



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

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SUMMONS

Dear Member

14 July 2020

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 20 July 2020 at 7.00 p.m.**

Please note that this will be a 'virtual meeting'. To access the meeting please click [here](#).

Melanie Stephens

Melanie Stephens, Parish Clerk

PUBLIC PARTICIPATION: Members of the public can submit questions for public participation (held in the first 15 minutes before the meeting), either by emailing clerk@fairoak-pc.gov.uk by 5pm on Friday 17 July 2020 or utilising the live Q&A function as part of MS Teams.

AGENDA

APOLOGIES

1 MINUTES (PAPER A, PAGES 4-12)

- (a) To approve the minutes of the Council meeting held on 15 June 2020 as a correct record;
- (b) To note decisions made by Officers using delegated powers; and
- (c) To note planning comments submitted to Eastleigh Borough Council on 12 and 26 June 2020.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

3 CO-OPTION OF PARISH COUNCILLOR

To consider applications received for the vacancy and confirm appointment to the Parish Council.

4 FINANCE REPORT (REPORT B, PAGES 13-19)

To approve the report of the Finance Officer and BACS payments.

5 QUARTERLY FINANCIAL MONITORING REPORT (REPORT C, PAGES 20-30)

To approve the report of the Finance Officer and BACS payments.

6 FINANCE REGULATIONS (REPORT D, PAGES 31-56)

To approve the Council's Finance Regulations.

7 FINANCE RISK ASSESSMENT (REPORT E, PAGES 57-63)

To approve the Council's Finance Risk Assessment.

8 VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID-19 (REPORT F, PAGE 64)

To agree approval process for bank statements and reconciliations during Covid-19.

9 STANDING ORDERS & MEMBERS' CODE OF CONDUCT (REPORT G, TO FOLLOW)

To amend the Council's Standing Orders and approve the adoption of Members' Code of Conduct.

10 MEADOWSWEET WAY PLAY AREA (REPORT H, PAGES 65-68)

To consider the progress of the project and approve next steps.

11 MEMBERSHIP OF COMMITTEES

To consider any changes that the Council might wish to make.

12 EXTENSION OF 30MPH SPEED LIMIT ALONG THE NORTH EAST OF MORTIMERS LANE

Following receipt of requests and letters of concern from local residents regarding the speeding along the North East of Mortimers Lane, Cllr Couldrey has requested that the Council instruct the Parish Clerk to write to Hampshire County Council, as the Highways Authority, requesting an extension of the 30MPH speed limit on Mortimers Lane to the Pembers Farm Estate.

RECOMMENDATION:

That the Parish Clerk be instructed to formally write to HCC requesting an extension of the 30MPH speed limit on Mortimers Lane.

13 THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 - IMPLICATIONS FOR FAIR OAK & HORTON HEATH PARISH COUNCIL

In response to the ongoing Coronavirus – COVID-19 pandemic, the Annual Council meeting scheduled for 18 May 2020 was postponed in consultation with the Chairman and Vice-Chairman of the Council, the Clerk and subsequently all members of the Council.

RECOMMENDED:

1. That the Council notes that, in accordance with the above Regulations: -
 - a) There is no requirement for Fair Oak & Horton Heath Parish Council to hold an Annual Meeting in 2020; and
 - b) Any appointments that would have been made or required to have been made by law at the Annual Meeting, continue until such time as the Council determines. These appointments include the Chairman and Vice-Chairman of the Council and the Chairman and Vice-Chairman of Committees.
2. That the Council agrees to continue with the current arrangements as approved at the Annual Meeting on 14 May 2019, until the Annual Meeting on 17 May 2021.

14 ATTENDANCE DISPENSATION UNDER SECTION 85 OF THE LOCAL GOVERNMENT ACT 1972

Section 85 (1) of the Local Government Act 1972 states that "if a Member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some good reason approved by the Authority before the expiry of that period, cease to be a member of the Authority."

Due to the on-going Coronavirus (COVID-19) pandemic, a number of councillors will have their own unique circumstances and consequently be prevented from, through no fault of their own, attending Council meetings.

The following is recommended to give the Council increased resilience for the next six months, preventing any Member of the Council being automatically disqualified as a councillor.

RECOMMENDED:

That, having regard to the current circumstances arising from the Coronavirus (COVID-19) pandemic, and in accordance with Section 85 (1) of the Local Government Act 1972, the requirement for all Fair Oak & Horton Heath Parish Councillors to attend any meeting of the authority throughout a period of six consecutive months, be waived for a six month period commencing 21 July 2020, therefore expiring on 21 January 2021.

To: Councillors

D Abbott
S Anderson
P Barrett
C Bird
N Couldrey

H Douglas (Chairman)
K Forfar
T Higby
Vacancy
H McGuinness

T Mignot
D Scott
P Spearey (Vice-Chairman)
B Tennent
G Warrillow

Officers

J Cahill (Finance Officer)
L Greenslade (Deputy Clerk)
M Johnson (Ops Manager)
M Stephens (Clerk)



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Minutes of the FULL COUNCIL “virtual” meeting held on Monday 15 June 2020 at 7.00 pm

P – present, Ab – absent, Ap – apologies.

Ab	Cllr Abbott	P	Cllr Douglas	Ap	Cllr Mignot
P	Cllr Anderson	P	Cllr Forfar	Ap	Cllr Scott
Ap	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey
P	Cllr Bird		Vacancy	P	Cllr Tennent
P	Cllr Couldrey	Ab	Cllr McGuinness	P	Cllr Warrillow

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk, Mrs J Cahill, Responsible Finance Officer & M Johnson, Operations Manager.

PUBLIC SESSION

No members of the public had submitted any questions and there were no Q&A's during the live meeting.

10 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

- That the minutes of the Full Council meeting held on 18 May 2020 be signed by the Chairman as a correct record;
- That the Minutes of the Planning Committee meeting held on 16 March 2020 be signed as a correct record; and
- That the planning delegated decisions of 27 March, 10 & 24 April, 8 & 29 May 2020 be noted.

11 DECLARATIONS OF INTEREST

There were no declarations of interest raised.

12 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members considered the report of the Responsible Financial Officer.

RESOLVED:

- That the contents of the report be noted; and
- That the BACS payments be authorised.

13 WEBSITE ACCESSIBILITY AUDIT (REPORT C)

Members considered the results of the website accessibility audit undertaken by Smartmarketing and costs associated with ensuring the Council's website adhered to

the website accessibility regulations.

The full audit and associated costs per activity were set out in Appendix 1 to the report.

RESOLVED:

- a) That Smart Marketing be instructed to address the actions identified in the audit, with immediate effect; and
- b) That £800 be taken from General Reserves to fund this.

14 LIBRARY TASK & FINISH GROUP (REPORT D)

Members considered the final recommendations of the Library Task & Finish Group.

Cllr Couldrey endorsed the recommendations of the report.

RESOLVED:

- a) That the Parish Council approach Hampshire County Council (HCC) with the proposals outlined in paragraphs 2.6-2.8 in the report; and
- b) That the Task & Finish Group enter negotiations with HCC and report back findings and a final proposal to the Full Council.

15 ALLOTMENT TENANCY AGREEMENT REVIEW (REPORT E)

Members considered proposed amendments to the allotment tenancy agreement following a request from a new Knowle Park tenant to erect a shed which deviated from the historical standard set by the Council. The request had highlighted that these standards had not been included in the tenancy agreement and the proposal changes sought to rectify this. Other amendments were also proposed to bring the agreement up to date.

A statement from the tenant seeking permission to erect an apex roof shed and the reasons why was read out by the Chairman. Cllr Spearey expressed the view that the historical shed standard should be maintained to have uniformity at the site. He therefore endorsed the sheds specification set out in Appendix 1 for inclusion in the updated tenancy agreement (as set out in Appendix 2). Members agreed.

RESOLVED:

- a) That the tenant's request to erect an apex roof shed be declined; and
- b) That the updated Tenancy Agreement as set out in Appendix 2, to include the shed specification at Appendix 1, be approved.

16 ASSETS AND OPEN SPACES UPDATE (REPORT F)

Members considered a progress update on the Council's assets and open spaces as set out in the report.

RESOLVED:

That the report be noted.

17 VILLAGE SIGNS (REPORT G)

Members considered the village sign designs submitted by Wyvern College pupils.

The Chairman praised the student's efforts and asked all Members to email the Clerk with their preferred design option as well as preferred materials, wording and location of the signs.

The Operations Manager would then source a manufacturer/artist to produce the chosen design, with final drawings and costings to be presented to Council for final approval in the Autumn.

18 VILLAGE CENTRE IMPROVEMENTS

The Chairman asked for volunteers to form a Task & Finish Group to consider innovative ways for minor improvement to the village centre. £13,500 was available from developers' contributions for this project. Members were reminded that the Group would meet virtually for the time being during the daytime.

RESOLVED:

That Cllrs Anderson and Bird be appointed on the Task & Finish Group.

19 WORK PROGRAMME (REPORT H)

RESOLVED:

That the work programme be noted.

This was all the business and the meeting closed at 7.31 pm.

Signed..... Chairman

OFFICER DECISIONS MADE DURING THE PERIOD

24 MARCH – 10 JULY 2020

DECISION	REASON	DATE MADE
All play areas (including tennis courts) in the Parish closed with signage displayed and gates locked.	As per Government advice – to prevent spread of disease.	24 March 2020
The allotments to remain open, subject to advice from EBC/Government – notices displayed to remind public of Government advice re social distancing and hand washing.	To enable residents to continue to grow food.	24 March 2020
Full Council meetings and VE celebration to be cancelled until further notice.	As per Government advice – to prevent spread of disease.	24 March 2020
Allotment toilets closed	To prevent spread of infection	25 March 2020
Waiver of seasonal fee for FO cricket club in 2020	Unlikely that cricket will be played this season. If games do resume before the end of the season (beginning Sept) review fee per match. To encourage participation, to increase health and wellbeing of residents particularly younger players.	25 March 2020
Purchase of additional 20 hours of I.T support time	As our 2020 budgeted I.T support hours were used in ensuring remote access working, additional support needed to cover the rest of the year. This has come at a cost of £1,400 which will be taken from general reserve fund.	31 March 2020
Knowle Park Lane gate closed for vehicular access	In response to complaints/concerns from residents regarding anti-social behaviour. As per Gov't and Hants constabulary advice to restrict access for unnecessary journeys to prevent spread of infection and encourage social distancing. NB park remains open and 2 nd car park access via Knowle Lane (nr allotments) remains open to the public.	2 April 2020
Upgrade of Office 365 Licence	Cost of £24 (for three months) to enable live meeting event function in MS Teams to enable the Council to hold virtual meetings in line with legislation.	27 April 2020
Change of Full Council meeting date	The scheduled annual council meeting on 11 May has been cancelled. As per the Covid-19 legislation the Council is no longer required to hold a annual	30 April 2020

	council. With all appointments rolling forward till May 2021. Instead a 'normal' council meeting will be held on 18 May. This meeting will be held virtually.	
Amendment of Standing Orders in light of new legislation that allows Council's to hold 'virtual meetings' namely Section 78 of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (The 2020 Regulations)	To amend the Council's Standing Orders for the purposes of holding remote meetings for the duration of the Covid-19 Pandemic 'lockdown' period and until such time as Council meetings can be held safely with all necessary members attending in person.	30 April
Promote VE "front garden" party on social media	Following the Council's decision to cancel its VE Celebration in June. In line with neighbouring Parish's to celebrate VE day by enjoying a picnic in your front garden.	4 May
Purchase of dog bag dispenser units	Following a high number of complaints from residents regarding dog fouling, the Chairman and Vice-Chairman have agreed to the purchase and installation of 2 dog bag dispenser units in Lapstone Playing Fields and Knowle Park. Including new signage. This is at a cost of £420.52 to be taken from Community events budget.	7 May
Re-affirm DB Consultancy Ltd to project Manage Meadowsweet Way Play Area and commence tender process.	DB Consultancy Ltd has been instructed to carry out tender process for the Meadowsweet Way Play are following analysis of the community consultation. The project will be funded from the agreed budget code and developers' contribution already earmarked for this project. Full report circulated to members.	11 May
Purchase of second-hand ride on mower at a cost of £9k	The Council's ride on mower was inspected by EBC's vehicle maintenance team after it broke down. The repairs to the machine including ensuring various safety mechanisms worked came to £3k. This exceeding the value of the mower. The Clerk asked the Operations Manager to investigate a second-hand mower. One has been sourced at £9k. The cost of purchase will be covered using the £9k allocated in the budget for a new woodchipper.	28 May

Purchased an Employee Assistance Programme for all staff members.	Through the Council's HR provider, purchased access to an Employee Assistance Programme. For all employees over a 12-month period costing £216 – from within existing budgets. The service, amongst other things, offers free counselling sessions to staff as well as free legal and financial advice.	1 June
Purchase of new laptop	To enable the Deputy Clerk to fully assess RBS whilst working from home. And return her office PC to the office. Allowing data amalgamation to ensure that all staff working on most up-to-date data. Additional laptop will be passed to new member of staff, once staff have returned to the office. Cost of laptop £525 taken from general reserves.	11 June
Structural survey on lighting columns	In order to facilitate the new hanging baskets (which were delayed due to the interruption of the supply chain as a result of Covid-19) SEE requested that the Council undertake a structural survey. As the hanging basket supplier confirmed that the order could not be cancelled without payment in full, the structural survey went ahead. This was not budgeted for. Payment of £2,222 The survey will last for 5 years. This was paid for using funds held in the community events budget.	23 June
Re-opening of Play Areas	The Council's Operations Manager, with the Clerk have put in place measures to ensure that play areas are Covid secure for the re-opening of the play areas from 4 July.	29 June
Re-opening of Pavilion for Community Cricket	Following the easing of restrictions allowing community cricket to recommence from 11 July, measures were put in place to ensure Covid compliance and the Pavilion/Lapstone playing fields were reopened. An amended seasonal fee of £1,100 was agreed with the cricket club.	6 July
Installation of public art Crowdhill Green	In consultation with EBC and with agreement with Bloors (as the landowner) the public art commissioned by the Parish Council	7 July

	nearly 3 years ago was installed on the site.	
Purchase of new laptop	<p>The Bookings Officer has been working from home using her own personal laptop which runs off Office 7. This has slowed her productivity down considerably. She currently cannot adequately manage hall bookings at home.</p> <p>In consultation with the Chairman and Vice-chairman regarding the continued working from home edict, and in light of the fact that hall bookings will now recommence following easing of restrictions to allow all activities in Community Centres from 25 July. A new laptop with windows 10 has been purchased.</p>	10 July

*All decisions are made in consultation with the Chairman and Vice-Chairman. And where appropriate all members are notified.

**Decisions relating to operational arrangements will be notified to all staff/members under separate cover.

For the purposes of transparency this decision list will be published on a weekly basis.

PLANNING APPLICATION

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 12 June 2020

Application No: [F/20/87859](#)

Site Address: The Brigadier Gerard, Botley Road, Horton Heath, SO50 7DQ

Description: Erection of 1no. detached 3 bedroom house with car parking.

Comments: No objection

Application No: T/20/87879

Site Address: The Yews, Winchester Road, Fair Oak, SO50 7GU

Description: 1 no. Yew (T1) - Reduce and reshape by 2 - 2.5 metres all round.

Comments: No objection

Application No: [F/20/87889](#) .

Site Address: Land east of Knowle Lane, Knowle Lane, Horton Heath, SO50 7DX

Description: Construction of 2no. office buildings (B1a Use Class) including parking and associated works.

Comments: No objection

Application No: [A/20/87964](#)

Site Address : Horton Heath Service Station, Botley Road, Horton Heath, SO50 7DN

Description: Consent to display 3no. canopy fascia signs; 1no. PID sign; 4no. spreader boxes; 2no. shopfront fascia signs; 1no. shopfront vinyl sign and 6no. poster signs.

Comments: No objection

Application No: [H/20/87959](#)

Site Address: 34 White Tree Close, Fair Oak, SO50 7FE

Description: Part garage conversion to living accommodation and alterations to side and rear fenestration

Comments: No objection

Application No: [H/20/87867](#)

Site Address: 23 Orchard Road, Fair Oak, SO50 7AS

Description: Removal of existing 2.5 m high conifer hedge and erection of 1.8 m high close board fence between points A and B as marked on plan BLOC1

Comments: No objection

Application No: [F/20/87491](#)

Site Address: The Lapstone, Botley Road, Fair Oak, SO50 7AP

Description: **AMENDED PLANS/DOCUMENTS** Extension and alterations to existing public house to create larger bar area, restaurant and additional toilet facilities. Creation of separate external access to first floor managers flat and 6no. additional parking spaces (amendment to approved scheme F/18/82244 - including reduction in floor area and detailed design for ventilation ductwork for kitchen).

Comments: No objection

PLANNING APPLICATION

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 26 June 2020

Application No: [T/20/87894](#)

Site Address: 3 The Hedges, Botley Road, Horton Heath, SO50 7QJ

Description: 1 no. oak (T1) - Remove 1 x split limb that is being supported by the adjacent oak. Reduce all of the branches extending towards and over the property by 1 - 1.5 metres. Reduce the 1 x lateral that extends over the neighbouring property by up to 2 metres.

Reduce the 1 x lateral that extends north over the top of the adjacent oak by 2.5 - 3 metres.

1 no. oak (T2) - (growing in neighbouring paddock)

Lightly reduce the growth over the garden by 1 - 1.5 metres.

Comments: No objection

Application No: [H/20/88050](#)

Site Address: Meadow Ridge, The Drove, Horton Heath, SO50 7DR

Description: Proposed replacement rear solid roof conservatory.

Comments: No objection

Financial Statement Summary

- Total cash held across all bank accounts as at 30th June is £739,977
- Total Petty cash held as at 30th June is £60.78
- Total receipts for June into the current account was £71,620
£70,000 related to a bank transfer from the Premier account.
- Total current account payments for June was £44,700
£11,100 related to a new mower, £1,805 relates to spend on fence work at Upper Barn Copse (to be reimbursed by Eastleigh Borough Council)
- Total BACS invoice payments outstanding is £10,579 (See full list attached)
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2020	Current Account	73,986.48
30/06/2020	Premier Account	357,553.45
30/06/2020	Public Sector Deposit Fund	308,376.73
30/06/2020	Petty Cash	60.78

739,977.44

Unpresented Payments

150.00

739,827.44

Receipts not on Bank Statement

0.00

Closing Balance

739,827.44

All Cash & Bank Accounts

1	Current Account	73,836.48
2	Premier Account	357,553.45
3	Public Sector Deposit Fund	308,376.73
4	Petty Cash	60.78
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	739,827.44

Receipts for Month 3

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 :	46,916.45					46,916.45	
	Banked: 01/06/2020	42.16						
	Mr K	42.16			1500	500	42.16	Allotment plot
	Banked: 03/06/2020	100.00						
	Mrs I	100.00			4875	600	100.00	VE Day refund - singer
	Banked: 04/06/2020	6.83						
	Mrs J	6.83			1900	100	6.83	History book
	Banked: 05/06/2020	58.50						
	Sales Recpts Page 111	58.50	58.50		100			Sales Recpts Page 111
	Banked: 06/06/2020	70,000.00						
trans	Premier Account	70,000.00			210		70,000.00	Current act top up`
	Banked: 10/06/2020	590.50						
	Dignity Funerals	590.50			1520	510	590.50	Burial Plot
	Banked: 16/06/2020	37.87						
	Mr F	37.87			1500	500	37.87	Allotment Plot
	Banked: 29/06/2020	392.00						
	East indep funeral directors	392.00			1520	510	392.00	Burial
	Banked: 29/06/2020	392.00						
	East indep funeral directors	392.00			1520	510	392.00	Burial
Total Receipts for Month		71,619.86	58.50	0.00			71,561.36	
Cashbook Totals		<u>118,536.31</u>	<u>58.50</u>	<u>0.00</u>			<u>118,477.81</u>	

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2020	CF Corporate Finance	DD	256.46		42.74	4090	110	213.72	copier Rental
01/06/2020	BT	DD	1.87		0.31	4120	150	1.56	Tel and Broadband
01/06/2020	southern electric	DD	53.00		8.83	4405	240	44.17	Electricity - Pavillion
01/06/2020	ACELIFTAWAY	74460	106.28	106.28		500			Allotment toilet
01/06/2020	AQUA AID	74461	108.48	108.48		500			water dispenser
01/06/2020	CONDOR	74462	6.75	6.75		500			printer copies
01/06/2020	CWM AGGREGATES	74463	60.00	60.00		500			Soil
01/06/2020	DJ SCOTT	74464	505.86	505.86		500			Machinery Maintenance
01/06/2020	DO THE NUMBERS	74465	850.00	850.00		500			Internal audot - y/end
01/06/2020	EBC	74466	28.03	28.03		500			Dog bins
01/06/2020	FNR Machinery	74467	11,100.00	11,100.00		500			New mower KUBUTA F3090
01/06/2020	GS WHITE	74468	1,560.00	1,560.00		500			Electrical repairs - Pavilli
01/06/2020	HALC	74469	228.00	228.00		500			HALC membership
01/06/2020	JRB Enterprise	74470	98.80	98.80		500			Dog glove dispenser
01/06/2020	PAUL FREEMAN TREE SERVICES	74471	760.00	760.00		500			treework - cemetery
01/06/2020	PENINSULA	74472	356.50	356.50		500			Employment services
01/06/2020	QIC systems	74473	612.00	612.00		500			Laptop - Lenovo
01/06/2020	SMART MARKETING	74474	702.00	702.00		500			M'ting support& audit
01/06/2020	SOURCE SUPPLIES	74475	271.10	271.10		500			litterpicker and cleaning prod
01/06/2020	TRADE UK	74476	256.67	256.67		500			Misc Material
02/06/2020	keith Michaels	BACS	1,058.77			4320	210	1,058.77	Motor Insurance
05/06/2020	B&Q	VISA	9.00			4540	290	9.00	Misc Materials
10/06/2020	Mrs A	BACS	63.00			1200	230	63.00	Hall refund
10/06/2020	Mr H	BACS	93.50			4305	210	93.50	Staff reimbursement - Fuel
10/06/2020	Hampshire pensions	BACS	3,158.88			4010	110	3,158.88	pensions
10/06/2020	HMRC	BACS	3,642.99			4000	110	3,642.99	paye
10/06/2020	Barclaycard	DD	18.00		3.00	4140	110	15.00	card terminal
10/06/2020	o2	DD	29.03		4.84	4125	110	24.19	Mobile Phones
10/06/2020	allstar business	BACS	407.51		67.92	4305	210	339.59	Fuel
12/06/2020	Overline	DD	174.10		29.02	4120	230	145.08	tel system rental
12/06/2020	Overline	DD	63.79		10.63	4120	150	53.16	Tel system rental - PO
12/06/2020	SSE	DD	362.49		60.42	4440	230	302.07	Gas - woodlands
12/06/2020	British Gas	DD	388.00		64.67	4400	240	323.33	Gas - Pavillion
15/06/2020	payroll	BACS	13,534.09			4000	110	5,187.77	Payroll
						4000	200	8,346.32	Payroll
15/06/2020	SSE	DD	57.89		9.65	4400	250	48.24	gas - HH
15/06/2020	Adobe	VISA	12.64		2.11	4132	110	10.53	Adobe
15/06/2020	sage payroll	DD	20.40		3.40	4132	110	17.00	sage payroll
18/06/2020	Payzone	DD	22.20		3.70	4140	110	18.50	Payzone - card terminal
22/06/2020	All aspects fencing	BACS	2,166.00		361.00	4630	280	1,805.00	fencing at Upper Barne Copse
22/06/2020	Paul Freeman	BACS	360.00			4836	550	360.00	Treework - Daisy dip
22/06/2020	Paul Freeman	BACS	450.00			4830	550	450.00	Treework - Lapstone
22/06/2020	Came and company	BACS	136.80			4320	210	136.80	Mower insurance
22/06/2020	amazon	VISA	38.99			4085	110	38.99	Printer Cartridges
25/06/2020	British Gas	DD	21.52			4400	150	21.52	Gas - Parish office

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/06/2020	Siemans	DD	486.57		81.10	4120	150	405.47	Telephone system rental
30/06/2020	BT	DD	1.87		0.31	4120	150	1.56	Tel and Broadband
Total Payments for Month			44,699.83	17,610.47	753.65			26,335.71	
Balance Carried Fwd			73,836.48						
Cashbook Totals			118,536.31	17,610.47	753.65			100,172.19	

Creditors for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/06/2020	0124676		APPLETON	APP001	36.04	7.21	43.25	4680	300	36.04	Dog Fouling sign
16/06/2020	4612		CWM	CWM001	7.50	1.50	9.00	4540	290	7.50	Soil
16/06/2020	5174		COLIN	COLIN	2,600.00	520.00	3,120.00	4999	900	2,600.00	Art at crowdhill
								320		-2,600.00	Art at crowdhill
								6000	900	2,600.00	Art at crowdhill
16/06/2020	031361		DJ SCOTT	DJ001	41.32	8.26	49.58	4300	210	41.32	031361/DJ SCOTT
16/06/2020	3820		DYNAMIKA UK	DYNDYN	960.00	192.00	1,152.00	4425	240	960.00	legionella - Pavillion
16/06/2020	12959		FIREC	FIREC	162.00	32.40	194.40	4425	230	162.00	Fire alarm repair
16/06/2020	12986		FIREC	FIREC	150.00	30.00	180.00	4425	150	150.00	Fire alarm service
16/06/2020	12985		FIREC	FIREC	199.00	39.80	238.80	4425	250	199.00	Fire Alarm service - HHCC
16/06/2020	12984		FIREC	FIREC	182.00	36.40	218.40	4425	230	182.00	Fire alarm service - woodlands
16/06/2020	3846		EBC	EBC001	23.36	4.67	28.03	4600	300	23.36	Dog Bin Emptying
16/06/2020	7731		HEALTH	HEAL	272.00	54.40	326.40	4030	110	272.00	Health assured for employee
16/06/2020	19285		PADWICK GLASS	PADW	210.00	42.00	252.00	4997	900	210.00	Reglaze glass at HHCC
								350		-210.00	Reglaze glass at HHCC
								6000	900	210.00	Reglaze glass at HHCC
16/06/2020	533		PAUL	PAUL	240.00	0.00	240.00	4835	550	240.00	Treework oak walk
16/06/2020	529		PAUL	PAUL	520.00	0.00	520.00	4833	550	520.00	Treework - Knowle Hill
16/06/2020	16936		PENIN	PENIN	297.08	59.42	356.50	4030	110	297.08	Peninsula employment services
16/06/2020	3009		PENIN	PENIN	18.00	3.60	21.60	4030	110	18.00	Peninsula EAP
16/06/2020	2535		QIC	QIC	220.60	44.12	264.72	4133	110	220.60	Monthly licence
16/06/2020	2542		QIC	QIC	525.00	105.00	630.00	4994	900	525.00	Dell Laptop
								340		-525.00	Dell Laptop
								6000	900	525.00	Dell Laptop
16/06/2020	001		RICHARD	RICHARD	885.00	0.00	885.00	4994	900	885.00	Firedoor refit
								340		-885.00	Firedoor refit
								6000	900	885.00	Firedoor refit
16/06/2020	28690		SEE	SEE	220.00	44.00	264.00	4132	110	220.00	SEE membership 2020/21

Creditors for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/06/2020	4344		SHAW	SHA001	570.00	114.00	684.00	4833	550	570.00	Treework Knowle Hill
16/06/2020	4981		TRADE	TRAD001	23.60	4.72	28.32	4540	290	23.60	Misc Materials
16/06/2020	0532		TRADE	TRAD001	26.31	5.26	31.57	4540	290	26.31	Misc Materials
16/06/2020	4452		TRADE	TRAD001	25.82	5.16	30.98	4540	290	25.82	Misc Materials
16/06/2020	8748		TRADE	TRAD001	55.61	11.12	66.73	4540	290	55.61	Misc Materials
16/06/2020	224843		SOURCE	SOUR001	213.74	42.75	256.49	4435	150	213.74	Cleaning products
16/06/2020	225291		SOURCE	SOUR001	406.42	81.28	487.70	4435	230	406.42	Cleaning products - woodlands
TOTAL INVOICES					9,090.40	1,489.07	10,579.47			9,090.40	
VAT ANALYSISCODE S @ 20.00%					7,445.40	1,489.07	8,934.47				
VAT ANALYSISCODE Z @ 0.00%					1,645.00	0.00	1,645.00				
TOTALS					9,090.40	1,489.07	10,579.47				

FULL COUNCIL – 20 JUNE 2020

QUARTERLY FINANCIAL MONITORING REPORT (Q1 APRIL 2020 – 30 JUNE 2020)

1. INTRODUCTION

- 1.1 The report provides an update to the Council on a number of financial issues, including those related to Covid-19. The report is provided as a quarterly update, following on from the approval of the Budget 2020/21 report in February 2020.

2. BUDGET 2020/21

- 2.1 A budget of £525,169 for 2020/21 was agreed by Council in February 2020. The detailed income and expenditure against the budget is shown at **Appendix 1**.
- 2.2 The revenue budget financial outturn for 2020/21 shows an overspend so far in the following areas. This is summarised in the table below:

Cost code	Budget £	Actual £	Variance: (over)/under £
Business rates (woodland)	6,400	7,360	(960)
Cleaning (Parish office)	300	620	(320)
Trees –Knowle Hill	500	1,090	(590)

Table 1 – Budget outturn 2020/21

- 2.3 The Council is however, underspent in most nominal codes, as it is only just three months into the current financial year. Appendix 1 gives a breakdown of the variances per nominal code against the budget.
- 2.4 The Parish Council's current General Reserve fund has a balance of £372,873
- 2.5 Details of significant individual budget code variances for 2020/21 are provided in the below:

- Business Rates Woodland Community Centre: The Council factored in an increase in business rates for the 2020/21 budget across all sites. At the time of budgeting the council had not yet had an indication from Eastleigh Borough Council of the cost increases. Business Rates for woodlands was £960 more than budgeted. However, there was a budget saving of £281 for the Parish office, £355 for Horton heath community centre, and an £800 saving for the Pavilion (EBC did not invoice this site for business rates).
- Cleaning: The cleaning budget is already over budget by £320. Additional cleaning resources were needed such as sanitisers due to Covid-19.
- Trees Knowle Hill – Tree work was needed at Knowle Hill, however the Council is still comfortably underspent for the total tree budget.

3. COVID-19

- 3.1 In common with local authorities across the country, the Council is facing significant financial impact of the Covid-19 pandemic. The impact largely relates to the Council's hire income and unbudgeted spends needed to ensure ongoing service delivery.

3.2 In response to a request from Eastleigh Borough Council (EBC), the Responsible Finance Officer is submitting monthly financial loss earnings information. It is understood EBC is collating this information from all Parish Council's within the Borough in order to understand the impact of the Covid-19 pandemic on local authority finances. It is hoped that EBC will use this information to shape future joint working (to avoid duplication) and share benefits of joint procurement. As well as look to seek ways in which all authorities implement key community support initiatives post Covid.

3.3 Table 2 below, shows the cumulative loss of income, by cost code, since April 2020.

Cost Code	April £	May £	June £
Halls	5,521	6,400	6,781
Outside Sporting activities – football/cricket	445	1,945	0
Total Loss	5,965	8,346	6,781

3.4 Table 3 below, shows unbudgeted spends, justification and how these have been funded.

Cost Code	Cost	Reason	Funded
DELL laptop	£630* pending this has only just been ordered	To enable the Bookings Officer to work from home.	From reserves
Lenovo laptop	£560	To Enable the Finance officer to work from home	From reserves
DELL laptop	£630	To Enable the Deputy clerk to work from home	From reserves
Cleaning	£400	To purchase sanitizers and other additional essential cleaning products.	From budget

3.5 The majority of the cost impact is on I.T as well as dealing with additional cleaning materials, sanitizers and dispensers and personal protective equipment (PPE). However, the majority of COVID-19 work, such as the provision of hand dispensers at each of the Council's buildings, has been completed within existing budget allocations.

4. EXPENDITURE SAVINGS

4.1 In contrast to the loss of income and unexpended budget spends due to Covid-19, 'lockdown' has also meant some Council expenditure would no longer be incurred and therefore savings will result. The savings are not however comparable in scale to the income losses and expenditure pressures.

4.2 Table 4 below shows the expenditure savings made so far.

Cost Code	Saving	Reason
Staff Salaries	£7,000	Approximately £7,000 saved on staff salaries to June through the delay in recruiting the Assistant

		Executive Officer. This figure includes savings on PAYE and possible pension contributions (the staff salaries budget factored in a full year salary for this post for prudence).
Utilities	£640	The RFO has estimated savings on utilities – water, gas, electricity across all sites, based on utility figures for the first quarter of the last financial year as a result of hall closures

5. BUDGET TOTALS

5.1 Budget totals as at 30 June 2020 are: -

Total Income: - £216,336

Total Expenditure: - £138,639

5.2 Total Ear Marked Reserves - £278,953. The internal auditor has encouraged the Council to set out a timeline for spending earmarked reserves. Total General Reserves – 372,873

6. ACCOUNT BALANCES

6.1 The current balances for all 3 of the Council's accounts as at 30 June 2020 are as follows: -

Current Account - £73,986

Premier Account - £357,553

Public Sector Account - £308,377

7. RECOMMENDATIONS

7.1 That the Council note the latest budget position as at 30 June 2020, set out in Appendix 1 to this report; and

7.2 That the unbudgeted costs associated with responding to the Covid-19 pandemic be noted.

For further information:

Melanie Stephens, Parish Clerk
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Joanna Cahill, Responsible Finance Officer
finance@fairoak-pc.gov.uk

Background papers:

None.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	410,570	209,586	419,172	209,586			50.0%	
1090 Interest Received	3,643	473	3,000	2,527			15.8%	
1100 Grants	9,669	4,957	4,597	(360)			107.8%	
1120 Community Events Income	1,603	0	1,000	1,000			0.0%	
1300 Football Income	3,626	28	4,000	3,972			0.7%	
1310 Cricket Income	3,000	0	2,500	2,500			0.0%	
1900 Other Income	553	7	200	193			3.4%	
Income :- Income	432,662	215,050	434,469	219,419			49.5%	0
4990 Sundry Expenses	44	0	0	0		0	0.0%	
Income :- Indirect Expenditure	44	0	0	0	0	0		0
Net Income over Expenditure	432,618	215,050	434,469	219,419				
110 Administration								
4000 Salaries	65,408	27,826	228,058	200,232		200,232	12.2%	
4010 Employer's Pension	14,989	10,096	39,951	29,855		29,855	25.3%	
4030 Sickness/Holiday Cover	520	587	5,000	4,413		4,413	11.7%	
4055 Insurance	10,470	0	8,974	8,974		8,974	0.0%	
4060 Audit	1,950	850	2,500	1,650		1,650	34.0%	
4070 Legal & Professional Fees	6,148	50	8,500	8,450		8,450	0.6%	
4075 Postage	0	69	200	131		131	34.4%	
4080 Stationery	516	40	600	560		560	6.7%	
4085 Printer Consumables	707	120	750	630		630	16.1%	
4090 Admin Maintenance	1,626	214	2,500	2,286		2,286	8.5%	
4095 Bank Charges	0	0	30	30		30	0.0%	
4100 Chairman's Allowance	192	0	400	400		400	0.0%	
4105 Conference/Training/Staffing	3,842	631	4,000	3,369		3,369	15.8%	
4110 Clothing	653	0	600	600		600	0.0%	
4115 Newsletter	2,958	0	0	0		0	0.0%	
4120 Telephone & Broadband	2,610	146	2,000	1,854		1,854	7.3%	
4125 Mobile Phone	726	89	800	711		711	11.1%	
4132 Subscriptions	2,722	493	2,200	1,707		1,707	22.4%	
4133 Software and support	4,431	1,013	4,500	3,487		3,487	22.5%	
4134 Members IT	6,076	3,505	5,000	1,495		1,495	70.1%	
4135 Marketing	0	585	2,550	1,965		1,965	22.9%	
4140 Card Payments	707	126	700	575		575	17.9%	
4150 Website	196	0	0	0		0	0.0%	
4990 Sundry Expenses	1,114	357	1,000	643		643	35.7%	
Administration :- Indirect Expenditure	128,560	46,795	320,813	274,018	0	274,018	14.6%	0
Net Expenditure	(128,560)	(46,795)	(320,813)	(274,018)				
6000 plus Transfer from EMR	23	0						
Movement to/(from) Gen Reserve	(128,537)	(46,795)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Parish Office</u>								
1200 Hiring Fees	6,371	0	7,000	7,000			0.0%	
Parish Office :- Income	6,371	0	7,000	7,000			0.0%	0
4120 Telephone & Broadband	603	519	0	(519)		(519)	0.0%	
4395 Business Rates	14,975	15,220	15,500	281		281	98.2%	
4400 Gas	859	85	700	615		615	12.2%	
4405 Electricity	931	0	1,000	1,000		1,000	0.0%	
4410 Water	606	347	350	3		3	99.2%	
4415 Repairs	485	0	100	100		100	0.0%	
4420 CCTV Maintenance	270	0	100	100		100	0.0%	
4425 Health & Safety	1,118	549	2,500	1,951		1,951	22.0%	
4435 Cleaning	106	620	300	(320)		(320)	206.7%	
4440 Contract cleaning	1,154	0	0	0		0	0.0%	
4450 Equipment - Internal	128	0	1,000	1,000		1,000	0.0%	
4680 General Bin Emptying	234	77	0	(77)		(77)	0.0%	
Parish Office :- Indirect Expenditure	21,470	17,417	21,550	4,133	0	4,133	80.8%	0
Net Income over Expenditure	(15,098)	(17,417)	(14,550)	2,867				
6000 plus Transfer from EMR	137	0						
Movement to/(from) Gen Reserve	(14,961)	(17,417)						
<u>200 Property Maintenance Staff</u>								
4000 Salaries	112,608	27,148	0	(27,148)		(27,148)	0.0%	
4010 Employer's Pension	27,014	2,114	0	(2,114)		(2,114)	0.0%	
4030 Sickness/Holiday Cover	0	204	0	(204)		(204)	0.0%	
Property Maintenance Staff :- Indirect Expenditure	139,622	29,466	0	(29,466)	0	(29,466)		0
Net Expenditure	(139,622)	(29,466)	0	29,466				
<u>210 Machinery and Van</u>								
4300 Machinery - General Repairs	1,268	41	6,000	5,959		5,959	0.7%	
4305 Fuel	4,856	1,308	7,000	5,692		5,692	18.7%	
4310 Road Tax	520	530	550	20		20	96.4%	
4315 Maintenance - Vans	1,840	0	1,250	1,250		1,250	0.0%	
4320 Vehicle Insurance	1,188	1,196	2,000	804		804	59.8%	
Machinery and Van :- Indirect Expenditure	9,671	3,075	16,800	13,725	0	13,725	18.3%	0
Net Expenditure	(9,671)	(3,075)	(16,800)	(13,725)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230</u> <u>Crowdhill Community Building</u>								
1200 Hiring Fees	36,523	(168)	40,000	40,168			(0.4%)	
Crowdhill Community Building :- Income	36,523	(168)	40,000	40,168			(0.4%)	0
4120 Telephone & Broadband	814	384	1,000	616		616	38.4%	
4395 Business Rates	6,102	7,360	6,400	(960)		(960)	115.0%	
4400 Gas	4,195	0	1,000	1,000		1,000	0.0%	
4405 Electricity	2,080	0	5,000	5,000		5,000	0.0%	
4410 Water	445	153	400	247		247	38.2%	
4415 Repairs	925	0	1,000	1,000		1,000	0.0%	
4420 CCTV Maintenance	70	0	100	100		100	0.0%	
4425 Health & Safety	4,235	843	3,305	2,462		2,462	25.5%	
4435 Cleaning	513	406	500	94		94	81.3%	
4440 Contract cleaning	4,304	302	0	(302)		(302)	0.0%	
4450 Equipment - Internal	179	0	1,500	1,500		1,500	0.0%	
4455 Equipment - External	600	0	6,000	6,000		6,000	0.0%	
4680 General Bin Emptying	862	22	900	878		878	2.5%	
4990 Sundry Expenses	107	0	100	100		100	0.0%	
Crowdhill Community Building :- Indirect Expenditure	25,432	9,471	27,205	17,734	0	17,734	34.8%	0
Net Income over Expenditure	11,092	(9,639)	12,795	22,434				
<u>240</u> <u>Pavilion</u>								
1200 Hiring Fees	87	0	200	200			0.0%	
1300 Football Income	504	0	0	0			0.0%	
Pavilion :- Income	591	0	200	200			0.0%	0
4120 Telephone & Broadband	667	86	800	714		714	10.7%	
4395 Business Rates	677	0	800	800		800	0.0%	
4400 Gas	83	323	500	177		177	64.7%	
4405 Electricity	744	133	500	367		367	26.5%	
4410 Water	0	0	200	200		200	0.0%	
4415 Repairs	3,042	1,300	3,000	1,700		1,700	43.3%	
4420 CCTV Maintenance	270	0	100	100		100	0.0%	
4425 Health & Safety	3,070	1,120	1,500	380		380	74.7%	
4430 Kitchen	0	0	500	500		500	0.0%	
4435 Cleaning	546	0	100	100		100	0.0%	
4440 Contract cleaning	248	0	0	0		0	0.0%	
Pavilion :- Indirect Expenditure	9,347	2,962	8,000	5,038	0	5,038	37.0%	0
Net Income over Expenditure	(8,756)	(2,962)	(7,800)	(4,838)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250</u> <u>HHCC</u>								
1200 Hiring Fees	17,535	0	30,000	30,000			0.0%	
HHCC :- Income	17,535	0	30,000	30,000			0.0%	0
4120 Telephone & Broadband	667	258	500	242		242	51.5%	
4395 Business Rates	2,602	2,645	3,000	355		355	88.2%	
4400 Gas	1,523	48	1,000	952		952	4.8%	
4405 Electricity	0	0	1,500	1,500		1,500	0.0%	
4410 Water	63	268	400	132		132	67.0%	
4415 Repairs	713	0	800	800		800	0.0%	
4420 CCTV Maintenance	330	0	100	100		100	0.0%	
4425 Health & Safety	4,689	199	3,282	3,083		3,083	6.1%	
4435 Cleaning	146	0	100	100		100	0.0%	
4440 Contract cleaning	1,625	0	0	0		0	0.0%	
4595 General Maintenance	477	0	1,000	1,000		1,000	0.0%	
4680 General Bin Emptying	645	239	1,000	761		761	23.9%	
4990 Sundry Expenses	21	0	0	0		0	0.0%	
HHCC :- Indirect Expenditure	13,500	3,657	12,682	9,025	0	9,025	28.8%	0
Net Income over Expenditure	4,035	(3,657)	17,318	20,975				
6000 plus Transfer from EMR	194	0						
Movement to/(from) Gen Reserve	4,229	(3,657)						
<u>280</u> <u>Other Properties</u>								
4480 Bus Shelters	100	0	100	100		100	0.0%	
4485 Memorial	0	0	50	50		50	0.0%	
4490 Memorial Clock	200	0	200	200		200	0.0%	
4500 Speedwatch	0	0	200	200		200	0.0%	
4505 Village Flowers	1,972	0	2,000	2,000		2,000	0.0%	
4630 Fencing	0	1,805	0	(1,805)		(1,805)	0.0%	
Other Properties :- Indirect Expenditure	2,272	1,805	2,550	745	0	745	70.8%	0
Net Expenditure	(2,272)	(1,805)	(2,550)	(745)				
<u>290</u> <u>General Grounds Maintenance</u>								
4530 Equipment - Purchases	8,624	9,250	12,000	2,750		2,750	77.1%	
4535 Equipment - Maintenance	485	422	1,500	1,078		1,078	28.1%	
4540 Materials	2,314	628	2,000	1,372		1,372	31.4%	
General Grounds Maintenance :- Indirect Expenditure	11,422	10,300	15,500	5,200	0	5,200	66.5%	0
Net Expenditure	(11,422)	(10,300)	(15,500)	(5,200)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Lapstone Playing Fields								
4575 Cricket (Winter)	895	0	800	800		800	0.0%	
4580 Football	1,327	0	0	0		0	0.0%	
4585 Tennis	0	0	200	200		200	0.0%	
4590 Pitch Maintenance	2,075	4,650	6,000	1,350		1,350	77.5%	
4595 General Maintenance	778	0	800	800		800	0.0%	
4600 Dog Bin Emptying	53	254	0	(254)		(254)	0.0%	
4680 General Bin Emptying	1,595	370	1,500	1,130		1,130	24.7%	
4700 Water Fountain	0	0	5,000	5,000		5,000	0.0%	
Lapstone Playing Fields :- Indirect Expenditure	6,723	5,275	14,300	9,025	0	9,025	36.9%	0
Net Expenditure	(6,723)	(5,275)	(14,300)	(9,025)				
310 Knowle Park								
4595 General Maintenance	6,413	0	2,000	2,000		2,000	0.0%	
4630 Fencing	208	0	2,000	2,000		2,000	0.0%	
4640 Water Supply -White Tree Close	0	0	100	100		100	0.0%	
4645 Seating/Bins	438	0	200	200		200	0.0%	
Knowle Park :- Indirect Expenditure	7,059	0	4,300	4,300	0	4,300	0.0%	0
Net Expenditure	(7,059)	0	(4,300)	(4,300)				
320 New Century Park								
4420 CCTV Maintenance	70	0	70	70		70	0.0%	
4595 General Maintenance	1,317	0	500	500		500	0.0%	
4670 Signs & Bins	33	0	0	0		0	0.0%	
4680 General Bin Emptying	23	0	200	200		200	0.0%	
New Century Park :- Indirect Expenditure	1,444	0	770	770	0	770	0.0%	0
Net Expenditure	(1,444)	0	(770)	(770)				
330 Knowle Hill								
4595 General Maintenance	0	0	200	200		200	0.0%	
Knowle Hill :- Indirect Expenditure	0	0	200	200	0	200	0.0%	0
Net Expenditure	0	0	(200)	(200)				
350 Lapstone Farm								
4595 General Maintenance	0	0	200	200		200	0.0%	
Lapstone Farm :- Indirect Expenditure	0	0	200	200	0	200	0.0%	0
Net Expenditure	0	0	(200)	(200)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Oak Walk</u>								
4595 General Maintenance	0	0	100	100		100	0.0%	
Oak Walk :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Expenditure	0	0	(100)	(100)				
<u>370 Daisy Dip</u>								
4595 General Maintenance	0	0	100	100		100	0.0%	
Daisy Dip :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Expenditure	0	0	(100)	(100)				
<u>380 Wyvern Meadow</u>								
4595 General Maintenance	58	0	100	100		100	0.0%	
Wyvern Meadow :- Indirect Expenditure	58	0	100	100	0	100	0.0%	0
Net Expenditure	(58)	0	(100)	(100)				
<u>400 Play Areas General</u>								
4750 ROSPA Fees	485	0	600	600		600	0.0%	
Play Areas General :- Indirect Expenditure	485	0	600	600	0	600	0.0%	0
Net Expenditure	(485)	0	(600)	(600)				
<u>410 New Century Park Play Area</u>								
4595 General Maintenance	0	0	200	200		200	0.0%	
4993 New Century Park Playarea	76,489	0	0	0		0	0.0%	
New Century Park Play Area :- Indirect Expenditure	76,489	0	200	200	0	200	0.0%	0
Net Expenditure	(76,489)	0	(200)	(200)				
<u>420 Dean Road Play Area</u>								
4595 General Maintenance	0	0	100	100		100	0.0%	
Dean Road Play Area :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Expenditure	0	0	(100)	(100)				
<u>430 Meadowsweet Way Play Area</u>								
4595 General Maintenance	440	0	26,899	26,899		26,899	0.0%	
Meadowsweet Way Play Area :- Indirect Expenditure	440	0	26,899	26,899	0	26,899	0.0%	0
Net Expenditure	(440)	0	(26,899)	(26,899)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>440 Knowle Park Play Area</u>								
4595 General Maintenance	717	0	800	800		800	0.0%	
4670 Signs & Bins	95	0	100	100		100	0.0%	
4770 Skatepark	0	0	1,500	1,500		1,500	0.0%	
Knowle Park Play Area :- Indirect Expenditure	812	0	2,400	2,400	0	2,400	0.0%	0
Net Expenditure	(812)	0	(2,400)	(2,400)				
<u>500 Allotments</u>								
1500 Allotment Income	2,547	80	2,500	2,420			3.2%	
Allotments :- Income	2,547	80	2,500	2,420			3.2%	0
4410 Water	0	0	50	50		50	0.0%	
4800 Allotments - Knowle Park	0	0	500	500		500	0.0%	
4805 Allotments - Campbell Way	0	0	50	50		50	0.0%	
4810 Allotments - Knowle Lane Ditch	0	0	1,000	1,000		1,000	0.0%	
4815 Allotments - Pest Control	285	0	400	400		400	0.0%	
4820 Allotments - Toilet	1,023	260	1,100	840		840	23.6%	
Allotments :- Indirect Expenditure	1,308	260	3,100	2,840	0	2,840	8.4%	0
Net Income over Expenditure	1,239	(180)	(600)	(420)				
<u>510 Cemetery</u>								
1520 Burials Income	5,025	1,375	5,000	3,626			27.5%	
1530 Memorials Income	1,659	0	2,000	2,000			0.0%	
1540 Cremation Income	5,546	0	4,000	4,000			0.0%	
Cemetery :- Income	12,230	1,375	11,000	9,626			12.5%	0
4410 Water	4	0	0	0		0	0.0%	
4595 General Maintenance	516	0	1,500	1,500		1,500	0.0%	
Cemetery :- Indirect Expenditure	520	0	1,500	1,500	0	1,500	0.0%	0
Net Income over Expenditure	11,710	1,375	9,500	8,126				
<u>550 Trees</u>								
4825 Tree survey	1,500	0	2,500	2,500		2,500	0.0%	
4830 Trees - Lapstone Playing Field	270	450	500	50		50	90.0%	
4831 Trees - Knowle Park	800	520	500	(20)		(20)	104.0%	
4832 Trees - New Century Park	0	0	500	500		500	0.0%	
4833 Trees - Knowle Hill	0	1,090	500	(590)		(590)	218.0%	
4834 Trees - Lapstone Farm	1,247	0	500	500		500	0.0%	
4835 Trees - Oak Walk	1,190	240	500	260		260	48.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4836 Trees - Daisy Dip	0	360	500	140		140	72.0%	
4837 Trees - Wyvern Meadow	0	0	500	500		500	0.0%	
4838 Trees - Fair Oak Cemetery	2,526	240	500	260		260	48.0%	
4839 Trees-HHCC open space	0	0	500	500		500	0.0%	
Trees :- Indirect Expenditure	7,533	2,900	7,500	4,600	0	4,600	38.7%	0
Net Expenditure	(7,533)	(2,900)	(7,500)	(4,600)				
600 Other Expenses								
4850 Section 137 - Grants	4,000	0	4,000	4,000		4,000	0.0%	
4855 Section 137 - Street Pastors	500	0	700	700		700	0.0%	
4865 Election Expenses	72	0	1,000	1,000		1,000	0.0%	
4870 Youth Project	25,000	0	25,000	25,000		25,000	0.0%	
4875 Community Events Expenditure	4,361	1,837	7,000	5,163		5,163	26.2%	
Other Expenses :- Indirect Expenditure	33,933	1,837	37,700	35,863	0	35,863	4.9%	0
Net Expenditure	(33,933)	(1,837)	(37,700)	(35,863)				
900 Reserves Spend								
4994 New Office&Compund General	0	1,410	0	(1,410)		(1,410)	0.0%	1,410
4996 RBS Software from gen reserve	290	0	0	0		0	0.0%	
4997 Horton Heath Community Centre	19,017	210	0	(210)		(210)	0.0%	210
4998 Website from Gen reserve	0	(800)	0	800		800	0.0%	
4999 Woodland Community Centre	0	2,600	0	(2,600)		(2,600)	0.0%	2,600
Reserves Spend :- Indirect Expenditure	19,307	3,420	0	(3,420)	0	(3,420)		4,220
Net Expenditure	(19,307)	(3,420)	0	3,420				
6000 plus Transfer from EMR	19,028	4,220						
Movement to/(from) Gen Reserve	(279)	800						
Grand Totals:- Income	508,460	216,336	525,169	308,833			41.2%	
Expenditure	517,451	138,639	525,169	386,530	0	386,530	26.4%	
Net Income over Expenditure	(8,990)	77,697	0	(77,697)				
plus Transfer from EMR	19,382	4,220						
Movement to/(from) Gen Reserve	10,392	81,917						

FINANCIAL REGULATIONS

1. PURPOSE

- 1.1 To seek members approval for the adoption of the Finance Regulations following minor amendments reflecting the updates contained in the NALC Model Financial Regulations (2019) and changes in response to Covid-19.

2. INTRODUCTION

- 2.1 The Parish Council's existing Financial Regulations are based upon the NALC Model Financial Regulations (2019), adapted as necessary, to the Parish Council's financial procedures.
- 2.2 The National Association of Local Councils (NALC) published its updated (2019) Model Financial Regulations for England and Wales, stating: "The documents include easy-to-use templates to create financial regulations for your local (parish and town) council that are up-to-date with the current legislation and regulations, and guidance to help complete the templates.
- 2.3 The financial regulations are an essential tool for local councils of all sizes. They set out the framework within which the council ensures responsible and sustainable management of the council's finances."
- 2.4 The Parish Council's existing Financial Regulations that were last updated in 2018. As a new Model Template is now available that is "up-to-date with current legislation and regulations", it is proposed that, rather than carrying out a detailed review of our existing Financial Regulations, the Council, agree the adoption of the new version of Financial Regulations that were produced by the Responsible Finance Officer using the NALC 2019 Model Financial Regulations template.
- 2.5 The Responsible Finance Officer, in checking the accuracy and legal compliance of the Council's proposed Finance Regulations, sought advice from the Internal Auditor, who raised no concerns with this Council's proposed regulations (attached at **Appendix 1**).

3. COVID-19

- 3.1 In addition to reflecting changes as a result of the new model template from NALC, it is also proposed that amendments to the current regulations be made to reflect the practices currently undertaken in response to COVID-19. Whilst these current practices have been approved via the Council's emergency business and resilience plan (approved in March), it is suggested that the document setting out the Council's finance practices be amendment during the pandemic.

4. RECOMMENDATIONS

- 4.1 That the Finance Regulations attached at Appendix 1 be adopted.

For further information:

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Background papers:

None.



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FAIR OAK & HORTON HEATH PARISH COUNCIL

FINANCIAL REGULATIONS ENGLAND

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These Financial Regulations were adopted by the Council at its Meeting held on 20 February 2020.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO;
 - acts under the policy direction of the council;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.

- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.

- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council/Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Finance Committee shall review its yearly forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee/Council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £3000; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

During Covid-19 any unbudgeted spends by the Clerk (in consultation with the Chairman and Vice-Chairman of the Council) will be documented via an officer decision list and published on the Council's website.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee (with exception of spends made during Covid-19 using the process highlighted in 4.1 above). During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council or Finance Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. **The exception to this is during Covid-19, all payments will be approved at monthly virtual Council meetings which will be signed at a later date.** A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance Committee meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £50,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund

and regular maintenance contracts and the like for which the council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be

reported to the council and authority for topping-up shall be at the discretion of the council.

- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Operations Manager and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) The RFO shall maintain a petty cash float of £150 for the purpose of defraying operational and other expenses.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or Finance Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is above £3,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Operations Manager shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

FULL COUNCIL – 20 JULY 2020

FINANCIAL RISK ASSESSMENT

1. PURPOSE

- 1.1 To approve the Council's financial risk assessment.

2. FINANCIAL RISK ASSESSMENT

- 2.1 The Parish Council has adopted a Financial Risk Assessment (FRA) to manage any risk associated with its finances and legal obligations. The risk assessment identifies any potential risks and the control measures put in place to mitigate these. The Financial Risk Assessment set out in Appendix 1 to this report is reviewed annually.
- 2.2 Since the FRA was approved in July last year, minor amendments have been made to take account of the Covid-19 pandemic and to ensure that the Council has a robust document in place. These changes are highlighted in red.

3. RECOMMENDATIONS

- 3.1 That the Financial Risk Assessment, as set out in Appendix 1 to this report be approved.

For further information contact:

Melanie Stephens, Parish Clerk

clerk@fairoak-pc.gov.uk

Joanna Cahill, Responsible Finance Officer

finance@fairoak-pc.gov.uk

FAIR OAK AND HORTON HEATH PARISH COUNCIL FINANCIAL MANAGEMENT RISK ASSESSMENT

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following method was followed: -

1. Identify the areas to be reviewed;
2. Identify what the risk may be;
3. Ascertain the risk level;
4. Evaluate the management and control of the risk; and
5. Review, assess and revise the control measures if required.

(1) Activity	(2) Risk(s) identified	(3) Risk level H – High M - Medium L - Low	(4) Management/control of Risk	(5) Review/Assess/Revise
Section One (Insurance to Help Manage Risk)				
Business continuity	Risk of Council not being able to continue its business	L	Considered remote. But risk covered in the Council's approved emergency resilience and business continuity plan.	In light of Covid-19 review adopted plan every 6 months.
Property and contents owned by the Council	Loss or damage	H	Up to date register of assets – adequate insurance cover	Annual review of schedule of asset and insurance
Damage by third party or to individuals	Public liability	H	Regular maintenance of properties and adequate insurance cover	The Council has public liability insurance up to 10 million pounds.
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public liability	H	Annual review of risk and adequacy of cover	The Council has public liability insurance up to 10 million pounds.
Loss of cash through theft or dishonesty	Fidelity Guarantee	L	The Council is insured for £800,000 Fidelity Cover	
Legal liability as a consequence of asset ownership	Public liability	H	Regular maintenance of properties and adequate insurance cover	The Council has public liability insurance up to 10 million pounds.

(1) Activity	(2) Risk(s) identified	(3) Risk level H – High M – Medium L - Low	(4) Management/control of Risk	(5) Review/Assess/Revise
Section Two (Working with others to help manage risk)				
Security for vulnerable buildings, amenities, and equipment		M	Where a high risk occurs, the Council has installed CCTV to protect from vandalism and theft.	Any repairs required are carried out as quickly as possible. Maintenance contracts have been awarded in respect of CCTV.
The provision of services being carried out under agency/partnership	Standing Orders and Financial Regulations deal with the award of contracts etc.	L	Standing Orders and Financial Regulations are reviewed every year or as and when required.	
Banking arrangements	Detect and deter fraud or corruption	L	Monthly bank reconciliations are completed. The RFO presents a Financial Statement monthly.	
Ad hoc provision of amenities/facilities for events to local community groups	Public liability	L	A copy of the groups public liability insurance is obtained and prior permission is sought from the Council	
Vehicle or equipment lease or hire		L	The Council has an account with a reputable hire company	
Trading units: – Playing fields Pavilion Cemetery Woodland Community Centre Horton Heath Community Centre	Works are completed in house – external contractors are rarely used	L	The RFO reviews the existing contracts annually.	

(1) Activity	(2) Risk(s) identified	(3) Risk level H – High M – Medium L - Low	(4) Management/control of Risk	(5) Review/Assess/Revise
Professional Services (solicitors, planning etc)	Standing Orders and Financial Regulations deal with the award of contracts etc.	L	Standing Orders and Financial Regulations are reviewed every year or as and when required.	
Section Three (Self-Managed Risk)				
Non-availability of RFO/Clerk	Ineffective administration of Council	L	Temporary cover possible via use of locum Clerk/RFO	Consider adequacy of reserve to cover locum cost for 6 months.
Salaries and associate costs	Salaries paid incorrectly/wrong hours/rate paid/wrong tax deductions/unpaid tax contributions	L	Salary slips produced & checked monthly by the RFO.	Existing payroll system adequate.
Proper financial records	In accordance with statutory requirements	L	Regular scrutiny of financial records and proper arrangements for the approval of expenditure.	Quarterly accounts submitted to Committee and Council. End of year budgets are scrutinised by the Council's internal and external auditors. Accounts easily accessible to the public for viewing.
Budget	Inadequate monitoring	L	Budget T&F group set budget in Oct & Nov, final budget agreed by Council in December. Financial reviews conducted on a quarterly basis. This now includes the impact of Covid-19 on budget.	Existing procedure of regular reporting and monitoring by Full Council is adequate.
Payments Approval	Inadequate checks	L	A monthly finance statement is reviewed and approved by Council. This includes bank reconciliation and a breakdown of receipts and payments. This ensures timely payments to	Existing procedure of regular reporting and monitoring by Full Council is adequate.

(1) Activity	(2) Risk(s) identified	(3) Risk level H – High M – Medium L - Low	(4) Management/control of Risk	(5) Review/Assess/Revise
			payees especially important as a result of covid-10 impact on people and businesses.	
Annual Returns	Return submitted late	L	Annual returns completed by the RFO every April. Annual return approved by full Council before submission.	Reviewed annually.
Business activities	Ensuring they are within the legal powers applicable to Local Councils	L	Recording in the minutes of the precise powers under which expenditure is being approved. Checks made by the Internal Auditor.	
Borrowing	Complying with restrictions	L	The Council has no borrowings or loans	
Employment Law and Inland Revenue regulations	Ensuring all requirements are met	L	The Council is a member of the South East Employers and has adopted the green book policy. The Council administers its own payroll internally managed by the RFO.	
VAT	Ensuring all requirements are met under Custom and Excise regulations and that VAT is recovered.	L	Regular returns of VAT are made quarterly. The Council is now VAT registered. VAT claims submitted quarterly as part of budget monitoring.	
Reserves & Precept	Inadequacy of existing funds and precept levy, preventing the Council from carrying out its statutory duties and services	L	Council expenditure is monitored by senior officers reporting to the Finance Committee and Full Council. The Council has a policy to maintain reserves, in its public sector fund account not less than half the annual precept amount.	Monitoring of the budget and review of forthcoming budget requirements is undertaken regularly by officers and the members.

(1) Activity	(2) Risk(s) identified	(3) Risk level H – High M – Medium L - Low	(4) Management/control of Risk	(5) Review/Assess/Revise
			The Council determines its precept amount required for the next year by examining previous year receipts and payments data, a forecast for the year and a draft budget for the forthcoming year reflecting ongoing costs, financial commitments, proposed changes to expenditure and corporate projects. Money is then allocated to certain cost centres (headings) by the RFO. Consideration is also given to any income sources. The level of precept amount is then agreed with Eastleigh Borough Council.	
Grants to local community bodies	Ensuring the proper use of funds granted under specific powers or under section 137 and that the allocation of funds is transparent	L	All requests and monitoring of grants are made to the Finance Committee quarterly.	
Council Minutes	Proper, timely and accurate reporting of council business in the minutes	L	Minutes properly numbered with a master copy kept in safekeeping – minutes are periodically sent to the Archive Office in Winchester.	
Rights of inspection	Responding to electors wishing to exercise their rights of inspection	L	Adoption of the revised Freedom of Information Act Dec 2008	
Consultation invitations	Meeting the laid	L	Procedures in place to deal with	

(1) Activity	(2) Risk(s) identified	(3) Risk level H – High M – Medium L - Low	(4) Management/control of Risk	(5) Review/Assess/Revise
	down timetables when responding to consultation		responses to consultation requests via relevant committee.	
Document control/electronic records	Proper systems in place safeguarding potential loss of vital documents	L	Documented procedures for document receipt, circulation, response, handling and filing. Computer records are stored in icloud. Accounts system held in icloud and back up every night.	
Website/social media	Inadequate or outdated information and lack of public engagement with use of website, email and facebook.	L	New website platform used and recently launched (July 19). Facebook & website regularly updated. Virus checks and website security updates are in place.	Virus software purchased on an annual basis.
GDPR	Ensure that the Council meets its statutory obligations	M	Necessary corporate documents relating to Data Protect and privacy are adopted and reviewed annually. Council undertakes data audits annually and seeks consent from individuals where data is retained.	GDPR compliance reviewed on an ongoing basis by senior officers.
Section four (Councillors Propriety)				
Register of Members' Interests and Gifts and Hospitality	In place, complete and up to date	L	Adoption of new code of conduct approved in September 2012. Procedures in place for recording and monitoring Members' interests etc.	
Member Interests	Conflict of interest Register of Members' Interests	M L	Councillors have a legal duty to declare any interest at the start of meetings. Register of Members of Interest form to be reviewed at least on an annual basis.	Existing procedures adequate. Members to take responsibility to inform the Clerk to any updates to their interest form/register.

FULL COUNCIL – 20 JUNE 2020

TO CONSIDER ACTION VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID-19

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to formally agree a method of verification of the Council's bank statements and reconciliations during Covid-19 where members and officer are working remotely.

2. BACKGROUND

- 2.1 Members will be aware that the normal practice of verifying bank statements and reconciliations is that they are placed on the monthly Full Council agenda for verification and signing by the Chairman of the Council.
- 2.2 Since the lockdown started on 24 March 2020, all Council meetings have taken place virtually. The bank statements and BACs payments continue to be submitted to the Council for approval, with all statements and financial accounting information included in the agenda papers. Whilst members have continued to formally approve the statements and BACs payments, due to social distancing, they have not been formally signed.
- 2.3 Advice from the Council's Internal Auditor has been sought and she has confirmed that so long as the payment listing is being minuted and approved and will be physically signed when there is an opportunity this will be more than acceptable. Transparency is key, and it is important that all information is published properly on the website, where the auditors and electors can find it
- 2.4 Officers believe that a sensible way to manage the approval of the bank statements and reconciliations is for copies of these to continue to be sent to the monthly Full Council for formal approval at the virtual meeting and that the Clerk/RFO keep hard copies to be signed at a later date when social distancing measures are relaxed. This would allow the Council to meet their statutory duty to ensure that the bank statements and reconciliations are being checked and approved.
- 2.5 The acceptance to the above is in August, where historically, Full Council has not met due to summer recess. In this instance it is suggested that the RFO be delegated authority to pay the August statements/BACs and that August reports be sent to the September Full Council for formal approval.
- 2.6 The Council's monthly agenda papers which include full monthly financial reports/statements are published on the Council's website. The Council meets the transparency best practice by doing this, so that members of the public can view all financial transactions. In addition, the Council continues to publish payments over £500 on its website.

3. RECOMMENDATION

- 3.1 That Members agree to continue to receive electronic copies of the bank statements and reconciliations as part of the monthly Council's agenda papers and during Covid-19, these be approved electronically, subject to being signed in the future.

For further information:

Joanna Cahill, Responsible Finance Officer
finance@fairoak-pc.gov.uk

Background papers:

None.

FULL COUNCIL – 20 JULY 2020

APPROVAL TO AWARD OF TENDER FOR MEADOWSWEET WAY PLAY AREA

1. PURPOSE

- 1.1 This report requests approval to award the tender for Meadowsweet Way Play Area to HAGs and agree total project costs.

2. BACKGROUND

- 2.1 In May 2020, a Design Brief was issued for an approved play area company to design and install play equipment at Meadowsweet Way.
- 2.2 Designs and submissions were sought based on the information received from the local community via a survey monkey questionnaire which shaped the following criteria:
- The play area to be designed to cater for multi ages;
 - Nature/woodland theme and natural play materials;
 - Most desired play equipment as voted by the public (swings, slide & picnic benches)
 - A set of conditions, specification (giving more detailed requirements for the play area) and drawing showing shape of play area being enclosed with a standard detail for fencing and gates.
- 2.3 The Parish Council's Play Area Consultant, Dave Bowen, sent invitations to tender to **eight** companies who are members of the Association of Play Industries: - Sutcliffe Play, Playdale Playgrounds, KOMPAN, HAGS, Wicksteed Leisure, Proludic, Vita Play and Eibe Play.
- 2.4 The deadline for tender submissions was 17 June 2020. Six tenders were received by the deadline. Two companies had advised the Council's Play Area Consultant that due to the current COVID-19 situation they were unable to submit a design.
- 2.5 On 18 June 2020, the Council's Play Area Consultant, Clerk and Operations Manager met (virtually via MS Teams) to score the designs. Designs were evaluated based on a score sheet which included for, amongst other criteria: value for money, meeting community requests as stated in the play area survey, inclusivity and overall design. After scoring, **the four** highest scoring designs were selected to be put forward to the public to view and vote for their favourite design.

3. PUBLIC CONSULTATION

- 3.1 The following four companies were submitted to the public vote: Eibe Play, Proludic Play, Vita Play and HAGS Play.
- 3.2 The public vote took place over a two-week period between 21 June and 5 July.
- 3.3 The designs were shared on Facebook, the Parish Council's website, emailed to local schools for circulating to parents via their communication channels and notices placed on site directing residents to the public vote on the website. Unfortunately, because of the Covid-19 social distancing rules residents were unable to vote via a ballot box as has been the case in the past.
- 3.4 119 residents responded during the public vote. The final votes were: -

Design 1 = 12 votes (10%)
 Design 2 = 64 votes (53.7%)

Design 3 = 10 votes (8.4%)
Design 4 = 33 votes (27.7%)

Design 2 (HAGs) being the winning vote.

4. CURRENT POSITION

4.1 The total project cost is set out below: -

Budget Source	£cost
Dev Contributions 1	7,971.45
Dev Contributions 2	3,000
Meadowsweet budget 2020/21	26,899
HHCC EMR	35,427
HHCC EMR Contingency	10,000
Totals	83,297

Table 1a

Project Expenditure	£cost
New play equipment, benches, bins, gates, surfacing & preliminaries	67,000
Consultancy Fees	5,600
Play area signs	500
POS Landscaping (trees, planters, plants)	2,000
Other (games table)	1,000
Contingency	7,197
Total	83,297

Table 1b

- 4.2 The Council's Play Area Consultant informed all four companies of the outcome of the vote. The company with the highest public vote (HAGs) have indicated that they are able to commence work to the play area at the beginning of September 2020. It is felt that since the play area has been closed for over 3 months due to Covid-19, the Council could be criticised to then close it again during the school summer holidays. This would mean that, subject to favourable weather conditions and no further restrictions or issues in respect of Covid-19, the Play Area would be ready to open to the public in time for the October 2020 school half term holiday.
- 4.3 The winning design by HAGs as selected by the public following the closing of the vote is attached at **Appendix 1**.
- 4.4 The total sum for the procurement and installation of the play area given to all the play equipment suppliers was £67,000. Therefore in accordance with the design brief, HAGs submitted their quote for £67,000 which is to include for the following: play equipment and impact absorbing surfacing, new self-closing gates, picnic tables and seats, litter bins, reinstatement, Independent Post Installation Inspection and staff welfare,

NEXT STEPS

- 4.5 Following approval of the Council to support the public vote and award the tender to HAGS, the Clerk will send a formal appointment letter to HAGS.
- 4.6 Two weeks prior to starting the project on site, notices will be placed on the gates and fencing to inform the public that commencement of work to the site will start in two weeks'

time, and that the site won't be accessible to the public during this time.

- 4.7 The Council's Grounds maintenance team will remove the current play equipment in early September 2020 in liaison with the start date given by HAGS.
- 4.8 The Council's Play Area Consultant will monitor and oversee the project on behalf of the Council and will regularly update the Clerk as to progress.
- 4.9 Should there be any contingency funds remaining, members might wish to consider delegating authority to the Clerk, in consultation with the Chairman, whether to spend this on further enhancements around the Community Centre or whether to roll the underspends (if any) back into ear marked reserves.

5. FINANCIAL IMPLICATIONS

- 5.1 The total project costs set out in tables 1a & 1b in paragraph 4.1 is **£83,297**.
- 5.2 The total cost of the winning design company, as set out in paragraph 4.4 is **£67,000**.
- 5.3 The difference of £16,297 will be spent on other project costs as set out in table 1b.

6. RECOMMENDATION

- 6.1 That the tender received from HAGs UK to undertake and complete the works be accepted and awarded to them in the sum of £67,000;
- 6.2 That the total project expenditure of £83,297 be approved; and
- 6.3 That any amendments suggested by the Council be commissioned by the Council's Play Consultant in consultation with the Clerk and Chairman of the Council using the project contingency funds.

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