

Appointment of Councillors to Committees and Working Groups

Report of the Roland Potter (Parish Clerk)

16 May 2023

1. Purpose of the Report

The purpose of this report is to:

- Agree the structure of committees and working groups for 2023/24.
- To appoint members to the committees and working groups.

Supporting Information

2. Council Committee Structure

The Council are requested to approve the below amended structure for the management and membership of Council committees and working groups as set out below:

- Full Council – Membership All Councillors
- Staffing & Code of Conduct Committee – Four Councillors
- Planning & Highways Working Group – Five Councillors (to meet virtually)
- Finance and Assets Working Group – Four Councillors (to meet virtually)
- Service Working Group -Four Councillors (to meet virtually)

The Finance and Asset Working Group will also be responsible for the monitoring of all major projects.

The Service Working Group will now be responsible for the monitoring of the library service.

Working Groups do not have any delegated powers and will work with Council staff and report to Full Council.

3. Policy & Legal Issues

The Staffing and Code of Conduct Committee is the only committee with delegated powers.

Working Groups do not have any delegated powers and will work with Council staff and report to Full Council.

4. Financial Implications

There are no financial implications.

5. Crime and Disorder Implications

There are no crime and Disorder implications associated with this report.

6. Equal Opportunities Implications

There are no Equal Opportunities Issues in this report.

7. Environmental & Climate Change Implications

There are no issues.

8. Risk Assessment

The risk issues are identified in the report.

9. General Data Protection Regulations

There are no implications for the General Data Protection Act in this report.

10. Recommendations

- **To approve the structure of committees and working groups.**
- **To appoint councillors to committees and working groups.**

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 2023/24.

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.**

Calendar of Meetings 2023/24

Type of meeting	Date of meeting
Full Council	Wednesday 17 May 2023
Staffing Committee	Monday 12 June 2023
Planning & Highways Working Group	Wednesday 14 June 2023
Full Council	Wednesday 28 June 2023
Planning & Highways Working Group	Wednesday 12 July 2023
Full Council	Wednesday 26 July 2023
Planning & Highways Working Group	Wednesday 9 August 2023
Planning & Highways Working Group	Wednesday 13 September 2023
Staffing Committee	Monday 18 September 2023
Full Council	Wednesday 27 September 2023
Planning & Highways Working Group	Wednesday 11 October 2023
Full Council	Wednesday 25 October 2023
Planning & Highways Working Group	Wednesday 8 November 2023
Full Council	Wednesday 29 November 2023
Staffing Committee	Monday 5 December 2023
Planning & Highways Working Group	Wednesday 13 December 2023
Planning & Highways Working Group	Wednesday 10 January 2024
Full Council	Wednesday 31 January 2024
Planning & Highways Working Group	Wednesday 14 February 2024
Full Council	Wednesday 28 February 2024
Staffing Committee	Monday 4 March 2024
Planning & Highways Working Group	Wednesday 13 March 2024
Annual Meeting of Electors	Wednesday 20 March 2024
Full Council	Wednesday 27 March 2024
Planning & Highways Working Group	Wednesday 10 April 2024

Planning & Highways Working Group	Wednesday 8 May 2024
Full Council	Wednesday 29 May 2024

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)**

Bursledon Parish Council

Agenda Item 12

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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 Council's Internal control procedures.
- 2.2 To manage, monitor and review the Council's 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 approve 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.



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Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

23 April 2023

The Parish Clerk

Bursledon Parish Council

Lowford Centre,

Portsmouth Road,

Bursledon.

Southampton.

SO31 8ES

Dear Roland

**Final Internal Audit Review:
Bursledon Parish Council – covering March 2023 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 2022-23 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)' 2022
- The Accounts and Audit (England) Regulations 2015 (as amended).

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This is the final audit in 2022/2023 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 2022/2023.

The Clerk has provided access to the AdvantEdge system to check the information for the period March 2023 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 2022/2023. 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 2023 was re-performed and no errors were noted.

Income and Expenditure including, VAT reimbursements

- all income and expenditure items as at 31 March 2023 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 2023.

Asset Register

- The Asset Register at 31 March 2022 was reviewed and additions for 2022/23 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 2021/22 and 2022/23 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 2022/2023 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.

May 16, 2023

Page 3

- 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.
(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 Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
 - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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 2023 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 2022/23

BURSLEDON PARISH COUNCIL

WWW.BURSLEDON-PC.GOV.UK

During the financial year ended 31 March 2023, 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 2022/23 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.			VAT note filed
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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

30/10/22 08/08/23 20/04/23

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

Date 20/04/23

*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 2022/23

We acknowledge as the members of:

E Bursledon Parish Council Y

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 2023, 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:

DD/MM/YYYY

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 2022/23 for

Bursledon Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	227,782	243,754	<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	199,849	219,425	<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	28,427	31,877	<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	111,158	140,357	<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	101,146	96,296	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	243,754	258,403	<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	245,410	255,994	<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	572,052	572,052	<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>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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

DD/MM/YYYY

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

DD/MM/YYYY

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 2022/23

In respect of

Bursledon Parish Council

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 2023; 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 2022/23

(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 2022/23

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 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Lionheart Way Renovation Project – Contract for Works

Report of the Roland Potter (Parish Clerk)

Summary of Key Issues

- To note the Project Managers Report
- To note the proposed completion date is late Summer early Autumn,
- To agree to set aside Standing Orders and Financial Regulations to allow for one quote from Stonebury Ltd, due to the lack of companies quoting.
- To agree to not tender due to the need to have the works completed.

Current Position

The attached report from the project manager sets out the current position with the project.

The report outlines the difficulties with obtaining contractors to undertake the work.

The Council would normally obtain three quotes or go out to tender depending on the value of the contract. However due to the difficulty in finding willing contractors and that the tendering process would possibly move this project in to 2024/25, The Council are requested to consider setting aside financial regulations and standing orders to accept one quote (if acceptable) from one contractor.

Legal and Policy Implications

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

Financial Implications

There are no financial implications currently associated with this report.

Recommendations

- **To note the project managers report.**
- **To set aside Standing Orders and Financial Regulations to accept one quote.**
- **To delegate the acceptance of a satisfactory quote to the Parish Clerk and The Chair and Vice Chair of the Council.**

**Lionheart Way – Surface Water Erosion & Restoration Project –
Update & Tender Options May 2023.****Background**

Bursledon Parish Council required specialist project management assistance to commence delivery of 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
- Utility review and plotting
- Review of Tesco Bursledon planning obligations regarding water run off
- Revised cost report
- Topographical survey
- Options for slowing water runoff
- Procurement
- Implementation

Stage 1

After an initial scoping exercise, it was established the most economical way forward was to split the project into two stages. Stage 1 first established the current flows from the outflow pipe at the head wall (Tesco End) are extremely powerful in peak rain events, this has caused, over time, the destruction of the current defences and the severe erosion seen through sections of Lionheart Way ecology park. There was also lots of vegetation & fallen tree's blocking the path of the water which was exasperating the erosion plus also covering lots of the culvert stopping us making an informed view on the best remedy for resolution.

In December 2022, Stonbury were contracted to instal a metal 'flap' valve over the head wall outflow pipe, this does not reduce the flow in anyway, but does greatly reduce the force of the water to a manageable power. They also completed clearance of the fallen trees and excess vegetation, cleared the channel through the length of the park & rebuilt (temporarily) some of the erosion defences.

Stage 1 was successfully completed in December 22.

Stage 2

Stage 2 started in April 2023, the above noted works have allowed a much better picture of the eroded areas to emerge, plus have proven the metal 'flap' valve to work as per design, by reducing the power of the water, but not impeding its flow from Tesco.

Stage 2 seeks to design & install a long-term solution to the flow of water causing erosion to Lionheart Way ecology park. Initial work has shown there is a sensible solution possible, but further work to develop this idea now needs to be undertaken.

This will include some trees in the lower section that ideally need to be removed due to their dangerous undermining from erosion, a tree report is due to be undertaken shortly to explore the risks these tree's present, and whether an application to remove them is recommended.

Procurement

To instigate the Stage 2 plan, we must procure the proposed restoration proposal, it has proven very difficult to find a Contractor who has the required expertise & availability to undertake these works. Due to the proposed value of the contract being greater than £10k 3 quotes would usually need to be provided to prove best value, however after extensive research only one Contractor has ever engaged with us. I list below the Contractors/Designers approached & their response.

Contractor:	Response:
Aquascience	Undertook the initial design work in 2017, in 2022 we approached but they had too much work on to undertake any further work on this Project. We approached again in early 2023 but they were still too busy to undertake.
Stonbury	Only Contractor to date to take an interest and visit the site, they undertook the Stage 1 works for fair value and great competence. Currently quoting for the Stage 2 works.
Trant	Project too small for them to consider.
Urban Water	Responded, initial offer was £5.5k just to update the Aquascience report. This is exorbitant and not pursued.
CSC Services	Current workload prevented them quoting for this project.
Tetra Tech	Did not return a response.
Mackley	Did not return a response.
JTS Contracting	Did not return a response.
ECL Civils	Did not return a response.

Conclusion & Recommendation

It is recommended that we put in place the necessary measures to proceed with less than 3 quotes for project values of over £10k as expected for this Stage 2 element. Subject to a sense check with a quantity surveyor, we will if attractive, proceed with Stonbury as the only current Contractor willing & able to submit a contract sum.

Dominic Mackrill
Corporate Project manager (Eastleigh Borough Council)
10th May 2023

Schedule of Direct Debits

Company	Product	Frequency	Payment
BDCA	Rent	Monthly	£425.00
Business Stream,	Water	Quarterly	variable
B S RA 27191481 03	Water	Quarterly	Variable
B S RA 27852022	Water	Quarterly	Variable
B S RA 27840875	Water	Monthly	Variable
BPS Re Brighter Bills	Library Wi fi	Monthly	Variable
DVLA	Road Tax	Monthly	£25.37
DVLA		Annual	£290
EASTLEIGH B.C 018938	Bin Emptying	Monthly	£16.03
EE Limited	Mobile Phones	Monthly	Variable
Sage Global	Payroll Software	Monthly	14.40
INFORMATION COMMIS	GDPR	Annual	35.00
MAINSTREAM DIGITAL	Phone System Office	Monthly	Variable
S O S SYSTEMS LTD SOS	Photocopier	Monthly	Variable
SOUTHERN ELECTRIC 060640540 17 Apr 2023	Electricity Pavilion	Quarterly	Variable
SSE ENERGY SUPPLY 718358051	Electricity KGV Pavilion	Quarterly	Variable
SSE GAS 100359051	Gas KGV Pavilion	Quarterly	Variable
WL IT FUELGENIE	Fuel Card	Monthly	Variable

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3186	FPS230420 BaileySolut	£1,478.88	365/3	18/04/23	Bailey Solutions Ltd - Simple Little Library System Sharing package 10 admin users annual subscription 25 May 23 to 24 May 24. Additional 10 admin users x2 . Additional 1000 records and hosted support.	Inv 7003
		£1,478.88	Bailey Solutions Ltd - Total			
3205	FPS230420 BDCARent	£2,100.00	201	18/04/23	Bursledon and District Community Association - Rent	
		£2,100.00	Bursledon and District Community Association - Total			
3189	FPS230420 EdgeITsys	£2,038.29	213/4/2	12/04/23	EDGE IT Systems Ltd - Microsoft Office licence including Conferencing and Saas protection	36852
		£2,038.29	EDGE IT Systems Ltd - Total			
3174	FPS230420 Equestrian	£169.85	552/2/2	17/03/23	Equestrian Fencing and Timber Ltd - Fencing for cemetery	131638
		£169.85	Equestrian Fencing and Timber Ltd - Total			
3164	FPS230420 HelpinhHand	£624.81		27/03/23	Helping Hand Enviromental - 10 adult hiviz jackets, 5 childrens hiviz jackets and 2 x group litter picking packs.	CD970038777
1		£539.98	419		Litterpicking volunteer group kits x 2	
2		£59.88	419		10 x adult hiviz vests	
3		£24.95	419		Childrens hiviz vests x 5	
		£624.81	Helping Hand Enviromental - Total			
3203	FPS230420 HMRC			20/04/23	HMRC - April Payroll	
5		£294.73	225/3		NIC ER'S Office	
6		£506.10	408/3		NIC ER'S Grounds	
		£2,380.04	HMRC - Total			
3190	FPS230420 ICCM	£95.00	552/1/2	01/04/23	Institute of Cemetery and Crematorium Management - Annual Subscription	4621/2023/24
		£95.00	Institute of Cemetery and Crematorium Management - Total			
3188	FPS230422 RPExp	£59.17		18/04/23	R Potter - Expenses	
1		£16.64	213/4/2		Adobe Acrobat Monthley subscription	
2		£22.99	213/2		Mouse for lap top from Argos	
3		£19.54	400/1		Laptop Case ffor Groundstaff 0 Amazon	
3162	FPS230420 Screwfix	£15.99	403/3	22/03/23	Screwfix Direct Ltd - Cutting Dsics pack of 10 replacement consumables	1357476671

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3187	FPS230420 Screwfix	£58.94		13/04/23	Screwfix Direct Ltd -	1365145794
1		£31.97	430/4		Padlocks for gates	
2		£17.98	420/6/2		White Line marking	
3		£8.99	419		Bungee Cord	
3192	FPS230420 Screwfix	£26.72	450/6/1/1	03/04/23	Screwfix Direct Ltd - Materials for re marking Lines in Great Down Car Park	1362291447
		£101.65	Screwfix Direct Ltd - Total			
3191	FPS230420 VisionICT	£283.80	217/2	06/04/23	Visionict - 103, Website hosting and support for June 2023 to May 2024	16326
3193	FPS230420 VisionICT	£90.00	217/2	03/05/23	Visionict - Training for S Hannen on web site design	16305
		£373.80	Visionict - Total			
		£11,559.83	Confidential			
Total		£19,402.11				

Signature

Signature

Date