



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](https://www.facebook.com/fairoakandhortonheathparishcouncil)

SUMMONS

Dear Member

13 July 2021

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 19 July 2021 at 7.00pm at the Parish Office, 2 Knowle Park Lane, Fair Oak**

Please note: a recording 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 by 4pm on Friday 16 July 2021.

AGENDA

APOLOGIES

1 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2 MINUTES OF MEETINGS (PAPER A, PAGES 3-8)

(a) To approve the minutes of the Council meetings held on 21 June 2021 and 6 July 2021 as a correct record.

(b) To note the planning delegated decisions of w/e 18 June 2021.

3 COOPTION

To consider applications for co-option for the two vacancies on the Council.

4 PLANNING

(a) To consider and submit comments on the Eastleigh Borough Council's consultation on the draft Trees and Development Supplementary planning documents

www.eastleigh.gov.uk/supplementaryplanningdocuments.

(b) EBC Local Plan Consultation – to agree a response. <https://www.eastleigh.gov.uk/planning-and-building/planning-policy-and-implementation/local-plan/local-plan-examination/main-modifications/consultation-on-main-modifications>

5 FINANCE REPORT (REPORT B, PAGES 9-15)

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

6 FINANCE REGULATIONS (REPORT C, PAGES 16-41)

To approve the finance regulations.

7 CORPORATE ACTION PLAN (REPORT D, PAGES 42-58)

To adopt the corporate action plan following community consultation.

8 PEMBERS HILL PLAY AREA (REPORT E, PAGES 59-62)

To approve the installation of a 'talking bench' and bug hotel using the remaining budget and S106 public art funds.

9 COUNCIL CONSTITUTION (REPORT F, TO FOLLOW)

To adopt the Council's constitution which includes key corporate policies & procedures.

10 TENNIS PROJECT UPDATE – VERBAL REPORT

To receive a verbal update on the tennis court improvement project and to seek £2,300 additional funding from Lapstone reserves to support the tennis court resurfacing project.

11 LIBRARY BUILDING FEASIBILITY STUDY – VERBAL REPORT

To approve the appointment of Carter Jonas for undertaking a feasibility study on the library building improvement at a cost of £1,500 to be taken from the library budget.

12 COMMUNITY CAFÉ – VERBAL REPORT

To receive an update on the progress of the building design community consultation prior to planning submission.

13 COMMUNITY DEVELOPMENT OFFICER – VERBAL REPORT

To agree that the Community Development Officer funded by Pembers Farm Section 106 monies but managed by the Parish Clerk and that the Clerk, in consultation with EBC, undertake the recruitment of the post.

14 KNOWLE PARK FOOTPATH REINSTATEMENT – VERBAL REPORT

To agree supplementary budget request to reinstate various sections of footpath that were washed away during the heavy rainfall on 12 July 2021.

15 PEMBERS FARM – PLAY AREA CONSULTANCY

RECOMMENDED:

That the Council appoint David Bowen Consultancy Ltd in the delivery of the public open space and play provision on the Pembers Farm Development funded by the Section 106 contributions.

16 MEMBERSHIPS OF COMMITTEES/TASK & FINISH GROUPS

To fill the current vacancies on the following committees: -

- i) Asset Committee – 2 vacancies
- ii) Finance Committee – 1 vacancy

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 Full Council meeting held on Monday 21 June 2021 at 7.00 pm at 2 Knowle Park Lane, Fair Oak, SO50 7GL

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

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

Officers in attendance: Ms M Stephens, Clerk & Mrs L Greenslade, Deputy Clerk.

Officers in attendance via teams: Mrs Jo Cahill, Responsible Finance Officer & Martin Johnson, Operations Manager.

PUBLIC SESSION

County Councillor for Bishopstoke & Fair Oak Louise Parker-Jones and County Councillor for West End and Horton Heath, and Eastleigh Borough Councillor for Fair Oak & Horton Heath Steve Broomfield introduced themselves and gave a brief outline of their positions being newly elected to their roles.

12 MINUTES (PAPER A)

RESOLVED:

- a) That the minutes of the Full Council meeting held on 4 May 2021 be signed by the Chairman as a correct record; and
- b) That the planning delegated decisions of w/e 16 April, 7 & 28 May 2021 be noted.

13 DECLARATIONS OF INTEREST

Cllr Forfar – Minute number 16.

14 PLANNING APPLICATIONS

Dawn Errington, Specialist Planner from Eastleigh Borough Council was in attendance via Teams and gave a brief presentation on the amendments to the planning applications relating to One Horton and was on hand to answer Members' questions.

Cllr Douglas stated that the Parish Council had strongly objected initially to the scheme but at the time were conscious that the development was likely to proceed and therefore needed to be included at the beginning to enable a worthwhile contribution to detail.

Application No: [O/20/89498](#) (amended)

Address: Land at Burnetts Lane, Fir Tree Lane and Allington Lane, SO50 7BZ

Description: Outline: Phased mixed-use development comprising: up to 2,500 residential units in total; a primary Local Centre (and supporting secondary local centres) comprising mixed-use residential/retail/leisure/community/employment/day nursery/food establishment uses; office, commercial and industrial uses; a Primary School; public open space including formal sports facilities and informal provisions; relocation of solar panels; key infrastructure and utilities provision including new roads, footpaths and cycle paths and improvements to the existing road junction at Fir Tree Lane/Burnetts Lane; and ecological, landscape, site preparation and demolition works (All Matters Reserved Except Access). This application is subject to Environmental Impact Assessment.

Application No: [F/20/89500 Land west of Burnetts Lane, Eastleigh, SO30 2HH](#)

Address: Land west of Burnetts Lane, Horton Heath, SO30 2HH

Description: Erection of 381 residential units with public open space, hard and soft landscape works, internal roads, footway/cycleways, associated parking spaces, substation, SuDS and associated infrastructure (This application is subject to Environmental Impact Assessment).

Comments:

- Essential that continued and early consultation and dialogue regarding planning and infrastructure on site is maintained.
- Assurances that the brief to maintain sustainability, good access, footpaths and cycleways will be adhered to
- Ensure that junction improvements to the wider area of the Parish are carried out as a matter of urgency.
- Barley Fields – reiterate that there needs to be thick screen planting to protect the amenity and privacy of both sets of residents and that further work is required here

RESOLVED

That the comments made be submitted to Eastleigh Borough Council as a formal response.

15 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members raised no questions.

RESOLVED

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

16 SUPPLEMENTARY BUDGET REQUESTS

Cllr Forfar declared a non-pecuniary interest being a resident adjacent the Skate ramp. She concluded that there were no issues under common law that prevented her from remaining in the meeting to speak and to vote.

The Operations Manager outlined the improvement works required to the skate ramp. This would coincide with an EBC planned skate event which included professional boarders doing demonstrations.

Members considered the request to purchase another defibrillator for the Parish

Office.

RESOLVED

- a) That £3528.00 be taken from general reserves for improvements works to the skate ramp; and
- b) That £2500 be taken from ear marked reserves to purchase a defibrillator for the parish office.

17 OUTSIDE BODIES REPRESENTATION (REPORT C)

RESOLVED

That Outside Bodies representatives be appointed as outlined in Appendix 1.

18 MOBILE FOOD VAN (REPORT D)

Several members expressed reservations in allowing a mobile food van to use Council land citing environmental, excess rubbish and anti-social behavior.

RESOLVED

That the request to use Council sites for a mobile food van be rejected.

19 CLERK'S GENERAL UPDATE (REPORT E)

Cllr Couldrey voiced congratulations to the Clerk and team for their continued commitment.

RESOLVED

That the report be noted.

20 WORK PROGRAMME (REPORT F)

RESOLVED

That the work programme be noted.

21 CONSTITUTION (REPORT G)

Members considered the comprehensive draft Constitution documents produced by the Clerk. After discussion it was felt more time was needed to digest the report.

RESOLVED

That the draft Constitution document be deferred until July.

This was all the business and the meeting closed at 8.10 pm.

Signed..... Chairman

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

OUTSIDE BODIES 2021-2022

	ORGANISATION	APPOINTED REPRESENTATIVE
1	Allotment Association	Cllr Forfar & Deputy Clerk
2	Eastleigh District Association of Local Councils	Cllr Marsh & Deputy Clerk
3	Fair Oak Village Hall Management Committee	Cllr Higby & Clerk
4	Fair Oak Squash Club	Cllr Douglas
5	Twynams Trustees	Cllr Couldrey
6	Street Pastors	Cllrs Spearey & Bird
7	Y-Zone Management Committee	Cllr Douglas & Clerk



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Minutes of the Special Full Council meeting held on Tuesday 6 July 2021 at 6.00 pm at Woodland Community Centre, Savenernake Way, Fair Oak

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

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

Officers in attendance: Ms M Stephens, Clerk, & Mrs L Greenslade, Deputy Clerk.

PUBLIC SESSION

No members of the public were present. Julie Nichols, representing the Fountain Café was present to answer any queries.

22 DECLARATIONS OF INTEREST

None received.

23 COMMUNITY CAFÉ DESIGNS (REPORT B)

Members considered the café architectural drawings. The Clerk explained the amendments to the design.

Members requested a site plan showing the new building location in relation to the current scout hut. Members also had some queries regarding the flat roof and its durability. There was also some discussion about the possibility of members of the public climbing onto the flat roof. The village hall car parking was also raised.

The Clerk advised that costings were being reviewed. EBC have confirmed that offsite S106 monies would be made available. Any shortfall after this would be made up from crowdfunding. She felt that as there seemed to be a lot of public support and interest from local business there was no concern about the budget at the present time.

RESOLVED

- That the café architectural drawings be approved;
- That the designs be put out for public consultation; and
- That following the public consultation a planning application be submitted to Eastleigh Borough Council.

24 SUPPLEMENTARY BUDGET REQUEST

Members considered the request for essential tree works at the cemetery, as highlighted by the Council's annual tree survey. Initial quotes indicate £6,410 is needed for the tree work plus £2,060 to cover the cost of a temporary footpath closure.

The Chairman asked that the works be widely publicised on the Council's website and social media prior to commencement.

RESOLVED

That £6,410 + any fees for a footpath closure be taken from general reserves for the essential tree works at the cemetery.

This was all the business and the meeting closed at 6.40 pm.

Signed..... Chairman

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Financial Statement Summary

- Total cash held across all bank accounts as at 30th June is £985,283
- Total Petty cash held as at 30th June is £112
- Total receipts for June into the current account was £4,731
The Council received £3,000 from Hampshire County Council for a Grant for the Fair Oak Library
- Total current account payments for June totalled £48,549
£6,348 was spent on tree work at upper Barne Copse – this was budgeted for.
£1,650 also spent on emergency treework at the Lapstone playing fields
All other costs are as expected
- Total BACS invoice payments outstanding is £13,220
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 July 2021

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/06/2021	Current Account	338,910.49	
30/06/2021	Premier Account	337,589.22	
30/06/2021	Public Sector Deposit Fund	308,671.07	
30/06/2021	Petty Cash	111.79	
			985,282.57
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			985,282.57
<u>All Cash & Bank Accounts</u>			
1	Current Account	338,917.10	
2	Premier Account	337,589.22	
3	Public Sector Deposit Fund	308,671.07	
4	Petty Cash	111.79	
		Other Cash & Bank Balances	0.00
Total Cash & Bank Balances			985,289.18

Invoices Due for Payment by 30 July 2021

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
ACELIFTAWAY [ACE001]								
28/07/2021	83134		<i>allotment toilet</i>		28/07/2021	102.85		102.85
Total of Invoices Due (ACE001)						102.85	0.00	102.85
AGILICO [AGILI]								
28/07/2021	4308		<i>Printer consumables</i>		28/07/2021	66.94		66.94
Total of Invoices Due (AGILI)						66.94	0.00	66.94
ALLSPEED SIGNS AND GRAPHICS [ALLSPEED]								
28/07/2021	533340		<i>sigs meadowsweet way playa</i>		28/07/2021	233.52		233.52
Total of Invoices Due (ALLSPEED)						233.52	0.00	233.52
CAME AND COMPANY [CAME]								
28/07/2021	3899		<i>Insurance</i>		28/07/2021	151.60		151.60
Total of Invoices Due (CAME)						151.60	0.00	151.60
EBC [EBC001]								
28/07/2021	6046		<i>Dog Bins</i>		28/07/2021	28.42		28.42
Total of Invoices Due (EBC001)						28.42	0.00	28.42
FIRECARE & SECURITY [FIREC]								
28/07/2021	15757		<i>Fire risk assessment</i>		28/07/2021	2,514.00		2,514.00
Total of Invoices Due (FIREC)						2,514.00	0.00	2,514.00
FOX'S CLEANING [FOX001]								
28/07/2021	0928		<i>Window Cleaning</i>		28/07/2021	25.00		25.00
Total of Invoices Due (FOX001)						25.00	0.00	25.00
good directions [GOOD]								
28/07/2021	45993		<i>Clock Maintenance</i>		28/07/2021	336.00		336.00
Total of Invoices Due (GOOD)						336.00	0.00	336.00
HCC								
28/07/2021	98162		<i>Refuse sack</i>		28/07/2021	19.42		19.42
Total of Invoices Due (HCC)						19.42	0.00	19.42
HEALTH ASSURED [HEAL]								
28/07/2021	01687		<i>Staff referral</i>		28/07/2021	312.00		312.00

Invoices Due for Payment by 30 July 2021

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (HEAL)						312.00	0.00	312.00
NJ BRYAN heating [NJ BRYAN]								
28/07/2021	4002		Library - boiler service		28/07/2021	216.00		216.00
28/07/2021	3982		Cold water bottle filler		28/07/2021	536.40		536.40
Total of Invoices Due (NJ BRYAN)						752.40	0.00	752.40
PJ FROUD								
28/07/2021	3235		Pitch Maintenance		28/07/2021	6,540.00		6,540.00
Total of Invoices Due (PJ FROUD)						6,540.00	0.00	6,540.00
ROD GASKINS [ROD]								
28/07/2021	7414		Vehicle Maintenance		28/07/2021	406.81		406.81
Total of Invoices Due (ROD)						406.81	0.00	406.81
SMART MARKETING [SMAR001]								
28/07/2021	1554		marketing support		28/07/2021	78.00		78.00
Total of Invoices Due (SMAR001)						78.00	0.00	78.00
SURREY HILLS [SURRE001]								
28/07/2021	5274		legal advice - scout lease		28/07/2021	180.00		180.00
Total of Invoices Due (SURRE001)						180.00	0.00	180.00
THE BLIND BUSINESS [THE BLIN]								
28/07/2021	001		Supply and install blinds		28/07/2021	1,473.30		1,473.30
Total of Invoices Due (THE BLIN)						1,473.30	0.00	1,473.30
Total of Invoices Due (Creditors)						13,220.26	0.00	13,220.26
TOTAL OF INVOICES DUE (ALL LEDGERS)						13,220.26	0.00	13,220.26

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	382,735.23					382,735.23	
Banked: 01/06/2021		0.50						
Allotment additional payment		0.50			1500	500	0.50	Allotment additional payment
Banked: 01/06/2021		6.61						
clla interest		6.61			1090	100	6.61	clla interest
Banked: 02/06/2021		133.00						
Abbey Memorials		133.00			1530	510	133.00	Abbey Memorials
Banked: 08/06/2021		134.00						
Mrs D		134.00			1530	510	134.00	Memorials income
Banked: 09/06/2021		292.00						
Mrs W		292.00			1540	510	292.00	Cremation
Banked: 09/06/2021		266.00						
Funeral Partners		266.00			1520	510	266.00	Burial
Banked: 09/06/2021		1.01						
Mrs B		1.01			1900	100	1.01	History book
Banked: 14/06/2021		133.00						
Mrs B		133.00			1540	510	133.00	Cremation
Banked: 22/06/2021		499.00						
Mr N		499.00			1520	510	499.00	Burial
Banked: 28/06/2021		266.00						
THE CO OPERATIVE		266.00			1530	510	266.00	bURIAL
Banked: 29/06/2021		3,000.00						
HCC		3,000.00			1900	100	3,000.00	Library grant
Total Receipts for Month		4,731.12	0.00	0.00			4,731.12	
Cashbook Totals		387,466.35	0.00	0.00			387,466.35	

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2021	BNP Paribas	DD	203.94		33.99	4120	110	169.95	Telephone rental
01/06/2021	CF Corporate Finance	DD	256.46		42.74	4090	110	213.72	Copier rental
01/06/2021	BT	DD	1.87		0.31	4120	110	1.56	Tel and broadband
01/06/2021	southern electric	DD	53.00		8.83	4405	240	44.17	Electricity - Pavilion
01/06/2021	amazon	VISA	21.14			4875	600	21.14	Teddy bears picnic table cloth
01/06/2021	Ebay	VISA	32.30			4875	600	32.30	Teddy bears -Plates
01/06/2021	ACELIFTAWAY	82288	106.28	106.28		500			Allotment toilet
01/06/2021	AGILICO	82289	63.01	63.01		500			printer consumables
01/06/2021	APPLETON SIGNS	82290	85.20	85.20		500			Seat Plaque
01/06/2021	BROXAP	82291	3,227.40	3,227.40		500			10 steel litter bins
01/06/2021	CAME AND COMPANY	82292	129.95	129.95		500			Motor insurance
01/06/2021	DAVID BOWEN	82293	3,093.08	3,093.08		500			consultancy - pembers hill pla
01/06/2021	FIRECARE &SECURITY	82294	847.20	847.20		500			alarm and lighting service
01/06/2021	PAUL FREEMAN TREE SERVICES	82295	6,348.00	6,348.00		500			Treework - upper Barne copse
01/06/2021		82296	174.00	174.00		500			4 key fobs
01/06/2021	QIC systems	82297	379.50	379.50		500			Monthly licence
01/06/2021	RICHARD ATTREE	82298	346.00	346.00		500			reception protection screen
01/06/2021	SOUTH EAST EMPLOYERS	82299	271.20	271.20		500			associate membership fee
01/06/2021	SLCC	82300	309.50	309.50		500			CILCA Membership
01/06/2021	SMART MARKETING	82301	78.00	78.00		500			Marketing support
01/06/2021	SOURCE SUPPLIES	82302	314.87	314.87		500			cleaning products
01/06/2021	STREETMASTER	82303	542.40	542.40		500			Hawthorn Seat
01/06/2021	SURREY HILLS	82304	720.00	720.00		500			legal fees - scout lease
01/06/2021	vitaplay	82305	264.00	264.00		500			New century play area works
01/06/2021	CONDOR	25857	28.32	28.32		500			priner consumables
07/06/2021	screwfix	DD	532.46		88.74	4540	290	443.72	Misc Materials
07/06/2021	allstar	DD	437.76		72.96	4305	210	364.80	Fuel
07/06/2021	DVLA	VISA	275.00			4310	210	275.00	Vehicle tax
07/06/2021	dvla	VISA	275.00			4310	210	275.00	Vehicle tax
09/06/2021	David bowen	BACS	3,093.08			5002	900	3,093.08	consultancy - Pembers
						397	0	-3,093.08	consultancy - Pembers
						6000	900	3,093.08	consultancy - Pembers
09/06/2021	ebay	VISA	12.25			4875	600	12.25	Teddy bears - tableclo
09/06/2021	amazon	VISA	46.99			4875	600	46.99	Teddy bears Picnic
11/06/2021	o2	DD	34.43		5.74	4125	110	28.69	Mobiles
14/06/2021	Overline	DD	111.92		18.65	4120	110	93.27	Tel and broadband
14/06/2021	Payzone	DD	18.00		3.00	4140	110	15.00	card payment terminal
14/06/2021	overline	DD	77.58		12.93	4120	230	64.65	tel and broadband - woodlands
14/06/2021	adobe	VISA	12.64		2.11	4132	110	10.53	adobe subscription
15/06/2021	payroll	BACS	14,996.37			4000	110	14,996.37	payroll
15/06/2021	Hampshire Pension	BACS	3,468.73			4010	110	3,468.73	Penions
15/06/2021	HMRC	BACS	3,662.99			4000	110	3,662.99	PAYE
15/06/2021	keith Michaels	BACS	2,039.96			4055	110	2,039.96	Motor insurance
15/06/2021	vita play	BACS	264.00		44.00	4595	410	220.00	safety chains NCP playarea

Continued on Page 3

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/06/2021	david Bowen	BACS	-3,093.08			5002	900	-3,093.08	Duplicated entry
						397	0	3,093.08	Duplicated entry
						6000	900	-3,093.08	Duplicated entry
15/06/2021	Vita Play	BACS	-264.00		-44.00	4595	410	-220.00	Duplicated entry
15/06/2021	Mrs C	BACS	5.00			1500	500	5.00	Allotment overpayment
16/06/2021	Peninsula	DD	356.50		59.42	4070	110	297.08	Employer services
16/06/2021	sage payroll	DD	20.40		3.40	4132	110	17.00	sage payroll software
16/06/2021	British Gas	DD	25.10		4.18	4400	150	20.92	Gas - Parish office
16/06/2021	British Gas	DD	296.73		49.46	4400	250	247.27	Gas - HH
17/06/2021	T Grainger	BACS	29.90		4.98	4305	210	24.92	Fuel refund
17/06/2021	Tax relief work from home	BACS	144.00			4030	110	144.00	Tax relief work from home
17/06/2021	SE GAS Ltd	VISA	415.28		69.21	4400	230	346.07	Gas - woodlands
17/06/2021	Ebay	VISA	19.00			4875	600	19.00	teddy bears picnic
18/06/2021	amazon	VISA	58.95			4990	250	58.95	Food bank bin - HH
21/06/2021	Peninsula	DD	240.00		40.00	4030	110	200.00	Employee Consultation
21/06/2021	BRSA	DD	61.71			4410	230	61.71	Water - woodlands
21/06/2021	BRSA	DD	101.45			4410	250	101.45	Water - Horton Heath
21/06/2021	sse gas	DD	269.58		44.93	4400	240	224.65	sse gas
22/06/2021	o2	DD	138.00		23.00	4125	110	115.00	Mobile
22/06/2021	BRSA	DD	14.62			4410	510	14.62	Cemetery -water
23/06/2021	Prograte	VISA	595.20		99.20	4415	150	496.00	Barrier Repair
23/06/2021	amazon	VISA	3.32			4875	600	3.32	Teddy bears picnic
25/06/2021	Mr lee	BACS	1,650.00			4834	550	1,650.00	Treework Lapstone
29/06/2021	BNP Baribas	DD	203.94		33.99	4120	110	169.95	Telephone leasing
30/06/2021	BT GROUP	DD	1.87		0.31	4120	110	1.56	Tel and Broadband
Total Payments for Month			48,549.25	17,327.91	722.08			30,499.26	
Balance Carried Fwd			338,917.10						
Cashbook Totals			387,466.35	17,327.91	722.08			369,416.36	

FINANCIAL REGULATIONS

1. PURPOSE

- 1.1 To seek members approval for the adoption of the Finance Regulations following minor amendments.

2. INTRODUCTION

- 2.1 The Parish Council's existing Financial Regulations are based upon the NALC Model Financial Regulations (2019), adapted as necessary, to the Parish Council's financial procedures.
- 2.2 The financial regulations are an essential tool for local councils of all sizes. They set out the framework within which the council ensures responsible and sustainable management of the council's finances."
- 2.3 The Parish Council's existing Financial Regulations that were last reviewed in July 2020.
- 2.4 The Responsible Finance Officer and the Clerk have reviewed the regulations and have suggested a change at paragraph 4.5 & to Council's proposed regulations (attached at **Appendix 1**).

3. COVID-19

- 3.1 Members will recall that last year, minor amendments were made to the Regulations to build in some resilience to financial practices as part of the pandemic.

4. RECOMMENDATIONS

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

For further information:

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Joanna Cahill, Responsible Finance Officer
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Background papers:

None.

FAIR OAK & HORTON HEATH PARISH COUNCIL
FINANCIAL REGULATIONS ENGLAND

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1. GENERAL

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

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

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

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

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

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

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

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee (with exception of spends made during Covid-19 using the process highlighted in 4.1 above). During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£5,000**. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

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

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

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

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

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

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

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

7. PAYMENT OF SALARIES

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

8. LOANS AND INVESTMENTS

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

9. INCOME

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

10. ORDERS FOR WORK, GOODS AND SERVICES

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

11. CONTRACTS

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

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

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

³ Thresholds currently applicable are:

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

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

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

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

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

13. STORES AND EQUIPMENT

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

14. ASSETS, PROPERTIES AND ESTATES

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

15. INSURANCE

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

16. RISK MANAGEMENT

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

* * *

CORPORATE ACTION PLAN

1. INTRODUCTION AND PURPOSE

- 1.1 The draft Corporate Action Plan for 2021-2023 simply entitled 'Our corporate plan' has been subject to consultation and is now presented to the Council for final approval.
- 1.2 'Our corporate plan' is deliberately short with the aim of setting a clear statement of intent that is both direct and easy to understand. It is now supported by an implementation plan which sets out in more detail key targets and delivery dates/milestones.

2. CONSULTATION

- 2.1 To ensure full consultation and engagement the plan was published on the Council's website and facebook during April – June 2021.
- 2.2 Although generally well received, the Plan has been revised from the draft previously submitted to reflect the useful contributions made during the consultation, in particular how the Council will monitor its progress against the implementation plan.

3. DELIVERY OF THE ACTION PLAN

- 3.1 The delivery of the Plan will be monitored through a simple performance management framework in the form of traffic light system table with key targets and dates. In order to make the plan more meaningful and relevant the plan has been shortened to cover a three year rather than five year period.
- 3.2 The Action Plan will be reviewed by the Full Council on an annual basis to monitor progress and discuss additional budget requests if and when necessary.

4. COMMUNICATION

- 4.1 Primarily the Plan will be communicated and reported upon electronically on the Council website, social media pages and will also be emailed to our key community groups.

5. RECOMMENDATIONS

- 5.1 That Council approves the new Corporate Action Plan attached at Appendix 1.

For Further Information Please Contact:

Mel Stephens
Parish Clerk
E Mail: clerk@fairoak-pc.gov.uk

Background Papers:

None.



Fair Oak & Horton Heath Parish Council

Corporate Action Plan,
2021 – 2023



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Foreword:

Living in Fair Oak for nearly 40 years has been a real privilege – I’ve seen many changes in those years, good and bad, but none of us has ever experienced a year like 2020/21. The pandemic has really hit us hard as a nation and whilst Fair Oak is less densely populated than some of our neighbours, we have felt the pain of the pandemic. What has been pleasing to see is the community spirit, and the shift in culture and people’s way of life, particularly in relation to attributing greater value to the natural environment.

It was time for the Parish Council to explore in depth the changing needs of our residents and how we can create and support innovative and sustainable ways to develop our services. So we undertook a parish-wide community survey in December 2020. The results of the survey can be found here:

<https://www.fairoak-pc.gov.uk/corporate-plan-2021/>.

The survey results have helped us shape this three-year action plan. The plan sets out how we are going to instigate positive change to adapt and deliver our services, in order to accomplish the objectives prioritised by us all. The plan will be reviewed on an annual basis, allowing residents to hold us to account on our promises.

Achieving the plan will not be easy and we will need support from our partners and residents, but if we work together to make a success of this, more people will enjoy healthier, happier lives, and a more sustainable community will evolve from which everyone can benefit.

Helen Douglas, Chairman of the Parish Council



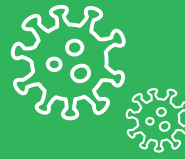
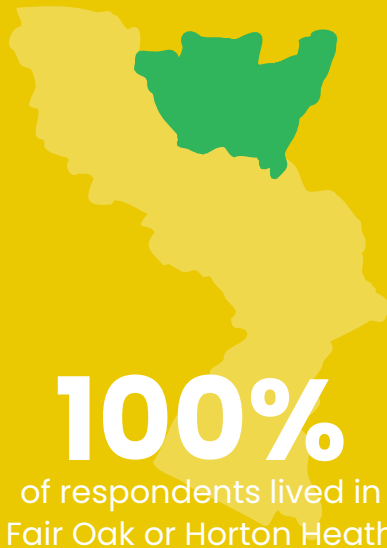
How We Got Here:

In November/December 2020 a parish wide community engagement survey was undertaken. The primary goal was to better understand the needs and priorities of residents with a view to using the results to shape a 'living' action plan.

The survey results were shared with residents in March/April 2021.



320
responses
received



54%
expressed
concerns about
their future
given the
effects of the
COVID-19
pandemic



93%
consider the
parish's green
spaces to be
important
community
resources that
help them to live
their lives well



In terms of allocating budget and resources, 48% felt that the Parish Council should put sustainability projects on an equal footing with other projects, such as supporting vulnerable people and promoting wellbeing



40%
believe that it is
very important
that the local
community is
digitally enabled,
through the use
of social media,
eBulletins, the
website, and
other digital
communications

2%
of respondents were
aged **18-25**

13%
of respondents were
aged **over 66**

30%
of respondents were
aged **26-40**

55%
of respondents were
aged **41 - 65**



25%
of respondents
felt that they do
not know what
the Council does,
with a further
65% only having
some knowledge
of the Council's
activities

How We Got Here:



75%

would like to see the Parish Council support local fitness and wellness groups



68%

would like to see the Parish Council liaise with local schools and colleges to ensure that vulnerable children and young adults know what support schemes are available to them



Over

60%

of respondents would like the Parish Council to help promote local businesses, particularly when they are recruiting, and to help match school leavers with traineeships / apprenticeships or part time jobs in local companies



Sustainability projects that respondents felt the Parish Council should prioritise include designated safe walking and cycling routes (74%), increasing tree cover (60%), and introducing electric car charging stations (41%)



The majority of respondents would like to see the Parish Council make better use of social media (72%) and emailed newsletters (66%) when engaging with the community



79%

felt that the Parish Council adds most value through the maintenance of local play areas and green spaces, as well as through involvement in events such as Remembrance (58%) and providing/ maintaining buildings for public use (61%).



The majority of respondents felt that the Parish Council should prioritise crime and safety initiatives, allotments and public open space, and better provision for teenagers

Our Priorities:

From the 30 questions posed in the survey, and the survey results, it became clear that there were occurring key themes being raised by residents. We have used these as a basis for our key corporate priorities.

The Council's 5 strategic priorities over the next 3 years are: –

- 1) Covid-19 recovery – we will implement targeted initiatives to assist our residents in recovering from the pandemic.
- 2) Community engagement – we will increase our communication and engagement with residents and offer a diverse range of methods whilst improving on our digital engagement as per residents' request. We will ensure engagement is inclusive and provide greater opportunity for community involvement.
- 3) Future investments – we will invest in parish owned land and buildings to ensure that they are well-kept, flexible spaces for all to enjoy.
- 4) Environmental enhancements – we will enhance our natural environment by increasing biodiversity and ensuring our service delivery is sustainable.
- 5) Service improvements – we will strive to ensure that the Council is innovative and forward thinking.



Action Plan Timeline: 2021

KEY



Traffic Light	Action	When	Year	Comments
●	Implement Budget Group CCTV recommendations	March	2021	
●	Corporate Plan marketing	March	2021	
●	Community consultation on Corporate Plan	April	2021	
●	Seed swap	April	2021	
●	Sunflower competition	April	2021	
●	Spring trail at Knowle Park	April	2021	
●	Creation of composting area in Knowle Park	April	2021	
●	Completion of skate park artwork	April	2021	
●	Instagram page launch	April	2021	
●	Commissioning of village signs using Wyvern Students designs	May	2021	
●	Water bottle filling station at Pavilion	May	2021	
●	Promote eBulletin signups via social media	May	2021	
●	Pemblers Hill play equipment survey	May	2021	
●	Shorts Road Community Café survey	May	2021	
●	Take on ownership and maintenance of Upper Barn Copse	May	2021	
●	Maintenance of Pemblers Hill Drive	May	2021	
●	Freehold transfer of library complete	June	2021	

Action Plan Timeline: 2021

KEY



Traffic Light	Action	When	Year	Comments
	Additional hanging baskets installed in village	June	2021	
	Upgrades to CCTV in New Century Park, Pavilion and Horton Heath Community Centre	June	2021	
	Water bottle filling station at Parish Office	June	2021	
	Footpath improvements at Knowle Park commence	July	2021	In progress
	Improvement works to community orchard and cemetery	July	2021	In progress
	Crowdhill wildlife watch campaign	July	2021	In progress
	Create poster to display on community notice boards to promote eBulletin signups	July	2021	In progress
	Footpath improvements at Knowle Park	July	2021	In progress
	Support launch of community library	July	2021	In progress
	Teddy Bear's Picnic	July	2021	In progress
	Promote livestreaming of Council meetings on YouTube via social media, community notice boards, eBulletins. Add YouTube links to website agendas/minutes	Jul/Aug	2021	In progress
	Produce and implement social media strategy/calendar which incorporates all relevant points outlined in this Corporate Plan, including surveys, health and wellness information, wellness information, awareness days, and 'what's on' guides	August	2021	

Action Plan Timeline: 2021

KEY



Traffic Light	Action	When	Year	Comments
●	Commission more public art at Pembers Hill Drive	August	2021	
●	Activities to mark National Play Day	August	2021	
●	Pembers Hill play equipment installation	August	2021	
●	Purchase of defib for Parish Office/Knowle Park users	August	2021	
●	Pembers Hill Play Area completion including public art installation	August	2021	
●	Tennis improvements work	August	2021	
●	Hedgehog Friendly Streets Fair Oak campaign	September	2021	
●	Installation of solar panels at Woodland CC	September	2021	
●	Building of community cafe	September	2021	
●	Explore feasibility of digital training sessions in community library and consult with community	September	2021	
●	Short project to explore ways to resolve isolation among residents. Community consultation via social media.	September	2021	
●	Run first online Q&A session with residents/Parish Clerk	September	2021	
●	Community consultation on Climate Task & Finish Group draft Action Plan	September	2021	
●	Review of website functionality	September	2021	
●	Community engagement on parish-wide tree strategy	September	2021	

Action Plan Timeline: 2021

Traffic Light	Action	When	Year	Comments
●	Parish council staff to have dementia-friendly training to kick start Dementia Free Village campaign	September	2021	
●	Bee and tree planting scheme at Summerlands Road, Meadowsweet Way, Knowle Park	September	2021	
●	Complete annual web accessibility audit	October	2021	
●	Explore feasibility of support bubbles for lonely/vulnerable residents and report back to the community with recommendations	October	2021	
●	Business and community networking event at Woodland CC	October	2021	
●	Explore the feasibility of drop-in wellness clinics for residents, and report back to the community with recommendations	October	2021	
●	Fair Oak forage event	October	2021	
●	Village centre improvement works	October	2021	
●	Installation of village signs	October	2021	
●	Crowdhill public art project – interactive wildlife information boards	October	2021	
●	Remembrance	November	2021	
●	Tree planting	November	2021	
●	Produce and distribute Annual Survey	November	2021	
●	Christmas craft event	December	2021	
●	Samaritan's Shoe Box Appeal (with community library)	December	2021	
●	Christmas Trail	December	2021	

Action Plan Timeline: 2022

KEY



Traffic Light	Action	When	Year	Comments
●	Publish annual survey results	January	2022	
●	Prepare detailed Action Plan for 2022 and consult with the community on plan contents	February	2022	
●	Opening of community café	February	2022	
●	Bulb planting	February	2022	
●	Promotion and community engagement on wildflower seed bomb making activity - with local schools	March	2022	
●	Spring clean event	March	2022	
●	Seed bomb making with Infant School	April	2022	
●	Spring trail event	April	2022	
●	Themed annual parish event	April	2022	
●	Seed bomb throwing event/wildflower sowing	May	2022	
●	Mental Health Awareness Week	May	2022	
●	Platinum Jubilee celebration event	June	2022	

Action Plan Timeline: 2022

KEY



Traffic Light	Action	When	Year	Comments
●	Installation of hanging baskets/village flowers	June	2022	
●	Review progress against 2021 Corporate Plan task list and prepare report for the community and council	July	2022	
●	Complete annual web accessibility audit	October	2022	
●	Business and community networking event at Woodland CC	October	2022	
●	Produce and distribute Annual Survey	November	2022	
●	Remembrance	November	2022	
●	Christmas craft event	December	2022	
●	Christmas Trail	December	2022	



Action Plan Timeline: 2023

KEY



Traffic Light	Action	When	Year	Comments
●	Publish annual survey results	January	2023	
●	Prepare detailed Action Plan for 2023 and consult with the community on plan contents	February	2023	
●	Seed bomb making with Infant School	April	2023	
●	Spring trail event	April	2023	
●	Themed annual parish event	April	2023	
●	Seed bomb throwing event/wildflower sowing	May	2023	
●	Summer event	June	2023	
●	Installation of hanging baskets/village flowers	June	2023	
●	Review progress against 2022 Corporate Plan task list and prepare report for the community and council	July	2023	
●	Complete annual web accessibility audit	October	2023	

Action Plan Timeline: 2023

KEY



Traffic Light	Action	When	Year	Comments
●	Business and community networking event at Woodland CC	October	2023	
●	Produce and distribute Annual Survey	November	2023	
●	Remembrance	November	2023	
●	Christmas craft event	December	2023	
●	Christmas Trail	December	2023	

Traffic Light	Action	When	Year	Comments
●	Makers market in village centre	TBC	TBC	
●	Public art installations	TBC	TBC	
●	Pembers Hill Farm public open space/play area	TBC	TBC	
●	Crowdhill play area	TBC	TBC	
●	Electric charge points installations	TBC	TBC	

Communication, Monitoring & Review:

The implementation action plan above shows how the Council will meet the five priorities and include key projects and services requested by residents in the survey.

The plan has a traffic light system, with commentary to show progress against targets.

The plan will be monitored by the Full Council on an annual basis and updated on the Council's website quarterly so that residents can follow our progress.

The community engagement survey will be undertaken every autumn to ensure our priorities remain relevant.





FULL COUNCIL – 19 JULY 2021

PEMBERS HILL DRIVE PLAY AREA PROGRESS REPORT

1. PURPOSE

- 1.1 To provide an update on the progress of the installation of the new play equipment at Pembers Hill Drive.
- 1.2 To update members on the public art installation on site.

2. BACKGROUND

- 2.1 The Full Council at its meeting on 4 May 2021 resolved to award Vita Play Ltd the contract to install the new play equipment at Pembers Hill Drive, following their design winning the public vote.
- 2.2 On Monday 21st June, following a week's delay due to poor weather, contractors commenced the installation process. The installation should be complete on Friday 16 July (weather dependant) but no later than 23 July 2021.
- 2.3 All equipment has been installed, the mounds formed, and tunnel covered over with soil and due to be turfed. Preparation for the impact absorbing surfacing is well under way with the rubber mulch due to go down this week if the weather stays dry enough. The play area fencing will also be installed this week (wb 12 July). If all goes to plan the independent play inspector has been booked for Wednesday 14 July to carry out a Post Installation Inspection.
- 2.4 Vita play will lay wet pour rubber crumb in places under the swings where the wear is greater as wetpour is a little harder wearing. There is no extra cost for this.
- 2.5 Drew Smith the developer for the site should be commissioning their fencers to commence on the boundary fence between the public open space and the HCC land adjoining Mortimers Lane. This will assist in greater safety for children playing on the open space.

3. PUBLIC ART

- 3.1 At the meeting on 4 May, members approved the commissioning of a bespoke carved bench and a bug hotel at both Pembers Hill Drive public open space and Meadowsweet Way.
- 3.2 In sourcing appropriate benches inspiration was taken from the bespoke oak benches at Grantham Green in Eastleigh chosen for their robust style and flexibility of space including access for wheelchair users and children in buggies to go on the extended concrete plinth to the side of the seat. They also have a chunky arm rest to assist the elderly to stand up. The designs are attached at Appendix 1.
- 3.3 Eastleigh Borough Council have allocated £2,500 towards a 'talking bench' at Meadowsweet Way with a view to targeting lonely and isolated individuals. A similar themed bench has been commissioned for this site. All benches will have the following inscription "Happy to chat. It's okay not to be okay".
- 3.4 In addition, members agreed that bug hotels be installed (for both sites).



The bug hotel will be left empty for the residents to fill with twigs and straw as part of a community involvement activity.

- 3.5 Quotes have been obtained from the specialist designer who installed the benches at Grantham Green: -

To supply and install:

1 x Recycled FSC tropical hardwood seat as per design at Appendix 1 = £1350

Routed wording: line 1: Happy to chat, line 2: It's okay not to be okay = £700

1 x Bug Hotel as design above = £600

Total = £2,650

- 3.6 The concrete plinths/base for the seat and bug hotel will be provided by the Parish Council.
- 3.7 The same quote has been obtained for Meadowsweet Way Play Area the cost of which will be taken from the remaining play area budget. NB: The Council has already delegated the Clerk the authority to commission this using the remaining Meadowsweet Way project funds.

4. FINANCIAL IMPLICATIONS

- 4.1 The table below shows slight alternations to the budget with comments: -

ITEM	BUDGET	SPEND TO DATE	COMMENTS
Play equipment and install	£65,000	£63,994	Original quote - £64,894 giving a saving of £106 on original budget plus £500 agreed for planting and we removed one litter bin from the contract giving a further saving of £400 Therefore Vita Play are happy to submit the invoice less £900 - the PC will use this for the planting at the appropriate time. Remaining £1006 added to contingency fund.
Signs	£250,00	£194,60	Saving of £55.40 added to contingency fund
Contingency	£1866,00	£0	Budget has increased to £2927.40
Consultancy / PM fees	£5836,17	£2,918,08	
TOTAL:	£72,952,17	£67,106,68	Remaining budget = £5845.49 (£2918.09 committed for consultants final fees) = £2927.40

5. RECOMMENDATIONS

- 5.1 That members note the contents of the report, particularly the purchase of the bench and bug hotel at a sum of £2,650.

For further information contact:

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

Seat choice below for Pembers Hill POS, Fair Oak.



Base 3.3m for wheelchair

Total length 2.40m. One armrest no bits sticking out. Back rest 1.7m. Cut and round off no slope.

Inscription: Line 1 – Happy to chat. Line 2 – It's okay not to be okay.

Seat choice below for Meadowsweet Way, Horton Heath.



Total length 2.0m. One armrest as shown. Base 2.7m to allow for wheelchair

Inscription: Line 1 – Happy to chat. Line 2 – It's okay not to be okay.