

7pm, Monday 13th January 2020, The Roy Underdown Pavilion, Baron Road, Hamble SO31 4RY

<p><b>1. Welcome</b></p> <ul style="list-style-type: none"> <li>a. Apologies for absence;</li> <li>b. Declaration of interest and approved dispensations; and</li> <li>c. To approve minutes of previous Council Meetings</li> </ul>
<p><b>2. Public Participation</b></p>
<p><b><u>COMMUNITY</u></b></p>
<p><b>3. Eastleigh Borough Council (EBC) Team Meeting Feedback</b></p> <ul style="list-style-type: none"> <li>a. Youth Provision 2020/21</li> <li>b. Public Art in Bursledon, Hamble and Hound</li> <li>c. Hamble Point Gun Emplacement</li> <li>d. Bursledon, Hamble and Hound Action Plan</li> </ul>
<p><b>4. Southern Quay Benches Project - verbal update</b></p>
<p><b>5. VE and VJ Day</b></p>
<p><b><u>FINANCE &amp; PAYMENTS</u></b></p>
<p><b>6. Draft Budget, Project List, Fees and Charges and Precept for 2020/21</b></p>
<p><b>7. Approve the Following (report):</b></p> <ul style="list-style-type: none"> <li>a. 5% Retention Payment for Bartletts Field Play Area;</li> <li>b. Note Payment Received in Error;</li> <li>c. Petty Cash and Bank Reconciliations;</li> <li>d. To Authorise the Schedule of Payments;</li> <li>e. New Financial Contracts and Increased Costs (LocalEyes and Community Payback); and</li> <li>f. Income and Expenditure Schedule Including Irregular Payments and Receipts.</li> </ul>
<p><b><u>GOVERNANCE, COMMITTEES AND OTHER MEETINGS</u></b></p>
<p><b>8. Task List</b></p>
<p><b>9. Flood Sign Protocol</b></p>
<p><b>10. Recommendations from the Asset Management Committee</b></p> <ul style="list-style-type: none"> <li>a. Donkey Derby Field <ul style="list-style-type: none"> <li>i. Approve the amendments to the terms and conditions for use of the Donkey Derby Field for 2020</li> </ul> </li> <li>b. Dinghy Storage Park <ul style="list-style-type: none"> <li>i. To request Hampshire County Council to undertake a safety audit on Footpath 15 with a budget not exceeding £2,500 which will come from the earmarked reserve set aside for dinghy storage park improvements</li> </ul> </li> <li>c. St Andrew's Cemetery <ul style="list-style-type: none"> <li>a. Approve all amendments to the Memorial Regulations and the Memorial Application Form</li> <li>b. Approve the fee of £25+VAT for the Forms of Renunciation with immediate affect</li> <li>c. Approve the Memorial Policy</li> </ul> </li> </ul>

**11. Feedback and updates from Working Groups:**

- a. Street Signage
- b. Information Boards
- c. Logo - Progress on work.
- d. Media Working Group
  - i. Amend Terms of Reference

**EXEMPT BUSINESS**

**12. Update on Insurance Claims**

**Dated:** 8<sup>th</sup> January 2020

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

**UPCOMING PARISH COUNCIL MEETINGS**

Planning Committee - Monday 27<sup>th</sup> January, 7pm at The Roy Underdown Pavilion

Personnel Committee - Tuesday 21<sup>st</sup> January, 9am (venue TBC)

Full Council - Monday 10<sup>th</sup> February, 7pm at The Roy Underdown Pavilion

Planning Committee - Monday 24<sup>th</sup> February, 7pm at The Roy Underdown Pavilion

Asset Management Committee - Tuesday 3<sup>rd</sup> March, 8.30am at The Roy Underdown Pavilion

**OTHER UPCOMING PUBLIC MEETINGS**

**Eastleigh Borough Council Local Area Committee Meetings**

Thursday 23<sup>rd</sup> January, 6pm at Hamble Primary School (proposed venue)

## HAMBLE PARISH COUNCIL

**Minutes:** Council Meeting 9<sup>th</sup> December 2019, 7pm at The Mercury Library and Community Hub

**Present:** Councillors: S Hand (Chair); S Cohen (Vice-Chair); M Cross; T Dann; S Hayward; D Rolfe; S Schofield (arrived at 19:06); and I Underdown.

Clerk and Deputy Clerk

**Members of the Public:** Cllr Airey and one member of the public were in attendance.

Minute reference is 09.12.19 + the agenda item number

### 1a. Apologies for absence

Cllrs Dajka, Nesbitt-Bell and Thompson.

The Council observed a minute's silence to remember all those involved and affected by the road accident on Thursday 5<sup>th</sup> December when sadly one person was fatally injured.

19:06 Cllr Schofield arrived

### 1b. Declaration of interest and approved dispensations

Cllr Underdown: Hamble River Valley Forum (HRVF). Cllr Cross: Planning.

### 1.c To approve minutes of previous Council Meetings

**IT WAS RESOLVED** to approve the Minutes of 11/11/2019.

The minutes were signed by the Chair.

Cllr Cohen and Cllr Dann abstained from voting as they had not been at the previous meeting.

#### Proposed

Cllr Underdown

#### Seconded

Cllr Rolfe

### 2. Public Participation

None.

**3. Motion 1/3-09.12.19. At times, vehicle speeds in the village are a concern. To reinforce the speed limit along Hamble Lane and to keep residents safe I propose we purchase "30mph signs" to go on wheelie bins for properties adjoining Hamble Lane from Hound Roundabout to the Beaulieu Road junction. This is approximately 75 dwellings at a cost of £200. This would provide a reminder every Sunday night to Monday night of the speed limit on Hamble Lane and would be a cost-effective method of doing so.**

Cllr Schofield explained her proposed motion.

Cllr Cross will ask the Local Area Committee (LAC) to install the temporary traffic speed management system at the Broadway area next year (2020).

Cllr Underdown proposed the number of signs is doubled so residents can put on both the rubbish and recycle bins. This will increase the cost to £400. This amended proposal was agreed by all councillors. It was also agreed that Cllrs Schofield and Rolfe would deliver them to the houses involved.

#### Proposed

Cllr Schofield

#### Seconded

Cllr Hand

### 4. Eastleigh Borough Council (EBC) Report

Cllr Airey advised:

The outcome of the joint bid with Southampton City Council will be known early 2020.

The resident's complaint about the bollards along Hamble Lane has been considered. The bollards are made of plastic and are already on the Hampshire County Council list of items for action. Cllr House will respond directly to the resident.

Cllr Cross advised he is trying to arrange with HCC for the hedge by the cycleway at the Old Telephone Exchange opposite Beaulieu Road to be cut back to create a clear line of sight.

### 5. Letter from the Harbour Board regarding the public showers

The Clerk gave a verbal overview. Cllr Hand, the Chair, has an appointment with the Harbour Master tomorrow when this issue will be discussed.

Cllr Dan asked that the restoration of the right of way and public landing ladder within the Royal Southern Yacht Club is also discussed with the Harbour Master.

## 6. Lease of land at Mount Pleasant with Hampshire County Council

### **IT WAS RESOLVED TO:**

enter into a lease for land at Mount Pleasant with Hampshire County Council for a term of 25 years for a peppercorn rent. The heads of terms were provided in the Agenda pack.

With amendments to:

- specify the School's security protocol and inspection regime;
- limit the possible future liability with regard to security; and
- protect Hamble Parish Council's right to charge for parking at a future date.

<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Cohen
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## 7. Final report of the Magazine Working Group

### **IT WAS RESOLVED TO:**

- combining the Council News and Clerks/Officers Reports into one single editorial, with the drafting and editing down to the Clerk. And that the Clerk has final editing role for all other content to meet legal requirements and ensure that content is not counter to the HPC's objectives.
- only allow free advertising of up to a quarter page per organisation when it is for charity or charitable event, with the option for larger adverts being paid for at full rate minus the cost of a quarter page and that this is subject to available space.
- Event listings: Include only groups using Parish Council facilities as first priority, and completely not-for-profit/charity as a second priority – both free of charge (subject to space) in any 'regular event' style listing. Any other groups/organisation may only be included for a fee and subject to available space. The Media Working Group will recommend a fee back to Council in the new year.
- agree Terms of Reference for the Media and Working Group. With an amendment to include the Clerk and Chair as ex officio members and provision of a strategy to support existing contributors through the change process.

<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Schofield
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## 8. Donkey Derby Field – terms and conditions – for noting

The Clerk advised copies have been sent to the member of the public who requested further consultation, regular users and a notice was published in the Hamble Village Magazine. Responses from consultees must be submitted by 3<sup>rd</sup> January 2020.

## 9. Southern Quay benches project – verbal update

The Clerk gave a verbal update to the Council.

## 10. Feedback reports from the Hamble River Valley Forum (HRVF) and the Hamble Estuary Partnership (HEP)

Possible governance issues were discussed and it was agreed the Clerk will meet with Cllrs Underdown and Cohen and draw up a report for consideration by the Parish Council. Once agreed this will be taken to the HRVF and HEP.

## 11. Draft Budget, Fees and Charges and Precept for 2020/21

The Clerk gave an explanation and overview of the:

- proposed budget and precept
- proposed fees and charges

Cllrs were asked to consider the proposals and raise any queries with the Clerk before the next Council meeting on 13<sup>th</sup> January 2020.

## 12. Approve the Following:

- Petty Cash and Bank Reconciliations;**
- To Authorise the Schedule of Payments;**
- Letter from Hampshire County Council regarding tree works invoice;**
- New Financial Contracts; and**
- Income and Expenditure Schedule Including Irregular Payments and Receipts.**

**IT WAS RESOLVED TO:**

Accept the Petty cash reconciliation at £10.75

The business current account reconciliation was noted as £123,589.79

Authorise the presented schedule of payments

Accept the detailed list of income and expenditure for November 2019 sent separately to all councillors.

Cllr Rolfe had checked the reconciliation statements and invoices for payment before the meeting.

The Clerk was instructed to continue to pursue Hampshire County Council for payment of the invoice for emergency tree works.

**Proposed**

Cllr Hand

**Seconded**

Cllr Schofield

Cllr Rolfe signed the approved documents.

**13. Updated Task List**

The list was noted.

**14. Health and Safety Report**

Progress against the required actions was noted.

**15. Officers Report****15a. Staff injury**

The details were noted.

**15b. Update on Roy Underdown Pavilion Refurbishment**

Progress was noted.

**15c. Mercury Library and Community Hub**

Members did not express a wish to pursue the matter further.

**15d. to 15h**

**IT WAS RESOLVED TO:** Cease maintaining records of boats stored at Mercury Foreshore so as not to imply consent. If any boat needs to be removed notices will be served directly on the boats.

**IT WAS RESOLVED TO:** Change the Council's verification of address from January 2020 for all Council services (excluding driving licences). There is no direct cost implication.

**IT WAS RESOLVED TO:** Note the new Accessibility Requirements for gov.uk websites and to require a PID for the project for the January Council meeting. Any potential costs should be identified and included in the budget for 2020/21. Work on the project will report to the Resources Working Group.

**IT WAS RESOLVED TO:** Authorise the installation of three Healthmatic locks on the Foreshore toilets unless a better value contractor is found by the time of the meeting. The budget for the works should not exceed £2,550+VAT and to enable the works to take place the decision to place the order should be delegated to the Clerk and reported back to the January meeting. A new earmarked reserve will be created for the expenditure titled Commissioning costs.

**IT WAS RESOLVED TO:** Delegate decisions to the Clerk and Chair of the Planning Committee in consultation with the committee and record decisions at the January 2020 meeting.

**Proposed**

Cllr Underdown

**Seconded**

Cllr Cohen

**15i. Online Dinghy Storage Park Application**

Noted.

**16. Feedback and updates from Working Groups****16a. Street Signage**

The findings will go to the next EBC team meeting.

#### **16b. Information Boards**

**IT WAS RESOLVED TO** accept the draft PID and proposed budget of £10,000.

<b>Proposed</b>	Cllr Hand	<b>Seconded</b>	Cllr Underdown
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#### **16c. Logo**

A brief verbal update was given by the Clerk.

#### **16d. Village Magazine**

This was dealt with under Item 7.

#### **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.

**IT WAS RESOLVED** that in view of the confidential nature of the business to be discussed the public and press be excluded.

*21:10 moved to Exempt Business*

#### **17. Approve Exempt Minutes**

There were no exempt minutes to approve.

#### **18. Contractual dispute – final settlement**

The Clerk briefed the Council. A full project review will be completed at a later date and brought to the Council.

#### **19. Update on Insurance Claims**

The Deputy Clerk gave a verbal update.

*The meeting ended at: 21:14*



# **Delivery Proposal**

Bursledon, Hamble & Hound

October 2019

A better future  
[www.youthoptions.co.uk](http://www.youthoptions.co.uk)





Youth Options has been delivering detached youth work in Bursledon, Hamble and Hound since April 2018. Three nights of provision are provided across the year. This service was fully funded by Hampshire County Council for 2018-2019; however funding was reduced for 2019-2020 and the parishes added funding to maintain 3 nights provision per week. HCC reduced the total amount of funding across the county for 0-19 projects from £420,000 in 2019-2020 to £78,000 for 2020-2021; for this reason Youth Options took the decision not to waste time and effort in applying for funding for next year.

<b>What Information has Youth Options given you better access to?</b>	Number	Percentage	<b>Other Support Specified:</b>			
Drugs and Alcohol	24	40.00%	College			
Sex and Relationships	29	48.33%				
Antisocial Behaviour	20	33.33%				
Housing	12	20.00%				
Other	19	31.67%				
<b>At least one of the above</b>	50	83.33%				

	Agree (5-7)		Strongly Agree (8+)		Agree or Strongly Agree (5+)	
	Number	Per centage	Number	Per centage	Number	Per centage
I know what support and advice is available in my area and how to access it	17	28.33%	39	65.00%	56	93.33%
I feel safer knowing that Youth Options' staff are in my area	14	23.33%	43	71.67%	57	95.00%
I feel confident that I know what employment and education opportunities are available to me	12	20.00%	43	71.67%	55	91.67%
Youth Options staff are helpful and supportive	11	18.33%	48	80.00%	59	98.33%

**Is there any other way we can support you or your area?**

I want to go on trips. New skate park in netley and a better one in hamble, skate park advice and help removing graffiti off ramps. extend hamble skate park, lights in hamble skate park and a path leading to it, advice about contacting the council, lovely people to talk to, very helpful

Staff have through observation and engagement with young people also gathered the following information over the past 18 months of delivery in the area:

- Delivery over the summer at Hamble Sports Complex would be very beneficial; however this did not happen last year due to lack of communication between partners
- During summer 2019 staff located young people mostly at Hamble Skate Park, Victoria Country Park or Spitfire Way
- Staff promote Friday Night Football, but most young people they meet are not attending



- Overall apart from some activities running from Hamble sports complex there are very few activities for the young people of all 3 areas to do on a weekday night. Majority will be found in the local parks or outside the shops
- The skate park in Hamble is a main focal point for the young people in this area and has been used a lot by young people from Bursledon and Hound this year. Young people were pleased with the local council cleaning it this year following their requests, but would like to see it improved with better lighting among other requests
- Staff have not seen a lot of ASB on the nights they deliver, however they have noticed an increase in the numbers of young people potentially using illegal substances. Many young people have asked questions relating to different substances; it is worth noting that when staff have seen them, they have been in the local parks away from the general public areas in the corner of the fields keeping themselves to themselves.

## Proposal

### Detached

Detached and targeted centre-based youth provision in Bursledon, Hamble & Hound; supporting young people to develop social and emotional skills and increase their understanding of, and ability to address issues.

A team of Youth Support Workers will deliver detached youth work for young people in the communities where they congregate in Bursledon, Hamble and Hound. The service will provide 3 detached sessions per week each of 4 hours (including 45-minute wash-up); the sessions will be from approximately 5.45 to 9.45 (to be confirmed in consultation with local partners) on three weekday evenings, to be decided based on need. During the winter delivery will be from local centres such as Netley Nibbles and Pylands Wood (provided free of charge by local partners). We will ensure that one of the sessions is on a Friday night running alongside the Friday Night Football session run by Eastleigh Borough Council. The centre based sessions will be delivered in 6 week blocks according to need. Funding will pay for one Lead Worker and two Youth Support Workers to deliver the programme, Delivery Manager for supervision, resources, vehicle hire and management and administration fees.

The detached sessions will take place wherever young people are spending time; this could be parks, shopping precincts, specific streets etc. Staff will engage with young people in their locality, building relationships that will enable them to provide support around the key priorities. Strong relationships with young people will allow staff to address a range of topics encouraging young people to think about the consequences of risky behaviours, ambitions, future goals, skills acquisition and social interaction. The service is personalised as it is focused on a relationship built with an individual young person, not on a need to address one aspect of that young person's life. The Youth Support Worker builds trust, and demonstrates a real interest in the individual, which is far more empowering than seeking to tick a box relating to employment, health or any other artificially imposed criteria.

Staff will also provide a range of diversionary activities that can be delivered in situ. They will also provide information about the services available from a range of agencies across the area, that support young people with a wide range of issues.

The six-week blocks of centre-based delivery will focus on a key theme as needed by the groups of young people across the three areas. We will deliver a range of informal workshops and information that will be tailored to accommodate a range of ages and interests and we will be able to support

children and young people from 11 years up. These workshops will be interactive and engaging, building on the relationships built up through detached sessions. These themed blocks will depend on the needs of young people, but could include:

- Team Building
- Sexual Health and Relationships
- Communication Skills
- Mental Health & Wellbeing
- Healthy Eating
- Personal Safety
- Employment, Education & Training

Our activities will include helping to prevent children and young people accessing the service from becoming socially excluded through their behaviours, encouraging them to achieve as well as improving their confidence and emotional wellbeing, and identifying those at risk of becoming NEET.

The programme develops the social and emotional capabilities of participants through informal interaction, and the delivery of a series of engaging activities designed to engage young people with issues and barriers that affect them. The driving factor in all interactions is to develop young people's social and emotional capabilities, and there is strong evidence showing the connection between these capabilities and positive life outcomes. The key capabilities that the programme supports are:

- Confidence and Agency – self-reliance, self-esteem, self-efficacy, self-belief, ability to shape your own life and the world around you
- Resilience and Determination - Self-discipline, self-management, self-motivation, concentration; having a sense of purpose; persistence; self-control
- Communication - Explaining; expressing; presenting; listening; questioning; using different ways of communicating

Youth Options will remain as flexible as possible to meet the needs of the young people and local communities.

### Outcomes

We intend to achieve the following outputs by the end of the year:

- Engage with 250 young people through detached and centre-based sessions
- 100 of these young people complete our detached monitoring postcards
- 50 of these young people regularly attend centre-based sessions
- 35 young people regularly attending centre-based sessions complete a Your Views Matter feedback form

We intend to achieve the following outcomes by the end of the year as evidenced through the monitoring postcards:

- 90% indicate that the project has provided better access to information in at least one of the following areas:
  - Drugs and Alcohol
  - Relationships and Sex
  - Anti-Social Behaviour

- Housing
  - Other
  - This will lead to the young people having an improved understanding of risky behaviour and will help them make more informed choices.
- 70% indicate they have a better understanding of the type of activities and support services that are available in their locality and how to access them. They will also know how and where to seek out support for any future issues they might have.
  - 70% feel confident that they know what employment and/or education opportunities are available

Through the programme, and the development of positive, trusting relationships with young people, we aim to support the development of young people's social and emotional capabilities.

We intend to achieve the following outcomes as evidenced through the Your Views Matter feedback forms:

- 80% indicate that they have improved confidence
- 70% indicate that they have improved resilience and determination
- 80% indicate that they have improved communication skills

There is strong evidence showing the connection between social and emotional capabilities and positive life outcomes including educational attainment, mental health, physical health, employment status and behaviour.

### Outdoor Learning

Engaging children and young people with the natural environment to promote good mental health and supporting them to improve their social and emotional capabilities.

We will provide two courses to children and young people, in which they will undertake the Discovery Level John Muir Award. We will deliver courses comprised of 6 sessions; each course will accommodate 15 children or young people. The courses will be delivered at weekends and during school holidays; they may be delivered over the course of a week or several weeks depending on what best suits participants and their families. The likely timings of the days are 10.00-4.00, but this will be adapted as necessary to suit participants. The main delivery location will be Itchen Valley Country Park. Funding will pay for staffing, resources, accreditation, Outdoor Learning Manager for supervision, and management and administration fees.

We will deliver the John Muir Award at Discovery Level. The John Muir Award is an environmental award scheme focused on wild places. It supports people to connect with, enjoy and care for nature, landscape, and the natural environment. It is well documented that engagement with nature is beneficial to positive mental health and wellbeing, and our course will support participants to build the skills and resilience required to promote this.

The John Muir Award was set up to promote educational, social and personal development through engagement with wild places and involvement in conservation, and it involves four stages of discover, explore, conserve and share. It is an ideal vehicle through which to support the development of the Young Foundation's seven social and emotional capabilities upon which all our work is based.

Each of the five sessions will last approximately 6 hours, and two of our experienced Youth Support Workers will engage participants in a range of activities that includes each of the four stages.

Discover – This could be an area in school grounds, or somewhere local to the school

Explore – Increasing awareness and understanding of the space, which can include activities such as engaging the senses, playing in it, identifying birds, plants and animals, taking photos or making maps

Conserve – Leaving the space in better shape, which might include surveys, litter picks, planting, clearing or building

Share – Letting others know about what has been experienced, celebrating, this may include artwork, poetry or photo displays and a celebration of achieving the certificate

Participants will engage with the natural surroundings in a positive way, being encouraged to take part in physical activity as part of the sessions. This activity will not be 'sporty', but rather active engagement with their surroundings such as den building, problem solving and team games. They will be encouraged to work together and build positive relationships with each other. They will also be able to use the wild place to be creative.

Throughout the course Youth Support Workers will use nature and the natural environment to help participants recognise and understand how what they are doing promotes positive mental health and wellbeing. They will encourage participants to continue to interact with the wild place, and others beyond the duration of the course, as activities are ones that can be continued by participants and shared with family and friends without any special requirements.

### Outcomes

We aim to achieve the following outcomes by the end of the two courses:

- 75% of participants will have improved self-confidence leading to a more positive sense of wellbeing
- 75% of participants children will have increased resilience leading to being better able to cope with life events that affect them
- 90% of participants will enjoy the course leading to an improved sense of wellbeing
- 70% of participants understand how nature can support their sense of wellbeing leading to engaging with nature as a means of promoting wellbeing

The outcomes will be measured through the completion of our Your Views Matter feedback forms (Appendix 2) by participants.

### Reporting

Youth Options will provide quarterly reports that include:

- Numbers of young people engaged in detached and centre-based delivery; this will be provided per area (Bursledon, Hamble & Hound)
- Targeted sessions delivered including theme and numbers participating
- Update on outcomes sought
- Narrative or case study
- Outcome and detail of outdoor learning courses if relevant for the quarter

## **Budget**

### **Detached & Centre Based – 3 nights per week**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>Staffing</b>				
Delivery Manager	£4,455	£4,678	£4,912	
Lead Worker	£9,222	£9,683	£10,167	
Youth Support Worker	£9,031	£9,483	£9,957	
Youth Support Worker (Centre based 16 weeks)	£2,779	£2,918	£3,064	
<b>Staff Costs</b>				
	£696	£731	£767	
<b>Programme Costs</b>				
Resources	£1,440	£1,512	£1,588	
Vehicle	£2,400	£2,520	£2,646	
<b>Overheads</b>				
	£7,738	£8,125	£8,531	
<b>Totals</b>				
	<b>£37,761</b>	<b>£39,650</b>	<b>£41,632</b>	<b>£119,043</b>

### **Outdoor Learning – Two courses per year**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
<b>Staffing</b>				
Delivery Manager	£679	£713	£749	
Lead Worker	£1,594	£1,674	£1,758	
Youth Support Worker	£1,385	£1,454	£1,527	
<b>Staff Costs</b>				
	£120	£126	£132	
<b>Programme Costs</b>				
Resources	£360	£378	£397	
Venue Hire	£1,200	£1,260	£1,323	
Vehicle	£600	£630	£662	
<b>Overheads</b>				
	£1,180	£1,238	£1,300	
<b>Totals</b>				
	<b>£7,118</b>	<b>£7,473</b>	<b>£7,848</b>	<b>£22,439</b>

#### **Notes:**

1. The per night costs for detached are approximately £800 more expensive than discussed due to incorporating 3 centre-based sessions per week for 16 weeks that require 3 members of staff; this was previously only 1 session per week.
2. Costs for outdoor learning include a vehicle for transporting young people to IVCP; this can be removed if young people make their own way there.

## Appendix One



**YOUTH  
OPTIONS**  
A better future

# Detached Monitoring Postcard - BHH

Name: ..... Age: ..... (Optional)

**1. What information has Youth Options given you better access to?**

- ☐ Drugs and Alcohol    ☐ Sex and Relationships    ☐ Anti-social Behaviour    ☐ Housing  
☐ Other (please specify) .....

**2. I feel I know what support and advice is available in my area and how to access it**

Please rate out of 10 -    1   2   3   4   5   6   7   8   9   10

**3. I feel safer knowing Youth Options staff are in my area.**

Please rate out of 10 -    1   2   3   4   5   6   7   8   9   10

**4. I feel confident I know what employment or education opportunities are available to me.**

Please rate out of 10 -    1   2   3   4   5   6   7   8   9   10

**5. Youth Options staff are helpful and supportive.**

Please rate out of 10 -    1   2   3   4   5   6   7   8   9   10

**Is there any other way we can support you or your area, or any other comments?**

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## Appendix Two

# Your Views Matter!



We hope you enjoyed your time with Youth Options. We would be grateful if you could answer a few questions – this will help us be better in the future, Thank you!

### Tell us about you

Name: ..... Gender: ..... Age: .....  
(Optional)

School/College Name: .....  
(If applicable)

### Tell us about Youth Options – John Muir Discovery

Please circle a number next to the statements	Not at all										Extremely
I enjoyed my Youth Options experience	1	2	3	4	5	6	7	8	9	10	
Youth Options staff were helpful and supportive	1	2	3	4	5	6	7	8	9	10	
I would recommend Youth Options to others	1	2	3	4	5	6	7	8	9	10	
I have trust in Youth Options staff	1	2	3	4	5	6	7	8	9	10	

### Tell us about your learning at Youth Options

Please circle a number next to the statements	Not at all										Extremely
I enjoyed learning new things	1	2	3	4	5	6	7	8	9	10	
<b>Since taking part in Youth Options:</b>											
I am more confident	1	2	3	4	5	6	7	8	9	10	
I am better at overcoming challenges	1	2	3	4	5	6	7	8	9	10	
I am more motivated to get the best results	1	2	3	4	5	6	7	8	9	10	
I am better at working in a team	1	2	3	4	5	6	7	8	9	10	
I have better communication skills	1	2	3	4	5	6	7	8	9	10	
I am better at making decisions	1	2	3	4	5	6	7	8	9	10	
I am better at handling my emotions	1	2	3	4	5	6	7	8	9	10	
I understand that nature can change the way I feel	1	2	3	4	5	6	7	8	9	10	
I know there is someone I can talk to about how I feel	1	2	3	4	5	6	7	8	9	10	

PLEASE TURN OVER





**Cllr Tonia Craig** - Local Area Chair

tonia.craig@eastleigh.gov.uk

## Bursledon, Hamble-le-Rice & Hound (BHH)

### Local Area Action Plan 2020/21



### Responsibilities of the Local Area Committee

- ▶ Champion the local area
- ▶ Decide local priorities
- ▶ Manage local budgets
- ▶ Determine local levels of council services such as Streetscene and traffic management
- ▶ Work with the local community
- ▶ Decide planning applications

### Responsibilities of the Local Area Manager

- ▶ Act as a link between the Council and local people
- ▶ Support local Councillors
- ▶ Manage the local revenue budget and the capital programme/major projects
- ▶ Work with the Council to improve local services and to ensure value for money
- ▶ Identify local needs and priorities
- ▶ Work closely with Parish Councils, schools and community groups

**Matt Blythe** - Local Area Manager

matthew.blythe@eastleigh.gov.uk 023 8068 8311

### Key Projects & Priorities

- ▶ Major planning applications: Maximise the community benefit from current sites at Bursledon Car-Boot site, Kingfisher Grange and Monarchs Keep
- ▶ Mercury Library and Community Hub – Work with Bursledon Parish Council and the Mercury Volunteers to ensure the Mercury Library and Community Hub is effectively run.
- ▶ Coronation Parade project to widen the disabled access outside the butchers/pharmacy
- ▶ Bursledon Station car-park – following the completed feasibility study produce an action plan for improvements
- ▶ Implement the Public Art plan for the peninsula.
- ▶ New location for Windhover kestrel
- ▶ Review Car Parking provision in Netley Abbey
- ▶ Implement a new Youth Services Agreement with Youth Options
- ▶ Medium term plan for Hamble Gun Emplacement

### Council Services - Local Variations

- ▶ Country Parks and Land Management – Hamble Common
- ▶ Corporate Communications
- ▶ Direct Services – leaf clearance, benches, bins, fencing.
- ▶ Locality Area Services – car parks at Hamble Square, Netley and the Lowford Centre
- ▶ Support Services – Community Grants/Finance
- ▶ Specialist Services – Traffic Regulation Orders and traffic studies

### Key Partnerships

- ▶ Bursledon Parish Council
- ▶ Hamble Parish Council
- ▶ Hound Parish Council
- ▶ Bursledon District Community Association
- ▶ Pilands Wood Community Association
- ▶ Hamble School and Sports Complex
- ▶ Primary schools
- ▶ Health centres
- ▶ Mercury volunteers
- ▶ Youth Options
- ▶ Hampshire County Council/ Hamble River Authority
- ▶ Hampshire Police
- ▶ Local businesses including GE Aviation, BP and Coopervision

## Council Budget and Precept for 2020/21

### Summary of the key issues

- To approve the Council's budget for 2020/21
- To approve the list of projects that will make up the Asset Renewal/Capital programme for 2020/21 and beyond
- Set the parish precept for 1<sup>st</sup> April 2020

### Background Information

The Council is legally required to publish a balanced budget each year. Its purpose is to provide an operational framework for managing the council's financial activities, is a tool for members to ensure that the council's priorities are being delivered in a timely and cost-effective way and enable residents to see the detailed activity carried out by the Council on their behalf. It should also provide a basis for planning for future spending and investment on assets over a longer time frame.

The budget this year is developed against the following backdrop:

- Continuation of historically low interest rates – with a poor level of return on balances
- A reduction in the revenue support grant from Eastleigh Borough Council as part of the withdrawal of the grant on the three-year taper
- Estimate in staffing costs until the national negotiations conclude pay for 2020/21
- A recommendation from the Auditor to reduce the level of balances held in reserve - increased spending on either projects or assets
- A review of fees and charges - Unlike previous years there is no headline increase, with some charges being held the same after a period of increase (Dinghy Storage Park and the Car Permits), while other fees are increasing to reflect more accurately the cost of the service (hourly rate at RUP and cemetery costs). In the later instance the additional work now being carried out in administering and managing the cemetery is likely to result in further year-on-year increases in this area until charges more accurately reflect costs. They still remain cost effective in relation to other areas
- Development of renewal funds through the use of Earmarked Marked Reserves (EMR) for key assets
- Minimal capital funding coming via S106 for community infrastructure as a result of limited development and the absence of the Community Infrastructure Levy (CIL) (would apply to all planning consents – residential and commercial)
- Proposed increase in the parish council tax of 2.5%, which for a Band D dwelling is equal to an increase of £3.06 a year
- A parish precept income of £242,271.31 with a Revenue Support Grant of £3,916.45 bringing the total precept to £246.187 which is an increase in our budget of £2,021.42

## Budget detail

The full budget is attached for information and highlights changes from this year's position. Although not a comprehensive summary of changes the following should be noted:

Cost Code	Accounts details	Variation (£)	Explanation
<b>INCOME</b>			
101	Precept	6,284	Increase of 2.5% from 2019/20
101	LGA Grants	(4,263)	Reduction in grant from EBC
101	Miscellaneous income	0	Assumed that the Council will apply for grant funding for Neighborhood Planning
104	Car Park income	(5,000)	Increase charge
202	College Playing Field Pitch Hire	(1,700)	Overstated in 2019/20 given level of hirers
301	Dinghy Park Income	5,000	Income overstated in 2019/20
302	Miscellaneous Income	(13,937)	One off payment in 2019/20 from Hamble Lifeboat
304	Committee Room Hire	2,500	Increase hire
307	Mount Pleasant Pitch hire	(3,000)	Overstated in 2019/20 given level of hirers
<b>EXPENDITURE</b>			
101	Bank staff	4,000	Assumed to establish a data base for memorial software
101	Staff training	3,500	Increase in budget – responding to needs identified via Personnel Committee for team and individuals
101	IT costs	2,500 + 7,500EMR	New project Increase costs for new software + EMR for review of ICT including move from lease to purchase of equipment
101	Professional fees	(2,000)	Reduced to reflect anticipated costs in year
101	Legal fees	(2,000)	Ongoing project Reduced annual costs due to HCC contract but EMR allocated to cover outstanding review of all leases.
101	Election costs	5,000	One off for 2020
101	Noticeboards and signs	10,000 EMR	New Project
101	Miscellaneous	(6,000)	Assumes spending on the Neighbourhood Plan will not exceed 9K – equal to the grant

102	LGA Grants	(9,000)	Moved to miscellaneous income above
102	Members training	2,000	Reflect the cost of training for new council members
102	Park Sport contribution	1,500	Partnership funding
102	Traffic Survey	(5,000)	Project in 2019 now concluded
104	New P&D Machines	(10,268) EMR	Project in 2019 now completed
105	Contractor costs	1,500	To reflect range of operational issues in cemetery
105	Improvements to burial ground	10,000 EMR	New Project – covers layout, historic issues, safety and appearance
108	Memorial seats and benches	10,000 EMR	To replace other benches in the village other than the Foreshore
108	Vehicle hire	(2,600) + 7,000 EMR	Part year lease costs as lease ends in July. EMR for the cost of acquiring the truck if appropriate
108	Tree maintenance	(1,500)	Reflect costs in year
201	CCTV	500 EMR	Renewals contribution
201	Cleaning	(2,040)	Decommissioned so no usage
201	Car Park Maintenance	1,000 EMR	Renewals contribution
201	Skate park maintenance	1,000 EMR	Renewals contribution
201	Play equipment	500 EMR	Renewals contribution
202	CCTV	500 EMR	Renewals contribution
202	Safety Equipment	1,000 EMR	Purchase defibrillator
202	Professional fees	(1,800)	Architects fees reduced now initial scheme work completed
202	Property maintenance	500 EMR	Renewals contribution
202	RUP refurbishment	6000 EMR	Money set aside in 2019/20. Money now set aside as EMR for improvements in 2020 to boilers (added since December's meeting)

204	Car park maintenance	500 EMR	Renewals contribution
204	Bench replacement	500 EMR	Renewals Contribution
204	Bartletts Play equipment	(2,850)	Project completed in 2019 so no additional costs
205	Allotments	1,000	security measures
301	Repairs and Maintenance	8,400 EMR	Ongoing Project Underspend on previous EMR carried forward plus further 7k EMR allocated for safety audit, changes to access and surfacing the Sin Bin
302	Memorial seats and benches	4000 EMR	New Project Repairs to the circular seat
302	Safety ladders	7,775	EMR One off expenditure in 2019/20
302	Grounds maintenance	2,200	Cost of planters
302	Street furniture renewal	10,974	EMR One off expenditure in 2019/20
303	Repairs and maintenance	3,050	EMR One off expenditure in 2019/20 for magnetic door locks

Taken together the changes to the budget have enabled a balanced budget to be produced. It also draws down on the Council's reserves by £67,900 through a range of projects and renewal funds. Last year it was agreed to set aside in the region of £15,000 a year to build up renewal's funds for key assets. As this is a new initiative renewal for the year total £7,000. A programme of renewals will come forward in due course. It will show the intended projects by year and the amounts of contributions already saved towards the cost of replacement/upgrade over a five-year period or those that are beyond.

Based on the current budget and balance sheet we will end the year with reserves of £398,321. This position could change as our income is always subject to change in the final quarter, but assuming it remains broadly correct the Council will start the new financial year with a revised balance of £330,421. Based on monthly expenditure of about £25,000 per month and a requirement to hold 6 months' worth of spend in reserve we will, after this deduction, have reserves of £180,000. This will enable the new Council to deliver the new projects that have been identified, ascertain the extent of works at RUP and also have capacity to start planning for the redevelopment of Mount Pleasant.

**On this basis the following recommendations are proposed:**

To approve the budget for 2020/21 including the EMR for ongoing and new projects as well as creating a renewal fund for key assets

To agree a 2.5% increase in the parish council tax for 1<sup>st</sup> April 2020/21 to provide a total precept for the year of £246,187.76

Approve the list of fees and charges for 2020/21

## Balance Sheet as at 1st April 2020

31st March 2018

31 March 2020

## Current Assets

9,759	Trade Debtors	1,138
8,286	VAT Control A/C	2,254
917	Prepayments	942
15,051	Barclays Bank A/C	102,488
141,367	Barclays Reserve Account	141,684
118,943	EBC High Interest Account	118,943
48	Petty Cash	11
0	Net Pay Control	29,644
0	PAYE/NIC Control	6,692
0	HCC Pension Control	6,973
240	Contra	240

294,611

411,009

294,611 Total Assets

411,009

## Current Liabilities

1,260	Trade Creditors	6,254
203	VAT Creditor	1,921
3,622	Accruals	4,513
3,274	PAYE/NIC Control	0

8,359

12,688

286,252 Total Assets Less Current Liabilities

398,321

## Represented By

79,562	General Reserves	264,821
17,690	EMR RUP Storage Building	0
5,000	EMR Cemetery Plan	5,000
50,000	EMR Street Furniture	50,000
7,000	EMR Dinghy Park Improvements	5,000
30,000	EMR Mount Pleasant & RUP	30,000
10,000	EMR Traffic survey	2,500
1,000	EMR Office refit	0
50,000	Bartletts Field Play replaceme	14,000
11,000	EMR VALUATION ADVICE	11,000
13,000	EMR LEGAL COSTS	13,000
12,000	EMR CARD MACHINE REPLACEMENT	3,000

286,252

398,321



09/01/2020

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**Hamble-le-Rice Parish Council 2018/19**

16:40

**Balance Sheet as at 1st April 2020**

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**31st March 2018**

**31 March 2020**

The above statement represents fairly the financial position of the authority as at 1st April 2020 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

\_\_\_\_\_ Date : \_\_\_\_\_

## Annual Budget - By Centre

## Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b><u>Staff Costs</u></b>									
1200	Pitch Hire	0	60	0	0	0	0	0	0	0
	<b>Total Income</b>	0	60	0	0	0	0	0	0	0
4000	Salaries	137,000	151,089	175,000	78,133	0	0	180,000	0	0
4001	HMRC Contributions	30,000	19,054	14,139	7,209	0	0	15,500	0	0
4002	Pension Costs	28,000	30,914	34,000	16,198	0	0	39,000	0	0
4005	Health & Safety	500	0	250	0	0	0	0	0	0
4010	Staff Training	0	55	1,000	0	0	0	0	0	0
4035	Publications	50	0	0	0	0	0	0	0	0
4111	Legal Fees	1,000	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	196,550	201,113	224,389	101,540	0	0	234,500	0	0
	<b>Movement to/(from) Gen Reserve</b>	(196,550)	(201,053)	(224,389)	(101,540)	0		(234,500)		
<b>101</b>	<b><u>Administration</u></b>									
1076	Precept	229,000	228,828	236,000	235,987	0	0	242,271	0	0
1090	Interest Received	500	809	200	317	0	0	170	0	0
1100	LGA Grants Received	12,090	12,088	8,180	8,179	0	0	3,916	0	0
1110	Helicopter Landing Fees	500	350	0	0	0	0	0	0	0
1111	Photocopy Income	10	13	0	45	0	0	100	0	0
1240	Garden Licences	100	98	100	98	0	0	100	0	0
1325	Sales - Training Courses	0	400	0	1,080	0	0	1,500	0	0
1900	Miscellaneous Income	0	0	9,000	170	0	0	9,000	0	0
4900	Miscellaneous Expenditure	0	0	15,000	-131	0	0	9,000	0	0

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## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		242,200	242,586	268,480	245,746	0	0	266,057	0	0
1113	Office alarm	0	173	0	0	0	0	300	0	0
<b>Direct Expenditure</b>		0	173	0	0	0	0	300	0	0
4003	Payroll Costs	475	320	360	300	0	0	400	0	0
4005	Health & Safety	0	17	100	0	0	0	500	0	0
4006	Protective Clothing & Equip.	0	15	100	0	0	0	100	0	0
4007	Bank Staff	0	0	0	0	0	0	4,000	0	0
4009	IZettle Fee	0	8	0	28	0	0	50	0	0
4010	Staff Training	500	750	500	1,776	0	0	4,000	0	0
4011	Staff Travelling	30	267	250	218	0	0	250	0	0
4012	Miscellaneous Staff Costs	0	0	250	229	0	0	400	0	0
4013	Office Refreshments	50	115	100	65	0	0	100	0	0
4015	Advertising	0	0	300	0	0	0	300	0	0
4016	Clerk's Casual Expenditure	50	414	300	595	0	0	400	0	0
4019	Catering for Training	0	0	0	102	0	0	0	0	0
4025	Stationery	50	309	300	185	0	0	300	0	0
4030	Postage	50	184	200	212	0	0	500	0	0
4035	Publications	70	0	70	0	0	0	100	0	0
4040	Subscriptions	1,000	1,284	1,250	1,744	0	0	2,000	0	0
4041	Office Rent	4,500	4,404	4,700	3,378	0	0	4,800	0	0
4045	Photocopy Costs	800	738	500	731	0	0	800	0	0
4060	Telephone	1,620	2,931	2,500	2,116	0	0	0	0	0
4061	IT Lease Costs	3,200	3,792	500	2,871	0	0	3,000	7,500	0

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## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4065	Insurance	5,425	5,652	6,000	5,820	0	0	6,000	0	0
4070	Premises Licence	80	70	90	70	0	0	70	0	0
4081	Refuse/Litter	0	13	0	0	0	0	0	0	0
4090	Safety Equipment	0	0	0	10	0	0	0	0	0
4095	New Office Equipment	1,000	1,621	500	15	0	0	0	0	0
4100	Cleaning	0	3	0	0	0	0	0	0	0
4105	Bank Charges	500	630	600	349	0	0	400	0	0
4110	Professional Fees	32,700	5,720	5,000	2,622	0	0	3,000	0	0
4111	Legal Fees	0	1,950	5,000	0	0	0	0	0	3,000
4112	Audit Fees	3,500	1,650	2,600	1,950	0	0	2,600	0	0
4115	Accountancy Fees	5,000	1,693	5,000	2,823	0	0	4,000	0	0
4125	Travel Tokens	150	197	196	0	0	0	50	0	0
4200	Members Training	600	0	200	0	0	0	0	0	0
4202	Misc. Members Costs	0	0	180	18	0	0	0	0	0
4215	Website	1,100	479	200	0	0	0	500	0	0
4220	Election Costs	0	0	0	0	0	0	5,000	0	0
4225	Archive Expenses	50	0	1,700	0	0	0	0	0	0
4271	Car Park Maintenance	0	0	0	1	0	0	0	0	0
4290	Public Consultation Costs	2,000	185	2,000	0	0	0	2,000	0	0
4375	Noticeboards & Signs	0	158	200	0	0	0	500	10,000	0
4381	Property Maintenance	0	58	600	0	0	0	0	0	0
4382	Grounds Maintenance	0	0	500	0	0	0	0	0	0
4400	Fly-Tipping	0	0	300	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>64,500</b>	<b>35,627</b>	<b>43,146</b>	<b>28,228</b>	<b>0</b>	<b>0</b>	<b>46,120</b>	<b>17,500</b>	<b>3,000</b>

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## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>177,700</u>	<u>206,786</u>	<u>225,334</u>	<u>217,518</u>	<u>0</u>		<u>219,637</u>		
<b>102</b>	<b><u>Civic &amp; Archives</u></b>									
1100	LGA Grants Received	0	0	9,000	3,230	0	0	0	0	0
	<b>Total Income</b>	<u>0</u>	<u>0</u>	<u>9,000</u>	<u>3,230</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4208	D-Day 75th Commemoration Costs	0	0	0	472	0	0	0	0	0
4216	Coronation Parade Renovation	0	40,000	0	0	0	0	0	0	0
	<b>Direct Expenditure</b>	<u>0</u>	<u>40,000</u>	<u>0</u>	<u>472</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4110	Professional Fees	0	0	100	0	0	0	0	0	0
4200	Members Training	500	40	500	0	0	0	2,500	0	0
4201	Members Travelling	25	0	25	0	0	0	25	0	0
4202	Misc. Members Costs	0	0	0	0	0	0	50	0	0
4203	Festive Decorations	5,000	210	4,000	1,765	0	0	4,000	0	0
4205	Civic Costs	0	524	0	233	0	0	0	0	0
4206	PCSO Costs	7,400	0	0	0	0	0	0	0	0
4207	HYPE Contribution	0	0	4,000	0	0	0	4,000	0	0
4210	Festive Lighting	0	1,620	0	0	0	0	0	0	0
4211	Park Sport contribution	0	666	0	0	0	0	1,500	0	0
4219	Neighbourhood plan	0	448	0	0	0	0	0	0	0
4291	Traffic Survey	0	6,690	5,000	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<u>12,925</u>	<u>10,198</u>	<u>13,625</u>	<u>1,998</u>	<u>0</u>	<u>0</u>	<u>12,075</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(12,925)</u>	<u>(50,198)</u>	<u>(4,625)</u>	<u>761</u>	<u>0</u>		<u>(12,075)</u>		

Continued on next page

## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>103</b>	<b><u>Publications</u></b>									
1130	V Mag Adverts	11,000	9,497	11,330	12,132	0	0	12,000	0	0
1139	Other Publication Income	0	5	0	0	0	0	0	0	0
	<b>Total Income</b>	11,000	9,502	11,330	12,132	0	0	12,000	0	0
4250	V Mag Printing	8,900	8,488	8,900	5,880	0	0	8,900	0	0
4251	V Mag Distribution	3,000	3,165	3,600	2,100	0	0	3,600	0	0
4253	V Mag Contract Editorship	3,300	2,587	3,300	1,400	0	0	3,300	0	0
	<b>Overhead Expenditure</b>	15,200	14,240	15,800	9,380	0	0	15,800	0	0
	<b>Movement to/(from) Gen Reserve</b>	(4,200)	(4,737)	(4,470)	2,752	0		(3,800)		
<b>104</b>	<b><u>Car Parking</u></b>									
1140	Car Park Income	28,000	38,792	35,000	33,670	0	0	40,000	0	0
1142	Clock Permits	2,200	2,442	2,500	1,458	0	0	2,500	0	0
	<b>Total Income</b>	30,200	41,234	37,500	35,128	0	0	42,500	0	0
4017	3C Payments	0	0	0	337	0	0	1,000	0	0
4018	RingGo Service Charges	0	0	0	1,533	0	0	1,000	0	0
4050	Electricity	0	28	40	0	0	0	500	0	0
4060	Telephone	0	0	750	0	0	0	0	0	0
4062	Software Costs	0	0	0	297	0	0	500	0	0
4252	Other Publications	0	0	50	0	0	0	0	0	0
4270	Car Park Tickets - Stationery	100	0	100	0	0	0	100	0	0
4271	Car Park Maintenance	500	698	1,000	384	0	0	1,000	0	0

Continued on next page

## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4272	New & refurb P & D Machine	0	8,491	10,268	0	0	0	0	0	0
4273	Printing Clock Permits	0	285	300	350	0	0	350	0	0
4382	Grounds Maintenance	0	58	150	0	0	0	150	0	0
<b>Overhead Expenditure</b>		600	9,560	12,658	2,902	0	0	4,600	0	0
<b>Movement to/(from) Gen Reserve</b>		29,600	31,674	24,842	32,226	0		37,900		
<b>105</b>	<b><u>St. Andrews Cemetery</u></b>									
1150	Burial Fees	2,000	2,550	3,000	2,650	0	0	3,500	0	0
1151	Memorial Fees	600	1,475	2,000	1,350	0	0	2,000	0	0
1152	Grant Exclusive Rights	300	1,500	2,000	1,642	0	0	2,000	0	0
<b>Total Income</b>		2,900	5,525	7,000	5,642	0	0	7,500	0	0
4008	Contractor Costs	0	0	500	0	0	0	2,000	0	0
4010	Staff Training	0	545	1,000	1,151	0	0	500	0	0
4200	Members Training	0	400	0	0	0	0	0	0	0
4316	Improvements at burial ground	0	215	0	0	0	0	0	10,000	0
4382	Grounds Maintenance	0	181	250	1,026	0	0	1,000	0	0
<b>Overhead Expenditure</b>		0	1,341	1,750	2,177	0	0	3,500	10,000	0
<b>Movement to/(from) Gen Reserve</b>		2,900	4,184	5,250	3,465	0		4,000		
<b>107</b>	<b><u>Grant Expenditure</u></b>									
4280	S137 Grants	3,000	1,650	4,500	3,432	0	0	4,500	0	0
<b>Overhead Expenditure</b>		3,000	1,650	4,500	3,432	0	0	4,500	0	0

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## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		(3,000)	(1,650)	(4,500)	(3,432)	0		(4,500)		
<b>108</b>	<b><u>Grounds Maintenance</u></b>									
1900	Miscellaneous Income	0	247	0	0	0	0	0	0	0
1905	Logs Sales	100	155	100	50	0	0	50	0	0
1906	Sales - obsolete grounds equip	0	1,537	0	46	0	0	500	0	0
	<b>Total Income</b>	100	1,939	100	96	0	0	550	0	0
4005	Health & Safety	0	331	500	155	0	0	500	0	0
4006	Protective Clothing & Equip.	0	214	50	721	0	0	100	0	0
4008	Contractor Costs	0	0	1,000	30	0	0	0	0	0
4010	Staff Training	500	906	500	0	0	0	1,000	0	0
4080	Graffiti & Vandalism	100	0	100	0	0	0	100	0	0
4081	Refuse/Litter	4,000	3,768	4,000	2,733	0	0	4,000	0	0
4090	Safety Equipment	0	10	50	0	0	0	0	0	0
4100	Cleaning	0	0	50	0	0	0	0	0	0
4315	Memorial Seats and Benches	0	0	0	68	0	0	0	10,000	0
4325	Machinery Maintenance	0	823	400	111	0	0	500	0	0
4330	Tractor Maintenance	500	0	500	82	0	0	500	0	0
4335	Tractor & Machinery Fuel	1,600	849	1,800	782	0	0	900	0	0
4336	Ground Fuel	1,800	1,118	850	979	0	0	1,400	0	0
4345	New Machinery Costs	0	31	100	0	0	0	100	0	0
4350	New Tools Costs	0	136	60	26	0	0	100	0	0
4360	Vehicle Hire	4,000	3,575	4,000	3,250	0	0	1,400	7,000	0
4375	Noticeboards & Signs	0	115	500	394	0	0	0	0	0

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## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4382	Grounds Maintenance	0	648	400	688	0	0	800	0	0
4383	Play Equipment Maintenance	0	47,500	0	0	0	0	0	0	0
4384	Sports Equipment Maintenance	300	0	200	0	0	0	0	0	0
4387	Trees Management	5,500	850	5,500	2,380	0	0	4,000	0	0
<b>Overhead Expenditure</b>		18,300	60,874	20,560	12,400	0	0	15,400	17,000	0
<b>Movement to/(from) Gen Reserve</b>		(18,200)	(58,935)	(20,460)	(12,304)	0		(14,850)		
<b>110</b>	<b><u>Office</u></b>									
1908	Sale of obsolete office equip	0	0	0	100	0	0	0	0	0
<b>Total Income</b>		0	0	0	100	0	0	0	0	0
1113	Office alarm	0	0	0	506	0	0	0	0	0
<b>Direct Expenditure</b>		0	0	0	506	0	0	0	0	0
4005	Health & Safety	0	776	0	317	0	0	500	0	0
4060	Telephone	0	0	0	72	0	0	0	0	0
4095	New Office Equipment	0	334	500	18	0	0	400	0	0
4100	Cleaning	0	666	530	320	0	0	400	0	0
4381	Property Maintenance	0	70	400	0	0	0	0	0	0
<b>Overhead Expenditure</b>		0	1,845	1,430	728	0	0	1,300	0	0
<b>Movement to/(from) Gen Reserve</b>		0	(1,845)	(1,430)	(1,133)	0		(1,300)		
<b>111</b>	<b><u>Commercial Assets/leases</u></b>									
4114	Leases HLBT	0	736	0	568	0	0	0	0	0

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## Annual Budget - By Centre

## Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4116	Leases BH	0	2,485	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	3,221	0	568	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(3,221)	0	(568)	0		0		
<b>201</b>	<b><u>Mt. Pleasant Rec. Ground</u></b>									
1200	Pitch Hire	4,500	2,896	4,500	751	0	0	4,000	0	0
1203	Pavilion Hire	0	1,485	1,000	0	0	0	0	0	0
	<b>Total Income</b>	4,500	4,381	5,500	751	0	0	4,000	0	0
4005	Health & Safety	500	0	500	395	0	0	100	0	0
4050	Electricity	200	0	350	178	0	0	0	0	0
4052	Water Rates	250	0	500	0	0	0	100	0	0
4075	CCTV	1,000	0	1,000	0	0	0	1,000	500	0
4080	Graffiti & Vandalism	0	0	0	510	0	0	500	0	0
4081	Refuse/Litter	0	87	0	0	0	0	0	0	0
4100	Cleaning	2,000	340	2,040	0	0	0	0	0	0
4271	Car Park Maintenance	0	0	500	0	0	0	0	1,000	0
4315	Memorial Seats and Benches	0	0	500	0	0	0	0	0	0
4379	Skate Park Maintenance	500	25	500	12	0	0	0	1,000	0
4380	Repairs & Maintenance	0	93	0	0	0	0	0	0	0
4381	Property Maintenance	500	186	200	290	0	0	0	0	0
4382	Grounds Maintenance	0	145	0	60	0	0	0	0	0
4383	Play Equipment Maintenance	1,000	62	500	0	0	0	500	500	0
4384	Sports Equipment Maintenance	250	542	250	0	0	0	500	0	0

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## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		6,200	1,479	6,840	1,445	0	0	2,700	3,000	0
<b>Movement to/(from) Gen Reserve</b>		(1,700)	2,902	(1,340)	(694)	0		1,300		
<b>202</b>	<b><u>College Playing Fields</u></b>									
1110	Helicopter Landing Fees	0	0	300	0	0	0	0	0	0
1200	Pitch Hire	4,500	3,390	4,700	1,001	0	0	3,000	0	0
1202	Committee Room Hire	0	1,979	500	1,692	0	0	0	0	0
1203	Pavilion Hire	0	70	200	0	0	0	0	0	0
<b>Total Income</b>		4,500	5,439	5,700	2,694	0	0	3,000	0	0
4005	Health & Safety	0	54	0	606	0	0	1,000	0	0
4014	Groundstaff Refreshments	50	0	50	0	0	0	50	0	0
4050	Electricity	0	1,421	800	463	0	0	1,500	0	0
4051	Gas	0	932	900	283	0	0	500	0	0
4052	Water Rates	0	499	700	390	0	0	500	0	0
4060	Telephone	1,000	0	0	0	0	0	0	0	0
4075	CCTV	0	0	1,000	80	0	0	1,000	500	0
4080	Graffiti & Vandalism	0	0	500	0	0	0	500	0	0
4081	Refuse/Litter	0	87	0	0	0	0	0	0	0
4090	Safety Equipment	0	0	0	0	0	0	0	1,000	0
4100	Cleaning	0	850	500	1,392	0	0	1,500	0	0
4110	Professional Fees	0	0	3,000	1,800	0	0	1,200	0	0
4111	Legal Fees	0	125	0	0	0	0	0	0	0
4370	Dog Bin Emptying	0	152	0	114	0	0	200	0	0

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## Annual Budget - By Centre

## Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4380	Repairs & Maintenance	0	322	600	118	0	0	500	0	0
4381	Property Maintenance	0	878	0	1,075	0	0	0	500	0
4382	Grounds Maintenance	0	145	0	15	0	0	100	0	0
4384	Sports Equipment Maintenance	500	0	200	0	0	0	200	0	0
4388	Community Orchard	750	0	250	0	0	0	1,000	0	0
4600	RUP Refurbishment	0	0	6,000	4,671	0	0	0	6,000	0
<b>Overhead Expenditure</b>		2,300	5,465	14,500	11,006	0	0	9,750	8,000	0
<b>Movement to/(from) Gen Reserve</b>		2,200	(25)	(8,800)	(8,312)	0		(6,750)		
<b>203</b>	<b><u>HPCF Hamble Lane</u></b>									
1900	Miscellaneous Income	8,750	0	0	0	0	0	0	0	0
<b>Total Income</b>		8,750	0	0	0	0	0	0	0	0
4111	Legal Fees	500	-2,500	0	0	0	0	0	0	0
4382	Grounds Maintenance	0	0	0	85	0	0	0	0	0
<b>Overhead Expenditure</b>		500	-2,500	0	85	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		8,250	2,500	0	(85)	0		0		
<b>204</b>	<b><u>Other Recreational Areas</u></b>									
1907	Retained DDF deposits	0	200	0	250	0	0	0	0	0
<b>Total Income</b>		0	200	0	250	0	0	0	0	0
4069	ANNUAL RENT	5	40	50	40	0	0	0	0	0
4081	Refuse/Litter	0	87	0	0	0	0	0	0	0

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## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4271	Car Park Maintenance	0	0	500	0	0	0	0	500	0
4315	Memorial Seats and Benches	0	0	500	0	0	0	0	500	0
4382	Grounds Maintenance	0	166	200	0	0	0	0	0	0
4383	Play Equipment Maintenance	0	253	0	0	0	0	0	0	0
4390	Bartletts Field Replacement	0	83	2,850	0	0	0	0	0	0
<b>Overhead Expenditure</b>		5	629	4,100	40	0	0	0	1,000	0
<b>Movement to/(from) Gen Reserve</b>		(5)	(429)	(4,100)	210	0		0		
<b>205 Allotments</b>										
1250	Allotment Rental Income	0	875	1,000	1,234	0	0	1,250	0	0
1251	Key Deposits	0	30	0	20	0	0	0	0	0
<b>Total Income</b>		0	905	1,000	1,254	0	0	1,250	0	0
4052	Water Rates	0	226	150	205	0	0	250	0	0
4382	Grounds Maintenance	1,000	0	1,000	43	0	0	1,000	0	1,000
4450	Allotment Land Rent HCC	80	40	80	40	0	0	80	0	0
4455	Water Taps & Keys	0	33	0	-30	0	0	0	0	0
<b>Overhead Expenditure</b>		1,080	299	1,230	258	0	0	1,330	0	1,000
<b>Movement to/(from) Gen Reserve</b>		(1,080)	606	(230)	996	0		(80)		
<b>301 Foreshore Dinghy Park</b>										
1260	Dinghy Park Income	28,000	26,143	31,000	-158	0	0	26,000	0	0
<b>Total Income</b>		28,000	26,143	31,000	-158	0	0	26,000	0	0

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## Annual Budget - By Centre

## Note: Resources Working Group - End of year budget variations

		<b>2018-19 LAST YEAR</b>		<b>2019-20 CURRENT YEAR</b>				<b>2020-21 NEXT YEAR</b>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4052	Water Rates	250	388	200	885	0	0	500	0	0
4380	Repairs & Maintenance	0	2,608	2,600	3,914	0	0	2,500	7,000	2,000
4382	Grounds Maintenance	0	0	0	85	0	0	0	0	0
4501	Dinghy Stickers	0	96	0	23	0	0	100	0	0
<b>Overhead Expenditure</b>		250	3,092	2,800	4,908	0	0	3,100	7,000	2,000
<b>Movement to/(from) Gen Reserve</b>		27,750	23,052	28,200	(5,066)	0		22,900		
<b>302</b>	<b><u>Foreshore (General)</u></b>									
1141	Electricity use - Foreshore	0	0	0	20	0	0	0	0	0
1143	Foreshore Events	0	0	0	321	0	0	600	0	0
1144	Street Furniture Renewal - Inc	0	0	0	250	0	0	0	0	0
1320	Harbour Dues	0	1,454	2,000	0	0	0	2,000	0	0
1321	Angelfish (Soton) Ltd Rent	3,500	3,248	3,400	2,436	0	0	3,400	0	0
1322	Mudland Rental	1,000	1,820	0	0	0	0	1,000	0	0
1326	Donations/Grants Bench Renewal	0	0	0	100	0	0	800	0	0
1900	Miscellaneous Income	0	5	800	13,937	0	0	0	0	0
<b>Total Income</b>		4,500	6,527	6,200	17,064	0	0	7,800	0	0
4317	Safety Ladders	0	0	0	7,775	0	0	0	0	0
<b>Direct Expenditure</b>		0	0	0	7,775	0	0	0	0	0
4005	Health & Safety	0	0	0	59	0	0	0	0	0
4050	Electricity	250	304	200	366	0	0	0	0	0
4315	Memorial Seats and Benches	0	69	0	0	0	0	0	4,000	0
4370	Dog Bin Emptying	0	152	0	114	0	0	200	0	0

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## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4375	Noticeboards & Signs	0	0	0	52	0	0	0	0	0
4380	Repairs & Maintenance	500	0	0	42	0	0	0	0	0
4382	Grounds Maintenance	0	240	0	131	0	0	2,200	0	0
4392	Street Furniture Renewal	0	400	0	10,974	0	0	0	0	0
4500	Harbour Dues	1,900	1,870	1,900	0	0	0	2,100	0	0
<b>Overhead Expenditure</b>		2,650	3,034	2,100	11,739	0	0	4,500	4,000	0
<b>Movement to/(from) Gen Reserve</b>		1,850	3,493	4,100	(2,450)	0		3,300		
<b>303</b>	<b><u>Foreshore Public Toilets</u></b>									
4005	Health & Safety	0	0	0	3	0	0	50	0	0
4050	Electricity	0	0	200	0	0	0	70	0	0
4052	Water Rates	700	-203	500	0	0	0	70	0	0
4096	Consumables for FS toilets	200	407	200	90	0	0	300	0	0
4100	Cleaning	3,000	3,162	5,000	2,624	0	0	6,000	0	0
4101	Cleaning Materials	0	83	0	86	0	0	0	0	0
4111	Legal Fees	0	644	0	0	0	0	0	0	0
4380	Repairs & Maintenance	1,000	132	3,050	378	0	0	500	0	0
4381	Property Maintenance	0	0	0	11	0	0	0	0	0
<b>Overhead Expenditure</b>		4,900	4,225	8,950	3,192	0	0	6,990	0	0
<b>Movement to/(from) Gen Reserve</b>		(4,900)	(4,225)	(8,950)	(3,192)	0		(6,990)		
<b>304</b>	<b><u>RUP Committee Room</u></b>									
1202	Committee Room Hire	1,000	21	700	0	0	0	2,500	0	0
1203	Pavilion Hire	0	0	0	0	0	0	300	0	0

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## Annual Budget - By Centre

## Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		1,000	21	700	0	0	0	2,800	0	0
4100	Cleaning	0	283	200	0	0	0	200	0	0
4355	RUP Committee Room	0	-28	0	0	0	0	0	0	0
4381	Property Maintenance	0	12	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		0	268	200	0	0	0	200	0	0
<b>Movement to/(from) Gen Reserve</b>		1,000	(247)	500	0	0		2,600		
<b>305</b>	<b>Westfield Common</b>									
4370	Dog Bin Emptying	0	152	0	114	0	0	170	0	0
4375	Noticeboards & Signs	0	0	250	0	0	0	0	0	0
4380	Repairs & Maintenance	0	0	0	73	0	0	0	0	0
4382	Grounds Maintenance	0	747	500	0	0	0	500	0	0
4400	Fly-Tipping	0	0	250	0	0	0	250	0	0
<b>Overhead Expenditure</b>		0	899	1,000	187	0	0	920	0	0
<b>Movement to/(from) Gen Reserve</b>		0	(899)	(1,000)	(187)	0		(920)		
<b>306</b>	<b>RUP Pavillion</b>									
1202	Committee Room Hire	0	0	0	98	0	0	0	0	0
<b>Total Income</b>		0	0	0	98	0	0	0	0	0
4005	Health & Safety	0	46	0	12	0	0	0	0	0
4050	Electricity	500	0	0	84	0	0	350	0	0
4051	Gas	1,000	0	0	264	0	0	0	0	0

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## Annual Budget - By Centre

Note: Resources Working Group - End of year budget variations

		<u>2018-19 LAST YEAR</u>		<u>2019-20 CURRENT YEAR</u>				<u>2020-21 NEXT YEAR</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4052	Water Rates	500	0	0	0	0	0	100	0	0
4100	Cleaning	2,000	1,065	2,000	0	0	0	2,000	0	0
4111	Legal Fees	0	427	0	0	0	0	0	0	0
4381	Property Maintenance	2,000	1,155	1,000	967	0	0	100	0	0
	<b>Overhead Expenditure</b>	6,000	2,692	3,000	1,328	0	0	2,550	0	0
	<b>Movement to/(from) Gen Reserve</b>	(6,000)	(2,692)	(3,000)	(1,230)	0		(2,550)		
<b>307</b>	<b><u>Mount Pleasant Pavilion</u></b>									
1200	Pitch Hire	3,000	700	3,000	0	0	0	0	0	0
	<b>Total Income</b>	3,000	700	3,000	0	0	0	0	0	0
4005	Health & Safety	0	18	0	0	0	0	0	0	0
4050	Electricity	150	865	0	141	0	0	350	0	0
4052	Water Rates	150	301	0	300	0	0	300	0	0
4100	Cleaning	2,000	1,473	1,500	1,061	0	0	1,500	0	0
4381	Property Maintenance	900	394	0	155	0	0	200	0	0
	<b>Overhead Expenditure</b>	3,200	3,050	1,500	1,658	0	0	2,350	0	0
	<b>Movement to/(from) Gen Reserve</b>	(200)	(2,350)	1,500	(1,658)	0		(2,350)		
<b>308</b>	<b><u>Community Hub/Library</u></b>									
1105	Donations Received	0	250	0	0	0	0	0	0	0
1324	Mercury Income	0	150	0	51	0	0	0	0	0
1900	Miscellaneous Income	0	0	0	200	0	0	0	0	0
4393	Coffe Machine Income	0	0	0	131	0	0	0	0	0

Continued on next page

## Annual Budget - By Centre

## Note: Resources Working Group - End of year budget variations

		<b>2018-19 LAST YEAR</b>		<b>2019-20 CURRENT YEAR</b>				<b>2020-21 NEXT YEAR</b>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		0	400	0	382	0	0	0	0	0
4394	Coffee Machine Expenditure	0	0	0	1,555	0	0	0	0	0
4395	Mercury - BP Grant expenditure	0	0	0	55	0	0	0	0	0
4396	Mercury - Henville expenditure	0	0	0	42	0	0	0	0	0
<b>Direct Expenditure</b>		0	0	0	1,651	0	0	0	0	0
4066	The Mercury - Insurance	0	91	100	0	0	0	0	0	0
4090	Safety Equipment	0	18	0	0	0	0	0	0	0
4111	Legal Fees	0	-555	0	0	0	0	0	0	0
4389	Community Hub/Library	1,000	448	500	1,872	0	0	0	0	0
4391	Volunteer Training	0	1,286	500	0	0	0	0	0	0
<b>Overhead Expenditure</b>		1,000	1,288	1,100	1,872	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(1,000)	(888)	(1,100)	(3,140)	0		0		
<b>Total Budget Income</b>		340,650	345,564	386,510	324,408	0	0	373,457	0	0
<b>Expenditure</b>		339,160	403,762	385,178	211,472	0	0	372,485	67,500	6,000
<b>Movement to/(from) Gen Reserve</b>		1,490	(58,198)	1,332	112,936	0		972		

	Parish/Town Council council taxes for 2020/21	Total gross tax base 2020/21	Final gross tax base 20/21 PROVISION FOR BAD DEBTS	Final gross tax base 20/21 net of provision for bad debts	Taxbase 20/21 (the real declared taxbase that is net of the CT support)	Parish Council Tax  2019/20 £	Increase in council tax for 20/21 over the year 19/20 %	Parish Council Tax  2020/21 £	Precept for the year 2020/2021 £	Contribution from EBC 2020/2021 £	Parish Precept Inc Full EBC contrib 2020/2021 £	Total Parish Precept plus EBC contrib 2020/2021 £	PRECEPT Rounding Adjust From PARISH	EBC Contribution Rounding	Adj Precept For the Year	Adj EBC Contribution For the Year	FINAL TOTAL PRECEPT	Increase 2020/21 over 2019/20 £	Parish Precept For 2019/2020			
																			Precepts £	EBC contrib £	Total £	
ALLBROOK	Allbrook & Nih Boyatt	765.60	(11.48)	754.12	729.98	67.99	0.00	67.99	49,631.34	547.09	51,272.62	50,178.43	0.00	0.00	49,631.34	547.09	50,178.43	(522.39)	49,598.03	1,102.79	50,700.82	ALLBROOK & NORTH BOYATT
BISHOPSTOKE	Bishopstoke	3,802.80	(57.04)	3,745.76	3,534.97	63.42	0.00	63.42	224,187.80	4,456.10	237,556.10	228,643.90	0.00	0.00	224,187.80	4,456.10	228,643.90	(408.00)	219,889.82	9,162.08	229,051.90	BISHOPSTOKE
BOTLEY	Botley	2,582.50	(38.74)	2,543.86	2,410.89	109.08	0.00	109.08	262,979.88	4,834.79	277,484.25	267,814.67	0.00	0.00	262,979.88	4,834.79	267,814.67	27,183.47	231,648.83	8,982.37	240,631.20	BOTLEY
BURSLEDON	Bursledon	2,987.30	(44.81)	2,942.49	2,749.43	63.05	0.00	63.05	173,351.56	4,057.48	185,523.99	177,409.04	0.00	0.00	173,351.56	4,057.48	177,409.04	9,599.15	159,682.32	8,127.57	167,809.89	BURSLEDON
CHANDLERS FORD	Chandler's Ford	9,708.40	(145.63)	9,562.77	9,181.97	51.53	0.00	51.53	473,146.91	6,540.88	492,769.54	479,687.79	0.00	0.00	473,146.91	6,540.88	479,687.79	(6,031.93)	471,832.38	13,887.34	485,719.72	CHANDLER'S FORD
FAIR OAK	Fair Oak and Horton Heath	4,273.60	(64.10)	4,209.50	4,065.29	103.11	0.00	103.11	419,172.05	4,956.50	434,041.55	424,128.55	0.00	0.00	419,172.05	4,956.50	424,128.55	3,890.00	410,569.58	9,668.97	420,238.55	FAIR OAK AND HORTON HEATH
HAMBLE	Hamble-le-Rice	2,056.20	(30.84)	2,025.36	1,931.68	122.36	2.50	125.42	242,271.31	3,916.45	254,020.65	246,187.76	0.00	0.00	242,271.31	3,916.45	246,187.76	2,021.24	235,987.17	8,179.35	244,166.52	HAMBLE-LE-RICE
HEDGE END	Hedge End	8,298.50	(124.48)	8,174.02	7,849.07	89.87	0.00	89.87	705,395.92	9,734.42	734,599.18	715,130.34	0.00	0.00	705,395.92	9,734.42	715,130.34	(640.17)	695,233.42	20,537.09	715,770.51	HEDGE END
HOUND	Hound	2,406.00	(36.09)	2,369.91	2,154.49	137.70	0.00	137.70	296,673.27	9,887.78	326,336.61	306,561.05	0.00	0.00	296,673.27	9,887.78	306,561.05	(13,938.22)	300,263.02	20,246.25	320,499.27	HOUND
WEST END	West End	4,883.50	(73.25)	4,810.25	4,570.30	93.49	0.00	93.49	427,277.35	7,477.64	449,710.27	434,754.99	0.00	0.00	427,277.35	7,477.64	434,754.99	552.84	418,234.06	15,968.09	434,202.15	WEST END
NON PARISH	Non-Parished Area	8,718.20	(130.77)	8,587.43	7,856.46										0.00	0.00	0.00					
TOTAL	TOTAL	50,482.70	(757.23)	49,725.47	47,034.53	901.60		904.66	3,274,087.39	56,409.13	3,443,314.76	3,330,496.52			3,274,087.39	56,409.13	3,330,496.52	21,705.99	3,192,928.63	115,861.90	3,308,790.53	

Average Parish Tax

ALLBROOK	729.98	67.99	49,631.34
BISHOPSTOKE	3,534.97	63.42	224,187.80
BOTLEY	2,410.89	109.08	262,979.88
BURSLEDON	2,749.43	63.05	173,351.56
CHANDLERS FORD	9,181.97	51.53	473,146.91
FAIR OAK	4,065.29	103.11	419,172.05
HAMBLE	1,931.68	125.42	242,271.31
HEDGE END	7,849.07	89.87	705,395.92
HOUND	2,154.49	137.70	296,673.27
WEST END	4,570.30	93.49	427,277.35
NON PARISH	7,856.46	0.00	0.00
			3,274,087.39
TOTAL AVERAGE		69.61	3,274,087.39

The data in this  
column is the  
actual council  
tax charged by  
each Parish in  
the year 2019/20

Type in a %  
increase

The amounts  
above would  
be the Parish  
council tax for  
2020/2021

3,330,496.52

# Hamble Parish Council

## Council Meeting 13<sup>th</sup> January 2020

### Finance Report for December 2019

#### Current Account

##### Exceptional Income:

- £579.45 3C Income
- £160.39 iZettle income
- £310.00 Parking Permit income
- £459.38 RingGo income

##### Exceptional Expenditure

- £2,275.74 RUP Refurbishments

#### Approve 5% Retention Payment for Bartletts Field

As part of the contract, it was agreed that 5% of the cost would be retained for 12 months following completion of the project subject to there being no defects or quality issues. The play area was handed over on 25<sup>th</sup> January 2019; currently there are no outstanding issues. Council is asked to agree the final 5% payment of £2,500+VAT (£3,000 inc VAT).

#### Outstanding Purchase invoices

Disputed Invoice: EBC - £158.40

#### Outstanding Sales invoices

##### Other

£700 Banking deposit error. Barclays has suspended the funds pending permission to debit.

##### LocalEyes

The cost of layout and design will rise from £200 to £250 and distribution from £300 to £350 per edition from the February issue. These rates are subject to VAT.

##### Community Payback

The cost from each visit increased from £85 to £90 per visit from 1<sup>st</sup> January. These rates are not subject to VAT.

#### Premium Account

£105.89 Interest

#### Recommendations: -

1. Approve 5% Retention Payment for Bartletts Field
2. Note all of the above.

## PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
<del>02/07/2018</del>	<del>2430504</del>	<del>E02</del>	<del>EBC</del>	<del>534.53</del>	<del>106.91</del>	<del>641.44</del>	<del>158.40</del>
27/09/2019	58132352	H04	HCC	24.52	4.90	29.42	29.42
06/11/2019	1024519899	T02	TRADE UK (B&Q)	5.83	1.16	6.99	6.99
<del>20/11/2019</del>	<del>1028604041</del>	<del>T02</del>	<del>TRADE UK (B&amp;Q)</del>	<del>81.00</del>	<del>16.20</del>	<del>97.20</del>	<del>97.20</del>
25/11/2019	0707/00102477	J03	JEWSON	45.55	9.11	54.66	54.66
25/11/2019	0707/00102509	J03	JEWSON	20.10	4.02	24.12	24.12
03/12/2019	UK123535	FB01	FLOWBIRD	21.53	4.31	25.84	25.84
04/12/2019	20996	KI01	KINGS	2,297.70	459.54	2,757.24	2,757.24
05/12/2019	ORD507026	S036	SLCC	22.00	0.80	22.80	22.80
13/12/2019	1309	TW02	TWC	880.00	176.00	1,056.00	1,056.00
13/12/2019	58140827	H04	HCC	29.82	5.96	35.78	35.78
13/12/2019	58140828	H04	HCC	29.86	5.97	35.83	35.83
15/12/2019	135649	C010	CARRERA	371.98	74.40	446.38	446.38
15/12/2019	135760	C010	CARRERA	142.00	28.40	170.40	170.40
16/12/2019	1036404986	T02	TRADE UK (B&Q)	100.00	20.00	120.00	120.00
16/12/2019	SALES0001297	HA01	HANTS & IOW CRC LTD	85.00	0.00	85.00	85.00
17/12/2019	770748534	C07	CANON	126.00	25.20	151.20	151.20
17/12/2019	SO00028396	T010	TUDOR	18.95	3.79	22.74	22.74
18/12/2019	1037116550	T02	TRADE UK (B&Q)	33.07	1.61	34.68	34.68
19/12/2019	191219	BB01	BARCLAYS BANK	21.63	0.00	21.63	21.63
24/12/2019	2556	HU01	J HUMPHRY ASSOC	30.00	6.00	36.00	36.00
24/12/2019	2577712	E02	EBC	35.04	7.01	42.05	42.05
25/12/2019	24880686	O010	OPUS	143.63	7.18	150.81	150.81
26/12/2019	402157454	C07	CANON	95.45	19.09	114.54	114.54
30/12/2019	6767447	O010	OPUS	27.92	1.40	29.32	29.32
30/12/2019	67646377	O010	OPUS	56.15	2.81	58.96	58.96
30/12/2019	67649866	O010	OPUS	21.11	1.06	22.17	22.17
<del>30/12/2019</del>	<del>1039113273</del>	<del>T02</del>	<del>TRADE UK (B&amp;Q)</del>	<del>4.98</del>	<del>1.00</del>	<del>5.98</del>	<del>5.98</del>
31/12/2019	11207992	S012	SHB	325.03	65.01	390.04	390.04
02/01/2020	3556	E020	ENGRAVING	40.00	8.00	48.00	48.00
TOTAL INVOICES				5,670.38	1,066.84	6,737.22	6,254.18

## Finance Overview – December 2019

Bank Balance – main account	£102,488.22
Money in	£4,533.76
Money Out	£25,635.33
Debit card payments	£1,141.66
Total salaries	£9,881.24
Employer Nat Insurance	£3,338.81
Employer Pension Contributions	£3,487.00
Petty cash balance	£10.75
Balance – reserve account	£141,684.11

### Debit Card Payments

Nisbetts.com	2.38
Nisbetts.com	£15.36
Nisbetts.com	£72.86
Blinds 2 Go	£143.63
Milk & More	£1.62
Hamble Garage	£98.40
Milk & More	£1.62
King & Queen	£274.50
Co-op	£4.90
Milk & More	£1.62
EBC	£52.56
EBC	£52.56
Nisbetts.com	£86.35
Co-op	£1.69
Trendy Design Co	£329.99
Milk & More	£1.62



# Hamble Parish Council

## Fees and Charges for 2020/21

Activity	Current Charges	Deposits	Refunds	2020/21
Helicopter	£130 one landing; £150 for 2 landing on the same day	Payment in advance		No change
Allotment	£7.50 per rod from Jan 2020	£20 allot £10 tap key	N	50p increase to £8 per rod from Jan 2021
Use of Foreshore Car Park	£175	Payment in advance	?	£175 plus vat
Dinghy Park	£156.00		N	No change
Mudland Moorings	£156 plus harbour dues			£250 plus harbour dues
Parking permit	£10.00		N	£12
RUP committee room	£7.50 per hour £15.00 (min 2hrs) £22.50 (3hrs) £35.00 (4hrs) £45.00 (5 hrs) £90.00 (full day)	£50		£10 per hour to include setting up and clearing up Applicable to all hirers. A maximum daily charge for use over x number of hours?  Use of coffee machine and pods?
College Playing Fields for Corporate & other commercial or organised events		?	?	£150 plus vat Including use of the field, function room and toilets.
Sports Pitches – College Playing Fields	£80.00 (adults with changing rooms) £42.00 (children with changing rooms) £30.00 (children without changing rooms)	Payment in advance		No change
Sports Pitches – Mount Pleasant	£74.00 (adults with changing rooms) £48.00 (children with changing rooms) £30.00 (children without changing rooms)	Payment in advance		No change

Memorial plaques	£350.00	Payment in advance		No change
Memorial Trees	£350.00	Payment in advance		No change
Donkey Derby Field	No charge	Deposit £150 per day + a day		Deposit of £150 per day £25 admin fee per event
Car parking charges	1 hour 80p 2 hours £1.60 3 Hours £2.20 4 hours £2.90 5 – 10 hours £10			1 to 4 hours £1 per hour 5 – 10 hours £15
New Charge Residential Long stay parking permit				£30 per month (Limited number of dwellings)
Cemetery Fees attached				New fee for Forms of Renunciation £25

**From:** Harding, Andy  
**Sent:** 12 December 2019 09:04  
**To:** Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>  
**Cc:** Ware, Mandy  
**Subject:** RE: Hamble Foreshore - Flooding

Hi Amanda, I assume that this was a result of the high tides recently. We do have similar problems elsewhere and do erect warning signs and close roads if necessary although often these signs are moved by members of the public or just ignored. Assuming this is a tidal situation the relevance of the signs is short-term, but we would erect them if notified, but in anticipation I'll add this to the list of vulnerable sites, so that we can plan to erect warning signs next time we receive the Environment Agency warning. If in the meantime we need to close the road in an emergency situation, please call the police 101 number out of normal working hours, or the HCC contact centre 0300 555 1388

Andy

Andy Harding  
**Assistant Highway Manager South and West**  
Hampshire Highways

**From:** Ware, Mandy  
**Sent:** 11 December 2019 20:06  
**To:** Harding, Andy  
**Subject:** FW: Hamble Foreshore - Flooding

Hi Andy,

Are you able to help with this? If it's a regular problem then we could look at a fold down sign if we can agree a site. I know that the Parish Council are keen to reduce signing in The Square.

Thanks,

Mandy

**Mandy Ware**  
Team Leader  
Safer Roads - Traffic  
(New Forest, Test Valley, Eastleigh, Basingstoke and Deane)  
Hampshire County Council

<https://www.hants.gov.uk/transport/roadsafety/makingroadssafer>

**From:** Ware, Mandy  
**Sent:** 11 December 2019 20:04  
**To:** Clerk - Hamble Parish Council <clerk@hamblepc.org.uk>  
**Subject:** RE: Hamble Foreshore - Flooding

Hi Amanda,

Our local highways team would normally arrange any temporary signing so I'll report this to them and as that a member of the team contacts you. Have you reported this through our web site? If so do you have a reference number?

Kind regards,

Mandy

**Mandy Ware**

Team Leader

Safer Roads - Traffic

(New Forest, Test Valley, Eastleigh, Basingstoke and Deane)

Hampshire County Council

<https://www.hants.gov.uk/transport/roadsafety/makingroadssafer>

**From:** Clerk - Hamble Parish Council <[clerk@hamblepc.org.uk](mailto:clerk@hamblepc.org.uk)>

**Sent:** 11 December 2019 18:54

**To:** Ware, Mandy

**Subject:** Hamble Foreshore - Flooding

Hi Mandy

We have had regular flooding on the Foreshore over the last weeks with it deep enough to stop cars going through. As a result cars have then had to drive back up the High Street the wrong way as it's one way.

Signage at the top of the road would stop this saying flooding has shut the road. Is it your team that does this? This year no signage has been out and residents are keen we get something sorted out. If you aren't responsible and you point me to the correct team.

If it is you is there an agreed protocol for putting the signs up and taking them down?

Many thanks

Amanda

Hamble Parish Council

Text in italics is response from HPC

**From:** Clerk - Hamble Parish Council

**Sent:** 08 January 2020 13:53

**To:** 'Stephanie Merry'

**Subject:** DDF recommendations from AMC to council

Hi Steph

Thank you for taking the time to comment on the application and Terms and Conditions of use for the DDF. AMC had a look at the comments and for the sake of ease I am just putting a quick note against your submission. These will now go forward to Council for consideration/sign off.

Hamble River Sailing Club (HRSC) welcomes the opportunity to respond to the proposed changes by Hamble Parish Council (HPC) to the booking conditions for the HPC Foreshore facilities and for the Donkey Derby Field (DDF). The Club is particularly keen that the DDF remains a facility easily accessible for the local community *AMC welcomed this statement recognising the need for the facility to be open to the community wherever possible (see comments below with the specific wording)*, since members of HRSC spearheaded the effort in 2008 to prevent the village green application succeeding and keep this valuable parking facility open, albeit with restrictions on the number of days of usage.

1. We welcome the proposed increase in number of days allocated for usage from 19 (last year) to 22 in 2020. We also welcome the proposal to review the situation in September, with dates not previously approved to be reconsidered. HRSC runs an open event, the HYS Hamble Winter Series, over 8 weekends in October and November, when a parking arrangement for competitors in the DDF decreases the pressure on roadside parking elsewhere in the village. Hence we request that the review is conducted as early as possible in September. *If there are days unallocated to you as part of the allocation process we will relook at it in our 14<sup>th</sup> September meeting. If there are dates that are more important than others then it is worth highlighting this on the application when you apply initially so we can give them priority.*

2. We welcome the reduction of the overall deposit payment for the DDF to a single payment of £150 per day, as opposed to the current payment of £150 per day plus £150. However, we have concerns on two points: a) For a multi-day sailing event over an extended period, such as the HYS Hamble Winter Series which lasts for two months, an up-front payment of £150 per day non refundable until the end of the series puts an unsustainable load on the club finances. A maximum of two days' deposit, which could be rolled over until the next weekend, would be more equitable. *This is fine subject to the comment below* b) We are concerned that the requirement for payment of the deposit in cash might encourage misappropriation, as tracing would be difficult. We request the HPC to offer more secure and user-friendly methods of payment, such as bank transfer and credit card. *Recognising the concerns we will take card payments but refunds on bacs could take up to two weeks. This is because we post payments once a week and they have to be signed by myself and a by one of a limited number of councillors. Getting the second signatory can sometimes take time. We wont take credit card payments though.*

3. We welcome the proposal that not all users of the Donkey Derby Field will have to keep the field open throughout the day for the period of hire, subject to prior agreement. *Agreed at AMC that the wording would be that the user would normally expect the field to be open for public use unless there were exceptional reasons not too and these should be set out at the application stage.*

4. HRSC does not foresee any necessity for the Club to book the foreshore car park and therefore we make no comment on the special arrangements for the Hamble Life Boat.

5. Unfortunately HRSC does not believe that the proposal for local clubs and organisations to work together around the use of the field for the Round the Island Race, with a lead partner managing the arrangements, is viable, unless that lead partner were to be HPC. We strongly object to the arrangement in 2019, whereby a commercial organisation booked the DDF for 3 days and locked it for those days, thereby excluding use by all except their own customers and taking up more than 15% of the allocated days. We reiterate our belief that the DDF should be a facility easily accessible for the local community. *The Combined Clubs will be asked if they want to make an application for the Round the Island Race Days and to coordinate use. Can Ken take this forward as your rep on the group?*

6. The proposed non-returnable admin fee of £25.00+vat (per user) for use of one facility in any year (or £50+VAT for use of two or more), if the application is successful is acceptable.
7. We welcome the statement that the required event plan will be proportionate to the size and nature of the event.
8. With regard to the draft Terms and Conditions for use of the DDF, clarification is needed on the statement that:

Contact details of the key holder should be: • displayed on the field gate • left on the vehicle • available at the user organisation and / or premises

It is not clear whether all three bullet points, or only one of them, must be fulfilled. *Contact details of the hirer and key holder should be displayed on the gate. If a car is locked in then a note should be left on the car with an emergency contact number and if the hirer organisation is open then they should be made aware of who has the key in case contact is made directly.*

9. On the issue of a vehicle being left in the field after midnight, resulting in another user day being automatically deducted, the Terms and Conditions should recognize that for sequential days' use this is not the case, because the following day already constitutes one day's usage.

10. If a vehicle is left in the DDF overnight, resulting in a penalty fee to the User, it would be welcomed if HPC could assist the User in tracking down the vehicle owner. We assume that the HPC has access to the DVLA database; this would allow the User to contact the vehicle owner and attempt recovery of that penalty fee. *Unfortunately we do not have any more access to the DVLA system that other members of the public, hence the requirement for the hirer to take the lead in identifying the owner and making contact. Generally social media has helped in the past and is the first port of call if a car is not removed. If the owner refused to move the car once they were tracked down, HPC would then have to take over the removal process via legal action.*

On those that I haven't answered its because there is agreement or we note the comment. The revised documentation will come out next week for applications to be made and I will highlight any other changes.

Best wishes.

Amanda Jobling  
Clerk



Text in italics is response from HPC

**From:** Clerk - Hamble Parish Council  
**Sent:** 08 January 2020 14:27  
**To:** Jonty Sherwill  
**Subject:** DDF

Good afternoon

AMC met on Tuesday and considered the comments received regarding the use of the DDF for 2020. Recommendations will go forward to Council on Monday and revised documentation for applying for the DDF should be out by the end of next week.

In terms of your specific comments I have notated them as follows:

1/

We welcome that not all users of the Donkey Derby Field will have to keep the field open throughout the day for the period of hire. While 'Restricted access will need to be agreed in advance' is acceptable we think an ongoing standard arrangement between the clubs would be preferable to renegotiation each year for the same type of usage. *The wording agreed by AMC was that that the user would normally expect the field to be open for public use unless there were exceptional reasons not too and these should be set out at the application stage.*

2/ 'Priority may be given to community days that are events open to all the community' is reasonable but we wish to remind the Parish Council and Asset Management Committee members that it was people from the sailing community who spearheaded the effort to prevent the village green application succeeding and keep the facility available for everyone. The sailing industry is a significant part of the local economy and usage of the Donkey Derby Field by sailing 'customers' also brings revenue to various businesses in the village, not just the clubs. *The use of the DDF is for all parts of the community and applications for use will be considered fairly and equally.*

3/

For smaller scale sailing events (other than the Round the Island Race etc.) we suggest a separate sub-set of terms for events run by the yacht and sailing clubs. These are lower risk compared to the more commercial events that attract a lot more cars to Hamble and requires the field to be open for any member of the public to use the parking facility. *Members felt it was important that all activities were dealt with fairly and equally.* With no usage of the quay there is also no Hamble Lifeboat parking requirement *Noted*

4/

We suggest the below arrangement for smaller scale sailing events (other than the Round the Island Race etc.): *Separate terms have not been requested by any of the three yachting clubs in the village*

- A single returnable deposit payment of £100 for the whole event (to cover key loss etc.)
- A non-returnable admin fee of £25 per day of the event payable to HPC (or £50 for up to 3 days) *This is more onerous than we have proposed which is a payment per facility for the year by the organiser. If more than one facility is needed the cost increases.*
- Marshalling at the gate only when the gate is open for entry and departure
- Pre-agreed standard checklist re use of the space *To be provided*
- During a multi-day hire cars are allowed to remain overnight. *Overnight use in these circumstances is acceptable*

Many thanks for your time and comments and I hope this gives an update on members thoughts on the subject.

Best wishes.

Amanda Jobling  
Clerk

# HAMBLE-LE-RICE PARISH COUNCIL

## Donkey Derby Field Terms and Conditions of Use

### Deposit

A deposit of £150 per day is payable for the use of the Donkey Derby Field.

This deposit will be refunded when the key is safely returned to the Hamble Parish Council Office. However the whole deposit will be forfeited if:

- the agreed allocation of days is exceeded (if any vehicle is left in the field after midnight another user day is automatically deducted)
- there is damage to the DDF Fence
- the gate is left unlocked overnight
- if no other mechanism has been put in place which enables the user to return the facility to us in an empty and clean condition.

Where payments are made by BACs there could be up to a two week delay in processing refunds.

### Responsible Key Holder

The User will nominate a named key holder and notify their name and mobile phone number to the Parish Council by email before collecting the key.

The key holder will accept overall responsibility for:

- Opening the gate and ensuring the Donkey Derby Field is locked no later than 11.00pm in the evening.
- Closing the directional signs at the end of the day

Any vehicles remaining in the field after it is locked must be photographed and contact details of the key holder should be:

- displayed on the field gate
- left on the vehicle
- available at the user organisation and / or premises

### General

The User will be responsible for the full cost of any repairs to the Donkey Derby Field or fencing occurring during the allocated day(s) of usage or overnight if a vehicle causes damage in order to exit the locked field.

The Parish Council is not responsible and accepts no liability for loss or damage to any vehicles or any other property whilst in the Donkey Derby Field.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_



## **HAMBLE-LE-RICE PARISH COUNCIL**

### **Application for use of:**

**Pay and Display Foreshore Car Park;**

**Foreshore;**

**Dinghy Park; and/or**

**Donkey Derby Field.**

### **Guidance & Application Forms for Event Hosts/Organisers**

Hamble Foreshore is a public space that attracts people from both the village and the wider area for a range of activities; from river watching and crabbing to events which are either open to the whole community or arranged for special interest groups. The area is popular throughout the year and it is important to ensure that the area is managed in a way so as to ensure that public access is maintained and people are able to enjoy the area in a safe way regardless of what is going on there.

If you plan to hold an event using any or all of the above spaces you must apply for the Council's permission. The Council will, as part of that process, want to check what other events are likely to be held that day, that the event is adequately organised and that participants and members of the public will be safe and insured. Signage for events will be the responsibility of the hirer although fixed signage is available to direct traffic to the Donkey Derby Field.

The Council will consider requests for 2020 at its February meeting.

### **Use of the Foreshore Car Park**

A range of activities are hosted in the Foreshore Car Park during the year from markets to sporting events. These are popular and are generally open to everyone. Notwithstanding that use of the car park does result in lost income and as a result a charge of £175+VAT per day is made to reflect this.

Hirers are responsible for sourcing and placing site notices ahead of the event to make residents aware and are also responsible for security on the day. Hamble Lifeboat have space reserved in the Car Park and organisers should contact them at the earliest opportunity to arrange alternative parking at the Donkey Derby Field (if it is being used) or to be accommodated in the designated area; details of this must be included within the event plan.

### **Other areas including the Dinghy Park and the Foreshore**

Organised events that involve people using or storing equipment on the Council's land must apply for consent as part of the annual application process.

### **Donkey Derby Field**

Each year the Council makes the Donkey Derby Field available for a range of events across the village. Due to planning restrictions, use is strictly limited to 28 days a year. Any allocated day is up until 11.59pm on that day. Vehicles can remain overnight when usage is for more than one day, but vehicles must be removed by 11.59pm on the last day of use. Any vehicles left after midnight constitute a further day's use. The Council will not be involved in the release or removal of any vehicles left in the Donkey Derby Field. This remains the responsibility of the user.

The Council does have other parking areas available at College Playing Fields and Mount Pleasant. Organisers are asked to consider whether these locations could be used instead. They are not subject to the same limitations. **In the event that there is high demand for days that cannot be met then use of alternative facilities will be considered.**

To ensure that the 28-day threshold is not breached the Council has decided to allocate 22 days in 2020. Priority may be given to community events that are open and available to the whole community. Three days will also be ring fenced for the Round the Island Race. To reserve these days an application should come forward from the Combined Clubs.

The remaining days will be held as a buffer to ensure that the 28-day limit is not breached. In September the situation will be reviewed and dates not previously approved will be reconsidered.

Users should normally expect the field to be open for public use unless there are exceptional reasons not too and these should be set out at the application stage.

### **Insurance**

All users will be asked to take out Public Liability Insurance or Event Insurance for the use of our land/facilities. Users will need to provide a certificate of insurance that covers their event. Any damage or injury must be reported directly to your insurers and the Council must also be notified immediately. Where criminal damage has taken place, the incident must be reported to the Police, and a crime number sought.

### **Fees and Charges**

<b>Activity</b>	<b>Charge</b>
Admin fee per facility booked	£25 +VAT per user (not per event)
Admin fee for two or more facilities booked	£50.00 +VAT per user (not per event)
Charge for Foreshore Car Park per day	£175.00 +VAT
Electricity in the Foreshore Car Park (optional)	£10.00 per day + £30 refundable deposit for the use of electric cable/lead
Donkey Derby Field per day	£150 refundable if the field is cleared by midnight.

### **Deposit**

Where deposits are not made in cash there may be up to a two-week delay in processing the refund. Credit cards cannot be accepted. Where the user is hoping to book for a series of events the deposit can be held over for the whole period if preferred.

### **Hire requirements**

All hirers will be asked to submit/adhere to the following requirements, although the level of detail will vary according to the nature of the event, the numbers of people anticipated and the control measures needed to manage the event safely and securely.

#### **A month before**

- Submit an Event Plan. This must include details of the event, who is in charge, who will be responsible on the day for managing the area, arrangements for issues such as marshalling, cancellation, emergencies and accidents and injuries. Include a site location plan of the area to be used (not needed for the Donkey Derby Field). The Council has a check list that can be adapted which will help you draft your event plan.
- Signage – this is the organiser's responsibility.
- Liaise with Hamble Lifeboat regarding parking (if using Foreshore Car Park)

- Insurance confirmation
- Arrangements for rubbish disposal
- Confirmation that toilets are ordered if a condition of the booking

A week before:

- Liaise about the collection of keys and payments of the deposit in cash
- For hirers of the Foreshore Car Park put up notices to make residents and other users aware of the event
- Ensure that toilets are delivered if needed

On the day:

- Check arrangements with Hamble Lifeboat regarding parking (if using Foreshore Car Park)
- Ensure signage is clear and in the case of the Donkey Derby Field this should include details of when the field will be closed from and a contact number for release; this should be placed on the entrance throughout and on any vehicle(s) left in the field.
- Ensure photos are taken of the vehicle and if possible, place an alert on social media to make the owners aware.
- Make sure that the facilities are cleared at the end of the event and rubbish removed from site.

Failure to submit the information in a timely fashion could result in consent for the event being withdrawn.

**By completing the application, you agree to the terms & conditions.**

## HAMBLE-LE-RICE PARISH COUNCIL

### APPLICATION FORM FOR USE OF THE COUNCILS FORESHORE INCLUDING THE PAY AND DISPLAY FORESHORE CAR PARK, FORESHORE, DINGHY PARK AND THE DONKEY DERBY FIELD

Name of event			
Organisation			
Which facilities would you want to use	Foreshore (including Southern Quay) <input type="checkbox"/> Foreshore Car Park <input type="checkbox"/> Donkey Derby Field <input type="checkbox"/> Dinghy Park (including slipway) <input type="checkbox"/>		
Date(s) required			
What is the event?			
How many visitors are expected			
How many vehicles are expected?			
Times of opening/closing the event and/or the Donkey Derby Field			
Would use of an alternative HPC site be suitable if the Donkey Derby Field is not available?			
Name			
Email address			
Phone number			

Signature .....

**By completing the application, you consent abide by the terms and conditions.**

## **REGULATIONS FOR MEMORIALS AND TABLETS AT ST ANDREW'S CEMETERY, HAMBLE.**

The Parish Council's Policy is to provide a space for quiet contemplation, whilst supporting biodiversity as the cemetery provides an important green corridor for wildlife. The cemetery will be managed on a naturalistic basis, with grass mown infrequently in some areas.

The area at the rear of St Andrew's Cemetery be a cemetery laid to grass as far as possible and to kept free of anything that impedes the cutting of grass. This means that kerbs, railings, bird baths and stone chippings are not permitted on or around grave or cremation plots.

**The Parish Council has a statutory duty to ensure risks within the Council's cemetery area on the map, Appendix A, are properly managed and these regulations are in place to ensure the safety of all those working at and visiting the cemetery.**

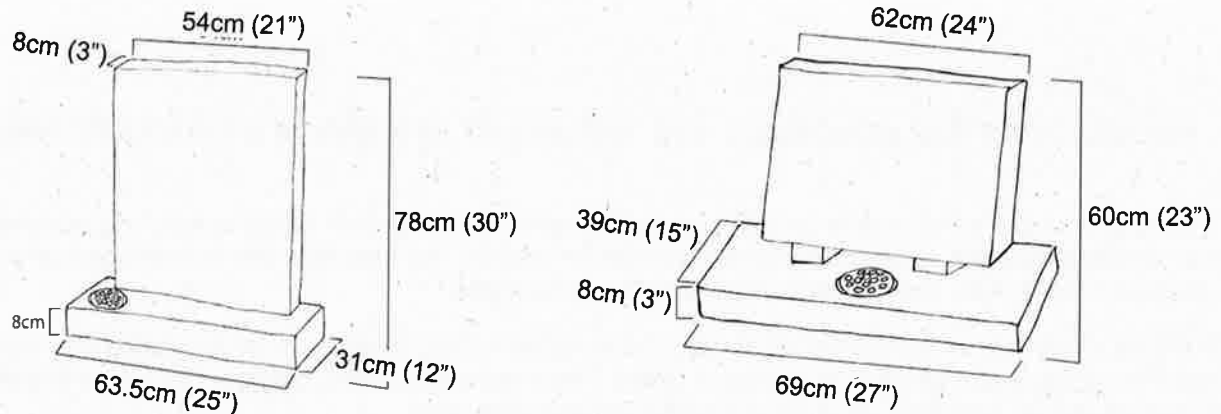
These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force.

All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance. The soil type is predominately gravelly.

All memorial masons undertaking work at St Andrew's Cemetery shall be suitably qualified, registered with BRAMM or RQMF and provide proof of public liability, and if applicable, employer's liability insurance and provide:

- a. Health and Safety Policy and Risk Assessment relating to work in the cemetery including assessments for:
    - safe working with vehicles in public areas
    - safe fixing of structures.
  - b. Safe method of working statement specific to the job
  - c. Public Liability Insurance and if applicable employer's liability insurance
1. Application forms including a detailed sketch of each proposed memorial giving full details and dimensions in millimetres and inches, together with the grave owner's consent must be submitted to the parish office for approval. Forms are available on [www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk).
  2. Memorials and tablets may not be erected or removed from the cemetery without the written consent of the Clerk and the written permission of the owner of the Grant of Exclusive Right of Burial. At least two working days notice must be given.
  3. Exclusive Right of Burial must be purchased for a burial or ashes plot before a memorial can be installed or replaced. This applies to existing plots where Exclusive Right of Burial may not have been purchased at the time of the original burial or ashes interment.
  4. All memorials are to be of natural stone (grey, black or white) and must not be coloured. No Bath, Caen, or other soft stone shall be allowed in the construction of any memorial. The Parish Council reserves the right to reject applications for memorials with stones of uneven thickness.
  5. Only tablets are permitted on cremation plots. The Maximum outside measurements for memorial tablets is 460mm x 380mm. Memorial tablets must be laid directly into the ground and not exceed current ground level by more than 5cm. In the new mixed area of cremated remains and burial plots memorial tablets must be fitted flush with the surrounding ground level.

6. The maximum outside measurements, above ground level, for memorial headstones erected within the Cemetery are shown below:



7. All memorial headstones are to be laid firm, level and square with accredited ground anchors. Foundation slabs must be laid below ground level in accordance with BRAMM and NAMM lawn memorial fixing guide lines and memorials must not be mounted on multiple bases. No rails, wooden edging or chains of any description or glass wreath cases are allowed.
8. All joints must be able to withstand the inspection process which will exert a force up to 25kg against the memorial. If cement is used as the jointing compound and it cracks or gives under test pressure it is the responsibility of the memorial mason to carry out repairs.
9. The memorial mason must mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 1.5cm. The mason's name may be inscribed on the reverse in unpainted and unleaded letters no larger than 1.5cm in height.
10. All monumental work shall be finished prior to the placement of any memorial, excepting the execution of a second inscription for which permission must be obtained. Inscriptions shall be gilded, leaded or painted lettering of gold or black only.
11. A copy of the RQMF Certificate of Compliance or Certificate of Conformity must be delivered to the Parish Council within 14 days of installation.
12. No advertising boards, tablets or cards can be placed on or around a memorial. No form of advertisement may be displayed in any part of the cemetery.
13. Memorials will be inspected before and after installation. If the measurements or method of fixing do not comply with those authorised or relevant standards the Stonemason must remove it immediately and rectify at their own expense. Failure to remove non-compliant memorials or misrepresentation will mean a mason is refused access to St Andrew's Cemetery.
14. Carrying out, or attempting to carry out, unauthorised memorial installation or alterations will be treated very seriously by the Parish Council and will be reported to the police, relevant authorities and trade bodies.
15. Trees, shrubs and bushes must not be planted on grave or ashes plots as these undermine memorials and make them unsafe.

**Some older existing graves and ashes plots may have larger and different style memorials due to historical practice or regulations. This does not set a precedent for new memorial applications**

Applications forms and Burial Regulations are available at [www.hambleparishcouncil.gov.uk](http://www.hambleparishcouncil.gov.uk)





Parish Office, 2 High Street, Hamble, Southampton SO31 4JE  
02380 453422 [deptyclerk@hamblepc.org.uk](mailto:deptyclerk@hamblepc.org.uk)

**APPLICATION FOR PERMISSION TO ERECT A MEMORIAL  
OR ADDITIONAL INSCRIPTION IN  
ST ANDREW'S CEMETERY, HAMBLE-LE-RICE**

Name: of Deceased:

Burial Register No:

Grave/plot number:

Existing memorials must not be removed from the cemetery without permission of the Parish Council.  
At least 2 working days notice must be given.

BRAMM or RQMF registration No .....

Name & address of Stonemason .....

.....

Telephone No..... Email address.....

Name of grave owner.....

Email address ..... Telephone No.....

**A copy of the Grant of Exclusive Right must be attached and submitted with this form.**

NEW MEMORIAL or ADDITIONAL INSCRIPTION\* \*delete as appropriate

Description of proposed Memorial (including material, colour & size in inches and millimetres)

.....

.....

.....

The memorial mason or fixer must mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 1.5cm. The mason's name must be inscribed on the reverse in unpainted and unleaded letters no larger than 1.5cm in height

Foundations must be laid or fixed below ground-level in accordance with lawn memorial regulations.  
Memorials must not be mounted on multiple bases

Proposed method of installation/fixing:

Details of dowels?.....

The cemetery soil is predominately gravel – please specify the type of ground anchor to be used?

.....

Any other relevant installation or fixing information.....

Proposed inscription.....

.....

.....

Sketch of proposed Memorial

Signature of grave owner.....

It is important to remember that whilst we undertake memorial safety checks on a regular basis, at least every 5 years, by placing a memorial in the cemetery you are accepting a number of responsibilities;

- The memorial remains the property of its owner/s and does not become the property of the Parish Council at any time.
- You are required to maintain the memorial to a safe condition. You may wish to consider and purchase insurance cover for your memorial.

All work carried out must have a Certificate of Conformity or Certificate of Compliance from the memorial mason.

Signature of stone mason or memorial fixer .....

(for office use)

Authorised by:

Date:

Please attach a copy of your current public liability insurance certificate.

Application forms together with fees must be received by the Parish Council Office for approval 7 working days prior to any works being carried out.

An invoice will be issued and payment by bank transfer requested prior to authorisation.

A copy of the RQMF Certificate of Compliance or Certificate of Conformity must be delivered to the Parish Council within 14 days of installation.





## **POLICY and PROCEDURE FOR TESTING OF MEMORIALS**

### **Policy**

The responsibility for the overall safety (duty of care) within the rear cemetery area belonging to Hamble Parish Council lies with the Parish Council. Which has responsibilities under the Health and Safety legislation, for ensuring the cemetery is maintained in a safe condition for visitors and employees.

There are also specific responsibilities for the owner of the memorial and the memorial mason installing it. The owner of the memorial is responsible for maintaining the memorial in a good condition. The memorial mason must be either BRAMM or RQMF registered and is responsible for ensuring the memorial is erected safely in accordance with BS8415. The memorial mason must provide a Guarantee of Conformity or Certificate of Compliance and send a copy to the Parish Council.

### **Procedure**

This procedure takes into account the guidance from the Institute of Cemetery and Crematorium Management (ICCM), Management of Memorials September 2018.

1. Memorials in the Hamble Parish Council (HPC) burial area at the rear of St Andrews Church will be tested at least every 5 years, and a rolling programme is being introduced to carry this out.
2. A Notice will be placed in the cemetery where testing is to be carried out, 4 weeks prior to testing, and this will include contact details of the Parish Council office. This will also be posted on the HPC web site and notice boards.
3. Hand testing to be carried out, which will exert a force up to 25kg against the memorial and results recorded. All memorials will be categorised:

#### **High risk.**

Immediate danger of falling - cordoned off immediately propped and banded. The owner will be notified by email or letter and a notice fixed to the memorial explaining why it has been propped. Immediate action must be taken to significantly reduce or eliminate the risk.

#### **Medium risk.**

Failed the test but not in immediate danger to the public, but is not fully stable. The owner will be notified by email or letter stating that as the memorial has

failed the owner is responsible for reinstating it to an approved specification (BS8415) and asking for the memorial to be made safe within 3 months. Failure to contact the Clerk or Deputy Clerk about a failed memorial may result in the memorial being propped or laid down. Re-test within 12 months.

**Low risk.**

The memorial is stable and has passed the test at this inspection. Re-test in 5 years unless there are any visual indications that the memorial has become unstable.

In addition, when a new interment is arranged the surrounding memorials will be hand tested and the results recorded.

4. Every effort will be made to contact the owners of the failed memorials and a notice will be placed on the grave with contact details for the Parish Office.

5. Repairs must be carried out within 12 months and in accordance with cemetery regulations. It is the responsibility of the memorial owner to inform the Parish Office when a repair has been completed to ensure the memorial is not accidentally laid down or sunk in to the ground after a repair has been done.

6 If attempts to contact the Grave Owner are unsuccessful or they refuse to make the memorial safe HPC will take whatever steps it feels are reasonable to make the memorial safe. This may include laying the memorial flat or it being sunk in to the ground vertically. All costs to make the memorial safe will be the responsibility of the grave owner and must be paid in full before any further interments or work on the memorial is approved or carried out.

7. All memorials installed within the HPC cemetery area must be approved in writing by the Clerk or Deputy Clerk. If any memorials are erected outside the Memorial Regulations\* or without proper permission they will be removed or destroyed and costs recovered from those responsible.

**Carrying out, or attempting to carry out, unauthorised memorial installation or alterations will be treated very seriously by the Parish Council and will be reported to the police, relevant authorities and trade bodies.**

\*Copies of all the current Burial and Memorial Regulations are available from the Parish Council's website:

<http://www.hambleparishcouncil.gov.uk/community/hamble-parish-council-14956/arrange-a-burial/>

## 1. INTRODUCTION

The Media-Communications Working Group has been set up to ensure the Council's objectives are accurately, effectively and consistently portrayed across all published media - the website, magazine and social media. The focus in the first six months will be on the magazine, Facebook and website, then looking at all communications longer-term.

## 2. MEMBERSHIP

3 council members and at least 1 officer, with a minimum of 2 members at each meeting. The Clerk and Chair of the council are ex officio members.

## 3. FREQUENCY

At least quarterly, more frequently when needed.

## 4. REMIT OF MEDIA WORKING GROUP

- Raise or increase awareness of:
  - the current and planned work of the whole council - including committees, and day-to-day work; and
  - the role of the parish council - including in relation to other councils and central government.
- Main objective of the Media Working Group will be to ensure information reaches a wider demographic and put measures in place that allow the group to assess that this objective is being met
- Annual work plan that fixes themes, sets out options for competitions and community involvement
- Balance between past decisions and looking ahead to future proposals
- Be responsible for making recommendations to Council regarding fees and charges
- Responsible for balance of advertising and content and the approach to be taken when oversubscribed for either.
- Define what goes on/in each of the medias and maintaining a balance between each of these (word counts/limits and picture requirements)
- Provision of a strategy to support existing contributors through the change process
- Assess all medias' compliance with accessibility requirements and make recommendations to Council on improving these where costs or officer time is required in doing so.
- Develop a protocol that categorises, and a strategy for managing, contributors:
  - Council
  - Social
  - Community
  - Business
  - Charity
  - Not for Profit
- The group reports directly to Council.
- Having some feedback on press releases
- Consider and evaluate benefits of using alternative platforms
- Look at how we interact with other groups