



FAIR OAK & HORTON HEATH PARISH COUNCIL

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SUMMONS

Dear Member

9 May 2023

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 15 May 2023 at 6.00 pm** at the Parish Office, 2 Knowle Park Lane, Fair Oak.

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 4 pm on Friday 12 May 2023.

PART I – PUBLIC SESSION

APOLOGIES

1 ELECTION OF CHAIR OF THE COUNCIL

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

2 ELECTION OF VICE-CHAIR OF THE COUNCIL

To elect a Vice-Chair for the municipal year 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- 7)

To approve the minutes of the Council meeting held on 17 April 2023 as a correct record.

5 MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES (REPORT B, PAGES 8-9)

To appoint members to Committees, standing Task & Finish Groups, and outside bodies.

6 STANDING ORDERS (REPORT C, PAGES 10-34)

To adopt the Council's Standing Orders for meetings.

7 CODE OF CONDUCT (REPORT D, PAGES 35-46)

To adopt the Councillors Code of Conduct.

8 PROTOCOL FOR CLLR/OFFICER RELATIONS (REPORT E, PAGES 47-53)

To adopt the protocol for Cllr/Officer relations.

9 COMPLAINTS PROCEDURE (REPORT F, PAGES 54-57)

To adopt the Council's complaints procedure.

10 FINAL ACCOUNTS (REPORT G, PAGES 58-91)

To approve the final accounts for the year ending March 2023, to note the internal auditor's comments and complete the annual return.

11 ANNUAL GOVERNANCE REPORT SECTION 1 & SECTION 2 2022/23 (REPORT H, PAGES 92-94)

To approve the Annual Governance & Accountability Return section 1 and section 2 and the public right of inspection dates for 2022/23.

12 INTERNAL AUDIT REPORT (REPORT I, PAGES 95-96)

To note the recent internal audit and delegate officers' authority to commence appropriate actions.

13 FINANCE REPORT (REPORT J, PAGES 97-106)

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

14 EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

"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 (personal matters of an individual)"

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

15 STAFFING UPDATE (VERBAL REPORT)

To receive an update on the current staffing structure and approve a new salary grade for the Community Development Officer vacant post.

**Minutes of the Full Council Meeting
held on Monday 17 April 2023 at 5.30 pm.
at the Parish Office, 2 Knowle Park Lane, Fair Oak**

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

P - Cllr Anderson	P - Cllr Scott	P - Cllr Stupple
P - Cllr Forfar	Ap - Cllr Bird	P - Cllr Douglas (Chair)
Vacancy	Ap - Cllr Marsh	P- Cllr Couldrey (Vice-Chair)
P - Cllr Barrett	Pt - Cllr Smith	Ab - Cllr McGuinness
P - Cllr Higby	P - Cllr Meech	P - Cllr Tennent

Officers in attendance: Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk, Joanna Cahill, Responsible Finance Officer and Martin Johnson, Operations Manager.

Apologies: Cllrs Bird and Marsh

PUBLIC SESSION

No members of the public addressed the Council.

106 DECLARATIONS OF INTEREST

Cllr Tennant, in Minute No 109.

107 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Councillors and staff for their hard work and achievements over the last 4 years.

The Chairman announced that both Cllrs Higby and McGuinness would step down at the end of their 4-year tenure in May. She thanked them for their hard work during their terms of office.

108 MINUTES (PAPER A)

RESOLVED:

- (a) That the minutes of the Full Council meeting held on 20 March 2023, be signed by the Chairman as a correct record;
- (b) That the minutes of the Finance Committee Meeting, and the recommendations therein, held on 16 March, be agreed upon and approved as a correct record: and
- (c) The delegated planning decisions of the week ending 24 March 2023 be noted.

109 PLANNING APPLICATION RM/23/94868

Cllr Tennant declared a non-pecuniary interest in both applications as a member of West End Parish Council and Eastleigh Borough Council which would consider and determine the applications. He concluded that there were no grounds under common law to prevent him from remaining in the meeting. However, he did not speak or vote.

The Council considered the following planning applications: -

Application No: [RM/23/94868](#)

Address: Chalcroft Business Park, Burnetts Lane

Description: Approval of Reserved matters pursuant to outline planning permission F/18/83945 as amended by X/22/94322 giving details of the:

a) layout b) scale c) appearance d) landscaping for a scheme of 6,419 sqm of commercial floor space formed in 1.no buildings.

Application No: [RM/23/94858](#)

Address: Chalcroft Business Park, Burnetts Lane

Description: Approval of Reserved Matters pursuant to hybrid planning permission F/18/83945 giving details of the:

a) layout; b) scale; c) appearance; d) landscaping. For a scheme of 6,419 sqm of commercial floor space formed in 3no. buildings.

Following discussion; it was:

RESOLVED:

That the Council's support for both applications be submitted to Eastleigh Borough Council.

110 FINANCE REPORT (REPORT B)

Members considered the report of the Finance Officer.

RESOLVED:

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

111 INTERNAL AUDITORS REPORT (REPORT C)

The Council considered the recommendations of the Internal Auditor following their visit in January 2023 and the subsequent actions undertaken which were set out in the action plan attached at Appendix 1 to Report C.

RESOLVED:

That the report and actions undertaken, be noted.

112 FIXED ASSET REGISTER (REPORT D)

The Council reviewed the Fixed Asset Register as at March 2023.

Members were reminded that Parish assets did not depreciate, however, where assets were no longer in use, such as old laptops and vehicles, these would be sold at market value and reflected in the register.

RESOLVED:

That the Fixed Asset Register be noted.

113 CLERK'S UPDATE

The Clerk delivered a general update with the following salient points: -

Library – The contractors had commenced work on 11 April. The Clerk would attend a project review meeting on 18 April which would clarify the budget and timescales.

Café –The building contract had now been signed by the Clerk. It was hoped that the site compound would be set up on Monday 24 April and that piling work would commence at the beginning of May.

Crowdhill Green Play Area – The contractor had confirmed that they would begin the play area installation on Wednesday 19 April. The Operations Team could now schedule the installation of the public art, including way finders which referenced the Play Area position.

BT Leased Line – Another provider had quoted a leased line for £100 cheaper per month for the same specifications and installation. However, as the Council was now in contract with BT, the exit fees of over £2,000 seemed excessive with no guarantee of a better or more reliable service. As such the Council would continue with the BT contract, despite BT refusing the Clerk's request to renegotiate on price.

Wildflowers –Preparations for the extension of wildflower areas had been completed at Tywnams Field, the Orchard, Oak Walk and Meadowsweet Way. The Clerk thanked Martin Johnson and the rest of the Operations Team for their hard work.

Community Development – Continuing the good work of the previous Community

Development Officer, plans for a community activity day at Twynams Field to include the Scouts was underway.

The deadline for the Community Development Officer applications was 21 April with interviews scheduled for 4 May.

114 SUSTAINABILITY REPORT (REPORT E)

The Council considered the adoption of a Sustainability Policy.

RESOLVED:

That the Sustainability Policy be adopted.

115 CORPORATE PLAN AND ACTION PLAN 2023- 2026 (REPORT F)

The Clerk outlined the development of the plan which included statistical evidence and results from the community engagement survey. The new plan focused on three strategic priorities of people, planet and place. These thematic priorities reflected the messaging from the survey and the collective aspirations of the community and the Parish Council.

In discussing the Council's values, vision and mission statement, Councillors discussed the need to reinforce the messaging of "decision-making without the Politics", through its actions.

Members felt that positive steps needed to be taken to ensure the Council was fully inclusive and accessible for example rather than inviting one political party to an event and not others, or excluding a party and visor versa, the message of "all are welcome be given", to give a fairer, accessible, and fully inclusive opportunity to access the Council and its events etc. This was one example of how the Council could ensure that its actions truly represented the ethos of the Council, namely that its community comes first and remains at the heart of everything the Council says and does.

Subject to a slight rewording on page three of the document, all members supported the adoption of the corporate plan and thanked officers for the new, user-friendly layout and context.

RESOLVED:

That the Corporate Plan for 2023-2026 be adopted with minor amendments on page three.

Action: MS

116 EMPLOYEE HANDBOOK (REPORT G)

The considered the employee handbook with the recommended alterations.

RESOLVED:

That the updated employee handbook be approved.

117 WORK PROGRAMME (REPORT H)

RESOLVED:

That the work programme be noted.

Signed Chairman.

This was all the business and the meeting closed at 6.35 pm.

Asset Committee (8 Members)

Cllr S Anderson
Cllr C Bird (Vice-Chairman)
Cllr H Douglas
Cllr K Forfar
Cllr G Meech
Cllr D Scott (Chairman)
Cllr M Smith

Vacancy

Finance Committee (8 Members)

Cllr P Barrett
Cllr H Douglas (Chairman)
Cllr N Couldrey
Cllr K Forfar
Cllr M Marsh
Cllr B Tennent

Vacancy (Vice-Chairman)

Vacancy

Task & Finish Groups (standing groups)

Budget

Councillors: Couldrey, Douglas (Chairman) & Vacancy
Officers: Mel Stephens (Clerk) & Jo Cahill (RFO)

Climate Change

Councillors: Marsh (Chairman), Forfar & Vacancy
External: Bruce Mitchell & Christopher Chester
Officers: Mel Stephens (Cerk) & Michelle Leadbitter-Allen (Deputy Clerk)

Communication & Events

Councillors: Douglas (Chairman), Meech & Stupple
Officers: Mel Stephens (Clerk), Linda Greenslade (Deputy Clerk), Carly Giles (Communications & Events Officer)

Community Café

Councillors: Forfar (Chairman), Stupple & Vacancy
Officers: Mel Stephens (Clerk), Carly Giles (Comms & Events Officer)

NB: Planning applications dealt with under officers delegated authority and where appropriate (over 10 units or contentious) referred to Full Council for consideration.

OUTSIDE BODIES REPRESENTATIVES 2023/24

ORGANISATION	Representatives
Allotment Association	Cllr Forfar
Eastleigh District Association of Local Councils	Vacancy
Fair Oak Village Hall Management Committee	Vacancy
Fair Oak Squash Club	Cllr Douglas
Twynams Trustees	Cllr Scott
Street Pastors	Cllr Bird
Y-Zone Management Committee	Cllr Douglas & Clerk

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CONSTITUTION

CHAPTER 2

STANDING ORDERS

Adopted
Review

May 2023
May 2024

Meetings

Ordinary Council Meeting

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 but shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
2. **A minimum three clear days' notice must be given but must not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas or Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
3. **In addition to the Annual Meeting at least three other meetings shall be held in each year.**
4. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The Public's exclusion from part or all of a meeting shall be by a resolution with reasons stated and recorded.**
5. 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 65(d) must be read in conjunction with their requirement.

Order of business

6. **At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chair, if the Chair and Vice-Chair 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.**
7. 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 deal with business expressly required by statute to be done.**
 - b) **Confirm the accuracy of the minutes of the last meeting of the council and approve the signature of the minutes by the person presiding as a correct record.**
 - c) To answer questions from Members.
 - d) To receive and consider reports and minutes of committees.
 - e) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - f) To authorise the sealing of documents.
 - g) If necessary, to authorise the signing of orders for payment.

Annual Council Meeting

8. In an election year the Annual Council Meeting shall be held on or within 14 days following the day on which the Members are elected and/or take office
9. In a year which is not an election year, meetings shall be held on such day in May as the Council may direct.
10. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
11. The Chair or Vice Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
12. In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
13. In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
14. 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 77, at any time dissolve or alter the membership of the committee.

Order of business

15. At each Annual Council Meeting the first business shall be:
 - a) **To elect a Chair & Vice Chair of the Council**
 - b) In an election year to receive the Parish Council Chair's and Members Declaration of Acceptance of Office and written undertakings to comply with the Code of Conduct (Chapter 2 of the Council's Constitution) adopted by the Council which have not been received as provided by law**

shall be received.

- c) In the ordinary year of election of the Council to advertise any vacancies left unfilled at the election by reason of insufficient nominations.**
 - d) To appoint committees and sub-committees. and shall thereafter refer to Standing Order 72.
16. 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 deal with business expressly required by statute to be done.**
 - b) Confirm the accuracy of the minutes of the last meeting of the council and approve the signature of the minutes by the person presiding as a correct record.**
 - c) To adopt the following documents as in accordance with the Council's Constitution:**
 - i. Standing Orders**
 - ii. Member Code of Conduct**
 - iii. Member and Officer Relations Protocol
 - iv. Any other governance documents as required.
 - d) To answer questions from Members.
 - e) To receive and consider reports and minutes of committees.
 - f) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - g) To authorise the sealing of documents.
 - h) If necessary, to authorise the signing of orders for payment.

Draft Minutes

- 17. If the draft minutes of a preceding meeting have been served on Members with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 18. 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 50(e)
- 19. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 20. If the Chair 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 Chair of their 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.”

21. Following the preparation of draft minutes, the Parish Clerk shall issue them to the relevant Chair for comment prior to publication in draft form on the council's website.

Special Meeting

22. **The Chair of a committee or the Parish Council Chair 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.**
23. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

Chair of the Meeting

24. **The person presiding at a meeting may exercise all the powers and duties of the Parish Council Chair in relation to the conduct of the meeting.**
25. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
26. **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
27. The Parish Council Chair shall be members of every committee; for the sake of clarity, this is to allow them voting rights at all committees either or both may attend.
28. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Proper Officer

29. 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:

The Proper officer shall;

- 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 byelaws made by the Borough Council.**
- f) To certify copies of byelaws made by the Council.
- g) To serve a signed summons to attend meetings of the Council & provide public notice.**
- h) To keep proper records for all Council meetings & facilitate public inspection.**
- i) Should the Responsible Finance Officer be absent for whatever reason the clerk shall enact the Council's adopted RFO protocol.
- j) Deal with all staff related matters as per Delegated Authority as set out in the Delegation of Powers to officers.

Quorum of the Council

- 30. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- 31. If a quorum is not present or if during a meeting the number of Members 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 Chair may fix.

Voting

- 32. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- 33. **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 onto the next business.**
- 34. **Subject to (a) and (b) below the Parish Council Chair 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 Chair and Vice-Chair, Parish Council Chair, until the end of their term of office, they may not give an original vote in an election for Parish Council Chair.

- b) The person presiding must give a casting vote whenever there is an equality of votes in an election for Parish Council Chair.**

Adjournment

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

Urgent Business

36. The Chair 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

37. 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
38. The mover has given notice in writing (notice 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.
39. 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 withdraw it.
40. 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 6 clear days before the meeting.
41. If the wording or subject of a proposed motion is considered improper, the Parish Clerk shall consult with the Chair of the forthcoming meeting, or as the case may be, the Members who have convened the meeting to consider whether the motions shall be included in the agenda or rejected.
42. 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.
43. 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 Chair, if they consider it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

44. 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

45. Resolutions dealing with the following matters may be moved without notice:
- a) To appoint a Chair 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. (Standing Order 107)
 - o) To silence or eject from the meeting a member or a member of the public for disorderly conduct (Standing Order 55)
 - p) To give the consent of the Council where such consent is required by these Standing Orders.
 - q) To suspend any Standing Order. (Standing Order 128)
 - r) To adjourn the meeting.

Questions

46. A member may ask the Parish Council Chair or the Parish Clerk any question concerning the business of the Council. The Parish Council Chair or Parish Clerk may respond

immediately or within an agreed timescale.

- 47. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 48. Every question shall be put and answered without discussion.
- 49. A person to whom a question has been put may decline to answer.

Rules of Debate

- 50.
 - 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 Chair, 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.

51.

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

Closure

52. 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 Chair/Chair shall put the motion but, in the case of a motion “that the question be now put”, only if they are 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

53. **All members must behave in a manner required by the Council's adopted Code of Conduct (Chapter 2 of the Council's Constitution).**
54. No member shall at a meeting persistently disregard the ruling of the Chair, 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.**
55. If, in the opinion of the Chair, a member has broken the provisions of Standing Orders 53 or 54, the Chair 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 forth with and without discussion.
56. If either of the motions mentioned in paragraph 55 is disobeyed, the Chair may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

Right of Reply

57. 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

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

Rescission of Previous Resolution

59. 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.
60. When a special resolution or any other resolution moved under the provisions of Standing Order 63 has been disposed of, no similar resolution may be moved within a further six months.

Voting On Appointments

61. 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 tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

Discussions and Resolutions Affecting Employees of the Council

62. 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. (Standing Order 107)

Resolutions on Expenditure

63. 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 Chair 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

64. 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/or Council meeting.

Handling Confidential or Sensitive Information

- 65.
- (a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
 - (b) The Council shall have in place, and keep under review, policies for the**

retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).

(c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

(d) Members and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

Expenditure

- 66. All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council's Financial Regulations (Chapter 3 of the Council's Constitution).
- 67. 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.
- 68. All payments authorised by the Finance Committee shall be presented to the next ordinary meeting of the Council for noting.
- 69. 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

- 70. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- 71. **Subject to standing order 70, any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

Committees and Sub Committees

- 72. The Chair and Vice-Chair of Committees will be elected by the Full Council at its Annual Meeting.

Reporting to Council

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

Sub-Committees

74. **Every committee may appoint sub-committees/Task & Finish Groups for purposes to be specified by the committee.**
75. The Chair or Vice-Chair of the committee shall be a member of every sub-committee appointed by it unless they signify that they do not wish to serve.
76. 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.
77. Without prejudice to the powers of committees under Standing Order 74, 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

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

Voting in Committees

82. 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.
83. **Chair 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

84. A member who has proposed a resolution which has been referred to any committee of which they are not a member, may explain the 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.
85. A member attending under their standing order may speak, but not vote. A

resolution passed under Standing Order 107 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

86. 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 & Staffing Committee
 - Assets Committee
 - Communications & Events Task & Finish Group
 - Budget Task & Finish Group
 - Climate Change Task & Finish Group
87. 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 Appendix 1 to these Standing Orders.
88. All working groups established by the Council, or a committee shall have a term of reference in the format as prescribed by Appendix 1.

Accounts and Financial Statement

89. 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.

Annual Budget and Precept Setting Process

90. The council shall approve written estimates or calculated precept for the coming financial year no later than February meeting of Full Council.
91. 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, for presentation to the Budget Task and Finish Group who will recommend to the Finance Committee.

Code of Conduct and Dispensations

92. **As per section 27(2) of The Localism Act 2011 all Members with voting rights shall observe the code of conduct adopted by the Council.**
93. **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 and make representations, answer questions or give evidence provided that the public is also allowed to attend the meeting for the same purpose, and you leave the meeting immediately after having done so.

94. **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.
95. A decision as to whether to grant a dispensation shall be made by the Proper Officer in consultation with the Chair of the Council or, failing that, the Committee Chair 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.
96. Subject to Standing Orders 97 and 98, dispensations requests shall be considered by the Proper Officer in consultation with the Chair of the Council or, failing that, the Committee Chair before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
97. **A dispensation may be granted in accordance with Standing Order 94 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.**
98. **At the Annual Council Meeting at the beginning of a new four-year term of office, the Clerk will grant dispensation to all councillors residing with the parish enabling them to cast their vote on the precept.**
99. **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.**
100. 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 a relationship to a member is disclosed, this Standing Order shall apply.

Canvassing of and Recommendations by Members

101. 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 this sub-paragraph of the Standing Orders to every candidate.
102. 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.
103. Standing Orders 104 & 105 shall apply to tenders if the person making a tender was a candidate for an appointment.

Inspection of Documents

104. 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.
105. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council and** any local government elector of the Parish without charge.

Unauthorised Activities

106. 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

107. **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".

108. **The Council shall state the special reason for exclusion.**

109. **At all meetings the Chair 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.**
110. All Council meetings shall permit an opportunity for time to be allocated to allow members of the public to make statements and ask questions.
111. **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.¹**
112. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
113. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that they be removed from the meeting.

Confidential Business

114. 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.
115. Any member in breach of the provisions of Standing Orders 114, shall be removed from any committee or sub-committee of the Council.

Information Provision & Data Protection

116. 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 the Data Protection Act 1998.
117. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
118. **Correspondence from, and notices served by the Information Commissioner shall be referred by the Proper Officer to the Chair of the Finance & Staffing Committee and the Parish Council Chair. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.**

Liaison with Borough/County Members

119. At the start of every committee year, Borough/County Members will be sent a notice of meeting dates for all Council & Committee meetings with a link to the Council's website

¹ [To report means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.]

to view agendas and minutes.

Planning and Licensing Applications

120. The Council's Admin Officer, in consultation with the Deputy Clerk, shall refer every planning application received via email to all members of the Council for comment, and 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.
121. 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.
122. Any member of the council may require the 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

123. 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 Chair and Vice-Chair 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

124. **Upon notification by Eastleigh Borough Council that it is dealing with a complaint that a Member or non-Member with voting rights has breached the parish council's code of conduct, the Proper Officer shall report to the parish council.**
125. Where the notification in Standing Order 124 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Parish Council Chair of their fact, and

the Parish Council Chair 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 126.

126. 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.
127. **Upon notification by Eastleigh Borough Council that a Member or non-Member 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

128. 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.
129. 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

130. 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.
131. These standing orders and in particular the Terms of Reference of Committees shall be reviewed annually.

APPENDIX 1: Terms of Reference(s)

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; library and café (when complete)
 - 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.
 - Public Art
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 Communications & 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 annually 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 at least one nominated council member 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.
21. Start grievances and appeals as per the Employee Handbook

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.

Communication & Events Task & Finish Group

The Communication & Events Task and Finish Group 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 Chair'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 task and finish group or at the request of the full council.

Budget Task & Finish Group

The Task & Finish Group deals with the following matters and reports to the Finance Committee on the following;

- To perform the scrutiny role in setting the Council's budget each financial year;
- To report risks that, in the view of the Task and Finish Group, may hinder the Council in achieving its objectives.
- To report any suggestions for efficiencies or savings for consideration; and
- To highlight any priority projects that should remain in the budget.

Climate Change Task & Finish Group

The Climate Change Task & Finish Group is tasked with the following.

- To investigate and progress ways in which the Council can reduce its carbon footprint by pursuing the identified actions of the Climate Change Action Plan and;
- To provide information and opportunities to join in with council-led activities to those residents wanting to embrace the circular economy, improve habitats for pollinators, increase biodiversity and how they can reduce their energy and water bills and reduce their carbon footprint.
- Seek ways in which the Council can work with Eastleigh Borough Council in developing the One Horton Development and Strategic Options Site to ensure suitable sustainable energy, transport and environmental policies are considered during the master planning process.

Task & Finish Group Terms of Reference

[insert name] Task & Finish Group

Terms of Reference

1. The Group will consist of [insert no.] Members, 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 a public meeting.



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CONSTITUTION

CHAPTER 8

CLLRS CODE OF CONDUCT

Adopted July 2021

Review May 2023

Introduction

By law, all Councillors are required to follow their Council's Code of Conduct when acting in their capacity as a Councillor.

The Code set out below has been adopted by Fair Oak & Horton Heath Parish Council to fulfil its obligations under section 27 (2) of the Localism Act 2011, and is consistent with the following principles of public life set out in the Act: selflessness; integrity; objectivity; accountability; openness; honesty, and leadership.

If you have any doubt about whether any action you propose to take may be in breach of the Code, you should seek advice from the Parish Clerk beforehand. However, please remember that responsibility for your actions remains at all times with you.

Anyone who considers you have failed to comply with this Code may make a formal complaint about you. The Council has adopted procedures for dealing with complaints. If a complaint is upheld, this may lead to your formal censure, adverse publicity ("naming and shaming"), or the Council removing you from a Committee or other position.

Apart from the provisions of this Code, members are required to register and disclose both pecuniary and non-pecuniary interests, as set out in the law and the Council's Standing Orders. Failure to comply with the law as it applies to disclosable pecuniary interests is a criminal offence.

(This explanatory note does not form part of the Code).

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Nolan Principles (set out above).

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the Council's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Parish Clerk prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Parish Clerk.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Parish Clerk to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Parish Clerk.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Parish Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Parish Clerk any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Parish Clerk the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or 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.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Parish Clerk.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Parish Clerk with the reasons why you believe it is a sensitive interest. If the Parish Clerk agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of

the interest.

7. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter (referred to in paragraph 7 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any 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 to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the
	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) 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 and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	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 the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor'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 £25,000 or one hundredth of the total issued share capital of that body; or (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 councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* '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.

Table 2: Other Registrable Interests

<p>You must register as an Other Registrable Interest:</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) <p>of which you are a member or in a position of general control or management.</p>

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CONSTITUTION

CHAPTER 6

PROTOCOL FOR CLLR/OFFICER RELATIONS

Adopted
Review

July 2021
May 2023

1. Introduction

- 1.1 The purpose of this protocol is to guide Cllrs and staff of Fair Oak & Horton Heath Parish Council in their relations with one another to ensure the smooth running of the Council.
- 1.2 Given the variety and complexity of such relations, this protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise.
- 1.3 The protocol should ensure that Cllrs receive objective and impartial advice, and that staff are protected from accusations of bias, undue influence & bullying from Cllrs.
- 1.4 It also seeks to reflect the principles underlying the Cllrs Code of Conduct.
- 1.5 The objective of this code is to enhance and maintain the integrity of the Council and therefore demands high standards of personal conduct.

2. Principles underlying Cllr/staff relations

- 2.1 The Nolan Report on Standards of Conduct in Local Government suggests that 'No local authority can function properly without a good relationship between its Cllrs and its staff'. Where the relationship breaks down, an atmosphere of suspicion or dislike can make it very difficult to devise and implement policies in any consistent way.
- 2.2 The general principles which govern the conduct of Cllrs (selflessness, honesty and integrity, objectivity, accountability, openness, personal judgement, respect for others, duty to uphold the law, stewardship and leadership) require Cllrs to respect the impartiality and integrity of an authority's statutory staff and other staff. Those principles are equally appropriate for staff in their dealings with Cllrs.

3. General protocol

- 3.1 Both Councillors and staff are servants of the public and they are indispensable to one another, however, their responsibilities are distinct.

3.2 Roles of Cllrs

- 3.2.1 Cllrs are responsible to the electorate and serve only so long as their term of office lasts.
- 3.2.2 Cllrs are democratically elected and are accountable to the electorate for their actions.
- 3.2.3 An important feature of each Cllr's role is to represent the interests of their constituents, irrespective of how they may have voted in an election.
- 3.2.4 The expectation is that Cllrs will be more aware of the views of their constituents on major policy developments before decisions are taken collectively at Council meetings.

3.3 Roles of Officers

- 3.3.1 The Parish Clerk is responsible for day-to-day managerial and operational decisions within the Council and the provision of support to all Cllrs.

- 3.3.2 The Parish Clerk has a duty to implement decisions of the Council which are lawful, and which have been properly approved in accordance with the requirements of the law recorded in the Minutes of the Council.

4. Employer/Staff Issues

- 4.1 At the heart of this protocol, is the importance of mutual respect.
- 4.2 Cllr/staff relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between Cllrs and staff should observe reasonable standards of courtesy and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.
- 4.3 Cllrs should recognise in their dealings with staff that inappropriate conduct or behaviour on their part could lead to a case being brought to an employment tribunal by an aggrieved staff member.
- 4.4 It is proper for a Cllr to make written or oral representations about a matter affecting a constituent who also happens to be a staff member, but they should avoid taking a proactive part or represent or act as an advocate on behalf of the staff in any disciplinary or grievance procedures brought against the Council by the staff member.
- 4.5 Cllrs should not place inappropriate pressure on staff and must ensure that all communication between them (including written communication) does not bring the Council into disrepute, cause any embarrassment to them, or lead to a breakdown of mutual trust, respect and courtesy in Cllr/staff relations.
- 4.6 Cllrs and staff should promote equality by not discriminating unlawfully or otherwise against any person. They should treat people with respect, regardless of their race, age, religion, gender, sexual orientation or disability.

5. Member concern about officer conduct

- 5.1 Members should not raise matters relating to the conduct or capability of a council employee or of employees collectively, at meetings held in public. This is a long-standing tradition in public service. Employees have no means of responding to criticism like this in public.
- 5.2 A Cllr should not raise matters relating to the conduct or capability of a staff member in a manner that is incompatible with the objectives of this protocol (such as in a public forum which might cause embarrassment/humiliation). This is a long-standing tradition in public service.
- 5.3 If a member feels that an officer has not treated them with proper respect or courtesy or has any concern about the conduct or capability of a Council employee, they should initially consider whether it would be appropriate to raise the matter through direct discussion with the employee concerned. Whether this is appropriate will depend largely on the nature and seriousness of the conduct, and the level of seniority of the employee. If the member fails to resolve the matter through discussion with the employee or feels that such an approach would not be appropriate, they should raise the matter with the Parish Clerk. The Clerk will examine the facts and report back to the member. If the member continues to feel concerned, they should then report the facts to the Chair of the Council who will look into the matter afresh.

6. Officer concern about members conduct

- 6.1 Where a staff member feels that they have not been properly treated with respect and courtesy by a Cllr, they should raise the matter with the Clerk. In these circumstances, the Parish Clerk will take appropriate action either by approaching the individual Cllr or by referring the matter to the Borough Council's Monitoring Officer.

7. Close personal relationships between Officers and Members

- 7.1 Guidance on personal relationships is contained in the Code of Conduct. Provided these are observed, more informal exchanges may be appropriate between Cllrs and staff outside business meetings and formal events. It is important that there should be a close working relationship between Councillors and staff. However, such relationships should never be allowed to become so close or appear to be so close as to bring into question the issue of impartiality into doubt.

8. Staff support to Cllrs: general protocol

- 8.1 The Parish Clerk is responsible for day-to-day managerial and operational decisions within the authority and for the provision of support to all Cllrs.
- 8.2 Certain statutory staff members, such as the Parish Clerk and Responsible Financial Officer, have specific roles. These are addressed in Standing Orders and Financial Regulations. Their roles need to be understood and respected by all Cllrs.

9. Independence of the Parish Clerk

- 9.1 The Parish Clerk is not answerable to any individual Councillor.
- 9.2 The Parish Clerk is an independent and objective servant of the Council as a single corporate body, recognising that the Council is responsible for all decisions and taking instructions from the Council in its capacity as a single corporate body.
- 9.3 The Parish Clerk has a right and a duty to report to the Council, or any committee or sub-committee on any issue which they deem appropriate.
- 9.4 They have a right and obligation to obtain sound advice as they deem appropriate in order to assist in their role in reporting to the Council.
- 9.5 As an independent and objective professional, the Parish Clerk (or such delegated staff member) advises the Council on whether decisions are lawful and ways in which decisions can be implemented.
- 9.6 The Parish Clerk, or another staff member, shall research topics of concern to the Council and provide unbiased information to enable the Council to make an informed decision.
- 9.7 The following key principles reflect the way in which the staff generally relate to Cllrs:
- 9.7.1 All staff are employed by and accountable to the Parish Clerk, where relevant through line managers.
 - 9.7.2 Support from staff is needed for all the authority's functions including Council, Committees and individual Cllrs representing their communities etc.
 - 9.7.3 Day-to-day managerial and operational decisions remain the responsibility of the Parish Clerk.

- 9.7.4 On occasion, a decision may be reached which authorises the Parish Clerk to act between meetings following consultation with the Chair of the Council.
- 9.7.5 Cllrs must not issue orders, instructions or directions to staff. Authorisation to carry out work on behalf of the Council can only be issued by the Parish Clerk and/or the Responsible Finance Officer or in exceptional circumstances the Chair in consultation with the Vice-chair.
- 9.7.6 Staff will do their best to give timely responses to Cllrs' enquiries. However, staff should not have unreasonable requests placed on them. Their work priorities are set and managed by their Line Managers.
- 9.7.7 Cllrs should try to give timely responses to enquiries from staff, particularly where the Council must itself comply with legal time limits for making decisions (for example in relation to planning applications).
- 9.7.8 Staff should not discuss with a Cllr personal matters concerning themselves or another individual staff member. This does not prevent an officer raising on a personal basis, and in their own time, a matter with their ward Cllr.
- 9.7.9 Cllrs and staff should respect each other's free time. Council business should only be discussed when both Cllr and staff member are acting in their official capacity.

10. Support to members and political groups

- 10.1 The only basis on which the Council can lawfully provide support services (e.g., stationery, typing, printing, photocopying, transport etc) to members is to assist them in discharging their role as members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaigning activity or for private purposes.
- 10.2 Apart from accommodation and services that are specifically dedicated to members, the Council's offices, services and sources of information may be used only through the officers. Members should not go into, or use, any offices or sources of information without an officer in attendance.

11. Members' Rights of Access to Information and to Council Documents

- 11.1 The legal rights of members to inspect Council documents is covered partly by statute, and partly by common law. The following paragraphs give guidance on the circumstances in which members may legitimately require officers to give them access to Council documents.
- 11.2 It is however important to note that these rights only apply where members are undertaking Council business. Where a member has a private or personal interest in a matter, the member will only be entitled to the same access to documents as would be the case for a private individual. In these circumstances the member must make it clear to the employee that they are acting on his own behalf and not acting as a Councillor.
- 11.3 Members may approach officers to obtain such reasonable information, explanation and advice about that council functions to assist in discharging their role as members of the Council or any particular role, e.g., representative on an outside body to which they have been appointed by the Council. This can range from a request for general information or research about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such

approaches should normally be made to the Parish Clerk.

- 11.4 Members have a statutory right to inspect any Council document, including any relevant background papers, containing material relating to any business which is to be transacted in public at a Council, Committee or Sub-Committee meeting. This right applies irrespective of whether the member is a member of any of the bodies concerned.
- 11.5 This statutory right does not, however, apply to documents or background papers appearing as private session items on agenda for meetings. Therefore, members not on the particular Committee etc do not have a statutory right to inspect confidential or exempt information, for example that relating to employees, occupiers of Council property, applicants for grants and other services, the care of children, contract and industrial relations negotiations, advice from Counsel and criminal investigations.
- 11.6 The common law right of members is much broader. It is based on the principle that any member has a prima facie right to inspect Council documents provided they access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the Council. This principle is commonly referred to as the “need to know” principle.
- 11.7 The exercise of this common law right therefore depends upon the member's ability to demonstrate that they have the necessary “need to know”. In this respect a member has no right to “a roving commission” to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the “need to know”.
- 11.8 This question must initially be determined by the Clerk. A member will be expected to justify the request in specific terms..
- 11.9 There will be a range of documents which, because of their nature, are either not accessible by members or are accessible only by the political group forming the administration and not by the other political groups. An example of this latter category would be draft documents compiled in the context of emerging Council policies and draft reports, the premature disclosure of which might be against the Council's and the public interest.
- 11.10 The term “Council document” is very broad. It includes, for example, any document produced with Council resources, but it is accepted by convention that a member of one-party group will not have a “need to know” and, therefore, a right to inspect, a document which forms part of the internal workings of another party group.
- 11.11 Further and more detailed advice regarding members' rights to inspect Council documents may be obtained from the Clerk.

12. Correspondence (including email)

- 12.1 Correspondence between an individual Cllr and a staff member should not normally be copied (by the staff member) to any other Cllr.
- 12.2 Where it is necessary to copy the correspondence to another Cllr, this should be made clear to the original Cllr.
- 12.3 In other words, a system of 'silent copies' should not be employed.
- 12.4 Letters and emails must be sent on Parish Council headed paper or from a Council

account.

12.5 It will, however, be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear in the name of the Chair of the Council.

12.6 Letters and emails which, for example, create legal obligations or give instructions on behalf of the Council should never be sent out in the name of a Cllr.

13. Public relations and news releases

13.1 The Council's Communications Officer serves the Council as a whole and must operate within the limits of the Code of Recommended Practice on Local Authority Publicity issued under the Local Government Act 1986. Broadly, the 1986 Act prohibits the Council from publishing material that appears designed to affect public support for a political party.

13.2 Officers draft news releases on behalf of the Council. They will often contain quotations (within the limits of the Act and Code of Recommended Practice) from the Chair of the Council or the Clerk. Such news releases are issued on behalf of the Council, and it would not, therefore, be appropriate when repeating quotations from members to indicate their party-political affiliation.

14. Conclusion

14.1 Mutual understanding, openness and respect are the greatest safeguard of the integrity of the Council, its Cllrs and staff.

15. Arbitration

15.1 Where necessary, the Parish Clerk will arbitrate on the interpretation of this protocol.

**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

CONSTITUTION

CHAPTER 9

COMPLAINTS PROCEDURE INC VEXATIOUS COMPLAINANTS

Adopted: July 2021

Review: May 2023

1. Introduction

- 1.1 Fair Oak & Horton Heath Parish Council aims to provide residents with the best possible service. However, sometimes things do go wrong and if this happens, please tell us about it, so we can put things right. It's usually better to approach a Councillor or member of staff informally and try to resolve the situation. If that isn't possible or if that approach hasn't worked for you, please follow this complaints procedure.
- 1.2 We take all complaints seriously and do our best to learn from them. We will investigate complaints in a fair and proportionate way. Handling of complaints is undertaken with the strictest confidence. Making a complaint about us does not mean you will be treated differently to any other resident in the future. You will be treated politely and with respect.
- 1.3 We want to resolve complaints swiftly, finding solutions to the satisfaction of all parties. We hope this procedure helps this process.

2. Complaints not covered in this procedure

- 2.1 There are certain matters that are not treated as complaints and are not covered by this procedure, these include: -
 - by one council employee against another council employee or by a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - against Cllrs. These types of complaint refer to a breach of the Cllrs Code of Conduct, which can be found in our constitution. If this is the case, you should contact Eastleigh Borough Council's Monitoring Officer.
 - Minor day-to-day concerns, these service enquiries will be dealt with by the Clerk.
 - Anonymous complaints
 - General 'gripes' posted on social media
 - Complaints which have already exhausted this procedure

3. Other avenues to raise issues

- 3.1 The best time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed or by simply coming to the meeting in person. There is always an opportunity to raise your concerns in Council meetings. To find out more on this please email the Clerk for advice by emailing clerk@fairoak-pc.gov.uk

4. Formal complaints

- 4.1 If your complaint is an expression of dissatisfaction about the conduct or standard of service by the Council, the matter will be dealt with under our Corporate Complaints process. The process has been designed to ensure your complaint is dealt with as efficiently and satisfactorily as possible.
- 4.2 The three-stage process is outlined below:

Stage 1:

- Your complaint will initially be dealt with by the Parish Clerk who will acknowledge your complaint within five working days. You may log your complaint in person, by

phone, or by writing to or emailing the address and number set out above.

- The Parish Clerk will investigate each complaint and may ask for further information as necessary from you and/or from Cllrs or staff.
- The Parish Clerk will try to resolve your complaint within ten working days.
- If this is not possible, the Parish Clerk will provide an estimate how long the investigation is likely to last.

Stage 2:

- If you are not satisfied with the decision of the Parish Clerk or if your complaint concerns the Parish Clerk, you may make your complaint directly to the Chair of the Council.
- The Chair of the Council will investigate each complaint and may ask for further information as necessary from you and/or from Cllrs or staff.
- The Chair of the Council will try to resolve your complaint within ten working days.
- If this is not possible, the Chair will normally acknowledge your complaint within five working days and estimate how long the investigation is likely to last.

Stage 3:

- If you remain dissatisfied with the response to your complaint, you may ask the Chair of the Council to refer it to the next available Council meeting for discussion.
- If appropriate, your complaint will be considered by Cllrs in a confidential session at the meeting. You will be invited to attend this meeting and you will be notified in writing of the outcome of the review of your complaint after the meeting.
- The Council will use a set procedure for consideration for your complaint at the meeting, and this will be sent to you in advance of the meeting.
- The Council will make a final determination on the matter and this will be relayed to you in writing within 5 working days of the meeting.

- 4.3 Every effort will be made to resolve complaints without undue delay. The complaints procedure is designed to put things right if something has not been done correctly, and if that's not possible, we will explain why.

5. Still not satisfied?

- 5.1 We hope that we can satisfactorily resolve your complaint. However, if you are unhappy with the action we have taken, you can contact the following organisations:

- For complaints about Councillors conduct, the Monitoring Officer, Eastleigh Borough Council, Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN. For more information visit www.eastleigh.gov.uk or call 023 8068 8000
- For complaints that were related to financial matters where you think we have acted illegally or improperly please contact our External Auditor, PKF Littlejohn. For more information visit www.pkf-littlejohn.com or call 020 7516 2200
- For complaints about information you have requested under the Freedom of Information Act 2000 or Data Protection Act 2018 contact the Information Commissioner For more information visit www.ico.org.uk or call 0303 1231113

6. Persistent or Unreasonable Complaints

- 6.1 In a minority of cases people can pursue their complaints in a way which is unreasonable. This Council defines persistent or unreasonable complainant as "those who, because of the

frequency or nature of their contacts with the Council, unreasonably hinder the work of the Council”.

6.2 Some complaints may have justified complaints by may pursue them unreasonably, examples of what could be defined as unreasonable are: -

- Asking for responses in a short space of time;
- Refusing to specify the complaint despite offers of help;
- Refusing to cooperate with the investigation while expecting the complaint to be resolved;
- Making groundless complaints about employees;
- Adopting a ‘scattergun’ approach i.e submitting a complaint to a number of different people at the Council or pursuing a complaint with the council and asking others to do the same i.e MPs, Police);
- Making excessive demands on the time of employees
- Recording conversations with officers without prior knowledge
- Submitting repeat complaints on the same topic after the complaints process has been completed;
- Refusing to accept the decision and repeatedly arguing the point;
- Pursuing unreasonable complaints that provide no, or inadequate, details to substantiate the allegation of wrong-doing/effort on the part of the Council

6.3 All complaints will be considered thoroughly and fully. However, if a complainant is felt to be acting unreasonable the employee should seek confirmation from the Clerk that the complainant can be regarded as persistent or unreasonable in accordance with this policy. The following procedure will then be followed.

Where a complaint has been dealt with:

- The Clerk will write to the complainant explaining why the decision has been taken and stating no further correspondence will be undertaken on the complaint or the issues they have raised.
- A copy of this procedure will be enclosed.

Where the investigation is ongoing:

- The Clerk will write to the complainant explaining why the decision has been taken and will either:
- State future contact (phone, email, letter etc) will be directed to the Clerk only; or explain that contact with officers will be limited to once a week or other appropriate timescale: or
- Require any personal contacts to be in the presence of named witnesses; or
- State no further complaints on the same matter will be registered until the present complaint has been determined; or
- State that investigation has been terminated.

6.4 The above list is not exhaustive, and decision will be made on the appropriate way forward by the Clerk in consultation with the Chair of the Council.

6.5 Any restrictions imposed under the above procedures will be kept under review and be removed if the need for them no longer exists.

7. Review

7.1 This procedure will be reviewed and updated bi-annually.

Date adopted: May 2023

Review date: May 2025

FULL COUNCIL – 15 MAY 2023**FINAL ACCOUNTS FOR YEAR ENDING MARCH 2023****1. PURPOSE**

- 1.1 To approve the final accounts 2022/2023 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 BDO. 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 27 April 2023.
- 2.3 The final accounts include the following statements which are attached as Appendices :-
1. Responsible Finance Officer's notes to the accounts
 2. Annual return summary
 3. Trial balance for month 12
 4. Balance sheet (inc stock movement & profit & loss)
 5. Detailed income and expenditure
 6. Earmarked reserves
 7. Fixed Asset Register

3. RECOMMENDATION

- 3.1 That the Council approves the final accounts 2022/23 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 23

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 two tenants

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 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:

	2022/2023	2021/22
	£	£
Allotment Association	1,000	0
Community library	1,000	800
Village Hall pantomime	750	400
Squash club	600	700
Victim support	750	0
Fair Oak Cricket club	100	500
Evolution Yoga	0	700
Infant school		900
	<u>4,200</u>	<u>4,000</u>

Debtors

	2022/2023	2021/22
	£	£
VAT Recoverable	20,273	11,657
Debtors at 31/03/23	4,181	0
Prepaid Expenses	0	0
	<u>24,454</u>	<u>11,657</u>

Pensions

For the year ended 31 March 2023, fourteen members of the Council's staff were members of the Hampshire County Council pension scheme.

In the year to 31.03.23 pension costs amounted to £75,179

Movements on Capital Reserves

See attached breakdown - Earmarked reserves.

Assets

During the year the following assets were purchased/revalued:

	£
Purchases	
CUB Cadet Mower	10,800
Hedge Cutter	7,250
TG6507 Tractor	31,395
Electric vehicle	21,387
Electric vehicle	22,190
Dell Laptop	535
Dell Laptop	535
Self watering basket	1,284
Self watering basket	1,541
Gumdrop Bins	1,557
Screen -Kings coronation	1,875
Installation new office doors	2,541
Interactive map	3,200
Field gates	2,850
Bespoke bench	2,700
Hotbins	1,164
Total Purchases	112,803

Revaluations (movement in value shown)

No assets were revalued during the year

At 31 March 2023 the following assets were held:

Other assets - detailed on attached asset register	2,214,528
--	-----------

Loans

The council has no outstanding borrowings

Explanation of significant variances

Fair Oak and Horton Heath Parish Council

Annual Return

For the year ended March 2023

Section 1 - Analytical Review

Box no	Description	Year ending		Change	Comment
		31-Mar-22	31-Mar-23		
1	Brought Forward	719,038	716,694	-0.33%	See last year
2	Annual Precept	432,417	469,918	8.67%	3% Actual increase for the taxpayer (as per taxbase)
3	Total other receipts	299,324	999,301	233.85%	£883,927 recieved from section 106. For Community Café and splashpad, Pembers & Meadowsweet Play Areas -(talking benches & bug hotels) Village Centre Improvements (solar benches, digital map & bee/tree planting, bench & signs), Hot bins, Wigwam, Wildflower seeds, Community Development Officer post, Greening Campaign, Crowdhill Grounds Maintenance, Fair Oak library, and Knowle Park.
4	Staff costs	285,743	375,117	31.28%	Staff cost increases due to salary increments for all staff (3%), and increased headcount - 2 additional Caretakers. Unions also agreed a £1,925 pro rata salary increase for all staff, backdated to April 2022. Increased pensions costs by 1%.
5	Loan Interest	nil	nil		
6	Other Payments	448,342	756,061	68.63%	Higher reserve spend. Significant payments included spend on splashpad and café , Playarea improvements, Broadwalk improvements, Electric Vehicles and Village centre improvements,
7	Balance carried forward	716,694	1,054,735	47.17%	
8	Cash and investments	711,573	1,040,689	46.25%	see box 7 and creditors
9	Total fixed assets	2,101,725	2,214,528	5.37%	£113k increase includes New Mower 10.8k, hedge cutter 7.3k, Tractor £31k, Electric vehicles £44k, gumdrop bins £1.5k, interactive map £3.2k.
10	Total borrowings	nil	nil		

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2023

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	719,038	716,694	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Precept or Rates and Levies	432,417	469,918	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	299,324	999,301	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	285,743	375,117	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.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	448,342	756,061	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	716,694	1,054,735	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	711,573	1,040,689	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total Borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including 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

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>
100	Debtors			4,180.50	
105	VAT Control Account			20,273.18	
200	Current Account			86,487.71	
210	Premier Account			639,478.22	
220	Public Sector Deposit Fund			314,663.41	
250	Petty Cash			59.30	
310	General Reserves				350,352.64
312	EMR - Village Enhancements				5,195.51
315	EMR - Community Library				120,839.62
316	EMR - Community Development Pos				130,637.46
317	EMR- Community Development Pro				77,103.19
320	EMR - Crowdhill Green				8,996.59
325	EMR - Knowle Park				2,825.10
340	EMR - Knowle Park Office &comp				10,716.92
345	EMR - Lapstone Farm				61,345.24
350	EMR - Horton Heath CC				2,708.30
365	EMR - Election expenses				6,000.00
375	EMR -New Century Park				342,614.64
390	EMR - HHCC Flooring				40,250.00
395	EMR - Onsite Maint Knowle Park				6,750.00
396	EMR- Woodland Play Area				125,177.72
398	EMR - Greening Campaign				251.00
500	Creditors				8,807.48
510	Accruals				1,600.00
1076	Precept	100	Income		469,917.61
1090	Interest Received	100	Income		7,647.33
1200	Hiring Fees	150	Parish Office		7,726.25
1200	Hiring Fees	230	Crowdhill Community Building		29,124.72
1200	Hiring Fees	240	Pavilion		238.62
1200	Hiring Fees	250	HHCC		30,510.45
1300	Football Income	100	Income		6,081.00
1310	Cricket Income	100	Income		2,500.00
1500	Allotment Income	500	Allotments		3,709.58
1520	Burials Income	510	Cemetery		5,507.63
1530	Memorials Income	510	Cemetery		915.00
1540	Cremation Income	510	Cemetery		1,100.00
1550	Tennis Income	100	Income		1,836.54
1550	Tennis Income	500	Allotments		16.82
1900	Other Income	100	Income		18,460.37
1905	Section 106 Income	100	Income		883,927.05
4000	Salaries	110	Administration	299,938.17	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4010	Employer's Pension	110	Administration	75,179.17	
4030	Sickness/Holiday Cover	110	Administration	1,795.16	
4055	Insurance	110	Administration	10,455.61	
4060	Audit	110	Administration	2,100.00	
4070	Legal & Professional Fees	110	Administration	12,344.08	
4075	Postage	110	Administration	2.35	
4080	Stationery	110	Administration	1,268.04	
4085	Printer Consumables	110	Administration	956.34	
4090	Admin Maintenance	110	Administration	1,001.28	
4095	Bank Charges	110	Administration	61.57	
4100	Chairman's Allowance	110	Administration	320.50	
4105	Conference/Training/Staffing	110	Administration	2,692.40	
4110	Clothing	110	Administration	1,285.73	
4120	Telephone & Broadband	110	Administration	3,469.14	
4120	Telephone & Broadband	230	Crowdhill Community Building	972.59	
4120	Telephone & Broadband	240	Pavilion	700.03	
4120	Telephone & Broadband	250	HHCC	606.22	
4125	Mobile Phone	110	Administration	312.02	
4132	Subscriptions	110	Administration	1,957.45	
4133	Software and support	110	Administration	9,005.66	
4134	Members IT	110	Administration	5,470.60	
4140	Card Payments	110	Administration	72.00	
4300	Machinery - General Repairs	210	Machinery and Van	2,514.58	
4305	Fuel	210	Machinery and Van	4,998.14	
4310	Road Tax	210	Machinery and Van	580.00	
4315	Maintenance - Vans	210	Machinery and Van	7,591.03	
4320	Vehicle Insurance	210	Machinery and Van	3,642.07	
4395	Business Rates	150	Parish Office	15,219.50	
4395	Business Rates	230	Crowdhill Community Building	7,110.75	
4395	Business Rates	250	HHCC	2,644.70	
4395	Business Rates	490	Fair Oak Library		1,551.35
4400	Gas	150	Parish Office	2,430.48	
4400	Gas	230	Crowdhill Community Building	5,740.72	
4400	Gas	240	Pavilion	1,373.35	
4400	Gas	250	HHCC	3,876.37	
4405	Electricity	150	Parish Office	1,496.39	
4405	Electricity	230	Crowdhill Community Building	4,036.76	
4405	Electricity	240	Pavilion	441.70	
4405	Electricity	250	HHCC	2,634.38	
4410	Water	150	Parish Office	350.03	
4410	Water	230	Crowdhill Community Building	282.27	
4410	Water	240	Pavilion	40.84	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4410	Water	250	HHCC	522.54	
4410	Water	500	Allotments	132.88	
4410	Water	510	Cemetery	165.05	
4415	Repairs	150	Parish Office	1,605.00	
4415	Repairs	230	Crowdhill Community Building	950.74	
4415	Repairs	240	Pavilion	1,850.00	
4415	Repairs	250	HHCC	2,260.78	
4420	CCTV Maintenance	240	Pavilion	70.00	
4420	CCTV Maintenance	320	New Century Park	70.00	
4420	CCTV Maintenance	490	Fair Oak Library	70.00	
4425	Health & Safety	150	Parish Office	4,497.68	
4425	Health & Safety	230	Crowdhill Community Building	6,476.68	
4425	Health & Safety	240	Pavilion	2,480.26	
4425	Health & Safety	250	HHCC	3,000.64	
4425	Health & Safety	490	Fair Oak Library	497.00	
4435	Cleaning	150	Parish Office	513.91	
4435	Cleaning	230	Crowdhill Community Building	1,152.15	
4435	Cleaning	250	HHCC	100.00	
4450	Equipment - Internal	150	Parish Office	221.66	
4450	Equipment - Internal	230	Crowdhill Community Building	723.92	
4455	Equipment - External	230	Crowdhill Community Building	963.69	
4480	Bus Shelters	280	Other Properties	265.63	
4490	Memorial Clock	280	Other Properties	860.00	
4505	Village Flowers	280	Other Properties	2,353.53	
4530	Equipment - Purchases	290	General Grounds Maintenance	65,264.91	
4535	Equipment - Maintenance	290	General Grounds Maintenance	492.87	
4540	Materials	290	General Grounds Maintenance	4,653.02	
4580	Football	300	Lapstone Playing Fields	291.41	
4585	Tennis	300	Lapstone Playing Fields	30.00	
4590	Pitch Maintenance	300	Lapstone Playing Fields	2,004.33	
4595	General Maintenance	300	Lapstone Playing Fields	670.16	
4595	General Maintenance	310	Knowle Park	6,774.40	
4595	General Maintenance	320	New Century Park	139.48	
4595	General Maintenance	330	Knowle Hill	235.00	
4595	General Maintenance	400	Play Areas General	340.12	
4595	General Maintenance	430	Meadowsweet Way Play Area	353.31	
4595	General Maintenance	440	Knowle Park Play Area	1,370.00	
4595	General Maintenance	470	Upper Barne Copse	176.66	
4595	General Maintenance	480	Crowdhill Drive	744.00	
4595	General Maintenance	490	Fair Oak Library	4,362.00	
4595	General Maintenance	510	Cemetery	857.00	
4600	Dog Bin Emptying	300	Lapstone Playing Fields	652.84	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4630	Fencing	310	Knowle Park	128.00	
4645	Seating/Bins	310	Knowle Park	2,206.25	
4670	Signs & Bins	310	Knowle Park	209.38	
4675	Signs	300	Lapstone Playing Fields	36.00	
4675	Signs	310	Knowle Park	100.29	
4675	Signs	440	Knowle Park Play Area	21.57	
4680	General Bin Emptying	150	Parish Office	874.77	
4680	General Bin Emptying	230	Crowdhill Community Building		1,351.23
4680	General Bin Emptying	240	Pavilion	946.92	
4680	General Bin Emptying	250	HHCC	976.13	
4680	General Bin Emptying	300	Lapstone Playing Fields	54.72	
4750	ROSPA Fees	400	Play Areas General	472.50	
4815	Allotmemts - Pest Control	500	Allotments	190.00	
4820	Allotments - Toilet	500	Allotments	951.40	
4825	Tree survey	550	Trees	1,750.00	
4830	Trees - Lapstone Playing Field	550	Trees	518.20	
4831	Trees - Knowle Park	550	Trees	1,453.63	
4832	Trees - New Century Park	550	Trees	350.00	
4833	Trees - Knowle Hill	550	Trees	420.00	
4834	Trees - Lapstone Farm	550	Trees	2,930.00	
4837	Trees - Wyvern Meadow	550	Trees	310.92	
4838	Trees - Fair Oak Cemetery	550	Trees	470.00	
4850	Section 137 - Grants	600	Other Expenses	4,200.00	
4855	Section 137 - Street Pastors	600	Other Expenses	700.00	
4860	Village Centre Project	600	Other Expenses	90.63	
4875	Community Events Expenditure	600	Other Expenses	4,424.41	
4876	Bishopstoke PC Y zone	600	Other Expenses	180.00	
4882	Community cafe	900	Reserves Spend	2,900.00	
4883	Additonal Tree Spend	900	Reserves Spend	2,750.00	
4885	Village Name Plates	900	Reserves Spend	2,000.00	
4888	Lapstone Farm	900	Reserves Spend	1,072.00	
4889	New Century Park	900	Reserves Spend	255,684.44	
4990	Sundry Expenses	110	Administration	720.83	
4990	Sundry Expenses	150	Parish Office	235.49	
4990	Sundry Expenses	230	Crowdhill Community Building	62.50	
4993	New Century Park Playarea	410	New Century Park Play Area	465.00	
4994	New Office&Compund General	900	Reserves Spend	2,859.55	
4996	RBS Software from gen reserve	900	Reserves Spend	283.20	
4999	Woodland Community Centre	900	Reserves Spend	59.91	
5003	Splashpad	900	Reserves Spend	685.70	
5004	Village Centre	900	Reserves Spend	8,653.86	
5005	Playarea improvements	900	Reserves Spend	72,952.17	

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>
5006	Community Development	900	Reserves Spend	12,859.34	
5007	Public Art	900	Reserves Spend	5,874.00	
5008	Hot Bins	900	Reserves Spend	1,164.00	
5011	Greening Campaign	900	Reserves Spend	2,371.37	
5012	Crowdhill Green	900	Reserves Spend	15,677.50	
5013	Defibrillators	900	Reserves Spend	3,468.60	
5014	Broadwalk	900	Reserves Spend	47,306.99	
5015	Electric Vehicle	900	Reserves Spend	21,386.90	
5016	Knowle Park	900	Reserves Spend	8,976.49	
5017	Ops Equipment	900	Reserves Spend	18,460.17	
5500	Transfer to/from EMR			155,334.89	
6000	Transfer from EMR	110	Administration		38,733.01
6000	Transfer from EMR	280	Other Properties		352.00
6000	Transfer from EMR	470	Upper Barne Copse		900.00
6000	Transfer from EMR	490	Fair Oak Library	3,856.00	
6000	Transfer from EMR	600	Other Expenses		570.18
6000	Transfer from EMR	900	Reserves Spend		1,220,947.51
6001	Transfer to EMR	100	Income	923,560.82	
6001	Transfer to EMR	900	Reserves Spend	753,820.48	
Trial Balance Totals :				<u>4,035,795.66</u>	<u>4,035,795.66</u>
Difference				0.00	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	4,181	
105	VAT Control Account	20,273	
200	Current Account	86,488	
210	Premier Account	639,478	
220	Public Sector Deposit Fund	314,663	
250	Petty Cash	59	
	<u>Total Current Assets</u>	<u>1,065,142</u>	
	<u>Current Liabilities</u>		
500	Creditors	8,807	
510	Accruals	1,600	
	<u>Total Current Liabilities</u>	<u>10,407</u>	
	<u>Net Current Assets</u>		<u>1,054,735</u>
	<u>Total Assets less Current Liabilities</u>		<u>1,054,735</u>
	<u>Represented by :-</u>		
300	Current Year Fund	182,706	
310	General Reserves	(69,382)	
312	EMR - Village Enhancements	5,196	
315	EMR - Community Library	120,840	
316	EMR - Community Development Pos	130,637	
317	EMR - Community Development Pro	77,103	
320	EMR - Crowdhill Green	8,997	
325	EMR - Knowle Park	2,825	
340	EMR - Knowle Park Office & comp	10,717	
345	EMR - Lapstone Farm	61,345	
350	EMR - Horton Heath CC	2,708	
365	EMR - Election expenses	6,000	
375	EMR - New Century Park	342,615	
390	EMR - HHCC Flooring	40,250	
395	EMR - Onsite Maint Knowle Park	6,750	
396	EMR - Woodland Play Area	125,178	
398	EMR - Greening Campaign	251	
	<u>Total Equity</u>		<u>1,054,735</u>

Account	Sales/Income	Month Actual	YTD Actual
1076	Precept	0	469,918
1090	Interest Received	1,981	7,647
1200	Hiring Fees	1,631	67,600
1300	Football Income	1,730	6,081
1310	Cricket Income	0	2,500
1500	Allotment Income	0	3,710
1520	Burials Income	(406)	5,508
1530	Memorials Income	230	915
1540	Cremation Income	0	1,100
1550	Tennis Income	94	1,853
1900	Other Income	12,773	18,460
1905	Section 106 Income	459	883,927
	Total Sales/Income	18,492	1,469,219
Account	Indirect/Overhead Expenditure		
4000	Salaries	51,635	299,938
4010	Employer's Pension	13,912	75,179
4030	Sickness/Holiday Cover	1,040	1,795
4055	Insurance	0	10,456
4060	Audit	1,600	2,100
4070	Legal & Professional Fees	353	12,344
4075	Postage	0	2
4080	Stationery	475	1,268
4085	Printer Consumables	63	956
4090	Admin Maintenance	60	1,001
4095	Bank Charges	4	62
4100	Chairman's Allowance	65	321
4105	Conference/Training/Staffing	0	2,692
4110	Clothing	(131)	1,286
4120	Telephone & Broadband	389	5,748
4125	Mobile Phone	53	312
4132	Subscriptions	436	1,957
4133	Software and support	(3,268)	9,006
4134	Members IT	4,066	5,471
4140	Card Payments	0	72
4300	Machinery - General Repairs	1,776	2,515
4305	Fuel	237	4,998
4310	Road Tax	0	580
4315	Maintenance - Vans	1,235	7,591
4320	Vehicle Insurance	305	3,642
4395	Business Rates	0	23,424
4400	Gas	3,284	13,421
4405	Electricity	1,381	8,609
4410	Water	0	1,494
4415	Repairs	2,210	6,667
4420	CCTV Maintenance	140	210
4425	Health & Safety	396	16,952
4435	Cleaning	382	1,766
4450	Equipment - Internal	216	946
4455	Equipment - External	0	964
4480	Bus Shelters	100	266

Detailed Profit and Loss Account - Excluding Stock Movement

Month 12 Date 31/03/2023

		Month Actual	YTD Actual
4490	Memorial Clock	430	860
4505	Village Flowers	313	2,354
4530	Equipment - Purchases	8,687	65,265
4535	Equipment - Maintenance	83	493
4540	Materials	177	4,653
4580	Football	0	291
4585	Tennis	0	30
4590	Pitch Maintenance	0	2,004
4595	General Maintenance	548	16,022
4600	Dog Bin Emptying	0	653
4630	Fencing	0	128
4645	Seating/Bins	(36)	2,206
4670	Signs & Bins	0	209
4675	Signs	36	158
4680	General Bin Emptying	55	1,501
4750	ROSPA Fees	0	473
4815	Allotments - Pest Control	95	190
4820	Allotments - Toilet	80	951
4825	Tree survey	0	1,750
4830	Trees - Lapstone Playing Field	518	518
4831	Trees - Knowle Park	0	1,454
4832	Trees - New Century Park	0	350
4833	Trees - Knowle Hill	0	420
4834	Trees - Lapstone Farm	640	2,930
4837	Trees - Wyvern Meadow	0	311
4838	Trees - Fair Oak Cemetery	0	470
4850	Section 137 - Grants	0	4,200
4855	Section 137 - Street Pastors	0	700
4860	Village Centre Project	0	91
4875	Community Events Expenditure	20	4,424
4876	Bishopstoke PC Y zone	0	180
4882	Community cafe	(70,246)	2,900
4883	Additional Tree Spend	0	2,750
4885	Village Name Plates	0	2,000
4888	Lapstone Farm	1,072	1,072
4889	New Century Park	0	255,684
4990	Sundry Expenses	70	1,019
4993	New Century Park Playarea	0	465
4994	New Office&Compound General	0	2,860
4996	RBS Software from gen reserve	0	283
4999	Woodland Community Centre	0	60
5003	Splashpad	(105,779)	686
5004	Village Centre	0	8,654
5005	Playarea improvements	(72,952)	72,952
5006	Community Development	10,394	12,859
5007	Public Art	0	5,874
5008	Hot Bins	0	1,164
5010	Community Library Building	64,911	0
5011	Greening Campaign	0	2,371
5012	Crowdhill Green	0	15,678
5013	Defibrillators	623	3,469
5014	Broadwalk	0	47,307

Detailed Profit and Loss Account - Excluding Stock Movement

Month 12 Date 31/03/2023

		<u>Month Actual</u>	<u>YTD Actual</u>
5015	Electric Vehicle	0	21,387
5016	Knowle Park	17,476	8,976
5017	Ops Equipment	18,460	18,460
	Total Indirect/Overhead Expenditure	(41,914)	1,131,179
	Operating Profit	60,406	338,040
	% Operating Profit	326.66%	23.01%
<u>Account</u>	<u>Other Costs & Income</u>		
5500	Transfer to/from EMR	161,235	155,335
	Total Other Costs & Income	161,235	155,335
	Profit before Appropriations	(100,829)	182,706
	% Profit before Appropriations	-545.25%	12.44%

Fair Oak & Horton Heath Parish Council

Income and Expenditure Account for Year Ended 31 March 2023

31 March 2022		31 March 2023
	Operating Income	
665,523	Income	1,390,370
6,273	Parish Office	7,726
20,474	Crowdhill Community Building	29,125
(145)	Pavilion	239
18,600	HHCC	30,510
3,196	Allotments	3,726
17,822	Cemetery	7,523
<u>731,741</u>	<u>Total Income</u>	<u>1,469,219</u>
	Running Costs	
341,764	Administration	430,408
31,535	Parish Office	27,445
8,199	Machinery and Van	19,326
22,036	Crowdhill Community Building	27,122
25,015	Pavilion	7,903
16,876	HHCC	16,622
4,569	Other Properties	3,479
6,348	General Grounds Maintenance	70,411
8,673	Lapstone Playing Fields	3,739
10,744	Knowle Park	9,418
500	New Century Park	209
21	Knowle Hill	235
100	Oak Walk	0
147	Daisy Dip	0
83	Wyvern Meadow	0
405	Play Areas General	813
670	New Century Park Play Area	465
228	Meadowsweet Way Play Area	353
1,392	Knowle Park Play Area	1,392
500	Pembers Hill Church Yard	0
3,379	Pembers Hill Drive	0
2,849	Upper Barne Copse	177
155	Crowdhill Drive	744
5,715	Fair Oak Library	3,378
3,073	Allotments	1,274
372	Cemetery	1,022
7,675	Trees	8,203
35,938	Other Expenses	9,595
195,123	Reserves Spend	487,446
<u>734,084</u>	<u>Total Expenditure</u>	<u>1,131,179</u>
	General Fund Analysis	
413,624	Opening Balance	350,353
731,741	Plus : Income for Year	1,469,219
<u>1,145,365</u>		<u>1,819,572</u>
734,084	Less : Expenditure for Year	1,131,179
<u>411,281</u>		<u>688,393</u>
60,928	Transfers TO / FROM Reserves	575,069
<u>350,353</u>	<u>Closing Balance</u>	<u>113,324</u>

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	<u>Income</u>								
1076	Precept	432,417	469,918	469,918	0			100.0%	
1090	Interest Received	305	7,647	500	(7,147)			1529.5%	
1300	Football Income	4,704	6,081	4,500	(1,581)			135.1%	
1310	Cricket Income	2,500	2,500	2,500	0			100.0%	
1550	Tennis Income	0	1,837	500	(1,337)			367.3%	
1900	Other Income	225,597	18,460	1,000	(17,460)			1846.0%	9,045
1905	Section 106 Income	0	883,927	0	(883,927)			0.0%	914,516
	Income :- Income	<u>665,523</u>	<u>1,390,370</u>	<u>478,918</u>	<u>(911,452)</u>			<u>290.3%</u>	<u>923,561</u>
	Net Income	<u>665,523</u>	<u>1,390,370</u>	<u>478,918</u>	<u>(911,452)</u>				
6001	less Transfer to EMR	189,620	923,561						
	Movement to/(from) Gen Reserve	<u>475,902</u>	<u>466,809</u>						
<u>110</u>	<u>Administration</u>								
4000	Salaries	239,739	299,938	266,501	(33,437)	(33,437)		112.5%	26,209
4010	Employer's Pension	46,004	75,179	33,000	(42,179)	(42,179)		227.8%	6,524
4030	Sickness/Holiday Cover	1,681	1,795	2,500	705	705		71.8%	
4055	Insurance	13,517	10,456	11,000	544	544		95.1%	
4060	Audit	2,100	2,100	2,200	100	100		95.5%	
4070	Legal & Professional Fees	11,671	12,344	6,500	(5,844)	(5,844)		189.9%	6,000
4075	Postage	147	2	100	98	98		2.4%	
4080	Stationery	689	1,268	500	(768)	(768)		253.6%	
4085	Printer Consumables	964	956	750	(206)	(206)		127.5%	
4090	Admin Maintenance	2,026	1,001	1,500	499	499		66.8%	
4095	Bank Charges	15	62	30	(32)	(32)		205.2%	
4100	Chairman's Allowance	444	321	400	80	80		80.1%	
4105	Conference/Training/Staffing	3,060	2,692	2,500	(192)	(192)		107.7%	
4110	Clothing	607	1,286	800	(486)	(486)		160.7%	
4120	Telephone & Broadband	2,477	3,469	2,000	(1,469)	(1,469)		173.5%	
4125	Mobile Phone	2,662	312	1,000	688	688		31.2%	
4132	Subscriptions	1,140	1,957	700	(1,257)	(1,257)		279.6%	
4133	Software and support	6,548	9,006	3,300	(5,706)	(5,706)		272.9%	
4134	Members IT	5,365	5,471	4,900	(571)	(571)		111.6%	
4135	Marketing	66	0	0	0	0		0.0%	
4140	Card Payments	180	72	550	478	478		13.1%	
4990	Sundry Expenses	662	721	700	(21)	(21)		103.0%	
	Administration :- Indirect Expenditure	<u>341,764</u>	<u>430,408</u>	<u>341,431</u>	<u>(88,977)</u>	<u>0</u>	<u>(88,977)</u>	<u>126.1%</u>	<u>38,733</u>
	Net Expenditure	<u>(341,764)</u>	<u>(430,408)</u>	<u>(341,431)</u>	<u>88,977</u>				
6000	plus Transfer from EMR	0	38,733						
	Movement to/(from) Gen Reserve	<u>(341,764)</u>	<u>(391,675)</u>						

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150</u>	<u>Parish Office</u>								
1200	Hiring Fees	6,273	7,726	8,000	274			96.6%	
	Parish Office :- Income	6,273	7,726	8,000	274			96.6%	0
4395	Business Rates	15,220	15,220	16,320	1,101		1,101	93.3%	
4400	Gas	2,642	2,430	1,100	(1,330)		(1,330)	221.0%	
4405	Electricity	2,657	1,496	1,500	4		4	99.8%	
4410	Water	637	350	350	(0)		(0)	100.0%	
4415	Repairs	3,967	1,605	500	(1,105)		(1,105)	321.0%	
4420	CCTV Maintenance	0	0	100	100		100	0.0%	
4425	Health & Safety	3,159	4,498	2,500	(1,998)		(1,998)	179.9%	
4435	Cleaning	1,071	514	500	(14)		(14)	102.8%	
4450	Equipment - Internal	1,019	222	500	278		278	44.3%	
4680	General Bin Emptying	1,047	875	1,000	125		125	87.5%	
4990	Sundry Expenses	117	235	50	(185)		(185)	471.0%	
	Parish Office :- Indirect Expenditure	31,535	27,445	24,420	(3,025)	0	(3,025)	112.4%	0
	Net Income over Expenditure	(25,263)	(19,719)	(16,420)	3,299				
6000	plus Transfer from EMR	447	0						
	Movement to/(from) Gen Reserve	(24,816)	(19,719)						
<u>210</u>	<u>Machinery and Van</u>								
4300	Machinery - General Repairs	(196)	2,515	2,000	(515)		(515)	125.7%	
4305	Fuel	3,923	4,998	4,000	(998)		(998)	125.0%	
4310	Road Tax	550	580	550	(30)		(30)	105.5%	
4315	Maintenance - Vans	3,921	7,591	2,500	(5,091)		(5,091)	303.6%	
4320	Vehicle Insurance	0	3,642	1,200	(2,442)		(2,442)	303.5%	
	Machinery and Van :- Indirect Expenditure	8,199	19,326	10,250	(9,076)	0	(9,076)	188.5%	0
	Net Expenditure	(8,199)	(19,326)	(10,250)	9,076				
<u>230</u>	<u>Crowdhill Community Building</u>								
1200	Hiring Fees	20,474	29,125	38,500	9,375			75.6%	
	Crowdhill Community Building :- Income	20,474	29,125	38,500	9,375			75.6%	0
4055	Insurance	(150)	0	0	0		0	0.0%	
4120	Telephone & Broadband	690	973	600	(373)		(373)	162.1%	
4395	Business Rates	7,360	7,111	7,500	389		389	94.8%	
4400	Gas	2,054	5,741	1,000	(4,741)		(4,741)	574.1%	
4405	Electricity	858	4,037	2,500	(1,537)		(1,537)	161.5%	
4410	Water	395	282	350	68		68	80.6%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4415 Repairs	3,434	951	1,000	49		49	95.1%	
4420 CCTV Maintenance	0	0	100	100		100	0.0%	
4425 Health & Safety	3,864	6,477	3,305	(3,172)		(3,172)	196.0%	
4435 Cleaning	680	1,152	500	(652)		(652)	230.4%	
4450 Equipment - Internal	770	724	800	76		76	90.5%	
4455 Equipment - External	1,000	964	900	(64)		(64)	107.1%	
4680 General Bin Emptying	1,081	(1,351)	900	2,251		2,251	(150.1%)	
4990 Sundry Expenses	0	63	100	38		38	62.5%	
Crowdhill Community Building :- Indirect Expenditure	22,036	27,122	19,555	(7,567)	0	(7,567)	138.7%	0
Net Income over Expenditure	(1,563)	2,003	18,945	16,942				
<u>240 Pavilion</u>								
1200 Hiring Fees	(145)	239	100	(139)			238.6%	
Pavilion :- Income	(145)	239	100	(139)			238.6%	0
4120 Telephone & Broadband	790	700	700	(0)		(0)	100.0%	
4400 Gas	947	1,373	500	(873)		(873)	274.7%	
4405 Electricity	530	442	500	58		58	88.3%	
4410 Water	124	41	200	159		159	20.4%	
4415 Repairs	1,972	1,850	2,000	150		150	92.5%	
4420 CCTV Maintenance	15,650	70	100	30		30	70.0%	
4425 Health & Safety	4,096	2,480	2,500	20		20	99.2%	
4435 Cleaning	0	0	100	100		100	0.0%	
4680 General Bin Emptying	907	947	600	(347)		(347)	157.8%	
Pavilion :- Indirect Expenditure	25,015	7,903	7,200	(703)	0	(703)	109.8%	0
Net Income over Expenditure	(25,160)	(7,664)	(7,100)	564				
<u>250 HHCC</u>								
1200 Hiring Fees	18,600	30,510	32,000	1,490			95.3%	
HHCC :- Income	18,600	30,510	32,000	1,490			95.3%	0
4120 Telephone & Broadband	892	606	700	94		94	86.6%	
4395 Business Rates	2,645	2,645	3,060	415		415	86.4%	
4400 Gas	1,871	3,876	1,000	(2,876)		(2,876)	387.6%	
4405 Electricity	3,158	2,634	1,000	(1,634)		(1,634)	263.4%	
4410 Water	184	523	400	(123)		(123)	130.6%	
4415 Repairs	151	2,261	500	(1,761)		(1,761)	452.2%	
4420 CCTV Maintenance	0	0	100	100		100	0.0%	
4425 Health & Safety	5,247	3,001	3,282	281		281	91.4%	
4435 Cleaning	125	100	100	0		0	100.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4450 Equipment - Internal	1,228	0	50	50		50	0.0%	
4595 General Maintenance	500	0	300	300		300	0.0%	
4680 General Bin Emptying	818	976	1,000	24		24	97.6%	
4990 Sundry Expenses	59	0	0	0		0	0.0%	
HHCC :- Indirect Expenditure	16,876	16,622	11,492	(5,130)	0	(5,130)	144.6%	0
Net Income over Expenditure	1,723	13,889	20,508	6,619				
6000 plus Transfer from EMR	1,228	0						
Movement to/(from) Gen Reserve	2,951	13,889						
<u>280 Other Properties</u>								
4480 Bus Shelters	0	266	100	(166)		(166)	265.6%	
4485 Memorial	0	0	50	50		50	0.0%	
4490 Memorial Clock	280	860	500	(360)		(360)	172.0%	
4505 Village Flowers	4,289	2,354	3,300	946		946	71.3%	352
Other Properties :- Indirect Expenditure	4,569	3,479	3,950	471	0	471	88.1%	352
Net Expenditure	(4,569)	(3,479)	(3,950)	(471)				
6000 plus Transfer from EMR	0	352						
Movement to/(from) Gen Reserve	(4,569)	(3,127)						
<u>290 General Grounds Maintenance</u>								
4530 Equipment - Purchases	1,545	65,265	79,000	13,735		13,735	82.6%	
4535 Equipment - Maintenance	1,392	493	1,000	507		507	49.3%	
4540 Materials	3,410	4,653	2,000	(2,653)		(2,653)	232.7%	
General Grounds Maintenance :- Indirect Expenditure	6,348	70,411	82,000	11,589	0	11,589	85.9%	0
Net Expenditure	(6,348)	(70,411)	(82,000)	(11,589)				
<u>300 Lapstone Playing Fields</u>								
4575 Cricket (Winter)	45	0	800	800		800	0.0%	
4580 Football	0	291	500	209		209	58.3%	
4585 Tennis	0	30	300	270		270	10.0%	
4590 Pitch Maintenance	7,252	2,004	6,800	4,796		4,796	29.5%	
4595 General Maintenance	595	670	800	130		130	83.8%	
4600 Dog Bin Emptying	481	653	400	(253)		(253)	163.2%	
4670 Signs & Bins	35	0	0	0		0	0.0%	
4675 Signs	0	36	0	(36)		(36)	0.0%	
4680 General Bin Emptying	265	55	500	445		445	10.9%	
Lapstone Playing Fields :- Indirect Expenditure	8,673	3,739	10,100	6,361	0	6,361	37.0%	0
Net Expenditure	(8,673)	(3,739)	(10,100)	(6,361)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Knowle Park</u>								
4595 General Maintenance	7,042	6,774	7,000	226		226	96.8%	
4630 Fencing	755	128	500	372		372	25.6%	
4635 Security	48	0	50	50		50	0.0%	
4640 Water Supply -White Tree Close	0	0	100	100		100	0.0%	
4645 Seating/Bins	2,900	2,206	1,500	(706)		(706)	147.1%	
4670 Signs & Bins	0	209	0	(209)		(209)	0.0%	
4675 Signs	0	100	0	(100)		(100)	0.0%	
Knowle Park :- Indirect Expenditure	10,744	9,418	9,150	(268)	0	(268)	102.9%	0
Net Expenditure	(10,744)	(9,418)	(9,150)	268				
<u>320 New Century Park</u>								
4420 CCTV Maintenance	0	70	70	0		0	100.0%	
4595 General Maintenance	500	139	500	361		361	27.9%	
4680 General Bin Emptying	0	0	200	200		200	0.0%	
New Century Park :- Indirect Expenditure	500	209	770	561	0	561	27.2%	0
Net Expenditure	(500)	(209)	(770)	(561)				
<u>330 Knowle Hill</u>								
4595 General Maintenance	21	235	100	(135)		(135)	235.0%	
Knowle Hill :- Indirect Expenditure	21	235	100	(135)	0	(135)	235.0%	0
Net Expenditure	(21)	(235)	(100)	135				
<u>360 Oak Walk</u>								
4595 General Maintenance	100	0	100	100		100	0.0%	
Oak Walk :- Indirect Expenditure	100	0	100	100	0	100	0.0%	0
Net Expenditure	(100)	0	(100)	(100)				
<u>370 Daisy Dip</u>								
4595 General Maintenance	147	0	100	100		100	0.0%	
Daisy Dip :- Indirect Expenditure	147	0	100	100	0	100	0.0%	0
Net Expenditure	(147)	0	(100)	(100)				
<u>380 Wyvern Meadow</u>								
4595 General Maintenance	83	0	100	100		100	0.0%	
Wyvern Meadow :- Indirect Expenditure	83	0	100	100	0	100	0.0%	0
Net Expenditure	(83)	0	(100)	(100)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 Play Areas General</u>								
4595 General Maintenance	0	340	600	260		260	56.7%	
4750 ROSPA Fees	405	473	0	(473)		(473)	0.0%	
Play Areas General :- Indirect Expenditure	405	813	600	(213)	0	(213)	135.4%	0
Net Expenditure	(405)	(813)	(600)	213				
<u>410 New Century Park Play Area</u>								
4595 General Maintenance	220	0	200	200		200	0.0%	
4993 New Century Park Playarea	450	465	0	(465)		(465)	0.0%	
New Century Park Play Area :- Indirect Expenditure	670	465	200	(265)	0	(265)	232.5%	0
Net Expenditure	(670)	(465)	(200)	265				
6000 plus Transfer from EMR	450	0						
Movement to/(from) Gen Reserve	(220)	(465)						
<u>420 Dean Road Play Area</u>								
4595 General Maintenance	0	0	100	100		100	0.0%	
Dean Road Play Area :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Expenditure	0	0	(100)	(100)				
<u>430 Meadowsweet Way Play Area</u>								
4595 General Maintenance	228	353	500	147		147	70.7%	
Meadowsweet Way Play Area :- Indirect Expenditure	228	353	500	147	0	147	70.7%	0
Net Expenditure	(228)	(353)	(500)	(147)				
<u>440 Knowle Park Play Area</u>								
4595 General Maintenance	63	1,370	800	(570)		(570)	171.3%	
4670 Signs & Bins	0	0	100	100		100	0.0%	
4675 Signs	0	22	0	(22)		(22)	0.0%	
4770 Skatepark	1,330	0	500	500		500	0.0%	
Knowle Park Play Area :- Indirect Expenditure	1,392	1,392	1,400	8	0	8	99.4%	0
Net Expenditure	(1,392)	(1,392)	(1,400)	(8)				
<u>450 Pembers Hill Church Yard</u>								
4595 General Maintenance	500	0	100	100		100	0.0%	
Pembers Hill Church Yard :- Indirect Expenditure	500	0	100	100	0	100	0.0%	0
Net Expenditure	(500)	0	(100)	(100)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>460 Pembers Hill Drive</u>								
4595 General Maintenance	3,379	0	1,000	1,000		1,000	0.0%	
Pembers Hill Drive :- Indirect Expenditure	3,379	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	(3,379)	0	(1,000)	(1,000)				
6000 plus Transfer from EMR	2,918	0						
Movement to/(from) Gen Reserve	(461)	0						
<u>470 Upper Barne Copse</u>								
4595 General Maintenance	2,849	177	1,000	823		823	17.7%	900
Upper Barne Copse :- Indirect Expenditure	2,849	177	1,000	823	0	823	17.7%	900
Net Expenditure	(2,849)	(177)	(1,000)	(823)				
6000 plus Transfer from EMR	0	900						
Movement to/(from) Gen Reserve	(2,849)	723						
<u>480 Crowdhill Drive</u>								
4595 General Maintenance	155	744	1,000	256		256	74.4%	
Crowdhill Drive :- Indirect Expenditure	155	744	1,000	256	0	256	74.4%	0
Net Expenditure	(155)	(744)	(1,000)	(256)				
<u>490 Fair Oak Library</u>								
4395 Business Rates	0	(1,551)	0	1,551		1,551	0.0%	
4420 CCTV Maintenance	0	70	0	(70)		(70)	0.0%	
4425 Health & Safety	0	497	0	(497)		(497)	0.0%	
4595 General Maintenance	5,715	4,362	4,500	138		138	96.9%	(3,856)
Fair Oak Library :- Indirect Expenditure	5,715	3,378	4,500	1,122	0	1,122	75.1%	(3,856)
Net Expenditure	(5,715)	(3,378)	(4,500)	(1,122)				
6000 plus Transfer from EMR	0	(3,856)						
Movement to/(from) Gen Reserve	(5,715)	(7,234)						
<u>500 Allotments</u>								
1500 Allotment Income	3,196	3,710	3,000	(710)			123.7%	
1550 Tennis Income	0	17	0	(17)			0.0%	
Allotments :- Income	3,196	3,726	3,000	(726)			124.2%	0
4410 Water	1,813	133	300	167		167	44.3%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4800 Allotments - Knowle Park	0	0	500	500		500	0.0%	
4805 Allotments - Campbell Way	130	0	50	50		50	0.0%	
4810 Allotments - Knowle Lane Ditch	0	0	1,000	1,000		1,000	0.0%	
4815 Allotments - Pest Control	190	190	400	210		210	47.5%	
4820 Allotments - Toilet	940	951	1,100	149		149	86.5%	
Allotments :- Indirect Expenditure	3,073	1,274	3,350	2,076	0	2,076	38.0%	0
Net Income over Expenditure	123	2,452	(350)	(2,802)				
<u>510 Cemetery</u>								
1520 Burials Income	11,808	5,508	7,500	1,992			73.4%	
1530 Memorials Income	3,813	915	3,500	2,585			26.1%	
1540 Cremation Income	2,201	1,100	5,000	3,900			22.0%	
Cemetery :- Income	17,822	7,523	16,000	8,477			47.0%	0
4410 Water	113	165	50	(115)		(115)	330.1%	
4595 General Maintenance	258	857	800	(57)		(57)	107.1%	
Cemetery :- Indirect Expenditure	372	1,022	850	(172)	0	(172)	120.2%	0
Net Income over Expenditure	17,450	6,501	15,150	8,649				
<u>550 Trees</u>								
4825 Tree survey	1,500	1,750	2,000	250		250	87.5%	
4830 Trees - Lapstone Playing Field	0	518	500	(18)		(18)	103.6%	
4831 Trees - Knowle Park	0	1,454	500	(954)		(954)	290.7%	
4832 Trees - New Century Park	0	350	500	150		150	70.0%	
4833 Trees - Knowle Hill	550	420	500	80		80	84.0%	
4834 Trees - Lapstone Farm	2,200	2,930	500	(2,430)		(2,430)	586.0%	
4835 Trees - Oak Walk	225	0	500	500		500	0.0%	
4836 Trees - Daisy Dip	380	0	500	500		500	0.0%	
4837 Trees - Wyvern Meadow	0	311	500	189		189	62.2%	
4838 Trees - Fair Oak Cemetery	2,820	470	500	30		30	94.0%	
4839 Trees-HHCC open space	0	0	500	500		500	0.0%	
Trees :- Indirect Expenditure	7,675	8,203	7,000	(1,203)	0	(1,203)	117.2%	0
Net Expenditure	(7,675)	(8,203)	(7,000)	1,203				
<u>600 Other Expenses</u>								
4850 Section 137 - Grants	4,000	4,200	4,000	(200)		(200)	105.0%	
4855 Section 137 - Street Pastors	700	700	700	0		0	100.0%	
4860 Village Centre Project	0	91	0	(91)		(91)	0.0%	91

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4865 Election Expenses	0	0	500	500		500	0.0%	
4870 Youth Project	25,000	0	25,000	25,000		25,000	0.0%	
4875 Community Events Expenditure	5,958	4,424	4,000	(424)		(424)	110.6%	480
4876 Bishopstoke PC Y zone	280	180	0	(180)		(180)	0.0%	
Other Expenses :- Indirect Expenditure	35,938	9,595	34,200	24,605	0	24,605	28.1%	570
Net Expenditure	(35,938)	(9,595)	(34,200)	(24,605)				
6000 plus Transfer from EMR	0	570						
Movement to/(from) Gen Reserve	(35,938)	(9,025)						
<u>900 Reserves Spend</u>								
4882 Community cafe	12,522	2,900	0	(2,900)		(2,900)	0.0%	2,900
4883 Additional Tree Spend	5,130	2,750	0	(2,750)		(2,750)	0.0%	
4884 Tennis Project	6,693	0	0	0		0	0.0%	
4885 Village Name Plates	8,400	2,000	0	(2,000)		(2,000)	0.0%	2,000
4886 KP Footpaths	33,393	0	0	0		0	0.0%	
4887 Xmas Light repair	5,400	0	0	0		0	0.0%	
4888 Lapstone Farm	25,847	1,072	0	(1,072)		(1,072)	0.0%	1,072
4889 New Century Park	6,058	255,684	0	(255,684)		(255,684)	0.0%	1,056,654
4994 New Office&Compund General	12,746	2,860	0	(2,860)		(2,860)	0.0%	319
4996 RBS Software from gen reserve	0	283	0	(283)		(283)	0.0%	283
4997 Horton Heath Community Centre	1,230	0	0	0		0	0.0%	
4999 Woodland Community Centre	0	60	0	(60)		(60)	0.0%	60
5000 Village flowers	140	0	0	0		0	0.0%	
5001 Crowdhill	2,010	0	0	0		0	0.0%	
5002 Pembers Hill Play Area	67,872	0	0	0		0	0.0%	
5003 Splashpad	259	686	0	(686)		(686)	0.0%	686
5004 Village Centre	3,434	8,654	0	(8,654)		(8,654)	0.0%	53,578
5005 Playarea improvements	3,450	72,952	0	(72,952)		(72,952)	0.0%	24,000
5006 Community Development	537	12,859	0	(12,859)		(12,859)	0.0%	519,374
5007 Public Art	0	5,874	0	(5,874)		(5,874)	0.0%	14,126
5008 Hot Bins	0	1,164	0	(1,164)		(1,164)	0.0%	3,564
5009 Living Art	0	0	0	0		0	0.0%	3,000
5010 Community Library Building	0	0	0	0		0	0.0%	245,535
5011 Greening Campaign	0	2,371	0	(2,371)		(2,371)	0.0%	6,327
5012 Crowdhill Green	0	15,678	0	(15,678)		(15,678)	0.0%	15,403
5013 Defibrillators	0	3,469	0	(3,469)		(3,469)	0.0%	
5014 Broadwalk	0	47,307	0	(47,307)		(47,307)	0.0%	
5015 Electric Vehicle	0	21,387	0	(21,387)		(21,387)	0.0%	
5016 Knowle Park	0	8,976	0	(8,976)		(8,976)	0.0%	25,887

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5017	Ops Equipment	0	18,460	0	(18,460)		(18,460)	0.0%	
	Reserves Spend :- Indirect Expenditure	195,123	487,446	0	(487,446)	0	(487,446)		1,974,768
	Net Expenditure	<u>(195,123)</u>	<u>(487,446)</u>	<u>0</u>	<u>487,446</u>				
6000	plus Transfer from EMR	123,649	1,220,948						
6001	less Transfer to EMR	0	753,820						
	Movement to/(from) Gen Reserve	<u>(71,473)</u>	<u>(20,319)</u>						
<hr/>									
	Grand Totals:- Income	731,741	1,469,219	576,518	(892,701)			254.8%	
	Expenditure	734,084	1,131,179	576,518	(554,661)	0	(554,661)	196.2%	
	Net Income over Expenditure	<u>(2,344)</u>	<u>338,040</u>	<u>0</u>	<u>(338,040)</u>				
	plus Transfer from EMR	128,692	1,257,647						
	less Transfer to EMR	189,620	1,677,381						
	Movement to/(from) Gen Reserve	<u>(63,272)</u>	<u>(81,694)</u>						

Fair Oak & Horton Heath Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2023

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	<u>716,694.44</u>	<u>1,054,734.84</u>
100	Debtors	1,830.50	4,180.50
105	VAT Control Account	11,657.16	20,273.18
	Less Total Debtors	<u>13,487.66</u>	<u>24,453.68</u>
500	Creditors	6,766.29	8,807.48
510	Accruals	1,600.00	1,600.00
	Plus Total Creditors	<u>8,366.29</u>	<u>10,407.48</u>
	Equals Total Cash and Bank Accounts	<u>711,573.07</u>	<u>1,040,688.64</u>
200	Current Account	64,977.29	86,487.71
210	Premier Account	337,635.28	639,478.22
220	Public Sector Deposit Fund	308,859.02	314,663.41
250	Petty Cash	101.48	59.30
	Total Cash and Bank Accounts	<u>711,573.07</u>	<u>1,040,688.64</u>

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
311 EMR- Public Art	0.00	0.00	0.00
312 EMR - Village Enhancements	0.00	5,195.51	5,195.51
313 EMR - Hot Bins	0.00	0.00	0.00
314 EMR - Living Art	0.00	0.00	0.00
315 EMR - Community Library	0.00	120,839.62	120,839.62
316 EMR - Community Development Pos	0.00	130,637.46	130,637.46
317 EMR- Community Development Pro	0.00	77,103.19	77,103.19
320 EMR - Crowdhill Green	0.00	8,996.59	8,996.59
325 EMR - Knowle Park	3,212.22	-387.12	2,825.10
330 EMR - Tennis Project	2,796.68	-2,796.68	0.00
335 EMR - Cricket Roller	0.00		0.00
340 EMR - Knowle Park Office &comp	11,319.17	-602.25	10,716.92
345 EMR - Lapstone Farm	62,417.24	-1,072.00	61,345.24
350 EMR - Horton Heath CC	2,708.30		2,708.30
355 EMR - Dean Road play area	0.00		0.00
360 EMR - Community orchard	16.67	-16.67	0.00
365 EMR - Election expenses	6,000.00		6,000.00
370 EMR - Footpath Leaflet	0.00		0.00
375 EMR -New Century Park	32,079.63	310,535.01	342,614.64
380 EMR - Knowle park allotments	4,500.00	-4,500.00	0.00
385 EMR - Village Name Plates	2,000.00	-2,000.00	0.00
389 EMR - Community Halls Maint	4,000.00	-4,000.00	0.00
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	186,129.89	-60,952.17	125,177.72
397 EMR- Pembers Hill Play Area	2,162.00	-2,162.00	0.00
398 EMR - Greening Campaign	0.00	251.00	251.00
	<u>366,341.80</u>	<u>575,069.49</u>	<u>941,411.29</u>

Annual Internal Audit Report 2022/23

Fair Oak and Horton Heath Parish Council

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

During the financial year ended 31 March 2023, 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 2022/23 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Date(s) internal audit undertaken

13/1/23 27/4/23

Name of person who carried out the internal audit

ELANOR S GREEN ICFA

Signature of person who carried out the internal audit

Date 27/4/23

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).

Fair Oak & Horton Heath Parish Council Fixed Asset Register as at 31.03.23

	Date of Purchase	Balance c/fwd 31/03/22	Revaluations during the year	Purchases during the year	Disposals during the year	Balance c/fwd 31/03/23
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
Access Gates	15.11.21	5,950.00				5,950.00
		15,681.00	0.00	0.00	0.00	15,681.00
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 scorebox	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
CCTV Pavillion	01.08.21	11,690.00				11,690.00
		448,178.34		0.00		448,178.34
Equipment						
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
Si ky 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	11,100.00				11,100.00
CUB Cadet Mower	15.07.22	0.00		10,800.00		10,800.00
Hedge Cutter	28.02.2023	0.00		7,250.00		7,250.00
		142,206.28	0.00	18,050.00	0.00	160,256.28
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
vehicles						
TG6507 Tractor	11.10.2022	0.00		31,395.00		31,395.00
Electric vehicle	11.11.2022	0.00		21,386.90		21,386.90
Electric vehicle	11.11.2022	0.00		22,189.75		22,189.75
		0.00	0.00	74,971.65	0.00	74,971.65
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			49.99
Toshiba L50-B-IUT Notebook	07.05.15	323.12			323.12
2 x Novatech Pro NS107 PC	05.10.16	525.97			525.97
Dell PC and Laptop	02.12.19	1,130.00			1,130.00
Inkjet printer	24.03.20	62.98			62.98
Lenovo Laptop	01.06.20	612.00			612.00
Dell Vostro Laptop	01.07.20	630.00			630.00
Dell Vostro Laptop	20.07.20	630.00			630.00
Dell Vostro Laptop	13.08.21	665.00			665.00
Dell Laptop	13.08.21	550.00			550.00
Dell Laptop	06.12.22	0.00		535.00	535.00
Dell Laptop	12.12.22	0.00		535.00	535.00
		5,179.06		1,070.00	6,249.06
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
Village signage	01.10.21	5,000.00			5,000.00
Smart benches - Library/sandy lane	22.12.21	5,900.00			5,900.00
Self watering basket	01.04.2022	0.00		1,283.98	1,283.98
Gumdrop Bins	01.10.2022	0.00		1,557.15	1,557.15
Screen -Kings coronation	05.01.2023	0.00		1,875.00	1,875.00
Instillation new office doors	01.06.2022	0.00		2,540.50	2,540.50
Interactive map	01.11.2022	0.00		3,200.00	3,200.00
Field gates	21.04.2022	0.00		2,850.00	2,850.00
bespoke bench	01.06.2022	0.00		2,700.00	2,700.00
		103,730.94		16,006.63	119,737.57
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
Boardwa k	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
Skatepark equipment	01.08.21	6,278.00				6,278.00
		115,454.77	0.00	0.00	0.00	115,454.77
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
Potting shed	16.04.21	4,994.00				4,994.00
Litter bins	21.05.21	2,689.50				2,689.50
Projector	20.07.21	584.98				584.98
Defib	28.07.21	1,964.00				1,964.00
self watering basket	15.05.22	0.00		1,540.78		1,540.78

		831,160.45	0.00	1,540.78	0.00	832,701.23
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
Fire detection Equipment	23.09.21	2,209.00				2,209.00
Crowdhill Art	31.03.21	44,394.78				44,394.78
Fair Oak Library	01.06.2021	1.00				1.00
PEMBERS Hill playarea	01.08.21	73,792.80				73,792.80
Hotbins	11.05.22	0.00		1,164.00		1,164.00
		139,785.91	0.00	1,164.00	0.00	140,949.91
Total value of fixed assets as at 31.03.22		2,101,725.11		112,803.06	0.00	2,214,528.17
Revaluations in the year		0.00				
Added in year		112,803.06				2,214,528.17
Disposed of in year		-				0.00
Total value of fixed assets as at 31.03.22		2,214,528.17				

FULL COUNCIL – 15 MAY 2023

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

1. RECOMMENDATION

- 1.1 That the Council approves the Annual Governance Statement and authorises the Chair of the Council, Responsible Finance Officer, and Clerk to complete and sign Section 1 and Section 2 of the statement.

2. PURPOSE

- 2.1 To approve the Annual Governance and Accountability Return for the financial year ending March 2023 for submission to the external auditor.

3. BACKGROUND

- 3.1 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 27 April 2023.
- 3.2 Following the internal audit, the Council is required to approve for submission to the external auditor, 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 are also required for members' approval.
- 3.3 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.
- 3.4 There is an explanation of significant variations in income and expenditure explained in the analytical review in Appendix 1 as required by the external auditor.

4. ACTION REQUIRED

- 4.1 The Parish Council is being invited to approve Section 1 and Section 2 of the Annual Return (the Annual Governance Statement) attached in **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 Chair of the Council and the Clerk. In the opinion of the Clerk, all 8 questions can be answered positively.

For further information please contact:

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

Section 1 – Annual Governance Statement 2022/23

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 2023, that:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response 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:

COMMITTEE

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/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

Fair Oak and Horton Heath Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	719,038	716,694	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	432,417	469,918	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	299,324	999,301	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	285,743	375,117	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	448,342	756,061	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	716,694	1,054,735	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	711,573	1,040,689	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,101,725	2,214,528	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Do the Numbers Limited

27th April 2023

Melanie Stephens, Clerk
Fair Oak and Horton Heath Parish Council

Dear Melanie,

Subject: Review of matters arising from Internal Audit for 31 March 2023

Following my visits to the office today and earlier in the year, please find below the list of matters arising. The records and systems of the council are in very good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Debit cards	Members of the grounds team are still using petty cash rather than a dedicated debit card.	It may be worth moving away from petty cash for the grounds team.
Payment listing	The minutes on file do not include the pages of decided spending and bank balances. Agenda packs and websites are not the legal record.	The signed payment listing and bank reconciliation should be filed with the master minute set so that they are held in perpetuity.
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Audit reports	The interim internal audit report was not taken to council in a timely manner.	All audit reports should be presented to council without delay and then action plans minuted by members.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
CIL funded reserves	The council holds significant reserves that are the result of CIL and S106 funding, and is likely to receive more over the coming years.	Some of the funding is earmarked for specific expenditure, but where possible, projects for the benefit of residents should be brought forward.
General reserve	The general reserve of the council is now at the lower end of guidance, but as more CIL funds are guaranteed, this relieves pressure on precept.	It may be beneficial to roughly monitor the general reserve against precepted expenditure to remove the impact of CIL and S106 funded projects.
Budget	The budget once approved should be signed into the minute book.	Only the paper minute book comprises the LGA72 legal record. It must include the key documents.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Allotment and cemetery income	It appears that these income streams are not being consistently billed through the sales ledger, limiting debt management	All bills should be raised through the sales ledger. Cashbook receipts should cease and be replaced by ledger receipts.
Hall hire	The Rialtas system is not designed	The RFO and Events officer should

	for online hall hire bookings, but can be integrated with software that is.	review exactly what software links are needed and contact suppliers
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	The records of the council comply	with this test
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll. <i>(also raised last year)</i>	Members approve the pay grades in a confidential paper but a transparent updated staffing record should be published.
PAYE balance	HMRC notified the council of a historic balance, advantage of which was taken in the year.	The payroll and the ledger are out of balance for investigated and checked reasons.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	The council now has multiple buildings and equipment, such that updating the spreadsheet falls behind during the year.	The council should actively look into purchasing the integrated fixed asset module for the accounting system to add control.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Payment listings	The list of payments approved is not incorporated into the signed minute set, nor are any financial monitoring reports.	Only the signed paper minute set comprises the legal record. It should be kept in a manner to sustain reference years later
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
	The records of the council comply	with this test
M	<i>Public Rights</i>	
DPI forms	Please ensure that all members of the new council fully fill out the forms.	Home addresses and employer names are a legal requirement.
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
O	<i>Trust funds</i>	
	Not applicable to this council	
P	<i>Borrowing</i>	
	Not applicable to this council	

Please find attached my invoice for the agreed fee.

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

Regards,

Eleanor S Greene

Financial Statement Summary

- Total cash held across all bank accounts as at 30th April is £1,248,156
- Total receipts for April into the current account totalled £271,295
£247,510 relates to the First half precept. And £20,273 relates to VAT refund for financial quarter 4. (Dec 22 – March 23)
- Total current account payments for April totalled £64,892
(see attached for breakdown).
- Total BACS invoice payments outstanding is £25,078
- There are no cheques that require signing this month.

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 May 2023

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
			0.00
30/04/2023	Current Account	292,890.75	
30/04/2023	Premier Account	639,478.22	
30/04/2023	Public Sector Deposit Fund	315,727.91	
30/04/2023	Petty Cash	59.30	
			1,248,156.18
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			1,248,156.18
<u>All Cash & Bank Accounts</u>			
1	Current Account	292,890.75	
2	Premier Account	639,478.22	
3	Public Sector Deposit Fund	315,727.91	
4	Petty Cash	59.30	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		1,248,156.18

05/05/2023

Fair Oak & Horton Heath Parish Council

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Invoices Due for Payment by 30 May 2023

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]								
02/05/2023	97209		allotment toilet		02/05/2023	102.85		102.85
02/05/2023	97210		allotment toilet - events		02/05/2023	110.57		110.57
Total of Invoices Due (ACE001)						213.42	0.00	213.42
AGILICO [AGILI]								
02/05/2023	8946		printer consumables		02/05/2023	87.27		87.27
Total of Invoices Due (AGILI)						87.27	0.00	87.27
APPLETON SIGNS [APP001]								
27/04/2023	810		Car park signs		27/04/2023	130.03		130.03
02/05/2023	0954		Roational clips		02/05/2023	30.00		30.00
Total of Invoices Due (APP001)						160.03	0.00	160.03
bella crafts [BELLA]								
02/05/2023	2604		Belacraft		02/05/2023	360.00		360.00
Total of Invoices Due (BELLA)						360.00	0.00	360.00
CARTER JONAS [CARTER]								
02/05/2023	6399		Project manangement works libr		02/05/2023	1,800.00		1,800.00
Total of Invoices Due (CARTER)						1,800.00	0.00	1,800.00
CWM AGGREGATES [CWM001]								
17/04/2023	083		Path Gravel - NCP pathway repa		17/04/2023	90.00		90.00
17/04/2023	088		Path Gravel - NCP pathway repa		17/04/2023	90.00		90.00
17/04/2023	106		Path Gravel - NCP pathway repa		17/04/2023	90.00		90.00
17/04/2023	123		Path Gravel - NCP pathway repa		17/04/2023	90.00		90.00
17/04/2023	170		Path Gravel - NCP pathway repa		17/04/2023	90.00		90.00
17/04/2023	196		Path Gravel - NCP pathway repa		17/04/2023	90.00		90.00
17/04/2023	222		Path Gravel - NCP pathway repa		17/04/2023	90.00		90.00
Total of Invoices Due (CWM001)						630.00	0.00	630.00
DAN IRESON PLUMBING [DAN IRE]								
28/04/2023	3233		Reinstall office radiator		28/04/2023	489.02		489.02
Total of Invoices Due (DAN IRE)						489.02	0.00	489.02
DAVID BOWEN [DAVI]								
02/05/2023	139		Consulatncy advice		02/05/2023	55.00		55.00
02/05/2023	138		legal advise - pembers		02/05/2023	357.50		357.50

Invoices Due for Payment by 30 May 2023

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
02/05/2023	140		Consultancy - splashpad		02/05/2023	55.00		55.00
Total of Invoices Due (DAVI)						467.50	0.00	467.50
DEFIB WORLD [DEFIB]								
29/03/2023	6488		Batteries		26/04/2023	252.00		252.00
Total of Invoices Due (DEFIB)						252.00	0.00	252.00
DO THE NUMBERS [DO THE]								
27/04/2023	1392		Internal Audit Fee		04/05/2023	900.00		900.00
Total of Invoices Due (DO THE)						900.00	0.00	900.00
EBC [EBC001]								
29/03/2023	0799		key cut		26/04/2023	84.00		84.00
27/04/2023	1551		Woodlands Business rates		27/04/2023	815.36		815.36
27/04/2023	2512		Parish office Business rates		27/04/2023	1,717.50		1,717.50
17/05/2023	9960		Dog Bins		17/05/2023	32.06		32.06
17/05/2023	8719		Puntrue Repair		17/05/2023	15.00		15.00
17/05/2023	6333		trade refuse		17/05/2023	239.59		239.59
17/05/2023	3628		recycle collection		17/05/2023	36.72		36.72
Total of Invoices Due (EBC001)						2,940.23	0.00	2,940.23
MALCOLM MACNEISH [MALC]								
02/05/2023	0923		Install new TV socket		02/05/2023	100.00		100.00
Total of Invoices Due (MALC)						100.00	0.00	100.00
PADWICK GLASS [PADW]								
17/05/2023	19802		reglaze Pavillion Window		17/05/2023	132.00		132.00
Total of Invoices Due (PADW)						132.00	0.00	132.00
PROTEK								
02/05/2023	0438		engineer call out woodlands do		02/05/2023	247.69		247.69
Total of Invoices Due (PROTEK)						247.69	0.00	247.69
QIC systems [QIC]								
17/04/2023	5527		Dell Battery		17/04/2023	144.00		144.00
Total of Invoices Due (QIC)						144.00	0.00	144.00
REALTIS BUSINESS SOLUTIONS [REAL001]								
02/05/2023	7878		allotment annual support		02/05/2023	176.06		176.06

05/05/2023

Fair Oak & Horton Heath Parish Council

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Invoices Due for Payment by 30 May 2023

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
02/05/2023	7877		Cemeteries annual support		02/05/2023	470.62		470.62
02/05/2023	7879		Booking software annual suppor		02/05/2023	317.90		317.90
Total of Invoices Due (REAL001)						964.58	0.00	964.58
SHAWYERS [SHA001]								
28/04/2023	9814		Tree survey		28/05/2023	2,160.00		2,160.00
Telephone :08450 947957						Total of Invoices Due (SHA001)	2,160.00	0.00
							2,160.00	2,160.00
Travis perkins [TRAV]								
01/05/2023	167		Turf cutter Hire		01/05/2023	253.20		253.20
01/05/2023	160		Disc cutter hire		01/05/2023	36.84		36.84
17/05/2023	884		postconcrete		17/05/2023	162.96		162.96
17/05/2023	481		sand bag		17/05/2023	117.76		117.76
Total of Invoices Due (TRAV)						570.76	0.00	570.76
USTIGATE								
28/04/2023	7307		Splashpad construction		12/05/2023	10,000.00		10,000.00
Total of Invoices Due (USTIGATE)						10,000.00	0.00	10,000.00
WildFlower Turf [WILDFLOWER]								
12/04/2023	15767		enriched turf		12/04/2023	1,286.40		1,286.40
12/04/2023	15766		Turf		12/04/2023	547.20		547.20
Total of Invoices Due (WILDFLOWER)						1,833.60	0.00	1,833.60
wildwood machinery [WILDWOOD]								
28/04/2023	50277		Machine hire		28/04/2023	261.00		261.00
28/04/2023	50280		Machine hire		28/04/2023	364.85		364.85
Total of Invoices Due (WILDWOOD)						625.85	0.00	625.85
Total of Invoices Due (Creditors)						25,077.95	0.00	25,077.95
TOTAL OF INVOICES DUE (ALL LEDGERS)						25,077.95	0.00	25,077.95

Receipts for Month 1

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 :	86,487.71					86,487.71	
Banked: 01/04/2023		1,064.50						
	ccla interest	1,064.50			1090	100	1,064.50	ccla interest
Banked: 01/04/2023		-1,064.50						
	correction	-1,064.50			1090	100	-1,064.50	correction
Banked: 03/04/2023		34.23						
	Stripe payments	34.23			1550	100	34.23	Tennis
Banked: 04/04/2023		112.00						
	Sales Recpts Page 448	112.00	112.00		100			Sales Recpts Page 448
Banked: 04/04/2023		23.75						
	Sales Recpts Page 449	23.75	23.75		100			Sales Recpts Page 449
Banked: 04/04/2023		105.00						
	Mr C	105.00			1200	250	105.00	Hall Hire
Banked: 06/04/2023		247,509.68						
	EBC	247,509.68			1076	100	247,509.68	1st Half precept
Banked: 06/04/2023		186.25						
	EBC	186.25		31.04	1200	150	155.21	Room Hire
Banked: 07/04/2023		57.00						
	Mrs B	57.00		9.50	1200	230	47.50	Hall Hire
Banked: 10/04/2023		1,000.00						
	Mr M	1,000.00			1900	100	1,000.00	Icecream van - coronation even
Banked: 11/04/2023		147.00						
	Bargate Homes	147.00		24.50	1200	150	122.50	Room hire
Banked: 11/04/2023		76.00						
	Mrs W	76.00		12.67	1200	230	63.33	Hall Hire
Banked: 11/04/2023		5.00						
	Mr C	5.00			1900	100	5.00	History book
Banked: 11/04/2023		45.29						
	Stripe Payments	45.29		7.55	1550	100	37.74	Tennis
Banked: 12/04/2023		6.00						
	History Book	6.00			1900	100	6.00	History Book
Banked: 13/04/2023		20,273.18						
	HMRC	20,273.18			105		20,273.18	VAT refund (dec - March)
Banked: 17/04/2023		16.59						
	Stripe payments	16.59			1550	100	16.59	Tennis
Banked: 18/04/2023		1,152.60						
	rialtas	1,152.60		192.10	4133	110	960.50	rialtas payment reversal

Continued on Page 2

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 20/04/2023	5.52						
	stripe	5.52		0.92	1550	100	4.60	Tennis
	Banked: 21/04/2023	60.00						
	Mr W	60.00		10.00	1200	230	50.00	Hall Hire
	Banked: 21/04/2023	22.32						
	stripe	22.32			1550	100	22.32	TENNIS
	Banked: 24/04/2023	133.00						
	Mrs C	133.00			1200	250	133.00	Hall Hire
	Banked: 27/04/2023	16.80						
	Stripe	16.80			1550	100	16.80	Tennis
	Banked: 28/04/2023	48.00						
	Mrs H	48.00		8.00	1200	230	40.00	Hall Hire
	Banked: 30/04/2023	260.00						
	AFC Corinthians	260.00			1300	100	260.00	AFC Corinthians
<hr/>								
Total Receipts for Month		271,295.21	135.75	296.28			270,863.18	
Cashbook Totals		<u>357,782.92</u>	<u>135.75</u>	<u>296.28</u>			<u>357,350.89</u>	

Payments for Month 1

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>
01/04/2023	WildFlower Turf	5766	1,833.60	1,833.60		500			lapstone
01/04/2023	APPLETON SIGNS	719	43.20	43.20		500			Bench
01/04/2023	CARTERS OF SWANWICK	720	18.72	18.72		500			equipment maintenance
01/04/2023	EBC	721	36.48	36.48		500			Bin emptying
01/04/2023	FIRECARE &SECURITY	722	168.00	168.00		500			Maintenance
01/04/2023	GALLAGHER	723	29.46	29.46		500			Insurance
01/04/2023	good directions	724	516.00	516.00		500			Maintenance
01/04/2023	HCC	725	530.59	530.59		500			Equipment
01/04/2023	HOOPER SERVICES	726	431.70	431.70		500			floor cleaner
01/04/2023	Kaz White Limited	727	900.00	900.00		500			Team development day
01/04/2023	MALCOLM MACNEISH	728	110.00	110.00		500			Electricals
01/04/2023	REALTIS BUSINESS SOLUTIONS	729	1,152.60	1,152.60		500			Software
01/04/2023	SOURCE SUPPLIES	730	129.05	129.05		500			Equipment
01/04/2023	TUDOR	731	1,724.08	1,724.08		500			Strimmer safe rack
01/04/2023	APPLETON SIGNS	573	896.00	896.00		500			Tree plaque
01/04/2023	BREWERS	574	56.78	56.78		500			materials
01/04/2023	EBC	575	1,330.36	1,330.36		500			Tree Order
01/04/2023	LEDHOUSE	576	2,250.00	2,250.00		500			Screen for kings coronation
01/04/2023	SOUTH EAST EMPLOYERS	577	289.20	289.20		500			SEE membership
01/04/2023	wildwood machinery	578	355.64	355.64		500			winter service -machinery
01/04/2023	HCC	74107	10.37	10.37		500			Post it notes
01/04/2023	ACELIFTAWAY	96676	106.28	106.28		500			allotment toilet
01/04/2023	AGILICO	96677	219.95	219.95		500			printer consumables
01/04/2023	BEARFOOT GRAPHICS	96678	4,056.00	4,056.00		500			updates to interactive map
01/04/2023	CWINDRIDGE	96679	1,000.00	1,000.00		500			New century painting works
01/04/2023	HCC	96680	498.96	498.96		500			cleaning materials
01/04/2023	RICHARD ATTREE	96681	500.00	500.00		500			repair timbers at Pav
01/04/2023	SMART MARKETING	96682	78.00	78.00		500			marketing support
01/04/2023	SOURCE SUPPLIES	96683	110.60	110.60		500			cleaning supplies
03/04/2023	BT GROUP	DD	10.04		1.67	4120	250	8.37	Tel and broadband -HH
03/04/2023	BT	DD	10.04		1.67	4120	240	8.37	Tel and broadband -Pav
04/04/2023	amazon	VISA	9.99			5006	900	9.99	Bunting - Kings coronation
						317	0	-9.99	Bunting - Kings coronation
						6000	900	9.99	Bunting - Kings coronation
04/04/2023	Shaws	VISA	276.62		46.10	4540	290	230.52	materials
05/04/2023	Eastleigh BC	VISA	116.00			4680	230	116.00	Trade waste- woodlands
05/04/2023	Towbar services	VISA	15.00		2.50	4315	210	12.50	Van light
11/04/2023	Allstar	DD	252.99		42.16	4305	210	210.83	Fuel
11/04/2023	screwfix	DD	96.84		16.14	4540	290	80.70	Materials
12/04/2023	Peninsula	DD	21.60		3.60	4030	110	18.00	employer EAP
13/04/2023	o2	DD	22.90		3.82	4125	110	19.08	Mobile Phones
14/04/2023	payroll	BILL	20,532.18			4030	110	205.80	payroll
						4000	110	20,326.38	payroll
14/04/2023	amazon	VISA	28.57			5006	900	28.57	Games for Coronation event
						317	0	-28.57	Games for Coronation event
						6000	900	28.57	Games for Coronation event

Payments for Month 1

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>
14/04/2023	The GardenSite	VISA	6,441.00		1,073.50	4530	290	5,367.50	potting shed
17/04/2023	sage payroll	DD	32.40		5.40	4132	110	27.00	sage payroll
17/04/2023	bt Group	DD	15.01		2.50	4120	110	12.51	Tel and Broadband
17/04/2023	Peninsula	DD	423.22		70.54	4030	110	352.68	emplyer services
17/04/2023	Canva	VISA	10.99		1.83	4132	110	9.16	Canva
18/04/2023	overline	DD	159.42		26.57	4120	110	132.85	Tel and broadband
18/04/2023	Overline	DD	99.40		16.57	4120	230	82.83	Tel and broadband
18/04/2023	British Gas	DD	149.48		24.91	4400	150	124.57	Gas - Office
18/04/2023	Mrs G	BILL	17.82		2.97	4105	110	14.85	Staff claim - tennis dbs
18/04/2023	Advanced Locking	BILL	84.00		14.00	4990	150	70.00	anker keys
19/04/2023	HMRC	BILL	5,802.52			4000	110	5,802.52	PAYE
19/04/2023	Hampshire pensions	BILL	6,027.00			4010	110	6,027.00	Pensions
19/04/2023	HMRC	BILL	5,802.52			4000	110	5,802.52	paye
19/04/2023	hants pensions	BILL	6,027.00			4010	110	6,027.00	pensions
19/04/2023	CDS	BILL	480.00		80.00	5016	900	400.00	EA Fees
						325	0	-400.00	EA Fees
						6000	900	400.00	EA Fees
19/04/2023	HMRC	BILL	-5,802.52			4000	110	-5,802.52	PAYE
19/04/2023	Hants pensions	BILL	-6,027.00			4010	110	-6,027.00	Pensions
19/04/2023	in excess	VISA	34.20		5.70	4540	290	28.50	materials
19/04/2023	SE Gas	DD	1,057.79		176.30	4400	230	881.49	Gas - woodlands
20/04/2023	shergolds	VISA	36.00		6.00	5016	900	30.00	Shrubs
						325	0	-30.00	Shrubs
						6000	900	30.00	Shrubs
21/04/2023	Eastleigh BC	DD	239.59		39.93	4680	240	199.66	trade refuse collection
21/04/2023	hsbc	CHG	5.00			4095	110	5.00	bank charges
21/04/2023	amazon	VISA	50.40			5006	900	50.40	waterproof materials
						317	0	-50.40	waterproof materials
						6000	900	50.40	waterproof materials
24/04/2023	SSE	DD	225.29		37.55	4400	230	187.74	Gas - woodlands
24/04/2023	Gallagher	BILL	29.46			4320	210	29.46	van insurance
24/04/2023	SSE	DD	30.00		5.00	4400	230	25.00	woodlands - Gas
24/04/2023	Course gate	VISA	32.39		5.40	4105	110	26.99	Training course
25/04/2023	amazon	VISA	35.72			5006	900	35.72	Laminating pouch
						317	0	-35.72	Laminating pouch
						6000	900	35.72	Laminating pouch
25/04/2023	amazon	VISA	21.14			5006	900	21.14	Laminating Pouch
						317	0	-21.14	Laminating Pouch
						6000	900	21.14	Laminating Pouch
26/04/2023	Vodafone	DD	68.64		11.44	4133	110	57.20	gigicube
27/04/2023	amazon	VISA	67.96			4540	290	67.96	Cable ties
27/04/2023	Amazon	VISA	39.00			4540	290	39.00	Plant food
27/04/2023	amazon	VISA	159.80			4540	290	159.80	materials
27/04/2023	amazon	VISA	517.40			5006	900	517.40	Padlocks x20
						317	0	-517.40	Padlocks x20
						6000	900	517.40	Padlocks x20
27/04/2023	in excess	VISA	39.60		6.60	4540	290	33.00	timber materials
28/04/2023	southern electric	DD	669.89		111.65	4405	150	558.24	electricity - PO

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Cashbook 1

User: JOANNA

Current Account

For Month No: 1

Payments for Month 1

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>
28/04/2023	southern electric	DD	811.26		135.21	4405	230	676.05	Elec - woodlands
28/04/2023	amazon	VISA	204.99			4505	280	204.99	Hanging basket wall bracket
Total Payments for Month			64,892.17	19,381.62	1,977.23			43,533.32	
Balance Carried Fwd			292,890.75						
Cashbook Totals			357,782.92	19,381.62	1,977.23			336,424.07	