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

8 April 2025

Dear Member

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 14 April 2025 at 6.00 pm or at the rise of the Annual Parish meeting,** 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 Deputy Clerk by emailing deputyclerk@fairoak-pc.gov.uk no later than 12.00 noon on Friday, 11 April 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 4-8)

a) To approve the minutes of the Council meeting held on 20 March 2025 as a correct record and;

b) To note the delegated planning decisions w.e 7th March 2025.

3. PUBLIC PARTICIPATION

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

4. CHAIRMAN'S ANNOUNCEMENTS

5. WEBSITE LAUNCH (REPORT B, PAGES 9-11)

To receive presentation on new website and note new accessibility standards.

6. COMMUNICATIONS UPATE (REPORT C, PAGES 12-17)

To receive annual performance statistics.

7. FINANCE REPORT (REPORT D, PAGES 18-28)

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

8. PAVILION PLANNING CONDITIONS (VERBAL REPORT)

To consider a request from Fair Oak Cricket Club to seek support for the removal of planning conditions pertaining to the Cricket Pavilion.

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Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

10. EXCLUSION OF THE PUBLIC AND THE PRESS

RECOMMENDED:

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).

11. STAFFING MATTERS (VERBAL REPORT)

To receive and update on various staffing matters including the conclusion of the staff contract review.

To: Councillors	P Barrett	S Broomfield
S Anderson	C Bird	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)

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

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

Present: Cllrs Bird, Broomfield, Couldrey, Douglas (Chair), Higby, Scott & Smith

Apologies: Cllrs Anderson, Barrett, Chivuchi, Forfar, Marsh, Meech, Stupple & Tennent

Officers in attendance: Melanie Stephens, Clerk, Martin Johnson, Operations Manager & Linda Greenslade, Admin Officer.

147. DECLARATIONS OF INTEREST

There were no declarations of interest raised.

148. MINUTES (PAPER A)

RESOLVED

(a) That the minutes of the Council meeting held on 17 February 2025 be signed by the Chair as a correct record;

(b) That the minutes of the Finance Committee meeting and recommendations therein, of the meeting held on 7 March 2025 be approved; and

(c) That the delegated planning decisions for week ending 14 February be noted.

149. PUBLIC PARTICIPATION

One member of the public was present to observe only.

150. CHAIR'S ANNOUNCEMENTS

The Chairman gave special thanks to Linda Greenslade who was retiring from the Council after nearly 28 years dedicated service. The Chairman, along with all members, thanked Linda for her hard work and loyalty and wished her well in the future. The Chairman presented Linda with a gift of thanks from the Councillors and colleagues.

151. CLERK'S UPDATE

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

RESOLVED:

That the contents of the presentation be noted.

152. FINANCE REPORT (REPORT B)

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.

153. CEMETERY PATH (VERBAL REPORT)

The Operations Manager presented an interim report on the issues raised after receiving several complaints following completion of the cemetery path resurfacing project. He had met with the contractor, S T Construction, where it was apparent that the specification followed was insufficient to accommodate the footfall using the path. Alternative surface options were discussed and quotes where being obtained for each option. Discussion would be held with the contractor regarding the cost of works, timings and warranty periods.
A full options appraisal report would be submitted to April Full Council for final determination.
Following discussion it was:

RESOLVED:

(a) That Dave Bowen Consultancy Ltd be consulted for his input and advice; and

(b) That fully costed options be put forward, in a written report, as a matter of urgency at the next meeting.

154. NO MOW MAY (VERBAL REPORT)

RESOLVED:

That the Council participate in “no mow May”.

155. PAVILION PLANNING CONDITIONS (REPORT C)

Members considered the request from Fair Oak Cricket Club to seek support for the removal of planning conditions pertaining to the pavilion to allow extended use of pavilion facilities for members of the Cricket Club to socialise.

RESOLVED

That the item be deferred to April Council meeting for decision.

156. DEVOLUTION TASK & FINISH GROUP INTERIM REPORT (REPORT D)

The Clerk updated the Council on the progress of the Devolution Task & Finish Group, outlining the review of potential sites under consideration for transfers from Eastleigh Borough Council ownership to Parish ownership. The report also provided a brief update on local government reorganisation in Hampshire.

RESOLVED:

a) That the Clerk be given delegated authority, in consultation with the Chairman of the Council, to complete expression of interest forms for the assets listed in Report D to the Council;

b) That the Clerk seek further clarification on financial commitments such as developers 'contributions and maintenance budgets from Eastleigh Borough Council;

c) That further investigation be undertaken regarding land at Stoke Heights & Fratton Way; and

d) That the press release attached at Appendix 1 to Report D be approved.

157. SUSTAINABLE PROCUREMENT POLICY (REPORT E)

The Council considered adopting a Sustainable Procurement Policy which included the Council's commitment to responsible governance and sustainable development, embedding sustainability principles, ensure compliance, promote environmental sustainability, social value, and economic growth and enhance transparency, accountability, and ethical procurement practices.

The Clerk informed members of an amendment to the report, namely Procurement Procedures paragraph 5 to Appendix 1 should state £30k not £40k.

RESOLVED:

a) That the Council adopt the Sustainable Procurement Policy attached at Appendix 1 to Report D subject to the above amendment; and

b) That delegated authority be given to the Deputy Clerk, in consultation with the Clerk, to create a Sustainable Procurement Strategy.

158. WORK PROGRAMME (REPORT F)

The Council reviewed the work programme.

RESOLVED:

That the work programme be noted.

159. 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).

160. STAFFING MATTERS (VERBAL REPORT)

The Council received an update from the Clerk on the progress of the contractual review process, which sought to align staff to NJC salary scales.

The Summer Grounds Operative had requested a reduction in work hours from 37 to 22.5 which had been tentatively agreed by the Operations Manager. The Operations Manager was also considering work experience during the summer to assist with the shortfall in these hours.

The Chairman of the Council announced that the Clerk had resigned from her position with her last working day being 30 May 2025. She would be leaving after 7 years to concentrate on her family.

A draft advert, job description and person specification had been drawn up with advert going live on Monday. The job title had been changed to Executive Officer to reflect the growth of the Council. The salary grade would also be increased to reflect the growth of the Council and reflect that of other Clerks in the Borough, namely from £49,764 to £55,367.

The Chairman asked for two volunteer members to serve with her on the interview panel which was take place on 1 May. Cllrs Couldrey and Higby had previously volunteered.

A special Finance Committee meeting would be held on 6 May to agree the preferred appointment, salary scale and start date (subject to references).

RESOLVED:

a) That the progress on the contractual review be noted;

b) That the changes to the working hours of the Summer Grounds Operative be noted;

c) That the resignation of the Clerk be noted; and

d) That the Clerk's role be advertised with the new job title of Executive Officer at a salary range of £49,764 to £55,367 (depending on experience).

Signed …… Chair.

Dated: ……..

This was all the business, and the meeting closed at 19:35pm.

Attachments: Appendix 1 – Clerks Update

PLANNING APPLICATIONS

Applications to w/e 7 March 2025

Application No: F/25/98836
Address: Land at Inwood Cottage, Winchester Road, Upham, SO32 1HH
Description: Erection of stables to replace field shed.
Comments: No objection
Planning Specialist Contact Details
Email: rachael.morris@eastleigh.gov.uk

Application No: H/25/98969
Address: 5 Upper Mead Close, Fair Oak, SO50 7LS
Description: Front porch enclosure, part garage conversion, single storey side and rear extension.
Comments: No objection
Planning Specialist Contact Details
Email: charlie.vallis@eastleigh.gov.uk

Application No: F/25/98967
Address: Stroudwood Nursery, Stroudwood Lane, Lower Upham
Description: Erection of 1no. industrial storage building and associated yard (Use Class B8), following demolition of existing barn.
Comments: The Parish Council express concern on the unsuitability of this area for industrial/warehousing particularly the possibility of an increase in larger traffic on this single track lane. Therefore, we ask that if the officer is of a mind to permit then restrictions on its use and hours be implemented.
Planning Specialist Contact Details
Email: clare.martin@eastleigh.gov.uk

Application No: F/25/99007
Address: East Horton Golf Centre, Mortimers Lane, Fair Oak, SO50 7EA
Description: Hybrid application
Phase 1 (Greenwood Course) - full planning application for the re-siting/ alterations to 1st tee box, fairway and green, enlarging 18th green and creation of event space with associated reprofiling, landscaping, footpath and drainage works following closure of existing driving range.
Phase 2 (Parkland Course) - full planning application for the creation of a driving range with associated reprofiling, landscaping and drainage works following closure of holes 14, 15 & 18 and outline planning application for the construction of a new driving range building (with all matters reserved except for access).
This is a cross boundary planning application with Winchester City Council.
Comments: No objection
Planning Specialist Contact Details
Email: clare.martin@eastleigh.gov.uk

FULL COUNCIL – 14 APRIL 2025

NEW PARISH COUNCIL WEBSITE

1. RECOMMENDATION

That the contents of the report be noted.

2. BACKGROUND

2.1. The Parish Council's previous website had served its purpose for several years but needed review, particularly in light of updated accessibility legislation and evolving user expectations. Since the introduction of the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations in 2018, it has been a legal requirement for public sector organisations (including Parish Council's) to maintain websites that meet accessibility standards.

2.2. Over time, both the regulations and best practices in digital communications have continued to develop. As such, it became necessary for the Parish Council to update its website to remain legally compliant and to provide an improved user experience for all residents. The new website has also been developed to ensure continued compliance with transparency requirements and GDPR regulations for handling data responsibly and securely.

3. ACCESSIBILITY RULES

3.1. Accessibility is not just a best practice; it is a legal obligation for public sector bodies. The Parish Council is required to comply with the evolving Web Content Accessibility Guidelines (WCAG), ensuring that its digital content remains usable for everyone, including those using assistive technologies.

3.2. To meet these requirements, the new website has been built using the UK Government's Design System, ensuring a future-proof foundation that will adapt with any further inclusive and accessible legislative updates as they are rolled out.

3.3. In addition, all uploaded content and documents to the website is required to be accessible. Training will therefore be delivered to the required staff by the Council's website provider (Smart Marketing), as well as in-house by the Deputy Executive Officer, to ensure staff are equipped to create accessible content and documents.

3.4. As with many public sector websites, systems or documents developed by third parties, such as the interactive map and cemetery search system, may not be fully accessible. These will be clearly referenced in the Council's published Accessibility Statement.

3.5. To maintain overall website accessibility, Smart Marketing will conduct quarterly audits to ensure the website continues to meet accessibility requirements.

3.6. The website will also continue to adhere to current transparency standards and GDPR guidance, ensuring that all data collected or shared is managed in accordance with legal and ethical standards.

4. THE NEW WEBSITE

4.1. The new Parish Council website has been designed with accessibility, usability, and future growth in mind, and has the following features: -

- Fully responsive design for mobile, tablet, and desktop
- User-friendly navigation and improved site search
- Compliance with accessibility standards, including compatibility with screen readers and resizable text
- Transparency and GDPR compliance across content and processes
- Secure payment capabilities, supporting upcoming online booking and payment systems
- Clear and consistent layout, making it easier for residents to find what they need
- Incorporated e-marketing system and an integrated events management system. The venue booking system will be developed in the coming months.

4.2. To support both residents and staff, the website includes several key functional and communication improvements: -

- A versatile homepage featuring customisable tiles that link to the most popular pages. These can be easily updated to reflect seasonal events, major announcements, or areas of current public interest;
- A temporary homepage banner system allows for real-time urgent updates—ideal for service changes, community alerts, or important announcements;
- Integration of the e-marketing system Brevo, allowing newsletters, updates, and campaigns to be sent directly through the same CMS (content management system), which will streamline internal workflows and improving resident communication;
- An Events Booking System, previously hosted on the Greening website, is now fully integrated into the new site;
- Ongoing development of an online venue booking and payments system, designed to simplify the booking process for residents and reduce administrative overhead;
- A better platform to showcase project work, particularly sustainability initiatives and ongoing community programmes, with greater flexibility for updates, media, and engagement tools.

5. CLIMATE/ENVIRONMENTAL IMPLICATIONS

5.1. Websites are hosted online which has an environmental impact. However, by having an accessible and well managed website, it reduces the need for printed newsletters, posters, and letters, cutting down paper use, ink, and delivery-related emissions. The online venue booking and payment system will reduce the need for in-person visits, paper forms, or phone calls, lowering travel and office resource use.

5.2. The improved access to sustainability project updates, will help to raise community awareness and engagement of the Council's green initiatives.

6. DIVERSITY AND INCLUSION IMPLICATIONS

6.1. The site has been built using the UK Government Design System, which is specifically designed to meet the needs of a diverse population.

6.2. Compliance with Web Content Accessibility Guidelines (WCAG) ensures that people using screen readers or keyboard navigation can access content, people with visual impairments can adjust text size or contrast. People with cognitive or learning disabilities benefit from clear layouts and simple language

7. FINANCIAL IMPLICATIONS

7.1. The cost of the website redesign was funded by the allocated budget of £795, with an on-going monthly cost of up to £150 for hosting, plug-in payments (such as Brevo), and regular quality assurance checks.

8. CONCLUSION

7.1. The redevelopment of the Parish Council website is a key step in maintaining Its legal and ethical responsibilities around accessibility, transparency, and data protection, while continuously striving to improve the experience for our community. With a more modern, secure, and accessible platform, the Council is better placed to serve residents effectively and efficiently as our community grows.

7.2. Through ongoing staff training, regular audits, and continual development, the Council can demonstrate that it is committed to maintaining high standards and delivering a high-quality online presence. The integration of tools like Brevo, secure payments, and a dynamic homepage reflects the Council's move toward smarter, more connected ways of working. This website provides a strong, flexible foundation for digital innovation and better communication as the Council continues to serve and engage its community.

FOR MORE INFORMATION PLEASE CONTACT:

Michelle Leadbitter-Allen, Deputy Executive Officer
Email: deputyclerk@fairoak-pc.gov.uk

FULL COUNCIL – 14 APRIL 2025

ANNUAL SOCIAL MEDIA AND WEBSITE STATISTICS

1. RECOMMENDATION

1.1. That the contents of the report be noted.

2. PURPOSE

2.1. The purpose of this report is to provide an update on social media and communications output from April 2024 to March 2025.

3. SOCIAL MEDIA

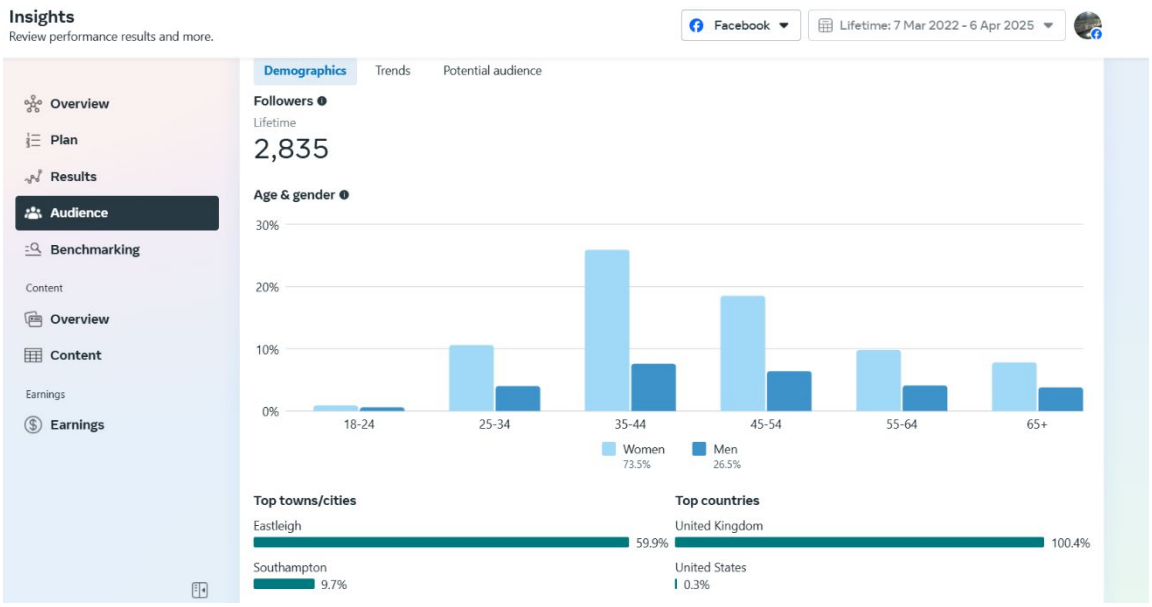
3.1. The Council's social media platforms have progressively increased in followers and likes in the last 12 months.

3.2. The Facebook page currently has 2,835 followers which shows an increase of 210 new followers since April 2024.

3.3. The Instagram page currently has 473 followers reflecting an increase of 74 new followers since April 2024.

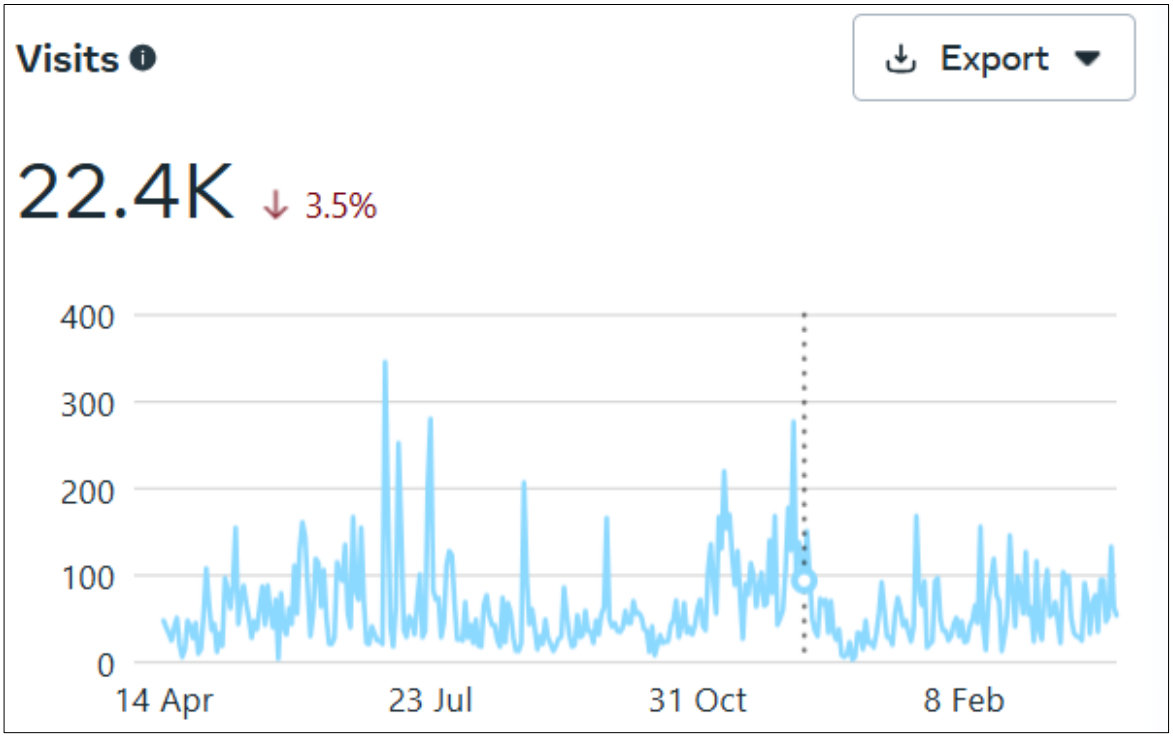
3.4. The below charts show these increases in more detail.

a) Facebook Audience: This chart represents our Facebook Audience by dividing it by gender and age groups which shows that most of the followers are men/women from the 35-44 age group

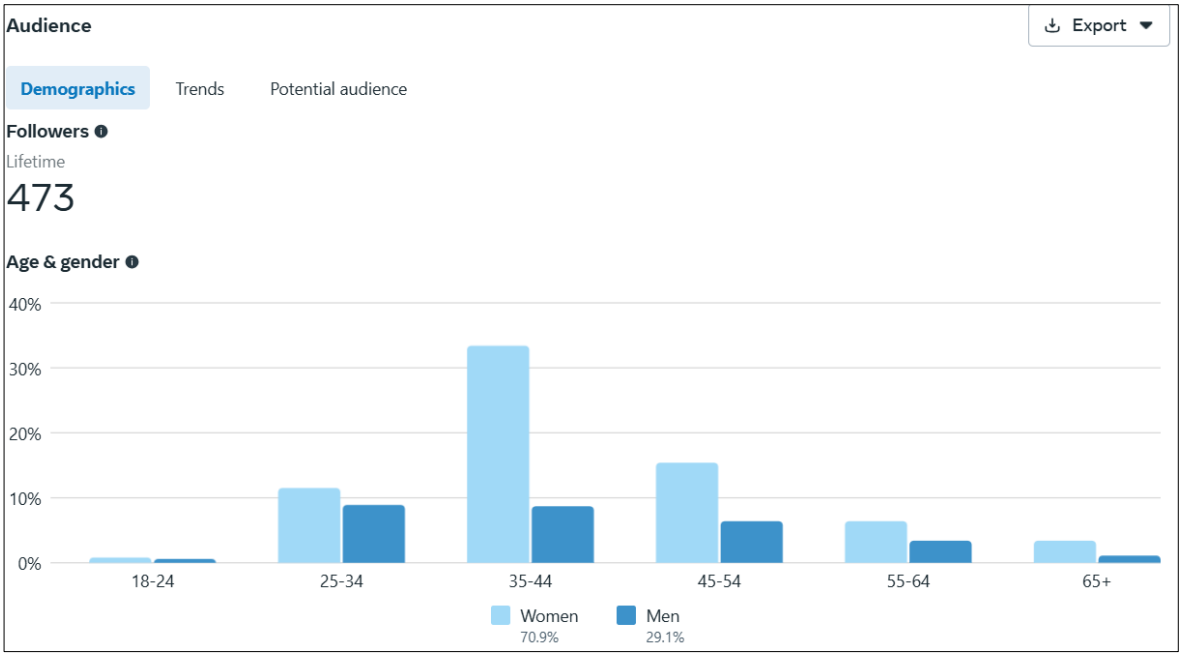


b) Facebook visits: This graph shows the number of visits that followers and non-followers have made to our Facebook page. This has had a very slight decrease from the previous year, although it isn't enough of a decrease to cause concern. Where possible our content is published at the most popular times for optimal engagement, typically

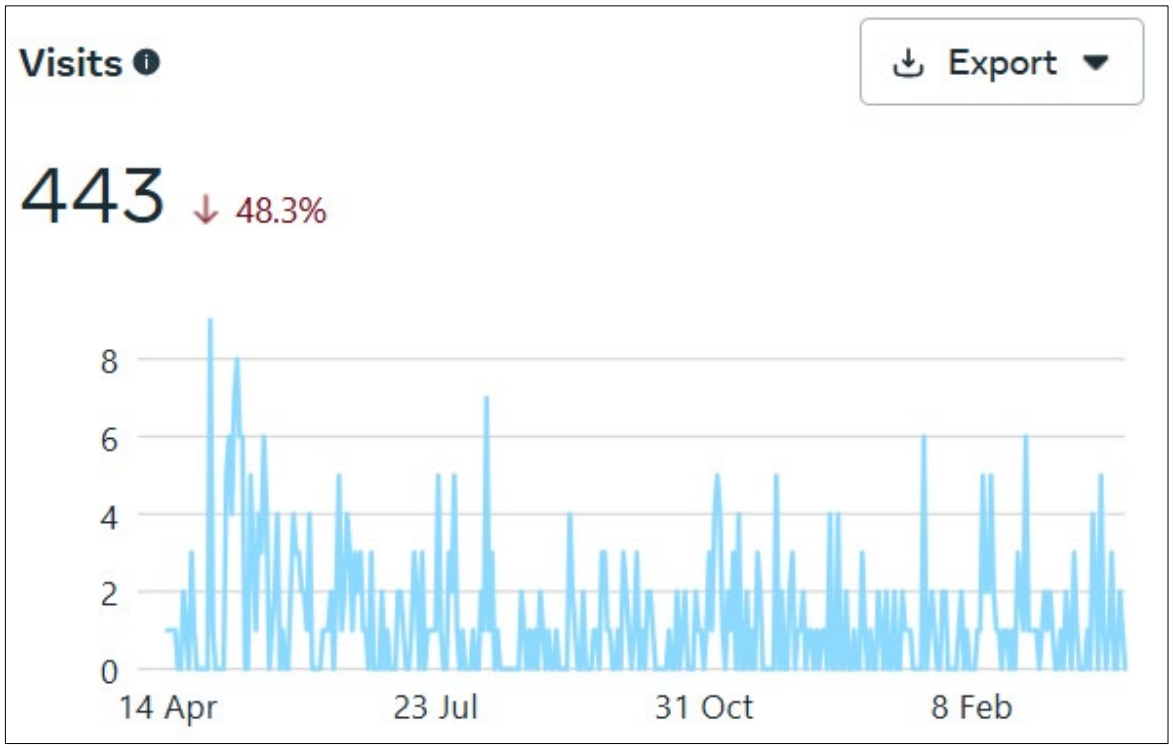
weekday mornings between 9am and 10am and early afternoons between 1pm and 4pm. Fridays and Saturdays also yield a higher engagement than Sundays.



c) Instagram Audience: This chart represents our Instagram Audience by dividing it by gender and age groups which shows that most of the followers are women aged between 35-44 and men aged between 25-34.

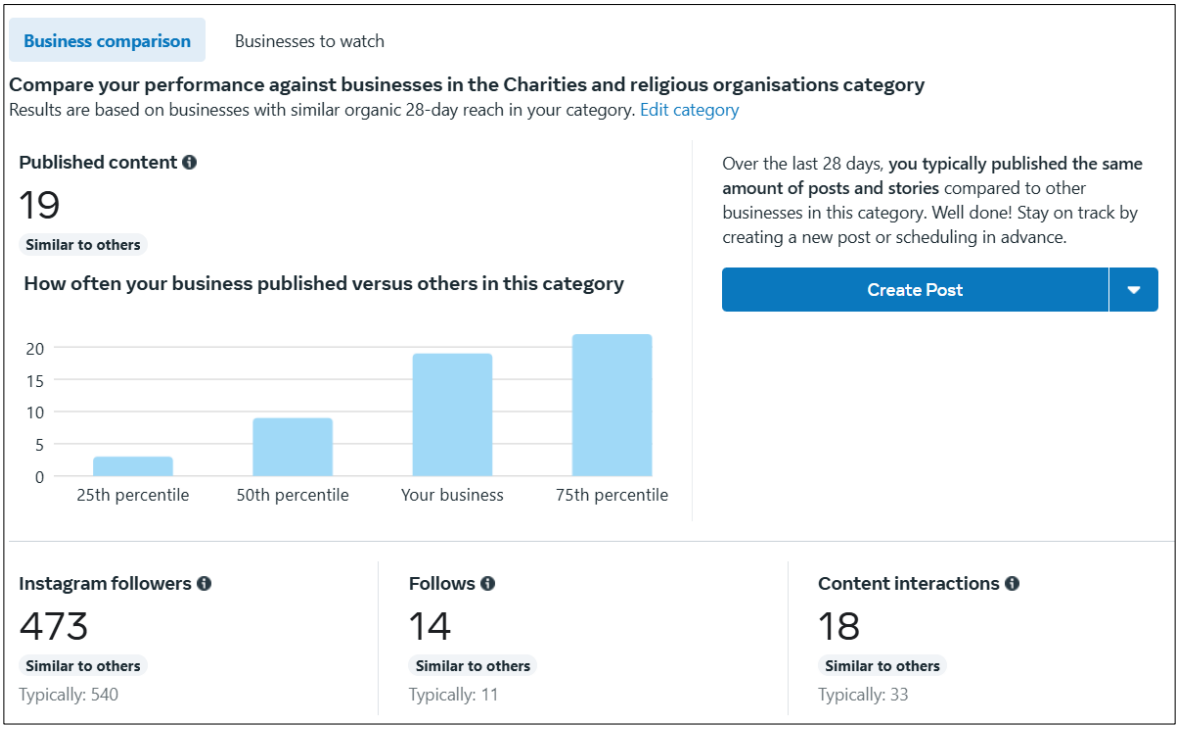


d) Instagram Visits: The graph below shows the number of visits from followers and non-followers to our Instagram Account. This decrease from the previous year reflects our ongoing development on Instagram to meet the challenges of reaching a younger demographic

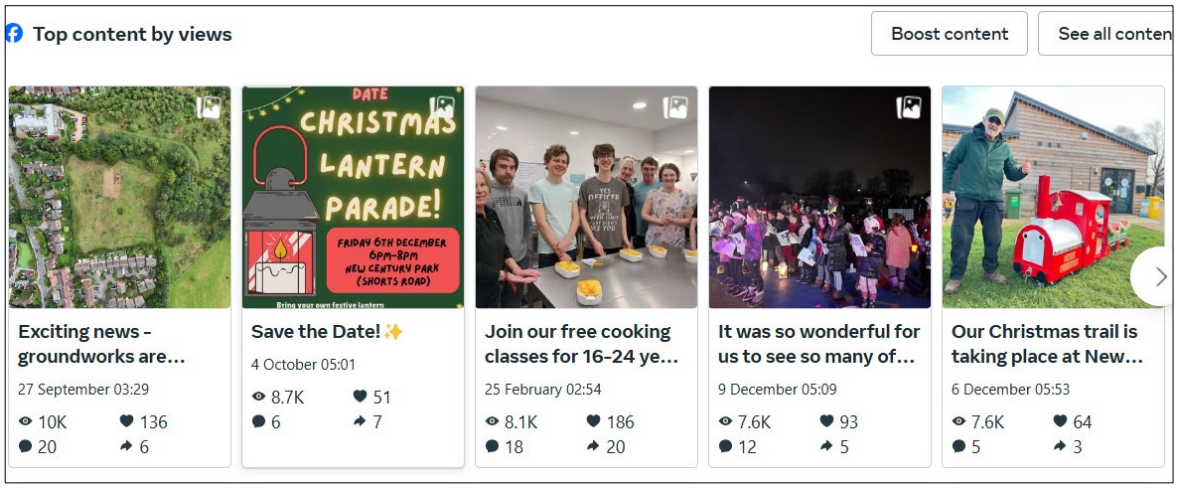


e) The Chart below shows how our Facebook page has performed against other similar business pages (in the last 28 days): The information below shows that we are producing the same amount of content as similar pages to ours.

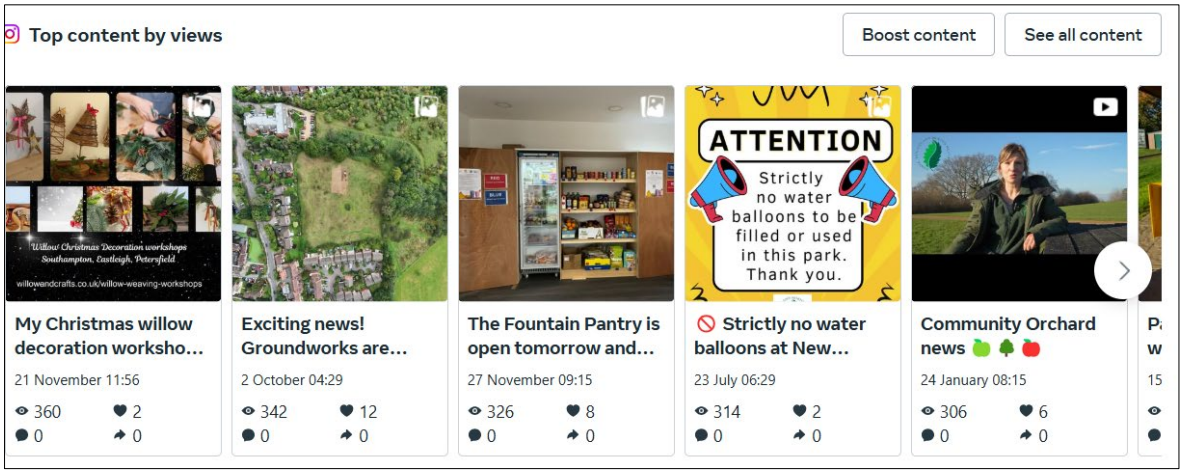
f) The chart below benchmarks our Instagram page against other similar business pages (in the last 28 days): The information below shows that we are producing the same amount of content as similar pages to ours.



g) Facebook top content views:



h) Instagram top content views:



i) The content view for Facebook and Instagram identifies the content that has received the most views and likes. This helps us to create new content and learn what our audience prefers to see on both our Facebook and Instagram pages.

4. WEBSITE

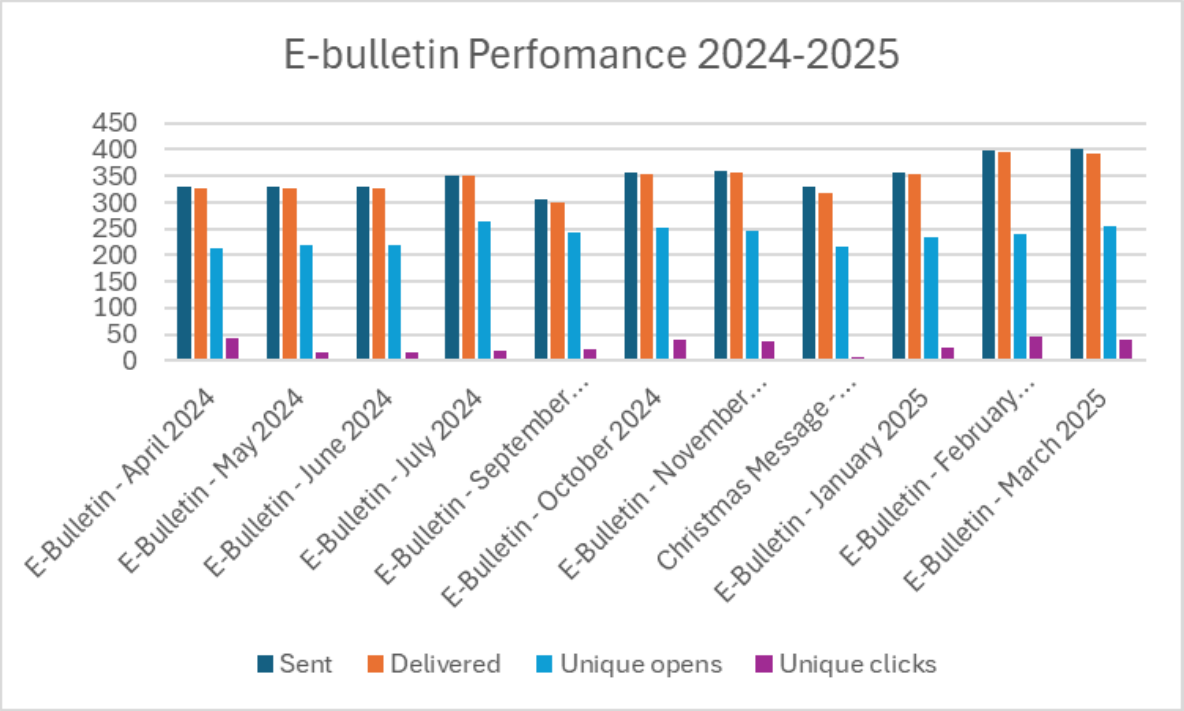
4.1. Overall, the Council's website had 31,960 views between January 2024 and January 2025.

4.2. The most visited pages between January 2024 and January 2025 were:

- Home Page 6,829 hits
- Fountain Café 2,442 hits
- Oak Hall 1,165 hits
- Useful Contacts 955 hits
- Tennis Booking 851 hits

5. E-BULLETIN STATS

5.1. The table below shows the performance of the Council's monthly e-bulletin between April 2024 and March 2025. The total number of e-bulletin signups including staff and council members has increased by 25% to 404 over the last year. This increase is attributed primarily due to the rise in number and popularity of the community events and the promotion of the bulletin during registration. We will continue to market the bulletin to residents via email signatures, posters and events.



6. BLENDED ENGAGEMENT/EQUALITY IMPLICATIONS

6.1. To ensure inclusive and effective communication with all residents, it is essential for the Council to adopt a blended engagement approach that combines both digital and non-digital methods. A varied mix of digital platforms such as websites, social media, e-newsletters, and community apps which allows the Council to reach different demographics, promote services

and events, share timely updates, and gather feedback quickly and efficiently. However, not all residents have equal access to or confidence in using digital technology. By complementing online communication with traditional methods such as printed materials, displaying of information on the 11 public noticeboards, in-person events, and community outreach, the Council can ensure that engagement is accessible, equitable, and far-reaching. This inclusive approach helps strengthen trust, fosters community participation, and supports more effective service delivery.

7. CRIME & DISORDER IMPLICATIONS

7.1. None directly arising from this report.

8. ENVIRONMENT & SUSTAINABILITY IMPLICATIONS

8.1. The Council moved away from the production of a paper newsletter some time ago due to the impact on paper usage/waste on the environment as well as the fact that information in print material was not always up to date.

9. FINANCIAL IMPLICATIONS

9.1. None directly arising from this report.

10. SUMMARY

10.1. It is good practice for the Council to regularly review engagement performance and analyse what types of content generate the most positive response. Monitoring analytics across platforms provides a better understanding of what resonates with different audiences, identify gaps in reach, and refine future communications for greater impact. Insights from this data can inform content strategies, improve targeting, and help allocate resources effectively.

10.2. To grow digital audiences and boost interaction, the Council could consider running interactive campaigns, showcasing local voices and stories, encouraging user-generated content, collaborating with local influencers or organisations, and promoting digital channels through physical spaces such as the library, café, community centres, and public events.

FOR FURTHER INFORMATION CONTACT:

Carly Giles, Communications & Events Officer
comms@fairoak-pc.gov.uk

D

FULL COUNCIL – 14 APRIL 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

2.1 The total cash held across all bank accounts as of 31st March is £361,323

3. TRANSACTIONS

3.1. The total receipts for March in the Council's Current Account totalled £21,982

3.2. The total Current Account payments for March totalled £76,064

4. BACS PAYMENTS

4.1. The total BACS invoice payments outstanding is £19,861

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 March 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2025	Current Account	47,966.89	
31/03/2025	Premier Account	85,716.73	
31/03/2025	Public Sector Deposit Fund	227,595.42	
31/03/2025	Petty Cash	44.35	
			361,323.39

Receipts not on Bank Statement

		0.00
Closing Balance		**361,323.39**

All Cash & Bank Accounts

1	Current Account	47,966.89
2	Premier Account	85,716.73
3	Public Sector Deposit Fund	227,595.42
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**361,323.39**

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 :	**102,048.48**					**102,048.48**	
	Banked: **02/03/2025**	**91.00**						
	Mrs B	91.00		15.17	1200	230	75.83	Hall hire
	Banked: **04/03/2025**	**45.03**						
	tennis	45.03			1550	100	45.03	tennis
	Banked: **04/03/2025**	**91.00**						
	Mrs R	91.00		15.17	1200	230	75.83	hall hire
	Banked: **05/03/2025**	**192.00**						
	Sales Recpts Page 734	192.00	192.00		100			Sales Recpts Page 734
	Banked: **07/03/2025**	**911.00**						
	wessex	911.00			1520	510	911.00	Burial
	Banked: **07/03/2025**	**182.00**						
	Mr C	182.00			1200	250	182.00	hALL HIRE
	Banked: **10/03/2025**	**84.00**						
	Mr W	84.00			1200	250	84.00	Hall hire
	Banked: **11/03/2025**	**45.03**						
	tennis	45.03			1550	100	45.03	tennis
	Banked: **12/03/2025**	**76.00**						
	Mrs L	76.00		12.67	1200	230	63.33	Hall hire
	Banked: **18/03/2025**	**1,000.00**						
	Marucci	1,000.00			1900	100	1,000.00	ice cream splashpad
	Banked: **19/03/2025**	**96.00**						
	Sales Recpts Page 737	96.00	96.00		100			Sales Recpts Page 737
	Banked: **19/03/2025**	**115.00**						
	cash deposit	115.00			1900	100	115.00	donation money linda
	Banked: **19/03/2025**	**143.00**						
	Mrs C	143.00			1200	250	143.00	Hall hire
	Banked: **19/03/2025**	**5,120.00**						
	Sales Recpts Page 738	5,120.00	5,120.00		100			Sales Recpts Page 738
	Banked: **19/03/2025**	**465.50**						
	Sales Recpts Page 739	465.50	465.50		100			Sales Recpts Page 739
	Banked: **19/03/2025**	**240.00**						
	Sales Recpts Page 740	240.00	240.00		100			Sales Recpts Page 740
	Banked: **19/03/2025**	**760.00**						
	Sales Recpts Page 741	760.00	760.00		100			Sales Recpts Page 741
	Banked: **19/03/2025**	**192.00**						
	Sales Recpts Page 742	192.00	192.00		100			Sales Recpts Page 742
	Banked: **19/03/2025**	**242.00**						

Continued on Page 59

Receipts for Month 12 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Mrs V	242.00		40.33	1200	230	201.67	Hall Hire
	Banked: **19/03/2025**	**3.00**						
	correction	3.00			1200	230	3.00	correction
	Banked: **20/03/2025**	**209.00**						
	Mrs S	209.00		34.83	1200	230	174.17	Hall hire
	Banked: **20/03/2025**	**9.36**						
	stipe	9.36			1900	100	9.36	Tennis
	Banked: **20/03/2025**	**53.00**						
	Mr H	53.00			1200	250	53.00	Hall hire
	Banked: **20/03/2025**	**355.50**						
	Mrs N	355.50		59.25	1200	230	296.25	Hall hire
	Banked: **21/03/2025**	**6,219.50**						
	Sales Recpts Page 743	6,219.50	6,219.50		100			Sales Recpts Page 743
	Banked: **21/03/2025**	**64.00**						
	Age Concern	64.00			1200	250	64.00	Hall hire
	Banked: **22/03/2025**	**191.50**						
	Mr J	191.50			1540	510	191.50	Cremation
	Banked: **23/03/2025**	**116.00**						
	Sales Recpts Page 746	116.00	116.00		100			Sales Recpts Page 746
	Banked: **24/03/2025**	**30.00**						
	Sales Recpts Page 747	30.00	30.00		100			Sales Recpts Page 747
	Banked: **25/03/2025**	**92.00**						
	Sales Recpts Page 748	92.00	92.00		100			Sales Recpts Page 748
	Banked: **26/03/2025**	**192.00**						
	Sales Recpts Page 749	192.00	192.00		100			Sales Recpts Page 749
	Banked: **27/03/2025**	**150.00**						
	Sales Recpts Page 750	150.00	150.00		100			Sales Recpts Page 750
	Banked: **27/03/2025**	**75.00**						
	Sales Recpts Page 751	75.00	75.00		100			Sales Recpts Page 751
	Banked: **27/03/2025**	**68.00**						
	Sales Recpts Page 752	68.00	68.00		100			Sales Recpts Page 752
	Banked: **27/03/2025**	**68.00**						
	Sales Recpts Page 753	68.00	68.00		100			Sales Recpts Page 753
	Banked: **27/03/2025**	**34.00**						
	Sales Recpts Page 754	34.00	34.00		100			Sales Recpts Page 754
	Banked: **27/03/2025**	**34.00**						
	Sales Recpts Page 755	34.00	34.00		100			Sales Recpts Page 755

Continued on Page 60

Receipts for Month 12 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: **27/03/2025**	**136.00**						
	Sales Recpts Page 756	136.00	136.00		100			Sales Recpts Page 756
	Banked: **27/03/2025**	**34.00**						
	Sales Recpts Page 757	34.00	34.00		100			Sales Recpts Page 757
	Banked: **27/03/2025**	**102.00**						
	Sales Recpts Page 758	102.00	102.00		100			Sales Recpts Page 758
	Banked: **27/03/2025**	**34.00**						
	Sales Recpts Page 759	34.00	34.00		100			Sales Recpts Page 759
	Banked: **27/03/2025**	**34.00**						
	Sales Recpts Page 760	34.00	34.00		100			Sales Recpts Page 760
	Banked: **27/03/2025**	**68.00**						
	Sales Recpts Page 761	68.00	68.00		100			Sales Recpts Page 761
	Banked: **27/03/2025**	**543.00**						
	Mrs S	543.00		90.50	1200	230	452.50	Hall hire - woodlands
	Banked: **28/03/2025**	**180.00**						
	guides	180.00		30.00	1200	230	150.00	Hall hire
	Banked: **30/03/2025**	**379.50**						
	fair oak karate	379.50		63.25	1200	230	316.25	fair oak karate
	Banked: **31/03/2025**	**1,577.00**						
	Sales Recpts Page 762	1,577.00	1,577.00		100			Sales Recpts Page 762
	Banked: **31/03/2025**	**604.00**						
	R steel and partners	604.00			1520	510	604.00	Burial
	Banked: **31/03/2025**	**121.00**						
	sound pop acade	121.00		20.17	1200	230	100.83	Hall hire
	Banked: **31/03/2025**	**115.00**						
	Mr K	115.00		19.17	1200	230	95.83	Hall hire
Total Receipts for Month		21,981.92	16,129.00	400.51			5,452.41	
Cashbook Totals		124,030.40	16,129.00	400.51			107,500.89	

Continued on Page 61

Payments for Month 12 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/03/2025	ACELIFTAWAY	109502	108.00	108.00		500			Allotment toilets
01/03/2025	DYNAMIKA UK	109503	354.00	354.00		500			Water survey = Library
01/03/2025	FIRECARE &SECURITY	109504	496.80	496.80		500			Fire Main and alarm
01/03/2025	HOSTED	109505	723.23	723.23		500			mcirosoft bank up/block time
01/03/2025	REALTIS BUSINESS SOLUTIONS	109506	202.80	202.80		500			On site training
01/03/2025	all about art	18022024	675.00	675.00		500			woodland Mosaic
01/03/2025	ARCO	18022025	179.98	179.98		500			work boots safety
01/03/2025	CEDERPEST	18022026	228.00	228.00		500			pest control
01/03/2025	COMPACT FORK TRUCKS	18022027	600.00	600.00		500			Equipment service
01/03/2025	EBC	18022028	16,557.45	16,557.45		500			work on Isuzu
01/03/2025	HARROD SPO	18022029	193.80	193.80		500			Football nets
01/03/2025	SMART MARKETING	18022030	78.00	78.00		500			maketing support
01/03/2025	wildwood machinery	18022031	3,229.39	3,229.39		500			KUBUTA Maint
01/03/2025	Mrs S	BILL	13.05			5006	900	13.05	CDO EXPENSES
						317	0	-13.05	CDO EXPENSES
						6000	900	13.05	CDO EXPENSES
01/03/2025	Acol cleaning	107278	1,596.00	1,596.00		500			Contract cleaning
01/03/2025	eastleigh services	107279	237.00	237.00		500			Boiler call out and Maint
01/03/2025	FAROL	107280	450.62	450.62		500			Equipment Maint
01/03/2025	FIRECARE &SECURITY	107281	1,076.40	1,076.40		500			fire and alarm maint
01/03/2025	HAMSPHIRE SWIFTS	107282	220.00	220.00		500			SUPPLY AND INSTALL SWIFT BOXES
01/03/2025	HOUND parish council	107283	435.00	435.00		500			Training
01/03/2025	INTRATEST	107284	1,080.00	1,080.00		500			Structural inspection hanging
01/03/2025	PARISH ONLINE	107285	480.00	480.00		500			Parish online subscriptions
01/03/2025	CWM AGGREGATES	95092	222.00	222.00		500			concrete channels
01/03/2025	eastleigh services	95093	156.00	156.00		500			Boiler Maint
01/03/2025	FLEET	95094	348.96	348.96		500			pitchmarker
01/03/2025	MKM	95095	360.00	360.00		500			MKM
01/03/2025	SOURCE SUPPLIES	95096	39.54	39.54		500			cleaning supplies
01/03/2025	Travis perkins	95097	138.02	138.02		500			Turf cutter hire
01/03/2025	wildwood machinery	95098	596.54	596.54		500			van maint
01/03/2025	FIRECARE &SECURITY	27649	162.00	162.00		500			Door access system
01/03/2025	REALTIS BUSINESS SOLUTIONS	27650	202.80	202.80		500			training
01/03/2025	MKM	45002012	2,944.65	2,944.65		500			Concrete channels
03/03/2025	BT	DD	1.87		0.31	4120	110	1.56	tel and broadband
03/03/2025	kingfisher	DD	18.05		3.01	4540	290	15.04	materials
03/03/2025	octopus	VISA	183.17		30.53	4405	150	152.64	Electric PO
03/03/2025	SSE	DD	1,558.20		259.70	4405	230	1,298.50	electric - woodlands
03/03/2025	h3g	DD	22.93		3.82	4125	110	19.11	Mobile phones
04/03/2025	Hampshire CC	CR	-137.04			5006	900	-137.04	Heathlands conribution
						317	0	137.04	Heathlands conribution
						6000	900	-137.04	Heathlands conribution
04/03/2025	SSE	DD	358.09		59.68	4405	250	298.41	electric - HH
04/03/2025	Welcome retail	VISA	17.46		2.91	4540	290	14.55	Materials
05/03/2025	bt group	DD	11.46		1.91	4120	240	9.55	tel and broadband

Continued on Page 62

Payments for Month 12 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/03/2025	amazon	VISA	75.98			4540	290	75.98	materials
05/03/2025	amazon	VISA	22.09			4540	290	22.09	materials
05/03/2025	amazon	VISA	7.58			4540	290	7.58	materials
06/03/2025	BT	DD	11.46		1.91	4120	250	9.55	tel and broadband
06/03/2025	amazon	VISA	11.28			4540	290	11.28	Materials
06/03/2025	wix.com	VISA	26.28		4.38	4540	290	21.90	materials
07/03/2025	allstar	DD	158.59		26.43	4305	210	132.16	Fuel
07/03/2025	wessex funeral	CR	911.00			1520	510	911.00	burial
07/03/2025	Mr C	CR	182.00			1200	250	182.00	Hall hire
07/03/2025	wessex	CR	-911.00			1520	510	-911.00	correction
07/03/2025	Mr W	CR	-182.00			1200	250	-182.00	Hall hire correction
10/03/2025	Peninsula	DD	24.73		4.12	4030	110	20.61	employee eap
10/03/2025	British Gas	DD	637.17		106.20	4400	150	530.97	gas
10/03/2025	amazon	VISA	33.12			4540	290	33.12	Materials
10/03/2025	Mr W	CR	84.00			1200	250	84.00	Hall hire
10/03/2025	Mr W	CR	-84.00			1200	250	-84.00	Hall hire correction
11/03/2025	Octopus	DD	317.71		52.95	4405	230	264.76	elec - woodlands
11/03/2025	British GAS	DD	384.31		64.05	4400	250	320.26	GAS -HH
11/03/2025	SP wildlife	VISA	26.22		4.37	5006	900	21.85	community developmen
						317	0	-21.85	community developmen
						6000	900	21.85	community developmen
11/03/2025	lidel	VISA	17.22			5006	900	17.22	Pantry Shop
						317	0	-17.22	Pantry Shop
						6000	900	17.22	Pantry Shop
11/03/2025	tennis	CR	45.03			1550	100	45.03	tennis
11/03/2025	tennis	CR	-45.03			1550	100	-45.03	Correction
13/03/2025	Scottish water	DD	128.99			4410	230	128.99	water - Woodlands
14/03/2025	o2	DD	21.60		3.60	4125	110	18.00	Mobile phones
14/03/2025	scottish water	DD	51.56			4400	250	51.56	water - HH
14/03/2025	payroll	BILL	17,620.76			4000	110	17,620.76	payroll
14/03/2025	payroll	BILL	2,280.66			4000	110	2,280.66	payroll
						316	0	-2,280.66	payroll
						6000	110	2,280.66	payroll
14/03/2025	amazon	VISA	12.00			5006	900	12.00	Foil dishes cooking
						317	0	-12.00	Foil dishes cooking
						6000	900	12.00	Foil dishes cooking
14/03/2025	amazon	VISA	14.19			5006	900	14.19	rolling pins - cooking pr
						317	0	-14.19	rolling pins - cooking pr
						6000	900	14.19	rolling pins - cooking pr
14/03/2025	sage payroll	DD	37.20		6.20	4132	110	31.00	sage payroll
14/03/2025	Hillier nurseries	VISA	128.70		21.45	5006	900	107.25	Planting Canoe - cafe
						317	0	-107.25	Planting Canoe - cafe
						6000	900	107.25	Planting Canoe - cafe
17/03/2025	BT	DD	55.94		9.32	4120	250	46.62	tel and broadband
17/03/2025	Peninsula	DD	423.22		70.54	4070	110	352.68	employer services
18/03/2025	pensions	BILL	6,449.78			4010	110	6,449.78	pensions
18/03/2025	hmrc	BILL	6,145.06			4000	110	6,145.06	paye
18/03/2025	lidel	VISA	15.21			5006	900	15.21	food pantry
						317	0	-15.21	food pantry
						6000	900	15.21	food pantry

Continued on Page 63

Payments for Month 12 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/03/2025	canva	VISA	23.59			4132	110	23.59	canva
19/03/2025	high street vouchers	VISA	254.25			4100	110	254.25	Linda donation
19/03/2025	amazon	VISA	21.37			5006	900	21.37	Rolling pins - cooking program
						317	0	-21.37	Rolling pins - cooking program
						6000	900	21.37	Rolling pins - cooking program
20/03/2025	Eastleigh	CR	-750.00			4070	110	-750.00	Legal reimburse - carnival
20/03/2025	amazon	VISA	29.00			4800	500	29.00	water mains pipe
20/03/2025	amazon	VISA	44.30			4800	500	44.30	Pipe liner and hose fittir
20/03/2025	amazon	VISA	97.87			4800	500	97.87	piping tubes - water mains
21/03/2025	SSE	DD	761.46		126.91	4405	230	634.55	Electricity - woodlands
21/03/2025	bank charges	DD	5.00			4095	110	5.00	bank charges
21/03/2025	Mrs S	BILL	324.99			5006	900	324.99	Expenses
						317	0	-324.99	Expenses
						6000	900	324.99	Expenses
21/03/2025	Mrs G	BILL	10.75			4100	110	10.75	Reimbursement
21/03/2025	Mrs S	BILL	17.46			5006	900	17.46	Reimbursement
						317	0	-17.46	Reimbursement
						6000	900	17.46	Reimbursement
21/03/2025	Mr H	BILL	41.98			4530	290	41.98	Reimbursement - Shove
21/03/2025	Mrs S	BILL	17.22			5006	900	17.22	Reimbursement expenses
						317	0	-17.22	Reimbursement expenses
						6000	900	17.22	Reimbursement expenses
21/03/2025	Lidel	VISA	21.43			5006	900	21.43	Pantry shop
						317	0	-21.43	Pantry shop
						6000	900	21.43	Pantry shop
21/03/2025	Marks and spencer	BILL	19.50			4100	110	19.50	Flowers
23/03/2025	Mrs S	BILL	90.96			5006	900	90.96	Expenses
						317	0	-90.96	Expenses
						6000	900	90.96	Expenses
24/03/2025	SSE	DD	350.87		58.48	4405	250	292.39	Electricity -HH
24/03/2025	BT	DD	473.40		78.90	4133	110	394.50	Internet services
25/03/2025	sse energry	DD	30.49		5.08	4405	240	25.41	Electrictity Pavilion
25/03/2025	British Gas	DD	223.25		37.21	4400	250	186.04	gas - HH
25/03/2025	Mrs L	BILL	13.05			4105	110	13.05	Expenses - milage
25/03/2025	lidel	VISA	27.23			5006	900	27.23	Cooking programme
						317	0	-27.23	Cooking programme
						6000	900	27.23	Cooking programme
26/03/2025	Hillier Nurseries	VISA	9.58		1.60	5006	900	7.98	Planting canoe - cafe
						317	0	-7.98	Planting canoe - cafe
						6000	900	7.98	Planting canoe - cafe
26/03/2025	amazon	VISA	-14.19			5006	900	-14.19	refund -rolling pins
						317	0	14.19	refund -rolling pins
						6000	900	-14.19	refund -rolling pins

Continued on Page 64

Payments for Month 12 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/03/2025	etsy	VISA	7.93			5006	900	7.93	Cookig programme - chefs hat
						317	0	-7.93	Cookig programme - chefs hat
						6000	900	7.93	Cookig programme - chefs hat
26/03/2025	etsy	VISA	7.48			5006	900	7.48	cooking programme - wooden spo
						317	0	-7.48	cooking programme - wooden spo
						6000	900	7.48	cooking programme - wooden spo
28/03/2025	Hampshire CC	CR	-270.00			5006	900	-270.00	Mini forest contribution
						317	0	270.00	Mini forest contribution
						6000	900	-270.00	Mini forest contribution
28/03/2025	asda	VISA	76.41			5006	900	76.41	food pantry order
						317	0	-76.41	food pantry order
						6000	900	76.41	food pantry order
28/03/2025	SLCC	VISA	255.00			4132	110	255.00	annual membership
28/03/2025	amazon	VISA	45.00			5006	900	45.00	secateurs
						317	0	-45.00	secateurs
						6000	900	45.00	secateurs
28/03/2025	amazon	VISA	5.99			5006	900	5.99	cooking programme cupcake/icin
						317	0	-5.99	cooking programme cupcake/icin
						6000	900	5.99	cooking programme cupcake/icin
31/03/2025	BT	DD	1.87		0.31	4120	110	1.56	Tel and broadband
31/03/2025	SSE	DD	1,213.84		202.31	4405	250	1,011.53	HH - Electricity
31/03/2025	SSE	DD	800.44		133.41	4400	230	667.03	Gas HH
31/03/2025	aglico	DD	180.49		30.08	4085	110	150.41	printer consumables
31/03/2025	h3g	DD	22.93		3.82	5006	900	19.11	Mobile phone CDO
						317	0	-19.11	Mobile phone CDO
						6000	900	19.11	Mobile phone CDO
31/03/2025	amazon	VISA	13.49			5006	900	13.49	Cupcake trays
						317	0	-13.49	Cupcake trays
						6000	900	13.49	Cupcake trays
	Total Payments for Month		76,063.51	34,371.98	1,415.50			40,276.03	
	Balance Carried Fwd		47,966.89						
	Cashbook Totals		124,030.40	34,371.98	1,415.50			88,242.92	

Fair Oak & Horton Heath Parish Council

Invoices Due for Payment by 30 April 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]							
31/03/2025	110011		*allotment toilets*		28/04/2025	119.57		119.57
					Total of Invoices Due (ACE001)	**119.57**	**0.00**	**119.57**
	Acol cleaning [ACOL CLEAN]							
21/03/2025	35482		*contract cleaning*		18/04/2025	2,090.34		2,090.34
					Total of Invoices Due (ACOL CLEAN)	**2,090.34**	**0.00**	**2,090.34**
	cafe in the park [CAFE IN TH]							
01/04/2025	001		*Donation*		29/04/2025	600.00		600.00
					Total of Invoices Due (CAFE IN TH)	**600.00**	**0.00**	**600.00**
	CEDERPEST [CED001]							
01/04/2025	5123		*pest control KP*		29/04/2025	312.00		312.00
					Total of Invoices Due (CED001)	**312.00**	**0.00**	**312.00**
	CIA FIRECARE AND SECURITY [CIA]							
31/03/2025	284383		*Smart access system call out*		22/04/2025	192.00		192.00
					Total of Invoices Due (CIA)	**192.00**	**0.00**	**192.00**
	CWM AGGREGATES [CWM001]							
28/03/2025	97525		*crushed concrete*		25/04/2025	126.00		126.00
28/03/2025	97526		*crushed concrete*		24/04/2025	126.00		126.00
28/03/2025	97527		*Premium soil*		25/04/2025	45.60		45.60
					Total of Invoices Due (CWM001)	**297.60**	**0.00**	**297.60**
	DAVID BOWEN [DAVI]							
31/03/2025	168		*legal advice - cemetery road*		28/04/2025	577.50		577.50
31/03/2025	169		*legal advice - devolution*		28/04/2025	770.00		770.00
					Total of Invoices Due (DAVI)	**1,347.50**	**0.00**	**1,347.50**
	eastleigh services [EAST]							
14/03/2025	107745		*Boiler service*		15/04/2025	246.00		246.00
					Total of Invoices Due (EAST)	**246.00**	**0.00**	**246.00**
	EBC [EBC001]							
17/03/2025	5501659		*Business rates*		14/04/2025	10,728.50		10,728.50
					Total of Invoices Due (EBC001)	**10,728.50**	**0.00**	**10,728.50**

Fair Oak & Horton Heath Parish Council

Invoices Due for Payment by 30 April 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
	HOSTED							
01/04/2025	4112		*Microsoft 365/ block time*		29/04/2025	723.23		723.23
					Total of Invoices Due (HOSTED)	**723.23**	**0.00**	**723.23**
	MKM							
31/03/2025	002045		*Crushed limestone - pitches*		28/04/2025	1,632.00		1,632.00
31/03/2025	98153		*Rollers - Pitches*		28/04/2025	232.64		232.64
31/03/2025	98135		*fence Panels - Pitches*		28/04/2025	201.60		201.60
31/03/2025	98134		*Tip truck hire - pitches*		28/04/2025	761.40		761.40
					Total of Invoices Due (MKM)	**2,827.64**	**0.00**	**2,827.64**
	REALTIS BUSINESS SOLUTIONS [REAL001]							
21/03/2025	32501		*User fee*		18/04/2025	12.78		12.78
					Total of Invoices Due (REAL001)	**12.78**	**0.00**	**12.78**
	SMART MARKETING [SMAR001]							
21/03/2025	3995		*Maerketing support*		18/04/2025	78.00		78.00
					Total of Invoices Due (SMAR001)	**78.00**	**0.00**	**78.00**
	TRUEGREEN							
30/03/2025	0030		*Weed spray*		26/04/2025	285.95		285.95
					Total of Invoices Due (TRUEGREEN)	**285.95**	**0.00**	**285.95**
					Total of Invoices Due (Creditors)	**19,861.11**	**0.00**	**19,861.11**
					TOTAL OF INVOICES DUE (ALL LEDGERS)	**19,861.11**	**0.00**	**19,861.11**

E

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**
MAY 25			
ITEM	**OBJECTIVE**	**METHOD**	**LEAD OFFICER**
Corporate Action Plan	To adopt the Action Plan for 25-26	Report	**Clerk**
Café Post Project Evaluation	To review the café project	Report	**Clerk**
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 Cemetery	To commence project planning for the development of the new cemetery	Report	**Clerk/Operations Manager**
Cemetery Path	To receive a fully costed options appraisal on the path refubishment	Report	**Operations Manager**
Play Strategy Progress	To receive an update on the development of the strategy	Report	**Cllr Bird**
Corporate Social Responsibility Policy/Sustainability Policy	To review the current document	Report	**Deputy Clerk**
JULY 25 - Meeting cancelled			
UNALLOCATED			
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	**Clerk/Operations Manager**
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**
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**
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**
Children & Vulnerable Adult Protection Policy	To review the current document	Report	**Clerk**
Data Protection Policy	To review the current document	Report	**Clerk**