

Hamble-le- Rice Parish Council

COUNCIL MEETING



Monday 9th April 2018 at 1900 - 21.30

Roy Underdown Pavilion, Baron Road, Hamble-le-Rice

1.	Welcome and open meeting		
a	Apologies for absence		
b	Declarations of interest		
c	Minutes of last meeting		
2.	Public session		
3.	Community		
a	Friends Of Hamble Primary School	Opportunity to Sail	Grant request
b	Crime Statistics	Sgt Matt Moss	Report attached
c.	Hamble Library and Community Hub – The Mercury.		Report attached
d.	Appointment of Community Payback		Report attached
e	Clerks report		Report attached
4.	Resources, Committees and Governance		
a	Payments, reconciliation and account information.		Reports attached
b	Asset Register update		Report attached
c	Minutes and resolutions from Asset Management Committee 3 rd April 2018		Attached
5	Exempt Business - To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.		
a	Appointment of Administrative Assistant		Report Attached
	Clerk		Date

HAMBLE-LE-RICE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 12TH MARCH 2018 AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE- LE-RICE AT 7.00 PM

PRESENT:

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

In Attendance

Mrs A Jobling – Clerk to the Council
 Mrs J Panakis – Minutes Secretary
 Mrs Paula Sanderson
 5 Members of the public (Mercury Old Boys)

To Receive Apologies for Absence

80/31/18 Apologies for absence were received from Cllr M Cross and Cllr S Hand.

Declaration of Interest

81/31/18 Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Dajka declared a dispensation in relation to membership of the Royal Southern Yacht Club. Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park and the River Hamble. Cllr Beach declared dispensations relating to the Foreshore and Dinghy Park. Cllr James declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Thompson declared an interest in Forman Homes.

To Accept the Minutes of the Council Meeting held on 12th February 2018

82/31/18 Cllr Underdown proposed, Cllr Dajka seconded, all agreed, and IT WAS RESOLVED that the Minutes of the Council meeting held on 12th February 2018 be accepted as a true record. The Minutes were then signed by the Chairman.

To Accept the Exempt Minutes of the Council Meeting held on 12th February 2018

83/31/18 Cllr Underdown proposed, Cllr Beach seconded, all agreed, and IT WAS RESOLVED that the Exempt Minutes of the Council meeting held on 12th February 2018 be accepted as a true record. The Minutes were then signed by the Chairman.

Chairman's Signature: Date:

Public Session

84/31/18 Mrs Saunderson tabled a paper to the meeting asking specific questions on 3 topics. **Hamble Community Hub:** Who holds the budget for fitting out the completed building? How much is that budget? Were the Council aware that there will need to be double yellow lines opposite the new building as engineers did not take into account the need for big boat movements? That there will be no parking for the hub as the forecourt next door is privately owned and leased elsewhere? That there will be no disabled drop-off or cycle parking? Will HCC be providing the terminal and software for logging books in and out?

Hamble Lane Consultation: Had the Chairman had any constructive meetings with Humby and House and what is the position with previous requests to collect ATC traffic data for traffic entering and leaving Hamble village (as a whole) from the Hound roundabout and below? Is this now not relevant?

Asset Management – Hamble Plan/Projects on pieces of Hamble Parish Council Land: Hamble Parish Council currently has 7 football pitches (possibly 9 with proposed boundary changes). Five of these are maintained by the Parish Council – is there any hope that these (and possibly a cricket field) could be amalgamated at Mount Pleasant within the redevelopment plans for that site? This suggestion would leave the Roy Underdown Pavilion and College Playing Fields to be developed as a more wide-ranging community facility with access to open space in front of a reconfigured ground floor which has doors opening onto the grounds. Along with the community orchard the grounds could be developed along parkland models, with native hedges to the north, possibly a small band stand and native planted herbaceous borders to assist with wildlife corridors. A control of dogs order could be put in place (or dogs not allowed) to encourage an area which is suitable for picnics and more village events such as fayres, carol singing, business sponsored fund raising, etc.

Cllr Cohen thanked Mrs Saunderson for her contribution to the meeting: some of the subjects would be dealt with later in the meeting.

Community

85/31/18 Mercury Old Boys Cllr Cohen welcomed representatives from Mercury Old Boys to the meeting and thanked them for bringing the model of the Training Ship Mercury together with the silver-plated statuette of a cadet. A representative of the 'Old Boys' informed the Council that their Association is going to be formally disbanded this year, with a final re-union in September. It is hoped that a march can be organised from Hamble Square to the Church where a service will be held and a wreath laid. The present members of the Association were hoping that they could donate the model of the training ship and the statuette to the Parish Council to be displayed, possibly in the new Community Hub building. This donation would be made under the proviso that should these items have to be 'disposed of' at some time in the future by the Parish Council, that they are given to an appropriate maritime museum. The donation would be done officially after the final re-union. The Clerk expressed some concern about the artefacts being displayed in the Community Hub, as the building belonged to Eastleigh Borough Council. The Parish Council would contact Eastleigh Borough Council to ensure that they were agreeable to this arrangement. Cllr Cohen thanked the representatives of Mercury Old Boys for attending the Parish Council meeting. **CLERK**

7.22 pm All members of the public left the meeting

86/31/18 Coronation Parade and Public Art An update on the proposals for improvements at Coronation Parade were circulated with the meeting papers. The Council expressed concern about two elements of the proposals which were: (1) that the railings should be painted and (2)

Chairman's Signature: Date:

that the Council also expressed their disappointment that Eastleigh Borough Council had not undertaken their original proposal which was to ask Hamble School children to design the railings. The Clerk was requested to communicate these concerns to Eastleigh Borough Council. **CLERK**

87/31/18 Hamble Parish Priorities 2018/19 Cllr Cohen thanked the Clerk for preparing the paper on the list of priorities for the Parish Council in the next financial year. The document assisted all members of the Council to understand what work needed to be undertaken. The work was priority colour coded red (imperative); orange (high) and white (medium or low priority). This was noted.

88/31/18 Community Governance Review – Changes to Parish Boundary with Hound Parish Council Cllr Underdown proposed, Cllr Woodall seconded, all agreed, and IT WAS RESOLVED that the Council confirmed to Eastleigh Borough Council that they rejected proposals submitted by Hound Parish Council in preference to the proposals originally submitted by Hamble Parish Council at the end of January 2018. **CLERK**

89/31/18 Youth Provision Cllr Schofield explained the background to the information circulated for the meeting. Following discussion, the following resolutions were made:

Cllr Schofield proposed, Cllr Woodall seconded, all agreed, and IT WAS RESOLVED that £750 be allocated from the £10,000 set aside in next year's budget for the continuing provision of the NGS (Next Generation Socialising) group once per week at Pilands Wood Centre. **CLERK**

Cllr Underdown proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the remainder of this budget (£9,250) be retained in next year's budget for the provision of youth activities, which would be decided in due course.

The Clerk explained that Eastleigh Borough Council had paid, on behalf of themselves, Hamble, Hound and Bursledon Parish Councils, the whole grant amount to the YMCA for the provision of the HYPE service during the present financial year. Cllr Schofield proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Council could now pay their contribution for HYPE provision to Eastleigh Borough Council. **CLERK**

Committees, Working Groups and Clerk's Report

90/31/18 Asset Management Committee Cllr Thompson proposed, Cllr Woodall seconded, all agreed, and IT WAS RESOLVED that the Council approved the following recommendations of the Asset Management Committee: (1) the replacement of Bartlett's Play area, subject to a competitive tender exercise, and as part of the replacement to seek financial contributions from the Local Area Committee. (2) that the Council establishes a renewals fund for 2019/20 for replacement of equipment and assets, the annual contribution will be confirmed as part of the mid-year budget review; and (3) to allocate £100 to establish the Friends of Westfield Common Group led by Cllr Cross. **CLERK**

91/31/18 Communications Working Group Cllr Cohen thanked the group for their work and the report they had submitted, the contents of which were discussed. With regard to the Z Card proposals, this was supported in principle by the Council. There was considerable discussion about the merits of the proposal to replace the Village Magazine with a newsletter style publication and the Working Group were asked to produce a 'mock up' of a newsletter and bring it to the Council to facilitate further discussion. The Council noted the progress on the new logo.

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Cllr Schofield proposed, Cllr Phillips seconded, all agreed, and IT WAS RESOLVED that the Council switched its web site hosting to HugoFox and end the existing contract with Vision ICT in May 2018. **CLERK**

92/31/18 Finance Working Group The supporting report from this Working Group was noted by the Council.

93/31/18 Clerk's Update Several aspects of this report required decisions:

Item 1: Hamble Library – Cllr Cohen suggested to the Council that, in light of the Mercury Old Boys presentation to the Council, it might be appropriate to call the Library/Community Hub “Mercury” and arrange for the formal opening of the hub to occur on the same day that the Mercury Old Boys disbanded their association. The Clerk suggested that a working group was established to look at the operational arrangements for the library. Cllr S Schofield, Cllr G Woodall and Cllr J Dajka volunteered to be members of this group.

Item 2 – Coronation Parade. Cllr Underdown proposed, Cllr Woodall seconded, all agreed, and IT WAS RESOLVED that the Council approved payment of Hamble Parish Council's contribution to Coronation Parade improvements, to Eastleigh Borough Council in the next financial year. **CLERK**

Item 3 – Payroll Support. Cllr Schofield proposed, Cllr Rolfe seconded, all agreed, and IT WAS RESOLVED that the Council approved the switch of payroll providers from SGW Payroll to J Humphries Associates and noted that the competitive process had not been pursued as this forms part of specialist services that are exempt under the Council's Financial Regulations. **CLERK**

Resources and Governance

94/31/18 Payments for Approval The list of payments for approval had been previously circulated to members. There were no queries about the payments/

95/31/18 Petty Cash Reconciliation Report This reconciled to £87.33 for the month of February 2018.

96/31/18 Bank Reconciliation Report The bank account reconciled to £124,380.52 for the month of February 2018.

97/31/18 Reserve Account Balance The reserve account balance at the end of February was £140,932.15.

The Deputy Clerk suggested that a different Councillor would be invited into the office to check these reconciliation reports each month and be asked to sign off the information. Cllr Cohen thanked the Deputy Clerk for her hard work in making these reports clearer for Councillors.

Cllr Rolfe proposed, Cllr Woodall, seconded, all agreed, and IT WAS RESOLVED that the payments listed, the petty cash reconciliation report, the bank reconciliation report and the reserve account balance are noted and approved. **CLERK**

98/31/18 Review and Adoption of Standing Orders; Finance Regulations and Financial Risk Assessment Standing Orders: The Clerk had circulated NALC's Model Standing Orders, which ensured that all the necessary statutory provisions were adhered to. However, Hound Parish Council's Standing Orders were, in the Clerk's opinion, much easier to read and she suggested to the Council that these could be used as a template, making appropriate changes as necessary to reflect and unique aspects of Hamble Parish Council. The Clerk expressed some

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concern about Councillors 'dispensations', for which she was seeking further guidance on this aspect.

Cllr Cohen proposed, Cllr Dajka, seconded, all agreed, and IT WAS RESOLVED that Hound Parish Council's Standing Orders model be adopted by Hamble Parish Council, but to be reviewed in detail by the April meeting of the Council. **CLERK**

Financial Regulations: Cllr Schofield proposed, Cllr Beach, seconded, all agreed, and IT WAS RESOLVED that changes are accepted and the document approved. **CLERK**

Financial Risk Assessment: This document had been checked by the Finance Working Group. There were some outstanding issues, in particular ensuring that the balance of monies held in Barclays Bank was below the governments minimum 'guarantee' level of £80,000. The Council had already approved a recommendation to do this. The document had also been updated in the light of the newly adopted electronic banking arrangements. The Financial Risk Assessment would be brought back to the Council after the Working Group had made their final adjustments to the document. **CLERK**

Cllr Cohen proposed, Cllr Underdown, seconded, all agreed, and IT WAS RESOLVED that the Financial Risk Assessment be adopted by the Council. **CLERK**

99/31/18 Exempt Business To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 or Part 1, of Schedule 12A of the Act. Cllr Schofield proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matter to be discussed was as follows: Job Evaluation Process

The meeting closed at 8.50 pm.

- 9 MAR 2018



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: FRIENDS OF HAMBLE PRIMARY SCHOOL	
Name of person to whom correspondence should be addressed: Heather Ross	Address for correspondence: Hamble Primary School Hamble Lane
Position within the organisation? Chair	Post Code: SO31 4ND
Email: info@friendsofhambleprimary.co.uk	Daytime telephone number: 07743391322

Details of organisation and its aims or activities We are all parents or friends with children at Hamble Primary School. Our aim is to raise funds to organise events to enrich the children's experience whilst they are at school, outside of the normal curriculum.	
Amount of grant requested £ 400	Total cost of project or item £ 900
Details of staff employed: All volunteers	Salaries: £ / £
How many are: Committee/Board Employees Members/Users Volunteers	
What is the Grant for and who will benefit? (Give details of the specific project or item to be funded) We are arranging for the children in year 5 (9-10 y olds) to experience sailing on the river Hamble. This was done as a trial last year & was enjoyed so much it prompted such a positive response they would like to continue it for every child attending in yrs 5-6. How will the people of Hamble benefit from the grant? This is specifically for children attending Hamble Primary	
Have you applied to any other body for a grant towards this project? (If yes, please give details) We have arranged the training with Hamble River Sailing Club who are providing the training at a subsidised rate and we have also obtained a grant of £500	

From the Royal Southern Sailing Club by Jeanette Symes
22.02.2017
I have approached several local businesses related to the water sport industry who operate in Hamble.

Amounts already donated or granted by other bodies?

£500 agreed from Royal Southern YC
£100 RF Composites Ltd

How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)

As a group we work to raise money by organising events at the school, such as cake sales, uniform sales etc. we are also looking at raising funds for a range of things for the school.

What age groups do you cater for?

This event is specifically for yr 5 students but hope we can cater for future yr 5 students

Total Membership:

~ 350 children

How many Hamble parishioners belong to the organisation?

Any parent who has a child at Hamble School is a member

Are you a registered charity, if yes please provide your number?

1135800

Cash in hand available £

Annual Income £

Nil all fundraising

Total amount raised last financial year by fundraising?
(other than grant applications)

£<1,000

Level of reserves:

Unallocated £

Allocated £

* we have funds which currently are planned for use with other projects at the school but will have some fund raising for this event too

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

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 reclaim 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)

Deane

Date:

For Parish Council of Hamble-le-Rice use only

You must attach the following to your application:

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

— PTA UK model constitution. Adopted



FRIENDS OF HAMBLE PRIMARY SCHOOL

c/o Hamble Primary School
Hamble Lane
Hamble
Hampshire
SO31 4ND
Chair Heather Ross 07743 391322

Hamble Parish Council
Memorial Hall
2 High Street
Hamble-le-Rice
SO31 4JE

Dear Team

Can You Help Us Give ALL Local Children an Opportunity to Sail?

I am writing on behalf of Friends of Hamble Primary School. FOS is a charity comprising parents and carers of our local primary school. Our aim is to support the school to enrich the children's learning experience and broaden their horizons.

We would like to ask for your support with a specific ongoing venture. Living in a village almost completely surrounded by water, it is often surprising to learn that a large proportion of our children have not experienced being on the open water. With this in mind, last year, the school decided to change that. They organised taught dinghy sailing sessions at the Hamble River Sailing Club for our Year 5 students (aged 9-10). They managed to make this free thanks to a grant from a local Yacht Club. Despite the slightly turbulent weather it was a roaring success and the children came back inspired and glowing!

With this being such a success, and the amazing feedback from the pupils, the school would like to make this an annual event, allowing all students to take part in the experience as they move through the school.

This year we are looking for the new Year 5 students (of which there are 45), to have 2 sessions on the water so that they can build on their learning, confidence and hopefully engage them with water sports in the future. We have provisionally booked the training to take place at the Hamble River Sailing Club at the beginning of July.

Why are we writing to you? We have been lucky enough to secure a grant which covers half of the costs and we are now approaching yourself and local marine businesses to help us bridge the gap and enable the event to take place. These students may be the future berth holders in the Parish Dinghy park.

How much are we looking for? We need to raise a further **£400** and welcome your support – in part or whole. Every penny really will make a difference – especially to those pupils who may otherwise never get an opportunity to use our wonderful river and find out whether they could enjoy sailing. As we are hoping to make this an annual event we are also looking to see if anyone is able to committee to supporting us in future years.

info@friendsofhambleprimary.co.uk
www.facebook.com/FriendsOfHamblePrimarySchool
Registered Charity No. 1135800



FRIENDS OF HAMBLE PRIMARY SCHOOL

c/o Hamble Primary School
Hamble Lane
Hamble
Hampshire
SO31 4ND
Chair Heather Ross 07743 391322

What are the benefits to you? It's a unique opportunity to help future generation of marine enthusiasts and budding professionals. We'll be pleased to thank you publically, and you are also welcome to publicise your support.

This is all part of a larger fundraising project for the school, but we felt that this activity was particularly relevant to you. We'd love to hear from you if you are able to help us in any way, small, large, one off or ongoing. We are friendly and flexible and value your involvement.

Thank you for accepting our grant application to raise funds for the sailing. As you will see from the accounts we did not raise much last year, but we have had a change of team and so far since September we have raised £1500 which we are using to support children on other trips, needed extras and organising events for them. We are also currently raising funds to install a sound and lighting system in the school to enhance the children's experience when performing and potential use by locals. As a new team we are very keen to strengthen the links we already have with the local community.

Kind regards,

Heather Ross

Chair of Friends of Hamble Primary School

FRIENDS OF HAMBLE PRIMARY SCHOOL

INCOME AND EXPENDITURE STATEMENT

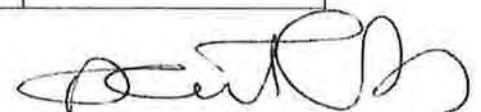
Period 1st September 2016 to 31 August 2017 (Academic year ended summer 2015)

	£	£
Opening Bank Balances		
Current Account Balance as per bank statement	4467.22	
Deposit Account as per bank statement	1.08	
Cash in Hand	0	
Paypal	0.00	
Unpaid Summer Disco 2016 Expenses	-84.50	
Uncleared Cheques	-152.54	
Funds Held as at 1st September 2016		<u>4221.26</u>
INCOME		
Donations Received:		
Miscellaneous Donations		98.39
Summer Disco		415.00
Interest Received		0.00
DONATIONS MADE TO SCHOOL:		0.00
EXPENSES		
NCPTA membership	101.00	
Summer Disco	315.00	
		<u>-416.00</u>
		<u>4318.56</u>
Closing Bank Balances:		
Current Account Balance as per bank statement	4312.07	
Deposit Account as per bank balance	1.08	
Stock in Hand (assumed 0)	0.00	
Debtors	415.00	
Creditors	0.00	
Uncleared Cheques	-409.50	
Paypal	0.00	
Cash in Hand	0.00	
Funds Held as at 31st August 2014		<u>4318.56</u>
Difference		0.00



Meeting:	Friends of the School Annual General Meeting	Action/outcome
Date:	20/09/2017	
Attendees:	Suzie Brushett, Sarah Dencher, Kelly Keely, Claire Whitfield, Jane Saunders, Lucy Pritchard, Lisa Russell, Morven Brown, Vicki Wilkinson, Laura Wilson, Fiona Cam, Cheryl David, Rebecca Stonifont, Kat Allen, Heather Ross, Jo Berry, Julie Woodley, Emily Akerman, Fiona Roy, Tania Goddard, Emma Hill, Clare Torrell, Kelly Harrison, Mrs Rickman, Katie Gillespie	
Agenda: <ul style="list-style-type: none">• Update on FOS over past year• Financial report by Treasurer• Approve Independent Auditor of 2017-2018 accounts• Outdoor classroom donation plus additional funds• Election of Committee Members• Fundraising Ideas• Interest of others in Committee and/or other roles		
Update on FOS over past year	Katie Gillespie and Lisa Russell updated parents and Mrs Rickman on FOS activity over past few years. It was acknowledged that the	

	previous secretary of FOS had sadly passed away last year and that FOS had not been active since this time.	
Financial report by Treasurer	Katie Gillespie reported that FOS currently has funds within their bank account of £4318.65. It was agreed that this amount less £1000 would be given to the school towards the outside classroom.	
Approve Independent Auditor of 2017-2018 accounts	Katie Gillespie volunteered to fulfil this role.	KG
Outdoor classroom	Lisa Russell reported that the FOS had raised £10,000 towards an outdoor classroom. Mrs Rickman reported that she had got 3 quotes for this classroom and the preferred quote was £14,500. The £10,000 alongside the £3,318 is short of £1,182. Discussed prioritising fundraising towards the outdoor classroom.	
Election of Committee Members	Heather Ross expressed interest in being the Chair. This was supported by other members. Kat Hughes expressed interest in being the Secretary. This was supported by other members. Jane Saunders expressed interest in being the Treasurer. This was supported by other members.	Heather Ross elected Chair Kat Hughes elected Secretary Imogen Jane Saunders elected Treasurer
Fundraising Ideas	Discussed ideas for fundraising: Bag to School Xmas Cards designed by children Film Nights Halloween Disco (fancy dress) Xmas Fayre	



Hedge End South Neighbourhood Policing Team **Hamble Quarterly Report**

This report covers the three month period of December, January and February 2017-2018 for the Parish of Hamble.

As previously promised this is the the quarterly report I will be producing on behalf of the southern parishes. This is a process which we eventually want to make generic district wide so please don't be surprised if the format changes over time.

My aim as the Sergeant responsible for your Neighbourhood Policing Team is to provide you with an overview of the current crime figures, highlight any trends or patterns, seek feedback and your views in relation to the report, and then set / update our community priorities based on all of the information we already have (seasonal trends / previous priorities / district problems / county wide problems etc).

Team Updates:

As you may already be aware we had a slight change-around on the team, with PC Robin Tebb joining the south team from Botley to take on Hamble, with PC Penny Young moving to Bursledon. Phil Davenport continues to be your dedicated PCSO. The rest of the team will also cover Robin and Phil when they are not on duty to ensure you have as much cover as possible.

You may or may not be aware that Hedge End is still a fully operational police station with officers working from here 24/7 despite the fact that it is closed to members of the public (no 'front office' service). The response teams that cover Eastleigh and Test Valley South run from Hedge End as well as the Hedge End North and South teams. I mention this because I want to make you aware that from May 15th for approximately 4 -6 months a complete refurbishment is taking place. During that time we will be operating from Eastleigh Police Station.

Crime Summary:

I am pleased to be able to confirm that total crime recorded within the parish remains low. The following table gives you an overall comparator for December, January and February for 2016-17 and 2017-18 and shows a clear year on year fall in total crime:

Dec / Jan / Feb	16-17	17-18
1 Violence Against the Person	<u>21</u>	<u>28</u>
2 Sexual Offences	<u>1</u>	<u>4</u>
4 Theft Offences	<u>36</u>	<u>25</u>
5 Criminal Damage and Arson Offences	<u>19</u>	<u>14</u>
6 Drug Offences	<u>6</u>	<u>2</u>
7 Possession of Weapons Offences	<u>4</u>	<u>0</u>
8 Public Order Offences	<u>14</u>	<u>2</u>
9 Miscellaneous Crimes Against Society	<u>2</u>	<u>5</u>
Sum:	<u>103</u>	<u>80</u>

Of note in these figures is that December was by far the busiest month for the area in terms of recorded crime, with almost half of the total recorded crime being recorded in December. This includes a spike in violence without injury compared to previous years, and an increase in the number of theft related offences recorded. The figures are consistent with seasonal trends and trends that have occurred in the wider district and Hampshire areas during the same period, hence there does not appear to be a reason specific to Hamble for this small spike.

Please do not be alarmed by the rise in violent crime. The main driver behind this rise was December where we had a sudden spike specifically in recordings of violence without injury. There was also a spike in violence at both district and force levels. Recorded incidents of violence and have reduced back down since this spike.

Hamble	Dec 16	Dec 17
1b Violence with Injury ↑	<u>3</u>	<u>4</u>
1c Violence without Injury		
↑	<u>5</u>	<u>12</u>
Sum:	<u>8</u>	<u>16</u>

I have personally reviewed all of the recorded incidents of Violence. 5 of the occurrences are all part of one investigation, and there are at least 3 incidents where 2 crimes have been recorded at one incident. This does appear to have been a one off in December, and January and February's figures have shown a drop compared to previous years.

If any more detail is required then please let me know, however the main headline is there is no discernible pattern of crime or ongoing series of crimes that are specific to Hamble at this time.

Anti-Social Behaviour Summary:

ASB is a little bit trickier to drill down into the detail of because of the varying ways it can be recorded on our system. I have included below a table which has the previous 12 months from the day of the report compared to the same period in the previous year:

Neighbourhood	Beat	R12 months	Previous R12 months	Difference
Hedge End South	Hamble	150	145	5
	Sum:	150	145	5

As you can see from the table we are very slightly up on the previous period, however I personally would suggest that this is still at a very low level with on average less than 1 call every 2 days.

I have also reviewed the raw data for the last 3 months, and I am very pleased to report there are very few repeat locations of concern. Generally if an area has more than 3 calls in a 90 day period we will consider whether there needs to be further work. At the moment the two places that meet that threshold are Hamble Lane (which of course is very long) and Royal Victoria Country Park which again is a huge area.

Policing Priorities:

My team are asked to consider 3 separate levels of priorities which are set at force, district and community level:

- Our **force priorities** are overarching themes which all teams throughout the force are expected to contribute to (Domestic violence and Child Sexual Exploitation for example).
- Our **district priorities** are things that are specifically impacting on Eastleigh as a district and are set month by month at our 'tactical planning meetings', and are generally crime series or trends.
- Our **community priorities** are led by the community and are based on feedback from yourselves, any interactions with the community and up to date crime data.

Our force priorities include child exploitation and domestic violence amongst others, and the PCSOs in particular take the lead role in safeguarding vulnerable people in the parish. As such they are often focused on dealing with victims of Domestic Violence or vulnerable children in the parish alongside focusing on the community set priorities.

As previously discussed when I last attended your parish council meeting our community priorities have been:

- Theft from motor vehicle
- ASB Tutor Close and park area
- Speeding

During the reporting period there have been only 3 theft from motor vehicle incidents in Hamble. At a district level we have had an ongoing operation around a number of vans that have been broken into across the district and beyond called Operation Breaks. So far this series does not appear to have had an impact on the Hamble area.

The ASB calls to the Tutor Close area have also been very low, with regular patrols taking place to try and prevent issues. Given the time of year this is not unusual, and I would suggest that we want to carry on with this as the evenings get lighter and warmer. Our enforcement of speeding issues takes place where we can identify a specific issue.

We now need to consider what our priorities are going forward and I welcome any feedback from you. We do consider previous years, so we are currently refreshing our work around water safety and ASB issues ahead of the summer.

I also intend to visit every licensed premises in the parish to ensure that they have plans in place during the busier summer period to mitigate issues as best as they can. Please can you let me know if there is anything else that in your experience you feel we should be focusing on.

Our suggested community priorities are at least:

- ASB Tutor Close and surrounding areas (happy to consider other 'hotspots')
- ASB and water safety at Hamble Pier
- Speeding

Please feedback anything else that you feel should be included.

I hope you find this report useful. It is a new process for me so please let me know if you feel there is anything else that should be included or needs covering.

Best regards

Matt

Team Contact Points:

District e-mail
TPS 3554 Matt Moss

eastleigh.police@hampshire.pnn.police.uk
matthew.moss@hampshire.pnn.police.uk

PC 2007 Robin Tebb
PCSO 15737 Phil Davenport
Phone number
Twitter

robin.tebb@hampshire.pnn.police.uk
phil.davenport@hampshire.pnn.police.uk
101 – ask for Hedge End NPT
@HedgeEndCops

Council

4th April 2018

Community Library – The Mercury

Recommendations

To agree in principle the development of a Management Agreement for the future of The Mercury.

1. The first meeting of the Mercury Working Group comprising Cllrs Schofield, Dajka and Woodall, Cllr T Craig, EBC Area Manager and Project Lead and the Clerk and Assistant Clerk have met and a number of site visits have also taken place.
2. Site visits include Botley Community Library, Weston YMCA (<https://www.ymca-fg.org/library>) and Woolston Library. All three libraries were different but Weston appeared to be most similar to the emerging model for The Mercury.
3. Weston operates as part of SCC Library Service via the YMCA, and although very community focused does have book lending at the heart of its operation. It opens 3 days a week and has paid manager supported by a range of volunteers. The building hosts a range of activities including school holiday activities. As part of its core operating basis it has to generate £1000 per year which it does through a variety of ways.
4. The importance of volunteers in the service cannot be underestimated and it was agreed that we should arrange a visit to the site for our volunteers as an early step in our work with developing a volunteer workforce.
5. It was also useful visiting the different locations in terms of identifying the types of fixtures and fittings needed and the importance of multiuse equipment and storage. A list of furniture is now being developed.
6. Importantly a model for the future management of the building is starting to emerge. Elsewhere in the Borough Eastleigh have entered into a Management Agreement to govern the running of community services (appendix 1). An example of an agreement is attached although commercially sensitive information has been removed. It gives a clear indication about the types of respective roles and responsibilities and although relates to a school setting can be translated into a hub context. Although there will need to be detailed discussions about the detail of the agreement Members are asked to agree with the principle of entering into a management agreement supported by a Management Committee which the current Working Group would morph into.
7. HCC has been contacted with a view to reserving withdrawn books and this remains an urgent outstanding action.

8. Lastly the MOBA have confirmed they would be delighted have the building named "The Mercury". The official opening of the building has been accommodated within their final parade celebrations and work is taking place to find safe and secure locations for the memorabilia which will form an important back drop to the building. A review of their archive is taking place to identify photos that could be used and also a series of articles will be run in the magazine between now and the opening and will focus on the day to day lives of some of the boys that called the Mercury their home.
9. A more detailed plan will emerge over the next few weeks with key milestones, actions and partners identified.

Appendix 1 – Model Management Agreement

Dated 16th July 2012

Agreement for community use

relating to

between

Eastleigh Borough Council

and

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This Deed is dated

16th July

2012

Parties

- (1) Eastleigh Borough Council whose principal offices are at the Civic Offices, Leigh Road, Eastleigh Hampshire SO50 9YN ("the Council")
- (2) School registered with company number whose registered office is at

Background

- (A) The Academy Trust was set up or into a Foundation Trust School. The Academy Trust has taken on the former responsibilities of the Governors of
- (B) The Council, together with Hampshire County Council and the Governors of entered into an Agreement dated 1 November 2007 for the management of community facilities jointly provided on th ("the Centre") for community activities.
- (C) The Council, have contributed capital funds towards the construction of enhanced and additional arts and sports facilities detailed in Schedule 1. These facilities have been provided primarily for Community Use with School Use at agreed times.
- (D) The freehold of the School site has now transferred from Hampshire County Council to the Academy Trust.
- (E) The Council and the Academy Trust wish to revise the existing management arrangements for the Community Use of the School Facilities listed in Schedule 2.
- (F) The Council and the Academy Trust have agreed to enter into a separate agreement regarding the management arrangements for

Agreed terms

Management Arrangements

1 Interpretation

- 1.1 The Council and the Academy Trust have agreed to enter into this Agreement in order to regulate the provision, administration, maintenance and community use of the school as hereafter appears. This Agreement replaces the former agreement between Hampshire County Council (1), the Council (2) and the Academy Trust (3) dated and once signed, the former agreement no longer has any legal effect.
- 1.2 In this Agreement:
- 1.2.1 'School Use' shall mean the use of the Centre or the Community Facilities by the Academy Trust in accordance with this Agreement;
- 1.2.2 'Community Use' shall mean any use which is not School Use and shall include any use that the Community Management Committee determines; and
- 1.2.3 "the Centre" will comprise all the building, land and facilities of the Academy Trust including the facilities listed in Schedule 1.

- 6.1.2 to achieve a balanced programme of community activities to include adult education, youth, arts, sports, childrens and social provision.
- 6.1.3 to promote and operate a structured programme of sport development by providing opportunities for beginners, for people wishing to improve their sporting skills via programmes of coaching and competition, and training for players, coaches, volunteers and officials.
- 6.1.4 to promote partnerships between user groups and the Academy Trust through which opportunities can be developed for extra-curricular activities for pupils of the Academy Trust.
- 6.1.5 to develop innovative approaches to creative expression within the arts through the use of digital technology.
- 6.1.6 to ensure that the Centre's programme offers opportunities for personal development with progression into other learning activities.

7 Use of Premises

- 7.1 An annual service plan shall be produced by the CMC for the following financial year no later than 31 December for approval by parties to this Agreement. The service plan will set out the policy for usage, show the proposed hire charges, and include any conditions of use. The service plan will respond to the corporate and local priorities identified by the Council. Community Use of the School Facilities and School Use of the Community Facilities listed in Schedule 1 during the hours shown in this Agreement will be programmed in accordance with the annual service plan.
- 7.2 Between 0800 hours and 1800 hours from Monday to Friday each week during the school terms the School Facilities shall be available for School Use as directed by the Head Teacher with the exception of the multi-use hall, the fitness suite and the learner pool. Community Use of the School Facilities during these hours may be agreed by the Head Teacher but only for facilities and sessions not required for School Use.
- 7.3 Arrangements for early morning and early evening Community Use of the swimming pool shall be continued, subject to annual review by the Head Teacher. The Head Teacher shall give priority to existing users during these sessions.
- 7.4 The School Facilities will normally be available for Community Use at the following times:
 - 7.4.1 between the hours of 1800 and 2200 from Monday to Friday during term time in the case of the swimming pool, and between 1700 and 2200 from Monday to Friday during term time in the case of the remaining School Facilities;
 - 7.4.2 between the hours of 0800 and 2200 on Saturdays and Sundays throughout the year.
 - 7.4.3 between the hours of 0800 and 2200 Monday to Friday during school holidays.
- 7.5 Programmed School Use during these times for such purposes as parents evenings or school performances shall normally be agreed by the CMC and included in the service plan. The Head Teacher may agree additional School Use during a year of any School Facilities not being used by the community. Any additional School Use requiring the postponement or cancellation of Community Use shall be first agreed between the Head Teacher and the CMC, other than in exceptional and urgent circumstances. School Facilities may be withdrawn from use by the Head Teacher at times agreed by the CMC to enable refurbishment, major cleaning or routine maintenance. Users should normally be given at least one month's notice of any withdrawal of use, except when shorter notice is necessitated because continued use would be unsafe.

- 7.6 The CMC will continue to work in partnership with the Council in maintaining and further developing its full broad community programme, recognising target groups and securing funding to ensure fair access.
- 7.7 The multi-use hall shall be available for School Use as directed by the Head Teacher between the hours of 0800 and 1800 Mondays to Fridays during school terms, except that at least 4 hours each week during these times will be programmed for Community Use as shown in the annual service plan agreed by the parties hereto.
- 7.8 The fitness centre shall be available for Community Use between the hours of 0800 and 2200 throughout the year, except during school terms when the fitness centre shall be available for School Use between the hours of 1215 and 1600 hours Mondays to Fridays. The School Use during these hours will be programmed in the annual service plan. Any hours not required for School Use may be allocated for Community Use. School Use will be for the delivery of the physical education curriculum and will be taught and supervised by school staff.
- 7.9 The learner pool added to the swimming pool shall be available for Community Use between the hours of 0800 and 2200 throughout the year except during school terms when the learner pool shall be available for School Use up to a maximum of 14 hours per week. School Use during these hours will be programmed in the annual service plan and will include use by primary schools in the School cluster. School Use will be supervised by suitably qualified school staff unless there is agreement to hire the Centre's lifeguards or swimming coaches.

8 Performance Criteria

- 8.1 The annual service plan shall include any targets required by the parties hereto related to the development of Community Use. Such targets may include:
 - 8.1.1 minimum hours of actual Community Use;
 - 8.1.2 balance of use between different programme areas and different categories of user;
 - 8.1.3 income targets to balance operating costs; and
 - 8.1.4 specific targets for new activities or for the use of particular facilities.
- 8.2 The annual service plan shall include a sports development plan for the Centre aimed at attracting and sustaining the interest of new participants in sport with the overall objectives of establishing new clubs or encouraging new participants to join established clubs. The plan will specify targets for Community Use of the sports hall and swimming pool for the coming year.
- 8.3 The CMC shall receive progress reports on the delivery of the service plan, including statements of account at least once in each school term and will produce an annual report including the end of year accounts at the end of each financial year for circulation to the parties not later than 30 June.

9 Relationship with Other Facilities

- 9.1 The CMC shall have regard to other leisure facilities and community organisations in the area when preparing the service plan and will as far as possible set pricing and marketing strategies to complement accordingly.

10 Commercial Organisations

- 10.1 The CMC shall be expected to create appropriate links with the local business community and to maximise the use of the Centre, and where appropriate, encourage sponsorship. When

agreeing sponsorship to supplement the community budget the prior approval of the parties hereto shall be required.

Funding and finance

11 Annual Budget

- 11.1 The CMC shall prepare an annual budget balancing the projected operating costs and contributions towards planned maintenance costs with income from users, together with any revenue grants or subsidies. The budget shall be circulated for approval by the parties hereto no later than 31 December prior to the commencement of the financial year on 1 April.
- 11.2 Any significant variation to the agreed budget shall be subject to separate approval by the parties hereto.
- 11.3 The annual report shall include a financial statement of actual income and expenditure.

12 Costs

- 12.1 Premises-related costs and routine maintenance costs arising from the community programme will be apportioned between school and community budgets according to hours of usage. Amounts charged to Community Use will be shown in the annual budget put forward by the CMC for approval by the parties hereto.
- 12.2 The CMC will provide for marketing and promoting the community programme in the annual service plan and budget.
- 12.3 Any costs incurred as a result of the School Use referred to in clauses 7.2, 7.6, and 7.9, and organised by the Head Teacher outside school hours as in clause 7.3 shall be borne directly by the Academy Trust and shall not be charged to the CMC.

13 Maintenance

- 13.1 For the avoidance of doubt, the Academy Trust has responsibility for maintaining the School Facilities.
- 13.2 The cost of the Academy Trust's responsibilities for maintaining Community Facilities will be charged to the CMC.
- 13.3 The CMC shall be kept informed of the scheduled maintenance requirements and given maximum notice of any work so that it can plan accordingly and make appropriate provision in forward budgets.
- 13.4 The CMC shall contribute an annual sum to be held in the Centre's development fund for the periodic replacement of the playing surface of the multi-use games area. The amount of the annual contributions shall relate to life expectancy of the surface and the projected cost of replacement, with the cost shared between the contributions according to the hours of School Use and Community Use.
- 13.5 The CMC shall also make provision within the Centre's development fund for the repair and renewal of the equipment originally purchased for the fitness centre by a grant from the Council of
- 13.6 Any maintenance costs arising from Community Use of the swimming pool (excluding the learner pool) originally constructed in part through a capital grant from the Council which cannot be met from the CMC's community budget shall be the responsibility of the Council. The apportionment of costs shared between the Academy Trust and the Council will be based on their respective hours of School Use and Community Use.

14 Charges

- 14.1 Charges for Community Use shall be designated by the CMC and included in the service plan. They may be amended from time to time as the CMC sees fit, having due regard to the premises costs incurred and to charges for similar facilities in the area. Income from these charges shall be credited to the CMC's community budget.
- 14.2 The Academy Trust shall be entitled to retain any income raised from the School Use of School Facilities referred to in clause 7.2 (for example, any charges levied for school performances and parent association activities).
- 14.3 The CMC shall decide if any charges are due and the level of charge for use of the learner pool by the schools in the cluster referred to in clause 7.9 above. The calculation of any charge shall not exceed provision made for swimming in the school's delegated budgets. Income from these charges shall be credited to the CMC's budget.

15 Accounting Arrangements

- 15.1 All income and expenditure relating to Community Use of the Centre shall be processed through a separate account held by the Centre with the Academy Trust's Business Manager the account will be shown as the school's 'Y' code or community budget.
- 15.2 The Head Teacher shall be responsible for ensuring proper arrangements for the accounting and auditing of the CMC's activities.
- 15.3 The Head Teacher shall ensure that financial reports recording all income and expenditure relating to the Centre are prepared for the CMC.
- 15.4 The CMC shall not plan to overspend the agreed budget and shall not plan to spend funds accrued for maintenance for other purposes. Any unforeseen or planned deficit shall be carried forward into the next financial year, shall remain the responsibility of the CMC and shall be paid out of the community budget or remain as a charge on the Community Budget.
- 15.5 Any surplus arising from any Community Use of the Centre or any School Facilities shall be carried forward as a CMC development fund to be used in accordance with clause 17
- 15.6 Any subsequent significant variations by the CMC to the agreed annual budget will need separate approval by the parties hereto.

16 Annual Funding

- 16.1 The Council shall provide revenue funding of to the CMC for the year 1 April 2031 March 2017 ("the Revenue Funding")
- 16.2 On each 1st April (the "Review Date") the Revenue Funding mentioned in clause 16.1 shall be increased by the proportion by which the Consumer Prices Index (or any amendment or replacement thereof) ("the CPI") has increased during the preceding year (using in each case the index values for the December before the relevant Review Date) the Council's determination on this matter shall be conclusive and the Council reserves the right to vary the method of indexation used
- 16.3 The Council at its discretion may provide additional funding to the CMC to enhance the Community Programme
- 16.4 The Council may attach such conditions as the Council considers appropriate with regard to the use of the above funding.

- 16.5 The Council will require the CMC to adhere to the approved service plan and annual budget in return for their allocations to the budget, unless any variations have been given prior written approval by the parties

17 Development Fund

- 17.1 The planned use of any development fund shall be included in the annual service plan and community budget put forward each year by the CMC for approval by the parties hereto. Any further use of the development fund during a year shall be subject to separate approval by the parties hereto.
- 17.2 The development fund may only be used for the benefit of community users by improving or extending facilities for Community Use or by supporting services through direct provision in the community budget.

18 Capital Works

- 18.1 No proposal involving capital works shall be carried out by the CMC without prior written approval of the parties hereto.

19 Financial Responsibilities

- 19.1 For the purposes of this Agreement the spending officer shall be the Head Teacher or the senior member of staff with responsibility for managing Community Use acting in accordance with any rules laid down by the CMC.
- 19.2 The CMC shall carry out their functions in accordance with the Council and the Academy Trust's financial regulations.
- 19.3 The CMC shall be entitled, subject to the provisions in the financial regulations, to spend any sum made available to them as they think fit for the purposes of the Community Use of the school, provided it is in accordance with the service plan.
- 19.4 The CMC may delegate in writing to the spending officer to such extent as may be permitted under the financial regulations, their power under clause 19.3 above in relation to any part of that sum.

20 Insurance

- 20.1 The Academy Trust shall undertake to replace any premises lost or damaged (including the replacement of equipment on a "new for old" basis) by any of the following risks fire, lightning, explosion, impact, earthquake, storm, tempest, flood, bursting or overflowing of water tanks or pipes, damage to underground water, oil or gas pipes or electricity wires or cables, subsidence, ground slip, heave, riot, civil commotion, strikes, labour or political disturbances, malicious damage, aircraft and aerial devices and articles dropped accidentally from them, and such other risk against which the Academy Trust may reasonably insure from time to time,
- 20.2 It shall be the Academy Trust's responsibility to take out and maintain sufficient and suitable cover in respect of the liability for employed staff and Community Use of the School's Facilities.
- 20.3 The Head Teacher shall be responsible for ensuring that any other persons hiring the Community Facilities shall be aware that it is their own responsibility to arrange appropriate insurance cover for their activity and the participation in that activity.

Social responsibilities

21 Equalities

- 21.1 The parties agree and the CMC will ensure that there shall be no discrimination by it against any person with respect to opportunity for employment or conditions of employment or participation in the centre's activities because of gender, age, marital status, race or disability. The CMC shall in all matters arising in the provision of community facilities comply with the terms of the Disability Discrimination Act 1995 and any regulation made thereunder.

22 Race Relations

- 22.1 The parties agree and the CMC will ensure compliance with the provisions of the Race Relations Act 1976, the race Relations (Amendment) Act 2000 and the Equality Act 2010 and shall ensure that they perform their responsibilities under this Agreement with due regard to the need to eliminate unlawful racial discrimination and to promote equality of opportunity and good relationships between different racial groups

23 Health and Safety

- 23.1 The CMC shall, at all times, be responsible for and take all such precautions as are necessary to protect the health and safety of all staff or users of the community facilities and shall comply with the requirements of the Health and Safety at Work Act 1974 and any other Act or Regulation relating to the health and safety of persons and any amendment or re-enactment thereof.

Status of the agreement

24 Status

- 24.1 This Agreement will remain in force so long as the Centre is used for community activities. Any changes to be agreed must be made in writing and signed by all parties.
- 24.2 If, at any time, differences arise between the parties regarding the interpretation of this Agreement, the same shall be referred to and settled by arbitration in accordance with the Arbitration Act 1996.
- 24.3 If any party hereto has the intention of terminating this Agreement, at least two years' notice shall be given to the other parties to the Agreement whereupon the parties hereto shall jointly determine what steps need to be taken to resolve any outstanding issues.
- 24.4 In the event of the Council withdrawing or significantly reducing its financial support for the delivery of the annual service plan it will not seek any restoration of its previous capital contributions.
- 24.5 The Community Facilities listed in Schedule 1 shall remain in use by the community and be managed according to this Agreement for a minimum of 30 years since the facilities were first opened for use in March 2000. If:
- 24.5.1 the Academy Trust terminates Community Use of the facilities; or
- 24.5.2 conditions contained in this Agreement relating to use of the facilities are not met other than in circumstances beyond the control of the Academy Trust,

THEN the trust shall compensate the Council, Town Council, Parish Council and Parish Council in respect of their original capital contributions at the rate of 1/360th of the grants for every complete month remaining of the 360 month period since the facilities first opened for Community Use.

25 Amendments

- 25.1 This Agreement shall not be varied or amended unless such variation or amendment is agreed in writing by the duly authorised representatives of the parties to this Agreement.

26 Communication

- 26.1 Any notice under this Agreement will be deemed to be delivered when it is:

26.1.1 delivered by personal service, upon service being effected;

26.1.2 sent by recorded delivery, upon the expiry of two working days after the date of postage;

26.1.3 transmitted by facsimile, upon successful transmission

PROVIDED that where notice is transmitted by facsimile after 4 pm or on a day that is not a working day service shall be deemed to be effected on the next working day

- 26.2 Each party must provide proper and full particulars to allow the other parties to provide notice using any of the methods specified in clause 26.1.

- 26.3 Any party may change its address for service by notice as provided in this clause 26.

27 Severability

- 27.1 If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if this Agreement had been executed with the invalid, illegal or unenforceable provision eliminated. In the event of a holding of invalidity so fundamental as to prevent the accomplishment of the purpose of this Agreement, the parties shall immediately commence good faith negotiations to remedy such invalidity.

28 Waiver

- 28.1 The failure of any party to insist upon strict performance of any provision of this Agreement, or the failure of either party to exercise any right or remedy to which it is entitled hereunder, shall not constitute a waiver thereof and shall not cause a diminution of the obligations established by this Agreement.

- 28.2 A waiver of any default shall not constitute a waiver of any subsequent default.

- 28.3 No waiver of any of the provisions of this Agreement shall be effective unless it is expressly stated to be a waiver and communicated to the other parties in writing in accordance with the provisions of clause 26.

29 Rights of Third Parties

- 29.1 None of the provisions of this Agreement are intended to or will operate to confer any benefit on a person who is not named as a party to this Agreement pursuant to the Contracts(Rights of Third Parties) Act 1999.

30 Law and Jurisdiction

- 30.1 This Agreement shall be interpreted in accordance with and governed by the laws of England and Wales and English Courts will have exclusive jurisdiction over any dispute in relation to this Agreement.

31 Entire Agreement

- 31.1 This Agreement constitutes the entire understanding between the parties relating to the subject matter of this Agreement and, save as may be expressly referenced or referred to herein, supersedes all prior representations, writings, negotiations or understandings with respect hereto, except in respect of any fraudulent misrepresentation made by either party.

This Agreement has been entered into on the date stated at the beginning of it.

Council

4th April 2018

Community Payback Scheme

Recommendation: Appoint the Hampshire and Isle of Wight Community Rehabilitation Company Ltd once a month at **£85.00** per day to undertake a range of activities.

1. The Clerk has investigated the option of using the Southampton based Community Payback service to assist the Council in its work around the village. The service already undertakes work for St Andrews and also for Hound Parish Council.
2. Attached is correspondence from the Service setting out the terms for the appointment.
3. Using the service will add capacity to the work of the Grounds team and will enable jobs that require a high input of hours to be scheduled in throughout the year. They have been consulted and are happy to work with the service in undertaking specific works.
4. Using Community Payback will also support the rehabilitation of offenders and help them to discharge non-custodial community reparation sentences whilst helping with community work and projects
5. The range of jobs could include:
 - Cleaning the hard surfacing and leaf collection Dinghy Park
 - Clearance of undergrowth including removal of indigenous species at key locations
 - Sanding and varnishing benches
 - Cleaning street signage and furniture
 - Path maintenance and laying
 - Ground works for projects such as the Community Orchard, wet garden etc.
 - Painting interior of changing rooms etc
 - Litter picking
 - Bulb planting
6. If appointed they will be asked as their first job to paint the changing rooms at Mount Pleasant. Football tournaments are due in June and July and the facilities need some remedial improvement ahead of these events.
7. A schedule of works will be agreed via the Asset Management Committee.
8. The full year cost is likely to be £1020. There is no specific budget where this can be charged to but a number of these sites have an improvement budget allocated and the costs will be charged there to reflect the additional works.

Clerk - Hamble Parish Council

From: Sharon Annell <SharonAnnell@interservefls.gse.gov.uk>
Sent: 26 March 2018 15:52
To: Clerk - Hamble Parish Council
Subject: RE: community payback

Hello Amanda

Thank you for meeting with me last week and discussing the possibility of us working with you to complete some projects.

As discussed we are able to offer groups of workers from 2 to 8 in total who would come with a Probation employed supervisor to undertake work. We are able to assist with ground clearance, mowing and strimming, painting and decorating, grounds maintenance and small construction projects. We do charge a rate of £85 per work day which assists us with the maintenance of our tools and the running of our vehicles. This charge is dependant on weather and also us getting the required work done on the day.

The supervisor is responsible for the running of the group for the day and would liase with a contact at site to go through the tasks to be completed. We are able to bring all our own hand tools and power tools however any consumables or materials required would have to be provided by yourselves such as brushes and the like for any painting work.

We are unable to remove any green waste but are happy to assist in loading vehicles, bagging waste or staging as required in a designated spot to break down naturally.

At the start of each new project I would come out to risk assess the project and confirm if we are able to undertake the work though it is quite rare that we are unable to assist.

The frequency of visits is entirely up to you whether you wish to book visits as and when or if you want to work on a monthly visit, etc.

I will leave this with you for further instruction and if you have any more questions then please do not hesitate to contact me.

Many thanks

Sharon Annell

HIOW – CP West Hub
CP Placement Co-ordinator, Interserve (Justice)
The Hampshire and Isle of Wight Community Rehabilitation Company Ltd
Town Quay House, 7 Town Quay
Southampton, SO14 2ET

Redefining the future for people and places

Website: www.interserve.com

Mobile No: 07860 828150

Direct dial: 01442 296047

Skype No: 01442 296047

Email: sharonannell@interservefls.gse.gov.uk

Council

4th April 2018

Clerks Report

Recommendations

1. To note the increase of 1.8% in gas prices for 2018/9
 2. To approve the appointment of occupational health consultants to undertake specialist workstation assessments at a cost of **£550 + vat**
 3. To appoint Hugo Fox to set up the new website at a cost of **£895.00+ vat**
 4. To contract with the Beach Hut Café (Mr R Beach) to undertake cleaning of the Foreshore Toilets for the sum of **£3,900** per year.
 5. Increase the contract with Carerra by **£101.66** per month for two additional PC/laptops and an additional phone set.
 6. Note the payment authorized by the Clerk of **£546.53** for a historic HMRC payment
 7. To earmark in the Councils reserves a **£4,500** for the future purchase of office furniture.
-

1. Annual Parish Council- Invitations have been sent out for the Annual Parish Meeting which will be held at Hamble Secondary School at **7.00pm on the 18th April 2018**. Unlike previous years the event will focus on a theme – Sustainable Hamble. The theme has been selected to reflect concerns highlighted in the We R Hamble Survey and will be supported by a range of speakers with insight into a range of subjects. The evening will be more interactive than normal with café style layout and opportunities for people to make suggestions which we can include in the Village Plan. It is important that Members are present on the evening to help facilitate discussions. Agendas will be issued shortly.
2. Utility supplies – Opus our gas supplier has written to confirm that the charges for gas usage will increase by 1.8% from 1st April 2018. Spend on gas in 2017/8 was £1570. Switching suppliers later in offset the impact of the increase.
3. The Councils H&S consultant has been back to site as part of additional support that was purchased following the recent accident. He has reviewed our progress on the list of actions first provided back in August last year as well as looking at the suite of Risk Assessments and also non typical work scenarios. Some minor changes have been identified that can be incorporated over time but the work of the Head Groundsman has been commended provides a good and sound basis for safe working.

The consultant also has recommended a specialist in DSE assessments which had previously been raised with council as an issue. Although there are a number of organisations that claim to provide specialist services many do so on the back of providing furniture and equipment. This can create a false incentive in terms of recommendations. The cost for a site visit, two detailed assessments and a report is £550.00 + vat.

4. Hugo Fox website – at the point when we gave notice it was hoped that Cllr Woodall would provide input into the new website. As a result of his injury this now looks unlikely and the notice period will expire shortly. Hugo Fox do offer a service to build the website and given the other work pressures it is now prudent to revisit this. The cost of the service was £895.00 + vat. Members are asked to confirm whether they wish to use this service?
- 5a. Public Facilities on the Foreshore – The cleaner for the Foreshore Toilets left before Christmas. Ground staff have been undertaking light cleaning duties and locking up has been carried out by Cllr Beach. Options to secure a new cleaner have been investigated and on balance the preference has been to appoint a company to clean them in the future to ensure that there is cover during sickness and holiday periods. Our current cleaning contractor has quoted for the work but the cost of travel to and from site on a daily basis has made this option unaffordable.
- 5b In an attempt to keep the work within the local area given the requirement for locking up, hospitality businesses within the vicinity have been contacted and asked if they wish to take on the contract (see

attached letter). The cost of the annual payment relates to the cost previously paid to the councils cleaner.

- 5c. The only positive response was from the Beach Hut Café on the 3rd April 2018. Council is asked to confirm that they wish to let the contract to the Beach Hut Café for an annual sum of £3,900. Further terms are detailed in the letter dated 21st March 2018.
- 6a. The admin assistant should by the meeting be appointed and a start date agreed. Currently there is no work station, IT equipment or telephone available. Carrerra have been asked to provide additional equipment. In addition to the above a lap top is being requested for the grounds staff. Currently there is one shared terminal for all three staff. With changes to the GDPR staff will need individual email accounts and access to systems in order for example to received pay slips. The cost of the emails domains is still not clear and is linked with the web site changes. This will be confirmed next month. The cost per month of two additional PC/lap top is £86.66+vat plus an additional telephone for the office of £15.00. This will take our monthly charge with Carerra to £500.74 +vat which is for IT equipment, telecoms and broadband. Members are asked to approve the change to the contract to allow for these additional items
- 6b. In addition to the extra equipment a work station is needed. A quote has been received from only one supplier so far to provide additional work stations, new storage and a reception area. New storage is being looked at as a way to increase space in the office. Use of the upstairs meeting room in the Hall is likely to be more limited in the future and additional work stations in the office area mean that the current meeting space is likely to be lost. It is recommended that £4,500 is set aside within the accounts to cover this liability as an earmarked reserve.
- 6c. Better use can be made of RUP the availability is slightly constrained by hirers. In short we will need to consider more carefully when and where Working Groups and Committee meet. In the latter instance the supplier has stated that the current arrangement is not DDA (Disability Discrimination Act) compliant as people with limited mobility or with buggies will struggle to get through the fire door to the counter. Once through the door there is not a turning circle. Installing a counter within the current office footprint will not overcome this issue unless the door width into the office from the public area can be substantially increased. The issue has been raised with the Manager of the HVMH and a response is pending.
- 6d. Until there is more clarity around this it is not recommended that furniture is acquired. Further quotes will be investigated to see whether better value for money can be achieved.
7. GDPR – Attached is a briefing note from SLCC (Society of Local Council Clerks) about the new provisions and the actions needed along with associated papers. We have also received advice from our HR advisors on change needed to ensure compliance. Work has already started on updating contacts but a range of new policies will be needed at the next meeting ahead of the deadline. Training for the office staff has been arranged for the 19th April 2018.
8. An additional payment has been made this month to HMRC for an earlier underpayment which appears to be around August 2016 when no payment was made. The payment was for £546.53. It is not clear why this discrepancy was not identified at the end of last year. Controls are being developed to avoid it and the Accountant is reviewing payments over the last two years to ensure that the payments to statutory bodies are correct.



21 MAR 2018

09005_1631470010<1005>_S499-PK266/1L

Hamble-Le-Rice Parish Council
Memorial Hall
2 High Street
Southampton
SO31 4JE

AccountID: 1073828
15 Mar 2018



Dear Sir/Madam,

Thanks for setting up your Direct Debit instruction with Opus Energy.

What do I do now?

We received your Direct Debit details but before we set up the payments please check we have the right information for you. The Direct Debit details we have for you are:

Account name: Hamble Le Rice Parish Council
Account number: 70978787
Sort code: 20-79-29

If any of these details are wrong please call us straightaway with the right information. If they are right you don't need to do anything - we will go ahead and set up the payments for you.

What else do I need to know?

The collections made will be made using this reference:

Service User Number: 948515
Reference Number: 1073828

Do you have any questions?

Give us a call or drop us an email and we'll be happy to help.

Yours faithfully,

Alana Spalding
Customer Service Manager

w: www.opusenergy.com t: 0843 227 2377 e: contactus@opusenergy.com

Opus Energy and Opus Energy Gas are trading names of Opus Energy Limited (Registered No: 4382246), Opus Energy (Corporate) Limited (Registered No: 05199937), Opus Gas Supply Limited (Registered No: 06874709) and Opus Energy Renewables Limited (Registered No: 7126582). Registered in England & Wales with Registered Offices at Drax Power Station, Selby, North Yorkshire, United Kingdom, YO8 8PH

HAMBLE-LE-RICE PARISH COUNCIL



Parish Council Office
2 High Street
Hamble-Le-Rice
Southampton SO31 4JE
clerk@hamblepc.org.uk
02380 453422

21 March 2018
Ref:1623cleaningcontract

Dear Sir

Since December we have been looking for a new cleaner to clean the public facilities down on the Foreshore after our cleaner left us. I have looked at replacing the former cleaner but doing that leaves periods of absence difficult to cover and we do need a 7 days a week service.

Rather than bringing in external contractors I wanted to check with local businesses in the immediate vicinity to see whether it is something that you would be interested in doing as an extension to your own cleaning regime. This has the benefit of keeping money in the local economy whilst providing an important local service and local employment.

The work entails:

Clean facilities and restock consumables each day

Undertake a weekly deep clean either Sunday afternoon or early Monday morning

Lock up the facility each day between the hours of 5pm – 7pm depending on the time of year.

Cleaning materials will be supplied.

We allocated 9 hours per week to the role although the extent of the works is very seasonal and the amount of work will vary. A schedule of cleaning will be provided and we will leave it to the contractor to decide how this is performed (except the locking up arrangements). The Council are willing to pay £3,900 per year for the contract, to be paid monthly in arrears.

If you are interested in undertaking the work can you please let me know by the 2nd April 2018. If you have any queries about it or would like to discuss it please get in touch.

Yours sincerely

Amanda Jobling
Clerk

Sent to:
The Victory
King and Queen
The Bugle
Beach Hut Café
Hamble River Sailing Club
Royal Southern Sailing Club

Clerk - Hamble Parish Council

From: Marisa Fragola <marisa.fragola@copeohs.com>
Sent: 05 April 2018 12:57
To: Clerk - Hamble Parish Council
Subject: Re: Ergonomic workstatin assessments.

Hi

Great. I think I emailed the cost yesterday. £550+mileage travel+VAT.

The service will consist of our assessor spending individual time with each of you, make resonable adjustments on site if necessary and able. A report for each individual will be provided within 10 working day advising recommendations and advice.

Kind regards

Marisa Fragola

Occupational Physiotherapist
COPE Occupational Health and Ergonomic Services Ltd
Consultants in Occupational Health, Physiotherapy and Ergonomics
Maximising Attendance & Wellbeing Through Healthy Work

Tel: 0115 925 9222 - Ext 117
Mob: 07940782768
Fax: 0115 925 2111
www.cope.co.uk COPE: 1993–2014

Monthly Health Awareness Topic
Tuberculosis

<https://www.blf.org.uk/support-for-you/tuberculosis>

<https://www.nhs.uk/conditions/tuberculosis>

<http://www.tbalert.org>

British Lung Foundation Helpline 03000 030 555

From: "clerk" <clerk@hamblepc.org.uk>
To: "Marisa Fragola" <marisa.fragola@copeohs.com>

Cc: "Assistant Clerk - Hamble Parish Council" <asstclerk@hamblepc.org.uk>

Sent: Thursday, 5 April, 2018 11:34:57

Subject: RE: Ergonomic workstatin assessments.

Hi Marisa

The 27th looks fine. I will need to get consent from Council on Monday but I also need confirmation of the cost before Monday.

I will ask Jeanette to confirm the booking next week as I am off.

thanks

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

Tel (023) 8045 3422

www.hambleparishcouncil.gov.uk

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Whilst Hamble-le-Rice Parish Council has taken every reasonable precaution to protect against infection by software viruses, we cannot accept liability for any damage which you sustain as a result of software viruses. You should therefore carry out your own virus check prior to opening any attachment contained within this email.

Any views expressed by the author may not necessarily reflect those of Hamble-le-Rice Parish Council.

From: Marisa Fragola [mailto:marisa.fragola@copeohs.com]

Sent: 05 April 2018 08:36

To: Clerk - Hamble Parish Council

Subject: Re: Ergonomic workstatin assessments.

Hi

Our ergonomist can offer the 27th of April. Does that suit you?

Kind regards

Marisa Fragola

Clerk - Hamble Parish Council

From:
Sent: 03 April 2018 16:49
To: Clerk - Hamble Parish Council
Cc:
Subject: Hamble Parish Council - Cleaning contract
Attachments: 1623cleaningcontract.docx

Amanda,

I trust you had a nice Easter Break and managed to dodge some of the downpours!

In respect of the cleaning contract (copy attached dated 21st March 2018) we would like to formally offer to commit to the 'contract' ie to apply for the contract on the basis of the terms quoted within the letter.

I am unaccustomed to this sort of thing and accordingly I am not sure of the correct procedure for applying and whether or not this email is sufficient or not.

In the event it is insufficient please be good enough to steer me in the right direction.

I think the proximity of the café coupled with the opening/closing hours of the café means that it does 'dovetail' well with our business and I am confident that not only will we be able to cope with the job but we are also on hand to deal with any unforeseen episodes/'emergencies'.

I can assure you/the Parish Council that the toilets will be maintained to the same standard as we offer within the café.

I look forward to hearing from you in respect of this matter.

Best regards

Richard & Philip Beach

Beach Hut Cafe

From:
Sent: 21 March 2018 18:46
To:
Subject: Fwd: Hamble Parish Council - Cleaning contract

Sent from my iPhone

Begin forwarded message:

From: Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>
Date: 21 March 2018 at 10:42:08 GMT
To: Undisclosed recipients;;
Subject: Hamble Parish Council - Cleaning contract

Please find attached a letter regarding the cleaning of the facilities on the Foreshore.

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

From: Membership [<mailto:membership@slcc.co.uk>]
Sent: 03 April 2018 12:08
To: Membership
Subject: Important Message from the CEO re: GDPR



Dear Colleague,

In my news bulletin of 13th March, I told you that your Society would be providing a full suite of guidance and documents relating to GDPR. We continue to discuss these issues with the Information Commissioner's Office (ICO) and our colleagues at NALC, particularly regarding the specific point of whether a clerk can, in certain cases, fulfil the role of the Data Protection Officer (DPO). Although this issue has not been resolved, I am now pleased to enclose your GDPR checklist and all the supporting documentation below.

Please note, that it does not contain advice relating to the issue of the DPO – we will update the checklist as soon as we receive confirmation from the ICO.

Colleagues from the ICO have accepted our invitation to visit some clerks to enable them to review the context of the GDPR in our sector and the opportunities and challenges associated with the role of the DPO in local councils. This will take place on 12th April and we will pass on their conclusions as soon as we receive them. For the time being, the ICO has made clear that, setting aside the issue of whether or not the clerk can act as the DPO, the following aspects of GDPR can and should be developed and implemented on or before 25th May.

ACTIONS TO TAKE NOW

1. Data audit – this is the first step towards compliance for any organisation, in essence it is the compilation of a list of the data your council holds, where it came from and who it is shared with
2. Privacy notices – you should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation
3. Policies – you should update your council's policies relating to data processing and protection so that they reflect the new requirements

The enclosed SLCC checklist and the linked documents will help you complete these tasks. While the issues concerning the DPO are still to be resolved, the ICO has asked us to advise all members that there is a firm expectation that the above points will have been completed prior to 25th May.

I will keep you advised of any further developments or communications from the ICO.

[Click here](#) to view your **GDPR Checklist**.

Kind regards,



Rob Smith

Chief Executive

rob.smith@slcc.co.uk



THE ICO CHECKLIST OF STEPS TO TAKE NOW SLCC'S ADVICE AS HOW TO PROCEED

1 AWARENESS

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

For all local councils the Council itself, as a corporate body, is the formal Data Controller, Report to the Council on its obligations. The ICO website has a useful guide (and lots of other helpful information) [here](#). SLCC's Data Protection webinars will give you a basic understanding of the GDPR. Click [here](#) to view the webinar dates.

The presentation given by the National Legal Advisor to recent Regional Training Seminars and the Practitioners' Conference can be accessed [here](#). You may find this presentation useful in explaining the issues to your Council.

Our principal sponsors, Came and Company Local Council Insurance, have also prepared a very useful summary document of GDPR as well as a helpful "10 steps to cyber security" which can be found [here](#).

The National Association of Local Councils (NALC) has published a Guide to GDPR for its member councils.

SLCC has also published Advice Notes and magazines articles covering GDPR which are available [here](#)

2 INFORMATION YOU HOLD

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

Your Society has prepared a set of model data audit schedules for different sizes of councils which will help you record all the data you hold, why you are holding it, the legal basis for holding it, whether consent is necessary and how you should be protecting it. They can be accessed [here](#).

If you are having difficulty completing a schedule for your council, the Advice Service may be able to help in general terms. Three senior members of the Advice Team are studying for the BCS Certificate in Data Protection which they hope to have completed by the end of April.

However, your Society is able to offer additional help to individual councils for a fee. If you wish to pursue this option please email consultancy@slcc.co.uk

3 INDIVIDUALS' RIGHTS

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.

Your Society has prepared a model policy to cover this, It can be accessed [here](#)

4 COMMUNICATING PRIVACY INFORMATION

You should review your current privacy notices and put a plan in place for making any necessary changes in time for the GDPR implementation.

Model privacy notices are available [here](#)

5 LAWFUL BASIS FOR PROCESSING PERSONAL DATA

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

The model data audit schedules will help you do this [here](#)

6 SUBJECT ACCESS REQUESTS

You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

A model procedure is available [here](#)

7 CONSENT

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

Model letters seeking consent are available [here](#)

8 DATA BREACHES

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

A model procedure is available [here](#)

9 CHILDREN

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

It is unlikely many local councils will be holding data relating to children but, if you think you may be doing so, please contact the Advice Service for specific advice.

10 DATA PROTECTION BY DESIGN AND DATA PROTECTION IMPACT ASSESSMENTS

You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

The key point here is minimising the risk to information privacy - the risk of harm through use or misuse of personal information.

The ICO says that some of the ways this risk can arise are through personal information being:

- inaccurate, insufficient or out of date;
- excessive or irrelevant;
- kept for too long;
- disclosed to those who the person it is about does not want to have it;
- used in ways that are unacceptable to or unexpected by the person it is about; or
- not kept securely.

The Council will have to take full account of these requirements (which can be reformulated as Data Protection Impact Assessments a draft of which can be found [here](#)), when adding to or reviewing our existing ways of working. The Information Commissioner has provided more information on this, which can be accessed [here](#) and [here](#)

11 DATA PROTECTION OFFICERS

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

As local authorities all town parish and community councils must appoint a Data Protection Officer (DPO). A member of staff can be a DPO provided they have no conflict of interest and meet the other criteria for the position. SLCC believes that in certain circumstances a Clerk to a smaller council can be the DPO. Separate guidance on this will be available later, please see the CEO's introduction for details.

12 INTERNATIONAL

If your organisation operates in more than one EU member state (i.e. you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.

This point does not relate to most local councils, except when involved in twinning events.



Data Protection or any other queries? Your SLCC Advice Team is here to help.

Our team of experienced practitioner clerks supported by specialist experts on finance, law, VAT, employment and planning are just an email or phone call away. Our service standard is to respond to your query by the end of the next working day not 48 hours.



Advice@slcc.co.uk



0845 450 6156

Data Protection Document Instructions

Consent Forms

For activities that are undertaken by virtue of being a town/parish Council you may not have to gain consent to keep personal information. However, if you are in any doubt it would be safer to obtain consent using the consent forms on the Advice Library.

If the Council has allotments but they are run by an allotment association, they will need the consent of the allotment holders and we have included one to be attached to their tenancy agreements.

If the Council has a cemetery you will need to consider any personal information within Exclusive Rights of Burial and memorial requests if they relate to a living person.

If the Council hires out any buildings, land or hosts weddings it will require consent to keep any personal information including contacts. We have included a consent form to be included with the hire agreement. You should also attach the privacy statement to the hire agreement.

If the Council are recruiting staff, it will have to consider the personal information within the application and CV. There is a consent form which can be added to application forms.

Each consent form can stipulate how long the Council will keep the information for and you must have a system in place to keep the signed consent forms. This information must be kept in a safe place as it will evidence that you are complying with the law. There is a excel spread sheet provided within the library to collate such data and it is suggested a folder be set up to store the data.

The forms can be tailored to be used for other services or functions etc. a Town or Parish Council may provide.

Privacy Notice

The Privacy Notice has been laid out in accordance with the guidance from the Information Commissioners Office. You will need to tailor it to your Council, including the Councils contact details.

You must include the Privacy Notice with any form requesting consent. We also recommend that it is put onto the Councils website.

Policies

Policies on the Advice Library may be tailored to your Council and amended or added to. The policies should be reviewed on an annual basis and if anything changes within the Council or legislation.

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 12

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Trade Debtors	5,390	0	5,390
105	VAT Control A/C	2,277	0	2,277
200	Barclays Bank A/C	84,335	0	84,335
205	Barclays Reserve Account	140,882	0	140,882
220	EBC High Interest Account	117,688	0	117,688
230	Petty Cash	87	0	87
Total Current Assets		350,659	0	350,659
<u>Current Liabilities</u>				
500	Trade Creditors	773	0	773
520	Net Pay Control	14,589	0	14,589
525	PAYE/NIC Control	4,321	0	4,321
526	HCC Pension Control	3,445	0	3,445
Total Current Liabilities		23,128	0	23,128
Net Current Assets		327,531	0	327,531
Total Assets less Current Liabilities		327,531	0	
<u>Represented By :-</u>				
300	Current Year Fund	17,828	0	17,828
310	General Reserves	174,013	0	174,013
324	EMR RUP Storage Building	17,690	0	17,690
326	EMR Cemetery Plan	5,000	0	5,000
327	EMR HYPE	10,000	0	10,000
328	EMR Allotments Plan	2,000	0	2,000
329	EMR Street Furniture	50,000	0	50,000
330	EMR Replacement Equipment	14,000	0	14,000
331	EMR Dinghy Park Improvements	7,000	0	7,000
332	EMR Mount Pleasant & RUP	30,000	0	30,000
Total Equity		327,531	0	327,531

Date 05/04/2018

Hamble-le-Rice Parish Council 2017/18

Time 14:09

Receipts and Payments Summary - Cash Book No 1

Barclays Current A/C 070978787

Current Month is : 12

	<u>Receipt Totals</u>	<u>Payment Totals</u>
Month 1	127,733.82	
Month 2	4,341.06	
Month 3	10,742.96	
Month 4	9,627.37	
Month 5	7,396.09	
Month 6	116,068.38	
Month 7	4,549.02	
Month 8	3,346.43	
Month 9	5,458.39	
Month 10	9,412.40	
Month 11	25,283.99	
Month 12	9,932.25	
Month 1		13,079.13
Month 2		25,308.54
Month 3		25,365.14
Month 4		27,645.15
Month 5		19,834.53
Month 6		18,401.12
Month 7		26,499.96
Month 8		28,809.92
Month 9		24,684.74
Month 10		19,658.67
Month 11		22,626.92
Month 12		50,715.45

Total Receipts / Payments	333,892.16	302,629.27	Balance per Cash Book	Closing Trial Balance
Opening Balance	53,071.68			
Closing Balance		84,334.57	84,334.57	84,334.57
	<u>386,963.84</u>	<u>386,963.84</u>		

Bank Reconciliation Statement as at: 03/04/2018 for Cash Book 2 Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	03/04/2018	1	87.33
			<u>87.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			87.33
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			87.33
		Balance per Cash Book is :-	87.33
		Difference is :-	0.00

I. M. O. Anderson

3.4.18

Petty cash at 3rd April 2018

Voucher

✓	£20	20.00	1
✓	£10	20.00	2
✓	£5	5.00	3
✓	£2	20.00	4
✓	£1	6.00	5
✓	50p	4.50	6
✓	20p	5.80	7
✓	10p	0.40	8
✓	5p	4.55	9
✓	2p	0.64	10
✓	1p	0.44	11
			12

87.33

I. M. Underdown

3.4.18

87.33

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 12

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Trade Debtors	5,509	0	5,509
105	VAT Control A/C	2,298	0	2,298
200	Barclays Bank A/C	84,335	0	84,335
205	Barclays Reserve Account	140,882	0	140,882
220	EBC High Interest Account	117,688	0	117,688
230	Petty Cash	87	0	87
Total Current Assets		350,799	0	350,799
<u>Current Liabilities</u>				
500	Trade Creditors	773	0	773
520	Net Pay Control	14,589	0	14,589
525	PAYE/NIC Control	4,321	0	4,321
526	HCC Pension Control	3,445	0	3,445
Total Current Liabilities		23,128	0	23,128
Net Current Assets		327,671	0	327,671
Total Assets less Current Liabilities		327,671	0	
<u>Represented By :-</u>				
300	Current Year Fund	17,968	0	17,968
310	General Reserves	174,013	0	174,013
324	EMR RUP Storage Building	17,690	0	17,690
326	EMR Cemetery Plan	5,000	0	5,000
327	EMR HYPE	10,000	0	10,000
328	EMR Allotments Plan	2,000	0	2,000
329	EMR Street Furniture	50,000	0	50,000
330	EMR Replacement Equipment	14,000	0	14,000
331	EMR Dinghy Park Improvements	7,000	0	7,000
332	EMR Mount Pleasant & RUP	30,000	0	30,000
Total Equity		327,671	0	327,671

Bank Reconciliation up to - 29/03/2018 for Cash Book No 1 - Barclays Current A/C 070978787

Date	Cheq/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
28/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
02/03/2018	Receipt		81.00	81.00		R	Receipt(s) Banked
05/03/2018	Receipt		132.00	132.00		R	Receipt(s) Banked
05/03/2018	Receipt		100.00	100.00		R	Receipt(s) Banked
05/03/2018	Receipt		60.00	60.00		R	Receipt(s) Banked
06/03/2018	Receipt		20.25	20.25		R	Receipt(s) Banked
09/03/2018	Receipt		200.00	200.00		R	Receipt(s) Banked
01/03/2018	DDMAR01	16.99		16.99		R	ID Mobile Ltd
02/03/2018	Receipt		491.75	491.75		R	Receipt(s) Banked
02/03/2018	Receipt		60.00	60.00		R	Receipt(s) Banked
05/03/2018	Receipt		35.00	35.00		R	Receipt(s) Banked
05/03/2018	Receipt		288.00	288.00		R	Receipt(s) Banked
06/03/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
07/03/2018	BTMAR30	37.76		37.76		R	Barclays Bank - Commission Cha
07/03/2018	DDMAR02	86.40		86.40		R	ALLSTAR
09/03/2018	DDMAR03	156.95		156.95		R	OPUS ENERGY
09/03/2018	Receipt		379.50	379.50		R	Receipt(s) Banked
09/03/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
12/03/2018	Receipt		66.00	66.00		R	Receipt(s) Banked
12/03/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
12/03/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
14/03/2018	DDMAE04	275.33		275.33		R	OPUS ENERGY
14/03/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
15/03/2018	BTMAR01	11.32		11.32		R	HAMPSHIRE COUNTY COUNCIL
15/03/2018	BTMAR02	46.55		46.55		R	HAMPSHIRE COUNTY COUNCIL
15/03/2018	BTMAR03	53.83		53.83		R	TMOBILE UK LTD
15/03/2018	BTMAR04	63.24		63.24		R	HAMPSHIRE COUNTY COUNCIL
15/03/2018	BTMAR05	69.52		69.52		R	TRADE UK (B&Q)
15/03/2018	BTMAR06	85.00		85.00		R	HOUND PARISH COUNCIL
15/03/2018	BTMAR07	99.99		99.99		R	JACKIE PANAKIS
15/03/2018	BTMAR08	152.40		152.40		R	CARRERA
15/03/2018	BTMAR10	246.38		246.38		R	CARRERA
15/03/2018	BTMAR11	360.00		360.00		R	ELITE LIFT SOLUTIONS
15/03/2018	BTMAR12	504.00		504.00		R	J Humphrey Associates
15/03/2018	BTMAR13	509.90		509.90		R	Alliance UK Cleaning Services
15/03/2018	BTMAR14	509.90		509.90		R	Alliance UK Cleaning Services
15/03/2018	BTMAR15	509.90		509.90		R	Alliance UK Cleaning Services
15/03/2018	BTMAR16	684.00		684.00		R	Local Eyes
15/03/2018	BTMAR17	802.68		802.68		R	GEO CROSDALE (HAVERTHWAITE) LT
15/03/2018	BTMAR18	840.00		840.00		R	DESIGN & PRINT
15/03/2018	BTMAR19	900.00		900.00		R	Ellis Whittam
15/03/2018	BTMAR20	1,020.00		1,020.00		R	TITCHFIELD TREE SERVICES
15/03/2018	BTMAR09	180.00		180.00		R	AXIS FIRE & SECURITY SERVICES
15/03/2018	BTMAR21	23.85		23.85		R	J Symes
15/03/2018	BTMAR22	233.75		233.75		R	Lisa Bradbury-knight
15/03/2018	MARTFR02	1,479.69		1,479.69		R	HMRC PAYE/Nic
16/03/2018	DCMAR01	1.09		1.09		R	Co-Op
16/03/2018	MARTFR03	2,477.94		2,477.94		R	Pension

At : 08:43

Bank Reconciliation up to - 29/03/2018 for Cash Book No 1 - Barclays Current A/C 070978787

Date	Cheq/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payer Name or Description
16/03/2018	Receipt		362.00	362.00		R	Receipt(s) Banked
16/03/2018	Receipt		259.40	259.40		R	Receipt(s) Banked
16/03/2018	Receipt		8.00	8.00		R	Receipt(s) Banked
19/03/2018	DCMAR02	40.61		40.61		R	EASTLEIGH BOROUGH COUNCIL
19/03/2018	DCMAR03	40.61		40.61		R	EASTLEIGH BOROUGH COUNCIL
19/03/2018	DDMAR07	43.56		43.56		R	SGW PAYROLL LTD
19/03/2018	Receipt		10.22	10.22		R	Receipt(s) Banked
19/03/2018	Receipt		103.00	103.00		R	Receipt(s) Banked
19/03/2018	Receipt		432.00	432.00		R	Receipt(s) Banked
21/03/2018	Receipt		441.00	441.00		R	Receipt(s) Banked
21/03/2018	Receipt		40.50	40.50		R	Receipt(s) Banked
21/03/2018	Receipt		545.00	545.00		R	Receipt(s) Banked
23/03/2018	1083	10,000.00		10,000.00		R	EASTLEIGH BOROUGH COUNCIL
23/03/2018	Receipt		420.70	420.70		R	Receipt(s) Banked
26/03/2018	Receipt		812.00	812.00		R	Receipt(s) Banked
26/03/2018	Receipt		270.00	270.00		R	Receipt(s) Banked
26/03/2018	Receipt		72.00	72.00		R	Receipt(s) Banked
26/03/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
26/03/2018	Receipt		165.00	165.00		R	Receipt(s) Banked
27/03/2018	DCMAR03	1.61		1.61		R	Co-Op
27/03/2018	Receipt		3,744.00	3,744.00		R	Receipt(s) Banked
28/03/2018	Receipt		63.18	63.18		R	Receipt(s) Banked
29/03/2018	BTMAR31	1,685.10		1,685.10		R	Local Eyes
29/03/2018	BTMAR32	23,223.60		23,223.60		R	Carters of Swanwick
29/03/2018	DDMAR05	390.04		390.04		R	SHB VEHICLE HIRE & MAINTENANCE
29/03/2018	MARDD06	16.99		16.99		R	ID Mobile Phone
29/03/2018	TFRMAR01	9.00		9.00		R	A Jobling
29/03/2018	MARTFR04	546.53		546.53		R	HMRC PAYE/NIC
29/03/2018	BTMAR24	59.50		59.50		R	Lisa Bradbury-knight
29/03/2018	BTMAR25	151.20		151.20		R	CANON UK LTD
29/03/2018	BTMAR26	152.40		152.40		R	CARRERA
29/03/2018	BTMAR27	450.00		450.00		R	AXIS FIRE & SECURITY SERVICES
29/03/2018	BTMAR28	706.80		706.80		R	DALE VALLEY TRAINING
29/03/2018	BTMAR29	759.54		759.54		R	P&R ELECTRICAL SERVICES
		50,715.45	10,669.50				

Finance Overview - March 2018

Bank Balance – main account	£84,334.57
Money in	£10,669.50
Money Out	£50,715.45
Debit card payments	£43.31
Total salaries	£0
Employer Nat Insurance	£2026.22
Employer Pension Contributions	£2,477.94
Petty cash balance	£87.33
Balance – reserve account	£141,002.42

Debit Card Payments

Co-op	£1.09
Eastleigh Borough Council*	£40.61
Co-op	£1.61

*We have difficulties paying some EBC invoices by bank transfer and have to use the debit card instead.

Employee Salaries are not shown on the statement presumably due to the Bank Holiday. Therefore two salary payments will be shown on the April 2018 statement.

Two large payments were made this month:
 £10,000 – HYPE Contribution Eastleigh Borough Council
 £23,223.60 – New Machinery Carters of Swanwick

Recommendation: To approve the additions (and their value) to the Asset Register for 2017/8

1. The Council is required to update its asset register each year (auditor's recommendation from Jan 2018). This helps the community to see where its precept is being spent when read in conjunction with the annual budget.
2. Our Asset Register was last reviewed by the AMC on 15 June 2017. Work has taken place since then to identify assets in need of replacement and this has formed the basis of our spending on projects in 2018/9 which are highlighted as earmarked reserves.
3. In terms of 2017/8 the following items were added to the Asset Register (see appendix 1). The value of these acquisitions is £61,549 exc vat. Those items under £250 will be recorded as "Accountable items". This will enable all purchases to be recorded against expenditure.
4. Members are asked to note this and they will be added to the register.
5. No items have been disposed of this year although we are in the process of starting sealed bids for the old grounds equipment. These will be added when they are sold.

Additions to the Asset Register for 2017/8

Date Purchased	Description	Serial Number	Location	Value
6/06/2017	Storage shed		College Playing Field	£35,000
	I Phone		Office	£250
	I Zettle			£75
17/11/2017	Chrome book		Cllr Philips	£170
	Lap top			lease
26/02/18	ASUS mini Projector	B0391340	Office	£380
	Optoma Pull down screen	DS 3084PWC	Roy Underdown Pavilion	£68
12/03/18	536lihe3 l/r HEDGE CUTTER	20180300259	CPF Storage shed	£289.40
	BLI200 5.2AH Battery 36V	20174888778	RUP Mess room	£178.15
	536LI HD60x h/cut shell	20180400131	CPF Storage shed	£280.95
	BLI200 5.2 AH BATT 36V	20174888780	RUP Mess room	£175.59
	BLI200 5.2 AH BATT 36V	20174888933	RUP Mess room	£178.65
	HAND HELD CHAINSAW 536LIXP	20180800175	CPF STORAGE SHED	£312.64
	BACKPACK BATTERY BLI 940X	20172306206	RUP MESS ROOM	£864
	536LI HD60X H/CUT SHELL	20180400130	CPF STORAGE SHED	£255.60
	BATTERY CHARGER QC330	20173716184	RUP MESS ROOM	£71.24
	BATTERY CHARGER QC330	20173761191	RUP MESS ROOM	£71.24
	BATTERY CHARGER QC500	20173812427	RUP MESS ROOM	£94.80
	BATTERY CHARGER QC330	20173716187	RUP MESS ROOM	£71.24
	536LILX LOOP B/CUTTER SHELL	20174100625	CPF STORAGE SHED	£247.20
	536LILX LOOP B/CUTTER SHELL	20174100639	CPF STORAGE SHED	£247.20
	536LI RX COWHORN HANDLED STRIMMER	20174900013	CPF STORAGE SHED	£259.20
	536LI RX COWHORN HANDLED STRIMMER	20174900011	CPF STORAGE SHED	£259.20
	F3090 POWER UNIT	11218	CPF STORAGE SHED	£14370.00
	60" REAR DISCH DECK F SERIES	61301	CPF STORAGE SHED	£2862.00
	LIGHTING KIT F80S	No S/N	CPF STORAGE SHED	£324.00
	BEACON KIT F80S	No S/N	CPF STORAGE SHED	£144.00

	HUSQVARNA 540IBX BLOWER	Not arrived yet	CPF STORAGE SHED	£339.60
	MASPORT 500 AL PUSH MOWER	8132678	CPF STORAGE SHED	£442.80
	MASPORT 500 AL PUSH MOWER	8132668	CPF STORAGE SHED	£442.80
	MASPORT 500AL PUSH MOWER	8132671	CPF STORAGE SHED	£442.80
15/9/17	Playground spares		Avro court, MP, Bartletts field	£387.40+vat
20/9/17	Racking		CPF storage building	£114+vat
20/9/17	Racking		CPF storage building	£114+vat
20/9/17	Hazardous substance cupboard		CPF storage building	£285+vat
1/11/17	Chainsaw safety clothing		RUP mess room	£333.73+vat
7/11/17	Pallet forks		CPF storage building	£151+vat
7/11/17	Light duty Christmas lights		RUP	£235
29/11/17	Heavy duty Christmas lights		RUP	£458
8/2/18	Swing spares		Bartletts field	£303.36
Total				£61.549

MINUTES OF THE ASSET MANAGEMENT COMMITTEE

TUESDAY 3rd APRIL 2018

PRESENT:

Councillor Schofield, Thompson and Underdown (Chair)

Apologies for absence were received from Councillor Cross and Woodall

RESOLVED ITEMS

01. MINUTES

The last meeting of the Committee proposed by Cllr Underdown, seconded by Cllr Thompson and agreed.

02. PUBLIC PARTICIPATION No public representation

03. DECLARATIONS OF INTEREST

Cllr Underdown – Foreshore and Dinghy Park

04. HAMBLE VILLAGE MEMORIAL HALL

The Clerk outlined the existing two agreements in place for the office accommodation and the car park and the ongoing review process. The Clerk also highlighted the recommendations from the furniture consultant about the limitations of the current arrangement in meeting the DDA requirements and the need for a wider unobstructed reception area. It was agreed that discussions should continue with the management and trustees.

On the renewal of the parking license it was agreed to approach the Hall about extending the usage of the space to include users of The Mercury and to reflect the siting of the porta cabin.

It was proposed by Cllr Underdown and seconded by Cllr Schofield and RESOLVED TO

- (1) Approach the HVMH to improve reception facilities compliant with DDA**
- (2) Explore of the use of the car park for users of The Mercury.**

05. TREE SURVEYS

Members noted the surveys and the role of grounds staff in dealing with a number of the actions. The sites would be re-inspected and any outstanding works notified to EBC for placing through their framework arrangement. The reports were welcomed and noted.

5. EE LICENSE

The clerk highlighted the impact of the new telecoms regulations in terms of the existing project and the likely reduction in fee income if the matter proceeds. Members noted progress.

6. VALUATION OF LEASE

An email from the Valuation Office was circulated setting out the process and potential cost of a valuation exercise on the Beach Hut Café. The Clerk highlighted the difficulties on appointing a Chartered Surveyor and although the cost was high felt that appointment of a government agency would give comfort that the process was being handled appropriately.

It was proposed by Cllr Thompson and seconded by Cllr Schofield and RESOLVED TO

- (1) Appoint the Valuation Office to reassess the value of the Beach Hut Café as a midterm review taking account of the recent changes to the lease conditions. The cost of the work is estimated at £2,400 plus VAT. If negotiations are required it will be charged at a rate of £95 per hour plus VAT.**

7. HAMBLE LANE BENCH

To note progress with its replacement once other benches are removed.

8. ASSET REGISTER

The Clerk highlighted the need to update the AR with this year's updates. A list of new acquisitions and those items that have been removed from the register will be included at Council. Agreed a process for the disposal of surplus grounds equipment (see 12 below). The changes would then be added to the master document.

9. FORESHORE

The minutes of the DPWG were noted and the committee was updated on a number of issues including the lead in time for the replacement ladder of up to 16 weeks.

It was proposed by Cllr Thompson and seconded by Cllr Schofield and RESOLVED TO

- (1) Accept the quote provided by Walcon Marine Ltd for the replacement of the ladder on the Southern Quay at a cost of £2,800 + Vat.**

10. TOURNAMENTS

The Clerk highlighted the two proposed tournaments scheduled for later in the summer and the terms agreed. It was decided to use this as the benchmark for future events and to actively promote the site based on these costs/conditions.

11. BARLETTS FIELD PLAY REPLACEMENT

A further proposal was pending from a supplier and a programme for the consultation was needed. The aim should be from the consultation to be able to work up a specification that could then be used for tendering. This would include aspects such as the post installation inspection, financial security etc.

12. DISPOSALS

The Head Groundsman highlighted the offer for the sit on mower of £4,000 from TH White. It was agreed to accept this and to sell the other equipment by sealed bids.

It was proposed by Cllr Underdown and seconded by Cllr Thompson and RESOLVED TO

(1) Sell the sit on mower model HR3300T to T H White for £4,000.

(2) Dispose of the other equipment by sealed bids

13. ELECTRICAL WORKS – MESS ROOM

Agreed the works to install additional charging points in the mess room and accept the quote from P&R Electricals.

It was proposed by Cllr Thompson and seconded by Cllr Schofield and RESOLVED TO

(1) For accept the quote for works from P&R Electrical Services for the sum of £251.23 + VAT

Meeting closed 11:55am