



# Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: [enquiries@fair-oak-pc.gov.uk](mailto:enquiries@fair-oak-pc.gov.uk)

## SUMMONS

Dear Member

13 November 2018

You are hereby summoned to attend a meeting of POLICY COMMITTEE at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **Monday, 19 November 2018 at 7.00 p.m.** \*or at the conclusion of the public participation period.

*Melanie Stephens*

Melanie Stephens  
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 can address the Committee on issues relevant to the business of the Parish Council.

## AGENDA

### 1. APOLOGIES

To note any apologies for absence.

### 2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

### 3. MINUTES (PAPER A, PAGES 2-4)

To note the minutes of the meeting held on 17 September 2018 (approved by the Full Council on 15 October 2018 as a correct record).

### 4. CLERK'S VERBAL REPORT

### 5. OUT OF HOURS PROCEDURES (VERBAL REPORT)

To agree a way forward in managing out of hours calls.

### 6. INFORMATION SECURITY POLICY (REPORT B, PAGES 5-7)

To agree the adoption of the Information Security Policy.

### 7. REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C, PAGES 8-15)

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

### 8. WORK PROGRAMME (REPORT D, PAGES 16-17)

To consider the Committee's work programme and make changes if necessary.

#### To: Committee Members

Cllr C Bird  
Cllr N Couldrey  
Cllr Mrs H Douglas (Chairman)  
Cllr J Goss

#### Officers

Cllr T Mignot  
Cllr Mrs Shephard  
Cllr J Sorley  
Cllr P Spearey

Mrs J Cahill (Responsible Finance Officer)  
Mrs Greenslade (Deputy Clerk)  
Ms M Stephens (Clerk)

**Minutes of the Policy & Resources Committee meeting  
held on Monday 17 September 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Committee Councillors Present:** C Bird, Mrs M Shephard, J Sorley & P Spearey (Vice-Chairman).

**Apologies:** Cllr Mrs Douglas, Couldrey & Goss

**Other Councillors Present:** Cllr Noel

**Officers in attendance:** Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk, and part of the meeting, C Burchett, Parish Ranger & Mrs J Cahill, Responsible Finance Officer.

**PUBLIC SESSION**

None present.

**40 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

None received.

**41 MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 18 June 2018, be noted (previously approved by Full Council on 16 July 2018).

**42 ROOM BOOKING POLICY FOR LOCAL CHARITIES**

Members considered whether booking fee discounts should be awarded to local charities requesting use of the Roger Smith Conference Room.

The Clerk informed members of the various practices and policies of other local councils and public bodies, with differing discounts offered across the board.

Some members expressed the view that the policy of the Parish Council should be fair and transparent, and that all charitable organisations should be treated the same, rather than have different arrangements for different organisations. Members also felt that it would be too complicated and onerous to judge each request on its own merits. As such, it was

**RECOMMENDED:**

- a) *That registered charities whose work directly benefits residents of Fair Oak & Horton Heath, receive a discount of 20% on booking fees for the Roger Smith Conference Room, for a maximum of 5 occurrences per year; and*
- b) *That this policy be reviewed in 18 months' time.*

#### **43 BURIAL FEES FOR UNDER 18'S**

Members considered the burial fees for under 18's.

Members were aware of the Government's commitment to establish a Funeral Fund for grieving parents who have lost their child. Under the proposed scheme, parents would no longer have to meet the cost of burials, with fees being waived by local authorities and instead met by government funding.

At present, it was unclear on the timescales of the implementation of this fund, however, members felt that the Parish Council should seek to waive its own internment fees for under 18's in the Parish, to show its support for grieving families and that the fees should be waived with immediate effect.

#### **RESOLVED**

That the internment fees for residents under the age of 18, be waived with immediate effect.

#### **44 PEMBERS HILL DRIVE**

Members considered whether the Parish Council should accept the public open space and play area (with developers' contributions) for this development.

Eastleigh Borough Council had recently approached the Parish Council regarding the Section 106 agreement relating to this development and a view to transferring the public open space and associated funds to the Parish Council. The Parish Council had not been previously made aware of this, and had assumed, as no dialogue had taken place with the Borough, that the public open space would be the responsibility of a management committee.

In discussing this issue members raised a number of concerns including: -

- The lack of strategic approach to planning in the Borough and in particularly Fair Oak. And the increasing number of large scale 'pepper potted' developments appearing in the Parish;
- The lack of dialogue between the Borough Council with the Parish Council when drafting section 106 agreements, particularly where the Borough had a view to transfer responsibility of the public open space to the Parish;
- The impact on current staff resources and the need to train current staff to enable them to maintain open space adjacent to a public highway;
- The number of other developments nearby, with public open space, which could be transferred to the Parish Council and the impact on budgets and staff resources.

In considering all of the above issues, and the fact that the Parish was under no legal obligation to accept the transfer of land, it was

#### **RECOMMENDED:**

*That the Parish Council decline the offer of the transfer of the public open space on this development at this time.*

#### **45 COMMUNITY INVESTMENT PROGRAMME**

Members considered the draft community investment programme as set out in Appendix 1, Report A to the Committee.

**RESOLVED**

That the investment programme be noted.

**46 WORK PROGRAMME**

Members considered the draft work programme as set out in Report B to the Committee.

**RESOLVED**

That the work programme be noted.

**47. REPORT OF THE RESPONSIBLE FINANCE OFFICER**

**RESOLVED**

- a) That the report of the Responsible Finance Officer, be approved; and
- b) That cheque signing, and BACS payments be noted.

This was all the business and the meeting closed at 8.15 pm.

Signed ..... Chairman



## **Fair Oak & Horton Heath Parish Council**

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: [enquiries@fairoak-pc.gov.uk](mailto:enquiries@fairoak-pc.gov.uk)

### **INFORMATION SECURITY POLICY**

#### **1. INTRODUCTION**

- 1.1 This document sets out the measures the Council will take with regards to information security.

#### **2. CONTEXT**

- 2.1 Information is essential to delivery services to our customers and the organisations and businesses we work with. Information security refers to the protection of physical information or electronic information systems from unauthorised or unintended access, destruction or tampering. It is important that robust systems are put in place to safeguard the information we hold.
- 2.2 Confidentiality, integrity and availability of information must be proportionate to maintain services, comply with the law and provide trust to staff, councillors, customers and partners. Consequences of unauthorised access/loss of information, in particular personal data, can result in serious financial and reputational harm to the Parish Council, its employees, customers and businesses.

#### **3. APPLICATION OF THIS POLICY**

- 3.1 Everyone who access information we hold must be aware of these policy statements and their responsibilities in relation to information security.
- 3.2 The Council commits to regularly informing its employees, councillors, contractors and other third parties of their obligations before they are authorised to access systems and information. Other organisations and their users granted access to information held by our organisation must abide by this policy.
- 3.3 All those who access information may be held personally responsible for any breach misuse.

#### **4. THE LAW**

- 4.1 Article 32 of the General Data Protection Regulation (GDPR) says:
  1. Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, the controller and the processor shall implement appropriate technical and organisation measures to ensure a level of security appropriate to the risk including inter alia as appropriate:
    - i) the pseudonymisation and encryption of personal data;
    - ii) the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
    - iii) the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;

- iv) a process for regularly testing, assessing and evaluation the effectiveness of technical and organisational measures for ensuring the security of the processing.
- 2. In assessing the appropriate level of security account shall be taken in particular of the risks that are presented by processing, in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.
- 3. Adherence to an approved code of conduct as referred to in Article 40 or an approved certification mechanism as referred to in Article 42 may be used as an element by which to demonstrate compliance with the requirements set out in paragraph 1 of this Article.
- 4. The controller and processor shall take steps to ensure that any natural person acting under the authority of the controller or the processor who has access to personal data does not process them except on instructions from the controller, unless he or she is required to do so by law.

## **5. OBLIGATIONS**

5.1 When accessing information, the following obligations will apply: -

- Only access systems and information for which you are authorised.
- Only use systems and information for the purposes authorised.
- Comply with all application legislation and regulation.
- Comply with controls communicated by the Parish Council through the Parish Clerk.
- Do not disclose confidential or sensitive information to anyone without the permission of the Council. In practice, this will usually be the Parish Clerk.
- Ensure confidential or sensitive information is protected from view by unauthorised individuals.
- Do not copy, transmit or store information to devices or locations (physical or digital) where unauthorised individuals may gain access to it; the security of devices and locations you use are your responsibility.
- Protect information from unauthorised access, disclosure, modification, destruction or interference.
- Keep passwords secret and do not allow anyone else to use your access to systems and accounts.
- Notify the Parish Clerk of any actual or suspected breach of information security and assist with prompt resolution, including taking all the steps necessary to limit breaches and to avoid repetition of such breaches. Co-operate with compliance, monitoring, investigatory or audit activities in relation to information.

## **6. ROLES AND RESPONSIBILITIES**

6.1 The Parish Council:

- Ensures compliance with the law governing the processing and use of information.

6.2 The Parish Clerk:

- Acts as the 'Accountable Officer' ensuring that all information is appropriately protected.

- Manages the investigation and mitigation of information breaches
- Assesses risks and implements controls
- Ensures employees are fully conversant with this policy and all associated standards, procedures, guidelines and relevant legislation and are aware of consequences on non-compliance.
- Introduce training and develop procedures, processes and practices which enable compliance with this policy across their business areas.
- Ensure all contractors and other third parties to which this policy may apply are aware of their obligation to comply with it.

#### 6.3 Employees of the Parish Council:

- Conduct their business in accordance with this policy
- Take responsibility for familiarising themselves with this policy and understanding the obligations it places on them, with particular emphasis on the need to ensure no information is released, published or otherwise disclosed without prior authorisation from their direct line manager or the Parish Clerk.
- Ensure they have received appropriate training based on their level of access to information.

### **7. BREACH STATEMENT**

7.1 Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you. The Council, as well as those individuals affected are also at risk of financial and reputational harm. Fines of up to £20,000,000 may be imposed on Councils for serious data breaches. Please report any actual or potential data breaches or other concerns relating to Information Governance to the Parish Clerk as soon as possible.

Dated: 19 November 2018

Review Date: November 2019

Fair Oak and Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 November 2018

C

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2018	Current Account	36,083.01
31/10/2018	Premier Account	375,326.19
31/10/2018	Public Sector Deposit Fund	304,822.04
31/10/2018	Petty Cash	45.37

**716,276.61**

All Cash & Bank Accounts

1	Current Account	36,990.01
2	Premier Account	325,326.19
3	Public Sector Deposit Fund	304,822.04
4	Petty Cash	45.37
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>667,183.61</b>



## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		215,133.08					215,133.08	
Banked: 01/10/2018		49.00						
Mr Smith		49.00			1500	500	49.00	Allotment b15
Banked: 01/10/2018		50.50						
Mr Simons		50.50			1500	500	50.50	Allotment
Banked: 01/10/2018		50.50						
Mr western		50.50			1500	500	50.50	Allotment
Banked: 04/10/2018		148.20						
wyvern College		148.20			1300	100	148.20	Football
Banked: 04/10/2018		50.50						
Mr Hawkins		50.50			1500	500	50.50	Mr Hawkins
Banked: 04/10/2018		46.80						
fair oak cricket club		46.80			1310	100	46.80	Club room
Banked: 04/10/2018		50.00						
fair oak squash club		50.00			1900	100	50.00	fair oak squash
Banked: 06/10/2018		9.00						
Mark Hall		9.00		1.50	1200	230	7.50	Hall hire
Banked: 07/10/2018		39.00						
AGMA		39.00		6.50	1200	230	32.50	Hall Hire
Banked: 08/10/2018		78.00						
J Welsh		78.00		13.00	1200	230	65.00	Hall Hire
Banked: 08/10/2018		28.00						
Karen Head		28.00		4.67	1200	230	23.33	Hall Hire
Banked: 08/10/2018		112.50						
J Linclau		112.50		18.75	1200	230	93.75	Hall Hire
Banked: 08/10/2018		48.00						
K Bunyan		48.00		8.00	1200	230	40.00	Hall Hire
Banked: 08/10/2018		60.00						
A Nurdin		60.00		10.00	1200	230	50.00	Hall Hire
Banked: 08/10/2018		109.00						
Kara		109.00		18.17	1200	230	90.83	Hall Hire
Banked: 10/10/2018		396.40						
wyvern FC		396.40			1300	100	396.40	Football
Banked: 10/10/2018		516.07						
HHCC		516.07			4000	200	516.07	HHCC Payroll
Banked: 10/10/2018		14.20						
J Finn		14.20			1500	500	14.20	Allotment

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## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked: 11/10/2018		64.00						
D Brazier		64.00		10.67	1200	230	53.33	Hall Hire
Banked: 11/10/2018		49.50						
S Small		49.50		8.25	1200	230	41.25	Hall Hire
Banked: 12/10/2018		477.90						
Allotment various - cash		477.90			1500	500	477.90	Allotment
Banked: 12/10/2018		80.00						
Hall Hire		80.00		13.33	1200	230	66.67	Hall Hire
Banked: 12/10/2018		530.25						
allotment - cheque Payments		530.25			1500	500	530.25	Allotment various
Banked: 12/10/2018		54.00						
Ms Winstanley		54.00		9.00	1200	230	45.00	Hall Hire
Banked: 12/10/2018		515.00						
Brown		515.00			1520	510	515.00	Burial Plot 515
Banked: 12/10/2018		194.50						
Freemantle		194.50			1520	510	194.50	Burial
Banked: 12/10/2018		262.00						
Cremation		262.00			1540	510	262.00	Cremation pl406
Banked: 12/10/2018		515.00						
cremation		515.00			1540	510	515.00	cremation pl224
Banked: 12/10/2018		51.59						
HCC		51.59			4080	110	51.59	Stationary refund
Banked: 12/10/2018		515.00						
Huxford		515.00			1540	510	515.00	Cremation 223
Banked: 12/10/2018		6.00						
Vine		6.00			1540	510	6.00	memorial Fees
Banked: 12/10/2018		127.00						
Jacobs		127.00			1530	510	127.00	Memorial fees
Banked: 12/10/2018		384.00						
Exclusive rights 406		384.00			1520	510	384.00	Exclusive rights 406
Banked: 12/10/2018		72.00						
S Robinson		72.00		12.00	1200	230	60.00	Hall Hire
Banked: 30/10/2018		71.29						
C Berry		71.29			1500	500	71.29	allotment
Banked: 30/10/2018		60.00						
R Hattermore		60.00		10.00	1200	230	50.00	Hall Hire

Date: 14/11/2018

Fair Oak and Horton Heath Parish Council

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Time: 10:37

Cashbook 1

User: JOANNA

Current Account

For Month No: 7

Total Receipts for Month	5,884.70	0.00	143.84	5,740.86
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Cashbook Totals	<u>221,017.78</u>	<u>0.00</u>	<u>143.84</u>	<u>215,133.08</u>
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## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/10/2018	BT	DD	1.87		0.31	4120	110	1.56	Tel and Broadband
1/10/2018	uk fuels	DD	176.99		29.50	4305	210	147.49	Fuel
1/10/2018	SSE	DD	53.00		2.52	4405	240	50.48	Electricity
1/10/2018	Premier Account	trans	150,000.00				210	150,000.00	Trans to premier act
3/10/2018	colin philips	DD	2,400.00		400.00	4990	230	2,000.00	Public Art
3/10/2018	TV License	DD	150.00			4990	110	150.00	TV License for Parish Office
3/10/2018	tv Licencing	DD	0.50			4990	110	0.50	tv Licencing parish Office
3/10/2018	BT	DD	91.68		15.28	4120	240	76.40	Tel and Broadband
4/10/2018	BT	DD	91.68		15.28	4120	250	76.40	Tel and Broadband
5/10/2018	Heat Comp	BACS	166.18		27.70	4415	250	138.48	Boiler service and Toilet seat
5/10/2018	SSE	DD	929.78		154.96	4405	150	774.82	Electricity
8/10/2018	uk fuels	DD	136.21		22.70	4305	210	113.51	Fuel
8/10/2018	Microsoft Office	VISA	79.99			4090	110	79.99	office software
8/10/2018	amazon	VISA	21.99			4540	290	21.99	Strimmer Wire
0/10/2018	amazon	VISA	9.99			4990	150	9.99	Tea towels
0/10/2018	amazon	DD	4.49			4080	110	4.49	Sellotape
1/10/2018	BSRA	DD	65.27			4410	510	65.27	BSRA
1/10/2018	Network One	DD	109.19		18.20	4120	110	90.99	Telephone rental
1/10/2018	Network One	DD	63.79		10.63	4120	230	53.16	Network One
1/10/2018	amazon	VISA	20.99			4540	290	20.99	Bleach
1/10/2018	amazon	VISA	9.09			4080	110	9.09	Retractable pens
2/10/2018	o2	DD	19.78		3.30	4125	110	16.48	Mobile Phones
2/10/2018	amazon	VISA	37.63			4435	150	37.63	Vacuum bags and soap
5/10/2018	uk fuels	DD	118.31		19.72	4305	210	98.59	Fuel
5/10/2018	Adobe	VISA	12.64		2.11	4090	110	10.53	Adobe subscription
5/10/2018	payroll	BACS	11,376.87			4000	110	3,787.95	payroll
						4000	200	7,588.92	payroll
5/10/2018	amazon	VISA	5.25			4540	290	5.25	Glue
5/10/2018	amazon	VISA	19.99			4540	290	19.99	Oil
5/10/2018	amazon	VISA	12.88			4990	230	12.88	Key fobs
5/10/2018	sage payroll	DD	19.20		3.20	4090	110	16.00	sage payroll
7/10/2018	CONDOR	BACS	62.69		10.45	4085	110	52.24	Printer consumables
7/10/2018	CONDOR	BACS	55.30		9.22	4085	110	46.08	Printer consumables
7/10/2018	HALC	BACS	108.00		18.00	4105	110	90.00	Member training
7/10/2018	hmrc	BACS	2,849.31			4000	110	892.15	PAYE
						4000	200	1,957.16	PAYE
7/10/2018	Hampshire pensions	BACS	2,878.59			4010	110	832.00	Pension
						4010	200	2,046.59	Pension
7/10/2018	Dianne Raddon	BACS	500.00			4850	600	500.00	Grant aid - pantomime
7/10/2018	One.com	BACS	10.00			4990	110	10.00	change of ownership fee
7/10/2018	SSE	BACS	3,524.35		587.39	4405	230	2,936.96	Electricity - woodlands
						320	0	-2,936.96	Electricity - woodlands
						6000	230	2,936.96	Electricity - woodlands
7/10/2018	SSE	BACS	929.78		154.96	4405	150	774.82	Electricity - Parish office
7/10/2018	Lapstone Cricket Club	BACS	450.00			4575	300	450.00	Winter maintenance
7/10/2018	Advanced Locking	BACS	45.00		7.50	4425	230	37.50	woodland Keys

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Date: 14/11/2018

## Fair Oak and Horton Heath Parish Council

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Time: 10:37

## Cashbook 1

User: JOANNA

## Current Account

For Month No: 7

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
7/10/2018	Metroplan	BACS	144.68		24.11	4990	230	120.57	noticeboards x 2
						320	0	-120.57	noticeboards x 2
						6000	230	120.57	noticeboards x 2
7/10/2018	metroplan	BACS	177.70		29.62	4990	230	148.08	Noticeboard x 1
						320	0	-148.08	Noticeboard x 1
						6000	230	148.08	Noticeboard x 1
7/10/2018	Interclean	BACS	144.00		24.00	4440	150	120.00	cleaning
7/10/2018	AXIS	BACS	108.00		18.00	4420	430	90.00	Engineer callout CCTV
7/10/2018	Mant lesuire	BACS	420.00		70.00	4595	410	350.00	Gym Repairs
7/10/2018	ACE LIFTAWAY	BACS	102.85		17.14	4800	500	85.71	Allotment toilet
7/10/2018	Premier Fire and security	BACS	1,186.80		197.80	4425	240	989.00	New pavillion alarm
7/10/2018	Hambrook Grn Supplies	BACS	81.60			4595	300	81.60	Lapstone soil
7/10/2018	CHURCHESFIRE	BACS	371.64		61.94	4425	240	309.70	Pavillion emergency lights
7/10/2018	EBC	BACS	28.03		4.67	4600	300	11.68	Dog bins
						4680	320	11.68	Dog bins
7/10/2018	Travis Perkins	BACS	161.96		26.99	4570	300	134.97	Cricket Fence
7/10/2018	Travis Perkins	BACS	83.26		13.88	4535	290	69.38	Cement
7/10/2018	Arco	BACS	287.10		47.85	4535	290	239.25	Rock salt for winter
7/10/2018	Arco	BACS	76.72		12.79	4530	290	63.93	First aid boxes
7/10/2018	SOURCE SUPPLIES	BACS	35.98		6.00	4435	240	29.98	toilet rolls
7/10/2018	SOURCE SUPPLIES	BACS	24.96		4.16	4435	230	20.80	toilet rools woodlands
7/10/2018	uk fuels	DD	283.62		47.27	4305	210	236.35	Fuel
7/10/2018	trade uk	BACS	-14.98			4540	290	-14.98	Misc Materials
2/10/2018	amazon	VISA	4.79			4990	230	4.79	Wall clock
4/10/2018	BSRA	DD	29.35			4805	500	29.35	Water
4/10/2018	BSRA	DD	177.63			4410	510	177.63	Water
5/10/2018	amazon	VISA	4.82			4540	290	4.82	lawnmower handle
5/10/2018	PKF	BACS	1,560.00		260.00	4060	110	1,300.00	Audit fee
5/10/2018	D&J SCOTT	BACS	612.00		102.00	4530	290	510.00	New Strimmer
5/10/2018	D&J SCOTT	BACS	848.62		141.44	4530	290	707.18	Atv service
5/10/2018	D&J SCOTT	BACS	185.60		30.93	4530	290	154.67	Cricket Mower Repair
5/10/2018	D&J SCOTT	BACS	67.32		11.22	4530	290	56.10	Cricket Mower Repair
5/10/2018	D&J SCOTT	BACS	102.46		17.08	4530	290	85.38	Tractor Repir
6/10/2018	British Gas	DD	18.14		0.86	4400	150	17.28	Gas
6/10/2018	BT	DD	1.87		0.31	4120	110	1.56	Tel and Broadband
Total Payments for Month			184,934.77	0.00	2,682.99			182,251.78	
Balance Carried Fwd			36,083.01						
Cashbook Totals			221,017.78	0.00	2,682.99			218,334.79	

## List of Payments made between 01/11/2018 and 29/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/11/2018	CHURCHESFIRE	BACS	371.64		Pav Emergency Lights
21/11/2018	SOURCE SUPPLIES	BACS	12.60		Bathroom cleaner
21/11/2018	SOURCE SUPPLIES	BACS	318.00		Sanitary Bag service
21/11/2018	NJ Bryan	BACS	8,055.60		Shower refurb
21/11/2018	Advanced Locking	BACS	123.02		Woodland Keys
21/11/2018	Advanced Locking	BACS	25.02		woodland Keys
21/11/2018	Advanced Locking	BACS	232.50		keys
21/11/2018	Malcolm Macneish	BACS	120.00		Sockets in playschool area
21/11/2018	EBC	BACS	210.60		Trade Refuse
21/11/2018	EBC	BACS	74.10		Recycle Bin empty
21/11/2018	EBC	BACS	210.60		Refuse collection
21/11/2018	EBC	BACS	35.04		Dog Bin -October
21/11/2018	Clean Blast	BACS	800.00		Goal repair
21/11/2018	ACE LIFTAWAY	BACS	106.28		Allotment Toilet
21/11/2018	Harding Vehcile Repair	BACS	167.34		Van Repair
21/11/2018	Interclean	BACS	858.00		Cleaning office
21/11/2018	AXIS	BACS	90.00		Akarm repairs
21/11/2018	AXIS	BACS	110.40		enginner callout alarm
21/11/2018	AXIS	BACS	72.00		cctv Fault@NCP
21/11/2018	Firecare and security	BACS	450.00		Warden Training
21/11/2018	Firecare and security	BACS	264.00		Fire alarm service
21/11/2018	Firecare and security	BACS	108.00		Fire alram fault
21/11/2018	JPS Fire and security	BACS	108.00		Fire alarm and lighting
21/11/2018	Arbutus	BACS	1,280.20		Woodland Art
21/11/2018	formatt	BACS	85.00		PC Maint
21/11/2018	SOURCE SUPPLIES	BACS	69.32		Woodland Cleaning
21/11/2018	SEE	BACS	300.00		JOB Evaluation
21/11/2018	Sarsen Press	BACS	525.00		Newsletters
21/11/2018	EBC	BACS	25,000.00		Y Zone 2018/19
21/11/2018	HALC	BACS	48.00		Training -appraisals
21/11/2018	Sarsen Press	BACS	118.80		A4 Letterheads
21/11/2018	CONDOR	BACS	61.49		Printer consumables
21/11/2018	Hamsphire pensions	BACS	2,916.85		pensions
21/11/2018	HMRC	BACS	2,977.31		PAYE
21/11/2018	hampshire County council	BACS	48.35		Stationary
21/11/2018	Surrey Hills	BACS	1,490.40		Legal fees - HHCC
21/11/2018	AA entertainment	BACS	240.00		Carnival entertainment 2019
21/11/2018	Appleton Signs	BACS	1,009.54		Woodland Signs

<b>Total Payments</b>	<b>49,093.00</b>
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Cheque Ref	Cost Centre Description	Nominal Code Description	Nominal Code	Transaction Detail	Date Paid	Own Ref No	Net	VAT	Total	Amount	Payee Name
DD	Crowdhill Community Building	Gas	4400	Gas	28/09/2018	1153	1000.64	50.03	1050.67	1000.64	southern electric
trans		Premier Account	210	Trans to premier act	01/10/2018	1190			150000	150000	Premier Account
DD	Crowdhill Community Building	Sundry Expenses	4990	Public Art	03/10/2018	1191	2000	400	2400	2000	colin philips
DD	Parish Office	Electricity	4405	Electricity	05/10/2018	1197	774.82	154.96	929.78	774.82	SSE
BACS	Administration	Salaries	4000	payroll	15/10/2018	1212	11376.87	0	11376.87	3787.95	payroll
BACS	Property Maintenance Staff	Salaries	4000	payroll	15/10/2018	1212			7588.92	7588.92	payroll
BACS	Administration	Salaries	4000	PAYE	17/10/2018	1163	2849.31	0	2849.31	892.15	hmrc
BACS	Property Maintenance Staff	Salaries	4000	PAYE	17/10/2018	1163			1957.16	1957.16	hmrc
BACS	Administration	Employer's Pension	4010	Pension	17/10/2018	1164	2878.59	0	2878.59	832	Hampshire pensions
BACS	Property Maintenance Staff	Employer's Pension	4010	Pension	17/10/2018	1164			2046.59	2046.59	Hampshire pensions
BACS	Other Expenses	Section 137 - Grants	4850	Grant aid - pantomime	17/10/2018	1165	500	0	500	500	Dianne Raddon
BACS	Crowdhill Community Building	Electricity	4405	Electricity - woodlands	17/10/2018	1167	2936.96	587.39	3524.35	2936.96	SSE
BACS	Crowdhill Community Building	Transfer from EMR	6000	Electricity - woodlands	17/10/2018	1167			2936.96	2936.96	SSE
BACS	Parish Office	EMR - Crowdhill Green	320	Electricity - woodlands	17/10/2018	1167			-2936.96	-2936.96	SSE
BACS	Pavilion	Health & Safety	4405	Electricity - Parish office	17/10/2018	1168	774.82	154.96	929.78	774.82	SSE
BACS	Administration	Audit	4425	New pavillion alarm	17/10/2018	1177	989	197.8	1186.8	989	Premier Fire and security
BACS	General Grounds Maintenance	Equipment - Purchases	4060	Audit fee	25/10/2018	1224	1300	260	1560	1300	PKF
BACS	General Grounds Maintenance	Equipment - Purchases	4530	New Strimmer	25/10/2018	1225	510	102	612	510	D&J SCOTT
BACS		Equipment - Purchases	4530	Atv service	25/10/2018	1225	707.18	141.44	848.62	707.18	D&J SCOTT

## POLICY & RESOURCES COMMITTEE – WORK PROGRAMME (2018/2019)

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ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>19 NOVEMBER 2018</b>			
Information Security Policy	To approve the Information Security Policy in light of GDPR.	Report to Committee	<b>Mel Stephens</b>
Freedom of Information	To review the current policy to ensure that it is fit for purpose.	Report to Committee	<b>Mel Stephens</b>
Out of Hours procedure	To consider out of hours procedures	Verbal report to Committee	<b>Mel Stephens</b>

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>18 MARCH 2019</b>			
Health & Safety Review	In light of new buildings coming under the ownership of the Parish Council, to consider appointing a Health & Safety specialist to undertake a review of the Parish properties to ensure that the Parish Council is compliant.	Report to Committee	<b>Mel Stephens</b>
DDA Policy Review	To review the current policy to ensure that it is fit for purpose.	Report to Committee	<b>Mel Stephens</b>
Corporate Plan	To consider developing a Corporate Plan for the Parish Council.	Report to Committee	<b>Mel Stephens</b>
Apprenticeship Scheme Review	To consider the current apprenticeships scheme and to make changes as necessary.	Report to Committee	<b>Mel Stephens</b>



ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>17 JUNE 2019</b>			
Corporate Plan	To consider the final draft of the Corporate Plan	Report to Committee	<b>Mel Stephens</b>
Lone Worker Policy	To approve the Lone Worker Policy.	Report to Committee	<b>Mel Stephens</b>
Emergency Planning	To approve an emergency plan for the Parish.	Report to Committee	<b>Mel Stephens</b>

Possible future items yet to be allocated:

- Tree Policy
- Open Space Policy
- Consultation Documents
- Pre-Planning Application Policy
- Byelaws Review

Future Meeting Dates (yet to be confirmed): -

- 16 September 2019
- 18 November 2019