

Hamble-le- Rice Parish Council

COUNCIL MEETING



Monday 12th March 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	Mercury Old Boys	Captain Parsons Chair of the MOB and Mike Ball and Trevor Johns	Supporting letter
b	Coronation Parade – public Art update and brief		Verbal update
c.	Hamble Parish Priorities 2018/9		Supporting Papers
d.	Community Governance Review – Changes to Parish Boundary with Hound Parish Council		Verbal update
e	Update on Youth Provision	Cllr Schofield	Supporting report
4.	Committees, Working Groups and Clerks report	Recommendations	
a	Asset Management Committee	a) To recommend to Council the replacement of Bartletts Play area subject to a competitive tender exercise. As part of the replacement to seek Financial Contributions from the Local Area Committee. b) To ensure 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 c) To allocate £100 to establish the Friends of Westfield Common Group led by Cllr Cross	
b	Communications Working Group	a) Switch our web site hosting to HugoFox and end our existing contract with Vision ICT in May 2018.	

		b) To note the process for the new logo and await further updates c) To note the new style and form of written communication d) To comment on the proposals for an annual Z card publication and changes to the format of the parish magazine to a single monthly news sheet	
c	Finance Working Group		Supporting report
d	Clerks Update		Supporting Report
4.	Resources and governance		
	Payments, reconciliation and account information.		Supporting reports
	Review and adopt Standing Orders Financial regulations Finance Risk Assessment		Supporting reports
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	Job evaluation process		Papers circulated to the last meeting

Clerk



Date

7.03.18

HAMBLE-LE-RICE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 12TH FEBRUARY 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 J Dajka
Cllr D Phillips
Cllr A Thompson
Cllr I Underdown

In Attendance

Mrs A Jobling – Clerk to the Council
Mrs J Panakis – Minutes Secretary
Mr Matt Blythe – Local Area Manager (LAM) Eastleigh Borough Council
Mrs Paula Sanderson

To Receive Apologies for Absence

53/21/18 Apologies for absence were received from Cllr G Woodall, Cllr M Cross, Cllr D Rolfe, Cllr S Hand and Mrs J Symes (Assistant Clerk to the Council).

The Council then held a minute's silence in honour of an past member and past Chairman of the Parish Council, Mr Bill Harris, who had died recently.

Declaration of Interest

54/21/18 Cllr Cohen declared a dispensation relating to membership of the Royal Southern Yacht Club. Cllr Dajka declared an interest in the Royal Southern Yacht Club. Cllr Underdown declared dispensations relating to the Foreshore and Dinghy Park and the River Hamble.

To Accept the Minutes of the Council Meeting held on 22nd January 2018

55/21/18 The following errors were to be rectified: Item 39/12/18, 4th line – the numbers “2 or 3” were struck from the record. Cllr Underdown drew attention to the fact that from the bottom of page 4, through to page 5, his name had been erroneously typed as “Underwood”. Cllr Schofield proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Minutes of the Council meeting held on 22nd January 2018 were accepted as a true record. The Minutes will be signed by the Chairman when the amendments have been completed.

To Accept the Minutes of the Council Meeting held on 8th January 2018

56/21/18 The necessary corrections to these minutes had been made. Cllr Underdown proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the Minutes of the Council meeting held on 8th January 2018 be accepted as a true record. The Minutes were then signed by the Chairman.

Public Session

57/21/18 No issues were raised by the members of the public in attendance.

Chairman's Signature: Date:

Community and Partnership

58/21/18 Mr Matt Blythe Local Area Manager: Update on Eastleigh Borough Council led Projects

Hamble Library and Community Hub The construction of the building was well underway, completion anticipated by the end of May. Discussions had been held with representatives from Barclays Bank who have agreed to assign some staff time to helping set up IT services in the building. An operational model for this project had not yet agreed and it was suggested that visits be made to other similar projects in Botley and West End to ascertain how they used their facilities. The Borough Council hoped that the Parish Council would run the facilities: Cllr Cohen expressed concern about this assumption as the Parish Council had no budget for this extra responsibility.

At present there were a number of parishioners who had volunteered to run the building as a library. Hampshire County Council have agreed to supply 'old stock' books to the facility, but have declined to make it a proper library. They had, however, offered some consultancy advice on this aspect of the project and there was a possibility that the building could be stocked with shelves from a County library which had been decommissioned or refitted.

Councillors requested that an opening date should be set in liaison with the Parish Council, as training of volunteers would be necessary and it was unlikely that the building would be operational before the summer school holidays. Important details such as responsibility for opening and closing the building still had not been decided. As there were so many aspects still to be agreed, the Council asked that any announcements about the project in the Borough News only reported progress on the building itself, and not how it was going to be used.

Coronation Parade Work had begun on the Coach Road parking spaces – there would only be 4 as following safety advice from Hampshire County Council Highways. The raised table proposed at Kings Avenue no longer was part of the works, owing to the discovery of major drainage problems prohibiting construction. Engineers from British Telecom and Virgin Media were awaited to do their work, and once this had been done, the parking areas could be completed. Road Safety Audits were also required before the work could be put out to tender and contractors appointed. With regard to the public art in the area (decorative railings), meetings had been held with a contractor and initial designs were expected shortly: there would be consultation on the choice of design. It was anticipated that all work at Coronation Parade would be completed by the end of May.

Youth Services There is a new initiative to engage with Youth Options to carry out youth services in the area. At this stage it is not known what the costs will be and what the financial contribution will be required from each Parish Council. The Clerk commented that she hoped that the organisation would be able to provide something other than just outreach in the Hamble area and that a programme of events for young people could be organised during the summer months. The Clerk and the Chairman were invited to a team meeting on the 6th March where this would be discussed.

Gun Placement The placement on which the gun is located has been badly undercut by erosion from the sea, within a very short period to time. Eastleigh Borough Council has erected a fence around it to make the placement safe: due to the requirements of Natural England and Historic England, this procedure required the presence of an archaeologist whilst it was being done. Any work on the placement also has to be agreed with these two organisations: initial estimates for repair work is in the region of £50,000. The Strategic Maritime Study on Coastal Erosion suggests

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that this problem is likely to occur over and over again. LAM agreed to establish the regulatory position regarding repairs with Historic England and Natural England before considering the problem further.

Hamble Station Car Park Cllr K House is in discussion with the Police with regard to access to any proposed car park at Hamble Station. Access would be viable through the Police road but permission for access across the Police land still needs to be determined. Councillors emphasized the importance of this car park in reducing traffic on Hamble Lane and further up into Bursledon and the Windhover roundabout. LAM agreed that this project was important and said he would seek feedback from the next team meeting when green projects in the Borough would be discussed.

Local Area Priority The Clerk said that there was an emerging Community Plan from the WeRHamble survey which identified areas where more play provision was required. In addition, there was a recent safety inspection of play equipment at Bartlett's Field which has revealed that urgent work is required, estimated at £55,000. This needs to be sorted quickly in order to make use of developer's contributions. Mount Pleasant is also high on the list and there are similar projects coming out from the Survey and Plan. LAM said that there was a meeting on the 6th March where funding for some projects would be agreed: there is money available for play equipment.

Speed Awareness Map There is a programme of speed limit reminders which is being coordinated by Local Engagement Officers in the Borough Council. Any specific areas the Council identify for this programme should be communicated to LAM and he would pass the information onto the Engagement Officers. The Clerk requested that these officers attend a future Parish Council meeting to inform the Council of their community role.

Mr M Blythe left the meeting at 8.56 pm

59/21/18 Tree Policy Mrs Paula Sanderson introduced the Tree Management Policy and Guidance for Residents. There was one small alteration to page 9, 1st line, 2nd paragraph: which should read: "Neighbours of Hamble Parish Council are required to contact the Council" (replacing "requested" to contact the Council. Cllr Cohen thanked Mrs Sanderson for the work she had done for the Council in developing this Policy. Cllr Underdown proposed, Cllr Dajka seconded, all agreed, and IT WAS RESOLVED that the Tree Management Policy and Guidance for Residents be approved.

CLERK

60/21/18 Refilling of Plastic Water Bottles Cllr Cohen said that she hoped that the business community would engage with this initiative, displaying window stickers to alert visitors where they could refill their water bottles. In the future the Parish Council would look towards getting sponsorship for the provision of water fountains in areas such as the Foreshore, The Square, Coronation Parade and the Railway Station where bottles could re-refilled. The Clerk had spoken to Southern Water about this suggestion and they had reported that in the future they hoped to put in public water points in various locations and was keen to liaise with the Parish Council on the initiative. This initiative would be promoted from 2 aspects: the health benefits of staying hydrated and the reduction of plastic waste in the marine environment. Cllr Schofield proposed, Cllr Phillips seconded, all agreed, and IT WAS RESOLVED that the Council recognised the increasing concern about plastic in the marine environment and Hamble's iconic status as a visitor and sailing centre, the Council would encourage the reduction in the use of plastic bottles by initially encouraging businesses in the Parish to refill bottles and in the longer term, where possible and

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with the help of appropriate bodies, to provide water bottle filling facilities across the Parish.
CLERK

61/21/18 Hamble River Valley Forum A report had been submitted by Cllr Underdown: this was noted.

62/21/18 Withdrawal of the 2008 Hamble Village Plan The proposal to withdraw this plan was discussed. Cllr Cohen commented that the summary of key considerations from the WeRHamble consultation would be developed into a Plan.

Cllr Underdown proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the Council agreed the guiding principles for the emerging full plan be brought back to the next meeting along with details of the Council's Policies.

CLERK

Feedback from Committees

63/21/18 Asset Management Committee Cllr Schofield proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the following recommendations of the Asset Management Committee be accepted by the Parish Council:

- (1) The Adoption of the Biodiversity Strategy and Action Plan, and to identify immediate actions.
- (2) To adopt a new policy on the placement of commemorative plaques on memorial benches via a short Task and Finish Group
- (3) To set a 10-year limit for new and existing plaques
- (4) To set a fee of £350 per plaque with a maximum of 5 per bench
- (5) Terms and Conditions be reported to the Council
- (6) To purchase the new equipment as recommended in the Groundsman's report at a cost of £19,353 plus VAT in this financial year
- (7) To proceed with the cheapest quotation for the electrical works required to provide sockets in the sports pavilion changing rooms for the cleaners' equipment – Extra sockets £298.31 plus VAT, emergency lighting £632.95 plus VAT.

CLERK

64/21/18 Dinghy Park Working Group Cllr Cohen gave a verbal report of this meeting. The request from Hamble River Sailing Club for a 10% discount was declined. There was concern about the slipperiness of the slipway with overgrowth of marine algae and how this could be cleaned. A further meeting is scheduled with Dinghy Park Users. The proposed Terms of Reference for the Working Party would be submitted to the next meeting of the Parish Council for approval.

65/21/18 Personnel Committee

Cllr Underdown proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the following recommendations of the Personnel Committee be adopted:

- (1) That annual pay is on a Pay Point, rather than a Salary Grade
- (2) That staff are rewarded for performance linked to the appraisal process
- (3) Where staff are at the top of the pay grade, to consider the use of a single performance payment to reward achievement
- (4) That the Clerk is authorised to produce a list of priorities for 2018/19 to enable appraisals to take place.

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- (5) To appoint an Admin Assistant on the Job Description provided on flexible terms and on the NALC pay scale LC1 (18-22).
- (6) Recruitment to include Cllr Underdown as the Chair of the Personnel Committee, the Assistant Clerk and the Clerk

66/21/18 Festive Lighting Working Group The Clerk confirmed that Eastleigh Borough Council were installing electrical sockets in their revamp of Coronation Parade, thus the Parish Council only needed to supply lights there. Concern was expressed about asking residents if they wished to see the Christmas tree moved to The Square, as many problems had already been identified in making this change which meant that the estimated cost of re-location had been prohibitive as it involved digging through various utility systems. Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Council would consult the Parishioners on this matter via a survey on the web site and that the Clerk, together with Cllr Phillips, would meet to draft an appropriate wording to this **CLERK**

67/21/18 Planning – Terms of Reference The Clerk highlighted that in Item 8 the number of committee members should read “4 members”, as it was not clear that the No 5 had been struck through. Cllr Underdown proposed, Cllr Cohen seconded, all agreed, and IT WAS RESOLVED that the circulated Terms of Reference be adopted by the Parish Council, with the aforementioned amendment of the number of committee numbers **CLERK.**

Governance, Risk and Finance

68/21/18 Payments for Approval The Clerk said that all documents concerning the monthly finance reports would be presented to the Council in a folder in the future, which Councillors were free to peruse. The Council asked that there be 2 folders available at the meetings. There are issues with the computer report on National Insurance and Pension Contributions and this is being resolved by the Council’s new accountant. The Auditor observed that in the list of the month’s payments did not include direct debits and that some payments to Eastleigh Borough Council had to be made by debit card: this information would be provided in future for the Council. Cllr Schofield proposed, Cllr Phillips seconded, all agreed, and IT WAS RESOLVED that the payments listed be approved. **CLERK**

69/21/18 Petty Cash Reconciliation Report This had been signed by Cllr D Rolfe and reconciled to £87.33 for the month of January 2018.

70/21/18 Bank Reconciliation Report The bank account reconciled to £122,460.70 for the month of January 2018: Cllr Schofield signed off the report and the bank statement. The Saving Account balance was noted at £140,932.15 and signed by Cllr Schofield

71/21/18 Hampshire County Council – Changes to Pension Employers Policy A consultation document had been received and the Clerk commented that this was a lengthy document requiring specialist knowledge to fully comprehend. It appeared that the main aspect that would cause concern was that if the County Council admitted businesses which were financially unsound, any deficit in the pension fund would have to be covered by the other members. Cllr Cohen proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the Parish Council’s responded to the consultation saying that they would want Hampshire County Council to ensure no organisation be admitted to the Pension Fund that was financially

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unsound in order to maintain the security of the pension scheme. In addition, the Parish Council were not experts in the field of pension funds and were thus not in a position to fully comment on the consultation. **CLERK**

72/21/18 Mid-Year Audit Report The Auditor had made a series of recommendations and the Clerk had provided a commentary to them. The Clerk highlighted the comments on the Register of Members' Interests and asked for completed form to be passed to her by 16th February, so they could be published on Parish Council's website. Cllr Schofield proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Mid Year Audit report was agreed. **CLERK**

73/21/18 Health and Safety RIDDOR Report The Council had submitted a report to the Health and Safety Executive following an injury to a member of the ground staff. Cllr Underdown proposed, Cllr Schofield seconded, all agreed, and IT WAS RESOLVED that the Council:

- (1) Noted the RIDDOR report and the lessons identified in the report
 - (2) Agreed to a day bespoke consultancy at the cost of £750 plus VAT to identify and assess the risk of a range of work activities
 - (3) That the Asset Management Committee consider the use of CHAS approved contractors for future work
- CLERK**

Planning

74/21/18 F/18/82322 *Construction of 200 no. dwellings with associated public open space, landscaping, roads, drainage and diversion of public footpath No 1 with associated access from Bursledon Road and vehicular link to land to the south, and laying out of new Country Park. (The development is contrary to the development plan and affects a public right of way). Land south of Bursledon Road, Bursledon, Southampton SO31 8EY.*

Cllr Dajka proposed, Cllr Thompson seconded, all agreed, and IT WAS RESOLVED that the Council expressed concern that this development would create more traffic pressure on Hamble Lane and Windhover Roundabout, although the Council recognised the efforts made to ameliorate this. The Council were thus opposed to more development along Hamble Lane. **CLERK**

75/21/18 T/18/82306 *Oak – prune from neighbouring house roof by 1.5m, clear away from electric cables and remove stubs at 28 Satchell Lane, Hamble-Le-Rice, Southampton SO31 4HH.*

Cllr Underdown proposed, Cllr Dajka seconded, all agreed, and IT WAS RESOLVED that the Council requested that the minimum of work be done and the decision be left to the arboriculturist. **CLERK**

76/21/18 T/17/81834 *T1 and T3 Yew Trees – overall reduction of between 2-3 m with a 1.5-2.5 inch branch diameter. T2 Cherry Tree – fell at land adjacent to 14 River Green, Hamble-Le-Rice, SO31 4JA.*

Cllr Underdown proposed, Cllr Dajka seconded, all agreed, and IT WAS RESOLVED that the Council requested that the minimum of work be done and the decision be left to the arboriculturist. **CLERK**

Clerk's Report

77/21/18 The Clerk highlighted several items in her report. Item 2: a new electricity Contract had been negotiated by the Assistant Clerk and resulted in a financial saving – all documents concerning this had been circulated and the contract was agreed. Item 4: the Council had received a communication from Red Rose, a local Southampton charity, requesting use of Hamble Parish Council's pitches for a football tournament in May/June. Item 5: a meeting organised by St Andrews at the Hamble Village Memorial Hall concerning Carols in the Square – Cllr Thompson volunteered to attend this as a representative of the Parish Council. The Clerk's Report was noted.

CLERK

78/21/18 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: Personnel Committee – Restructure, Job Descriptions and Job Evaluation

The meeting closed at 9.17 pm.

Chairman's Signature: Date:

HAMBLE-LE-RICE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 12TH FEBRUARY 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 J Dajka
Cllr D Phillips
Cllr A Thompson
Cllr I Underdown

In Attendance

Mrs A Jobling – Clerk to the Council

78/21/18 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.

79/21/18 Personnel Committee – Restructure, Job Descriptions and Job Evaluation

Council considered the papers and the proposed recommendations from the Personnel Committee but felt that due to the low attendance the matter should be deferred to the next meeting for consideration.

The meeting closed at



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Yeovil
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david.a.parsons@btinternet.com

Ms Amanda Jobling
The Clerk
Hamble-le-Rice Parish Council
Memorial Hall
2 High Street
Hamble-le-Rice
Southampton
SO31 4JE
clerk@hamblepc.org.uk

5th March 2018

Dear Ms Jobling

Training Ship *Mercury* model

As you will know from Kate Dawes, we will attend your next Parish Council meeting on 12th March. This to offer to gift the model of our old training ship to the village at the end of this year. I will be bringing the model with me so that the members of the Council will have an opportunity to see it.

The Training Ship *Mercury* was situated in Hamble between 1892 and 1968. During its history, it trained around 5,000 boys, many of whom joined the Royal and Merchant Navies. Some reached very senior positions including admirals and masters of ships such as the *Queen Mary*. Many sacrificed their lives in two World Wars. One of the captains of *Mercury* was C B Fry, one of Britain's most famous cricketers. His influence brought about visits to Hamble by people such as The Prince Of Wales (the future King George VI) and Sir Winston Churchill. The last President was Earl Mountbatten of Burma.

The original site of school, on Satchell Lane, is now covered by residential housing. Nonetheless, during most of its history the most notable feature was the hulk of a former Royal Navy sloop, HMS *Gannet*, now restored in Chatham Historic Dockyard. Before her arrival at Hamble her masts were removed and an extra-enclosed deck added. She was loaned to the school at the behest of Churchill when he was First Lord of the Admiralty in 1914 and is fondly remembered by generations of her ex cadets and many of the older residents of Hamble alike.

The *Mercury Old Boys Association* commissioned one of our members, a semi-professional model maker, to build a scale model of her in her time at Hamble. Due to the reducing numbers of ageing members, the Association is to formally disband this year. We would therefore like much of our

ephemera to be donated to Hamble, as the home of our old school. The trophies are to be given to the local Sea Scouts. (Lord Baden Powell began the Sea Scout movement at *Mercury* in 1909).

The Association would like to offer to gift this magnificent model to the village on condition that it can be displayed and is reasonably accessible to visitors. We understand that there is a library and community hall currently being established in the village and hope that it might be displayed there. It is in a tailor made glass case, the dimensions of which are: length 1070mm; width 360mm; height 355mm. It is not currently insured but we have placed a nominal value of £1,000 on it (unless it was sold, valuation is near impossible!). In addition we would also like to offer, for display, a silver plated model of a cadet in uniform. This stands about 370mm high. The only caveat we would place on these gifts, if they are accepted, is that if Hamble PC wishes, in the future, to dispose of them, they should be offered, at no charge, to a maritime museum (in order of preference 1. Chatham Historic Dockyard; 2. Southampton; 3. National Maritime Museum, Greenwich).

We very much hope that the Parish Council will feel able to accept and displays these items and look forward to hearing from you.

Yours sincerely

David Parsons

Captain D A Parsons MNM MNI, Chairman

Council

12.03.18

Update on Coronation Parade

Recommendation: to accept the artist brief for Coronation Parade railings

The Council has received the following from EBCs public art lead. The document sets out the brief for Public Art at Coronation Parade and the programme for the next steps.

The recent consultation event attracted over 100 responses with the Seagull design coming out as the firm favourite.

Further work is being done to analyse the responses before a final decision is taken by the Local Area Committee at its next meeting.

Members are asked to confirm whether they are happy with brief and in particular whether a member wishes to be on the Public Art Steering Group rather than the Clerk?

Artists brief: Coronation Parade, Hamble

Client representative; Mark Ellison, Eastleigh Borough Council tel 02380683853

Background

Coronation Parade is a small parade of shops with flats above on Hamble Lane, Hamble-le-Rice. It is at the gateway of the village and highly visible to locals and visitors. It comprises convenience stores, a post office, takeaways and other services. Executive power within Eastleigh Borough is devolved to a series of local area committees (LAC's). The committee is comprised of Borough Councillors. As well as the LAC we are working with Hamble Parish council. Hamble parish have made a financial contribution to the wider improvement project (although not the public art which comes from planning gain monies). The relevant local area committee has a long held desire to improve the appearance of the parade and the wider Coronation Parade regeneration is their project in terms of political oversight.

The oversight of the public art project element will be via a public art steering committee, which we anticipate will be comprised of an elected member from the LAC, Hamble parish clerk, Matt Bythe (EBC officer and local area manager) and Mark Ellison (EBC officer and co-designer of the wider project and project manager for the public art element).

Project Objectives

Deliver a public art scheme that;

- Utilises decorative railings (and benches) to further enhance the visual impact of improvements to the Parade.

- Engages with the local community and specifically the Parish Council, through the process of the public art's creation, increasing community spirit and ownership over the finished works.
- Enhances the public realm, making it a safe, accessible and inviting place.

Further project details

The railings will sit along the top of a new retaining wall which is being built to increase the area of useable public realm to make room for features such as seats, bins and trees. As such the railings have a primary purpose as a safety barrier, so need to be a minimum height of 1.1m above the wall top. This is a minimum and short sections could be considerably higher if this fits with the artistic purpose. Indeed, it is important that where practically possible, parts of the railings are clearly visible to traffic on Hamble Lane over the top of the parked cars that will be located in front of the wall.

The length of the main three sections of railing on the retaining wall is 30.5m. There is also a short section (about 6m long) in front of the Co-op store and this should also be replaced. Removal of the existing railings will be carried out by the main contractor. Please refer to drawings numbered EC.01592.001 and EC.01592.002.

The commission includes the design, fabrication and installation of two free-standing benches. These should be 1.7m long (external dimension) and have suitable steel flanges so that they can easily be set in concrete foundations, where the top layer of the concrete is set beneath the main paving material.

The minimisation of future maintenance costs is a very high priority. Marine grade galvanised and painted mild steel will be acceptable. The artist will need to supply the project manager with a maintenance schedule for approval by the LAC.

The wider construction project will be delivered by a contractor yet to be appointed.

Artist's role

The artist's role will be to design, fabricate and install the railings and two free-standing benches with backs and arms. The benches are to be 1.7m long.

The artist will be required to provide regular photographic and written updates throughout the project that can be made publicly available if required.

Budget

£22,000, inclusive of all the artists cost and installation.

Project deliverables (Products)

- Detailed project schedule
- Three costed concept designs
- Detailed design
- Method statement and risk assessment for artwork installation
- Public art scheme installed at Coronation Parade as described in this document
- Maintenance plan to look after the art work long-term
- Attendance at an event to unveil the work to the public and create positive PR about the work, the artist and Eastleigh in general.
- Photographic record of the project
- Insurance at all levels

Themes

Theme 1; Things that are in the air- gulls, planes.

Theme 2; Something abstract based on a natural theme?

Theme 3; The artist to also come up with a third theme.

Programme

19th Feb initial sketch designs submitted, together with outline maintenance schedule.

The public consultation will run for 1 week. From Monday 26 February to Monday 5 March

22nd 23rd March LAC meeting , decision about what design to go with.

11th April design freeze and commencement of fabrication.

23rd May 2018 installation during week after that date (subject to main contractor programme).

Late June- event to celebrate completion of wider project, including public art

Materials

The railings should be forged from marine grade galvanised mild steel. The bench design should reflect the design of the railings and be made of the same materials, unless the public art steering group advice that the council is happy to maintain, and would prefer an element of hardwood timber. In that case, EBC can advise on a sustainable source of very durable second hand tropical hardwood.

Project extension

Should there be a budget surplus (for example if the material selected is mild steel, rather than stainless steel) then the artist will design and fabricate two benches, with backs and arm rests. The benches should be 1.7m long (external dimension) and have suitable steel flanges so that they can easily be set in concrete foundations, where the top layer of the concrete is set beneath the main paving material.

Assuming that the artist decides to accept

The decision about whether to include the benches will be made once the artist has produced sketch designs and cost estimates for the railing.

Agenda item 3c

Projects and priorities for 2018/9

The Councils potential list of projects is set out below. The come from a variety of sources and have differing levels of expectations to deliver. Staff resources are not sufficient to deliver all of these projects and as a result they need to be prioritised and once agreed form part of the staff appraisal process.

Those that are shaded red are projects that the Council has to do or support either for statutory reasons, they form part of the council responsibilities or failure to do them would result in reputational damage. Those shaded orange are projects that need to be done to support other projects or is a safeguard/manages risk.

From the non-red/orange items Members are asked to identify their top five most important projects for the meeting.

	Project	Stages	Timescale	Priority Must do, High, Medium, Low	Reason
Governance	End of Year Accounts		March - May	Must do	Statutory
	Review of Core documentation		March	Must do	Statutory
	End of Year audit		May	Must do	Statutory
	Statement of Accounts		May -July	Must do	Statutory
New requirements	General Data Protection Act	Undertake Audit Update systems to ensure compliance	April - May	Must do	Statutory
	Change Payroll provider	Transfer information across to new provider	March - April	High	Cost effective and improve information
Health and Safety	Complete the H&S actions from the Audit		Ongoing	High	
Community Information	Review the Parish Magazine			Medium	Cost/community benefit
	Explore a Z directory for			Low	Community

	residents each year		By end of May	High (notice given)	benefit
	Transfer website to new provider	Transfer old information and edit Reload new information Set up Planning Portal Install ecommerce option Email alerts		High (notice given)	Cost and improve service (planning portal and usability)
	Develop an area approach to the Councils key assets	Identify key locations in village Upload area sensitive information – trees, Biodiversity information etc Explore the use of space in the Community Hub to publicise information Phase 2 Community Orchard		Medium	Community Information
Community	Publish a draft Hamble Plan based on the We R Hamble responses	Identify key work streams and projects: Business Environmental Planning, Infrastructure and highways Comms Waterfront and foreshore Social	May	High	Prior commitment, Core strategic document, used to secure funding.
	Library and Hub	Agree a list of potential services and identify people to run	April	High	Reputational

		<p>them</p> <p>Understand the equipment requirements and order kit</p> <p>Bring together volunteers and identify gaps where specific skills might be needed</p> <p>Establish a working group with EBC to agree an operating agreement</p> <p>Identify a timetable from hand over to opening</p> <p>Arrange training for volunteers</p>	<p>April</p> <p>April/May</p> <p>May/June</p> <p>June</p> <p>June</p>		
	Christmas festivities	<p>Explore the reposition of the tree in the Square</p> <p>Community Tree dress</p> <p>Ensure Coronation</p> <p>Parade lighting is addressed</p> <p>Purchase trees locally</p> <p>Champion support f from Business community</p>	Sept - Dec	Medium	Reputational
	Plastic reduction	<p>Annual Parish Meeting – launch event</p> <p>Local Area Committee</p> <p>– propose as a project</p> <p>Formalise the</p>	<p>April</p> <p>May</p>	High	Cross cutting

		partnership with Business Explore the provision of water fountains WW1 centenary	Summer		
	Youth Provision	Work with Youth Options to develop a local service based on outreach around ASB and youth diversion	April onwards	High	ASB a community concern
	Relocation of Folland Cricket Club	Agree legal agreement for the relocation of HCC Scope out the changes needed to support the move.	??	??	
	Markets and events	Ensure events are correctly managed and documentation in place. Increase the use of the foreshore for community events	Throughout year ??	High Low	WE R Hamble
Planning	Respond to Reg 19 consultation		May - July	High	Statutory consultation
	Housing Needs Information	Assess information already available Identify gaps and options for addressing the Gaps Decide whether a consultant is needed to undertake the work	July	Medium	Supports the new Hamble Plan
	Planning Principles	Set out what the role of the Parish Council is	June/July	Medium	Supports the new Hamble

		in Planning issues Review EBC information on housing needs, area character appraisals. We R Hamble Survey and other published data to agree some key principles			Plan
		Consult with the community on them			
	Large Planning Applications	Preparation for GE/MDL applications as exceptional council meetings	Unknown		
Projects	Feasibility work for RUP/Mount Pleasant	Explore options with YMCA regarding their community hub provision Prepare a brief for the RUP and look at options for publicising the work Start to scope the work required for Mount Pleasant redevelopment and how partners might be retained. Advertise potential contract and invite tenders Assess tenders submissions	March April/May April/May June July September October December	Medium	Budget allocated. Asset deteriorating and costs increasing

		Shortlist applicants and seek references including possible site visits Appointment architects			
	Benches and street furniture	Post contract specification and outcomes on contract finder Assess tenders and take references Appoint contractor and agree a timescale Start on Site	September - Dec	Medium	Budget allocated
	Replacement Play Ground at Bartletts Field	To develop proposals for community consultation Secure other sources of funding including Developer contributions and Public Art. Develop a specification for publication Issue invitation to tender Assess tenders Select provider Start on Site	Sept - Dec	Medium	Equipment deteriorating quickly
	Coronation Parade	Input into Public Art	March	Medium	

		Competition				
	Hamble Halt Railway Car Park	Identify blocks in the project Have it prioritised as part of the Hamble Lane works	March - June	High	Reputational	
	Improvements to Dinghy Park	Improve bay markings Install water supply and monitoring Sell harris fencing Explore additional secure storage Appoint a slipway cleaner	Throughout the year	High	Working group established and money allocated	
	Car Park machine	Install a new car park machine to ensure that income is protected at the Foreshore	Oct	Medium	Protect income	
	Cemetery Improvement Plan	Install a compost bins Install bird bath	June	High	Money allocated	
Leases/licenses	Review and update the following: HVMH, hut and parking HRSC Football Club Beach Hut Hamble Ferry Sea Scouts Squash Club	Undertake a rolling review	March - March	High	Identify liabilities and protect income	

Council

12.03.2018

Youth Service Provision

Recommendation: That £750 is allocated from the £10,000 set aside in next year's budget for the continuance of the provision for the NGS group once per week at Pilands Wood Centre

Suggest how the remainder of the funding could be used to support youth activities in the village or across the Local Area Committee boundaries

Background

Part of the former HYPE provision was for a weekly NGS Group (mostly attended by children with autism).

The Hampshire County Council's offer to tender did not include provision for this group so the current provider Youth Options has not included them in their planned provision.

The Group has been popular and the YMCA have offered to provide some free input to continue running this much needed group facility – the only successful group since use of the HYPE facility at the school was removed. This is on the basis that the 3 councils and the LAC provide some ongoing funding to the tune of £750 each for the next 12 months. YMCA will continue to run the service at the Pilands Wood Centre.

The Council have set aside £10,000 for this next year for youth provision but the new supplier Youth Options is able to offer a 3 day a week service based on the funding provided by HCC. This means that there is £10,000 (less the £750) to spend on this activity.

There is some discussion about contributing some of this funding to some Local Area based services (Sexual Health, Alcohol Advice etc) and Council are invited to comment on this. A programme of outreach activities for young people has previously been discussed with a focus on holiday periods.

COMMUNICATIONS WORKING GROUP22nd FEBRUARY 2018PRESENT:

Councillors Woodall and Philips + Clerk

Apologies for absence were received from Councillor Beach

RESOLVED ITEMS01. TERMS OF REFERENCE

Agreed that the ToR would be left loose at this stage although the group would conclude its immediate work when an annual communication plan had been agreed linked to the Annual Work Programme.

02. WEBSITE RENEWAL

The group considered the website option provided by HugoFox which provides a standard template for parish councils at nil cost. The format and functionality is basic but adequate and would be simpler for staff to manage. The Clerk has requested HugoFox to provide information and a platform for the ecommerce component that is chargeable and this is awaited. Agreed actions for the transfer of information over.

GW to review current content and update for new site.

AJ to give notice to provider and to establish how data can come over to us for reloading.

03. LOGO

Agreed a specification would be devised by GW and then posted on website/social media.

Would be a low value tender exercise. Will need to agree a process for shortlisting potential designs. Colour palette – blue yellow and white (We R Hamble)

04. WRITTEN/HARD COPY COMMUNICATION

To consider the production of an annual Z card publication. Audience would be residents, businesses and visitors. Produced once a year. Map of the village with key land marks and businesses, walks and other items of interest. Include limited advertising with a "champions of Hamble" developed alongside it as part of an advertising strategy which the Business Working Group are starting to explore.

Also discussed alternative formats for magazine with a focus on Council rather than wider community news. Possible news sheet concept would be more environmentally friendly and less expensive.

DP/PB to do a mock up of a potential version.

Discussed options for face to face contact and monthly surgeries at the Parish Office or the Community Library facility?

Also keen to run a competition to design signs aimed at raising awareness about the hazards of dog mess and the need for people to not only pick up but to also to bin the bags.

RECOMMENDATIONS TO COUNCIL

- (1) Switch our web site hosting to HugoFox and end our existing contract with Vision ICT until May 2018.**
- (2) To note the process for the new logo and await further updates**
- (3) To comment on the proposals for an annual Z card publication and change to the format of the parish magazine**
- (4) Comment on a monthly surgery with parishioners.**

FINANCE WORKING GROUP28TH FEBRUARY 2018PRESENT:

Councillors Schofield and Dajka, Dan Hallet, Jeanette Symes and Amanda Jobling

No Apologies for absence were received

RESOLVED ITEMS01. TERMS OF REFERENCE

Key roles were suggested as follows:

- ✓ To provide timely good quality information to members, the public and the auditor.
- ✓ Ensure compliance with regulations and internal procedures
- ✓ Ensure audit actions are followed up
- ✓ Manage risk
- ✓ Develop best practice
- ✓ Ensure Councils approach is cost effective
- ✓ Ensure an annual budget and precept is set and budget provision monitored
- ✓ Ensure members receive appropriate training to manage the Councils resources.

Group would report back as and when needed but would confirm to Council when it had met
Minimum of quarterly meetings and more if needed

Variances to be reported back to Council where they are bigger than 15% or more than £150 in value.

02. WORK SCHEDULE

Agreed items to be included. AJ to produce and circulate.

End of year processes from an accounts perspective need to be clarified. DH to investigate and confirm.

03. FINANCIAL RISK ASSESSMENT

Paper circulated and comments invited. SS stated she felt that with the current level balance in the account we should make sure that the work to spread the risk across accounts should be prioritized. AJ agreed to schedule time at the end of the March to start the process.

SS also requested confirmation about the Pension arrangements and the safeguards in place to ensure that payments are being correctly made. AJ outlined the end of year reconciliation process that would flag up issues and DH currently looking to identify if there has been an underpayment.

Group agreed that training on finance should be mandatory for all members given that each was responsible for it and that the presence of the group does not reduce the accountability of Council generally.

Council

12th March 2018

Clerk's Report

1. Hamble Library – Since the last meeting there have been further discussions to prepare for the opening of the Community Library later in the summer.

The following is now planned:

- Visit other similar facilities and especially West End and Botley and develop a long list of potential activities/users
- Based on this to use some of the HCC consultancy to advise on the purchase of furniture and equipment
- Establish a working group from EBC/HPC to look at the operational arrangements and issues.
- Set up a session with volunteers and to start to address practical issues related to opening a new service.

Members are asked to identify any other steps they expect to see at this stage or further involvement.

2. Coronation Parade - The main contract for Coronation Parade is unlikely to be in signed before the end of the financial year. This means that payment to EBC will not be made as expected.

Members need to confirm that they approve the payment to be made next year.

3. Payroll support - When the Council agreed to appoint J Humphry Associates to provide accountancy support the quote included a price for the supply of a payroll function. The cost of this is £30.00 + vat per month. This compares to £44.00+Vat for the current provider. Therefore, the new provider will be cheaper and the information tailored to our needs. The current supplier provides a very complex set of information. Council are asked to agree the change before the end of the year. Market testing has not been carried as this will streamline the accountancy support that is provided.

Members are asked to approve the switch of payroll providers from SGW Payroll to J Humphries Associates and note that a competitive process has not been pursued as this forms part of specialist services that are exempt under our Financial Regulations

4. Hamble Lane consultation - Hampshire County Council have confirmed that they are in the process of going through all the feedback received at the drop-in events and via the survey forms that have been completed. In parallel to this they are in the process of working up a design for a preferred scheme, taking account of the public's feedback and using transport modelling work we have been undertaking over the last year or so. The intention is to take a report to the HCC Executive Member for Environment and Transport in June 2018, in which they will present the findings from the 2017 public consultation; present our preferred scheme; and seek approval to undertake another round of public consultation in summer 2018.
5. The second consultation will be focused this time on our preferred scheme design, but will also present a list of all potential improvement measures that have been identified, including more details of sustainable travel schemes for the Hamble peninsula. Following

this there will be an opportunity to revise the preferred scheme based on feedback from the second round of consultation and we will develop a prioritised list of schemes, using the public feedback.

6. A total of 673 individual responses were received to the public consultation, which is high compared to other highway consultations and shows the high level of interest/frustration on the peninsula. Of the responses there were a total of 514 separate comments in response to question 14. A full report detailing the outcomes from the consultation and HCC responses to each of the key themes and topics. HCC have been asked to provide a breakdown of response by parish. They are looking to provide this.
7. Outstanding leases – Work with Hamble Life Boat to conclude the lease is underway and it is hoped this will be finalised this month before the end of the financial year on the basis previously outlined. Discussions with EE have not as yet created a way to take the lease forward to the satisfaction of all parties. EE have agreed to enter the lease but not to make payment until the works commence. The Clerk is looking to find a means to compel the works to start within a given period of time to ensure that the land is not land bank scheme. An approach has been made to District Audit to undertake a number of valuation projects that remain outstanding. HCC had been approached but are not able to assist at the moment.
8. Westfield Common - A successful site visit took place with members of the public to look at options to reduce the risk of fly tipping at Westfield Common. As a result of this a request has been made to EBC via the Local Area Committee to consider the purchase of cameras for surveillance purposes. They will bring forward a further report.
9. It was also suggest that the Car Parks at Westfield Common be locked overnight. This would reduce the risk of tipping and options as to how to do this are being looked at. Restricting access is likely to impact on some groups of legitimate users and this will need to be considered. It will be highlighted in the magazine.
10. Dog fouling - EBC have also been asked to provide help with the continued problem of dog fouling in the village. The number of complaints has increased recently including concern about dog bags being left on site not being binned appropriately. They are looking at what help can be given. The Communications Working Group are also keen to run a competition with residents to produce a sign that could be used in problem areas. Further information will be provided in due course.
11. Notice has been given to our current website provider. They had invoiced for the next 12 months and it was necessary to give notice or incur a year's cost. The decision was taken in consultation with the Chair and the Communications Working Group. The new website provider is Hugo Fox which is a free platform for Parish Councils. The website is basic but functional and will allow staff to manage the content directly. It also includes a planning function which captures planning applications relevant to the area and their status enabling the public to track information more readily. The site also benefits from an email alert service which we agreed to develop earlier in the year.
12. In addition to this standard range of services they have been asked to provide a e commerce service to enable our services to be self-serve. This is being explored but is likely to cost about £200 per year. Work on the new website will be overseen by the Communications Working Group.

Members are asked to note the termination of our current website from May this year and our new provider HugoFox. This work is a priority for the team given

the timescales involved. There is no charge for the standard website service so there will be a saving on the budget.

Council

12th March 2018

Review of Standing Orders, Financial Regulations and the Financial Risk Assessment

Recommendation: To approve the following documents; Standing Order, Financial Regulations and Financial Risk Assessment

1. The Councils core operating procedures are set out in the documents listed. They provide a framework for how we do business and are important reference documents for the community in understanding our decision making processes.
2. As part of last year's Annual Council meeting we reviewed the documents and made some changes. Unfortunately the minutes did not make specific reference to these documents so we have been advised to confirm that the review took place before the end of the year. As a result all three documents have been reviewed and updated.
3. The Financial Regulations (FR) and the Financial Risk Assessment (FRA) have been looked at by the Finance Working Group. The red notation on the FRA is these years' updated comments highlighting further work that needs to be carried out. The FR show track changes and have needed to be adjusted to take account of the new committee structure, electronic banking and the need for greater delegation to both Committees and the Clerk to ensure that work progresses.
4. Standing Orders (SO) have been more problematic. The Clerk had reviewed and changed the current SO to improve readability for members and residents. In doing this the statutory components remained intact, however, the auditor has advised not to move away from the standard model.
5. It has not been possible to discuss this more fully with them and as a result a half-way house has been adopted. Hound PC have kindly allowed us to copy their version which is the standard model but reorganised to read better. For the time being these should be considered and adopted but the intention is to undertake further work to them once the issue has been discussed with the auditor. The changes to this are in layout only and contain both the standard terms and the statutory provisions which are in bold.

Hamble-Le-Rice Parish Council

Financial Risk Assessment

Date Agreed: 12.03.18
Minute Number:
Prepared by:
Amanda Jobling
Version: 003

RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Parish Council services to the residents of Hamble –Le- Rice	The risk of legislative change which will have an impact on the Parish Councils powers, duties and funding	Parish Clerk and staff keep appraised of developments. Members to receive regular updates as needed.	
	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly and training arranged to facilitate this. Management Systems being put in place	Asset Management Committee established and meeting to review assets including land, buildings, equipment and information.
	The risk of damage to third party property or individuals as a consequence of the Parish Council providing services (public liability)	Public liability Insurance renewed annually	Tree survey work now underway and policy agreed Health and Safety Action Plan being concluded.
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members essential tasks and can provide cover when required. Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	Monthly staff meetings taking place to share knowledge and information. Restructure in progress (12.03.18) and additional resources agreed including the use of bank staff and appointment of Admin

			Assistant (12.02.18)
			Additional risk arising from the work associated
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	H & S and First Aid training, insurance, Risk Assessments regularly checked, work practices observed and updated	Investigate need for legionella controls
			Legionella survey in place but training and systems still needed*
			Action Plan in place and work being taken to conclude it
			Risk Assessments concluded and checked by H&S external auditor
			Team meetings monitoring work practices
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance. Employee and Members training and awareness	Further training for staff as part of Appraisal process.
	Staff retention issues	Staff training where appropriate	Member training needed
			Low staff turnover but arrangements needed when staff hand in notice
To maintain financial records that are correct and comply with all recommended	Adverse audit reports, legal action and loss of confidence in Parish Council	Parish Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	Financial Working Group in place to check compliance

accounting practice	Loss of income through error or fraud	Fidelity Guarantee Insurance	
To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Parish Clerk continually review controls and current procedures	Review Section 137 Grants for compliance
Cemetery	Inadequate space to meet demand Loss of income	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, HALC, NALC and others as necessary	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by working party Parish Clerk/RFO to keep up to date with employment law and seek HR advice where appropriate Other policies in place and costed	Consultant appointed and handbooks and contracts completed.
	Compensation claim from employee for contractual employment defects (including statutory failure)	Legal insurance in place	
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	Needs to be reviewed when new staff are appointed
	Loss of key staff trained in financial systems, process or rules	Staffing arranged so that knowledge is distributed between Parish Clerk/RFO and at least two other	Will be improved when new staff retained

		staff	
Financial Control	Inappropriate expenditure made	Payments reported to Parish Council for review and corrective action if necessary	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year The Parish Clerk/RFO can react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	
	Lack of budgetary overview/overspend against budget	Quarterly review of normal ledger Monthly review of income and expenditure	New arrangements being developed to improve scrutiny and accountability at member level. Accountant recruited to assist
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Contingency included in budget Reserves equivalent to at least three months spend available	Reserves above minimum level and precept increased
	Accounts The RBS Omega accounts system is used which is an accepted accounts package	A back up is also made to the main server at the end of each day. Hard copies linked to Council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued All cheques issued from the main account are authorised by the Parish Council	To be reviewed in the light of electronic banking and storage – Risk has increased*
Financial Systems & Records			

	Documents are retained for 6 years	
<p>Vat</p> <p>The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p>	<p>Vat is applied to all mileage payments at the rate applicable at the time as advise by HMRC</p> <p>Vat returns are lodged on a quarterly basis in line with accepted procedures</p> <p>Procedures have been inspected by HMRC every three/four years and have been approved</p>	<p>Current arrangement with Bank relies on a single point of contact for contractual payments to be made in a timely fashion. Needs urgent review.</p> <p>E banking has reduced this risk and statutory payments could be delegated to accountant in the event that the Clerk is not in post or unavailable</p>
<p>Payroll</p> <p>The payroll system is used which is an accepted payroll package</p>	<p>The Parish Clerk authorises any overtime, mileage, on a monthly basis</p> <p>SW Payroll – outsourced</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund provider</p> <p>BACs payments and cheques to the pension fund are authorised by Council</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 6 years</p> <p>Annual pension and year end payroll returns are</p>	<p>Current arrangement with Bank relies on a single point of contact for contractual payments to be made in a timely fashion. Needs urgent review.</p>

		issued in a timely manner to the appropriate bodies that inspect the information & highlight any discrepancies	
Banking Arrangements & Procedures Banking Security/Access to Finances	The Barclays Bank is used which offers no Bank charges Accounts	Bank account information used daily with Parish Clerk/RFO and Administrative Assistant Reviewing how much is placed into a higher rate deposit account	Council continues to pay bank charges each month but these are significantly lower with electronic banking. Working balance needs to be moved to the savings account within Barclays and the reserves invested in a higher yield account. Approved but still outstanding*
	Cheques	Each cheque from the main account must be signed by 2 Councillors as detailed on the mandates (which are amended when required to ensure that sufficient signatories are available at all times)	No longer using cheques
	Transfers	Monies may be transferred between the Councils accounts authorised by the Parish Clerk.	
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly basis by the Administrative Assistant against the cash held	

		and any discrepancies are immediately reported to the Parish Clerk. Members sign off the reconciliation monthly against the cash balances held.	
	Separation of Duties	The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible	This is not feasible given the need to ensure business continuity arrangements are developed. This will be easier to achieve when the Admin Assistant post is filled.
	Access to the main bank accounts Cheques	As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts All invoices are checked by the Administrative Assistant in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	Receipt of goods and services is checked and disputes identified if needed. The payments are approved at Council, the invoices are reconciled to the payment list by a councillor and initialled by them, the Clerk inputs the payment on the system and another councillor authorises them
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	
	Cheques	All payments must be authorised by the Parish Clerk/RFO before any cheque is issued. The RFO is to sign the invoice to confirm and record that the	This process is very rarely used/no longer relevant but is followed if needed.

		cheques have been authorised. All payments accepted and are reported to the Parish Council	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Parish Clerk All payments are reported to the Parish Council with a full reconciliation report for sign-off	
	Hire Charges	Council set the charges subject to periodic review The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval All bookings must be paid for in advance to avoid bad debts, other block bookers are invoiced or given the option of paying the sites on a weekly basis	Recommended that no monthly payments are agreed for football as the rate of default and bad debt has been higher than the norm and is an overhead cost. Pay in advance for the first 5 matches.
	Hire charges received within the office	All post is logged and Any payments received are itemised and processed by the Administrative Assistant All cash received from hirers that visit the office is itemised on the Omega system	Recommended that hire charges are paid electronically except in exceptional circumstances.
	Cash collected from car parks	All cash collected from the car park machines is collected by appointed staff. The cash is emptied and counted manually the following working day by at least two members of staff.	Cash is counted by one member of staff but it is reconciled against machine receipt. Ringo will reduce the volume of cash and the scope

			for errors or misappropriation. Random cross checks of cash balances against the machine receipt to be introduced.
	Processing and banking	<p>When the money is received it is balanced against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained</p> <p>The hire charges are banked when received</p> <p>The cash element is usually below £500-800</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation</p>	No unique reference is given when its entered onto the system but the money is attributed by either name or a service request number (dinghy park number/grave etc) or by date in the case of car park income.
Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	Auditor has raised concerns about the capacity of the office to manage the complexity of work hence the new appointment
	Expenditure/income coded incorrectly	Parish Clerk checks nominal ledger every quarter Items are coded	Descriptors to be identified for codes to ensure correct allocation in the next year

	Standing Orders	Parish Clerk reacts to any changes in legislation, requests from Parish Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Standing Orders are reviewed and approved by Parish Council on an annual basis at the AGM	Programme of meetings to meet statutory deadlines	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	All payments reviewed against purchase order Parish Clerk authorises two councillors to sign cheques	Only in urgent circumstances with a report back or within the scheme of delegation
	Invoice payment without authority	Individual receipts to be issued for all cash payments and for cheque payments on request	Receipts not issued for Parking Permits and Dinghy Park but a monthly reconciliation against sales is complete and variations reported monthly.
	Incoming cash and cheque misappropriation	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt	Electronic payments will reduce the risk further.
	Theft of funds	Bank statements reconciled monthly	
	Incorrect entries by bank	This system incorporates the RBS Omega codes so that any order can be traced from origin to finish	Not all order forms do include the codes. The forms are
Ordering Procedure			

		across a variety of systems	basic and need review.
Annual Budget & Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by Eastleigh BC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in January and</p>	Need to review fees and charges in September based on a cost of living increase.

		Eastleigh BC is immediately advised of the precept	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each committee and these are loaded onto RBS Omega accounts system at the start of the new financial year	
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the Parish Clerk/RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Parish Clerk/RFO</p>	<p>Need to develop this from 2018/9. Not been a focus this year as underspends elsewhere in budget and the advice on virements has not helped to clarify it.</p>
	Reporting	<p>A full report of expenditures against budget is lodged with council at each quarter</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	<p>Information is also published on the website to ensure compliance with the Transparency Act</p> <p>Spend against budget will be reported to the working group and then to Council to identify variances.</p>
Insurable Risks	Public Liability	Insurance cover	Limit of cover £10,000,000

			In addition, weekly, annual checks of play equipment	Public conveniences, dinghy park, cemetery and playing pitches and pavilions are inspected on a regular basis (daily, weekly or monthly/bimonthly) and recorded.
	Employers Liability		Insurance cover	Limit cover £10,000,000 Staff handbook and H&S audit now in place alongside PAT testing and other DSE assessments to minimise risk
	Theft of money by third party		Insurance cover	Cover varies depending on situation Reviewed annually
	Theft of money by employee or member		Fidelity Guarantee cover	Limit of cover £500,000
	Property		Cover for buildings & contents All risks cover for selected items	
	Officials Indemnity		Continue with existing cover (£250k)	
	Libel and Slander		Continued existing cover (£250k)	Limit of cover £250,000
	Personal Accident		Continue with existing cover (scale benefits)	
	Legal disputes		Cover for specified legal disputes	Limit of cover £10,000,000
	Long term sickness of employee		Not covered	

		Liability limited by contract	
	Business interruption	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable Documents are now being scanned and backed up daily off site.
	Loss of Records	Deeds and other legal documents relating to real estate stored in the office in a fire retardant cabinet. Historic information and minutes are held at the County Archive.	
Asset List	Purchased	An asset list is maintained by the Parish Council Office on an excel spread sheet This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., is kept on a secondary list The asset list is circulated to staff on an annual basis to ensure that all items are correct	When the asset list is updated it will be sent to Zurich
	Internal Audit	The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year	

		The report is presented to Council for acceptance	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk and Administrative Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	This will be done alongside the Councils Accountant
Insurance	Fidelity Insurance	Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts	

		<p>Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	
	Insurance	<p>Zurich has been used as a recognised Parish Council provider</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	

Reviews will take place yearly unless clearly stated differently within each section.

MODEL for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the Statutory Procurement thresholds shown in Regulation 11)

**HAMBLE LE RICE PARISH COUNCIL
FINANCIAL REGULATIONS [ENGLAND]**

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These Financial Regulations were adopted by the Council at its Meeting held on 13 March 2017.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. In Hamble the Clerk has been appointed as RFO and is the accountable officer.

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

1.9. The RFO;

acts under the policy direction of the council;

administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

determines on behalf of the council its accounting records and accounting control systems;

ensures the accounting control systems are observed;

maintains the accounting records of the council up to date in accordance with proper practices;

assists the council to secure economy, efficiency and effectiveness in the use of its resources; and

produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;

a record of the assets and liabilities of the council; and

wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

measures to ensure that risk is properly managed.

- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

setting the final budget or the precept (council tax requirement);

approving accounting statements;

approving an annual governance statement;

borrowing;

writing off bad debts;

declaring eligibility for the General Power of Competence; and

addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

- 1.14. In addition the council must:

determine and keep under regular review the bank mandate for all council bank accounts;

approve any grant or a single commitment in excess of £5,000 and

in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Personnel committee in accordance with its terms of reference.

- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

Comment [a1]: Currently we do this monthly for the main account but not the savings account or EBC

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly. **Where reserves are being retained for future projects these will be earmarked and supported with an annual spending plan prepared by the Asset Management Committee.**
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £1,000; or

Comment [a2]: 10k

Comment [a3]: 5k for AMC
3k for Personnel/Planning

- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

Comment [a4]: Suggest under £3k

Comment [a5]: This tends to be via email so will need to be formalised

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and the schedule included in the minutes. ~~such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee.~~ The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Finance Working Group council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £250 or 15% of the budget. Material variances will be reported to Council
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

Comment [a6]: Up to 3k (tree works are the key area here)

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. All invoices for payment shall be examined, verified and certified by a Councilor the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.3. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the **Council's monthly** meeting. ~~and together with the relevant invoices, present the schedule to council.~~ The council shall review the schedule for compliance and having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.4. **A councillor will be required shall examine invoices for arithmetical accuracy and against the authroised payment list. They will initial each invoice to confirm it has been checked.** ~~The RFO will pay all invoices submitted, and which are in order, at the next available council meeting.~~
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - d) **Other circumstances which arise, are within the expenditure limit for the budget and are reported to Council including card payments**
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or

obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants Council shall approve expenditure within set limits by council and in accordance with its policy statement. ~~approved by council.~~ Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

Comment [a7]: Not currently carried out

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, ~~the council, a duly delegated committee or, if so delegated,~~ the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by ~~cheque or other instructions~~ electronic BACS payments to the council's bank ~~ers, or otherwise, in accordance with a resolution of council [or duly delegated committee].~~
- 6.4. Electronic payments ~~Cheques or orders for payment drawn on the bank account in~~ will be in accordance with the schedule as presented to council or committee shall be signed by one member of council and the invoices countersigned by the Clerk, ~~] a further member.~~ A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. ~~To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.~~

Payments will be entered onto the system by the clerk at the earliest point following the approval process. The payments when entered onto the system will on occasion have a delayed payment date such as for salary payments. Payments will need to be approved by an authorised signatory set out on the Councils mandate. When payments are approved they should be cross referenced with the agreed scheduled of payments. Any incorrect payments should be referred back to the Clerk.

- 6.6. Payments will not normally be presented for approval other than at a council or committee meeting. Any approval obtained away from such meetings shall be reported to the council at the next convenient meeting.

- 6.7. ~~If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.~~

- 6.8. ~~If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.~~

- 6.9. ~~If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.~~

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

- 6.11. The Bank will issue security information to those authorised to undertake electronic banking on the mandate. The information is specific to the individual and is their responsibility to keep secure. Any known breaches must be reported immediately to the bank and to the Clerk. Details of the Clerks security clearance are retained in the Councils safe in a sealed envelope and should only be opened to enable business continuity. The envelope can only be opened by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available

meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. ~~Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.~~
- 6.16. Access to any internet banking accounts will be directly to the access page which should be saved under "favourites", and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. **An annual review programme of regular checks of standing data with suppliers details will be undertaken and changes reported to Council.**
- 6.18. Any Debit Card with pin a number issued for use will be specifically restricted to the Clerk and used for ~~will also be restricted to a single transactions~~ maximum value of £500 or less unless authorised by council or committee before any order is placed.
- 6.19. **A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the RFO**
- 6.20. **Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.**
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

Comment [a8]: The Clerk cannot authorize transactions except between accounts without a second signatory

Comment [a9]: Currently the Head Groundsman has a petrol card that is used to fund the purchase of petrol. This needs further investigation

- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded. ~~in a separate confidential record~~. This record is not for public use ~~confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise)~~ other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State~~Welsh Assembly Government~~ (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

Comment [a10]: Has the Council arranged this?

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. ~~Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)~~

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the

RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[], ⁴ [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)]

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. STORES AND EQUIPMENT

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in

the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. CHARITIES

- ~~16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]~~

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Notes to the Model.

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word "regularly" is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(a) and (b)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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Hamble Parish Council

Standing Orders for Approval at Council

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These Standing Orders are Hamble Parish Council's (the Council) written rules. They are used to confirm the Council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the Council's policies, but they refer to them. The Council must have standing orders for the procurement of contracts.

Meetings of full council, Councillors, the Responsible Financial Officer (RFO) and Proper Officer (the Parish Clerk) are subject to many statutory requirements. Local councils should have standing orders to confirm these statutory requirements. A local council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Meetings of the Council cannot transact any business at meetings unless they are Quorate. i.e. that Council, Committee and Working Group meetings have to have present a minimum of 1/3 or 3 of the Members (whichever is the greater) of Council, Committee of Working Group Members in those groups present.

Hamble Parish Council's Standing Orders have been based upon the Model Standing Orders provided by the National Association of Local Councils (NALC). The standing orders in **bold type contain statutory requirements and it is recommended that they are not altered**. Other model standing orders not in bold are based on the model document and are designed to suit the Council's needs. For convenience, the word 'Councillor' is used and includes a non-Councillor with or without voting rights unless otherwise stated.

These standing orders do not include Financial Regulations, which are standing orders to regulate and control the financial affairs of the Council and are contained in a separate document. The Council's financial regulations, as opposed to the standing orders, include most of the requirements relevant to the RFO.

(Adapted from Meera Tharmarajah, (2014) *Local Councils Explained – Part Two Electronic Standing Orders* NALC Publication)

1. Meetings generally

- a **Full Council and Planning Committee Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b Full Council meetings shall be held on the first Monday of the month at one of the two parish halls, nominated at the previous meeting. If the date of the meeting falls on a Bank Holiday or a day appointed for public thanksgiving or mourning, the date of the meeting shall normally be organised for the Wednesday of that week.
- c Meetings shall commence at 7.00pm, unless otherwise agreed by motion of the Council to invite guests to speak at a future Council meeting, when the meeting shall commence at 6.00pm.
- d **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- e **The minimum three clear days' public notice for a Full Council or Planning Committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- f **Full Council and Planning Committee Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- g Members of the public may make representations, answer questions and give evidence at a Full Council or Planning Committee meeting which they are entitled to attend in respect of the business on the agenda.
- h The period of time designated for public participation at a Full Council or Planning Committee meeting in accordance with standing order 1(g) above shall not exceed fifteen minutes unless directed by the Chair of the meeting.
- i Subject to standing order 1(h) above, a member of the public shall not speak for more than three minutes.

- j In accordance with standing order 1(g) above, a question shall not require a response at the Full Council or Planning Committee meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- k A person shall raise his/her hand when requesting to speak.
- l A person who speaks at a Full Council or Planning Committee meeting shall direct his/her comments through the Chair of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- n **A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:**
 - a) film, photograph or make an audio recording of a meeting;
 - b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a Full Council and Planning Committee meeting at which they are entitled to be present.**
- p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her absence be done by, to or before the Vice-Chair of the Council (if any).**
- q **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 3d (viii) below for the quorum of a committee or working party meeting.
- r **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- s **Subject to a meeting being quorate, all questions at a Full Council or Planning Committee meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**

- t **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not s/he gave an original vote.**
See standing orders 2(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the Annual Meeting of the Council.
- u **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his/her vote for or against that question.** If resolved following proposal, seconding and on a show of hands, voting may be conducted by a secret ballot. Such requests shall be made before moving on to the next item of business on the agenda.
- v The minutes of a Full Council or Planning Committee meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of Councillors present and absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- w **A Councillor or a non-Councillor with voting rights who has a Disclosable Pecuniary Interest (DPI) or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on his/her right to participate and vote on that matter.**
- x **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- y A meeting shall not exceed a period of two hours excluding time allocated for Public Question Time, Borough and Police Reports (or similar) and any questions arising thereof, unless extended in exceptional circumstances for a specified time which should not exceed thirty minutes.

2. Annual Council Meetings

- a In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c If no other time is fixed, the Annual Meeting of the Council shall take place at 7.00pm.**
- d In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- e The first business conducted at the Annual Meeting of the Council shall be the election of the Chair and Vice-Chair (if any) of the Council.**
- f The Chair of the Council, unless s/he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his/her successor is elected at the next Annual Meeting of the Council.**
- g The Vice-Chair of the Council, if any, unless s/he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a Member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a Member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the Annual Meeting of the Council, the business of the annual meeting shall include:**
 - i. Confirmation of the accuracy of the minutes of the last meeting of the Council;**
 - ii. Receipt of the minutes of the last meeting of a committee;**

- iii. Consideration of the recommendations made by a committee;
 - iv. Review of delegation arrangements to committees, working parties, staff and other local authorities;
 - v. Review of the terms of reference for committees;
 - vi. Appointment of members to existing committees;
 - vii. Appointment of any new committees in accordance with standing order 3 below;
 - viii. Review and adoption of appropriate standing orders and financial regulations;
 - ix. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - x. Review of representation on or work with external bodies and arrangements for reporting back;
 - xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence in the future;
 - xii. Review of inventory of land and assets including buildings and office equipment;
 - xiii. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xiv. Review of the Council's and/or staff subscriptions to other bodies;
 - xv. Review of the Council's complaints procedure;
 - xvi. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - xvii. Review of the Council's policy for dealing with the press/media; and
 - xviii. Determining the time and place of ordinary meetings of the Full Council up to and including the next annual meeting of Full Council.
- k. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her acceptance of office form unless the Council resolves for this to be done at a later date.**

3. Committees and Working Parties

- a **Unless the Council determines otherwise, it may appoint a Committee or a working party whose terms of reference and members shall be determined by the Council.**
- b **The members of a Committee or a working party may include non-Councillors.**
- c **Unless the Council determines otherwise, all the members of a Committee or a working party may be non-Councillors.**
- d The Council may appoint a Committee, other committees and working parties as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a committee or a working party up until the date of the next annual meeting of Full Council;
- iii. shall permit a committee or a working party, other than in respect of the ordinary meetings of a committee or a working party, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 3(b) and (c) above, appoint and determine the terms of office of members of such a committee or a working party;
- v. may, subject to standing orders 3(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee or a working party, whose role is to replace the ordinary members at a meeting of a committee or a working party, if the ordinary members of the committee or working party confirm to the Proper Officer three days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a working party which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a committee and also the advance public notice requirements, if any, required for the meetings of a committee;
- xi. shall determine if the public may participate at a meeting of a committee that they are permitted to attend; and
- xii. may dissolve a committee or a working party.

4. Extraordinary meetings of the Council Committees and Working Parties

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The Chair of a Committee or a working party may convene an extraordinary meeting of the Committee or the working party at any time.

- d. If the Chair of a Committee or a working party does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the working party, any two members of the Committee or the working party may convene an extraordinary meeting of a Committee or a working party.

5. Planning Committee

- a. The Council may, at its Annual Meeting, appoint members of the Planning Committee so as not to hold office beyond the next Annual Meeting.
- b. Before proceeding to any other business, the Planning Committee shall appoint a Chair and a Vice-Chair at its first meeting. This Committee requires the presence of a Clerk and the Committee shall be given delegated authority to respond to planning applications on behalf of the Council.
- c. Meetings of the Planning Committee shall be held once per month, including during the August recess, on the Monday evening prior to a Full Council meeting, or if a Bank Holiday falls on that Monday, on the next available Monday. The Chair or Vice-Chair of the Planning Committee has discretion to call additional Planning Committee meetings as necessary.
- d. The Planning Committee is an open forum and members of the public and applicants are invited to attend all meetings and address the Committee on relevant planning matters.
- e. The Planning Committee shall comprise of seven Members.
- f. Members who also serve as Borough and/or County Councillors can if they wish be appointed to serve on the Planning Committee.
- g. Three Members of the Planning Committee shall constitute a quorum.
- h. Members of the Planning Committee entitled to vote shall vote by a show of hands on resolution, by secret ballot.
- i. Councillors who are not members may attend the meeting of the Planning Committee and speak on relevant matters, but may not vote on planning applications.
- j. **The Chair of the Planning Committee shall in the case of an equality of votes have a second or casting vote.**
- k. The Proper Officer shall maintain a record of each planning application received, showing the date of receipt, the name of the applicant (if known), the reference number, the place to which the application relates and a summary of the nature of the application.
- l. The Proper Officer shall produce an agenda for the Planning Committee containing all planning applications, to be advertised to all Members and public at least three working days before each meeting.

- m. The Proper Officer shall ensure that any objections relating to those planning applications to be discussed by the Planning Committee are made known to Members before a decision is taken.
- n. The Proper Officer shall take minutes of the Planning Committee meetings and will conduct any follow up action required, as directed by the Planning Committee.
- o. The Proper Officer shall complete any comments the Planning Committee wishes to make on the appropriate planning application form and return all planning applications considered to the Planning Authority within the specified deadline.
- p. The Proper Officer shall prepare a minutes of the Planning Committee's recommendations made on planning applications, which will then be circulated to all Members.

6. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h. A Councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.

- j Subject to standing order 6(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since s/he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which s/he considers has been breached or specify the other irregularity in the proceedings of the meeting s/he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his/her decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or working party for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or

- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t Excluding motions moved understanding order 6(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chair of the meeting.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five Councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a Committee or a working party.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments and co-option of Members

- a Where more than two persons have been nominated for a position or co-option to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received may be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected may be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting
 - ii. to move to a vote
 - iii. to defer consideration of a motion
 - iv. to refer a motion to a particular committee or working party
 - v. to appoint a person to preside at a meeting
 - vi. to change the order of business on the agenda
 - vii. to proceed to the next business on the agenda
 - viii. to require a written report
 - ix. to appoint a Committee or working party and their members
 - x. to extend the time limits for speaking

- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest
- xii. to not hear further from a Councillor or a member of the public
- xiii. to exclude a Councillor or member of the public for disorderly conduct
- xiv. to temporarily suspend the meeting
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements)
- xvi. to adjourn the meeting, or
- xvii. to close a meeting.

11. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 11(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

12. Handling Confidential or Sensitive Information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

13. Draft Minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as previously read.

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, s/he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the Council/Planning Committee held on [date] in respect of (item number) were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of Conduct and Dispensations

See also standing order 1(t) above.

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless s/he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which s/he has a Disclosable Pecuniary Interest. S/he may return to the meeting after it has considered the matter in which s/he had the interest.
- c Unless s/he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which s/he has another interest if so required by the Council's Code of Conduct. S/he may return to the meeting after it has considered the matter in which s/he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

- f A dispensation request shall confirm:
 - i. the description and the nature of the Disclosable Pecuniary Interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 14(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 14(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. Code of Conduct Complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 12 above, report this to the Council.
- b Where the notification in standing order 15(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d) below.
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

- d Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

16. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **At least three clear days before a meeting of the Council, a Committee and a working party serve on Councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer**
(See standing order 1(b) above for the meaning of clear days for a meeting of a Full Council and standing order 1 (c) above for a meeting of a committee.)
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**
(See standing order 3(b) above for the meaning of clear days for a meeting of a Full Council and standing order 3(c) above for a meeting of a Committee.)
 - iii. subject to standing order 10 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least five days before the meeting confirming his/her withdrawal of it
 - iv. **convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her office**
 - v. facilitate inspection of the minute book by local government electors
 - vi. **receive and retain copies of byelaws made by other local authorities**
 - vii. retain acceptance of office forms from Councillors
 - viii. retain a copy of every Councillor's register of interests
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary
 - xi. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form
 - xii. arrange for legal deeds to be executed
(See also standing order 23 below.)

- xiii. arrange or manage the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority for such purpose
- xv. refer a planning application received by the Council to the Full Council or Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Full Council or Planning Committee
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

(See also standing order 23 below.)

17. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer (RFO) when the Responsible Financial Officer is absent.

18. Accounts and Accounting Statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments for each quarter;
 - ii. the Council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the Full Council the draft accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

19. Financial Controls and Procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls
 - ii. the assessment and management of financial risks faced by the Council
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments and
 - v. procurement policies (subject to standing order 19(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.00.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000.00 shall be procured on the basis of a formal tender as summarised in standing order 19(d) below.**

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or working party with delegated responsibility.
- e Neither the Council, nor a committee or a working party with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

20. Handling Staff Matters

- a A matter personal to a member of staff that is being considered by a meeting of Full Council or the Personnel Working Party is subject to standing order 12 above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of Council or the Personnel Working Party or, if s/he is not available, the Vice-Chair of Council or the Personnel Working Party, of absence occasioned by illness or other reason and that person shall report such absence to the Council or the Personnel working party at its next meeting.

- c The Chair of the Council or the Personnel Working Party or in his/her absence, the Vice-Chair, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Council's employees. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by Full Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair of Council or the Personnel Working Party or in his/her absence, the Vice-Chair of Council or the Personnel Working Party in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Full Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the Chair or Vice-Chair of Council or the Personnel Working Party, this shall be communicated to another Member of the Council or Personnel Working Party, which shall be reported back and progressed by resolution of Full Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Proper Officer and/or the Chair of the Council or Personnel Working Party.

21. Requests for Information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22. Relations with the Press/Media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and Sealing of Legal Deeds

See also standing orders 16(b) (xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to a Council without a common seal.

24. Communicating with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Councillor(s) representing the area of the Council.

25. Restrictions on Councillor Activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

26. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least five Councillors to be given to the Proper Officer in accordance with standing order 10 above.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after s/he has delivered his/her acceptance of office form.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Finance Overview - February 2018

Bank Balance – main account	£124,380.52
Money in	£24,546.74
Money Out	£22,626.92
Debit card payments	£655.91
Total salaries	£7,454.47
Employer Nat Insurance	£1,617.04
Employer Pension Contributions	£2,587.61
Petty cash balance	£87.33
Balance – reserve account	£140,932.15






















































Debit Card Payments

Co-op	£6.89
Safetec	£18.01
Eastleigh Borough Council*	£279.00
Currys	£347.48
Co-op	£4.53

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

















































At : 11:02

Bank Reconciliation up to - 28/02/2018 for Cash Book No 1 - Barclays Current A/C 070978787

<u>Date</u>	<u>Cheq/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
01/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
02/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
02/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
02/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
02/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
02/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
02/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
02/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
02/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
02/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
02/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	BT FEB01	38.16		38.16		R 	Barclays Bank - Commission Cha
05/02/2018	DCFEB005	6.80		6.80		R 	Co-op
05/02/2018	DCFEB05	0.09		0.09		R 	Co-op
05/02/2018	Receipt		464.90	464.90		R 	Receipt(s) Banked
05/02/2018	Receipt		1,440.00	1,440.00		R 	Receipt(s) Banked
05/02/2018	Receipt		300.00	300.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
05/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		58.88	58.88		R 	Receipt(s) Banked
05/02/2018	Receipt		60.00	60.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked

At : 11:02

Bank Reconciliation up to - 28/02/2018 for Cash Book No 1 - Barclays Current A/C 070978787

<u>Date</u>	<u>Cheq/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
05/02/2018	Receipt		300.00	300.00		R 	Receipt(s) Banked
06/02/2018	DCFEB04	18.01		18.01		R 	Safetec Direct
06/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
06/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
06/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
06/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
06/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
06/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
06/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
06/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
07/02/2018	Receipt		11.00	11.00		R 	Receipt(s) Banked
07/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
07/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
07/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
08/02/2018	DDFEB01	317.23		317.23		R 	Business Stream
08/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
09/02/2018	DDFEB03	44.62		44.62		R 	Business Stream
09/02/2018	DDFEB02	162.74		162.74		R 	OPUS ENERGY
09/02/2018	Receipt		432.00	432.00		R 	Receipt(s) Banked
09/02/2018	Receipt		343.00	343.00		R 	Receipt(s) Banked
09/02/2018	Receipt		245.55	245.55		R 	Receipt(s) Banked
09/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
09/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
09/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
09/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
09/02/2018	Receipt		545.46	545.46		R 	Receipt(s) Banked
12/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
12/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
12/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
12/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
12/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
12/02/2018	Receipt		81.00	81.00		R 	Receipt(s) Banked
12/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
13/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
13/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
13/02/2018	Receipt		30.00	30.00		R 	Receipt(s) Banked
13/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
13/02/2018	Receipt		20.25	20.25		R 	Receipt(s) Banked
13/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
14/02/2018	DDFEB05	72.40		72.40		R 	ALLSTAR
14/02/2018	DDFEB04	315.02		315.02		R 	OPUS ENERGY
14/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
14/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
14/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked

Bank Reconciliation up to - 28/02/2018 for Cash Book No 1 - Barclays Current A/C 070978787

<u>Date</u>	<u>Cheq/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
15/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
15/02/2018	Receipt		288.00	288.00		R	Receipt(s) Banked
16/02/2018	TFRFEB01	1,617.04		1,617.04		R	HMRC PAYE/Nic
16/02/2018	TFRFEB02	2,587.61		2,587.61		R	Hampshire Pension
16/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
16/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
16/02/2018	Receipt		530.00	530.00		R	Receipt(s) Banked
18/02/2018	Receipt		130.00	130.00		R	Receipt(s) Banked
19/02/2018	Receipt		50.00	50.00		R	Receipt(s) Banked
19/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
19/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
19/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
20/02/2018	BTFEB04	40.33		40.33		R	TMOBILE UK LTD
20/02/2018	BTFEB05	40.61		40.61		R	EASTLEIGH BOROUGH COUNCIL
20/02/2018	BTFEB06	53.98		53.98		R	THE ALARMING COMPANY
20/02/2018	BTFEB07	57.24		57.24		R	JEWSON LTD
20/02/2018	BTFEB08	57.24		57.24		R	JEWSON LTD
20/02/2018	BTFEB09	96.00		96.00		R	CALE BRIPARC
20/02/2018	BTFEB10	105.00		105.00		R	JACKIE PANAKIS
20/02/2018	BTFEB11	165.75		165.75		R	Lisa Bradbury-knight
20/02/2018	BTFEB12	180.17		180.17		R	ENGRAVING & SIGN SOLUTIONS LTD
20/02/2018	BTFEB13	398.78		398.78		R	CARRERA
20/02/2018	BTFEB14	828.86		828.86		R	EASTLEIGH BOROUGH COUNCIL
20/02/2018	BTFEB15	840.00		840.00		R	DESIGN & PRINT
20/02/2018	BTFEB16	595.00		595.00		R	PA Business Services
20/02/2018	BTFEB17	1,500.00		1,500.00		R	Arcadian Ecology & Consulting
20/02/2018	BTFEB18	1,628.40		1,628.40		R	Surrey Hills Solicitors
20/02/2018	BTFEB19	2,200.43		2,200.43		R	P&R ELECTRICAL SERVICES
20/02/2018	BTJAN02	1.82		1.82		R	HAMPSHIRE COUNTY COUNCIL
20/02/2018	BTJAN03	35.94		35.94		R	ENGRAVING & SIGN SOLUTIONS LTD
20/02/2018	DCFEB02	347.48		347.48		R	Currys PC World
20/02/2018	DCJAN01	279.00		279.00		R	EASTLEIGH BOROUGH COUNCIL
20/02/2018	TFRFEB04	50.15		50.15		R	A Jobling
20/02/2018	Receipt		288.00	288.00		R	Receipt(s) Banked
20/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
20/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
20/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
21/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
21/02/2018	Receipt		25.00	25.00		R	Receipt(s) Banked
22/02/2018	Receipt		150.00	150.00		R	Receipt(s) Banked
22/02/2018	Receipt		144.00	144.00		R	Receipt(s) Banked
23/02/2018	DCFEB03	4.53		4.53		R	Co-Op
23/02/2018	DDFEB06	43.56		43.56		R	SGW PAYROLL LTD
23/02/2018	DDFEB07	25.42		25.42		R	Business Stream
23/02/2018	TFRFEB03	7,454.47		7,454.47		R	Salaries
23/02/2018	Receipt		340.00	340.00		R	Receipt(s) Banked
23/02/2018	Receipt		269.70	269.70		R	Receipt(s) Banked

At : 11:02

Bank Reconciliation up to - 28/02/2018 for Cash Book No 1 - Barclays Current A/C 070978787

<u>Date</u>	<u>Cheq/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
23/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
23/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
23/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
23/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
23/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
23/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
26/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
26/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
26/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
26/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
26/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
26/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
27/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
27/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
27/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
27/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
27/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
27/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
27/02/2018	Receipt		288.00	288.00		R 	Receipt(s) Banked
27/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
28/02/2018	DDFEB08	27.00		27.00		R 	ALLSTAR
28/02/2018	DDFEB09	390.04		390.04		R 	SHB VEHICLE HIRE & MAINTENANCE
28/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
28/02/2018	Receipt		144.00	144.00		R 	Receipt(s) Banked
28/02/2018	Receipt		144.00		144.00		Receipt(s) Banked
		<u>22,626.92</u>	<u>24,690.74</u>				

Items marked with a * are disputed invoices.

Date	Invoice	Supplier	Account	Net Value	VAT	Invoice Total	Balance
21/09/17	* 2356589	EBC	E02	10,000.00	0.00	10,000.00	10,000.00 ✓
30/11/17	75239	AXIS	AO2	375.00	75.00	450.00	450.00 ✓
01/01/18	4035900	ALLIANCE UK	AL01	424.92	84.98	509.90	509.90 ✓
26/01/18	2754099/3	BUSINESS-STREAM	BS02	202.80	0.00	202.80	202.80 ✓
30/01/18	1887	ELITE	E021	300.00	60.00	360.00	360.00 ✓
31/01/18	2396017	EBC	E02	33.84	6.77	40.61	40.61 ✓
01/02/18	4036161	ALLIANCE UK	AL01	424.92	84.98	509.90	509.90 ✓
→ 01/02/18	49670	ELLIS WHITTAM	EW01	750.00	150.00	900.00	900.00 ✓
02/02/18	58069571	HCC	H04	38.79	7.76	46.55	46.55 ✓
04/02/18	V10453391897	TMOBILE	T06	44.86	8.97	53.83	53.83 ✓
05/02/18	10583	HOUD PC	H030	85.00	0.00	85.00	85.00 ✓
05/02/18	857300385	TRADE UK (B&Q)	T02	57.93	11.59	69.52	69.52 ✓
06/02/18	130452	LOCAL EYES	LE01	570.00	114.00	684.00	684.00 ✓
08/02/18	30438	PLAYDALE	P02	668.90	133.78	802.68	802.68 ✓
09/02/18	58070395	HCC	H04	52.70	10.54	63.24	63.24 ✓
09/02/18	17569	TITCHFIELD TREE	T01	850.00	170.00	1,020.00	1,020.00 ✓
15/02/18	129340	CARRERA	C010	127.00	25.40	152.40	152.40 ✓
15/02/18	12931	CARRERA	C010	205.32	41.06	246.38	246.38 ✓
15/02/18	15/2	BRADBURY-KNIGHT	BK01	233.75	0.00	233.75	233.75 ✓
19/02/18	19/2	BARCLAYS BANK	BB01	37.76	0.00	37.76	37.76 ✓
21/02/18	DD2009399167	ALLSTAR	A05	72.00	14.40	86.40	86.40 ✓
23/02/18	58071693	HCC	H04	9.43	1.89	11.32	11.32 ✓
26/02/18	11426	J HUMPHRY ASSOC	HU01	420.00	84.00	504.00	504.00 ✓
27/02/18	13/17/18	JACKIE PANAKIS	J02	99.99	0.00	99.99	99.99 ✓
28/02/18	DD10920998	SHB	S012	325.03	65.01	390.04	390.04 ✓
→ 28/02/18	1802/018	DESIGN & PRINT	D04	840.00	0.00	840.00	840.00 ✓
01/03/18	4036263	ALLIANCE UK	AL01	424.92	84.98	509.90	509.90 ✓
				17,674.86	1,235.11	18,909.97	18,909.97

9/3/18

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Bank Reconciliation Statement as at: 28/02/2018 for Cash Book 1 Barclays Current A/C 070978787

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current - 70978787	28/02/2018	8	124,380.52
			<u>124,380.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			124,380.52
<u>Receipts not Banked/Cleared (Plus)</u>			
28/02/2018		144.00	
			<u>144.00</u>
			124,524.52
		Balance per Cash Book is :-	124,524.52
		Difference is :-	0.00

Bank Reconciliation Statement as at: 09/03/2018 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	09/03/2018	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

DR/le 9/3/18.

Petty cash at 9th March 2018			Voucher						
£20	20.00	✓	1						
£10	20.00	✓	2						
£5	5.00	✓	3						
£2	20.00	✓	4						
£1	5.00	✓	5						
50p	5.00	✓	6						
20p	6.00	✓	7						
10p	0.60	✓	8						
5p	4.60	✓	9						
2p	0.68	✓	10						
1p	0.45	✓	11						
			12						
87.33 ✓									
87.33 ✓									

20/12 9/3/18