being traded.
- A local problem with a residential property continues to be a problem – Councillor invited to submit a Community Partnership Information Sharing form.

A number of Councillors then provided feedback and thanks to the Chief Inspector and his team on the improvements seen in the level of Policing over the last few weeks and preparedness for the summer. The improvements at the Foreshore were noticeable as a result.

Chief Inspector Cator concluded his session although stayed to hear the discussion on the Hampshire Constabulary Advisory Group.

He was thanked for his time and efforts and offered an open invitation to attend future meetings.

4. Representation on Hampshire Constabulary Independent Advisory Group – Cllr Palmer was asked to outline how he saw this group benefiting the village and in the light of that it was agreed to include it on the list of outside bodies.
Proposed: Cllr Hand Seconded: Cllr Underdown

Unanimously agreed to include the Hampshire Constabulary Independent Advisory Group on the list of outside bodies with Cllr Palmer as the representative.

5. Cali Sparks EBC regarding the relaxation of regulations for businesses to use public spaces - Hamble Foreshore

This item was deleted from the agenda as none of the effected parties had indicated that they would attend.

6. Project Initiation document - Bin store relocation at Hamble Foreshore
Project Manager outlined the detail of the project and the work already carried out by the Head Groundsman. The project now ready to commission with elements still needing to be resolved including discussions with the Beach Hut but that these could take place after the new bin was in place.

Proposed: Cllr Underdown

Seconded: Cllr Hand

And all agreed

To approve expenditure of £15,000 for the purchase of three metroSTOR PBM at a cost of £2,199.75 + vat each, and enabling measures.

To note the discussions with the Beach Hut Café about the use of and contribution to costs of the new bin stores.

To approve the removal of the existing bins and the relocation of the replacement bench from the recent insurance claim in the space vacated

7. Feedback from EBC team meeting

Cllr Cross highlighted the local market initiative and what was due to happen next.

8. Consultation on the Eastleigh Borough Council Local Plan Modifications 9th June – 21st July 2021

Cllr Underdown outlined the key messages from the recent meeting that had been arranged for Parish Councils by EBC. The modifications will be discussed by the Planning Committee and brought back to the next meeting for approval before submission.

9. Clerk's report including:

Reopening of the office

Delivery of village newsletter and delay to its review (complete 12 months)

Annual Parish Meeting - new meeting date

Insurance claim updates

Use of the Donkey Derby Field – 23rd – 27th June 2021

Signed

Date

The content of the report was noted and the Communications Working Group were asked to consider options for future delivery of the newsletter to come back to the next meeting.

10. Project List

Council agreed the list of projects set out in the report.

11. Annual Governance and Accountability Return 2020/21

Propose: Cllr Cross Seconded: Cllr Underdown

And all agreed

To approve the Annual Governance Statement set out on page 4

To approve the Accounting Statements set out on page 5

12. End of year audit

Council noted the recommendations in the report and the work to ensure compliance. Further work will be carried out over the summer on the recommendation of this report and the March audit.

Proposed: Cllr Hand Seconded: Cllr Underdown

All agreed to note the end of year audit recommendations and receive an update report in September on progress.

13. Payments and reconciliations

Cllr Underdown queried a payment of £3,000 for professional services at Mount Pleasant. It was agreed that the Clerk would go back to Cllr Underdown outside of the meeting.

Proposed: Cllr Hand Seconded: Cllr Ryan

The list of payments was approved and signed by the Chair.

The bank reconciliation reports were also received and signed by the Chair for April and May 2021

Meeting ended at 20.57

Council

19th July 2021

Coop temporary closure – Community support project

Concern has been raised with the Council about the impending temporary closure of the Coop at Coronation Parade. Initially works the shop was due to close on 14th July – this has now moved to August. Despite several contacts with the Coop it has not been possible to identify a contact for the project.

Cllr Hand has been working with One Community and Hamble Good Neighbours to develop a project support the more vulnerable members of Hamble during the closure, ensuring they can still access the Coop in The Square.

Project detail

One Community will provide a vehicle (originally from the 22nd July) and then each week thereafter until the end of the refurbishment at a cost of £100 per day. With Hamble Good Neighbours (HGN) as the local partner will arrange a minimum of three trips around the upper part of the village picking up people who have registered a need with them and shuttling them down to the Coop in The Square to enable people to get their shopping.

Based on 16 weeks the direct cost will be £1600 although HGN will also seek a top up taking the project up to £2000 to administer and plan the pickups. An approach to EBC is pending to seek financial support for the project. Until we have confirmation of support from other partners the Council are asked to underwrite the cost of the project.

Recommendation

To provide no more than £2000 to Hamble Good Neighbours for a community transport scheme to support vulnerable residents during the closure of the Coop at Coronation Parade.

Funding will come from the Community Grants pot.

Clerk - Hamble Parish Council

From: Terry White <coffeecommotiontw@gmail.com>
Sent: 13 July 2021 09:31
To: Clerk - Hamble Parish Council; Operations
Subject: Coffee Van Facility at Mount Pleasant Playing Fields
Attachments: received_208713541152847.jpeg; Gas Cert 6 7 21.jpg; 20210706_171536.jpg; FHGB3156753XB1-Coffee Commotion-Business-Certificate of insurance.pdf; 20210708_195754.jpg; Caramel & coffee.jpg

Good Morning

I have recently started a mobile barista business and have been trading at Hedge End Market as a starting point for the business

Mount Pleasant Playing Fields are used for football tournaments and various local events along with daily activities and dog walkers etc.

The vehicle I have is fully fitted out with a Francino barista machine along with two display fridges all operated from the back of the van (barn door style).

The machine and fridges are all fully mobile operated from two super batteries and an inverter along with a gas bottle. There is no need for a separate generator.

Would this be of benefit to your community who regularly use the facilities and passers by along with specific tournaments that are played here?

I sell very high quality coffee with the beans freshly roasted from Winchester Coffee Roasters and cakes from Happy Toast Bakery.

Dorset tea and San Pellegrino are other drinks on offer.

Perhaps this would be a beneficial partnership to enhance the facilities.

Please see the enclosed photos, I look forward to hearing from you soon.

Kind Regards

Terry
07443337291





COFFEE MENU

CAPPUCCINO £2.70
LATTE £2.70
FLAT WHITE £2.60
AMERICANO £2.40
ESPRESSO £2.30
ICED LATTE £2.70
HOT CHOC £2.30
DORSET TEA £1.60
ORG GREEN TEA £1.70
SAN PELLEGRINO £1.50

COFFEE COMMOTION CAKE

CARAMEL
SHORTBREAD
£2.10
ALLERGENS:
WHEAT, GLUTEN,
MILK.



**COFFEE
COMMOTION**

CAUSING A STIR

Mobile Barista
07443 337291

@coffecommotion

SIMONA
2 for £1.50
HOME
MADE
HONEY

COFFEE MENU
CAPPUCCINO £2.75
LATTE £2.75
FLAT WHITE £2.65
AMERICANO £2.40
ESPRESSO £2.40
ICED LATTE £2.75
HOT CHOC £2.40
DORSET TEA £2.40
ORE GREEK £2.40
SAN PELLEGRINO £2.40

COFFEE
COMMOTION
CAKE
CARAMEL
SHORTBREAD
£2.10
ALLERGENS:
WHEAT, GLUTEN,
MILK

Black Coffee
GREAT
HOT

Response ID ANON-K6KV-EXGG-D

Submitted to Local Plan Main Modifications
Submitted on 2021-07-12 14:38:33

Introduction

1 Following this consultation, your name and comments will be published, but other personal information will remain confidential. Please note, you will not be able to proceed without ticking this box.

I agree to my name and comments being published.

About you

1 What is your full name?

Name:
Amanda Jobling

2 Are you responding as an individual or on behalf of an organisation?

On behalf of an organisation

3 What is the name of your organisation?

Organisation:
Hamble Parish Council

4 What is your address? (or that of your organisation)

Address:

Parish Office, 2 The High Street, Hamble. SO31 4JE

Postcode:
SO31 4JE

5 What is your email address?

Email:
clerk@hamblepc.org.uk

6 What is your telephone number?

Telephone number:
02380453422

7 Did you make representation to the Regulation 19 consultation?

Yes

8 Would you like to be notified when the Inspector's report is published?

Yes

9 Would you like to be notified when the Local Plan is adopted?

Yes

10 If you are not currently on our Local Plan database, would you like to be added?

Yes

What are you responding to?

1 What document are you responding to?

Main Modification Schedule

2 Please enter the reference number this comment relates to, for example MM number for Main Modification; PM number for Policy Map changes; ED number for Examination Document; or enter the section/paragraph number for Sustainability Appraisal and Habitats Assessment.

Reference number:
MM84

3 Do you support or object to this Modification?

Support

4 Is this Main Modification legally compliant?

Yes

5 Is this Main Modification sound?

Yes

6 If you answered 'No' to question 5, please specify on what grounds (tick all that apply).

Positively prepared, Justified, Effective, Consistent with National Policy

Your response to Main Modifications

1 Please explain your comments.

explain your comments:

Hamble Parish Council welcomes the changes to MM84. It has long supported the development of Mercury Marina for marine activities and to tidy up and consolidate many of the land uses and buildings that are part of the current Marina. In particular it provides highly skilled employment in a marina context as well as a range of community facilities that are needed at this location in the village.

We also support the removal of the residential allocation which the council opposes. The site is not sustainable and would create unnecessary additional vehicle movements on a section of the road network that is unsuitable. It also would place additional pressures on Hamble Lane that is at capacity and experiences congestion.

2 Please state the changes you think are necessary to this modification, including revised wording where possible.

Necessary changes:

The Council would like to see a strengthening of the wording in vi. by the removal of the words "if possible" in relation to the access to Mercury Gardens at the south. Visitors to the holiday park will otherwise be required to leave the site using a poor foot way along this stretch on Satchell Lane in order to access the village centre. Until recently access was permitted and options to reopen should be considered, if only on a permissive basis, as part of a wider strategy for pedestrians and cyclists.

3 Would you like to submit another representation?

No

2023 Review of Parliamentary constituencies

The 2023 Review of Parliamentary constituencies was formally launched in January 2021. Due to population changes since the last review, the number of electors in some constituencies is much higher than in others. The Boundary Commission for England (BCE) is required by legislation to ensure that the number of electors in each constituency is more equal; in doing so, the number of constituencies in England will increase from 533 to 543.

The boundary changes only relate to Parliamentary constituencies (the area an MP is elected to represent in Parliament).

The review is a redistribution of the population bracket for each division to cover. Where there has been a population shift and increase, the BCE will redraw the boundaries to ensure each constituency has (as far as possible) equal amounts of population within them, giving an extra 10 parliamentary seats in England.

Essentially, the greater impact is on MPs and not on parish and town councils. Some MPs may see their constituency split which may make them at risk at the next election. When building the parliamentary boundaries, the BCE use ward boundaries where possible, to avoid splitting up wards and affecting service provision. However, there may be cases where residents in parishes/ wards will vote for a different MP in the next election under a different area.

To see if your area may move across parliamentary boundaries, please visit the interactive map [here](#).

The review does not change local authority boundaries and will not affect the services received in or covered by the district.

As part of the review, a consultation is now running to get feedback on proposed new boundary lines and constituency names. **The consultation is currently open until Monday 2nd August 2021.** You can make comments by [visiting the map](#) and clicking “make a comment”.

There will be a further two rounds of consultation in 2022, which will additionally include a number of public hearings. Following the conclusion of all three consultation periods, the Commission will look at all the evidence received and form its final recommendations. These will be presented to Parliament by July 2023 for approval, with the new constituencies taking effect at the next General Election.

You can read more about the review at <https://www.bcereviews.org.uk/>

There is also a very comprehensive guide on the review which can be found at <https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/>

Further information:

The distribution of constituencies

The Act requires there to be a fixed number of 650 constituencies for the whole of the UK. Having stated that no single constituency may be split between different parts of the UK, the Act ‘protects’ five specified island constituencies (two on the Isle of Wight for England, two for Scotland, and one for Wales), then provides a



mathematical formula to determine how many constituencies each of the four parts of the UK should be allocated from the remaining 645, based on the electorate figures as at 2 March 2020.

The number of constituencies allocated to England for the 2023 Review is 543 (including the two for the Isle of Wight).

The BCE has subsequently distributed the 541 constituencies (i.e. the total English allocation less the two reserved for the Isle of Wight) between the nine 'English regions' defined in the Act. In order to do so, the BCE used the same mathematical formula (commonly known as the Sainte-Laguë method) as that provided in the Act for the initial allocation between the four parts of the UK.

This results in the following allocation of constituencies between the regions:

	Existing constituencies	Proposed constituencies
Eastern	58	61
East Midlands	46	47
London	73	75
North East	29	27
North West	75	73
South East	84	91*
South West	55	58
West Midlands	59	57
Yorkshire and the Humber	54	54

*Includes the two constituencies for the Isle of Wight

In developing its proposals, the BCE allocates the specified number of constituencies within the relevant region and aims to produce initial proposals in which each constituency is wholly contained within a single region.

This approach does not prevent anyone from putting forward counterproposals that include one or more constituencies being split between regions, but it is likely that very compelling reasons would need to be given to persuade the BCE to depart from the region-based approach it adopts in formulating its initial proposals.



Personnel Working Group

Terms of Reference

1. Introduction

The Personnel Working Group has been established by the Council to provide better management of the Council's employees and members with regard to their welfare, recruitment, appraisal and salary reviews. Council also delegates disciplinary and grievance issues to the Personnel Working Group.

2. Membership

Members and the Chairman of the Working Group will be appointed at the Annual meeting in May in accordance with Standing Orders. Additional Councillor or Non-Councillor member(s) with relevant professional experience may be co-opted, but such Non-Councillor member(s) will not have voting rights and are subject to item 4 in the same way as councillors.

The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

The Working Group will comprise 5 members.

Staff are also able to attend the meeting. Either by invitation on a particular issue or to raises issues of concern or as part of the Council's Whistle Blowing Policy.

3. Meetings

The Working Group will meet at least four times a year if not more frequently. Meetings will coincide with the appraisal process, budget setting and salary review.

A quorum of three members is required to transact business.

4. Confidentiality

All members must preserve confidentiality at all times especially given the sensitive nature of the information that might be considered.

5. Delegated Powers

As a Working Group it has no formal decision-making powers except those delegated to it by Council – such as managing a specific disciplinary or absence issue. It will otherwise operate on the basis of providing expert opinion and give recommendations to Council on issues related to personnel issues.

6. Remit of the Working Group

Remit of the working group includes:

staff structure

Recruitment processes

Performance Management, training and development

Member development

Compliance with employment law and contracts of employment

Review salaries on an annual basis

Deal with disciplinary and grievance issues

Review and ensure compliance with Health and Safety law, and matters.

Overview of absence and sickness

Devising policy related to staff welfare and retention

Rewards and recognition including within the Community - rewarding outstanding community endeavour through the nomination of individuals for honours and awards either locally, within the Borough/County and at a national level.

7. Disciplinary and Grievance

The Working Group will deal with any formal disciplinary or grievance issues including investigations and approving/agreeing sanctions. Any appeal against a decision of the Working Group will be heard by the Review Panel which for the purposes of the staff handbook will be the Appeals Panel.

Serious breaches of the Council Staff Handbook Policy that could result in dismissal will be reported to Council.

8. Appraisals.

The Working Group will receive a summary of annual appraisals undertaken by the line managers (the Chairman for the Clerk and the Clerk for other members of staff) and consider issues raised within them.

9. Recording of decisions.

All meetings will have minutes and other records kept, as required.

10. Amendment Record

Version 1: Initial Issue

- Version 2 Updated membership and clarity around the roles of Council Personnel Working Group and the Review (Appeals Panel) in relation to disciplinary, grievance and misconduct issued Dec 2019.
- Version 3 Reflect the decision to move to a Working Group given the sensitive nature of most of its work.

Council 19h July 2021

Recommendations from the Personnel Working Group

Introduction

By the first week in June all the vacant posts were filled either through direct recruitment or through the use of an agency. Staff are on a mixture of part time and full-time contracts, time limited and permanent. A copy of the staffing structure is attached.

The Personnel Working Group on the 24th June reviewed the success of the various roles and ongoing pressures on the Council either due to staffing absences or work that is scheduled.

A number of recommendations are set out as follows. Further information is in the exempt report.

Recommendations:

1. To appoint the temporary Accounts Assistant into a permanent role [REDACTED] and meet the agency costs which will equate to an 18% charge for converting to a permanent contract. The date of appointment is still to be agreed but likely to be the 1st August 2021.
2. To extend the Parish Warden contract for a further 6 months subject to satisfactory performance. The post is currently funded from an Ear Marked Reverse provision. The additional 6 months will represent growth on the salary budget which will fall in both this year and 2022/23
3. To increase the Project Managers hours from 15 per week to 25 hours per week up until the end of September when it is hoped that the team member off on sickness absence will be back in role.
4. To extend the hours of the Operations Manager from 25 to 27 hours a week to reflect the actual hours being worked.
5. To ask Project Manager to undertake a review of the grounds team in November with a view to making recommendations on the structure once all staff are back in post, including the proposed job changes to the Head Groundsman's role

HAMBLE PARISH COUNCIL ASSET MANAGEMENT COMMITTEE TERMS OF REFERENCE.

INTRODUCTION

Asset Management Committee (AMC) has been established by the Council in order to provide proper scrutiny and due diligence regarding the oversight and management of the council's many assets. These include: land and buildings, equipment and vehicles, as well as leases and income generating options. Excluded from the group are issues related to staff.

Much of the work of the Committee will be carried out in working groups with them reporting back to the Committee on progress on a regular basis.

AMC will set out priorities for the Working Groups and then invite them to outline how they intend to address the issues with the creation of a work plan and where appropriate specific project plans. This will help to ensure that work is manageable and deliverable.

AMC will be the Project Board for all workstreams within its remit.

The Committee will also consider data and information about key activities carried out by the Council. This will enable Councillors to be sure that services and facilities are being managed and run appropriately.

The group will also review projects on completion and make recommendations for change to improve practice and learning across the council.

Where appropriate it will respond to issues raised by audit checks where they are related to assets.

MEMBERSHIP

Members and Chairman of the AMC will be appointed by the Council at its Annual Council Meeting. Additional councillors with relevant professional experience may be co-opted as needed and elements of work will be subject to either a short term working party such as the foreshore or a task and finish group that will look at specific issues. An example of this could be the fees and charges set for our various buildings with a view to the budget setting process.

Membership is 5 members.

Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an ad hoc basis.

The Chairman of the Council is an ex officio member but may also be a member in his or her own right.

A quorum of three members is required to transact business.

CONFIDENTIALITY

All members must preserve confidentiality of personnel discussions held at meetings, and particularly that of 'exempt business', when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings."

DELEGATED POWERS

AMC has delegated powers and can make decisions on assets and property related issues up to a value of £10,000.

REMIT OF THE COMMITTEE

AMC will:

- Set priorities for and monitor Working Groups and Task and Finish Groups
- Ensure that priorities are clear and supported by Project Documentation where appropriate
- Ensure that projects are delivered on time and to budget
- Seek information on key council activities and review performance information on them.
- Issue, review, enforce and renewals of leases and requests for land disposals
- Creation of a renewals programme for assets with costs identified for budgeting purposes
- Undertake reviews and evaluations of capital projects with recommendation for learning
- Seek expert advice and guidance on matters related to valuations, asset transfer and other land negotiations to ensure compliance with financial regulations and to ensure that best consideration is secured in commercial transactions.
- Upkeep of the asset register and identify a programme of renewals

- Use of land assets to meet community needs and generate income for reinvestment
- Ensure that user groups are established and linked to key council assets including: allotments, playing pitches and foreshore. Consider fees and charges for the use of council facilities and assets
- Identify budget requirements for assets as part of the budget setting round and to review spending on key assets and projects no less than quarterly.

WAYS OF WORKING

The Committee will produce an annual work plan for consideration by Council. Based on this a programme of meetings will be agreed to deliver the work programme. The Council will identify opportunities for working groups and task and finish groups as appropriate. It will undertake matters or work referred from other committees or council. Will produce regular updates to Council on progress with the delivery of the work programme.

RECORDING OF DECISIONS.

All meetings will have proper minutes taken and other records kept, as required.

Version 1: Initial Issue

Version 2: revision to reflect existing ToR for Committees 04/0717

Version 3: Increase membership from 6 to 7

Version 4: Changes to remit and purpose, numbers and delegation for spending purposes.

Allotments Liaison Working Group

Terms of reference and scope

Membership

The Working Group will comprise of six members which will include:

2 councillors usually appointed at the Annual Council Meeting

1 officer

2 user representatives who are allotment holders and are appointed by the majority of allotment holders on an annual basis

Members must declare interests and representation of special interest groups.

Objective

The purpose of this Working Group is to enable discussions to take place with representatives of the allotments and to use this information to help improve the management and use of the Hamble Lane allotments. It will replace the annual meeting with allotment holders although elected members of the group are encouraged to meet with allotment holders at their monthly site meetings. The Asset Management Committee may ask the Working Group to consider or explore specific issues and will consider requests from the Working Group for expenditure and/or projects.

Aims

To ensure the allotments are maintained in good order,

Improve communication and listen equally to all users

Explore opportunities to improve the allotments for the benefit of all allotment holder as well as the wider community

Meetings

The Group will be free to arrange meetings as and when necessary but the presumption will be that they are held virtually other than when site visits are needed.

Documentation

Agendas will not be published ahead of the meeting although representatives will be expected to make users aware of issues and to feedback to users after meetings. A notes of the meeting will be taken, reported to AMC and published on the website.

Accountability

The Working Group has no decision-making or budgetary powers delegated to it. It can make recommendations to Committees and Council as needed.

Key areas of work:

Review of the Terms and Conditions and the agreement for the Hamble Allotments

Consider reports on key aspects of the allotments such as income, usage, voids and enforcement action

Identify improvements to the allotments. This could include maintenance schedules, user agreements, facilities and management practice. It should also consider funding sources such as grants where expenditure is over and approve that budgeted

Review annually the rental set for the allotments and charging for other services or facilities to ensure that it is cost neutral

Carry out regular inspections of the allotments and action any contraventions or safety issues

Improve communication and representation with all allotment holders. Representatives will be challenged as to how this will happen and information feedback (both ways)

Ensure the character of the allotments is protected and users can continue to safely enjoy it.

Consider serious anonymised contravention cases and make recommendations to the Asset Management Committee or Council.

The Group will not consider suggestions or recommendations that are not supported by all users. It is recognised that there are a wide variety of views about the management of the site and these need careful consideration to balance all interests.

Ways of Working

The Group can co-opt others on the Group that will bring skills expertise or insight, with the approval of the Asset Management Committee.

The Group can invite others to attend meetings where appropriate or where there are special interest items on the Agenda.

Work in partnership with other groups where needed.

Southern Quay Working Party virtual meeting

Wednesday 17th February 2021, 9am.

Present: Janine Dajka, Sally Schofield and Ian Underdown.

The following points were agreed:

- The proposals and plan submitted last year were agreed to still be the best way forward. It was understood that there was limited interest from suppliers and it may not be easy or quick to implement.

Given this it was not anticipated the work to start for this summer and any dangerous existing seating would have to be fenced off or removed.

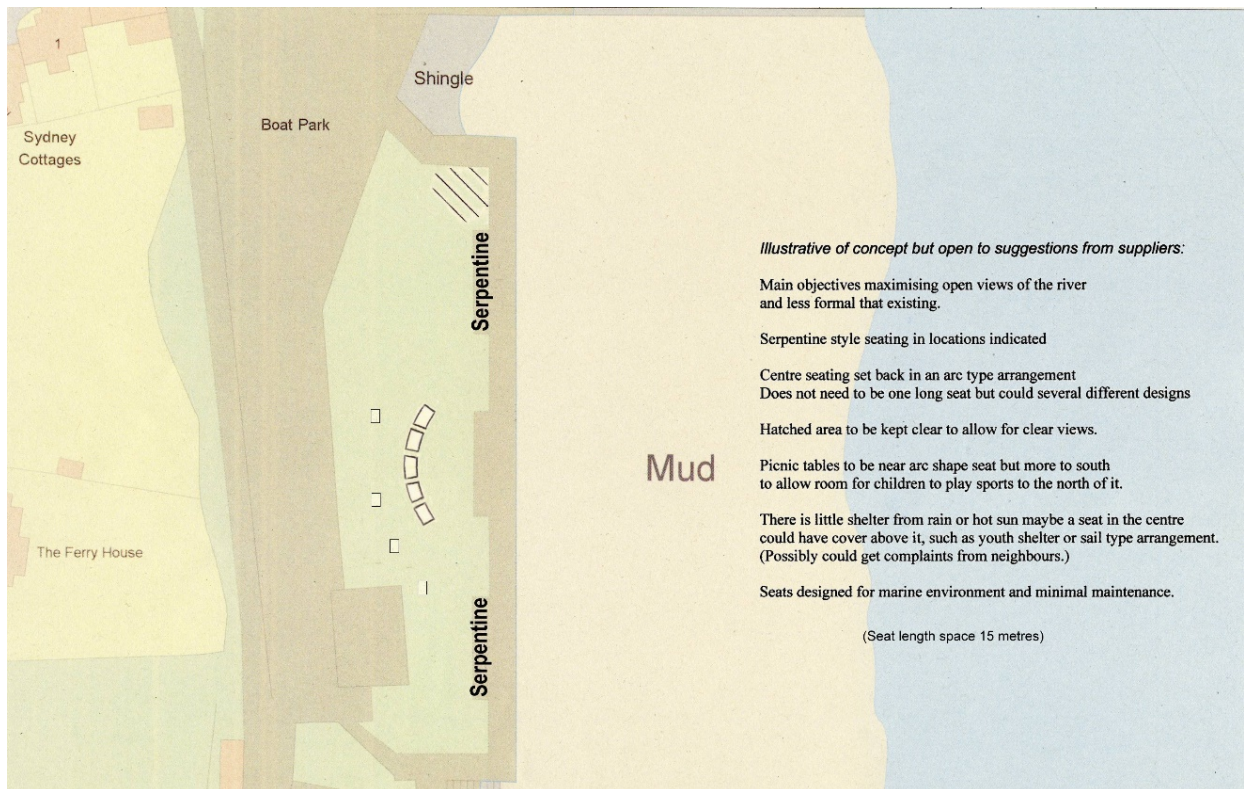
- Regarding the question of additional planting to provide shelter from the sun, the group did not support this as old leaves and bird droppings could be deposited on the seating, plus they would not give protection from the rain. The working party did make a proposal for shelter over the setback centre curved seat. The design would have to be carefully thought out to prevent it being graffitied or vandalised. As there has been difficulties allocating developers' contributions for art it was thought that it could be used to ask artists to submit ideas as a way forward.
- The working party did not agree that the Council's grounds staff should undertake the work as it would take them away from their important everyday tasks.

Therefore, the working party thought that another attempt should be made to progress the suggested scheme with interested suppliers and review the situation if it would be achievable in May at the start of the new Council with the replacement of the seats similar to the northern quay a backup solution. Sally and Janine were keen to offer their services to progress the scheme as parishioners after May if agreed.

Southern Quay seating options for consultation

(Budget £40,000)

Working party provisional criteria:



Considerations: Design, comfort, cost, minimal maintenance, resistance to vandalism and suitable for the marine environment.

(When on the southern quay it was observed relating to comfort the use of a backrest was important to people, especially the elderly.)

If using Woodscape as the supplier its Westbrook range was preferred to other designs. Compared to their other designs it was better for applying the annual maintenance finish if required as it had fewer small gaps between each timber, as well in other designs people putting litter, apple cores etc between them would be difficult to removed.

Option 1 – Replace existing with Westbrook seats in existing positions.



The Westbrook curved seat would be the preferred seat.

15 Westbrook 2m long with backrest curved hardwood seats; galvanised and powder coated ground fixed column legs including fixing bolts. Cost £2520 each. Total £36000.

If stainless steel legs £180 extra per a seat.



The Westbrook straight seat would be a cheaper option.

15 Westbrook 2m long with backrest straight hardwood seats; galvanised and powder coated ground fixed column legs including fixing bolts. Cost £1945.95 each. Total £27000.

Option 2 – Woodscape replacement of existing with setback centre seats in an arc.

*Same as above but will need 5 concrete pads installed by a separate contractor.
Not costed, estimated an extra £2000.*

Option 3 – Woodscape replacement of existing with setback centre seats in arc and serpentine bench seats at ends. (As original concept plan.)

12 metre of Westbrook serpentine seating without backrest with 12 'I' beam profile legs galvanised and powder coated plus fixing bolts and 6 stainless steel sloping arm rests without wood. Cost £13486.90.

Cost – 2 serpentine 12m seating £13486.90 x 2 (£26973.8)

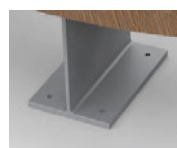
5 Westbrook backrest curved seats £12600 Total £39573.80

Or – 2 serpentine 12m seating £13486.90 x 2 (£26973.8)

5 Westbrook backrest straight seats £9729.75 Total £36703.55



Example of serpentine shape
but with arms and legs shown below.



As option 2 will need 5 concrete pads installed by a separate contractor. Estimated an extra £2000.

Delivery cost for the above £1248.

Installation cost not included. Woodscape said it would be very expensive for them to do and a local contractor could do as good a job and much cheaper.

If order Westscape seats will need to specify their seat height and the required design of leg fixing to ground. Due to the expense involved it would be important to see and use the chosen seat to test its comfort e.g., angle of backrest.

Option 4 – Replace existing with Baltimore seats in existing positions.

The Baltimore seats are the same as on the northern quay. 16 existing seats to replace on southern quay

16 Baltimore seats standard duty cast iron seat; ground fixed, polyester powder coated with Sadolin treated timber slats. Cost £2096.40 each, total £33542.40 + delivery and fixing bolts.

(15 seats equivalent to Woodsacpe number quoted £31446.)



All prices include VAT.

NB – At this stage replacement tables and litter bins not considered so not included.

All options the cost of removing old seats not included.

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
002 ORDNANCE SURVEY							
04/05/2021	0002307	422.91	84.58	507.49		0.00	507.49
01/06/2021	002307X	-422.91	-84.58	-507.49		0.00	-507.49
TOTAL INVOICES FOR 002		0.00	0.00	0.00		0.00	0.00
A05 ALLSTAR							
01/06/2021	E2013770869	2.80	0.56	3.36		0.00	3.36
TOTAL INVOICES FOR A05		2.80	0.56	3.36		0.00	3.36
AD01 Adobe Systems Software Ireland Ltd							
01/06/2021	ON ACC 47	0.00	0.00	0.00	01/06/2021	181.10	-181.10
TOTAL INVOICES FOR AD01		0.00	0.00	0.00		181.10	-181.10
A02 AXIS FIRE & SECURITY SERVICES LIMITED							
25/05/2021	88545	144.05	28.81	172.86		0.00	172.86
TOTAL INVOICES FOR A02		144.05	28.81	172.86		0.00	172.86
BS02 Business Stream							
21/04/2021	ON ACC 25	0.00	0.00	0.00	21/04/2021	21.88	-21.88
21/04/2021	ON ACC 26	0.00	0.00	0.00	21/04/2021	71.95	-71.95
TOTAL INVOICES FOR BS02		0.00	0.00	0.00		93.83	-93.83
C07 CANON UK LTD							
12/11/2020	ON ACC 8	0.00	0.00	0.00	12/11/2020	77.45	-77.45
09/02/2021	ON ACC 15	0.00	0.00	0.00	09/02/2021	197.16	-197.16
09/06/2021	770847336	126.00	25.20	151.20		0.00	151.20
TOTAL INVOICES FOR C07		126.00	25.20	151.20		274.61	-123.41
C010 CARRERA							
15/06/2021	141471	452.97	90.59	543.56		0.00	543.56
15/06/2021	141472	184.00	36.80	220.80		0.00	220.80
TOTAL INVOICES FOR C010		636.97	127.39	764.36		0.00	764.36
CO01 Co-Op							
25/05/2021	ON ACC 34	0.00	0.00	0.00	25/05/2021	0.95	-0.95
11/06/2021	ON ACC 44	0.00	0.00	0.00	11/06/2021	5.12	-5.12

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
TOTAL INVOICES FOR CO01		0.00	0.00	0.00		6.07	-6.07
D04 DESIGN & PRINT							
15/06/2021	2106/03	485.00	0.00	485.00		0.00	485.00
TOTAL INVOICES FOR D04		485.00	0.00	485.00		0.00	485.00
D012 DORSET NURSING SUPPLIES							
27/05/2021	215298	83.00	16.60	99.60		0.00	99.60
TOTAL INVOICES FOR D012		83.00	16.60	99.60		0.00	99.60
E02 EASTLEIGH BOROUGH COUNCIL							
29/10/2020	02673312	43.80	8.76	52.56		0.00	52.56
06/04/2021	02709252	96.00	19.20	115.20		0.00	115.20
06/04/2021	ON ACC 24	0.00	0.00	0.00	06/04/2021	42.05	-42.05
14/04/2021	134106452505	10.63	2.12	12.75		0.00	12.75
05/05/2021	2010/00953/05PRV	70.00	0.00	70.00		0.00	70.00
11/05/2021	02716399	194.11	38.83	232.94		0.00	232.94
07/06/2021	02733765	203.43	40.69	244.12		0.00	244.12
15/06/2021	02702312	64.76	12.96	77.72		0.00	77.72
TOTAL INVOICES FOR E02		682.73	122.56	805.29		42.05	763.24
E08 EMO OIL							
15/06/2021	5836515	235.75	11.79	247.54		0.00	247.54
TOTAL INVOICES FOR E08		235.75	11.79	247.54		0.00	247.54
EW01 Ellis Whittam							
11/06/2021	ON ACC 41	0.00	0.00	0.00	11/06/2021	-3,742.44	3,742.44
11/06/2021	ON ACC 42	0.00	0.00	0.00	11/06/2021	3,134.24	-3,134.24
TOTAL INVOICES FOR EW01		0.00	0.00	0.00		-608.20	608.20
G02 GRAHAM PLUMBERS MERCHANT							
03/06/2021	0919/00144375	53.10	10.62	63.72		0.00	63.72
TOTAL INVOICES FOR G02		53.10	10.62	63.72		0.00	63.72
H04 HAMPSHIRE COUNTY COUNCIL							
14/05/2021	58186884	61.65	12.33	73.98		0.00	73.98
22/06/2021	* 58162855	17.54	3.51	21.05		0.00	21.05
22/06/2021	* 58168632	39.21	3.43	42.64		0.00	42.64
22/06/2021	* 58170793	44.20	8.84	53.04		0.00	53.04

* Disputed invoice

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
22/06/2021	* 58174190	24.86	4.97	29.83		0.00	29.83
22/06/2021	* 58178007	68.15	13.63	81.78		0.00	81.78
22/06/2021	* 58179408	48.84	9.77	58.61		0.00	58.61
22/06/2021	* 58189414	49.36	9.87	59.23		0.00	59.23
TOTAL INVOICES FOR H04		353.81	66.35	420.16		0.00	420.16
HU01 J Humphrey Associates							
03/06/2021	2901	30.00	6.00	36.00		0.00	36.00
25/06/2021	3127	30.00	6.00	36.00		0.00	36.00
29/06/2021	14797	5.00	1.00	6.00		0.00	6.00
TOTAL INVOICES FOR HU01		65.00	13.00	78.00		0.00	78.00
HU02 Hugofox Ltd							
01/05/2021	* ON ACC 37	0.00	0.00	0.00	01/05/2021	23.99	-23.99
30/06/2021	* INV-2117	19.99	4.00	23.99		0.00	23.99
TOTAL INVOICES FOR HU02		19.99	4.00	23.99		23.99	0.00
HV01 Hamble Valley Garden Services							
18/06/2021	18-19/05/2021	375.00	0.00	375.00	22/06/2021	370.00	5.00
TOTAL INVOICES FOR HV01		375.00	0.00	375.00		370.00	5.00
I010 INFORMATION COMMISSIONER							
13/05/2021	ON ACC 29	0.00	0.00	0.00	13/05/2021	35.00	-35.00
TOTAL INVOICES FOR I010		0.00	0.00	0.00		35.00	-35.00
KI01 Kings New & Used Office Furniture							
13/05/2021	26631	278.00	55.60	333.60		0.00	333.60
TOTAL INVOICES FOR KI01		278.00	55.60	333.60		0.00	333.60
NS01 Nespresso UK Ltd							
24/06/2021	43573357	72.95	0.00	72.95		0.00	72.95
TOTAL INVOICES FOR NS01		72.95	0.00	72.95		0.00	72.95
O010 OPUS ENERGY							
07/05/2021	1225882	24.09	1.20	25.29		0.00	25.29
14/06/2021	ON ACC 38	0.00	0.00	0.00	14/06/2021	25.64	-25.64

* Disputed invoice

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
TOTAL INVOICES FOR O010		24.09	1.20	25.29		25.64	-0.35
PI01 Pitter Self Drive Ltd							
01/07/2021	173115	468.00	93.60	561.60		0.00	561.60
TOTAL INVOICES FOR PI01		468.00	93.60	561.60		0.00	561.60
PI02							
19/06/2021	IZ1	27.00	0.00	27.00		0.00	27.00
19/06/2021	IZ02	6.00	0.00	6.00		0.00	6.00
TOTAL INVOICES FOR PI02		33.00	0.00	33.00		0.00	33.00
RO20 RBS SOFTWARE SOLUTIONS							
04/05/2021	28599	395.00	79.00	474.00	11/06/2021	198.00	276.00
11/06/2021	ON ACC 52	0.00	0.00	0.00	11/06/2021	-672.00	672.00
23/06/2021	29040	618.25	123.65	741.90		0.00	741.90
TOTAL INVOICES FOR RO20		1,013.25	202.65	1,215.90		-474.00	1,689.90
ROH01 Robert Half Limited							
10/06/2021	2258428	725.70	145.14	870.84		0.00	870.84
10/06/2021	2259050	858.75	171.75	1,030.50		0.00	1,030.50
10/06/2021	2259698	725.70	145.14	870.84		0.00	870.84
10/06/2021	2260359	870.84	174.17	1,045.01		0.00	1,045.01
TOTAL INVOICES FOR ROH01		3,180.99	636.20	3,817.19		0.00	3,817.19
SMM1 Smart MarketingManagement Limited							
01/06/2021	#260521	60.00	0.00	60.00		0.00	60.00
01/06/2021	INV-1579	754.55	150.91	905.46		0.00	905.46
TOTAL INVOICES FOR SMM1		814.55	150.91	965.46		0.00	965.46
ST01 Safetec Direct							
01/06/2021	23064	45.32	6.47	51.79		0.00	51.79
TOTAL INVOICES FOR ST01		45.32	6.47	51.79		0.00	51.79
STREET Streetspace Ltd							
23/06/2021	5664	10,706.05	2,141.21	12,847.26		0.00	12,847.26
TOTAL INVOICES FOR STREET		10,706.05	2,141.21	12,847.26		0.00	12,847.26
SU01 Suez Recycling and Recovery UK Ltd							
28/05/2021	ON ACC 30	0.00	0.00	0.00	28/05/2021	330.61	-330.61

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
TOTAL INVOICES FOR SU01		0.00	0.00	0.00		330.61	-330.61
SW01 Steve Webb							
29/04/2021	23064	45.32	6.47	51.79		0.00	51.79
TOTAL INVOICES FOR SW01		45.32	6.47	51.79		0.00	51.79
T02 TRADE UK (B&Q)							
18/03/2021	ON ACC 18	0.00	0.00	0.00	18/03/2021	12.58	-12.58
18/03/2021	ON ACC 19	0.00	0.00	0.00	18/03/2021	25.27	-25.27
18/03/2021	ON ACC 21	0.00	0.00	0.00	18/03/2021	41.95	-41.95
04/05/2021	ON ACC 36	0.00	0.00	0.00	04/05/2021	28.92	-28.92
12/05/2021	1161511121	35.00	7.00	42.00		0.00	42.00
01/06/2021	ON ACC 48	0.00	0.00	0.00	01/06/2021	56.98	-56.98
28/06/2021	A8049777039	10.83	2.16	12.99		0.00	12.99
TOTAL INVOICES FOR T02		45.83	9.16	54.99		165.70	-110.71
TC02 Tesco Mobile							
13/06/2021	134111507560	12.27	2.45	14.72		0.00	14.72
TOTAL INVOICES FOR TC02		12.27	2.45	14.72		0.00	14.72
TS01 Townscape Products Ltd							
15/06/2021	62717	1,887.00	377.40	2,264.40		0.00	2,264.40
TOTAL INVOICES FOR TS01		1,887.00	377.40	2,264.40		0.00	2,264.40
TU01 Tucker & Munday LTD							
30/06/2021	30/06	550.00	0.00	550.00		0.00	550.00
TOTAL INVOICES FOR TU01		550.00	0.00	550.00		0.00	550.00
Z002 Zidac Laboratories Ltd							
03/03/2021	ON ACC 17	0.00	0.00	0.00	03/03/2021	39.98	-39.98
TOTAL INVOICES FOR Z002		0.00	0.00	0.00		39.98	-39.98
TOTAL UNPAID INVOICES		22,439.82	4,110.20	26,550.02		506.38	26,043.64

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
	002	ORDNANCE SURVEY					
04/05/2021	0002307	422.91	84.58	507.49		0.00	507.49
01/06/2021	002307X	-422.91	-84.58	-507.49		0.00	-507.49
	TOTAL INVOICES FOR 002	0.00	0.00	0.00		0.00	0.00
	A05	ALLSTAR					
01/06/2021	E2013770869	2.80	0.56	3.36		0.00	3.36
	TOTAL INVOICES FOR A05	2.80	0.56	3.36		0.00	3.36
	AD01	Adobe Systems Software Ireland Ltd					
01/06/2021	ON ACC 47	0.00	0.00	0.00	01/06/2021	181.10	-181.10
	TOTAL INVOICES FOR AD01	0.00	0.00	0.00		181.10	-181.10
	A02	AXIS FIRE & SECURITY SERVICES LIMITED					
25/05/2021	88545	144.05	28.81	172.86		0.00	172.86
	TOTAL INVOICES FOR A02	144.05	28.81	172.86		0.00	172.86
	BS02	Business Stream					
21/04/2021	ON ACC 25	0.00	0.00	0.00	21/04/2021	21.88	-21.88
21/04/2021	ON ACC 26	0.00	0.00	0.00	21/04/2021	71.95	-71.95
	TOTAL INVOICES FOR BS02	0.00	0.00	0.00		93.83	-93.83
	C07	CANON UK LTD					
12/11/2020	ON ACC 8	0.00	0.00	0.00	12/11/2020	77.45	-77.45
09/02/2021	ON ACC 15	0.00	0.00	0.00	09/02/2021	197.16	-197.16
09/06/2021	770847336	126.00	25.20	151.20		0.00	151.20
	TOTAL INVOICES FOR C07	126.00	25.20	151.20		274.61	-123.41
	C010	CARRERA					
15/06/2021	141471	452.97	90.59	543.56		0.00	543.56
15/06/2021	141472	184.00	36.80	220.80		0.00	220.80
	TOTAL INVOICES FOR C010	636.97	127.39	764.36		0.00	764.36
	CO01	Co-Op					
25/05/2021	ON ACC 34	0.00	0.00	0.00	25/05/2021	0.95	-0.95
11/06/2021	ON ACC 44	0.00	0.00	0.00	11/06/2021	5.12	-5.12

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
TOTAL INVOICES FOR CO01		0.00	0.00	0.00		6.07	-6.07
D04 DESIGN & PRINT							
15/06/2021	2106/03	485.00	0.00	485.00		0.00	485.00
TOTAL INVOICES FOR D04		485.00	0.00	485.00		0.00	485.00
D012 DORSET NURSING SUPPLIES							
27/05/2021	215298	83.00	16.60	99.60		0.00	99.60
TOTAL INVOICES FOR D012		83.00	16.60	99.60		0.00	99.60
E02 EASTLEIGH BOROUGH COUNCIL							
29/10/2020	02673312	43.80	8.76	52.56		0.00	52.56
06/04/2021	02709252	96.00	19.20	115.20		0.00	115.20
06/04/2021	ON ACC 24	0.00	0.00	0.00	06/04/2021	42.05	-42.05
14/04/2021	134106452505	10.63	2.12	12.75		0.00	12.75
05/05/2021	2010/00953/05PRV	70.00	0.00	70.00		0.00	70.00
11/05/2021	02716399	194.11	38.83	232.94		0.00	232.94
07/06/2021	02733765	203.43	40.69	244.12		0.00	244.12
15/06/2021	02702312	64.76	12.96	77.72		0.00	77.72
TOTAL INVOICES FOR E02		682.73	122.56	805.29		42.05	763.24
E08 EMO OIL							
15/06/2021	5836515	235.75	11.79	247.54		0.00	247.54
TOTAL INVOICES FOR E08		235.75	11.79	247.54		0.00	247.54
EW01 Ellis Whittam							
11/06/2021	ON ACC 41	0.00	0.00	0.00	11/06/2021	-3,742.44	3,742.44
11/06/2021	ON ACC 42	0.00	0.00	0.00	11/06/2021	3,134.24	-3,134.24
TOTAL INVOICES FOR EW01		0.00	0.00	0.00		-608.20	608.20
G02 GRAHAM PLUMBERS MERCHANT							
03/06/2021	0919/00144375	53.10	10.62	63.72		0.00	63.72
TOTAL INVOICES FOR G02		53.10	10.62	63.72		0.00	63.72
H04 HAMPSHIRE COUNTY COUNCIL							
14/05/2021	58186884	61.65	12.33	73.98		0.00	73.98
22/06/2021 *	58162855	17.54	3.51	21.05		0.00	21.05
22/06/2021 *	58168632	39.21	3.43	42.64		0.00	42.64
22/06/2021 *	58170793	44.20	8.84	53.04		0.00	53.04

* Disputed invoice

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
22/06/2021	* 58174190	24.86	4.97	29.83		0.00	29.83
22/06/2021	* 58178007	68.15	13.63	81.78		0.00	81.78
22/06/2021	* 58179408	48.84	9.77	58.61		0.00	58.61
22/06/2021	* 58189414	49.36	9.87	59.23		0.00	59.23
TOTAL INVOICES FOR H04		353.81	66.35	420.16		0.00	420.16
HU01 J Humphrey Associates							
03/06/2021	2901	30.00	6.00	36.00		0.00	36.00
25/06/2021	3127	30.00	6.00	36.00		0.00	36.00
29/06/2021	14797	5.00	1.00	6.00		0.00	6.00
TOTAL INVOICES FOR HU01		65.00	13.00	78.00		0.00	78.00
HU02 Hugofox Ltd							
01/05/2021	* ON ACC 37	0.00	0.00	0.00	01/05/2021	23.99	-23.99
30/06/2021	* INV-2117	19.99	4.00	23.99		0.00	23.99
TOTAL INVOICES FOR HU02		19.99	4.00	23.99		23.99	0.00
HV01 Hamble Valley Garden Services							
18/06/2021	18-19/05/2021	375.00	0.00	375.00	22/06/2021	370.00	5.00
TOTAL INVOICES FOR HV01		375.00	0.00	375.00		370.00	5.00
I010 INFORMATION COMMISSIONER							
13/05/2021	ON ACC 29	0.00	0.00	0.00	13/05/2021	35.00	-35.00
TOTAL INVOICES FOR I010		0.00	0.00	0.00		35.00	-35.00
KI01 Kings New & Used Office Furniture							
13/05/2021	26631	278.00	55.60	333.60		0.00	333.60
TOTAL INVOICES FOR KI01		278.00	55.60	333.60		0.00	333.60
NS01 Nespresso UK Ltd							
24/06/2021	43573357	72.95	0.00	72.95		0.00	72.95
TOTAL INVOICES FOR NS01		72.95	0.00	72.95		0.00	72.95
O010 OPUS ENERGY							
07/05/2021	1225882	24.09	1.20	25.29		0.00	25.29
14/06/2021	ON ACC 38	0.00	0.00	0.00	14/06/2021	25.64	-25.64

* Disputed invoice

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
TOTAL INVOICES FOR O010		24.09	1.20	25.29		25.64	-0.35
PI01 Pitter Self Drive Ltd							
01/07/2021	173115	468.00	93.60	561.60		0.00	561.60
TOTAL INVOICES FOR PI01		468.00	93.60	561.60		0.00	561.60
PI02							
19/06/2021	IZ1	27.00	0.00	27.00		0.00	27.00
19/06/2021	IZ02	6.00	0.00	6.00		0.00	6.00
TOTAL INVOICES FOR PI02		33.00	0.00	33.00		0.00	33.00
RO20 RBS SOFTWARE SOLUTIONS							
04/05/2021	28599	395.00	79.00	474.00	11/06/2021	198.00	276.00
11/06/2021	ON ACC 52	0.00	0.00	0.00	11/06/2021	-672.00	672.00
23/06/2021	29040	618.25	123.65	741.90		0.00	741.90
TOTAL INVOICES FOR RO20		1,013.25	202.65	1,215.90		-474.00	1,689.90
ROH01 Robert Half Limited							
10/06/2021	2258428	725.70	145.14	870.84		0.00	870.84
10/06/2021	2259050	858.75	171.75	1,030.50		0.00	1,030.50
10/06/2021	2259698	725.70	145.14	870.84		0.00	870.84
10/06/2021	2260359	870.84	174.17	1,045.01		0.00	1,045.01
TOTAL INVOICES FOR ROH01		3,180.99	636.20	3,817.19		0.00	3,817.19
SMM1 Smart MarketingManagement Limited							
01/06/2021	#260521	60.00	0.00	60.00		0.00	60.00
01/06/2021	INV-1579	754.55	150.91	905.46		0.00	905.46
TOTAL INVOICES FOR SMM1		814.55	150.91	965.46		0.00	965.46
ST01 Safetec Direct							
01/06/2021	23064	45.32	6.47	51.79		0.00	51.79
TOTAL INVOICES FOR ST01		45.32	6.47	51.79		0.00	51.79
STREET Streetspace Ltd							
23/06/2021	5664	10,706.05	2,141.21	12,847.26		0.00	12,847.26
TOTAL INVOICES FOR STREET		10,706.05	2,141.21	12,847.26		0.00	12,847.26
SU01 Suez Recycling and Recovery UK Ltd							
28/05/2021	ON ACC 30	0.00	0.00	0.00	28/05/2021	330.61	-330.61

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Date Paid	Amount Paid	Balance
TOTAL INVOICES FOR SU01		0.00	0.00	0.00		330.61	-330.61
SW01 Steve Webb							
29/04/2021	23064	45.32	6.47	51.79		0.00	51.79
TOTAL INVOICES FOR SW01		45.32	6.47	51.79		0.00	51.79
T02 TRADE UK (B&Q)							
18/03/2021	ON ACC 18	0.00	0.00	0.00	18/03/2021	12.58	-12.58
18/03/2021	ON ACC 19	0.00	0.00	0.00	18/03/2021	25.27	-25.27
18/03/2021	ON ACC 21	0.00	0.00	0.00	18/03/2021	41.95	-41.95
04/05/2021	ON ACC 36	0.00	0.00	0.00	04/05/2021	28.92	-28.92
12/05/2021	1161511121	35.00	7.00	42.00		0.00	42.00
01/06/2021	ON ACC 48	0.00	0.00	0.00	01/06/2021	56.98	-56.98
28/06/2021	A8049777039	10.83	2.16	12.99		0.00	12.99
TOTAL INVOICES FOR T02		45.83	9.16	54.99		165.70	-110.71
TC02 Tesco Mobile							
13/06/2021	134111507560	12.27	2.45	14.72		0.00	14.72
TOTAL INVOICES FOR TC02		12.27	2.45	14.72		0.00	14.72
TS01 Townscape Products Ltd							
15/06/2021	62717	1,887.00	377.40	2,264.40		0.00	2,264.40
TOTAL INVOICES FOR TS01		1,887.00	377.40	2,264.40		0.00	2,264.40
TU01 Tucker & Munday LTD							
30/06/2021	30/06	550.00	0.00	550.00		0.00	550.00
TOTAL INVOICES FOR TU01		550.00	0.00	550.00		0.00	550.00
ZO02 Zidac Laboratories Ltd							
03/03/2021	ON ACC 17	0.00	0.00	0.00	03/03/2021	39.98	-39.98
TOTAL INVOICES FOR ZO02		0.00	0.00	0.00		39.98	-39.98
TOTAL UNPAID INVOICES		22,439.82	4,110.20	26,550.02		506.38	26,043.64