

Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the of Bursledon Parish Council held on Wednesday 30 March 2022 at 7pm at the community library in Bursledon Parish Council.

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

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

Members of the Public: 0

FC/21/087 Apologies for Absence

Apologies were received and accepted for Cllr T Craig, M Garrett, K House & J Rich

FC/21/088 Declarations of Interest

There were no declarations of interest.

FC/21/089 Minutes of the Full Council held on Wednesday 2 March 2022.

The minutes of the Full Council held on Wednesday 2 March 2022 were received and accepted as a correct record and they were signed by the Chair of the Council.

FC/21/090 Questions from the Public

There were no questions from members of the public.

FC/21/091 Chair's Communications

The Chair recorded thanks to the grounds staff for their response and hard work dealing with the trees damaged during storm Eunice.

FC/21/092 Internal Auditors Report

The Council received and considered the report of the Internal Auditor for the period November 2021 to February 2022.

The principal action noted in the report was in reference to invoice authorisation and that two Councillors should approve and authorise

Bursledon Parish Council Full Council Meeting
Wednesday 30 March 2022

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

the payment of invoices before they are processed for payment and sent to the bank.

RESOLVED:

- **That the report of the Internal Auditor was received and noted.**
- **That the Responsible Officer should take the appropriate action to comply with the recommendations of the Internal Auditor.**

FC/21/093 **Asset Register 2022/23**

The Council received and noted the schedule of fixed assets for the financial year ended 31 March 2022.

RESOLVED:

- **That the schedule of fixed assets was noted.**

FC/21/094 **Tree Works & Biodiversity**

The Responsible Officer advised the Council that an inspection of trees had been completed for the Pilands Wood Open Space.

The report recommended that certain tree works should be taken as soon as possible.

The Council were informed that the works costing over £7K had been approved and would be going ahead as soon as possible.

The Responsible Officer informed the Council that the biodiversity strategy implemented in June 2021 would continue in the current year.

RESOLVED:

- **The report and the cost of essential tree works on Pilands Wood Open Space was noted.**
- **The continuing implementation of the Councils biodiversity strategy was noted.**

Bursledon Parish Council Full Council Meeting
Wednesday 30 March 2022

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

FC/21/095 **Finance Report**

Council received the schedule of payments for 18 March 2022.

Council received the budget report on 28 February 2022.

RESOLVED:

- **That the payment schedules were correct and approved for 18 March 2022.**
- **The budget report on 28 February was received and noted**

FC/21/096 **Close of Meeting**

The meeting closed at 19:40

Review of Delegation Arrangements

Report of the Roland Potter (Parish Clerk)

Summary of Key Issues

- To confirm the scheme of delegation to the Parish Clerk

Supporting Information

The Council operates with an adopted scheme of delegation to the Councils Responsible Officer (Parish Clerk)

The scheme of delegation to the Parish Clerk is attached and remains unchanged from previous years

The Council are required to confirm that the scheme of delegation should continue and in the absence of the Parish Clerk, the scheme of delegation will also apply to the Deputy Parish Clerk.

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

There are no financial implications associated with this report.

Recommendations

- **To agree to the continued use of the Councils scheme of delegation to the Parish Clerk.**
- **To agree that the scheme of delegation should also apply to the Deputy Parish Clerk when the Responsible Officer (Parish Clerk is absent)**

Contents	
Introduction - General.....	2
Introduction to Scheme of Delegation	6
Extent of Delegation	6
General Matters.....	7
Financial Matters.....	9
Staffing Matters.....	11
Property Matters	12
Urgency	13
Emergency Planning.....	13
Procedural	13
Health and Safety at Work Act 1974	14
Management of Information.....	14
Legal Proceedings	14

Scheme of Delegation to the Parish Clerk

Introduction - General

The Proper Officer referred to in legislation is normally the chief officer to a local (parish, community, neighbourhood, town) council and is sometimes referred to as the clerk.

Many clerks are also the council's Responsible Financial Officer (RFO). The role of chief officer or clerk to a local council is a recognised profession. The range of work undertaken in this role is diverse, but all local councils operate within the same legal, financial, and procedural framework and share the same purpose of democratically representing a local community.

Differences depend on the size of the community served by the council and its level of its activity.

Values

A clerk is a valuable investment for the local council, especially where that officer is trained and qualified specifically to undertake the work of the council. However, the clerk is valued for many attributes in addition to qualifications.

Three overarching values are resourcefulness, objectivity, and integrity

1 Resourcefulness

Clerks respond to questions and problems with a dynamic, 'can-do' attitude. They readily take the initiative and approach their work with enthusiasm, common sense, and a vision for the future of the council and its community. Clerks are both resilient and flexible in the face of difficulty and are willing to adapt to changing circumstances. When presented with a question to address or a problem to solve, they are keen investigators who know where to go for advice, information, and ideas.

2 Objectivity

Clerks maintain a professional detachment from specific views expressed by individual members of the council or in the community. They respect the legal framework and democratic processes within which councils operate and advise the council accordingly. The council can rely on a clerk's discretion and neutrality, independent assessments of problems and solutions and on their professional, objective advice.

3 Integrity

Many characteristics contribute to the integrity and inherent strength of clerks. They are reliable, committed and consistent in their work; they are honest, open and worthy of trust; they support their employer (the council as a corporate body). They are approachable, diplomatic, and sensitive to the needs of others; they treat people fairly, equally and with respect for diversity. They are committed to their own and the council's excellence and are willing to pursue personal and professional development to underpin confidence in their actions. They take responsibility for their work and are accountable for their advice and the decisions they take

4 The standards

The standards represent what an experienced /qualified clerk should be able to do in performing their role. In order to be qualified all clerks should reach all these standards at each of the three specified levels although it is appreciated that some clerks will not perform all these activities in the course of their work. Many of these standards involve giving advice, ensuring compliance with the law, managing a variety of tasks, and supporting the council. In each case, the standard implies the knowledge, understanding and skills which the clerk develops over time gradually building up their qualifications, their continuing professional development (CPD) and their experience of the workplace.

S1 Understand the roles, responsibilities, and duties of the council and of the individuals involved in the work of the council

S2 Carry out research so that the council is well-informed for making decisions

S3 Manage the implementing of decisions for which the council is responsible

S4 Organise and maintain effective administrative systems, processes, policies, and records

S5 Employ a variety of written and oral communication skills including the use of information and communications technology (ICT)

Law and procedures

S6 Advise the council on its duties and powers

S7 Ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection, Safeguarding and Equality

S8 Establish appropriate and lawful procedures for managing the meetings of the council and its committees

S9 Advise the council on statutory requirements and other procedures for maintaining public confidence in the council

Finance

S10 Advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications

S11 Ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT, and procurement

Management

S12 Support the council in the planning, management, funding and review of projects, services, assets, and facilities

S13 Manage the employment, performance, and development of council staff

S14 Manage effective relationships with contractors and service users

S15 Advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development

Community

S16 Advise and support the council as it identifies and implements plans for the future of the community it represents

S17 Manage and administer the council's participation in the planning system according to current planning law, policies, and procedures

S18 Demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion

- S19 Help provide all members of the community with opportunities for influencing decisions that affect their lives
- S20 Facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions
- S21 Manage effective partnership working
- S22 Advise and support the council as it facilitates community activity

Introduction to Scheme of Delegation

This Scheme of Delegation was approved by Council on 24 March 2021 Any subsequent amendments are identified by the date and minute number of the Council resolution in brackets after the amendment.

The powers and duties set out in this scheme are delegated to the Parish Clerk. The Parish Clerk, where specified may delegate these duties and powers to other officers within the Council.

The Parish Clerk is also the Councils Responsible Financial Officer and the Proper Officer and responsibility for the management of the organisation.

The scheme will be reviewed on a regular basis as required by the Council and when a new Parish Clerk is appointed.

1 Extent of Delegation

1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

1.2 The Parish Clerk will exercise these powers in accordance with

- approved budgets
- the Council's Financial Regulations
- the Council's Contract Procedure Rules
- the Council's Procurement Strategy
- the Council's Policy Framework and other adopted policies of the Council
- all statutory common law and contractual requirements

1.3 The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

1.4 Provided that such authorisation is not prohibited by statute the Parish Clerk to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty, or function, subject to:

- such authorisations being in writing
- only be given to an officer below the delegating officer in the organisational structure
- only being given where there is significant administrative convenience in doing so
- the officer authorised by the Parish Clerk is/will be acting in the name of the Parish Clerk
- such authorisation not being prohibited by statute.

1.5 A delegation to a subordinate officer shall not prevent the Parish Clerk from exercising the same power or duty at the same time.

2 General Matters

The Parish Clerk is authorised:

2.1

To sign, or where appropriate, have sealed on behalf of the Parish Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Parish Council.

2.2 To take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.

2.3 To institute and appear in any legal proceedings authorised by the Council.

2.4 To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Bursledon).

2.5 To alter the date or time of a Council or committee or working group meeting but, before doing so, shall consult the Chair of the Council, or Chair of a committee or working group concerned and the Leader of all political groups (if appointed) on the Council about the need for the change and about convenient alternative dates and times.

2.6 To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with the Chair of the Council.

- 2.7 Deal with day-to-day matters relating to the use of council premises.
- 2.8 To negotiate and enter contractual arrangements for artistes and promoters in relation to events held in Bursledon and surrounding villages, where organised by the Parish Council and programmes of entertainment.
- 2.9 To manage all the Council's current services including the following:
 - 2.10 The Council's allotments including the selection of tenants.
 - 2.11 The Council's cemeteries and burials service.
 - 2.12 The Council's parks, open spaces, and amenity areas.
 - 2.13 The Lowford Community Library service and licences.
 - 2.14 To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
 - 2.15 To apply for planning consent for all development by the Council, following council decisions.
 - 2.16 To apply for planning consent for tree works by the Council.
 - 2.17 Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
 - 2.18 To respond to complaints made under the Council's Complaints procedure and to make such ex-gratia payments in settlement of such complaints as are considered justified and agreed by Council.
 - 2.19 To manage, monitor and review the Councils Internal control procedures.
- 2.2 To manage, monitor and review the Councils Corporate Risk Management Strategy

3.0 Financial Matters

- 3.1 The Parish Clerk is authorised as follows:
To be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
- 3.2 To operate the Council's banking arrangements including arranging overdrafts with the approval of the Council.
- 3.3 To incur expenditure up to a maximum of £4,999 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution. Expenditure in the range £1,000 - £4,999 to be incurred in consultation with the relevant committee chair/chair of council.
- 3.4 To pay all accounts properly incurred.
- 3.5 To pay all subscriptions to organisations to which the Council belongs.
- 3.6 To make all necessary arrangements for the provision of an internal and external audit service for the Council.
- 3.7 To negotiate settlements in connection with claims made by and against the council in consultation with the Council's insurers where appropriate.
- 3.8 To incur expenditure on revenue items within the approved estimates and budgets under their control.
- 3.9 To incur expenditure on capital schemes within the Council's approved Capital Programme.
- 3.10 To enter leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate and approved by Council.
- 3.11
 - a) To accept quotations or tenders for work, supplies or services (where tenders are required by the Council's Financial Regulations), subject to the cost not exceeding the amount approved estimate

- b) the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - c) all the requirements of the Council's Financial Regulations being complied with.
- 3.12 To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations
- 3.13 To carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 3.14 To manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 3.15 To authorise action for the recovery of debts.
- 3.16 To write off debts up to the level set by the Council at its Budget Meeting subject to the approval in the year end accounts.
- 3.17 To maintain a Register of Assets and Inventory of Equipment.
- 3.18 To determine the Parish Council's insurance requirements on the Council's behalf.
- 3.19 To make all necessary arrangements for the Council's insurances.
- 3.20 To exercise the Parish Council's powers to pay the Post Office, British Telecom, or any other telecommunications operator any loss.
- 3.21 To prepare a draft budget for consideration by the Council.
- 3.22 To prepare the Final Accounts for each financial year.

4.0 Staffing Matters

- 4.1 The Parish Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures, and budget, including: Appointments to posts (excluding the post of Deputy/Assistant Parish Clerk), as approved by Council recommendation
- 4.2 To appoint Deputy/Assistant Parish Clerk/s through an appointment panel which includes the Parish Chair.
- 4.3 The employment of temporary employees.
- 4.4 The preparation of the job description and person specification, placing of the advertisement and short-listing of applicants except for new roles and that of the Parish Clerk.
- 4.5 Management of staff (including volunteers) performance.
- 4.6 Management of discipline and performance, including the power of suspension, to be reported back to the Staffing Sub Committee or the Council.
- 4.7 The exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
- 4.8 Determine approved duties for the payment of travel and subsistence expenses to members and officers where they represent the Council outside of the Parish Council area.
- 4.9 To recommend accepting or refuse to the Staffing Sub Committee and the Council regarding applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
- 4.10 To approve payment of overtime.
- 4.11 To agree minor variations to the condition of employment, with reporting back to Council/Staffing Sub Committee.

- 4.12 To implement and monitor the arrangements for annual leave, flexi time, sickness absence and maternity leave in accordance with the Council's policies.
- 4.13 To authorise training in line with the Council's policies.
- 4.14 To authorise the provision of uniforms or protective clothing.
- 4.15 To approve payment of claims from employees for compensation for loss of or damage to personal property.
- 4.16 To negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal, as approved by Council recommendation
- 4.17 To agree to premature retirement on the grounds of duly certified ill health, as approved by Council recommendation
- 4.18 To terminate employment during and to review salary on completion of probationary periods approved by Council recommendation
- 4.19 The Parish Clerk will prepare a management report for each meeting of the Staffing Sub Committee or F & A on the delegation of these duties.

5.0 Property Matters

The Parish Clerk is given authority to manage the land and property of the Council including:

- 5.1 Enter discussions regarding the terms of any lease, license, conveyance, or transfer in consultation with the council's legal advisors.
- 5.2 Enter discussions regarding the granting or refusal of the Council's consent under the terms of any lease.
- 5.3 Enter discussions regarding Variations of restrictive covenants of a routine nature.

- 5.4 Enter discussions regarding the granting of easements, way leaves and licences over Council land as approved by Council recommendation
- 5.5 Initiating legal action or proceedings against unauthorised encampments on Council land, in consultation with the Chair/Vice-Chair.
- 5.6 To direct the custody of Parish Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
- 5.7 To exercise responsibility for the safe custody and maintenance of the Civic Regalia.
- 5.8 The Parish Clerk will prepare a management report for each meeting of the Council on the delegation of these duties.

Urgency

- 6.0 The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee. The Chair, the Leader of the Council (if appointed) and the Chair of any relevant committee are to be consulted before such action is taken.

7.0 Emergency Planning

To implement the Council's Emergency Recovery Strategy and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant committee or subcommittee. The Chair, the Leader of the Council (if appointed) and the Chair of any relevant committee are to be consulted before such action is taken.

8.0 Procedural

- 8.1 To authorise officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 8.2 To serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.

- 8.3 To appoint consultants and other to carry out any function and provide any service under their control as approved by Council recommendation
- 9.0 Health and Safety at Work Act 1974
 - To oversee the discharge of the Council's responsibilities under the Act.
- 10 Management of Information
 - 10.1 To publish information in accordance with the freedom of information legislation and in accordance with the Council's publication scheme. (As per Transparency Requirements)
 - 10.2 To be the Responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act, the general Data Protection Regulations, and the Freedom of Information Act.
 - 10.3 To monitor and review technical and organisational measures to keep secure information (including personal data) which the council holds in paper and electronic form)
 - 10.4 To decide who has access to personal data and encryption of personal data
- 11 Legal Proceedings
 - 11.1 To take and discontinue legal proceedings in any Court or at any Tribunal as approved by Council recommendation
 - 11.2 To take Counsel's advice or instruct Counsel to represent the Council, as approved by Council recommendation
 - 11.3 To seek injunctions and commence proceedings for the purposes of enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and
 - responding to appeals against action taken by the Council

- 11.4 To represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 11.5 To negotiate and settle the terms of documents to give effect to a decision of the Council or any of the committees or of any officer acting under delegated powers.
- 11.6 To approve the affixing of the Common Seal of the Council to documents.
- 11.7 To serve requisitions for Information.
- 11.8 The Parish Clerk will prepare a management report for each meeting of the Finance & Administration Committee on the delegation of these duties.

Appointment of Councillors to Committees and Working Groups

Report of the Roland Potter (Parish Clerk)

Summary of Key Issues

- To appoint members to committees and working groups

Supporting Information

Council Committee Structure

Committee or Working Group	Number of members
Full Council	All members
Planning and Highways Working Group	Five
Personnel Committee	Four
Staffing & Code of Conduct Committee	Three
Finance Working Group	Four
Outside Working Group	Four
Library Working Group	Two plus volunteers

Membership of Committees and Working Groups

The Membership of Committees or Working Groups in 2020/21

Planning and Highways Committee

Cllr M Garrett (Chair)

Cllr G Gill

Cllr K House

Cllr M Penn

Cllr K Whitlock

Finance Working Group

Cllr M Penn (Chair)

Cllr K House (Vice Chair)

Cllr M Garrett

Cllr S Holes

Cllr G Gill

Cllr K Whitlock

Outside Working Group

Cllr J Rich

Cllr M Garrett

Cllr G Gill

Cllr M Penn

Cllr K Whitlock

Staffing & Code of Conduct Committee

Cllr J Rich (Chair)

Cllr M Garrett

Cllr M Penn

Cllr K Whitlock

Library Working Group

Cllr M Garrett

Cllr Whitlock

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

There are no financial implications associated with this report.

Recommendations

- **To appoint representatives to committees and working groups as set out in the above report.**

Standing orders and Financial Regulations

Report of the Roland Potter (Parish Clerk)

Summary of Key Issues

- There are no amendments required to Standing Orders for this financial year.
- There are no amendments required to the Financial Regulations for this financial year.
- The Council are required to confirm the adoption of both Standing Orders and Financial regulations for 2022/23.

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

There are no financial implications associated with this report.

Recommendations

- **To adopt the Standing Orders.**
- **To adopt the Financial Regulations.**

Appointment to Outside Bodies

Report of the Roland Potter (Parish Clerk)

Summary of Key Issues

- To agree which outside bodies to appoint representatives to.
- To agree which members should be appointed to outside bodies.
- To consider the appointments to charities.

Appointment to Charitable bodies

The Council have over the previous years appointed councillors to charitable bodies.

Over the recent years there has been changes to the charity law and rulings regarding conflicts of interest.

Having taken legal advice, the Council are requested to consider the following:

- The Council will if required appoint a councillor to a charitable organisation as an observer **only**.
- Where a councillor takes on a role as a trustee or director in a charity, it would not be appropriate for that councillor to represent the Council as their primary legal responsibility is to the Charity and not the Council.

Appointments to Outside bodies

Organisation	Previous Representative
Bursledon & District Community Association	pending BDCA Review
Bursledon Windmill Joint Management	Vacant
Eastleigh Passenger Transport Forum	Vacant
Eastleigh District Association of Parish Councils	Chair of Council
Hamble School Leisure Facility Management Committee	Cllr T Craig
Hamble River Estuary Partnership	Cllr M Garrett
Youth Projects	Cllr J Rich
River Hamble Management Committee (Observer)	Cllr M Garrett
Pilands Wood Community Association	Parish Clerk
Pilands Wood Community Partnership	Cllr T Craig
QE2 Activity Centre	Cllr T Craig
Bursledon Infant School- Board of trustees	Vacant

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

There are no financial implications associated with this report.

Recommendations

To appoint representatives to outside bodies



BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.
Bursledon Southampton SO31 8ES
Telephone 023 8040 7535 Website: bursledon-pc.gov.uk
Email: clerk@bursledon-pc.gov.uk

Type of meeting	Date of meeting
Full Council	Wednesday 25 May 2022
Planning & Highways Working Group	Wednesday 8 June 2022
Full Council (tentative)	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



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

13 April 2022

The Parish Clerk

Bursledon Parish Council

Lowford Centre,

Portsmouth Road,

Bursledon.

Southampton.

SO31 8ES

Dear Roland

Final Internal Audit Review:

Bursledon Parish Council – covering February 2022 to March 2022 and Year End procedures

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2021-22 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Local Councils – A Practitioners' Guide (England)' 2021
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2021/2022 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

It was agreed with the Clerk that this review would be carried out remotely to complete and finalise the End of Year Internal Audit 2021/2022.

The Clerk has provided access to the AdvantEdge system to check the information for the period February 2022 to March 2021 and End of Year details to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 from the Council's website.

We have carried out interim internal audit visits and reviews throughout 2021/2022. We are using the information already recorded from these visits to complete the internal control objectives on the (AGAR) Annual Internal Audit Report.

Where this is necessary, we will complete the Annual internal Audit Report on evidence already seen from the interim internal audit reviews. This is acceptable practice for the External Auditor.

As part of this final Internal Audit Review, we checked:

Bank Reconciliations

- the Bank Reconciliation at 31 March 2022 was re-performed and no errors were noted.

Income and Expenditure including, VAT reimbursements

- all income and expenditure items as at 31 March 2022 were confirmed and details are accurate to the records held by Council.

Parish Council Minutes

- Minutes of the Council were checked on the Website for approvals and decisions made and approval of payments was checked for March 2022.

Asset Register

- The Asset Register at 31 March 2022 was reviewed and additions for 2021/22 were agreed.

End of Year Procedures

- A full check was carried out on the End of Year documentation provided by the Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2020/21 and 2021/22 shown on Section 2 of the AGAR as required by the External Auditor.
- The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.
- The 2021/2022 AGAR Annual Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations 2015.
- This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.

May 24, 2022
Page 3

(Audit Note; We are pleased to report that the Town Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulation 2015).

This report should be circulated for the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,
Tim Light FMAAT
Internal Auditor.

Annual Internal Audit Report 2021/22

BURSLEDON PARISH COUNCIL

WWW.BURSLEDON-PC.GOV.UK

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓ council over 125k
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17/11/21 24/02/22 13/04/22

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

T. J. Light

Date

13/04/22

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

www.bursledon-pc.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25/05/2022

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.bursledon-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	209,251	227,782	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	180,280	199,849	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	28,629	28,427	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	102,027	111,158	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	88,351	101,146	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	227,782	243,754	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	239,942	245,410	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	577,103	584,739	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			

N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

25/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

25/05/2022

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Bursledon Parish Council**

County Area (local councils and parish meetings only): **Hampshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Friday 27 May 2022**

and ending on **Friday 15 July 2022**

Signed: *__Roland Potter*

Role: Responsible Officer

Bank Account Reconciled Statement

Unity Trust Bank

02168695

30-90-34

Statement Number	91	Bank Statement No.	91
Statement Opening Balance	£175,667.60	Opening Date	01/04/22
Statement Closing Balance	£263,694.27	Closing Date	30/04/22
True/ Cashbook Closing Balance	£263,694.27		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/04/22	DDVLA220401	DVLA	24.06	0.00	175,643.54
01/04/22	DDSEGAS220401	SSE Gas	54.03	0.00	175,589.51
06/04/22	BACSFHughes220406	F C Hughes	0.00	120.00	175,709.51
06/04/22	DDEEltd220406	EE	108.67	0.00	175,600.84
08/04/22	22/04/08 Chamberlayn	Chamberlayne Athletic Youth FC	0.00	30.00	175,630.84
08/04/22	DDEBC220408	Eastleigh Borough Council	17.76	0.00	175,613.08
13/04/22	DDFuelgenie220413	Fuel Genie	38.49	0.00	175,574.59
14/04/22	DDMainstream220414	MAINSTREAM DIGITAL	98.83	0.00	175,475.76
14/04/22	HMRC220414	HMRC	0.00	3,213.38	178,689.14
20/04/22	22/04/20 Chamberlayn	Chamberlayne Athletic Youth FC	0.00	30.00	178,719.14
20/04/22	DdbusstremAll220420	Business Stream Top Allotments	14.31	0.00	178,704.83
20/04/22	DDSage220420	Sage	14.40	0.00	178,690.43
20/04/22	DDSOS220325	SOS Systems Ltd	38.33	0.00	178,652.10
20/04/22	FPSArb-bits220420	Arb-Bits	1,203.74	0.00	177,448.36
20/04/22	FPSARCO220420	ARCO	62.24	0.00	177,386.12
20/04/22	FPSBaileys220420	Bailey Solutions Ltd	1,404.00	0.00	175,982.12
20/04/22	FPSBDCA220420	Bursledon and District Community Association	2,000.00	0.00	173,982.12
20/04/22	FPSBentall220420	D J Bentall	1,669.01	0.00	172,313.11
20/04/22	FPSBentallExp220420	D J Bentall	17.88	0.00	172,295.23
20/04/22	FPSBrighterBil220420	Brighter Bills Ltd	80.98	0.00	172,214.25
20/04/22	FPSCBA220420	CBA Trees	2,394.00	0.00	169,820.25
20/04/22	FPSDSquared220420	D Squared Fire and Security	1,404.00	0.00	168,416.25
20/04/22	FPSEarthAnchor220420	Earth Anchors Ltd	1,496.40	0.00	166,919.85
20/04/22	FPSEdgeIT220420	EDGE IT Systems Ltd	720.00	0.00	166,199.85
20/04/22	FPSHALC20420	Hampshire Association of Local Councils	1,317.24	0.00	164,882.61
20/04/22	FPSHCC Pension220420	HCC Pensions	877.62	0.00	164,004.99

Bank Account Reconciled Statement

20/04/22	FPSHMRC220420	HMRC	1,925.48	0.00	162,079.51
20/04/22	FPSICCM220420	Institute of Cemetery and Crematorium Management	95.00	0.00	161,984.51
20/04/22	FPSJLennon220420	J Lennon	948.75	0.00	161,035.76
20/04/22	FPSMDocking220420	Matt Docking	1,691.93	0.00	159,343.83
20/04/22	FPSMJDMetal220420	MJD Metalcraft Ltd	1,584.00	0.00	157,759.83
20/04/22	FPSPMilham220420	P Milham	680.18	0.00	157,079.65
20/04/22	FPSRPotter220420	R Potter	1,453.98	0.00	155,625.67
20/04/22	FPSRPotterExp220420	R Potter	12.64	0.00	155,613.03
20/04/22	FPSScrewfix220420	Screwfix Direct Ltd	52.29	0.00	155,560.74
20/04/22	FPSSEastEmpl220420	South East Employers	277.20	0.00	155,283.54
20/04/22	FPSSGNeal220420	Gemma Neal	77.96	0.00	155,205.58
20/04/22	FPSSnows20420	Snows Peugeot	327.98	0.00	154,877.60
20/04/22	FPSViking20420	Viking Office Supplies	82.72	0.00	154,794.88
20/04/22	FPSVisionICT220420	Visionict	283.80	0.00	154,511.08
20/04/22	SOBDCA220420	Bursledon and District Community Association	450.00	0.00	154,061.08
21/04/22	DDBusStreamcem220421	Business Stream Cemetery	13.23	0.00	154,047.85
25/04/22	Contra 220425	Bursledon and District Community Association	0.00	0.00	154,047.85
25/04/22	DDSEGAS220425	SSE Gas	65.58	0.00	153,982.27
29/04/22	Precept220429	Eastleigh Borough Council	0.00	109,712.00	263,694.27

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	25078.71	113105.38

Reconciled by Roland Potter

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/04/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

EBC Deposit Account	£69,682.41
Petty Cash	£60.00
Unity Trust Bank	£175,667.60
Total	<u>£245,410.01</u>

RECEIPTS	Net	Vat	Gross
Parish Office Central Charges	£112,925.38	£0.00	£112,925.38
Cemetery Services	£120.00	£0.00	£120.00
Grounds Maintenance	£60.00	£0.00	£60.00
Total Receipts	<u>£113,105.38</u>	<u>£0.00</u>	<u>£113,105.38</u>

PAYMENTS	Net	Vat	Gross
Parish Office Central Charges	£8,964.70	£358.87	£9,323.57
Cemetery Services	£525.85	£83.52	£609.37
Allotments	£21.66	£1.46	£23.12
Grounds Maintenance	£12,303.12	£1,251.83	£13,554.95
Community Library	£1,306.41	£261.29	£1,567.70
Total Payments	<u>£23,121.74</u>	<u>£1,956.97</u>	<u>£25,078.71</u>

Closing Balances

Ordinary Accounts

EBC Deposit Account	£69,682.41
Petty Cash	£60.00
Unity Trust Bank	£263,694.27
Total	<u>£333,436.68</u>

Reserve Balance	
Community Centre	£0.00
Long Lane Rec Car Park	£900.00
Elections	£7,500.00
Projects from previous Year	£0.00
Machinery & Capital Reserves	£136,111.00
Library Project	£500.00
County Councillor Grant	£15,511.00
Deposits	£450.00
Reserves total	<u>£160,972.00</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Actual Net	Balance
INCOME				
Parish Office Central Charges				
100	Precept	£219,425.00	£109,712.00	-£109,713.00
103	Other Income	£0.00	£0.00	£0.00
105	Office Services	£0.00	£0.00	£0.00
110	Interest	£0.00	£0.00	£0.00
112	Intrest	£350.00	£0.00	-£350.00
Total Parish Office Central Charges		£219,775.00	£109,712.00	-£110,063.00
Community Library				
150	Income	£0.00	£0.00	£0.00
Total Community Library		£0.00	£0.00	£0.00
Allotments				
120	Allotment Rents	£1,140.00	£0.00	-£1,140.00
Total Allotments		£1,140.00	£0.00	-£1,140.00
Cemetery Services				
125	Income	£5,500.00	£120.00	-£5,380.00
Total Cemetery Services		£5,500.00	£120.00	-£5,380.00
Grounds Maintenance				
130	Income - Outside Services- Long Lane	£1,714.00	£0.00	-£1,714.00
135	Income - Outside services - King George V	£1,430.00	£0.00	-£1,430.00
Total Grounds Maintenance		£3,144.00	£0.00	-£3,144.00
Capital				
140	Grants & Section 106	£0.00	£0.00	£0.00
Total Capital		£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Actual Net	Balance
Total Income	£229,559.00	£109,832.00	-£119,727.00
EXPENDITURE			
Parish Office Central Charges			
201 Community Centre Rent	£2,100.00	£2,000.00	£100.00
202 Community Centre Service Charges	£4,500.00	-£1,090.07	£5,590.07
203 Property Costs	£1,000.00	£510.00	£490.00
210 Postage	£75.00	£0.00	£75.00
211 Stationery/Printing	£400.00	£0.00	£400.00
212 Photocopier Hire & Charges	£700.00	£0.00	£700.00
213 Information Technology	£5,150.00	£12.64	£5,137.36
216 Telephone	£1,500.00	£82.36	£1,417.64
217 Website	£1,400.00	£236.50	£1,163.50
218 Subscriptions & Publications	£1,949.00	£1,560.24	£388.76
219 General Insurance	£4,500.00	£0.00	£4,500.00
220 Legal Fees	£3,000.00	£0.00	£3,000.00
221 Audit Fees	£1,700.00	£0.00	£1,700.00
222 Bank Charges	£175.00	£0.00	£175.00
225 Salaries	£60,003.00	£3,390.46	£56,612.54
226 Staff Overheads	£1,395.00	£0.00	£1,395.00
230 COviD expenses	£0.00	£0.00	£0.00
998 Suspence Petty cash	£0.00	£0.00	£0.00
999 Suspence	£0.00	£0.00	£0.00
Total Parish Office Central Charges	£89,547.00	£6,702.13	£82,844.87
Community Library			
365 Library - Operational Costs	£5,462.00	£1,170.00	£4,292.00
Total Community Library	£5,462.00	£1,170.00	£4,292.00
Civic Expenditure			

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Actual Net	Balance
300	Newsletter	£0.00	£0.00	£0.00
305	Chairmans Allowance	£200.00	£0.00	£200.00
306	Councillor Expenses	£100.00	£0.00	£100.00
307	Councillor IT Expenses	£650.00	£0.00	£650.00
308	Councillor Training	£400.00	£0.00	£400.00
309	Civic projects	£100.00	£0.00	£100.00
310	Room Hire	£200.00	£0.00	£200.00
315	Election Expenses (RESERVE)	£250.00	£0.00	£250.00
Total Civic Expenditure		£1,900.00	£0.00	£1,900.00
Community Development				
360	Community Development	£4,500.00	£0.00	£4,500.00
Total Community Development		£4,500.00	£0.00	£4,500.00
Grants				
350	Grants	£4,300.00	£0.00	£4,300.00
Total Grants		£4,300.00	£0.00	£4,300.00
Allotments				
500	Salary Costs	£0.00	£0.00	£0.00
502	Administration Costs	£718.00	£0.00	£718.00
505	Operational Costs	£0.00	-£13.64	£13.64
Total Allotments		£718.00	-£13.64	£731.64
Cemetery Services				
550	Bursledon Cemetery Staff Costs	£0.00	£0.00	£0.00
552	Bursledon Cemetery	£808.00	£95.00	£713.00
555	St Leonnards Staff Costs	£0.00	£0.00	£0.00
557	St Leonnards Cemetery (Closed)	£0.00	£0.00	£0.00
560	Mauseleum Salaries	£0.00	£0.00	£0.00
Total Cemetery Services		£808.00	£95.00	£713.00
Grounds Maintenance				

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Actual Net	Balance
400	Administration Costs	£1,030.00	£0.00	£1,030.00
402	Health & Safety	£500.00	£0.00	£500.00
403	Equipment Costs	£4,000.00	£0.00	£4,000.00
404	Fuel	£2,000.00	£0.00	£2,000.00
405	Vehicle Costs	£3,500.00	£24.06	£3,475.94
406	Illegal Tipping	£513.00	£0.00	£513.00
407	Notice Boards	£0.00	£0.00	£0.00
408	Salaries	£79,894.00	£5,934.45	£73,959.55
409	Staff Overheads	£1,883.00	£0.00	£1,883.00
419	Grounds Services	£29,000.00	£0.00	£29,000.00
420	Long Lane Recreation Ground	£0.00	£510.00	-£510.00
430	King George V Playing Fields	£0.00	£212.46	-£212.46
440	Pilands Wood Open Space	£0.00	£0.00	£0.00
445	Woodlands Way	£0.00	£0.00	£0.00
450	Great Down Park	£0.00	£0.00	£0.00
455	Lionheart Way Ecology Park	£0.00	£0.00	£0.00
460	Hungerford Bottom Ecology Park	£0.00	£0.00	£0.00
465	Pocket Park Kew Lane	£0.00	£0.00	£0.00
470	Fishers Piece	£0.00	£0.00	£0.00
475	The Laurels	£0.00	£0.00	£0.00
480	The View Point	£0.00	£0.00	£0.00
485	Bursledon Station Woods	£0.00	£0.00	£0.00
490	Peewit Hill	£0.00	£0.00	£0.00
Total Grounds Maintenance		£122,320.00	£6,680.97	£115,639.03
Old Accounts				
1465	Tree Maintenance	£0.00	£0.00	£0.00
Total Old Accounts		£0.00	£0.00	£0.00
Total Expenditure		£229,555.00	£14,634.46	£214,920.54

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Actual Net	Balance
Total Income	£229,559.00	£109,832.00	-£119,727.00
Total Expenditure	£229,555.00	£14,634.46	£214,920.54
Total Net Balance	£4.00	£95,197.54	

Hungerford Nature Reserve Drainage Project

Report of the Roland Potter (Parish Clerk)

Summary of Key Issues

- Hampshire County Council Highways (HCC) and requested that the Parish Council do drainage works in the Hungerford Nature Reserve to help elevate flooding on to the road.
- A quote has been obtained for this work which will cost £5,681.
- HCC offered support in the traffic management of the site but, the Highways engineer has now informed the Council that they are unable to do this.

Supporting Information

HCC approached the Parish Council to undertake some drainage works in the Hungerford Nature Reserve as they believed this was contributing to flooding.

The Parish Council obtained a quote for these works from our contractor. These works will cost £5,681 and in addition there would be approximately two weeks of preparation within the Reserve by our ground staff.

As part of the discussion the HCC Highways engineer raised concern about the flow and obstruction of traffic and informed the Council that there would be a need for traffic management on the road. However, he was of the opinion HCC would be able to support this part of the project at no cost.

Subsequently the highways engineer has been overruled by his managers. Therefore, the Council will have to pay for traffic management. The cost of the traffic management could be up to £6K.

Currently the Council is exploring alternative ways of providing traffic management.

Legal and Policy Implications

The Council will have a duty to undertake drainage works soon and will have to provide the traffic management.

At this time, no notice has been served on the Council to undertake these works.

The cost of the project which may be as high as £12K and the project is not budgeted for in the budget year 2022/23.

Financial Implications

The Council would have to release additional funding from Reserves for this project.

Recommendations

- **To consider approving the project.**
- **To agree when the works should be completed.**
- **To fund the project from Council Reserves.**

Project Management Support for Major Projects

Report of the Roland Potter (Parish Clerk)

Summary of Key Issues

- The Parish Council has received developer contributions for three major projects
- The Council's staff time is limited, and, in some areas, they do not have the appropriate experience or skills to manage major projects.
- Eastleigh Borough Council (EBC) has been approached to provide support for two of these projects – Lionheart Way Renovations and the renovation/rebuild of the pavilion at Long Lane Recreation Ground

Supporting Information

Attached to this report is a proposal from Eastleigh Borough Council to provide project management support for two major projects.

The cost of this project management would be funded from the developers' contributions.

The Council are asked to note that a feasibility review will have to be completed regarding the viability of the works on the Long Lane Pavilion as it is the opinion of EBC that the current identified funding of £500K is not adequate.

Legal and Policy Implications

All legal and policy implications are set out in the above report.

Financial Implications

There are no financial implications associated with this report.

Recommendations

- **To accept the proposal of Eastleigh Borough Council to manage the major projects.**
- **To note the issue of funding for the renewal of the pavilion.**

BURSLEDON PARISH COUNCIL PROJECT MANAGEMENT FEE PROPOSAL



ANGELA TAYLOR
EASTLEIGH BOROUGH COUNCIL,
EASTLEIGH HOUSE, UPPER MARKET STREET,
EASTLEIGH, SO50 9YN



Assets and Project Delivery

Our Ref:
Your Ref:
Contact: Angela Taylor
Direct Dial: 023 8068 8823
Direct Fax:
Email: angela.taylor@eastleigh.gov.uk

Date 29th April 2022

Dear Roland

PROJECT MANAGEMENT FEE PROPOSAL

Thank you for contacting us with a view to Eastleigh Borough Council Project Management Team providing Bursledon Parish Council with a fee proposal for your parish projects.

Following our site visit and discussion on 21st February 2022 we agreed to provide fee proposals for the following projects:

1. Lionheart Way culvert
2. Long Lane Pavilion

The play area upgrades were agreed to be outsourced to a specialist provider.

Please note that capacity to provide this service can only be held until **20th May 2022**. Unfortunately, if we have not been commissioned by then we will be unable to provide this service as resources will need to be reallocated.

Please can you review the attached proposal and pricing structure and confirm whether they are acceptable.

If you have any queries, please do not hesitate to get in touch.

Yours sincerely

Angela Taylor

Angela Taylor
SENIOR CORPORATE PROJECT MANAGER

Executive Summary

Our team has significant experience in delivering both service change and construction projects. We pride ourselves on delivering only the best results for our clients that has lasting results for their business.

Bursledon Parish Council requires specialist project management assistance to commence delivery of two key Parish projects during 2022:

1. Lionheart Way Culvert - long-term repair utilising the Aquascience report dated April 2017 as a baseline for reinstatement which will include (not exhaustive) the following:
 - Assessment of current culvert condition, new report may need to be commissioned given the time delay.
 - Utility review and plotting
 - Review of Tesco Bursledon planning obligations regarding water run off
 - Revised cost report
 - Topographical survey
 - Options for slowing water runoff – possibly hydro break required
 - Procurement exercise
 - Contractor management
2. Long Lane Pavilion – Bursledon, Hamble and Hound Local Area Committee have allocated a s106 grant of £500,000 towards the delivery of new community changing rooms and a groundsman workshop with associated welfare facilities at Long Lane Pavilion. A RIBA staged approach would be undertaken (please see Appendix 1).

Project Background

Bursledon Parish Council has identified two projects (Lionheart Way and Long Lane pavilion) as key deliverables for the local area during the 22/23 financial year. Staff capacity is limited, and assistance is required due to the specialist nature of the projects and approached Eastleigh Borough Council in February 2022 to provide a fee to provide project management support to review and deliver both projects.

Some preparatory work has been undertaken however it should be noted that this information is circa 5 years old and will need to be reviewed and potentially revisited.

It should also be noted that specialist contractors and consultants will also be required to deliver these projects. Their fees are not included within this proposal.

All decision making in relation to these projects remains with Bursledon Parish Council.

Project Management duties

1. General (Both projects)

- Please see EBC Standard Consultant duties at Appendix 1

2. Specific Lionheart Way culvert

- Please see EBC Standard Consultant General duties at Appendix 1
- Review existing research, commission new reports as necessary
- Undertake statutory searches and utilities mapping
- Undertake research into historic and current planning conditions associated with adjacent sites feeding onto the culvert
- Explore long term design solutions (hydro break) to reduce water flows
- Procurement and Contractor management
- Develop long term management and maintenance plan for Bursledon Parish Council staff

3. Specific Long Lane Pavilion

- Work with Bursledon Parish Council Staff to assess and identify key project deliverables
- Undertake feasibility and options appraisal for Parish consideration
- Carry out research, site surveys and planning advice
- Work with Bursledon Parish Clerk to obtain necessary approvals
- Undertake relevant procurement exercises for professional team and contractors
- Management of contractors and consultant team
- Provide costs reports
- Project Delivery
- Produce a final report documentation

Process

We will work closely with you to build and fulfil the needs of these projects within the specified timescales. We will do this by establishing clear goals/ and objectives based on Bursledon Parish Council's needs. These will be formalised in a signed Service Level Agreement prior to commencement.

Our process to achieve this is as follows:

Phase 1: Consultation and Governance

During this phase our team will review and confirm the project deliverables to determine the scope of works required, identify the baseline, agree the reporting structure and methodology requirements.

Phase 2: Project Viability/Cost

Project investigation, viability assessment and costed options appraisals for approval prior to progressing to Phase 3.

Phase 3: Delivery Model

Once we have both agreed the preferred option, the timeline and key trigger points, our team will identify key activities to procure and implement the individual projects.

We will first deliver a detailed outline of the plan with a timeline that includes all relevant due dates and/or deliverables.

Indicative Delivery Process – Lionheart Way culvert

Delivery dates will depend on contractor availability and seasonality; however, we have assessed the project duration and below is a general overview of what you can expect once approval to commence is received:

Deliverable	Timeline (after signing)
Phase 1	May 2022
Phase 2	Jun – Jul 2022
Phase 3	Jul – Dec 2022

Deliverable	Timeline (after signing)
-------------	--------------------------

Project Completion

Feb 2023

As stated above, a timeline with exact due dates will be delivered, and agreed upon, during Phase 3.

Indicative Delivery Process – Long Lane Pavilion

Deliverable	Timeline (after signing)
-------------	--------------------------

Phase 1

Jun – Jul 22

Phase 2

Aug – Dec 22

Phase 3

Jan 23 – Mar 24

Project Completion

Mar 2024

Phase 3: Closure

Once complete we will formally report to Bursledon Parish Council on the Projects Closure.

Our Fee

Project 1 – Lionheart Way culvert

It is estimated that this project will require a Project Manager circa 1 day per week (195 hours) to complete. In addition, Senior Project Manager time to support this project has been calculated at an additional 10 hours across the project lifespan.

The Project Management fee is for this is **£7698**

This is a fixed fee price and includes travel and disbursements.

This price is fixed in accordance with the agreed works identified in Phase 1.

Additional hours over and above 195 hours will be charged at an hourly rate of £40 per hour. These will be identified and agreed in advance.

Project Management Time will be invoiced to Bursledon Parish Council Clerk monthly.

Project 2 – Long Lane Pavilion

It is estimated that this project will require a Project Manager circa 1 day per week for the project duration which we have estimated at 22 months (825 hours). In addition, Senior Project Manager time to support this project has been calculated at an additional 26 hours.

The Project Management fee is for this is **£33,574**

This is a fixed fee price and includes travel and disbursements.

This price is fixed in accordance with the agreed works identified in Phase 1.

Additional hours over and above 22 months will be charged at an hourly rate of £40 per hour. These will be identified and agreed in advance.

Appendix 1

	Project Manager (Including provision for Contract Administrator/ Employer's Agent duties)	D&B (Single)	D&B (2 Stage)	Traditional
	General Services			
A	Provide the Services for all RIBA work stages unless instructed otherwise by Eastleigh Borough Council (EBC).	✓	✓	✓
B	Establish and maintain contract administration procedures, hierarchy of responsibility and the communication strategy.	✓	✓	✓
C	Co-operate at all times with the Principal Designer, in respect of the provision of information and Risk Assessments.	✓	✓	✓
D	In consultation with the EBC, prepare the Schedule of Services for all suppliers to be appointed by the EBC.	✓	✓	✓
E	Facilitate regular meetings in order to progress Design and Cost information, consult and liaise with the Lead Designer, Cost Manager and Principal Designer in the preparation of the Project Roles Table, Design Responsibility Matrix, Technology Strategy and Design Programme. Identify activities to be undertaken and responsibility for the activities in accordance with the Project Roles Table, Design Responsibility Matrix, Technology Strategy and Design Programme. Undertake and take responsibility for actions to be completed by the Project Lead.	✓	✓	✓
F	Consult and liaise with other suppliers on the Project Team to ensure that the Services provided by the Supplier are fully coordinated with the services provided by those suppliers and in accordance with the Schedule of Services for each, the Project Roles Table, the Design Responsibility Matrix and the Technology Strategy.	✓	✓	✓
G	Where there is duplication between the Services provided by the Supplier and the Services of another supplier(s), the Supplier shall resolve the service duplication by agreement with the supplier(s) concerned. The Supplier shall confirm the actions agreed in writing with the supplier(s) and copy to EBC.	✓	✓	✓
H	Manage, co-ordinate and participate in the operation of an Early Warning System whereby the Supplier shall notify EBC and other suppliers as soon as the Supplier is aware of a matter adversely affecting the Project or its own performance.	✓	✓	✓
I	Organise workshops and exercises and manage contributions of other suppliers to carry out value engineering, value management, environmental performance improvement initiatives and risk management. Provide recommendations for EBC approval based on the results of these exercises to deliver the best overall value for money.	✓	✓	✓

J	Organise meetings with the EBC, Project Lead, Lead Designer, other suppliers, and the Contractor, as necessary.	✓	✓	✓
K	In conjunction with the other suppliers, and subject to the specific duties pursuant to each respective Call Off Agreement and/or Project Contract, make all necessary arrangements with planning, local and other statutory bodies to enable the Project to proceed to completion and handover. Arrange for, co-ordinate and pursue all necessary applications required in connection with relevant statutory or regulatory bodies, highway authorities and (if applicable) river and waterway authorities.	✓	✓	✓
L	Assist with the submission of documentation to landlords and/or funding bodies and/or any third parties who have an interest in the Project.	✓	✓	✓
M	Establish and maintain project management procedures, hierarchy of responsibility, the Communication Strategy, and the exchange of information, both informally and formally, at Information Exchanges.	✓	✓	✓
N	Manage the Change Control Procedures and monitor Design and Cost Information development against the Site Information, Project Information, Project Budget, Design Programme, Project Programme, and the risk register. Ensure that any difficulties are rectified, and the approved Project Budget and Project Programme are not adversely impacted.	✓	✓	✓
O	Work closely with the EBC, other suppliers and all stakeholders to foster a partnering culture. The culture will embody the principles of mutual trust and co-operation with an overall aim of delivering a successful Project to the Project Brief, Project Budget and the Project Programme.	✓	✓	✓
0.0	RIBA Stage 0 - Strategic Definition			
0.1	Discuss options with EBC for the assembly of the Project Team and assist EBC to assemble and appoint the Project Team.	✓	✓	✓
0.2	Collate comments and facilitate workshops to discuss the Business Case and to develop the Strategic Brief for the Project.	✓	✓	✓
0.3	Review findings from previous project evaluations from relevant projects to inform the approach to the Strategic Definition for the Project.	✓	✓	✓
0.4	Establish the Project Brief, the Initial Project Budget, and the Project Programme.	✓	✓	✓
0.5	Draft the Project Execution Plan.	✓	✓	✓
1.0	RIBA Stage 1 - Preparation and Brief			
1.1	Develop the Initial Project Brief. The Initial Project Brief shall include Project Objectives, Quality Objectives, Project Outcomes, environmental performance/Sustainability Aspirations, EBC Business Case, Project Budget and Project Programme and all other parameters, risks and/or constraints.	✓	✓	✓
1.2	Review Site Information and Project Information and collate comments from and facilitate workshops to develop the Initial Project Brief.	✓	✓	✓

1.3	In consultation with the Project Team and EBC, agree the procurement route and the standard form of Building Contract.	✓	✓	✓
1.4	Prepare the Project Roles Table and Contractual Tree and continue to assist EBC to assemble and appoint Project Team members.	✓	✓	✓
1.5	Agree with the Lead Designer the Design Responsibility Matrix, Information Exchange, and Technology Strategy, all prepared by the Lead Designer.	✓	✓	✓
1.6	Prepare option appraisals that meet the Initial Project Brief.	✓	✓	✓
1.7	Prepare the Feasibility Study for EBC preferred option(s).	✓	✓	✓
1.8	Review and update the Project Budget and Project Programme.	✓	✓	✓
1.9	Prepare the Handover Strategy, commence Risk Assessments in preparation for the Concept Design stage and develop the Project Execution Plan.	✓	✓	✓
1.10	Monitor and review progress and performance of the Project Team.	✓	✓	✓
1.11	Select one or more specialists, where appropriate and legally compliant, to provide input into option appraisals and/or the Feasibility Study in consultation with EBC and the Project Team.	✓	✓	✓
2.0	RIBA Stage 2 - Concept Design			
2.1	Lead the agreement of the detailed content of the Contract documentation (for pre-construction activities).		✓	
2.2	Finalise the Contract documentation (for pre-construction activities).		✓	
2.3	Monitor preparation and progress of the Concept Design and preliminary Cost Information. Ensure all the foregoing are in accordance with the Initial Project Brief, Design Responsibility Matrix, Information Exchanges, and the Design Programme. Prepare Project Strategies.	✓	✓	✓
2.4	Review Site Information, Project Information and collate and agree changes to the Initial Project Brief and prepare and issue the Final Project Brief.	✓	✓	✓
2.5	Develop the Sustainability Strategy and the Maintenance and Operational Strategy.	✓	✓	✓
2.6	Review and develop the Handover Strategy and Risk Assessments.	✓	✓	✓
2.7	Prepare the initial Construction Strategy and develop the Health and Safety Strategy.	✓	✓	✓
2.8	Review and update the Project Execution Plan.	✓	✓	✓
2.9	Review and update the Project Programme and the Project Budget.	✓	✓	✓
2.10	Agree with the Lead Designer the Design Responsibility Matrix, Information Exchange, and Technology Strategy, all prepared by the Lead Designer. Agree the preliminary Cost Information, prepared by the Cost Manager.	✓	✓	✓
2.11	Select and prepare a list of tenderers with the EBC.		✓	✓
2.12	Collate information from the Project Team and assemble the Employer's Requirements.		✓	✓
2.13	Collate and issue the Tender documentation.		✓	✓

2.14	Lead the assessment of the Tenders and prepare the Tender report. The assessment should include the review and evaluation of the alignment of the design and specification, pricing and cash-flow, health and safety information, programmes, and method statements in each of the Contractor's Proposals with the Employer's Requirements set out in the Tender documentation and the further review and evaluation of responses to any clarifications from the tenderers. The Supplier shall lead the evaluation and review of the programmes and method statements.		✓	✓
2.15	Agree the detailed content and finalisation of the contract documentation (for pre-construction activities).		✓	✓
2.16	Verify that the Contractor has all required insurances, collateral warranties, bonds in place.		✓	✓
2.17	Monitor and review progress and performance of the Project Team.	✓	✓	✓
3.0	RIBA Stage 3 - Developed Design			
3.1	Review Project Information and monitor preparation and progress of the Developed Design and Cost Information and that it is in accordance with the Design Programme.	✓		✓
3.2	Lead the agreement of the detailed content of the Contract documentation (for pre-construction activities).	✓		
3.3	Finalise the Contract documentation (for pre-construction activities).	✓		
3.4	Review and update the Sustainability Strategy and the Maintenance and Operational Strategy.	✓	✓	✓
3.5	Review and update the Handover Strategy and Risk Assessments.	✓	✓	✓
3.6	Review and update the Construction Strategy and Health and Safety Strategy.	✓		✓
3.7	Review and update the Project Execution Plan.	✓	✓	✓
3.8	Review and update the Project Programme and the Project Budget.	✓	✓	✓
3.9	Agree with the Lead Designer the Design Responsibility Matrix, Information Exchange, and Technology Strategy, all prepared by the Lead Designer. Agree the preliminary Cost Information, prepared by the Cost Manager.	✓	✓	✓
3.10	Manage the Change Control Procedures.	✓	✓	✓
3.11	Select and prepare a list of tenderers with EBC.	✓		
3.12	Collate information from the Project Team and assemble the Employer's Requirements.	✓		
3.13	Collate and issue the Tender documentation.	✓		

3.14	Lead the assessment of the Tenders and prepare the Tender report. The assessment should include the review and evaluation of the alignment of the design and specification, pricing and cash-flow, health and safety information, programmes, and method statements in each of the Contractor's Proposals with the Employer's Requirements set out in the Tender documentation, and the further review and evaluation of responses to any clarifications from the tenderers. The Supplier shall lead the evaluation and review of the programmes and method statements.	✓		
3.15	Agree the detailed content and assist with the finalisation of the contract documentation (for pre-construction activities).	✓		
3.16	Verify that the Contractor has all required insurances, collateral warranties, bonds in place.	✓		
3.17	Lead the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes, and method statements to ensure alignment with the contract documentation (for pre-construction activities), and the further review and evaluation of responses to any clarifications from the tenderer. The Supplier shall lead the evaluation and review of the programmes and method statements.		✓	
3.18	Monitor and review progress and performance of the Project Team.	✓	✓	✓
4.0	RIBA Stage 4 - Technical Design			
4.1	Review Project Information and monitor that Technical Design is developed in accordance with the Design Responsibility Matrix, Project Strategies and the Design Programme.			✓
4.2	Lead the agreement of the detailed content of the Contract documentation (for pre-construction activities).			✓
4.3	Finalise the Contract documentation (for pre-construction activities).			✓
4.4	Review and update the Sustainability Strategy and the Maintenance and Operational Strategy.	✓	✓	✓
4.5	Review and update the Handover Strategy and Risk Assessments.	✓	✓	✓
4.6	Review and update the Construction Strategy and the Health and Safety Strategy.	✓		✓
4.7	Review and update the Project Execution Plan.	✓	✓	✓
4.8	Review and update the Project Programme and the Project Budget.	✓	✓	✓
4.9	Agree with the Lead Designer the Design Responsibility Matrix, Information Exchange, and Technology Strategy, all prepared by the Lead Designer. Agree the preliminary Cost Information, prepared by the Cost Manager.	✓	✓	✓
4.10	Review and update the Project Strategies .	✓	✓	✓
4.11	Manage the Change Control Procedures.	✓	✓	✓
4.12	Select and prepare a list of tenderers with EBC.			✓
4.13	Collate and issue the Tender documentation.			✓

4.14	Lead the assessment of the Tenders and prepare the Tender report. The assessment should include the review and evaluation of the alignment of the design and specification, pricing and cash-flow, health and safety information, programmes, and method statements in each of the Contractor's Proposals with the Employer's Requirements set out in the Tender documentation, and the further review and evaluation of responses to any clarifications from the tenderers. The Supplier shall lead the evaluation and review of the programmes and method statements.			✓
4.15	Agree the detailed content and assist with the finalisation of the contract documentation.	✓	✓	✓
4.16	Verify that the Contractor has all required insurances, collateral warranties, bonds in place.	✓	✓	✓
4.17	Lead the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes, and method statements to ensure alignment with the contract documentation (for pre-construction activities) and the further review and evaluation of responses to any clarifications from the tenderer. The Supplier shall lead the evaluation and review of the programmes and method statements.	✓	✓	
4.18	Monitor and review progress and performance of the Project Team.	✓	✓	✓
5.0	RIBA Stage 5 - Construction			
5.1	Manage the review of construction standards to verify conformance with the contract documentation, Health and Safety strategies, Design Programme and Construction Programme and that all site queries are resolved in accordance with the foregoing.	✓	✓	✓
5.2	Manage the review of the development of the design to verify conformance with the with the contract documentation, Health and Safety strategies, Design Programme and Construction Programme and that all design queries are resolved in accordance with the foregoing.	✓	✓	✓
5.3	Administer the Contract, in accordance with the terms therein.	✓	✓	✓
5.4	Manage the Change Control Procedures.	✓	✓	✓
5.5	Visit the site as appropriate to inspect the progress of the Project and the quality of materials, goods, equipment, and workmanship, in consultation with the Project Team, to ascertain compliance with the Contract documentation, Design Programme, Construction Programme and Project Budget.	✓	✓	✓
5.6	Co-ordinate site inspections by other suppliers.	✓	✓	✓
5.7	Monitor and record the activities, labour levels, productivity, plant and equipment deployed and use thereof of the Contractor and its supply chain and the effect of any matters that are, or may be, affecting the foregoing.	✓	✓	✓
5.8	Monitor the submission and approval of designs, specifications testing and commissioning by the Contractor and its supply chain.	✓	✓	✓

5.9	Co-ordinate, arrange and chair meetings on site, as may be necessary, with the Project Team to establish progress of the Project and compliance of the Project, in accordance with the Contract documentation and all relevant Programmes and Budgets.	✓	✓	✓
5.10	Provide monthly progress reports to EBC in respect of the above and provide early warning of any decisions by EBC, which may be required in the following eight weeks.	✓	✓	✓
5.11	Provide opinion, instructions, and certifications for the proper execution of the Project in accordance with the building Contract.	✓	✓	✓
5.12	Check, agree and approve as appropriate the expenditure of provisional sums and the Contractor's applications for interim payment.	✓	✓	✓
5.13	In collaboration with the other suppliers, assess any compensation events/ financial claims/ applications for extension of the completion date and the effects on the programme of any proposed variations, and monitor the cost and programme effects of any variations for which instructions are issued to the Contractor.	✓	✓	✓
5.14	In co-operation with the other members of the project team concerned, evaluate claims, and make recommendations.	✓	✓	✓
5.15	Review and update the Sustainability Strategy and the Maintenance and Operational Strategy.	✓	✓	✓
5.16	Manage the implementation of the Handover Strategy.	✓	✓	✓
5.17	Review and update the Construction Strategy and the Health and Safety Strategy.	✓	✓	✓
5.18	Review and update the Project Programme and the Project Budget.	✓	✓	✓
5.19	Monitor the compilation of the As Constructed Information is provided in accordance with the Construction Programme.	✓	✓	✓
5.20	Agree with the Lead Designer the Information Exchange, prepared by the Lead Designer.	✓	✓	✓
5.21	Manage the review of proposals for the testing, setting to operation and commissioning and the witnessing of all testing and commissioning and that all testing and commissioning records are present and accurate and reflect the required performance.	✓	✓	✓
5.22	Prepare a planned maintenance programme for the Project, post-handover, and provide recommendations for the procurement of the planned maintenance.	✓	✓	✓
5.23	Lead the assessment of the submission from the selected tenderer of designs and specifications, pricing information and cash-flows, health and safety information, programmes, and method statements to ensure alignment with the contract documentation and the further review and evaluation of responses to any clarifications from the tenderers. The Supplier shall lead the evaluation and review of the programmes and method statements.	✓	✓	✓

5.24	Monitor and review progress and performance of Project Team.	✓	✓	✓
6.0	RIBA Stage 6 - Handover & Close-Out			
6.1	Manage the handover of the building in accordance with the Handover Strategy.	✓	✓	✓
6.2	At practical completion, co-ordinate handover and see that all appropriate commissioning inspections and tests are made.	✓	✓	✓
6.3	Organise, attend the site and record all matters relating to handover of the Project, and each and any section and part thereof, in accordance with the Handover Strategy, in accordance with the building contract including:- Arranging and co-ordinating pre-handover inspections by other suppliers, and carrying out handover inspections and reporting to the parties to the building contract in writing, as to defects requiring rectification before handover; Carrying out further handover inspections as required and certifying to EBC in writing as soon as the Project, and/or each and any section and part thereof, has reached completion and is ready for handover.	✓	✓	✓
6.4	Advise on the resolution of defects.	✓	✓	✓
6.5	Oversee the commissioning of mechanical and electrical services and compilation of commissioning and test records and test certificates.	✓	✓	✓
6.6	Oversee the compilation of the handover document, in accordance with the Handover Strategy including 'As Constructed' Information.	✓	✓	✓
6.7	Issuing the final statement, or equivalent, on conclusion of the agreement of the final account, or equivalent, and the rectification of all defects, in accordance with the building contract.	✓	✓	✓
6.8	Conclude administration of the Building Contract.	✓	✓	✓
6.9	Manage the update of the Project Information.	✓	✓	✓
6.1	Manage the update of the 'As Constructed' Information.	✓	✓	✓
6.1	Monitor and review progress and performance of Project Team.	✓	✓	✓
7.0	RIBA Stage 7 - In-Use			
7.1	Manage and undertake the completion of the tasks in the Handover Strategy.	✓	✓	✓
7.2	Manage and prepare the Post Occupancy Evaluation.	✓	✓	✓
7.3	Manage the update of 'As Constructed' information in accordance with EBC Feedback.	✓	✓	✓
7.4	Manage the update of Project Information in response to ongoing EBC Feedback.	✓	✓	✓
7.5	Manage the post completion defect rectification process with the other project team members in accordance with GSL requirements.	✓	✓	✓
7.6	Manage the post completion monitoring process with the other project team members, in accordance with GSL requirements.	✓	✓	✓

7.7	Manage and prepare the review of Project Performance and Project Outcomes, and the outcome of any research and development aspects.	✓	✓	✓
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