

# **Bursledon Parish Council**

## **Minutes of the Full Council Meeting**

Minutes of the of Bursledon Parish Council held on Wednesday 26 January 2022 at 7pm at the community library in Bursledon Parish Council.

Members of the Full Council in attendance: Councillors S Holes (Chair) M Garrett (Vice -Chair), T Craig, G Gill, M Penn & K Whitlock

Officers of the Council Present: Roland Potter (Parish Clerk)

Members of the Public: 0

**FC/21/054 Apologies for Absence**

Apologies were received and accepted for Cllrs K House and J Rich,

**FC/21/055 Declarations of Interest**

There were no declarations of interest.

**FC/21/056 Minutes of the Full Council held on Wednesday 29 September 2021.**

The minutes of the Full Council held on Wednesday 29 September 2021 were received and accepted as a correct record and they were signed by the Chair of the Council.

**FC/21/057 Questions from the Public**

There were no questions from members of the public.

**FC/21/058 Chair's Communications**

There were no communications from the chair of the council.

**FC/21/059 Councillor Dispensation**

The Council considered a request for a dispensation for Councillor J Rich not attend Council meetings until September 2022 due to the risk posed by the transmission of the Covid virus to individuals considered vulnerable.

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Signed.....  
Dated.....

**RESOLVED: That Councillor J Rich be granted a dispensation to not attend meetings until September 2022 unless the Councillor considers it safe to attend meetings sooner.**

**Planning Applications**

FC/21/060 **Application No: H/21/92096**

Address: 13 Sherley Green, Bursledon, Southampton, SO31 8FL

Description: Single storey infill extension and alterations to fenestrations

**RESOLVED: No comment**

FC/21/061 **Application No: H/21/920418**

Address: 18 Batchelor Green, Bursledon, Southampton, SO31 8FL

Description: First floor side extension and front porch

**RESOLVED: No Objection in principle, however the Council has concerns re parking and asks that the parking provision is reviewed,**

19:11 Cllr K Whitlock joined the meeting.

FC/21/062 **Application No: H/21/92136 & L/21/92151**

Address: Greywell, High Street, Bursledon, Southampton, SO31 8FL

Description: New rear porch, replacement of small rear flat roof to pitched roof, new vehicular gated entrance, demolition of outbuildings & minor external works

**RESOLVED: No Objection in principle, however the Council are concerned about the impact on the trees and roots of trees adjacent the entrance.**

FC/21/063 **Council Budget and Precept 2022/23**

The Council received a report on the draft budget for 2022/23 and a suggested precept level to create a breakeven budget.

The report identified the following:

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- The Council's net operating budget for 2022/23 is £219,420.
- The precept has been calculated to allow the Council to deliver a break-even operational budget.
- The Council will contribute £20K from its reserves in 2022/23 to mitigate the additional capital costs for new equipment. This will be followed by an additional contribution of £18K over the three following years.
- The Council are advised to increase the Council precept by the equivalent of £0.29 per month for a Band D Tax household.

The report set out:

- The pressures on the budget for 2022/23 and the mitigation that had been applied to balance the budget.
- That most projects to be completed would be funded by Developers Contributions.
- That the Council would invest in replacing a ride on mower with a Kubota tractor and supporting equipment.
- Identified that the play area projects that are funded by Developers Contributions or by subsequent transfers from EBC will have a life span of between 12-15 years. The Council will need to consider building up reserves to replace this equipment at the end of this period or consider borrowing monies in the future to fund this requirement.

#### **RESOLVED:**

- **The Net Operational budget for 2022/23 is set at £219,420.**
- **That the total Parish precept for 2022/23 is set at £219,425.**
- **The precept rise be set at £3.42 per annum for each band D Household the equivalent of 0.29p per month.**
- **The Councils Capital budget set out in the attached report be approved.**

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- **The Council’s capital programme was approved.**
- **The Council would review its long -term investment strategy for the replacement of capital items as part of the 2023/24 budget process,**

**FC/21/064 Fees and Charges 2022/23**

The Council received and considered a report on the proposed new fees and charges for 2022/23.

**RESOLVED:**

- **That the fees and charges except for allotment fees be accepted.**
- **That the allotment fees for 2022/23 be raised to 0.40p per square metre.**
- **That the allotment fees for 2023/24 should be raised to a minimum of 0.45p per metre.**

**FC/21/065 Internal Auditors Report**

The Council received the report of the Internal Auditor together with the recommendations for further action.

The report set out the Councils response to the matters raised.

**RESOLVED:**

- **That the Internal Auditors report was received and noted.**
- **That the recommended actions set out in the report were noted and would be implemented.**

**FC/21/066 Grant Applications**

The Council considered a request from Hedge End Community Speed watch for £500.

**RESOLVED:**

- **Not to award a grant on this occasion as the applicant had already received funding from other sources.**

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### **FC/21/067 Finance Reports**

Council received the schedule of payments for 20 October 2021, 20 November 2021, 20 December 2021, and 20 January 2022.

Council noted that all payments has been checked and authourised by Cllrs M Penn and M Garrett

#### **RESOLVED:**

- **That the payment schedules were correct and approved for 20 October 2021, 20 November 2021, 20 December 2021, and 20 January 2022.**

### **FC/21/068 Parish Clerks Report**

The Council received Councils management report a copy of which is attached.

#### **RESOLVED:**

- **The report was received and noted**

### **FC/21/069 Close of Meeting**

**The meeting closed at 20:20**

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Signed.....  
Dated.....

### Budget Summary

| Account Details          | Actual<br>31.12.21 | Expected @<br>31/03/22 | Budget<br>2021/22 | Budget<br>2022/23 |
|--------------------------|--------------------|------------------------|-------------------|-------------------|
| Council                  | 10,564             | 14,738                 | 140               | 350               |
| Allotment Income         | 1,026              | 1,063                  | 1,060             | 1,140             |
| Cemetery Income          | 4,730              | 6,700                  | 5,000             | 5,500             |
| Grounds Income           | 1,245              | 2,144                  | 2,859             | 3,144             |
| Developers Contributions | 0                  |                        | 0                 | 0                 |
| <b>Total Income</b>      | <b>17,565</b>      | <b>24,645</b>          | <b>9,059</b>      | <b>10,134</b>     |

### Expenditure

|                                       |                |                |                |                |
|---------------------------------------|----------------|----------------|----------------|----------------|
| Council                               | 48,053         | 70,030         | 87,565         | 89,547         |
| Civic                                 | 100            | 1,000          | 1,850          | 1,900          |
| Library                               | 20,848         | 21,804         | 4,524          | 5,462          |
| Grants                                | 2,500          | 2,750          | 4,500          | 4,300          |
| Community Support                     | 3,433          | 3,433          | 5,000          | 4,500          |
| Allotments                            | 309            | 700            | 700            | 718            |
| Cemetery                              | 4,888          | 7,860          | 792            | 808            |
| Outside Services                      | 81,118         | 116,964        | 113,818        | 122,319        |
|                                       |                |                |                |                |
| <b>Total Expenditure</b>              | <b>161,249</b> | <b>224,541</b> | <b>218,749</b> | <b>229,554</b> |
| Capital Projects                      | 0              | 0              | 0              | 20,000         |
| <b>Total Budget Cost</b>              | <b>161,249</b> | <b>224,541</b> | <b>218,749</b> | <b>249,554</b> |
|                                       |                |                |                |                |
| <b>Net Council Operational Budget</b> | <b>143,684</b> | <b>199,896</b> | <b>209,690</b> | <b>239,420</b> |
|                                       |                |                |                |                |
| <b>Funded from Reserves:</b>          |                |                |                |                |
| <b>Transfer from Reserves</b>         | <b>8,000</b>   | <b>8,000</b>   | <b>0</b>       | <b>20,000</b>  |
| <b>Transfer to Reserves</b>           |                |                |                | <b>0</b>       |
|                                       |                |                |                |                |
| <b>Net Council Budget</b>             | <b>135,684</b> | <b>191,896</b> | <b>209,690</b> | <b>219,420</b> |
| <b>Funded by</b>                      |                |                |                |                |
| Contribution to Reserves              | -44,597        | -7,953         | 9,841          | -5             |
| <b>Precept</b>                        | <b>180,280</b> | <b>199,849</b> | <b>199,849</b> | <b>219,425</b> |
| <b>Net Council Budget</b>             | <b>135,684</b> | <b>191,896</b> | <b>209,690</b> | <b>219,420</b> |

### Precept Calculation

| <b>2021/22 Tax level</b> | <b>Tax base</b> | <b>Base Precept</b> | <b>% rise</b> | <b>extra cost<br/>per Band D<br/>per year</b> | <b>Band D<br/>Tax<br/>2022/23</b> | <b>Total<br/>Precept<br/>2022/23</b> | <b>Monthly<br/>increase</b> | <b>Weekly<br/>increase</b> |
|--------------------------|-----------------|---------------------|---------------|-----------------------------------------------|-----------------------------------|--------------------------------------|-----------------------------|----------------------------|
| No Increase              | 2,955.59        | 199,849             | 0.00          | 0.00                                          | 70.82                             | 209,315                              |                             |                            |
| 1% Increase              | 2,955.59        | 199,849             | 1.00          | 0.71                                          | 71.53                             | 211,408                              | 0.06                        | 0.01                       |
| 1.5% Increase            | 2,955.59        | 199,849             | 1.50          | 1.06                                          | 71.88                             | 212,455                              | 0.09                        | 0.02                       |
| 2.% Increase             | 2,955.59        | 199,849             | 2.00          | 1.42                                          | 72.24                             | 213,501                              | 0.12                        | 0.03                       |
| 3% Increase              | 2,955.59        | 199,849             | 3.00          | 2.12                                          | 72.94                             | 215,594                              | 0.18                        | 0.04                       |
| 4% increase              | 2,955.59        | 199,849             | 4.00          | 2.83                                          | 73.65                             | 217,687                              | 0.24                        | 0.05                       |
| 5% Increase              | 2,955.59        | 199,849             | 5.00          | 3.54                                          | 74.36                             | 219,781                              | 0.30                        | 0.07                       |
| 6% Increase              | 2,955.59        | 199,849             | 6.00          | 4.25                                          | 75.07                             | 221,874                              | 0.35                        | 0.08                       |
| 7% Increase              | 2,955.59        | 199,849             | 7.00          | 4.96                                          | 75.78                             | 223,967                              | 0.41                        | 0.10                       |
| 8% Increase              | 2,955.59        | 199,849             | 8.00          | 5.67                                          | 76.49                             | 226,060                              | 0.47                        | 0.11                       |
| 9% Increase              | 2,955.59        | 199,849             | 9.00          | 6.37                                          | 77.19                             | 228,153                              | 0.53                        | 0.12                       |
| <b>Balance</b>           | <b>2,955.59</b> | <b>199,849</b>      | <b>4.83</b>   | <b>3.42</b>                                   | <b>74.24</b>                      | <b>219,425</b>                       | <b>0.29</b>                 | <b>0.07</b>                |

### Predicted Reserves

| <b>Anticipated Reserves</b>                | <b>31/03/2022</b> | <b>31/03/2023</b> |
|--------------------------------------------|-------------------|-------------------|
| Opening Reserves                           | 227,782           | 235,735           |
| Add Expected Income                        | 24,645            | 10,134            |
| Add precept                                | 199,849           | 219,425           |
| less Expected Expenditure                  | 224,541           | 229,554           |
| Transfers from Reserves                    | 8,000             |                   |
| Capital projects                           |                   | 20,000            |
| <b>Forecasted Reserves</b>                 | <b>235,735</b>    | <b>215,740</b>    |
|                                            |                   |                   |
| <b>Earmarked Reserves</b>                  |                   |                   |
| Great Down Car park                        | 900               | 900               |
| Elections                                  | 7,250             | 7,500             |
| Capital projects                           | 138,083           | 112,325           |
| Playground renewal Fund - Asset Reserve    | 1,911             | 3,822             |
| DC Reserves (Ringfenced)                   | 0                 |                   |
| County Councillor Grant                    | 14,675            | 14,675            |
| Total Ear marked Reserves                  | <b>162,819</b>    | <b>139,222</b>    |
| Minimum General Reserve                    | <b>72,916</b>     | <b>76,518</b>     |
| <b>Total Earmarked and Minimum Reserve</b> | <b>235,735</b>    | <b>215,740</b>    |
| Reserves Adjustment                        | 0                 | 0                 |
| <b>Forecast Total Reserves</b>             | <b>235,735</b>    | <b>215,740</b>    |

## Council

| Cost Code          | Account Details -Income         | Actual<br>2020/21 | Actual<br>@31/12/21 | Expected<br>@31/03/22 | Budget<br>2021/22 | Budget<br>2022/23 |
|--------------------|---------------------------------|-------------------|---------------------|-----------------------|-------------------|-------------------|
| 101                | EBC Support Grant               | 4,220             | 0                   | 0                     | 0                 | 0                 |
| 102                | Other income                    | 1,950             | 390                 | 390                   | 0                 | 0                 |
| 110                | Investment income               | 345               | 174                 | 348                   | 140               | 350               |
| 140                | Grants & S 106                  | 9,217             | 10,000              | 14,000                | 0                 | 0                 |
| <b>Total</b>       | <b>Income</b>                   | <b>15,732</b>     | <b>10,564</b>       | <b>14,738</b>         | <b>140</b>        | <b>350</b>        |
|                    |                                 |                   |                     |                       |                   |                   |
| <b>Expenditure</b> |                                 |                   |                     |                       |                   |                   |
| 201                | Rent                            | 2,094             | 2,000               | 2,000                 | 2,101             | 2,100             |
| 202                | Service Charges                 | 7,006             | 2,102               | 4,100                 | 7,010             | 4,500             |
| 203                | Property Costs -CCTV/ Waste etc | 287               | 193                 | 400                   | 1,304             | 1,000             |
| 210                | Postage                         | 99                | 1                   | 50                    | 156               | 75                |
| 211                | Stationery & Printing           | 252               | 184                 | 350                   | 626               | 400               |
| 212                | Photocopier Hire & Charges      | 1,120             | 911                 | 1,400                 | 1,401             | 700               |
| 213                | Information Technology          | 2,147             | 3,424               | 5,003                 | 5,003             | 5,150             |
| 216                | Telephone                       | 1,592             | 1,029               | 2,040                 | 1,500             | 1,500             |
| 217                | Web Site                        | 1,185             | 340                 | 1,250                 | 1,251             | 1,400             |
| 218                | Subscriptions & Publications    | 1,796             | 1,937               | 1,940                 | 1,901             | 1,949             |
| 219                | General Insurance               | 3,163             | 3,256               | 3,447                 | 3,602             | 4,500             |
| 220                | Legal fees/Consultancy          | 3,650             | 1,412               | 1,600                 | 3,000             | 3,000             |
| 221                | Audit Fees                      | 1,597             | 350                 | 1,650                 | 1,650             | 1,700             |
| 222                | Bank Charges                    | 135               | 72                  | 150                   | 175               | 175               |
| 225-1              | Salaries                        | 33,812            | 26,887              | 39,155                | 45,784            | 50,972            |
| 225-2              | Pension                         | 2,608             | 2,321               | 3,100                 | 8,206             | 9,031             |
| 226                | Staff Overheads                 | 2,339             | 736                 | 1,395                 | 1,395             | 1,395             |
| 230                | COVID-19 Expenses               | 1,788             | 898                 | 1,000                 | 1,500             | 0                 |
| <b>Total</b>       | <b>Expenditure</b>              | <b>66,672</b>     | <b>48,053</b>       | <b>70,030</b>         | <b>87,565</b>     | <b>89,547</b>     |

# Civic

| <b>Cost Code</b> | <b>Account Details</b> | <b>Actual<br/>2019/20</b> | <b>Actual @<br/>31/12/21</b> | <b>Expected @<br/>31/03/22</b> | <b>Budget<br/>2021/22</b> | <b>Budget<br/>2021/22</b> |
|------------------|------------------------|---------------------------|------------------------------|--------------------------------|---------------------------|---------------------------|
| 300              | Newsletter             | 0                         | 0                            | 0                              | 200                       | 0                         |
| 305              | Chairs Allowance       | 0                         | 25                           | 25                             | 200                       | 200                       |
| 306              | Councillors Expenses   |                           | 0                            | 0                              | 100                       | 100                       |
| 307              | IT Expenses            | 578                       | 0                            | 650                            | 400                       | 650                       |
| 308              | Training               |                           | 75                           | 75                             | 400                       | 400                       |
| 309              | Civic Projects         | 18                        | 0                            | 0                              | 100                       | 100                       |
| 310              | Room Hire              |                           | 0                            | 0                              | 200                       | 200                       |
| 315              | Election Charges       |                           | 0                            | 250                            | 250                       | 250                       |
| <b>Total</b>     | <b>Expenditure</b>     | <b>597</b>                | <b>100</b>                   | <b>1,000</b>                   | <b>1,850</b>              | <b>1,900</b>              |

|                  |                        |                       |                          |                            |                       |                       |
|------------------|------------------------|-----------------------|--------------------------|----------------------------|-----------------------|-----------------------|
| Library          |                        |                       |                          |                            |                       |                       |
| <b>Cost Code</b> | <b>Account Details</b> | <b>Actual 2020/21</b> | <b>Actual @ 31/12/21</b> | <b>Expected @ 31/03/22</b> | <b>Budget 2021/22</b> | <b>Budget 2022/23</b> |
|                  | Lowford Library        | 0                     | 956                      | 1,000                      | 200                   | 200                   |
|                  | Book stock             | 0                     | 0                        | 0                          | 2,400                 | 2,400                 |
|                  | Broadband              | 0                     | 400                      | 804                        | 480                   | 792                   |
|                  | Library software       | 0                     | 0                        | 0                          | 1,044                 | 1,070                 |
|                  | IT                     | 1,268                 | 19,492                   | 20,000                     | 400                   | 1,000                 |
| <b>Total</b>     | <b>Expenditure</b>     | <b>1,268</b>          | <b>20,848</b>            | <b>21,804</b>              | <b>4,524</b>          | <b>5,462</b>          |

## Community

| <b>Cost Code</b>         | <b>Account Details</b> | <b>Actual<br/>2020/21</b> | <b>Actual @<br/>31/12/21</b> | <b>Expected @<br/>31/03/22</b> | <b>Budget<br/>2021/22</b> | <b>Budget<br/>2022/23</b> |
|--------------------------|------------------------|---------------------------|------------------------------|--------------------------------|---------------------------|---------------------------|
| <b>Grants</b>            |                        |                           |                              |                                |                           |                           |
| 350/1                    | Small Grants           | 1,750                     | 500                          | 750                            | 2,500                     | 2,500                     |
| 350/2                    | Bursledon Windmill     | 2,200                     | 2,000                        | 2,000                          | 2,000                     | 1,800                     |
|                          |                        |                           |                              |                                |                           |                           |
| <b>Total</b>             | <b>Expenditure</b>     | <b>3,950</b>              | <b>2,500</b>                 | <b>2,750</b>                   | <b>4,500</b>              | <b>4,300</b>              |
|                          |                        |                           |                              |                                |                           |                           |
| <b>Community Support</b> |                        |                           |                              |                                |                           |                           |
| 360/1                    | Youth Services         | 2,952                     | 3,433                        | 3,433                          | 4,000                     | 3,500                     |
| 360/2                    | Community Engagement   | 0                         | 0                            | 0                              | 1,000                     | 1,000                     |
|                          |                        |                           |                              |                                |                           |                           |
| <b>Total</b>             | <b>Expenditure</b>     | <b>2,952</b>              | <b>3,433</b>                 | <b>3,433</b>                   | <b>5,000</b>              | <b>4,500</b>              |

### Allotments

| Cost Code    | Account Details | Actual<br>2020/21 | Actual @<br>31/12/21 | Expected @<br>31/03/22 | Budget<br>2021/22 | Budget<br>2022/23 |
|--------------|-----------------|-------------------|----------------------|------------------------|-------------------|-------------------|
| 120          | Allotment Rents | 1,099             | 1,026                | 1,063                  | 1,060             | 1,140             |
| <b>Total</b> | <b>Income</b>   | <b>1,099</b>      | <b>1,026</b>         | <b>1,063</b>           | <b>1,060</b>      | <b>1,140</b>      |

### Expenditure

|              |                     |            |            |            |            |            |
|--------------|---------------------|------------|------------|------------|------------|------------|
| 502          | Admin Costs         | 137        | 172        | 200        | 200        | 205        |
| 505/1        | Water Charges       | 518        | 109        | 350        | 350        | 359        |
| 505/2        | Grounds Maintenance | 27         |            | 0          | 0          | 0          |
| 505/3        | Repairs & Renewals  | 156        | 28         | 150        | 150        | 154        |
| <b>Total</b> | <b>Expenditure</b>  | <b>838</b> | <b>309</b> | <b>700</b> | <b>700</b> | <b>718</b> |

### Grounds

| Cost Code    | Account Details         | Actual<br>2020/21 | Actual @<br>31/12/21 | Expected @<br>31/03/22 | Budget<br>2021/22 | Budget<br>2022/23 |
|--------------|-------------------------|-------------------|----------------------|------------------------|-------------------|-------------------|
| 130/1        | Tennis Courts           | 23                | 0                    | 0                      | 0                 | 0                 |
| 130/2        | Cricket Pitch Hire      | 0                 | 225                  | 225                    | 240               | 265               |
| 130/3        | Football Pitch Fees     | 395               | 795                  | 1,300                  | 1,300             | 1,430             |
| 130/5        | Other                   | 0                 | 0                    | 0                      | 0                 | 0                 |
| 130/8        | Wayleaves               | 62                | 0                    | 19                     | 19                | 19                |
| 135          | KGV Football Pitch hire | 427               | 225                  | 600                    | 1,300             | 1,430             |
| <b>Total</b> | <b>Income</b>           | <b>907</b>        | <b>1,245</b>         | <b>2,144</b>           | <b>2,859</b>      | <b>3,144</b>      |

### Expenditure

|              |                      |               |                |               |               |                |
|--------------|----------------------|---------------|----------------|---------------|---------------|----------------|
| 400          | Administration Costs | 387.64        | 405            | 600           | 1000          | 1,030          |
| 402          | Health & Safety      | 506.05        | 144            | 422           | 524           | 500            |
| 403          | Equipment Costs      | 4073.98       | 3730           | 4500          | 3292          | 4,000          |
| 404          | Fuel                 | 1112.47       | 1240           | 1550          | 2000          | 2,000          |
| 405          | Vehicle Costs        | 10365.51      | 1836           | 3500          | 2250          | 3,500          |
| 406          | Illegal Tipping      | 540           | 195            | 500           | 500           | 513            |
| 407          | Notice Boards        | 685           | 133            | 150           | 0             | 0              |
| 408-1        | Salaries             | 58755.94      | 45912          | 62460         | 65087         | 67,369         |
| 408-2        | Pensions             | 6850.02       | 4625.5         | 6800          | 12199         | 12,525         |
| 409          | Staff Overheads      | 948.78        | 1549           | 2482          | 1837          | 1,883          |
| 420          | Grounds maintenance  | 25191.58      | 21348          | 34000         | 25129         | 29,000         |
| <b>Total</b> | <b>Expenditure</b>   | <b>109417</b> | <b>81117.5</b> | <b>116964</b> | <b>113818</b> | <b>122,319</b> |

| <b>Project Details</b>                        | <b>Location</b>                   | <b>Estimated Cost</b> | <b>2022/23</b> | <b>2023/24</b> | <b>2024/25</b> | <b>2025/26</b> | <b>2026/27</b> | <b>2027/28</b> | <b>Post 2029</b> |
|-----------------------------------------------|-----------------------------------|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Healthy Walking TrimTrail - keep fit stations | Long Lane Recreation Ground       | 12,000                |                | 3,000          | 3,000          | 3000           |                |                |                  |
| Healthy Walking TrimTrail - keep fit stations | Long Lane Recreation Ground       | 12,000                |                | 3,000          | 3,000          | 3000           |                |                |                  |
| Additional memorial wall                      | Bursledon Parish Council Cemetery | 10,000                |                |                |                |                |                |                | 10000            |
| Vegetation and ditch clearance                | Peewit Hill woods                 | 7,500                 |                | 7,500          |                |                |                |                |                  |
| Nature Reserve enhancement                    | Hungerford Ecology Park           | 5,000                 |                |                | 5,000          |                |                |                |                  |
| New Van                                       |                                   | 20,250                |                |                |                |                | 5000           | 5000           | 10250            |
| Replacement Mower with flail deck             |                                   | 24,000                |                |                |                |                | 8000           | 8000           | 8000             |
| Tractor                                       |                                   | 38,000                | 20,000         | 6,000          | 6,000          | 6000           |                |                |                  |
| Sculpture trail                               |                                   | 20,000                |                | 5,000          | 5,000          | 5000           |                |                |                  |
|                                               |                                   | <b>148,750</b>        | <b>20,000</b>  | <b>24,500</b>  | <b>22,000</b>  | <b>17000</b>   | <b>13000</b>   | <b>13000</b>   | <b>28250</b>     |

## Parish Clerks Report

### Bursledon Cemetery

The new road has been installed in the cemetery and a new area of the burial ground is being fenced off and will then be hedged. This was funded by developers' contributions.

Improving the cemetery will be a project that we will be implementing in autumn 2022 and will result in hawthorn hedges being reduced to one metre in height. This will make it easier to manage the hedges and will improve the look of the cemetery.

### Tree works

#### Lionheart Way Ecology Parks

In March there will be a two-week period from 23 Feb to 4 March when tree surgeons will be undertaking the permitted tree works. The chippings and trees will all be reused in the ecology park to improve footways and to create bio habitats.

Unfortunately, we have suspect that some trees have been, ringed, cut or pulled down without planning permission.

After this work has been completed, we will be tendering for the long-awaited reinstatement works which has been held up due to covid and the availability of materials.

#### Long Lane Recreation Ground

The tree two yearly inspections have been completed and planning applications have been submitted to EBC

Unfortunately, a resident of Hill Place instructed a tree surgeon to remove a tree on the recreation ground without planning permission.

#### Great Down Park

The tree two yearly inspections have been completed and planning applications have been submitted to EBC. This year we will be removing the Ash in the centre of the park as it is dangerous and dying.

#### Other Tree inspections

Tree inspections have been completed in the cemetery and Kew Lane and planning applications are being submitted to complete this work.

In March the first tree inspection of Pilands Wood Open Space will be completed.

#### Bio-Diversity Project

As we enter March the management of the biodiversity areas will start to take shape and in March, we will be installing two circular accessible picnic benches in Great Down Park. In addition, the desire line footpaths will be cut in.

At the start of March, we will review the biodiversity plan to improve on the previous year and to look for opportunities to expand.

## Play Areas

We have funding from Developer's contributions to undertake further renovations in all our play areas. However, this is currently on hold until we have worked with Exon to establish a method statement for the removal of a play area which had previously been illegally placed over the pipeline. Exon have asked for the play area to be moved, but we must do some test holes before we can tender for this project.

## New pavilion

Initial scoping works has started on the future development of the Long Lane Pavilion. Initial site meetings have been held with EBC and the tree root survey has been completed. We are currently putting together a concept study which will be considered by councillors, before passing on for plans to be drawn.

At this point in time, we are unable to identify and architect to do these plans.

## Queens Jubilee

We have been approached by the church to enter a joint working project to celebrate the Queens jubilee. We have currently expressed an interest in working together.

## Staffing

### Recruitment

The recruitment process for a new member of office staff has started.

## CEMEX – Mineral Extraction

There will be an online meeting with CEMEX and Hound Parish Council on Wednesday 2 February 2022, to which you will all receive an invitation.

## Library

The library is suffering with a shortage of volunteers, and we will have to undergo a recruitment drive to find new volunteers.

However, it is hoped that the library may start to reopen on Wednesday afternoons later in next month.

We are currently looking for patio tables to place in the new open space at the rear of the library to make the library more of a social hub.

## Project Planning

A report and outline table will be brought to Council in March 2022 to cover project deliver over the next 18 months. This will include the tendering guidance document to supplement our current Financial Regulations and Standing orders and the relevant allocated budgets.



# **CEMEX UK Operations Ltd**

**NEW QUARRY AT HAMBLE-LE-RICE**

**PRESENTATION TO PARISH COUNCILS**

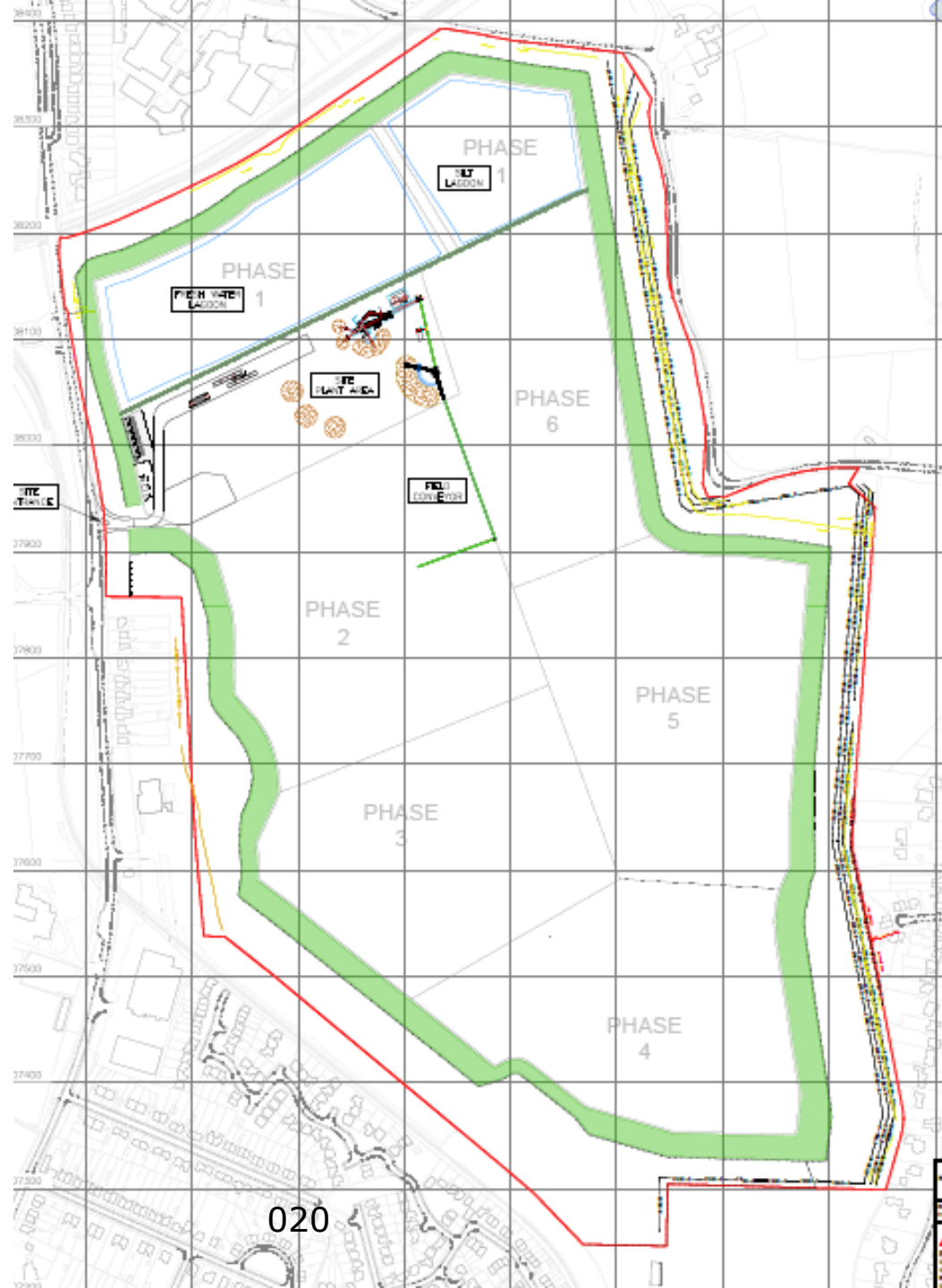
February 2022

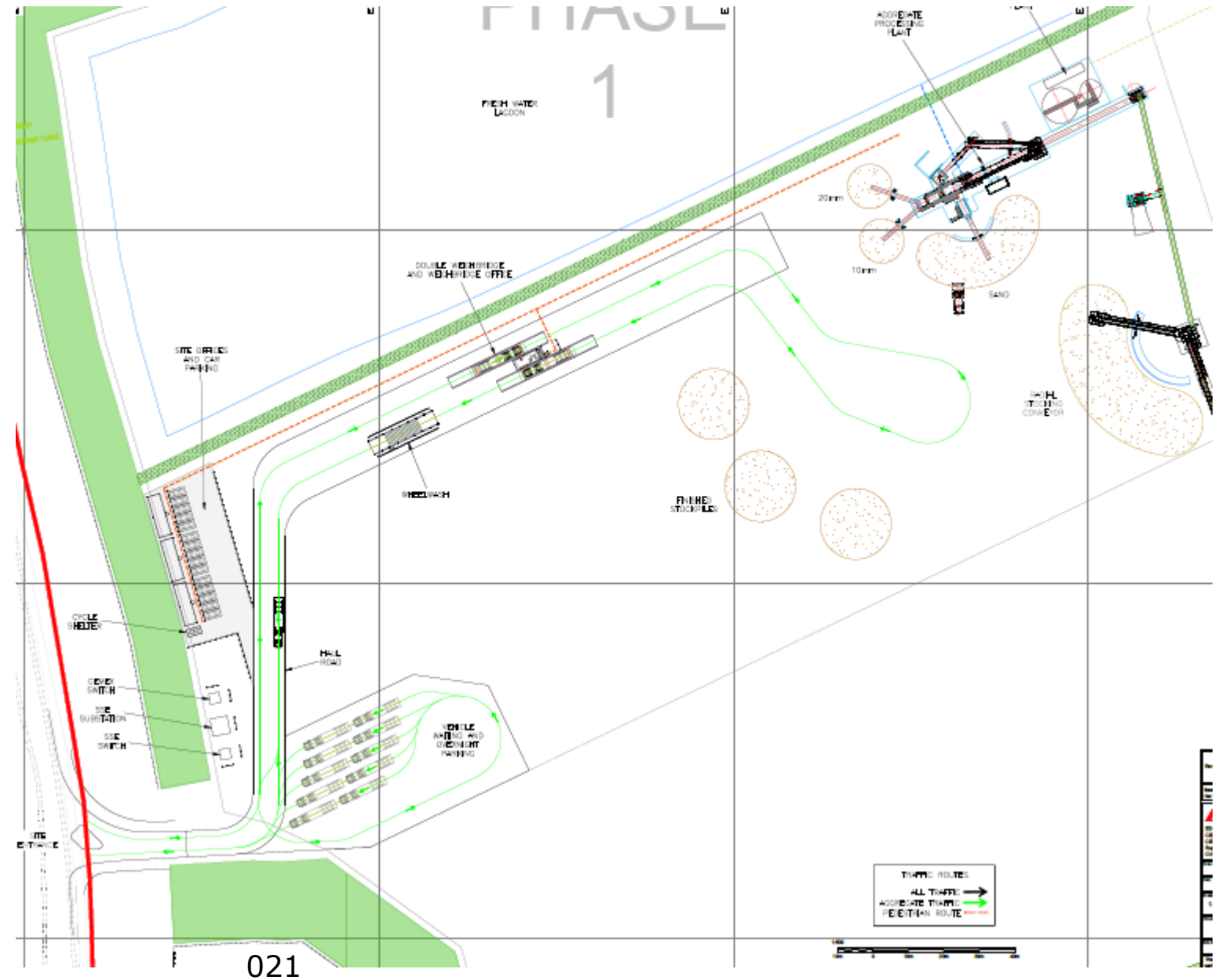
# NEW QUARRY AT HAMBLE

## AGENDA

- Introductions and Welcome
- Overview of plans
- Traffic
- Buffer zones / Noise / Air Quality
- Hydrology / Surface Water
- Biodiversity
- Persimmon / S106
- Railway Options
- CEMEX locally and sustainability
- Next steps
- Q&A

# HAMBLE – Proposed Plan





# TRAFFIC ISSUES

- CEMEX are aware that there are existing congestion issues on Hamble Lane
- CEMEX are willing to contribute a proportionate amount to assist with securing the funding for the proposed Hamble Lane improvements
- One new access will be created from Hamble Lane, with no vehicular access onto Satchell Lane
- All HGVs from the site will exit and enter to/from the north
- Traffic surveys have been undertaken as well as pre-application advice with County Highways to determine the best position for the access in relation to safety and trees

# TRIP GENERATION

- 45 HGVs entering and leaving the site per day exporting sand and gravel from the site
- From years 3 – 7, there will be additional infill movements of around 27 vehicles per day coming to the site and leaving
- Total HGV movements – Years 1 & 2 and Years 8 – 11 – 90 movements
- Total HGV movements Years 3 – 7 – 144 movements
- The peak hours along Hamble Lane are 0800-0900 hours and 1800-1900 hours (determined by traffic surveys)
- Would be adding 11 HGVs to the road in the morning peak or 17 in years 3 – 7, to the total existing flow of 1,342 vehicles
- No additional vehicles in the evening peak

## BUFFER ZONES AND NOISE

- Operations with potential to generate noise – processing and HGV movements which will be restricted to the plant site area
- Extraction operations, closer to properties, involve generally one vehicle similar in size to a tractor and the sand would be fed into a hopper and back along the conveyor to the plant site
- Processing plant is over 130m from residential properties
- Nearest extraction is 40m approximately from residential properties
- Noise surveys have been undertaken by independent noise consultants to calculate the background noise and generated

# NOISE ASSESSMENT

- Six locations were selected for assessment by the noise consultants all around the site which were representative of the nearest properties
- The noise of all the possible machinery operating at the same time was used to give a worst case scenario
- National guidance on noise suggests that generated noise should be no more than 10dB (A) above background noise (other than temporary operations)
- The noise assessment concluded that with the soil bunds in place of the required heights (between 3m and 5m high) the noise experienced at the nearest receptors would be well below the additional 10dB (A) limit above background noise
- Bunds will be put in before the start of extraction operations using the soil from the lagoon areas

# Noise Assessment Locations



## AIR QUALITY IMPACTS

- Environmental Impact Assessment has looked at the impact of dust from the quarry, and of pollutants from additional road traffic
- Part of Hamble Lane is a designated AQMA however the Council's monitoring shows no recent exceedance of the NO<sub>2</sub> objective and the additional traffic would result in a negligible impact, well within the recommended level
- 10 sensitive receptors chosen for assessment of NO<sub>2</sub>, PM<sub>10</sub> and PM<sub>2.5</sub> levels within 100-200m of the extraction area
- Took into account wind frequency and direction as well as the nature of the activities and the sensitivity of the receptor

# DUST IMPACTS

- Dust effects for all the receptors were assessed as negligible
- Dust mitigation on site will include a wheelwash, bunds along the site boundaries, retention of most existing vegetation, location of processing area and stockpiles over 100m from any sensitive receptor (e.g. residential property), water suppression used as necessary
- We are using conveyors rather than dumpers (except for Phase 1)
- Sand and gravel processing is done wet. We have very few dust complaints across our portfolio and a good record of managing dust

# HYDROLOGY AND SURFACE WATER

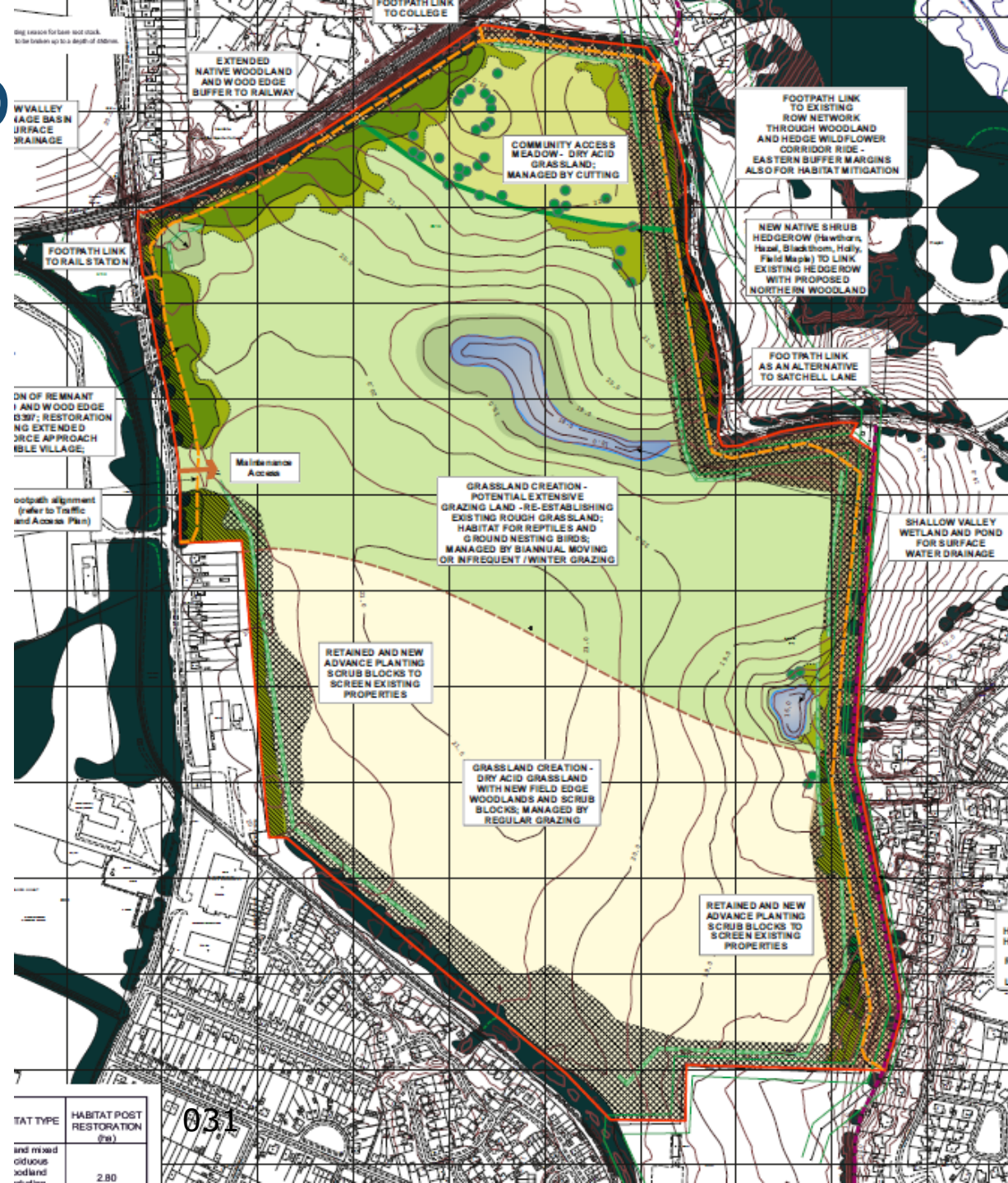
- The site is in Flood Zone 1 and not at risk of surface water, groundwater or reservoir flooding according to the Environment Agency's data
- At the start of the process, two large waterbodies will be created towards the north of the site, which are the silt lagoon and fresh water lagoon, and this along with the quarry void will provide large capacity for storm and surface water during the operation of the site
- The proposal does not include dewatering other than a small amount of water removal at the quarry face where necessary, and no water would be discharged off-site
- When the site is restored, drainage will be via newly formed drainage features which are shallow ponds within the site and infiltration trenches around the site boundaries

# BIODIVERSITY

- A significant number of surveys for protected species have been undertaken including badgers, bats, breeding birds, wintering birds, dormice, invertebrates and reptiles
- The site was found to be of regional value for slow worms and common lizard and a detailed mitigation scheme is proposed which essentially requires CEMEX to retain habitat for them to move to as the site is worked, and create enhanced receptor areas within the site
- Impacts on nearby designated sites was also assessed and a Habitats Regulations Assessment undertaken which concluded that the proposal would not have an adverse effect on the integrity any of the statutory designated sites and the proposal is very unlikely to have effects on the non-statutory sites

# BIODIVERSITY AND RESTORATION

- The site will be restored to grazing land with an area for public access to the north-east corner
- A public footpath will be installed at the start of the development



# BIODIVERSITY - RESTORATION

- The restored site will include:
  - Over 20,000 trees and shrubs planted on site
  - 2.8ha of new woodland created
  - 1km (linear) of hedgerow created
  - Over 10% gain in habitats and 130% in hedgerow
  - Enhanced habitat for badger, breeding birds, wintering birds, hedgehog, invertebrates and common reptiles
  - Parkland area for public access
- Restoration will be progressive as the site is worked
- Restoration is likely to be secured through a S106 agreement
- We are incorporating biodiversity net gain principles, although this is not yet required by legislation

# PERSIMMON HOMES

- Persimmon are the site owners
- Persimmon have promoted the site for housing through the Eastleigh Local Plan process but the site is not currently allocated for housing
- CEMEX's application does not include any housing and restoration will be completed as shown on the submitted scheme, which has been agreed with Persimmon
- If an application was forthcoming by Persimmon for housing at a later stage, the effect of this on the restored site and any aftercare programme would have to be considered by the Local Planning Authority at that stage
- CEMEX's relationship with Persimmon relates to the minerals only and we have no agreement with them to pursue a residential after-use

## USE OF THE RAILWAY

- There is no railway siding at this site
- The construction of a railway siding would be likely to cause significant disruption to the immediate neighbours including Hamble School and likely noise impacts that would not be within acceptable limits with no space for bunds as mitigation
- The construction of the siding would result in a large number of construction vehicles having to come by road to the site
- A suitable rail pathway would have to be found with Network Rail, and often the only windows available are at night time
- This would result in significant noise from night time loading of sand and gravel into railway trucks

## USE OF THE RAILWAY

- Use of the railway would also require a suitable receptor area at the other end and consideration of noise and amenity impacts at that end
- It would not reduce the number of vehicles overall, as once the material was unloaded it would have to be transported by road, so would move the vehicles to another area only, when the material is needed in this area
- Given the constraints of railway use, CEMEX only has one site nationally which uses rail and this site has over 100 million tonnes of reserves, compared to Hamble's 1.7 million, and is far more remote from residential properties
- The cost of installation of the siding would render the project unviable as a whole

## CEMEX'S CONTRIBUTION LOCALLY

- CEMEX's aggregates have recently supplied local projects including:
  - University of Southampton expansion
  - Freegrounds Junior School
  - Bitterne Park school rebuild
  - Eastleigh Football Club
  - Eastleigh College
  - Southampton General Hospital extension
  - Housing and commercial sites in Whiteley and Boorley Green

# CEMEX AND SUSTAINABILITY

- It is important to reduce the number of miles mineral travels on the road (“mineral miles”) to reduce carbon footprints
- Local production and supply minimises the carbon footprint of the supply chain
- CEMEX aims to lead in sustainable construction and it is embedded in day to day operations
- CEMEX vehicles are on average under 5 years old and are constantly being replaced to ensure the operation of modern, clean and fuel efficient vehicles
- CEMEX is working with the Science Based Targets initiative to reduce their emissions in line with climate science, to achieve a 40% reduction in CO<sub>2</sub> emissions by 2030, which is the most ambitious target for the industry

## ECONOMIC AND COMMUNITY BENEFITS

- The quarry would result in around seven full time jobs
- Jobs would be sourced from the local area
- Further opportunities for indirect employment including contract drivers, contractors for site set up, maintenance and repairs, contractors associated with site restoration
- CEMEX has previously attended schools to speak about quarrying, restoration and biodiversity and CEMEX's STEM ambassadors have promoted STEM in local schools

# ECONOMIC AND COMMUNITY BENEFITS

- CEMEX FOUNDATION helps to support community and environmental projects in areas close to our operations
- Examples of previous projects we have been involved in include:
  - Donating food to food bank projects
  - Donation to a hospice in Warwickshire to cover 50 specialist nurse visits and 4 end of life care packages
  - Donations of sanitiser and face masks
  - Sponsored community events such as festivals, park runs and awards
  - Buying Christmas trees for the local church
  - Providing Christmas meals for the homeless
  - Supporting planting of flowers in local villages
  - Providing schools with water bottles and stationery

# COMMUNICATION WITH THE PUBLIC

- If planning permission is granted, it is very likely that a Site Liaison Group would be set up, as a requirement of the permission
- The group can meet as often as required, often on a quarterly basis or as needed and any issues can be dealt with
- If there are any urgent issues then the site manager is best placed to deal with these and we can give his contact details to parishes to be able to get in touch easily
- CEMEX sits on several site liaison groups and there is a page on Hampshire County Council's website to tell you more about them – we can put the link in the chat

## NEXT STEPS

- The application has been validated and consultation has recently started
- CEMEX will work to address issues raised by consultees which may result in minor revisions to the scheme
- CEMEX will work with the County Highways authority to discuss Hamble Lane improvements and contributions
- We can use the BECG CEMEX website to keep people updated
- Can contact [cemexuk@becg.com](mailto:cemexuk@becg.com) with any specific enquiries best addressed by CEMEX

# Bursledon Parish Council

## Financial Risk assessment

### Agenda Item 8

Report of the Roland Potter (Parish Clerk)

23 February 2022.

#### 1. Summary of key Issues

- The Council is required to undertake a Financial Risk assessment at least annually which is required to be reported to Council by 31st March of each financial year.
- To comply with the requirements of the Annual Governance statement the Council are required to explain:
- To identify if the Council has any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end (giving examples of each in our guidance) and if so, to provide a breakdown of them and evidence of the authority's consideration of them, (e.g. Minutes of the Council).
- Whether these items have a financial impact and if so, to provide details
- Where there is a financial impact, evidence that it has been correctly reflected in the accounting statements.
- The attached schedule sets out the risks to the council. However not all risks require action.
- The Council are requested to review the risk report and approve the recommended actions

#### 2. Legal and Policy Implications

The Council are required to consider the attached risk assessment and the recommended actions.

The Risk assessment is a live document which will be reviewed as part of the Council's day to day operation and as events or demands change.

The Risk assessment will be reported to Council on a quarterly basis where there has been a significant change.

#### 3. Financial Implications

The costs of undertaking mitigations have been considered by the Council as part of the Annual Budget process and on an individual basis once costs have been established and where it is outside the current budget.

The Council has recently undergone a review by the Internal Auditor and has raised the requirement for the approval of payments by Councillor on the Advantage Finance Software to provide a digital audit trail.

#### 4. Recommendations

- To note the risks and mitigations identified in the risk assessment.
- To approve the recommended actions subject to funding.

| <b>RISK AREA</b>                                                                            | <b>RISK IDENTIFIED</b>                                                                                                        | <b>Risk<br/>H/M/L</b> | <b>MITIGATION</b>                                                                                                                                                                                                                              | <b>NOTES &amp; ACTION REQUIRED</b>                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To provide and maintain standards for Parish Council services to the residents of Bursledon | The risk of legislative change which will have an impact on the Parish Councils powers, duties, and funding                   | L                     | Parish Clerk and staff keep appraised of developments.<br>Members to receive regular updates as needed.                                                                                                                                        | Changes in legislation to be reported to Council & Staff<br>Reported through Council Reports.                                                                                                                                                                  |
| To provide and maintain standards for Parish Council services to the residents of Bursledon | The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)              | M                     | All physical assets insured.<br><br>All assets recorded on finance software and checked regularly, and training arranged to facilitate this.                                                                                                   | Asset Register Reviewed in September 2021 with insurers.<br>Asset register has been generated but not loaded onto the Pear system.<br>Parish Clerk (to be transferred on to Pear Mapping System completed in 2022/23)                                          |
| To provide and maintain standards for Parish Council services to the residents of Bursledon | The risk of damage to third party property or individuals because of the Parish Council providing services (public liability) | L                     | Public liability Insurance renewed annually                                                                                                                                                                                                    | Included in the Insurance renewal notice                                                                                                                                                                                                                       |
| To provide and maintain standards for Parish Council services to the residents of Bursledon | Insufficient staff or other resources to deliver the service needs                                                            | L                     | Staff have general awareness of other team members essential tasks and can provide cover when required.<br><br>Parish Clerk to formally monitor and review staff and work levels.<br>Any concerns regarding this to then be brought to Council | Council operates monthly team meetings.<br><br>All IT systems are saved on the cloud and Council services can be operated remotely.<br><br>Recruitment of Assistant Parish Clerk is in progress<br>Parish Clerk to formalise business continuity plan in 22/23 |
| To provide a safe and fulfilling working environment for staff                              | Employees contravene H & S Regs                                                                                               | L                     | H & S and First Aid training, insurance, Risk Assessments                                                                                                                                                                                      | Legionella inspection to be completed and remedial action taken to reduce risk.                                                                                                                                                                                |

|                                                                                                    |                                                                               |   |                                                                                                                           |                                                                                                                           |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|                                                                                                    |                                                                               |   | regularly checked, work practices observed and updated                                                                    | Parish Clerk (To arrange training in 2022/23)<br>First Aid training for one member of office staff and one grounds person |
| To provide a safe and fulfilling working environment for staff                                     | Potential legal proceedings up to corporate manslaughter                      | L | Employers Liability insurance.<br>Employee and Members training and awareness                                             | None                                                                                                                      |
| To provide a safe and fulfilling working environment for staff                                     | Staff retention issues                                                        | L | Staff training where appropriate                                                                                          | To be reviewed as part of the Councils appraisal procedure.                                                               |
| To maintain financial records that are correct and comply with all recommended accounting practice | Adverse audit reports, legal action, and loss of confidence in Parish Council | L | Parish Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors | None                                                                                                                      |
| To maintain financial records that are correct and comply with all recommended accounting practice | Loss of income through error or fraud                                         | L | Fidelity Guarantee Insurance<br>Parish Clerk continually review controls and current procedures                           | Encourage Income to be directly paid into the Councils Bank Account<br><br>Fidelity Guarantee increased to £400K          |
| To ensure that all actions taken by the Parish Council comply with all current Legislation         | Non-compliance with legislation or practice Council being 'Ultra Vires'       | L | Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, HALC, NALC and others as necessary    | Parish Clerk (to attend annual update training)                                                                           |

|                                |                                                                                                         |   |                                                                                                                                                                       |                                                                                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cemetery and Cemetery Services | Inadequate space to meet demand                                                                         | L | Identify additional land for allocation if needed and flag up with EBC Local Plan.                                                                                    | None                                                                                                                                                                                      |
| Cemetery and Cemetery Services | Inadequate space to meet demand for cremation plots                                                     | L | Identify new space for cremation plots within the current cemetery, by extending current unused space.                                                                | An area for new burial and cremation plots has been identified and is in the process of being constructed and a new access point for vehicles.                                            |
| Cemetery and Cemetery Services | Preparation for pandemic                                                                                | M | Mark out new grave spaces and agree a policy for internments.                                                                                                         | Three new rows of grave spaces marked out for unknown additional impact of pandemic.<br>Burials spaces to be used based on alternative grave selection until the row had been fully used. |
| Cemetery and Cemetery Services | Potential Risk of Rising water resulting in loss of income and damage to the reputation of the Council. | M | This situation is gradually getting worse each year.<br>Review strategic planting of bushes and trees which will reduce water,                                        | To develop a planting scheme of trees and bushes that will absorb water                                                                                                                   |
| Cemetery and Cemetery Services | Potential Risk of Rising water resulting in loss of income and damage to the reputation of the Council. | M | Review the cemetery regulations to increase the size of cremation plots to allow 1.5 spaces to allow to interments next to each other if the depth is not achievable. | Policy changed to increase the cremation plots to 1.5 the size to allow side by side cremations where a double depth interment cannot be achieved.                                        |
| Cemetery and Cemetery Services | Demand for family cremation plots                                                                       |   | To use normal burial plots for family cremation plots at a single depth for up to eight internments.                                                                  | Policy changed to allow the use of a full- size plot as a family cremation plot.                                                                                                          |
| Cemetery and Cemetery Services | Historically plots not being dug to the correct depth                                                   | M | Ground staff attend all internments                                                                                                                                   | There may be a cost to supplying additional grave spaces and                                                                                                                              |

|                                |                                                                                                    |   |                                                                                          |                                                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|                                |                                                                                                    |   |                                                                                          | compensating for exhumations if required.                                                                                                          |
| Cemetery and Cemetery Services | Potential demand to take over the maintenance of local C of E graveyard.                           | M | Additional cost for maintenance of grounds, trees, fences etc                            | Council to quote for maintenance works in a private arrangement, prior to formal closure.<br><br>Pass on the request to Eastleigh Borough Council. |
| Employment Contract            | Compensation claims from employee for contractual employment defects (including statutory failure) | L | Contract of employment in place                                                          | Parish Clerk (Contracts of employment to be reviewed and standardised 2022/23) in line with new employment legislation.                            |
| Employment Contract            | Compensation claims from employee for contractual employment defects (including statutory failure) | L | Legal insurance in place                                                                 | Limit of cover                                                                                                                                     |
| Employment Contract            | Staff Salaries                                                                                     | M | Staff salaries are reviewed as part of the Councils Appraisal system.                    | A new appraisal system based on core competencies has been adopted                                                                                 |
| Employment Contract            | Job Evaluations                                                                                    | M | To ensure that there is equity regarding salaries and benefits                           | The Council received the results of the job evaluation have been implemented.                                                                      |
| HR Administration              | Employment Law knowledge and practice                                                              | M | Parish Clerk to keep up to date with employment law and seek HR advice where appropriate | Parish Clerk to attend annual Southeast Employer training                                                                                          |

|                   |                                                                              |   |                                                                                                                                                                                                            |                                                                                                                                                                                                                          |
|-------------------|------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HR Administration | HR Policies - Changes in legislation                                         | M | The Council has policies & practices in place for Staffing and Employment and should be reviewed when there are changes to legislation                                                                     | The Council have recruited Southeast Employers to undertake an independent review of policies                                                                                                                            |
| HR Administration | Management of staff information                                              | M | Maintain up to date records of all staff and to store all supporting information                                                                                                                           | The Council has purchased an on-line HR System which allows staff to record their time and the location of their work.                                                                                                   |
| Staffing          | Loss of services of employee                                                 | M | By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business                                                  | Parish Clerk (To review distribution of responsibilities once a new member of staff is in post 22/23)                                                                                                                    |
| Staffing          | Loss of key staff trained in financial systems, process, or rules            | M | Staffing arranged so that knowledge is distributed between Parish Clerk/RFO and at least two other staff.<br><br>Need for succession planning and staff training                                           | Not possible given the size of the staff – but improved training/dual working in office. All new admin staff to be given the opportunity to obtain level one training with the SLCC.<br><br>Parish Clerk to obtain CILCA |
| Staffing          | Inadequate staff to deliver services due to transfer of additional services. |   | The Council would be able to respond initially but this would have an impact on service standards for other areas.                                                                                         | Clerk to prepare a long-term staffing plan including plans for retirement in 21/22                                                                                                                                       |
| Financial Control | Inappropriate expenditure made                                               | M | All Payments are authorised as correct by the Parish Clerk on the Advantage finance software.<br><br>Two councillors approve each payment by using the Advantage finance software before payments are made | Both Councillors must access the Advantage Financial Software to ensure that invoices are approved                                                                                                                       |

|                   |                                                                                             |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                   |
|-------------------|---------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |                                                                                             |            | This provides a digital audit trail on the finance software                                                                                                                                                                                                                                                                                                                                                                                                                                        | for payment and a digital record is made.                                                                                                                                                                                         |
| Financial Control | Inappropriate expenditure made                                                              | L<br><br>L | <p>Payments reported to Parish Council for review and corrective action if necessary.</p> <p>All Bank payments scrutinised and authorised by two councillors.</p> <ol style="list-style-type: none"> <li>1. financial software allows for invoices to be scanned and included on the software</li> <li>2. Bank signatories have online read only access to finance system to view invoices.</li> <li>3. Monthly schedule of payments is provided to Council for retrospective approval.</li> </ol> | <p>None</p> <p>Schedule of BACS payments emailed to councillor signatories to allow remote approval of payments.</p> <p>Schedule of approved payments to be presented to each Council meeting to comply with external auditor</p> |
| Financial Control | Financial Regulations become out of date with change in technology, regulation, or business | L          | <p>Council to review financial regulations every <b>three years or on change of circumstances or staff.</b></p> <p>The Parish Clerk can react to any changes in legislation or other areas to ensure the regulations are fully compliant and provide a strong framework compatible with Council's practices.</p>                                                                                                                                                                                   | Financial Regulations reviewed in May 2021                                                                                                                                                                                        |
| Financial Control | Lack of budgetary overview/overspend against budget                                         | L          | <p>Quarterly review of normal ledger</p> <p>Monthly review of income and expenditure</p>                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Quarterly accounts to be prepared for Council for quarters ended June, September, and December.</p> <p>Monthly budget comparison reports to be presented to Council.</p>                                                       |

|                             |                                                                                                                                                                                                                               |   |                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                    |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Control           | Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)                                                                                                                           | L | Contingency included in budget<br><br>Reserves equivalent to at least three months spend available as required by the external auditor.                                                                                                                                                                                                             | None<br><br>None                                                                                                                                                                                                                                                                                   |
| Financial Systems & Records | Accounts<br>The Edge accounts online system is used which is an accepted accounts package                                                                                                                                     | L | A back up is also made to the main server at the end of each day.<br><br>Hard copies linked to Council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued<br><br>All cheques issued from the main account are authorised by the Parish Council<br>Documents are retained for 6 years | The Edge accounts online system is used which is an accepted accounts package                                                                                                                                                                                                                      |
| Financial Systems & Records | VAT<br>The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts | L | VAT is applied to all mileage payments at the rate applicable at the time as advise by HMRC<br>VAT returns are lodged on a quarterly basis in line with accepted procedures                                                                                                                                                                         | The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts<br><br>Parish Clerk to ensure that VAT returns are submitted every quarter. |
| Financial Systems & Records | Payroll<br>The Sage online payroll system is used which is an accepted payroll package                                                                                                                                        | L | The Parish Clerk authorises any overtime, mileage, monthly<br><br>Payroll                                                                                                                                                                                                                                                                           | The Sage online payroll system is used which is an accepted payroll package                                                                                                                                                                                                                        |

|                                                                             |                                      |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                              |
|-----------------------------------------------------------------------------|--------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                             |                                      |   | <p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund provider</p> <p>BACs payments and cheques to the pension fund are authorised by Council</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 6 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information &amp; highlight any discrepancies</p> | Payroll summary to be scanned and attached to finance package linked to relevant payment                                                     |
| Banking Arrangements & Procedures<br>Banking<br>Security/Access to Finances | Unity Trust Bank is used<br>Accounts | L | <p>Bank account information used daily with Parish Clerk/RFO and Administrative Assistant</p> <p>Reviewing how much is placed into a higher rate deposit account</p>                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Currently arranging for deposit account with Unity Trust Bank</p> <p>Parish Clerk (to look at other investment opportunities 2020/21)</p> |
| Banking Arrangements & Procedures<br>Banking<br>Security/Access to Finances | Cheques                              | L | Each cheque from the main account must be signed by 2 Councillors as detailed on the mandates (which are amended when required to ensure that enough signatories are available always)                                                                                                                                                                                                                                                                                                                                                                                     | Customers are proactively encouraged and directed to use BACS payments                                                                       |

|                                                                             |                                                      |   |                                                                                                                                                                                                                                                                                                                                                                                           |                                                               |
|-----------------------------------------------------------------------------|------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Banking Arrangements & Procedures<br>Banking<br>Security/Access to Finances | Transfers                                            | L | Monies may be transferred between the Councils accounts authorised by the Parish Clerk.<br>Consideration of Deposit accounts.                                                                                                                                                                                                                                                             | Currently arranging for deposit account with Unity Trust Bank |
| Banking Arrangements & Procedures<br>Banking<br>Security/Access to Finances | Bank Reconciliation                                  | L | All accounts are reconciled using the Edge system<br>Any discrepancies are immediately reported to the bank for investigation<br><br>The Imprest account does not have statements but reconciled monthly by the Administrative Assistant against the cash held and any discrepancies are immediately reported to the Parish Clerk.                                                        | None<br><br>None<br><br>None                                  |
| Banking Arrangements & Procedures<br>Banking<br>Security/Access to Finances | Separation of Duties                                 | L | The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible                                                                                                                                                                                                                            | None                                                          |
| Banking Arrangements & Procedures<br>Banking<br>Security/Access to Finances | Access to the main bank accounts<br><br>Cheques/BACS | L | As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts<br><br>All invoices are checked by the Administrative Assistant in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking | None<br><br>None                                              |

|                                                                             |                                    |   |                                                                                                                                                                                                                                                                          |                                                                                |
|-----------------------------------------------------------------------------|------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|                                                                             |                                    |   | place (please refer to the Ordering Procedure section)                                                                                                                                                                                                                   |                                                                                |
| Banking Arrangements & Procedures<br>Banking<br>Security/Access to Finances | Access to petty cash accounts      | L | The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money                                                                                                                                               | Review Financial Regulations in May 2020 to adjust for any legislation changes |
| Banking Arrangements & Procedures<br>Banking<br>Security/Access to Finances | Cheques                            | L | All payments must be authorised by the Parish Clerk before any cheque or bank authorisation is issued. The Parish Clerk is to sign the invoice to confirm and record that the cheques have been authorised. All payments accepted and are reported to the Parish Council | None                                                                           |
| Banking Arrangements & Procedures<br>Banking<br>Security/Access to Finances | Insufficient number of signatories | H | Currently there are only two councillors who are signatories. Previous applications are time expires                                                                                                                                                                     | Council to appoint two additional signatories for online banking.              |
| Financial Administration                                                    | Petty Cash – Cash Payments         | L | All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Parish Clerk<br>All payments are reported to the Parish Council with a full reconciliation report for sign-off                                                       | None                                                                           |
| Financial Administration                                                    | Hire Charges                       | L | Council sets the charges subject too periodic review<br><br>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval                                                                         | Charges to be approved by Council of the budget report.<br><br>None            |

|                          |                                                                                                                                                              |   |                                                                                                                                                                                                                                                                                                             |                                                                                               |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                          |                                                                                                                                                              |   |                                                                                                                                                                                                                                                                                                             |                                                                                               |
| Financial Administration | Hire charges received within the office                                                                                                                      | L | All post is logged, and any payments received are itemised and processed by the Administrative Assistant                                                                                                                                                                                                    | None                                                                                          |
| Financial Administration | Processing and banking                                                                                                                                       | M | When the money is received it is balanced against any receipts/invoices and any discrepancies are followed up<br>When the monies have been balanced, it is input onto the Edge system and all entry references are printed out and retained<br>The cash element is usually below £500 and held in the safe? | Parish Clerk to ensure that banking is completed at least monthly.                            |
| Financial Administration | Records non-compliant or inadequate                                                                                                                          | L | Internal auditor reviews record keeping annually<br>Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation                                                                                                                                                  | None                                                                                          |
| Financial Administration | Expenditure/income coded incorrectly                                                                                                                         | L | Parish Clerk checks nominal ledger every quarter<br>Items are coded                                                                                                                                                                                                                                         | None                                                                                          |
| Financial Administration | Standing Orders & Financial Regulations<br>Standing Orders & Financial Regulations are reviewed and approved by Parish Council on an annual basis at the AGM | L | Parish Clerk reacts to any changes in legislation, requests from Parish Council or other areas to ensure the regulations are fully compliant and provide a strong framework compatible with Council practices                                                                                               | Standing Orders and Financial Regulations are reviewed annually to consider any legal changes |
| Financial Administration | Non-compliance with statutory deadlines for the completion/approval/submission                                                                               | L | Programme of meetings to meet statutory deadlines                                                                                                                                                                                                                                                           | None                                                                                          |

|                                      |                                                    |   |                                                                                                                                                                                                                                          |                                                                       |
|--------------------------------------|----------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
|                                      | of accounts and other financial returns            |   |                                                                                                                                                                                                                                          |                                                                       |
| Financial Administration             | Invoice payment without authority                  | L | All payments reviewed once receipt of an invoice against the budget.<br><br>Parish Clerk authorises two councillors to sign cheques or BACS                                                                                              | None<br><br>None                                                      |
| Financial Administration             | Incoming cash and cheque misappropriation          | L | Individual receipts to be issued for all cash payments and for cheque payments on request                                                                                                                                                | Financial software has been updated to allow the emailing of receipts |
| Financial Administration             | Theft of funds                                     | L | Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors, and other persons<br>Cash and cheques stored securely and banked within 21 working days of receipt                         | None                                                                  |
| Financial Administration             | Incorrect entries by bank                          | L | Bank statements reconciled monthly                                                                                                                                                                                                       | None                                                                  |
| Ordering Procedure                   | To avoid fraud and ensure authority of expenditure | L | This system incorporates the Edge system codes so that any order can be traced from origin to finish across a variety of systems<br>All orders are authorised by Parish Clerk prior to emailing to supplier.                             | None                                                                  |
| Annual Budget & Precept Calculations | The annual budget and precept calculations         | L | The annual budget and precept calculations are initially calculated in November/December based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members. | Annual Budget & Precept Calculations                                  |

|                       |                       |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                             |
|-----------------------|-----------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                       |                       |   | <p>The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up-to-date number of band D properties have been confirmed by Eastleigh BC discuss and amend any highlighted budget levels to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in January and Eastleigh BC is immediately advised of the precept</p> | <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> |
| Monitoring of Budgets | Comprehensive budgets | L | Comprehensive budgets are set for each committee, and these are                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | None                                                        |

|                          |                       |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |
|--------------------------|-----------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|                          |                       |   | loaded onto Edge accounts system at the start of the new financial year                                                                                                                                                                                                                                                                                                                                                                           |                                     |
| Financial Administration | Monitoring            | L | <p>On-going daily expenditures have already been incorporated within the budget and the Parish Clerk/RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All invoices checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Parish Clerk/RFO</p> | <p>None</p> <p>None</p> <p>None</p> |
| Financial Administration | Reporting             | L | <p>A full report of expenditures against budget is lodged with council at each Council meeting.</p> <p>This incorporates a print-out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>                                                                                                     | <p>None</p> <p>None</p> <p>None</p> |
| Financial Administration | Comprehensive budgets | L | Comprehensive budgets are set for each committee, and these are                                                                                                                                                                                                                                                                                                                                                                                   | None                                |

|                 |                                       |   |                                                                                                                                        |                                                          |
|-----------------|---------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
|                 |                                       |   | loaded onto Edge accounts system at the start of the new financial year                                                                |                                                          |
| Insurable Risks | Public Liability                      | L | Insurance cover<br>In addition, weekly, annual checks of play equipment                                                                | Limit of cover £10,000,000                               |
| Insurable Risks | Employers Liability                   | L | Insurance cover                                                                                                                        | Limit cover £10,000,000                                  |
| Insurable Risks | Theft of money by third party         | L | Insurance cover                                                                                                                        | Cover varies depending on situation<br>Reviewed annually |
| Insurable Risks | Theft of money by employee or member  | L | Fidelity Guarantee cover                                                                                                               | Limit of cover £150,000                                  |
| Insurable Risks | Property                              | L | Cover for buildings & contents<br>All risks cover for selected items                                                                   |                                                          |
| Insurable Risks | Officials Indemnity                   | L | Continue with existing cover (£250k)                                                                                                   |                                                          |
| Insurable Risks | Libel and Slander                     | L | Continued existing cover (£250k)                                                                                                       | Limit of cover £250,000                                  |
| Insurable Risks | Personal Accident                     | L | Continue with existing cover (scale benefits)                                                                                          |                                                          |
| Insurable Risks | Legal disputes                        | L | Cover for specified legal disputes                                                                                                     | Limit of cover £10,000,000                               |
| Insurable Risks | Long term sickness of employee        | L | Not covered<br>Liability limited by contract                                                                                           |                                                          |
| Insurable Risks | Business interruption                 | L | Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc<br>Cover in place for excess costs | Limit of cover £50,000                                   |
| Insurable Risks | Loss/destruction of financial records | L | Key financial data held electronically and backed up off site                                                                          | Residual risk considered acceptable                      |

|                         |                        |   |                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                        |   | All electronic documents backed up daily offsite                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                             |
| Insurable Risks         | Officials Indemnity    | L | Continue with existing cover (£250k)                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                             |
| Insurable Risks         | Libel and Slander      | L | Continued existing cover (£250k)                                                                                                                                                                                                                                                                                                                           | Limit of cover £250,000                                                                                                                                                                                                                                                                                                                                                     |
| Insurable Risks         | Personal Accident      | L | Continue with existing cover (scale benefits)                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                             |
| Loss of Records         | Loss of documentation  | L | Deeds and other legal documents relating to real estate stored in the office, historic stored at the pavilion.                                                                                                                                                                                                                                             | All land registry documents have been scanned and loaded on to Council IT system.                                                                                                                                                                                                                                                                                           |
| Asset List & management | Purchased              | L | An asset list is maintained by the Parish Council Office on an Edge Accounting system<br>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc.,<br><br>The asset list is circulated to staff on an annual basis to ensure that all items are correct | Parish Clerk to review Asset register in finance package as part of the year end close.<br><br>Council adopted the criteria that items with a value over £1,000 or with an expected life cycle of over 5 years and where it has a residual value.<br><br>All other I assets under £1,000 to be maintained on the Councils Asset Management software for insurance purposes. |
|                         | Transfer of New Assets | L | Enquiries made with EBC regarding the quantity and timing of future transfer of assets                                                                                                                                                                                                                                                                     | Parish Clerk to monitor and follow up.                                                                                                                                                                                                                                                                                                                                      |
| Internal Audit          | Internal Audit         | L | The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year                                                                                                                                                                                                                  | The Internal Auditor has online read only and real time access to the Council financial package. BPC to load bank statement with each bank reconciliation.                                                                                                                                                                                                                  |

|              |                    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                |
|--------------|--------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
|              |                    |   | The report is presented to Council for acceptance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Reports are available on the Council Web Site. |
| Annual Audit | Annual Audit       | L | <p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk and Administrative Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p> | None                                           |
| Insurance    | Fidelity Insurance | L | Fidelity insurance levels have been set after considering the possibility of fraudulent activities gaining access to the bank accounts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | None                                           |

|              |                                                                                           |   |                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                  |
|--------------|-------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              |                                                                                           |   | Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking<br>These provisions have ensured that no individual is able to gain access to withdraw funds without due process |                                                                                                                                                                                  |
| Insurance    | Insurance                                                                                 | L | Came & Co been used as a recognised Parish Council provider<br><br>Annual reviews are carried out to ensure enough cover is in place                                                                                                                                                                                                | None<br><br>None                                                                                                                                                                 |
| Web Site     | To ensure that the web site is compliant with current legislation                         | L | The web site is managed by the Parish Clerk and Vision ICT                                                                                                                                                                                                                                                                          | Vision ICT have undertaken a compliance audit on the web site and amended statement in line with new legislation from Sept 2020 – re Website Accessibility Regulation Statement. |
| Transparency | To ensure that the web site complies with the legal requirements of the Transparency Act. | L | The web site is managed by the Parish Clerk and Vision ICT                                                                                                                                                                                                                                                                          | None                                                                                                                                                                             |
| Other Risks  | Trees and Drainage                                                                        | H | The Council has noted the potential liability for managing over 3000 trees and provision has been made in the five-year financial plan to manage this liability.                                                                                                                                                                    | None                                                                                                                                                                             |
|              |                                                                                           | M | Tree applications have been made for removal of boundary trees which are                                                                                                                                                                                                                                                            | The Council has appealed the decision and the Council insurers                                                                                                                   |

|                                            |                                                                                  |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            |                                                                                  | <p>M</p> <p>M</p> <p>M</p> <p>H</p> | <p>at risk of damaging neighbouring properties. EBC refused partial planning permission.</p> <p>Increasing water logging of all Recreation areas which may have an impact on Income</p> <p>The Pitch on Long Lane was installed several years ago with sand slits, but these have never been maintained.</p> <p>Drainage, currently the Council is aware of one potential claim, and has received advice from the Councils insurers.</p> <p>Lionheart Way – Landslip Funding identified from Developers Contributions</p> | <p>have been advised of the EBC Decision.</p> <p>Council to review strategic planting to manage surplus water</p> <p>Clerk to obtain cost of football renovation on Long Lane Football Ground. This will be an annual cost which has not been budgeted for.</p> <p>To continue to monitor and report to Council and advice obtained from insurers.</p> <p>Tendering to be started in January 2022 – cost of works approved by EBC from developers’ contributions.</p> |
| IT & Document retention                    | <p>Back Up and Security</p> <p>Retention of documents &amp; paperless Office</p> | <p>L</p> <p>L</p> <p>L</p>          | <p>All Software is backed up by the cloud suppliers</p> <p>The Council has purchased an additional backup for all software on an independent Sever located in Slough</p> <p>Review of Document Retention</p>                                                                                                                                                                                                                                                                                                              | <p>None</p> <p>None</p> <p>Council introduced a Document retention policy in 2020/21</p>                                                                                                                                                                                                                                                                                                                                                                              |
| Responding to the impact of Climate Change | Adopting to Government Policy. Availability of Value for money alternatives      | M                                   | To actively consider options for the delivery services where there is a value for money option.                                                                                                                                                                                                                                                                                                                                                                                                                           | To create a reporting mechanism on Council reports to evaluate the                                                                                                                                                                                                                                                                                                                                                                                                    |

|          |                                  |   |                                                                                                                     |                                                                                                                |
|----------|----------------------------------|---|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|          | Impact on Income generation      |   |                                                                                                                     | impact of Council decisions and the need for change.                                                           |
| Pandemic | Loss of Income                   | H | To reduce fees to allow use where safe and legally possible                                                         | None                                                                                                           |
| Pandemic | Safety of Staff                  | H | To ensure that staff have a safe environment to work in, based on the needs of the Council and the safety of staff. | Comply with safety guidelines, close services, and work remotely. All staff to be provided with mobile phones. |
| Pandemic | Loss of staff due to illness etc | M | Reduce the deliver services to essential services only                                                              | To be managed on a day-to-day basis.                                                                           |
| Pandemic | Inability to obtain supplies     | M | Reduce the deliver services to essential services only                                                              | To be managed on a day-to-day basis.                                                                           |

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

# Bursledon Parish Council

## Procurement Strategy

### Agenda Item 9

Report of the Roland Potter (Parish Clerk)

23 February 2022.

#### 1. Summary of key Issues

- The Council will be entering into several large projects where we will be required to tender for services.
- It is recommended good practice to have a procurement strategy which sets out for those tendering to understand how the Council will deal with tenders.
- The Procumbent Strategy does not replace the Councils Standing Orders or Financial Regulations.
- The Council are requested to change Standing Orders and Financial Regulations to reflect the quotation and approval limits set out in the Strategy.
- The Strategy allows for the engagement of the project management from third parties to manage larger projects. The Parish Council is already in discussion with Eastleigh Borough Council to provide some Project Management Services and these will be presented to the next Council meeting.

#### 2. Legal and Policy Implications

The legal and Policy issues are set out in the report.

#### 3. Financial Implications

There are no financial implications relevant to this report

#### 4. Recommendations

- To adopt the Procurement Strategy
- To change the limits and requirements for quotes in the Councils Standing Orders and Financial Regulations as suggested in the Procurement Strategy.

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## 1.INTRODUCTION

The purpose of this guide is to provide an overview of the procurement of goods and services. It is intended to complement, but not replace Parish Council Standing Orders and Financial Regulations.

The Parish Council is accountable to the public for the way that it spends public funds, and this procurement policy supports the delivery of the Council's strategic objectives in the efficient, effective, and economic delivery of services, ensuring that suppliers and contractors provide best value products, services, and performance. The pursuit of sustainability and continual improvement is a key goal of the Procurement Policy.

The Parish Council is committed to providing quality services. It will use fair and open competition and will use external as well as internal providers wherever practicable as a means of securing efficient and effective services.

The Parish Council is always looking at ways to reduce its carbon footprint to net zero. As such, as well as cost and efficiency factors, procurement decisions will also consider the environmental impact of goods and services purchased, and the environmental credentials of our suppliers.

## 2.PRINCIPLES OF GOOD PROCUREMENT PRACTICE

Best value may not always mean the cheapest. Quality products or services which cost more may sustain themselves in the longer term and therefore may be the better option where best value is concerned. Also, environmental impact factors will influence procurement choices. Applying common sense in procurement decisions is paramount. We will:

- Take a strategic, long-term approach to procurement, looking at the objectives required of the service, as well as the whole life costs to achieve Value for Money and Best Value.
- Consider factors in addition to cost in determining best value for money, such as quality, delivery, and environmental factors.

- Be clear about the overall specification for the goods or service and what outputs and outcomes are required to achieve the required standard of performance.
- Explore all realistic alternative options, supported by evidence (which will be made available if requested by the internal auditor) to achieve Best Value.
- Seek quality, performance, and cost improvements in the procurement process e.g., considering related services and activities together so that economies of scale can be maximised and minimising the number of suppliers that we use.
- Consider whether it is best to provide a service in-house, in partnership or using an external provider, in the overall interests of service users, and aim to use local suppliers where possible.
- Ensure that risks are recognised and managed, planning the procurement effectively, taking account of market trends and the commercial and control aspects of contracting.
- Comply with the Council's legal obligations, seeking legal, financial, and other specialist advice where necessary.
- Ensure fairness and equality in the treatment of suppliers and avoid corruption. No councillor or officer shall seek any bribe, gift, or inducement, nor seek to influence a procurement decision where they have a family or personal involvement in the process.

### 3.THE PROCUREMENT PROCESS

This section provides an overview of the key stages involved in the procurement of goods or services, and these are explained in greater detail later in this policy.

|                                         |                                                                                                                                                                                                                                                          |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SPECIFICATION</b>                    | Identify and define the need, create a statement of requirements, and estimate the likely costs.<br><br>NB if the cost is likely to be over £25,000 advance Council approval is required before the tender process commences.                            |
| <b>SUPPLIER SELECTION AND APPRAISAL</b> | Identify a list of potential suppliers who have the capability, capacity, and commitment to meet the requirements.                                                                                                                                       |
| <b>QUOTATIONS / TENDERING</b>           | Invite suppliers to tender or quote as applicable for provision of the goods or services.<br><br>Below £5,000 – at least one quote<br>Above £5,000 – 3 quotes if possible<br><br>Above £10,000 – 3 written quotes<br>Above £25,000 – full tender process |
| <b>TENDER EVALUATION</b>                | Most contracts are awarded to the supplier who submits the lowest cost tender or quotation, however other factors may be taken into consideration to determine best                                                                                      |

|                                |                                                                                                                                          |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|                                | value for money before the tender or quotation is accepted.                                                                              |
| <b>POST-TENDER NEGOTIATION</b> | Once suppliers have submitted tenders or quotations, there may be opportunities to negotiate with a view to improving the overall offer. |
| <b>CONTRACT AWARD</b>          | Any proposed contract that is above £25,000 needs Committee approval before a contract can be awarded.                                   |
| <b>CONTRACT MANAGEMENT</b>     | Ensure that the goods or services detailed in the specification are provided in accordance with the specification, to the                |

#### 4. SPECIFICATIONS

A specification is the description of the product or service required and will form part of the contract with the selected supplier. It is therefore important that the specification is clear and un-ambiguous, as changes/additions to the specification post-contract may entail extra costs.

Also, the specification should not be biased towards any one company and should enable suppliers to tender or quote the Parish Council on an equitable basis.

Specifications for the provision of goods and services should include where applicable:

- The key features, functions and performance required
- Any essential design requirements and/or limitations

- Details of any existing suitable products that the requirements are based upon.
- Relevant National or European standards and Health and Safety considerations.
- The timescale required for delivery
- Any specific evaluation criteria and relevant experience required
- A statement to the effect that non-compliance with instructions may lead to disqualification from the procurement process.

## 5. SUPPLIER SELECTION AND APPRAISAL

### Supplier Identification

The Council will develop a list of potential suppliers, which can be produced through previous experience and market knowledge. Where possible the Council will seek to use local suppliers and contractors. In other circumstances advertisements may be placed in appropriate trade journals. The Parish Council web site should also be used.

For orders above £25,000 the Government Procurement rules must be followed, including advertising on the Government's Contract Finder portal.

### Supplier Appraisal

Potential suppliers need to be assessed to ensure that they can meet the requirements. This assessment should be based on technical, commercial, and financial grounds and may involve one or more of the following:

- Requesting that potential suppliers complete a pre-qualification document, providing information relevant to the contract.
- Visiting and assessing the premises and/or web site of a supplier.
- Taking up references from appropriate professional organisations or comparison web sites.

Where possible, suppliers should be contacted prior to the issue of invitations to tender to establish:

- That they are willing to tender for the work.
- Timescales for return of tenders.
- A contact name, address, phone number and e-mail address.

### Specialist Expertise

If supplies or services can only be supplied by one supplier or local specialists are needed or the supplies or services are proprietary, they can be sourced outside the normal procurement procedure subject to approval of the Parish Clerk, RFO and/or appropriate Committee.

## 6. QUOTATION & TENDER EXPENDITURE LEVELS

Contracts and orders should always be awarded against a specification (either written or verbal) and through competition to achieve best value whenever possible.

The relevant thresholds for quotations/tenders are as follows:

Below £5,000 At least one quote (preferably written)

£5,000 to £10,000 A minimum of three quotations should be obtained

£10,001 to £25,000 A minimum of three written quotations should be obtained

£25,001 and over Full Tendering required

## 7. INVITATIONS TO QUOTE

Invitations to quote should normally be in writing or by e-mail and be issued in identical terms, simultaneously to all suppliers selected to quote.

It is not necessary to formally advertise for purchases below £25,000.

Potential suppliers may be selected through local knowledge or research e.g., on the web.

## 8. TENDERING

Tendering is a more formal and exhaustive method of obtaining quotations. A tender submitted by a supplier is a legal offer, and when accepted by the Parish Council, a formal contract exists.

Tendering must be used for all purchases where there is a possibility that the overall contract value may exceed £25,000. The invitation to tender must be advertised, including on the Government 'Contracts Finder' web portal.

The Council may choose in some instances to tender for service contracts below this value (e.g., cleaning contracts). A more in-depth procurement process may be necessary for smaller contracts due to the importance of the quality of service to be provided. However, where the Council has an established relationship with a professional service provider and is happy with the standard of service and price, it will not be necessary to tender. Also, it can be advantageous not to tie the Council to a contract with one provider, such that, in the event of poor performance, it is straightforward to take our business elsewhere.

### Invitations to Tender

An invitation to tender includes the following information:

- Tender Name/Number
- Name/email/phone number of lead officer
- Covering letter
- Conditions of Tender
- Conditions of Contract
- Standardised Financial Costing Summary
- Specification
- Timetable/dates
- Stamped or Freepost envelope for return of tender specifying date and time for return.

It is the responsibility of the lead Officer to produce a tender document.

Any invitation to tender must be addressed to the Chief Executive within a sealed envelope. The tender is to remain sealed until the prescribed date for opening tenders for that contract. In the future Council may wish to consider a secure methodology for the electronic submission of tenders.

#### Financial Cost Summary

The Financial Cost Summary is the pricing schedule which tenderers must complete. Its purpose is to ensure that all tenderers submit prices on a common basis and in a common format, making evaluation more straightforward – e.g., fixed price or time basis, one-off or multiples, annual cost, or full contract cost.

#### Tendering Period

During the period between invitation to tender and receipt of tenders, it is vital that all tenderers are treated equally e.g., an extension request or any queries of substance raised by one tenderer must be applied to all tenderers simultaneously.

#### Tender Opening

A Register of Tenders Received book is kept by the Parish Clerk. This process will be administered and evaluated by a Project Manager. Tenders are opened simultaneously by 2 Councillors who will record the prices in the Tender Book, then initial each page of the tender documents and sign the Tender Book. The result of tenders should be reported to Committee if the value is above £25,000.00.

#### Tender Evaluation

Once tenders have been opened, they are evaluated to ensure best value for money and that the tender matches the specification and any other selection criteria. In many contracts, whilst all tenderers may be capable of meeting the requirement, some may be better in terms of cost, quality, availability of resources, quality of staff, proposed timescales and

environmental factors. Tenders that do not meet the specification should be rejected.

#### Post Tender Evaluation

Once the tenders or quotes have been evaluated, it may be possible to improve the overall value for money of bids through negotiation. Post-tender negotiation may involve more than one supplier.

Potential areas of improvement may involve areas other than cost e.g., improved delivery times. When choosing which tender to award a contract to, it is important to consider the cost over the lifetime of the asset, any additional costs, and any re-sale value.

If during such negotiations the requirement is vastly changed, the Parish Council should consider re-tendering

## 9. CONTRACTS

#### Contract Award

The following specific contract award authority levels apply.

Below £5,000 Budget holder (Parish Clerk)

£5,000 to £10,000 Parish Clerk and two from the Chair or Vice Chair of the Council or relevant committee or working group

£10,001 to £25,000 Council

£25,001 and over Council

Ideally contracts should not be placed that run beyond the end of the current administration, although to obtain 'best value' a longer term may be necessary.

A contract letter and official order should be sent to the successful tenderer. Letters should also be sent to the unsuccessful tenderers.

The expenditure must be within agreed budgets and the order signed according to the Delegation of Financial Responsibility to Spending Officers.

Any unsuccessful tenderer may request a debrief in respect of their tender, although the Parish Council reserves the right not to declare all information relating to the award of the relevant contract.

### Contract Management

Once a contract has been agreed, it is the responsibility of the Manager to ensure that, as far as practicable, the goods or services are delivered as per the specification. 9

Procurement advice should be sought if required and the RFO should always be advised in case of unsatisfactory performance.

### Variation and Extension

From time to time, variations and extensions to contracts are required. These require different types and levels of approval, depending on their nature.

Time extensions with no extra cost - small time extensions can normally be authorised by the Manager.

Extra work/Extensions to contracts - if this does not exceed 5% of the contract value, a revised order can be placed (subject to normal authority levels). Anything above 5% (of the contract value) will need Council approval and may require a further tender.

### Regular Service Contracts

Regular Service Contracts provide goods and services at fixed prices on a regular basis and over a fixed period e.g.:

- Computer equipment/ongoing support
- Contract Cleaning
- Alarm and Fire Systems

Where a Regular Service Contract is in place, other suppliers must not be used for the purchase of these goods or services unless authorised, to avoid a potential breach of contract.

## 10. EMPLOYING CONSULTANTS

Managers need to determine that in-house resources are not sufficient and that the extra expense involved in hiring a firm of consultants is clearly justified before employing a consultant.

A detailed project brief should be prepared before selecting a consultant. If necessary, it can be refined later to take account of the consultants' ideas and input. The brief becomes the consultants' Terms of Reference. A project brief can avoid any misunderstanding between consultants and client.

### Identification of Need:

- Identify the objectives of the project and what the outcome is intended to achieve or change.
- Consider the availability of potential in-house resources before seeking to engage external consultants.
- Assess and document the benefits of employing consultants
- Identify costs of Council's contribution, i.e., staff time.
- Agree a budget.
- Obtain approval of the Parish Clerk

### Preparation of Project Brief:

The Project brief should include:

- Background to the project
- Project objectives
- Expected outcomes
- Project timetable
- Council's own contribution
- Reporting requirements
- Relevant source documents available for inspection

### Employment of Consultants

A draft agreement should contain the following elements:

- Description of project
  - Project schedule with key milestones
  - Fees, including definition of reimbursable expenses
  - How payments will be made
  - Reporting arrangements
  - Arbitration/termination arrangements
  - Names of Council staff involved
- 
- Terms of reference agreed between the Council and the consultants should be attached to the agreement.
  - Agree clear endpoint and procedures for "signing-off" project when complete.
  - Once the contract is signed, give consultants official notification to proceed in writing.
  - The project should be closely monitored against specification, key milestones, and costs.
  - Regular progress reports should be made to Committee.
  - A project evaluation should be made at the end of the contract.

## 11. AUTHORISATION OF EXPENDITURE

Orders for goods and services by Bursledon Parish Council must be made in accordance with approved budgets and the approved spending limits as set out in the Delegation of Financial Responsibility to Spending Officers.

Purchases that are likely to exceed the maximum officer spending limit, require Council or Committee authorisation. The Parish Clerk is authorised to undertake urgent matters, including emergency repairs and maintenance of buildings, grounds, and equipment, to be reported to the appropriate Committee, Full Council as soon as possible thereafter.

The first signature of certification on an invoice prior to payment verifies that the officer is satisfied that the goods or services have been received by the Council and represent proper value for money.

Final certification of all invoices for payment will be as follows:

- Invoices for Service – Parish Clerk.
- Other Invoices valued up to £15,000 – Parish Clerk & one of Chair/Vice Chair of Council or the Finance Committee
- Invoices of £15,000 and above – Parish Clerk & one of Chair/Vice Chair of Council or the Finance Committee

(If away from office, the nominated officer who then assumes the responsibilities of the Parish Clerk including signatory responsibilities)

## Council Work Programme 2022/23

| Area                       | Type                 | Quantity | Status/Scheduled |
|----------------------------|----------------------|----------|------------------|
| Cemetery Extension         | new road             |          | Completed        |
| Cemetery Extension         | fencing              |          | Mar-22           |
| Cemetery Extension         | hedging              |          | Oct-22           |
| Cemetery Extension         | Trees Work           |          | Oct-22           |
| Cemetery Extension         | bins                 | 1        | Jun-22           |
| Cemetery Extension         | garden of Reflection |          | Oct-22           |
| Great Down Park            | Bins                 | 3        | Jun-22           |
| Great Down Park            | ownership board      | 2        | Sep-22           |
| Great Down Park            | Tree Works           |          | Oct-22           |
| Great Down Park            | Bio diversity Area   |          | Mar-22           |
| Great Down Park            | Picnic Benches       | 2        | Apr-22           |
| Hungerford Nature Reserve  | Ownership board      | 1        | Sep-22           |
| King George V              | Play area refurb     |          | Sep-22           |
| King George V              | Bio diversity area   |          | Mar-22           |
| King George V              | Ownership boards     | 2        | Sep-22           |
| King George V              | bins                 | 4        | Jun-22           |
| King George V              | Play area removal    |          | Sep-22           |
| Lionheart Way ecology Park | Tree Works           |          | Mar-22           |
| Lionheart Way ecology Park | Gully Restoration    |          | Sep-22           |
| Lionheart Way ecology Park | Sculptures           |          | Feb-22           |
| Lionheart Way ecology Park | path reinstatement   |          | Mar-22           |
| Lionheart Wat ecology Park | Ownership Boards     | 2        | Sep-22           |
| Lionheart Way ecology Park | Pond rennovations    |          | Oct-22           |
| Lionheart Way ecology Park | Bins                 | 2        | Jun-22           |
| Library                    | Patio tables         |          | Apr-22           |
| Long Lane Rec              | trim trail           |          | Sep-22           |
| Long lane Rec              | pavilion Replacement |          | Apr-23           |
| long Lane rec              | Bio diversity        |          | Mar-22           |
| Long lane Rec              | Bins                 | 4        | Jun-22           |

| <b>Area</b>   | <b>Type</b>                | <b>Quantity</b> | <b>Status/Scheduled</b> |
|---------------|----------------------------|-----------------|-------------------------|
| Long Lane Rec | Play area refurb (partial) |                 | Sep-22                  |
| Long Lane Rec | Ownership Board            | 2               | Sep-22                  |
| Long Lane Rec | Paws remembrance tree      |                 | Apr-22                  |
| Pilands Wood  | Bio diversity Area         |                 | Mar-22                  |
| Pilands Wood  | Bins                       | 6               | Jun-22                  |
| Pilands Wood  | Play are refurb            |                 | Sep-22                  |
| Pilands Wood  | Ownership boards           | 2               | Sep-22                  |
| Pilands Wood  | Tfr of Bursledon Green     |                 | Mar-23                  |
| Pilands Wood  | Trim Trail                 |                 | Apr-23                  |
| Pocket park   | bins                       | 1               | Jun-22                  |
| Pocket Park   | ownership board            | 1               | Sep-22                  |
| Woodlands Way | Play area refurb (Partial) |                 | Sep-22                  |

# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

| Tn no | Cheque                   | Gross     | Heading   | Invoice date | Details                                                                                                         | Cheque Total |
|-------|--------------------------|-----------|-----------|--------------|-----------------------------------------------------------------------------------------------------------------|--------------|
| 2577  | FPSArbbits<br>220218     | £386.00   | 403/1/1   | 13/02/22     | Arb-Bits - Spares to repair long arm hedge cutter                                                               | £386.00      |
|       |                          | £386.00   |           |              | Arb-Bits - Total                                                                                                |              |
| 2573  | FPSBCull2<br>20218       | £1,740.00 | 450/1     | 07/02/22     | Brian Cull - Cutting of wild flower areas Great Down Park 2 days work                                           | £1,740.00    |
|       |                          | £1,740.00 |           |              | Brian Cull - Total                                                                                              |              |
| 2576  | FPSBBills2<br>20218      | £80.98    | 365/3     | 10/02/22     | Brighter Bills Ltd - Library WIFI January 2022                                                                  | £80.98       |
|       |                          | £80.98    |           |              | Brighter Bills Ltd - Total                                                                                      |              |
| 2563  | FPSCBATr<br>ees220218    | £1,098.00 | 552/2/3/1 | 13/01/22     | CBA Trees - Tree Inspections - Bursledon cemetery, School Road and kew lane                                     | £1,098.00    |
|       |                          | £1,098.00 |           |              | CBA Trees - Total                                                                                               |              |
| 2556  | FPSDJScot<br>t220218     | £598.39   | 403/1/3/1 | 17/01/22     | D .J.Scott - John Deere 1445 Service and replacement parts                                                      | £598.39      |
|       |                          | £598.39   |           |              | D .J.Scott - Total                                                                                              |              |
| 2574  | FPSDJBent<br>allEx220218 | £22.80    | 409/2     | 28/01/22     | D J Bentall - Mileage to Arricultral suppliers meeting 5 @0.40                                                  | £22.80       |
| 2562  | FPSDSqua<br>red220218    | £149.10   | 203/2     | 20/01/22     | D Squared Fire and Security - Supply and install HDD to Office CCTV                                             | £149.10      |
|       |                          | £149.10   |           |              | D Squared Fire and Security - Total                                                                             |              |
| 2555  | FPSEBC22<br>0218         | £18.60    | 203/3     | 17/01/22     | Eastleigh Borough Council - Trade recycle Collection 1 Oct 21 to 31 Dec 21                                      |              |
| 2557  | FPSEBC22<br>0218         | £245.70   | 420/7/2/1 | 19/01/22     | Eastleigh Borough Council - Trade Refuse Collection Container Long Lane Rec from 1.10.12 to 31.12.21 = 14 lifts | £264.30      |
|       |                          | £264.30   |           |              | Eastleigh Borough Council - Total                                                                               |              |
| 2564  | FPSEquesf<br>enc220218   | £844.66   | 552/2/5   | 27/01/22     | Equestrian Fencing and Timber Ltd - Timber for fencing for new cemetery extension                               | £844.66      |
|       |                          | £844.66   |           |              | Equestrian Fencing and Timber Ltd - Total                                                                       |              |
| 2578  | FPSRPotte<br>rExp220218  | £12.64    |           | 12/02/22     | R Potter - expenses                                                                                             | £12.64       |
| 1     |                          | £12.64    | 213/4/2   |              | Adobe software                                                                                                  |              |
| 2565  | FPSRAK22<br>0218         | £140.23   | 430/1/1/2 | 31/01/22     | RAK Technical - New timer gor KGV pavilion                                                                      | £140.23      |
|       |                          | £140.23   |           |              | RAK Technical - Total                                                                                           |              |

Signature

Signature

Date

# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

| Tn no        | Cheque             | Gross      | Heading | Invoice date           | Details                                                                                                    | Cheque Total |
|--------------|--------------------|------------|---------|------------------------|------------------------------------------------------------------------------------------------------------|--------------|
| 2571         | FPSSalis22<br>0118 | £360.00    | 420/1/4 | 01/02/22               | Salix Services - Balance due, tn 2568 - Extension of hard standing for bins at Long Lane Recreation Ground | £360.00      |
|              |                    | £360.00    |         | Salix Services - Total |                                                                                                            |              |
|              |                    | £9,071.46  |         | Confidential           |                                                                                                            |              |
| <b>Total</b> |                    | £14,768.56 |         |                        |                                                                                                            |              |

Signature

Signature

Date

# Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/21

|                                            |                                              | 2021/22     | Reserve<br>Movements | Actual Net  | Balance    |
|--------------------------------------------|----------------------------------------------|-------------|----------------------|-------------|------------|
| <b>INCOME</b>                              |                                              |             |                      |             |            |
| <b>Parish Office Central Charges</b>       |                                              |             |                      |             |            |
| 100                                        | Precept                                      | £199,837.00 | £0.00                | £199,849.08 | £12.08     |
| 101                                        | EBC Support Grant                            | £0.00       | £0.00                | £0.00       | £0.00      |
| 103                                        | Other Income                                 | £0.00       | £0.00                | £10,830.42  | £10,830.42 |
| 105                                        | Office Services                              | £0.00       | £0.00                | £0.00       | £0.00      |
| 110                                        | Interest                                     | £140.00     | £0.00                | £0.00       | -£140.00   |
| 112                                        | Intrest                                      | £0.00       | £0.00                | £173.81     | £173.81    |
| <b>Total Parish Office Central Charges</b> |                                              | £199,977.00 | £0.00                | £210,853.31 | £10,876.31 |
| <b>Allotments</b>                          |                                              |             |                      |             |            |
| 120                                        | Allotment Rents                              | £1,060.00   | £0.00                | £1,062.55   | £2.55      |
| <b>Total Allotments</b>                    |                                              | £1,060.00   | £0.00                | £1,062.55   | £2.55      |
| <b>Cemetery Services</b>                   |                                              |             |                      |             |            |
| 125                                        | Income                                       | £5,000.00   | £0.00                | £6,780.09   | £1,780.09  |
| <b>Total Cemetery Services</b>             |                                              | £5,000.00   | £0.00                | £6,780.09   | £1,780.09  |
| <b>Grounds Maintenance</b>                 |                                              |             |                      |             |            |
| 130                                        | Income - Outside Services-<br>Long Lane      | £2,859.00   | £0.00                | £1,293.00   | -£1,566.00 |
| 135                                        | Income - Outside services -<br>King George V | £0.00       | £0.00                | £225.00     | £225.00    |
| <b>Total Grounds Maintenance</b>           |                                              | £2,859.00   | £0.00                | £1,518.00   | -£1,341.00 |
| <b>Capital</b>                             |                                              |             |                      |             |            |
| 140                                        | Grants & Section 106                         | £0.00       | £0.00                | £0.00       | £0.00      |
| <b>Total Capital</b>                       |                                              | £0.00       | £0.00                | £0.00       | £0.00      |
| <b>Total Income</b>                        |                                              | £208,896.00 | £0.00                | £220,213.95 | £11,317.95 |

# Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/21

|                                            |                                  | 2021/22    | Reserve<br>Movements | Actual Net | Balance    |
|--------------------------------------------|----------------------------------|------------|----------------------|------------|------------|
| <b>EXPENDITURE</b>                         |                                  |            |                      |            |            |
| <b>Parish Office Central Charges</b>       |                                  |            |                      |            |            |
| 201                                        | Community Centre Rent            | £2,101.00  | £0.00                | £2,000.00  | £101.00    |
| 202                                        | Community Centre Service Charges | £7,010.00  | £0.00                | £3,641.87  | £3,368.13  |
| 203                                        | Property Costs                   | £1,304.00  | £0.00                | £335.39    | £968.61    |
| 210                                        | Postage                          | £156.00    | £0.00                | £1.29      | £154.71    |
| 211                                        | Stationery/Printing              | £626.00    | £0.00                | £184.28    | £441.72    |
| 212                                        | Photocopier Hire & Charges       | £1,401.00  | £0.00                | £1,207.48  | £193.52    |
| 213                                        | Information Technology           | £5,003.00  | £0.00                | £3,658.95  | £1,344.05  |
| 216                                        | Telephone                        | £1,500.00  | £0.00                | £1,536.83  | -£36.83    |
| 217                                        | Website                          | £1,251.00  | £0.00                | £1,180.00  | £71.00     |
| 218                                        | Subscriptions & Publications     | £1,901.00  | £0.00                | £1,937.54  | -£36.54    |
| 219                                        | General Insurance                | £3,602.00  | £0.00                | £3,446.94  | £155.06    |
| 220                                        | Legal Fees                       | £3,000.00  | £0.00                | £1,447.00  | £1,553.00  |
| 221                                        | Audit Fees                       | £1,650.00  | £0.00                | £350.00    | £1,300.00  |
| 222                                        | Bank Charges                     | £175.00    | £0.00                | £111.45    | £63.55     |
| 225                                        | Salaries                         | £46,970.00 | £0.00                | £32,747.49 | £14,222.51 |
| 226                                        | Staff Overheads                  | £1,395.00  | £0.00                | £736.00    | £659.00    |
| 230                                        | COviD expenses                   | £1,500.00  | £0.00                | £761.59    | £738.41    |
| 998                                        | Suspence Petty cash              | £0.00      | £0.00                | £0.00      | £0.00      |
| 999                                        | Suspence                         | £0.00      | £0.00                | £0.00      | £0.00      |
| <b>Total Parish Office Central Charges</b> |                                  | £80,545.00 | £0.00                | £55,284.10 | £25,260.90 |
| <b>Community Library</b>                   |                                  |            |                      |            |            |
| 365                                        | Library - Operational Costs      | £11,543.00 | £0.00                | £21,070.49 | -£9,527.49 |
| <b>Total Community Library</b>             |                                  | £11,543.00 | £0.00                | £21,070.49 | -£9,527.49 |
| <b>Civic Expenditure</b>                   |                                  |            |                      |            |            |
| 300                                        | Newsletter                       | £200.00    | £0.00                | £0.00      | £200.00    |

# Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/21

|                                    |                                | 2021/22   | Reserve<br>Movements | Actual Net | Balance    |
|------------------------------------|--------------------------------|-----------|----------------------|------------|------------|
| 305                                | Chairmans Allowance            | £200.00   | £0.00                | £25.00     | £175.00    |
| 306                                | Councillor Expenses            | £100.00   | £0.00                | £0.00      | £100.00    |
| 307                                | Councillor IT Expenses         | £400.00   | £0.00                | £0.00      | £400.00    |
| 308                                | Councillor Training            | £400.00   | £0.00                | £75.00     | £325.00    |
| 309                                | Civic projects                 | £100.00   | £0.00                | £0.00      | £100.00    |
| 310                                | Room Hire                      | £200.00   | £0.00                | £0.00      | £200.00    |
| 315                                | Election Expenses (RESERVE)    | £250.00   | £0.00                | £0.00      | £250.00    |
| <b>Total Civic Expenditure</b>     |                                | £1,850.00 | £0.00                | £100.00    | £1,750.00  |
| <b>Community Development</b>       |                                |           |                      |            |            |
| 360                                | Community Development          | £5,000.00 | £0.00                | £3,433.00  | £1,567.00  |
| <b>Total Community Development</b> |                                | £5,000.00 | £0.00                | £3,433.00  | £1,567.00  |
| <b>Grants</b>                      |                                |           |                      |            |            |
| 350                                | Grants                         | £4,500.00 | £0.00                | £2,500.00  | £2,000.00  |
| <b>Total Grants</b>                |                                | £4,500.00 | £0.00                | £2,500.00  | £2,000.00  |
| <b>Allotments</b>                  |                                |           |                      |            |            |
| 500                                | Salary Costs                   | £0.00     | £0.00                | £0.00      | £0.00      |
| 502                                | Administration Costs           | £200.00   | £0.00                | £171.90    | £28.10     |
| 505                                | Operational Costs              | £500.00   | £0.00                | £137.23    | £362.77    |
| <b>Total Allotments</b>            |                                | £700.00   | £0.00                | £309.13    | £390.87    |
| <b>Cemetery Services</b>           |                                |           |                      |            |            |
| 550                                | Bursledon Cemetery Staff Costs | £0.00     | £0.00                | £0.00      | £0.00      |
| 552                                | Bursledon Cemetery             | £792.00   | £0.00                | £6,520.80  | -£5,728.80 |
| 555                                | St Leonnards Staff Costs       | £0.00     | £0.00                | £0.00      | £0.00      |
| 557                                | St Leonnards Cemetery (Closed) | £0.00     | £0.00                | £0.00      | £0.00      |
| 560                                | Mauseleum Salaries             | £0.00     | £0.00                | £0.00      | £0.00      |
| 562                                | Grey Laydes Mausoleum          | £0.00     | £0.00                | £0.00      | £0.00      |
| <b>Total Cemetery Services</b>     |                                | £792.00   | £0.00                | £6,520.80  | -£5,728.80 |
| <b>Grounds Maintenance</b>         |                                |           |                      |            |            |

# Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/21

|                                  |                                | 2021/22     | Reserve<br>Movements | Actual Net  | Balance    |
|----------------------------------|--------------------------------|-------------|----------------------|-------------|------------|
| 400                              | Administration Costs           | £1,000.00   | £0.00                | £404.54     | £595.46    |
| 402                              | Health & Safety                | £525.00     | £0.00                | £143.74     | £381.26    |
| 403                              | Equipment Costs                | £3,292.00   | £0.00                | £4,333.98   | -£1,041.98 |
| 404                              | Fuel                           | £2,000.00   | £0.00                | £1,261.12   | £738.88    |
| 405                              | Vehicle Costs                  | £2,250.00   | £0.00                | £2,549.92   | -£299.92   |
| 406                              | Illegal Tipping                | £500.00     | £0.00                | £195.00     | £305.00    |
| 407                              | Notice Boards                  | £0.00       | £0.00                | £133.19     | -£133.19   |
| 408                              | Salaries                       | £77,286.00  | £0.00                | £57,013.65  | £20,272.35 |
| 409                              | Staff Overheads                | £1,838.00   | £0.00                | £2,135.15   | -£297.15   |
| 420                              | Long Lane Recreation Ground    | £15,627.00  | £0.00                | £4,020.50   | £11,606.50 |
| 430                              | King George V Playing Fields   | £3,002.00   | £0.00                | £4,707.85   | -£1,705.85 |
| 440                              | Pilands Wood Open Space        | £2,000.00   | £8,800.00            | £9,707.27   | £1,092.73  |
| 445                              | Woodlands Way                  | £0.00       | £0.00                | £144.00     | -£144.00   |
| 450                              | Great Down Park                | £1,500.00   | £0.00                | £2,175.32   | -£675.32   |
| 455                              | Lionheart Way Ecology Park     | £3,000.00   | £0.00                | £125.29     | £2,874.71  |
| 460                              | Hungerford Bottom Ecology Park | £0.00       | £0.00                | £0.00       | £0.00      |
| 465                              | Pocket Park Kew Lane           | £0.00       | £0.00                | £18.00      | -£18.00    |
| 470                              | Fishers Piece                  | £0.00       | £0.00                | £0.00       | £0.00      |
| 475                              | The Laurels                    | £0.00       | £0.00                | £2,645.00   | -£2,645.00 |
| 480                              | The View Point                 | £0.00       | £0.00                | £20.32      | -£20.32    |
| 485                              | Bursledon Station Woods        | £0.00       | £0.00                | £0.00       | £0.00      |
| 490                              | Peewit Hill                    | £0.00       | £0.00                | £0.00       | £0.00      |
| <b>Total Grounds Maintenance</b> |                                | £113,820.00 | £8,800.00            | £91,733.84  | £30,886.16 |
| <b>Old Accounts</b>              |                                |             |                      |             |            |
| 1465                             | Tree Maintenance               | £0.00       | £0.00                | £0.00       | £0.00      |
| 1470                             | Staff Salaries                 | £0.00       | £0.00                | £0.00       | £0.00      |
| <b>Total Old Accounts</b>        |                                | £0.00       | £0.00                | £0.00       | £0.00      |
| <b>Total Expenditure</b>         |                                | £218,750.00 | £8,800.00            | £180,951.36 | £64,198.64 |

# Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/21

|                          | <b>2021/22</b>    | <b>Reserve<br/>Movements</b> | <b>Actual Net</b> | <b>Balance</b> |
|--------------------------|-------------------|------------------------------|-------------------|----------------|
| Total Income             | £208,896.00       | £0.00                        | £220,213.95       | £11,317.95     |
| Total Expenditure        | £218,750.00       | £8,800.00                    | £180,951.36       | £46,598.64     |
| <b>Total Net Balance</b> | <b>-£9,854.00</b> |                              | <b>£39,262.59</b> |                |



## BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.  
Bursledon Southampton SO31 8ES  
Telephone 023 8040 7535 Website: [bursledon-pc.gov.uk](http://bursledon-pc.gov.uk)  
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| <b>Type of meeting</b>            | <b>Date of meeting</b>      |
|-----------------------------------|-----------------------------|
| Full Council                      | Wednesday 25 May 2022       |
| Planning & Highways Working Group | Wednesday 8 June 2022       |
| Full Council                      | Wednesday 29 June 2022      |
| Planning & Highways Working Group | Wednesday 13 July 2022      |
| Full Council                      | Wednesday 27 July 2022      |
| Planning & Highways Working Group | Wednesday 10 August 2022    |
| Planning & Highways Working Group | Wednesday 14 September 2022 |
| Full Council                      | Wednesday 28 September 2022 |
| Planning & Highways Working Group | Wednesday 12 October 2022   |
| Full Council                      | Wednesday 26 October 2022   |
| Planning & Highways Working Group | Wednesday 9 November 2022   |
| Full Council                      | Wednesday 30 November 2022  |
| Planning & Highways Working Group | Wednesday 14 December 2022  |
| Planning & Highways Working Group | Wednesday 11 January 2023   |
| Full Council                      | Wednesday 25 January 2023   |
| Planning & Highways Working Group | Wednesday 8 February 2023   |
| Full Council                      | Wednesday 22 February 2023  |
| Planning & Highways Working Group | Wednesday 8 March 2023      |
| Annual Meeting of Electors        | Wednesday 15 March 2023     |
| Full Council                      | Wednesday 29 March 2023     |
| Planning & Highways Working Group | Wednesday 12 April 2023     |
| Planning & Highways Working Group | Wednesday 10 May 2023       |
| Full Council                      | Wednesday 17 May 2023       |