



Wickham and Knowle Parish Council

Meeting of the Full Council

(Chair Cllr Craig Manuel **Members:** Cllr Robert Broad (Vice-Chair), Cllr Malcom Burt, Cllr Sheila Chambers, Cllr David Evans, Cllr Leah Greenbank, Cllr Kathryn Holladay, Cllr Nic Holladay, Cllr Sandy Phillips-Lee, Cllr Loraine Rappé, Cllr Ben Sawyers

Dear Committee Member

I hereby give you notice that a meeting of the **Full Council** will be held at **Wickham Room, Wickham Community Centre, Mill Lane, Wickham, PO17 5AL** on **Thursday 27th March 2025 at 7pm**. All members of the Council 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, except where classified 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 receive a report from the County Councillor	Chair	3-4
5.	To receive a report from the District Councillors	Chair	-
6.	Chair's Announcements	Chair	-
7.	To approve the minutes of the meetings held on 30 th January 2025	Chair	5-8
8.	To receive an update from the Clerk on matters arising	Clerk	9
9.	To receive an update on the Hampshire County Council briefing on the Devolution process and consider options for the Parish Council to join a Unitary Authority	Chair	10
10.	To consider which Winchester City Council assets in Wickham and Knowle the Parish Council may wish to adopt as part of the Devolution process	Chair	10-13
11.	To note the response to the Internal Auditor's report on the interim audit carried out on 27 th January and agree the action plan	Clerk	14-17
12.	To consider renaming of the Human Resources Committee to Human Resources and Policy Committee, and to consider renaming Policy & Finance Committee to Finance Committee	Clerk	18
13	Planning & Highways Committee – Cllr Rappé		
13.1	To note the minutes of the Committee meetings on 9th January 2025 and 10th February 2025	Cllr Rappé	website
13.2	To receive a recommendation to approve the Neighbourhood Plan Steering Group's terms of references	Cllr Rappé	19-24
13.3	To receive a recommendation to approve Planet (Evolving Together) as the Neighbourhood Plan Steering Group Project Manager and approve the budget for 2025/26, to be funded by nominal 6200 Planning Consultants	Cllr Rappé	25-33
14	Recreation Committee – Cllr N Holladay		
14.1	To note the minutes of the Committee meeting on 16th January 2025	Cllr N Holladay	website
14.2	To receive a recommendation to accept a quote from Solent Road Markings for remarking of Knowle Village Hall car park spaces, funding nominal 8600 KVH repairs and maintenance	Cllr N Holladay	34-36

14.3	To receive a recommendation, as proposed by Cllr Manuel at the Recreation Committee meeting on 27 th February 2025, for Deacon Designs to complete 2 design options to be used for a Mill Lane consultation, funding Mill Lane earmarked reserve	Cllr N Holladay	To follow
14.4	To receive a recommendation to approve the structure of a consultation exercise with residents for Mill Lane and Glebe Open Space	Cllr N Holladay	37-38
14.5	To receive a recommendation to approve a quote from Smart Marketing for a consultation exercise with residents for Mill Lane and Glebe Open Space, funding Mill Lane earmarked reserve	Cllr N Holladay	37-38
15	Human Resources & Policy Committee – Cllr Rappé		
15.1	To receive a recommendation to approve the Committee's amended terms of reference	Cllr Rappé	39-41
15.2	To receive a recommendation to adopt the following policies: <ul style="list-style-type: none"> • Disciplinary Policy • Grievance Policy 	Cllr Rappé	42-51
15.3	To receive a recommendation to join the HALC Local People & Development (LCPD) on 1 st April 2025	Cllr Rappé	52-54
15.4	To approve the adoption of a new Training Policy for the Council	Cllr Rappé	55-56
Other			
16.	To note the transfer from Parish Council bank account to Water Meadows Charity bank account to resolve the issue on assertion 9 from the Annual Governance Statement 2023/24 during the external audit	Clerk	57
17.	To confirm the grounds maintenance arrangements at the Wickham Water Meadows from 1 st April 2025	Clerk	58
18.	To approve the addition of Playgrounds module and InspectEdge software to the Council's AdvantEdge contract	Clerk	59-60
19.	To consider quotes for a new multi-function device printer for the Parish office and enter into a contract	Clerk	To follow
20.	To consider the purchase of a flagpole for Knowle Village Green, to be funded from nominal 7010 Knowle New Projects	Cllr Evans	To follow
21	Recent correspondence/ reports from meetings attended of relevance	Chair	-
21.1	To receive a complaint from Wickham Community Centre regarding toilet access to the centre for MUGA hirers	Chair	60
22	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	-
23	To approve the appointment of the Assistant Parish Clerk and enrolment onto the NEST Pension Scheme	Chair	Confid. paper
24	To receive a recommendation from the HR & Policy Committee to amend the job description and job title for the Business Manager	Chair	Confid. paper
25	To receive a recommendation from the HR & Policy Committee for pay rises for 2025/26	Chair	Confid. paper

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
23rd March 2025



Local Government Re-organisation LGR

Interim proposals towards major changes in the way local government is structured and operates in future have been agreed by Hampshire County Council. At a meeting of the Full County Council on Thursday 20 March, followed by a Cabinet meeting held on 21st March, outline plans for Local Government Reorganisation (LGR) were approved and were jointly submitted to central Government on behalf of all 15 councils in the Hampshire and Solent area: Hampshire County Council, 11 district and borough councils and three unitary councils covering Southampton, Portsmouth and Isle of Wight.

This initial plan towards LGR forms part of wider Government ambitions to replace the current two-tier structure of local government that operates nationally, with a smaller number of unitary (all-purpose) councils. For Hampshire and the Solent region, this means unitary councils will deliver all services currently provided by the 15 councils in the area.

The County Council has worked in partnership with council Leaders and Chief Executives from across the Hampshire and Solent area to develop the interim plan, based on Government-set criteria, as well as principles to which all 15 Hampshire and Solent councils agree. Alongside these, the County Council is also working to a set of guiding principles which reflect its own key duties as the largest local authority in the area, responsible for the delivery of the vast proportion of local government services and budgets in the region. With the considerable economies of scale that County Council services also benefit from in Hampshire, data shows that the greater the number of smaller councils created under LGR, the more expensive it would be to taxpayers, whereas larger scale councils deliver immediate and ongoing efficiencies for the public purse and make local government more sustainable. To read the reports see <https://democracy.hants.gov.uk/ieListDocuments.aspx?Cid=197&Mid=13199&Ver=4> Also, see video <https://www.facebook.com/search/top?q=hampshire%20county%20council>

Over £12.5 million in Cost of Living Support

Hampshire households facing financial difficulties will continue to receive significant support for the next 12 months as the County Council has secured a new allocation of £12,556,062.75 to sustain its Household Support Fund (HSF) programme

The HSF is a national programme, created to provide relief to those struggling to afford essential items such as food and warm bedding, as well as recurring household bills. Previous rounds of funding have enabled Hampshire County Council to work with local organisations such as charities, education providers and community groups as well as district and borough councils to provide much-needed relief to families and individuals.

Youth Wellbeing Programme

More than 20,000 young people from Hampshire, the Isle of Wight, Portsmouth and Southampton have shared their views on the issues that matter to them - from vaping and relationships to discrimination and loneliness - as part of a pioneering youth-centred wellbeing programme.

The #BeeWell programme seeks to improve young people's wellbeing based on their direct feedback. It is working with Hampshire County Council, Southampton City Council, Isle of Wight Council, and Portsmouth City Council to run annual surveys with young people across the region and to drive community action in response to the findings.

The second and latest survey in the region was undertaken in autumn 2024 and completed by 20,348 year 9 and 10 students across 89 schools, including 10 special schools. This represents 47 per cent of young people in these year groups across Hampshire, the Isle of Wight, Portsmouth, and Southampton. For further details see <https://www.hants.gov.uk/News/20250319beewell>

for children with Special Educational Needs and Disabilities

Hampshire County Council is set to create 166 new places for children with Special Educational Needs and Disabilities (SEND) in 13 schools across the County over the next two school years

The plans form part of the County Council's ongoing response to growing demand for specialist educational provision across Hampshire and aim to ensure that children with SEND can access high-quality education within their local communities.

Among the latest schools/colleges to join the county-wide SEND expansion programme is Crookhorn College, Havant, with provision for 15 pupils with Autism Spectrum Conditions (ASC), opening in phases from September 2025.

First Preference Secondary School

More than 97 per cent of parents in Hampshire (13,903) have been offered a place for their child at one of their three preferences for a secondary school in September 2025. Of those who applied for a Year 7 place (for September 2025) by the application deadline, 90.8 per cent have been offered a place at their first preference school.

The County Council received 14,230 on-time applications this year – a decrease of 357 applications compared with the number received for places in September 2024 (14,587).

The Admissions Team is now busy processing primary school applications with school place offers due to go out to parents on 16th April 2025.

Plans for Havant Railway Footbridge Replacement

Plans to replace a 78-year-old footbridge in Havant have taken a step forward following approval by Hampshire County Council to progress design work. The current footbridge over the railway is showing increasing signs of age and requires structural support to enable its continued use. The modern replacement will be twice as wide and feature gentler ramps to offer better access, including for cyclists, people using wheelchairs, mobility scooters, prams, or strollers.



The County Council, has approved £0.5 million to progress this work and appoint a specialist contractor who will work with the County Council to develop the final design and detailed technical plans, before a planning application is submitted and the necessary consents are secured from Network Rail.

The County Council has committed a total of £8.7 million for the bridge replacement. Havant Borough Council has also committed £2.8 million from its Community Infrastructure Levy Fund. Subject to receiving final consents, work on the replacement

bridge could begin at the end of 2026.

Retirement Plans

Hampshire County Council's Chief Executive will step down later this year, having recently announced plans to retire in July 2025, after more than 40 years of service in the public sector. Carolyn Williamson joined the County Council in 2010 and has held the post of Chief Executive for the last four years – as the Authority's first female Chief Executive. Her previous roles have included Deputy Chief Executive; Chief Financial Officer and Director of Corporate Resources.

Patricia Stallard, Hampshire County Councillor, Winchester Southern Parishes [Newlands, Denmead, Southwick, Boarhunt, Wickham, Knowle, Soberton, Newtown] Email: patricia.stallard@hants.gov.uk



Wickham and Knowle Parish Council

Minutes of the meeting of the above Full Council held at Wickham Community Centre, Mill Lane, Wickham PO17 5AL on Thursday 30th January 2025 at 7pm.

Present: Councillors: Craig Manuel (Chair), Robert Broad (Vice-Chair), Malc Burt, Sheila Chambers, David Evans, Leah Greenbank, Kathryn Holladay, Nic Holladay, Sandy Phillips-Lee, Loraine Rappé, Ben Sawyers

In attendance: County Councillor Patricia Stallard, District Councillor Angela Clear, District Councillor Chris Chamberlain, District Councillor Neil Cutler, 1 member of the public, Parish Clerk Sophie Thorogood

1. Apologies for absence:

2. Declarations of interest: None declared.

3. Public Session: 1 member of public in attendance

4. Report from County Councillor: Cllr Stallard's report had been circulated in advance of the meeting.

Cllr Stallard spoke in person to give some further information on HCC's understanding of the devolution process.

5. Reports from District Councillors:

Cllr Chamberlain spoke regarding the following points:

- Football coaching sessions in February half term, with Wickham MUGA hosting 1 date.
- Nominations for Mayor Community Awards are open until 16th February. The DCs have nominated some individuals.
- The Small Award Grants Scheme is open until 28th February and the Parish Council should consider applying.
- To give apologies for a sour note but the 3 DCs are disappointed with the Parish Council's article written for the Wickham Parish Magazine. They will be writing to the Parish Council formally as there are factual inaccuracies contained within the article and will be also discussing with Cllr Manuel in person.

Cllr Cutler spoke to update everyone present about the current understanding of the devolution process and invite everyone to attend the online briefing to be held on 5th February. **ACTION:** Clerk to circulate online meeting details.

6. Chairmans's announcements: Cllr Manuel informed everyone that the landlord who owns the Knowle restaurant is appealing the planning permission refusal.

A member of public has written to the Parish Council regarding minutes not being loaded onto the website until approved and a lack of supporting documents for the meetings. Residents will see a change going forward in that draft minutes will be published as soon as is possible after a meeting and supporting papers will now also be published.

7. Minutes of 26th September 2024 and 5th December 2024:

RESOLVED: The minutes of 26th September 2024 were approved and signed as true record, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried with abstentions from Cllr Rappé and Cllr Broad.

RESOLVED: The minutes of 5th December 2024 were approved and signed as true record, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

8. **Clerk's update:** Noted

9. **Finance Committee (Cllr Manuel)**

9.1. **Minutes of the meeting held 14th November 2024:** received and noted.

9.2. **Virement from reserves:** 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).

RESOLVED: to approve a recommendation to approve the quote of £5,720 from RM Carpentry & Building for office conversion costs and a budget of £1,000 maximum for additional furniture costs, and approve a virement from general reserves to fund the office conversion costs at Knowle Village Hall, as proposed by Cllr Manuel, seconded by Cllr Rappé and carried.

9.3. **Fixed Asset Register:**

RESOLVED: To receive a recommendation to approve the Fixed Asset Register, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

9.4. **Re-adopt Standing Orders:**

RESOLVED: To accept the recommendation to re-adopt the Standing Orders, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried with abstentions by Cllr Rappé and Cllr Evans.

9.5. **Zurich Insurance:**

RESOLVED: To delegate to the Clerk to finalise the insurance renewal with Zurich as part of the 3yr long term agreement, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.

9.6. **Utility Contracts:**

RESOLVED: To approve the recommendation to enter into a new contract with Hampshire County Council framework for utility contracts, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried.

9.7. **Bad debts:**

RESOLVED: To approve the recommendation to write off the bad debt for £20, and to approve the recommendation to send a final letter requesting payment within 2 weeks otherwise a small claims court claim will be made for the £167 debt, as proposed by Cllr Phillips-Lee, seconded by Cllr Rappé and carried.

10. **Wickham Water Meadows Committee (Cllr Manuel)**

10.1. **Minutes of the meetings held 14th October 2024:** received and noted

10.2. **Tree work:**

3 quotes had not been received in time for the Committee meeting so were brought to the Full Council for discussion.

Quote 1 - £7,000

Quote 2 - £11,700

Quote 3 - £20,079

RESOLVED: To approve quote 1 from Bishops Waltham Landscaping and Tree Care Ltd and to delegate to the Clerk to work with the contractor to stage the work over a

3yr period where necessary, as proposed by Cllr N Holladay, seconded by Cllr Evans and carried.

11. General Purposes Committee (Cllr Phillips-Lee)

11.1. **Minutes of the meetings held 10th October 2024:** received and noted.

11.2. **Shell roundabout project:**

RESOLVED: to approve the recommendation to approve a budget of maximum £8,000 for the Shell roundabout project in Wickham – budget nominal Wickham Projects 7000, as proposed by Cllr Evans, seconded by Cllr Rappé and carried.

11.3. **Adopt the red telephone box in Wickham:**

RESOLVED: to approve the recommendation to approve a budget of £2,500 for the red telephone box renovation project in Wickham – budget nominal Wickham Projects 7000, as proposed by Cllr Phillips-Lee, seconded by Cllr Evans and carried.

11.4. **New .gov.uk domain name:**

RESOLVED: to approve the recommendation to proceed with a new .gov.uk domain name, website and email addresses, as proposed by Cllr N Holladay, seconded by Cllr K Holladay and carried.

11.5 **VE80 celebrations:**

The VE 80 working party are planning 2 events; an informal celebration to be held at the Wickham Recreation Ground on Monday 5th May 2025, and a day of formal celebration to be held on Thursday 8th May 2025.

12. Recreation Committee (Cllr N Holladay)

12.1. **Minutes of the meetings held 21st November 2024:** received and noted.

12.2. **Pitch improvement strategy:**

Subject to adding in that Knowle Village Green cannot be used for football on Saturdays and Sundays during the period 1st May to 31st August each year, this strategy document is ready to be adopted. **ACTION:** Clerk to ensure dates are added in.

RESOLVED: to approve the recommendation to accept the Council's pitch improvement strategy, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

13. Planning & Highways Committee (Cllr Rappé)

13.1. **Minutes of the meetings held 14th November 2024:** received and noted.

13.2. **Neighbourhood Plan update:**

Steering group 98% consultation respondents were in favour of a Neighbourhood Plan. A briefing was held in October by Steve Tilbury for those who had shown an interest in joining a working party. Cllr Chamberlain asked Cllr Rappé how many responses were received in total; 298. Of those 10 people have come forward to join a working party.

13.3. **Neighbourhood Plan Designation Letter:**

RESOLVED: to approve the recommendation to approve the Designation Letter to Winchester City Council, giving notice of the Parish Council's intention to develop a Neighbourhood Plan, as proposed by Cllr Rappé, seconded by Cllr Evans and carried.

14. Extra consultancy costs Wickham Recreation Pavilion project:

Since the last Full Council meeting and both Finance and Recreation meetings, the Architects have informed the Council that further consultancy work is needed as part of the planning permission and tender process for the Wickham Recreation Pavilion project.

- A structural engineer – maximum budget needed £2,500 + VAT
- Energy Consultant – maximum budget needed £2,000 + VAT
- Mechanical & Electrical Engineer – maximum budget needed £7,500 + VAT
- Ecologist – bat survey – maximum budget £1,000 + VAT

Planning permission will not be granted without a bat survey, which cannot be carried out until later in the year. The Architects are progressing well with the tender documents and it is suggested that the tender process is begun before planning permission is granted due to the need to wait for a bat survey.

Other than these costs, there should be no further consultancy costs needed to progress the project.

RESOLVED: To approve a further budget for extra consultancy costs for the Wickham Recreation Pavilion project of £13,000, funding to be taken from the Croudace S106 funds, as proposed by Cllr N Holladay, seconded by Cllr Broad and carried.

15. Interim Internal Auditor’s Report: The interim audit was carried out on 27th January and the report was received and circulated to Councillors on 30th January. The Clerk summarised the main points for those present at the meeting. **ACTION:** As the report was not circulated to give the Councillors sufficient time to digest the contents, the Clerk to prepare a response to each of the points and an action plan for the next Full Council meeting.

16. To receive correspondence/details of meetings attended: Nothing reported.

8.47pm The County Councillor, 3 District Councillors and 1 member of public left the meeting room

17. Motion for confidential business:

18. Boston’s Rent: Full details of this are contained in a confidential minute.

RESOLVED: To approve the recommendation from the Policy & Finance Committee to approve an increase in the Boston’s Barbers rent, as proposed by Cllr Manuel, seconded by Cllr Evans and carried.

ACTION: Clerk to write to the owners of Boston’s regarding the rent increase.

19. Assistant Parish Clerk job description: Full details of this are contained in a confidential minute.

RESOLVED: To approve the job description and person specification for the Assistant Parish Clerk role to begin 1st April 2025, and advertise the role, as proposed by Cllr N Holladay, seconded by Cllr Greenbank and carried with abstentions by Cllr Rappé and Cllr Evans.

ACTION: Clerk to advertise the role on HALC website, Council website, Council’s Facebook page and indeed website.

Meeting closed 9:25pm

Signed.....

Date.....

Full Council meeting – 27th March 2025

Agenda Item 8 -

To receive an update from the Clerk

Since the last Full Council meeting, the document packs and draft minutes are now being loaded onto the website. The Clerk will work back through publishing the older missing document packs onto the website, which will also aide in the transfer of documents needed to the new website.

A purchase order was placed with the builder for the office conversion at Knowle Village Hall, and the work is almost complete. Everything should be ready for the new member of staff beginning on 1st April.

After consultation with the Chair and Vice-Chair, the insurance policy was renewed with fidelity cover increased to £1.2m and general and office contents cover also increased. The increase in premium for material damage to play equipment was not agreed so only public liability cover remains in place. When the Council has completed its 3 year Long Term Agreement with Zurich, quotes will be sought from other insurance providers for discussion in Committee.

The utility contracts have begun to transfer over to the HCC framework.

The bad debt for £20 was written off. The customer behind the bad debt for £166 was written to one final time with no payment received by the deadline, so a small claims court claim was instigated. This prompted the customer to pay the debt. So all bad debts are now resolved.

A purchase order was placed with the preferred contractor for the tree work to the Water Meadows and this work will take place w/c 7th April. The work to the bulk of the trees will be carried out in 2025/26, and further work to clusters of trees will be carried out in 2026/27 to spread the cost over 2 financial years.

A purchase order was placed with the gardener for the Shell roundabout project and the initial concept design has been circulated to the GP Committee for review. An amended concept design has been prepared following comments and the GP will further review the design on 3rd April. The Council was unsuccessful in applying for the Winchester Small District Grants scheme.

The red telephone box adoption is now complete and the telephony services have been removed. An order for the materials from the official website was placed and the contractor will begin working on the renovation of the telephone box w/c 24th March. The Historic Environment Team at WCC have confirmed that even though the box is listed, the renovation work to restore the box to its former glory is permitted.

The Recreation Pavilion planning permission was granted in mid February with some conditions placed on the permission. Axis have continued to work on the tender documents which were sent to the Clerk and Cllrs working on the project last week for review.

Boston's barbers have accepted the rent increase and schedule from 1st April 2025.

The final amendments to the Grounds Maintenance Contract were reviewed by Hampshire Legal Services and contract was signed by the Clerk and General Farming & Contracting Ltd with the new contract to begin 1st April 2025.

Agenda Item 9 -

To receive an update on the Hampshire County Council briefing on the Devolution process and consider options for the Parish Council to join a Unitary Authority

HCC held an online briefing on 19th March, before a decision was taken at the Cabinet meeting on 21st March to submit the initial plans for the Devolution process.

HCC have considered the benefits and disadvantages of either a two, three or four Mainland Unitary Authority structure but a decision has not been made as to which option will be selected. The document pack can be found on the HCC website

<https://democracy.hants.gov.uk/mgChooseDocPack.aspx?ID=13193>

Therefore, the Parish Council is not in a clear position to make an informed decision as to which Unitary Authority they may wish to be part of.

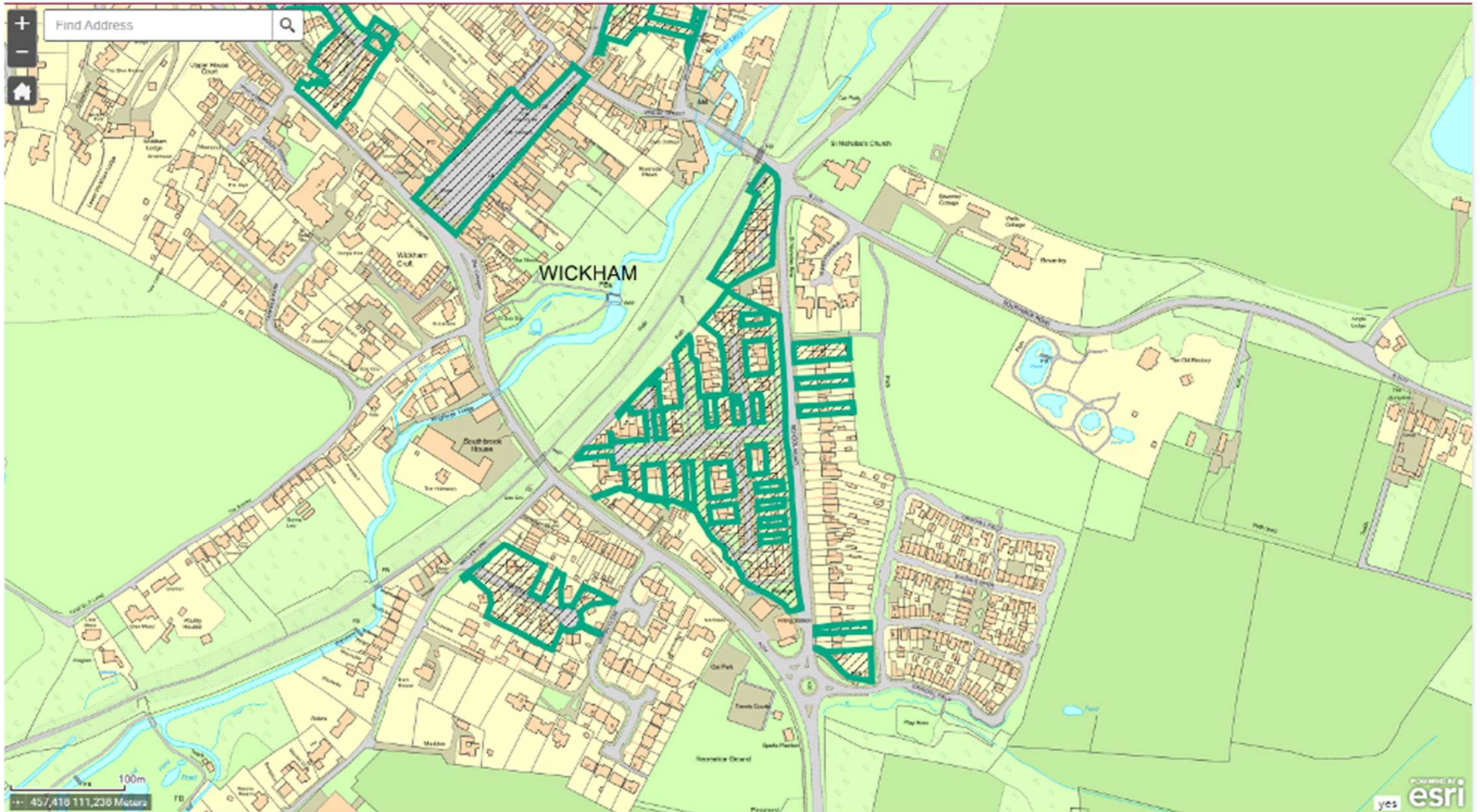
Agenda Item 10 -

To consider which Winchester City Council assets in Wickham and Knowle the Parish Council may wish to adopt as part of the Devolution process

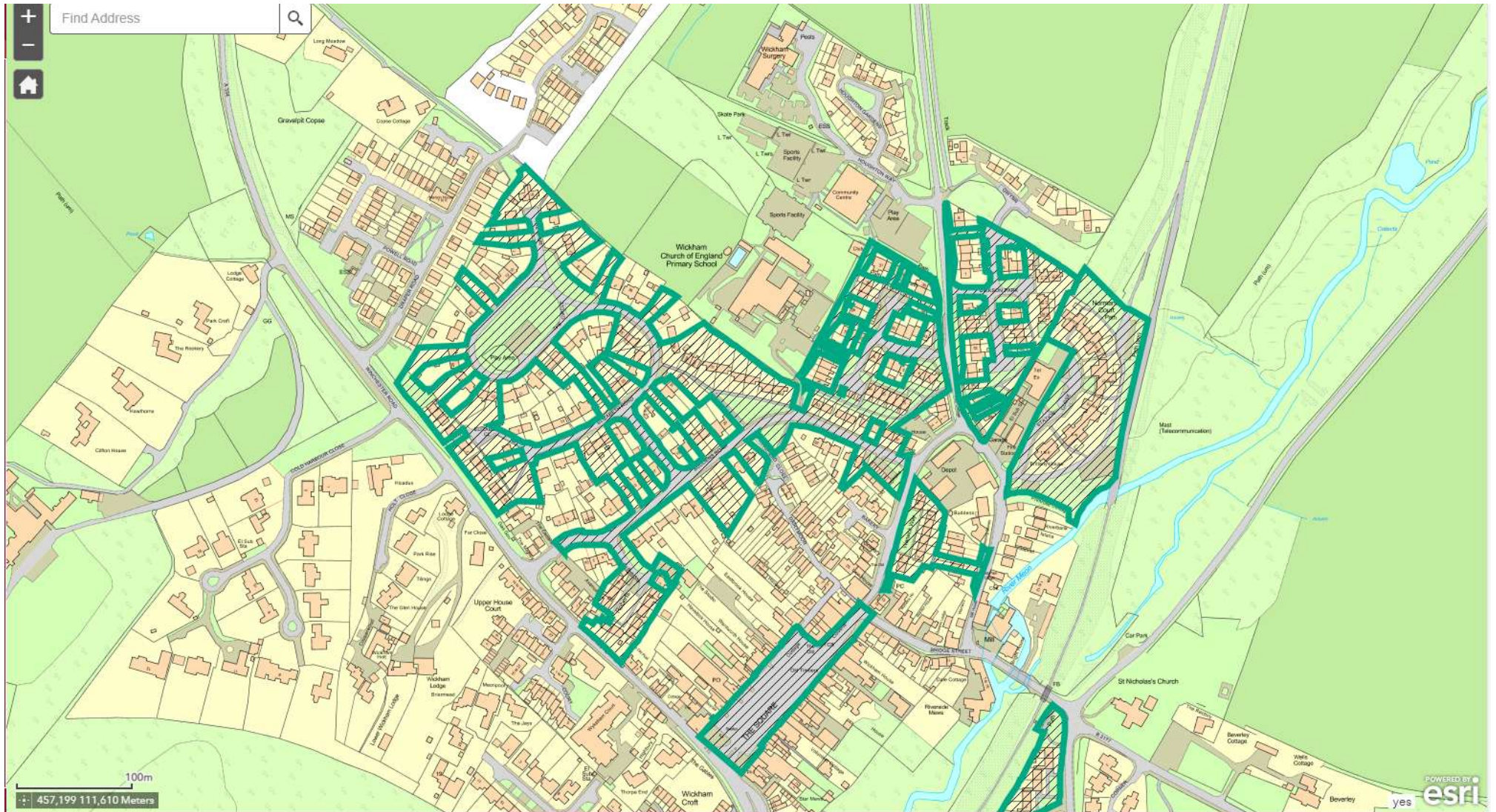
On the following 3 pages are excerpts of maps showing which WCC assets are located in the Parish. The Full Council is asked to consider the benefits of potentially adopting any of these assets as part of the Devolution process.

Excerpts of Mapping Data showing WCC assets (green outline, black hash line)

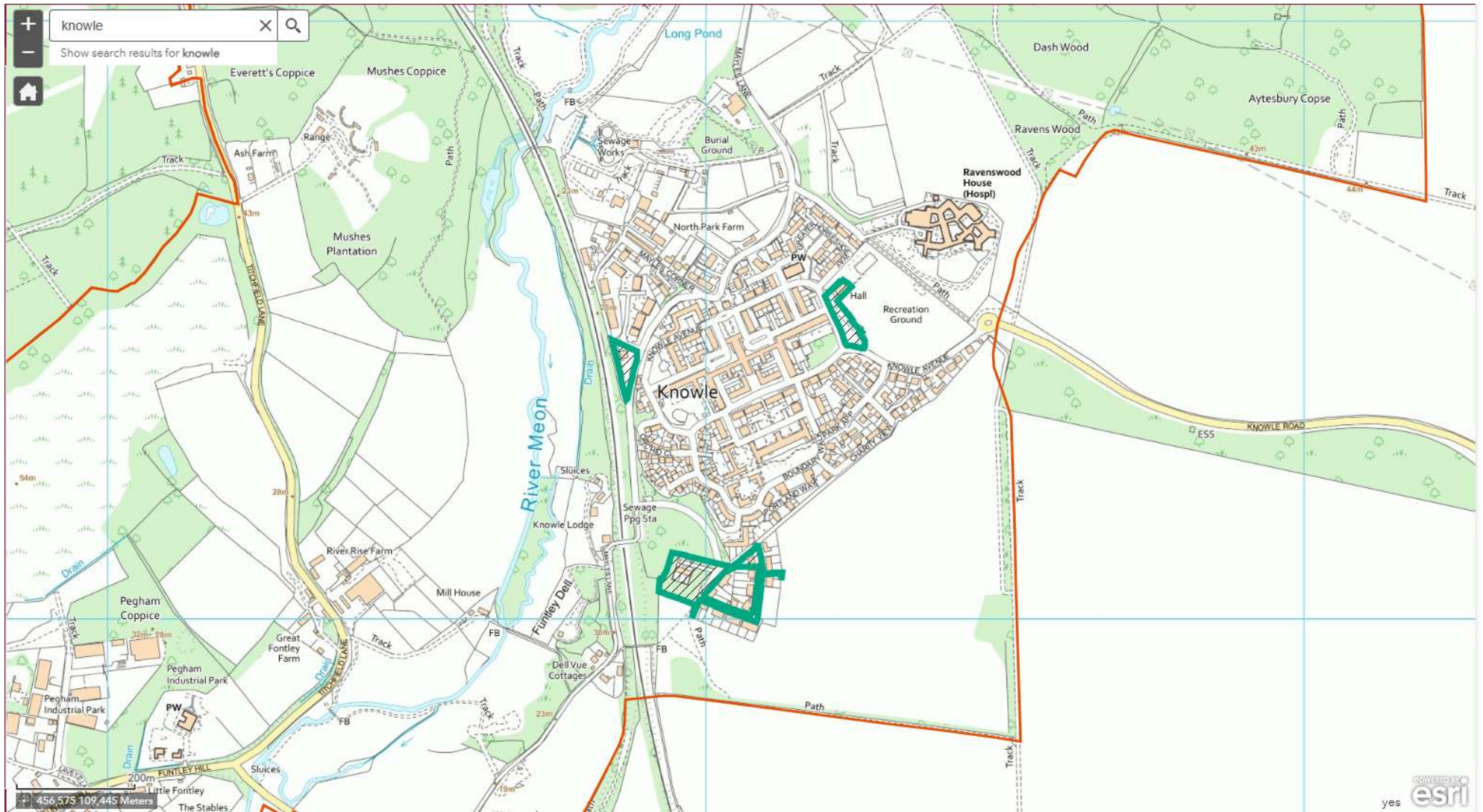
Wickham Centre



Excerpts of Mapping Data showing WCC assets (green outline, black hash line)
North Wickham / Wickham Centre



Excerpts of Mapping Data showing WCC assets (green outline, black hash line)
North Wickham / Wickham Centre



Agenda Item 11 -

To receive the Internal Auditor’s opinion on the Interim Internal Audit completed on 27th January 2025

Internal Audit Issues	Council Response
<p>Budget Setting and Precept budget and Precept setting for 2025-2026 should not have a negative effect on Reserves. For future years the percentage increases in budget should be offset wherever possible through an appropriate rise in the Precept.</p>	<p>The budget setting did not have a negative impact on reserves. The Council increased the precept demand by 15% to cover costs of increasing the team of Officers, but also to create a new earmarked play area reserve to work towards improving facilities for the residents.</p>
<p>Committee Structures a review of the current numbers of committees should be undertaken with a view to reduce the current number and consolidate the Policy and Finance Committee to become General Purposes and Finance Committee.</p>	<p>The HR Committee considered this option to a change in structure but it was agreed to wait for new member of staff to begin and review workload and undertake a review of the Committee structure in 3-6mths time.</p>
<p>Council and Committee Minutes each page of the Minutes should be signed or initialled by the Chairman to confirm all decision have been recorded in the Minutes.</p> <p>All draft Minutes should be displayed and uploaded to the Parish Council website.</p> <p>Details of total payments authorised at meetings are recorded in the Minutes.</p>	<p>This change was implemented immediately after the interim audit in January.</p> <p>This is now being done.</p> <p>A copy of the payments list will be included as part of the minute book</p>

<p>Staff Structure</p> <ul style="list-style-type: none"> • additional staff resources should be considered that supports the Parish Clerk/RFO so that the areas of work can be delegated to other officers for completion although the Parish Clerk should still retain overall responsibility for other members of staff. 	<p>The Council has recruited an Assistant Parish Clerk to begin 1st April 2025, whose appointment is being ratified at the Full Council meeting on 27th March.</p>
<p>Website</p> <ul style="list-style-type: none"> • a dedicated website provider familiar with the Local Council Sector should be chosen to upgrade the website to comply with all the regulatory requirements. 	<p>The Clerk has only selected quotes from approved suppliers registered with Parish Domains Helper Service. The project to move to a .gov.uk domain name and new associated emails/website will be progressed once new member of staff has begun.</p>
<p>Conclusion of Audit Notice and Certificate 2023-2024</p> <ul style="list-style-type: none"> • The Parish Clerk should now continue to implement the other matters raised by the External Auditor in their conclusion of audit notice and certificate 2023-2024. 	<p>The final outstanding issue regarding the Charity accounts is on the agenda for 27th March to be resolved.</p>
<p>Invoice Authorisation</p> <ul style="list-style-type: none"> • Evidence is recorded by the Parish Clerk that all invoices have been checked and agreed and that goods and services have been supplied to satisfy payment can be made. • the Chairman should acknowledge by email that he has authorised the payment schedules and that he is satisfied that the sums to be paid have been checked and agreed to the invoice information. 	<p>This will be actioned.</p> <p>This will be actioned.</p>
<p>Other matters to be brought to the Council's attention</p> <ul style="list-style-type: none"> • The Parish Council will need to review its budget regularly for 2025-2026. Consideration should have been given to the increased the Employers NI rate from 13.8% to 15% from April 2025. The Council should also take note that there is a reduction in the per employer threshold at which employers pay national insurance to £5000 so these will have an impact of budget setting and potential Precept 	<p>The Clerk had used the HMRC website to calculate Employer's NI contributions as part of the 2025/26 budget setting process.</p>

<p>calculations. <i>(Audit Note: The Parish Clerk is aware of the increase that is required to the salary budget for 2025-2026).</i></p> <ul style="list-style-type: none"> • The Parish Council should consider the high value of balances retained in the Lloyds Bank Deposit Account and look to spread the risks of sums held so to minimise the potential losses if the banking provider were to stop trading. • The Council will need to provide evidence of the posting date for the Exercise of Public Rights in 2024 so they can tick “Yes” to Assertion 4 on Section 1 (Governance Statement) of the AGAR 2024-2025 to comply with the requirements of the Accounts and Audit Regulations 2015. We will also be able to tick “Yes” to Control Objective M on the Annual Internal Audit Report 2024-2025. • Details should be updated on the risk assessment to reflect the current Reserves and Budgetary requirements for 2025/2026 and where there is high risk identified these should be reviewed to check if action can be taken so the risks are reduced. • We note that the risk assessment for 2024-2025 has been approved by full Council on the 26 September 2024. We are satisfied that the Council can tick “Yes” to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2024-2025 to comply with the requirements for the External Auditor. We will tick “Yes” to Control Objective C on the Annual Internal Audit Report 2024-2025. • The Parish Clerk will need to ensure that the Asset Register is kept up to date to record the value of new purchases. This will ensure that the totals reflected in the End of Year figures for Box 9 on 	<p>This project is on the list to be undertaken once the new Assistant Parish Clerk has started working.</p> <p>The current website provider shows dates when media uploaded to the website.</p> <p>At the next review of the risk assessment, this will be taken into account.</p> <p>No action required from Council.</p> <p>The Clerk will ensure the Asset Register is kept up to date. This task is eased through the use of Edge Asset Manager which automatically creates new assets when purchases of assets are recorded in Finance module. The Asset Register</p>
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<p>Section 2 Accounting Statements are accurate for reporting to the External Auditor. The Asset Register should be reviewed and approved by the full Parish Council before the 31 March 2025.</p> <ul style="list-style-type: none"> • The Parish Council will need to ensure its website provider is aware of the changes to adhere to the requirements set out in the website accessibility rules. The Parish Council website should now meet the new WCAG 2.2 AA standard for website accessibility. <i>(The Parish Clerk will confirm this with the website provider).</i> • The Parish Clerk is aware of the requirements to comply with the Accounts and Audit Regulations 2015 to separate out income and expenditure for the Wickham Water Meadows Millennium Trust from the Parish Council accounts. We understand that this will be done before the 31 March 2025. • The External Auditor has indicated that it is best practice that Authorities should review and approve each financial year: <ul style="list-style-type: none"> o the appointment or continuing appointment of the Internal Auditor. o that the Internal Auditor is independent of the Council. o the effectiveness of the Internal Audit. <i>(Audit Note: We recommend that to continue to meet these best practice requirements the Parish Council should consider approving and recording these details in the Minutes of the full Parish Council in each financial year).</i> 	<p>was reviewed by Finance Committee in January and approved by Full Council on 30th January.</p> <p>The Clerk will ensure this.</p> <p>The final outstanding issue regarding the Charity accounting will be resolved before 31st March 2025.</p> <p>This will be actioned.</p>
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Agenda Item 12 -

To consider renaming of the Human Resources Committee to Human Resources and Policy Committee, and to consider renaming Policy & Finance Committee to Finance Committee

During its inaugural meeting, the HR Committee considered a potential change to the Committee structure as suggested in the Interim Internal Audit. However, it was felt that with an increase in officer hours due on 1st April, it would be better to wait to see if this aided in workload and review a Committee re-structure in 3-6mths time.

However, it was felt that the suggestion to move the Policy function from the Policy and Finance Committee, to make Human Resources and Policy Committee.

Recommendation: to rename the Committees “Human Resources and Policy” and Finance”, and to defer the review of the Committee structures for another 3-6mths.



Wickham and Knowle Parish Council

Wickham and Knowle Neighbourhood Plan Steering Group

TERMS OF REFERENCE

Purpose of the Steering Group

1. Wickham and Knowle Parish Council (“the Parish Council”) is the qualifying body for the preparation of a Neighbourhood Development Plan (“the Plan”) for their civil parish area.
2. The Parish Council has agreed to establish separate project management arrangements to facilitate the delivery of this plan-making function.
3. The Steering Group sits as the Project Board for project management and decision-making purposes and will lead the preparation of the Plan. While the Parish Council will retain the approval of the Regulation 14 Plan and the submission Plan, together with the approved Preferred Options Consultation Draft Plan and the final Plan post examination amendments, it grants delegated authority to exercise other relevant plan-making functions to the Wickham and Knowle Neighbourhood Planning Steering Group (“the Steering Group”).
4. The Steering Group will guide and agree the content of the Plan and all associated evidence and analysis up to the completion of the process.
5. The Parish Council reserves the right to remove the delegated authority from the Steering Group if they feel they are not carrying out the task delegated to them.
6. The Steering Group must conform to the framework set by national and local planning policy; and meet any European or national legal requirements (such as Habitat Regulations), show that it has engaged with the local community and taken account of their views.
7. The Steering Group will:
 - 7.1. provide a locally-accountable and representative lead for plan-making;
 - 7.2. agree a project timetable and endeavour to secure compliance;
 - 7.3. agree project strategies for communication, consultation and engagement with Parishioners;
 - 7.4. following analysis of community engagement recommend to the Parish Council the scope of the Plan, vision and objectives;
 - 7.5. review available data and commission evidence where gaps identified;



Wickham and Knowle Parish Council

- 7.6. agree all consultation documents and reports with the Parish Council prior to publication;
- 7.7. agree for ratification by the Parish Council a final submission version of the Plan; and
- 7.8. actively support and promote the preparation of the Plan throughout the duration of the project.

Steering Group Objective

8. The objective of the Steering Group is to produce a Plan for the Parish of Wickham and Knowle that meets the Basic Conditions and other legal requirements for neighbourhood plans, defines the spatial planning policy priorities identified by the community taking into account all representations made during the plan-making process and having regard to all relevant existing plans and evidence.
9. The Plan will include or be supported by an appropriate delivery plan setting out, where relevant, the means by which these policy priorities may be implemented.

Steering Group Membership

10. The Steering Group will comprise 6-10 members including Parish Councillors and a cross section of volunteers from the community.
11. Membership is voluntary.
12. By joining the Steering Group, any person agrees to abide by these terms of reference.
13. An external Project Manager will provide support to the Steering Group.
14. Membership will be reviewed periodically by the Parish Council and which reserves the right to remove member or members of the steering group.
15. Members who move away from the locality of the Parish will be automatically removed from the Steering Group, whereas Parish Councillors who cease to be members of the Parish Council may continue so long as they remain in the locality.
16. A person shall cease to be a member of the Steering Group upon notifying the Steering Group in writing of their wish to resign. They are required to give a month's notice of resignation to handover any ongoing activities.

Reporting and Communication

17. The Steering Group is established having delegated authority (as explained in 3) from the Parish Council to deliver its plan-making functions.



Wickham and Knowle Parish Council

18. The Steering Group will report to the Planning and Highways Committee setting out progress on its work. Members of public can attend the Planning & Highways Committee to keep up to date on the Project and get involved when appropriate.
19. The Submission Draft Neighbourhood Development Plan requires the approval of Full Council prior to its publication for consultation and independent examination.
20. The plan-making process remains in the control of the Parish Council as local authority and qualifying body.
21. All Steering Group publications, consultation and community engagement exercises will be undertaken by or on behalf of the Parish Council with appropriate recognition of the Parish Council's position given in all communications associated with the project.
22. A broad range of media is to be used for effective communication in order to reach all groups in the village, including but not limited to: Newsletters delivered to all premises, updates in Parish Magazines, notices on village boards and social media, and the Parish Council website for full transparency.

Meetings

23. Steering Group meetings will take place regularly as required.
24. The Steering Group will elect a Chair of the Steering Group.
25. The Steering Group is quorate provided a minimum of four members are present, one of which is a Parish Councillor and one a community volunteer.
26. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required each member shall have one vote. A simple majority will be required to support any motion. The Chair shall have one casting vote.
27. Steering Group meetings and activities shall follow good practice. Normally the Steering Group chair may seek, and shall follow, the guidance of the Parish Clerk in regard to any procedural matters.

Task & Finish Groups

28. The Steering Group may establish Task & Finish Groups, made up of volunteers from the community to aid them in any Plan-related work.
29. Each Task & Finish Group will be led by a member of the Steering Group.



Wickham and Knowle Parish Council

30. Task & Finish Groups will carry out duties specified by the full Steering Group, which may include, but is not limited to:

- 30.1. Data gathering
- 30.2. Consultations
- 30.3. Making recommendations.

31. Members of the community will be encouraged to participate in the process at all stages.

Conduct

32. The Steering Group will follow the code of conduct set out by the Nolan Committee on Standards in Public Life. The Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations.

33. The Steering Group will achieve this through applying the following principles:

- 33.1. Work with mutual trust and respect, and combine their expertise;
- 33.2. Be clear when their individual roles or interests are in conflict;
 - 33.2.1. Members of the Steering Group to declare interests at the start of each meeting.
- 33.3. Provide feedback from Steering Group meetings to the Parish Council;
- 33.4. Inform the Steering Group when they are unable to deliver agreed actions;
- 33.5. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- 33.6. Actively promote equality of access and opportunity.

Finance

34. The Steering Group will submit a request for funds to the Parish Council to support production of the Plan.

35. The Steering Group shall not have its own bank account. The Parish Council Clerk/Responsible Financial Officer shall be responsible for all budgetary matters, expenditure, monitoring and reporting.

36. Purchase orders will be raised for all work and invoices will be submitted in the name of the Parish Council, referencing the PO number. Clerk to send for approval to the Chair Steering Group before payment is made.



Wickham and Knowle Parish Council

37. The Steering Group will identify potential sources of funding and will draft applications for grants, funding and donations. Oversight will be ensured by the Parish Council Clerk/Responsible Financial Officer submitting the applications. Funds gained in this manner will be held by the Parish Council, ring-fenced for Neighbourhood Plan work, and managed by the Clerk/Responsible Financial Officer under the direction of the Steering Group.
38. Steering Group members and volunteers from any Task & Finish Groups may claim back any previously-agreed expenditure incurred during any Plan-related work. This includes, but is not limited to, postage, stationery, telephone calls and travel costs.
39. Parish Council insurance will cover the previously-agreed activities of the Steering Group and volunteers, but Steering Group members, in liaison with the Clerk to the Council, need to ensure that terms of the insurance are not breached.

Declarations of Interest:

40. The Localism Act and the Parish Council's Code of Conduct will apply to all members of the Steering Group. All members of the Steering Group must declare any pecuniary interest that may be perceived as being relevant to a decision of the Steering Group. This may include membership of an organisation, ownership of land or a business, or any other matter that may be considered to be relevant. Such declarations are to be recorded and publicly available. In the event of disagreement, the decision of the Chair shall be binding.
41. Every member of the Steering Group will be required to make it known if they have a personal or pecuniary interest on joining the Steering Group and during any subsequent discussions and any such notifications will be recorded.
42. A personal interest will be taken to be an interest over and above that of any local resident in a community that would generally be affected by the issue concerned.
43. To avoid members with specialist or other knowledge of an issue being prevented from contributing to a debate thereon, a declaration of an interest of any kind will not restrict the right of the declarer to speak.
44. Members declaring an interest will not take part in any formal voting on the matter in question.
45. Organisations and businesses may assist in the production of the Plan and may contribute to the cost of producing it subject to approval from the Parish Council. Details of any donations or assistance must be made publicly available and must not influence the recommendations of The Plan.



Wickham and Knowle Parish Council

Freedom of Information and Access to Information

46. As an extension of the Parish Council, and in accordance with the Freedom of Information Act (2000), the Steering Group will make available to the public: minutes of meetings, policies and procedures, details of its organisation and structure and information on budget, expenditure and allowances normally via the Parish Council website
47. Meetings will be informal, and the time and place will be publicised on the Parish Council calendar. Minutes will be kept. Members of public will be involved in the process through consultation events and can attend the Planning & Highways Committee meeting which the Steering Group will report in to.
48. For the purposes of General Data Protection Regulation (GDPR) the Parish Council is the Data Controller.

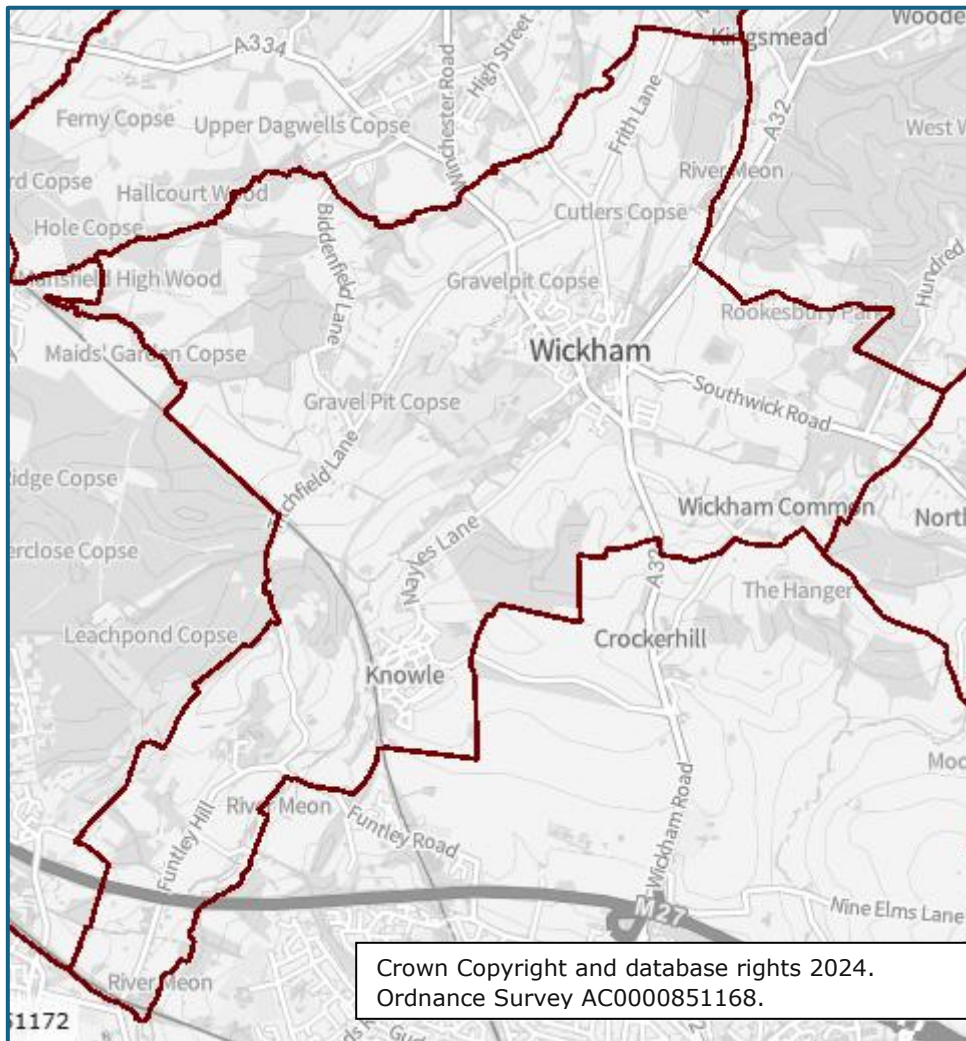
Changes to these Terms of Reference

49. Should any amendments be required to these Terms of Reference, the changes must be ratified by the Parish Council.

Dissolution of the Steering Group

50. The Steering Group shall continue to operate until the adoption or rejection of the Plan.
51. Upon dissolution of the Steering Group, any remaining resources will be passed to the Parish Council

Quotation: Wickham & Knowle Parish Council Neighbourhood Plan



February 2025



CONTENTS

INTRODUCTION

An introduction to Plan-ET, explaining why we are ideally placed to support the development of your Neighbourhood Plan.

METHODOLOGY

An introduction to how we hope to engage local residents and interest groups in positive discussions on the form, scale and character of new development.

OUR TEAM

An introduction to the team members who will be delivering your Neighbourhood Plan.

THE PROPOSAL

Our offer to undertake the work, including a full breakdown of costs, fees and expenses.

THE PROOF

Our previous experience of helping communities with Neighbourhood Planning.

INTRODUCTION

Plan-ET is delighted to submit this quote to support the progression of the Neighbourhood Plan (NP) for Wickham & Knowle Parish Council. We are supported by our associates, Chris Bowden, from Land Use Consultants (LUC), an expert in all the technical aspects of creating a Neighbourhood Plan, Jim Ryan of Acuity Law, expert in planning law and Simon Miles from The Loose Goat Ltd for mapping and GIS data.

Plan-ET and Associates are experts in neighbourhood planning, which we believe relatively few can say. Since the Localism Bill was published in December 2010 (and subsequently enacted in November 2011), we have been strong advocates of councils undertaking neighbourhood planning and supporting them through the process.

Between our associates and Plan-ET, we have over 25 made plans and we are currently supporting a further 20 + communities in the process of producing their neighbourhood plan. These are at a variety of stages in the process, ranging from identifying their Vision and Objectives, to preparing for Regulation 14 to currently going through examination.

CLARIFYING THE BREIF

Based on the information provided by Tracey and Loraine Rappé, you wish us to provide guidance and project management for the Steering Group to oversee and manage the development of the Wickham and Knowle Neighbourhood Plan.



METHODOLOGY & APPROACH

Community engagement was undertaken in 2024 to ascertain the appetite for a Neighbourhood Plan which showed an overwhelming 98% support from those who responded and from this a Steering Group has been created.

We understand there has not only been development of approximately 200 homes in the parish in recent years, but also a recent addition of the requirement of land for 100 homes. We are also aware of the recent speculative planning application for (currently) 60 homes by Croudace at Glebe Land at Southwick Road.

Following the successful designation of the Wickham & Knowle Neighbourhood Plan area, Plan-ET would work with the Steering Group to produce a vision or concept statements, discussing key aspirations and objectives which will then form the heart of the new Neighbourhood Plan for Wickham and Knowle.

Alongside this, we would work with the Steering Group and Winchester City Council to determine the best course of action with regards to site allocations within the Neighbourhood Plan. As the Northeast part of the Parish is within the South Downs National Park, we would also consult with South Downs National Park Authority.



The work undertaken will become a mechanism for community involvement and participation and for improving the quality of new development. It will also provide an effective means of ensuring that new development can be successfully integrated into existing physical and community networks.

From this, we would work with the Steering Group to identify policies to achieve the community-agreed Vision and Objectives. In addition to addressing design and policy issues, policy could also address - in some detail - issues relating to individual identified sites, the local economy, sustainability and infrastructure and discuss needs relating to each of the areas allocated for new development in the Neighbourhood Plan.

We would anticipate regular meetings with a Neighbourhood Plan Steering Group, in order to ensure that the various tasks and timescales are adhered to as far as possible.

In addition, if desired, we can also initiate consultation and discussion forums via various social media networks, such as Twitter, and via the Parish Council's website acting in a partnering role with joint administration of platforms.

We will also maintain regular contact with Winchester City Council and South Downs National Park Authority's designated Neighbourhood Plan Officer, thereby ensuring that there is no conflict with the strategic policies set out in the Local Plans.

The Neighbourhood Planning Regulations also require statutory consultations with various other statutory bodies, such as Natural England and The Environment Agency where their interests may be affected as well as regular public consultation. We will help seek the views of all those individuals and organisations who may have commented upon the designation of the Neighbourhood Plan Area, including major landowners and employers.

The possibility of creating a design guidance document for future development in Wickham and Knowle could also be discussed if deemed necessary.



OUR TEAM

Becky Hopkinson



Becky would be your Project Manager and day-to-day contact on this project. Her role is to oversee the project and she will contribute her considerable experience of people, place making and community engagement.

With a background in logistics, project management, and Parish Councillor training, now, as Neighbourhood Plan Consultant for Plan-ET Becky offers full support to our clients to develop their plans, using up to date technical and demographic data painstakingly gathered. She specializes in the creation and analysis of surveys and questionnaires.

Becky also undertakes the appropriate research to ensure we can provide your plan with robust and relevant evidence to support your policies and will also compile and complete the documentation required for your final plan.

Chris Bowden, Land Use Consultants

Chris has recently move to LUC, after founding and running Navigus Planning for over 15 years. Chris has a wealth of experience in private consultancy as well as successfully steering a wide range of Neighbourhood Plans to referendum. Chris brings to Plan-ET the technical knowledge, when required, for successful examination.

Liz Bourne



Prior to setting up Plan-ET in 2014, Liz worked as a consultant for town and parish councils, facilitating the production of both neighbourhood plans and community plans.

Liz has also worked as Town Manager, working directly on a wide range of projects, from community planning, business planning, liaison with local groups to developing and running events.

Liz works with clients to develop their plans and helps identify what policies are required to deliver results for the community and achieve a successful referendum.

James Ryan, Acuity Law

Jim is an experienced specialist town and country planning lawyer whose practice also includes contentious matters, compulsory purchase, highway law, rights of way and the law of commons, and town and village greens.

He has acted both for and against local authorities as well as successfully challenging a number of government decisions.

Simon Miles, The Loose Goat Ltd

Simon provides us with a wide range of mapping services and data & Information Governance.



THE PROPOSAL

Note	Description	Hours	£/hour	Total
Prep	SG meeting* to discuss Neighbourhood Plan process, SG's hopes for the plan and the role of Plan-ET and the SG	4	£75	£300
Prep	Assistance with Vision & Objective creation	6	£75	£450
Prep	Creation of Vision & Objective survey leaflet	6	£75	£450
Prep	Setting up V&O survey on SurveyMonkey (no charge for hosting survey) <i>if required</i>	1	£75	£75
Prep	Attend Community event <i>if required</i>	6	£75	£450
Prep	Analysis of V&O survey results	6	£75	£450
Prep	SG meeting* to discuss feedback from community events & results from V&O survey	4	£75	£300
Sites	Meeting (s): with SG/PC re site identification/call for sites	4	£75	£300
Sites	Site Assessments (10 hrs BH 10 hrs CB)	20	£75/£85	£1,600
Sites	Creation of site selection survey (paper & online)	8	£75	£600
Sites	Attending community events re site selection	14	£75	£1,050
Sites	Analyse feedback from site selection surveys	2	£75	£150
A	Creation of first draft of Neighbourhood Plan and initial policies	25	£75	£1,875
A	SG meeting* to discuss first draft and policies	4	£75	£300
A	Amendments to first draft	8	£75	£600
B	Comms with Local Authority assisting with screening process	4	£75	£300
B	SG meeting* to discuss screening report results	4	£75	£300
B	Adjustments to policies, reflecting SEA/HRA results	15	£75	£1,125
C	In depth evidence researching, Preparation of Regulation 14 document	30	£75	£2,250
C	Comments from JR (Planning solicitor) and/or CB (RICS Planning Consultant) <i>if required</i>	7	£85	£595
C	Creation of Executive Summary document to accompany Reg 14 public consultation	10	£75	£750
C	Setting up Regulation 14 response survey on SurveyMonkey (no charge for hosting survey) <i>if required</i>	1	£75	£75
C	Support for Regulation 14 set-up (advising PC clerk, assistance drafting letters etc)	2	£75	£150
C	Collating of Regulation 14 feedback	8	£75	£600
C	SG Meeting* to discuss Reg 14 responses (potentially 2+ meetings)	8	£75	£600
C	Consider and incorporate responses from Regulation 14 into Examination draft, find additional evidence as necessary	15	£75	£1,125

Cont...

Note	Description	Hours	£/hour	Total
D	Write supporting technical documents required for submission (Regulation 15) (Consultation Statement, Basic Conditions Statement, Sustainability Assessment, Equalities Impact Assessment)	24	£75	£1,800
D	Second-check of supporting documents by Navigus Planning	7	£85	£595
D	Creation of professional mapping as necessary	4	£75	£300
D	Formatting/Proofing document	14	£75	£1,050
D	Support for Submission process (advising TC clerk, assistance drafting letters etc)	4	£75	£300
E	SG meeting* to discuss examiners questions/comments	4	£75	£300
E	Address and incorporate Examiners comments <i>(if needed. This should be undertaken by the LA – but sometimes it isn't)</i>	18	£75	£1,350
	TOTAL	293 hours		£22,515
All costs are exclusive of VAT-Currently 20%				
<i>*Based on SG meetings lasting 2 hours, attendance by Liz Bourne & Becky Hopkinson (normally via Zoom though we do attend if required- this would incur travel costs @ 0.65pence per mile)</i>				

Note Ref	Description of Potential Works
NP Preparation	Initial meetings with Council and Steering Group, facilitating workshop for Vision and Objective creation, discussions with SG to consider potential gaps within Vision & Objectives and rectify, of Vision & Objective surveys.
Site Selection	Assistance with Call for Sites process, collation of sites, Compilation of evidence of sites for development within the Neighbourhood Plan, technical assessment of the suitability, availability and achievability of sites, public events to engage the community with the site selection choices.
A NP Writing	Creation of Neighbourhood Plan Policies, amendments following discussions with SG, creation of first draft maps, creating tables/infographics, checking policies against Local Plan; research regarding all green spaces/views etc.. formatting of plan, ready for screening submission.
B Screening	Reading and commenting on screening report, responding to comments from consultees and Local Authority, researching options for amendments of necessary, comms with AECOM/consultants employed to write SEA/HRA if necessary. Review and revision of Policies, amendments following Screening Result and discussions with SG, reformatting of plan.
C Reg 14	In-depth evidence research. Assisting Clerk with Reg 14 process, creation of Neighbourhood Plan summary document (executive summary) for public circulation, creation of response options responses to consultation. Monitoring, collating, reading, considering and evaluating Reg 14 responses. Discussing Reg 14 responses with SG, proposing responses and amendments, carrying out agreed amendment and associated adjustments to evidence, revising and reformatting NP document following amendments etc..
D Submission	Writing of supporting documentation: Basic Conditions Statement, Consultation Statement, Equalities Impact Assessment, Sustainability Statement. Checking of documents by RICS planner (Navigus Planning). Liaising with LA regarding submission timeline, creation of professional maps, final adjustments, formatting, additions to final draft submission document, collating documents for LA. Liaising with LA regarding any queries following submission
E Examination	Responding to Examiners questions, providing additional information if required. Discussing examiners report with SG and suggesting responses/amendments

NOTES

- 🕒 As always, Planet will only ever charge for time spent.
- 🕒 This quotation is based on a straightforward Neighbourhood Plan, using our previous experience and knowledge from 13 years of writing Neighbourhood Plans and assumes few or no complications requiring significant input from Planet.
- 🕒 If less amendments or modifications are needed, the hours quoted may be reduced. Planet-et will only ever carry out the necessary work required to facilitate the completion of the Neighbourhood Plan. This means that if any of the works in the quotation above are not required, they will not be carried out and will not be charged for.
- 🕒 If there is relevant expertise within the Steering Group, this quotation may be reduced by these members carrying out work themselves.
- 🕒 The quotation is valid for 6 months and hourly costs will be reviewed 2 years after engagement.

Hourly costs: Liz Bourne (LB) and Becky Hopkinson (BH) £75 per hour

Associate costs: Chris Bowden RTPI (CB), Associate Planner £85 per hour

Jim Ryan (JR), Associate Planning Solicitor (preferential rate for Planet) £85 per hour

THE PROOF

If the decision were taken by the Parish Council to write a Neighbourhood Plan, Plan-ET can offer many areas of expertise to assist you.

Plan-ET and our associates are currently supporting a wide range of clients in the production of their Neighbourhood Plans. The following are some of the clients currently being supporting, though this is far from a comprehensive list.

Name	Current state of Neighbourhood Plan
Botley, Hampshire	At examination
Bishopstoke, Hampshire	Completed screening, preparing for Regulation 14
Gerrards Cross, Buckinghamshire	At examination
Glastonbury, Somerset	Carrying out community consultation on sites
Grateley, Hampshire	First draft of Neighbourhood Plan being written
Highclere, Hampshire	Strategic Environmental Assessment underway
Longstock, Hampshire	Considering site selection
Moreton-in-Marsh, Gloucestershire	Preparing for screening
South Lenches, Worcestershire	Preparing for screening

REFEREES

Stehen Wildin, Chair, Botley Neighbourhood Plan

Stephen.wildin@botley-pc.gov.uk

Sue Toher, Chair, Bishopstoke Neighbourhood Plan

S.toher@sky.com

Angie Filippa, Chair, Longstock Neighbourhood Plan

cllrangiefilippalpc@gmail.com



Agenda Item 14.2 -

To receive a recommendation to accept a quote from Solent Road Markings for remarking of Knowle Village Hall car park spaces, funding nominal 8600 KVH repairs and maintenance

3 quotes were considered by the Recreation Committee:

Quote 1 - £625 plus VAT

Quote 2 – £845 plus VAT (35 + 2) or £1,270 plus VAT (34 + 2)

Quote 3 – £900 (35 + 2)

Recommendation: to accept quote 2 from Solent Road Markings for remarking of Knowle Village Hall car park spaces for 34 spaces + 2 disabled, funding to be taken from the nominal 8600 KVH repairs and maintenance.

From: Business Manager <businessmanager@wickhamparishcouncil.org>
Sent: 24 February 2025 13:14
To: Parish Clerk
Subject: Fwd: FW: Car Park line re-painting quote

----- Forwarded message -----

From: Victoria Glenister <BusinessManager@wickhamparishcouncil150.onmicrosoft.com>
Date: Fri, Mar 8, 2024 at 12:12 PM
Subject: FW: Car Park line re-painting quote
To: businessmanager@wickhamparishcouncil.org <businessmanager@wickhamparishcouncil.org>

From: Victoria Glenister <BusinessManager@WickhamParishCouncil150.onmicrosoft.com>
Sent: Friday, March 8, 2024 12:11 PM
To: Victoria Glenister <BusinessManager@WickhamParishCouncil150.onmicrosoft.com>
Subject: FW: Car Park line re-painting quote

From: robert smith <randdsurfacing@gmail.com>
Sent: Wednesday, March 6, 2024 6:27 PM
To: Victoria Glenister <BusinessManager@WickhamParishCouncil150.onmicrosoft.com>
Subject: Re: Car Park line re-painting quote

Hi Victoria,

Thank you for your email requesting a second quotation for the proposed line marking works to be carried out to the Car Park at Knowle Village Hall.

Following our site meeting on Tuesday 5th March i was able to measure the existing bays which are of a standard 2.4m width and calculate how much larger we could make the bays according to the room available.

We calculate that by removing 4no. spaces the bays could become a width of approximately 2.7m. There will now be 34no. parking bays plus the 2no. disabled bays.

This would mean burning off all existing bays (except the disabled bays which will remain the same size) and remarking to the new size.

The bays to be remarked in the same format of `T` and dash markings using a 50mm wide line.

Normal working hours.

All markings to be in hot applied thermoplastic.

Total Cost £1,270 plus V.A.T.

Kind regards Bob Smith

Solent Road Markings (Southern) Ltd. T. 02380 694825 M. 07775863677

On Mon, Mar 4, 2024 at 7:42 AM robert smith <randdsurfacing@gmail.com> wrote:

Hi Victoria,

I will pop out when I get a chance and see what we can do.

Regards Bob Smith

Solent Road Markings Ltd

On Sun, 3 Mar 2024 at 11:44, Victoria Glenister
<BusinessManager@wickhamparishcouncil150.onmicrosoft.com> wrote:

Hello Bob,

Thank you so much for coming out and quoting us.



Stage	Timeline	Proposed Actions	Who	SM Cost	Third Party Costs	Alternative / Notes	Alternative Costs
Production of Collateral Required	Weeks 1-2	Messaging and survey questions: agree key messaging for both Mill Lane and The Glebe projects, survey questions, imagery, and main discussion points for use in collateral and at events	SM/WKPC	0			
		Leaflet design: for hand-delivery through Wickham and Knowle - I would suggest a 'W' fold DL leaflet as this will provide 8 'sides' for information (front page: logo, introduction; back page: large QR code, survey URL, and contact details; 4 pages on Mill Lane; 2 pages on The Glebe.	SM	£195			
		Leaflet printing: standard quality, uncoated, 2,200: For an example, see https://www.helloprint.co.uk/zfoldleaflets8pages-wfold-portrait-dlflyers-matt-170s-nofinishing-2500-days7	SM		£175	<i>N.B. Third party costs are estimated</i>	
		Website design and hosting: this site will host the Mill Lane & Glebe surveys. It will also provide a central reference point for information about both projects. As discussed, each consultation will have its own 'area' on the site, but the surveys will be linked - upon completing the first survey, the respondent will be prompted to also complete Survey 2. It is as part of this task that the surveys will be produced and tested	SM	£250			
		Offline survey design: there will also need to be an option for people who are not online to complete the survey. We will produce an offline (paper) version of each survey.	SM	£60			
		Offline survey printing: I would recommend one document comprising both surveys to encourage a response for both. Printing costs are based on an A3 document, folded in half (4 A4 pages in total) - but this may be subject to change, depending on the number and type of questions. Price provided for a quantity of 250: https://www.helloprint.co.uk/halffoldleaflets-halffold-portrait-a4-matt-170s-nofinishing-250-days2	SM		£63	<i>N.B. Third party costs are estimated</i>	
		Poster design: to promote the consultations on noticeboards throughout the village	SM	£50			
		Social media post design: these posts will use imagery which aligns with the 'brand' of the consultations, so there is a common look and feel to all collateral relating to this project	SM	£75			
		Design of Facebook ad: the WKPC social posts will only reach those who are following you (although you can widen the scope of this by sharing the posts in local Groups). However a low-cost social media ad will ensure that everyone within Wickham and Knowle who uses Facebook will receive the messaging in their timeline	SM	£45	£100	<i>Suggest a budget of £10 per day for 10 days</i>	
		Plan for in-person consultation events: discuss and decide upon the approach and arrangements for the in-person events	SM/WKPC	£0			
		Design boards for in-person consultation events: these could also be used when exhibiting at the school (The Glebe)	SM	£90			
		Printing of boards for in-person consultation events: typically these cost c.£25 for each A1 board. I suspect you may need 6 - 8 foamex boards (for an example, see https://www.samedayprinting.co.uk/print/same-day-foamex-printing-2-2/same-day-3mm-foamex-board-printing/)	SM		£200	<i>N.B. Third party costs are estimated</i>	
Consultation Launch	Weeks 3-5	Leaflet delivery: to c.2,200 homes in Wickham and Knowle	SM	£495		Alt 1: Community groups to deliver all leaflets; Alt 2: SM to deliver 50% of leaflets	Alt 1: £0 Alt 2: £250
		Poster distribution: noticeboards, community halls, post office, churches	WKPC				
		Offline survey distribution: a few of the hard-copy surveys should be left at community hubs, churches, possibly pubs, for people who are not online to complete. There will also be paper surveys at the in-person events for people to take away with them	WKPC				
		Social media posting: SM will provide the posts and schedule for WKPC to post	WKPC				



		Set-up and attendance at 4 events: as discussed, we would recommend that the events are 'run' by WKPC councillors/The Glebe Working Group members, as you are best placed to outline the detail of the projects, and answer any questions. SM to support by setting up the event (displaying the boards, setting up tables and any collateral required etc), collating the feedback at the events, and incorporating this qualitative data into the final report. We have found 'cafe style' meetings to work well - whereby attendees form small groups to discuss various parts of the consultations, and then feed back key points or questions to the room. There are typically some small sundry costs associated with these events - A1 paper and post-it notes (for people to write comments), pens, tea, coffee etc. I have assumed that tables, chairs, and stands/places to display the consultation boards will be provided - these have not been included in the price. We have also found it helpful to video the 'opening statement' at these in-person events, to share on the website and social media for those who cannot attend to view.	SM	£480	£50	<i>N.B. Third party costs are estimated</i>	
		Collection of hard-copy surveys from distribution points and delivery to Smart Marketing	WKPC				
Reporting	Weeks 6-7	Provisional draft results and discussion: in previous community engagement projects, we have found it helpful to produce a set of draft results (comprising online and offline survey results, and feedback from consultation events) and to discuss this with the Parish Council before writing the full report	SM/WKPC	£0			
		Delivery of full report	SM	£350			
		Website update: consultation website to be updated with results, report, and next steps	SM	£35			

Totals (exc. VAT): **£2,125** **£588** *N.B. The Smart cost includes £495 for the delivery of leaflets. If you were to use community organisations for some/all of this task, the cost would be significantly reduced*



Wickham and Knowle Parish Council

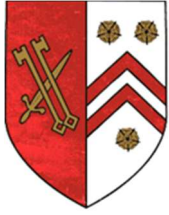
Parish Office, Knowle Village Hall, Knowle, Fareham, PO17 5GR
www.wickhamparishcouncil.org
Telephone: 01329 553254 or 07770 246293 Email: clerk@wickhamparishcouncil.org

Parish Clerk: Sophie Thorogood

Terms of Reference – Human Resources and Policy Committee

Summary of Revisions Made	Version	Date
Adopted by Full Council	1.0	05/12/2024
<u>Reviewed by Human Resources & Policy Committee</u>	<u>2.0</u>	<u>03/03/2025</u>
<u>Adopted by Full Council</u>	<u>2.0</u>	

1. The Committee is called the Human Resources (HR) and Policy Committee ~~(HR)~~ and constituted as a Standing Committee of the Wickham & Knowle Parish Council.
2. The Committee comprises not less than three and up to five Councillors. Employees and volunteers shall not be members of the HR and Policy ~~C~~committee.
3. The HR and Policy Committee meets quarterly or at any other time that is deemed necessary to expedite dealing with any matters that fall within the Committee's responsibilities as detailed in paragraphs 4, 5, 6, 7 and 8.
4. The HR and Policy Committee is responsible for recommending to Full Council all employee and contractors' employment and related matters for the Wickham & Knowle Parish Council to include:
 - a. Relevant training and development for employees using the precepted training budget.
 - b. Health, Wellbeing & Safety of employees and contractors and users of sites owned and managed by the Parish Council whilst on Parish Council property and/or engaged on work or contracted to them on behalf of the Council
 - c. Welfare Policies of the Council
 - d. Operational Policies of the Council.
 - e. Completion and keeping up to date risk assessments for all users of, and visitors to, Parish property and contractors working on behalf of the Council
 - f. Maintaining up to date knowledge, consideration and implementation of relevant statutory responsibilities of the Council
 - g. Recruitment schedules and draft advertising content and processes for new employees of the Council
5. The Committee will receive the proposals of the Clerk for employee contracts for comment prior to approval by Full Council. Contracts shall include *inter alia*
 - a. Working hours and working practices.
 - b. Overtime and holiday conditions
 - c. Job descriptions and objectives.
 - d. Salaries and annual performance appraisal processes
6. The Committee shall receive employee performance appraisal reports conducted at least annually by the Clerk and shall provide guidance as necessary. The Clerk shall summarise content of the appraisals for Full Council. The Clerk's appraisal will be conducted by the Chair. In absence of the Chair, then the Vice-Chair will conduct the



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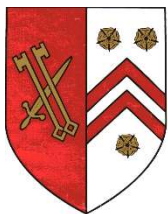
www.wickhamparishcouncil.org

Telephone: 01329 553254 or 07770 246293 Email: clerk@wickhamparishcouncil.org

Parish Clerk: Sophie Thorogood

~~Clerk's appraisal. -and Vice-Chair of Full Council.~~

7. The HR and Policy Committee will comply with and have due regard to existing policies and statutory obligations relating to employee matters that include but are not limited to:
 - a. Standing orders.
 - b. Financial regulations.
 - c. Employee contracts which reference Terms and Conditions of Employment.
 - d. ACAS Guidelines and procedures for grievances or disciplinary matters.
 - e. Wickham & Knowle Parish Council policies on employee Performance Appraisal Grievance & Disciplinary Procedures.
 - f. Councillor disciplinary matters / breaches of the Code of Conduct.
 - g. Any and all correspondence concerning matters falling within the Committee's responsibilities should be addressed to the Chair of the Committee who will copy the Parish Clerk as he/she feels is appropriate
8. The Committee shall be responsible for advising Councillors of training opportunities relevant to their roles and ensure that any costs involved in pursuit of such opportunities shall be at costs within the precepted annual Councillor training budget.
9. The HR and Policy Committee shall receive and note relevant information, advice and guidance on behalf of the Council for all matters pertaining to employment issues. When necessary, the Committee shall recommend change(s) to these Terms of Reference as required for approval of Full Council.
10. Due to the confidential and sensitive nature of the business to be conducted, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, some items will be discussed under exempt session where public and press will be excluded.
11. Minutes of HR and Policy Committee meetings will be prepared in accordance with Standing Orders Section 12.
12. The HR Committee reviews and considers strategies for any future direction of the Committee and having obtained approval of Full Council will take appropriate actions for all identified responsibilities.
13. The Committee is authorised to commit Parish Council funds to a limit of £500 (Five Hundred Pounds) without formal Full Parish Council approval, provided this amount has been provided for in the Annual Budget.



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Parish Clerk: Sophie Thorogood

Disciplinary Policy

Summary of Revisions Made	Version	Date
Reviewed by Human Resources Committee	1.00	03/03/2025
Adopted by Full Council	1.00	

1.0 Introduction

- 1.1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>)
- 1.2 It also takes account of the ACAS guide on discipline and grievances at work. https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf
- 1.3 The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 1.4 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2.0 Policy coverage

2.1 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within 7 calendar days of the original meeting date unless it is unreasonable not to propose a later date

- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

3.0 Examples of misconduct

- 3.1 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
- unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

4.0 Examples of gross misconduct

- 4.1 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of Council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

5.0 Suspension

- 5.1 If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 5.2 While on suspension, the employee is required to be available during normal hours of work in the event that the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or Councillor.
- 5.3 The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

6.0 Examples of unsatisfactory work performance

- 6.1 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.
- inadequate application of management instructions/office procedures
 - inadequate IT skills
 - unsatisfactory management of staff
 - unsatisfactory communication skills.

7.0 The Procedure

- 7.1 Preliminary enquiries_ The Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 7.2 If the employee's manager believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 7.3 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

8.0 Disciplinary investigation

- 8.1 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 8.2 If a formal disciplinary investigation is required, the Council's Human Resources and Policy Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the Human Resources and Policy Committee considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Human Resources and Policy Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 8.3 The Investigator will be asked to submit their findings usually within 35 Calendar days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may

decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 9.0).

- 8.4 The Human Resources and Policy Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.
- 8.5 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 8.6 If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 8.7 The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Human Resources and Policy Committee whether or not disciplinary action should be considered under the policy.
- 8.8 The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 8.9 The Investigator will submit the report to the Human Resources and Policy Committee which will decide whether further action will be taken.
- 8.10 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

9.0 The disciplinary meeting

- 9.1 If the Human Resources and Policy Committee decides that there is a case to answer, it will appoint a Human Resources and Policy sub-Committee of 3 Councillors, to formally hear the allegations. The Human Resources and Policy sub-Committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-Committee.
- 9.2 No Councillor with direct involvement in the matter shall be appointed to the sub-Committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-Committee's letter will confirm the following:
- the names of its Chair and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the sub-Committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it
 - that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least 2 working days before the meeting
 - that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official
- 9.3 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
- the Chair will introduce the members of the sub-Committee to the employee and explain the arrangements for the hearing
 - the Chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - the Chair will invite the employee to present their account

- the employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-Committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

9.4 The Chair will provide the employee with the sub-Committee's decision with reasons, in writing, within 7 calendar days of the meeting. The Chair will also notify the employee of the right to appeal the decision.

9.5 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-Committee.

10.0 Disciplinary action

10.1 If the sub-Committee decides that there should be disciplinary action, it may be any of the following:
First written warning

10.2 If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

10.3 If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

10.4 The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

10.5 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-Committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

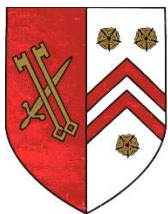
11.0 The appeal

11.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within 7 calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

11.2 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-Committee's disciplinary decision was not supported by the evidence

- the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 11.3 Where possible, the appeal will be heard by a panel of 3 members of the Human Resources and Policy Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Human Resources and Policy Committee who have not previously been involved. If so, the appeal panel will be a Committee of 3 members of the Council who may include members of the Human Resources and Policy Committee. The appeal panel will appoint a Chair from one of its members.
- 11.4 The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 11.5 At the appeal meeting, the Chair will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 11.6 The employee (or companion) will be asked to explain the grounds for appeal.
- 11.7 The Chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 11.8 The appeal panel may decide to uphold the disciplinary decision of the Human Resources and Policy Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 11.9 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 11.10 The appeal panel's decision is final.



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Parish Clerk: Sophie Thorogood

Grievance Policy

Summary of Revisions Made	Version	Date
Reviewed by Human Resources Committee	1.00	03/03/2025
Adopted by Full Council	1.00	

1.0 Introduction

- 1.1 This policy is based on and complies with the 2015 ACAS Code of Practice <https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures> .
- 1.2 It also takes account of the ACAS guide on discipline and grievances at work. https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf).
- 1.3 It also takes into account relevant law affecting Councils.
- 1.4 It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 1.5 Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

2.0 Policy coverage

- 2.1 This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about their grievance. The appeal decision is final
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
 - audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition

- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can only use all stages of the grievance procedure if the complaint is not a Code of Conduct complaint about a Councillor. Employees can use the informal stage of the Council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a Councillor. Employees cannot use the formal stages of the Council's grievance procedure for a Code of conduct complaint about a Councillor. If the complaint about the Councillor is not resolved at the informal stage, the employee can contact the Monitoring Officer of Winchester City Council who will inform the employee whether or not the complaint can be dealt with under the Code of Conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the Council's grievance procedure (see paragraph 5)
- the Council may engage external investigators, grievance or appeal panels for the purposes of the process.
- If the grievance is a Code of Conduct complaint against a Councillor, the employee cannot proceed with it beyond the informal stage of the Council's grievance procedure. However, whatever the complaint, the Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and Councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a Councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The Council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the Code of Conduct regime

3.0 Informal grievance procedure

- 3.1 The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chair of the Human Resources and Policy Committee or, if appropriate, another member of the Human Resources and Policy Committee. If the employee's complaint is about a Councillor, it may be appropriate to involve that Councillor at the informal stage. This will require both the employee's and the Councillor's consent.

4.0 Formal grievance procedure

- 4.1 If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a Code of Conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chair of the Human Resources and Policy Committee.
- 4.2 The Human Resources and Policy Committee will appoint a sub-Committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the Human Resources and Policy Committee may appoint the Clerk to hear the Grievance. The sub-Committee will appoint a Chair from one of its members. No Councillor with direct involvement in the matter shall be appointed to the sub-Committee.

5.0 Investigation

- 5.1 If the sub-Committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, Councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, Councillors or members of the public).
- 5.2 The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-Committee.

6.0 Notification

- 6.1 Within 14 calendar days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:
- the names of its Chair and other members
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the Council received the grievance
 - the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
 - findings of the investigation if there has been an investigation
 - an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

7.0 The grievance meeting

- 7.1 At the grievance meeting:
- the Chair will introduce the members of the sub-Committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence
 - the Chair will ask the employee questions about the information presented and will want to understand what action do they want the Council to take
 - any member of the sub-Committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-Committee.
- 7.2 The Chair will provide the employee with the sub-Committee's decision, in writing, usually within 7 calendar days of the meeting though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

8.0 The Appeal

- 8.1 If an employee decides that their grievance has not been satisfactorily resolved by the sub-Committee, they may submit a written appeal to the Human Resources and Policy Committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the sub-Committee's decision and must specify the grounds of appeal.
- 8.2 Appeals may be raised on a number of grounds, e.g.:
- a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-Committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.

- 8.3 The appeal will be heard by a panel of 3 members of the Human Resources and Policy Committee who have not previously been involved in the case. There may be insufficient members of the Human Resources and Policy Committee who have not previously been involved. If so, the appeal panel will be a Committee of three Council members who may include members of the Human Resources and Policy Committee. The Council may engage external parties if there are insufficient Councillors to form the panel. The appeal panel will appoint a Chair from one of its members.
- 8.4 The employee will be notified, in writing, usually within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
- 8.5 At the appeal meeting, the Chair will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Human Resources and Policy sub-Committee
 - explain the action that the appeal panel may take.
- 8.6 The employee (or companion) will be asked to explain the grounds of appeal.
- 8.7 The Chair will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting however will be longer where further investigations are required.
- 8.8 The appeal panel may decide to uphold the decision of the Human Resources and Policy Committee or substitute its own decision.
- 8.9 The decision of the appeal panel is final.

From: Admin - Hampshire ALC <admin@Hampshirealc.org.uk>
Sent: 02 December 2024 10:20
To: clerk@wickhamparishcouncil.org
Subject: RE: Potential LCPD membership
Attachments: LCPD Flyer FINAL April 2024.pdf

Dear Sophie,

Wickham and Knowle Parish Council are not currently LCPD members.

The annual subscription cost is dependent on the number of staff members the council has:

5 or under employees £180.00 per annum
6 or more employees £210.00 per annum

I have attached a copy of our LCPD membership leaflet, which provides an overview of the services provided.

If the council wish to join the LCPD service, the membership runs as per the financial year (1st April – 31st March), therefore if they wish to purchase membership for 2025/26, I am sure we could consider an arrangement for adding the last few months of this year to the membership so that the council do not need to delay joining, or incur the full year's fee for 2024/25.

Kind regards,

Amy Taylor
Operations Manager

Admin - Hampshire ALC



Hampshire Association of Local Councils

Floor 2, Eastleigh House, Upper Market Street, Eastleigh, Hants, SO50 9YN t: 02381 730060
www.hampshirealc.org.uk

Hampshire Association of Local Councils Limited | Registered Office - as listed above | Registered

Disclaimer: Any advice that we provide is in answer to the questions asked and based on the information provided to us. We make our best efforts to ensure that our advice is accurate. If, however, the information is incomplete and subsequent then the advice previously given may change.

From: clerk@wickhamparishcouncil.org <clerk@wickhamparishcouncil.org>
Sent: 28 November 2024 18:59
To: Comms - Hampshire ALC <comms@Hampshirealc.org.uk>
Subject: Potential LCPD membership

Good evening

I attended the Managing Employees in Local Council training session last week. Dawn mentioned about LCPD membership. I don't believe Wickham & Knowle have membership – please could you confirm this is correct? And if so, let me know how much membership would be if the Council wanted to join?

Human Resources (HR) Consultancy Service

We also offer a HR consultancy service to support projects such as:

- HR elements of Bids
- Change Management
- Employee Induction programmes
- GDPR audit & provision of documentation
- Mobilisation of new contracts
- Organisational design and development
- Recruitment
- Review and preparation of HR policies and procedures
- Review and preparation of Employee Handbooks
- Staff/employee development
- Training
- Redundancy and Restructuring

Benefits of working with the HR Service

For an additional fee, you will receive:

- A pro-active HR service, tailored for your council.
- Access to responsive senior level fully qualified HR expertise, providing HR advice and support either remotely or on your premises.
- No HR overheads for your Council.

You will have access to:

- Regular networking events
- Online forums
- The LCPD website

Contact Us

Contact us by phone: 023 8173 0060

or email: hr@hampshirealc.org.uk

Hampshire Association of Local Councils

Floor 2, Eastleigh House

Upper Market Street

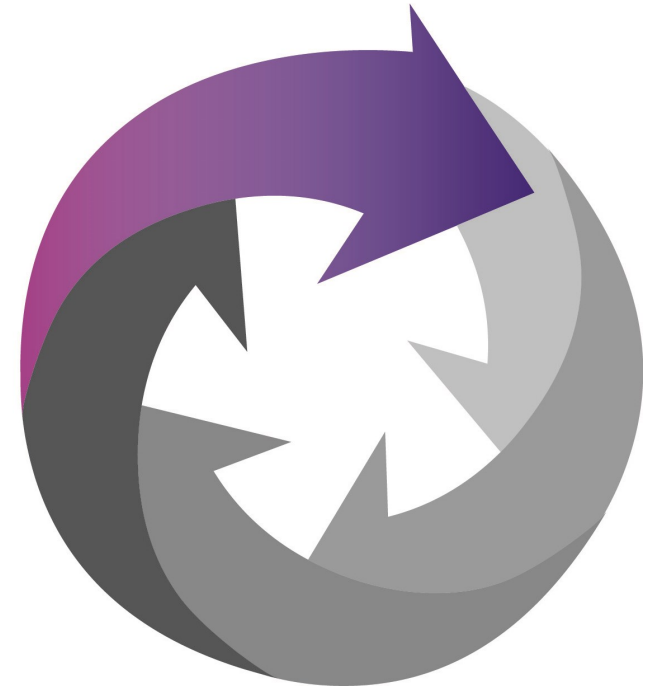
Eastleigh

Hampshire SO50 9YN

Web: www.hampshirealc.org.uk



LCPD Membership Benefits



Hampshire Association of Local Councils

*To Inspire and Empower
Parish & Town Councils*

www.hampshirealc.org.uk



What is LCPD?

LCPD is Hampshire Association of Local Council's (HALC) HR Service, which is provided by qualified, experienced HR professionals who have experience in the local council sector and therefore understand the way these organisations work.

The HR service is for Town and Parish Councils. The advice given is bespoke to your Council and takes into account your protocols and procedures and the Council as an employer.

Membership Benefits

All councils are invited to become members of the HR Service, which gives you access to a range of benefits for a one-off annual fee.

Of course, if councils do not wish to become a member of LCPD, we can offer ad-hoc HR advice at a price based on a case by case basis.

Membership Cost

Membership costs are based on the number of employees the Council has.

Email us at hr@hampshirealc.org.uk

or phone 02381 730060

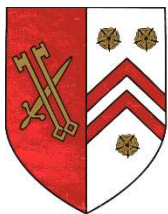
What services do we offer?

Benefits of LCPD Membership :
Access to qualified HR Professionals for general advice and support by phone or email
Access to Employment/Case law Factsheets
Ad-hoc HR/Employment Law updates
Access to online advice/tools
Quarterly Newsletter
Access to community/members forum
10% discount on HR focused training courses (limited to two delegates per council, per course)
Services available at an additional cost:
Desktop review of current HR Policies and Procedures to ensure compliance
Onsite annual health check of HR documents
Onsite annual health check of HR documents, discussion with staffing committee on current issues & updates
Detailed review and comment on current HR Policies & Procedures
Provision of employment templates
Attendance at employee casework meetings
Page 54

Our Services

LCPD provide advice and guidance related to:

- Absence Management
- Bids
- Capability, Discipline & Grievances
- Change Management
- Checking & drafts letters and documents
- Employment contracts, including drafting and checking
- Employment law
- HR Administration
- Inductions
- Investigations
- Maternity
- Organisational design & development
- Paternity
- Performance management, including appraisals
- Recruitment, including preparing job descriptions, adverts and interview questions & assessments
- Initial TUPE advice
- Redundancy
- Organisational design, including restructuring



Wickham & Knowle Parish Council

Parish Office, Knowle Village Hall, Knowle, Fareham, PO17 5GR
www.wickhamparishcouncil.org
Telephone: 01329 553254 or 07770 246293 Email: clerk@wickhamparishcouncil.org

Parish Clerk: Sophie Thorogood

Training Policy

Summary of Revisions Made	Version	Date
Adopted by Full Council	1.00	27/03/2025

1.0 Introduction

Wickham and Knowle Parish Council is committed to ensuring that its employees and Councillors are provided with the training they require. This is to ensure they carry out their duties to the best of their abilities, and are up to date with all current legislation. The Council recognises that the most important resource is its employees and Councillors and is committed to encouraging the enhancement of their knowledge and qualifications through appropriate training.

2.0 Policy Statement

The Clerk is responsible for either procuring or occasionally providing the necessary training. This is to ensure that everybody is suitably equipped with the skills and knowledge needed to fulfil their duties.

3.0 Training Resources

3.1 The Parish Council's policy is to pay for membership of professional bodies which include the National Association of Local Councils (NALC), the Hampshire Association of Local Councils (HALC), the Society of Local Council Clerks (SLCC) and any other bodies who all provide local council related training sessions and literature, as approved by Parish Council. Other resources include books, journals, publications, websites and internet.

3.2 The Parish Council holds a training budget for both employees and Councillors which is reviewed annually.

4.0 Training Activity

4.1 All Councillors will be:

- issued with copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and any other information which is deemed relevant
- given an electronic copy of the Good Councillor Guide;
- emailed relevant information concerning training courses, updates and newsletters enabling enhancement of their knowledge;
- required to attend a Core Skills training course;

4.2 The Council Chair and Vice Chair are also encouraged to attend a Charing Skills course upon their election and acceptance to office.

4.3 Every employee will:

- be provided with a contract of employment setting out clear objectives and expectations;
- receive an employment and salary annual review from the Council;
- be encouraged to attend all relevant training courses to enable the proficient discharge of their duties such as IT, legal powers, finance and planning identified through regular training needs assessment;
- be encouraged to attend relevant local meetings such as Clerk's forums and briefings;
- subscribe to relevant publications and advice services including the SLCC and NALC; be provided with all relevant publications such as the Local Council Administration reference book and the SLCC Clerks' Manual;

- be given regular feedback on their performance;
- be considered for undertaking paid study leave in order to work towards appropriate qualifications.

5.0 Training Needs Identification

5.1 Training requirements for Councillors will usually be identified by themselves, the Chair and Clerk.

5.2 Opportunities for course attendance will be identified by the Clerk and brought to the attention of the Full Council.

5.3 Training needs for all employees will be identified through the recruitment process, including application form and interview, formal and informal discussions, annual appraisals and legislation changes.

5.4 The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

6.0 Specific Training requirements

6.1 New Councillors are required to attend a Core Skills induction course within the first three months of taking office.

6.2 All Councillors are required to attend a refresher course at the beginning of a new term of office (every four years), to ensure knowledge of the latest procedures, good practice and legislation are understood.

6.3 It is mandatory for Councillors joining the Planning and Highways Committee to undertake a formal training session within the first three months of joining the Committee. Ideally training should be updated every two years for noting changes in planning legislation.

7.0 Evaluation and Review of Training

7.1 The Clerk will maintain an updated training record for all Councillors and employees .

7.2 Feedback regarding the relevance and effectiveness of the training attended is encouraged.

7.3 This policy will be reviewed every 2 years or sooner should legislation dictate.

Agenda Item 16 -

To note the transfer from Parish Council bank account to Water Meadows Charity bank account to resolve the issue on assertion 9 from the Annual Governance Statement 2023/24 during the external audit

Following all issues raised during the external audit of the 2023/24 financial accounts, the final outstanding issue was Charity funds being held in the Parish Council accounts which led to the Council having to answer no to assertion 9 of the Annual Governance Statement.

The Clerk has completed the reconciliation of the amount

Grants received		Invoices Paid						
		Received	Invoice	VAT	Net			
Veolia	£29,705.00	19/01/2022	Aquascience	£3,292.32	£548.72	£2,743.60	10/05/2021	Application & Design for Flood Risk Permit
Veolia	£29,704.00	28/01/2022	Aquascience	£30,000.00	£5,000.00	£25,000.00	29/09/2022	River restoration works
WCC	£40,000.00	05/08/2022	Aquascience	£44,799.56	£7,466.59	£37,332.97	30/09/2022	River restoration works
			Aquascience	£3,049.18	£508.20	£2,540.98	27/01/2023	Retention payment 10% third party contribution
			Veolia	£5,941.00	£0.00	£2,540.98	14/01/2022	
INCOME	£99,409.00		EXPENDITURE	£87,082.06	£13,523.51	£70,158.53		

Balance £29,250.47

The amount of £29,250.47 is in the Council's bank account and currently part of the Wickham CIL earmarked reserve. This amount will be transferred out of the Council's bank account and into the Water Meadows Charity bank account. The Wickham CIL earmarked reserve will be reduced accordingly.

Agenda Item 17 -

To confirm the grounds maintenance arrangements at the Wickham Water Meadows from 1st April 2025

The Water Meadows grounds maintenance work is not included in the main Parish Grounds Maintenance contract and is paid for out of Water Meadows Charity bank account. The current contractor had requested to stay on to carry out the work after 1st April but as the Council were considering hiring a Maintenance Officer, the weekly work could have been included as part of the job duties.

HR & Policy Committee met at beginning of March to discuss the cost-benefit analysis of the role and have decided not to proceed for the moment and to review in 3-6mths time. The Water Meadows Committee have not yet met since this meeting so the Full Council is being asked to confirm the work ready to be in place for 1st April.

The current work costs £5,400 per annum, invoiced in 12 equal monthly parts. Another quote was sought for comparison which would cost £3,580 per annum.

Recommendation: To approve that General Farming & Contracting Ltd are awarded the grounds maintenance work at the Wickham Water Meadows for an annual price of £3,580.

The Clerk to draw up a simple contract for the work with an early release clause if the Council does hire a Maintenance Officer in the future who would take on responsibility for the grass cutting and bin emptying at the Meadows.

Agenda Item 18 -

To approve the addition of Playgrounds module and InspectEdge software to the Council's AdvantEdge contract

The Business Manager has successfully passed the Visual Inspection Play Inspection course and is now qualified to carry out weekly visual inspections of all the play areas.

The Council are in the 1st of a 5yr contract with Edge IT Solutions to provide Finance, Facilities and Asset Manager software. The Playgrounds software module can be added onto the contract for an additional cost.

They also offer an InspectEdge software which can be loaded onto an android tablet for the Business Manager to use to take photos each week of the equipment. It is anticipated that the HiHi tablets in the Parish Office can be used to load the software and take the photos so this will reduce the outlay necessary.

Recommendation: To approve the addition of Playgrounds module and InspectEdge software to the Council's AdvantEdge contract at an extra cost of £462. If a new tablet is required, this would be purchased separately to seek best value for money.

TO S. Thorogood, Clerk & RFO
 Wickham and Knowle Parish Council
 Knowle Village Hall
 Knowle
 Fareham
 PO17 5GR

Quote Date: 19/03/25

Quote No: Q18974A

QUOTE

AdvantEDGE Playgrounds & InspectEDGE

- Tablet and licenses
- InspectEDGE for Playgrounds
- Contract co-terminus with existing contract
- InspectEDGE inspections app and tablet

Details	Qty	Unit Price	Net Amount
INITIAL SETUP			
InspectEDGE tablet setup (1 hour)	1	£85.00	£85.00
AdvantEDGE Client Configuration per module	1	£85.00	£85.00
TRAINING			
AdvantEDGE Online Training - Playgrounds (1 hour)	1	£85.00	£85.00
INSPECTEDGE TABLET			
InspectEDGE Tablet; Samsung Galaxy Tab A 8" tablet, 32Gb with rugged cover and screen protector	1	£216.00	£216.00
ANNUAL FEES			
InspectEDGE - Playgrounds (15% of annual fee)	1	£31.05	£31.05
AdvantEDGE Playgrounds, Band 3, upto 6 play & rec areas, 5 Year Contract, annual fee	1	£207.00	£207.00
15% discount for additional 4 to 6 modules	1	-£31.05	-£31.05
		Net Total	£678.00
		VAT Total	£135.60
		Quote Total	£813.60

From:

Sent:



MUGA users

Hi, Sophie

Do you think it would be possible to add something to the information you give to people who book the MUGA, to let them know that they need to ask before using the toilets? We get hundreds of people every week using the loos (which obviously has a cost), and they never even ask. I realise this is because they must think we are benefiting from the money they pay for the booking, but it's a bit galling, watching them park in our car park and use the loo (and believe me, they ALL seem to use the loo!), and not even be acknowledged.

I am feeling a little sensitive lol, as I'm here working on a Friday night watching a continuous line of people using the loos.....

Thanks

Kate

--

Wickham Community Centre

Mill Lane

Wickham PO17 5AL

Charity Number: 1090544