



Fair Oak and Horton Heath Parish Council
2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL
Telephone: 023 8069 2403
Email: enquiries@fairoak-pc.gov.uk

SUMMONS

Dear Member

15 May 2018

You are hereby summoned to attend a meeting of the ANNUAL GENERAL MEETING at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 21 May 2018 at 7.30 p.m.** *or at the conclusion of the public participation period.

Melanie Stephens

Melanie Stephens
Parish Clerk

PUBLIC PARTICIPATION: *If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Council on issues relevant to the business of the Parish Council.

AGENDA

1 APOLOGIES

To note apologies for absence.

2 ELECTION OF CHAIRPERSON

To elect a Chairperson and receive the declaration of acceptance of office.

3 ELECTION OF VICE-CHAIRPERSON

To elect a Vice-Chairperson and receive the declaration of acceptance of office.

4 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

5 COOPTION OF PARISH COUNCILLORS (Page 1)

To consider any applications received for the two vacancies and confirm appointments to the Parish Council.

6 MINUTES OF MEETINGS (Pages 2 -8)

- a) To approve the minutes of the Full Council meeting held on 16 April 2018; and
- b) To approve the minutes of the Leisure Committee held on 14 May 2018.

7 MEMBERSHIP OF COMMITTEES (Pages 9 – 12)

- a) To appoint Members to Committees; and
- b) To consider appointing a Planning & Highways Committee

8 MEETING DATES (Page 13)

To agree the meeting dates for 2018/19 for Council and Committees.

9 STANDING ORDERS (Pages 14 – 40)

To agree changes and adopt Standing Orders.

10 MEMBERS' INTEREST FORMS

To review Members' interest forms and make any changes if necessary.

11 REPRESENTATIVES TO OUTSIDE BODIES 2018/19 (Page 41)

To review the current list of outside bodies and appoint representatives for 2018/9.

12 REPORT OF THE RESPONSIBLE FINANCE OFFICER (RFO) (Pages 42 – 48)

To receive and approve the report of the RFO and note cheque signing and BACS payments.

13 WOODLAND COMMUNITY CENTRE - BUDGET REQUESTS (Pages 49 – 56)

- a) To agree to the virement of £39,000 from ear marked reserves to the main budget for the furnishing of the Woodland Community Centre; and
- b) To select a supplier and approve the budget allocation for the furnishing of the Centre.

14 ANNUAL GOVERNANCE RETURN 2017/18 (Pages 57 – 62)

To approve the Annual Governance & Accountability Return 2017/18.

15 FINAL ACCOUNTS 2018 (Pages 63 - 88)

To approve the final accounts for the year ending March 2018, to note the internal auditor's comments and complete the annual return.

16 COMMUNITY GOVERNANCE REVIEW (Pages 89 – 92)

To consider the proposed change and response as part of the 2nd stage of the consultation

17 WYVERN CAMPUS

To receive an update from the Chairman.

18 CORRESPONDENCE (Pages 93 – 95)

To note the attached correspondence.

19 POWERS FOR DEALING WITH UNAUTHORISED DEVELOPMENT AND ENCAMPMENTS (Page 96 – 131)

To consider the Government's Consultation Document agree a response.

To:

Councillors

P Barrett
C Bird
N Couldrey
Mrs H Douglas
J Goss
Mrs D Lusmore
H McGuinness

Councillors

T Mignot
J Noel
R Rushton
D Scott
Mrs M Shephard
J Sorley
P Spearey

Officers

C Burchett
Mrs J Cahill
Mrs L Greenslade
Ms M Stephens

Curriculum Vitae
Nicholas James Couldrey

Application for position of Parish Councillor

Summary

A retired lawyer

Resided in the Parish for 30 years

Currently serving as a Borough Councillor for Fair Oak and Horton Heath, have existing community links

Why I wish to become a Parish Councillor

Since becoming a Borough Councillor, I have discovered that the Parish Council is much more important in the community than I had thought. The Parish and the Borough Council need to enhance their partnership working links, as the activity of each organisation has ramifications on the other.

It has become clear that, to do a good job as a Borough Councillor, I need a thorough understanding of what is going on in the Parish. Moreover, knowledge of what is proposed by the Borough Council may be helpful in deciding questions facing the Parish Council, to the benefit of Fair Oak and Horton Heath parishioners and the future sustainability of the Parish Council.



**Minutes of the Full Council meeting
held on Monday 16 April 2018 at 7.30 pm
at 2 Knowle Park Lane, Fair Oak**

Councillors Present: Mr P Barrett, Mrs H Douglas (Chairman), Mr H McGuinness, Mr J Noel, Mr D Scott, Mrs M Shephard, Mr J Sorley, Mr P Spearey (Vice-Chairman).

Apologies: Cllrs Mr C Bird, Mr J Goss, Mrs D Lusmore & Mr T Mignot

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk, Mrs J Cahill, Responsible Finance Officer, Mrs C Giles, Admin Assistant & Ms C Gosling.

Mrs Douglas led a tribute to former Councillor Andrew Cossey.

PUBLIC SESSION

PC Reason introduced himself as the full time Police Officer and member of the Neighbourhood team covering Bishopstoke, Fair Oak and Horton Heath. He spoke of his experience within the Police and how it would help with his role within the community.

1 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

None received.

2 MINUTES OF FULL COUNCIL

RESOLVED:

That the minutes of the Full Council meeting held on 19 February 2018, be signed by the Chairman as a correct record.

3 MINUTES OF FINANCE COMMITTEE

RESOLVED:

That the minutes of the Finance Committee meeting held on 4 March 2018, be signed by the Chairman as a correct record.

4 MINUTES OF POLICY COMMITTEE

RESOLVED:

That the minutes of the Policy Committee meeting held on 19 March 2018, be signed by the Chairman as a correct record.

5 CORRESPONDENCE

Members noted correspondence as circulated. The Clerk highlighted the following: -

- a) A local landowner had approached the Council regarding the maintenance of the boundary fence adjacent to Knowle Hill. This matter would be discussed at the Leisure Committee on 14 May 2018.

- b) The Rev Kat Mephram, St Thomas' Church had advised that the Church would be holding an event in celebration of the Royal Wedding and Pentecost in the Village Square. Members supported this event; and
- c) The National Joint Council and the Trade Unions had reached a national agreement for the pay award 2018 of 2%, effective 1 April 2018.

6 BOROUGH COUNCILLORS' REPORT

Cllr Scott reported that Eastleigh Borough Council at their Cabinet meeting, held on 12 April 2018, had approved the purchase of land at Mortimers Lane for future housing development.

In response to a query regarding progress on the Local Plan, Cllr Scott informed members that a working plan would be put out for consultation in June.

7 COUNTY COUNCILLOR'S REPORT

None received.

8 OUTSIDE BODIES

Cllr Spearey, as the Outside Body representative, reported on the activities of the Twynams Trust. He said the Trust were committed to maintaining the five cottages in the Square. In the last year, £70,000 had been spent on improvements to the cottages, which included new conservatories, windows, doors and boilers. The rent charged had been set in-line with other social housing. Mr Cossey, who had been Chairman of Tywnams, would be missed by the Trustees.

9 DRAFT ACCOUNTS AND FINANCIAL REPORT

Members considered the report of the Responsible Finance Officer (RFO) which included the year end accounts for 2018, the balance sheet accounts for March 2018, cheque signing and BACS payments.

The RFO responded to members' questions. Members were informed that the Auditor would complete the internal audit on Wednesday 18 May 2018.

RESOLVED:

- a) That the draft accounts for the year ending March 2018 be approved, for submission for the internal audit inspection; and
- b) That the balance sheet accounts for March 2018, cheque signing and BACS payments be noted.

10 LOCAL GOVERNMENT ETHICAL STANDARDS

Members considered the Committee on Standards in Public Life review of Local Government Standards. The National Association for Local Council (NALC) was seeking views from Town and Parish Council's on the review, by 27 April 2018.

Members queried the seven 'Nolan' Principles which set out the standards expected of elected members. The Clerk would circulate these to members as a reminder of their responsibilities. The Council's Code of Conduct would also be published on the Council's website.

Following discussion on a suggested response, it was: -

RESOLVED:

That the following comments be submitted to NALC: -

"The previous Model Code of Conduct provided more detailed definition and guidance as opposed to the simplified Code adopted in 2012. The Parish Council supports robust mechanisms in standards of conduct, to safeguard local democracy for Parish residents.

The Parish Council adopted a Code of Conduct in-line with the former national code. It supports the use of the Seven Principles of Public Life and agrees that the code covers an appropriate range of behaviours. All Parish Councillors elected in May 2015 received Code of Conduct training. Codes of Conduct should be standardised across all tiers of government, to provide consistency. This is especially important given that increasingly elected representatives are often 'dual halted'.

It could be argued that the scope and range of the sanctions for dealing with more serious breaches has been watered down compared to the previous regime. The investigation process followed by EBC is thorough, ensuring that decisions are evidenced base. To ensure a fair and proportionate decision is made, investigations can sometimes be lengthy, but rather that, than a rushed decision."

11 WOODLAND COMMUNITY CENTRE – REPLACEMENT FENCE

The Clerk outlined Rainbows Preschool's request to replace the fencing around the outside space at the Woodland Community Centre, to meet Ofsted requirements. They had offered to contribute £1000 towards this project.

Following discussion regarding the quote received for the replacement fence and the contribution from Rainbows Preschool; it was: -

RESOVLED:

That the works for the replacement of the fence be agreed in principle, subject to additional quotes being received and discussed for final agreement at the Leisure Committee on 14 May 2018.

12 LOCAL GOVERNMENT PENSION SCHEME (LGPS)

RESOLVED:

- a) That the transfer of pension rights of the Clerk, as an existing member of the LGPS scheme, be noted;
- b) That the Responsible Finance Officer and the Administration Assistant be admitted to the Hampshire Pensions Fund; and
- c) That the Hampshire Pensions Fund employer rate (for a Parish Council) of 16.9% of the employee(s) pensionable pay be noted.

13 THE WOODLAND COMMUNITY CENTRE

Members noted the documentation for the transfer of the Woodland Community Centre from Bloor Homes (the developer) to the Parish Council.

The Clerk reported that the bike store had been repeatedly vandalised and had become dangerous, therefore, the Ranger had laid it down. Eastleigh Borough Council had been informed and the Planning Officer had agreed to the alteration of the relevant planning condition, to allow the bike store to be converted to a bike rack.

14 CLERK'S NOTE

The Clerk advised that no applications had been received for the Co-option of a councillor. As such, applications would be invited after the closing date of the current vacancy.

This was all the business and the meeting closed at 8.45 pm.

Signed Chairman



**Minutes of the Leisure and Properties Committee Meeting
held on Monday 14 May 2018 at 6.30 pm
at 2 Knowle Park Lane, Fair Oak**

Councillors Present: Mr C Bird (Vice Chairman), Mr J Goss, Mr H McGuinness, Mr J Noel, Mrs M Shephard (from item 5) and Mr J Sorley

Other Councillors present: Mrs H Douglas

Apologies: Mrs D Lusmore

In Attendance: Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk and Mr C Burchett, Ranger.

PUBLIC SESSION

No members of the public were present.

1 DECLARATIONS OF INTEREST

None received.

2 MINUTES

RESOLVED:

That the minutes of the Leisure & Properties Committee meeting held on 12 February 2018, be signed by the Chairman as a correct record.

MATTERS ARISING

49 – Allotment Update

The Deputy Clerk advised that the tenant of plot 6 at Campbell Way had surrendered their allotment.

3 FENCE AT RAINBOW PRE-SCHOOL

Members discussed the budget request for the fence surrounding Rainbow Pre-School, at the Woodland Community Centre (as agreed in principle by the Full Council on 16 April 2018).

Quotes received were:-

- £2400 – All Aspects
- £2999 – S W Marchant
- £4925 – SCF

RESOLVED:

- a) That the budget request for fencing surrounding the Pre-School be approved;
and

- b) That All Aspects be appointed as contractor at £2400 and that work commence on 21 May.

4 BOUNDARY FENCE AT KNOWLE HILL

Members considered replacing/repair of the boundary fence at Knowle Hill, following the request from the adjacent land owner. It was acknowledged that there was no legal requirement to carry out such works.

RESOLVED

That no action be taken.

5 ALLOTMENT TENANCY AGREEMENT

The Ranger gave an update on the allotments including: the regular inspections had started; the toilet was now in situ at Knowle Park and currently there was one vacant allotment at Campbell Way. He informed Members of the passing of Mike Sambles, who had been of great help during his tenancy at the allotments.

Members discussed a request from a tenant to amend the current policy allowing for a pent roof shed.

RESOLVED

That no changes be made to the existing tenancy agreement.

6 PARISH OFFICE SIGNAGE

Members considered design options for outside signage (with quotes) and include a clock for the front of the building.

RESOLVED:

- a) That a recommendation be submitted to Full Council to erect the smaller brushed steel wording to the side and front of the building, and
- b) That a clock be sourced for the front of the building.

7 SILENT SOLDIER

Members considered the positioning of the Silent Soldier, donated by Eastleigh Borough Council to the Parish Council, in remembrance to those who died in the First World War.

Following a recent Remembrance Planning meeting it had been suggested the Parish Council also purchase a second Silent Soldier. The Clerk reported on various options available for the purchase.

RESOLVED:

- a) That the Silent Soldier donated by Eastleigh Borough Council be positioned in the Church grounds, fronting Botley Road (subject to permission from St Thomas Church); and
- b) The Parish Council purchase an additional Silent Soldier, to stand on the open space land at the crossroad in Horton Heath.

8 WOODLAND COMMUNITY CENTRE

The Ranger updated Members on progress for the opening of the Centre to users and the public art projects. He said the Centre had not passed the Council's independent fire risk assessment on the doors leading to the Oak and Nursery rooms. Officer would ensure that the recommendations from the assessment were complied with prior to the opening of the Centre.

Members reviewed the budget allocation for the Community Centre.

RESOLVED

- a) That a deadline for the work on the fire doors be given to the developer. If this was not met, repairs would be undertaken and an invoice raised for the cost; and
- b) That a recommendation be submitted to Full Council to transfer ear marked reserves in the sum of £39,000, to the main budget, to proceed with furnishings and fixings.

9 PROPERTY MATTERS

Members received an update from the Ranger on matters affecting Parish properties and discussed quotes.

RESOLVED:

- a) That the budget request for CCTV at the Woodland Community Centre from CSG at £3577 be approved.
- b) That the budget request for drainage on football pitch 2 from P J & C M Froud at £7990 be approved; and
- c) That the budget request for resurfacing Knowle Park Play area from Vitaplay at £13920 be approved.

Members expressed their thanks and appreciation to the Ranger and his team for their hard work.

This was all the business and the meeting finished at 7.38 pm.

Signed Chairman

Annual General Meeting – 21 May 2018

Membership of Committees

1. PURPOSE

1.1 The Council must at its annual general meeting undertake the following: -

- a) Review the appointments to existing Committees
- b) Review the terms of reference to existing committees
- c) Appoint a new Committee, agreeing terms of reference and appointments
- d) Dissolve any existing Committees

2. EXISTING COMMITTEES MEMBERSHIP

2.1 Leisure & Properties Committee (8 members)

Cllr C Bird
Cllr J Goss
Cllr Mrs Luscombe
Cllr H McGuinness
Cllr J Noel
Cllr Mrs Shephard
Cllr J Sorley
Vacancy

2.2 Policy Committee (9 members)

Cllr C Bird
Cllr J Goss
Cllr Mrs Douglas
Cllr T Mignot
Cllr Mrs Shephard
Cllr J Sorley
Cllr P Spearey
Two vacancies

2.3 It is suggested that this Committee reduce its membership to 8, in-line with the other two Committees of the Council.

2.4 Finance and Staffing Committee (8 members)

Cllr P Barrett
Cllr Mrs Douglas
Cllr J Goss
Cllr H McGuinness
Cllr R Rushton
Cllr J Sorley
Cllr P Spearey
Vacancy

2.5 Community Events Sub-Committee (6 members)

Cllr Mrs Douglas
Cllr Mrs Luscombe

Cllr Mr McGuinness
Cllr J Noel
Cllr Mrs Shephard
Cllr P Spearey

2.6 Parish Office Committee (7 members)

Cllr C Bird
Cllr J Goss
Cllr H McGuinness
Cllr J Noel
Cllr R Rushton
Cllr J Sorley
Cllr P Spearey

- 2.7 Given that this Committee was originally constituted to oversee the development of the Parish Office and surrounding compound, which has now been successfully completed, it is suggested that this Committee be dissolved. Any issues surrounding the Parish Office can be considered by the Leisure & Properties Committee under their current terms of reference.

3. TERMS OF REFERENCE FOR COMMITTEES

- 3.1 As no material change has taken place since the adoption of the existing committee's terms of reference, no change to these is recommended.

4. PLANNING & HIGHWAYS COMMITTEE

- 4.1 The Parish Council dissolved the Planning Committee in July 2017 due to the decline in membership. Current non-contentious applications are dealt with via email correspondence between the Deputy Clerk and all members. Given, the introduction of the General Data Protection Regulation and the legal requirements regarding sharing of personal email addresses (including Councillors), the current method of consultation will need to be reviewed.
- 4.2 The Parish Council considered any contentious, large scale planning applications currently at its full Council & Policy meetings. As the Parish is expected to receive an increase in the number of these applications. Where the deadline for consultation response will often fall outside the committee meeting cycle, consideration should be given to re-constituting a Planning & Highways Committee.
- 4.3 In order to ensure that the Committee remains quorate it is suggested that the Committee consist of 6 members. It is also suggested that meetings be scheduled every six weeks, prior to an already scheduled Committee, with the Planning Committee meeting earlier in the evening. Adhoc meetings would be arranged as and when required.

5. RECOMMENDATIONS

- 5.1 That the Council approve the membership of the Leisure & Properties Committee, filling the vacancy on the Committee;
- 5.2 That the Council approve the membership of the Policy & Resources Committee, agree the reduction of the Committee to 8 members and fill the remaining vacancy on the Committee;

- 5.3 That the Council approve the membership of the Finance & Staffing Committee, filling the vacancy on the Committee;
- 5.4 That the Council approve the membership of the Community Events Sub-Committee;
- 5.5 That the Parish Office Committee be dissolved; and
- 5.6 That the Planning & Highways Committee be reconstituted with the terms of reference set out in Appendix 1, appointing 6 members to the Committee and meeting every six weeks, with further meetings being schedule on an adhoc basis as and when required.

Appendix 1

Fair Oak & Horton Health Parish Council

Terms of Reference

Planning & Highways Committee

1. To undertake within the overall policies and approved budgets of the Council the following duties and functions: -
 - i) Responding on behalf of the Council to all consultation on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the Parish such application shall be referred by the Committee with its recommendations to the Council for determination.
 - ii) Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
 - iii) Determination of the Council's response to any appeal against a planning decision by the Borough Council including the preparation of submissions to be made to an Inspector.
 - iv) Determination of any responses to be made by the Council in relation to applications for licenses issued by the Borough Council including those relating to entertainment premises, gambling licenses, taxi and private hire licensing and street collections.
 - v) Action as the consultee in respect of all matters relating of the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the Parish the Committee shall make recommendations to the Council.
2. To advice the Council on responses to be made in relation to the Eastleigh Borough Council Local Plan.

COUNCIL MEETING DATES – ALL MONDAYS
MEETINGS NORMALLY COMMENCE AT 7.30 PM, PLEASE CHECK THE AGENDA FOR
TIMES

Item 8

2018					
MAY	7 BANK HOL	14 LEISURE	21 AGM	28 BANK HOL	
JUNE	4	11	18 POLICY	25	
JULY	2 FINANCE	9 LEISURE	16 FULL COUNCIL	23 COMM EVENTS PARISH OFFICE	30
AUGUST	NO SCHEDULED MEETINGS				
SEPTEMBER	3	10 LEISURE	17 POLICY	24	
OCTOBER	1 FINANCE	8	15 FULL COUNCIL	22	29
NOVEMBER	5 FINANCE	12	19 POLICY	26	
DECEMBER	3 FINANCE	10 LEISURE	17 FULL COUNCIL	24	
2019					
JANUARY	7	14	21 POLICY	28	
FEBRUARY	4 LEISURE COMMUNITY EV	11	18 FULL COUNCIL	25	
MARCH	4 FINANCE	11	18 POLICY	25	
APRIL	1	8	15 FULL COUNCIL	22	29 ANNUAL PARISH
MAY	6	13 LEISURE	20 AGM	27	

Standing Orders - Briefing Note

The Council must, by statute, review its Standing Orders Annually. The current Standing Orders were based on the Model Code provided by the National Association of Local Councils dated 2013. NALC have recently issued all Town and Parish Council's updated model Standing Orders to incorporate new legislation that has been implemented during 2013 -2018.

Legislation that is relevant to Town and Parish Council's include and are now incorporated into the Standing Orders include: -

- Amendments to the Local Government Act 1972 which permit electronic service of summons and agendas on Councillors
- Amendments to the Public Bodies (Admission to Meetings) Act 1960 which provides the right to report at Council and Committee meetings.
- The Smaller Authorities (Transparency Requirements) Regulations 2015 which require Councils in England with a gross annual income or expenditure (whichever is the higher) that does not exceed 25,000 to publish certain information electronically.
- The Local Government (Transparency Requirements) Regulations 2015 which requires Councils in England with a gross annual income or expenditure (whichever is the higher) that exceeds £200,000 to publish certain information electronically.
- The Public Contracts Regulations 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value over £25,000 in England and (ii) with an estimated value which exceeds the thresholds in the Public Contracts Directive which are currently £4,551,413 for a public works contract and £181,302 for a public service and public supply contract in England and Wales.
- Utilities Contracts Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a supply, service or design contract, £4,551,413 for a works contract and £820,370 for a social and other specific services contract.
- Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) which will come into force on 25 May 2018. The Data Protection Act 1998 is expected to be repealed and replaced by the Data Protection Act 2018 by this date.

Aside from new statutory requirements, the Council's Standing Orders from 2013 remain unchanged. Any changes, for are highlighted in bold for information.

Once adopted, the Standings Orders will be published on the Council's website.

RECOMMENDATION

That the Council note the changes to the Standing Orders and approves their adoption.

FAIR OAK & HORTON HEATH PARISH COUNCIL

STANDING ORDERS 2018

Index

INTRODUCTION	3
1. RULES OF DEBATE AT MEETINGS.....	4-5
2. DISORDERLY CONDUCT AT MEETINGS.....	6
3. MEETINGS GENERALLY	6-6
4. COMMITTEES AND SUB-COMMITTEES.....	9
5. ORDINARY COUNCIL MEETINGS.....	10-11
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	12
7. PREVIOUS RESOLUTIONS	12
8. VOTING ON APPOINTMENTS.....	12
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	18
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	14
11. MANAGEMENT OF INFORMATION.....	15
12. DRAFT MINUTES.....	16
13. CODE OF CONDUCT AND DISPENSATIONS.....	17
14. CODE OF CONDUCT COMPLAINTS.....	18
15. PROPER OFFICER.....	19-20
16. RESPONSIBLE FINANCIAL OFFICER.....	20
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	21
18. FINANCIAL CONTROLS AND PROCUREMENT	22-23
19. HANDLING STAFF MATTERS	24
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	25
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	25
22. RELATIONS WITH THE PRESS/MEDIA	26
23. EXECUTION AND SEALING OF LEGAL DEEDS.....	26
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	26
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES.....	27
26. STANDING ORDERS GENERALLY	27
 Appendix 1 Complaint Procedure	 28
Appendix 2 Relations with the Press/Media	29

HOW TO USE STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. Standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

NOTES

Standing orders that are in bold type contain legal and statutory requirements. Standing orders not in bold are designed to help the Council operate effectively but they do not contain statutory requirements.

For convenience, the word "councillor" is used in standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended

since he last spoke;

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings •
Committee meetings •
Sub-committee meetings •

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to**

- the vote, and in the case of an equality of votes may exercise his casting
- vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- x A meeting shall not exceed a period of 2 hours and 15 minutes.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;**

- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see *also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 3 days of having been requested to do so by 4 members of the committee [or the sub-committee], any 4 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

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

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**
- e The Council's Complaints Procedure is attached at Appendix 1 to these Standing Orders.

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
- See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer;
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and

other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the relevant committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Finance & Staffing Committee or, if he is not available, the vice-chairman (if there is one) of the committee of absence occasioned by illness or other reason and that person shall report such absence to the Finance & Staffing Committee at its next meeting.
- c The chairman of the Finance & Staffing Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Full Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Finance & Staffing Committee or in his absence, the vice-chairman of the Finance & Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance & Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the Finance & Staffing Committee this shall be communicated to another member of the Finance & Staffing Committee which shall be reported back and progressed by resolution of the Full Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]
The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media. See Appendix 2 to these Standing Orders.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

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

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

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

FAIR OAK AND HORTON HEATH PARISH COUNCIL
OUTSIDE BODIES REPRESENTATIVES 2018/19

ORGANISATION	REPRESENTATIVE
Fair Oak Village Hall Management Committee	Cllr H McGuinness Cllr J Noel
Horton Heath Community Centre	Cllr J Goss
1 st Fair Oak Scouts Trustee's Committee Representative	Group Scout Leader Cllr J Noel
2 nd Fair Oak Scouts	Mr I Patrick
Twynams Trustees	Cllr J Goss
Eastleigh District Association of Local Councils	Cllr H McGuinness
Transport Representative	Cllr P Barrett
Fair Oak Squash Club	Cllr Mrs Douglas
Y-Zone Management Committee	Cllr P Spearey Deputy – Cllr D Scott
Allotment Association	Cllr H McGuinness Cllr J Goss
Fair Oak Infant School (Community Governor)	Vacant
Street Pastors	Cllr P Spearey
Campaign to Protect Rural England (CPRE)	Cllr P Spearey

Report of the Responsible Finance Officer

Includes:

- Cash Reconciliation
- Cashbook – receipts and expenses
- List of Payments made between 1 May – 24 May 2018
- Audit Report

Fair Oak and Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 May 2018

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2018	Current Account	223,257.70
30/04/2018	Premier Account	210,960.06
30/04/2018	Public Sector Deposit Fund	303,954.52
30/04/2018	Petty Cash	29.65

738,201.93

Unpresented Payments

530.00

737,671.93

Receipts not on Bank Statement

0.00

Closing Balance

737,671.93

All Cash & Bank Accounts

Current Account	204,943.40
Petty Cash	29.65
Premier Account	210,960.06
Public Sector Deposit Fund	303,954.52
Other Cash & Bank Balances	0.00
Total Cash & Bank Balances	719,887.63

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		43,351.23					43,351.23	
Banked: 03/04/2018		13,937.97						
EBC		13,937.97			1076	100	13,937.97	Top up grant
Banked: 04/04/2018		37.50						
GH Property management		37.50			1200	100	37.50	hiring fees
Banked: 04/04/2018		59.00						
SAINTS GIRLS		59.00			1300	100	59.00	Football
Banked: 04/04/2018		200.00						
wyvern FC		200.00			1300	100	200.00	football
Banked: 04/04/2018		15.20						
fair oak cricket club		15.20			1200	100	15.20	clubroom hire
Banked: 09/04/2018		136.80						
wyvern college		136.80			1300	100	136.80	football
Banked: 10/04/2018		505.96						
HHCC		505.96			4000	200	505.96	Horton heath Payroll
Banked: 10/04/2018		26.40						
eastleigh football club		26.40			1300	100	26.40	football
Banked: 16/04/2018		1,420.44						
BHIB		1,420.44			4055	150	1,420.44	Duplicate payment
Banked: 18/04/2018		26.40						
bustedon youth		26.40			1300	100	26.40	football
Banked: 25/04/2018		24.00						
HISTORY BOOKS		24.00			1900	100	24.00	HISTORY BOOKS
Banked: 25/04/2018		30.00						
CARNIVAL		30.00			1600	600	30.00	CARNIVAL
Banked: 25/04/2018		5.00						
HISTORY BOOKS		5.00			1900	100	5.00	HISTORY BOOKS
Banked: 26/04/2018		254.00						
CREMATION		254.00			1540	510	254.00	C213 BENJAMIN
Banked: 26/04/2018		425.00						
CARNIVAL		425.00			1600	600	425.00	CARNIVAL STALLS
Banked: 30/04/2018		195,049.12						
eastleigh BC		195,049.12			1076	100	195,049.12	1ST HALF PRECEPT
Total Receipts for Month		212,152.79	0.00	0.00			212,152.79	
Cashbook Totals		255,504.02	0.00	0.00			255,504.02	

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/04/2018	BT	DD	88.56		14.76	4120	250	73.80	tel and broadband
3/04/2018	BT	DD	88.56		14.76	4120	240	73.80	tel and broadband
3/04/2018	uk fuels	DD	108.53		18.09	4305	210	90.44	Fuel
3/04/2018	Progiene	BACS	388.12		64.69	4994	900	323.43	Cleaning supplies
						340	0	-323.43	Cleaning supplies
						6000	900	323.43	Cleaning supplies
3/04/2018	Tudor	BACS	281.60		46.93	4115	110	234.67	leaflet distribution
3/04/2018	ableman	BACS	480.00		80.00	4994	900	400.00	Cable trench
						340	0	-400.00	Cable trench
						6000	900	400.00	Cable trench
3/04/2018	southern electric	DD	52.00		8.67	4405	240	43.33	electricity pavillion
3/04/2018	amazon	VISA	11.34			4994	900	11.34	HDMI Cable
						340	0	-11.34	HDMI Cable
						6000	900	11.34	HDMI Cable
3/04/2018	Progiene	BACS	0.18			4994	900	0.18	cleaning
						340	0	-0.18	cleaning
						6000	900	0.18	cleaning
6/04/2018	BHIB insurers		1420.44	1,420.44		4055	110	1,420.44	Insurance
6/04/2018	Trade uk	BACS	110.94		18.49	4540	290	92.45	Misc materials
6/04/2018	SSE	DD	457.59		21.79	510		435.80	Gas
6/04/2018	amazon	VISA	100.99			4990	110	100.99	Local council administration
9/04/2018	uk fuels	DD	4.80		0.80	4305	210	4.00	Fuel
9/04/2018	southern electric	DD	321.00		15.29	510		305.71	Electricity
9/04/2018	o2	DD	18.97		3.16	4125	110	15.81	Mobiles
1/04/2018	Leukemia Research	01972	30.00			4100	110	30.00	Donation
1/04/2018	STREET PASTORS	01973	500.00			4855	600	500.00	Street Pastors Annual
3/04/2018	payroll	BACS	8,568.66			4000	110	3,304.69	payroll
						4000	200	5,263.97	payroll
3/04/2018	Network one	DD	100.02		16.67	4120	110	83.35	Telephone system rental
3/04/2018	dvla	VISA	250.00			4310	210	250.00	vehicle Tax
6/04/2018	uk fuels	DD	120.40		20.07	4305	210	100.33	Fuel
6/04/2018	sage payroll	DD	18.00		3.00	4132	110	15.00	mnthly subscription
6/04/2018	amazon	VISA	15.24			4990	110	15.24	E
6/04/2018	amazon	VISA	4.48			4595	210	4.48	wheelbarrow inner tube
6/04/2018	uk fuels	DD	34.33		5.72	4305	210	28.61	fuel
8/04/2018	HALC	BACS	1,430.00			4132	110	1,430.00	Affiliation Fees
8/04/2018	HALC	BACS	216.00			4132	110	216.00	HR consultancy fees
8/04/2018	CONDOR	BACS	31.58		5.26	4085	110	26.32	CONDOR
8/04/2018	HMRC	BACS	2,249.12			4000	110	681.45	PAYE
						4000	200	1,567.67	PAYE
8/04/2018	Hampshire pensions	BACS	2,417.09			4010	110	620.15	Pensions
						4010	200	1,796.94	Pensions
8/04/2018	formatt	BACS	112.50			4090	110	112.50	PC Checkups
8/04/2018	CHURCHESFIRE	BACS	419.82		69.97	4425	240	349.85	emergency lighting
8/04/2018	nomix enviro	BACS	152.00			4395	150	152.00	Grass seed
8/04/2018	Appleton Signs	BACS	123.94		20.66	4994	900	103.28	Fire escape sign
						340	0	-103.28	Fire escape sign

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	900	103.28	Fire escape sign
8/04/2018	Appleton Signs	BACS	101.26		16.88	4670	430	84.38	New sign HHCC
8/04/2018	AXIS	BACS	60.00		10.00	4420	320	50.00	Engineer callout CCTV System
8/04/2018	Travis Perkins	BACS	48.24		8.04	4540	290	40.20	Sign Repairs
8/04/2018	EBC	BACS	27.07		4.51	4600	300	11.28	Dog bins
						4680	320	11.28	Dog bins
8/04/2018	D&J SCOTT	BACS	260.30		43.38	4300	210	216.92	Machinery Repair
8/04/2018	D&J SCOTT	BACS	219.50		36.58	4300	210	182.92	machinery repair
8/04/2018	D&J SCOTT	BACS	1,796.98		299.50	4535	290	1,497.48	Equipment repair
8/04/2018	D&J SCOTT	BACS	179.82		29.97	4535	290	149.85	Crciket roller Maint
8/04/2018	D&J SCOTT	BACS	976.68		162.78	4300	210	813.90	Tractor service
8/04/2018	D&J SCOTT	BACS	1,386.86		231.14	4300	210	1,155.72	Ride on service
8/04/2018	D&J SCOTT	BACS	297.99		49.66	4530	290	248.33	Mower blades
8/04/2018	ableman	BACS	240.00		40.00	4595	300	200.00	Balancing Pond Maint
8/04/2018	ableman	BACS	600.00		100.00	4595	310	500.00	ableman
8/04/2018	warrens office	BACS	150.00		25.00	4994	900	125.00	New drawer
						340	0	-125.00	New drawer
						6000	900	125.00	New drawer
8/04/2018	The Blind Business	BACS	1,089.60		181.60	4994	900	908.00	Office blinds
						340	0	-908.00	Office blinds
						6000	900	908.00	Office blinds
8/04/2018	shawyers	BACS	2,268.00		378.00	4832	550	135.00	Treework
						4838	550	1,080.00	Treework
						4833	550	270.00	Treework
						4834	550	135.00	Treework
						4835	550	270.00	Treework
8/04/2018	REALTIS	BACS	1,693.92		282.32	4133	110	1,411.60	Booking software
4/04/2018	BSRA	DD	28.71			4410	500	28.71	Water
5/04/2018	BSRA	DD	194.10			4410	510	194.10	Water - cemetery
6/04/2018	asda	VISA	6.60			4100	110	6.60	refreshments annual paris
7/04/2018	British Gas	DD	46.32		2.21	4400	150	44.11	Gas - new office
7/04/2018	Partysash girl	VISA	12.45			4875	600	12.45	Carnival princess sashes
0/04/2018	BT	DD	1.87		0.31	4120	110	1.56	Telephones
0/04/2018	uk fuels	DD	102.30		17.05	4305	210	85.25	Fuel
0/04/2018	dvla	VISA	250.00			4310	210	250.00	Vehicle Tax
0/04/2018	tesco	VISA	10.95			4100	110	10.95	refreshments - annual parish
Total Payments for Month			32,776.32	0.00	2,367.71			30,408.61	
Balance Carried Fwd			222,727.70						
Cashbook Totals			255,504.02	0.00	2,367.71			253,136.31	

Time: 11:10

Current Account

List of Payments made between 01/05/2018 and 24/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/05/2018	longacre Feeds	01974	108.31		Rat bait and allotment taps
23/05/2018	Hardings Vehicle repair	BACS	237.15		repair Colin H Van
23/05/2018	ACE LIFTAWAY	BACS	90.00		allotment toilets
23/05/2018	longacre Feeds	01975	367.01		Cow fence repairs
23/05/2018	SOURCE SUPPLIES	BACS	28.80		Pavilion hand towels
23/05/2018	EBC	BACS	28.03		Dog bin emptying
23/05/2018	Appleton Signs	BACS	760.48		Parish office signs
23/05/2018	TRADEUK	BACS	57.42		Oil and padlocks
23/05/2018	Vita Play	BACS	1,118.40		Horton heath playarea clean
23/05/2018	Aquaid south coast	BACS	151.48		Water dispenser
23/05/2018	EBC	BACS	188.40		Trade Refuse
23/05/2018	EBC	BACS	44.00		Recycle collection
23/05/2018	N.W Adams	BACS	413.10		Play inspections
23/05/2018	AXIS	BACS	240.00		Maintenace CCTV alarm
23/05/2018	AXIS	BACS	240.00		Maintenace CCTV alarm Pavill
23/05/2018	AXIS	BACS	240.00		Maintenace CCTV alarm HHCC
23/05/2018	Complete Weed control	BACS	384.00		Control of weeds/grasses
23/05/2018	CCL CLEANING GROUP	BACS	260.00		Office cleaning
23/05/2018	CCL CLEANING GROUP	BACS	150.00		Office cleaning
23/05/2018	CCL CLEANING GROUP	BACS	260.00		Office cleaning
23/05/2018	CCL CLEANING GROUP	BACS	260.00		Office cleaning
23/05/2018	Surrey Hills Solicitors	BACS	386.40		prof charges - Hire agreement
23/05/2018	CONDOR	BACS	37.08		Printer consumables
23/05/2018	COLIN BURCHETT STAFF CLAIM	BACS	35.00		7 keys for woodland centre
23/05/2018	hampshire County council	BACS	89.44		Stationary
23/05/2018	hampshire County council	BACS	12.43		stationary
23/05/2018	Sarsen Press	BACS	525.00		newsletters
23/05/2018	SEE	BACS	243.60		SEE membership
23/05/2018	Do the numbers	BACS	850.00		Internal year end audit
23/05/2018	Surrey Hills Solicitors	BACS	637.80		Prof fees-acquisition crowdhil
23/05/2018	hmrc	BACS	3,116.34		PAYE
23/05/2018	Hampshire pensions	BACS	3,470.03		Pensions
23/05/2018	Firecare and security	BACS	1,434.60		Fire extinguishers
23/05/2018	Firecare and security	BACS	1,320.00		fire balnkets / signage

Total Payments 17,784.30

Cheque Ref	Cost Centre Description	Nominal Code Description	Transaction Detail	Date Paid	Net	VAT	Total	Amount	Payee Name
1420.44	Administration	Insurance	Insurance	06/04/2018	1420.44	0	1420.44	1420.44	BHIB insurers
1973	Other Expenses	Section 137 - Street Pastors	Street Pastors Annual	11/04/2018	500	0	500	500	STREET PASTORS
BACS	Administration	Salaries	payroll	13/04/2018	8568.66	0	8568.66	3304.69	payroll
BACS	Property Maintenance Staff	Salaries	payroll	13/04/2018				5263.97	payroll
BACS	Administration	Subscriptions	Affiliation Fees	18/04/2018	1430	0	1430	1430	HALC
BACS	Administration	Salaries	PAYE	18/04/2018	2249.12	0	2249.12	681.45	HMRC
BACS	Property Maintenance Staff	Salaries	PAYE	18/04/2018				1567.67	HMRC
BACS	Administration	Employer's Pension	Pensions	18/04/2018	2417.09	0	2417.09	620.15	Hampshire pensions
BACS	Property Maintenance Staff	Employer's Pension	Pensions	18/04/2018				1796.94	Hampshire pensions
BACS	General Grounds Maintenance	Equipment - Maintenance	Equipment repair	18/04/2018	1497.48	299.5	1796.98	1497.48	D&J SCOTT
BACS	Machinery and Van	Machinery - General Repairs	Tractor service	18/04/2018	813.9	162.78	976.68	813.9	D&J SCOTT
BACS	Machinery and Van	Machinery - General Repairs	Ride on service	18/04/2018	1155.72	231.14	1386.86	1155.72	D&J SCOTT
BACS	Knowle Park	General Maintenance	ableman	18/04/2018	500	100	600	500	ableman
BACS	Reserves Spend	New Office&Compound General	Office blinds	18/04/2018	908	181.6	1089.6	908	The Blind Business
BACS	Reserves Spend	Transfer from EMR	Office blinds	18/04/2018				908	The Blind Business
BACS		EMR - Knowle Park Office &comp	Office blinds	18/04/2018				-908	The Blind Business
BACS	Trees	Trees - New Century Park	Treework	18/04/2018	1890	378	2268	135	shawyers
BACS	Trees	Trees - Knowle Hill	Treework	18/04/2018				270	shawyers
BACS	Trees	Trees - Lapstone Farm	Treework	18/04/2018				135	shawyers
BACS	Trees	Trees - Oak Walk	Treework	18/04/2018				270	shawyers
BACS	Trees	Trees - Fair Oak Cemetery	Treework	18/04/2018				1080	shawyers
BACS	Administration	Software and support	Booking software	18/04/2018	1411.6	282.32	1693.92	1411.6	REALTIS
BACS	Reserves Spend	New Office&Compound General	Parish office signs	23/05/2018	633.73	126.75	760.48	633.73	Appleton Signs
BACS	Reserves Spend	Transfer from EMR	Parish office signs	23/05/2018				633.73	Appleton Signs
BACS		EMR - Knowle Park Office &comp	Parish office signs	23/05/2018				-633.73	Appleton Signs
BACS	Meadowsweet Way Play Area	General Maintenance	Horton heath playarea clean	23/05/2018	932	186.4	1118.4	932	Vita Play
BACS	Administration	Newsletter	newsletters	23/05/2018	525	0	525	525	Sarsen Press
BACS	Administration	Audit	Internal year end audit	23/05/2018	850	0	850	850	Do the numbers
BACS	Administration	Legal & Professional Fees	Prof fees-acquisition crowdhill	23/05/2018	531.5	106.3	637.8	531.5	Surrey Hills Solicitors
BACS	Administration	Salaries	PAYE	23/05/2018	3116.34	0	3116.34	1465.1	hmrc
BACS	Property Maintenance Staff	Salaries	PAYE	23/05/2018				1651.24	hmrc
BACS	Administration	Employer's Pension	Pensions	23/05/2018	3470.03	0	3470.03	1580.98	Hampshire pensions
BACS	Property Maintenance Staff	Employer's Pension	Pensions	23/05/2018				1889.05	Hampshire pensions
BACS	Reserves Spend	New Office&Compound General	Fire extinguishers	23/05/2018	1195.5	239.1	1434.6	1195.5	Firecare and security
BACS	Reserves Spend	Transfer from EMR	Fire extinguishers	23/05/2018				1195.5	Firecare and security
BACS		EMR - Knowle Park Office &comp	Fire extinguishers	23/05/2018				-1195.5	Firecare and security
BACS	Reserves Spend	New Office&Compound General	fire balnkets / signage	23/05/2018	1100	220	1320	1100	Firecare and security
BACS	Reserves Spend	Transfer from EMR	fire balnkets / signage	23/05/2018				1100	Firecare and security
BACS		EMR - Knowle Park Office &comp	fire balnkets / signage	23/05/2018				-1100	Firecare and security



QUOTATION PROPOSAL FOR:

Fair Oak & Horton Heath Parish Council
Eastleigh

QUOTE REF:
KF10895.1

DATE:
10.05.2018

PREPARED BY:
Kirsty Fidler













49

QUOTATION PROPOSAL

QUOTE REF KF10895.1		PREPARED BY	Kirsty Fidler	DATE	10/05/2018
IMAGE	QTY	CODE	DESCRIPTION	UNIT PRICE	TOTAL

Furniture

	35	CFT1576/ C-LAM	CONTOUR folding table with aluminium legs, 1520L x 760W x 760mmH, light to carry & fold away, 5 year guarantee, aluminium edge, laminate top in choice of colours (As shown in the image, please note that benches are not included)	@ £129.00	£4,515.00
	200	FFC1	FFC fold flat chair grey frame, Charcoal plastic seat & back	@ £14.00	£2,800.00
	2	FFC70CT	FFC chair trolley to hold up to 70 folding chairs	@ £229.00	£458.00
	1	ALP148/ MFC	ARCHLINE 1400mm x 800mm rectangular desk, panel-end legs, choice of MFC	@ £129.00	£129.00
	1	AGL1FAD J-FB1	AGILE High-back operators chair with folding height adjustable arms, lever operated back adjustment, 5 year guarantee, upholstered in Band 1 fabric	@ £109.00	£109.00
	2	ESC1208/ MFC	EXEC double door storage cupboard, 1200H x 800W x 450mmD, complete with 2 shelves, locking, in choice of Beech or Light Oak MFC only	@ £149.00	£298.00
	1	TORN2- FB3	TORNA 2-seater sofa, overall dimensions 1350W x 780mmD, choice of metal or wood feet, upholstered in Band 3 fabric In Halcyon fabric	@ £398.00	£398.00
	4	TUB1-FB7	TUBBY 1-seater tub chair, with Chrome glide feet, upholstered in Band 7 fabric In Halcyon fabric	@ £249.00	£996.00
	1	NB0906L- FELT	NOTICEBOARD 900 x 600mm (holds 9no sheets of A4), felt tamperproof noticeboard, lockable, interior use only, Silver frame, choice of Blue or Silver Grey felt	@ £109.00	£109.00
	2	FNB/M	FRAME notice board stand with adjustable telescopic pole, A4 portrait or landscape, heavy duty steel base	@ £86.00	£172.00

TOTAL ex VAT £9,984.00



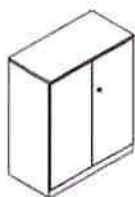
QUOTATION PROPOSAL

QUOTE REF KF10895.1		PREPARED BY	Kirsty Fidler	DATE	10/05/2018
IMAGE	QTY	CODE	DESCRIPTION	UNIT PRICE	TOTAL

Alternative Furniture Options



200 FFCP1-GR/BLKL FFC folding chair with Grey frame, seat & backrest upholstered in Black leather @ £39.00 £7,800.00



2 ALDD110 ARCHLINE Double door storage unit, 1100H x 800W x 8/2/MFC 500mmD, supplied with 2 shelves, choice of MFC (Please note that these cupboards are on a 5-6 week leadtime.) @ £288.00 £576.00



1 TORN2-FB1 TORNA 2-seater sofa, overall dimensions 1350W x 780mmD, choice of metal or wood feet, upholstered in Band 1 fabric @ £378.00 £378.00



4 TUB1-FB1 TUBBY 1 seater tub chair, with Chrome glide feet, upholstered in Band 1 fabric @ £198.00 £792.00



4 TAB1-FB1 TABBY single seat tub chair with open front, robust frame, upholstered in Band 1 fabric. @ £176.00 £704.00



4 TAB1-FB7 TABBY single seat tub chair with open front, robust frame, upholstered in Band 7 fabric In Halcyon fabric @ £237.00 £948.00

TOTAL ex VAT £11,198.00

QUOTATION PROPOSAL

QUOTE REF KF10895.1	PREPARED BY	Kirsty Fidler	DATE	10/05/2018
DESCRIPTION			TOTAL	

SUMMARY

1	Furniture	£9,984.00
2	Alternative Furniture Options	TBC
2	DELIVERY & INSTALLATION	£125.00

TOTAL ex VAT £10,109.00

+ VAT

TOTAL incl VAT £12,130.80

All prices quoted are exclusive of VAT which will be payable at the rate applicable at the date of invoice

This quotation includes delivery and installation in normal working hours.

Our payment terms for this quotation are **net 30 days**.

This quotation is valid for 90 days from issue subject to external cost factors remaining constant.

We reserve the right to improve or change the specifications of the products quoted but will ensure this is not to the detriment of the quality or functionality of the products.

Due to the limitations of the printing process any fabric or furniture colours shown should be taken only as a guide. We recommend that you visit our showrooms to view actual samples for accurate colour matching.

It is the responsibility of you, the customer, to ensure that the correct size, shape and finish are ordered.

If any goods are unsuitable due to incorrect specification, they may be returned for a refund but will be subject to a cancellation charge.

We have assumed a clear working area

No allowance has been made for:

- Window blinds
- Data and power facilities
- Alterations/new lighting
- Air conditioning and ventilation systems
- Alterations/additions to fire alarm/detection systems
- Kitchen appliances
- Alterations to sprinkler system
- Anything not specifically mentioned in this proposal


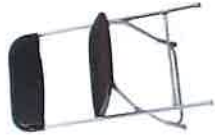


We have not allowed for main contractors discount or retentions in this quote.



Full terms and conditions of sale are available on request.

52

WARRENS OFFICE

Prepared for:	Fair Oak
Reference:	Woodlands Community Centre

Qty	Description	Unit	Total	Image
35	1530mm Long x 710mm Wide x 740mm H Folding Table in White with Black Steel Frame	£ 55.00	£ 1,925.00	
200	Folding Chair with Polypropylene Seat & Back in Blue	£ 17.00	£ 3,400.00	
1	Trolley to hold 204 x Polypropylene Folding Chairs	£ 399.00	£ 399.00	
1	1400mm Straight Desk	£ 115.00	£ 115.00	
1	Ergonomic Operators Chair with Folding Height Adjustable Arms	£ 159.00	£ 159.00	

1	Lockable Cupboard - 800mm Wide x 470mm Deep x 1090mm High	£ 149.00	£ 149.00	
1	Sofa in Halcyon Fabric	£ 399.00	£ 399.00	
4	Tub Chair / Single Seat Chair in Halcyon Fabric	£ 249.00	£ 996.00	
1	Notice Board - Lockable - 900mm x 600mm (holds 9 x sheets of A4)	£ 149.00	£ 149.00	
2	Notice Board - A4 Portrait or Landscape - Height Adjustable from 835-1185mm	£ 75.00	£ 150.00	

GRAND TOTAL (ex VAT) inc delivery & installation within normal working hours	£ 7,841.00
------------------------------------------------------------------------------	------------

GRAND TOTAL inc delivery & installation within normal working hours	£ 9,409.20
---------------------------------------------------------------------	------------

Qty	Description	Unit	Total
	Bespoke Oak Two Door Lockable Cupboard with Internal Notice Board 900mm x 600mm	£ 249.00	£ 249.00








From: sales@officefurnitureonline.co.uk
Sent: 10 May 2018 14:32
To: clerk@fairoak-pc.gov.uk
Subject: Office Furniture Online Quote - Q7052827(OFO-FAIROAK)Ver.1






Quote Reference Q7052827(OFO-FAIROAK)Ver.1
 10 May 2018
 Fair Oak & Horton Heath Parish Council
 Melanie Stephens
 023 8069 2403
 clerk@fairoak-pc.gov.uk

Dear Melanie

Thank you for your enquiry – please find your prices below.

	Code	Item	Price	Qty	Tot
	86557	<u>Fan Back Folding Chair Trolley</u> Normal price £120.00 Save £25.00 per item	£95.00	4	£380
	114334MA	<u>Sven X-Range Sofas And Chairs</u> Size: Two Seat - 1470W x 700D x 680H Colour: Camira Xtreme+ Madura Normal price £786.00 Save £161.00 per item	£625.00	1	£625
	289341B	<u>Commerce II Rectangular Desks With Single Fixed Pedestal</u> Dimensions W x D x H: 1200W x 800D x 730Hmm Drawers: 2 Drawer Frame Colour: Silver Wood Colour: Beech Normal price £181.00 Save £34.00 per item	£147.00	1	£147
	114333MA	<u>Sven X-Range Sofas And Chairs</u> Size: Single Seat - 840W x 700D x 680H Colour: Camira Xtreme+ Madura Normal price £571.00 Save £117.00 per item	£454.00	4	£1,816
	86555BL	<u>Fan Back Folding Chair - Minimum Quantity 10</u> Colour: Blue Normal price £16.00 Save £3.50 per item	£12.50	200	£2,500
	89504	<u>Tamperproof Display Cases</u> Dimensions W x H: A3 - 310W x 435Hmm Normal price £39.00 Save £7.00 per item	£32.00	6	£192
	95996B	<u>NEXT DAY Flare Desk High Cupboards</u> Shelves W x D x H: 1 Shelf - 800W x 450D x 730Hmm Colour: Beech Normal price £148.00 Save £30.00 per item	£118.00	2	£236

	288313	<u>Rico Folding Banquet Table</u> Delivery: Standard Delivery Dimensions W x D x H: 1600W x 800D x 735Hmmmm Normal price £104.00 Save £21.00 per item	£83.00	35	£2,905
	54388B	<u>Blazemaster Tamperproof Province Noticeboards</u> Dimensions W x H: 600W x 900H (Portrait)mm Colour: Blue Normal price £129.00 Save £23.00 per item	£106.00	1	£106
	279355K	<u>Deluxe Air Lumbar - Large Fully Loaded Operator Chair With Posture Sprung Seat</u> Delivery: Flat Packed - Order Before 5pm for Next Day Colour: Black Normal price £135.00 Save £20.00 per item	£115.00	1	£115

Prices Exclude VAT, But Include FREE Delivery To Ground Floor*

Total £9,022.

*Items with installation are delivered and installed anywhere in your building provided that access is not restricted.

Total Saving £2,343

PLEASE CHECK ALL THE ABOVE DETAILS ARE CORRECT PRIOR TO ORDER.

Est. delivery on Deluxe Air Lumbar Late May

to place an order, please contact the sales team on option 1 with the above ref and they can process either a card payment or proforma.

Alternatively via reply to this email, with a full delivery address we can email you a proforma or payment link to be able to finalise the order at your convenience.

If you have any queries relating to this quote, please do not hesitate to contact me on 0844 248 7001.

Best Regards,

Carrie Murray

OfficeFurnitureOnline.co.uk

Quotation valid for 30 days. If this time has elapsed, please contact sales on 0844 248 7001 to confirm order acceptance.



Office Furniture Online, Jubilee House, Dumfries Enterprise Park, Tinwald Downs Road, Heathhall, Dumfries, DG1 3SJ
Telephone: 0844 248 7001 Fax: 0844 248 7002 Email: sales@officefurnitureonline.co.uk

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 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 is completed by the authority's internal auditor.
 - Sections 1 and 2 are to 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 **before 2 July 2018**.
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 requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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 Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return 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 prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. Do not complete the remainder of that section, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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.

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 have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
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 from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed 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 is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

FAIR OAK AND HORTON HEATH PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
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	<input checked="" type="checkbox"/>		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

29/11/17
7/2/18

Name of person who carried out the internal audit

ELEANOR S. CARRON

Signature of person who carried out the internal audit

Date 18/4/2018

*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 2017/18

We acknowledge as the members of:

FAIR OAK AND HORTON HEATH PARISH COUNCIL

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 2018, 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
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

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

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2017/18 for

FAIR OAK AND HORTON HEATH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	599,101	581,714	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
2. (+) Precept or Rates and Levies	306,903	345,248	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received
3. (+) Total other receipts	43,751	193,415	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received
4. (-) Staff costs	147,652	155,279	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)
6. (-) All other payments	220,388	409,750	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5)
7. (=) Balances carried forward	581,714	555,348	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8. Total value of cash and short term investments	581,453	558,226	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.
9. Total fixed assets plus long term investments and assets	1,140,362	1,887,130	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.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **FAIR OAK AND HORTON HEATH PARISH COUNCIL**

1 Respective responsibilities of the body and the auditor

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 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(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 2017/18

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 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

62

Item 15

Final Accounts 2018/Internal Auditor's Comments

Final Accounts Include:

1. Statutory Balance Sheet
2. Statutory Income & Expenditure
3. Detailed Income & Expenditure by Budget Heading
4. Full Fixed Asset Register
5. Trial Balance
6. Bank, Cash & Investment Reconciliation

Auditor's Comments – dated 18 April 2018

Balance Sheet as at 31st March 2018

31st March 2017

31st March 2018

Current Assets			
1,470	Debtors	1,470	
9,594	VAT Control Account	9,659	
43,351	Current Account	24,273	
210,960	Premier Account	210,960	
303,850	Public Sector Deposit Fund	303,850	
65	Petty Cash	65	
<hr/> 569,290		<hr/>	550,276
<hr/> 569,290	Total Assets		<hr/> 550,276
Current Liabilities			
1,800	Creditors	1,800	
12,142	Accruals	0	
<hr/> 13,942		<hr/>	1,800
<hr/> 555,348	Total Assets Less Current Liabilities		<hr/> 548,476
Represented By			
192,510	General Reserves		186,774
39,000	EMR - Crowdhill Green		39,000
3,212	EMR - Knowle Park		3,212
3,535	EMR - Tennis Project		3,535
73,914	EMR - Knowle Park Office & comp		72,777
88,265	EMR - Lapstone Farm		88,265
34,000	EMR - Horton Heath CC		34,000
500	EMR - Community orchard		500
16,000	EMR - Election expenses		16,000
4,913	EMR - Footpath Leaflet		4,913
40,000	EMR -New Century Park		40,000
4,500	EMR - Knowle park allotments		4,500
8,000	EMR - Village Name Plates		8,000
40,250	EMR - HHCC Flooring		40,250
6,750	EMR - Onsite Maint Knowle Park		6,750
<hr/> 555,348			<hr/> 548,476

Printed on : 18/04/2018

Fair Oak and Horton Heath Parish Council

At : 10:49

Balance Sheet as at 31st March 2018

31st March 2017

31st March 2018

The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Fair Oak and Horton Heath Parish Council

Income and Expenditure Account for Year Ended 31st March 2018

31st March 2017

31st March 2018

	Operating Income	
519,307	Income	0
0	Administration	0
3,057	Allotments	0
14,958	Cemetery	0
1,340	Other Expenses	0
538,663	Total Income	0
	Running Costs	
19	Income	0
79,457	Administration	4,495
3,562	Parish Office	152
105,395	Property Maintenance Staff	3,365
14,209	Machinery and Van	(0)
12,532	Pavilion	(392)
24,458	HHCC	(74)
2,659	Other Properties	0
6,594	General Grounds Maintenance	0
10,518	Lapstone Playing Fields	0
1,669	Knowle Park	0
7,721	New Century Park	50
89	Knowle Hill	0
226	Lapstone Farm	0
213	Oak Walk	0
41	Daisy Dip	0
130	Play Areas General	0
440	New Century Park Play Area	0
4,881	Dean Road Play Area	0
555	Meadowsweet Way Play Area	84
6,193	Knowle Park Play Area	0
800	Allotments	0
434	Cemetery	0
4,280	Trees	0
41,112	Other Expenses	500
236,842	Reserves Spend	(1,308)
565,029	Total Expenditure	6,872
	General Fund Analysis	
184,270	Opening Balance	192,510
538,663	Plus : Income for Year	0
722,932		192,510
565,029	Less : Expenditure for Year	6,872
157,904		185,638
0	Transfers TO / FROM Reserves	(34,606)
157,904	Closing Balance	220,244

(600)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	345,248	358,589	13,342			96.3%	
1090 Interest Received	1,078	0	(1,078)			0.0%	
1100 Grants	13,842	0	(13,842)			0.0%	
1110 Photocopying Income	77	0	(77)			0.0%	
1120 Community Events Income	1,011	0	(1,011)			0.0%	
1200 Hiring Fees	38	0	(38)			0.0%	
1300 Football Income	4,292	0	(4,292)			0.0%	
1310 Cricket Income	1,958	0	(1,958)			0.0%	
1900 Other Income	151,766	0	(151,766)			0.0%	6,750
Income :- Income	519,307	358,589	(160,718)			144.8%	6,750
4990 Sundry Expenses	19	0	(19)		(19)	0.0%	
Income :- Indirect Expenditure	19	0	(19)	0	(19)		0
Net Income over Expenditure	519,289	358,589	(160,700)				
6001 plus Transfer to EMR	6,750						
6001 less Transfer to EMR	6,750						
Movement to/(from) Gen Reserve	512,539						
110 Administration							
1300 Football Income	0	0	(0)			0.0%	
1310 Cricket Income	0	0	(0)			0.0%	
Administration :- Income	0	0	(0)				0
4000 Salaries	42,761	46,905	4,144		4,144	91.2%	
4010 Employer's Pension	7,123	5,565	(1,558)		(1,558)	128.0%	
4030 Sickness/Holiday Cover	0	3,000	3,000		3,000	0.0%	
4050 Rent on Village Hall	5,100	6,800	1,700		1,700	75.0%	
4055 Insurance	7,919	7,000	(919)		(919)	113.1%	
4060 Audit	2,080	2,000	(80)		(80)	104.0%	
4065 Accountant's Fees	0	250	250		250	0.0%	
4070 Legal & Professional Fees	303	2,000	1,697		1,697	15.2%	
4075 Postage	452	450	(2)		(2)	100.4%	
4080 Stationery	523	500	(23)		(23)	104.6%	
4085 Printer Consumables	543	750	207		207	72.4%	
4090 Admin Maintenance	1,422	2,000	578		578	71.1%	
4095 Bank Charges	0	30	30		30	0.0%	
4100 Chairman's Allowance	211	300	89		89	70.3%	
4105 Conference/Training/Staffing	3,939	2,500	(1,439)		(1,439)	157.6%	
4110 Clothing	306	800	494		494	38.3%	

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Newsletter	2,786	3,500	714		714	79.6%	
4120 Telephone & Broadband	624	1,000	377		377	62.4%	
4125 Mobile Phone	237	500	263		263	47.5%	
4130 Subscriptions - HAPTC	1,358	1,352	(6)		(6)	100.4%	
4131 Subscriptions - Playing Field	45	40	(5)		(5)	112.5%	
4150 Website	780	600	(180)		(180)	130.0%	
4160 Noticeboards	0	1,400	1,400		1,400	0.0%	
4405 Electricity	50	0	(50)		(50)	0.0%	
4990 Sundry Expenses	896	1,500	604		604	59.7%	
Administration :- Indirect Expenditure	79,457	90,742	11,285	0	11,285	87.6%	0
Movement to/(from) Gen Reserve	(79,457)						
<u>150 Parish Office</u>							
4055 Insurance	2,848	0	(2,848)		(2,848)	0.0%	
4120 Telephone & Broadband	(0)	0	0		0	0.0%	
4400 Gas	168	0	(168)		(168)	0.0%	
4405 Electricity	347	0	(347)		(347)	0.0%	
4420 CCTV Maintenance	200	0	(200)		(200)	0.0%	
Parish Office :- Indirect Expenditure	3,562	0	(3,562)	0	(3,562)		0
Movement to/(from) Gen Reserve	(3,562)						
<u>200 Property Maintenance Staff</u>							
4000 Salaries	81,123	90,923	9,800		9,800	89.2%	
4010 Employer's Pension	21,259	15,434	(5,825)		(5,825)	137.7%	
4030 Sickness/Holiday Cover	3,014	3,000	(14)		(14)	100.5%	
Property Maintenance Staff :- Indirect Expenditure	105,395	109,357	3,962	0	3,962	96.4%	0
Movement to/(from) Gen Reserve	(105,395)						
<u>210 Machinery and Van</u>							
4300 Machinery - General Repairs	6,190	5,500	(690)		(690)	112.5%	
4305 Fuel	5,652	7,000	1,348		1,348	80.7%	
4310 Road Tax	480	500	20		20	96.0%	
4315 Maintenance - Vans	609	1,250	641		641	48.7%	
4320 Vehicle Insurance	1,279	3,000	1,721		1,721	42.6%	
Machinery and Van :- Indirect Expenditure	14,209	17,250	3,041	0	3,041	82.4%	0
Movement to/(from) Gen Reserve	(14,209)						

68

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230 Crowdhill Community Building							
4425 Health & Safety	0	9,000	9,000		9,000	0.0%	
4450 Equipment - Internal	0	7,500	7,500		7,500	0.0%	
4455 Equipment - External	0	2,500	2,500		2,500	0.0%	
Crowdhill Community Building :- Indirect Expenditure	0	19,000	19,000	0	19,000	0.0%	0
Movement to/(from) Gen Reserve	0						
240 Pavilion							
4120 Telephone & Broadband	597	0	(597)		(597)	0.0%	
4400 Gas	1,117	1,200	83		83	93.1%	
4405 Electricity	730	800	70		70	91.3%	
4410 Water	0	500	500		500	0.0%	
4415 Repairs	2,990	3,600	610		610	83.0%	
4420 CCTV Maintenance	1,342	1,000	(342)		(342)	134.2%	
4425 Health & Safety	5,245	2,000	(3,245)		(3,245)	262.2%	
4430 Kitchen	270	500	230		230	53.9%	
4435 Cleaning	242	200	(42)		(42)	120.9%	
Pavilion :- Indirect Expenditure	12,532	9,800	(2,732)	0	(2,732)	127.9%	0
Movement to/(from) Gen Reserve	(12,532)						
250 HHCC							
4120 Telephone & Broadband	748	0	(748)		(748)	0.0%	
4420 CCTV Maintenance	200	0	(200)		(200)	0.0%	
4595 General Maintenance	23,510	0	(23,510)		(23,510)	0.0%	
HHCC :- Indirect Expenditure	24,458	0	(24,458)	0	(24,458)		0
Movement to/(from) Gen Reserve	(24,458)						
280 Other Properties							
4480 Bus Shelters	0	200	200		200	0.0%	
4485 Memorial	0	100	100		100	0.0%	
4490 Memorial Clock	189	200	11		11	94.5%	
4495 Garage Rental	600	600	0		0	100.0%	
4500 Speedwatch	0	200	200		200	0.0%	
4505 Village Flowers	1,870	1,800	(70)		(70)	103.9%	
4510 Village Sign	0	140	140		140	0.0%	
Other Properties :- Indirect Expenditure	2,659	3,240	581	0	581	82.1%	0
Movement to/(from) Gen Reserve	(2,659)						

69

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
290 General Grounds Maintenance							
4530 Equipment - Purchases	2,351	4,100	1,749		1,749	57.3%	
4535 Equipment - Maintenance	2,507	1,500	(1,007)		(1,007)	167.2%	
4540 Materials	1,735	1,500	(235)		(235)	115.7%	
General Grounds Maintenance :- Indirect Expenditure	6,594	7,100	506	0	506	92.9%	0
Movement to/(from) Gen Reserve	(6,594)						
300 Lapstone Playing Fields							
4570 Equipment - Cricket Maint.	0	500	500		500	0.0%	
4575 Cricket (Winter)	450	500	50		50	90.0%	
4580 Football	1,084	1,500	416		416	72.3%	
4585 Tennis	0	500	500		500	0.0%	
4590 Pitch Maintenance	8,050	8,000	(50)		(50)	100.6%	
4595 General Maintenance	687	1,000	313		313	68.7%	
4600 Dog Bin Emptying	180	200	20		20	89.9%	
4680 General Bin Emptying	68	0	(68)		(68)	0.0%	
Lapstone Playing Fields :- Indirect Expenditure	10,518	12,200	1,682	0	1,682	86.2%	0
Movement to/(from) Gen Reserve	(10,518)						
310 Knowle Park							
4595 General Maintenance	1,669	2,000	331		331	83.5%	
4630 Fencing	0	500	500		500	0.0%	
4640 Water Supply -White Tree Close	0	100	100		100	0.0%	
4645 Seating/Bins	0	200	200		200	0.0%	
Knowle Park :- Indirect Expenditure	1,669	2,800	1,131	0	1,131	59.6%	0
Movement to/(from) Gen Reserve	(1,669)						
320 New Century Park							
4420 CCTV Maintenance	247	1,000	753		753	24.7%	
4595 General Maintenance	6,400	6,500	100		100	98.5%	
4670 Signs & Bins	28	200	172		172	13.9%	
4680 General Bin Emptying	1,047	1,000	(47)		(47)	104.7%	
New Century Park :- Indirect Expenditure	7,721	8,700	979	0	979	88.8%	0
Movement to/(from) Gen Reserve	(7,721)						
330 Knowle Hill							
4545 Fly tipping	0	250	250		250	0.0%	
4595 General Maintenance	55	500	445		445	11.0%	

70

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4675 Signs	33	100	67		67	33.3%	
Knowle Hill :- Indirect Expenditure	89	850	761	0	761	10.4%	0
Movement to/(from) Gen Reserve	(89)						
<u>350 Lapstone Farm</u>							
4595 General Maintenance	142	500	358		358	28.5%	
4670 Signs & Bins	0	100	100		100	0.0%	
4790 Footpaths	84	4,500	4,416		4,416	1.9%	
Lapstone Farm :- Indirect Expenditure	226	5,100	4,874	0	4,874	4.4%	0
Movement to/(from) Gen Reserve	(226)						
<u>360 Oak Walk</u>							
4595 General Maintenance	213	500	287		287	42.6%	
4670 Signs & Bins	0	100	100		100	0.0%	
Oak Walk :- Indirect Expenditure	213	600	387	0	387	35.5%	0
Movement to/(from) Gen Reserve	(213)						
<u>370 Daisy Dip</u>							
4595 General Maintenance	41	500	459		459	8.2%	
4670 Signs & Bins	0	100	100		100	0.0%	
Daisy Dip :- Indirect Expenditure	41	600	559	0	559	6.8%	0
Movement to/(from) Gen Reserve	(41)						
<u>380 Wyvern Meadow</u>							
4595 General Maintenance	0	1,000	1,000		1,000	0.0%	
4675 Signs	0	100	100		100	0.0%	
Wyvern Meadow :- Indirect Expenditure	0	1,100	1,100	0	1,100	0.0%	0
Movement to/(from) Gen Reserve	0						
<u>400 Play Areas General</u>							
4750 ROSPA Fees	130	1,000	870		870	13.0%	
Play Areas General :- Indirect Expenditure	130	1,000	870	0	870	13.0%	0
Movement to/(from) Gen Reserve	(130)						
<u>410 New Century Park Play Area</u>							
4595 General Maintenance	440	500	60		60	88.0%	
4670 Signs & Bins	0	100	100		100	0.0%	
New Century Park Play Area :- Indirect Expenditure	440	600	160	0	160	73.3%	0
Movement to/(from) Gen Reserve	(440)						

71

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
420 Dean Road Play Area							
4595 General Maintenance	0	500	500		500	0.0%	
4630 Fencing	4,881	5,000	119		119	97.6%	3,000
4670 Signs & Bins	0	100	100		100	0.0%	
Dean Road Play Area :- Indirect Expenditure	4,881	5,600	719	0	719	87.2%	3,000
6000 plus Transfer from EMR	3,000						
Movement to/(from) Gen Reserve	(1,881)						
430 Meadowsweet Way Play Area							
4420 CCTV Maintenance	265	1,000	735		735	26.5%	
4595 General Maintenance	290	1,000	710		710	29.0%	
4670 Signs & Bins	0	100	100		100	0.0%	
Meadowsweet Way Play Area :- Indirect Expenditure	555	2,100	1,545	0	1,545	26.4%	0
Movement to/(from) Gen Reserve	(555)						
440 Knowle Park Play Area							
4595 General Maintenance	350	500	150		150	70.0%	
4670 Signs & Bins	0	100	100		100	0.0%	
4770 Skatepark	5,843	6,000	157		157	97.4%	
Knowle Park Play Area :- Indirect Expenditure	6,193	6,600	407	0	407	93.8%	0
Movement to/(from) Gen Reserve	(6,193)						
500 Allotments							
1500 Allotment Income	3,057	0	(3,057)			0.0%	
Allotments :- Income	3,057	0	(3,057)				0
4800 Allotments - Knowle Park	772	1,000	228		228	77.2%	
4805 Allotments - Campbell Way	29	100	71		71	28.5%	
4810 Allotments - Knowle Lane Ditch	0	1,500	1,500		1,500	0.0%	
Allotments :- Indirect Expenditure	800	2,600	1,800	0	1,800	30.8%	0
Movement to/(from) Gen Reserve	2,257						
510 Cemetery							
1520 Burials Income	8,753	0	(8,753)			0.0%	
1530 Memorials Income	2,816	0	(2,816)			0.0%	
1540 Cremation Income	3,389	0	(3,389)			0.0%	
Cemetery :- Income	14,958	0	(14,958)				0
4410 Water	161	200	39		39	80.6%	

72

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4595 General Maintenance	272	500	228		228	54.5%	
Cemetery :- Indirect Expenditure	434	700	266	0	266	62.0%	0
Movement to/(from) Gen Reserve	14,524						
<u>550 Trees</u>							
4825 Tree survey	1,500	1,500	0		0	100.0%	
4830 Trees - Lapstone Playing Field	0	500	500		500	0.0%	
4831 Trees - Knowle Park	0	1,500	1,500		1,500	0.0%	
4832 Trees - New Century Park	135	500	365		365	27.0%	
4833 Trees - Knowle Hill	270	500	230		230	54.0%	
4834 Trees - Lapstone Farm	135	500	365		365	27.0%	
4835 Trees - Oak Walk	1,160	500	(660)		(660)	232.0%	
4836 Trees - Daisy Dip	0	500	500		500	0.0%	
4837 Trees - Wyvern Meadow	0	500	500		500	0.0%	
4838 Trees - Fair Oak Cemetery	1,080	500	(580)		(580)	216.0%	
4839 Trees-HHCC open space	0	500	500		500	0.0%	
Trees :- Indirect Expenditure	4,280	7,500	3,220	0	3,220	57.1%	0
Movement to/(from) Gen Reserve	(4,280)						
<u>600 Other Expenses</u>							
1600 Community Events Income	1,340	0	(1,340)			0.0%	
Other Expenses :- Income	1,340	0	(1,340)				0
4850 Section 137 - Grants	2,850	4,000	1,150		1,150	71.3%	
4855 Section 137 - Street Pastors	500	500	0		0	100.0%	
4860 Village Centre Project	0	1,000	1,000		1,000	0.0%	
4865 Election Expenses	0	1,000	1,000		1,000	0.0%	
4870 Youth Project	25,000	25,000	0		0	100.0%	
4875 Community Events Expenditure	5,365	4,700	(665)		(665)	114.2%	
4880 PCSO Funding	7,396	7,250	(146)		(146)	102.0%	
Other Expenses :- Indirect Expenditure	41,112	43,450	2,338	0	2,338	94.6%	0
Movement to/(from) Gen Reserve	(39,772)						
<u>900 Reserves Spend</u>							
4994 New Office&Compound General	58,794	0	(58,794)		(58,794)	0.0%	57,725
4995 New building works	173,883	0	(173,883)		(173,883)	0.0%	168,361
4996 RBS Software from gen reserve	4,165	0	(4,165)		(4,165)	0.0%	
Reserves Spend :- Indirect Expenditure	236,842	0	(236,842)	0	(236,842)		226,086
6000 plus Transfer from EMR	226,086						
Movement to/(from) Gen Reserve	(10,755)						

73

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	538,663	358,589	(180,074)			150.2%	
Expenditure	565,029	358,589	(206,440)	0	(206,440)	157.6%	
Net Income over Expenditure	<u>(26,366)</u>	<u>0</u>	<u>26,366</u>				
plus Transfer from EMR	229,086						
less Transfer to EMR	6,750						
Movement to/(from) Gen Reserve	<u>195,970</u>						

Fair Oak & Horton Heath Parish Council Fixed Asset Register as at 31.03.18						
	Date of Purchase	Balance b/fwd 31/03/17	Revaluations during the year	Purchases during the year	Disposals during the year	Balance c/fwd 31/03/18
Lapstone Farm						
Lapstone Country Park land	31.03.10	1.00				1.00
Boardwalk	02.02.11	9,250.00				9,250.00
Display Panel	07.11.12	480.00			(815.58)	480.00
Basketball rings	17.06.16	815.58				0.00
		10,048.58	0.00	0.00	(815.58)	9,233.00
Oak Walk						
Land at Oak Walk	31.12.10	1.00				1.00
Fencing	27.04.12	5,540.00				5,540.00
Jubilee Sculpture	08.06.12	10,000.00				10,000.00
		15,541.00	0.00	0.00	0.00	15,541.00
Lapstone Park						
Lapstone Land		1.00				1.00
Pavilion and car park	01.04.97	368,782.00				368,782.00
Car park lighting	01.04.97	7,683.00				7,683.00
Tennis Courts	01.04.97	18,000.00				18,000.00
Sports Equipment	01.04.97	4,441.00				4,441.00
Beko Cooker	31.10.97	219.00			(219.00)	0.00
Nova Scotia Refrigerator	31.10.97	129.00			(129.00)	0.00
Table and chairs for pavilion	11.11.97	1,687.00				1,687.00
CCTV at Lapstone	19.06.03	8,722.00				8,722.00
Storage Facility	22.4.04	5,389.00				5,389.00
Bench for tennis courts	20.06.05	183.00				183.00
Chestnut Fencing	17.10.05	451.44			(451.44)	0.00
Boiler - Pavilion	19.12.05	1,216.00				1,216.00
Aluminium Junior Goal	17.08.06	946.97				946.97
Machinery storage fencing / compound	25.09.06	1,749.55				1,749.55
Football Goals	30.04.07	437.68			(437.68)	0.00
Aluminium Goals	16.06.08	1,065.00				1,065.00
2 Wooden benches	04.08.08	51.70				51.70
Garage door - Cricket	30.10.08	1,254.00				1,254.00
Vacuum cleaner	04.12.08	79.19				79.19
Digital recorder CCTV	14.12.12	1,099.00			(1,099.00)	0.00
CCTV camera	31.05.13	445.00				445.00
Covert camera	28.02.14	50.00				50.00
2 x Aluminium goals	07.08.14	758.26				758.26
New covert camera and replacements	01.08.14	1,187.50				1,187.50
New DVR & modem for CCTV	21.03.15	1,438.80				1,438.80
Emergency lights	04.05.16	365.88			(365.88)	0.00
Cricket scoreboard	25.05.16	9,897.22				9,897.22
Tennis nets	06.06.16	102.00				102.00
Concrete slab for new pavilion	27.06.16	3,720.00			(3,720.00)	0.00
Pavilion Window	12.07.16	945.00			(945.00)	0.00
Slabs and cement cricket scoreboard	08.07.16	432.30			(432.30)	0.00

Pavilion Sign '24 hour recording'	14.07.16	33.36			(33.36)	0.00
Wire and sockets for scoreboard	17.08.16	250.00			(250.00)	0.00
fencing (and line marking)	01.09.16	278.50			(278.50)	0.00
Crickit scoreboard electrics	15.08.16	87.76			(87.76)	0.00
Emergency lights at Pavilion	18.10.16	664.62				664.62
Bench	27.02.17	507.60		186.93		507.60
2 X CHAIRS Pavilion	24.04.17		0.00	186.93	(8,443.92)	186.93
		444,648.33				436,488.34
Machinery						
Dennis FT510 cricket mower	03.03.99	2,210.00				2,210.00
Sissi Auto Rotobrake scarifier ARR/4	01.04.99	1,500.00				1,500.00
Torro 550 mower	01.04.99	400.00			(400.00)	0.00
Sihl HB2300 Blower	31.03.03	162.00				162.00
Knapsack Sprayer	27.06.03	97.86				97.86
Crickit combirake and brush	16.05.05	299.00				299.00
Crickit rotary brush	16.05.05	135.00				135.00
Double Cab Ranger	16.05.05	11,909.79			(11,909.79)	0.00
Line Marker	17.10.05	420.00			(420.00)	0.00
Sarel Spiker	17.05.06	435.00				435.00
Generator	24.05.06	363.08			(363.08)	0.00
Water Bowser	04.06.06	2,000.00				2,000.00
Tractor : TC40DA compact HF56FON	12.09.06	27,350.00				27,350.00
Air Compressor	06.03.07	125.89				125.89
MB3RC Viking Mower	12.07.07	320.00			(320.00)	0.00
Billy Goat	31.10.07	1,577.30				1,577.30
Holland Mower MC35 HF57 JHJ	11.01.08	11,847.87				11,847.87
Hover Mower	03.04.08	420.75				420.75
Weedkiller System	11.05.09	392.08			(200.00)	0.00
Trailer	18.02.10	200.00			(2,250.00)	0.00
Honda Chipper	01.04.10	2,250.00			(60.00)	0.00
Nitfisk Pressure Washer	12.05.10	60.00				680.00
Danarm Rotary Mower	10.05.10	680.00				228.00
Spyker Spreader	10.05.10	228.00				980.00
Snow Plough	31.03.11	980.00				480.00
Dragmat	19.08.11	480.00				149.99
Flame Gun	27.09.11	149.99				14,700.00
Izuzu D-Max 4x4 HN62EGD	19.01.13	14,700.00				256.00
Danarm RH26 Brushcutter	31.05.13	256.00				440.00
Welder	10.06.13	440.00				38.00
Chainsaw helmet	22.08.13	38.00			(653.00)	0.00
Earthquake blades	26.07.13	653.00			(420.00)	0.00
FS130 Bike Brushcutter	26.11.13	420.00			(420.00)	0.00
FS130 Bike Brushcutter	26.11.13	420.00				185.00
BG86 Blower	26.11.13	185.00				431.00
FS100 Bike Brushcutter	28.11.13	431.00				431.00
FS100 Bike Brushcutter	28.11.13	431.00			(402.00)	0.00
327HE4X Longreach Hedgeclimber	02.12.13	402.00			(431.00)	0.00
327HE4X Longreach Hedgeclimber	29.11.13	431.00			(431.00)	0.00
327HE4X Longreach Hedgeclimber	29.11.13	431.00				249.00
Sihl MS211CBE Chainsaw	02.12.13	249.00			(380.40)	0.00
Flail	01.04.14	380.40				

76

Dennis 9 blade cassette	01.04.14	950.00			(950.00)	0.00
Isuzu extended cab van HF14NZT	01.05.14	20,040.00				20,040.00
Kiworth Sovema flail collector	25.09.14	5,540.00				5,540.00
Delibriator	23.01.15	1,295.00				1,295.00
Paladin TG 21" mower	22.04.15	1,800.00				1,800.00
Wood chipper	21.04.15	825.00				825.00
Powerroll Excel roller	22.06.15	12,495.00				12,495.00
Danarm TWV 50L strimmer	15.07.15	360.00				360.00
Trimax 155 flail	15.07.15	4,510.00				4,510.00
Danarm fj27E hedge trimmer	15.07.15	232.50				232.50
Nelson cordless drill	19.11.15	65.99			(65.99)	0.00
Silky Zubat hand saw	21.01.16	59.00				59.00
CLFG 5100 ES Generator	16.03.16	682.80				682.80
Battery Charger	10.02.16	34.40				34.40
ATV	09.08.16	16,620.00				16,620.00
ATV logos	30.09.16	99.01			(99.01)	0.00
Pressure Washer	31.03.16	324.21				324.21
Fertiliser spreader	01.08.17		450.00			450.00
Strimmer 24"	01.08.17		996.00			996.00
Strimmer HL92	01.08.17		442.00			442.00
M251Chain Saw and Blower	26.04.17		929.47			929.47
		152,793.92	0.00	2,817.47	(20,175.27)	135,436.12
Cemetery						
Cemetery land		1.00				1.00
Concrete Garage	01.04.95	3,768.00				3,768.00
Arch	01.07.99	1,544.00				1,544.00
Wooden seat	28.07.99	372.00				372.00
Bench	01.07.03	427.00				427.00
Noticeboard	01.08.11	869.14				869.14
Circular tree bench	23.04.14	999.00				999.00
40 x slabs	01.05.14	235.60			(235.60)	0.00
		8,215.74	0.00	0.00	(235.60)	7,980.14
New Century Park						
Land at New Century Park		1.00				1.00
Basketball goal	01.04.99	1,145.15				1,145.15
Contour Seats	23.11.99	2,380.00				2,380.00
Play equipment	01.04.00	21,495.00				21,495.00
Home Guard Gates	01.04.01	6,495.00				6,495.00
Jubilee Gates	31.03.03	4,000.00				4,000.00
CCTV equipment	08.05.03	9,014.00				9,014.00
Eco Play unit	22.08.03	11,783.00				11,783.00
CCTV floodlights	02.12.03	1,231.65				1,231.65
Kicking Wall	17.10.05	0.00				0.00
Safety Surface Play Area	21.11.05	27,512.00				27,512.00
Fence Railings	20.02.06	25,219.00				25,219.00
2 replacement CCTV Cameras	20.02.06	660.00				660.00
Play area gate (DDA compliant)	20.10.06	875.00				875.00
CCTV Hard Drive	25.10.08	2,150.00				2,150.00
Brookfield Gate	30.11.08	218.63				218.63
Grit Bin	10.12.10	132.00				132.00

	09.09.11	3,852.90	3,852.90	3,852.90
Goal	29.05.12	165.00		165.00
Dice Spinner	14.12.12	893.00		893.00
CCTV Digital Recorder	14.12.12	890.00		890.00
2 x CCTV Replacement Cameras	31.05.13	445.00		445.00
CCTV Camera	20.01.14	32,000.00		32,000.00
10 x Outdoor Fitness Units	21.01.14	645.00		645.00
Bench	08.02.16	337.00		337.00
Bench	31.03.16	774.00		774.00
Bench	22.03.16	801.00		801.00
Bench	22.03.16	337.00		337.00
Bench	31.05.16	96.77		96.77
New signs for play area	11.07.16	627.60		627.60
bench	01.04.17		34,482.00	34,482.00
New Youth shelter	01.04.17		909.00	909.00
Pitch 3 Goalposts	01.04.17		1,420.00	1,420.00
Chin up bars	01.04.17		348.00	348.00
2 new cradle swing seats	21.06.17		0.00	193,334.70
		156,175.70	0.00	
Office				
Furniture - cupboards and storage	01.04.90	1,000.00		0.00
Furniture - desks and chairs	01.04.90	1,000.00		0.00
Furniture - desks and chairs	01.04.97	1,076.00		0.00
Badge of Office	2.8.04	145.00		0.00
Coin counter	21.9.04	49.99		0.00
Safe	16.05.05	505.00		0.00
Desk, chair and pedestals	18.09.06	489.99		0.00
Projector	26.04.07	341.14		0.00
Microsoft Office Software	26.04.07	183.41		0.00
Misc PC equipment	15.10.08	253.73		0.00
Office Printer	16.01.09	179.00		0.00
Office Chair for Ranger	29.04.09	4,423.00		0.00
New Photocopier	18.08.09	6,816.00		0.00
CCTV Village Hall	18.08.09	1,632.00		0.00
CCTV Horton Heath	09.09.10	420.00		0.00
Acer Aspire Laptop	20.10.11	139.98		0.00
Office Chairs	13.12.12	800.00		0.00
2 x Novatech Pro NS107 PC's	13.12.12	200.00		0.00
2 x Novatech 22" Widescreen LED Monitors	20.08.13	2,900.00		0.00
Mapping software	15.01.14	102.00		0.00
24 port ethernet switch	15.01.14	70.00		0.00
External storage hard drive	15.01.14	124.00		0.00
Internal storage	17.02.15	49.99		49.99
Digital camera	07.05.15	323.12		323.12
Toshiba L50-B-IUT Notebook	03.07.15	69.98		0.00
2 x lower fans	30.10.15	322.00		0.00
Blinds	17.11.15	22.49		0.00
Broadband extender	05.10.16	525.97		525.97
2 x Novatech Pro NS107 PC		24,163.79	0.00	899.00
Miscellaneous				

Memorial		9,622.07				9,622.07
Timber Bus Shelters x 4	01.04.95	11,545.58				11,545.58
Fences and Gates	01.04.99	18,400.00				18,400.00
Notice boards x 5	31.03.03	4,426.00				4,426.00
Bench for The Square bus shelter	20.7.04	469.20				469.20
Water Dip meter	16.01.06	180.00			(180.00)	0.00
Memorial Safety Kit	20.02.06	67.98				67.98
Clock	20.11.06	3,000.00				3,000.00
Bus Shelter	09.01.08	2,120.70				2,120.70
LED Christmas Lights	27.06.08	2,016.00				2,016.00
2 Noticeboards	30.06.10	2,000.00				2,000.00
1 Noticeboard	15.02.11	1,200.00				1,200.00
Village Square Bench	27.01.11	713.00				713.00
Speed Limit Reminder Sign	11.08.11	1,325.00			(1,325.00)	0.00
Appollo DVR HHCC	12.10.11	315.00			(315.00)	0.00
Speed Watch Pack	24.01.12	2,500.00				2,500.00
2 x Marquees	14.01.13	228.00				228.00
Noticeboard - Oak Walk	01.05.14	867.26				867.26
13 x Mapboards	15.01.15	5,354.17				5,354.17
7 x Christmas star motifs	04.01.15	1,659.00				1,659.00
World War 1 seat in Square	20.12.14	535.00				535.00
Bus shelter - Sandy Lane	30.04.15	2,500.00				2,500.00
Fencing - Campbell Way allotments	01.10.15	15,373.20				15,373.20
Speed watch kit	30.10.15	2,750.00				2,750.00
7 x Christmas star motifs	30.10.15	1,659.00				1,659.00
Noticeboards	06.06.16	1,273.43				1,273.43
Christmas Motifs	12.12.16	2,410.80				2,410.80
Christmas Tree	17.11.16	264.00			(264.00)	0.00
New Chainsaw Chain, Stimmer Head	07.11.16	79.15			(79.15)	0.00
Mole traps	14.11.16	55.18			(55.18)	0.00
Replacement blade for pruning saw	27.01.17	40.42			(40.42)	0.00
Circular Saw blade	26.01.17	40.02			(40.02)	0.00
Wyvern Meadow signage	14.02.17	140.55				140.55
		97,587.71	0.00	0.00	(2,298.77)	92,830.94
Dean Road Play Area		1.00				1.00
Land at Dean Road	03.04.03	550.00				550.00
Gate	15.01.16	131.39				131.39
Signs	22.11.17	682.39			7,701.38	7,701.38
Dean Road Fence			0.00	7,701.38	0.00	8,383.77
Meadowsweet Way						
Play equipment	31.08.03	35,900.00				35,900.00
CCTV	31.03.03	2,601.00				2,601.00
Play Area gate	18.07.05	565.00				565.00
CCTV at Horton Heath	28.04.06	2,350.00				2,350.00
Land	31.12.10	1.00				1.00
CCTV Monitor HHCC	14.10.11	108.00				108.00
Digital Recorder CCTV	14.12.12	893.00				893.00
4 x CCTV cameras	31.07.15	2,495.00				2,495.00
		42,455.00	0.00	0.00	0.00	44,913.00

	25.08.15	783.00			783.00
Bench	04.11.15	337.00			337.00
Bench	29.07.16	250.00			250.00
Bench	11.07.16	1,275.60			1,275.60
Bench	05.09.16	482.40			482.40
bench (knowle lane allotments)	10.09.16	42.05			42.05
sign	17.10.16	23.99			23.99
metal sign		109,724.77	0.00	0.00	109,176.77
Garage					
Garage at village hall	01.04.95	3,846.98			3,846.98
Garage contents	01.04.97	543.16			(543.16)
Angle Grinder	09.04.03	49.98			(49.98)
SBD Garador Guardrail Retractable Door	02.12.13	1,100.00			1,100.00
		5,540.12	0.00	0.00	(593.14)
					4,946.98
New parish office and compound					
New Parish office building	10.11.17	64,050.00		702,416.00	766,466.00
CCTV Monitor, DVR and cameras	10.11.17	0.00		4,495.00	4,495.00
Intruder alarms	10.11.17	0.00		1,395.00	1,395.00
Bison shrimmer and Vaults	10.11.17	0.00		2,385.00	2,385.00
Office Furniture	01.01.18	0.00		17,373.60	17,373.60
Burgular bars	31.11.17	0.00		645.00	645.00
Folding wall	01.01.18	0.00		8,006.40	8,006.40
Alarm system	01.01.18	0.00		810.00	810.00
White goods	01.01.18	0.00		932.00	932.00
Additional computers x2	01.01.18	0.00		2,124.48	2,124.48
CCTV	01.01.18	0.00		4,555.00	4,555.00
Fire extinguishers	01.01.18	0.00		1,092.00	1,092.00
Parish office fencing	21.03.18	0.00		1,702.81	1,702.81
Parish office barriers	21.03.18	0.00		7,350.68	7,350.68
		0.00			0.00
		64,050.00		755,282.97	819,332.97
Total value of fixed assets as at 31.03.16		1,140,362.17	0.00	803,147.75	1,987,129.93
Revaluations in the year		0.00			
Added in year		803,147.75			
Disposed of in year		(56,379.99)			
Total value of fixed assets as at 31.03.18		1,887,129.93			

Date : 11/04/2018

Fair Oak and Horton Heath Parish Council

Page 1

Time: 10:28

Trial Balance for Month No: 12

User : JOANNA

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			1,470.14	
105	VAT Control Account			9,594.33	
200	Current Account			43,351.23	
210	Premier Account			210,960.06	
220	Public Sector Deposit Fund			303,849.62	
250	Petty Cash			64.67	
310	General Reserves			3,460.47	
320	EMR - Crowdhill Green				39,000.00
325	EMR - Knowle Park				3,212.22
330	EMR - Tennis Project				3,535.00
340	EMR - Knowle Park Office & comp				73,913.62
345	EMR - Lapstone Farm				88,264.58
350	EMR - Horton Heath CC				34,000.00
360	EMR - Community orchard				500.00
365	EMR - Election expenses				16,000.00
370	EMR - Footpath Leaflet				4,912.89
375	EMR -New Century Park				40,000.00
380	EMR - Knowle park allotments				4,500.00
385	EMR - Village Name Plates				8,000.00
390	EMR - HHCC Flooring				40,250.00
395	EMR - Onsite Maint Knowle Park				6,750.00
500	Creditors				1,800.00
510	Accruals				12,142.10
1076	Precept	100	Income		345,247.50
1090	Interest Received	100	Income		1,078.09
1100	Grants	100	Income		13,841.50
1110	Photocopying Income	100	Income		76.50
1120	Community Events Income	100	Income		1,010.50
1200	Hiring Fees	100	Income		37.50
1300	Football Income	100	Income		4,292.20
1300	Football Income	110	Administration		0.44
1310	Cricket Income	100	Income		1,957.70
1310	Cricket Income	110	Administration		0.02
1500	Allotment Income	500	Allotments		3,057.32
1520	Burials Income	510	Cemetery		8,753.00
1530	Memorials Income	510	Cemetery		2,816.00
1540	Cremation Income	510	Cemetery		3,389.00
1600	Community Events Income	600	Other Expenses		1,339.58
1900	Other Income	100	Income		151,765.67
4000	Salaries	110	Administration	42,761.16	
4000	Salaries	200	Property Maintenance Staff	81,122.94	
4010	Employer's Pension	110	Administration	7,122.58	

Continued over page

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4010	Employer's Pension	200	Property Maintenance Staff	21,258.79	
4030	Sickness/Holiday Cover	200	Property Maintenance Staff	3,013.68	
4050	Rent on Village Hall	110	Administration	5,100.00	
4055	Insurance	110	Administration	7,919.17	
4055	Insurance	150	Parish Office	2,848.20	
4060	Audit	110	Administration	2,080.00	
4070	Legal & Professional Fees	110	Administration	303.16	
4075	Postage	110	Administration	452.00	
4080	Stationery	110	Administration	523.19	
4085	Printer Consumables	110	Administration	543.23	
4090	Admin Maintenance	110	Administration	1,421.52	
4100	Chairman's Allowance	110	Administration	210.95	
4105	Conference/Training/Staffing	110	Administration	3,938.82	
4110	Clothing	110	Administration	306.09	
4115	Newsletter	110	Administration	2,786.37	
4120	Telephone & Broadband	110	Administration	623.50	
4120	Telephone & Broadband	150	Parish Office		0.24
4120	Telephone & Broadband	240	Pavilion	597.26	
4120	Telephone & Broadband	250	HHCC	747.92	
4125	Mobile Phone	110	Administration	237.47	
4130	Subscriptions - HAPTC	110	Administration	1,358.00	
4131	Subscriptions - Playing Field	110	Administration	45.00	
4150	Website	110	Administration	780.00	
4300	Machinery - General Repairs	210	Machinery and Van	6,189.69	
4305	Fuel	210	Machinery and Van	5,651.63	
4310	Road Tax	210	Machinery and Van	480.00	
4315	Maintenance - Vans	210	Machinery and Van	608.78	
4320	Vehicle Insurance	210	Machinery and Van	1,278.87	
4400	Gas	150	Parish Office	167.52	
4400	Gas	240	Pavilion	1,116.73	
4405	Electricity	110	Administration	49.52	
4405	Electricity	150	Parish Office	346.54	
4405	Electricity	240	Pavilion	730.17	
4410	Water	510	Cemetery	161.19	
4415	Repairs	240	Pavilion	2,989.53	
4420	CCTV Maintenance	150	Parish Office	200.00	
4420	CCTV Maintenance	240	Pavilion	1,341.75	
4420	CCTV Maintenance	250	HHCC	200.00	
4420	CCTV Maintenance	320	New Century Park	246.99	
4420	CCTV Maintenance	430	Meadowsweet Way Play Area	265.00	
4425	Health & Safety	240	Pavilion	5,244.80	
4430	Kitchen	240	Pavilion	269.64	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4435	Cleaning	240	Pavilion	241.87	
4490	Memorial Clock	280	Other Properties	189.00	
4495	Garage Rental	280	Other Properties	600.00	
4505	Village Flowers	280	Other Properties	1,870.00	
4530	Equipment - Purchases	290	General Grounds Maintenance	2,351.15	
4535	Equipment - Maintenance	290	General Grounds Maintenance	2,507.43	
4540	Materials	290	General Grounds Maintenance	1,735.47	
4575	Cricket (Winter)	300	Lapstone Playing Fields	450.00	
4580	Football	300	Lapstone Playing Fields	1,083.98	
4590	Pitch Maintenance	300	Lapstone Playing Fields	8,049.50	
4595	General Maintenance	250	HHCC	23,510.00	
4595	General Maintenance	300	Lapstone Playing Fields	686.74	
4595	General Maintenance	310	Knowle Park	1,669.06	
4595	General Maintenance	320	New Century Park	6,400.00	
4595	General Maintenance	330	Knowle Hill	55.24	
4595	General Maintenance	350	Lapstone Farm	142.43	
4595	General Maintenance	360	Oak Walk	212.77	
4595	General Maintenance	370	Daisy Dip	41.00	
4595	General Maintenance	410	New Century Park Play Area	439.97	
4595	General Maintenance	430	Meadowsweet Way Play Area	290.00	
4595	General Maintenance	440	Knowle Park Play Area	350.00	
4595	General Maintenance	510	Cemetery	272.47	
4600	Dog Bin Emptying	300	Lapstone Playing Fields	179.74	
4630	Fencing	420	Dean Road Play Area	4,881.38	
4670	Signs & Bins	320	New Century Park	27.84	
4675	Signs	330	Knowle Hill	33.32	
4680	General Bin Emptying	300	Lapstone Playing Fields	68.06	
4680	General Bin Emptying	320	New Century Park	1,046.54	
4750	ROSPA Fees	400	Play Areas General	130.00	
4770	Skatepark	440	Knowle Park Play Area	5,843.00	
4790	Footpaths	350	Lapstone Farm	83.94	
4800	Allotments - Knowle Park	500	Allotments	771.76	
4805	Allotments - Campbell Way	500	Allotments	28.54	
4825	Tree survey	550	Trees	1,500.00	
4832	Trees - New Century Park	550	Trees	135.00	
4833	Trees - Knowle Hill	550	Trees	270.00	
4834	Trees - Lapstone Farm	550	Trees	135.00	
4835	Trees - Oak Walk	550	Trees	1,160.00	
4838	Trees - Fair Oak Cemetery	550	Trees	1,080.00	
4850	Section 137 - Grants	600	Other Expenses	2,850.00	
4855	Section 137 - Street Pastors	600	Other Expenses	500.00	
4870	Youth Project	600	Other Expenses	25,000.00	

Date : 11/04/2018

Fair Oak and Horton Heath Parish Council

Page 4

Time: 10:28

Trial Balance for Month No: 12

User: JOANNA

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4875	Community Events Expenditure	600	Other Expenses	5,365.31	
4880	PCSO Funding	600	Other Expenses	7,396.24	
4990	Sundry Expenses	100	Income	18.59	
4990	Sundry Expenses	110	Administration	895.67	
4994	New Office&Compund General	900	Reserves Spend	58,794.28	
4995	New bulding works	900	Reserves Spend	173,882.75	
4996	RBS Software from gen reserve	900	Reserves Spend	4,164.64	
6000	Transfer from EMR	420	Dean Road Play Area		3,000.00
6000	Transfer from EMR	900	Reserves Spend		226,086.38
6001	Transfer to EMR	100	Income	6,750.00	
Trial Balance Totals :				1,144,529.55	1,144,529.55
Difference				0.00	

85

Fair Oak and Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 April 2018

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2018	Current Account	45,059.92	
31/03/2018	Premier Account	210,960.06	
31/03/2018	Public Sector Deposit Fund	303,849.62	
31/03/2018	Petty Cash	64.67	
			559,934.27

Unpresented Payments

1,708.69

558,225.58

All Cash & Bank Accounts

Current Account	24,272.96
Petty Cash	64.67
Premier Account	210,960.06
Public Sector Deposit Fund	303,849.62
Other Cash & Bank Balances	0.00
Total Cash & Bank Balances	539,147.31

Do the Numbers Limited

18th April 2018

Melanie Stephens, Clerk
 Fair Oak and Horton Heath Parish Council
 Village Hall,
 Shorts Road
 Fair Oak,
 SO50 7EJ

Dear Melanie,

Subject: Review of matters arising from Internal Audit for 31 March 2018

Please find below the list of matters arising following my visits today and during the year.

Overall I found the records of the council to be in very good order and that the transfer of accounting systems and staff changes have been handled in an exemplary manner.

Control area	Issue	Recommended Action
Agenda pack website uploads	At present, every document within the agenda pack is uploaded individually to the website for the next meeting. This increases omission risk.	The council might benefit from purchasing one of the PDF software packages that allows documents to be combined – allowing better compliance with the Transparency Code and better use of officer time.
Purchase and Sales ledgers	The software has a sales ledger available, but not yet a purchase ledger.	The sales ledger should be used for all billing from now on to familiarise all officers with the debtor system in advance of the new buildings increasing the number of transactions.
Members interests	The council currently uploads individual unredacted forms, some of which have not been completed as per best practice.	The council website should link to that of the Borough (here) to ensure that the two sets are always the same.
Financial reports	The Rialtas software is able to generate any report directly to PDF from the screen.	To reduce staff time and reduce the risk of incomplete scans, the electronically generated version of reports should go into agenda and minute packs.
Transparency Code	The Council is subject to the Transparency Code on its website, however a good proportion of the required information is not currently shown.	Once the new staff are in post, the checklist here (page 28) should be applied, with particular note of the requirements regarding agenda packs and three years of minutes to be published.

37 Upper Brownhill Road, Southampton, SO16 5NG

eleanororgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

Website documents	It is best practice to ensure that all published documents are in a format that is not easy to edit (PDF rather than Word)	When the website is being reviewed and updated over the coming months, document formats should be amended.
Year end document pack	As this was the first full year end on the new software, not all of the reports needed had been printed in advance of the final visit, but they were simple to generate.	The RFO has the pack for this year which should be used as the proforma for future years both for year end and for mid year balance sheet checks
Website asset registers	The former clerk is bringing much of the website up to date, in particular to reflect projects completed under their tenure.	Clear maps of land, assets and facilities are a requirement of the transparency code, and would be of benefit to new and existing residents of the parish.

Please find enclosed my invoice for the balance of the agreed fee.
If either you or your councillors have any queries, please do not hesitate to contact me.

Regards

Eleanor S Greene

37 Upper Brownhill Road, Southampton, SO16 5NG

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

From: clerk@fairoak-pc.gov.uk
Sent: 27 April 2018 09:10
To: 'Owens, Helen'
Subject: RE: Community Governance Review

Dear Helen,

Thank for you for sending this, I believe Councillors have been expecting this for some time.

As we don't have a scheduled Council meeting until 21 May, I'm afraid we won't be able to get comments to you until after that meeting.

Kind Regards

Melanie Stephens

Parish Clerk

Fair Oak & Horton Heath Parish Council

Tel: 023 8069 2403

Email: clerk@fairoak-pc.gov.uk

www.fairoak-pc.gov.uk

Information contained in this email and any attachment is intended for the use of the addressee only and may be confidential. Any dissemination, distribution, copy or use of this communication without prior permission of the addressee is strictly prohibited. If you receive this message in error please immediately delete it from your system and notify us by return email.

Whilst Fair Oak and Horton Heath Parish Council has taken every reasonable precaution to protect against infection by software viruses, we cannot accept liability for any damage which you sustain as a result of software viruses. You should therefore carry out your own virus check prior to opening any attachment contained within this email. Any views expressed by the author may not necessarily reflect those of Fair Oak and Horton Heath Parish Council.

From: Owens, Helen <Helen.Owens@eastleigh.gov.uk>
Sent: 26 April 2018 18:41
To: Fair Oak Parish Council <clerk@fairoak-pc.gov.uk>
Cc: Thompson, Andrew <Andrew.Thompson@eastleigh.gov.uk>
Subject: Community Governance Review
Importance: High

Dear Melanie,

I am writing to share with you a proposed new boundary between West End Parish and Fair Oak and Horton Heath parish. At the last meeting of the Administration Committee of Eastleigh Borough Council, it was agreed that the boundary should move to ensure the new housing at Horton Heath would be within the Fair oak and Horton Heath parish. Both parishes had agreed to this change but had yet to agree exactly where this should be. At the meeting all parishes were encouraged to discuss and agree where possible appropriate boundary changes as part of the community governance review, as we hoped that we would have as much agreement as possible prior to the stage 2 consultation.

As we have no clear proposal we have looked to draw a new boundary for your consideration. In doing so we seek to ensure these respect natural communities, follow existing natural and physical boundaries on the ground and cause minimum disruption. With that in mind we suggest the new boundary follows the railway line and then the stream

back up to where it meets Allington Lane. This also avoids splitting properties on Allington Lane between two parishes. Please see the attached maps for details.

I am also writing to the clerk of West End parish council today but again would encourage you to discuss this directly with one another. I would much rather go out to the public consultation knowing we have a single option that you both support if possible.

We are now aiming to commence the stage 2 consultation on Friday May 4th so I would be grateful if you could let me know your thoughts as soon as possible.

Kind regards
Helen

Helen Owens
Local Plan Engagement Specialist
Strategy - Strategic Planning
Ext: 8452

From: Owens, Helen <Helen.Owens@eastleigh.gov.uk>
Sent: 04 May 2018 17:10
To: clerk@houndparishcouncil.org; 'enquiries@westend-pc.gov.uk'; Hedge End Town Council; Hamble-le-Rice Parish Council; 'enquiries@fairoak-pc.gov.uk'; Chandlers Ford Parish Council; Bursledon Parish Council; 'clerk@botley.com'; Bishopstoke Parish Council; 'allbrookparishcouncil@gmail.com'; 'anbpc1@gmail.com'
Cc: Tustian, Nick; Ward, Richard; House, Cllr Keith; Thompson, Andrew; Blythe, Matthew; Birt, Julia; Partner, Min; Riddoch, Guy
Subject: Community Governance Review

Dear Parish Clerks,

I am writing to inform you that the second stage of consultation on the community governance review is about to start.

Following the last meeting of the Administration Committee on February 20th it was agreed to:

1. Support no change within those parish areas that did not respond to the stage one consultation,
2. Support internal ward changes proposed by Bishopstoke and Hedge End parish councils,
3. Support the move of polling district WN4 from Chartwell to Allington ward in West End parish,
4. Support a boundary change between Bursledon and Hedge End, which have been agreed by both parish councils,
5. Note the potential agreement for a boundary change between West End and Fair Oak & Horton Heath and between Hound and Hamble-le Rice parishes,
6. Note a proposal from Bursledon Parish Council for a boundary change with Hound parish.

The committee agreed that it would consult on the above proposals and residents in affected areas would be individually contacted and their views sought.

This consultation will open later today and will run until Friday 8th June. Residents and businesses in the four areas of the borough who will be affected by proposed boundary changes will receive a letter in the next few days informing them of the consultation. They will also receive some background information and a map detailing the proposal. Responses can be made online, by email or in writing.

In addition to this we have scheduled a **'drop-in' session**. This is aimed at those affected by the proposal made by Bursledon Parish Council to alter the boundary with Hound parish. As the Council has no preferred view on this proposal we felt it was important to understand the views of local residents and give them an opportunity to comment and ask questions face to face. We have booked **Pilands Wood community centre on Tuesday 15th May 3pm-7pm**, as the nearest community venue to affected residents.

You will be able to access the consultation using the following link.
www.eastleigh.gov.uk/cgrconsultation

If you have any questions or would like to discuss any of the proposals, please get in touch.
(Note: please contact by email and not the number stated below, we can arrange a call if required).

Regards
Helen

Title

Amended FOHH & WE Parish Boundaries



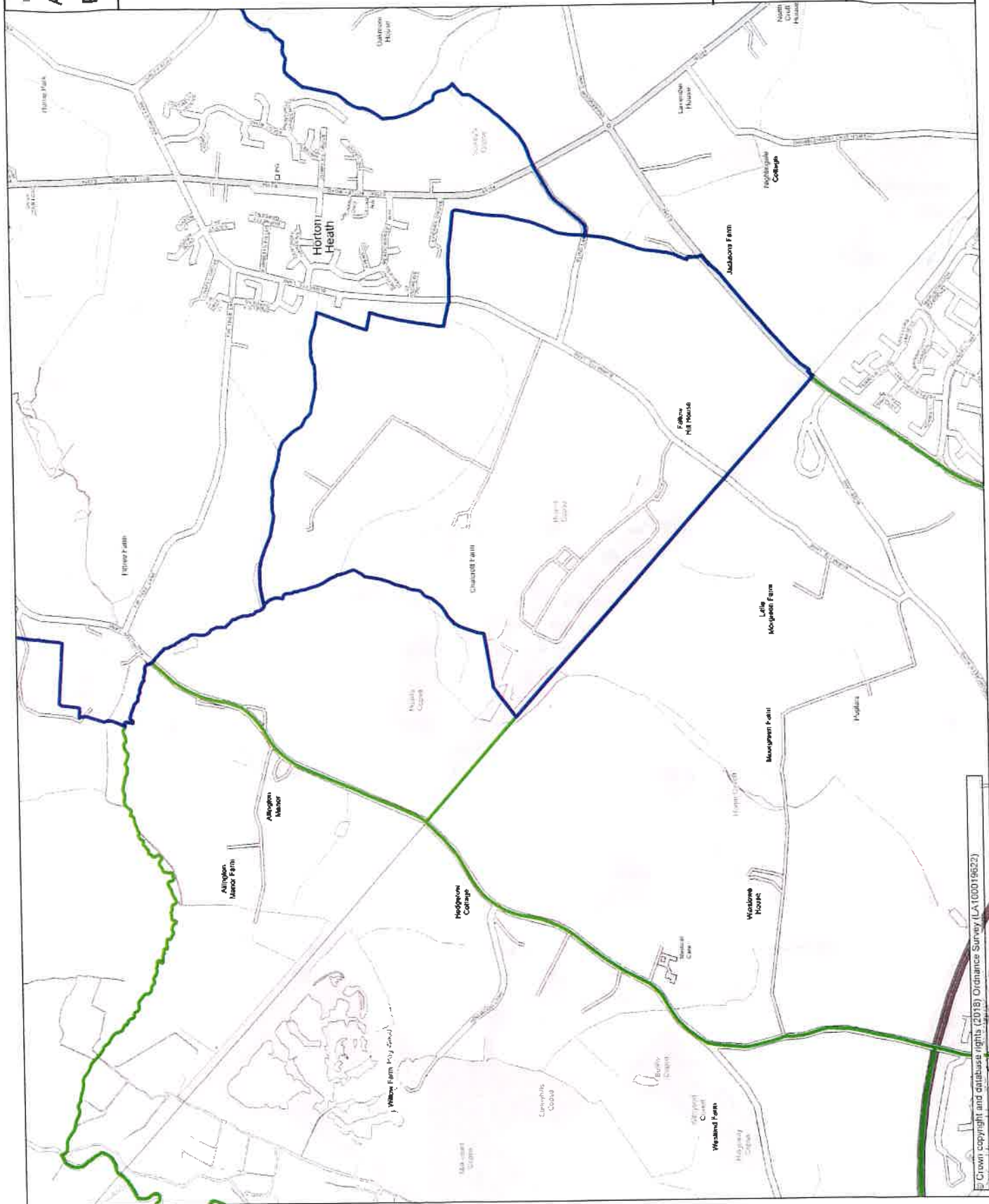
Scale
1:10000

Map Ref
SU4816

Date
25/04/2018

EASTLEIGH
BOROUGH COUNCIL

IT



CORRESPONDENCE – 15.05.18

The following correspondence has been received to date. If you would like to receive more information, please tick the column and return this sheet to the Clerk. Thank you.

1	HCC – traffic order proposal – Mortimers Lane – extension of 30 mph speed limit	
2	Bishopstoke, Fair Oak and Horton Heath Street, School and Prayer Pastors – thank you for £500 grant.	
3	Street Pastors weekly diaries; 4/5 and 11/5	

Name



Hampshire County Council

Economy, Transport and the Environment Department
Traffic Management, 2nd Floor,
Elizabeth II West The Castle Winchester SO23 8UJ

Fair Oak & Horton Heath
Parish Council
Ms Cheryl Gosling, Parish Clerk
2 Knowle Park Lane
Fair Oak, Eastleigh
SO50 7GL

Telephone 0300 555 1375 (General Enquiries)
0300 555 1388 (Roads and Transport)
0300 555 1389 (Recycling Waste & Planning)
Textphone 0300 555 1390
Fax 01962 847055
www.hants.gov.uk/highways

Enquiries to	Sue Lucas	My reference	C805/SL
Direct Line	01962 832242	Your reference	
Date	04 May 2018	Email	Public.notices@hants.gov.uk

Dear Ms Gosling

TRAFFIC ORDER PROPOSAL – MORTIMERS LANE, FAIR OAK – EXTENSION OF 30 MPH SPEED LIMIT

I enclose, for your information, a copy of the public notice concerning the above proposals which will shortly be appearing in the local press.

If you have any views on the matter you wish to be brought to the County Council's attention, will you please let me have them in writing by the date specified in the notice for the submission of objections.

Yours sincerely

Sue Lucas
Senior Technical Assistant - Traffic Orders
Economy Transport and Environment

Enc.

Director of Economy, Transport and Environment
Stuart Jarvis BSc DipTP FCIHT MRTPI

214

TRAFFIC ORDER PROPOSAL – MORTIMERS LANE, FAIR OAK 30 MPH SPEED LIMIT

Hampshire County Council proposes making a traffic order as follows:

EFFECT OF ORDER: to extend the existing 30 mph speed limit in Mortimers Lane, Fair Oak between the existing location of the 30 / 60 mph signage to a point approximately 174 metres north-eastwards thereof.

The order will also revoke and re-enact the provisions contained in an existing order with no change of substance save for the addition of the restriction described above.

FURTHER DETAILS: A copy of this notice, the proposed order, a map showing the location and effect of the proposal, a statement of reasons and the orders to be revoked may be viewed at <http://www3.hants.gov.uk/publicnotices> or inspected during the usual office hours at the following places:

- (i) **Hedge End Library**, 11 Upper Northam Road (Opening hours: Mondays, Tuesdays, Wednesdays and Fridays 9.30 – 5.00; Thursdays 9.30 – 7.00; Saturdays 9.30-1.00).
- (ii) **Eastleigh Borough Council**, Customer Services, Eastleigh House, Upper Market Street (Opening hours: Monday to Friday 8.30 – 5.00).
- (iii) **Hampshire County Council**, Reception, The Castle, Winchester (Opening hours: Monday to Friday 8.30-5.15).

OBJECTIONS: All objections and other representations in respect of this proposal must be sent in writing to the undersigned quoting reference:- **C805 /SL by 01 June 2018**. All objections must state the grounds on which they are made. Persons wishing to make objections or other representations are advised that in the order-making process, objections or other representations may become publicly available and therefore the names and addresses of those persons making objections or other representations may also be made publicly available.

TITLE: The order, if made, will be known as “The Hampshire (Various Roads, Eastleigh and Winchester) (Restricted Road, 30, 40 and 50 Miles per Hour Speed Limit) (No.2) Order 2018.”

STUART JARVIS, Director of Economy, Transport and Environment, The Castle, Winchester, SO23 8UD, Email: public.notices@hants.gov.uk

clerk@fairoak-pc.gov.uk

From: Taylor, Amy <Amy.Taylor@eastleigh.gov.uk>
Sent: 13 April 2018 10:41
Subject: Consultation: unauthorised developments and encampments

Dear Member Councils,

Please find below a consultation, which NALC kindly ask you to review and respond, if applicable.

Any comments you may have should be submitted to Jessica.lancod-frost@nalc.gov.uk no later than 5pm on Friday 25th May 2018.

Yours sincerely,

Amy Taylor
 Policy Officer



HELPING TO INSPIRE & EMPOWER PARISH AND TOWN COUNCILS ACROSS HAMPSHIRE

Follow Us on Twitter @ [www.twitter.com/hampshirealc](https://twitter.com/hampshirealc) or Find us on Facebook @ www.facebook.com/HantsALC

Hampshire Association of Local Councils

Floor 2, Eastleigh House, Upper Market Street, Eastleigh, Hants, SO50 9YN (SATNAV-SO50 9FD)

t: 02380 688061

e: Amy.Taylor@eastleigh.gov.uk

w: www.hampshirealc.org.uk

I work part-time. I am in the office on a Friday and available online Monday and Tuesdays.

Hampshire Association of Local Councils Limited | Registered Office - (as listed above) | Registered in England - Company number: 6879309

Dear colleague,

As you may know, the Government have recently issued a consultation on powers for dealing with unauthorised developments and encampments. The consultation document can be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697354/Consultation - unauthorised encampments.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697354/Consultation_-_unauthorised_encampments.pdf).

NALC will be responding to the consultation on behalf of the local councils that we represent. To help us we would like your council/county association to email us your thoughts on the consultation questions. These include:

1. What evidence is there of unauthorised development and encampments in your community, and what issues does this raise for the local community?

2. We would like to invite evidence of unauthorised encampments which have occurred in the last 2 years, as follows:
 - a. the number of instances where trespassers have occupied land without authorisation, including the location and scale of the encampment.
 - b. whether the land in a) required cleaning or repair once the encampment had left, and if so, what was the cost?
 - c. how was each unauthorised encampment encouraged to leave, how long did it take, and was the local authority able to move them on; or did the police become involved?
3. Do you think that the existing powers made available to local authorities to remove unauthorised campers from land are effective?
4. Do you think local authorities could improve their use of existing powers?
5. What other powers may help local authorities deal with unauthorised encampments?
6. Do you consider that the current powers for police to direct trespassers to leave land are effective?
7. Would any new or revised powers that enable police to direct trespassers to leave land make it easier to deal with unauthorised encampments?
8. Do you consider that the Government should consider criminalising unauthorised encampments, in addition to the offence of aggravated trespass? If so, how should a new offence differ, and what actions and circumstances should it apply to?
9. What barriers are there to the greater use of injunctions by local authorities, where appropriate, and how might they be overcome?
10. Do you have any suggestions or examples of how local authorities, the police, the courts and communities can work together more successfully to improve community relations and address issues raised by unauthorised encampments?
11. Are there ways in which court processes might be modified in a proportionate way to ensure unauthorised encampments can be addressed more quickly?

12. In your view, what would the advantages and disadvantages be of extending the IPO process to open land? Are you aware of any specific barriers which prevent the effective use of current planning enforcement powers?
13. If you are aware of any specific barriers to effective enforcement, are there any resourcing or administrative arrangements that can help overcome them?
14. Are you aware of any specific barriers which prevent the effective use of temporary stop notices? If so, do you have a view on how these barriers can be overcome?
15. How do you think the existing enforcement notice appeals process can be improved or streamlined?
16. How can Government make existing guidance more effective in informing and changing behaviour?
17. If future guidance was issued as statutory guidance, would this help in taking action against unauthorised development and encampments?
18. Are there any specific barriers to the provision of more authorised permanent and transit sites? If so, is there any action that the Government could take to help overcome those barriers?
19. What impact would extending local authority, police or land owner powers have on children and families and other groups with protected characteristics that public authorities must, in the exercise of its functions, have due regard to under their Public Sector Equality Duty?
20. Do you expect that extending the powers referred to above would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?
21. Do you have any other comments to make on the issue of unauthorized development and encampments not specifically addressed by any of the questions above?

Local councils are at the very heart of their local community and that is why NALC thinks it is vital we hear from them.

The deadline for responses to us is **5pm Friday 25 May**.

Please email me with any thoughts you have on any of the points included above at Jessica.Lancod-frost@nalc.gov.uk

If you have any queries please do let me know.

I look forward to hearing from you.

Kind regards,

Jessica Lancod-Frost

Jessica Lancod-Frost
POLICY AND DEVELOPMENT OFFICER

National Association of Local Councils
109 Great Russell Street
London
WC1B 3LD

Direct Line 020 7290 0317

www.nalc.gov.uk



Like us on Facebook



Follow us on twitter

Disclaimer: This email may contain privileged and/or confidential information. If you receive this in error, please notify the sender immediately and do not use, rely upon, copy, forward or disclose its content to any other party. Any views or opinions expressed are those of the author and do not necessarily represent those of the National Association of Local Councils. This email message has been swept by Norton-Antivirus Corporate Edition for the presence of computer viruses. It is however the responsibility of the recipient to ensure that it is virus free before using it and no responsibility whatsoever is accepted by the National Association of Local Councils for any loss or damage arising in any way from its use.



HM Government

Consultation:

**Powers for dealing with unauthorised
development and encampments**

April 2018



© Crown copyright, 2018

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This document/publication is also available on our website at <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>

If you have any enquiries regarding this document/publication, complete the form at <http://forms.communities.gov.uk/> or write to us at:

Ministry of Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: @CommunitiesUK

April 2018

ISBN: 978-1-4098-5233-9

Contents

Ministerial foreword	5
Introduction	6
Unauthorised development and encampments	7
Powers for dealing with unauthorised encampments	8
Court processes	14
Powers for dealing with unauthorised development	17
Government guidance	19
Planning and traveller site provision	20
Impacts on the travelling community	21

General information

Topic:	This consultation seeks views on the effectiveness of powers to deal with unauthorised development and encampments.
Scope:	Views are sought on the range of powers available to local authorities, the police and landowners, for dealing with unauthorised development and encampments.
Geographical scope:	These proposals relate to laws and policies which apply in England, and at times to England and Wales.
Impact Assessment:	N/A

Basic Information

To:	This consultation is open to everyone.
Body/bodies responsible:	Ministry of Housing, Communities and Local Government, Home Office, Ministry of Justice
Duration:	This consultation will begin on Thursday 5 April and will run for 10 weeks. All responses should be received by no later than 23:45 on Friday 15 June.
Enquiries:	For any enquiries about the consultation please contact: UnauthorisedDevelopmentandEncampments@communities.gsi.gov.uk
How to respond:	<p>Consultation responses should be submitted by online survey:</p> <p>https://www.surveymonkey.co.uk/r/NW6G3YD</p> <p>We strongly encourage all respondents to respond via the online survey, particularly organisations with access to online facilities such as local authorities, representative bodies and businesses.</p> <p>However, should you be unable to respond online we ask that you complete the pro forma found at the end of this document. Additional information or evidence can be provided in addition to your completed pro forma.</p> <p>In these instances you can email your pro forma to: UnauthorisedDevelopmentandEncampments@communities.gsi.gov.uk</p> <p>Or send to: Unauthorised Development and Encampments Consultation Ministry of Housing, Communities and Local Government 3rd floor, North East Fry Building 2 Marsham Street LONDON SW1P 4DF</p>

Ministerial foreword

We are fortunate to live in one of the most tolerant countries in the world, which has a proud tradition of promoting respect for the rule of law, for property, and for one another. The Government is committed to creating a just and fair country, where equality of opportunity flourishes and the life chances of all are enhanced. I want to see harmonious relations between communities, and we are working hard towards this aim. The Integrated Communities Strategy Green Paper, published in March, invites views on the Government's vision for building strong, integrated communities where people – whatever their background – live, work, learn and socialise together, based on shared rights, responsibilities and opportunities.

Recent debates in Parliament have addressed the topic of unauthorised traveller encampments, and Members of Parliament have voiced their constituent's concerns regarding the impact on both settled and nomadic populations. I was deeply troubled by these concerns, particularly by the widespread perception that the rule of law does not apply to those who choose a nomadic lifestyle, and the sense that available enforcement powers do not protect settled communities adequately.

Unauthorised encampments can cause settled communities significant distress, and they perpetuate a negative image of the travelling community, the vast majority of whom are law-abiding citizens. Unauthorised encampments also have a detrimental effect on the life chances of those who live within such encampments, and their children, who may not benefit from the same opportunities as everyone else.

This document serves to show that the Government is listening: we want to understand more about the nature of the issue, and to hear views on the effectiveness of enforcement powers against unauthorised development and encampments. I welcome suggestions as to whether existing measures should be strengthened, and how public authorities can use the powers available to them more effectively. I look forward to hearing your views.

Dominic Raab MP
Minister of State for Housing

Introduction

1. There have been long-standing concerns about the issue of unauthorised development and encampments. These were most recently voiced during the debate in the House of Commons on 9 October 2017¹, when the Government heard strong views that in spite of a range of powers already in place, unauthorised development and encampments remain a significant issue which causes genuine difficulties for communities. These include:
 - trespassing on private land
 - occupying public land, including playing fields and children's playgrounds
 - damage to property
 - extensive litter and waste
 - the public and private cost of cleaning or protecting unauthorised sites
 - noise and antisocial behaviour
 - abusive and threatening behaviour
 - carrying out development without planning permission
2. Since 2010, the Government has taken concerted action to address these matters, including issuing revised planning guidance on enforcement and updated policy and reforms to temporary stop notices. In March 2015² the Government issued advice in *Dealing with illegal and unauthorised encampments* to all local authorities, the police and landowners to encourage them to work collaboratively to tackle unauthorised encampments and to remind them of the array of powers which exist for tackling such situations.
3. The July 2017 Traveller Caravan Count, published by the Ministry of Housing, Communities and Local Government on 16 November³, illustrates that the number of traveller caravans on authorised sites has risen from 14,498 in July 2010 to 19,071 in July 2017 – an increase of 32 per cent between counts. This suggests that the planning process led by local planning authorities is having an impact. However, figures also illustrate that there are still a significant number of unauthorised encampments across England, accounting for 16% of all caravans in July 2017.
4. During the 9 October debate, the Government announced that it would seek views on the effectiveness of existing powers, and gather information to inform future policy and legislative proposals.

¹ <https://hansard.parliament.uk/Commons/2017-10-09/debates/E1DC6872-5335-41CC-A5DE-991D06FE9B3E/GypsiesAndTravellersAndLocalCommunities>

² <https://www.gov.uk/government/publications/dealing-with-illegal-and-unauthorised-encampments>

³ <https://www.gov.uk/government/statistics/traveller-caravan-count-july-2017>

Unauthorised development and encampments

5. The Government is aware that unauthorised development and encampments can be a source of real concern and inconvenience to communities, and wishes to hear more evidence about the nature of the issue. Unauthorised development occurs when land is developed, or there has been a material change of use of land, without the appropriate planning approval being secured in advance. Unauthorised encampments occur where trespassers enter and occupy land belonging to private landowners or local authorities.

Question 1:

What evidence is there of unauthorised development and encampments in your community, and what issues does this raise for the local community?

6. The subsequent sections in this document seek views on the range of existing powers available to public bodies including local authorities and the police, for responding to unauthorised development and encampments. It asks questions about how these powers are used at present, any difficulties associated with the use of those powers, and what, if any, further powers may be required. The case study below provides an example of unauthorised encampments that took place in 2017, and the council's response to the issue.

Case Study - Sedgemoor District Council

Between June and September 2017 there were 2 unauthorised encampments at Burnham on Sea. The unauthorised encampments were set up in the Council's Pier Street pay and display car park. This is the major car park for Burnham, catering for shoppers and holiday makers, and is the only car park suitable for coaches.

The Council were aware of problems during the unauthorised encampments including occupying public land, the public cost of cleaning the site, noise and antisocial behaviour, abusive and threatening behaviour and loss of revenue.

During each incident, the Council Officers attended the site. Once they assessed the response they served the occupiers with 24 hours notice to vacate. When the occupiers failed to vacate, the Council started County Court proceedings, and papers were served on the occupiers. Hearing dates were set and in both cases the occupiers vacated 24 to 48 hours in advance of the hearing date. While the police were aware of these cases, and spoke to the travellers, there was no formal police involvement.

Powers for dealing with unauthorised encampments

7. Local authorities and the police have a wide range of existing powers to deal with unauthorised encampments. The advice published in March 2015, *Dealing with illegal and unauthorised encampments*⁴, set out details of the enforcement powers available to local authorities to tackle such cases. Where occupation of land occurs on public land and local authorities use their powers proactively, enforcement action can be taken relatively quickly. The process for private landowners is through civil possession procedures.
8. Despite the existing powers there are instances of encampments which continue for prolonged periods of time with a consequent impact on local communities. Local authorities and private landowners can also incur costs in evicting trespassers from land and repairing any damage caused. If unauthorised encampments could be moved on more quickly or deterred from occupying unauthorised sites in the first place, this could have tangible benefits for local authority budgets and for community cohesion.
9. We would like to gather evidence to understand the scale of the issue with unauthorised encampments on public or private land, and the costs incurred to evict trespassers and repair damage done to sites.

Question 2:

We would like to invite evidence of unauthorised encampments which have occurred in the last 2 years, as follows:

- a. the number of instances where trespassers have occupied land without authorisation, including the location and scale of the encampment.
- b. whether the land in a) required cleaning or repair once the encampment had left, and if so, what was the cost?
- c. how was each unauthorised encampment encouraged to leave, how long did it take, and was the local authority able to move them on; or did the police become involved?

⁴ <https://www.gov.uk/government/publications/dealing-with-illegal-and-unauthorised-encampments>

Streamlining the powers under which local authorities can direct unauthorised campers to leave land

10. Local authorities have wide ranging powers to remove unauthorised campers under section 77⁵ and 78⁶ of the Criminal Justice and Public Order Act 1994. These powers allow the local authority to issue a section 77 direction to leave notice to anybody on any land forming part of a highway; on any other unoccupied land; or on any occupied land without the consent of the occupier.
11. If the unauthorised campers do not comply with the section 77 Notice, the local authority would then apply to the Magistrates' Court for a Court Order authorising the local authority to enter upon the land to remove the unauthorised campers.
12. We would like to hear from local authorities that consider section 77 powers could be made to be more effective, in enabling them to direct unauthorised campers to leave land. We would also welcome views on whether there may be issues with the capability and capacity within local authorities in using their existing powers.

Question 3:

Do you think that the existing powers made available to local authorities to remove unauthorised campers from land are effective?

Question 4:

Do you think local authorities could improve their use of existing powers?

Question 5:

What other powers may help local authorities deal with unauthorised encampments?

⁵ <https://www.legislation.gov.uk/ukpga/1994/33/section/77>

⁶ <https://www.legislation.gov.uk/ukpga/1994/33/section/78>

Extending the circumstances in which police can direct trespassers to leave land

13. Under section 61⁷ of the Criminal Justice and Public Order Act 1994, the police have powers that allow them to direct trespassers to leave land. The requirements of these powers are currently:

- i. that any of the trespassers have caused damage to land or property;
- ii. that any of the trespassers have used threatening, abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or agent of the occupier; or
- iii. that the trespassers have between them six or more vehicles on the land.

We would welcome views on whether the requirements under section 61 should be reviewed.

14. Section 62A of the Act allows the police to direct trespassers to remove themselves and their vehicles and property from land where a suitable pitch is available within the same local authority area. The police must consult every local authority within whose area the land is situated to confirm if a suitable pitch is available on a relevant site.

15. Failure to comply with a police direction under section 61 or 62A is a criminal offence punishable by a fine and/or a custodial sentence of up to three months' imprisonment, as is re-entry onto the land by persons subject to the direction within three months. We would welcome views on whether there is evidence supporting an extension of this time period before a person can legally return to a site once directed to leave by the police.

Background - The Republic of Ireland: criminal trespass and site provision

A number of contributions during the debate in the House of Commons on 9 October referred to the law on trespass in Ireland. This section provides some background on how this operates.

The Irish Government has criminalised trespass in certain circumstances, in conjunction with a statutory requirement for local authorities to provide sites for travellers. In response to concerns about trespassers occupying public spaces and private land, the Irish Republic introduced the Housing (Miscellaneous Provisions) Act 2002⁸.

⁷ <https://www.legislation.gov.uk/ukpga/1994/33/part/V>

⁸ <http://www.irishstatutebook.ie/eli/2002/act/9/section/24/enacted/en/html#sec24>

The Act made it an offence for any person to enter and occupy land without the owner's permission - or bring any "object" on to the land - if this is likely to "substantially damage" the land or interfere with it.

The offence contained in Section 24 of the Act has the effect of criminalising trespassers who occupy land without consent. The legislation does not amount to a ban on all unauthorised encampments. It criminalises encampments that 'substantially' damage the land or prevent use of the land by the owner or other lawful users.

The Act gives the Irish police discretion to direct trespassers to leave land if it is suspected that this offence is being committed. Failure to comply with a direction is also punishable by a fine and/or a one-month prison sentence. It is for the police to consider which approach to adopt depending on the individual circumstances of the case and the encampment.

Aggravated trespass

16. Aggravated trespass is already a criminal offence under section 68⁹ of the Criminal Justice and Public Order Act 1994. It occurs when one or more people trespass on land and intimidate the landowner or others who are lawfully on the land, deterring them from carrying out or engaging in any lawful activity, or do anything to obstruct or disrupt that activity. A person guilty of this offence is liable to imprisonment for a term not exceeding three months, a fine or both.

17. In addition to views on whether existing powers are sufficient, if you think they are not, we would welcome views on whether additional powers should be considered, and whether consideration should be given to a new offence, in addition to aggravated trespass, that further criminalises actions in relation to unauthorised encampments that substantially damage land or cause serious inconvenience to the land owner or other lawful users of the land.

Question 6:

Do you consider that the current powers for police to direct trespassers to leave land are effective?

Question 7:

Would any new or revised powers that enable police to direct trespassers to leave land make it easier to deal with unauthorised encampments?

⁹ <https://www.legislation.gov.uk/ukpga/1994/33/section/68>

Question 8:

Do you consider that the Government should consider criminalising unauthorised encampments, in addition to the offence of aggravated trespass? If so, how should a new offence differ, and what actions and circumstances should it apply to?

Use of injunctions to protect land

18. Civil injunctions can be an alternative option for protecting land from unauthorised development and encampments. We would like to seek views on any barriers that exist in other local authorities to using such powers, and how these barriers might be overcome.

19. We are aware that injunctions are used by local authorities to ban the establishment of unauthorised encampments across a number of specific pieces of land. This mechanism has been used to protect parks and playgrounds, business areas, highway verges, schools, cycle tracks, previously occupied sites and private land.

Question 9:

What barriers are there to the greater use of injunctions by local authorities, where appropriate, and how might they be overcome?

Joint-working between local authorities, communities and the police

20. The Government is aware that in tackling unauthorised encampments, joint working across all relevant public bodies, and communities, can bring faster and better results than attempting to resolve the issue in isolation. Joint working between local planning authorities on planning for traveller sites is referred to later in the section on planning and traveller site provision.
21. During the recent debates in Parliament, the Government has heard views on joint-working including that existing legal powers are limited by an inability to use them across administrative boundaries; some areas suffer from a lack of shared intelligence and resources; and that there should be a better understanding of the needs of traveller groups, and a greater ability to negotiate with them. We would welcome views on whether joint-working may help to deal with any issues with the capability and capacity within local authorities, in using their existing powers.

Question 10:

Do you have any suggestions or examples of how local authorities, the police, the courts and communities can work together more successfully to improve community relations and address issues raised by unauthorised encampments?

Court Processes

22. There have been a number of improvements made to the court system, to streamline and improve the efficiency of the appeal and judicial review (JR) process. Prominent among them was the introduction of the Planning Court in 2014¹⁰, which considers JRs and statutory challenges to decisions made by planning authorities. The Planning Court was created because of the clear need to deal more swiftly with planning cases, large and small, in the interests of justice for everyone involved in the planning process. It works to fixed, rigorous timescales which are strictly adhered to, and has led to a marked increase in timeliness of the resolution of planning cases.
23. Notwithstanding recent improvements, we would welcome evidence of any cases that have proved difficult to resolve, the apparent reasons for this, including the impact on the resourcing of public bodies, and any suggestions for further improvement.
24. Under current legislation, to evict unauthorised encampments from open-land, landowners must first make an application to the relevant court for an order for possession. A hearing date will be set by the court when it issues the claim form, and in a claim against trespassers the defendant must be served with the papers not less than 2 days before the hearing date. At the hearing the judge will decide the claim and unless there is a defence, the judge will usually make an order for possession to take place immediately. Once an order for possession is made it can then be enforced.
25. The time taken to evict unauthorised encampments includes the time required for the legal procedures to be completed. It may also include time required by defendants to make alternative arrangements, especially where there are children or vulnerable adults involved. However, if a land owner considers that court action will be needed, they could advise the court in advance, so that the date for a hearing can be expedited.
26. Applications in respect of trespasser incursions are treated as urgent business and the local court, subject to court capacity, will issue proceedings and set a hearing on the same day, with the hearing fixed for the next available date. In exceptional circumstances, the matter may be dealt with by the High Court without notice.

Question 11:

Are there ways in which court processes might be modified in a proportionate way to ensure unauthorised encampments can be addressed more quickly?

¹⁰ <https://www.gov.uk/courts-tribunals/planning-court>

Interim possession orders

27. The Government is aware of concerns raised by local authorities and landowners that the possession process is too slow. The process involves obtaining a possession order in the county court and appointing bailiffs to carry out the eviction. The Criminal Justice and Public Order Act 1994 enabled the creation in the Civil Procedure Rules of an accelerated possession procedure known as the Interim Possession Order (IPO)¹¹. An IPO can currently be granted against trespassers in premises but not open land.
28. The rules came into force on 24 August 1995.
- Property owners can use the accelerated procedure if:
 - They are only claiming possession, not making a claim for damages. The applicant has an immediate right to possession and has had this right throughout the period of unlawful occupation.
 - The respondents entered the premises as trespassers.
 - The application for an order is made within 28 days of the date when the owner first knew (or ought reasonably to have known) that the respondents were in occupation).
29. The Civil Procedure Rules provide that:
- A hearing of an application for an interim possession order will be “as soon as practicable but not less than three days after the date of issue”.
 - Once an interim possession order is served, a trespasser has 24 hours to leave the property.
 - There are no appeals that can delay enforcement of the order (instead a return date is set for considering whether or not a full possession order should be granted).
 - After the 24-hour period expires, a trespasser who remains in the property or returns during the period of validity of the order commits a criminal offence.
 - There is no need to seek a warrant of possession or instruct bailiffs as once the period for the trespassers to leave the property expires, the property owner can call the police and the trespassers may be arrested.
30. Due to the speed of the accelerated process, an IPO is not a final order and, unlike the ordinary possession order, the claimant cannot seek damages as part of process. A future date would need to be set for a full hearing, at which point the court will confirm or set aside its original decision. Until the full hearing takes place, the landowner might need to give undertakings that he will not dispose of any of the defendant's property left on the site and pay damages if the IPO was wrongly granted.

¹¹ <https://www.legislation.gov.uk/ukpga/1994/33/section/76>

31. The Government wishes to hear views as to whether the IPO should be extended to open land. This might offer the possibility of evicting trespassers on land more rapidly by offering quicker hearings and shorter timescales for trespassers to leave, than those provided by regular possession proceedings.

Question 12:

In your view, what would the advantages and disadvantages be of extending the IPO process to open land?

Powers for dealing with unauthorised development

32. Local planning authorities have a wide range of planning enforcement powers to deal with unauthorised development, with penalties for non-compliance, as set out in *Dealing with Unauthorised Developments and Encampments*, published in March 2015. Effective enforcement is important in maintaining public confidence in the planning system. Used properly, the powers can tackle unauthorised development which has already happened and help to prevent it occurring in the first place. These powers are intended to deal with the full range of breaches of planning control, including unauthorised changes of use and unauthorised new buildings – not just unauthorised encampments.
33. Although the suite of powers is extensive, enforcement practice among local authorities in England varies considerably. For example, we are aware that some local authorities take a proactive and joined up, cross-service, approach to enforcement – using their powers to tackle a range of issues beyond planning. Some are making effective use of powers under the Proceeds of Crime Act 2002¹² to apply for confiscation orders to recover the financial benefits accrued from unauthorised development and using those funds to help finance their enforcement service.
34. We would welcome views on the barriers that prevent some local authorities from utilising existing enforcement powers effectively, and whether there are ways in which Government can assist in overcoming these barriers. In addition, while we consider the current planning enforcement powers are extensive, we would welcome views on what, if any, further powers and capabilities might be useful in dealing with unauthorised development, and may help to bring proceedings to a swifter conclusion.

Question 13:

Are you aware of any specific barriers which prevent the effective use of current planning enforcement powers?

Question 14:

If you are aware of any specific barriers to effective enforcement, are there any resourcing or administrative arrangements that can help overcome them?

Question 15:

Are you aware of any specific barriers which prevent the effective use of temporary stop notices? If so, do you have a view on how these barriers can be overcome?

¹² <https://www.legislation.gov.uk/ukpga/2002/29/part/2/crossheading/confiscation-orders>

Improving the efficiency of enforcement notice appeals

35. A local planning authority has discretion as to whether to initiate enforcement action by issuing an enforcement notice, if it appears to them that planning controls have been breached. If an enforcement notice is served, a person with an interest in the land or relevant occupier has a right of appeal to the Secretary of State. The Planning Inspectorate makes decisions on enforcement notice appeals on behalf of the Secretary of State. Exercise of this fundamental right of appeal will lead to the suspension of enforcement action until the appeal is resolved. Any appeal must be received before the enforcement notice comes into effect, which should be at least 28 days from the date of service of the notice.
36. All parties to the appeal (including the appellant, local planning authority and interested parties) have until the sixth week after the appeal starts to submit representations. The appellant and local planning authority has the opportunity to consider and comment on all the representations received within a further three week period. If the appeal is being decided by way of an informal hearing or local inquiry, oral evidence is allowed as well as the written representations.
37. We are seeking views on whether the enforcement notice appeals process should be streamlined so that such appeals can be determined more quickly, and action against unauthorised development taken sooner. Any procedural changes would need to take into account the right of the appellant to have sufficient time to consider whether they will make an appeal and, if so, time to prepare their case. Any proposed change would also have to be considered in terms of their impact on the fairness of the process. It should be noted that any changes would need to apply to all enforcement notice appeals.

Question 16:

How do you think the existing enforcement notice appeals process can be improved or streamlined?

Government Guidance

38. The advice issued by Government in March 2015 *Dealing with illegal and unauthorised encampments*¹³, reminds local councils, the police and landowners of the powers available to them to work together to address unauthorised developments and encampments. The advice sets out details of the enforcement powers available to local authorities to tackle such cases. While the Government legally requires public bodies to consider the equalities and human rights impacts of their decisions before acting, it warned against gold-plating human rights and equalities legislation, and reminded local authorities and the police of the strong powers they have to deal with unauthorised encampments.

39. When considering the proportionality of intervention, the police and councils can and should also consider the negative consequences of unauthorised sites. When deciding whether to take action they can consider, for example, the harm that such developments can cause to local amenities and the local environment, the potential interference with the peaceful enjoyment of neighbouring property and the need to maintain public order and safety.

Question 17: How can Government make existing guidance more effective in informing and changing behaviour?

Question 18: If future guidance was issued as statutory guidance, would this help in taking action against unauthorised development and encampments?

¹³

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418139/150326_Dealing_with_illegal_and_unauthorised_encampments_-_final.pdf

Planning and traveller site provision

40. *Planning Policy for Traveller Sites*¹⁴ sets out that the Government's overarching aim is to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community. The policy asks local planning authorities to make an assessment of need for sites, and to meet this need through the identification of land for sites. The policy also asks that plan-making and decision-taking should aim to reduce the number of unauthorised development and encampments and make enforcement more effective.
41. On 5 March, the Government launched a consultation on the National Planning Policy Framework, which includes a question on whether any changes should be made to the Planning Policy for Traveller Sites as a result of the proposed changes to the Framework - and if so, what changes should be made. The consultation closes on 10 May.
42. In terms of wider Government support for the provision of traveller sites, the New Homes Bonus (NHB) is paid to local authorities to recognise net increases in effective housing stock, including the provision of traveller pitches. Funding for traveller pitches is also available from the Affordable Homes Programme 2016-21¹⁵.
43. As mentioned in the introduction, the July 2017 Traveller Caravan Count illustrates that the number of traveller caravans on authorised sites has risen, suggesting that the locally-led planning process is having an impact.

Question 19:

Are there any specific barriers to the provision of more authorised permanent and transit sites? If so, is there any action that the Government could take to help overcome those barriers?

¹⁴

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/457420/Final_planning_and_travellers_policy.pdf

¹⁵ <https://www.gov.uk/government/collections/shared-ownership-and-affordable-homes-programme-2016-to-2021-guidance>

Impacts on the travelling community

44. While it is clear that unauthorised encampments can have a detrimental impact on the settled community, it is also highly likely that such encampments can lead to significant hardships for travelling communities themselves. Gypsy, Roma and Traveller communities are amongst the most disadvantaged in British society and suffer from multiple forms of discrimination. The recent publication of the *Ethnicity Facts and Figures* website¹⁶ highlights the stark inequalities experienced by these groups: Gypsy, Roma and Traveller groups have the lowest attainment of all ethnic groups throughout their school years; they have a life expectancy of over 10% less than the general population, poor health-related quality of life, and only around two-thirds of Gypsy, Roma or Traveller pupils stay in education, employment or training at age 16.
45. Accommodation insecurity is an issue with far-reaching impacts, including on educational attainments, social inclusion and on both physical and mental health. Additional insecurity arises when accommodation is unauthorised and travelling communities are liable to be moved on at short notice. Across a range of public services, work is underway to seek improvements in the outcomes experienced by Gypsy, Roma and Traveller communities, including:
- The Government's Inclusion Health programme published a number of resources in 2013-2016¹⁷ on issues affecting Gypsy, Roma and Traveller.
 - NHS England has produced guidance and a patient-facing leaflet to try to improve access to primary care for Gypsy, Roma and Traveller patients.
 - The publication of the Race Disparity Audit¹⁸, and associated Ethnicity Facts and Figures website, highlighted in the way different ethnic groups interact with public services. The DfE will conduct a review of exclusions to explore why certain pupil groups, including Gypsy, Roma and Traveller pupils are over represented in exclusions data.
 - We continue to help schools improve the progress and attainment of disadvantaged pupils. Through the pupil premium¹⁹, we have provided nearly £2.5 billion in 2017-18.
46. The Government's overarching aim is to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interests of the settled community. Continued work will be needed by public service providers, working in consultation and

¹⁶ <https://www.ethnicity-facts-figures.service.gov.uk/>

¹⁷ <https://www.gov.uk/government/publications/gypsy-and-traveller-health-accommodation-and-living-environment>

¹⁸ <https://www.gov.uk/government/publications/race-disparity-audit>

¹⁹ <https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings>

partnership with Gypsy, Roma and Traveller communities, to address long-established inequalities.

Question 20:

What impact would extending local authority, police or land owner powers have on children and families and other groups with protected characteristics that public authorities must, in the exercise of its functions, have due regard to under their Public Sector Equality Duty?

Question 21:

Do you expect that extending the powers referred to above would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

Other comments

Question 22:

Do you have any other comments to make on the issue of unauthorised development and encampments not specifically addressed by any of the questions above?

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000²⁰ (FOIA), the Data Protection Act 1998²¹ (DPA) and the Environmental Information Regulations 2004²²).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

²⁰ <https://www.legislation.gov.uk/ukpga/2000/36/contents>

²¹ <https://www.legislation.gov.uk/ukpga/1998/29/contents>

²² <http://www.legislation.gov.uk/uksi/2004/3391/contents/made>

Consultation response proforma

If you are responding by email or in writing, please reply using this questionnaire proforma, which should be read alongside the consultation document. You are able to expand the comments box should you need more space

Your Details (Required fields are indicated with an asterix(**))

Family Name (Surname)*	
First Name*	
Title	
Address	
City/Town*	
Postal Code*	
Telephone Number	
Email Address*	

Are the views expressed on this consultation your own personal views or an official response from an organisation you represent?* (please tick as appropriate)

☐ Personal View

☐ Organisational Response

Name of Organisation (if applicable)

--

If you are responding on behalf of an organisation, please tick the box which best describes your organisation.

☐ Local Authority (including National Parks, Broads Authority, the Greater London Authority and London Boroughs)

☐ Neighbourhood Planning Body/Parish or Town Council

☐ Private Sector organisation (including housebuilders, housing associations, businesses, consultants)

☐ Trade Association / Interest Group/Voluntary or Charitable organisation

Other (Please specify)

--

Unauthorised development and encampments

Question 1:

What evidence is there of unauthorised development and encampments in your community, and what issues does this raise for the local community?

Please enter your comments here

Powers for dealing with unauthorised encampments

Question 2:

We would like to invite evidence of unauthorised encampments which have occurred in the last 2 years, as follows:

- a. the number of instances where trespassers have occupied land without authorisation, including the location and scale of the encampment.
- b. whether the land in a) required cleaning or repair once the encampment had left, and if so, what was the cost?
- c. how was each unauthorised encampment encouraged to leave, how long did it take, and was the local authority able to move them on; or did the police become involved?

Please enter your comments here

Streamlining the powers under which local authorities can direct unauthorised campers to leave land

Question 3:

Do you think that the existing powers made available to local authorities to remove unauthorised campers from land are effective?

Please enter your comments here

Question 4:

Do you think local authorities could improve their use of existing powers?

Please enter your comments here

Question 5: What other powers may help local authorities deal with unauthorised encampments?

Please enter your comments here

Aggravated trespass

Question 6:

Do you consider that the current powers for police to direct trespassers to leave land are effective?

Please enter your comments here

Question 7:

Would any new or revised powers that enable police to direct trespassers to leave land make it easier to deal with unauthorised encampments?

Please enter your comments here

Question 8:

Do you consider that the Government should consider criminalising unauthorised encampments, in addition to the offence of aggravated trespass? If so, how should a new offence differ, and what actions and circumstances should it apply to?

Please enter your comments here

Use of injunctions to protect land

Question 9:

What barriers are there to the greater use of injunctions by local authorities, where appropriate, and how might they be overcome?

Please enter your comments here

Joint-working between local authorities, communities and the police

Question 10:

Do you have any suggestions or examples of how local authorities, the police, the courts and communities can work together more successfully to improve community relations and address issues raised by unauthorised encampments?

Please enter your comments here

Court Processes

Question 11:

Are there ways in which court processes might be modified in a proportionate way to ensure unauthorised encampments can be addressed more quickly?

Please enter your comments here

Interim possession orders

Question 12:

In your view, what would the advantages and disadvantages be of extending the IPO process to open land?

Please enter your comments here

Powers for dealing with unauthorised development

Question 13:

Are you aware of any specific barriers which prevent the effective use of current planning enforcement powers?

Please enter your comments here

Question 14:

If you are aware of any specific barriers to effective enforcement, are there any resourcing or administrative arrangements that can help overcome them?

Please enter your comments here

Question 15: Are you aware of any specific barriers which prevent the effective use of temporary stop notices? If so, do you have a view on how these barriers can be overcome?

Please enter your comments here

Improving the efficiency of enforcement notice appeals

Question 16:

How do you think the existing enforcement notice appeals process can be improved or streamlined?

Please enter your comments here

Government Guidance

Question 17:

How can Government make existing guidance more effective in informing and changing behaviour?

Please enter your comments here

Question 18:

If future guidance was issued as statutory guidance, would this help in taking action against unauthorised development and encampments?

Please enter your comments here

Planning and traveller site provision

Question 19:

Are there any specific barriers to the provision of more authorised permanent and transit sites? If so, is there any action that the Government could take to help overcome those barriers?

Please enter your comments here

Impacts on the travelling community

Question 20:

What impact would extending local authority, police or land owner powers have on children and families and other groups with protected characteristics that public authorities must, in the exercise of its functions, have due regard to under their Public Sector Equality Duty?

Please enter your comments here

Question 21:

Do you expect that extending the powers referred to above would have a positive or negative impact on the health or educational outcomes of Gypsy, Roma and Traveller communities? If so, do you have any evidence to support this view, and/or suggestions for what could be done to mitigate or prevent any negative impacts?

Please enter your comments here

Other comments

Question 22:

Do you have any other comments to make on the issue of unauthorised development and encampments not specifically addressed by any of the questions above?

Please enter your comments here

Your opinion is valuable to us. Thank you for taking the time to read the consultation and respond.