



Wickham and Knowle Parish Council

Policy and Finance Committee

(Chair: Cllr Craig Manuel Members: Cllr Robert Broad, Cllr Nic Holladay, Cllr Sandy Phillips-Lee, Cllr Loraine Rappé)

Dear Councillors

I hereby give you notice that a meeting of the Policy and Finance Committee will be held at **Knowle Village Hall, PO17 5GR on Thursday 23rd January 2025 at 8.00pm**. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk unless classified as Confidential

Agenda item	Title	Lead	Page
1.	To receive apologies for absence	Chair	-
2.	To receive declarations of interest on agenda items	Chair	-
3.	Public Session	Chair	-
4.	To approve the minutes of the meeting held on 14 th November 2024	Chair	2-4
5.	To receive an update from the Clerk on matters arising	Clerk	5
6.	To receive a budget monitoring report for Q3 2024-25	Clerk	6-12
7.	To approve the payments list for October, November and December 2024	Clerk	13-15
8.	To approve virement from reserves to fund office conversion costs at Knowle Village Hall	Chair	16
9.	To approve the updated Fixed Asset Register and recommend to Full Council	Clerk	17-23
10.	To review the Standing Orders and make a recommendation for re-adoption to Full Council	Chair	24-49
11.	To consider quotes for the Council's insurance policy due to expire on 7 th March 2025 and make a recommendation to Full Council	Clerk	To follow
12.	To review the utility account contracts due to expire in March 2025 and approve entering into a new contract with the Hampshire County Council Framework	Clerk	50
13.	To review the Council's bad debts and agree course of action	Clerk	51
14.	Motion for confidential business The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."	Chair	-
15.	To consider the Boston's rent	Chair	Conf.

Sophie Thorogood
Clerk and RFO to Wickham & Knowle Parish Council
clerk@wickhamparishcouncil.org
19th January 2025



Wickham and Knowle Parish Council

Policy and Finance Committee

Minutes of the Policy and Finance Committee held at Knowle Village Hall

Thursday 14th November 2024 at 9:00pm

Committee members present: Cllr Craig Manuel (Chair), Cllr K Holladay, Cllr N Holladay, Cllr Rappé, Cllr Phillips-Lee (Vice-Chair)

In Attendance: Sophie Thorogood, Parish Clerk & RFO

Members of Public: none

1. **Apologies for absence:** None
2. **Declarations of interest on agenda items:** None declared
3. **Public Session:** no members of public were in attendance.
4. **Minutes of the meeting held on the 12th September 2024**
RESOLVED: Minutes of the meeting having been circulated were approved and signed by the Chair, as proposed by Cllr N Holladay, seconded by Cllr Rappé and carried.
5. **Clerk's update:** The Clerk's update had been circulated with the document pack and was noted.
6. **New Model Financial Regulations:**
Cllr N Holladay's suggested changes had been incorporated into the document and the final version had been circulated with the document pack.
RESOLVED: To recommend to Full Council to adopt the new Model Financial Regulations, as proposed by Cllr Rappé, seconded by Cllr Phillips-Lee and carried.
7. **Budget monitoring for Q2 2024-25:** Monitoring report noted.
8. **Payments lists for August and September 2024:** The payments lists had been circulated with the document pack.
RESOLVED: To approve the payments lists for August and September 2024, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.
9. **Draft budget for 2025/26:** The draft budget prepared by Cllr Manuel and the Clerk was circulated with the document pack.
RESOLVED: To recommend to Full Council to approve the budget for 2025/26, with income of £422,596 and expenditure of £386,850, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.
10. **Precept Recommendation for 2025/26:** Based on the draft budget at agenda item 9, it was discussed to recommend a precept rise of 15% on a band D property, being a rise from £170 to £195.50 based on a tax base of 1,901.26. The confirmed tax base number from WCC is expected to arrive before the Full Council meeting on 5th December, where the precept demand value will be updated accordingly.



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RESOLVED: To recommend to Full Council a precept increase of 15% on a band D property, being a total demand of £371,696, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

- 11. Tennis Club rent for 2024/25:** The lease was signed in September 2017 stating “ The lease was signed in September 2017 stating “to contribute an annual rent to WPC of £3,600 + annual inflation at an agreed percentage to cover a sinking fund for the courts beginning two years after court completion”

Using the Bank of England website to calculate (<https://www.bankofengland.co.uk/monetary-policy/inflation/inflation-calculator>)

£3,600 in 2017 would be worth £4,675 in September 2024.

The Clerk has looked through the records and can find no trace of electricity recharges for the past 3 years. The Tennis Club did chase this regularly and have money set aside in reserves to pay the backdated charge.

RESOLVED: To approve the Tennis Club rent for 2024/25 as £4,675, and raise invoices for 3 years of backdated electricity charges, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

- 12. To extend appointment of Lightatouch:**

RESOLVED: To recommend to Full Council to extend the appointment of Lightatouch as the Council’s Internal Auditor for the 2024/25 financial year, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

- 13. Wickham Recreation Pavilion project:**

Approval is required for the following:

- A quote of £4,250 for Axis to act as Principal Designer for the project
- A quote of £900 for Axis to prepare the planning application to WCC
- A estimate of £1,200 for the Planning Portal Fees
- A estimate of £1,000 for a topographical survey of the Recreation Ground.

These extra costs, totalling £7,350, are requested for approval. They have not been taken into account from the original £25,000 requested from WCC for the S106 staged payment and will be funded from the earmarked reserve until 2025/26 when the balance of the S106 will be released to the Parish Council.

RESOLVED: To recommend to Full Council to approve submission of the Wickham Recreation Pavilion for planning permission, and approve the above associated costs, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

- 14. Wickham Recreation Pavilion to RIBA stage 4:**

The original quote from Axis was for £4,550 for RIBA stages 1-3, which has now almost all been invoiced (£400 remains outstanding to be invoiced for stage 3).

To move the Pavilion Project to stage 4, a further £11,300 is required for stages 4A, 4B and 4C.

RESOLVED: To recommend to Full Council to accept a quote of £11,300 to move the Wickham Recreation Pavilion project to RIBA stage 4, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.



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15. Knowle Village Hall extension project to RIBA stage 4:

The original quote from Axis was for £4,550 for RIBA stages 1-3, which has been fully invoiced. Planning Permission has been granted.

To move the Pavilion Project to stage 4, a further £12,810 is required for stages 4A, 4B and 4C.

Approval is required for the following:

- A quote of £4,900 for Axis to act as Principal Designer for the Knowle Village Hall extension project
- A quote of £12,810 for Axis to move the Knowle Village Hall extension project to RIBA Stage 4

RESOLVED: To recommend to Full Council to accept a quote of £17,710 to move the Knowle Village Hall extension project to RIBA stage 4, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

16. To add Victoria Glenister to the bank mandate:

RESOLVED: To add Victoria Glenister to the Lloyds bank mandate as a viewer, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

17. To close meeting for confidential business.

18. To consider the Boston's rent:

Cllr Manuel and the Clerk met with the owner of Bostons to forewarn that the Council intended to instruct a company to carry out a market appraisal of the rent for the building. Cllr Greenbank had provided a recommendation for a company able to carry out this appraisal and a quote is awaited from them. It was not received in time to be considered before this meeting.

During the Water Meadows Committee meeting in October, numerous Land Registry title deeds were downloaded and it was discovered that the building is actually registered as belonging to the Parish Council and not the Charity. It will therefore be the Policy & Finance Committee who review the market appraisal at a future meeting and agree any changes to the rent.

Meeting Closed, 10:21pm

Signed.....

Date.....

Policy & Finance Committee meeting – 23rd January 2025

Agenda Item 5 -

To receive an update from the Clerk on matters arising

The VAT returns for Q2 and Q3 2024/25 were made and refunds were received into the Council's bank account within 7 days.

The interim internal audit for 2024/25 will take place on 27th January; any report/actions will be taken to the Full Council meeting on 30th January for noting.

The precept demand was submitted to Winchester City Council on 6th December 2024.

The Business Manager has been added to the Lloyds bank mandate and is able to now view transactions independently of the Clerk.

The Tennis Club rent invoice for 2024/25 has been raised and payment received into the bank account. The 2025/26 charge will be discussed by Policy & Finance Committee going forward each April of the new financial year. Invoice to be raised, alongside the recharge of electricity costs for the previous financial year at the same time.

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	Previous Year's Net	2024/25	Actual Net	Balance	2025/26	
INCOME						
Finance & Administration						
100	Precept	£287,196.00	£323,208.00	£323,208.00	£0.00	£381,009.95
110	Interest	£16,544.83	£0.00	£14,920.57	£14,920.57	£10,000.00
120	Other income	£1,408.50	£0.00	£0.00	£0.00	£0.00
Total Finance & Administration		£305,149.33	£323,208.00	£338,128.57	£14,920.57	£391,009.95
Council						
200	Insurance claim	£698.00	£0.00	£0.00	£0.00	£0.00
Total Council		£698.00	£0.00	£0.00	£0.00	£0.00
Recreation						
300	Football pitch income	£1,145.00	£0.00	£1,150.00	£1,150.00	£1,000.00
310	Wickham Pavilion income	£0.00	£0.00	£0.00	£0.00	£0.00
320	Wickham car park hire income	£3,447.50	£0.00	£4,170.00	£4,170.00	£2,400.00
330	Tennis court income	£0.00	£0.00	£9,811.54	£9,811.54	£4,500.00
340	Wickham MUGA income	£3,889.50	£0.00	£6,300.00	£6,300.00	£5,000.00
Total Recreation		£8,482.00	£0.00	£21,431.54	£21,431.54	£12,900.00
Community						
500	Grants	£1,302.00	£0.00	£0.00	£0.00	£0.00
510	Christmas Lights donation	£1,700.00	£0.00	£30.00	£30.00	£0.00
Total Community		£3,002.00	£0.00	£30.00	£30.00	£0.00
Planning						
600	CIL	£22,334.68	£0.00	£0.00	£0.00	£0.00
610	Lengthsman	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
Total Planning		£23,334.68	£0.00	£1,000.00	£1,000.00	£1,000.00
Knowle Village Hall						
800	Hiring Income	£26,836.23	£12,000.00	£21,664.49	£9,664.49	£20,000.00
801	Private function deposits	£0.00	£0.00	£300.00	£300.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	Previous Year's Net	2024/25	Actual Net	Balance	2025/26
810 Café Income	£0.00	£0.00	£4,310.12	£4,310.12	£6,000.00
820 Event Income	£0.00	£0.00	£579.93	£579.93	£0.00
830 Village green income	£340.75	£0.00	£0.00	£0.00	£0.00
840 Sports pitch income	£0.00	£0.00	£2,424.00	£2,424.00	£1,000.00
850 MUGA income	£0.00	£0.00	£0.00	£0.00	£0.00
Total Knowle Village Hall	£27,176.98	£12,000.00	£29,278.54	£17,278.54	£27,000.00
Total Income	£367,842.99	£335,208.00	£389,868.65	£54,660.65	£431,909.95

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
EXPENDITURE						
Finance & Administration						
1001	Salaries	£24,506.70	£73,674.00	£43,415.55	£30,258.45	£111,449.80
1002	Employer's NIC	£4,820.51	£3,005.00	£4,539.02	-£1,534.02	£13,715.04
1003	Employer's Pension	£4,251.00	£2,342.44	£6,040.81	-£3,698.37	£12,542.46
1010	Staff mobiles	£338.62	£500.00	£406.97	£93.03	£1,560.00
1020	Staff expenses	£474.48	£765.00	£22.20	£742.80	£200.00
1030	Staff Training	£163.00	£710.00	£221.00	£489.00	£800.00
1100	Office phone & broadband	£1,127.42	£1,490.00	£1,114.46	£375.54	£1,200.00
1200	Office Supplies	£42.79	£500.00	£1,071.15	-£571.15	£500.00
1300	IT software	£2,396.33	£2,202.00	£5,679.82	-£3,477.82	£2,500.00
1310	IT equipment purchase	£1,890.01	£0.00	£2,056.30	-£2,056.30	£2,000.00
1400	Bank charges	£98.45	£162.00	£81.00	£81.00	£162.00
1500	Other Administration services	£8,887.44	£0.00	£7,800.38	-£7,800.38	£0.00
1600	Misc Office costs	£13.20	£50.00	£435.53	-£385.53	£100.00
Total Finance & Administration		£49,009.95	£85,400.44	£72,884.19	£12,516.25	£146,729.30
Council						
2000	Audit Fees	£2,255.83	£2,400.00	£907.33	£1,492.67	£2,400.00
2010	Insurance	£2,944.13	£4,000.00	£0.00	£4,000.00	£4,000.00
2020	Professional Memberships	£925.60	£1,015.00	£1,082.00	-£67.00	£1,500.00
2030	Legal fees	£0.00	£0.00	£3,540.00	-£3,540.00	£500.00
2100	Councillor training	£1,077.00	£500.00	£357.36	£142.64	£500.00
2110	Councillor expenses	£124.35	£400.00	£128.85	£271.15	£200.00
2120	Chair's allowance	£555.91	£500.00	£600.00	-£100.00	£600.00
2200	Room hire	£599.87	£1,200.00	£115.50	£1,084.50	£600.00
2300	By-election	£478.07	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
Total Council		£8,960.76	£10,015.00	£6,731.04	£3,283.96	£10,300.00
Recreation						
3000	Wickham Pavilion Utilities Gas	£182.41	£1,000.00	£117.28	£882.72	£250.00
3010	Wickham Pavilion Utilities Electricity	£79.98	£0.00	£257.15	£-257.15	£400.00
3020	Wickham Pavilion Utilities Water	£696.29	£0.00	£211.55	£-211.55	£100.00
3100	Wickham Pavilion maintenance	£726.00	£920.00	£275.00	£645.00	£250.00
3200	Wickham Pavilion rent	£0.00	£20.00	£0.00	£20.00	£0.00
3300	Tennis courts electricity	£686.71	£0.00	£533.54	£-533.54	£800.00
3310	Tennis Court Maintenance	£0.00	£0.00	£1,010.00	£-1,010.00	£0.00
3320	Tennis Clubhouse maintenance	£0.00	£0.00	£390.00	£-390.00	£1,500.00
3400	Wickham MUGA utilities	£952.86	£1,000.00	£762.17	£237.83	£1,000.00
3410	Wickham MUGA maintenance	£4,052.50	£4,000.00	£5,999.37	£-1,999.37	£4,000.00
Total Recreation		£7,376.75	£6,940.00	£9,556.06	£-2,616.06	£8,300.00
Play Area & Open Space						
4000	Grounds Maintenance Contract	£91,344.82	£72,191.00	£47,781.71	£24,409.29	£72,131.00
4010	Additional Grounds Maintenance	£0.00	£30,000.00	£19,710.71	£10,289.29	£10,000.00
4020	Knowle Cemetery Maintenance	£0.00	£1,500.00	£0.00	£1,500.00	£500.00
4100	Tree Surveys	£0.00	£2,000.00	£550.00	£1,450.00	£500.00
4200	Tree Work	£7,225.00	£9,000.00	£1,250.00	£7,750.00	£5,000.00
4300	Play Equipment Purchase	£0.00	£22,000.00	£0.00	£22,000.00	£20,000.00
4310	Play Equipment Maintenance	£116.76	£0.00	£3,076.50	£-3,076.50	£2,000.00
4400	Street Furniture Purchase	£863.00	£0.00	£2,030.00	£-2,030.00	£0.00
4410	Street Furniture Maintenance	£0.00	£0.00	£376.00	£-376.00	£0.00
4500	Open Space Maintenance	£0.00	£0.00	£4,442.23	£-4,442.23	£4,000.00
Total Play Area & Open Space		£99,549.58	£136,691.00	£79,217.15	£57,473.85	£114,131.00
Community						

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
5000	Grants	£13,697.00	£20,000.00	£14,444.83	£5,555.17	£20,000.00
5010	Annual Parish Assembly	£1,396.49	£1,550.00	£1,655.01	-£105.01	£1,500.00
5100	Christmas event	£7,640.50	£5,500.00	£3,838.82	£1,661.18	£5,500.00
5200	Knowle Christmas Tree	£2,259.00	£3,000.00	£469.36	£2,530.64	£3,000.00
5210	Knowle Post	£2,817.00	£2,000.00	£1,817.00	£183.00	£2,500.00
5220	Wickham Parish Magazine	£0.00	£0.00	£0.00	£0.00	£2,000.00
5300	Bus Shelter Maintenance	£0.00	£240.00	£0.00	£240.00	£240.00
5400	Contribution towards public loos	£0.00	£2,000.00	£0.00	£2,000.00	£5,000.00
5500	Litter collection equipment	£190.71	£250.00	£0.00	£250.00	£100.00
5600	Flagpole, raising & lowering of flags	£1,118.38	£1,000.00	£1,000.00	£0.00	£1,000.00
5700	Wickham Events	£4,367.99	£5,000.00	£0.00	£5,000.00	£5,000.00
5710	Knowle Events	£1,290.00	£3,000.00	£0.00	£3,000.00	£3,000.00
5800	Parish plans	£125.00	£0.00	£0.00	£0.00	£0.00
Total Community		£34,902.07	£43,540.00	£23,225.02	£20,314.98	£48,840.00
Planning						
6000	Street Lighting	£4,239.42	£5,600.00	£3,794.05	£1,805.95	£4,500.00
6100	Lengthsmen	£0.00	£0.00	£250.00	-£250.00	£0.00
6200	Planning Consultants	£0.00	£0.00	£0.00	£0.00	£10,000.00
Total Planning		£4,239.42	£5,600.00	£4,044.05	£1,555.95	£14,500.00
Projects						
7000	Wickham	£0.00	£4,000.00	£200.00	£3,800.00	£4,000.00
7010	Knowle	£0.00	£4,000.00	£11,600.00	-£7,600.00	£4,000.00
7020	Knowle Village Hall	£0.00	£8,800.00	£8,111.00	£689.00	£8,800.00
7030	Tennis Court Sinking Fund	£0.00	£17,050.00	£0.00	£17,050.00	£17,050.00
7100	Wickham Tennis Court Lights	£13,495.00	£0.00	£0.00	£0.00	£0.00
7110	CIL Project - Wickham Rec Path	£11,630.00	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Previous Year's Net	2024/25	Actual Net	Balance	2025/26
7120	Knowle Village Hall Guttering	£5,829.17	£0.00	£0.00	£0.00	£0.00
7130	Mill Lane	£3,625.00	£0.00	£5,125.00	-£5,125.00	£0.00
7140	Warm Hub Grant	£4,335.00	£0.00	£0.00	£0.00	£0.00
7150	Knowle Village Hall Car Park Lighting	£13,457.04	£0.00	£688.00	-£688.00	£0.00
7160	Wickham Rec Outdoor Gym	£10,829.68	£0.00	£0.00	£0.00	£0.00
7170	Neighbourhood Plan	£0.00	£0.00	£1,301.59	-£1,301.59	£0.00
7180	Wickham Recreation Pavilion	£0.00	£0.00	£7,733.50	-£7,733.50	£0.00
7190	The Glebe Open Space	£0.00	£0.00	£964.00	-£964.00	£0.00
Total Projects		£63,200.89	£33,850.00	£35,723.09	-£1,873.09	£33,850.00
Knowle Village Hall						
8000	Rates	£0.00	£0.00	£360.00	-£360.00	£300.00
8100	Gas	£1,111.85	£1,036.00	£178.71	£857.29	£1,000.00
8110	Electricity	£3,456.48	£0.00	£3,264.43	-£3,264.43	£5,000.00
8120	Water	£286.48	£2,684.00	£411.22	£2,272.78	£500.00
8200	Cleaning	£1,023.57	£1,638.00	£1,830.00	-£192.00	£2,500.00
8210	Supplies	£0.00	£0.00	£553.79	-£553.79	£750.00
8220	Event Supplies	£0.00	£0.00	£194.98	-£194.98	£0.00
8300	Inspections	£1,182.83	£1,500.00	£1,039.67	£460.33	£650.00
8400	Bin collection	£1,122.64	£1,064.00	£1,160.44	-£96.44	£2,000.00
8500	Licences	£0.00	£150.00	£203.00	-£53.00	£0.00
8600	Repairs and maintenance	£406.25	£5,000.00	£7,175.13	-£2,175.13	£2,500.00
8700	Advertising	£40.00	£100.00	£0.00	£100.00	£0.00
8800	Furniture	£896.67	£0.00	£0.00	£0.00	£500.00
Total Knowle Village Hall		£9,526.77	£13,172.00	£16,371.37	-£3,199.37	£15,700.00
Total Expenditure		£276,766.19	£335,208.44	£247,751.97	£87,456.47	£392,350.30

Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	Previous Year's Net	2024/25	Actual Net	Balance	2025/26
Total Income	£367,842.99	£335,208.00	£389,868.65	£54,660.65	£431,909.95
Total Expenditure	£276,766.19	£335,208.44	£247,751.97	£87,456.47	£392,350.30
Total Net Balance	£91,076.80	-£0.44	£142,116.68		£39,559.65

Wickham and Knowle Parish Council

Finance Committee - 23rd January 2025

Payments (October 2024)

Direct Debit payments

Invoice Date	Payee	Description	Coding	Net	VAT	Gross
01/10/2024	EDF Energy	Wickham Recreation Pavilion Electricity (Sep 24)	3300	£ 30.00	£ -	£ 30.00
01/10/2024	EDF Energy	Wickham Tennis Courts Electricity (Sep 24)	3010	£ 50.00	£ -	£ 50.00
17/09/2024	4com	Office broadband & telephone (Aug 24)	1100	£ 119.54	£ 23.91	£ 143.45
30/09/2024	Google EMEA	13 email accounts (Sep 24)	1300	£ 90.00	£ -	£ 90.00
21/09/2024	British Gas	KVH Gas (Sep 24)	8100	£ 28.98	£ 1.45	£ 30.43
24/09/2024	British Gas	Wickham MUGA Electricity (Sep 24)	3400	£ 88.07	£ 4.40	£ 92.47
24/09/2024	British Gas	KVH Electricity (Sep 24)	8110	£ 355.60	£ 71.12	£ 426.72
27/09/2024	British Gas	Wickham Recreation Pavilion Gas (Sep 24)	3000	£ 10.68	£ 0.53	£ 11.21
28/10/2024	Lloyds	Service charges (Oct 24)	1400	£ 10.40	£ -	£ 10.40
15/10/2024	O2	BM staff mobile (Oct 24)	1010/2	£ 32.15	£ 6.43	£ 38.58

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross	
30/09/2024	First Rescue Training	1 new defib battery & 2 spare pad sets	4410/1	£ 341.00	£ 68.20	£ 409.20
02/10/2024	Vodafone	Mobile top-up (ST)	1010/1	£ 10.00	£ -	£ 10.00
02/10/2024	Zurich Insurance	Water Meadows annual insurance	2010	£ 694.75	£ -	£ 694.75
05/10/2024	Microsoft	Microsoft Licence (Sep 24)	1300	£ 35.30	£ 7.06	£ 42.36
09/10/2024	eBay	Replacement blind opener	8600	£ 4.74	£ 0.95	£ 5.69
11/10/2024	Amazon	Cleaning equipment water heater KVH kitchen	8210	£ 11.79	£ 2.36	£ 14.15
14/10/2024	Adobe	Adobe Licence (Oct 24)	1300	£ 16.64	£ 3.33	£ 19.97
31/10/2024	Land Registry	Title deeds & plans (Oct 24)	1600	£ 30.00	£ -	£ 30.00
17/10/2024	Amazon	A4 card for halloween event	8220	£ 4.16	£ 0.83	£ 4.99
16/10/2024	Amazon	Tissue paper & tablecloths for halloween event	8220	£ 15.82	£ 3.17	£ 18.99
17/10/2024	Amazon	Non-slip door mat KVH	8210	£ 16.65	£ 3.33	£ 19.98
16/10/2024	Amazon	Stationery for halloween event	8220	£ 18.17	£ 3.64	£ 21.81
16/10/2024	Amazon	Stationery for halloween event	8220	£ 23.08	£ 4.63	£ 27.71
17/10/2024	Amazon	Door mat for KVH meeting room	8210	£ 8.32	£ 1.66	£ 9.98
22/10/2024	Amazon	Soap refill for KVH	8210	£ 11.66	£ 2.33	£ 13.99
22/10/2024	Amazon	Craft equipment for halloween event	8220	£ 34.89	£ 5.99	£ 40.88

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross	
27/09/2024	Biffa Waste Services	Recycling Waste Collection (Sep 24)	8400	£ 31.12	£ 6.22	£ 37.34
27/09/2024	Biffa Waste Services	Extra trade waste collection	8400	£ 36.57	£ 7.31	£ 43.88
07/10/2024	Wickham Community Centre	Houghton room hire for Sep Full Council	2200	£ 48.00	£ -	£ 48.00
01/10/2024	Axis Architecture Ltd	RIBA stage 3 Wickham Rec Pavilion	7180	£ 1,960.00	£ 392.00	£ 2,352.00
28/09/2024	Widley Landscapes	Grounds Maintenance	4010/2	£ 43.33	£ 8.67	£ 52.00
26/08/2024	Siam Landscapes	Install 2 benches KV skatepark	4010/2	£ 320.00	£ 64.00	£ 384.00
30/09/2024	HB Sports Surfaces	Decompaction Service Wickham MUGA (Sep 24)	3410	£ 495.00	£ 99.00	£ 594.00
19/09/2024	Foard Building & Maintenance	Handyman work to KVH - sensors to external lights, fire risk assessment remedial work, repairs to door	8600	£ 176.44	£ -	£ 176.44
17/10/2024	Siam Landscapes	KV Skatepark pad extension	7010	£ 11,600.00	£ 2,320.00	£ 13,920.00
07/10/2024	Victoria Glenister	Halloween expenses	8220	£ 30.42	£ 6.08	£ 36.50
07/10/2024	Victoria Glenister	Key cutting	1600	£ 15.00	£ 3.00	£ 18.00
21/10/2024	P&W Event hire	Beer tables & Benches for Wickham Christmas Cracker	5100	£ 611.00	£ 112.20	£ 723.20
09/10/2024	Abby Electrics	PAT Testing Wickham Rec & Tennis Clubhouse	3100/ 3320	£ 80.00	£ 16.00	£ 96.00
30/09/2024	1st Klas Cleaning	KVH Cleaning (Sep 24)	8200	£ 136.00	£ 27.20	£ 163.20
07/10/2024	Castle Water	Wickham Rec Pavilion water (Aug/Sep 24)	3020	£ 73.67	£ -	£ 73.67
16/10/2024	Arcadian Ecology	Ecological Assessment Glebe Open Space	7190	£ 964.00	£ 192.80	£ 1,156.80
15/10/2024	RP Commercial Services	Lengthsman visit to Water Meadows	6100	£ 250.00	£ 50.00	£ 300.00
09/10/2024	Park Place Farm & Nursery	Winter planting Knowle South Square	4010/2	£ 1,404.00	£ -	£ 1,404.00
22/10/2024	Steve Tilbury Consulting	Assistance with Local Plan representation	2030	£ 400.00	£ -	£ 400.00
23/10/2024	Hampshire County Supplies	Hand towels KVH	8210	£ 42.48	£ 8.50	£ 50.98
31/08/2024	PC Garden Contracts	Wickham Grounds Maintenance (Aug 24)	4000/1	£ 3,164.00	£ -	£ 3,164.00
30/09/2024	PC Garden Contracts	Wickham Grounds Maintenance (Sep 24)	4000/1	£ 3,164.00	£ -	£ 3,164.00
21/10/2024	Siam Landscapes	Grounds Maintenance (Oct 24)	4000/2	£ 2,800.25	£ 560.05	£ 3,360.30
24/10/2024	Siam Landscapes	Play Area inspections (Oct 24)	4010/1	£ 383.04	£ 76.60	£ 459.64
21/10/2024	Siam Landscapes	Supply & install one new fence post	4010/2	£ 145.00	£ 29.00	£ 174.00
23/10/2024	Siam Landscapes	Hedge cutting Bridge Street	4500/1	£ 250.00	£ 50.00	£ 300.00
23/10/2024	Siam Landscapes	Cutting Bridge Street Embankment	4500/1	£ 200.00	£ 40.00	£ 240.00
22/10/2024	Siam Landscapes	Repairs to footpath Wickham Rec	4500/1	£ 105.00	£ 21.00	£ 126.00
22/10/2024	Siam Landscapes	Hedge cutting Victoria Mews play area	4310/2	£ 155.00	£ 31.00	£ 186.00
22/10/2024	Siam Landscapes	Repairs to Victoria Mews play area posts	4310/2	£ 500.00	£ 100.00	£ 600.00
21/10/2024	Siam Landscapes	Repairs to Wickham Rec broken bin	4500/1	£ 55.00	£ 11.00	£ 66.00
21/10/2024	Siam Landscapes	Repairs to Wickham Rec stile	4500/1	£ 165.00	£ 33.00	£ 198.00
21/10/2024	Siam Landscapes	Replacement latch Greater Horseshoe play area	4310/2	£ 92.50	£ 18.50	£ 111.00
31/10/2024	Mrs T Molloy	Locum Clerk work (Oct 24)	1500	£ 881.20	£ -	£ 881.20
31/10/2024	Staff	Salary	Various	£ 4,354.02	£ -	£ 4,354.02
31/10/2024	HMRC	Tax / NI	Various	£ 1,720.50	£ -	£ 1,720.50
31/10/2024	LGPS/Nest	Pension	Various	£ 1,249.03	£ -	£ 1,249.03

Total payments

£ 40,192.96 £ 4,498.45 £ 44,691.41

Wickham and Knowle Parish Council

Finance Committee - 23rd January 2025

Payments (November 2024)

Direct Debit payments

Invoice Date	Payee	Description	Coding	Net	VAT	Gross
01/11/2024	EDF Energy	Wickham Recreation Pavilion Electricity (Oct 24)	3300	£ 28.64	£ 1.36	£ 30.00
01/11/2024	EDF Energy	Wickham Tennis Courts Electricity (Oct 24)	3010	£ 47.75	£ 2.25	£ 50.00
18/10/2024	4com	Office broadband & telephone (Sep 24)	1100	£ 136.03	£ 27.21	£ 163.24
31/10/2024	Google EMEA	15 email accounts (Oct 24)	1300	£ 90.00	£ -	£ 90.00
21/10/2024	British Gas	KVH Gas (Oct 24)	8100	£ 42.21	£ 2.11	£ 44.32
24/10/2024	British Gas	Wickham MUGA Electricity (Oct 24)	3400	£ 93.28	£ 4.66	£ 97.94
24/10/2024	British Gas	KVH Electricity (Oct 24)	8110	£ 370.14	£ 74.03	£ 444.17
25/10/2024	Ionos	Mail Business Mailbox (Oct - Dec 24)	1300	£ 14.97	£ 2.99	£ 17.96
27/10/2024	British Gas	Wickham Recreation Pavilion Gas (Oct 24)	3000	£ 13.45	£ 0.67	£ 14.12
27/11/2024	Lloyds	Service charges (Nov 24)	1400	£ 13.90	£ -	£ 13.90
15/11/2024	O2	BM staff mobile (Nov 24)	1010/2	£ 33.91	£ 6.78	£ 40.69

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross	
01/11/2024	Vodafone	Mobile top-up (ST)	1010/1	£ 10.00	£ -	£ 10.00
05/11/2024	Village Express	Hand soap		£ 1.75	£ -	£ 1.75
05/11/2024	Microsoft	Microsoft Licence (Oct 24)	1300	£ 35.30	£ 7.06	£ 42.36
05/11/2024	Amazon	Refund on non-slip door mat KVH	8210	£ -16.65	£ -3.33	£ -19.98
06/11/2024	Tesco Stores	Cleaning products KVH	8210	£ 3.33	£ 0.67	£ 4.00
08/11/2024	Tailored Collection Ltd	Hire of light-up WICKHAM letters Christmas Cracker	5100	£ 270.83	£ 54.17	£ 325.00
12/11/2024	Amazon	2 sets replacement Christmas Lights	5100	£ 63.32	£ 12.66	£ 75.98
13/11/2024	Adobe	Adobe Licence (Nov 24)	1300	£ 16.64	£ 3.33	£ 19.97
14/11/2024	Southern Co-Op	Cleaning supplies KVH	8210	£ 2.30	£ -	£ 2.30
14/11/2024	Amazon	Bingo supplies	8210	£ 17.37	£ 3.47	£ 20.84
15/11/2024	Amazon	Wickham MUGA padlock	3410	£ 17.50	£ 3.50	£ 21.00
15/11/2024	Amazon	Water Management log book/thermometer/key safe	8210	£ 46.02	£ 9.21	£ 55.23
19/11/2024	Village Café	Refreshments Grounds Maintenance site visits	1020/1	£ 12.40	£ -	£ 12.40
19/11/2024	Elegant Themes	Annual subscription website divi theme	1300	£ 87.01	£ -	£ 87.01
21/11/2024	Eastleigh Borough Council	Parking ST course	1020/1	£ 4.17	£ 0.83	£ 5.00
21/11/2024	Microsoft	Microsoft Licence (Nov 24)	1300	£ 35.30	£ 7.06	£ 42.36
22/11/2024	Amazon	Replacement Knowle Tree star	3020	£ 52.69	£ 10.54	£ 63.23
06/11/2024	Castle Water	Wickham Rec Pavilion water (Oct 24)	3020	£ 27.80	£ -	£ 27.80
30/10/2024	Business Stream	Wickham Rec Pavilion waste water (2024/25)	3020	£ 68.86	£ -	£ 68.86
26/11/2024	Amazon	Refund on water thermometer	8210	£ -6.66	£ -1.33	£ -7.99
26/11/2024	Post Office counter	Postage	1600	£ 3.35	£ -	£ 3.35
27/11/2024	Amazon	Bingo supplies/blue roll KVH/fire point test key	8210	£ 20.82	£ 4.16	£ 24.98
28/11/2024	Hemings Home Hardware	Christmas lights KVH tree	8210	£ 9.99	£ 2.00	£ 11.99

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross	
04/11/2024	General Farming & Contracting	Extra cut Wickham football pitch	4010/1	£ 60.00	£ 12.00	£ 72.00
04/11/2024	General Farming & Contracting	Hedge cutting Wickham Rec Ground	4010/1	£ 460.00	£ 92.00	£ 552.00
04/11/2024	General Farming & Contracting	Annual cut & collect Lysander Meadow	4010/1	£ 420.00	£ 84.00	£ 504.00
31/10/2024	1st Klas Cleaning	KVH Cleaning (Oct 24)	8200	£ 170.00	£ 34.00	£ 204.00
04/11/2024	Hampshire County Supplies	Street lighting (Apr - Sep 24)	6000	£ 1,785.55	£ 357.10	£ 2,142.65
06/11/2024	BDO LLP	External Audit Fees 2023-24 accounts	2000	£ 840.00	£ 168.00	£ 1,008.00
03/10/2024	Katie Mattingly PR	Event management plan Christmas Cracker	5100	£ 600.00	£ -	£ 600.00
27/10/2024	Burcot Farm Christmas Trees	Supply & deliver 2 Christmas Trees	5100/ 5200	£ 833.34	£ 166.66	£ 1,000.00
07/11/2024	Home Start Hampshire	Grant as resolved	5000	£ 250.00	£ -	£ 250.00
07/11/2024	Winchester Citizen's Advice	Grant as resolved	5000	£ 250.00	£ -	£ 250.00
07/11/2024	1st Wickham Scouts	Grant as resolved	5000	£ 2,000.00	£ -	£ 2,000.00
31/10/2024	Solo Electrical	Install 1 extra car parking bollard KVH	7150	£ 688.00	£ 137.60	£ 825.60
17/11/2024	CJ Hoare	Flagwork throughout 2024	5600	£ 1,000.00	£ -	£ 1,000.00
21/11/2024	Widley Landscapes	Grounds Maintenance	4010/2	£ 58.33	£ 11.67	£ 70.00
22/11/2024	Steve Tilbury Consulting	Neighbourhood Plan briefing	7170	£ 250.00	£ -	£ 250.00
15/11/2024	Winchester City Council	Barriers and Road closure for Christmas Cracker	5100	£ 225.00	£ 45.00	£ 270.00
08/11/2024	Wickham Community Centre	Hire of main hall & car park for Christmas Cracker	5100	£ 150.00	£ -	£ 150.00
22/11/2024	Foard Building & Maintenance	Handyman work to KVH - picture frame, new key cabinet, bled radiators, replaced noticeboard key	8600	£ 68.60	£ -	£ 68.60
08/11/2024	HALC	Managing Staff in Local Council training ST	1030/1	£ 48.00	£ 9.60	£ 57.60
13/11/2024	Hampshire County Council	Temporary relocation bus stop Christmas Cracker	5100	£ 322.00	£ -	£ 322.00
13/11/2024	Mid Hants Fire Protection	Relocate fire panel & remedial emergency light repairs KVH	8600	£ 650.00	£ 130.00	£ 780.00
25/11/2024	Siam Landscapes	Grounds Maintenance (Nov 24)	4000/2	£ 2,810.26	£ 562.05	£ 3,372.31
25/11/2024	Siam Landscapes	Supply & install one new fence post	4010/2	£ 145.00	£ 29.00	£ 174.00
25/11/2024	Siam Landscapes	Removal rotten elephant Victoria Mews play area	4310/2	£ 90.00	£ 18.00	£ 108.00
25/11/2024	Siam Landscapes	Turning bin Barbastelle Walk play area	4500/1	£ 35.00	£ 7.00	£ 42.00
28/11/2024	Mrs T Molloy	Locum Clerk work (Nov 24) & NP briefing refreshments	1500	£ 758.49	£ -	£ 758.49
28/11/2024	Victoria Glenister	Expenses for Halloween event	8220	£ 56.61	£ 1.33	£ 57.94
28/11/2024	Cllr Phillips-Lee	Mileage & parking	2110	£ 19.20	£ -	£ 19.20
28/11/2024	Staff	Salary	Various	£ 4,075.17	£ -	£ 4,075.17
28/11/2024	HMRC	Tax / NI	Various	£ 1,480.61	£ -	£ 1,480.61
28/11/2024	LGPS/Nest	Pension	Various	£ 1,112.31	£ -	£ 1,112.31

Cheque payments

26/11/2024	Royal British Legion	2 Remembrance wreaths	2120	£ 50.00	£ -	£ 50.00
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Total payments

£ 23,429.19 £ 2,101.07 £ 25,530.26

Wickham and Knowle Parish Council

Finance Committee - 23rd January 2025

Payments (December 2024)

Direct Debit payments

Invoice Date	Payee	Description	Coding	Net	VAT	Gross
02/12/2024	EDF Energy	Wickham Recreation Pavilion Electricity (Nov 24)	3300	£ 28.05	£ 1.95	£ 30.00
02/12/2024	EDF Energy	Wickham Tennis Courts Electricity (Nov 24)	3010	£ 44.90	£ 5.10	£ 50.00
18/11/2024	4com	Office broadband & telephone (Oct 24)	1100	£ 136.03	£ 27.21	£ 163.24
31/10/2024	Google EMEA	15 email accounts (Nov 24)	1300	£ 90.00	-	£ 90.00
21/11/2024	British Gas	KVH Gas (Nov 24)	8100	£ 63.12	£ 3.16	£ 66.28
24/11/2024	British Gas	Wickham MUGA Electricity (Nov 24)	3400	£ 111.23	£ 5.56	£ 116.79
24/11/2024	British Gas	KVH Electricity (Nov 24)	8110	£ 452.09	£ 90.42	£ 542.51
27/11/2024	British Gas	Wickham Recreation Pavilion Gas (Nov 24)	3000	£ 17.18	£ 0.86	£ 18.04
27/12/2024	Lloyds	Service charges (Dec 24)	1400	£ 7.00	-	£ 7.00
15/12/2024	O2	BM staff mobile (Dec 24)	1010/2	£ 33.03	£ 6.61	£ 39.64

Staff Debit Card payments

Invoice Date	Payee	Description	Net	VAT	Gross	
02/12/2024	Vodafone	Mobile top-up (ST)	1010/1	£ 10.00	-	£ 10.00
05/12/2024	Land Registry	Title deeds/plans	1600	£ 42.00	-	£ 42.00
06/12/2024	Parish Noticeboards	New noticeboard Mayles Lane, Knowle	4400/2	£ 2,030.00	£ 390.00	£ 2,420.00
10/12/2024	Bishops Waltham Parish Council	Parking meeting ST	1020/1	£ 0.80	-	£ 0.80
10/12/2024	Amazon	Centrefeed toilet tissue	8210	£ 49.99	£ 10.00	£ 59.99
12/12/2024	Amazon	Duck tape	1200	£ 3.33	£ 0.67	£ 4.00
13/12/2024	Adobe	Adobe Licence (Dec 24)	1300	£ 16.64	£ 3.33	£ 19.97
05/12/2024	Castle Water	Wickham Rec Pavilion water (Nov 24)	3020	£ 11.96	-	£ 11.96
17/12/2024	Amazon	Refund on centrefeed toilet tissue	8210	-£ 49.99	-£ 10.00	-£ 59.99
17/12/2024	Joes Blooms	Biodiversity Net Gain report for Wickham Rec planning permissio	7180	£ 412.50	£ 82.50	£ 495.00
19/12/2024	Amazon	Signs for KV green	4500/2	£ 9.57	£ 1.91	£ 11.48
19/12/2024	SLCC Enterprises	The Clerk's Manual 2023	1600	£ 52.00	£ 0.90	£ 52.90
21/12/2024	Microsoft	Microsoft Licence (Dec 24)	1300	£ 35.30	£ 7.06	£ 42.36

BACS payments

Invoice Date	Payee	Description	Net	VAT	Gross	
25/10/2024	Biffa Waste Services	Recycling Waste Collection (Oct 24)	8400	£ 31.12	£ 6.22	£ 37.34
22/11/2024	Biffa Waste Services	Trade Waste (Jan-Mar 25)	8400	£ 330.45	£ 66.09	£ 396.54
22/11/2024	Biffa Waste Services	Recycling Waste Collection (Nov 24)	8400	£ 26.40	£ 5.28	£ 31.68
03/12/2024	Biffa Waste Services	Overpayment on 2 invoices	8400	-£ 262.96	-	-£ 262.96
26/11/2024	Colden Common Parish Council	Legionella training VG	1030/2	£ 60.00	£ 12.00	£ 72.00
26/11/2024	DEK Graphics & Print	1,550 copies Dec Wickham Parish Magazine	5000	£ 1,283.59	-	£ 1,283.59
27/11/2024	Siam Landscapes	Play Area inspections (Nov 24)	4010/1	£ 383.04	£ 76.60	£ 459.64
01/12/2024	Siam Landscapes	Weed-killing Barbastelle Walk play area	4010/2	£ 755.00	£ 151.00	£ 906.00
20/11/2024	Mark Hilton	Window cleaning KVH (Nov 24)	8200	£ 20.00	-	£ 20.00
20/11/2024	Mark Hilton	Fascias/soffits/gutters cleaning KVH	8200	£ 380.00	-	£ 380.00
30/11/2024	PC Garden Contracts	Wickham Grounds Maintenance (Oct 24)	4000/1	£ 3,164.00	-	£ 3,164.00
04/10/2024	Cllr Chambers	Mileage & parking for Winacc meeting	2110	£ 18.43	£ 1.17	£ 19.60
14/05/2024	Cllr Manuel	Parish Assembly expenses	5010	£ 148.85	£ 9.78	£ 158.63
30/11/2024	1st Klas Cleaning	KVH Cleaning (Nov 24)	8200	£ 136.00	£ 27.20	£ 163.20
09/12/2024	Portal Plan quest	Wickham Rec Pavilion planning application fee	7180	£ 1,226.00	-	£ 1,226.00
10/12/2024	P&W Event hire	Deposit refund for Wickham Christmas Cracker	5100	-£ 50.00	-	-£ 50.00
02/12/2024	Foard Building & Maintenance	Handyman work to KVH - repair leaking kitchen sink	8600	£ 91.08	-	£ 91.08
23/12/2024	Meon Valley Foodbank	Grant as resolved	5000	£ 500.00	-	£ 500.00
23/12/2024	Smart Marketing	Neighbourhood Plan consultation work	7170	£ 506.60	£ 101.32	£ 607.92
06/12/2024	ldverde	Emptying 10 bins weekly basis Oct-Dec 24	4010/1	£ 1,178.68	£ 235.74	£ 1,414.42
18/12/2024	Hampshire County Supplies	KVH toilet rolls	8210	£ 58.22	£ 11.64	£ 69.86
04/11/2024	Axis Architecture Ltd	KVH Extension project - liaising with planning officers	7020	£ 360.00	£ 72.00	£ 432.00
19/12/2024	Anchor Pipework	Service KVH gas cooker	8300	£ 150.00	£ 30.00	£ 180.00
05/12/2024	CJ Hoare	Deposit for work to Wickham Christmas lights	5100	£ 1,100.00	-	£ 1,100.00
13/12/2024	P Stubbington Land Surveys	Topographical survey Wickham Rec Ground	7180	£ 425.00	£ 85.00	£ 510.00
20/12/2024	Cllr Craig Manuel	Christmas meal expenses	2120	£ 500.00	-	£ 500.00
27/11/2024	A&B Landscapes	Storage costs Christmas 2023 lights	5100	£ 130.00	£ 26.00	£ 156.00
17/12/2024	Siam Landscapes	Grounds Maintenance (Dec 24)	4000/2	£ 789.10	£ 157.82	£ 946.92
17/12/2024	Siam Landscapes	Play Area inspections (Dec 24)	4010/1	£ 383.04	£ 76.60	£ 459.64
17/12/2024	Siam Landscapes	Removal Tommies statues	4010/1	£ 30.00	£ 6.00	£ 36.00
17/12/2024	Siam Landscapes	Fly-tipping Deans Cope	4010/2	£ 40.00	£ 8.00	£ 48.00
17/12/2024	Siam Landscapes	Glass removal Consort Mews play area	4310/2	£ 20.00	£ 4.00	£ 24.00
17/12/2024	Siam Landscapes	Peashingle Rec to Lynsander Meadow	4500/1	£ 215.00	£ 43.00	£ 258.00
17/12/2024	Siam Landscapes	Repairs to Wickham goal mouth	4010/1	£ 225.00	£ 45.00	£ 270.00
17/12/2024	Siam Landscapes	Clearing ditch alongside Hoads Hill	4010/1	£ 415.00	£ 83.00	£ 498.00
30/11/2024	PC Garden Contracts	Wickham Grounds Maintenance (Nov 24)	4000/1	£ 3,164.00	-	£ 3,164.00
30/12/2024	Mrs T Molloy	Locum Clerk work (Dec 24)	1500	£ 569.77	-	£ 569.77
30/12/2024	Staff	Salary	Various	£ 4,075.37	-	£ 4,075.37
30/12/2024	HMRC	Tax / NI	Various	£ 1,480.41	-	£ 1,480.41
30/12/2024	LGPS/Nest	Pension	Various	£ 1,112.31	-	£ 1,112.31

Total payments

£ 28,775.23 £ 1,967.70 £ 30,742.93

Agenda Item 8 -

To approve virement from reserves to fund office conversion costs at Knowle Village Hall

The Recreation Committee approved a contractor to convert the office conversion costs at Knowle Village Hall. There was no budget allocated for this work, but this work is necessary in order to allow the team of Council Officers to expand in the future.

The approved quote is for £5,720, and a budget of £1,000 maximum is needed to cover costs of additional desk costs (not including a new laptop which has been budgeted for)

Recommendation: to approve a virement from general reserves to a maximum of £7,000 to cover the office conversion costs at Knowle Village Hall.

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Wickham Recreation Ground Address Fareham Road PO17 5DE Ownership 1.6 ha recreation ground leased from Rookesbury Estate until 2056 Map reference SU 574 110						
Wickham Recreation Ground Tennis courts, floodlights, cctv	30m2 timber building built 1950s	£79,156		£79,156		£79,156
Wickham Recreation Ground Fencing		£4,723		£4,723		£4,723
Wickham Recreation Ground Harod goal posts		£1,387		£1,387		£1,387
Wickham Recreation Ground Tennis notice board		£1,000		£1,000		£1,000
Wickham Recreation Ground Seats and picnic benches		£5,253		£5,253		£5,253
Wickham Recreation Ground Line marker		£314		£314		£314
Wickham Recreation Ground Bin		£774		£774		£774
overhead barrier		£2,825		£2,825		£2,825
Wickham Recreation Ground Clubhouse	24m2 timber building completed 2017	£40,010		£40,010		£40,010
Wickham Recreation Ground Defibrillator	on tennis clubhouse	£1,620		£1,620		£1,620
Wickham Recreation Ground new tennis court lighting			£13,495.00	£13,495		£13,495
Wickham Recreation Ground play equipment (WRG)						
2 multi units, 2 swings, 1 springer, timber trail, two seats, 178 carpet & 25m2 of grass mat		£4,250		£4,250		£4,250
WRG Swings with flat seats		£1,794		£1,794		£1,794
WRG Eco surface under swings		£1,139		£1,139		£1,139
WRG Swings Excavation and membrane		£374		£374		£374
WRG Cradle swings		£1,891		£1,891		£1,891
WRG Eco surface under cradle swings		£938		£938		£938
swings		£308		£308		£308
WRG Maliton multi unit		£11,843		£11,843		£11,843
WRG Whizzer		£1,294		£1,294		£1,294
WRG Vippy see saw		£1,320		£1,320		£1,320
WRG Eco surface under vippy see saw		£5,762		£5,762		£5,762
WRG Excavation & membrane under vippy see saw		£1,892		£1,892		£1,892
WRG Swingo		£2,046		£2,046		£2,046
WRG Eco surface under Swingo		£1,005		£1,005		£1,005
WRG Excavation & membrane under swingo		£330		£330		£330
WRG Aro multi unit		£4,594		£4,594		£4,594
WRG Mini see saw		£800		£800		£800
WRG Tic tac toe panel		£709		£709		£709
WRG Number panel		£807		£807		£807
WRG Eco surface under number panel		£2,680		£2,680		£2,680
WRG Excavation & membrane under number panel		£880		£880		£880
WRG Talk tubes		£792		£792		£792
WRG Trampoline		£3,010		£3,010		£3,010
WRG Eco surface under trampoline		£469		£469		£469
trampoline		£154		£154		£154
WRG Supernova existing eco surface		£2,345		£2,345		£2,345
WRG Excavation & membrane supernova		£770		£770		£770
WRG Tital aerial roundabout		£8,298		£8,298		£8,298
WRG Basket swing		£2,533		£2,533		£2,533
WRG Grass matt		£1,019		£1,019		£1,019
WRG Reinstall existing seat		£180		£180		£180
WRG Benches & picnic benches		£2,986		£2,986		£2,986
WRG Top soil to backfill		£1,890		£1,890		£1,890
WRG Discount		-£1,102		-£1,102		-£1,102
WRG Aerial runway		£15,000		£15,000		£15,000
WRG Viper swing and inclusive roundabout		£20,000		£20,000		£20,000

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Wickham Recreation Ground Outdoor Gym equipment (WRG OG)						
WRG OG Air walker			£1,339	£1,339		£1,339
WRG OG Arm and pedal bike			£1,382	£1,382		£1,382
WRG OG Double sit up boards			£1,560	£1,560		£1,560
WRG OG Double cross country skier			£1,713	£1,713		£1,713
WRG OG Combination SCP/PDC			£2,585	£2,585		£2,585
WRG OG Pushup and dip station			£1,222	£1,222		£1,222
WRG OG Seated leg press			£1,510	£1,510		£1,510
WRG OG balance to invoice			-£481	-£481		-£481
Wickham Recreation Ground pathway			£11,630.00	£11,630		£11,630
Wickham Recreation Ground spinner bowl			£117.00	£117		£117
Wickham Village						
Wickham Village Bus shelter on land owned by WCC		£4,885		£4,885		£4,885
Wickham Village - Village map		£1,389		£1,389		£1,389
Wickham Village 9 No village seats		£3,136		£3,136		£3,136
Wickham Village Benches for Lysander Meadow & Wickham Centre		£2,082		£2,082		£2,082
Wickham Village Map boards Square and Station Close		£2,100		£2,100		£2,100
Wickham Village Freestanding street lights		£63,063		£63,063		£63,063
Wickham Village 8 No transformers	Warwick's shed	£1,223		£1,223		£1,223
Wickham Village 6 No sets of Christmas lights ditto		£1,181		£1,181		£1,181
Wickham Village Notice board		£1,062		£1,062		£1,062
Wickham Village 4 No Welcome to Wickham signs		£4,631		£4,631		£4,631
Wickham Village Village clock on Lillys Wall		£1,310		£1,310		£1,310
Wickham Village 5 dog bins, Meon Valley Trail x2, Village Green, Tanfield Park and Rec Ground		£753		£753		£753
Wickham Village History boards		£6,800		£6,800		£6,800
Wickham Village Christmas lights for tree		£734		£734		£734
Wickham Village Defibrillator	on wall of Station Rd public loos	£1,465		£1,465		£1,465
Wickham Village Speedlimit reminder signs		£4,700		£4,700		£4,700

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Bridge St Village Green						
Bridge St Village Green Steps		£4,500		£4,500		£4,500
Bridge St Village Green Seats at top of steps		£750		£750		£750
Bridge St Village Green Seats at bottom of steps		£5,629		£5,629		£5,629
Bridge St Village Green Memorial bench bottom of steps		£784		£784		£784
Bridge St Village Green Dog bin		£400		£400		£400
Community Centre play area						
Address Wickham Centre, Mill Lane PO17 5AL						
Ownership informal agreement with Community Association						
Map reference SU 572 119						
WCC play area Play equipment		£14,170		£14,170		£14,170
WCC Basket swing		£6,934		£6,934		£6,934
Community Centre play area Basketball nets		£5,458		£5,458		£5,458
Community Centre play area Metal skate ramps - add 2015/16		£33,819		£33,819		£33,819
Community Centre play area Skatepark surfacing		£0		£0		£0
Community Centre play area Seats and bins		£1,788		£1,788		£1,788
Community Centre play area Concrete skatepark and two floodlights		£63,000		£63,000		£63,000
Community Centre play area Notice board		£2,415		£2,415		£2,415
Community Centre play area Bin		£398		£398		£398
Community Centre play area Festive LED lights community centre container		£5,878		£5,878		£5,878
Community Centre play area Additional lights		£729		£729		£729
Community Centre play area Community Centre cctv		£1,963		£1,963		£1,963
Wickham MUGA, 6 mini goals, four floodlights						
Address Wickham Centre, Mill Lane PO17 5AL		£175,470		£175,470		£175,470
Ownership: Leased from Hampshire County Council						
Map reference SU 572 119						
Roof net for all weather pitch		£3,100		£3,100		£3,100
Replacement all weather pitch goals		£6,871		£6,871		£6,871
Additional lighting controller smartaccess					£2,500	£2,500

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
The Circle play area , Wickham						
Address The Circle PO17						
Ownership informal agreement with Winchester City Council						
Map reference SU 570 117						
TC Seesaw M14670		£3,100		£3,100		£3,100
TC Spinner ELE400024		£900		£900		£900
TC Tug boat M7005		£3,000		£3,000		£3,000
TC Junior Spica ELE400058		£900		£900		£900
TC Swing set ELE400403		£1,600		£1,600		£1,600
TC Cradle seat SRE505		£0		£0		£0
TC Birds nest swing SPFE25057		£2,200		£2,200		£2,200
TC Multi unit TR1003		£5,500		£5,500		£5,500
TC Benches x 3 & bins x 2		£3,000		£3,000		£3,000
TC HAGS UniMini Amris multiplay	Updated 2023	£11,285		£11,285		£11,285
TC HAGS Essential Core multiplay	Updated 2023	£11,676		£11,676		£11,676
TC Fence & gates		£4,000		£4,000		£4,000
TC Safamulch safety surface	Updated 2023	£25,698		£25,698		£25,698
TC installation		£21,080		£21,080		£21,080
Lysander Meadow, Wickham						
Address Fareham Road / Hoads Hill Wickham						
Ownership 0.62 ha (check) Freehold meadow with public access						
Map reference SU 573 108						
Lysander Meadow, Wickham Fencing		£4,723		£4,723		£4,723
Lysander Meadow, Wickham Benches		£2,000		£2,000		£2,000
Knowle Cemetery						
Address Mayles Lane PO17 5LE						
Ownership Freehold closed cemetery transferred in 2005						
Map reference SU 560 098						
Knowle Cemetery Fencing		£8,855		£8,855		£8,855
Knowle Cemetery Memorial stone		£2,951		£2,951		£2,951
Knowle Cemetery Interpretation board		£354		£354		£354
Knowle Village Hall						
Address Knowle Road PO17 5GR						
Ownership Freehold community building						
Map reference SU 562 096						
Knowle Village Hall	430m2 brick /tile completed 2011	£500,000		£500,000		£500,000
Knowle Village Hall cctv	(installed 2016/17)	£2,514		£2,514		£2,514
Knowle Village Hall Scaffold tower		£307		£307		£307
Knowle Village Hall 4 new meeting room chairs			£897	£897		£897
CCTV					£3,537	£3,537
Extra CCTV camera					£525	£525

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Knowle Village Green						
Address Knowle Road PO17 5GR						
Ownership 3.36 ha Freehold recreation ground						
Map reference SU 563 095						
Knowle Village Green MUGA		£80,000		£80,000		£80,000
Knowle Village Green Skatepark		£40,000		£40,000		£40,000
Knowle Village Green Benches on village green		£4,128		£4,128		£4,128
Knowle Village Green Dug outs		£3,640		£3,640		£3,640
Knowle Village Green Spectator barrier		£4,591		£4,591		£4,591
Knowle Village Green Goal posts		£1,284		£1,284		£1,284
Knowle Village Green Line marker		£314		£314		£314
Knowle Village Green fencing		£5,000		£5,000		£5,000
Knowle Village Green Storage container		£4,623		£4,623		£4,623
Knowle Village Green Notice board		£1,000		£1,000		£1,000
Knowle Village Green 2022 Notice board		£2,000		£2,000		£2,000
Knowle Village Green car park lighting			£13,457	£13,457		£13,457
Knowle Village Green skatepark benches			£690	£690		£690
Knowle Skate park pad extension					£11,600	£11,600
Play area Victoria Mews						
Address Knowle PO17 5JX						
Ownership Freehold						
Map reference SU 562 094						
VM Springer x 1		£3,000		£3,000		£3,000
VM Wooden elephant x 1		£3,000		£3,000		£3,000
VM Cradle swing set		£7,000		£7,000		£7,000
VM Wetpour		£12,000		£12,000		£12,000
Play area Consort Mews						
Address Knowle PO17 5FH						
Ownership Freehold						
Map reference SU 559 093						
CM Cradle swing set		£2,000		£2,000		£2,000
CM Flat swing set		£2,000		£2,000		£2,000
CM Fence & gates		£4,000		£4,000		£4,000
CM Rope end swinger		£8,339		£8,339		£8,339
CM Tonalia timber multi-play unit LE20939U		£16,549		£16,549		£16,549
CM Madri timber seesaw LE20581U		£2,029		£2,029		£2,029
CM Spinner 200201870		£596		£596		£596
CM Seats x 2 Sofiero		£1,304		£1,304		£1,304
CM Bark, loose fill		£11,837		£11,837		£11,837
CM prelims £4126 / preparation £4391		£8,517		£8,517		£8,517
CM discount		<u>-£1,531</u>		-£1,531		-£1,531
Play area Barbastelle Walk						
Address Knowle PO17 5DS						
Ownership Freehold						
Map reference SU 559 094						
BW Slide multi-unit		£10,000		£10,000	-£10,000	£0
BW Bark surfacing		£5,000		£5,000		£5,000
BW Fence & gates		£4,000		£4,000		£4,000
BW Seesaw						
BW Mini basket swing						
BW Bark						
BW Sofiero seat						
BW prelims / preparation						
BW discount						
BW multiplay unit					£16,393	£16,393
BW roundabout					£1,079	£1,079
Bark surfacing					£3,651	£3,651

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Play area Greater Horseshoe Way						
Address Knowle PO17 5LF						
Ownership Freehold						
Map reference SU562 095						
	GHW Toddler slide	£5,000		£5,000		£5,000
	GHW Dog springer	£1,000		£1,000		£1,000
	GHW Toddler swings	£2,000		£2,000		£2,000
	GHW Toddler roundabout	£3,000		£3,000		£3,000
	GHW Wetpour	£10,000		£10,000		£10,000
	GHW Fence & gates	£4,000		£4,000		£4,000
	GHW Basket swing	£2,593		£2,593		£2,593
	GHW Bin	£612		£612		£612
	GHW Seat Sofiero	£633		£633		£633
	GHW Row panel	£1,054		£1,054		£1,054
	GHW Wetpour / edging / turf	£4,571		£4,571		£4,571
	GHW Prelims / preparation	£2,002		£2,002		£2,002
	GHW discount	£-56		£-56		£-56
Dean Copse		£0		£0		£0
Address Mayles Lane Knowle PO17 5LT						
Ownership Freehold 1.6 ha SINC woodland						
Map reference SU 559 091						
	Dean Copse interpretation board	£1,202		£1,202		£1,202
Knowle Village						
	Knowle Village Notice boards South Square/Old Knowle - Land owned by Berkeley Homes	£1,062		£1,062	£-531	£531
	New noticeboard Mayles Lane				£2,340	£2,340
	Knowle Village Flower baskets inc installation	£4,504		£4,504		£4,504
	Knowle Village 5 dog bins in village	£1,000		£1,000		£1,000
	Knowle Village 1 dog bin on Village Green	£502		£502		£502
	Knowle Village 1 dog bin in front of Kingswood Place	£502		£502		£502
	Knowle Village Map boards	£500		£500		£500
	Knowle Village 2 Remembrance benches	£2,534		£2,534		£2,534
	Knowle Village new Christmas lights				£63	£63

Wickham and Knowle Parish Council		Closing value	Additions/	Closing value	Additions/	Closing value
Schedule of assets 2023/24 onwards	Extra description	2022/23	Disposals	2023/24	Disposals	2024/25
Office Equipment						
Computer, chair, ink jet printer, laser printer, hi-vis vests		£483		£483		£483
Father Christmas outfit		£70		£70		£70
Knowle containers						
Tommy sculptures for Remembrance		£1,294		£1,294		£1,294
Litter pickers / hi vis		£859		£859		£859
Knowle Hall office						
Novatech Nspire H13 plus desktop computer			£574	£574		£574
Mzlee Office Chair			£100	£100		£100
Xerox C315 printer			£328	£328		£328
Asus Vivobook 15 X1504ZA laptop					£483	£483
New office desks					£280	£280
New office chair					£152	£152
Samsung A35G handset					£283	£283
Epson EB-2250U Projector					£1,012	£1,012
Sapphire Mobile pull up screen SFL162WSF10					£286	£286
Chairman's home						
Badge of Office		£1,002		£1,002		£1,002
On loan to Wickham CE Primary School						
5 Dell laptops		£1,289		£1,289		£1,289
Totals		£1,704,707	£52,118.00	£1,756,825	£33,654	£1,790,479



Wickham and Knowle Parish Council

Standing Orders

Adopted 27th July 2023

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INTRODUCTION

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

List of standing orders

- 1. Rules of debate at meetings**
- 2. Disorderly conduct at meetings**
- 3. Meetings generally**
- 4. Committees and sub-committees**
- 5. Ordinary council meetings**
- 6. Extraordinary meetings of the council and committees and subcommittees**
- 7. Previous resolutions**
- 8. Voting on appointments**
- 9. Motions for a meeting that require written notice to be given to the proper officer**
- 10. Motions at a meeting that do not require written notice**
- 11. Handling confidential or sensitive information**
- 12. Draft minutes**
- 13. Code of conduct and dispensations**
- 14. Code of conduct complaints**
- 15. Proper officer**
- 16. Responsible Financial officer**
- 17. Accounts and accounting statements**
- 18. Financial controls and procurement**
- 19. Handling staff matters**
- 20. Responsibilities to provide information**
- 21. Responsibilities under data protection legislation**
- 22. Relations with the press/media**
- 23. Execution and sealing of legal deeds**
- 24. Communicating with district and county councillors**
- 25. Restrictions on councillor activities**
- 26. Standing orders generally**

Bold text indicates a lawful requirement

Standing Orders

1.	Rules of Debate at meetings
a	Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
b	A motion (including an amendment) shall not be progressed unless it has been moved and seconded, the names of proposer and seconder to be included in the meeting minutes together with the number of votes cast for and against.
c	A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
d	If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting
e	An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
f	If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved
g	An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
h	A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
i	If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
j	Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
k	One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l	A councillor may not move more than one amendment to an original or substantive motion.
m	The mover of an amendment has no right of reply at the end of debate on it.
n	Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
o	Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except: <ul style="list-style-type: none"> i. to speak on an amendment moved by another councillor; ii. to move or speak on another amendment if the motion has been amended since he last spoke; iii. to make a point of order; iv. to give a personal explanation; or v. in exercise of a right of reply.
p	During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
q	A point of order shall be decided by the Chair of the meeting and his/her/their decision shall be final.
r	When a motion is under debate, no other motion shall be moved except: <ul style="list-style-type: none"> i. to amend the motion; ii. to proceed to the next business; iii. to adjourn the debate; iv. to put the motion to a vote; v. to ask a person to be no longer heard or to leave the meeting; vi. to refer a motion to a committee or sub-committee for consideration; vii. to exclude the public and press; viii. to adjourn the meeting; ix. or to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

s	Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
t	Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings	
a	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
b	If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
c	If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.




3. Meetings generally

- Full council meetings
- Committee meetings
- Sub-committee meetings

■	a	Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
■	b	The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

■	c	The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
■ ■	d	Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion
	e	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend during the period set aside for the public to speak at a meeting, on any subject whether or not included on the agenda. Members of the public may at the invitation of the Chair contribute to a discussion at any time if relevant to an item on the agenda.
	f	The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless otherwise agreed by the Chair of the meeting and a majority of councillors in attendance.
	g	Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
	h	In accordance with standing order 3(e), a question or statement shall not require a response at the meeting or start a debate on the question unless in the interests of efficiency the Chair deems otherwise. The Chair of the meeting may direct that a written or oral response be given. A record of the participation of members of the public, the subject matter and any answer given or otherwise dealt with shall be recorded in the minutes of the meeting together with the member of the public's affiliation (if any).
	i	A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort. The Chair of the meeting may at any time permit a person to be seated when speaking.
	j	A person who speaks at a meeting shall direct their comments to the Chair of the meeting
	k	Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

■ ■	l	Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
■ ■	m	A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
■ ■	n	The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
■	o	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the council (if there is one)
■ ■	p	The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council, (if there is one) if present, shall preside. If both the Chair and the Vice-Chair of the Council are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting
■ ■ ■	q	Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting
■ ■ ■	r	The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not they gave an original vote. <i>See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.</i>
■	s	Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

	t	<p>The minutes of a meeting shall be sent as draft to the Chair of the meeting for comment and amendment and as final draft to committee members in a timely fashion. The minutes of a meeting shall include an accurate record of the following:</p> <ul style="list-style-type: none"> i. the time and place of the meeting ii. the names of councillors who are present and the names of councillors who are absent iii. interests that have been declared by councillors and non-councillors with voting rights iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered vi. if there was a public participation session vii. Minutes should be: <ul style="list-style-type: none"> • as brief as is consistent with accuracy; • precise and concise; • self-contained (i.e. complete in themselves and understandable without reference to other documents); • decisive (so that there is no doubt about the decision made); viii. the resolutions made and by what share of votes.
	u	<p>A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.</p>
	v	<p>No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. <i>See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.</i></p>
	w	<p>If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.</p>
	x	<p>A meeting shall not exceed a period of 3 hours unless resolved otherwise.</p>

4	Committees and sub-committees
a	Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by that committee.
b	The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
c	Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
d	<p>The Council may appoint standing committees or other committees as may be necessary, and:</p> <ul style="list-style-type: none"> i. shall determine their terms of reference ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three ix. shall determine if the public may participate at a meeting of a committee x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee xi. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend, and xii. may dissolve a committee or a sub-committee

5	Ordinary council meetings
a	In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
b	In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the council may direct.
c	If no other time is fixed, the annual meeting of the council shall take place at 6pm
d	In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
e	The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
f	The Chair of the Council unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
g	The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
h	In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
i	In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

j	<p>Following the election of the Chair of the council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:</p> <p>i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date</p> <p>ii. Confirmation of the accuracy of the minutes of the last meeting of the council</p> <p>iii Review of the terms of reference for committees</p> <p>iv. Appointment of any new committee in accordance with standing order 4</p> <p>v. Election of Chairs of committees</p> <p>vi. Appointment of members to committees</p> <p>vii. Receipt of the minutes of the last meeting of a committee</p> <p>viii. Consideration of the recommendations made by a committee</p> <p>ix. To confirm arrangements in place to review the council's policies and procedures prior to the end of the financial year.</p> <p>x. In an election year the council's policies and procedures may be reviewed in advance of the above if required.</p> <p>xi. In an election year confirm eligibility to exercise the General Power of Competence</p>
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6	<p>Extraordinary meetings of the council and committees and sub-committees</p>
a	<p>The Chair of the Council may convene an extraordinary meeting of the council at any time.</p>
b	<p>If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.</p>

c	The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
d	If the Chair of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the subcommittee] may convene an extraordinary meeting of -the committee [or a sub-committee].

7.	Previous Resolutions
a	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
b	When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved within a further six months.

8.	Voting on appointments
a	Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9.	Motions for a meeting that require written notice to be given to the proper officer
a	A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the proper officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
c	The Proper Officer may, in consultation with the proposer, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
d	If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until after consultation the mover of the motion resubmits it, so that it can be understood, in writing to the Proper Officer at least 7 clear days before the meeting.
e	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
f	Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final unless there is a disagreement between the Proper Officer and proposer then the matter shall be referred to the Monitoring Officer or another independent body.
g	Motions received shall be recorded and numbered in the order that they are received.
h	Motions rejected shall be recorded with an explanation by the Proper Officer and approved by the Chair of the Council or Chair of the committee of the reason for rejection.

10.	Motions at a meeting that do not require written notice
a	<p>The following motions may be moved at a meeting without written notice to the Proper Officer:</p> <ul style="list-style-type: none"> I. to correct an inaccuracy in the draft minutes of a meeting II. to move to a vote III. to defer consideration of a motion IV. to refer a motion to a particular committee or sub-committee V. to appoint a person to preside at a meeting VI. to change the order of business on the agenda VII. to proceed to the next business on the agenda VIII. to require a written report IX. to appoint a committee or sub-committee and their members X. to extend the time limits for speaking XI. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest XII. to not hear further from a councillor or a member of the public XIII. to exclude a councillor or member of the public for disorderly conduct XIV. to temporarily suspend the meeting XV. to suspend a particular standing order (unless it reflects mandatory legal requirements) XVI. to adjourn the meeting, or XVII. to close the meeting.

11.	Management of Information <i>See also standing order 20</i>
a	<p>The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.</p>
b	<p>The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).</p>

c	The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
d	Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification

12.	Draft minutes Full Council meetings ■ Committee meetings ■ Sub-committee meetings ■
a	Draft minutes of a preceding meeting should be served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy and completeness and they shall be taken as read.
b	There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy and completeness. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
c	If changes are made to the minutes by the council or committee before acceptance and signing, the wording changes should be recorded in the minutes of the meeting that agreed the changes and the original minutes must be amended to reflect the changes. The copy signed by the Chair will contain the alterations, recorded in longhand, with the changes signed and dated.
d	The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate. The final minutes shall then be posted on the Council website.
e	■ If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place. ■ ■
f	Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13.	<p>Code of conduct and dispensations</p> <p><i>See also standing order 3(u) above</i></p>
a	All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council
b	Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
c	Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
d	Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
e	A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
f	A dispensation request shall confirm: <ul style="list-style-type: none"> i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and iv. an explanation as to why the dispensation is sought.
g	Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

h	<p>A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:</p> <ul style="list-style-type: none"> a. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; b. granting the dispensation is in the interests of persons living in the Council's area; or c. it is otherwise appropriate to grant a dispensation.
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14.	Code of conduct complaints
a	Upon notification by the District council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
b	Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Council of this fact, and the Chair shall nominate another staff member or other qualified person appointed by the Council to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below].
c	<p>The council may:</p> <ul style="list-style-type: none"> i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
d	Upon notification by the District Council that a councillor or non- councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15.	Proper Officer
a	The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
b	<p>The Proper Officer shall:</p> <p>i. at least three clear days before a meeting of the council, a committee or a sub- committee,</p> <ul style="list-style-type: none"> • serve on councillors a summons, by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and • provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them). <p><i>See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.</i></p>
	<p>ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his/her/their withdrawal of it</p> <p>iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office</p> <p>iv. facilitate inspection of the minute book by local government electors</p> <p>v. receive and retain copies of byelaws made by other local authorities</p> <p>vi. hold acceptance of office forms from councillors</p> <p>vii. hold a copy of every councillor's register of interests</p> <p>viii. assist with responding to requests made under freedom of information legislation and under data protection legislation, in accordance with the Council's relevant policies and procedures</p> <p>ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one)</p> <p>x receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary</p>

	<ul style="list-style-type: none"> xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980); xii. arrange for legal deeds to be executed <i>See also standing order 23 below</i> xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the council's financial regulations xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose xv. refer a planning application received by the Council to the Chair or Vice of the planning committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the committee; xvi. manage access to information about the Council via the publication scheme; and xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect. <i>See also standing order 23 below.</i>
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16.	Responsible Financial Officer
a	The Council shall appoint appropriate staff member(s) or an interim, suitably qualified appointee to undertake the work of the Responsible Financial Officer when the Responsible Financial officer is absent

17.	Accounts and accounting statements
a	"Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide"
b	All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c	<p>The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:</p> <ul style="list-style-type: none"> i. the Council's receipts and payments (or income and expenditure) for each quarter ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
d	<p>As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:</p> <ul style="list-style-type: none"> i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and ii. to the Council the accounting statements for the year in the form of Section 2 of the annual return, as required by proper practices, for consideration and approval.
e	<p>The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.</p>

18.	Financial controls and procurement
a	<p>The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:</p> <ol style="list-style-type: none"> I. the keeping of accounting records and systems of internal controls II. the assessment and management of financial risks faced by the council III. all tenders for procurement shall be drawn up by the Responsible Financial Officer and reviewed and approved before advertising by the Chair of the appropriate Committee of the Council IV. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually V. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and VI. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise
b	Financial regulations shall be reviewed regularly and at least annually for fitness of purpose
c	A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

d	<p>Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:</p> <ol style="list-style-type: none"> I. a specification for the goods, materials, services or the execution of works shall be drawn up II. an invitation to tender shall be drawn up to confirm (i) the Council's specification, (ii) the time, date and address for the submission of tenders, (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process III. the invitation to tender shall be advertised in an appropriate manner. IV. tenders may be submitted by email. V. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed. VI. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility
e	<p>Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.</p>
f	<p>Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.</p>

19.	<h3>Handling staff matters</h3> <p>To be reviewed and updated by the HR Committee with reference to the Civility and Respect Project</p> <ol style="list-style-type: none"> a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11 above. b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chair of absence occasioned by illness or other reason and that person shall report such absence to the council at its next meeting.
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	<p>c The Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the employee's job title]. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the council</p> <p>d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the council</p> <p>e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the employee's job title] relates to the Chair shall be communicated to another member of the council {which shall be reported back and progressed by resolution of the council</p> <p>f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.</p> <p>f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.</p> <p>g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f)</p>
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20.	<p>Responsibilities to provide information</p> <p><i>See also standing order 21</i></p>
a	<p>In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.</p>
b	<p><i>[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]</i> The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.</p>

21.	Responsibilities under data protection legislation <i>Below is not an exclusive list. See also standing order 11</i>
a	The council may appoint a-Data Protection officer
b	The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
c	The Council shall have a written policy in place for responding to and managing a personal data breach.
d	The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
e	The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
f	The Council shall maintain a written record of its processing activities.

22.	Relations with the press/media
a	Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23.	Execution and sealing of legal documents <i>See also standing orders 15(b)(xii) and (xvii)</i>
a	A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
b	Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures

24.	Communicating with district and county councillors
a	An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
b	Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25.	Restrictions on councillor activities
a	Unless authorised by a resolution, no councillor shall: <ul style="list-style-type: none"> i. inspect any land and/or premises which the Council has a right or duty to inspect; or ii. issue orders, instructions or directions- iii. Inspect property without permission of the owner

26.	Standing orders generally
a	All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
b	A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
c	The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
d	The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Policy & Finance Committee meeting - 23rd January 2025

Agenda item 12 - To review the utility account contracts due to expire in March 2025 and approve entering into a new contract with the Hampshire County Council Framework

Location	Utility	Supplier	Annual usage estimate	Current British Gas/EDF		Tariff Name	Fixed term ends	HCC		British Gas/EDF new prices	
				Unit rate	Standing charge			Unit rate	Standing charge	Unit rate	Standing charge
Wickham Recreation Pavilion	Electricity	EDF	300 units	33.13p	55.80p	Easy Fix 1 year	20/02/2025	25.00p	27p daily/£8 per month	38.6p	139.5p
Wickham Tennis Court	Electricity	EDF	2400 units	24.60p	60.00p	Fixed Online 3YR	11/06/2027	25.00p	27p daily/£8 per month		
Knowle Village Hall	Gas	British Gas Lite	13492 kwh	3.87p	45.00p	Acquisition 4 Year Fixed Rate	04/03/2025	4.00p	£1 daily max	8.62p	47.45p
Wickham MUGA floodlights	Electricity	British Gas Lite	3908 kwh	25.55p	56.80p	Renewal 1 Year Fixed Rate	04/03/2025	25.00p	27p daily/£8 per month	27.32p	40.00p
Knowle Village Hall	Electricity	British Gas Lite	17745 kwh	25.66p	40.00p	Renewal 1 Year Fixed Rate	04/03/2025	25.00p	27p daily/£8 per month	26.8p	40.00p
Wickham Recreation Pavilion	Gas	British Gas Lite	2273 kwh	4.21p	25.00p	Acquisition 4 Year Fixed Rate	28/03/2025	4.21p	25.00p		

Move to variable contract from 28th March, gas should be disconnected and removed from Pavilion in 2025 with new project

Agenda Item 8 -

To review the Council's bad debts and agree course of action

Bad debts are not allowed to be written off without approval of Council. There are currently 2 overdue invoices.

One invoice for meeting room hire at Knowle Village Hall of £20. The hirer says they paid in cash at time of hiring, but without a receipt nor CCTV evidence, it is hard to prove this either way. The Council is no longer accepting cash as a form of payment to avoid this problem re-occurring in the future.

The other invoice is for recharge of costs to remove graffiti carried out on the side of Knowle Village Hall for £166. The crime was reported to the Police and the offender wrote a letter confirming they accepted to pay the costs of the removal. The Business Manager has been in contact with the Police to help chase the payment but it still has not been received.

Recommendation: to approve writing off both of these bad debts before 31st March 2025 financial year end.