



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

(023) 8069 2403 enquiries@fairoak-pc.gov.uk

www.fairoak-pc.gov.uk @fairoakandhortonheathparishcouncil

SUMMONS

Dear Member

27 April 2021

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Tuesday, 4 May 2021 at 6.00 p.m. *PLEASE NOTE START TIME**

Please note that this meeting will be held virtually via Zoom. A live stream of the meeting can be seen on the Council's [Youtube page](#).

Melanie Stephens

Melanie Stephens, Parish Clerk

PUBLIC PARTICIPATION: This meeting is open to members of the public. If you wish to speak at the meeting, you should submit a request by email to clerk@fairoak-pc.gov.uk including your email address up to one hour before the meeting. You will then receive an invite from the Council to take part.

AGENDA

APOLOGIES

1 ELECTION OF CHAIRPERSON OF THE COUNCIL

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

2 ELECTION OF VICE-CHAIRPERSON OF THE COUNCIL

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

3 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

4 MINUTES OF MEETINGS (PAPER A, PAGES 3-5)

To approve the minutes of the Council meeting held on 19 April 2021 as a correct record.

5 MEMBERSHIP OF COMMITTEES (REPORT B, PAGE 6)

To appoint members to Committees, Sub-Committee and standing Task & Finish Group.

6 STANDING ORDERS (REPORT C, PAGES 7-42)

To adopt the Council's Standing Orders for meetings.

7 FINAL ACCOUNTS (REPORT D) (PAGES 43-65)

To approve the final accounts for the year ending March 2021, to note the internal auditor's comments and complete the annual return.

8 ANNUAL GOVERNANCE RETURN 2020/21 (REPORT E) (PAGES 66-72)

To approve the Annual Governance & Accountability Return 2020/21.

9 COMMUNITY CAFE TASK & FINISH GROUP (REPORT F) (PAGES 73-98)

To receive final recommendations of the Task & Finish Group.

10 PEMBERS HILL PLAY AREA (REPORT G) (PAGES 99-103)

To appoint a contractor and agree the project spend.

11 TENNIS COURTS – LAPSTONE PLAYING FIELDS (REPORT H) (PAGES 104-116)

To consider proposals for improvement works.

To: Councillors

Vacancy	H Douglas
Vacancy	K Forfar
S Anderson	T Higby
C Bird	M Marsh
N Couldrey	H McGuinness

T Mignot
D Scott
P Spearey
B Tennent
G Warrillow

Officers

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



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**Minutes of the “virtual” FULL COUNCIL meeting
held on Monday 19 April 2021 at 7.00 pm
via ZOOM application and live streamed through the Council’s Youtube page**

P – present, Pt – part of the meeting, Ab – absent, Ap – apologies.

	Vacancy	P	Cllr Douglas (Chairman)	P	Cllr Mignot
	Vacancy	P	Cllr Forfar	Ab	Cllr Scott
P	Cllr Anderson	P	Cllr Higby	P	Cllr Spearey (Vice-Chairman)
P	Cllr Bird	Ap	Cllr Marsh	P	Cllr Tennent
P	Cllr Couldrey	Ab	Cllr McGuinness	Ap	Cllr Warrillow

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

The Chairman advised that due to personal circumstances, Peter Barrett had resigned from the Council. She thanked him for his past involvement and contribution to the Council.

PUBLIC SESSION

There were no members of the public present.

97 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

- a) That the minutes of the Full Council meeting held on 15 March 2021 be signed by the Chairman as a correct record; and
- b) That the planning delegated decisions of w/e 18 March & 2 April 2021 be noted.

98 DECLARATIONS OF INTEREST

None received.

99 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members considered the report of the Responsible Financial Officer (RFO). No questions were raised.

RESOLVED:

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

100 FIXED ASSET REGISTER (REPORT C)

Members reviewed the Council’s fixed asset register, previously circulated and

amended to include Crowdhill Public Art and a minor adjustment to office assets.

RESOLVED

That the Fixed Asset Registered be approved.

101 INTERNAL AUDIT REPORT (REPORT D)

The Clerk and Finance Officer talked through the queries that the Auditor had raised.

RESOLVED

That the report of the Auditor and any subsequent actions made by Officers, be noted.

102 FAIR OAK COMMUNITY LIBRARY

The Clerk gave a verbal report on progress at the Community Library saying that a favourable lease had been negotiated.

The Chairman thanked the Clerk for the speed in which the project had moved forward.

103 WORK PROGRAMME (REPORT E)

RESOLVED

That the work programme be amended as discussed and noted.

104 MEETING DATES (REPORT F)

RESOLVED

- a) That the Annual Council meeting due to take place on 17 May be rescheduled for Tuesday 4 May at 6.00 pm in order that this can be held virtually in accordance with the relevant legislation: and
- b) That the meeting dates for the 2021-22 committee as set out in the report be approved.

PART II - PRIVATE SESSION

105 EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED

That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (commercial matters).

106 SCOUT'S DEEDS OF SURRENDER AND OVERAGE (REPORT G)

Members considered the final deed of surrender and overage relating to Short Road. They were all really pleased that a final amicable conclusion had been reached.

RESOLVED

That the final deed of surrender and overage relating to Shorts Road be approved.

This was all the business and the meeting closed at 7.40 pm.

Signed..... Chairman

Accessibility - should you need to view these minutes in an alternative format please contact: enquires@fair-oak-pc.gov.uk

MEMBERSHIP OF COMMITTEES MAY 2021

Asset Committee (8 Members)

Cllr S Anderson
Cllr C Bird (Vice-Chairman)
Cllr H Douglas
Cllr D Scott (Chairman)
Cllr P Spearey
Cllr G Warrillow
X 2 Vacancies

Finance Committee (8 Members)

Cllr H Douglas (Chairman)
Cllr N Couldrey
Cllr M Marsh
Cllr H McGuinness
Cllr P Spearey
Cllr B Tennent
Cllr T Higby (Vice-Chairman)
Vacancy

Community Events Sub-Committee (5 members)

Cllr S Anderson
Cllr H Douglas
Cllr H McGuinness
Cllr P Spearey
Cllr G Warrillow

Budget Task & Finish Groups (standing group)

Cllr Douglas
Cllr Couldrey
Cllr Higby

NB:

- Other task & finish groups on an adhoc basis
- Planning applications dealt with under officers delegated authority and where appropriate referred to Full Council for consideration.
- It is proposed that the vacancies on Committees be filled following the co-option of the two vacant seats on the Council.



Fair Oak & Horton Heath Parish Council

STANDING ORDERS

Version: May 2021

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Meetings

1. Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.

Annual Council Meeting

2. **In an election year the Annual Council Meeting shall be held on or within 14 days following the day on which the councillors are elected and/or take office**
3. **In a year which is not an election year, meetings shall be held on such day in May as the Council may direct.**
4. **In addition to the Annual Meeting at least three other meetings shall be held in each year.**

Chairman of the Meeting

5. **The person presiding at a meeting may exercise all the powers and duties of the Parish Council Chairman in relation to the conduct of the meeting.**

Proper Officer

6. Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, they shall be the Parish Clerk or nominated officer:
 - a) To receive declarations of acceptance of office.
 - b) To receive and record notices disclosing pecuniary and non-pecuniary interests.
 - c) To receive and retain plans and documents.
 - d) To sign notices or other documents on behalf of the Council.
 - e) To receive copies of bylaws made by a District Council.
 - f) To certify copies of bylaws made by the Council.
 - g) To sign summons to attend meetings of the Council.
 - h) To keep proper records for all Council meetings.

Quorum of the Council

7. **Three members or one-third of the total membership, whichever is thereafter, shall constitute a quorum. (One third of membership of the Council is 5)**
8. If a quorum is not present or if during a meeting the number of councillors present falls below the required quorum (the quorum does not include those temporarily debarred by virtue of a pecuniary interest), the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Parish Council Chairman may fix.

Voting

9. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
10. **If a member so requires, the Parish Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request may be made before the vote but in any event before moving on to the next business.**
11. **Subject to (a) and (b) below the Parish Council Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.**
 - a) **If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Parish Council Chairman and Vice-Chairman, Parish Council Chairman, until the end of their term of office, they may not give an original vote in an election for Parish Council Chairman.**
 - b) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Parish Council Chairman.**

Order of Business

12. **At each Annual Council Meeting the first business shall be:**
 - a) **To elect a Chairman of the Council**
 - b) **To receive the Parish Council Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
 - c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**

- d) To elect a Vice-Chairman of the Council.
 - e) To receive the Vice-Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - f) To appoint committees and sub-committees. and shall thereafter refer to SO 16
13. **At every meeting other than the Annual Council Meeting the first business shall be to appoint a chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received, to decide when they shall be received.**
14. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 47 must be read in conjunction with their requirement.
15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall, if necessary, include the following:
- a) To read and consider the minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - b) After consideration to approve the signature of the minutes by the person presiding as a correct record.**
 - c) To deal with business expressly required by statute to be done.**
 - d) To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct (Annex A) adopted by the Council which have not been received as provided by law shall be received**
 - e) To answer questions from Councillors.
 - f) To receive and consider reports and minutes of committees.
 - g) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - h) To authorise the sealing of documents.
 - i) If necessary, to authorise the signing of orders for payment.

Adjournment

16. After each ninety-minute period the Chairman shall normally adjourn the meeting for a five- minute recess to afford those present a comfort break.

Urgent Business

17. The Chairman may, at their discretion, alter the order of business as specified on the agenda. In addition, a motion to vary the order of business on the grounds of urgency may be proposed by any member and after being seconded shall be put to the vote without discussion.

Resolutions Moved On Notice

18. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Parish Clerk or the mover has given notice in writing (notice¹² of motion) of its terms and has delivered the

notice to the Parish Clerk at least **6 working days** prior to the next meeting of the Council.

19. The Parish Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move at some later meeting or that they withdraws it.
20. The Parish Clerk may before including a motion on the agenda correct obvious grammatical or typographical errors in the wording of the motion. If the Parish Clerk considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing so that it can be understood at least 5 clear days before the meeting.
21. If the wording or subject of a proposed motion is considered improper, the Parish Clerk shall consult with the chairman of the forthcoming meeting, or as the case may be, the councillors who have convened the meeting to consider whether the motions shall be included in the agenda or rejected.
22. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
23. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if they considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
24. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.

Resolutions Moved Without Notice

25. Resolutions dealing with the following matters may be moved without notice:
 - a) To appoint a Chairman of the meeting
 - b) To correct the minutes
 - c) To approve the minutes
 - d) To alter the order of business
 - e) To proceed to the next business
 - f) To close or adjourn the debate
 - g) To refer a matter to a committee
 - h) To appoint a committee or any members thereof
 - i) To adopt a report
 - j) To authorise the sealing of documents
 - k) To amend a motion
 - l) To give leave to withdraw a resolution or amendment
 - m) To extend the time limit for speeches
 - n) To exclude the public. (see Standing Order 93)

- o) To silence or eject from the meeting a member named for misconduct. (see Standing Order 40)
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order. (see Standing Order 113 below)
- r) To adjourn the meeting.

Questions

- 26. A member may ask the Parish Council Chairman or the Parish Clerk any question concerning the business of the Council. The Parish Council Chairman or Parish Clerk may respond immediately or within an agreed timescale.
- 27. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 28. Every question shall be put and answered without discussion.
- 29. A person to whom a question has been put may decline to answer.

Draft Minutes

- 30. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 31. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 25C
- 32. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 33. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of the meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- 34. Following the preparation of draft minutes, the Parish Clerk shall issue them to the relevant chairman for comment prior to publication in draft form on the council's website.

Rules of Debate

35.

- a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Parish Council Chairman, be reduced to writing and handed to them before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.
- c) A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 5 minutes except by consent of the Council.
- e) An amendment shall be either to:
 - i. leave out words.
 - ii. leave out words and insert others
 - iii. insert or add words.
- f) An amendment shall not have to effect of negating the resolution before the Council.
- g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- j) A member may make a point of order or a personal explanation. A member stating verbally 'point of order' or 'personal explanation' shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by them which may have been misunderstood.
- k) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- l) When a resolution is under debate no other resolution shall be moved except the following:
 - i. To amend the resolution.
 - ii. To proceed to the next business.
 - iii. To adjourn the debate.
 - iv. That the question be now put.

- v. That a member named be not further heard.
- vi. That a member named do leave the meeting.
- vii. That the resolution be referred to a committee.
- viii. To exclude the public and press.
- ix. To adjourn the meeting.

36.

- a) The ruling of the Parish Council Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Parish Council Chairman.
- c) If two or more members wish to speak, the Parish Council Chairman shall call upon one of them to speak first, the others shall be called in turn.
- d) Whenever the Parish Council Chairman invites a Member to speak during a debate all other members shall be seated and silent.

Closure

37. At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”.

If such motion is seconded, the Parish Council Chairman/Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if they is of the opinion that the question before the Council has been sufficiently debated.

If the motion “that the question be now put” is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived.

The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

Disorderly Conduct

38. **All members must behave in a manner required by the Code of Conduct, which was adopted by the council on 3 June 2019, a copy of which is annexed to these Standing Orders.**
39. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach in line with the code of conduct.**
40. If, in the opinion of the Chairman, a member has broken the provisions of Standing Orders 38 or 39, the Chairman shall express that opinion to the meeting and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and

without discussion.

41. If either of the motions mentioned in paragraph 40 is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

Right of Reply

42. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

Alteration of Resolution

43. A member may, with the consent of the seconder; move amendments to their/her own resolution.

Rescission of Previous Resolution

44. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
45. When a special resolution or any other resolution moved under the provisions of Standing Order 44 has been disposed of, no similar resolution may be moved within a further six months.

Voting On Appointments

46. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.
 - a) in the event there is no casting vote available then the matter shall be decided by the toss of a coin.

Discussions and Resolutions Affecting Employees of the Council

47. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (see Standing Order 93)

Resolutions on Expenditure

48. Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance

Committee) and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance Committee shall report on the financial aspect of the matters).

Inquorate Meetings

49. If a meeting is inquorate and a decision must be made prior to the next scheduled meeting consideration must be given to calling an additional meeting. If:
- a) It is not possible to hold a quorate meeting within the required timescale; AND
 - b) a decision will incur costs of less than £3,000 within a budget line OR less than £1000 within an overall budget; AND
 - c) a decision does not require a risk assessment as set out in Financial Regulations

the Parish Clerk shall have delegated authority to make any necessary decisions having taken soundings from members. Such action shall be reported back to the next scheduled committee meeting and Council meeting.

Handling Confidential or Sensitive Information

50. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
51. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

Expenditure

52. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations
53. Payments shall not be made prior to authorisation either by Council, the Finance Committee or in accordance with delegated authority to the Parish Clerk as set out in Financial Regulations.
54. All payments authorised by the Finance Committee shall be presented to the next ordinary meeting of the Council for noting.
55. All payments authorised by the Parish Clerk shall be detailed in the schedules of payments presented to the next Council or Finance Committee and annotated to indicate that they have been made.

Sealing of Documents

56. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

Committees and Sub Committees

57. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision on that behalf:
- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting
 - b) May appoint persons other than members of the Council to any Committee
 - c) May, subject to the provisions of Standing Order 38 above, at any time dissolve or alter the membership of committee.
58. The Parish Council Chairman shall be members of every committee; for the sake of clarity there is to allow them voting rights at all committees either or both may attend.
59. The Chairman and Vice-Chairman of Committees will be elected by the Full Council at its Annual Meeting.

Special Meeting

60. The Chairman of a committee or the Parish Council Chairman may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

Reporting to Council

61. The minutes of committee meetings shall be presented to the next practicable meeting of the Council where members may ask the Chairman of the committee to report further on the proceedings of the same.

Sub-Committees

62. Every committee may appoint sub-committees/Task & Finish Groups for purposes to be specified by the committee.
63. The Chairman or Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
64. The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.
65. Without prejudice to the powers of committees under Standing Order 63, the Council

may direct a committee whether in its terms of reference or otherwise to establish a sub-committee for the purposes specified by the Council. For the avoidance of doubt, the power of the Council under their standing order to direct a committee to establish a sub-committee also applies to the establishment of Working Parties or Groups by committees.

Advisory Committees

- 66. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- 67. The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 68. An advisory committee may make recommendations and give notice thereof to the Council.
- 69. An advisory committee may consist wholly of persons who are not members of the Council.

Voting in Committees

- 70. Members of committees and sub-committees entitled to vote (see relevant terms of reference) shall by show of hands, or, if at least two members so request, by signed ballot.
- 71. **Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

Presence of Non-Members of Committees at Committee Meetings

- a) A member who has proposed a resolution which has been referred to any committee of which they are not a member, may explain their/her resolution to the committee but shall not vote. Except as otherwise provided by the Terms of Reference of a committee, any member of the council may attend any committee or sub-committee of the council of which they are not a member.

A member attending under their standing order may speak, but not vote. A resolution passed under Standing Order 93 excluding the press and public from a meeting shall not apply to a member attending under their standing order.

Terms of Reference of Committees and Working Groups

- b) Unless the Council at any time determines to the contrary, the Committees of the Council to be appointed in each year shall be the
Finance
Assets

Community Events Sub- Committee Budget Task & Finish Group

These committees shall have the matters referred to them, the delegated powers and be constituted in the manner described in the Terms of reference contained in Annex B to these Standing Orders.

- c) All working groups established by the Council or a committee shall have a terms of reference in the format as prescribed by Appendix C.

Accounts and Financial Statement

- 72. The Responsible Financial Officer shall supply to each member at the ordinary meeting next after the end of the Financial Year a Financial statement of receipts and payments for the Council.

Estimates / Precepts

- 73. The council shall approve written estimates for the coming financial year at its meeting at its meeting in January.
- 74. Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of October.

Annual Budget and Precept Setting Process

- 75. Ordinarily in line with the terms of reference of committees, those committees with budget responsibilities will meet to produce a recommendation to Budget Task & Finish Group/Finance Committee as to their budget requirements by the end of October, such that Finance Committee can meet ordinarily in November to review a consolidated budget and make a precept recommendation to the Parish Council prior to the deadline for precept submissions (normally late January/beginning of February).

The Finance Committee may at the outset of the process each year agree revised process timescales to take account of the circumstances pertaining at that time. The Finance Committee must however ensure the timetable allows proper consideration of the budget by Council prior to precept submission deadlines.

Code of Conduct and Dispensations

- 76. **All councillors with voting rights shall observe the code of conduct adopted by the Council**
- 77. A member who has declared a pecuniary or prejudicial interest may not participate in any discussion on the matter at the meeting or in any vote taken on the matter at the meeting and is required to leave the room where the meeting is taking place during the discussion and vote.

A member may attend the meeting ²¹and make representations, answer questions or

give evidence provided that the public are also allowed to attend the meeting for the same purpose and you leave the meeting immediately after having done so.

78. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
79. A decision as to whether to grant a dispensation shall be made by the Proper Officer in consultation with the Chairman of the Council or, failing that, the Committee chairman and that decision is final. A dispensation request shall confirm:
- i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
80. Subject to Standing Orders 81 and 82, dispensations requests shall be considered by the Proper Officer in consultation with the Chairman of the Council or, failing that, the Committee chairman before the meeting or, if it is not possible, at the start of the meeting for which the dispensation is required.
81. **A dispensation may be granted in accordance with Standing Order 82 if having regard to all relevant circumstances the following applies:**
- a. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - b. **granting the dispensation is in the interests of persons living in the council's area or**
 - c. **it is otherwise appropriate to grant a dispensation.**
82. **The Parish Clerk shall hold a copy of the Register of Member's Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute. The registers of Member's Interests will also be published on the Council website.**
83. If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Parish Clerk.

A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Parish Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed their Standing Order shall apply.

The Parish Clerk shall make known the purpose of their Standing Order to every candidate.

Canvassing of and Recommendations by Members

84. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Parish Clerk shall make known the purpose of their sub-paragraph of their Standing Order to every candidate.
85. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
86. Standing Orders 86, 87 and 88 shall apply to tenders as if the person making the tender were a candidate for an appointment.

Inspection of Documents

87. A member may for the purpose of their duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
88. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

The minutes of the Council and its committees shall be open to inspection by any local government elector of the Parish without charge.

Unauthorised Activities

89. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:
 - a) Inspect any lands or premises which the Council has a right or duty to inspect; or
 - b) Issue orders, instructions or directions

unless authorised to do so by the Council or the relevant committee or sub-committee.

Admission of the Public and Press to Meetings

90. **The public shall be admitted to all meetings of the Council and its committees and sub- committees, which may, however, temporarily exclude** the public by means of the following resolutions:

"That in view of the[special] [confidential] nature of the business about to be

transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”

91. The Council shall state the special reason for exclusion.
92. At all meetings the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
93. All Council meetings shall permit an opportunity for time to be allocated to allow members of the public to make statements and ask questions.
94. The Parish Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
95. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting.

Confidential Business

96. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
97. Any member in breach of the provisions of paragraph 99 of their Standing Order shall be removed from any committee or sub-committee of the Council.

Requests for Information

98. Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and Data Protection Act 1998.
99. Correspondence from, and notices served by the Information Commissioner shall be referred by the Proper Officer to the chairman of the **Finance & Staffing** Committee and the Parish Council Chairman. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

Liaison with Borough/County Councillors

100. At the start of every committee year, Borough/County Councillors will be sent a notice of meeting dates for all Council & Committee meetings with a link to the Council's website to view agendas and minutes.

Planning and Licensing Applications

101. The Deputy Clerk shall refer every planning application received via email to all members of the Council for comment. The Deputy Clerk, having taken soundings from members, shall respond to any planning application received for consultation except for controversial/large scale applications (5 or more dwellings) which shall automatically be referred to the Full Council for consideration.
102. All comments made on behalf of the Council under its delegated powers above shall be published on the Council's website and submitted to the next full council meeting for noting only.
103. Any member of the council may require the Deputy Clerk to refer any planning or licensing application to the council rather than express an opinion on behalf of the Council under its delegated powers.

Contracts

104. Every contract shall comply with the financial regulations, and no exceptions shall be made other than in an emergency provided that these regulations shall not apply to contracts which relate to items (a) to (f) below:
 - a) for the supply of gas, electricity, water, sewerage and telephone services.
 - b) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - c) 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.
 - d) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - e) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of their sum the RFO shall act after consultation with the Parish Council Chairman and Vice-Chairman of Council);
 - f) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

Code of Conduct Complaints

105. Upon notification by Eastleigh Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to Standing Orders 50 and 51 above, report their to the council.

106. Where the notification in Standing Order 109 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Parish Council Chairman of the fact, and the Parish Council Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 112 below.
107. The Council may:
- a) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
108. **Upon notification by Eastleigh Borough Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

Variation, Revocation and Suspension of Standing Orders

109. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
110. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

Standing Orders to be given to Members

111. A copy of these Standing Orders shall be given to each member by the Parish Clerk upon delivery to them of the member's declaration of acceptance of office and written undertaking to comply with the Code of Conduct adopted by the Council and at other times when the Standing Orders are amended.
112. These standing orders and in particular the Terms of Reference of Committees shall be reviewed annually.

Annex A: Code of Conduct

Introduction and Interpretation

As a Cllr and representative of this Council it is your responsibility to comply with this Code when you undertake or claim to be undertaking Council business or give the impression that you are undertaking Council business.

As a representative of this Council your actions impact on how the Council is viewed by the public. It is important, therefore, that you don't do anything when undertaking Council business which you could not justify to the public. It is not enough to avoid actual impropriety; you should always avoid any occasion for suspicion or appearance of improper conduct.

This Code is based upon the seven principles of public life which are set out at Appendix 1. You shall have regard to those principles when fulfilling your role.

An explanation of the terms used in this Code can be found in Appendix 2 .

1 General Obligations

When undertaking Council business, you must:

- 1.1 Treat others with respect,
- 1.2 Not use or attempt to use your position as a Cllr improperly to give yourself or any other person, an advantage or disadvantage,
- 1.3 When reaching decisions on any matter, consider any relevant advice provided to you by:
 - a. the Council's Responsible Finance Officer (RFO); or
 - b. the Monitoring Officer, or
 - c. the Parish Clerk

in accordance with his or her statutory duties.

- 1.4 Give reasons for decisions in accordance with any statutory requirements and the Standing Orders of the Council,
- 1.5 Act in accordance with the Council's Standing Orders, procedures and any other relevant Council policies,
- 1.6 Not use Council resources improperly (including political purposes),
- 1.7 Avoid doing anything which may cause the Council to breach a statutory duty or any of the equality enactments (as defined in section 149 of the Equality Act 2010),
- 1.8 Not bully any person,
- 1.9 Not intimidate or attempt to intimidate any person who is or is likely to be:

- a. a complainant
- b. witness
- c. involved in the administration of any investigation or proceedings, or
- d. any other person carrying out the functions of the Council,

1.10 Avoid doing anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council,

1.11 Not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

- a. you have the consent of a person authorised to give it;
- b. you are required by law to do so;
- c. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agree not to disclose the information to any other person; or
- d. the disclosure is:
 - i. reasonable and in the public interest; and
 - ii. made in good faith and in compliance with the reasonable requirements of the Council; and
- e. you have consulted the Parish Clerk and then, as appropriate, the Monitoring Officer prior to its release.

1.12 Not prevent another person from gaining access to information to which that person is entitled by law; and

1.13 Not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

2. Interests

Disclosable Pecuniary Interests

2.1 You must register and declare any Disclosable Pecuniary Interests that relate to your public duties as required by this Code and set out in Appendix 3.

2.2 You must, within 28 days of this Code being adopted by the Council or your taking office as a Cllr or co-opted Cllr, register any Disclosable Pecuniary Interests with the Parish Clerk who will then share this information with Eastleigh Borough Council's Monitoring Officer, where the Disclosable Pecuniary Interest is yours, your spouse's or civil partner's, or is the Disclosable Pecuniary Interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Disclosable Pecuniary Interests will be recorded in the Council's Register of Cllrs' Interests and made available for public inspection. Cllr interest forms will also be published on the Council's website.

2.3 Within 28 days of becoming aware of any new Disclosable Pecuniary Interest or change to any such interest already registered, you must register details of that new interest or change in writing to the Parish Clerk.

2.4 Where any business of the Council relates to or affects a Disclosable Pecuniary Interest whether registered under 2.2 or 2.3 above or not and you attend the meeting of the

Council, any Committees or Sub-Committee which that business is to be considered, you must:

- a. not seek to influence a decision about that business
- b. disclose to that meeting the existence and nature of that interest no later than the start of the consideration of the business in which you have that interest, or (if later) the time at which the interest becomes apparent to you. The exception to the requirement to disclose an interest is if the matter is a sensitive interest under paragraph 2.16
- c. withdraw from the meeting room as soon as it becomes apparent that the business is being considered at that meeting, unless you have obtained a dispensation from the Parish Clerk.

- 2.5 Following any disclosure at a meeting or as part of a decision record, of a Disclosable Pecuniary Interest not on the Council's register or the subject of pending notification, you must notify the Parish Clerk of the interest within 28 days beginning with the date of the disclosure at the meeting or in the decision record in order for the interest to be included in the register.
- 2.6 Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a Disclosable Pecuniary Interest. Additionally, you must observe the restrictions the Council places on your involvement in matters where you have a Disclosable Pecuniary Interest as defined by the Council and set out in this Code.

3. Other Interests

NOTE: It is conceivable that an interest could be categorised as both a Disclosable Pecuniary Interest and a personal or a personal and prejudicial interest and comply with the requirements set out in paragraphs 2.1-2.6 inclusive.

- 3.1 In addition to the Disclosable Pecuniary Interests notifiable under the Localism Act 2011, you must, within 28 days of this Code being adopted by or applied to the Council, or your election or appointment to office (where that is later), give written notification to the Parish Clerk of the details of your other personal interests, as defined in 3.2 and 3.3 below, for inclusion in the register of interests. The exception to this requirement is if the detail of the personal interest is classified as sensitive.
- 3.2 You must, within 28 days of becoming aware of any new personal interest or change to any such registered interest, notify the Parish Clerk of the details of that new change.

4. Personal Interests

- 4.1 You have a personal interest in any business of the Council where it relates to or is likely to affect:
- a. anybody of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
 - b. anybody exercising functions of a public nature; establish for charitable purposes; or one of whose principle purpose includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;

- c. a decision in relation to any business of the Council might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a significant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral division, as the case may be, affected by the decision.

- 4.2 Subject to paragraphs 4.3 and 4.4 below, where you are aware of a personal interest described in paragraph 4.1a above in any business of the Council and you attend a meeting of the Council at which the business is considered you must disclose to that meeting the existence and nature of that interest at the start of the consideration of that business, or when the interest becomes apparent to you.
- 4.3 Where you have a personal interest in any business of the Council which relates to or is likely to affect a significant person (see paragraph 4.1a) above, you need only disclose to the meeting the existence and nature of that interest if and when you address the meeting on that business.
- 4.4 Where you have a personal interest but the interest is not detailed in the Council's register of Cllrs interest because of the sensitive nature of the interest, you must indicate to the meeting that you have a personal interest, but need not to disclose the sensitive information to the meeting.
- 4.5 Any personal interests notified to the Parish Clerk/Monitoring Officer will be included in the register of interests.
- 4.6 A copy of the register will be available for the public inspection.

5. Prejudicial Interests

- 5.1 Where you have a personal interest in any business of your Council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business:
 - 5.1.1 affects your financial position or the financial position of a person or body described in paragraph 4.1 or;
 - 5.1.2 relates to determining any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 4.1
- 5.2 Where you have a prejudicial interest in any business of your Council:
 - 5.2.1 You may not participate in any discussion of the matter at a meeting.
 - 5.2.2 You may not participate in any vote taken on the matter at a meeting.
 - 5.2.3 You must disclose the existence and nature of the interest to the meeting and leave the room where the meeting is held while any discussion or voting takes place on the matter. The exception to the requirement to disclose the detail of the interest is if the matter is a sensitive interest under paragraph 5.1. In these circumstances you need only state that you have a prejudicial interest and that the details are withheld because of the sensitive information involved.
- 5.3 Where you have prejudicial interest in any business of your Council, you may attend a

meeting but only for the purpose of making representation, answering questions or giving evidence relating to the business, and you leave the meeting room immediately after making representations, answering questions or giving evidence.

- 5.4 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of your Council in respect of:

- 5.4.1 statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- 5.4.2 an allowance, payment or indemnity given to Cllrs;
- 5.4.3 any ceremonial honour given to Cllrs; and
- 5.4.4 setting Council Tax or a Precept under the Local Government Finance Act 1992.

6. Receipts of Gifts and Hospitality

- 6.1 You must, within 28 days of receipt, notify the Parish Clerk in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Cllr from any person or body other than the Council.
- 6.2 The Parish Clerk will place your notification on a public register of gifts and hospitality.

7. Sensitive Interests

- 7.1 If you have a Disclosable Pecuniary Interest or a Personal or Personal and Prejudicial Interest but you consider that disclosure of the interest could lead to you or a person connected with you being subject to violence or intimidation AND the Parish Clerk/Monitoring Officer agrees with that assessment then instead of disclosing the interest you need only disclose that you have a Disclosable Pecuniary Interest or Personal or Personal and Prejudicial Interest (as the case maybe). In such instances any published version of the register of interests will exclude details of the interest but may state that you have an interest, the details of which are withheld.

8. Pre-determination or Bias

Guidance on Pre-determination or Bias

- 8.1 Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life you may participate in a decision on the issue in your political role as a Cllr. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- 8.2 When making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.

Appendix 1 - The seven principles of public life

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

APPENDIX 2 - Council's Code of Conduct interpretation

In the Council's Code of Conduct the following words shall have the following meanings ascribed to them:

- "the Act" means the Localism Act 2011.
- "Disclosable Pecuniary Interest" is as defined in Appendix 3.
- "meeting" means any meeting of the Council, any of the Council's Committees or Sub-Committees; whether or not the press and public are excluded from the meeting in question by a resolution of Cllrs.
- "Cllr" includes a co-opted Cllr and an appointed Cllr.
- "sensitive information" means information relating to a Cllr's interests that the Parish Clerk/Monitoring Officer has determined need not be included in the Cllr's registration of an interest or any change to that interest, by virtue of the fact that its availability for inspection by the public is likely to create a serious risk that any person may be subjected to violence or intimidation.
- "bullying" means offensive, intimidating, malicious, insulting or humiliating behaviour based on abuse or misuse of power or Council which attempts to undermine.
- "disrepute" means a lack of good reputation or respectability which can be reasonably regarded as reducing the public's confidence in that Cllr being able to fulfil their role or adversely affecting the reputation of Cllrs generally in being able to fulfil their role.
- "significant person" in relation to personal and personal and prejudicial interests means
 - a member of your family or any person with whom you have a close association; or
 - any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
 - any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - anybody:
 - of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
 - exercising functions of a public nature;
 - established for charitable purposes;
 - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management
- "well-being" means a condition of contentedness, healthiness and happiness. Anything that could be said to affect a person's quality of life, either positively or negatively, is

likely to affect their well-being. It is not restricted to matters affecting a person's financial position.

- "close association" means someone that you are in regular contact with over a period of time who is more than an acquaintance or colleague. It may be a friend, a business associate or someone you know through general social contacts. It is someone who a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them.
- "member of your family" means partner, i.e. someone you are married to, your civil partner, or someone you live with in a similar capacity, a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a brother or sister of your partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, and the partners of any of these people.

APPENDIX 3 - Disclosable Pecuniary Interests

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to Disclosable Pecuniary Interests.

These provisions are enforced by criminal sanction.

1 Notification of Disclosable Pecuniary Interests

Within 28 days of becoming a Cllr or co-opted Cllr, you must notify the Monitoring Officer of any 'Disclosable Pecuniary Interests'.

A Disclosable Pecuniary Interest is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

<i>Interest</i>	<i>Description</i>
Employment, office, trade, profession or vocation	An employment, office trade profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a Cllr, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contract	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the Council; and (b) the tenant is body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the Council; and (b) either: (i) the total nominal value of the securities exceeds

	<p>£25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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These descriptions on interests are subject to the following definitions:

- "The Act" means the Localism Act 2011.
- "Body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- "Director" includes a member of the committee of management of an industrial and provident society;
- "Land" includes an easement, servitude, interest or right in or over land which carries with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- "M" means the person M referred to in section 30 of the Act;
- "Cllr" includes a co-opted Cllr;
- "Relevant authority" means the Council of which M is a Cllr;
- "Relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Act;
- "Relevant person" in relation to Disclosable Pecuniary Interests means M or M's spouse or civil partner or a person with whom M is living as husband and wife or a person with whom M is living as if they were civil partners;
- "Securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX 4 - Email & Monitoring Policy for Councillors

1. Purpose

Cllrs are strongly encouraged to use only the fair oak-pc.gov.uk email account for all Council activity. This helps protect Cllrs and the Council from malware. It also helps with ways of working and requirements under the General Data Protection Regulations and Data Protection Act.

If followed, this policy ensures the proper use by Cllrs of Fair Oak & Horton Heath Parish Council's email system and makes them aware of what the Council deems acceptable and unacceptable use.

2. Requirements for use

The following rules MUST be adhered to by all Cllrs. It is prohibited to:

- a. Send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks. If Cllrs receive an email of this sort, they must notify the Parish Clerk immediately.
- b. Forward an email containing 3rd party data (identity, contact information) without their express consent
- c. Forward a sensitive or controversial message without acquiring explicit permission from the sender first.
- d. Forge or attempt to forge email messages.
- e. Disguise or attempt to disguise Cllrs' identity when sending mail.
- f. Send email messages using another person's email address without permission.
- g. Copy a confidential message or attachment belonging to another user without permission of the originator.

3. System Monitoring

In order to protect Cllr's and the Council from charges of inappropriate use of email, it is possible to monitor Cllr's and staff emails. Monitoring would only be carried out by either Council's Office 365 provider at the request of the Parish Clerk. Monitoring may also be carried out during prolonged periods of Cllr absence and only when they have reasonable grounds to do so.

If there is evidence that a Cllr may not be adhering to the guidelines set out in this policy, the Parish Clerk will discuss this with the Cllr. If it is felt appropriate the Parish Clerk will then discuss the evidence with the Borough Monitoring Officer about the need for further action if necessary.

Dispensations

The Council or Parish Clerk may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.

Offences

It is a criminal offence to:

- Fail to notify the Monitoring Officer/Clerk of any Disclosable Pecuniary Interest within 28 days of election

- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer/Clerk within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer/Clerk of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

Annex B: Terms of Reference

Assets Committee

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Administration, maintenance and use of Fair Oak & Horton Heath Parish Council (FOPC) existing facilities and assets:
 - All public open spaces;
 - All FOPC properties including Parish Office, Community Centres & Sports buildings;
 - Children's play areas and skate parks;
 - Parks;
 - Community Orchard;
 - Cemetery;
 - Allotments;
 - Footpaths & public rights of way
 - Implement of play areas and other project enhancements within approved budgets;
 - Vehicles and street furniture.
2. Setting terms and conditions of use and provision of relevant equipment for areas under its control.
3. Liaison with community organisations which have an interest in recreational facilities in FOPC's control.
4. Responsible for all communications, marketing & promotions of facilities and assets.
5. Working with statutory partners, key stakeholders and community groups to support them in providing services in the community.
6. To maintain existing FOPC bus shelters and street furniture.
7. To purchase new street furniture within approved budgets.
8. To consider all youth matters including the partnership agreement with Eastleigh Borough Council and Bishopstoke Parish Council in relation to the Y-Zone.
9. To receive recommendations put forward by the Community Events Task & Finish Group.
10. To set up and disband Task & Finish Groups as and when necessary and agree their terms of reference.
11. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
12. To deal with consultations which time prevents being presented to Full Council.
13. To consider matters relating to the organisation of community events.
14. Consider requests by residents/community organisation regarding use of assets.
15. To consider annual health & safety, inspections and risk assessments.
16. To agree all income and expenditure relating to their Committee within approved budgets.
17. Any other matter deemed to be the responsibility of their committee or at the request of the full council.

Referred Business

To consider and make recommendations to Full Council on the following matters: -

1. Prepare budget estimates for the Finance Committee
2. To consider proposals for the transfer of Public Open Space and other community assets from Eastleigh Borough Council and make recommendation to the Full Council.
3. Provision of additional recreational facilities
4. Upgrading/improvements of FOPC facilities
5. For unbudgeted items, recommend expenditure relating to all assets and facilities.

Finance & Staffing Committee

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Allocation of grants and donations within the agreed criteria and budget.
2. To agree Service Level Agreements with external agencies and to deal with any resulting issues arising under the terms of the Service Level Agreements/Agreements.
3. All financial and accounting matters.
4. Undertake an annual review of the Council's assets register.
5. Complete Annual Financial Risk Management.
6. Staffing, administration and governance matters.
7. Leases and licences.
8. To set up and disband Task & Finish Groups as and when necessary and agree their terms of reference.
9. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
10. Annual review of fees and charges of FOPC facilities and properties.
11. To review the FOPC insurance policy document premium charge.
12. To annual review the Council's Investment Policy.
13. To review the Community Investment Programme and make recommendations to Full Council on the use of Section 106 monies received by the Parish Council.
14. To consider any fundraising projects.
15. To support the Clerk in the appointment and management of staff, with 3 nominated councillors to participate in recruitment for senior officers.
16. To support the Clerk in the appointment and management of consultants
17. To agree terms and conditions of employment for all staff.
18. To consider any staffing matters including staffing structure, levels of pay & Clerk appraisal.
19. To consider all other personnel and administration matters not dealt by other Committees and make recommendations to Full Council where appropriate.
20. Any other matter deemed to be the responsibility of their committee or at the request of the full council.

Referred Business

To consider and make recommendations to Full Council on the following matters: -

1. Prepare annual budget and precept request
2. Monitor income and expenditure within the budget estimates approved by FOPC and make necessary recommendations.
3. To make recommendations on use of reserves.
4. To consider expenditure proposed by the Asset Management Committee
5. To consider all reports from the Internal & External Auditors
6. To consider all aspects of financial administration of FOPC business (such as banking arrangements and investments) and make recommendations to Full Council.

Annex C:

Community Events Task & Finish Group

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Organise public events on behalf of the Parish Council.
2. Consider the promotion and communication matters for the parish including the Newsletter, website and social media.
3. Liaise with local community organisations and statutory partners in the organisation of key parish events including the annual carnival and remembrance Sunday.
4. Consider nominations for the annual Chairman's Citizen/Community Group Award.
5. Formulate & submit proposals to the Finance Committee in respect of income and expenditure relating to community matters, events and communications.
6. Any other matter deemed to be the responsibility of their sub-committee or at the request of the full council.

Task & Finish Group Terms of Reference

[insert name] Task & Finish Group Terms of Reference

1. The Group will consist of [insert no.] councillors, determined by the [insert committee name or Council] and the [officer] in an advisory capacity. Membership to be determined by the parent body. The group may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
2. At its first meeting the group members shall:
 - a. Review these terms of reference / complete the skeleton Terms of Reference for approval as appropriate.
 - b. Appoint an elected member as Lead Member who should ensure the entire group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.
3. In line with the task set by the [Council / committee], the purpose and remit of the group is to :
 - a. [insert remit]
 - b. [insert remit]
 - c. [insert remit]
4. The group does not have delegated powers to make decisions on behalf of the [insert committee if applicable] or the Parish Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to their Terms of Reference
5. The group reports to the [committee/council]
6. The group shall provide timely reports to the parent body in the following manner:
 - a. [insert manner of reports]
7. Meetings of the working group are not usually but may be public meeting

FULL COUNCIL – 4 MAY 2021**FINAL ACCOUNTS FOR YEAR ENDING MARCH 2021****1. PURPOSE**

1.1 To approve the final accounts 2020/2021 for submission to the external auditor.

2. BACKGROUND

2.1 Members will be aware that each year, the Council's accounts for the previous municipal year are subject to an internal and external audit. The internal audit is conducted by a competent auditor appointed by the Council. The external audit is conducted by PKF Littlejohn LLP. This company is appointed to audit the accounts of parish councils by the Smaller Authorities Audit Appointments Ltd (SAAA). The SAAA is appointed by the Department for Communities and Local Government to procure and appoint external auditors.

2.2 The Council's internal audit of the Council's accounts was undertaken on 29 April 2021.

2.3 The final accounts include the following statements which are attached as Appendices 1 – 8: -

1. Responsible Finance Officer's notes to the accounts
2. Annual return summary (to follow)
3. Trial balance for month 12
4. Balance sheet (inc stock movement & profit & loss)
5. Detailed income and expenditure
6. Earmarked reserves
7. Report of the Internal Auditor
8. Fixed Asset Register

3. RECOMMENDATION

3.1 That the Council notes the report of the Internal auditor set out in Appendix 7 to this report; and

3.2 Approves the final accounts 2020/21 for submission to the external auditors.

For further information please contact:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

Jo Cahill, Finance Officer (Section 151)
finance@fairoak-pc.gov.uk

FAIR OAK AND HORTON HEATH PARISH COUNCIL

Supporting statement to the Accounts for the year ended 31 March 2021

Leases

Photocopier rental at a cost of £256.46 per Quarter (CF Corporate Finance)
Telephone system rental at a cost of 486.57 per Quarter (Siemens Financial services)

Tenancies

The council has one tenant

Fair Oak Squash Club at £100.00 per annum

The council has one tenancy arrangement:

With Eastleigh Borough Council for Knowle Hill conservation site. - No Rent

Section 137 Payments

Under its own resolution resolution the Council grants only up to £4,000 per annum,
for the benefit of people in the area on activities or projects

During the year the council made the following section 137 payments:

	2020/21	2019/20
	£	£
Village Hall pantomime	0	350
Fair Oak Gardening Club	0	150
Squash club	500	0
Moorlands Camping	500	0
Fair Oak village Hall	1,000	0
MHA Communities	400	0
Fair Oak Library	1,000	0
Victim support	100	150
Fair Oak widows	0	150
Allotment association	0	150
Age concern	0	350
Butterflies berevment	0	700
Fair Oak Cricket club	500	400
Badminton club	0	100
Twynhams charities	0	800
Wyvern FC	0	700
	<hr/> 4,000 <hr/>	<hr/> 4,000 <hr/>

Donations received

No Carnival took place in the financial year due to this being cancelled due to COVID.

Debtors

2020/21	2019/20
£	£

VAT Recoverable	7,658	1,944
Debtors at 31/03/21	0	12,692
Prepaid Expenses	0	0
	<u>7,658</u>	<u>14,636</u>

Advertising and Publicity

	2020/21 £	2019/20 £
Newsletter	0	2,958
Recruitment Advertising	0	0
	<u>0</u>	<u>2,958</u>

Pensions

For the year ended 31 March 2021 six members of the Council's staff were members of the Hampshire County Council pension scheme.

In the year to 31.03.21 pension costs amounted to £39,951

Movements on Capital Reserves

See attached breakdown

Assets

During the year the following assets were purchased/revalued:

	£
Purchases	
KUBUTA mower	11,100
Lenovo Laptop	612
Dell Vostro Laptop	630
Dell Vostro Laptop	630
Crowdhill Public Art	44,395
Total Purchases	57,367

Revaluations (movement in value shown)

No assets were revalued during the year

At 31 March 2021 the following assets were held:

Other assets - detailed on attached asset register	1,979,457
--	-----------

Loans

The council has no outstanding borrowings

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Fair Oak & Horton Heath Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	665,836	656,846	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	410,570	419,172	Total amount of Precept income received in the year
3	Total other receipts	97,891	141,383	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	220,019	248,908	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	297,432	249,455	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	656,846	719,038	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	649,423	713,123	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	0	0	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control Account			7,657.76	
200	Current Account			66,785.81	
210	Premier Account			337,580.80	
220	Public Sector Deposit Fund			308,644.14	
250	Petty Cash			111.79	
310	General Reserves				372,873.30
325	EMR - Knowle Park				3,212.22
330	EMR - Tennis Project				4,035.00
340	EMR - Knowle Park Office &comp				24,451.47
345	EMR - Lapstone Farm				88,264.58
350	EMR - Horton Heath CC				5,166.30
360	EMR - Community orchard				16.67
365	EMR - Election expenses				6,000.00
375	EMR -New Century Park				41,305.63
380	EMR - Knowle park allotments				4,500.00
385	EMR - Village Name Plates				8,000.00
389	EMR - Community Halls Maint				4,000.00
390	EMR - HHCC Flooring				40,250.00
395	EMR - Onsite Maint Knowle Park				6,750.00
396	EMR- Woodland Play Area				69,461.75
500	Creditors				142.20
510	Accruals				1,600.00
1076	Precept	100	Income		419,172.05
1090	Interest Received	100	Income		767.32
1100	Grants	100	Income		4,956.50
1200	Hiring Fees	150	Parish Office		1,524.83
1200	Hiring Fees	230	Crowdhill Community Building		14,669.41
1200	Hiring Fees	250	HHCC		6,374.17
1300	Football Income	100	Income		1,286.00
1310	Cricket Income	100	Income		1,100.00
1500	Allotment Income	500	Allotments		2,924.11
1520	Burials Income	510	Cemetery		4,782.00
1530	Memorials Income	510	Cemetery		1,653.00
1540	Cremation Income	510	Cemetery		2,815.50
1900	Other Income	100	Income		98,529.69
4000	Salaries	110	Administration	212,318.98	
4010	Employer's Pension	110	Administration	36,589.11	
4030	Sickness/Holiday Cover	110	Administration	512.00	
4055	Insurance	110	Administration	9,285.45	
4060	Audit	110	Administration	2,150.00	
4070	Legal & Professional Fees	110	Administration	12,944.47	
4075	Postage	110	Administration	78.44	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4080	Stationery	110	Administration	517.94	
4085	Printer Consumables	110	Administration	497.80	
4090	Admin Maintenance	110	Administration	2,139.59	
4095	Bank Charges	110	Administration	0.99	
4100	Chairman's Allowance	110	Administration	67.81	
4105	Conference/Training/Staffing	110	Administration	2,876.19	
4110	Clothing	110	Administration	406.73	
4120	Telephone & Broadband	110	Administration	2,704.53	
4120	Telephone & Broadband	230	Crowdhill Community Building	1,052.74	
4120	Telephone & Broadband	240	Pavilion	631.58	
4120	Telephone & Broadband	250	HHCC	782.80	
4125	Mobile Phone	110	Administration	337.74	
4132	Subscriptions	110	Administration	2,478.66	
4133	Software and support	110	Administration	3,979.64	
4134	Members IT	110	Administration	4,725.00	
4135	Marketing	110	Administration	2,582.00	
4140	Card Payments	110	Administration	735.67	
4300	Machinery - General Repairs	210	Machinery and Van	2,892.58	
4305	Fuel	210	Machinery and Van	2,996.78	
4310	Road Tax	210	Machinery and Van	530.00	
4315	Maintenance - Vans	210	Machinery and Van	1,146.05	
4320	Vehicle Insurance	210	Machinery and Van	1,195.57	
4395	Business Rates	150	Parish Office	15,219.50	
4395	Business Rates	230	Crowdhill Community Building	7,360.25	
4395	Business Rates	250	HHCC	2,644.70	
4400	Gas	150	Parish Office	828.34	
4400	Gas	230	Crowdhill Community Building	509.63	
4400	Gas	240	Pavilion	591.99	
4400	Gas	250	HHCC	2,190.37	
4405	Electricity	150	Parish Office	518.30	
4405	Electricity	230	Crowdhill Community Building	2,085.74	
4405	Electricity	240	Pavilion	530.04	
4405	Electricity	250	HHCC		2,099.11
4410	Water	150	Parish Office	703.88	
4410	Water	230	Crowdhill Community Building	453.53	
4410	Water	250	HHCC	605.30	
4410	Water	500	Allotments	66.68	
4410	Water	510	Cemetery	329.72	
4415	Repairs	150	Parish Office	631.00	
4415	Repairs	230	Crowdhill Community Building	584.50	
4415	Repairs	240	Pavilion	2,749.50	
4415	Repairs	250	HHCC	319.50	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4420	CCTV Maintenance	150	Parish Office		77.00
4420	CCTV Maintenance	240	Pavilion	70.00	
4420	CCTV Maintenance	250	HHCC	100.00	
4420	CCTV Maintenance	320	New Century Park	70.00	
4425	Health & Safety	150	Parish Office	2,550.56	
4425	Health & Safety	230	Crowdhill Community Building	2,312.00	
4425	Health & Safety	240	Pavilion	3,412.00	
4425	Health & Safety	250	HHCC	976.00	
4435	Cleaning	150	Parish Office	993.56	
4435	Cleaning	230	Crowdhill Community Building	665.51	
4435	Cleaning	250	HHCC	75.00	
4440	Contract cleaning	150	Parish Office	13.48	
4450	Equipment - Internal	150	Parish Office	946.00	
4450	Equipment - Internal	230	Crowdhill Community Building	939.23	
4450	Equipment - Internal	250	HHCC	23.22	
4455	Equipment - External	230	Crowdhill Community Building	5,867.04	
4480	Bus Shelters	280	Other Properties	300.00	
4505	Village Flowers	280	Other Properties	4,200.00	
4530	Equipment - Purchases	290	General Grounds Maintenance	10,834.14	
4535	Equipment - Maintenance	290	General Grounds Maintenance	1,071.55	
4540	Materials	290	General Grounds Maintenance	1,798.96	
4575	Cricket (Winter)	300	Lapstone Playing Fields	508.00	
4590	Pitch Maintenance	300	Lapstone Playing Fields	5,079.35	
4595	General Maintenance	300	Lapstone Playing Fields	1,731.50	
4595	General Maintenance	310	Knowle Park	3,446.00	
4595	General Maintenance	320	New Century Park	1,024.85	
4595	General Maintenance	370	Daisy Dip	62.50	
4595	General Maintenance	410	New Century Park Play Area	100.00	
4595	General Maintenance	430	Meadowsweet Way Play Area	26,899.14	
4595	General Maintenance	440	Knowle Park Play Area	610.50	
4630	Fencing	310	Knowle Park	1,127.50	
4645	Seating/Bins	310	Knowle Park	183.71	
4680	General Bin Emptying	150	Parish Office	1,265.98	
4680	General Bin Emptying	230	Crowdhill Community Building	655.44	
4680	General Bin Emptying	240	Pavilion	464.92	
4680	General Bin Emptying	250	HHCC	786.94	
4680	General Bin Emptying	300	Lapstone Playing Fields	1,279.22	
4700	Water Fountain	300	Lapstone Playing Fields	2,401.50	
4770	Skatepark	440	Knowle Park Play Area	170.27	
4815	Allotments - Pest Control	500	Allotments	304.00	
4820	Allotments - Toilet	500	Allotments	1,022.83	
4830	Trees - Lapstone Playing Field	550	Trees	1,350.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4831	Trees - Knowle Park	550	Trees	520.00	
4832	Trees - New Century Park	550	Trees	300.00	
4833	Trees - Knowle Hill	550	Trees	1,090.00	
4834	Trees - Lapstone Farm	550	Trees		1,392.00
4835	Trees - Oak Walk	550	Trees	240.00	
4836	Trees - Daisy Dip	550	Trees	360.00	
4838	Trees - Fair Oak Cemetery	550	Trees	240.00	
4850	Section 137 - Grants	600	Other Expenses	3,850.00	
4855	Section 137 - Street Pastors	600	Other Expenses	700.00	
4870	Youth Project	600	Other Expenses	25,000.00	
4875	Community Events Expenditure	600	Other Expenses	8,842.34	
4881	Community Orchard	900	Reserves Spend	483.33	
4990	Sundry Expenses	110	Administration	958.16	
4990	Sundry Expenses	230	Crowdhill Community Building	58.95	
4991	Woodland Play Area	900	Reserves Spend	990.00	
4992	Meadowsweet way Play Area	900	Reserves Spend	39,401.00	
4994	New Office&Compund General	900	Reserves Spend	6,432.29	
4997	Horton Heath Commmunity Centre	900	Reserves Spend	210.00	
5001	Crowdhill	900	Reserves Spend		23,517.03
6000	Transfer from EMR	280	Other Properties		2,000.00
6000	Transfer from EMR	900	Reserves Spend		48,316.62
6001	Transfer to EMR	100	Income	70,451.75	
6001	Transfer to EMR	230	Crowdhill Community Building	1,305.63	
Trial Balance Totals :				1,317,985.46	1,317,985.46
Difference				0.00	

31 March 2020

31 March 2021

	Current Assets		
12,692	Debtors	0	
1,944	VAT Control Account	7,658	
33,904	Current Account	66,786	
307,424	Premier Account	337,581	
308,034	Public Sector Deposit Fund	308,644	
61	Petty Cash	112	
<u>664,060</u>		<u>720,780</u>	
664,060	Total Assets	720,780	
	Current Liabilities		
5,613	Creditors	142	
1,600	Accruals	1,600	
<u>7,213</u>		<u>1,742</u>	
656,846	Total Assets Less Current Liabilities	719,038	
	Represented By		
372,873	General Reserves	413,624	
3,212	EMR - Knowle Park	3,212	
4,035	EMR - Tennis Project	4,035	
33,684	EMR - Knowle Park Office & comp	24,451	
88,265	EMR - Lapstone Farm	88,265	
44,777	EMR - Horton Heath CC	5,166	
500	EMR - Community orchard	17	
6,000	EMR - Election expenses	6,000	
40,000	EMR - New Century Park	41,306	
4,500	EMR - Knowle park allotments	4,500	
8,000	EMR - Village Name Plates	8,000	
4,000	EMR - Community Halls Maint	4,000	
40,250	EMR - HHCC Flooring	40,250	
6,750	EMR - Onsite Maint Knowle Park	6,750	
0	EMR - Woodland Play Area	69,462	
<u>656,846</u>		<u>719,038</u>	

29/04/2021

Fair Oak & Horton Heath Parish Council

19:09

Balance Sheet as at 31 March 2020

31 March 2020

31 March 2021

The above statement represents fairly the financial position of the authority as at 31 March 2020 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control Account	7,658	
200	Current Account	66,786	
210	Premier Account	337,581	
220	Public Sector Deposit Fund	308,644	
250	Petty Cash	112	
	Total Current Assets		720,780
<u>Current Liabilities</u>			
500	Creditors	142	
510	Accruals	1,600	
	Total Current Liabilities		1,742
	Net Current Assets		719,038
Total Assets less Current Liabilities			719,038
<u>Represented by :-</u>			
300	Current Year Fund	62,192	
310	General Reserves	351,433	
325	EMR - Knowle Park	3,212	
330	EMR - Tennis Project	4,035	
340	EMR - Knowle Park Office & comp	24,451	
345	EMR - Lapstone Farm	88,265	
350	EMR - Horton Heath CC	5,166	
360	EMR - Community orchard	17	
365	EMR - Election expenses	6,000	
375	EMR -New Century Park	41,306	
380	EMR - Knowle park allotments	4,500	
385	EMR - Village Name Plates	8,000	
389	EMR - Community Halls Maint	4,000	
390	EMR - HHCC Flooring	40,250	
395	EMR - Onsite Maint Knowle Park	6,750	
396	EMR- Woodland Play Area	69,462	
	Total Equity		719,038

		Month Actual	YTD Actual
Account	Sales/Income		
1076	Precept	0	419,172
1090	Interest Received	18	767
1100	Grants	0	4,957
1200	Hiring Fees	2,719	22,568
1300	Football Income	0	1,286
1310	Cricket Income	0	1,100
1500	Allotment Income	0	2,924
1520	Burials Income	(1,400)	4,782
1530	Memorials Income	1,451	1,653
1540	Cremation Income	0	2,816
1900	Other Income	856	98,530
Total Sales/Income		3,643	560,555
Account	Indirect/Overhead Expenditure		
4000	Salaries	17,193	212,319
4010	Employer's Pension	2,412	36,589
4030	Sickness/Holiday Cover	0	512
4055	Insurance	3,213	9,285
4060	Audit	0	2,150
4070	Legal & Professional Fees	1,890	12,944
4075	Postage	10	78
4080	Stationery	84	518
4085	Printer Consumables	108	498
4090	Admin Maintenance	427	2,140
4095	Bank Charges	0	1
4100	Chairman's Allowance	0	68
4105	Conference/Training/Staffing	1,651	2,876
4110	Clothing	0	407
4120	Telephone & Broadband	(2,887)	5,172
4125	Mobile Phone	31	338
4132	Subscriptions	28	2,479
4133	Software and support	897	3,980
4134	Members IT	65	4,725
4135	Marketing	1,200	2,582
4140	Card Payments	30	736
4300	Machinery - General Repairs	206	2,893
4305	Fuel	102	2,997
4310	Road Tax	0	530
4315	Maintenance - Vans	(206)	1,146
4320	Vehicle Insurance	0	1,196
4395	Business Rates	0	25,224
4400	Gas	314	4,120
4405	Electricity	1,945	1,035
4410	Water	12	2,159
4415	Repairs	163	4,285
4420	CCTV Maintenance	(304)	163
4425	Health & Safety	1,321	9,251
4435	Cleaning	0	1,734
4440	Contract cleaning	0	13
4450	Equipment - Internal	1,564	1,908
4455	Equipment - External	2,735	5,867

Detailed Profit and Loss Account - Excluding Stock Movement

Month 12 Date 31/03/2021

		Month Actual	YTD Actual
4480	Bus Shelters	0	300
4505	Village Flowers	0	4,200
4530	Equipment - Purchases	696	10,834
4535	Equipment - Maintenance	650	1,072
4540	Materials	(430)	1,799
4575	Cricket (Winter)	0	508
4590	Pitch Maintenance	53	5,079
4595	General Maintenance	1,868	33,874
4630	Fencing	0	1,128
4645	Seating/Bins	131	184
4680	General Bin Emptying	122	4,453
4700	Water Fountain	2,402	2,402
4770	Skatepark	170	170
4815	Allotments - Pest Control	0	304
4820	Allotments - Toilet	89	1,023
4830	Trees - Lapstone Playing Field	0	1,350
4831	Trees - Knowle Park	0	520
4832	Trees - New Century Park	0	300
4833	Trees - Knowle Hill	0	1,090
4834	Trees - Lapstone Farm	0	(1,392)
4835	Trees - Oak Walk	0	240
4836	Trees - Daisy Dip	0	360
4838	Trees - Fair Oak Cemetery	0	240
4850	Section 137 - Grants	0	3,850
4855	Section 137 - Street Pastors	0	700
4870	Youth Project	25,000	25,000
4875	Community Events Expenditure	0	8,842
4881	Community Orchard	483	483
4990	Sundry Expenses	(214)	1,017
4991	Woodland Play Area	990	990
4992	Meadowsweet way Play Area	0	39,401
4994	New Office&Compound General	0	6,432
4997	Horton Heath Community Centre	0	210
5001	Crowdhill	0	(23,517)
	Total Indirect/Overhead Expenditure	66,213	498,363
	Operating Profit	(62,569)	62,192
	% Operating Profit	-1,717.36%	11.09%

Fair Oak & Horton Heath Parish Council

Income and Expenditure Account for Year Ended 31 March 2021

31 March 2020		31 March 2021
	Operating Income	
432,662	Income	525,812
6,371	Parish Office	1,525
36,523	Crowdhill Community Building	14,669
591	Pavilion	0
17,535	HHCC	6,374
2,547	Allotments	2,924
12,230	Cemetery	9,251
<u>508,460</u>	Total Income	<u>560,555</u>
	Running Costs	
44	Income	0
128,560	Administration	298,887
21,470	Parish Office	23,594
139,622	Property Maintenance Staff	0
9,671	Machinery and Van	8,761
25,432	Crowdhill Community Building	22,545
9,347	Pavilion	8,450
13,500	HHCC	6,405
2,272	Other Properties	4,500
11,422	General Grounds Maintenance	13,705
6,723	Lapstone Playing Fields	11,000
7,059	Knowle Park	4,757
1,444	New Century Park	1,095
0	Daisy Dip	63
58	Wyvern Meadow	0
485	Play Areas General	0
76,489	New Century Park Play Area	100
440	Meadowsweet Way Play Area	26,899
812	Knowle Park Play Area	781
1,308	Allotments	1,394
520	Cemetery	330
7,533	Trees	2,708
33,933	Other Expenses	38,392
19,307	Reserves Spend	24,000
<u>517,451</u>	Total Expenditure	<u>498,363</u>
	General Fund Analysis	
362,481	Opening Balance	372,873
508,460	Plus : Income for Year	560,555
<u>870,941</u>		<u>933,428</u>
517,451	Less : Expenditure for Year	498,363
<u>353,491</u>		<u>435,065</u>
(19,382)	Transfers TO / FROM Reserves	21,441
<u>372,873</u>	Closing Balance	<u>413,624</u>

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Crowdhill Green	0.00		0.00
325 EMR - Knowle Park	3,212.22		3,212.22
330 EMR - Tennis Project	4,035.00		4,035.00
335 EMR - Cricket Roller	0.00		0.00
340 EMR - Knowle Park Office & comp	24,451.47	-4,994.00	19,457.47
345 EMR - Lapstone Farm	88,264.58		88,264.58
350 EMR - Horton Heath CC	5,166.30		5,166.30
355 EMR - Dean Road play area	0.00		0.00
360 EMR - Community orchard	16.67		16.67
365 EMR - Election expenses	6,000.00		6,000.00
370 EMR - Footpath Leaflet	0.00		0.00
375 EMR - New Century Park	41,305.63		41,305.63
380 EMR - Knowle park allotments	4,500.00		4,500.00
385 EMR - Village Name Plates	8,000.00		8,000.00
389 EMR - Community Halls Maint	4,000.00		4,000.00
390 EMR - HHCC Flooring	40,250.00		40,250.00
395 EMR - Onsite Maint Knowle Park	6,750.00		6,750.00
396 EMR - Woodland Play Area	69,461.75		69,461.75
	<u>305,413.62</u>	<u>-4,994.00</u>	<u>300,419.62</u>

Do the Numbers Limited

29th April 2021

Melanie Stephens, Clerk
Fair Oak and Horton Heath Parish Council
2 Knowle Park Lane
Fair Oak
Eastleigh
Hants SO50 7GL

Dear Melanie,

Subject: Review of matters arising from Internal Audit for 31 March 2021

Please find below the list of matters arising following my visits today and earlier in the year. I found the records of the council to be in very good order and felt that the visits went extremely well.

Control area	Issue	Recommended Action
Minute signing	Due to COVID lockdowns, not all of the minutes to the year end had been printed and signed.	This should be done in advance of the AGAR being approved.
Debit cards	It appears that the office team have access to the debit cards, but not the grounds team.	It may be useful for the Operations Manager to have access to such a facility for out of hours purchases.
Petty Cash	The council still maintains a cash tin even though it is little used and not regularly checked by members.	Controls would be improved if the tin contents were to be banked and the operations manager to have a bank card
Asset additions	IT equipment, replacement play equipment and vehicles have been purchased in the year, not all of which are correctly included in the asset register. (The difference is well below the External Audit reporting limit)	RBS (accounting software provider) not supply an Asset Management module which could replace the current spreadsheet. This would allow the council to actively manage and track its mobile and fixed assets and improve reporting links to the accounts system.
Bank reconciliation approval	It appears that only one or two members of the council are carrying out the internal control checking of the bank reconciliation.	All members in rotation should perform the internal controls so that they are aware of the systems and understand the records of the council.

37 Upper Brownhill Road, Southampton, SO16 5NG

eleanorogreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

Business rate COVID relief	It would appear that the buildings owned by the council which include rooms for hire should have been covered by Business Rates relief in 20/21	It is unclear why this was not offered by the Borough Council, but this should be investigated to offset the income lost by lockdowns.
Former Scout Hut Site	The council is looking at placing a new building on the site and leasing it to a CIC to run a cafe.	At all stages the council should ensure that the building is a council asset and that the business running within it is a separate legal entity.
Web documents	All documents on the website should be in a non editable format where the presentation is controlled by the council – such as PDF	Please could files like the delegated decision list be updated to the correct format.
General reserves	The general reserve of the council is now significantly above the level in the guidance. For a council the size of FOHHPC it should be around 3 months of revenue expenditure (<i>also raised last two years</i>)	Councils do not have the power to hold savings. Precepted funds should be used in a timely manner for the benefit of residents. As per paragraph 5.32 here the council bring forward projects to spend taxpayers money for their benefit.

Please find attached my invoice for the agreed fee.

If either you or your councillors have any queries, please do not hesitate to contact me.

Regards

Eleanor S Greene

37 Upper Brownhill Road, Southampton, SO16 5NG

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

Fair Oak & Horton Heath Parish Council Fixed Asset Register as at 31.03.2021						
	Date of Purchase	Balance c/fwd 31/03/20	Revaluations during the year	Purchases during the year	Disposals during the year	Balance c/fwd 31/03/21
Lapstone Farm						
Lapstone Country Park land	31.03.10	1.00				1.00
Boardwalk	02.02.11	9,250.00				9,250.00
Display Panel	07.11.12	480.00				480.00
		9,731.00	0.00	0.00	0.00	9,731.00
Oak Walk						
Land at Oak Walk	31.12.10	1.00				1.00
Fencing	27.04.12	5,540.00				5,540.00
Jubilee Sculpture	08.06.12	10,000.00				10,000.00
		15,541.00	0.00	0.00	0.00	15,541.00
Lapstone Park						
Lapstone Land		1.00				1.00
Pavilion and car park	01.04.97	368,782.00				368,782.00
Car park lighting	01.04.97	7,683.00				7,683.00
Tennis Courts	01.04.97	18,000.00				18,000.00
Sports Equipment	01.04.97	4,441.00				4,441.00
Table and chairs for pavilion	11.11.97	1,687.00				1,687.00
CCTV at Lapstone	19.06.03	8,722.00				8,722.00
Storage Facility	22.4.04	5,389.00				5,389.00
Bench for tennis courts	20.06.05	183.00				183.00
Boiler - Pavilion	19.12.05	1,216.00				1,216.00
Aluminium Junior Goal	17.08.06	946.97				946.97
Machinery storage fencing / compound	25.09.06	1,749.55				1,749.55
Aluminium Goals	16.06.08	1,065.00				1,065.00
2 Wooden benches	04.08.08	51.70				51.70
Garege door - Cricket	30.10.08	1,254.00				1,254.00
Vacuum cleaner	04.12.08	79.19				79.19
CCTV camera	31.05.13	445.00				445.00
Covert camera	28.02.14	50.00				50.00
2 x Aluminium goals	07.08.14	758.26				758.26
New covert camera and replacements	01.08.14	1,187.50				1,187.50
New DVR & modem for CCTV	21.03.15	1,438.80				1,438.80
Cricket scoreboard	25.05.16	9,897.22				9,897.22
Tennis nets	06.06.16	102.00				102.00
Emergency lights at Pavillion	18.10.16	664.62				664.62
Bench	27.02.17	507.60				507.60
2 X CHAIRS Pavillion	24.04.17	186.93				186.93
		436,488.34				436,488.34
Dennis FT510 cricket mower	03.03.99	2,210.00				2,210.00
Sissi Auto Rotorake scarifier ARR/4	01.04.99	1,500.00				1,500.00
Stihl HB2300 Blower	31.03.03	162.00				162.00
Knapsack Sprayer	27.06.03	97.86				97.86
Cricket combirake and brush	16.05.05	299.00				299.00
Cricket rotary brush	16.05.05	135.00				135.00
Sarel Spiker	17.05.06	435.00				435.00
Water Bowser	04.06.06	2,000.00				2,000.00
Tractor : TC40DA compact HF56FON	12.09.06	27,350.00				27,350.00
Air Compressor	06.03.07	125.89				125.89
Billy Goat	31.10.07	1,577.30				1,577.30
Hover Mower	03.04.08	420.75				420.75
Weedkiller System	11.05.09	392.08				392.08
Danarm Rotary Mower	10.05.10	680.00				680.00
Spyker Spreader	10.05.10	228.00				228.00

Snow Plough	31.03.11	980.00				980.00
Dragmat	19.08.11	480.00				480.00
Flame Gun	27.09.11	149.99				149.99
Izuzu D-Max 4x4 HN62EGD	19.01.13	14,700.00				14,700.00
Danarm RH26 Brushcutter	31.05.13	256.00				256.00
Welder	10.06.13	440.00				440.00
Chainsaw helmet	22.06.13	38.00				38.00
BG86 Blower	26.11.13	185.00				185.00
Stihl MS211CBE Chainsaw	02.12.13	249.00				249.00
Isuzu extended cab van HF14NZT	01.05.14	20,040.00				20,040.00
Kilworth Sovema flail collector	25.09.14	5,540.00				5,540.00
Defibrillator	23.01.15	1,295.00				1,295.00
Paladin TG 21" mower	22.04.15	1,800.00				1,800.00
Wood chipper	21.04.15	825.00				825.00
Powerroll Excel roller	22.06.15	12,495.00				12,495.00
Danarm TMV 50L strimmer	15.07.15	360.00				360.00
Trimax 155 flail	15.07.15	4,510.00				4,510.00
Silky Zubat hand saw	21.01.16	59.00				59.00
CLFG 5100 ES Generator	16.03.16	682.80				682.80
Battery Charger	10.02.16	34.40				34.40
ATV	09.08.16	16,620.00				16,620.00
Pressure Washer	31.03.16	324.21				324.21
Fertiliser spreader	01.08.17	450.00				450.00
Strimmer 24"	01.08.17	996.00				996.00
Strimmer HL92	01.08.17	442.00				442.00
M251Chain Saw and Blower	26.04.17	929.47				929.47
Strimmer 24"	25.10.18	510.00				510.00
Roller Mower	01.05.19	6,300.00				6,300.00
New Motor blade	03.12.19	614.50				614.50
New pruner	25.12.20	417.51				417.51
Line trimmer	25.12.21	414.58				414.58
Long reach chainsaw	29.02.20	355.94				355.94
KUBOTA mower	01.06.20	0.00		11,100.00		11,100.00
		142,954.15	0.00	11,100.00	0.00	142,206.28
Cemetery						
Cemetery land		1.00				1.00
Concrete Garage	01.04.95	3,768.00				3,768.00
Arch	01.07.99	1,544.00				1,544.00
Wooden seat	28.07.99	372.00				372.00
Bench	01.07.03	427.00				427.00
Noticeboard	01.08.11	869.14				869.14
Circular tree bench	23.04.14	999.00				999.00
		7,980.14	0.00	0.00	0.00	7,980.14
New Century Park						
Land at New Century Park		1.00				1.00
Basketball goal	01.04.99	1,145.15				1,145.15
Contour Seats	23.11.99	2,380.00				2,380.00
Play equipment	01.04.00	21,495.00				21,495.00
Home Guard Gates	01.04.01	6,495.00				6,495.00
Jubilee Gates	31.03.03	4,000.00				4,000.00
CCTV equipment	06.05.03	9,014.00				9,014.00
Eco Play unit	22.09.03	11,783.00				11,783.00
CCTV floodlights	02.12.03	1,231.65				1,231.65
Safety Surface Play Area	21.11.05	27,512.00				27,512.00
Fence Railings	20.02.06	25,219.00				25,219.00
2 replacement CCTV Cameras	20.02.06	660.00				660.00
Play area gate (DDA compliant)	20.10.06	875.00				875.00
CCTV Hard Drive	25.10.08	2,150.00				2,150.00
Brookfield Gate	30.11.08	218.63				218.63
Grit Bin	10.12.10	132.00				132.00
Goal	09.09.11	3,852.90				3,852.90

Dice Spinner	29.05.12	165.00			165.00
CCTV Digital Recorder	14.12.12	893.00			893.00
2 x CCTV Replacement Cameras	14.12.12	890.00			890.00
CCTV Camera	31.05.13	445.00			445.00
10 x Outdoor Fitness Units	20.01.14	32,000.00			32,000.00
Bench	21.01.14	645.00			645.00
Bench	08.02.16	337.00			337.00
Bench	31.03.16	774.00			774.00
Bench	22.03.16	801.00			801.00
Bench	22.03.16	337.00			337.00
New signs for play area	31.05.16	96.77			96.77
bench	11.07.16	627.60			627.60
New Youth shelter	01.04.17	34,482.00			34,482.00
Pitch 3 Goalposts	01.04.17	909.00			909.00
Chin up bars	01.04.17	1,420.00			1,420.00
2 new cradle swing seats	21.06.17	348.00			348.00
		193,334.70			193,334.70
Office					
Furniture – cupboards and storage	01.04.90				
Digital camera	17.02.15	49.99	0.00		49.99
Toshiba L50-B-IUT Notebook	07.05.15	323.12	0.00		323.12
2 x Novatech Pro NS107 PC	05.10.16	525.97	0.00		525.97
Dell PC and Laptop	02.12.19	1,130.00	0.00		1,130.00
Inkjet printer	24.03.20	62.98	0.00		62.98
Lenovo Laptop	01.06.20	0.00	612.00		612.00
Dell Vostro Laptop	01.07.20	0.00	630.00		630.00
Dell Vostro Laptop	20.07.20	0.00	630.00		630.00
		2,092.06	1,872.00		3,964.06
Miscellaneous					
Memorial		9,622.07			9,622.07
Timber Bus Shelters x 4	01.04.95	11,545.58			11,545.58
Fences and Gates	01.04.99	18,400.00			18,400.00
Notice boards x 5	31.03.03	4,426.00			4,426.00
Bench for The Square bus shelter	20.7.04	469.20			469.20
Memorial Safety Kit	20.02.06	67.98			67.98
Clock	20.11.06	3,000.00			3,000.00
Bus Shelter	09.01.08	2,120.70			2,120.70
LED Christmas Lights	27.06.08	2,016.00			2,016.00
2 Noticeboards	30.06.10	2,000.00			2,000.00
1 Noticeboard	15.02.11	1,200.00			1,200.00
Village Square Bench	27.01.11	713.00			713.00
Speed Watch Pack	24.01.12	2,500.00			2,500.00
2 x Marquees	14.01.13	228.00			228.00
Noticeboard - Oak Walk	01.05.14	867.26			867.26
13 x Mapboards	15.01.15	5,354.17			5,354.17
7 x Christmas star motifs	04.01.15	1,659.00			1,659.00
World War 1 seat in Square	20.12.14	535.00			535.00
Bus shelter - Sandy Lane	30.04.15	2,500.00			2,500.00
Fencing - Campbell Way allotments	01.10.15	15,373.20			15,373.20
Speed watch kit	30.10.15	2,750.00			2,750.00
7 x Christmas star motifs	30.10.15	1,659.00			1,659.00
Noticeboards	06.06.16	1,273.43			1,273.43
Christmas Motifs	12.12.16	2,410.80			2,410.80
Wyvern Meadow signage	14.02.17	140.55			140.55
		0.00			0.00
		92,830.94			92,830.94
Dean Road Play Area					
Land at Dean Road		1.00			1.00
Gate	03.04.03	550.00			550.00
Signs	15.01.16	131.39			131.39
Dean Road Fence	22.11.17	7,701.38			7,701.38

		8,383.77			8,383.77
Meadowsweet Way					
Play equipment	31.08.03	35,900.00			35,900.00
CCTV	31.03.03	2,601.00			2,601.00
Play Area gate	18.07.05	565.00			565.00
CCTV at Horton Heath	28.04.06	2,350.00			2,350.00
Land	31.12.10	1.00			1.00
CCTV Monitor HHCC	14.10.11	108.00			108.00
Digital Recorder CCTV	14.12.12	893.00			893.00
4 x CCTV cameras	31.07.15	2,495.00			2,495.00
		44,913.00			44,913.00
Daisy Dip					
Land	01.04.13	1.00			1.00
Noticeboard	14.05.13	1,222.00			1,222.00
Fence	02.08.13	2,515.00			2,515.00
		3,738.00			3,738.00
Knowle Hill					
3 wooden/concrete picnic tables	01.04.95				
1 new wooden table to replace vandalised one	30.09.03	278.00			278.00
Boardwalk	18.10.11	2,550.00			2,550.00
Sign	21.04.16	46.20			46.20
		2,874.20			2,874.20
Knowle Park (previously White Tree Farm)					
Land	11.05.06	1.00			1.00
Fencing and gate	17.10.05	1,995.60			1,995.60
Fencing and gate	19.12.05	535.00			535.00
Bin	16.01.06	166.00			166.00
Kissing gates and fencing	28.09.06	1,095.60			1,095.60
Boundary Fence	30.07.07	1,650.00			1,650.00
Cemetery & Allotment Fencing	10.03.08	7,746.00			7,746.00
Allotment Fencing	14.01.09	3,046.54			3,046.54
Allotment Fencing	30.03.09	950.00			950.00
Allotment Track	16.03.09	4,910.00			4,910.00
Oak Tree Bench	10.05.10	3,100.00			3,100.00
Boardwalk	26.07.10	4,380.00			4,380.00
Acorn Sculptures	03.10.10	6,950.00			6,950.00
Plantation Fencing	29.10.10	3,238.00			3,238.00
Decorative Iron Fence	28.02.11	11,500.00			11,500.00
5 Hawthorn Seat Benches	28.02.11	1,620.00			1,620.00
3 Kensington Benches	28.02.11	2,010.00			2,010.00
4 Picnic Benches	28.02.11	1,836.00			1,836.00
Viewing Point Plinth	28.02.11	2,900.00			2,900.00
Information Panel	07.01.11	1,434.00			1,434.00
2 Seats	31.03.11	334.00			334.00
Noticeboard	31.03.11	849.94			849.94
Allotments - Water Troughs	25.05.11	411.05			411.05
Car Park	30.06.11	30,030.00			30,030.00
Hawthorn Bench	02.11.11	334.00			334.00
Noticeboard	24.04.12	1,234.00			1,234.00
Bench	19.06.12	456.00			456.00
Noticeboard	11.02.13	1,222.00			1,222.00
Arch Sculpture	27.03.13	3,150.00			3,150.00
Bench	23.04.13	399.00			399.00
Bench	01.04.15	479.00			479.00
Skatepark equipment	30.06.15	6,020.00			6,020.00
Bench	25.08.15	783.00			783.00
Bench	04.11.15	337.00			337.00
Bench	29.07.16	250.00			250.00
Bench	11.07.16	1,275.60			1,275.60

bench (Knowle lane allotments)	05.09.16	482.40				482.40
sign	10.09.16	42.05				42.05
metal sign	17.10.16	23.99				23.99
		109,176.77	0.00	0.00	0.00	109,176.77
Garage						
Garage at village hall	01.04.95	3,846.98			(3,846.98)	0.00
		3,846.98	0.00	0.00	(3,846.98)	0.00
New parish office and compound						
New Parish Office building	10.11.17	766,466.00				766,466.00
CCTV Monitor, DVR and cameras	10.11.17	4,495.00				4,495.00
Intruder alarms	10.11.17	1,395.00				1,395.00
Bison strimmer and Vaults	10.11.17	2,385.00				2,385.00
Office Furniture	01.01.18	17,373.60				17,373.60
Burgular bars	31.11.17	645.00				645.00
Folding wall	01.01.18	8,006.40				8,006.40
Alarm system	01.01.18	810.00				810.00
White goods	01.01.18	932.00				932.00
Additional computers x2	01.01.18	2,124.48				2,124.48
CCTV	01.01.18	4,555.00				4,555.00
Fire extinguishers	01.01.18	1,092.00				1,092.00
Parish office fencing	21.03.18	1,702.81				1,702.81
Parish office barriers	21.03.18	7,350.68				7,350.68
Parish Office Clock	19.12.18	1,595.00				1,595.00
		820,927.97		0.00		820,927.97
Woodlands Community Centre						
Woodland Community Centre Building	01.04.18	1.00				1.00
Printer/scanner	21.05.18	108.33				108.33
Kitchen equipment	15.06.18	332.15				332.15
Mirrors	20.06.18	180.00				180.00
Lock cylinders and keys	20.06.18	868.32				868.32
Floor scrubber	18.07.18	1,299.00				1,299.00
Roller blinds	18.07.18	682.50				682.50
Dishwasher and Boiler	18.07.18	1,793.44				1,793.44
Key cabinet and cigarette bins	21.05.18	46.47				46.47
Fencing	08.06.18	2,400.00				2,400.00
Gate	01.07.18	150.24				150.24
Fencing	08.06.18	2,400.00				2,400.00
CCTV	18.07.18	3,577.50				3,577.50
Coffee Table	17.08.18	40.00				40.00
Low hanging trolley	17.08.18	275.00				275.00
Woodlands Furniture	17.08.18	8,240.00				8,240.00
Additional woodlands furniture	25.01.19	1,189.60				1,189.60
		23,583.55				23,583.55
Horton Heath Community Centre						
Community Building		1.00				1.00
Kitchen Equipment	Donated 25.11.18	400.00				400.00
Floor scrubber	Donated 25.11.18	500.00				500.00
Curtains and blinds	Donated 25.11.18	1,000.00				1,000.00
Metal Gate	Donated 25.11.18	300.00				300.00
Hall chairs	Donated 25.11.18	500.00				500.00

Water Boiler	Donated 25.11.18	100.00				100.00
Kitchen Crockery and utensils	Donated 25.11.18	200.00				200.00
cleaning materials	Donated 25.11.18	300.00				300.00
Toilet Mirrors	Donated 25.11.18	50.00				50.00
Defibulator	6.12.18	1,250.00				1,250.00
Kitchen Equipment	25.07.19	14,787.33				14,787.33
Crowdhill Art	31.03.21	0.00		44,394.78		44,394.78
		19,388.33	0.00	44,394.78	0.00	63,783.11
Total value of fixed assets as at 31.03.20		1,937,784.90	0.00	57,366.78	(3,846.98)	1,979,456.83

Revaluations in the year 0.00
 Added in year 57,366.78
 Disposed of in year - 3,846.98
 Total value of fixed assets as at 31.03.19 1,979,456.83

FULL COUNCIL – 4 MAY 2021**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020****1. PURPOSE**

- 1.1 To approve the Annual Governance and Accountability Return for the financial year ending March 2021 for submission to the external auditor.

2. BACKGROUND

- 2.1 Members will be aware that each year the Parish Council's accounts for the previous financial year are subject to an internal and external audit. Arrangements were made for the internal audit to take place on 29 April 2021. As a result of the Covid 19 Pandemic, the Audit was conducted under strict social distancing with only the Internal Auditor and Clerk present.
- 2.2 Following the internal audit, the Council is required to approve for submission to the external auditor (PKF Littlejohn LLP) an annual governance and accountability return. The annual return comprises two sections. Section 1 of the return comprises the Annual Governance Statement. The statement must be approved at a meeting of the Council as soon as possible after the year end. Section 2, the accounting statements is reported under separate agenda item for members approval.
- 2.3 Once both sections of the return are approved and completed, the accounting statements must then be submitted to the external auditor. Thereafter electors are provided with an opportunity to inspect the accounts and other documents for a period of 30 days.

3. ACTION REQUIRED

- 3.1 The Parish Council is being invited to approve Section 1 of the Annual Return (the Annual Governance Statement) attached at **Appendix 1** to this report. In effect this means responding in the affirmative to questions 1 to 8 on the statement after which it can be signed by the Chairman of the Council and the Clerk. In the opinion of the Clerk, all 8 questions can be answered positively.

4. RECOMMENDATION

- 4.1 That the Council approves the Annual Governance Statement and authorises the Chairman of the Council, Responsible Finance Officer and Clerk to complete and sign the statement.

For further information please contact:

Melanie Stephens, Parish Clerk
clerk@fairoak-pc.gov.uk

Annual Governance and Accountability Return 2020/21 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

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

Publication Requirements

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

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

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

Annual Internal Audit Report 2020/21

Fair Oak And Horton Heath Parish Council

<https://www.fairoak-pc.gov.uk> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			N/A
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

9/3/21

29/4/21

DD/MM/YYYY

ELIJAH S. GRACE

Signature of person who carried out the internal audit



Date

29/4/21

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Fair Oak And Horton Heath Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.fairoak-pc.gov.uk>

ANY PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Fair Oak And Horton Heath Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	665,836	656,846	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	410,570	419,172	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	97,891	141,383	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	220,539	248,908	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	296,912	249,455	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	656,846	719,038	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	649,423	713,123	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,937,785	1,979,457	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Fair Oak And Horton Heath Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Fountain Café & Community Hub Shorts Road, Fair Oak

OUTLINE BUSINESS CASE¹

Date: April 2021

¹ This is a live document which is being regularly updated and will become the basis of the final business case

DOCUMENT CONTROL

Authors: M Stephens & J Nicholson

Revision History

Version	Date	Authors	Comment
0.1	31/12/2020	MS	First draft for submission to Task & Finish Group 21 April 2021
0.2	19/04/21	MS/JN	To Full Council 4 May 2021

Document Sign-Off

Name	Signature	Title	Date of Issue

Document Distribution

Document Distributed To	Date
Fountain Café	4 January 2021
Task & Finish Group	21 April 2021
Full Council	4 May 2021

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1 Introduction and background

- 1.1 Establishing a community café as a community hub in the village has been a long-term aspiration of Fair Oak & Horton Heath Parish Council (FOPC) & the Fountain Café (FC)¹ to deliver a community facility for the people of Fair Oak & Horton Heath. To establish how this could be achieved, in 2019 the Parish Council established a Task & Finish Group consisting of the Clerk, Administrative Officer, Cllrs Forfar & Higby and Mr & Mrs Nicholson & Mr Stupple.
- 1.2 T&F Group presented their initial finds and proposals to the Full Council on 15 March 2021. The full report can be found [here](#).
- 1.3 Following analysis of the Council's community survey undertaken in late 2020, to establish the communities' views on what the Council's future priorities should be, it was clear from responses that there is strong public support for a community café, and particularly at the Shorts Road site (following the demolition of the old Scout Hut). A further public consultation was held during March/April 2021 with over 900 residents responding, 98% of which fully support the proposal to have a community café on the scout hut site. Results of public (first) consultation are attached at appendix 1 to this document. Further consultation will take place with residents as detailed later on in this document.
- 1.4 In 2017, EBC, in consultation with the Parish and the 2nd Fair Oak Scout group built Woodland Community Centre at Crowdhill as part of the planning permission. Part of the building included a bespoke storeroom with external access for the Scouts. The Scouts now have a licence to occupy at the Community Centre and have been in residence since 2018. After a formal negotiation process, the Scouts surrendered their lease on the Shorts Road site in April 2021. The Council will aim to start the demolition of the dilapidated scout hut in early summer 2021.
- 1.5 The success of this project and the café's ongoing success is very much dependant on the partnership working between the CIC and the Council. Both parties have committed to the venture.
- 1.6 This document seeks to set out how the project will work to ensure the final outcome meets the aspirations of the Community, the Parish Council and the CIC for a purpose built facility, with enhancements to the site previously occupied by the Scout Hut, additional access to the current play area, and importantly a facility that delivers much needed community engagement activities with focus on our more vulnerable residents.

¹ Fountain Café CIC legal identity <https://find-and-update.company-information.service.gov.uk/company/12830630>

1.7 It is suggested that this project is overseen by a project steering group consisting of two Councillors, the Clerk and Operations Manager as well as a Director of the Fountain Café. This group will meet regularly to discuss and oversee the management of the project. The Group will be supported by the following sub-groups: -

Building – Martin Johnson, Matt Nicholson & Cllr Forfar

Communications – Carly Giles & Gary Stupple

Community Involvement/Legal – Mel Stephens, Julie Nicholson & Cllr Higby²

1.8 The Community Café's funding³ is primarily derived from Section 106 monies and the Parish Council's Ear Marked Reserves. Funding sources will be used to: -

- Demolish and clear the old scout hut
- Essential groundworks
- Purchase and erect a main café building (modular type, timber clad building)
- Fixtures & fittings for the main building
- Landscaping
- Other (containers for repair shop and storage, other buildings for community activities) (Phase 2)

1.9 To ensure value for money and economies of scale, a partnership approach between the Parish Council and the Fountain Café (as well as sponsorship from local businesses/skilled residents) will look to deliver efficiencies that will ensure the long-term viability of the scheme. By bringing partners and services together, the outcome will look to ensure a long-term viable and sustainable solution for community services in the heart of Fair Oak.

1.10 The Café building will look to minimise revenue costs through sustainable projects providing a flexible facility able to adapt to future needs. These will include: -

- Grey water recycling
- Solar Panels
- No single use plastic
- Thermal efficiency
- Ground source heat pumps

1.11 The Parish Council as landowner will lease the building and land to the

² Carly Giles, Martin Johnson & Melanie Stephens, Officers FOPC, Matt Nicholson, Julie Nicolson & Gary Stupple, Fountain CIC

³ The Café's business is not publicly funded

Fountain Café CIC via a peppercorn ground rent reviewed annually. The Café would be able to rent or lease spaces to other organisations within the building/site as they see fit⁴.

1.12 Other community facilities to be provided on site will include: -

- Repair shop
- Arts and crafts workshops
- Community fridge

1.14 The building – Trinity Rose, Chartered Surveyors (through Bargate Homes) have offered their technical expertise, contract free, with regard to the design and project management of the building. After discussions with the Council and the Café regarding initial design ideas, drawings for a proposed modular building have been completed. These are very much draft and subject to further consultation with residents. The architectural drawings are attached at Appendix 2 (to follow).

2 Reasons

2.1 FOPC Corporate Action Plan includes the aim that residents should enjoy a good quality of life, with more people benefiting from greater social, cultural, and sporting opportunities. With a particular focus on the enhancements to public open space and the natural environment.

2.2 The café also sits nicely with the growing national trend ‘the 20-minute neighbourhood’. The idea of the ‘20-minute neighbourhood’ has grown with interest around the world, especially since the COVID-19 pandemic put a spotlight on the importance of the local facilities. The Town and Country Planning Association describe it as *“A compact and connected neighbourhood, where people can meet their everyday needs within a short walk or cycle, the idea of the 20-minute neighbourhood presents multiple benefits including boosting local economies, improving people’s health and wellbeing, increasing social connections in communities, and tackling climate change”*⁵.

2.3 FOPC currently has two other projects underway –the opening of a community library in the village centre and village centre enhancements. With the opening of a café on the main public open space in the village and potential further facilities – such as splashpad⁶, additional planting, improved footpaths, Fair Oak centre can become a destination place for residents.

⁴ With the prior agreement of the Council as landlord

⁵ <https://www.tcpa.org.uk/>

⁶ Subject to consultation with residents and also discussion with Full Council

2.4 Completion of the café project will result in the following objectives being delivered:

- Affordable food for the local community using (where possible) locally sourced produce meaning that residents can eat well at an affordable cost whilst supporting local businesses/suppliers;
- Decarbonised building (meeting HCC decarbonisation agenda);
- Provide employment and volunteer opportunities to local residents;
- Support other community groups/charities such as the community library;
- To provide new or refurbished and in some cases, larger community facilities to include a community café, social hub/meeting place, direct access to the play area, environmental and visual amenity improvements such as street scene.
- Create the opportunity to deliver joined up services in a hub environment to help with revenue savings and protect services.
- Social enterprise opportunities including scheme to support those with learning disabilities and partnerships with local education providers including Wyvern & Eastleigh Colleges.
- To provide a facility which is fit for purpose and desirable for the local community to hire.

3 Business options

The following options were considered.

Recommended Solution

Option 1	Fountain Café & Community Hub
Explanation	Allows the Council to make environmental enhancements to its land and in partnership with an locally connected CIC, provide a good local community asset by tying partners into legally binding lease. The use of the land will adhere to existing covenants.
Risks	Reliant on successful partnership working to bring forward and sustain the project.
Benefits	Delivers viable community assets; enhances land which is currently unsightly and subject to repeated anti-social behaviour; minimises any one partners development costs particularly with sponsorship from local business (reducing overall cost); having the CIC as the main partner provides possible grant funding; delivers one place for residents to access a range of services and regenerates the heart of Fair Oak village.
Estimated Costs	£157,000 (section 106 allocation)

Within the above solution a further sub-option was considered being whether to retain and renew what was already on site. However, this was discounted as the building is in

significant disrepair and a permanent structure which does not meet new covenant placed on the site. A consultation was launched during April 2021 to get feedback from the public on what they think of the above proposal and the results are presented at the end of the final document.

Other Options Considered and discounted

Option 2 Do nothing	
Explanation	Scouts retain site for the remainder of their lease (60 years), no maintenance or use of scout hut and no development takes place.
Risks	Facilities are currently not fit for purpose with high running costs for the Scouts who have relocated to the Woodland Community Centre, increased anti-social behaviour and inaccessible (and in part dangerous) to members of the community.
Benefits	No development costs, partnership risks or other uncertainties.
Estimated Costs	The Scouts would continue to pay ground rent, security, repairs and maintenance to the scout hut. Patch up work will continue to be done to the building, with longer term implications continuing to grow. Increased anti-social behaviour will add to maintenance costs on site.

Option 3 Parish considers other community use	
Explanation	The Parish Council might wish to consider other community uses such as a car park
Risks	Add traffic to an already busy road as well as ongoing maintenance costs. Also increases air pollution in the area when the Council are trying to encourage greener/healthier modes of transport. There is a car park already on site albeit managed by a separate entity. Management of the car park will add additional pressure on the Operations Team.
Benefits	Will provide a number of car parking spaces free for use.
Estimated Costs	Dependent on what FOPC was able to progress.

Option 4 Fountain Café CIC build the Café	
Reason discounted	As a CIC, the Café do not have the funds to front fund the erection of a café, nor do they have funds to maintain the building. Additional risk would be that the council would lose control of a "keystone site"

4 Expected benefits

- 4.1 Delivery of new community facilities including: - not for profit community café, social enterprise schemes. The building construction scheme will also deliver greater access to the play area and connectivity to the community building, disabled parking, having a greater presence on site could have a positive impact on the antisocial behaviour, by engaging those individuals to use the building so that they invest in the site. Discussions with local youth workers, PCSO's and the schools on this element.
- 4.2 The Café will seek to work with and complement the existing offer in and around Fair Oak rather than compete against other community facilities such as the Community Library.
- 4.3 FOPC will not be required to take out a loan and or increase their precept to pay for capital costs and or revenue costs.
- 4.4 Up front project costs covered by S106 monies and expertise shared between the partners.
- 4.5 Numerous legal legacy issues on the site have now been resolved.
- 4.6 Revenue costs will be minimised by appropriate construction but day to day management will be under the control of Fountains CAfe CIC or any subsequent tenant.
- 4.7 Local communities book the facility for community purposes and generate an income stream to help cover running costs;
- 4.8 Services to be run by the CIC staff and volunteers;
- 4.9 The following table sets out the critical success factors for the project:

Factor	Current	Success factor	Owner
Capital cost	Does not exceed agreed budget/partner contributions	Project delivered within agreed costs	Project Board
Revenue	See finance section	Revenue costs are sustainable longer term and services provision on site protected	Fountain Café
Carbon neutral building	Building to have solar panels	Zero emissions and energy costs.	Project Board

5 Possible risks⁷

- 5.1 Community does not accept the Café, leading to low utilisation rates and no additional community services are attracted to the facility.
- 5.2 Extra footfall in the building not sufficiently taken account of, leading to difficulties with congestion on site.
- 5.3 Any others which come to light during the project will be managed by the Steering Group.

6 Major risks – high level risk register

Risk	Countermeasure
Capital costs exceed available funding	Agreement between partners on who will carry what financial risks within a collaboration agreement.
Revenue costs in the new facility exceed sustainable levels	Look to keep revenue costs down through prioritising measures which make the facility financially viable, including income generation and sustainable energy projects.
Legal and partnership agreements cannot be resolved	Agree clear lease terms at the outset.
Lack of buy-in from partners	Partners to agree a Memorandum of Understanding as the basis for moving forward.
Limitations re income generation from external partners	Seek out potential users to ensure a baseline of community users will use the centre once opened.
Project fails to progress leading to increasing revenue costs and an eventual loss of community facilities in the Village.	Ensure partners are committed to delivery and work with stakeholders to build support for the project.
Parish Council fails to adhere to the Overage restrictions on the site	Business and project plan to be reviewed by the Council's Solicitor and new measures on site to be reviewed by the Solicitor in the first instance.

⁷ Associated to the operator of the site

7 Cost & timescale

Capital Funding

7.1 The financial contributions for the delivery of this project will consist of: - FOPC - £40k, Section 106 monies - £157, as well as sponsorship from local business in the form of: -

- Bargate Homes / Trinity Rose – planning, project management, architectural drawings and building advice.

7.2 In addition to this FOPC will ensure the project has the necessary project managers and expertise in place to move the project forward in a timely manner. Up front funding can be put into the scheme by the Parish Council using allocated S106 funds.

7.3 The following table sets out the indicative capital contributions and costs for the scheme: -

CAPITAL COSTS	£(000)	CAPITAL FUNDING SOURCE	£(000)
Demolition & site clearance	15,000	FOPC EMRs (40K)	
Purchase & build of modular building inc internal toilets	120,000	Section 106 (157k)	
Furniture, Fit Out & Equipment	30,000	Section 106	
Gate/Play area access	1,000	Parish EMR	
Contingency	10,000	Parish EMR/S106	
Total capital costs, estimated	176,000	Total funding available	197,000

7.4 Any shortfalls in funding will be overcome by crowdfunding and grants applications. However, the above shows an available contingency fund of £21k.

7.5 The building will be an asset of the Parish Council and its costs will be accounted for within the regular parish accounts. The lease will be on a commercial basis with all VAT requirements appropriately recorded. Both legal and Auditor advice will be taken at each stage of the process.

7.6 The following revenue position is at an early stage given that designs are still ongoing and further discussions will be needed to further clarify this element.

7.7 It is proposed that the CIC and FOPC enter a non-repairing lease agreement with an initial 10-year term and appropriate break clauses. All revenue risk will remain with the tenant." Fountain Cafe will take a 10-year peppercorn rent on the site which will ensure some security for both partners.

7.8 The Fountain Café will be providing work experience, employment and

training for people with additional learning needs as well as volunteering opportunities for local residents.

- 7.9 Evolving site – additional temporary buildings (outside igloos/cabins) as scheme progresses to be funded via grants/crowdfunding/S106

ALL FIGURES ARE APPROX AND SUBJECT TO FINAL LAYOUT

User	SQM	% of facility
Café phase 1	100	50
Accessible Toilet(s)	13	5
Kitchen/Servery	40	20
Additional community space (Phase 2)	50	25
Total	203	100

- 7.10 Running costs will be firmed up once the detailed renewable energy elements have been agreed. However, estimated expenditure for FOPC is given below: -

FOPC expenditure	Year 1	Year 2	Year 3
Repairs & Maintenance	500	500	800
Insurance (+5% pa)	300	350	350
Total FOPC expenditure	800	850	850

*CCTV already on site and will cover the building. Could have the use of a roving CCTV camera in addition

Income generation

- 7.11 With the assistance of FOPC, the Fountain Café will pro-actively seek out opportunities to generate income for the Community Hub and new facility and will provide an ideal platform for income generation through appropriate and flexible spaces which can be offered to a wide range of public, private and 3rd sector organisations.

- 7.12 The following table sets out indicative income generation which the Fountain Café will be expected to achieve for the long-term sustainability of the site:

-

Fountain Cafe income	Year 1	Year 2	Year 3
Hire of space/catered events	6000	8500	8500
Cafe sales	59500	94000	111000
Donations	2500	2500	2500
Annual grant funding	1000	1000	1000
Friends of Fountain (subscription)	2500	3000	3000

Total Income	71500	109000	126000
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Year one is based on a phased income over the first 6 months. Year two is based on a consistent income over 12 months and increased income through additional opening hours. Year 3 also assumes increased income through further additional opening hours. Both Years 2 and 3 assume 1 additional opening day per week, with a conservative income increase of £17000pa for each additional day.

Fountain Café Expenditure	Year 1	Year 2	Year 3
Capital expenditure	3000	3000	3000
Cost of sales	15000	20000	25000
Consumables	600	700	800
Staff Costs *	56000	70000	84000
Repairs, Maintenance & Running Costs	1000	1200	1400
Rates **	2000	2000	2000
Utilities	3500	4000	4500
Insurance (+5% pa)	1300	1400	1500
Accounts/Legal Fees	1100	1000	1000
Miscellaneous	1100	1200	1300
Total FC expenditure	84600	104500	124500
Volunteer manager reduction ***	63000		

*Based on 2 paid servers (with additional learning needs) for 56hrs per week, plus a manager for 36hrs per week. This increases in Years 2 & 3 for staff costs associated with additional opening hours (1 extra day/week).

**Business rates are included at this stage, although there is a strong likelihood that the Café will be exempt from having to pay these.

***Expenditure is based on a manager taking a full wage, although it is intended that this is a volunteer role in Year 1. It is deemed pertinent to keep the expenditure as shown in case this situation changes.

Risk mitigation

7.13 In order to fully assess the risk, a worst-case scenario should be investigated to determine what stresses FOPC could be placed under if the proposed financial income from the site were not achieved. On that basis the following table sets out a revised income stream and a revised consequential cost plan based on the following assumptions:

7.13.1 Half space hire income coming in;

7.13.2 Energy costs;

7.13.3 Half other income (fundraising, donations, grants) coming in;

7.13.4 Fix costs remain the same;

7.14 The following table then sets out the income based on the worst-case

scenario.

Fountain Cafe income	Year 1 forecast	Worst case Scenario	Covid Restriction Scenario
Hire of space/catered events	6000	3000	2500
Cafe sales	59500	29750	9300
Donations	2500	1250	1250
Annual grant funding	1000	500	1000
Friends of Fountain (subscription)	2500	1250	1250
Total Income	71500	*35750	**15300

*Worst case scenario income is based upon achieving only 50% sales and hire potential.

**Covid Restrictions scenario is based upon projected take-away sales and external baking orders only and also allows for reduced donations and subscriptions.

Fountain Café expenditure	Year 1 forecast	Worst case Scenario	Covid Restriction Scenario
Capital expenditure	3000	3000	3000
Cost of sales	15000	10000	3000
Consumables	600	400	200
Staff Costs	56000	34300	0*
Repairs, Maintenance & Running Costs	1000	700	500
Rates	2000	2000	2000
Utilities	3500	2500	2000
Insurance (+5% pa)	1300	1300	1300
Accounts/Legal Fees	1100	1100	1100
Miscellaneous	1100	1100	500
Total FC expenditure	84600	**56400	13600

*Assumes Covid restrictions are in force prior to Jan 22, in which case no paid staff will be employed.

**In the eventuality of a 'worst case' scenario, then a £20,650 loss would need to be subsidised. It is suggested that this is covered jointly by the FOPC and the Fountain Café.

8 Accountability / Delivery

8.1 FOPC in consultation with the Fountain Café CIC, is responsible for the overall delivery of all elements of the building project.

8.2 Fountain Café will oversee any other grants that it chooses to pursue.

8.3 Fountain Café will deliver the detailed Hub operational plan, including use of

community spaces.

8.4 Facilities management will be overseen agreed by FOPC.

8.5 FOPC will be responsible for the delivery of all legal agreements.

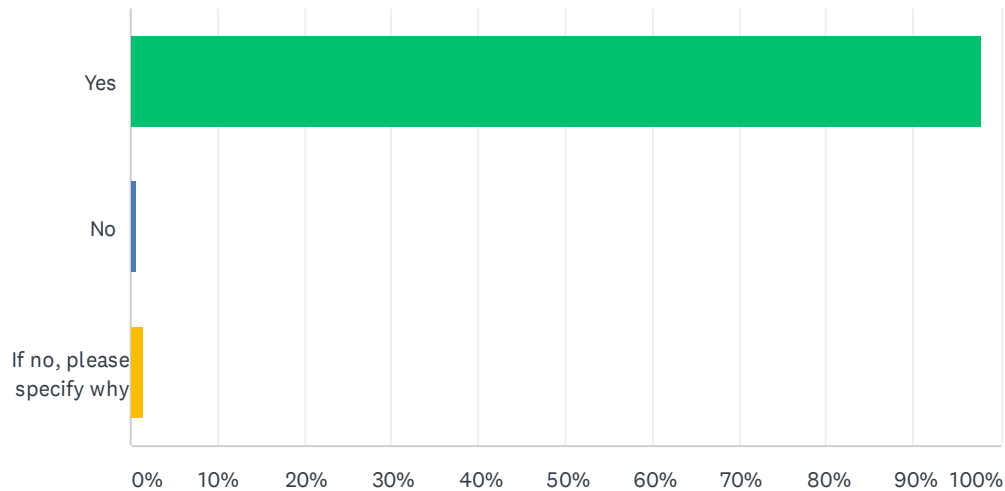
9 Timeline

9.1 The following table sets out the proposed timeline.

Action	Target date
FOPC Full Council	4 May 2021
Shorts Road Resident street survey	May 2021
2 nd Public Consultation	June 2021
Collaboration Agreement signed	June 2021
Legal agreements in place (lease)	July 2021
Tendering/Planning for modular building	June 2021
Appointment of contractor(s)	July 2021
Parish Council update report	July 2021
Start on site	August 2021
Building complete	October 2021
Building open	December 2021 commences operation January 2022

Q1 The café will be placed on the site of the old scout hut occupying a similar size to the existing building, do you support this?

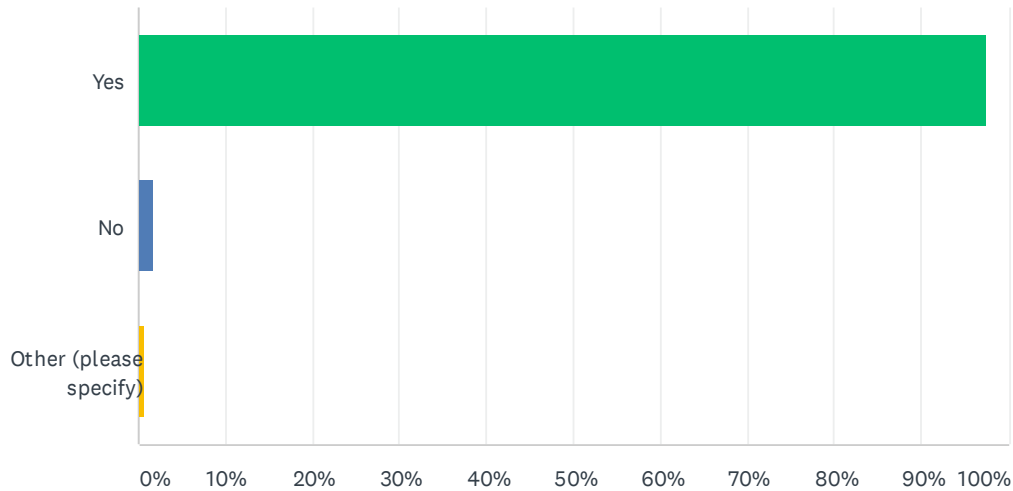
Answered: 911 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	97.80%	891
No	0.66%	6
If no, please specify why	1.54%	14
TOTAL		911

Q2 As part of the covenant on the land, the building must be a temporary structure and will be a single-storey log cabin style building with glazing giving line of site from the road to the park. Do you support this?

Answered: 910 Skipped: 1



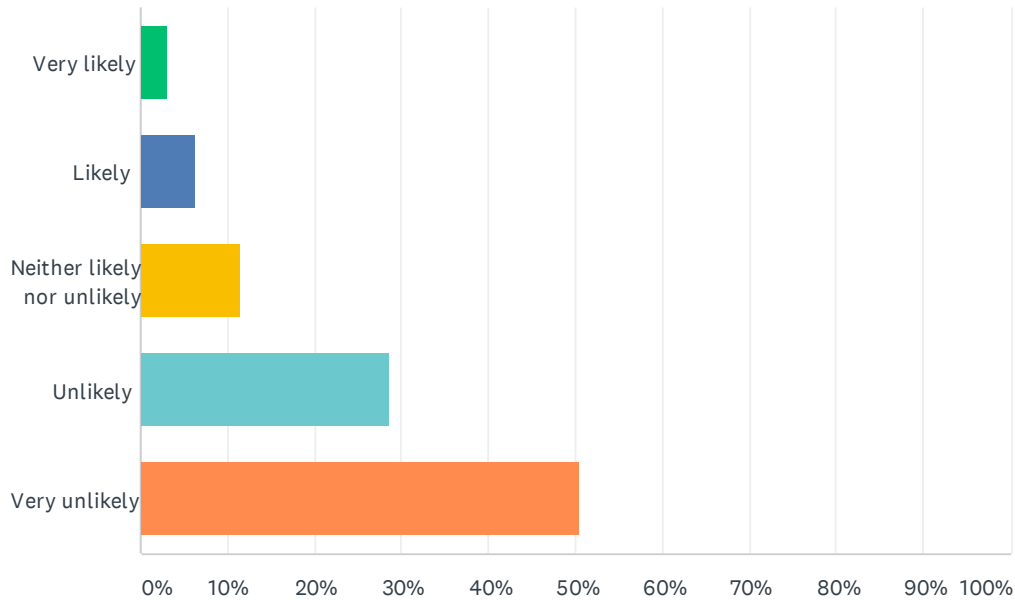
ANSWER CHOICES		RESPONSES	
Yes		97.58%	888
No		1.76%	16
Other (please specify)		0.66%	6
TOTAL			910

Q3 Sustainability will be at the core of the scheme, with energy efficient elements including solar panels, landscaping and community herb planters. What other sustainable elements would you like to see?

Answered: 540 Skipped: 371

Q4 Due to the size restrictions of the site, and in keeping with the green agenda, only disabled parking spaces will be provided. Would this stop you from using the café?

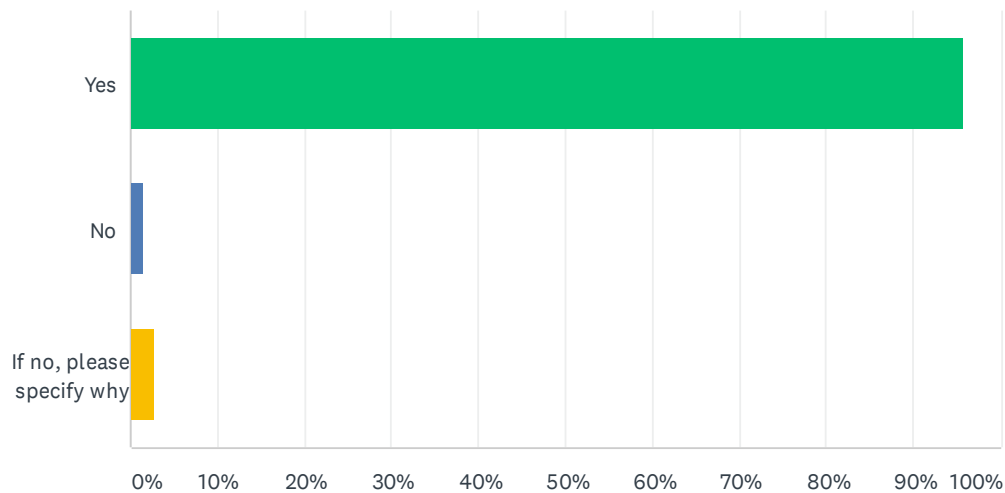
Answered: 908 Skipped: 3



ANSWER CHOICES	RESPONSES	
Very likely	3.08%	28
Likely	6.28%	57
Neither likely nor unlikely	11.56%	105
Unlikely	28.74%	261
Very unlikely	50.33%	457
TOTAL		908

Q5 The Café will provide quality, affordable refreshments, specialising in homemade cakes, would you visit?

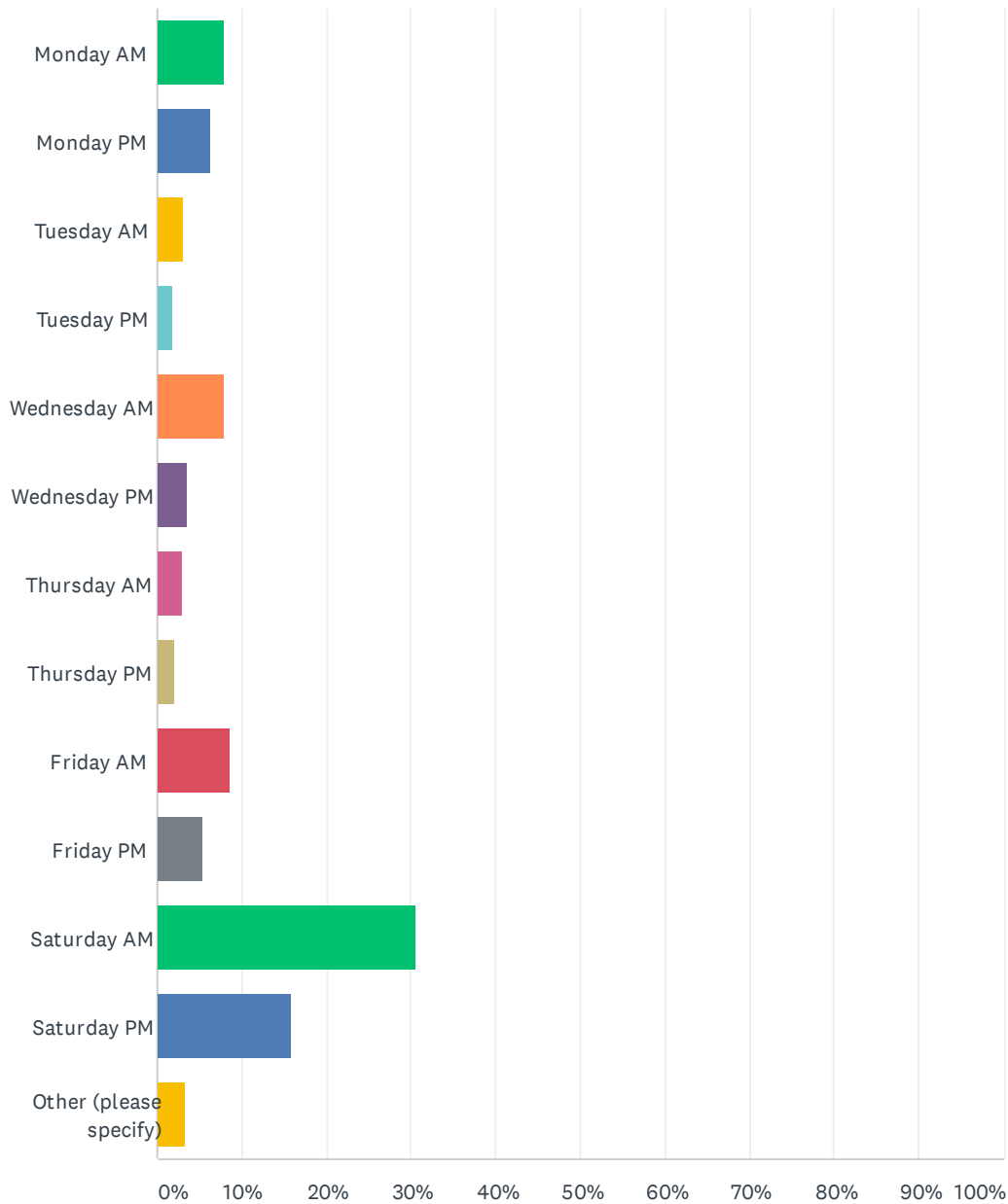
Answered: 910 Skipped: 1



ANSWER CHOICES		RESPONSES	
Yes		95.71%	871
No		1.54%	14
If no, please specify why		2.75%	25
TOTAL			910

Q6 To begin with, the Café will only open on a limited number of days/hours per week. Which days/times would you be most likely to visit?

Answered: 882 Skipped: 29

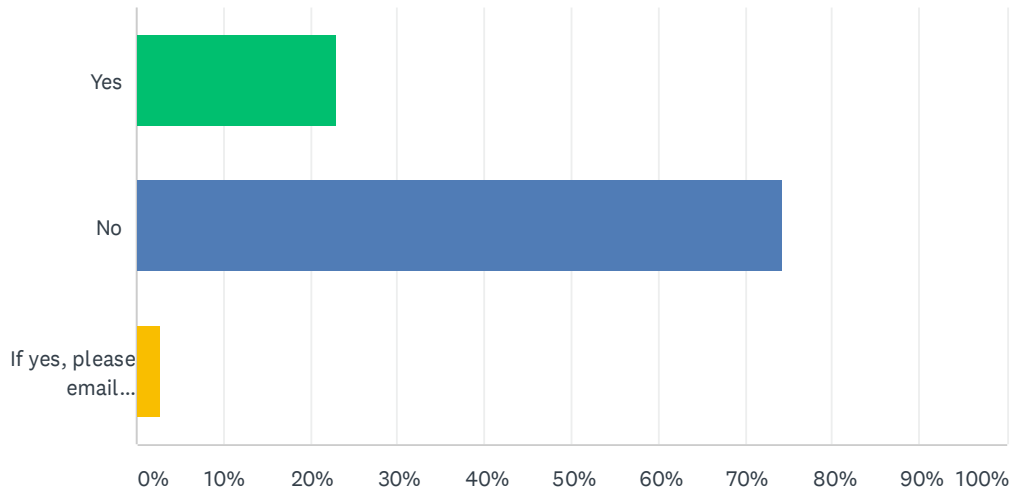


The Fountain Community Café

ANSWER CHOICES	RESPONSES	
Monday AM	8.05%	71
Monday PM	6.24%	55
Tuesday AM	3.17%	28
Tuesday PM	1.93%	17
Wednesday AM	8.05%	71
Wednesday PM	3.63%	32
Thursday AM	2.95%	26
Thursday PM	2.04%	18
Friday AM	8.62%	76
Friday PM	5.44%	48
Saturday AM	30.61%	270
Saturday PM	15.99%	141
Other (please specify)	3.29%	29
TOTAL		882

Q7 We would love to the get the community involved in the building process and setup a community build project. Is this something you would be interested in helping with?

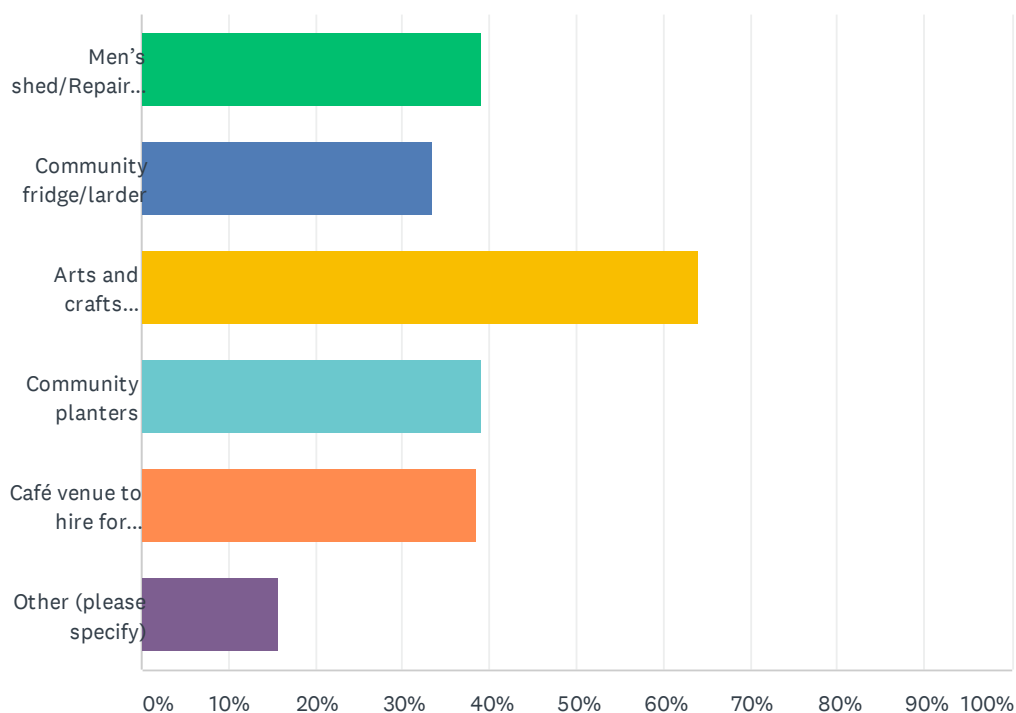
Answered: 891 Skipped: 20



ANSWER CHOICES	RESPONSES	
Yes	23.01%	205
No	74.30%	662
If yes, please email enquiries@fairoak-pc.gov.uk	2.69%	24
TOTAL		891

Q8 As the Café progresses, we would like to host other services on site, please tick the services that you would use/support

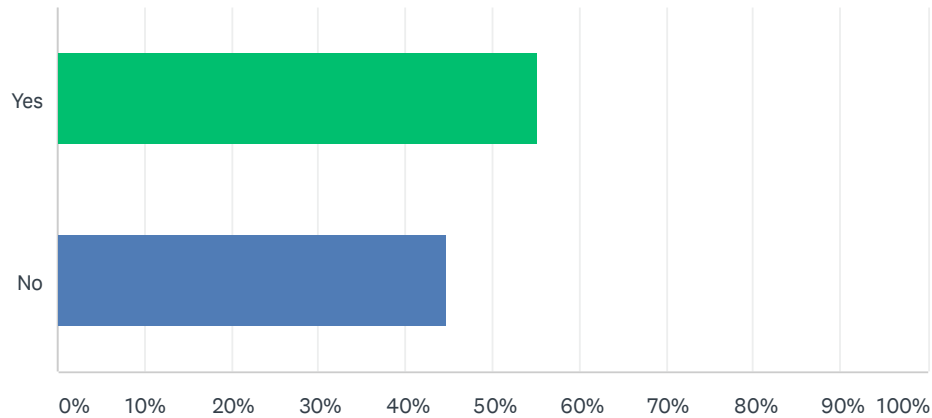
Answered: 835 Skipped: 76



ANSWER CHOICES	RESPONSES	
Men's shed/Repair workshop	39.16%	327
Community fridge/larder	33.41%	279
Arts and crafts workshops	64.07%	535
Community planters	39.16%	327
Café venue to hire for conferencing	38.56%	322
Other (please specify)	15.69%	131
Total Respondents: 835		

Q9 Should the project fall short of funds for any reason, would you donate funds to help support this project through a crowdfunding page or if you are a business, with materials and expertise?

Answered: 894 Skipped: 17



ANSWER CHOICES	RESPONSES	
Yes	55.26%	494
No	44.74%	400
TOTAL		894

Q10 Is there anything else you think could help us in planning for this new venture and would encourage you to attend the community café

Answered: 416 Skipped: 495

FULL COUNCIL – 4 MAY 2021

APPROVAL TO AWARD OF TENDER FOR PEMBERES HILL PLAY AREA

1. PURPOSE

- 1.1 This report requests approval to award the tender for Pembers Hill Play Area to Vitaplay Ltd and agree total project costs.

2. BACKGROUND

- 2.1 In March 2021, a Design Brief was issued for an approved play area company to design and install play equipment at Pembers Hill. The play area is designed for children up to around 8/9 years old but as children's development can vary greatly it would not exclude a 10-year-old.
- 2.2 Designs and submissions were sought based on the information received from the local community via a questionnaire which shaped the following criteria:
- The play area to be designed to cater for multi ages;
 - Nature/woodland theme and natural play materials;
 - 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 ten companies who are members of the Association of Play Industries.
- 2.4 The deadline for tender submissions was 20 April 2021. Four tenders were received by the deadline.
- 2.5 On 21 April 2021, 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 three 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 three companies were submitted to the public vote: Vitaplay, Russell Play and Eibe.
- 3.2 The public vote took place over an 8-day period between 22 – 29 April 2021.
- 3.3 The designs were shared on Facebook, the Parish Council's website and notices placed on site directing residents to the public vote on the website.
- 3.4 131 residents responded during the public vote. The final votes were: -

Design 1 = 91 votes (69.5%)

Design 2 = 30 votes (23%)

Design 3 = 10 votes (7.6%)

Design 1 (Vitaplay) being the winning vote.

4. CURRENT POSITION

4.1 The project budget and expenditure is set out below: -

Budget Source	£
S106 Play Area contribution	69,716.06
Play area supervision fee	3,236.11
Totals	72,952.17

Table 1a

Project Expenditure	£
Play area, inc fencing gates & equipment	65,000
Consultancy Fees	5,836.17
Play area & sun awareness signs	250
Contingency	1,866
Total	72,952.17**

Table 1b

*In addition, EBC has allocated S106 monies for public art in the Bishopstoke, Fair Oak & Horton Heath (LAC) area which could fund bespoke benches and artwork on site. The Clerk will request £5k for this site.

**It is also expected that the Parish Council should receive £30,000.00 + RPI Commuted sum from EBC for the ongoing maintenance of the play area and the commuted sum for the on-going maintenance of the on-site public open space land.

- 4.2 The Council's Play Area Consultant informed all three companies of the outcome of the vote. The company with the highest public vote (Vitaplay) have indicated that they are able to commence work to the play area at the beginning June 2021. It is hoped that the play area can be opened during the early start of the school summer holiday.
- 4.3 The winning design by Vitaplay 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 £65,000. Therefore, in accordance with the design brief, Vitaplay submitted their quote for £64,894.00 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.
- 4.5 The Clerk has also requested EBC transfer £5,000 of public art funds for the purchase of bespoke carved benches, bug hotels and a BBQ post¹, for placement on the public open space.
- 4.6 Martin Johnson, Operations Manager for the Parish Council has carried out a site inspection of the public open space on Thursday 29 April 2021. As a large majority of the requested works have been carried out (and the remaining works will be carried out soon) to an acceptable standard, the Parish Council will take on the management and maintenance of the POS pending the legal transfer from Drew Smith Ltd to EBC and then subsequently devolved to Fair Oak and Horton Heath PC from the 1st May 2021.

¹ Subject to further community consultation with Pembers Hill Drive residents.

5. NEXT STEPS

- 5.1 Following approval of the Council to support the public vote and award the tender, the Clerk will send a formal appointment letter to Vitaplay.

- 5.2 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.
- 5.3 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.
- 5.4 Should there be any contingency funds remaining, members might wish to consider delegating authority to the Clerk, in consultation with the Chairman, the funds to enhancing the remaining public open space.

6. FINANCIAL IMPLICATIONS

- 6.1 The total project costs set out in tables 1a & 1b in paragraph 4.1 is **£72,952.17**.
- 6.2 The total cost of the winning design company, as set out in paragraph 4.4 is £64,894.00.
- 6.3 That £5,000 be spent on enhancements to the remaining public open space as detailed in paragraph 4.5.

7. RECOMMENDATION

- 7.1 That the tender received from Vitaplay to undertake and complete the works be accepted and awarded to them;
- 7.2 That bespoke carved benches and bug hotels be purchased using the allocated public art fund as set out in paragraph 4.5 above; and
- 7.3 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.

For further information contact:

Melanie Stephens, Parish Clerk
Email: clerk@fairoak-pc.gov.uk

David Bowen, Play Area Consultant
Email: dave@dbconsultancy ltd.com

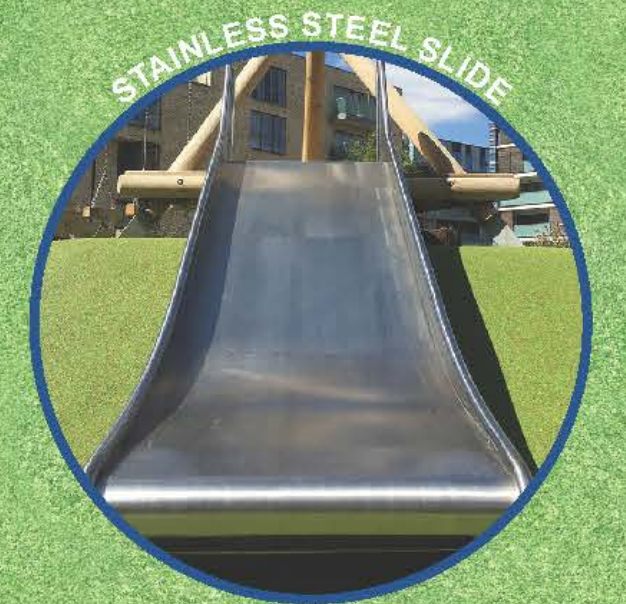
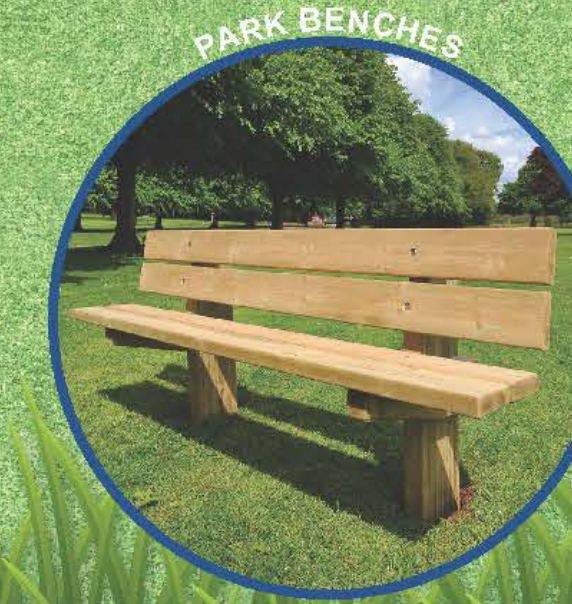
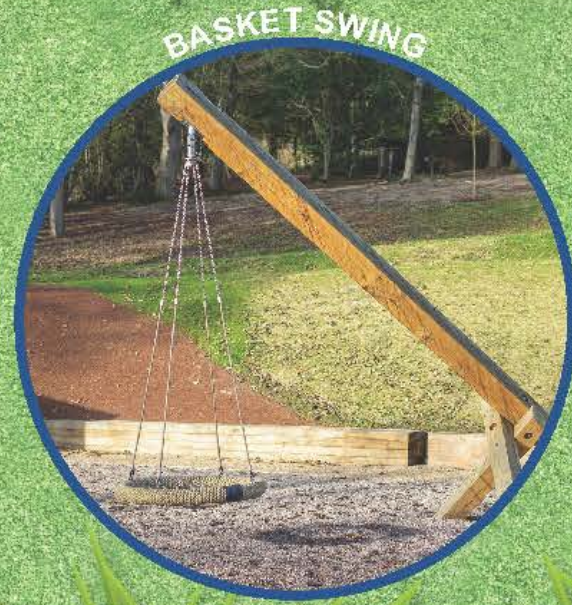
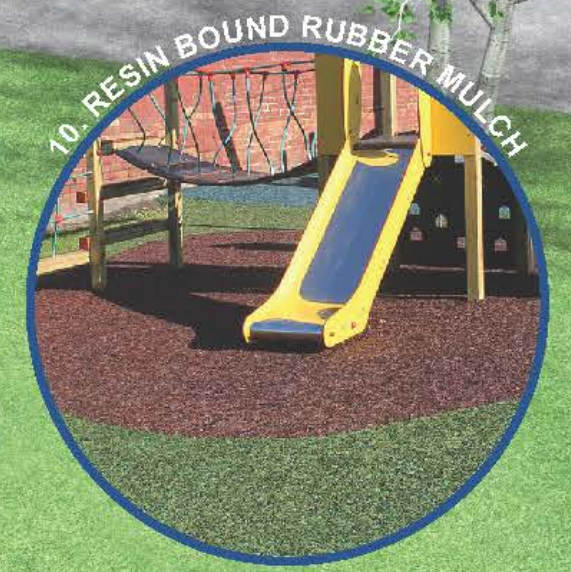
Pembers Hill Drive Play Area

Equipment Product Key:

1. Multi Play Climbing Tower
 . Wide Stainless Steel Slide
 . Clatter Bridge
 . Rope Ramp Climber
 . Balance Beams
2. Single Bay Swing
 . Flat Seat, Cradle Seat
3. Basket Swing
4. Seesaw
5. Adventure Trail
 . Log Bridge, Stepping Logs,
 Balance Beam, Rope Traverse
 & A Burma Bridge
6. Hammock
7. Play Mound, Tunnel
8. Toddler Table & Stools
9. Park Bench x 2
10. Litter Bin x 2
11. Fencing & Self Closing Gates.
 . 2 x Single Gates

Safety Surfacing:

12. Resin Bound Rubber Mulch
 . Autumn Blend & Green



FULL COUNCIL – 4 MAY 2021

LAPSTONE PLAYING FIELDS TENNIS COURTS

1. PURPOSE

- 1.1 To agree appropriate option for the development of the tennis courts at Lapstone Playing Fields.

2. BACKGROUND

- 2.1 Lapstone playing fields tennis courts, are situated on the eastern boundary of the playing fields and are accessed either through Pavilion Close or on foot via a number of permissive pathways leading to the fields.
- 2.2 Historically the Tennis courts have been a free to play facility on a first come-first served basis with no booking system or court allocation in place.
- 2.3 This has led to, on several occasions, court hogging and professional coaching taking place without consideration for other users waiting to play.
- 2.4 In August 2020, the Parish Council set up an on-line booking system via the council's own website, which allows users to book courts for time slots which ensures more users have the opportunity to play. This has had some success, but we have had some reports of users abusing the open-door policy and using the courts without booking a time slot.
- 2.5 In consultation with The Health and Wellbeing team at Eastleigh Borough Council who are responsible for many of the borough council's sport and physical activity programmes and are continuing to tackle inactivity in the borough, we have explored the potential of offering professional coaching and better facilities with the help and assistance of external partner organisations.
- 2.6 We have carried out onsite meetings with EBC, Premier Tennis and The Lawn Tennis Association. We have also seen both operating models in use at both Places Leisure, Eastleigh and Woodhouse Lane, Hedge End. Both Premier Tennis and The LTA have submitted proposals to fund and help improve facilities, managing the bookings systems or supply the technology for the Parish Councils to self manage, offer professional coaching and after school and holiday activities, along with generating an income for the council.
- 2.7 It's important the Parish Council consider the advantages and disadvantages of managing the courts 'in-house' and outsourcing to an external provider, such as Premier Tennis. The below bullet points will help to inform that decision.

3. COURT MANAGEMENT OPTIONS

3.1 Managing 'In-House'

- LTA grant funding available for the installation of a SmartAccess Gate to manage the site (*power supply is required*) approx. £2,500.00 cost for the electrical supply installation.

- Support from the LTA to set up the SmartAccess Gate and management system, called ClubSpark
- Able to adopt a low-cost model keeping tennis affordable to all whilst generating income (similar model to Hedge End Town Council)
- Potential to generate a larger income for the Parish Council if managed in-house (Hedge End Town Council generate circa. £10,000 per year)
- Opportunity to contract a coach/coaching provider to deliver a community coaching programme

3.2 Outsourcing Operation

- External Provider (i.e. Premier Tennis) can take on full operation of the courts, removing responsibility from the Parish Council
- External Provider can manage facility improvements and install their Gate Access and booking system
- External Provider can deliver a community coaching programme
- It's important to establish with the external provider the pricing structure they wish to implement (i.e. hourly court rate for the public) Pricing at Places Leisure is £6.00 per hour
- It's important to establish what a 50/50 profit share looks like. Does it cover the recommended annual sinking fund for the courts (£2,400)

The three options now available to the Parish Council:

- Install LTA Club Spark system, managed by the PC with better return on income
- Work with Premier Tennis to install their system. Premier Tennis manage all bookings and coaching offer. Return to PC is reduced
- Keep courts open access and run coaching and activity programmes

4. FINANCIAL IMPLICATIONS

- 4.1 The Council has allocated £4,000 in the 201/22 budget for improvements to the tennis courts.

5. RECOMMENDATION

- 5.1 That the Council consider the options above and determine a way forward; and
- 5.2 That the Operations Manager, in consultation with the Chairman, be given delegated authority to progress the project using the budgeted funds.

For further information contact

Martin Johnson, Operations Manager
grounds@fairoak-pc.gov.uk

Lapstone Playing Fields Tennis Courts

Provided to	Melanie Stephens, Martin Johnson and Parish Councillors
Purpose of brief	Recommendations for future sustainability of the tennis courts
Prepared by	Rob Peters (Lawn Tennis Association)

1) Context

Fair Oak & Horton Heath Parish Council have two non-floodlit tennis courts at Lapsone Playing Fields, both of which in a good condition. The courts are currently left open for the public to use free of charge. The Parish Council recently introduced a booking system through the Council website to help manage the courts.

LTA insight shows that parks are the most common place people play tennis (36%), in comparison to clubs (14%) and schools (23%) and therefore are important facilities to grow participation in the sport. The LTA are working with Local Authorities to improve the access and management of park tennis courts through the use of technology. The LTA also wants to work with Local Authorities to safeguard park tennis courts by adopting sustainable operational models.

2) Proposal

The LTA is working with Local Authorities across the south & south west to support with the management and sustainability of park tennis facilities, through the use of technology. The recommended annual sinking fund for a non-floodlit court is £1,200 and therefore it would be advised that the Parish Council introduce a charged model to ensure the facilities are self-sustainable. The LTA have worked with other Local Authorities (such as Hedge End Town Council) to implement a low-cost 'Household Membership' or 'Tennis Pass' (£35 per year) and Pay & Play (£5-6 per hour), making it easy for people to book and access affordable tennis.

This model works alongside [ClubSpark](#) (LTA venue management tool) and [SmartAccess Gates](#), something which could be grant funded by the LTA. These systems allow members of the public to make a court booking from their phone or laptop, receive a unique code via email and access the courts. There is also a mobile App which supports this, making it possible to book a court within seconds.

Prior to introducing a charged model we would always advise investing in the tennis courts. As the courts at Lapstone Playing Fields are in a good condition it would be recommended that low level improvements to the courts are made (clean, bind and paint) along with improvements to the fencing. Further detail about the recommended facility improvements and costs associated with this can be found in point 4.

3) Case Study – Hedge End Town Council

Hedge End Town Council, in partnership with the LTA, Hampshire County Council, Eastleigh Borough Council and the Hampshire Playing Fields Association, refurbished three courts and installed a SmartAccess Gate. Hedge End Town Council operate the courts, offering a £38 Annual Household Membership alongside Pay & Play. This enables the Council to set aside an annual sinking fund of £1,200 per court for on-going maintenance and longer term resurfacing, creating a sustainable model for the tennis courts.

As of April 2021, there were **153 households** signed up to the annual membership, which equates to **376 unique people**. The park has also had **280 pay & play bookings** over the past 12 months. The council contract a coaching provider to deliver a coaching programme and pay a rental fee for use of the courts

As a result, Hedge Town Council generates in the region of £10,000 per year, from the three tennis courts:

- Household Membership = circa. £5,500
- Pay & Play = circa. £2,250
- Coaching Provider Rental Fee = circa. £2,500

<https://clubspark.lta.org.uk/WoodhouseLaneRecreationPark>



Lapstone Playing Fields Tennis Courts

4) Facility Improvements

The courts at Lapstone Playing Fields are in a good condition and with a small investment made for cleaning, binding and painting this would bring the facility up to a high standard. The cost for this work would be in the region of £4,000 and it would be recommended to seek quotes from [SAPCA approved contractors](#). It would also be recommended small improvements are made to the fencing as in places there are gaps between the fence and tennis courts. It would be thought this work could be completed by the Parish Council grounds maintenance team at minimal cost.

Any facility work such as court cleaning and painting would be best carried out in early Spring during dry weather, which would allow the Parish Council to launch upgraded facilities ahead of the summer season.

5) SmartAccess Gate Technology

The LTA have funding available to support Local Authorities with the installation of SmartAccess Gates, which cost around £6,000. The gate requires power supply which would be the responsibility of Fair Oak & Horton Heath Parish Council but it is thought this can be accessed from the cricket hut less a short distance away.

As part of the gate installation the Local Authority will sign an agreement with the installation company (CIA) and be responsible for the annual maintenance circa. £700, outlined below.

- 1 x Annual Preventative Maintenance Service Visit & Technical Phone Support = £420
- Cloud Interface Charge per Gate = £60-70
- Annual Mobile Data Charge (if applicable) = £210-220
- No mileage charge will be incurred for preventative maintenance works.

To access an LTA Grant for a SmartAccess Gate, Lapstone Playing Fields will need to become an [LTA Registered Venue](#) (£60 per court) and meeting the LTA Safeguarding Standards. Venue Registration will also importantly give the Council access to our venue management system, ClubSpark.

6) Summary

There is a fantastic opportunity for the Parish Council to improve the tennis courts at Lapstone Playing Fields for the community, whilst generating income to maintain the facilities. It's really important for the Parish Council to consider the option of managing the courts 'in-house' (in a similar way to Hedge End) or outsourcing operation to an external company (i.e. Premier Tennis). In partnership with Richard Wood (Eastleigh BC) I would be happy to support you with considering the options the Parish Council has in front of them.



FAIR OAK AND
HORTON HEATH PARISH COUNCIL



Opening up tennis, mobilising communities

Fair Oak & Horton Heath - Premier Tennis Pilot
Discussion notes

April 2021

Changing leisure landscape:

An increased focus on physical and mental well-being, combined with a surge in demand for outdoor exercise, creates opportunity for well managed parks tennis programmes to help Councils achieve and sustain health objectives and community benefits.

- **Physical inactivity:** continues to be a growing national concern, with lockdowns only increasing health inequalities; easy, affordable recreational activities are needed and can drive lasting behaviour change
- **Mental health:** rise in overall anxiety, loneliness and self-esteem issues, among both young and old, require new practical interventions; Covid has exposed the need for local support networks, which sport can provide
- **Outdoor exercise:** fresh air and natural light help body and mind, facilitate enjoyment and adherence, and tap into our desire for community; 'green exercise' has surged in the past year (tennis, golf, open-water swimming)
- **Tennis for all:** mainstream appeal, gender parity and lifelong participation make tennis a game for all seasons; demand can be unlocked by quality facilities, slick online booking, sustained promotion and good customer care
- **Green spaces:** budget constraints have added pressure to the effective management of parks, requiring innovative operating models that respect localism and improve ageing facilities



Our response:

CREATIVITY



AGILITY



KINDNESS



FAIR OAK AND
HORTON HEATH PARISH COUNCIL

2020 social impact scorecard:

Parks Tennis CIC, a not-for-profit community interest company trading as Premier Tennis, has developed a unique capability to drive community tennis participation and generate sustainable income for the common good.

137

COURTS

87,898

BOOKINGS

270k

ACTIVITY HOURS

135m

CALORIES BURNED

16,660

CUSTOMERS

£3,514

INCOME PER COURT

56

NET PROMOTER SCORE

1

MISSION:
improving lives
through tennis

133

PARTNERSHIPS

15,071

FRESH MEALS

18,677

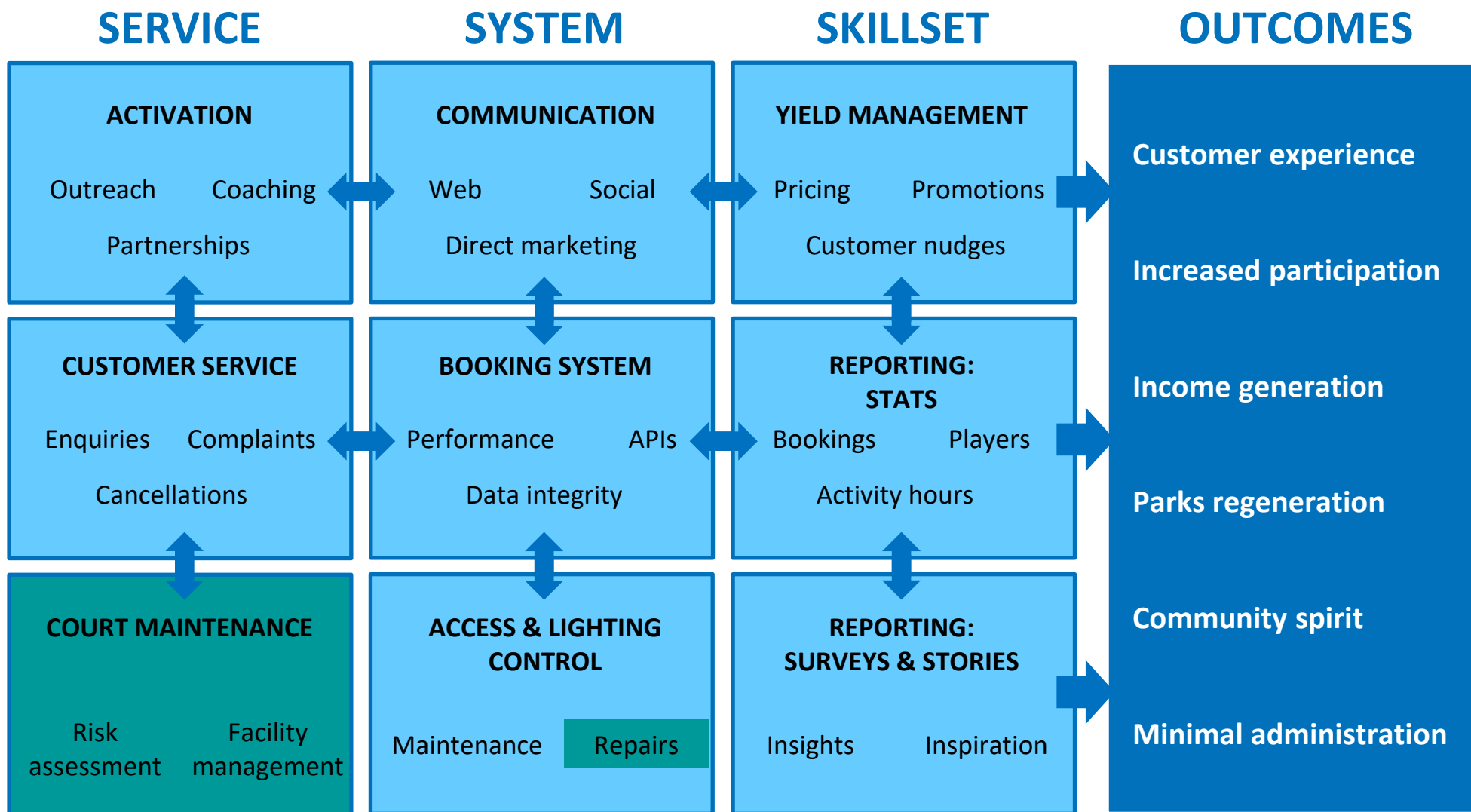
HOT DRINKS



FAIR OAK AND
HORTON HEATH PARISH COUNCIL

Premier Tennis offer:

A joined-up approach is needed to engage new audiences, mobilise local people and balance community/commercial interests; over many years, we have developed the service, system and skillset to partner Councils and the LTA for maximum impact.



FAIR OAK AND
HORTON HEATH PARK



LTA responsibility



Council responsibility

141

Lapstone Park Pilot opportunity:

A focused pilot over 18 months will test a new management model and provide insights for future decision-making, with the goal of sustainable economics – at no cost or on-going commitment to Fair Oak & Horton Heath Parish Council.

Why?

- Seize the moment when outdoor exercise and parks tennis have surged (socially distanced)
- Use court booking and access control to regulate court usage (fairness and safety paramount)
- Test court charges (adult/concession)
- Provide insights to inform future strategic direction regarding management model for tennis
- Share business case with Councillors/other key stakeholders (economic, physical, social benefits)
- Front-foot communication onsite, online and via customer service (pre-agreed messages)

What?

- Timing: 2-4yr pilot from May/June 2021
- Low-cost charges per hour (up to 4 people), e.g.
 - £7 adult, £5 concession
- Easy online booking: TennisHampshire.com
- Free access control gates/locks
- Explore LTA-approved coach licence scheme
- Signpost to friendly competitions
- 7-day customer support (phone and email)
- On-going reporting: stats, survey and stories

**TennisHampshire
.com**

Where?

- Refurbished/standard courts, café linked/unmanned sites

	Park	Address	Courts	Gates	Upgrade?
1	Lapstone Playing Fields	Fair Oak, Eastleigh SO50 7PS	2 non-lit	1	<ul style="list-style-type: none">• Gate Access control system• Deep clean & moss kill

How much?

- FOHHPC/PT partnership:
 - 50/50 share of net income
 - No VAT payable as we have a VAT exemption
- No charge for booking system or access control gates
 - Can be removed at end of pilot if needed
- No cost for power supply or gate maintenance
- All costs borne by PT except court maintenance/repairs
- Initial court upgrade TBC (clean or paint?)

Court audit and upgrades:

The playing surface is considered in a good state of repair and playability but some aesthetic improvements could be made. The fencing is workable but not in a strong condition and will be prone to vandalism/cheating. All the below costings assume no capital spend on fencing.



Lapstone Playing Fields

2 x court venue:

- Slightly pitted but in tact and in good playing order
- No root cracks or other surface repairs required
- Few small patches of discolouration and debris staining by entrance
- Recommend the following possible options if in partnership with Premier Tennis:

Option 1 (low cost, 2yr term pilot)

- Gate access control system
- PT to fund gate (no cost to council) **Total £1.5k**

Option 2 (medium cost, 2yr term pilot)

- Gate access control system
- Deep Clean & Moss kill
- New centre-straps and galvanised steel swivels
- PT to fund gate (£1k cost to council) **Total £2.5k**

Option 3 (high cost, 4yr term pilot)

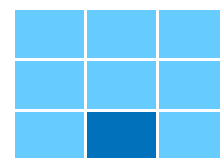
- Gate access control system
- Re-paint & bind
- Deep Clean & Moss kill
- New centre-straps and galvanised steel swivels
- PT to fund £2k **Total £6k**



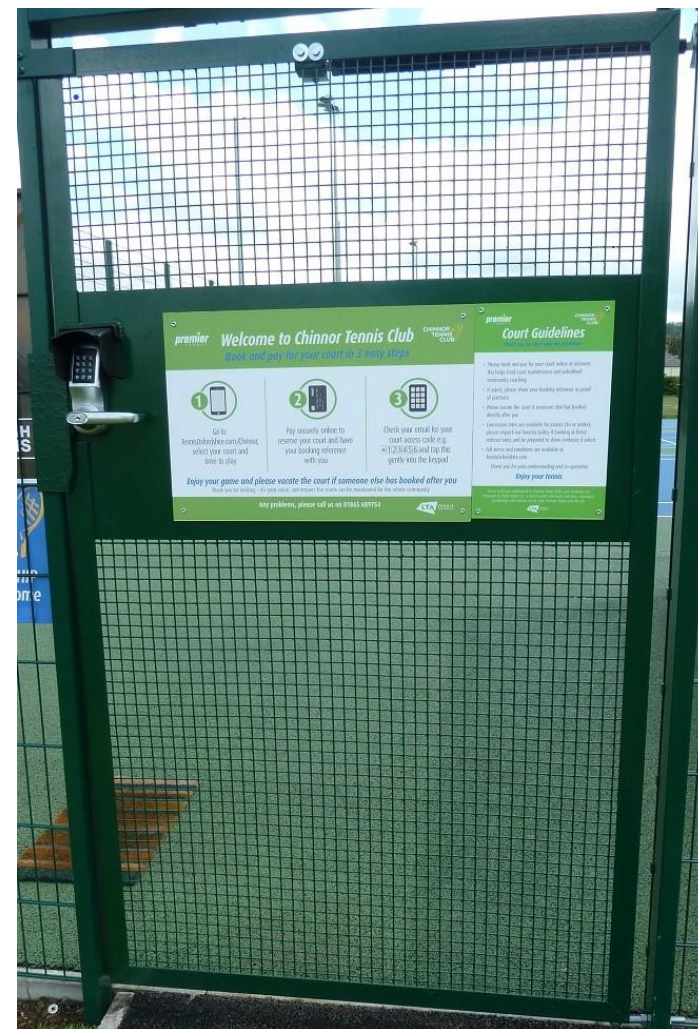
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SYSTEM – Access & lighting control

We install and maintain access control gates (and lighting control where appropriate) linked to our booking system, thereby enabling courts and income to be protected.



- Access control gates
 - Booking system integrated with access control: new code auto-generated for every hour
 - Easy access with facility and income protection
 - High customer acceptance: 77% agree with charging to safeguard courts
 - Ensures additional safety in light of Covid concerns
- Cost effective, fast and green solution
 - Modest capex: £1.5k (retrofit gate) or £2.5k (new bespoke gate), waived if contract terms agreed
 - Gate maintenance costs (excl. vandalism) borne by PT
 - Quick installation (2-week lead time): no onsite infrastructure, no digging of parks
 - Green solution: no electricity consumption
- Additional floodlight option
 - Booking system integrated with lighting control: one court at a time (max. efficiency, min. cost)
 - Year-round access: 1000 extra playing hours p.a.



Summary:

Overseen by former pro, AELTC Member and local Surrey resident, James Auckland, a parks pilot will encompass court upgrades, slick online booking, responsive customer service and local activation driving income and participation, all openly reported to idverde.

Headline summary:

- **2-4 year pilot (depending on upgrade):** to manage, promote and activate tennis at Lapstone Playing Fields starting pre-Summer 2021
- **Upfront investment:** PT would recommend Option 3 to help further extend the life of the courts, provide a longer time to accrue a sinking fund before further maintenance and to gather more insights for any longer term plans.
- **50/50 split of income:** we anticipate improving the existing activity and community coaching offer, and all payments to council would be exempt of VAT.
- **Customer service:** PT to provide a full 7-day/week customer service
- **Business case:** build evidence to support future decision making

PT (all at our cost, within 3-4 weeks of decision to proceed)

- Online booking/comms: create profile and add parks to local website (TennisHampshire.com), communicate to PT player database
- Access control:
 - Install gate systems to park sites
 - No onsite infrastructure, no digging of parks, no electricity
 - Design and print gate signage (FOHHP approval)
 - Check gate closers, latches, security features, etc
- Plan local activation, social media, SEO, onsite banners, etc

