



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

Dear Member

16 April 2024

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 22 April 2024 at 6.00pm or at the rise of the Annual Parish meeting, at the Fountain Café, Shorts Road, 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 4pm on Friday 12 April 2024.

AGENDA

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2. MINUTES OF MEETINGS (PAPER A, PAGES 3-21)

- a To approve the minutes of the Council meeting held on 18 March 2024 as a correct record.

To approve the minutes of the Finance Committee meeting and recommendations therein, of the meeting held on 1 March 2024; and

To note the planning delegated decisions of w/e 1st March 2024.

3. CHAIRMAN'S ANNOUNCEMENTS

4. CLERK'S UPDATE

5. FINANCE REPORT (REPORT B, PAGES 22-32)

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

6. FIXED ASSET REGISTER (REPORT C, PAGES 33-40)

To review & approve the Council's fixed asset register.

7. SUPPLEMENTARY BUDGET REQUEST (VERBAL REPORT)

To approve the allocation of £1,995 from Ear Marked Reserves to fund the adjustment of the swing set and safety surfacing at New Century Park.

8. CEMETERY PATH IMPROVEMENT PROJECT (REPORT D, TO FOLLOW)

To agree the project initiation including funding, timescales and the publication of the invitation to tender works package.

9. COMMUNICATIONS & EVENTS TASK & FINISH GROUP (REPORT E, PAGES 41-45)

To review the calendar of events for the year and the outline event plans for D-Day and Christmas.

10. INFORMATION RETENTION & DISPOSAL POLICY (REPORT F, PAGES 46-58)

To review and approve the Council's information retention & disposal policy.

11. ACCESS TO INFORMATION POLICY (REPORT G, PAGES 59-64)

To review and approve the Council's information policy.

12. ELEVATE MENTORING (REPORT H, TO FOLLOW)

To discuss the proposal from Elevate Mentoring to host outdoor learning activities at Knowle Park.

13. WORK PROGRAMME (REPORT I, PAGES 65-66)

To note the work programme and make any amendments as necessary.

To: Councillors

S Anderson
P Barrett
C Bird
S Broomfield
W Chivuchi
N Couldrey (Vice-Chair)
H Douglas (Chair)

K Forfar
T Higby
M Marsh
G Meech
D Scott
M Smith
G Stupple
B Tennent

Officers:

J Cahill (Finance Officer)
M Leadbitter-Allen (Deputy Clerk)
M Johnson (Operations Manager)
M Stephens (Clerk)



**Minutes of the Full Council Meeting
held on Monday 18 March 2024
at 6.00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak**

Present: Cllrs Anderson, Barrett, Bird, Broomfield, Couldrey, Douglas (Chair), Forfar, Higby, Meech & Tennent

Absent: Cllrs Chivuchi, Smith & Scott

Officers in attendance: Michelle Leadbitter-Allen, Deputy Clerk; Jo Cahill, Finance Officer & Linda Greenslade, Admin Officer.

Apologies: Cllrs Marsh & Stupple.

116 PUBLIC SESSION

Two members of the public were present to observe and did not wish to speak.

Ryan Goodyear from Fair Oak Cricket Club – Minute item 121.

117 DECLARATIONS OF INTEREST

There were no declarations of interest.

118 MINUTES (PAPER A)

RESOLVED:

(a) That the minutes of the Full Council meeting held on 19 February 2024, be signed by the Chairman as a correct.

(b) That the delegated planning decisions from w/e 9 February 2024 be noted.

119 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

120 CLERK'S UPDATE

The Deputy Clerk presented the Clerk's update attached at Appendix 1 to these minutes.

121 PROPOSAL TO REFURBISH THE PAVILION CLUB ROOM (REPORT B)

Ryan Goodyear from the Fair Oak Cricket Club address the Council and highlighted the Club's proposals for a refurbishment on the clubroom at the pavilion, at no expense to the Council. The intention was for the Cricket Club to carry out most of the work "in-house".

The Parish Council had £30,000 held in ear marked reserves for the Pavilion, of which

£25,000 had been allocated for shower refurbishment, leaving potentially £5,000 available to support the project. However, Ryan was confident that this would not be needed.

The Council would incur legal fees of approximately £1,200 for the execution of the license to occupy. Arrangements for access by other service users, and the Council outside the cricket season would be outlined in the license to occupy, ensuring equitable use of the facilities.

Members expressed their support for the project which would further support the growth and success of the Club, as such it was:

RESOLVED:

That the proposal submitted by Fair Oak Cricket Club to undertake complete refurbishment works at the club room in the Pavilion, Lapstone Playing Fields be approved;

- (a) That the Clerk be given the delegated authority, in consultation with the Chairman, to commence the project with the Club's designated Project Manager, and
- (b) That a detailed project plan and programme be submitted to the Council, along with necessary statutory undertakings at the April Council meeting for final approval.

Action: M Stephens

122 FINANCE REPORT (REPORT C)

The Finance Officer reported on the larger receipts and payments during March. Members had no questions and as such, it was:

RESOLVED:

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

Action: J Cahill

123 CAFÉ BIKE RACK INSTALLATION (REPORT D)

The Council considered the proposal for a "cupcake" theme bike rack installation at the Community Café funded through Public Art ear marked reserve fund.

Cllr Broomfield queried the longevity of the design as it could incur a heavy "bashing" with bikes being put in and taken out. The Deputy Clerk was instructed to speak to the contractor for reassurances and report back.

Subject to a guarantee from the contractor on the robustness of the rack, it was:

RESOLVED:

- (a) That the Council agreed the allocation of £4,500 from the Public Art ear marked reserve for the installation of bike racks;
- (b) That Colin Philips Designer Blacksmith be the appointed contractor;
- (c) That the design as set out in Appendix 1 be agreed; and
- (d) That the Council delegates authority to the Clerk to commission the bike racks and oversee the installation.

Action: M Stephens

124 EASTLEIGH BOROUGH COUNCIL BIODIVERSITY STRATEGY 2024-2034 (REPORT E)

In the absence of the Clerk it was;

RESOLVED:

That the Clerk & Deputy Clerk be authorised to prepare a draft response for Members' approval via email, prior to submission to Eastleigh Borough Council.

125 WORK PROGRAMME (REPORT F)

The Council considered the work programme.

RESOLVED:

That the work programme be agreed.

Signed Chairman.

This was all the business and the meeting closed at 6.25 pm.

Appendix 1: Clerks Update Presentation



Clerk's Update

March 2024



This Month at a Glance

These are goals we've been working on since the February Council Meeting

01



Staffing

2 Ground Operatives start 2 April 2024

02



Engaging the Community

CDO activities plus Thermal Imaging Surveys for residents

03



Event Planning

Cafe Launch
Annual Parish Assembly/Earth Day Celebration - Planet vs Plastic

Staffing

Two new Grounds Operatives - 1 x 22.5 per week and 1 x 37 per week (seasonal) start on 2nd April

Some reductions in staff due to short and long term sickness.

Engaging the Community

Twynams Event 13th April

The CDO and Clerk will be hosting a seed sowing and weeding session on Saturday 13th April for residents to come and help with the Twynam's field project. Going forward there will be monthly community events throughout the year.

Tree Planting

Unfortunately due to the rainfall in Feb, the ground conditions have been too wet to plant any tree saplings, so upon taking expert advice, Parish staff will temporarily pot the saplings up to make sure they can establish a good root system first, these will then be planted out at a later date. Further details will be announced in April.

Endangered Species Day 17 May

Initial plans had been made with 'featherheads' artists for a display raising awareness for endangered British wildlife. Investigations into moving this event to coincide with the Fountain official launch event on Saturday 4 May.

Community development updates

Digital skills sessions:

Solent Mind is running a free 8-week digital skills course for residents at the Parish Office starting on 27th March. The sessions are designed to build confidence and help anyone brush up on digital skills

Community café:

The Clerk and CDO have applied for a grant towards a community pantry and edible planting. We hope to hear the outcomes very soon. Community groups have visited the café including Reachout Care, St Thomas lunch group and Health Walks for a trial run so that volunteers can hone their barista & customer service skills, before the official opening. A separate session was also arranged for nearby residents to come along and speak to the Café Directors and the Clerk about all things positive and any concerns they had.

Litter picking

Due to weather conditions and staff resources, the Fair Oak Infant litter picking sessions with 150 pupils is now postponed until April. This will be the start of our monthly campaign to invite local groups and residents to an allocated area around the villages to help tackle littering and to promote togetherness.

Community development updates cont ...

The Orchard

Good progress has been made at the Orchard so far this year, all of the Apple trees in the Orchard have now been pruned and the remaining 9 Pear trees will be pruned next week by a member of the grounds team and the CDO. This is part of a series of works planned to restore the orchard. Works to look at creating a new orchard in the area will be looked at in late spring.

Bee and Tree Corridor

Waiting for an update since the initial site visits that took place at the end of January 24.

Youth Options

The CDO recently attended a youth contract workshop hosted by EBC to review the service that Youth Options is currently providing for the Parish, along with other local partners. It was a good chance to air concerns and collaborate with others on how to get the best out of our current provision for young people.

The findings of the workshop will be circulated soon, with short-term steps forward such as raising awareness of the services that are available for young people and then with the aim of a longer-term strategy to be developed.

Event Planning

- Annual Parish Assembly - Earth Day 22 April **Planet vs Plastic** = Alongside showcasing the annual video, officers are working on displays to showcase the sustainable activities of the Council & ideas for the future. Councillors are asked to attend from 4:30 pm. Local community groups will be invited to attend.
- Endangered Species Day - 17 May = investigating whether this can be combined with the official cafe launch and opening of the 2024 splashpad season.

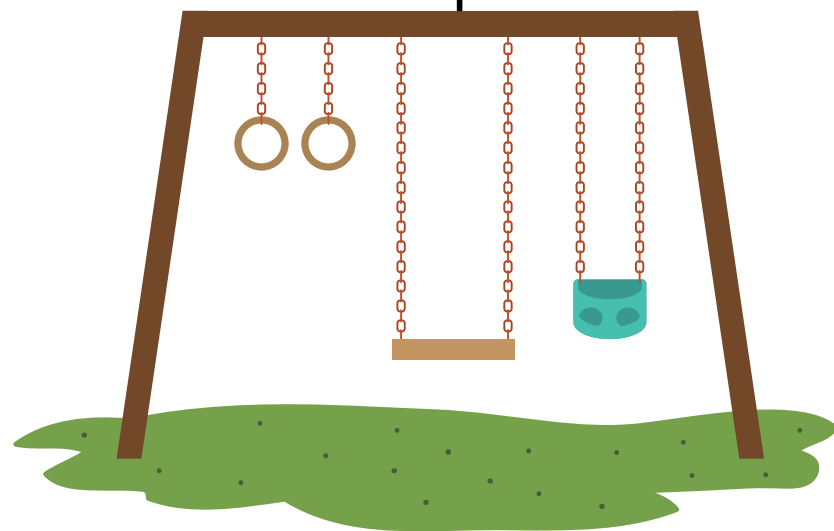
Corporate Updates

2nd Cricket Wicket

- Contractors have removed the Goat Willow trees around the culvert which had been deemed of low ecological value by EBC ecologist. Letters were issued to residents ahead of this. Better timing of social media posts needed in the the future.
- The Contractor is preparing the ground to undertake the next stage of civil works

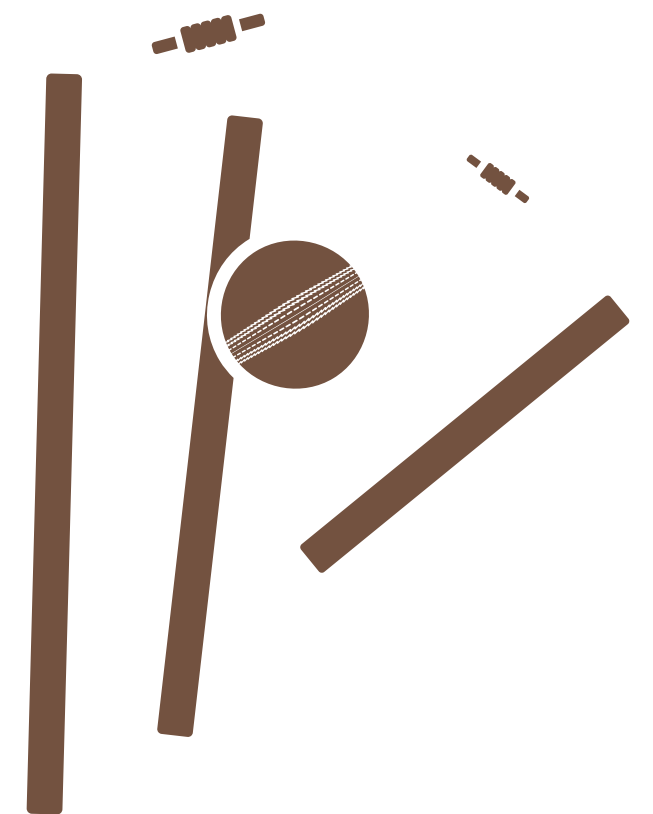
Upper Barn Copse Play Area

- The Grounds Team continue to remove the dangerous equipment
- The playarea will be reopened once this work is complete
- CDO and Clerk to attend a 'face to face' session with residents mid-April
- Final report for member decision in May



Knowle Park Pathways

Reinstatement of pathways to resume in April



Corporate Updates continued...

Cafe

- Internal works completed.
- Residents local to the cafe were treated to a hot drink and cake and a look around the site on Saturday 9th March.
- A pre-opening event with councillors, staff, community groups and companies involved in making the project, thanking them for their efforts and involvement was held on Wednesday 13th March.
- Soft landscaping works have been hampered by the wet weather. As soon as the weather is good enough the soil will be put in place for raking and seeding.
- It is hoped that the cafe will be able to open to the public this week.
- Some initial teething problems with the cafe alarm being resolved.
- Planting at the front of the cafe will commence in April.

Thermal Imaging Surveys

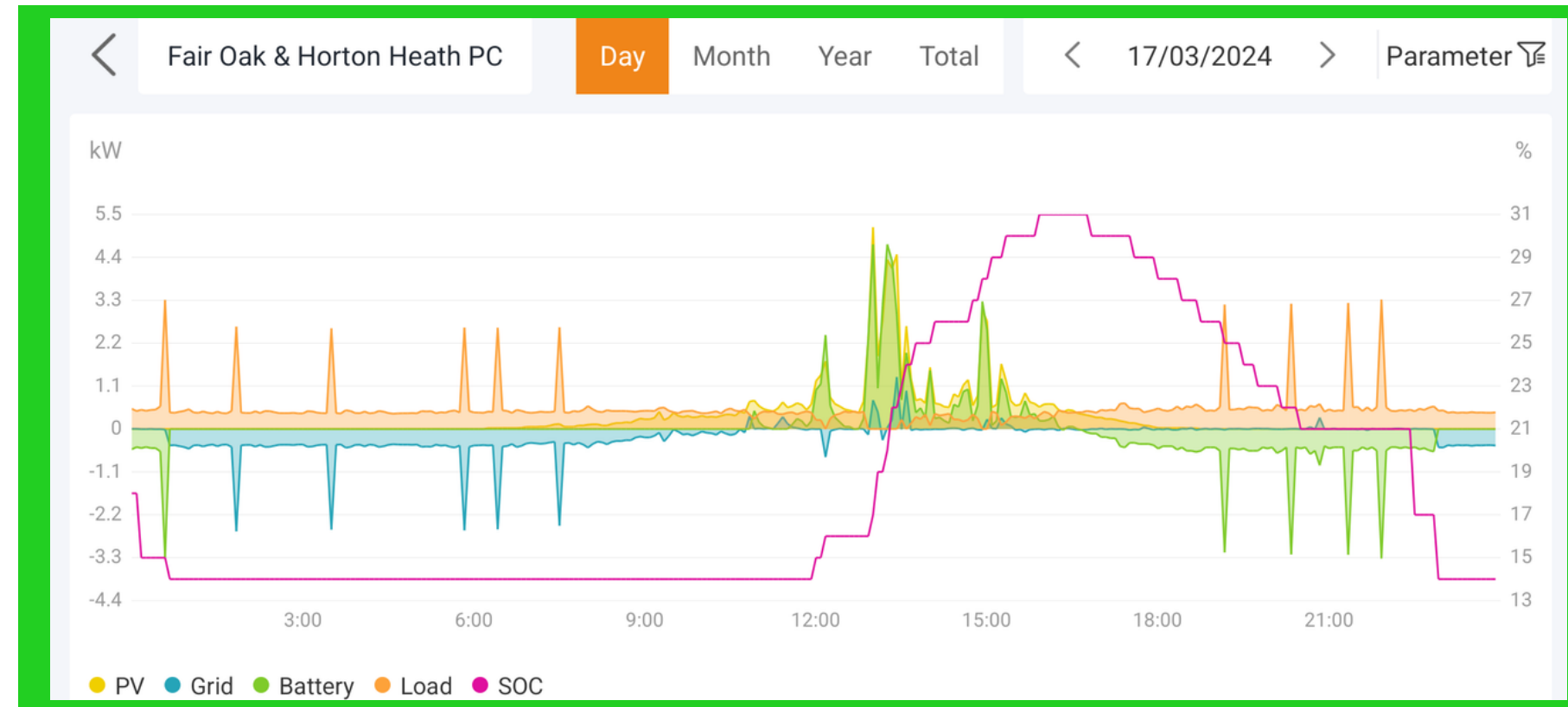
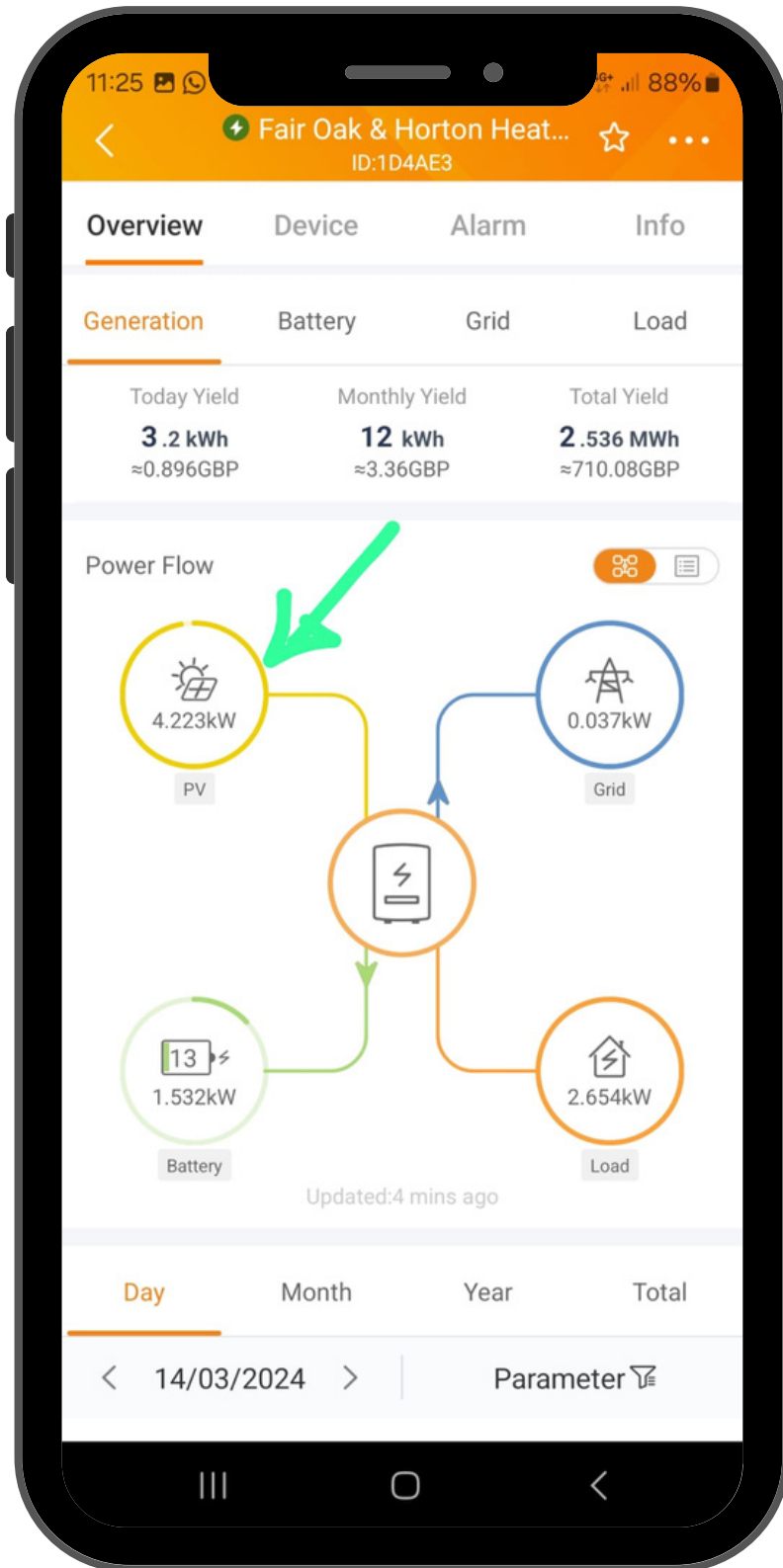
- Although in great demand, due to staffing restrictions, only 4 surveys were completed.
- Another round of surveys will be offered to waitlisted residents and the wider public in the Autumn



Corporate Updates continued...

Parish Council Solar Installation is now complete.

4.2 kW system, Battery Storage 10.2 kW In addition to existing 1 kW system



- Quotes for Cafe Solar received. A report will be compiled and brought to FC to choose a provider, followed by an application to the Lottery Fund
- To ensure we are making full use of the available solar power, the Deputy Clerk and Operations Manager will complete an Energy Audit of the Parish Council Offices and Workshop.
- A full report with recommendations will be discussed with staff at our team day on 10 April which will be shared with Councillors. If appropriate, energy audits will be performed across other council sites.



Action Items for Next Month

These are (some of!!) the projects/workstreams that the team will be commencing next month

Preparation of end of year accounts

More tree planting around the parish, community planting bulbs and edibles at Cafe

Staff workshop/annual report videos





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Minutes of the FINANCE COMMITTEE meeting held on Friday, 1 March 2024 at

11.30 am at the Fair Oak Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Barrett, Douglas (Chair), Couldrey & Tennent

Officers in attendance: Joanna Cahill, Responsible Finance Officer and Melanie Stephens, Clerk.

Apologies: Cllrs Chivuchi, Forfar, Higby, & Marsh.

PUBLIC SESSION

No members of the public were present.

DECLARATIONS OF INTEREST

Cllr Douglas in Minute No 23.

21. MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the meeting held on 1 December 2023 be noted.

22. FINANCIAL MONITORING REPORT (REPORT B)

The Committee considered the financial monitoring report which set out the financial position of the Council as at 19 February 2024.

The Financial Officer explained that Community Centre hire income would be unlikely to meet the predicted budget targets despite outstanding invoices for the remainder of the financial year. Members requested that Officers develop a marketing strategy for all hireable venues and that this be submitted to the next meeting for consideration.

Members also requested that the Scouts, as one of the main hirers at Woodland Community Centre be reminded that full hire fees would commence from April 2025 as part of the legal agreement put in place.

The Finance Officer explained the expenditure analysis across all budget streams, whilst most budget codes would meet targets, the cost of utility services had far exceeded the Council's predictions which would mean these would show an overspend. The Council had however approved solar installations at the Parish Office and Woodland Community Centre and it was hoped that these projects would be completed before the summer, assisting in energy savings and costs for the next financial year. Officers would also seek external funding for panels at the Pavilion and Community Café.

RESOLVED:

- (a) That the latest budget position as at 19 February, as set out in Appendix 1 of the report be noted; and
- (b) That a draft Community Centre Hire Marketing Strategy be submitted to the next meeting for consideration.

Action: Mel Stephens/Carly Giles

23. ALLOCATION OF CAPITAL RESERVES 24/25 (REPORT C)

Cllr Douglas disclosed a non-pecuniary interest as a previous member of the Horton Heath Community Centre Association which had transferred Horton Heath Community Centre to the Parish Council in 2018 along with £40k of ear marked reserves (EMR). She concluded that there were no issues under common law that prevented her from remaining in the meeting to speak and to vote.

The Committee considered the allocation of capital reserves 24/25 which included proposals to reallocate funds from historical posts with underspends to support other projects. These included:

- The reallocation of £3k from the Community Development Project EMR to support the completion of the café landscaping;
- The reallocation of £10,250 from the Horton Heath Community Centre Flooring EMR to support the refurbishment of the Community Library roof; and
- The reallocation of £8k from the Crowdhill Green EMR to support play provision.

The Committee supported the proposals with the exception of the reallocation of funds from the Horton Heath Community Centre, requesting that Officers seek quotes for a replacement flooring and draft a project initiation document prior to this request being determined.

RECOMMENDED:

- a) That the Council notes the current capital reserves for 2025/2025 as set out in Appendix 1; and
- b) That the Council approves the reallocation of underspends to support ongoing projects as set out in paragraph 4.2 of the report with the exception of the Horton Heath Flooring.

**23 INVESTMENT STRATEGY
(REPORT D)**

The Committee considered the Investment Strategy 2024/25.

RESOLVED:

That the Investment Strategy 2024/2025 as set out in Appendix 1 of the report be approved.

24 WORK PROGRAMME (REPORT E)

RESOLVED:

That the work programme be approved.

Signed

Chairman

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

PLANNING APPLICATIONS

Applications to w/e 1 March 2024

If any members of the public wishes to raise an objection/comment, please email linda.greenslade@fairoak-pc.gov.uk by 0900 hrs Wednesday 13 March 2024 These will be considered, and a formal delegated response submitted to the Borough Council on behalf of the Parish Council.

Application No: [H/24/96869](#)

Address: 27 Brunswick Road, Fair Oak, SO50 8FF

Description: Single storey front porch extension

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [T/24/96872](#)

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

Description: 1no. Common Oak (T1) - Remove 3 lowest secondary branches growing over the driveway in an easterly radius and remove 4 secondary branches growing over the roof in a southerly radius and attached to lowest primary branch. Where possible wound sizes to be no greater than 75mm. Work required to give suitable clearance to preserve the fabric of the roof.

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

Application No: [F/24/96914](#)

Address: Pear Tree Cottage, Botley Road, Horton Heath, SO50 7DT

Description: Erection of 1no. four bed detached dwelling and detached double garage with new vehicular access off Botley Road

Planning Specialist Contact Details

Email: clare.martin@eastleigh.gov.uk

Application No: [L/24/96898](#)

Address: The George, 492 Fair Oak Road, SO50 7AN

Description: Erection of illuminated and non-illuminated sigs to the exterior of the building. Repainting of the exterior of the building.

Planning Specialist Contact Details

Email: david.huckfield@eastleigh.gov.uk

Application No: [A/24/96899](#)

Address: The George, 492 Fair Oak Road, SO50 7AN

Description: Display of 1no. externally illuminated hanging sign, 3no. externally illuminated letter signs, 3no. externally illuminated amenity board signs, 2no. externally illuminated chalkboard signs, 1no. non-illuminated signwritten logo sign, 7no. LED floodlights, and 4no. up and down lights

Planning Specialist Contact Details

Email: david.huckfield@eastleigh.gov.uk

Application No: [H/24/96960](#)

Address: 1 Kingsmill Drive, Fair Oak, SO50 7QE

Description: Proposed Single Storey Extension to Garage and Garage Conversion (including alterations to ground level)

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [H/24/96891](#)

Address: 141 Sandy Lane, Fair Oak SO50 8GF

Description: Single storey side extension & internal alterations.

Planning Specialist Contact Details

Email: alexandra.stone@eastleigh.gov.uk

Application No: [H/24/96959](#)

Address: Castlenau, Knowle Lane, Horton Heath, SO50 7DZ

Description: Retrospective application for Retention of 1.8 metre high close-board timber fence adjacent to highway

Planning Specialist Contact Details

Email: gary.osmond@eastleigh.gov.uk

Application No: [T/24/96927](#)

Address: Gore Copse, Mortimers Lane, Fair Oak, SO50 7EA

Description: Group of 1no. Ash, 1no. Silver Birch (G1) - Fell. Both trees are in decline, poor junction forms, large dead sections. Human activity within drop zone.

1no. Alder (T2) - Prune to almost ground level to enable coppicing. Large dead sections within canopy.

Planning Specialist Contact Details

Email: trees@eastleigh.gov.uk

FULL COUNCIL – 22 APRIL 2024**MONTHLY FINANCIAL REPORT****1. RECOMMENDATIONS**

- 1.1 That the Council notes the contents of the report and approves the BACS payments as set out in Appendix 1.

2. FINANCE POSITION

- 2.1 The total cash held across all bank accounts as of 31st March is £325,062

3. TRANSACTIONS

- 3.1. The total receipts for March in the Council's Current Account totalled £42,177. Of this £20,000 related to a cashbook transfer from the Premier Account. The Council also received £9,450 from Eastleigh Borough Council towards Crowdhill grounds Maintenance.
- 3.2. The total current account payments for March totalled £66,983
- 3.3. Significant payments in March included the payment of £6,625 to Colin Philips for public art, and £8,160 to Goldwater for the Solar Panel installation at the Woodlands Community centre.

4. BACS PAYMENTS

- 4.1. The total BACS invoice payments outstanding is £1,241.

5. FINANCIAL IMPLICATIONS

- 5.1. The Council must keep a regular review of the progress against all budget headings to ensure no unnecessary overspending. The Council reviews its spending monthly via a report from the Responsible Finance Officer and undertakes detailed quarterly financial monitoring reports to the Finance Committee to scrutinise.

6. CLIMATE/CRIME & DISORDER IMPLICATIONS

- 6.1. None directly arising from this report.

7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1. None directly arising from this report.

8. CONCLUSION

- 8.1. As per the financial position reported, Council members should note the contents of the report and agree the BACs payments for signing as per the bank mandate.

FOR FURTHER INFORMATION CONTACT:

Name: Jo Cahill, Responsible Finance Officer

Email: finance@fairoak.gov.uk

Date: 09/04/2024

Fair Oak & Horton Heath Parish Council

Page: 33

Time 10:25

Cashbook 1

User: 6002.J.CAHILL

Current Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		60,965.99					60,965.99	
	Banked 02/03/2024	238.50						
	Sales Recpts Page 564	238.50	238.50		100			Sales Recpts Page 564
	Banked 02/03/2024	90.00						
	Mr C	90.00			1200	250	90.00	Hall hire
	Banked 07/03/2024	145.00						
	Mr A	145.00			1530	510	145.00	Memorial
	Banked 08/03/2024	20,000.00						
Trans	Premier Account	20,000.00			210		20,000.00	cbook transfer
	Banked 12/03/2024	105.00						
	Sales Recpts Page 571	105.00	105.00		100			Sales Recpts Page 571
	Banked 13/03/2024	399.00						
	JG	399.00		66.50	1200	230	332.50	Hall hire
	Banked 13/03/2024	133.33						
	DVLA	133.33			1900	100	133.33	Vehicle Tax refund
	Banked 13/03/2024	90.00						
	Sales Recpts Page 572	90.00	90.00		100			Sales Recpts Page 572
	Banked 13/03/2024	5,512.50						
	Rainbows Preschool	5,512.50		918.75	1200	230	4,593.75	Hall hire
	Banked 15/03/2024	80.00						
	Mrs B	80.00			1200	250	80.00	Hall hire
	Banked 16/03/2024	80.00						
	Mrs E	80.00			1200	250	80.00	Hall hire
	Banked 19/03/2024	517.50						
	Sales Recpts Page 569	517.50	517.50		100			Sales Recpts Page 569
	Banked 19/03/2024	144.00						
	Mr P	144.00			1530	510	144.00	Memorial
	Banked 19/03/2024	10.50						
	Sales Recpts Page 570	10.50	10.50		100			Sales Recpts Page 570
	Banked 19/03/2024	43.00						
	Mrs b	43.00			1550	100	43.00	Tennis
	Banked 20/03/2024	9.36						
	Stripe	9.36			1550	100	9.36	Tennis
	Banked 20/03/2024	126.00						
	Sales Recpts Page 573	126.00	126.00		100			Sales Recpts Page 573
	Banked 20/03/2024	328.50						
	Sales Recpts Page 574	328.50	328.50		100			Sales Recpts Page 574

Continued on Page 34

Receipts for Month 12**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 20/03/2024	21.00						
	Sales Recpts Page 575	21.00	21.00		100			Sales Recpts Page 575
	Banked 20/03/2024	30.00						
	Sales Recpts Page 576	30.00	30.00		100			Sales Recpts Page 576
	Banked 20/03/2024	181.50						
	Sales Recpts Page 577	181.50	181.50		100			Sales Recpts Page 577
	Banked 21/03/2024	45.00						
	Sales Recpts Page 578	45.00	45.00		100			Sales Recpts Page 578
	Banked 22/03/2024	72.00						
	Sales Recpts Page 579	72.00	72.00		100			Sales Recpts Page 579
	Banked 22/03/2024	162.00						
	Sales Recpts Page 580	162.00	162.00		100			Sales Recpts Page 580
	Banked 22/03/2024	72.00						
	Hall hire	72.00			1200	250	72.00	Hall hire
	Banked 22/03/2024	105.00						
	Sales Recpts Page 581	105.00	105.00		100			Sales Recpts Page 581
	Banked 22/03/2024	99.00						
	Sales Recpts Page 582	99.00	99.00		100			Sales Recpts Page 582
	Banked 23/03/2024	70.00						
	Sales Recpts Page 583	70.00	70.00		100			Sales Recpts Page 583
	Banked 23/03/2024	31.50						
	Sales Recpts Page 584	31.50	31.50		100			Sales Recpts Page 584
	Banked 23/03/2024	31.50						
	Sales Recpts Page 585	31.50	31.50		100			Sales Recpts Page 585
	Banked 23/03/2024	31.50						
	Sales Recpts Page 586	31.50	31.50		100			Sales Recpts Page 586
	Banked 23/03/2024	31.50						
	Sales Recpts Page 587	31.50	31.50		100			Sales Recpts Page 587
	Banked 23/03/2024	31.50						
	Sales Recpts Page 588	31.50	31.50		100			Sales Recpts Page 588
	Banked 23/03/2024	31.50						
	Sales Recpts Page 589	31.50	31.50		100			Sales Recpts Page 589
	Banked 23/03/2024	31.50						
	Sales Recpts Page 590	31.50	31.50		100			Sales Recpts Page 590
	Banked 23/03/2024	70.00						
	Sales Recpts Page 591	70.00	70.00		100			Sales Recpts Page 591

Receipts for Month 12**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 23/03/2024	70.00						
	Sales Recpts Page 592	70.00	70.00		100			Sales Recpts Page 592
	Banked 23/03/2024	94.50						
	Sales Recpts Page 593	94.50	94.50		100			Sales Recpts Page 593
	Banked 23/03/2024	63.00						
	Sales Recpts Page 594	63.00	63.00		100			Sales Recpts Page 594
	Banked 23/03/2024	31.50						
	Sales Recpts Page 595	31.50	31.50		100			Sales Recpts Page 595
	Banked 23/03/2024	31.50						
	Sales Recpts Page 597	31.50	31.50		100			Sales Recpts Page 597
	Banked 23/03/2024	31.50						
	Sales Recpts Page 598	31.50	31.50		100			Sales Recpts Page 598
	Banked 23/03/2024	31.50						
	Sales Recpts Page 599	31.50	31.50		100			Sales Recpts Page 599
	Banked 23/03/2024	38.50						
	wyvern FC	38.50			1300	100	38.50	Football
	Banked 25/03/2024	31.50						
	Sales Recpts Page 596	31.50	31.50		100			Sales Recpts Page 596
	Banked 25/03/2024	252.00						
	Sales Recpts Page 601	252.00	252.00		100			Sales Recpts Page 601
	Banked 25/03/2024	247.50						
	Post office	247.50			1200	250	247.50	room hire
	Banked 25/03/2024	2,205.00						
	Mrs m	2,205.00			1200	250	2,205.00	Hall hire
	Banked 25/03/2024	42.10						
	tennis	42.10			1550	100	42.10	tennis
	Banked 26/03/2024	42.00						
	tennis	42.00			1550	100	42.00	tennis
	Banked 26/03/2024	75.00						
	Mr S	75.00			1200	250	75.00	Hall hire
	Banked 27/03/2024	50.00						
	Mrs H	50.00			1200	250	50.00	Hall hire
	Banked 27/03/2024	100.00						
	Mr T	100.00			1530	510	100.00	Memorial
	Banked 28/03/2024	9,449.98						
	Eastleigh BC	9,449.98			1900	100	9,449.98	Grounds Maint - Crowdhill

Receipts for Month 12**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 28/03/2024		-0.24						
correction		-0.24			1200	250	-0.24	Hall hire
Banked 30/03/2024		90.00						
Sales Recpts Page 604		90.00	90.00		100			Sales Recpts Page 604
Total Receipts for Month		42,177.03	3,219.00	985.25			37,972.78	
Cashbook Totals		<u>103,143.02</u>	<u>3,219.00</u>	<u>985.25</u>			<u>98,938.77</u>	

Payments for Month 12

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/03/2024	ACELIFTAWAY	ace	-106.28	-106.28		500			P/Ledger Electronic Payment
1/03/2024	APPLETON SIGNS	app001	-47.36	-47.36		500			P/Ledger Electronic Payment
1/03/2024	datacentre	datacentre	-150.00	-150.00		500			P/Ledger Electronic Payment
1/03/2024	DYNAMIKA UK	dyndyn	-960.00	-960.00		500			P/Ledger Electronic Payment
1/03/2024	HOSTED	hosted	-451.08	-451.08		500			P/Ledger Electronic Payment
1/03/2024	KEOGHS	keoghs	-157.84	-157.84		500			P/Ledger Electronic Payment
1/03/2024	LONDON HEARTS	london HEA	-750.00	-750.00		500			P/Ledger Electronic Payment
1/03/2024	PADWICK GLASS	padw	-228.00	-228.00		500			P/Ledger Electronic Payment
1/03/2024	SMART MARKETING	smar001	-78.00	-78.00		500			marketing support
1/03/2024	Travis perkins	trav	-501.59	-501.59		500			P/Ledger Electronic Payment
1/03/2024	wildwood machinery	wildwood	-3,793.32	-3,793.32		500			P/Ledger Electronic Payment
1/03/2024	ARCO	arco	-119.99	-119.99		500			Purchase Ledger Payment
1/03/2024	SMART MARKETING	smar00	-78.00	-78.00		500			marketing support
1/03/2024	SMART MARKETING	smar001	156.00	156.00		500			marketing support
1/03/2024	EBC	ebc	-32.08	-32.08		500			P/Ledger Electronic Payment
1/03/2024	BT	DD	1.87		0.31	4120	110	1.56	Tel and broadband
1/03/2024	screwfix	DD	133.98		22.33	4540	290	111.65	materials
1/03/2024	Mrs S	BILL	64.12			5006	900	64.12	Staff Claim - Milage
						316	0	-64.12	Staff Claim - Milage
						6000	900	64.12	Staff Claim - Milage
1/03/2024	Mr N	BILL	289.67		48.28	4882	900	241.39	Cafe - Timber and Varnish
						375	0	-241.39	Cafe - Timber and Varnish
						6000	900	241.39	Cafe - Timber and Varnish
1/03/2024	Mrs B	BILL	98.50			4100	110	98.50	Poster prints -laminated
4/03/2024	BT	DD	11.46		1.91	4120	230	9.55	tel and broadband
4/03/2024	SSE energy	DD	643.21		107.20	4400	230	536.01	SSE energy
4/03/2024	H3G	DD	21.95		3.66	5006	900	18.29	Mobile phone
						316	0	-18.29	Mobile phone
						6000	900	18.29	Mobile phone
5/03/2024	SOURCE SUPPLIES	sour001	-265.99	-265.99		500			P/Ledger Electronic Payment
5/03/2024	BT	DD	11.46		1.91	4120	230	9.55	Tel and boradband
6/03/2024	sse energy	DD	1,168.70		194.78	4400	230	973.92	Gas - woodland
6/03/2024	SSE	DD	223.38		37.23	4400	150	186.15	po Gas
6/03/2024	British Gas	DD	69.15		11.52	4400	250	57.63	Gas - HH
6/03/2024	amazon	VISA	49.78			4540	290	49.78	materials
6/03/2024	East bros	VISA	253.20		42.20	4882	900	211.00	Larch cladding - Cafe
						375	0	-211.00	Larch cladding - Cafe
						6000	900	211.00	Larch cladding - Cafe

Payments for Month 12

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
6/03/2024	Your property	VISA	245.00			4882	900	245.00	Cafe EPC Certificate
						375	0	-245.00	Cafe EPC Certificate
						6000	900	245.00	Cafe EPC Certificate
7/03/2024	aAllstar	DD	223.58		37.26	4305	210	186.32	Fuel
7/03/2024	SSE	DD	1,257.30		209.55	4400	230	1,047.75	Gas - woodland
7/03/2024	SSE	DD	290.97		48.50	4400	150	242.47	Gas - PO
7/03/2024	Hillier	VISA	827.10		137.85	5006	900	689.25	CDO planting
						317	0	-689.25	CDO planting
						6000	900	689.25	CDO planting
7/03/2024	IN- EXCESS	VISA	53.00		8.83	5006	900	44.17	cdo planting
						317	0	-44.17	cdo planting
						6000	900	44.17	cdo planting
7/03/2024	amazon	VISA	14.99			4882	900	14.99	cafe signage
						375	0	-14.99	cafe signage
						6000	900	14.99	cafe signage
8/03/2024	Peninsula	DD	23.11		3.85	4030	110	19.26	employee EAP
8/03/2024	in excess	VISA	69.50		11.58	5006	900	57.92	compost -CDO PLanting
						317	0	-57.92	compost -CDO PLanting
						6000	900	57.92	compost -CDO PLanting
8/03/2024	Wix	VISA	216.00			5011	900	216.00	greening campaign
						398	0	-216.00	greening campaign
						6000	900	216.00	greening campaign
1/03/2024	Corona	DD	757.96		126.33	4882	900	631.63	Cafe - Electricity
						375	0	-631.63	Cafe - Electricity
						6000	900	631.63	Cafe - Electricity
2/03/2024	Octopus energy	DD	647.94		107.99	4405	150	539.95	PO - electricity
2/03/2024	Rainbows	CR	5,512.50		918.75	1200	230	4,593.75	Hall hire
3/03/2024	Overline	DD	102.40		17.07	4120	230	85.33	tel and boradband
3/03/2024	o2	DD	22.04		3.67	4125	110	18.37	Mobile phone
3/03/2024	in excess	VISA	104.60		17.43	4540	290	87.17	Timber and screws
3/03/2024	in excess	VISA	47.20		7.87	4882	900	39.33	compost - living wall planters
						375	0	-39.33	compost - living wall planters
						6000	900	39.33	compost - living wall planters
3/03/2024	J G	BILL	399.00		66.50	1200	230	332.50	Hall hire
3/03/2024	kg	BILL	-399.00		-66.50	1200	230	-332.50	Hall hire - correction
3/03/2024	rainbows	BILL	-5,512.50		-918.75	1200	230	-4,593.75	hall hire - correction
3/03/2024	amazon	VISA	38.17			4882	900	38.17	cafe signage
						375	0	-38.17	cafe signage
						6000	900	38.17	cafe signage
4/03/2024	in excess	VISA	20.13		3.36	4882	900	16.77	gravel boards - cafe
						375	0	-16.77	gravel boards - cafe
						6000	900	16.77	gravel boards - cafe
5/03/2024	sage payroll	DD	34.80		5.80	4132	110	29.00	sage payroll
5/03/2024	payroll	BILL	17,977.93			4000	110	17,977.93	payroll
5/03/2024	payroll CDO	BILL	2,204.62			5006	900	2,204.62	payroll CDO
						316	0	-2,204.62	payroll CDO

Payments for Month 12

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	900	2,204.62	payroll CDO
5/03/2024	Paul freeman	BILL	720.00		120.00	4833	550	600.00	knowle hill treework
8/03/2024	Corona	DD	857.26		142.88	4882	900	714.38	Electricity
						375	0	-714.38	Electricity
						6000	900	714.38	Electricity
8/03/2024	bt	DD	52.54		8.76	4120	110	43.78	tel and broadband
8/03/2024	Peninsula	DD	423.22		70.54	4070	110	352.68	Employer services
8/03/2024	amazon	VISA	11.70			4540	290	11.70	materials
8/03/2024	canva	VISA	36.19		6.03	4132	110	30.16	canva
9/03/2024	hants pensions	BILL	6,963.98			4010	110	6,963.98	pensions
9/03/2024	hmrc	BILL	5,452.67			4000	110	5,452.67	paye
9/03/2024	wel medical	BILL	215.82		35.97	5013	900	179.85	defib pads
9/03/2024	amazon	VISA	16.93			4882	900	16.93	cafe signage
						375	0	-16.93	cafe signage
						6000	900	16.93	cafe signage
1/03/2024	Scottish water	DD	186.81			4410	250	186.81	water HH
1/03/2024	hsbc	CHG	5.00			4095	110	5.00	Bank charges
1/03/2024	Crocus	VISA	609.39		101.56	4882	900	507.83	cafe planting
						375	0	-507.83	cafe planting
						6000	900	507.83	cafe planting
1/03/2024	Hillier	VISA	212.23		35.37	4882	900	176.86	cafe planting
						375	0	-176.86	cafe planting
						6000	900	176.86	cafe planting
1/03/2024	shergolds	VISA	89.92		14.99	4882	900	74.93	cafe planting
						375	0	-74.93	cafe planting
						6000	900	74.93	cafe planting
2/03/2024	GOLDWATER	61267	4,386.62	4,386.62		500			Solar PV Panels
2/03/2024	PAUL FREEMAN TREE SERVICES	61268	456.00	456.00		500			Tree work - KP
2/03/2024	ACELIFTAWAY	103030	99.43	99.43		500			allotment toilet
2/03/2024	CARTERS OF SWANWICK	103031	126.00	126.00		500			Replacement battery
2/03/2024	colin philips	103032	6,624.96	6,624.96		500			Public Art
2/03/2024	EBC	103033	32.06	32.06		500			Dog Bin Emptying
2/03/2024		103034	132.00	132.00		500			Timber Post
2/03/2024	FOX'S CLEANING	103035	234.00	234.00		500			window cleaning
2/03/2024	HCC	103036	136.15	136.15		500			stationary
2/03/2024	HOSTED	103037	822.48	822.48		500			Microsoft 265
2/03/2024	METROPLAN	103038	79.49	79.49		500			Desk Screen
2/03/2024	PARISH ONLINE	103039	480.00	480.00		500			Parish online subscription
2/03/2024	SMART MARKETING	103040	78.00	78.00		500			marketing support
2/03/2024	SOURCE SUPPLIES	103041	142.56	142.56		500			cleaning products
2/03/2024	wildwood machinery	103042	1,471.97	1,471.97		500			equipment Maintenance
2/03/2024	clothes to order	VISA	190.87		31.81	4110	110	159.06	workwear - new staff
5/03/2024	FIRECARE & SECURITY	667	882.60	882.60		500			fire extinguisher installator
5/03/2024	PRINTWASTE	668	144.00	144.00		500			tetropak
5/03/2024	Travis perkins	669	1,994.16	1,994.16		500			cement - cafe site
6/03/2024	BT	DD	473.40		78.90	4133	110	394.50	Internet services
6/03/2024	British Gas	DD	89.89		14.98	4400	150	74.91	gas po
6/03/2024	staff claim	BILL	40.00		6.67	4030	110	33.33	Eyetest

Continued on Page 40

Payments for Month 12**Nominal Ledger**

<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>
6/03/2024	staff claim	BILL	35.00			4030	110	35.00	Eyetest
6/03/2024	SSE	BILL	269.55		44.92	4405	240	224.63	electricity pavilion
6/03/2024	Mr s	CR	-75.00			1200	250	-75.00	Hall hire - correction
7/03/2024	Mr S	CR	75.00			1200	250	75.00	Hall hire
8/03/2024	sse energy	DD	563.06		93.84	4405	230	469.22	electricity - woodlands
8/03/2024	agilico	DD	202.08		33.68	4085	110	168.40	Printer consumables
1/03/2024	APPLETON SIGNS	978	463.37	463.37		500			banners cafe
1/03/2024	EBC	979	89.90	89.90		500			tree work
1/03/2024	FIRECARE & SECURITY	980	1,391.40	1,391.40		500			lighting system and fire signa
1/03/2024	GOLDWATER	981	8,160.00	8,160.00		500			PV Intallation
1/03/2024	twynams charities	982	100.00	100.00		500			Twynhams Bus shelter
1/03/2024	ARCO	4019	83.57	83.57		500			workwear
Total Payments for Month			66,983.47	21,047.19	2,059.17			43,877.11	
Balance Carried Fwd			36,159.55						
Cashbook Totals			103,143.02	21,047.19	2,059.17			80,036.66	

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	Current Account	36,159.55
31/03/2024	Premier Account	23,676.10
31/03/2024	Public Sector Deposit Fund	265,182.23
31/03/2024	Petty Cash	44.35

325,062.23

Receipts not on Bank Statement

0.00

Closing Balance

325,062.23

All Cash & Bank Accounts

1	Current Account	36,159.55
2	Premier Account	23,676.10
3	Public Sector Deposit Fund	265,182.23
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	325,062.23

Invoices Due for Payment by 30 April 2024

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount	Discount To Claim	Net Amount due
CWM AGGREGATES [CWM001]								
18/03/2024	579938		Cafe - Gravel		15/04/2024	40.80		40.80
19/03/2024	58009		Cafe - Gravel		09/04/2024	40.50		40.50
19/03/2024	58014		cafe - Gravel		18/04/2024	40.50		40.50
Total of Invoices Due (CWM001)						121.80	0.00	121.80
EBC [EBC001]								
21/03/2024	02941783		Dog Bin Emptying		18/04/2024	40.08		40.08
27/03/2024	2747		tree and shrub Compost		17/04/2024	61.20		61.20
Total of Invoices Due (EBC001)						101.28	0.00	101.28
Travis perkins [TRAV]								
21/03/2024	098		Security Fence Panel cafe		30/04/2024	321.04		321.04
21/03/2024	099		Security Fence Panel cafe		30/04/2024	103.50		103.50
31/03/2024	277		Security Fence Panel cafe		30/04/2024	593.12		593.12
Total of Invoices Due (TRAV)						1,017.66	0.00	1,017.66
Total of Invoices Due (Creditors)						1,240.74	0.00	1,240.74
TOTAL OF INVOICES DUE (ALL LEDGERS)						1,240.74	0.00	1,240.74

FULL COUNCIL – 22 APRIL 2024**FIXED ASSET REGISTER – AS AT 31 MARCH 2024****1. RECOMMENDATION**

- 1.1 That the Council notes and approve the Fixed Asset Register as set out in Appendix 1 to this report.

2. PURPOSE

- 2.1 To note and approve the Council's fixed asset register as at 31 March 2024.

3. BACKGROUND

- 3.1 A Fixed Asset Register has four main purposes, it:

- forms a basis for completion of box 9 in the 'Annual Return'.
- forms a basis for decisions on risk and insurance issues.
- provides information on the age and potential lifespan of certain items.
- provides assurance of the continued existence of Council's property.

- 3.2 In order to ensure transparency and reasonableness, the following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance
- other assets estimated or known to have a minimum purchase or resale value of £100
- long term investments, shares and loans made by the Council

- 3.3 Local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. Once recorded on the asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils.

The Register is adopted by the Council at the end of each Municipal Year but is a working document which Council Officers will update and amend details as necessary.

4. FIXED ASSET REGISTER AS AT 31 MARCH 2024

- 4.1 The Council's fixed asset register attached as Appendix 1, will be submitted to the External Auditor as part of the end of year accounting and audit process.

For further information please contact:

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

Fair Oak & Horton Heath Parish Council Fixed Asset Register as at 31.03.24

	Date of Purchase	Balance c/fwd 31/03/23	Revaluations during the year	Purchases during the year	Disposals during the year	Balance c/fwd 31/03/24
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 scoreboard	25.05.16	9,897.22				9,897.22
Tennis nets	06.06.16	102.00				102.00
Emergency lights at Pavillion	18.10.16	664.62				664.62
Bench	27.02.17	507.60				507.60
2 X CHAIRS Pavillion	24.04.17	186.93				186.93
CCTV Pavilion	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	0.00
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 HF14N2T	01.05.14	20,040.00				20,040.00
Kilworth Sovema flail collector	25.09.14	5,540.00				5,540.00
Defibrillator	23.01.15	1,295.00				1,295.00
Paladin TG 21" mower	22.04.15	1,800.00				1,800.00
Wood chipper	21.04.15	825.00				825.00
Powerroll Excel roller	22.06.15	12,495.00				12,495.00
Danarm TMV 50L strimmer	15.07.15	360.00				360.00
Trimax 155 flail	15.07.15	4,510.00				4,510.00
Silky Zubat hand saw	21.01.16	59.00				59.00
CLFG 5100 ES Generator	16.03.16	682.80				682.80
Battery Charger	10.02.16	34.40				34.40
ATV	09.08.16	16,620.00				16,620.00
Pressure Washer	31.03.16	324.21				324.21
Fertiliser spreader	01.08.17	450.00				450.00
Strimmer 24"	01.08.17	996.00				996.00
Strimmer HL92	01.08.17	442.00				442.00
M251Chain Saw and Blower	26.04.17	929.47				929.47
Strimmer 24"	25.10.18	510.00				510.00
Roller Mower	01.05.19	6,300.00				6,300.00
New Motor blade	03.12.19	614.50				614.50
New pruner	25.12.20	417.51				417.51
Line trimmer	25.12.21	414.58				414.58
Long reach chainsaw	29.02.20	355.94				355.94
KUBUTA mower	01.06.20	11,100.00				11,100.00
CUB Cadet Mower	15.07.22	10,800.00				10,800.00
Hedge Cutter	28.02.2023	7,250.00				7,250.00
Potting shed	14.04.23	0.00		5,367.50		5,367.50
Roller mower	26.04.23	0.00		6,660.00		6,660.00
Digger and Trailer	20.10.23	0.00		11,578.33		11,578.33
		160,256.28	0.00	23,605.83	14,700.00	169,162.11
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	31,395.00				31,395.00
Electric vehicle	11.11.2022	21,386.90				21,386.90
Electric vehicle	11.11.2022	22,189.75				22,189.75
		74,971.65	0.00	0.00	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
NCP Public artwork gates	10.01.24	0.00	5,019.20		5,019.20
NCP Public artwork	24.02.24	0.00	5,520.80		5,520.80
		192,986.70	10,540.00		203,526.70
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	535.00			535.00
Dell Laptop	12.12.22	535.00			535.00
Dell Laptop (CDO)	12.12.22	0.00	1,280.22		1,280.22
		6,249.06	0.00	1,280.22	0.00
					7,529.28
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	1,283.98			1,283.98
Gumdrop Bins	01.10.2022	1,557.15			1,557.15
Screen -Kings coronation	05.01.2023	1,875.00			1,875.00
Instillation new office doors	01.06.2022	2,540.50			2,540.50
Interactive map	01.11.2022	3,200.00			3,200.00
Field gates	21.04.2022	2,850.00			2,850.00
bespoke bench	01.06.2022	2,700.00			2,700.00
Self watering cup and buckets	13.11.23			528.17	528.17
		119,737.57	0.00	528.17	0.00
					120,265.74
Dean Road Play Area					
Land at Dean Road		1.00			1.00
Gate	03.04.03	550.00			550.00
Signs	15.01.16	131.39			131.39
Dean Road Fence	22.11.17	7,701.38			7,701.38
		8,383.77			8,383.77
Meadowsweet Way					
Play equipment	31.08.03	35,900.00			35,900.00
CCTV	31.03.03	2,601.00			2,601.00
Play Area gate	18.07.05	565.00			565.00
CCTV at Horton Heath	28.04.06	2,350.00			2,350.00
Land	31.12.10	1.00			1.00
CCTV Monitor HHCC	14.10.11	108.00			108.00
Digital Recorder CCTV	14.12.12	893.00			893.00
4 x CCTV cameras	31.07.15	2,495.00			2,495.00
		44,913.00			44,913.00
Daisy Dip					
Land	01.04.13	1.00			1.00
Noticeboard	14.05.13	1,222.00			1,222.00
Fence	02.08.13	2,515.00			2,515.00
		3,738.00			3,738.00
Knowle Hill					
3 wooden/concrete picnic tables	01.04.95				
1 new wooden table to replace vandalised one	30.09.03	278.00			278.00
Boardwalk	18.10.11	2,550.00			2,550.00

Sign	21.04.16	46.20				46.20
		2,874.20				2,874.20
Knowle Park (previously White Tree Farm)						
Land	11.05.06	1.00				1.00
Fencing and gate	17.10.05	1,995.60				1,995.60
Fencing and gate	19.12.05	535.00				535.00
Bin	16.01.06	166.00				166.00
Kissing gates and fencing	28.09.06	1,095.60				1,095.60
Boundary Fence	30.07.07	1,650.00				1,650.00
Cemetery & Allotment Fencing	10.03.08	7,746.00				7,746.00
Allotment Fencing	14.01.09	3,046.54				3,046.54
Allotment Fencing	30.03.09	950.00				950.00
Allotment Track	16.03.09	4,910.00				4,910.00
Oak Tree Bench	10.05.10	3,100.00				3,100.00
Boardwalk	26.07.10	4,380.00				4,380.00
Acorn Sculptures	03.10.10	6,950.00				6,950.00
Plantation Fencing	29.10.10	3,238.00				3,238.00
Decorative Iron Fence	28.02.11	11,500.00				11,500.00
5 Hawthorn Seat Benches	28.02.11	1,620.00				1,620.00
3 Kensington Benches	28.02.11	2,010.00				2,010.00
4 Picnic Benches	28.02.11	1,836.00				1,836.00
Viewing Point Plinth	28.02.11	2,900.00				2,900.00
Information Panel	07.01.11	1,434.00				1,434.00
2 Seats	31.03.11	334.00				334.00
Noticeboard	31.03.11	849.94				849.94
Allotments - Water Troughs	25.05.11	411.05				411.05
Car Park	30.06.11	30,030.00				30,030.00
Hawthorn Bench	02.11.11	334.00				334.00
Noticeboard	24.04.12	1,234.00				1,234.00
Bench	19.06.12	456.00				456.00
Noticeboard	11.02.13	1,222.00				1,222.00
Arch Sculpture	27.03.13	3,150.00				3,150.00
Bench	23.04.13	399.00				399.00
Bench	01.04.15	479.00				479.00
Skatepark equipment	30.06.15	6,020.00				6,020.00
Bench	25.08.15	783.00				783.00
Bench	04.11.15	337.00				337.00
Bench	29.07.16	250.00				250.00
Bench	11.07.16	1,275.60				1,275.60
bench (Knowle lane allotments)	05.09.16	482.40				482.40
sign	10.09.16	42.05				42.05
metal sign	17.10.16	23.99				23.99
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 compund						
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	1,540.78				1,540.78
PV Panels	11.03.24	0.00		8,905.52		8,905.52
		832,701.23	0.00	8,905.52	0.00	841,606.75
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
						0.00
Crowdhill Art	31.03.21	44,394.78				44,394.78
						0.00
Fair Oak Library	01.06.2021	1.00				1.00
						0.00
PEMBERS Hill playarea	01.08.21	73,792.80				73,792.80
Hotbins	11.05.22	1,164.00				1,164.00
		140,949.91	0.00	0.00	0.00	140,949.91
Café	01.02.24	0.00		1,090,240	0.00	1,090,240.00

		0.00	0.00	1,090,240	0.00	1,090,240.00
Splashpad	01.06.23	0.00		104,500	0.00	104,500.00
		0.00	0.00	104,500	0.00	104,500.00
Total value of fixed assets as at 31.03.24		2,214,180.17	0.00	1,239,599.74	14,700.00	3,439,079.91
Revaluations in the year		0.00				
Added in year		1,239,599.74				
Disposed of in year		14,700.00				
Total value of fixed assets as at 31.03.24		3,439,079.91				0.00

FULL COUNCIL – 22 APRIL 2024

COMMUNICATIONS AND EVENTS TASK & FINISH GROUP

UPDATE REPORT

1. RECOMMENDATIONS

- 1.1 That the Council notes the contents of the report and approves the outline plans for the upcoming events as set out in paragraph 5 below; and
- 1.2 That the Council approves the changes to the calendar of events as at **Appendix 1** including adjustments within the community events budget code.

2. INTRODUCTION

- 2.1 The purpose of the report is to update the Council on the progress of the agreed calendar of events for the 2024/25 financial year.

3. BACKGROUND

- 3.1 The Council's Communications and Events Task & Finish Group consists of the following members:

- Cllr Douglas (Chair)
- Cllr Meech
- Cllr Stupple

Supported by the Clerk, Communications and Events Officer and the Council's Admin Officer.

- 3.2 The Group last met on 27 March at which it discussed making minor amendments to the 2024/25 calendar of events, associated budgets, awareness days, social media statistics. As well as arrangements for the D-Day celebrations and Christmas Lantern Parade.

4. CORPORATE EVENTS CALENDAR

- 4.1 The Council agreed a calendar of events for 2024/25 (attached at Appendix 1) at its meeting in October 2023.
- 4.2 The purpose of community events is to enable the Council to meet its core strategic objectives of planet, people and place, adding community value by bringing the community together, fostering relationships and building community spirit. The calendar of events does not include the community activity days planned and hosted by the Council's Community Development Officer. As they are largely adhoc and sometimes reactionary depending on the needs of specific community groups.
- 4.3 The Group discussed the need to adjust the approved event schedule due to the

issues in staff sickness and resource which has impacted event planning, marketing and health and safety support. The Group also agreed to enhance the event plans for the D-Day celebration and as such it was agreed that the Endangered Species Event Day planned for 17 May be rescheduled for next year. This would be an enhanced larger spring event, where community groups and climate action groups would be invited to attend. The budget allocated for this event would be split between supporting an enhanced programme for the D-Day 80th Anniversary celebration and the Christmas Lantern Parade i.e £500 to each of these events. The budgets for any other cancelled events would be reallocated across the remaining events programme for the year.

5. D-DAY & CHRISTMAS EVENTS

- 5.1 In discussing the outline plans for the D-Day Anniversary and Christmas Lanteran Parade it was agreed that:

D-Day Anniversary 6 June: would consist of a video with the Chairman at the War Memorial giving a brief history chat on local connections to the day and giving thanks to those that serve including the laying of a floral tribute and lantern lighting. Supporting St Toms Church and their prayer giving at the Pembers churchyard. In addition, the Community Café would host interactive historical story boards which would be open to the public to view. A thorough clean of the war memorial, weeding and refreshing of plants around the area will be needed to ensure the area is presentable for this event.

Christmas Lantern Parade 6 December: a video demonstrating how to make lanterns from recycled milk cartons would be released prior to event. Inviting residents to make these to bring along to the event. The event, starting at Brookfield Car Park would lead residents around New Century Park paths, lit by lanterns, and viewing the pallet trail decorations (with new editions) and stopping at the Community Café for hot beverages. The Scouts would also be invited to host hot dogs and mulled wine from their marquee.

- 5.2 The Clerk and Communications & Events Officer would draft full event plans for the above for agreement at the next Task & Finish Group meeting in May.

6. COMMUNICATIONS

- 6.1 Whilst it is increasingly clear that the Council receive more engagement through its digital channels, and this continues to grow, to reach its diverse demographic, all event communication methods will continue with blended engagement, with mix methods of communication.

7. FINANCIAL IMPLICATIONS

- 7.1 The community events budget proposed for 2024/25 is £4,500. The adjustments set out above and in Appendix 1 are made within the overall budget.

7.2 To ensure that the war memorial looks presentable for the D-Day event, professional cleaning quotes have been received costing £500 - £647.50 for these works. The budget for this event has been amended to accommodate these works.

8. CLIMATE/ENVIRONMENT IMPLICATIONS

8.1. As one of the Council's corporate priorities, planet, most events are themed around the environment and nature recovery. Events will be organised with sustainable delivery methods in mind.

9. CRIME & DISORDER IMPLICATIONS

9.1 None directly arising from this report.

10. EQUALITY & DIVERSITY IMPLICATIONS

10.1. To ensure a positive and rewarding experience for event attendees, events will be organised so that they are safe, inclusive, and respectful for all participants.

FOR FURTHER INFORMATION CONTACT:

Carly Giles, Communications and Events Officer
Email: comms@fairoak-pc.gov.uk

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

Appendix 1

1	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25					
Event Name	Spring Trail (cancelled)	When you where Me	D-Day 80th Anniversary	N o e v e n t s	Cycle to Work Day	National Food Bank Day/launch com pantry	N o e v e n t s	Remembrance	Xmas Pallet Trail	N o e v e n t s	N o e v e n t s	N o e v e n t s	Spring Pallet Trail					
Description	Pallet spring trail/find the Easter bunny	Local Wyvern History Project	Commemorate 80th anniversary of the D-Day landings		Cycle to pop-up bike repair shop	NATIONAL FOOD BANK DAY - September 6, 2024 - National Today		Annual event	Annual festive pallet trail				Annual festive pallet trail	Annual festive pallet trail				
Date/time	1 -15 April	07-May	Thursday 6 June		08-Aug	07-May		Sun 11 November	Dec school holidays 24				Dec school holidays 24	Dec school holidays 24				
Venue	Knowle Park	Wyvern College	Knowle Park		Fountain café	Fountain café		Village square	New Century Park				New Century Park	New Century Park				
CAP Objective	People & Planet	People & Place	People & Place		People, Planet & Place	People & Planet		People	People, Planet & Place				People, Planet & Place	People, Planet & Place				
Coms Plan	Socials, e-bulletin & banner	Special invite	Socials, e-bulletin & posters		Socials, e-bulletin & posters	Socials, e-bulletin & poster		Socials, e-bulletin & posters	Socials, e-bulletin & posters				Socials, e-bulletin & posters	Socials, e-bulletin & posters				
Officer Lead	Carly Giles/Kirsty Evans	Mel Stephens/Siobhan Strand	Siobhan Strand/Linda Greenslade		Siobhan Strand/Carly Giles	Carly Giles/Michelle L-Allen		Carly Giles/Kirsty Evans	Carly Giles/Kirsty Evans				Carly Giles/Kirsty Evans	Carly Giles/Kirsty Evans				
Member Lead		Helen Douglas	Helen Douglas			Michelle Marsh		Helen Douglas	Gary Stupple				Gary Stupple	Gary Stupple				
Budget	£150	£0	£750		£100	£150		£50	£100				£100	£100	£100	£100	£100	£1,400
2	Apr-24	May-24	Jun-24		Jul-24	Aug-24		Sep-24	Oct-24				Nov-24	Dec-24	Jan-25	Jan-25	Mar-25	Apr-25
Event Name	Annual Parish/Earth Day	dangered Species Day (cancell)	Volunteers Week	N o e v e n t s			N o e v e n t s	Kindness Awards		N o e v e n t s	N o e v e n t s	N o e v e n t s	Annual Parish					
Description	Earth/Climate themed annual parish event	Public Art trail showing british wildlife on the red list	Celebration & giving of thanks to local volunteers					celebrate local youth heros at kindness event					Community Themed					
Date/time	22-Apr	17-May	01-Jun					13-Nov					21 April 25					
Venue	Fountain Café	Knowle Park	Fountain Café					Fountain café					Fountain Café					
CAP Objective	Planet & People	Planet						People					Planet & People					
Coms Plan	Socials, e-bulletin & posters	Socials, e-bulletin & posters						Socials, e-bulletin & posters					Socials, e-bulletin & posters					
Officer Lead	Mel/Michelle	Mel/Michelle/Siobhan						Siobhan Strand/Carly Giles					Mel/Siobhan					
Member Lead	Helen/Michelle	Gary & Michelle											Helen/Michelle					
Budget	£100	£0	£500					£650					£250					£1,500

Underspend	Reallocated
£150 (spring trail)	£150 D-Day
£1,000 (Endangered S Day)	£500 D-Day & £500 lantern parade
£150 (Annual Parish)	£50 D-Day

Total allocated to events	£2,900
Total allocated to Xmas lights/tree	£1,200
Total events & Xmas	£4,100
Total £ 24/25	£4,500
Remaining	£400

1	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Event Name	Spring Trail (cancelled)	When you where Me	D-Day 80th Anniversary		Cycle to Work Day	National Food Bank Day/launch com pantry		Remembrance	Xmas Pallet Trail				Xmas Pallet Trail
Description	Pallet spring trail/find the Easter bunny	Local Wyvern History Project	Commemorate 80th anniversary of the D-Day landings	N o	Cycle to pop-up bike repair shop	NATIONAL FOOD BANK DAY - September 6, 2024 - National Today	N o	Annual event	Annual festive pallet trail	N o	N o	N o	Annual festive pallet trail
Date/time	1 -15 April	07-May	Thursday 6 June	e	08-Aug	06-Sep	e	Sun 11 November	Dec school holidays 24	e	e	e	Dec school holidays 24
Venue	Knowle Park	Wyvern College	Knowle Park	v	Fountain café	Fountain café	v	Village square	New Century Park	v	v	v	New Century Park
CAP Objective	People & Planet	People & Place	People & Place	e	People, Planet & Place	People & Planet	e	People	People, Planet & Place	e	e	e	People, Planet & Place
Coms Plan	Socials, e-bulletin & banner	Special invite	Socials, e-bulletin & posters	n	Socials, e-bulletin & posters	Socials, e-bulletin & poster	n	Socials, e-bulletin & posters	Socials, e-bulletin & posters	n	n	n	Socials, e-bulletin & posters
Officer Lead	Carly Giles/Kirsty Evans	Mel Stephens/Siobhan Strand	Siobhan Strand/Linda Greenslade	n	Siobhan Strand/Carly Giles	Carly Giles/Michelle L-Allen	n	Linda Greenslade/Carly Giles	Carly Giles/Kirsty Evans	t	t	t	Carly Giles/Kirsty Evans
Member Lead		Helen Douglas	Helen Douglas	t		Michelle Marsh	t	Helen Douglas	Gary Stupple	s	s	s	Gary Stupple
Budget	£150	£0	£750	s	£100	£150	s	£50	£100	£100	£100	£100	£100
2	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Jan-25	Mar-25	Apr-25
Event Name	Annual Parish/Earth Day	dangered Species Day (cancell)	Volunteers Week	N o			N o	Kindness Awards		N o	N o	N o	Annual Parish
Description	Earth/Climate themed annual parish event	Public Art trail showing british wildlife on the red list	Celebration & giving of thanks to local volunteers	e			e	celebrate local youth heros at kindness event		v	v	v	Community Themed
Date/time	22-Apr	17-May	01-Jun	v			v	13-Nov		e	e	e	21 April 25
Venue	Fountain Café	Knowle Park	Fountain Café	e			e	Fountain café		v	v	v	Fountain Café
CAP Objective	Planet & People	Planet		e			e	People		e	e	e	Planet & People
Coms Plan	Socials, e-bulletin & posters	Socials, e-bulletin & posters		n			n	Socials, e-bulletin & posters		n	n	n	Socials, e-bulletin & posters
Officer Lead	Mel/Michelle	Mel/Michelle/Siobhan		n			n	Siobhan Strand/Carly Giles		t	t	t	Mel/Siobhan
Member Lead	Helen/Michelle	Gary & Michelle		t			t			s	s	s	Helen/Michelle
Budget	£100	£0	£500	s			s	£650		£250	£250	£250	£250

Underspend **Reallocated**
£150 (spring trail) £150 D-Day
£1,000 (Endangered S Day) £500 D-Day & £500 lantern parade
£150 (Annual Parish) £50 D-Day

Total allocated to events £2,900
Total allocated to Xmas lights/tree £1,200
Total events & Xmas £4,100
Total £ 24/25 £4,500
Remaining **£400**

£1,400

£1,500



FAIR OAK & HORTON HEATH PARISH COUNCIL

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CONSTITUTION

CHAPTER 15

INFORMATION RETENTION & DISPOSAL POLICY

Adopted – 22 April 2024

1. Introduction

- 1.1 Fair Oak & Horton Heath Parish Council accumulates a vast amount of information and data during its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various types of documents.
- 1.2 Records are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic form. For the purpose of this policy, 'document' and 'record' refer to both hard copy and electronic records.
- 1.4 It is important that documents are retained for an adequate period. If documents are destroyed prematurely the Council and individual staff could face prosecution and it could cause operational difficulties, reputational damage, and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1. The aim of this document is to provide a working framework to determine which documents are:
 - Retained - and for how long; or
 - Disposed of - and if so by what method
- 2.2. There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans, or advertising material.
 - Out-of-date distribution lists
- 2.3. Duplicated and superseded material such as stationery, manuals, drafts, forms, address books, and reference copies of annual reports may be destroyed.

2.4. Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

3.1. Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.2. Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

4.1. Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

4.2. Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

4.3. Facilitate an audit or examination of the business by anyone so authorised.

4.3.1. Protect the legal and other rights of the Council, its clients, and any other persons affected by its actions.

4.3.2. Verify individual consent to record, manage, and record disposal of their personal data.

4.3.3. Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.4. To facilitate this the following principles should be adopted:

4.4.1. Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations

4.4.2. Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.5. The retention schedules in Appendix 1: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.6. Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

5.1. Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?

- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2. When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3. Documents can be disposed of by any of the following methods:

- Non-confidential records: place in wastepaper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4. The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations, the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted, steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5. Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 - Obligation to Dispose of Certain Data

6.1. The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

6.2. Data that relates to a living individual who can be identified:

- a. from the data, or
- b. from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

6.3. It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.4. The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.5. Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.6. External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1. In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2. As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3. Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1. It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council Administration, Charles Arnold-Baker, 10th edition, Chapter 11
- Local Government Act 1972, sections 225 - 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000

9. List of Documents

9.1. The full list of the Council's documents and the procedures for retention or disposal can be found below in Appendix 1: List of documents for retention and disposal. This is updated regularly in accordance with any changes to legal requirements.

Appendix1 - List of documents for retention and disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the County Records Office
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed	Audit	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
	audit year		
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Tax & NI Records	12 years	Audit	Confidential waste
Petty cash, postage and telephone books	6 years	Limitation Act 1980, VAT	Confidential waste
Timesheets	Last completed audit	Audit (requirement) / Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A

Certificates for insurance against liability for employees	40 years from the date on which insurance commenced or was renewed	Employers Liability (Compulsory Insurance)	Bin
Certificates for insurance against liability for public	40 years from the date on which insurance commenced or was renewed	Audit/Legal	Bin
Park equipment inspection reports	21 years	Public liability	Bin

Document	Minimum Retention Period	Reason	Disposal
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Asset Register	Indefinite	Audit Management	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin
Local/historical information	Indefinite - to be securely kept for benefit of the Parish		
Record Keeping			
To ensure records are easily accessible it is necessary to comply with the following: A list of files stored in cabinets will be kept; Electronic files will be saved using relevant file names	The electronic files will be backed up daily	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Disposal
General correspondence	Retained for as long as it is useful and relevant	Management	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	Kept securely for 3 years following departure.		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Documents from legal matters, negligence			
Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Confidential waste.
Sums recoverable by statute	6 years		Confidential waste.
Personal injury	3 years		Confidential waste.
To recover land	12 years		Confidential waste.
Rent	6 years		Confidential waste.
Breach of trust	None		Confidential waste.
Trust deeds	Indefinite		N/A
For Centres & Recreation Grounds			
Application to hire, Invoices, Record of tickets issued	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	N/A
Terms and Conditions	6 years	Management	Bin

Document	Minimum Retention Period	Reason	Disposal
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments			
Register and plans	Indefinite	Audit, Management	N/A
Legal papers	Indefinite	Audit, Management	N/A
Planning papers			
Applications	1 year	Management	Bin
Appeals & Complaints	1 year unless significant development	Management	Bin
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Code of Practice	Destroy on renewal Review annually	Management	Confidential waste
Photographs/ digital prints	31 days	Data protection	Confidential waste
Burial Grounds			
Register of fees collected	Indefinite	Local Authorities Cemeteries Order 1970 SI 204	Archives
Register of burials			
Register of purchased graves			
Register and plan of grave spaces			
Register of Memorials			
Applications for internments			

Application for right to erect memorials			
Disposal Certificates			
Copies of certificates of grant of exclusive right of burial			



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CONSTITUTION

CHAPTER 12

ACCESS TO INFORMATION POLICY

Adopted on 22 April 2024

1. Background

- 1.1. Information is a right. Every member of the public has a right to access our service. The Race Relations (Amendment) Act 2000, and the Disability Discrimination Act 2005, places a duty on local authorities to publish race and disability equality schemes. This includes making our information accessible to everyone.
- 1.2. The Freedom of Information Act 2018 gives every member of the public a right to request information on any aspect of our work. This means that people have a right to Parish Council information in a language or format that suits them, within reason.
- 1.3. Our policy is committed to making information (website, letters, emails, leaflets, reports, minutes) and services available:
 - To individuals
 - On request
 - In alternative formats
 - In alternative media
- 1.4. The Council Constitution sets out for the public our key goals and our values as a local authority. Promoting ethnic integration and diversity in Fair Oak & Horton Heath is one of our key values and this policy helps make us accessible to all.
- 1.5. This policy is part of our approach to equality and diversity. At Fair Oak & Horton Heath Parish Council, we do not discriminate when people want to access information and services.
- 1.6. All our policies will, upon request, be made available in different formats such as large print, Braille, audio or in a different language. They will also include the Council's contact details.

2. Scope

- 2.1. This policy provides guidelines to make sure the Parish Council is accessible to everyone, including:
 - The public
 - Staff
 - Elected Cllrs
 - Partner organisations
- 2.2. The policy has been written both for staff and elected Cllrs in the Council. The policy has also been written for members of the public and partner organisations, with the aim of developing future protocols on accessibility that would cut across organisations.
- 2.3. This policy provides an overall framework for people to access us through:
 - Printed information
 - Electronic information
 - Face to face contact
 - Telephone
- 2.4. This policy covers all areas of access to information including alternative formats, translators and interpreters as well as other support for people at meetings.

2.5. Our policy aims to make accessible services and information straightforward and part of the Council's day-to-day work.

3. Accessing interpreters and translators

3.1. This part focuses on making services accessible to people whose first language is not written or spoken English.

3.2. Interpreters are needed where a person finds that communicating in English is a barrier to getting the information, advice or service they need.

3.3. We have the following responsibilities regarding interpreters:

- To provide them on request
- To use them only with a person's consent

3.4. Due to the low level of request for this service, the Council does not have direct access to interpreters, however if required, we will endeavour to respond within a reasonable timescale to find a suitable person who can provide an adequate level of interpretation.

3.5. At any point in time someone may want a document translated into a language other than English. The Council does not as a matter of course translate documents into other languages. However, if required, we will endeavour to respond within a reasonable time to find a suitable person who can provide an adequate level of translation.

3.6. Staff will ensure that both translators and interpreters sign a written undertaking that they will keep all information being translated or interpreted as confidential

4. Accessible information: using plain language

4.1. Plain language is about making sure that everything we write is clear to read. The Plain English Campaign define plain English as 'something that the intended audience can read, understand and act upon the first time they read it'.

4.2. The Plain English Campaign list what they consider plain language to be:

- Using short words that are commonly used
- Using 'you' and 'we' (except for council reports and minutes)
- Not being afraid to give instructions
- Using positive language
- Avoiding jargon
- Explaining what acronyms stand for
- Using words rather than abbreviations or symbols, for example 'care of', not c/o
- Keeping sentences and paragraphs short (aim for maximum sentences of 15-20 words)
- Using headings to break up writing
- Explaining any technical terms you have to use
- Avoiding long-winded sentences
- Using the active voice 'I will eat jelly' rather than the passive voice 'jelly will be eaten by me'
- Choosing a photograph, diagram or illustration to replace long written descriptions
- Only using basic punctuation: , ; : / ()

- Avoiding phrases such as *inter alia* and *raison d'être*, where an English equivalent can be used

5. Accessible information: keeping documents clear

5.1. Clear print is a design that considers a wider audience.

- Type size/face: we will always use font Arial 11 or above.
- Type weight: medium or bold weight fonts are more accessible than light ones.
- Contrast: we aim for a clear colour contrast. Black text on a white background and strong blue text on a yellow background provides the best contrast.
- Inks which are of a darker tone of the same colour as the paper should be avoided.
- People with colour blindness may have problems distinguishing reds or greens.
- When using white type, we will make sure the background is dark to provide good contrast
- Using paper: we will avoid using glossy paper because the glare makes it difficult to read and will choose uncoated or matt paper.
- Thin paper should not be used when printing documents on both sides.
- If the text is showing through from the reverse side, then the paper is too thin, and remember that bold and large text is more likely to show through.
- Alternatively choose paper with a minimum density of 90gsm for double sided printing.
- Type styles: We will avoid sentences using CAPITAL LETTERS, *italics* or underlined text as these are generally harder to read. Bold is more accessible, but only in small amounts.

5.2. Page layout and word spacing: to make a document accessible:

- Keep the same space between each word.
- Do not condense or stretch words.
- Try not to write more than 60-70 letters per line.
- Do not split words at the end of lines.
- Align text to the left margin so it is easy to find the start and finish of each line.
- Avoid justified text as it creates uneven spacing between words.
- Break information down into sections with titles and sub-titles.

5.3. Navigational aids: we will use numbered headings and paragraphs in long documents and use a contents list or index to guide readers to relevant sections and pages.

5.4. It is also helpful to place clear page numbers in the same position on each page and leaving a space between paragraphs makes reading easier.

5.5. Illustrations: where possible we will try not to write letters over pictures

5.6. Watermarks: these can be confusing to a reader, although it is a very useful tool especially for DRAFT or CONFIDENTIAL documents. In addition, we will usually state DRAFT or

CONFIDENTIAL in large bold print at the beginning of the document.

5.7. Large print: will be made available on request. The RNIB defines large print as a minimum font size of point 16. Action for Blind People recommend anything between point 16 to point 22. We will ask people what size they would like, as no single size suits everyone.

5.8. With long documents it a good idea to ask the person whether they want all or part of a document made available in large print.

6. Accessible information in alternative formats

6.1. The Council has a responsibility to make materials in alternative formats available.

Electronic information: can be adapted or translated before being sent out. In some cases, readers will have adaptations to their computers, so all they will need is an email.

6.2. Coloured paper: can help some readers with dyslexia. It is important to ask the individual reader what is best for them. Braille: some people prefer information in Braille. Before responding to requests for information in Braille it is important to check that the person would rather have information in Braille than on CD.

6.3. Translation: is a critical way to make documents accessible to people who read in other languages. All requests for translation must be met in the language requested.

6.4. British Sign Language in video clips: when needed, we will pay for an interpreter to sign the document in front of a camcorder.

6.5. Using pictorial information: people may find information easier to understand if text is supported by illustrations. These could include:

- Photos
- Flow charts
- Tables
- Diagrams

6.6. Key points to remember when illustrating a printed text:

- Make sure the text is in plain language
- Make sure the font is in a large size

6.7. MENCAP provide helpful information on how to make printed information accessible for people with learning disabilities and literacy difficulties.

Further Information

Learning disabilities

MENCAP: www.mencap.org.uk

Visual impairments/blindness:

Royal National Institute of the Blind: www.rnib.org.uk

Hearing impairments/deafness:

Royal National Institute for the Deaf: www.rnid.org.uk

Plain English Campaign: www.plainenglish.co.uk

APRIL 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Communications & Events T&F Grp	To receive recommendations from the Group	Report	Clerk/Comms Officer
Access to Information Policy	To review the current document	Report	Deputy Clerk
Document and Retention Policy	To review the current document	Report	Deputy Clerk
Invitation to tender cemetery road	To agree the ITT for the cemetery road resurfacing works	Report	Operations Manager
Fixed Asset Register	To review and approve the Fixed Asset Register	Report	Finance Officer
MAY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Membership of Committees	To appoint members to committees	Report	Clerk
Standing Orders	To adopt Standing Orders	Report	Clerk
Final Accounts	To approve the Final Accounts for year end	Report	Finance Officer
Annual Governance Report	To approve the AGAR	Report	Finance Officer
Upper Barn Copse Play Area	To determine the level of play provision following community consultation	Report	Clerk
JUNE 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Bee & Tree Corridor Project	To agree a project proposal for a cross boundary bee and tree project	Report	Clerk
Lapstone Pavilion	To receive an update on progress with the club room refurbishment	Presentation	Clerk/Operations Manager
Corporate Action Plan	To adopt the Action Plan for 24-25	Report	Clerk
Café Post Project Evaluation	To review the café project	Report	Clerk
JULY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Data Protection/GDPR Policy	To review the current document	Report	Clerk/Deputy Clerk
Information Policy	To review the current document	Report	Deputy Clerk
Volunteer Policy	To review the current document	Report	Clerk/CDO
Children & Vulnerable Adult Protection Policy	To review the current document	Report	Clerk
Community Engagement Strategy	To review the Current document	Report	Clerk/CDO
Knowle Park Pond	To consider an options appraisal/project initiation document	Report	Clerk/Operations Manager
Community orchard(s)	To discuss the progress of Lapstone Orchard & consider creating a small orchard at	Report	Clerk/CDO
SEPT 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Lapstone Playing Fields	Update on 2nd Cricket Wicket Project	Presentation	Clerk/EBC/FOPC
Community Investment Programme	To approve the CIP IIs	Report	Clerk
Community Emergency Plan	To adopt a plan	Report	Clerk

OCT 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Communications & Events T&F Grp	To receive recommendations from the Group	Report	Clerk/Comms Officer
Conclusion of Audit	To confirm the conclusion of audit	Report	Clerk/Finance Officer
NOV 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Community development Update	To receive a presentation from the Community Development Officer	Presentation	Siobhan Strand
DEC 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Staff salaries	To set staffing budget for next financial year	Report	Clerk/Finance Officer
Budget/Precept	To set the budget and precept for the forthcoming financial year	Report	Clerk/Finance Officer
JAN 25			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Meeting dates	To agree meeting dates for 24/25	Report	Clerk
FEB 25			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Internal Auditor Report	To consider the recommendations of the internal auditor	Report	Finance Officer
Corporate Social Responsibility Policy/Sustainability Policy	To review the current document	Report	Deputy Clerk
MARCH 25			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
APRIL 25			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Fixed Asset Register	To review and approve the Fixed Asset Register	Report	Finance Officer
Corporate Action Plan	To adopt the Action Plan for 24-25	Report	Clerk
UNALLOCATED			
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Climate Change Task Finish Group	to receive a recommendations	Report	Deputy Clerk