



Wickham and Knowle Parish Council

Meeting of the Full Council

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

Dear Committee Member

I hereby give you notice that a meeting of the **Full Council** will be held at **Houghton Suite, Wickham Community Centre, Mill Lane, Wickham, PO17 5AL** on **Thursday 27th June 2024 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 Cllr Robert Broad	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	-
5	To receive a report from the District Councillors	Chair	-
6	Chair's Announcements	Chair	-
7	To approve the minutes of the meeting held on 9 th May 2024	Chair	3-6
8	To receive an update from the Clerk	Clerk	7
9	To confirm no conflict of interest with BDO LLP	Clerk	8
10	To receive the Internal Auditor's report on year 2023-24 and note the Council's response	Clerk	9-14
11	To approve section 1 of the Annual Governance and Accountability Statement) declaring it correct to the best knowledge and belief with respect to the accounting statements for the year ending 31st March 2024 for submission to the external auditor.	Clerk	15
12	To approve section 2 on the Annual Governance and Accountability return for the year ending 31st March 2024 approve and sign the statement, declaring it correct for submission to the external auditor	Clerk	16
13	To approve the earmarked reserves for the year ending 31 st March 2024	Clerk	17
14	Policy & Finance Committee – Cllr Manuel		
14.1	To receive the minutes of the Committee meeting on 18th April 2024	Cllr Manuel	-
14.2	To approve the Committee's amended terms of reference	Clerk	18-21
14.3	To approve a recommendation to adopt the Safeguarding Policy and Volunteering Policy	Clerk	22-32
14.4	To approve a recommendation to complete Stage 3 of the Knowle Village Hall extension with Axis Architects, funding to be taken from the Knowle Budgets earmarked reserve	Cllr Manuel	18
14.5	To approve a recommendation to appoint Axis Architects to draw plans for the Wickham Recreation Pavilion, funding to a maximum of £4,000 to be taken from the Wickham CIL earmarked reserve	Cllr Manuel	18

14.6	To approve a recommendation to appoint Deacon Design to provide initial concept design and costings for a country park at Mill Lane, funding to be taken from the Mill Lane earmarked reserve	Cllr Manuel	18
14.7	To approve a recommendation to enter into a 5-year contract with Edge IT systems for purchase of 3 new software modules, funding to be partially taken from the software earmarked reserve	Clerk	18
14.8	To approve grant payments to Wickham Parish Magazine and to the Summer Youth pilot scheme	Cllr Manuel	18
15	General Purposes Committee – Cllr Phillips-Lee		
15.1	To receive the minutes of the Committee meeting on 25th April 2024	Cllr Phillips-Lee	-
15.2	To approve the Committee's amended terms of reference	Clerk	33-34
16	Planning & Highways Committee – Cllr Rappé		
16.1	To receive the minutes of the Committee meeting on 18th April 2024	Cllr Rappé	-
16.2	To approve the Committee's amended terms of reference	Clerk	35-39
17	Recreation Committee – Cllr N Holladay		
17.1	To receive the minutes of the Committee meetings on 25th April and 30th May 2024	Cllr N Holladay	-
17.2	To approve a recommendation for updated hiring charges for Knowle Village Hall and agree implementation date	Clerk	40-41
17.3	To approve a recommendation for amended booking forms and amended terms and conditions for Knowle Village Hall	Clerk	42-48
17.4	To approve a recommendation for an extra CCTV at Knowle Village Hall to cover the car park	Clerk	40
17.5	To approve a recommendation for a recycling bin at Knowle Village Hall and amend the Biffa contract	Clerk	40
17.6	To approve a recommendation to appoint Nigel Blackman to carry out drainage works to Lysander Meadow, funding to be taken from the Wickham CIL earmarked reserve	Cllr N Holladay	49
Other			
18	To update the Lloyds bank mandate to remove Nicki Oliver and add Sophie Thorogood, including a new business debit card	Clerk	50-51
19	To approve purchasing a new projector, mobile display stand and carry case for Knowle Village Hall	Clerk	50
20	To authorise a virement to a maximum of £5,000 from grounds maintenance earmarked reserves towards purchase of new play area signage and delegate to the Clerk to purchase	Clerk	52
21	To approve a quote for new floodlighting control box at the Wickham MUGA and associated package costs	Clerk	52-62
22	Recent correspondence/ reports from meetings attended of relevance	Clerk	-
Confidential			
23	To approve enrolling the Business Manager onto the Nest Pension Scheme	Clerk	Pink
24	To approve the amended tender for the Wickham Recreation Pavilion and re-submit on Contracts Finder	Cllr N Holladay	Pink

Sophie Thorogood
Clerk and RFO to Wickham and Knowle Parish Council
clerk@wickhamparishcouncil.org
23rd June 2024



Wickham and Knowle Parish Council

Minutes of the meeting of the above Council held at Wickham Community Centre, Mill Lane, Wickham PO17 5AL on Thursday 9th May 2024 at 7pm.

Present: Councillors: Craig Manuel, Sheila Chambers, Kathryn Holladay, Nic Holladay, Loraine Rappé, Malc Burt, Sandy Phillips-Lee, Leah Greenbank

In attendance: District Councillor Chris Chamberlain, District Councillor Neil Cutler, 7 members of the public, Locum Parish Clerk Tracey Molloy, Parish Clerk Sophie Thorogood

1. Election of Parish Council Chairman

Invitations for nominations for the position of Chairman of the Council were requested.

Councillor Manuel was nominated.

Proposed by Councillor Phillips-Lee

Seconded by Councillor Rappé

Councillor Manuel accepted the nomination

RESOLVED that Councillor Manuel be elected as Chairman of the Parish Council for the year 2024-25

2. Chairman's Declaration of Acceptance of Office

Councillor Manuel duly signed the Declaration of Acceptance of Office

3. Election of Parish Council Vice-Chair

Invitations for nominations for the position of Vice-Chairman of the Council were requested.

Councillor K Holladay was nominated.

Proposed by Councillor Manuel

Seconded by Councillor Chambers

Councillor K Holladay accepted the nomination

RESOLVED that Councillor K Holladay be elected as Vice-Chairman of the Parish Council for the year 2024-25

4. Apologies for absence: Councillor Robert Broad

5. Declarations of interest: None

6. Public Session: Members of public were in attendance to discuss the Taste of Wickham grant application.

7. Report from County Councillor: No report available due to date change of meeting

8. Reports from District Councillors:

District Councillor Chris Chamberlain made a statement regarding the additional housing numbers Winchester City Council are asking of the Parish Council. Councillor Chamberlain stated that he was dismayed to read the recent updates from the Parish Council, noting that Winchester's decision to seek an additional site for 100 houses in

Wickham was based on legal advice, and that the City Council need a local plan that's sound and won't be challenged.

Councillor Chamberlain also updated on the logistics of the Horse Fair.

District Councillor Neil Cutler updated the meeting on the Local Cycling and Walking Infrastructure Plan (LCWIP).

Public engagement starts Monday 13th May at midday, for a period of 8 weeks until the 7th July 2024.

9. Chairman's announcements:

Councillor Manuel wished Councillor Rappé a happy birthday and thanked her for attending Full Council.

Councillor Manuel thanked the Locum Clerk for helping the Parish Council over the last 6 months and welcomed Sophie Thorogood, the new permanent Clerk and RFO. Sophie is working part-time until the end of May, and then Full Time.

Councillor Manuel congratulated Councillor Clear as returning District Councillor.

There are currently two parish councillor vacancies. The Council recommend attending 3 meetings before applying.

Councillor Manuel updated on the current concerns regarding the Welborne Development. The loss of trees and hedgerows in Knowle, and demands on Wickham Surgery.

10. Minutes of 5th March 2024 and the Extra Ordinary Full Council 9th April 2024

RESOLVED: Minutes approved and signed as true record

11. General Power of Competence

The Council still meets the eligibility criteria for the General Power of Competence following staffing changes noted.

12. Committee members and committee Chairs

RESOLVED: The following committee members were appointed:

Recreation Committee

Chair – Councillor N Holladay

Members: Councillors; Manuel, Rappé, K Holladay, Burt, Chambers, Phillips-Lee

Planning and Highways Committee

Chair – Councillor Rappé

Members: Councillors; Chambers, N Holladay, K Holladay, Manuel, Phillips-Lee

General Purposes Committee

Chair – Councillor Phillips-Lee

Members: Councillors; Manuel, K Holladay, N Holladay, Chambers, Greenbank, Rappé

HR Committee

Chair – Councillor Rappé

Members: Councillors: Manuel, N Holladay, Rappé

Open Spaces Committee – deferred

Wickham Water Meadows Committee

Chair – Councillor Manuel

Members: Councillors: Manuel, K Holladay, Burt, Chambers, Phillips-Lee

13. Recreation Committee (Cllr N Holladay)

13.1. **Minutes of the meeting held 21st March 2024:** received and noted

13.2. Knowle Hall Café Contract

RESOLVED: Café Contract approved.

Proposed Councillor Manuel

Seconded Councillor N Holladay

All in favour

14. Planning Committee (Cllr L Rappe)

14.1. **Minutes of the meeting held 14th March 2024:** received and noted

14.2. Perimeter lighting at Wykeham Vale and residents consultation letter

RESOLVED: The proposal for perimeter lighting at Wykeham Vale and residents consultation letter was approved.

Proposed Councillor N Holladay

Seconded Councillor Manuel

All in favour

15. General Purposes Committee (Cllr K Holladay)

15.1. **Minutes of the meeting held 29th February 2024:** received and noted

16. Finance Committee (Cllr Manuel)

16.1. **Minutes of the meeting held 22nd February 2024:** received and noted

16.2. Grant applications:

RESOLVED: The following grant applications were approved:

16.2.1. Wickham and Knowle Pickleball Club - £233.89

16.2.2. Wickham Twinning Association - £500

16.2.3. Knowle Residents Association - £550

Proposed Councillor Manuel

Seconded Councillor Phillips-Lee

All in favour

17. To approve the proposal for an ecology survey of the Glebe by Arcadian, at a cost of £964

RESOLVED: The proposal for an ecology survey of the Glebe by Arcadian, at a cost of £964 was approved. Budget to be taken from the General Reserve and repaid when the S106 monies for the Glebe are received.

Proposed Councillor N Holladay

Seconded Councillor K Holladay

All in favour

18. Taste of Wickham Grant Application

RESOLVED: Grant of £1500 approved, with £2300 ring fenced within the donations budget in case of any shortfall.

Proposed Councillor Manuel

Seconded Councillor Rappé

All in favour

District Councillor Chris Chamberlain also donated £1700 to the Taste of Wickham. Which is instead of his usual donation to the Parish for a Christmas tree.

19. Re-drawing the boundary between Wykeham Vale and the Northern Open Space and cover the legal expenses it incurs in doing so

RESOLVED: Re-drawing of the boundary approved. Legal costs of up to £1000 approved.

Proposed Councillor Manuel

Seconded Councillor N Holladay

All in favour

- 20. **To receive the interim internal audit report:** Noted
- 21. **To receive correspondence:** Concerns received from residents regarding Mayles Lane – update covered by District Councillor Chris Chamberlain
- 22. **Date of next meeting:** 27th June 2024

Meeting closed 9pm

Signed.....

Date.....

DRAFT

Full Council meeting – 27th June 2024

Agenda Item 8 -

To receive an update from the Clerk

By the time of the meeting, the Council will be in a position to know whether or not 10 electors have called for a by-election to fill the 2 casual vacancies, or if we can proceed to a co-option. If co-option, this will be held during an extraordinary meeting of the Full Council scheduled for the 30th July, which will have a minimal agenda.

Main focus of work for the Clerk will be the full audit submission to the external auditor for the 2023/24 accounts and implementation of the new financial & bookings package, if approved during the meeting. Alongside providing assistance with the tender for the Wickham Recreation Pavilion, finalising the tender end for the Barbastelle play area equipment and writing the new Grounds Maintenance contract tender ready for review by the working party.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Wickham and Knowle Parish Council
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☒

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
27 th June 2024	Item 9

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

Annual Internal Audit Report 2023/24

Wickham & Knowle Parish Council

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			not done
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.		✓	
I. Periodic bank account reconciliations were properly carried out during the year.		✓	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.		✓	

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

18/10/23 12/03/24 04/06/24

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

T. J. Light

Date

04/06/24

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

4 June, 2024

The Parish Clerk

Wickham and Knowle Parish Council

Parish Office

Knowle Village Hall

Knowle Avenue

Knowle

PO17 5 GR

Dear Sophie

**Wickham and Knowle Parish Council
Internal Audit Report - March 2024**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2023-24 Annual Governance and Accountability Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Smaller Authorities – A Practitioners' Guide (England)' 2023
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final review in 2023/2024 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

This review is a continuation from the Internal Controls reports issued during 2023-2024 where we have assessed whether the Parish Council have sound internal controls following the Financial Internal Controls reviews in October 2023 and February 2024.

We have noted that the Parish Clerk have now appointed a permanent Parish Clerk from 06 May 2024 on a part time basis moving to full time on 27 May 2024.

We have discussed at the final internal audit visit the overview of the control systems required to stabilise the governance and financial management of the Parish Council with the new Parish Clerk.

The Parish Clerk should now continue to implement the recommendations made from the initial internal control reports.

We discussed this with the new Parish Clerk the reason why the annual internal audit report will show there are control weaknesses for 2023-2024 but these can be remedied in 2024-2025.

However, it should also be recognised the contribution made by the Locum Parish Clerk and Finance Assistant who continued to support the Parish Council whilst they were without a permanent Parish Clerk.

We continue to note that the Locum Finance Officer has used the Moneymaker software, and this has now been transferred to on to the new Parish Clerk's laptop. We also understand that the new Parish Clerk would prefer to use the AdvantEdge software.

If the Parish Council approve the use of AdvantEdge in preference to Moneymaker and the RBS Omega that is currently licenced to the Parish Council, then action should be taken to ensure the secure transfer of data to AdvantEdge and to discontinue the licence for the RBS Omega software.

We have discussed with the new Parish Clerk that the Parish Council website should be reviewed as a matter of urgency with a view to ensure it complies with the requirements of the Transparency Code Regulation 2015, the Information Commissioner Publication Requirements and the Accounts and Audit Regulations 2015.

End of Year Procedures 2023/2024

The Locum Finance Assistant has supported the new Parish Clerk with end of year information to complete the details required to be submitted to the External Auditor.

A full check was carried out on the End of Year documentation provided by the Locum Finance Assistant to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2022/23 and 2023/2024 shown on Section 2 of the AGAR as required by the External Auditor.

The 2023/2024 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations 2023.

This includes the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins.
(Audit Note; We are pleased to report that the Parish Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015).

We have noted that the Parish Council are sole managing trustees of the Water Meadows Trust but the income and expenditure for the Trust is not separately recorded and is included in the accounts of the Parish Council.

To satisfy the requirements of the Practitioners Guide 2023 and to comply that all income and expenditure is separate from the accounts of the Parish Council assertion 11(b) on the Annual Governance and Accountability Return (Section 2 Accounting Statements) will need to be answered “yes” and (Section 1 Governance Statement assertion 9) should be answered “no”.

The Council should take the necessary action to ensure that all income and expenditure is separately recorded for the Water Meadows Trust and a separate bank account should be opened to record the transactions for the Trust.

The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

This report should be noted and taken to the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,
Tim Light FMAAT
Internal Auditor.

Agenda Item 10 -

To receive the Internal Auditor's opinion on the 2023/24 Financial Accounts and note the Council's response

Internal Audit Issues	Council Response
Explanation to "No" to Control Objective C It came to the notice of the Internal Auditor that the Council did not approve the risk of the Council in the financial year 2023/2024. The new Parish Clerk will need to ensure that the risk as approved by the Parish Council during 2024-2025.	The Financial Risk Assessment will be reviewed by the Council during the new financial year in order to satisfy the Audit requirements for 2024/25
Explanation of "No" to Control Objective H We note that the Asset Register was not reviewed or approved by the Parish Council in 2023-2024	The new Parish Clerk has already begun the work to review the Asset Register, and will also be building up a digital asset register using Parish Online to plot the assets. The Asset Register will be taken to a future meeting of the Policy & Finance Committee for review, with changes recommended to Full Council.
Explanation of Not Covered to Control Objective L The Parish Council have not maintained an up-to-date Website during 2023-2024. No minutes have yet been uploaded since January 2024. The requirements of the Transparency Code 2015 could not be assessed as the information on the website had not been updated. We recognise the efforts made by the previous Locum Parish Clerk and Finance Assistant, but their time was limited to provide only day to day information to the Parish Council. The new Parish Clerk is aware of the need to bring the website information up to date as soon as possible.	The Council is regretful that the website has not been kept as up to date as it should have been. The new Parish Clerk will work on uploading the missing documents as a priority and keep the website updated. Longer term goal is a new Parish website and the Parish Clerk will be investigating gov.uk domain names

<p>Explanation to “No” to Control Objective O Water Meadows Trust</p> <p>We have noted that the Parish Council are sole managing trustees of the Water Meadows Trust but the income and expenditure for the Trust is not separately recorded and is included in the accounts of the Parish Council.</p> <p>To satisfy the requirements of the Practitioners Guide 2023 and to comply that all income and expenditure is separate from the accounts of the Parish Council assertion 11(b) on the Annual Governance and Accountability Return (Section 2 Accounting Statements) will need to be answered “yes” and (Section 1 Governance Statement assertion 9) should be answered “no”. The Council should take the necessary action to ensure that all income and expenditure is separately recorded for the Water Meadows Trust and a separate bank account should be opened to record the transactions for the Trust.</p>	<p>The Water Meadows Trust is a registered Charity and does already have its own bank account. However in the handover from the old Clerk, it became apparent that some grant funding for work to the Water Meadows has been left within the Parish Council’s bank account. The new Parish Clerk will work on a reconciliation and this funding will be transferred to the Charity’s bank account once the amount is confirmed. For future financial years, Water Meadows income and expenditure will be kept completely separate from Parish Council accounts.</p>
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Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Wickham & Knowle Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
		✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

27/06/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2023/24 for

Wickham & Knowle Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,005,557	1,069,825	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	264,557	287,196	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	186,675	80,647	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	45,488	33,578	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	341,476	243,188	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,069,825	1,160,902	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,019,023	1,146,981	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,704,707	1,756,825	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

07/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

27/06/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Wickham and Knowle Parish Council
Full Council meeting - 27th June 2024

Agenda item 13 - to approve the earmark reserves for 2023/24

	2022/23	Increase	Decrease	2023/24
Litter collecting Kit	£568.00			£568.00
Streetlight Energy/Maint	£9,262.00		£9,262.00	£0.00
Wickham Grounds Maint	£24,626.00			£24,626.00
Knowle Grounds Maint	£22,346.00			£22,346.00
Tree Survey/Works	£24,799.00		£10,000.00	£14,799.00
Pavilion	£3,329.00			£3,329.00
Knowle Hall Sinking Fund	£51,165.00	£115,000.00	£6,725.84	£159,439.16
Asset Sinking Fund Gen	£55,198.00			£55,198.00
Tennis Court Sinking Fun	£31,223.00		£13,495.00	£17,728.00
All Weather Pitch Sinkin	£22,154.00			£22,154.00
Lengthsman	£2,643.00			£2,643.00
Song For Wickham	£2,453.00		£2,453.00	£0.00
CIL Wickham	£151,807.00	£20,000.00	£20,521.68	£151,285.32
CIL Knowle	£12,163.00	£2,334.68		£14,497.68
Byelection Risk	£12,150.00			£12,150.00
Wickham Play Areas/ Muga /Skatepark	£25,400.00			£25,400.00
Knowle Play Areas /Muga /Skatepark	£28,788.00			£28,788.00
Wickham New Projects	£14,266.00	£3,800.00		£18,066.00
Knowle New Projects	£12,584.00	£2,950.00		£15,534.00
Mill Lane S106 Commuted	£480,058.00		£2,365.00	£477,693.00
Warm hub grant	£4,335.00		£4,335.00	£0.00
Knowle hall lights	£5,000.00		£5,000.00	£0.00
Accounts software	£500.00			£500.00
Knowle events	£1,329.00	£1,689.00		£3,018.00
Wickham events	£2,478.00		£2,478.00	£0.00
Bus shelter	£240.00			£240.00
Churchyard maintenance	£1,500.00			£1,500.00
Staff	£16,660.00			£16,660.00
Earmarked reserves	<u>£1,019,024.00</u>			<u>£1,088,162.16</u>
General + debtors + VAT)	<u>£50,800.51</u>			<u>£72,739.84</u>
Total Reserves (box 7)	<u>£1,069,824.51</u>			<u>£1,160,902.00</u>
Reported on AGAR and externally audited	£1,069,825.00			£1,160,902.00
check	£0.49			£0.00

Agenda Item 14 – Policy & Finance Committee

To approve the following recommendations

14.2 To approve the Committee's amended terms of reference

The Terms of Reference were reviewed and minor changes were made.

Recommendation: to approve the Committee's amended terms of reference

14.3 To approve a recommendation to adopt the Safeguarding Policy and Volunteering Policy

These policies must be adopted by the Council in order to satisfy insurance requirements for the Summer Youth Club pilot scheme to be held as under the umbrella of the Parish Council. The policies were reviewed by the Policy & Finance Committee, minor amendments were made and the query over the sequencing within section 6.1 and 6.2 of the Safeguarding Policy was resolved.

Recommendation: to adopt the Safeguarding Policy and Volunteering Policy

14.4 To approve a recommendation to complete Stage 3 of the Knowle Village Hall extension with Axis Architects, funding to be taken from the Knowle Budgets earmarked reserve

This item has been discussed through both the Recreation Committee and the Policy & Finance Committee. Completing stage 3 of the Knowle Village Hall extension will enable the extension plans to be submitted to Winchester City Council for planning permission. With planning permission, the Council will then be able to apply for grant applications towards the building costs and speak to developers currently involved in the new houses planned in Knowle regarding potential S106 developer's contributions.

Cllr N Holladay has requested a full Business Plan for the village hall extension be prepared and presented to Full Council alongside the planning permission submission.

Recommendation: to approve the recommendation to complete Stage 3 of the Knowle Village Hall extension with Axis Architects, funding to be taken from the Knowle Budgets earmarked reserve

14.5 To approve a recommendation to appoint Axis Architects to draw plans for the Wickham Recreation Pavilion, funding to a maximum of £4,000 to be taken from the Wickham CIL earmarked reserve

Following the initial tender submissions, during the Recreation Committee meeting on 20th June, it was recommended to appoint Axis Architects to draw plans for the new Pavilion. Cllrs N Holladay, Manuel and Burt are meeting with the Architects on Tuesday 25th June.

Recommendation: to approve the recommendation to appoint Axis Architects to draw plans for the Wickham Recreation Pavilion, funding to a maximum of £4,000 to be taken from the Wickham CIL earmarked reserve

14.6 To approve a recommendation to appoint Deacon Design to provide initial concept design and costings for a country park at Mill Lane, funding to be taken from the Mill Lane earmarked reserve

This has been discussed by both Recreation Committee and Policy and Finance Committee.

Recommendation: To approve a recommendation to appoint Deacon Design to provide initial concept design and costings for a country park at Mill Lane, funding to be taken from the Mill Lane earmarked reserve

14.7 To approve a recommendation to enter into a 5-year contract with Edge IT systems for purchase of 3 new software modules, funding to be partially taken from the software earmarked reserve

A comparison of 3 different sector-specific financial software companies was reviewed by the Policy & Finance Committee.

	Rialtas	Edge	Scribe
Finance module	£357.00 (1 user)	£676.00 (2 users)	£1,068.00 (5 users)
Bookings module	£666.00 (5 users)	£319.00 (2 users)	£576.00 (5 users)
Integration with website	£137.00	£72.90	included
Training	£260.00 (Finance) £520.00 (Facilities)	£164 (Facilities only)	included
Asset Manager	-	£127.40	-
Set up costs	£1,319.00	£370.00	£1,146.00
TOTAL	£3,259.00	£1,729.30	£2,790.00

The budget for 2024/25 for accounts software is £1,200, and there is an earmarked reserve of £500 for software, this gives a total available budget of £1,700. However, the invoice for the 2024/25 contract has already been paid to Rialtas for £357 (£428.40 including VAT), which leaves a funding shortfall of a maximum of £500.

Recommendation: to approve a recommendation to enter into a 5 year contract with Edge IT Systems to purchase the finance, facilities and asset manager modules for 2 concurrent users.

To approve a recommendation to vire an extra £500 maximum from general reserves to fund the increased cost of purchasing the Edge software.

14.8 To approve grant payments to Wickham Parish Magazine and to the Summer Youth pilot scheme

The Wickham Parish Magazine grant application was discussed and recommended for approval by the Policy & Finance Committee. There was a query over potential political content which the Clerk has investigated since that meeting and confirmed there is no issue.

The Summer Youth pilot scheme has been discussed by both the Recreation Committee and Policy and Finance Committee. Everything is in place regarding insurance, policies and the Clerk is progressing enhanced DBS checks for both the Clerk and Business Manager.

Recommendation: To approve grant payments to Wickham Parish Magazine and to the Summer Youth pilot scheme.



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 - Policy and Finance Committee

Summary of Revisions Made	Version	Date
Reviewed by Policy & Finance Committee		
<u>Adopted by Full Council</u>		

~~Wickham and Knowle Parish Council Strategic Development, Policy and Finance Committee Terms of Reference adopted by committee 13th October 2022~~

1. The Policy & FinanceSDPF Committee is constituted as a Standing Committee of the Parish Council. Its composition shall be Council Chair~~man~~, Council Vice-Chair~~man~~ and Chair~~men~~ of Council Committees with three members constituting a quorum.
2. The Committee will encourage wider community involvement through the appointment of sub-committees and working parties to assist with relevant issues and make recommendations to the Committee.
3. All correspondence to be conducted through the Parish Clerk.
4. The Committee will consider all aspects of the Council's finances, including grants and setting of annual precept operating under the terms of the Council's Standing Orders and Financial Regulations.

5. The Committee shall review annually, and recommend to Full Council to approve where appropriate the following:

- Financial Risk Assessment
- Insurance Policy
- Fixed Asset Register
- Earmarked Reserves
- Banking arrangements including the bank mandate

65. The Committee will review Council policies and procedures as required by the Council.

6. The Committee will consider major development and strategy issues affecting Wickham and Knowle as directed by the Council including but not exclusive to:

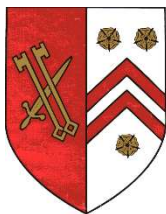
- Reviewing and updating the Council's strategy annually
- Responding to consultations on Local Plans
- Monitoring larger developments for compliance with planning conditions
- Responding to parking, highways and transport consultations and developing local strategies where appropriate.
- Negotiation of s106 agreements

767. The Committee will meet as workload requires but at least quarterly.

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Commented [TM1]: None of this should fall to the Finance Committee. Local Plan work, large developments impacting the Parish, planning consultations and S106 agreements should fall under Planning & Highways Committee for initial work to then to go Full Council. This must have originally appeared when this was the SDPF Committee. S106 agreements in particular should be discussed by Full Council, with x amount of members delegated to sign agreements once they have been reached.

| ~~87~~⁸. The Committee is authorised to commit Council funds to a limit of £500 (Five hundred
| pounds) without formal Council approval provided that this amount has been provided for in
the annual ~~precept~~ budget.



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Safeguarding Policy

Summary of Revisions Made	Version	Date
Reviewed by Policy & Finance Committee	1.00	
Adopted by Full Council	1.00	

1.0 Introduction

- 1.1 The purpose of this policy is to make clear to all Councillors, staff, volunteers, and contractors what is required in relation to the protection of children, young people and vulnerable adults. Children, young people, and vulnerable adults have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents / carers choose for them. This policy will help to maintain a safe and positive environment for children and vulnerable adults.

2.0 Policy Coverage

- 2.1 This policy applies to all Councillors, employees, volunteers, and contractors working for/or in partnership with Wickham and Knowle Parish Council. Under the Children Act 2004, Wickham and Knowle Parish Council has a duty to co-operate with other agencies and authorities to promote the well-being of children and young people. Hampshire County Council is the lead agency for the protection of vulnerable adults.
- 2.2 It is not the role of Wickham and Knowle Parish Council to investigate allegations of abuse. However, all Councillors, employees, volunteers and contracted services providers have a responsibility to take action when they suspect or recognise that a child or vulnerable adult may be a victim of significant harm or abuse. This policy is to be used in conjunction with the Council's Risk Management Policy, Health and Safety Policies, Equal Opportunities Policy, Complaints Policy and Procedure, Disciplinary and Grievance Procedures.
- 2.3 The phrase '**children, young people and vulnerable adults**' refers to:
- a) Anyone under the age of 18 years,
 - b) Someone who is over the age of 18 who is or may be in need of community care services by reasons of mental health or other disability, age or illness and is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

When the term '**parents**' is used, it is used in the broadest sense to include parents, carers and guardians.

3.0 Policy Principles

- 3.1 Wickham and Knowle Parish recognises that all children and vulnerable adults have an equal right to protection from abuse. It is committed to safeguarding children and vulnerable adults and protecting them from abuse when they are engaged in services organised and provided by, or on behalf of, the Council.

- 3.2 Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during enquiries, the agency that made that referral will be made clear.
- 3.3 Wickham and Knowle Parish Council will not tolerate the harassment of any member, employee, volunteer, contracted service provider or child/vulnerable adult who raises concerns of abuse.

4.0 Policy Statement

4.1 Wickham and Knowle Parish Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and will promote a safeguarding culture and environment.

- We will endeavour to keep children and vulnerable adults safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- We will always act in the best interests of the child or vulnerable adult.
- We will proactively seek to promote the welfare and protection of all children and vulnerable adults living in the local community.
- We will endeavour to ensure that unsuitable people are prevented from working with children and vulnerable adults through, as appropriate, its recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- We will take any concern made by a Councillor, employee, volunteer or contracted service provider or child / vulnerable adult seriously and treat it with sensitivity.

5.0 Procedure and Systems

5.1 Definitions of Abuse:

- **Abuse** covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For vulnerable adults abuse may also be financial.
- **Neglect** is where people fail to meet a child's or vulnerable person's basic physical / psychological needs and is likely to result in the serious impairment of their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury, or exposing them to undue cold.
- **Physical Abuse** is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc.
- **Sexual Abuse** is where children or vulnerable adults knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.
- **Emotional / Mental Abuse** is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

5.2 It is important to recognise that disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

5.3 This policy is inclusive of all children, young people and vulnerable adults, irrespective of their age, gender, race or ethnicity, religion, disability or sexual preference.

5.4 Use of Video and Photography

The use of photographs and images of young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians that images can be used as appropriate.

6.0 Responding to Allegations

6.1 If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously.

- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate
- Only ask questions for clarification, do not ask leading questions and do not attempt to investigate.
- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you.
- Advise that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets.
- Record the facts as you know them.
- Refer the allegation immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager. If a manager or another young person is implicated, refer directly to the Parish Clerk. If the Parish Clerk is implicated, refer to the Council Chair. All allegations must be referred, no matter how insignificant they seem to be, or when they occur.
- Try to ensure that no-one is placed in a position which could cause further compromise.

6.2 As soon as possible after the incident or disclosure has occurred:

- Write down notes, dates, times, facts, observations, and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the Social Services Department at Hampshire County Council. Ask for a duty officer and indicate that you wish to discuss a matter of child / vulnerable person protection. Ask for the name of the person with whom you are speaking. Do not filter out or withhold any information. Ask if there is anyone else who should be informed.
- Prepare a confidential file. Record all notes, conversations, and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Store information in a secure place with limited access to designated people, in line with data protection legislation.
- Follow the advice from Social Services; take no other action unless advised to do so by Social Services. Do not attempt to investigate any matters – this is not the role of the Parish Council.
- If in doubt about the advice you have received at any stage refer to Social Services for guidance.

6.3 Responding to concerns about a child's welfare where there has been no specific disclosure or allegation.

All Councillors, employees, volunteers, and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Parish Clerk. The Parish Clerk will, if appropriate, make a referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns, bite marks.
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- an injury for which the explanation seems inconsistent, or which has not been treated adequately.
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts.
- reluctance to get changed e.g., for swimming.
- neglected in appearance, dirty or 'smelly'.
- constant hunger, sometimes stealing food from others.
- inappropriate dress for the conditions.
- fear of parents or carers being approached for an explanation.
- flinching when approached or touched.
- neurotic behaviour e.g., hair twisting, rocking.
- being unable to play.
- fear of making mistakes.

- self-harm.
- fear of being left with a specific person or group of people, lack of trust in adults.
- sexual knowledge which is beyond their age or development age.
- sexual drawings or language.
- saying they have secrets they cannot tell anyone about.
- not allowed to have friends.

6.4 Contact Details for Social Services, the Police and NSPCC:

Children's Social Services – Hampshire County Council:

Telephone: 0300 555 1384

Adult Safeguarding – Hampshire County Council

Telephone: 0300 555 1386

Hampshire & Isle of Wight Police:

Telephone: 101 or in an emergency 999

NSPCC Child Protection Helpline:

Telephone: 0808 800 5000

NSPCC Help for children and young people.

Telephone: 0800 1111

Safeguarding reporting form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.

In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1 Your details – the person completing the form

Name			
Position			
Telephone		Email	

2 Details of the person affected

Name			
Address			
Telephone		Email	

3 Details of the incident (please describe in detail using only the facts)

--

4 Other present or potential witnesses

Name			
Address			
Telephone number		Email	

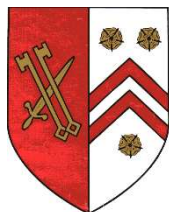
5 Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name

Signature

Date



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Parish Clerk: Sophie Thorogood

Volunteering Policy

Summary of Revisions Made	Version	Date
Reviewed by Policy & Finance Committee	1.00	
Adopted by Full Council	1.00	

1.0 Introduction

- 1.1 This policy has been prepared for the benefit of members of the public who may volunteer their time for Wickham and Knowle Parish Council (WKPC). This policy does not apply to the WKPC's relationship with voluntary organisations where other arrangements could apply.
- 1.2 WKPC appreciates that volunteers contribute valuable assistance and experience that would otherwise not be available and in turn can themselves gain valuable working experience that can enhance their skills and enable self-fulfilment. It is therefore important that WKPC encourages the participation of volunteers under supervision, whilst ensuring the safety and security of all parties.
- 1.3 The Parish is responsible for the implementation of this policy. The Parish Clerk is responsible for ensuring this policy is up to date and updated guidance from the Health and Safety Executive when managing volunteers.

2.0 Definition of Volunteer

- 2.1 A volunteer is a person who freely undertakes to perform a service task or function that is not normally or traditionally performed as a full job and who does so without financial reward.
- 2.2 A clear distinction exists between volunteers and those who are given a financial reward, e.g. wage or allowances at special rates in return for casual services.

3.0 Disclosure and Barring

- 3.1 Where the volunteer is going to knowingly be in direct contact with vulnerable groups or individuals, it will be necessary to obtain a criminal record disclosure check with the Disclosure and Barring Service. Care should be taken to consider all equality issues.

4.0 Agreement

- 4.1 All volunteers should be issued with a role description and a written agreement (see appendix 1), which clarifies the intentions and expectations of both parties in order to avoid subsequent disputes and which uses terminology like "hopes and expectations" instead of "requirements". Without a clear understanding of what is expected of the volunteer confusion and misunderstanding is likely to arise.

5.0 Training

5.1 Volunteers should receive training directly related to the tasks they undertake.

5.2 An induction process, including health and safety, should be followed in every case to ensure volunteers understand the environment they are to work in. Training will help clarify how the volunteer is expected to carry out their tasks.

6.0 Expenses

6.1 Although WKPC does not presently operate an expenses system for volunteers, this does not exclude occasions when it feels it necessary to re-imburse out of pocket expenses.

7.0 Liability

7.1 For any council-led activity undertaken by a volunteer(s), WKPC's public liability insurance will apply. Volunteers should be aware that this insurance does not cover them for loss of earnings should they sustain an injury.

8.0 Equality

8.1 WKPC's commitment to diversity and equality applies equally to volunteers. WKPC values the contribution made by everyone, and especially that made by unpaid volunteers.

9.0 Supervision

9.1 Every volunteer should have a supervisor who they can go to with queries or problems. This is also important for feedback, so volunteers know how they are performing. Should volunteers' performance fall below the required level steps should be taken to remedy this. Standards need to be established and maintained regardless of the status of the individual.

9.2 Situations of misconduct need to be similarly managed. Being a volunteer does not excuse poor behaviour. However, it must be remembered that volunteers are not bound by contractual obligations.

Wickham and Knowle Parish Council
Sample Volunteer Agreement

Wickham and Knowle Parish Council agree to accept

as a volunteer

The Parish Council will:

1. Provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position
2. Ensure management of the volunteer
3. Treat the volunteer with respect and without discrimination

I, _____, agree to volunteer and will:

1. Familiarise myself with the risk assessment for the task, and comply with it
2. Follow the instructions of the manager
3. Have regard for the health, safety and wellbeing of any other volunteers or members of the public

Signed _____

Signed _____

Date _____

Date _____

On behalf of

Volunteer

Wickham and Knowle Parish Council

This agreement can be cancelled at any time at the discretion of either of the parties, but will expire automatically on the resignation, whether voluntarily or involuntarily, of the volunteer. This document is not intended to form a contract.

Wickham and Knowle Parish Council

Risk Assessment

Task description:			
Task date		Manager	

Date of site inspection		Were any hazards identified?	Yes / No
-------------------------	--	------------------------------	----------

Wickham and Knowle Parish Council Risk Assessment

Is any PPE required for the task (tick all that apply)

Required?	
Goggles	
Gloves	
Ear-Defenders	
Stout Footwear	
Hard Hat (no visor)	
Hard Hat (visor)	
Face Mask	
Hi-vis Jacket	
Other (details)	

Distributed	Returned

Are any tools required for the task (tick all that apply)

Required?	
Hand Tools (bladed)	
Hand Tools (non-bladed)	
Cleaning Products	
Paint and brushes	
Wood Treatment	
Glue	
Other (details)	

Distributed	Returned

Please list any skills needed for the task that might require training for volunteers?

--

I, _____, in the role of appointed contact and manager, understand my responsibilities and will undertake them to the best of my abilities.

Signed:

Date:

Agenda Item 15 – General Purposes Committee

To approve the following recommendation

15.2 To approve the Committee's amended terms of reference

The Terms of Reference were reviewed, and minor changes were made.

Recommendation: To approve the Committee's amended terms of reference



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Parish Clerk: Sophie Thorogood

Terms of Reference – General Purposes Committee

Summary of Revisions Made	Version	Date
Reviewed by General Purposes Committee		
Adopted by Full Council		

~~General Purposes Committee Terms of Reference adopted 17th September 2019~~

1. The General Purposes Committee is constituted as a standing committee of the Pparish eCouncil. The committee composition shall be a minimum of six Councillors as voting members, with three members constituting a quorum.

2. The Committee will meet as workload requires but at least quarterly.

3. All correspondence should be conducted through the pParish eClerk. ~~wherever possible.~~

42. Minutes of all meetings are to be kept and forwarded to the parish clerk for circulation.
The Ccommittee may appoint sub-eCommittees to investigate and report back to the main eCommittee.

54. The Ccommittee will ensure compliance of all health and safety regulations for all Ccouncil employees and property ~~Note this currently sits with the SDPF Committee~~

65. The eCommittee will liaise with other authorities and take action on public relations, tourism, law and order, trade and commerce, and youth and school activities as involved with Pparish eCouncil affairs. The Ccommittee will consider all other matters not obviously within the remit of the other standing Ccommittees and not allocated or covered by any other Ccommittee (see appendix).

76. The Ccommittee will review Pparish eCouncil policies and standing orders as required by the Ccouncil, for adoption by Full Council. ~~Note this currently sits with the SDPF Committee~~

87. The Committee is authorised to commit Pparish eCouncil funds to a limit of £500 (five hundred pounds) without formal pParish eCouncil approval, provided this amount has been provided for in the annual ~~precept~~budget.

Commented [TM1]: Is 6 too much? Are there currently enough Councillors on this Committee?

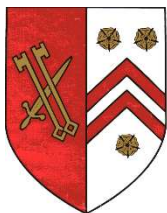
Agenda Item 16 – Planning and Highways Committee

To approve the following recommendation

16.2 To approve the Committee's amended terms of reference

The Terms of Reference were reviewed and minor changes were made.

Recommendation: To approve the Committee's amended terms of reference



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

Parish Clerk: Sophie Thorogood

Terms of Reference – Planning and Highways Committee

Summary of Revisions Made	Version	Date
Reviewed by Planning & Highways Committee		
<u>Adopted by Full Council</u>		

1. INTRODUCTION

- The Planning & Highways Committee is constituted as a Standing Committee of the Parish Council and its composition shall be a minimum of five Councillors as voting members with four members constituting a quorum.
- The Committee will meet monthly except in the month of August and during purdah. Should planning application(s) be received that require a response before the next scheduled meeting, the Planning Officer of the Authority will be informed of the earliest date the application(s) can be considered and a request made for it (them) to be deferred. If this is not possible, *Delegated Powers* will be used.
 - **Delegated Powers** Where the Planning Authority has required a response to planning application/s before the next planned meeting of the Planning Committee, the response should be delegated to the Proper Officer (Clerk), after consultation with both the Chair, Vice Chair and two other Planning Committee members in order to provide a response to meet the said date.
- The Committee is responsible for updating guidance statements for all new local development based on the character of the surroundings.
- The Committee is responsible for local neighbourhood planning, reviews and contributions to local district plans and investigation into and selection of sites for potential additions of housing stock as mandated by the District Authority has been provided for in the annual precept.
- The Committee is responsible for investigating and determining the cost and securing approval from District and County Councils for the delivery of infrastructure developments being vital for the well-being of residents. These plans to include, but not limited to traffic management, utilities, climate change mitigation.
- 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 Precept Budget.

2. PLANNING APPLICATIONS

- a) Committee members prepare for meetings by consulting the Winchester City Council (WCC) or the Hampshire County Council (HCC) planning websites to research applications on the agenda. The purpose is to gain sufficient information to form an opinion on a development of a single property, dwellings, services or trees with a TPO. The Parish Council has delegated powers to decide whether to support or object to such application/s, or to make any other relevant and appropriate comment.
- b) The Parish Clerk ensures that the views of the Parish Council on the planning applications are recorded and provided to the respective authorities.
- c) The Parish Clerk maintains a list of all applications affecting the Parish together with reporting back to the Committee the decisions from the respective planning authorities.
- d) Controversial applications shall be referred to the Full Parish Council at the discretion of the Committee chair. A time sensitive response may be made by the Committee Chair following a majority decision of the Committee.
- e) Committee member/s have to be willing to attend meetings of the Winchester Planning Committee (WPC) when the Parish Council has raised an objection to an application. *The procedure is as follows: On receipt of confirmation that an application has been referred to the WPC, agreement will be reached on who should attend on behalf of the Parish Council. That member must prepare and deliver a three-minute objection statement.*
- f) At the direction of the Planning Committee the Parish Clerk arranges public meeting/s with residents and Winchester City Council (WCC) Planning Department on any major developments which are proposed within the Parish.
- g) Where possible, correspondence should be conducted via the Parish Clerk

3. PARISH HIGHWAYS RESPONSIBILITIES

The committee has the responsibility for:

- h) Considering matters concerning the access to highways in relation to planning applications.
- i) Monitoring the state, upkeep and general maintenance of all highways within the Parish.
- j) Addressing transport matters for access both within and adjacent to the Parish boundaries, which could have impact for private and public vehicles.

4. MEETINGS

- k) The Parish Clerk in consultation with the Committee chair sets the agenda.
- l) Meetings are open to the public providing at least ~~four~~three clear working days' notice to the meeting itself and is advertised on both the Parish website and its noticeboards.
- m) The Parish Clerk will prepare a record of all applications, responses and eventual results in the minutes of meetings sending a draft copy of the minutes to the chair to check. These will be formally approved at the next meeting of the Planning & Highways Committee and forwarded to Full Council for acceptance and then published on the Parish website.
- n) Any seemingly controversial applications shall be referred to the Full Council at the discretion of the Chair and Committee. A time sensitive response may be made by the Committee Chair following a majority decision of the Committee.
- o) Where an on-site meeting is arranged all members of the Committee should be notified.

5. TRAINING

p) On appointment members of the Planning Committee are required to undertake a formal mandatory training session. This should be repeated every two years and ideally in consultation with the Parish Clerk, the chair can explore top-up training suggestions identified by committee members.

6. CONSULTATION MEETINGS WITH DEVELOPERS

q) It is recommended that the ~~Planning~~ Committee meets with a developer to gain information on proposed planning applications. It is proper for Councillors to play an active part in discussions with developers recognising the importance of not pre-determining their position on any future planning applications. The Committee will not respond with its views until an application is received from the relevant planning authority, but it will make the applicant/s and their agent/s aware of current issues and concerns that may be of relevance to an application.

r) Developers should be encouraged to hold community wide consultations prior to submitting applications for any significant development. The ~~Planning~~ Committee should assist the developers in identifying and engaging with other interested groups/organisations operating within the Parish in order to assist them publicise their proposals within the related community.

s) During the consultation process the Committee recognises the purpose for it to be positive and proactive in engaging constructively with developers, the Planning Authority/ies and other service providers.

t) The Committee needs to understand the range of community interests with regard to particular development proposals. It will consider the gaps or pressures on existing services or facilities and is prepared to address the need for local infrastructure improvement.

u) Developers wishing to organise a pre-application information session or attend a Parish Council meeting during the proposed planning application process should contact the Parish Clerk.

7. PROCEDURE AT MEETINGS DURING THE PRE-APPLICATION PROCESS

v) The Parish Council is a statutory consultee on planning applications but the final decision on all planning matters rests with the District or County Council. Where a planning application is for a development of a sole property or dwellings, the Parish Council has delegated powers to decide whether to support or object to such applications, or to make any other relevant and appropriate comment.

w) Developers are welcome to attend and speak at meetings at which planning applications are considered during the statutory consultation process and are open to members of the press and public by being advertised as a relevant planning application on the meeting agenda. Discussions will be recorded as part of the public record in the minutes of the meeting and are subject to disclosure under the Freedom of Information Act.

8. POST PLANNING AGREEMENT AND ACCEPTANCE OF MAJOR DEVELOPMENTS

(x) The ~~Planning~~ Committee will have a continuing liaison with the developer/agents from commencement until the development is completed. The Committee will arrange systems of communication to allow two-way exchanges in order to ensure there are regular updates on all related matters affecting the local community until there is a final completion hand over.

9. OTHER RESPONSIBILITIES

y) The Committee will consider major development ~~and strategy~~ issues affecting Wickham and Knowle as directed by the Council including but not exclusive to:

- Responding to -consultations on Local Plans
- Monitoring ~~larger~~ developments for compliance with planning conditions
- Responding to parking, highways and transport consultations and developing local strategies where appropriate.
- Negotiation of S106 agreements

z) The Committee will feedback and recommend to Full Council on these issues regularly

Agenda Item 17 – Recreation Committee

To approve the following recommendations

17.2 To approve a recommendation for updated hiring charges for Knowle Village Hall and agree implementation date

The Business Manager had reviewed hiring charges of local halls and prepared a comparison for the Committee. Following this review, amendments were suggested to hiring charges as the prices have not been increased for several years.

The new chosen facilities package will have to be set up and training carried out, and it would also be good practice to inform current hirers of any increase to their charges, an implementation date of 1st October 2024 for new pricing structure is suggested.

Recommendation: To approve the recommendation for updated hiring charges for Knowle Village Hall and agree an implementation date of 1st October 2024.

17.3 To approve a recommendation for amended booking forms and amended terms and conditions for Knowle Village Hall

The Committee reviewed the amended booking forms and amended terms and conditions for Knowle Village Hall during the meeting. Minor changes were suggested.

The booking forms and new terms and conditions will be able to be loaded into the new facilities package as part of the set-up costs to help automate the amended process.

As the Council will begin taking security deposits for private functions, another requirement under the accounting standards the Council must adhere to is to hold a savings account for these deposits. The new financial software package will be used to hold security deposits in earmarked reserves to keep them separate from normal Council income.

Recommendation: To approve a recommendation for amended booking forms and amended terms and conditions for Knowle Village Hall

17.4 To approve a recommendation for an extra CCTV at Knowle Village Hall to cover the car park

The company who installed the current CCTV provided a quote of £525 to install 1 extra camera to cover the car park. This will assist in capturing instances of anti-social behaviour within the car park for reporting where necessary.

Recommendation: To approve the recommendation for an extra CCTV at Knowle Village Hall to cover the car park, at a cost of £525.

17.5 To approve a recommendation for a recycling bin at Knowle Village Hall and amend the Biffa contract

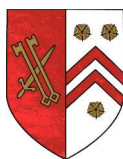
The Business Manager had asked Biffa to quote for 3 different sized recycling bins for Knowle Village Hall. The Committee discussed the benefits and agreed to amend the Biffa contract to add 1 extra 660L recycling bin at an extra weekly cost of £6.83. This will be reviewed and if it is felt that a larger recycling bin is needed, the Business Manager will contact Biffa to arrange this. This bin is only for use of the Village Hall and will be lockable.

Recommendation: to approve a recommendation for a 660L recycling bin at Knowle Village Hall at a weekly cost of £6.83 and amend the Biffa Contract

Full Council Meeting - 27th June 2024

Agenda 17.2 To approve a recommendation for updated hiring charges for Knowle Village Hall and agree implementation date

	Colden Common	Wickham CC	Bishops Waltham Jubilee Hall	Shedfield Reading rooms	Twyford Village Hall	Droxford Village Hall	Soberton Village Hall	Waltham Chase Village Hall	Swanmore Village Hall	Knowle Village Hall	BM proposed hire charges
Hall Hire											
Year	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
Meeting Room	£ 9.00	£ 10.00	£ 18.00	/	£ 15.00	£ 10.00	/	/	£ 15.00	£ 12.50	£ 14.00
Meeting Room discounted	/	£ 9.00	£ 9.00	/	£ 12.00	£ 8.00	/	/	/	£ 8.25	£ 10.00
Main Hall	£ 21.00	£ 41.00	£ 28.00	£40.00	£ 20.00	£ 15.00	£ 18.00	£ 25.00	£ 17.50	£ 25.00	£ 25.00
Main Hall discounted	/	£ 24.50	£ 14.00	£35.00	£ 16.00	£ 12.00	£ 14.00	£ 22.00	/	£ 14.00	£ 16.00
Kitchen use	£ 25.00	£ 30.00	£ 11.00	included	/	/	/	/	/	£ 5.00	£ 5.00
Projector usage	£ 10.00	£ 10.00	/	/	/	/	/	/	/	/	£ 10.00



Wickham and Knowle Parish Council

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

Parish Clerk: Sophie Thorogood

Knowle Village Hall

Booking and hire agreement for private functions.

Please complete this form and post to send/deliver to the Business Manager, Parish Office, Knowle Village Hall, Knowle, Fareham, PO17 5GR or email: Businessmanager@wickhamparishcouncil.org.

Knowle Village Hall is owned and managed by Wickham Parish Council and hirers must abide by the terms and conditions attached.

Name of hirer	
<u>Name of organisation (if applicable)</u>	
Address	
Contact <u>telephone</u> no.	
Email address	
Purpose of <u>booking</u> <u>(s)hire</u>	
Date(s) of <u>booking</u> <u>hire</u>	

Booking charges

<u>Room/space</u>	<u>Booking fee/hour</u>	<u>Start time</u>	<u>Finish time</u>	<u>Total hours</u>	<u>Total fee</u>
<u>Sports hall</u>	<u>£25.00</u>				
<u>Meeting room</u>	<u>£12.50</u>				
<u>Kitchen shared use</u>	<u>£5.00</u>				
<u>Kitchen sole use*</u>	<u>£10.00</u>				
<u>Projector use (per booking)</u>	<u>£10.00</u>				
<u>Total</u>					

*Please note, the kitchen is **only** available for sole use when the Knowle Village Café is closed. Please ask for the Business Manager for the current opening times.

Hours of Operation

The hall and rooms/spaces within it are bookable:

Sundays – Thursdays: 9am to 11pm

Fridays: 9am to 1am

Saturdays: 9am to 12am

Payment Schedule

Deposit: 50% of total booking charges on signed Booking Confirmation and Agreement

Balance: 50% payable two-weeks before confirmed event date(s)

NOTE: For private functions, the Parish Council will charge an additional security deposit. The security deposit will be re-imbursed within 2 weeks of the function, subject to the hall being left in a satisfactory state.

Invoices

Invoices will be sent to the hirer on the dates stated in the Booking Confirmation and Agreement Form

Payment options:

BACS (preferred) or cheque. Details of accounts and references will be provided on the Booking Confirmation form.

Please read and sign the attached Terms and Conditions before submitting your application.

Knowle Village Hall Terms and Conditions of Hire

1. Applications to hire

All applications to hire must be made in writing to the Parish Council on the official application form, obtained from the Parish Council's office and handed into the ~~Parish Office~~ or emailed to **Businessmanager@wickhamparishcouncil.org** at least 2 weeks before the requested date of event. ~~date of hire.~~

The Parish Council reserves the right to refuse bookings and to cancel bookings due to unforeseen circumstances.

2. Confirmation of Booking and Agreement

No booking is accepted until it has been confirmed to the person/organisation named in the hiring form in writing by the Parish Council.

The "Confirmation of Booking and Agreement" sent to the person/organisation making the booking shall be signed by the Business Manager or Clerk on behalf of the Parish Council and shall contain a copy of the Booking Application.

No booking shall be deemed legally binding until the "Confirmation of Booking and Agreement" has been counter-signed as accepted by the Applicant and returned in writing by letter or email and received by the Business Manager. Counter-signature by the Applicant shall be deemed to be acceptance by the Applicant of these Terms and Conditions.

Alterations to the terms presented in the Confirmation of Booking and Agreement may only be made between the parties and confirmed in writing. Any alteration shall, if necessary, require the submission and execution of a revised Booking Confirmation and Agreement

2.3. Fees and charges

All hire fees must be paid at the time set out in the hire agreement, at the time of booking unless otherwise agreed.

Refunds for cancelled bookings will be at the discretion of the Parish Council.

~~If the hirer wishes to use the kitchen or its facilities it must form part of the hire booking.~~

~~The Kitchen is used alongside the café owner between the hours of 8-3pm.~~

~~The hire will terminate immediately if facilities are used for purposes that have not been agreed.~~

All booking fees must be paid in the amounts and at the times set out in the Confirmation of Booking and Agreement sent by the Parish Council to the Applicant.

Invoices for the due amounts will be issued for each amount payable. The first invoice (for the booking deposit and security deposit) will accompany the Booking Confirmation and Agreement.

If the Applicant wishes to use the kitchen or its facilities it must be stated in the Booking Application. The kitchen is only available for sole use when the Knowle Village Café is not open. It is understood by the Applicant that the kitchen in the Hall, when booked, is made available for the Applicant's use alongside that of the proprietor of the Hall Café between the hours of 8.00-3.00pm.

The booking will terminate immediately if facilities are used for purposes that have not been agreed in the Booking Confirmation and Agreement. Any refunds made as a result of such circumstances will be at the discretion of the Parish Council.

4. Cancellation policy

The deposit paid for a confirmed booking is non-refundable unless the cancellation is made in writing more than 14 days before the date of the event. The balance payment of any booking is refundable at any time if cancelled in the two weeks before the event is scheduled to take place, but no refund will be given if cancellation is within 48 hours of the scheduled event.

The Security Deposit will be re-imbursed in the event of cancellation at any time.

5. Equipment, storage and post-event care

No equipment may be stored at the hall without prior agreement of the Parish Council.

The use of tables and chairs is included in the booking charges and must be cleaned and stored away after use and as instructed by the Business Manager/Clerk.

All spaces and equipment booked for private hire must be left clean and tidy in the condition in which they were made available at the start of the booked event. The Parish Council shall return to the Applicant within 7 days of the booked event's conclusion the Retention Charge if in its sole discretion the terms of this condition 5 have been satisfied.

3. Equipment and storage

No equipment may be stored at the hall without prior agreement of the Parish Council.

The use of tables and chairs is included in the hire charges and must be cleaned and stored away after, as found.

4. Indemnity and Insurance

The hirer is always responsible for the security of the premises.

6. Indemnity and Insurance

The Applicant is solely responsible for insuring their property whilst in use on the Parish Council's premises. The Applicant must provide to the Council copies of necessary insurance documentation as required by the nature of the booking of the premises. The Applicant indemnifies the Council against any and all loss, damage or any other matter that the Applicant may suffer during their occupancy of Parish premises with the exception that the Council accepts responsibility for any loss or damage directly caused by its failure to ensure that it has met all its necessary obligations under Health and Safety or any other legislation.

5. Health and Safety

The hirer is responsible for securing the necessary licences required by proposed events. If in doubt, contact Winchester City Council Licensing Dept for clarification www.winchester.gov.uk/licensing/alcohol-entertainment

The hirer is responsible for complying with all relevant Health and Safety legislation and good practice during the hire and while preparing and clearing away.

If a large event is planned the hirer will be required to produce an event management plan.

The hirer must ensure that adequate first aid cover is always available during and relevant to the activity / event.

In the case of larger events the hirer must notify all local emergency services prior to the event taking place.

7. Health, Safety and Licences

The Applicants are responsible for ensuring compliance with all Health and Safety provisions relevant to their booked event. They are also responsible for securing all licences required by their booked events. If in doubt, contact Winchester City Council Licensing Dept for clarification www.winchester.gov.uk/licensing/alcohol-entertainment

Applicants wishing to book for a large event (more than 340 persons in attendance) will be required to produce an event management plan for scrutiny, and acceptance, by the Business Manager/Clerk before a Booking Confirmation

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will be issued.

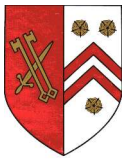
If an Applicant makes a booking for an event anticipated to be attended by more than 100 people at one time or over a period of time, the Applicant must notify all local emergency services prior to the event taking place.

The Applicant must ensure that adequate first aid cover is always available during the booked event and relevant to any and all activities undertaken as part of the booked event.

All cars will be parked at the owner's own risk. The Applicant is responsible for arranging a car park marshal for large events.

The hirer agrees to the above terms and conditions.

Name	
Signature	
Date	



Wickham and Knowle Parish Council

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

Parish Clerk: Sophie Thorogood

Knowle Village Hall

Confirmation of Booking and Agreement (reference no)

Wickham and Knowle Parish Council is pleased to confirm that your application to book rooms/space in Knowle Village Hall has been accepted. Please check that the details of your booking are correct and contact the Business Manager with any queries.

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Name of hirer	
Name of organisation (if applicable)	
Address	
Contact telephone no.	
Email address	
Purpose of booking (s)	
Date(s) of booking	

Booking charges

Room/space	Booking fee/hour	Start time	Finish time	Total hours	Total fee
Sports hall	£25.00				
Meeting room	£12.50				
Kitchen shared use	£5.00				
Kitchen sole use*	£10.00				
Projector use (per booking)	£10.00				
Total					

Payment Schedule

Item	Amount	Due date
Deposit *		
Security deposit *		
Balance		
Gross Total		
Security deposit repaid		
Net Total **		

* Invoice attached

**After reimbursement of security deposit

AGREEMENT

Wickham & Knowle Parish Council and
(Applicant) hereby agree the terms of payment and the Terms and Conditions of business
as set out in this Booking Confirmation with effect from the date last written below

For and on behalf of **Wickham & Knowle Parish Council**:

Signed:..... Name (print):.....
Authorised signatory

Date:

For and on behalf of **(Applicant)**

Signed:..... Name (print):.....
Authorised signatory

Date:

Payment details

BACS (preferred):

Account Name: Wickham and Knowle Parish Council

Sort code: 30-93-17

Account no: 01999789.

Please add your name and booking reference (as printed on page 1 of this Booking Confirmation and Agreement).

Cheque. please make payable to "Wickham and Knowle Parish Council". Please send/deliver to
FAO Business Manager, Knowle Village Hall, Knowle Avenue, Fareham, PO17 5GR

Receipts will be issued via email wherever possible within 10 working days of your payments

Wickham and Knowle Parish Council thanks you for your custom!

17.6 To approve a recommendation to appoint Nigel Blackman to carry out drainage works to Lysander Meadow, funding to be taken from the Wickham CIL earmarked reserve

3 quotes were received by the Committee for the drainage works that are needed before the Council considers entering into any agreement for pitch improvements to the football pitch at Wickham Recreation Ground.

Quote 1 - £4,300

Quote 2 - £30,000 - £35,000

Quote 3 - £6,377

These quotes are excluding VAT.

The Clerk will check the deeds for Lysander Meadow to ensure that the Council is permitted to do this work.

Recommendation: to approve the recommendation to accept quote 3 and appoint Nigel Blackman to carry out drainage works to Lysander Meadow, funding to be taken from the Wickham CIL earmarked reserve

18 To update the Lloyds bank mandate to remove Nicki Oliver and add Sophie Thorogood, including a new business debit card

Cllrs Broad and Manuel attempted to carry out a mandate change with Lloyds but as Nicki Oliver is no longer a member of staff, Lloyds have requested that the change is minuted correctly in a Full Council meeting.

Recommendation: to update the Lloyds bank mandate to remove Nicki Oliver and add Sophie Thorogood, including a new business debit card

19 To approve purchasing a new projector, mobile display stand and carry case for Knowle Village Hall

The Council are currently borrowing a projector for use in Committee meetings at Knowle Village Hall and it has proved useful for displaying agenda items during the meetings.

In reviewing the hiring charges for the Village Hall, the Business Manager has suggested that if the Council purchases its own projector, it can also be hired out for corporate events in the future. If the Council also purchases a mobile display screen, it can be used in both the meeting room and the sports hall.

The Council is now part of the Hampshire County Council framework and is able to use the bulk purchasing contract to purchase equipment at a reduced rate.

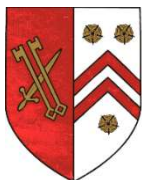
The Business Manager has approached an audio visual company under the HCC Framework vendor number and been offered the following model:

- Epson EB-2250U Projector - 5000 ANSI Lumens, WUXGA, 3LCD Technology,
- Sapphire Portable Pull-up Screen 16:10 Format Viewing Area 1723 x 1077mm Approx
Case Dimensions L 1930mm x H 83mm x D 61mm

There are extra costs of delivery and a new projector bag would be needed to store the projector when not in use.

The prices quoted by the AV company are not the best options, both can be purchased slightly cheaper online directly from other websites.

Recommendation: To approve purchasing a new projector, mobile display stand and carry case for Knowle Village Hall, to a maximum of £1,400 including VAT



Wickham and Knowle Parish Council

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Telephone: 01329 553254 or 07770 246293

Email: clerk@wickhamparishcouncil.org

Parish Clerk: Sophie Thorogood

Name of Organisation:	Wickham and Knowle Parish Council
Registered Charity Number (if applicable):	n/a
Sort Code:	30 93 17
Account Number:	01999789

At the Meeting of the Parish Council held on the 27th June 2024, it was agreed in accordance with the Constitution and Rules that the following changes are to take effect upon the Bank's receipt of this form:

Full Name(s) (required): **Mrs Nicola M Oliver**
is to be removed as a signatory from the above account held with Lloyds Bank.

We Confirm that Full Name(s) (required): **Mrs Sophie Elizabeth Thorogood**
Is to be **added as a new signatory** to the account held with Lloyds Bank.

We hereby certify that the above resolution is in accordance with the Constitution and Rules of the Organisation.

Please ensure this section is signed as follows:

OPTION 1:

Two existing signatories if available who have signed the mandate variation form.

Full Name CRAIG MANUEL:

Signature:

Full Name SHEILA CHAMBERS

Signature:

20 To authorise a virement to a maximum of £5,000 from grounds maintenance earmarked reserves towards purchase of new play area signage and delegate to the Clerk to purchase

During the tour of Parish assets, the Clerk and Business manager identified a number of play area signs that need to be updated. The current signage in place does not meet current safety standards as none of them have the postal address in case of calling emergency services. All the current signage all state only Wickham Parish Council (instead of Wickham and Knowle Parish Council) and also have the previous Clerk's contact number in case of emergencies.

As the Policy & Finance Committee will not be meeting until September, and as this is an area of potential risk to the Council, plus the budget would have to be taken from earmarked reserves, the Clerk is bringing this item directly to the Full Council for approval.

Due to the number of signs required, placing a bulk order with a local sign provider should be more cost effective than purchasing one at a time. The Clerk will compare several companies to ensure best value.

Recommendation: To authorise a virement to a maximum of £5,000 from grounds maintenance earmarked reserves towards purchase of new play area signage and delegate to the Clerk to purchase

21 To approve a quote for new floodlighting control box at the Wickham MUGA and associated package costs

As previously reported, whilst carrying out repairs to the damaged netting, the contractor highlighted that the flood-lighting control box had been tampered with and left with a dangerous live wire. Temporary repairs were carried out and the Clerk was asked to contact the School Caretaker to request that the fuse to the control box be turned off. The MUGA has remained closed since May half term whilst the Clerk sought solutions to repair the control box.

Luminance Pro, who have carried out previous repairs to the lighting box suggested a system installed by CIA Fire & Security with a bookings package owned by Clubspark.

<https://smartaccess.online/> The Clerk has investigated this option with a view to reducing the opportunity for vandalism to the control box in the future and being able to keep the MUGA open.

The Clubspark package would enable hirers to book the MUGA for use, with the system automatically turning the floodlights on a few minutes before a booking, and turning them off again after the booking had ended. This package would not include electronic gate access; access would remain as is currently in place – the School entering from their gate with their padlock, and public MUGA users entering from the Community Centre car park side using the Council-placed chain and padlock.

The control box for this system would be installed on top of a lighting box sited within the School grounds, thereby reducing the potential risk for vandalism.

3 parcels of work are needed to get this new system into operation:

Part 1 - CIA Fire & Security – SmartAccess lighting integration - £2,500

Part 2 – Luminance Pro – extra electrical works needed, including safe removal of current damaged control box - £925

Part 3 – Clubspark software - £1,140

This would not completely stop the vandalism at the MUGA, but would reduce the risk of vandalism particularly to the electrics controlling the floodlighting.

The Clubspark part includes training for the Clerk & Business Manager in how to manage the scheduling and administration.

If the Council are not minded to proceed with this proposal, emergency repair works will be needed with Luminance Pro to enable the floodlighting to be used.

Recommendation: To approve the purchase and installation of Smart Access Integration for the Wickham MUGA at a total cost of £4,565, funding to be agreed.

SmartAccess Lighting Design Proposal

Wickham MUGA

Reference: 45762

Wickham MUGA
Behind Wickham Community Centre
Mill Lane
Wickham

PO17 5AL

20 June 2024

Presented by

Ian Keates

Telephone: 01285 651025

Wickham MUGA
Behind Wickham Community Centre
Mill Lane
Wickham

PO17 5AL

20 June 2024

Dear Sophie Thorogood

Re: Smart Access Lighting Quotation for Wickham MUGA

Thank you for choosing CIA Fire & Security Limited to quote for your SmartAccess System.

Further to your enquiry, we have the pleasure of submitting the enclosed quotation for your review. The quotation comprises:

- Section 1: System Design Proposal
- Section 2: Summary of Costs
- Section 3: Confirmation of Acceptance
- Section 4: Product

We hope our assessment meets with your approval and look forward to the opportunity of working with you in the near future.

Should you have any queries or would like information on the other services we provide, including Intruder, Fire, CCTV, Fire Extinguishers and Keyholding, please do not hesitate to contact me.

CIA Fire & Security's Terms & Conditions are located on our website www.ciafireandsecurity.co.uk/terms-conditions. Sections 4, 5 and 8 provide details of your service contract. Please ask a member of our team should you require a hard copy.

Yours sincerely



Ian Keates
SmartAccess Manager
CIA Fire & Security Limited

Section 1: System Design Proposal

Site Address	Customer Details (Correspondence / Invoice Address)
Wickham MUGA Behind Wickham Community Centre Mill Lane Wickham PO17 5AL	Wickham MUGA Behind Wickham Community Centre Mill Lane Wickham PO17 5AL

The System Design Proposal is for a SmartAccess Lighting Only Control System

System Type: SmartAccess Lighting System

To supply and install online lighting control system with intergration to your venues Clubspark account:

Gate 01

- 1 No. Cloud Access Control Unit mounted beside your existing controls
- 1 No. Power Supply Unit
- 1 No. 4G Router with roof mounted 3G antenna mounted in the control cabinet
- 3 No. 12 Volt Lighting Triggers
- 1 No. Clubspark Connection Fee

Labour & Material: **£2,500.00**

Others to Supply:

1. Provide a 13 amp switched fused spur mounted in a control cabinet alongside the main lighting control cabinet; our equipment is 12 volt with a 2amp draw and is DC.

The mains connection can take place after the installation, in this instance cabinet mount our equipment leaving a fly-lead for your electrical contractor to connect to and for them to power up the system, at this poing they can call CIA t oremotely configure the lighting controls for you.

2. The venue is required to have its own Clubspark account in preparation for connection to the gate controls .
3. Your lighting contractor will need to install cabling from the existing lighting terminations which should be connected to the 3x 12V DC Jack Plugs on the right side of each controller. This will allow for full light automation, these triggers are 0vdc and switchable 12vdc triggers. Any additional contactors or relays required to convert 12v to 240v should be installed by others.

Venue Details:

- The system has been designed on receipt of a "Survey Form" from **Sophie Thorogood** of **Wickham MUGA**
- The venue has one MUGA court
- Controller 1 enables lighting control to up to three courts

Routine Maintenance Frequency & Cost:

- Each access control system is to be maintained in accordance with a planned preventative maintenance schedule and code of practice. The preventative maintenance frequency for access control systems of this form is **annually**; that is, 12 months from the month in which the installation was completed.
- Routine Maintenance is:
 - To be invoiced annually in advance;
 - Based on **one controller**
 - Based on a three-year rolling contract.

- Subject to a standard annual inflation rate.
- To be paid via direct debit in full.

- The Routine Maintenance charge comprises:

- 1 x Annual Preventative Maintenance Service Visit & Technical Phone Support
- Cloud Interface Charge per Gate
- Annual Mobile Data Charge (if applicable)
- No mileage charge will be incurred for preventative maintenance works.

Callout:

Requests for reactive maintenance and callouts will be categorised by CIA and will be classified either:

Emergency	Faults where access to the tennis court is prevented → 48-hour response
Urgent	Faults where access is still permitted but reporting is inhibited → 72-hour response
Routine control	Faults that have no immediate impact upon the use and reporting mechanism of the access → 96-hour response

Callout Premiums		Charge
Normal Working Hours	First Hourly Charge Attendance Fee – Normal Working Hours (Mon-Fri 08:00 – 17:00 excl. Bank Holidays) - No mileage charge will be incurred for corrective (callout) works.	£160.00
	Standard Half Hourly Labour Rate	£35.00

Section 2: Summary of Costs

Lighting Control Installation	£2,500.00
Maintenance	£ 320.00 per annum
Cloud Costs	£ 66.00 per annum
Data Contract	£ 215.40 per annum
Initial Contract Term	36 Months (Non-Refundable)
Rolling Contract Term	3 Months' Notice Required



Payment Term Conditions

- The installation invoice is due no later than 30 days after the invoice date.
- Preventative maintenance invoices are to be paid monthly or annually via [direct debit](#).
- Corrective maintenance and system additions are to be paid in full by [direct debit](#).
- A direct debit mandate will be sent at time of acceptance. Prior to any work commencing, please complete this form and return it to our CIA office via post or email, for the attention of Accounts Department (Accounts@ciafireandsecurity.co.uk). Please note Direct Debits can also be set up over the telephone.

Please note the featured prices exclude VAT.

Acceptance

- Should you like to go ahead with your quotation, please contact our office and request to speak with the Sales Department.
- Please complete Section 3 and return back to CIA as per instructions.

System Cancellation

- Should you wish to cancel the agreement no refund will be made available in the first year.
- If you are paying your first years' service and monitoring costs via direct debit and opt to cancel your contract in the first year, you must pay all outstanding months in full; that is, to see your first-year contract through.
- Should you cancel after the first-year charges will be refunded for the remaining period, plus three months' cancellation fee. Please note, any cancelled contract must be confirmed in writing by the client.

Lawn Tennis Association

- The Lawn Tennis Association is not responsible for Acts / Omissions of Supplier

Section 3: Confirmation of Acceptance

Quotation & Acceptance → Customer Copy

Date	20 June 2024
Specification No.	45762
Customer Name	Wickham MUGA Behind Wickham Community Centre Mill Lane Wickham PO17 5AL

Installation Charges

Lighting Control Installation	£2,500.00
Maintenance	£ 320.00 per annum
Cloud Costs	£ 66.00 per annum
Data Contract	£ 215.40 per annum

VAT: All payments are subject to VAT at the prevailing rate.

Agreement: The works detailed in this document are subject to the following terms. This Quotation is made upon and subject to the terms below and should be signed by you or on your behalf and returned to the Company. This Quotation is not an Offer, and is based on the Costs of Labour and Materials prevailing at the Date of Tendering and is valid for a period of One month from this date.

For and behalf of CIA Fire & Security Limited	<i>Ian Keates</i>
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I / we the customer accept this Quotation on the above basis and have read and understood the enclosed terms and conditions. We will accept Purchase Orders, Purchase Order Numbers and e-mail acceptance (please quote our specification number in all correspondence) and will have expected that you have read and understood the terms and conditions in this document.

Customer Completion

Name of Customer or his / her authorised representative	
Signature of Customer or his / her authorised representative	
Date	
Order Number	

Please sign the Confirmation of Acceptance and return this page to Mollie Clifford (Email: Mollie@ciafireandsecurity.co.uk)

Section 4: Product

Control Equipment

The control equipment panel and system software/database should be protected from unauthorized interference and displayed data should not be visible to unauthorized persons.

Other considerations made are:

- Operational and environmental requirements
- Logging requirements
- Blocking/invalidation of tokens
- Back up of database
- Programming of time/zone restrictions
- Power failure contingency
- Maintenance

Dear Sophie

Re: Wickham MUGA – CIA Control and Electrical Works

Thank you for the opportunity to provide a quotation, please see the following:

MUGA:

1. Make safe, disconnect remove and dispose of redundant control station
2. Cut off existing control post below ground level & cap in concrete.
3. Provide fused spur and associated electrical cabling to intake side of existing Feeder Pillar.
 - a. CIA controller to be located within Intake side of existing Feeder Pillar.
4. Provide volt free relays and control circuit wiring for CIA controller.
5. Liaise with CIA Fire & Security for testing & commissioning.
6. Existing Lighting distribution board to be modified as necessary.
7. Electrical Testing & commissioning to BS7671.

Please note the following items are required to be carried out by others;

1. Provide 1 parking space.
2. Provide access to School site for electrical works on Lighting Distribution Board.
3. Provide toilet / hand washing facility & all welfare facilities as required by CDM.

Cost as per our specification above:

£925.00 plus vat.

I look forward to hearing from you.

Yours sincerely,

Matthew Haskins
(Design Manager)



From: Rob Peters <rob.peters@clubspark.com>
Sent: 25 June 2024 09:46
To: clerk@wickhamparishcouncil.org
Subject: Clubspark Quote - Wickham & Knowle Parish Council MUGA

Hi Sophie,

Thanks for your time yesterday, it was good to meet you.

Just to quickly recap on our Clubspark package. As part of your Clubspark Annual Licence Fee, you will receive;

- A Clubspark account for managing MUGA and other facility bookings (if you wish)
- A CRM System to manage and communicate with your customers/bookers
- Online booking system for collecting one-off online bookings and making block/recurring bookings for regular hirer
- A website builder, to promote your MUGA and other facilities
- Unlimited Clubspark administrator from your organisation
- Floodlight integration, through CIA Fire & Security
- Onboarding & setup support
- Customer Service support (9am - 5pm, Mon-Fri) - Email & Live Chat

I've spoken with my colleague and as this will require floodlight integration, this will be £1,140 (excl VAT) per year. We integrate with Stripe to collect secure online payments and the card processing fees per payment are 2.9% + 25p.

If you require any more information from me at this stage, please let me know.

Many thanks,

Rob Peters | Account Manager

 Rob.Peters@clubspark.com



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