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 fairoakandhortonheath

SUMMONS

11 February 2025

Dear Member

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 17 February 2025 at 6.00 pm** at the Parish Office, 2 Knowle Park Lane, Fair Oak.

Melanie Stephens
Melanie Stephens, Parish Clerk

PUBLIC INFORMATION: Members of the public are welcome to attend this meeting. The seating capacity of our Conference Room for members of the public is limited under fire regulations to 22.

PUBLIC PARTICIPATION: Members of the public may speak in accordance with the Council's public participation scheme: (a) on items under the Council's remit which are not on the public agenda; and/or (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes.

Anyone wishing to attend the meeting or speak in accordance with the Council's public participation scheme, should contact the Parish Clerk by emailing clerk@fairoak-pc.gov.uk no later than 12.00 noon on Thursday, 13 February 2025.

AGENDA

PART I – PUBLIC SESSION

APOLOGIES

1. DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2. MINUTES OF MEETING (PAPER A, PAGES 3-14)

a) To approve the minutes of the Council meetings held on 20 January and 5 February 2025, as correct records; and

b) To note the delegated planning decisions for the weeks ending 10 January 2025.

3. PUBLIC PARTICIPATION

To receive any public participation in accordance with the Council's public participation scheme.

4. CHAIRMAN'S ANNOUNCEMENTS

5. CLERK'S UPDATE

6. FINANCE REPORT (REPORT B, PAGES 15-24)

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

7. KNOWLE PARK LANE MAINTENANCE (VERBAL REPORT)

To consider the request of the residents association regarding maintenance of Knowle Park Lane.

8. CIVIC.LY BUSINESS PROPOSAL: ASSET MANAGEMENT PLATFORM (REPORT C, TO FOLLOW) To agree proposal to act as Design Partners with Scribe on the development of Civic.ly Asset Management platform.

9. INTERNAL AUDIT REPORT (REPORT D, PAGES 25-28)

To consider the interim report of the internal auditor and agree relevant actions.

10. WORK PROGRAMME (REPORT E, PAGES 29-30)

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

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

11. EXCLUSION OF THE PUBLIC AND THE PRESS

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

12. STAFFING MATTERS (VERBAL REPORT)

To receive and update on various staffing matters.

To: Councillors		**Officers:**
S Anderson	K Forfar	J Cahill (Finance Officer)
P Barrett	T Higby	M Leadbitter-Allen (Deputy Clerk)
C Bird	M Marsh	M Johnson (Operations Manager)
S Broomfield	G Meech	M Stephens (Clerk)
W Chivuchi	D Scott	
N Couldrey (Vice-Chair)	M Smith	
H Douglas (Chair)	G Stupple	
	B Tennent	

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Minutes of the Council Meeting held on Monday 20 January 2025 at 6:00 pm at the Parish Office, 2 Knowle Park Lane, Fair Oak

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

Absent: Cllrs Scott & Smith

Apologies: Cllrs Bird, Forfar & Stupple

Officers in attendance: Michelle Leadbitter, Deputy Clerk, Jo Cahill, Finance Officer & Melanie Stephens, Clerk.

115. DECLARATIONS OF INTEREST

Cllrs Forfar and Higby in Minute No 106.

116. MINUTES (PAPER A)

RESOLVED

(a) That the minutes of the Full Council meeting held on 16 December 2024 be signed by the Chair as a correct record; and

(b) That the delegated planning decisions for week ending 6 and 27th December be noted.

117. PUBLIC PARTICIPATION

There was one member of the public present who spoke under item 122 (Tony Oxley, President of Fair Oak Cricket Club).

Two other members of the public attended to observe the meeting.

118. CHAIR'S ANNOUNCEMENTS

The Chair made the following announcements: -

Devolution Bid:

Hampshire County Council had agreed to progress a bid for devolution as part of the Government's Priority Programme for Devolution.

Election of Mayor:

Hampshire County Council would be disbanded and replaced with a Combined (high tiered) Authority with an elected Mayor (2026) in charge of strategy to cover such areas as Policing, Health Provision, Planning Strategy). Hampshire Unitary and Borough Councils would be

reorganised into strategic authorities comprising of approximately half a million residents each.

Election Postponement:

Hampshire County Council had expressed a desire for their application to be fast tracked and upcoming Council elections to be postponed leaving current Councillors in position.

Timeline:

Initial proposals for local government reorganisation were expected in March 2025, with final proposals to be submitted later this year.

Public Consultation:

The Government would make further announcements by the end of January and would consult with residents of Hampshire and Isle of Wight in February/March 2025 to gather residents views.

Implementation:

Once the Combined Authority was formed, the reorganisation would begin in 2027 with all authorities expected to be operational in shadow form, and fully operational by 2028.

It was likely that Eastleigh Borough Council would be merged with another local unitary council, making it imperative that the Parish Council work closely with Eastleigh Borough Council regarding transfer of Eastleigh owned assets within the parish safeguarding them for residents.

119. CLERK'S UPDATE

The Clerk gave a presentation, attached at Appendix 1 to these minutes.

RESOLVED:

That the contents of the presentation be noted.

120. CRICKET CLUB PROPOSAL: PAVILION ALERNATIONS (VERBAL REPORT)

Tony Oxley, President of Fair Oak Cricket Club delivered a presentation to the Council on the proposed Pavilion Alterations as attached at Appendix 2. After discussion, it was;

RESOLVED:

That the proposed alternations to the Pavilion be agreed in principle, and be fully funded and managed by the Cricket Club without cost to the Parish Council

121. PLANNING CONSULTATION APPLICATION

The Council considered the following planning application: -

Application: O/24/98619 Land South of Mortimers Lane, Fair Oak

Description: Outline application with all matters reserved (apart from access) for the construction of up to 245 dwellings (Use Class C3) and up to 350sqm multi-functional building (Use Class E - commercial, business or service or Use Class F2 - Community), with associated open space and play area, landscaping, SuDS, infrastructure, mobility hub and vehicular access off Mortimers Lane.

Following discussion, it was:

RESOLVED:

The Parish Council **object** to the application on the following grounds:

- Contrary to National Planning Policy Framework,
- Policy 202 – would not conserve or enhance historic environment
- Policies 188 & 192 – puts local habitats and biodiversity at risk
- Policy 147 – does not protect the green belt
- Policy 116 – unacceptable impact on highway safety and road network
- The application is poorly timed in light of EBC's Review of its Local Plan and seeks to circumvent the proper planning processes.
- Density of building – the 250 development, on green belt land will adversely affect local infrastructure network such as local schools, health and roads which are already at maximum capacity.
- Previous planning decisions – the proposal is contrary to comments made by previous local plan inspectors who in 2020 noted that development on Mortimers Lane would impact surrounding roads to an 'unacceptable' level
- Nature conservation will be put at risk– the ecological appraisal as part of the planning application shows veteran oak trees, hedgerow with high ecological value, winter nesting birds and bats of high ecological importance on the site. The current habitat creation strategy has been ranked as poor to moderate further demonstrating lack of thought to the protection of local wildlife and habitats.
- Parking and highway safety – Mortimers Lane is remote from local services and facilities and the size of the development will exacerbate traffic congestion in Fari Oak & Bishopstoke and smaller roads surrounding the South Downs National Park.
- Traffic and noise – as above.
- Effect on listed buildings and conservation areas – support the view of the County's Archaeologist that the site "has potential for archaeological remains" and the site requires an archaeological mitigation strategy.

Action: Clerk

122. BUDGET/PRECEPT 2025/26 (REPORT B)

The Clerk reported on amendment to page 9 in Appendix 1 of the report, namely, that the new code request for Food Waste Collection was an error and that it should read 'Additional Solar Batteries for Woodland Community Centre,' as agreed by the Budget Task and Finish Group on 16 January.

The Council instructed the Clerk to create a social media post explaining Council Tax increase.

After consideration of the report it was:

RESOLVED:

(a) That budget requirement for expenditure of £783,016 for 2025/26 as set out in **Appendix 1** be approved;

(b) That the precept request of £632,716 for 2025/26 financial year be approved;

(c) That the fees and charges set out in **Appendix 2** be approved;

(d) That the Report of the Budget Task & Finish Group as set out in **Appendix 3** be noted; and

(e) That the use of Ear Marked Reserves as set out in **Appendix 4** be approved.

Action: Finance Officer

123. FINANCE REPORT (REPORT C)

The Council considered the report of the Finance Officer.

RESOLVED:

(a) That the contents of the report be noted; and

(b) That the BACs payments be approved.

124. PLAY STRATEGY (REPORT D)

The Clerk read out a statement regarding the Play Strategy submitted by Cllr Bird who was unable to attend the Full Council meeting. In the statement Cllr Bird requested the Council support the need for the strategy and approve a provider.

The Council reviewed the Play Strategy report, along with the submitted quotes and provider proposals, after which it was

RESOLVED:

(a) That Option A (Dialogue Matters) be the appointed Strategy Provider;

(b) That a budget of £15,515 be agreed, from Ear Marked Reserves, to support the development and delivery of the strategy;

(c) That the proposed timetables for the development of the strategy and Upper Barn Copse, as set out in Appendix 2 be noted; and

(d) That the Clerk, in consultation with the Chair, have delegated authority to proceed with contracting the chosen provider.

Action: Clerk

125. EBC LOCAL PLAN CONSULTATION RESPONSE (REPORT E)

The Council considered a response to Eastleigh Borough Council's Local Plan Consultation.

RESOLVED:

That the following response be submitted:

Q1: What are the key issues that you want the plan to address, and how?

The key issues the plan should address include:

Prioritising Brownfield Development: Maximise the redevelopment of unused and underused brownfield sites before considering greenfield developments. This approach will help preserve local biodiversity and reduce urban sprawl, aligning with the council's vision of protecting the distinct identity of towns and villages. The Parish can see no evidence of the EBC undertaking thorough investigation of maximising brownfield site opportunities in the Borough, and particular its towns.

Sustainable Development Locations: New housing should be positioned in areas that encourage the use of public transport, walking, and cycling while minimising car dependency. This supports the council's climate change objectives and reduces traffic congestion in Eastleigh, Fair Oak, Bishopstoke, and surrounding areas.

Infrastructure Support: Where greenfield development is unavoidable, robust infrastructure (including schools, healthcare facilities, public transport, and drainage systems) must be provided to support both new and existing communities.

Addressing Local Housing Needs: Ensure new housing is affordable for first-time buyers and renters, focusing on smaller, reasonably priced homes rather than larger luxury executive houses.

By addressing these issues, the plan can meet housing targets while minimising environmental, social, and infrastructure-related challenges.

Q2: We won't be able to build all the new homes we need within urban areas. Where should we develop greenfield sites and why?

If greenfield development is necessary, the EBC should prioritise areas that offer the best opportunities for sustainable growth:

Option D (North of Hedge End Station): This site's proximity to an existing railway station

makes it a promising option for a sustainable greenfield development. It encourages public transport use and limits car dependency.

Options B and C (between West End and Bishopstoke): These options have significant potential due to their connectivity opportunities. They could be integrated with a proposed new station at Allington Lane and enhanced public transport links between Portsmouth and Southampton. Additionally, the potential for a level cycleway connecting Allington Lane to Eastleigh would make walking and cycling more viable.

Avoid Option A (North and East of Fair Oak): Option A poses serious challenges, including traffic congestion, flood risks, and a lack of nearby railway stations. The planning inspector previously dismissed this area due to its adverse impacts on the South Downs National Park and surrounding communities. Furthermore, the Inspector also considered that due process had not been adequately followed by EBC, as disproportionate weight was given to this option as a primary and sole focus, while other Strategic Growth Option (SGO) sites were not investigated with the same level of scrutiny.

By prioritising sites with existing or potential sustainable transport links, the plan can reduce environmental damage, traffic congestion, and infrastructure strain while supporting the council's climate change and housing objectives.

Q3: What do you think we should prioritise when planning new developments?

The following priorities should guide planning for new developments:

Sustainability: Locate housing where it can minimise car use, promote public transport, and support active travel modes like walking and cycling. This helps achieve climate change goals and reduces road congestion.

Infrastructure: Ensure that new developments are supported by necessary infrastructure, such as roads, schools, healthcare, public transport, and drainage systems. Infrastructure should serve both new and existing communities effectively. The current infrastructure, particularly local road networks are under significant pressure and not meeting need.

Affordability: Focus on housing that meets local needs, including affordable options for first-time buyers and renters. This is essential to address the housing crisis and ensure developments benefit the community.

Environmental Protection: Prioritise the use of brownfield sites over greenfield development. Where greenfield development is unavoidable, ensure minimal disruption to biodiversity and local ecosystems.

Alignment with Vision and Objectives: All developments should align with the council's stated vision of protecting the distinct identity of towns and villages and addressing climate change challenges.

Q4: Do you have any wider comments on the plan?

The local plan must strike a balance between meeting housing targets and safeguarding the environment, infrastructure, and community identity. Specifically:

Housing Numbers: The proposed housing numbers exceed the shortfall, particularly with Option A, which offers 4,600 homes – 1,986 above the stated need. This overestimation contradicts the council's vision of protecting towns and villages and should be revised.

Brownfield Development: The Borough should do more to identify and redevelop brownfield sites, including unused industrial and commercial spaces in the town centre(s), before resorting to greenfield development. This would better align with the council's stated objectives.

Climate Objectives: The loss of greenfield land and increased car dependency inherent in some strategic growth options, especially Option A, directly conflict with the borough's climate change objectives. A more sustainable approach should be prioritised.

By focusing on these aspects, the plan can ensure that housing needs are met in a way that is sustainable, equitable, and in harmony with local and environmental priorities.

Action: Clerk

126. ESTABLISHMENT OF DEVOLUTION TASK & FINISH GROUP

RESOLVED:

(a) That a Devolution Task & Finish Group be established to consider devolution impact and proposals consisting of the Chairman of the Council and four other members, with the task & finish group agreeing their terms and reference at their first meeting; and

(b) That Councillors Bird, Couldrey, Douglas, Higby & Tennent be appointed to serve on the group

Action: Clerk

127. WORK PROGRAMME (REPORT F)

RESOLVED:

That the work programme be noted.

128. EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED:

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

129. STAFF SALARIES 2025/26 (REPORT G)

The Clerk provided an overview of the current staffing levels and outlined the upcoming

changes to the staffing structure, pending the resignation of the Senior Admin Officer and a Caretaker as well as the proposed increase in hours for the Grounds Operative from 22.5 to 30 hours per week and Communications and Events Officer from 25 to 30 hours per week from April 2025.

Due to the imminent resignation of the Caretaker and the lack of response to recruitment efforts for this position, Officers were considering contracting cleaning services as an alternative. A full report would be brought to Council at the next meeting.

RESOLVED:

(a) That the staff salaries for 2025/26 as set out in Appendix 1 to Report G be agreed; and

(b) That the staffing position be noted.

Signed …… Chair.

Dated: …….

This was all the business, and the meeting closed at 19:40 pm.

Attachments: Appendix 1 – Clerk's Update

PLANNING APPLICATIONS

Applications to w/e 10 January 2025

Application No: H/24/98542
Address: 3 Elland Close, Fair Oak, SO50 7JY
Description: A wrap-around extension to the property. The extension includes adjustments to the ground floor layout to create additional living space. The external design incorporates matching materials, such as bricks and windows, to ensure consistency with the existing structure. The design also features roof lights for improved natural lighting and retains the existing site boundaries.
Comments: No objection
Planning Specialist Contact Details
Email: alexandra.stone@eastleigh.gov.uk

Application No: O/24/98619
Address: Land South of Mortimers Lane, Fair Oak. For discussion at Full Council on Monday 20 January 2025.
Description: Outline application with all matters reserved (apart from access) for the construction of up to 245 dwellings (Use Class C3) and up to 350sqm multi-functional building (Use Class E - commercial, business or service or Use Class F2 - Community), with associated open space and play area, landscaping, SuDS, infrastructure, mobility hub and vehicular access off Mortimers Lane.
Comments: The Parish Council objects strongly to the application on the following grounds:

- Contrary to National Planning Policy Framework,
- Policy 202 – would not conserve or enhance historic environment
- Policies 188 & 192 – puts local habitats and biodiversity at risk
- Policy 147 – does not protect the green belt
- Policy 116 – unacceptable impact on highway safety and road network
- The application is poorly timed in light of EBC's Review of its Local Plan and seeks to circumvent the proper planning processes.
- Density of building – the 250 development, on green belt land will adversely affect local infrastructure network such as local schools, health and roads which are already at maximum capacity.
- Previous planning decisions – the proposal is contrary to comments made by previous local plan inspectors who in 2020 noted that development on Mortimers Lane would impact surrounding roads to an 'unacceptable' level
- Nature conservation will be put at risk– the ecological appraisal as part of the planning application shows veteran oak trees, hedgerow with high ecological value, winter nesting birds and bats of high ecological importance on the site. The current habitat creation strategy has been ranked as poor to moderate further demonstrating lack of thought to the protection of local wildlife and habitats.
- Parking and highway safety – Mortimers Lane is remote from local services and facilities and the size of the development will exacerbate traffic congestion in Fari Oak & Bishopstoke and smaller roads surrounding the South Downs National Park.
- Traffic and noise – as above.
- Effect on listed buildings and conservation areas – support the view of the County's Archaeologist that the site "has potential for archaeological remains" and the site requires an archaeological mitigation strategy.

Planning Specialist Contact Details
Email: clare.martin@eastleigh.gov.uk

Application No: F/24/97740
Address: The Log Cabin, Hillview Manor Park, Winchester Road, Fair Oak, SO50 7HD
Description: The erection of a dwelling to replace an existing residential Lodge
Comments: The Parish Council's previous comments still stand in that the site is outside the urban edge and the application contrary to Policy. The dwelling would be in a very visible spot. The amended design is smaller and more in keeping. However, if the expansion of the site is refused (separate application) then we query the need. Therefore, if granted we request that permission is under a tied condition to the chalet business.
Planning Specialist Contact Details
Email: clare.martin@eastleigh.gov.uk

Application No: H/25/98705
Address: 13 Freda Routh Gardens, Fair Oak, SO50 7LY
Description: Two-storey rear extension and alterations to existing dwelling.
Comments: No objection
Planning Specialist Contact Details
Email: charlie.vallis@eastleigh.gov.uk

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Minutes of the Special Council Meeting
held on Monday 5 February 2025 at 6.00 pm
at the Parish Office, 2 Knowle Park Lane, Fair Oak

Present: Cllrs Bird, Broomfield, Couldrey, Douglas (Chair), Forfar, Higby, Marsh, Meech & Smith

Absent: Cllrs Anderson, Chivuchi, & Scott

Apologies: Cllrs Barrett, Stupple & Tennent

Officers in attendance: Melanie Stephens, Clerk, Martin Johnson, Operations Manager & Joanna Cahill, Finance Officer

130. DECLARATIONS OF INTEREST

There were no declarations of interest.

131. PUBLIC PARTICIPATION

There were no members of the public present.

132. CLEANING/CARETAKING ARRANGEMENTS (REPORT A)

The Council considered the proposal to outsource the Council's cleaning provision whilst maintaining a smaller in-house caretaking team to cover security and maintenance of buildings only.

The proposal aimed to identify the most cost-effective and efficient solution to building cleaning and maintenance, while ensuring the required cleaning and caretaking standards were met across Council venues.

RESOLVED:

a) That the cleaning of the Council's two community centres and parish office be outsourced to an external provider;

b) That contractor A (Acol Cleaning & Hygiene Ltd) be appointed with effect from 10 February 2025 at a cost of £20,748 per annum;

c) That the Council review arrangements in 6-months' time; and

d) That the Operations Manager be given delegated authority to commission and monitor the work, as well as agree changes to the two remaining caretakers' duties considering this.

133. EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED:

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

134. STAFFING MATTERS

The Council considered contractual changes to all staff to ensure that contracts reflected the move to the NJC salary scale and amend historical changes and anomalies. The Council's HR advisory service (Peninsula) would continue to manage this process on behalf of the Council. This would ensure that a fair and balanced approach was achieved for all.

The Finance officer also updated the Council on a slight accounting error with regards to staff salaries. This error amounted to a need to increase the staff budget for 2025/26 by £1,956. This would be taken from the staff salary contingency fund already agreed by the Council.

RESOLVED:

a) That HR Peninsula continue with the change in staff contract process: and

b) That £1,956 be taken from the staff contingency fund and added to staff salaries for 2025/26.

Signed …… Chair.

Dated: …….

This was all the business, and the meeting closed at 19:05pm.

FULL COUNCIL – 17 FEBRUARY 2025

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

1.2. The total cash held across all bank accounts as of 31st January is £463,165

3. TRANSACTIONS

3.1. The total receipts for January in the Council's Current Account totalled £149,778 .£80,000 related to a cashbook transfer from the Premier Account. The Council also received a grant of £41,280 from Eastleigh Borough Council for play provision.

3.2. The total Current Account payments for January totalled £68,808. This included grant payments to our local groups as part of our section 137 spend.

4. BACS PAYMENTS

4.1. The total BACS invoice payments outstanding is £6,290

5. FINANCIAL IMPLICATIONS

5.1. The Council must keep a regular review of the progress against all budget headings to ensure 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

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 31 January 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2025	Current Account	151,957.98	
31/01/2025	Premier Account	85,310.20	
31/01/2025	Public Sector Deposit Fund	225,896.63	
31/01/2025	Petty Cash	0.00	
			463,164.81

Receipts not on Bank Statement

		0.00
Closing Balance		**463,164.81**

All Cash & Bank Accounts

1	Current Account	151,957.98
2	Premier Account	85,310.20
3	Public Sector Deposit Fund	225,896.63
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**463,209.16**

Receipts for Month 10 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**70,987.28**					**70,987.28**	
	Banked: **01/01/2025**	**34.00**						
	Sales Recpts Page 709	34.00	34.00		100			Sales Recpts Page 709
	Banked: **01/01/2025**	**68.00**						
	Sales Recpts Page 710	68.00	68.00		100			Sales Recpts Page 710
	Banked: **01/01/2025**	**150.00**						
	Sales Recpts Page 711	150.00	150.00		100			Sales Recpts Page 711
	Banked: **01/01/2025**	**300.00**						
	Sales Recpts Page 712	300.00	300.00		100			Sales Recpts Page 712
	Banked: **01/01/2025**	**94.00**						
	Sales Recpts Page 713	94.00	94.00		100			Sales Recpts Page 713
	Banked: **01/01/2025**	**34.00**						
	Sales Recpts Page 714	34.00	34.00		100			Sales Recpts Page 714
	Banked: **01/01/2025**	**102.00**						
	Sales Recpts Page 715	102.00	102.00		100			Sales Recpts Page 715
	Banked: **01/01/2025**	**34.00**						
	Sales Recpts Page 716	34.00	34.00		100			Sales Recpts Page 716
	Banked: **01/01/2025**	**68.00**						
	Sales Recpts Page 717	68.00	68.00		100			Sales Recpts Page 717
	Banked: **01/01/2025**	**102.00**						
	Sales Recpts Page 718	102.00	102.00		100			Sales Recpts Page 718
	Banked: **01/01/2025**	**34.00**						
	Sales Recpts Page 719	34.00	34.00		100			Sales Recpts Page 719
	Banked: **01/01/2025**	**68.00**						
	Sales Recpts Page 720	68.00	68.00		100			Sales Recpts Page 720
	Banked: **01/01/2025**	**170.00**						
	Sales Recpts Page 721	170.00	170.00		100			Sales Recpts Page 721
	Banked: **01/01/2025**	**68.00**						
	Sales Recpts Page 722	68.00	68.00		100			Sales Recpts Page 722
	Banked: **01/01/2025**	**34.00**						
	Sales Recpts Page 723	34.00	34.00		100			Sales Recpts Page 723
	Banked: **01/01/2025**	**34.00**						
	Sales Recpts Page 724	34.00	34.00		100			Sales Recpts Page 724
	Banked: **01/01/2025**	**68.00**						
	Sales Recpts Page 725	68.00	68.00		100			Sales Recpts Page 725
	Banked: **01/01/2025**	**34.00**						
	Sales Recpts Page 726	34.00	34.00		100			Sales Recpts Page 726
	Banked: **01/01/2025**	**34.00**						

Continued on Page 53

Receipts for Month 10 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 727	34.00	34.00		100			Sales Recpts Page 727
	Banked: **01/01/2025**	**112.00**						
	Sales Recpts Page 728	112.00	112.00		100			Sales Recpts Page 728
	Banked: **01/01/2025**	**7,896.00**						
	Rainbows Preschool	7,896.00		1,316.00	1200	230	6,580.00	hall hire
	Banked: **02/01/2025**	**9.18**						
	stripe	9.18			1550	100	9.18	Tennis
	Banked: **02/01/2025**	**227.00**						
	AH Cheater	227.00			1530	510	227.00	Memorial
	Banked: **07/01/2025**	**9.36**						
	stripe	9.36			1550	100	9.36	tennis
	Banked: **08/01/2025**	**9.36**						
	stripe	9.36			1550	100	9.36	tennis
	Banked: **09/01/2025**	**80,000.00**						
trans	Premier Account	80,000.00			210		80,000.00	transfer
	Banked: **13/01/2025**	**45.03**						
	Tennis	45.03			1550	100	45.03	Tennis
	Banked: **13/01/2025**	**88.00**						
	Mr F	88.00			1200	250	88.00	Hall Hire
	Banked: **13/01/2025**	**78.00**						
	Mrs L	78.00		13.00	1200	230	65.00	Hall hire
	Banked: **14/01/2025**	**7,661.63**						
	hmrc	7,661.63			105		7,661.63	vat
	Banked: **14/01/2025**	**88.00**						
	Mrs M	88.00			1200	250	88.00	Hall hire
	Banked: **14/01/2025**	**78.00**						
	Mrs W	78.00		13.00	1200	230	65.00	Hall hire
	Banked: **15/01/2025**	**755.25**						
	Sales Recpts Page 700	755.25	755.25		100			Sales Recpts Page 700
	Banked: **15/01/2025**	**128.00**						
	Sales Recpts Page 701	128.00	128.00		100			Sales Recpts Page 701
	Banked: **15/01/2025**	**432.25**						
	Sales Recpts Page 702	432.25	432.25		100			Sales Recpts Page 702
	Banked: **15/01/2025**	**4,000.00**						
	Sales Recpts Page 703	4,000.00	4,000.00		100			Sales Recpts Page 703
	Banked: **15/01/2025**	**247.00**						
	Sales Recpts Page 704	247.00	247.00		100			Sales Recpts Page 704

Continued on Page 54

Receipts for Month 10 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked: **15/01/2025**	**84.00**							
	Mrs H	84.00		14.00	1200	230	70.00	Hall hire
Banked: **16/01/2025**	**2,600.00**							
	fair oak cricket club	2,600.00			1310	100	2,600.00	fair oak cricket club
Banked: **16/01/2025**	**112.00**							
	Sales Recpts Page 705	112.00	112.00		100			Sales Recpts Page 705
Banked: **16/01/2025**	**133.00**							
	Sales Recpts Page 706	133.00	133.00		100			Sales Recpts Page 706
Banked: **17/01/2025**	**108.00**							
	Sales Recpts Page 707	108.00	108.00		100			Sales Recpts Page 707
Banked: **18/01/2025**	**140.00**							
	Sales Recpts Page 708	140.00	140.00		100			Sales Recpts Page 708
Banked: **20/01/2025**	**11.00**							
	Autism hants	11.00			1200	250	11.00	Room hire
Banked: **22/01/2025**	**189.75**							
	Mrs A	189.75		31.62	1200	230	158.13	Hall hire
Banked: **23/01/2025**	**234.00**							
	MEMORIAL	234.00			1530	510	234.00	MEMORIAL
Banked: **23/01/2025**	**97.50**							
	Mrs R	97.50			1200	250	97.50	Hall hire
Banked: **23/01/2025**	**266.00**							
	Mrs M	266.00			1540	510	266.00	Cremation
Banked: **24/01/2025**	**66.00**							
	Mr B	66.00			1200	250	66.00	Hall hire
Banked: **27/01/2025**	**456.00**							
	Sales Recpts Page 729	456.00	456.00		100			Sales Recpts Page 729
Banked: **27/01/2025**	**78.00**							
	Mrs C	78.00		13.00	1200	230	65.00	Hall hire
Banked: **27/01/2025**	**207.00**							
	Karate	207.00		34.50	1200	250	172.50	Hall hire
Banked: **29/01/2025**	**322.00**							
	Sales Recpts Page 730	322.00	322.00		100			Sales Recpts Page 730
Banked: **30/01/2025**	**41,280.00**							
	EBC grant	41,280.00			1905	100	41,280.00	EBC grant play provision
					391		41,280.00	EBC grant play provision
					6001	100	-41,280.00	EBC grant play provision

Continued on Page 55

Total Receipts for Month	149,778.31	8,475.50	1,435.12	139,867.69
Cashbook Totals	220,765.59	8,475.50	1,435.12	210,854.97

Continued on Page 56

Payments for Month 10 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/01/2025	ACELIFTAWAY	108544	119.57	119.57		500			allotment toilets
01/01/2025	APPLETON SIGNS	108545	47.36	47.36		500			signage
01/01/2025	brightwire electrical	108546	1,651.48	1,651.48		500			HH lighting
01/01/2025	CARTERS OF SWANWICK	108547	50.54	50.54		500			Equipment maint
01/01/2025	DYNAMIKA UK	108548	1,056.00	1,056.00		500			water samples
01/01/2025	eastleigh services	108549	255.00	255.00		500			boiler HH
01/01/2025	EBC	108550	103.24	103.24		500			Tyres replacement
01/01/2025	HOSTED	108551	723.23	723.23		500			microsoft 365
01/01/2025	PRINTWASTE	108552	72.00	72.00		500			61319/PRINTWASTE
01/01/2025	REALTIS BUSINESS SOLUTIONS	108553	84.00	84.00		500			Training
01/01/2025	SMART MARKETING	108554	78.00	78.00		500			marketing support
02/01/2025	BT	DD	11.46		1.91	4120	240	9.55	BT
02/01/2025	BT	DD	11.46		1.91	4120	250	9.55	Tel and broadband
02/01/2025	southern water	DD	52.05			4410	230	52.05	water - woodlands
02/01/2025	sse energy	DD	517.03		86.17	4400	150	430.86	gas - PO
02/01/2025	SSE	DD	284.59		47.43	4400	230	237.16	Gas -woodlands
02/01/2025	WL Kingfisher	DD	211.34		35.22	4540	290	176.12	materials
03/01/2025	clothes to order	VISA	194.84		32.47	4110	110	162.37	workwear
06/01/2025	The open spaces	DD	45.00		7.50	4132	110	37.50	The open spaces subscription
07/01/2025	allstar	DD	195.82		32.64	4305	210	163.18	Fuel
07/01/2025	water application	VISA	85.96		14.33	4990	110	71.63	The water application
07/01/2025	zoom subscription	VISA	129.90			4132	110	129.90	zoom subscription
08/01/2025	Peninsula	DD	24.73		4.12	4030	110	20.61	employee EAP
09/01/2025	British Gas	DD	802.35		133.73	4400	150	668.62	Gas PO
09/01/2025	amazon	VISA	149.94		24.99	4540	290	124.95	Materials
10/01/2025	octopus	DD	370.76		61.79	4405	150	308.97	Electricty PO
10/01/2025	Lidel	VISA	45.71		7.62	4540	290	38.09	materials
13/01/2025	o2	DD	21.60		3.60	4125	110	18.00	Mobiles
13/01/2025	amazon	VISA	79.99			4540	290	79.99	Materials
13/01/2025	canva	VISA	23.59		3.93	4132	110	19.66	canva
14/01/2025	CWM	BILL	3.00			4540	290	3.00	materials
14/01/2025	Brookside nursery	VISA	633.07		105.51	4505	280	527.56	Hanging baskets
14/01/2025	post office	VISA	46.90			4075	110	46.90	Stamps
15/01/2025	payroll	BILL	29,362.15			4000	110	29,362.15	payroll
15/01/2025	payroll	BILL	3,146.97			4000	110	3,146.97	Payroll
						316	0	-3,146.97	Payroll
						6000	110	3,146.97	Payroll
15/01/2025	payroll	BILL	552.72			4000	110	552.72	payroll
15/01/2025	payroll	BILL	-552.72			4000	110	-552.72	payroll
16/01/2025	sage payroll	BILL	37.20		6.20	4132	110	31.00	sage payroll
16/01/2025	BT	DD	55.94		9.32	4120	250	46.62	Tel and broadband
16/01/2025	Peninsula	DD	381.46		63.58	4070	110	317.88	employer services
16/01/2025	allington nursery	BILL	456.00		76.00	4875	600	380.00	xmas tree
16/01/2025	amazon	BILL	32.99			4540	290	32.99	Materials
17/01/2025	Peninsula	DD	41.76		6.96	4030	110	34.80	employee EAP
21/01/2025	bank charges	CHG	5.00			4095	110	5.00	bank charges
21/01/2025	Fair Oak infant school	BILL	300.00			4850	600	300.00	Grant
21/01/2025	Fair Oak Parochial	BILL	850.00			4850	600	850.00	Grant

Continued on Page 57

Payments for Month 10 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/01/2025	wyvern FC	BILL	600.00			4850	600	600.00	Grant
21/01/2025	ST FRANICIS ANIMAL	BILL	500.00			4850	600	500.00	Grant
21/01/2025	FAIR OAK CRICKET CLUB	BILL	300.00			4850	600	300.00	Grant
21/01/2025	sport in the community	BILL	500.00			4850	600	500.00	Grant
21/01/2025	FAIR OAK VILLAGE HALL	BILL	450.00			4850	600	450.00	Grant
21/01/2025	TREFOIL G	BILL	100.00			4850	600	100.00	Grant
21/01/2025	CITIZENS ADVICE	BILL	350.00			4850	600	350.00	Grant
21/01/2025	STREET PASTORS	BILL	700.00			4855	600	700.00	grant
21/01/2025	HMRC	BILL	9,739.17			4000	110	9,739.17	PAYE
22/01/2025	SSE	DD	640.25		106.71	4405	250	533.54	Electricoty HH
22/01/2025	HANTS PENSIONS	BILL	10,322.94			4010	110	10,322.94	Pensions
23/01/2025	amazon	VISA	19.96			4540	290	19.96	materials
24/01/2025	ICO	DD	35.00			4132	110	35.00	Subscription
24/01/2025	SSE	DD	551.75		91.96	4405	230	459.79	electricty Woodlands
27/01/2025	BT	DD	473.40		78.90	4120	110	394.50	internet services
28/01/2025	British gas	DD	185.78			4400	150	185.78	gas
29/01/2025	amazon	VISA	6.89			4540	290	6.89	materials
30/01/2025	BT	DD	1.87		0.31	4120	110	1.56	Tel and broadband
31/01/2025	EBC	DD	293.80		48.97	4680	150	244.83	Bin emptying
31/01/2025	agilico	DD	159.49		26.58	4085	110	132.91	printer consumables
31/01/2025	h3g	DD	26.33		4.39	5006	900	21.94	Mobile phones
						316	0	-21.94	Mobile phones
						6000	900	21.94	Mobile phones
	Total Payments for Month		68,807.61	4,240.42	1,124.75			63,442.44	
	Balance Carried Fwd		151,957.98						
	Cashbook Totals		220,765.59	4,240.42	1,124.75			215,400.42	

Fair Oak & Horton Heath Parish Council

Invoices Due for Payment by 28 February 2025

For Creditors **Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
	ACELIFTAWAY [ACE001]							
31/01/2025	8959		*Allotment toilets*		28/02/2025	119.57		119.57
				Total of Invoices Due (ACE001)		**119.57**	**0.00**	**119.57**
	ALLINGTON NURSERY [ALLINGTON]							
01/01/2025	1311174		*CHRISTMAS TREE*		01/01/2025	456.00		456.00
				Total of Invoices Due (ALLINGTON)		**456.00**	**0.00**	**456.00**
	CELCIUS							
15/01/2025	2383		*Call out - water heaters*		12/02/2025	528.00		528.00
22/01/2025	2385		*clean PCU filters*		18/02/2025	76.80		76.80
				Total of Invoices Due (CELCIUS)		**604.80**	**0.00**	**604.80**
	EBC [EBC001]							
23/05/2024	5707B		*Buisness rate*		22/06/2024	274.93		274.93
14/01/2025	5748		*Refuse collection - woodlands*		11/02/2025	293.80		293.80
14/01/2025	5624		*Bin emptying - HH*		11/02/2025	293.80		293.80
14/01/2025	7899		*bin emptying*		11/02/2025	587.60		587.60
14/01/2025	7856		*Bin emptying - woodlands*		11/02/2025	45.30		45.30
				Total of Invoices Due (EBC001)		**1,495.43**	**0.00**	**1,495.43**
	FIRECARE &SECURITY [FIREC]							
31/01/2025	26976		*Intruder alarm - HH*		28/02/2025	120.00		120.00
				Total of Invoices Due (FIREC)		**120.00**	**0.00**	**120.00**
	fOX'S CLEANING [FOX001]							
30/01/2025	26836		*window cleaning*		30/01/2025	276.00		276.00
				Total of Invoices Due (FOX001)		**276.00**	**0.00**	**276.00**
	HARROD SPO							
10/01/2025	5989		*Football nets*		10/01/2025	73.68		73.68
				Total of Invoices Due (HARROD SPO)		**73.68**	**0.00**	**73.68**
	HCC							
17/05/2024	8648		*Stationary*		16/06/2024	188.08		188.08
				Total of Invoices Due (HCC)		**188.08**	**0.00**	**188.08**
	HOSTED							
31/01/2025	3715		*microsoft licence/block time*		31/01/2025	723.23		723.23

Fair Oak & Horton Heath Parish Council

Invoices Due for Payment by 28 February 2025

For Creditors **Pay by Electronic Payment**

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
				Total of Invoices Due (HOSTED)		**723.23**	**0.00**	**723.23**
	Kelly Youren [KELLY YOUR]							
29/01/2025	1366		*staff wellbeing course*		26/02/2025	100.00		100.00
				Total of Invoices Due (KELLY YOUR)		**100.00**	**0.00**	**100.00**
	park community enterprises [PARK COMM]							
04/12/2024	362		*Pantry Banner*		31/12/2024	74.40		74.40
				Total of Invoices Due (PARK COMM)		**74.40**	**0.00**	**74.40**
	PARKINSON PATERNERSHIP [PARKINSON]							
31/01/2025	1369		*Online procurement training JC*		31/01/2025	63.00		63.00
31/01/2025	1367		*Online procurement training ML*		31/01/2025	63.00		63.00
				Total of Invoices Due (PARKINSON)		**126.00**	**0.00**	**126.00**
	PROTEK							
30/01/2025	1427		*Barrier repair*		30/01/2025	756.00		756.00
				Total of Invoices Due (PROTEK)		**756.00**	**0.00**	**756.00**
	Travis perkins [TRAV]							
13/01/2025	8525		*Heater hire - woodlands*		10/02/2025	209.20		209.20
				Total of Invoices Due (TRAV)		**209.20**	**0.00**	**209.20**
	twynams charities [TWYN]							
30/01/2025	BS2025		*Bus shelter maintenance*		27/02/2025	100.00		100.00
				Total of Invoices Due (TWYN)		**100.00**	**0.00**	**100.00**
	vitaplay [VITA]							
31/01/2025	4540		*Cradle swing works*		31/01/2025	129.60		129.60
				Total of Invoices Due (VITA)		**129.60**	**0.00**	**129.60**
	wildwood machinery [WILDWOOD]							
31/01/2025	52454		*equipment Maintenace*		28/02/2025	737.89		737.89
				Total of Invoices Due (WILDWOOD)		**737.89**	**0.00**	**737.89**
				Total of Invoices Due (Creditors)		**6,289.88**	**0.00**	**6,289.88**
				TOTAL OF INVOICES DUE (ALL LEDGERS)		**6,289.88**	**0.00**	**6,289.88**

FULL COUNCIL – 17 FEBRUARY 2025

INTERIM INTERNAL AUDIT REPORT AND ACTION PLAN

1. RECOMMENDATIONS

1.1. That the contents of the internal Auditors interim report be noted; and

1.2. That the Council notes the internal audit action plan.

2. PURPOSE

2.1. To note the actions undertaken following the Internal Auditor's visit in January 2025.

3. INTERNAL AUDIT REPORT

3.1. The internal Auditor's interim report following her visit in January 2025 and the subsequent actions undertaken is set out in **Appendix 1.**

3.2. The report did not highlight any issues of concern, however, where there were recommendations, the Parish Clerk, Deputy Clerk and Responsible Finance Officer have undertaken to address these and these are set out in **Appendix 1** for the Council to approve/note.

For further information:

Melanie Stephens

Parish Clerk

clerk@fairoak-pc.gov.uk

Background papers: None.

INTERNAL AUDIT ACTION PLAN - AUDIT JANUARY 2025

Appendix 1

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION UNDERTAKEN
Ledger updates	The Rialtas accounting system ledgers are still not being used to their full potential.	Purchase invoices should be entered immediately upon receipt so that the I&E reflects all committed expenditure right away.	Ensure timely receipt and review of invoices: ensure invoices are processed on Rialtas as they are received.
Income billing	Some hirers and users are only being billed termly for venue usage.	It may be better for control and budgeting to change this to half termly or monthly.	Change billing frequency from termly to half-termly (for preschool) and monthly for other hirers for better control and budgeting.
Risk assessment	The council risk assessment lacks detail that would allow it to work as a stand-alone document.	Details of insurer names and renewal dates and clarity over inspection periods would aid usability.	Include Insurer names, renewal dates and inspection periods. Review and update this schedule regularly.
Investment strategy	The investment strategy contains out of date numbers.	The document should be updated to remove information that goes out of date almost immediately.	Review and update the content regularly: Implement a schedule for reviewing and updating the investment strategy document. This could be quarterly or semi-annually to ensure the numbers and data are relevant and current.
Staff handbook	This document is clearly derived for a corporate template and includes policies not appropriate to a Parish Council.	The document should be reviewed, corrected and updated ideally before year end.	Any references to the ‘business’ has been replaced with “the Council”. HR have advised that all HR law/good practice relates to all employers.

NB: Action plan last reviewed by FULL COUNCIL in Dec 24

Developer funded Earmarked reserves	The council held £342,464 in EMRs at the last year end of which 74% are s106 or CiL funds and thus cannot be rolled into the general reserve.	Developer funding and funded projects have been a significant part of the council's activities over the past 5 and through the next 5 years.	Ensure that all developer-funded projects are linked to the appropriate EMRs and are aligned with the council's strategic goals. Regularly monitor the progress of these projects and their financial implications.
General reserve	The current year precept increase was insufficient to replenish the general reserve to a level that allows the council to meet contingencies.	No further unbudgeted activity should take place during 2024/25 unless it is funded by received developer monies. At budget setting, the council will need to take steps to bring its general reserve back to a safe level	For the 2025/26 financial year, no further unbudgeted activity should take place unless it is specifically funded by developer monies (Section 106). Contingencies have been built into the 2025/26 Budget.
Venue hire	The usage report on Rialtas highlights that the income potential of council venues is not being fully tapped.	The council should look at how the time slots and charging structures for its venues are arranged to ensure that the deliver VFM.	Develop a marketing strategy to increase the utilisation of the Council's halls and optimise revenue generation
Petty cash	The petty cash tin is nearly obsolete due to charge cards and debit cards.	It may be worth reducing overall risk by running the tin to zero.	Gradually reduce the petty cash balance until the tin is empty. Ensure all future small payments are made via digital methods (Trade cards/debit card).
Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll. *(also raised last three years)*	Members approve the pay grades in a confidential paper, but a transparent updated staffing record should be published.	The Council is informed via a written report when staff leave/are recruited. This is done on an ad hoc basis when necessary. Role, salary and hours are always minuted. A staff organisation chart is published on the Council's website.
Burial Ground	The council is considering extending the burial ground.	Before expending resources on this, a close reading of the updated regulations is essential.	Ensure compliance with all legal and environmental requirements before proceeding with any resource allocation or planning.

NB: Action plan last reviewed by FULL COUNCIL in Dec 24

Bank statements	It appears that all bank statement checks are carried out by a limited number of members.	All councillors in rotation should check the bank statement balances.	Develop a rotation schedule that ensures all councillors take turns reviewing the bank statements on a regular basis.
Web accessibility	The council website is very comprehensive, but it is unclear how much the enhanced accessibility features benefit electors.	All web pages should be reviewed for traffic levels to ascertain the cost benefit of time spent updating them beyond core requirements.	Analytics are reviewed annually for reporting. A new Council website will launch this year, with pages informed by visitor numbers. The Council strives to meet the legal requirement of WCAG 2.2 level AA accessibility for public sector websites.

FEB 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Internal Auditor Report	To consider the recommendations of the internal auditor	Report	**Finance Officer**
MARCH 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Minor refurishment works to Pavilion	To consider joint works with the Club to undertake refurbishment works at the Pavilion	Report	**Operations Manager**
Biodiversity Statement	To consider a biodiversity statement	Report	**Clerk/Deputy Clerk**
Procurement Policy	To adopt a sustainable procurement policy	Report	**Deputy Clerk**
Fixed Asset Register/write offs	To review and approve the Fixed Asset Register including any write offs	Report	**Finance Officer**
APRIL 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Annual website/social stats	To review annual KPI's	Report	**Communications & Events Officer**
Website	To review website upgrade progress	Report	**Deputy Clerk**
Corporate Action Plan	To adopt the Action Plan for 24-25	Report	**Clerk**
MAY 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Asset Transfers	To review work of the Devolution/LGR Task & Finish Group	Report	**Clerk/Chairman**
JUNE 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Development of New Cemtery	To commence project planning for the development of the new cemetery	Report	**Clerk/Operations Manager**
Corporate Social Responsibility Policy/Sustainability Policy	To review the current document	Report	**Deputy Clerk**

JULY 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Children & Vulnerable Adult Protection Policy	To review the current document	Report	**Clerk**
Data Protection Policy	To review the current document	Report	**Clerk**
Café Post Project Evaluation	To review the café project	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**
Financial strategy	To adopt financial strategies	Report	**Clerk/Finance Officer**
Community orchard(s)	To discuss the progress of orchard sites	Report	**Clerk/CDO**
Health and Safety Policy	To review	Report	**Clerk/Operations Manager**
Use of AI policy	To implement a new policy for use of AI	Report	**Clerk**
Emergency Plan	To review the Current document	Report	**Clerk**
Modifications and refubishments at the Pavilion Clubhouse	To consider further refurbishment works.	Presentation	**Clerk/Operations Manager**
Corporate Action Plan - 2026 - 2029	To agree development of a new Corproate Action Plan	Report	**Clerk**
Tree Policy	To review the tree policy & include policy on use of mulch	Report	**Clerk/CDO**
Heritage Plaque Policy	To consider a policy	Report	**Clerk**