



Wickham and Knowle Parish Council

Policy and Finance Committee

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

Dear Committee Member

I hereby give you notice that a meeting of the **Policy and Finance Committee** will be held at **Knowle Village Hall, PO17 5GR on Thursday 13th June 2024 at 7:30pm**. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

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

1. To elect a Vice-Chair for the Committee
2. To receive apologies for absence
3. To receive declarations of interest on agenda items
4. Public Session
5. To approve the Minutes of the meeting held on 18th April 2024
6. To review the Terms of Reference for the Committee and recommend adoption
7. To consider the quotes received for a new financial and bookings software and make a recommendation to Full Council
8. To receive the Internal Auditor's opinion on the 2023/24 Financial Accounts and note the Council's response
9. To resolve to recommend to Full Council that the Council 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.
10. To resolve to recommend to Full Council that the Council 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
11. To consider a new Volunteer Policy and Safeguarding Policy and recommend adoption of the policies to Full Council
12. To receive a recommendation from the Recreation Committee to complete Stage 3 of the Knowle Village Hall extension with Axis Architects, funding to be taken from the Knowle Budgets earmarked reserve.
13. To consider a donation to Igloo for their performance at the Parish Assembly
14. To consider a grant application from Wickham Parish Magazine
15. To consider the grant request for a summer holiday youth scheme pilot and make a recommendation to Full Council

16. To receive a recommendation from the Recreation Committee 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
17. To appoint members of a working party for the Grounds Maintenance Contract Tender preparation to begin 1st April 2025
18. To appoint members of a working party for the new maintenance role within the Parish
19. Motion for confidential business
The following motion will be moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."
20. CONFIDENTIAL To review the tenders for Wickham Sports Pavilion refurbishment and recommend an option to Full Council
21. CONFIDENTIAL – To discuss the annual rent for Bostons

Sophie Thorogood
Clerk and RFO to Wickham & Knowle Parish Council
clerk@wickhamparishcouncil.org
9th June 2024



Wickham and Knowle Parish Council

Policy and Finance Committee

Minutes of the Policy and Finance Committee held at Wickham Community Centre

Thursday 18th April at 8pm

Committee members present: Councillors; Craig Manuel (Chair), Loraine Rappe, N Holladay, K Holladay

In Attendance: Tracey Molloy – Locum Clerk

Members of Public: 4

1. **Apologies for absence:** Councillor Broad
2. **Declarations of interest on agenda items:** Councillor Rappe – Agenda Item 5.3, 5.5
3. **Public Session:** 4 members of public were in attendance to discuss their grant applications.
4. **Minutes of the meeting held on the 22nd February 2024**

RESOLVED: Minutes of the meeting having been circulated were approved and signed by the Chair

5. Grant applications

The following grant applications were approved:

5.1 Wickham and Knowle Pickleball Club

RESOLVED: Grant of £233.89 awarded.

Proposed Councillor N Holladay

Seconded Councillor K Holladay

All in favour

5.2 Wickham Twinning Association

RESOLVED: Grant of £500 awarded.

Proposed Councillor Rappe

Seconded Councillor K Holladay

3 in favour, 1 abstain

5.3 KRA – Emergency Planning

RESOLVED: Grant of £450 awarded. £450 to be earmarked from the Grants budget for the Wickham Emergency Plan.

Proposed Councillor N Manuel

Seconded Councillor N Holladay

All in favour

5.4 KRA – Summer event

RESOLVED: Grant of £550 awarded.

Proposed Councillor N Holladay

Seconded Councillor Manuel

All in favour



Wickham and Knowle Parish Council

The following grants were deferred to the next Finance Committee. Applicants to be invited to attend the meeting. Further accounts information required for both applications.

- Wickham Church Magazine - £2,500
- Taste of Wickham - £5,500

6 Glebe ecology survey

RESOLVED: Arcadian to be appointed. Quote of £964 approved. To be taken from the General Reserve until the S106 monies is transferred to the Parish Council.

Proposed Councillor N Holladay

Seconded Councillor Manuel

All in favour

7 Interim Internal Audit Report: Moved to Full Council

8 To ratify payments made in between meetings: Deferred

9 Recent correspondence/ reports from meetings attended of relevance to this committee

9.1 HCC – Hampshire PFI Street Lighting Maintenance Contract: Noted

9.2 WCC – Business Rates: Noted

9.3 WCC – Public Toilet Proposal: Not to be considered at this time.

10. Date of next meeting: 13th June 2024

11. Motion for confidential business

The following motion was moved on the completion of the above business: "That in view of the confidential nature of the business about to be transacted involving sensitive business, the public and the press be temporarily excluded, and they are instructed to withdraw."

12. Barbastelle Play Area Tenders and appoint contract: Item to be moved to the Recreation Committee. Councillor Manuel to review tenders.

Meeting Closed, 9.40pm

Signed.....

Date.....



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

5. 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~~

6.7. 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.

78. 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.

Agenda Item 7 -

To consider the quotes received for a new financial and bookings software and make a recommendation to Full Council

The Council is currently in the 3rd year of a 3 year contract with Rialtas for their financial software. Due to the departure of the old Clerk, 2023/24 financial accounts were completed on Money Maker. Rialtas had confirmed that the charge to the Council to reinstate the software and this was deemed not financially viable for 2023/24.

There are 2 other main software providers in the Local Government Sector, being Scribe Accounts and Edge IT Systems AdvantEDGE software.

The new Parish Clerk has implemented AdvantEdge Finance Module at her two previous Councils. It is a piece of software that she is very familiar with and has used the full suite of modules Edge offers.

The new Clerk and Business Manager attended an online demo with Scribe to view the Accounts and Bookings modules.

Issues:

Rialtas

At the moment, the Council has only purchased the financial software for 1 concurrent user. This is fine for the moment but if the Council employs a Deputy Clerk in the future as planned, there would need to be more than 1 licence purchased. The new Clerk has not used Rialtas before and would therefore need training sessions.

Scribe

The bookings module would work very well for the Council facilities. However it cannot be bought as a standalone package as you lose the functionality of being able to raise invoices.

The bookings module comes with a website page hosted by Scribe where users can make enquiries and pay for bookings online.

The Accounts module operates on a receipts and payments basis throughout the year, with conversion to income and expenditure basis at year end. This means manual adjustments are needed to the reports that are produced.

WKPC is already well over the £250,000 limit for reporting as Income and Expenditure and these manual adjustments would be hindrance for the future as the Council grows.

Edge

The quote provides for 2 concurrent users and can be increased as other staff are employed.

Only starting with Finance, Facilities and Asset Manager modules, the Council can purchase further modules such as Playground Manager with the InspectEdge software to record play equipment and log inspections as the Council is hoping to bring play area inspections in-house in the future.

The Facilities module can be integrated into the website to allow users to see availability and make enquiries. Facilities also integrates with Finance to enable invoices to be transferred for correct recording and chasing of debtors. Asset manager integrates with Finance module for easy maintenance of the Asset Register.

	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

Clerk Recommendation:

To recommend to Full Council to enter into a 5 year contract with Edge IT Systems to purchase the finance, facilities and asset manager modules for 2 concurrent users.

Funding:

The budget for 2024/25 for accounts software is £1,200, and there is an earmarked reserve of £500 for software. The invoice for the 2024/25 contract has already been paid to Rialtas for £357 (£428.40 including VAT).

Therefore the Finance Committee would have to approve viring an extra £500 maximum from general reserves to fund the increased cost of purchasing the Edge software.

The budget for 2025/26 for accounts software would be increased adequately to cover the higher cost, although the initial outlay of £1,729 this financial year includes setup costs which would not be needed each year.

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).

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

Wickham and Knowle Parish Council - Internal Audit Report 2023 -24

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.

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

Explanation of “No” to Control Objective I

Bank reconciliations for the bank account could not be established for the period April 2023 – 31 October 2023 nor that any bank reconciliations were regularly reported to the Parish Council or recorded in the minutes of the Parish 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.

Explanation to “No” to Control Objective O

Water Meadows Trust

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”.

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June 4, 2024

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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.

We have therefore assessed these test as ‘No” and Not Covered to the Control Objectives

Tim Light FMAAT

Internal Auditor

DRAFT



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 8 -

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

Internal Audit Issues	Council Response
<p>Explanation to “No” to Control Objective C</p> <p>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.</p>	<p>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</p>
<p>Explanation of “No” to Control Objective H</p> <p>We note that the Asset Register was not reviewed or approved by the Parish Council in 2023-2024</p>	<p>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.</p>
<p>Explanation of Not Covered to Control Objective L</p> <p>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.</p>	<p>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>

<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:

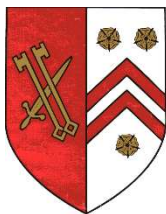
27/06/2024

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



Wickham & 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

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 members, 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 members, employees, volunteers, and contractors working 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 members, 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 member, 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 members, 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	

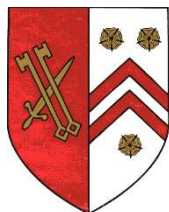
5 Additional relevant information (please detail anything else that you believe to be helpful or important)

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



Wickham & Knowle Parish Council

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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 Recruitment and Selection

- 3.1 Whatever tasks are identified for voluntary work, it is important to match the volunteer to the work. In order to achieve this, prospective volunteers should be subject to references and an interview in all cases. Where the volunteer is going to be in 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 CTC 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, 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
-------------------------	------------------------------	----------

List of identified hazards and actions to be taken to mitigate any risk:

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:

Policy & Finance Committee meeting – 13th June 2024

Agenda Item 12 -

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

The Recreation Committee met on 30th May and recommended that the Finance Committee authorise funding from the Knowle Budgets earmarked reserve to pay Axis Architects.

Recommendation: To recommend to Full Council to approve to complete stage 3 of the Knowle Village Hall extension, funding to be taken from the Knowle budgets earmarked reserve

Agenda Item 13 -

To consider a donation to Igloo for their performance at the Parish Assembly

Igloo performed at the Parish Assembly. They have written to the Council expressing their disappointment at the change in structure to the evening and how their performance time slot was delayed.

In previous years, a donation was made to them to thank them for appearing at the Parish Assembly. The Policy & Finance terms of reference allow for the Committee to make a payment up to £500 without formal Council approval.

Recommendation: To approve a donation of £100 to Igloo, and the Clerk to write a letter in reply to their complaint.

Wickham and Knowle Parish Council Community Grant Application Form

Please fill in all sections.

Should you wish to expand on a question please enclose additional information separately.

Only one project per application. Declaration at end of form must be signed and dated.

When completed please return this application form to:

Wickham and Knowle Parish Council, Heatherdene, Turkey Island, Shedfield, Southampton, SO32 2JE. Telephone: 01329 835019 ??
email: clerk@wickhamparishcouncil.org

1. Your organisation	
Name of organisation	Wickham Parish Magazine
Contact name	Brenda Farrow
Position in organisation	Treasurer
Address for correspondence	[REDACTED]
Tel No.	[REDACTED]
Email address	[REDACTED]
2. Details of organisation	
Brief description of your organisation's aims	<p>We aim:</p> <ul style="list-style-type: none"> To provide local residents with useful and relevant articles and notices relating to local issues, society meetings, charities, organisations and elected bodies. To cater for local individuals and those clubs, organisations. and local government bodies to publish articles and notices. Through these activities to build an informed community, encouraging inclusivity, participation and effective integration of new residents. With the support of a grant from Wickham & Knowle Parish Council to provide one edition per year (December) which we would hand deliver to every household.
How long has it been in existence?	The Parish Magazine has been published for over 60 years.
Is it run by a committee?	Yes, the Committee report to St. Nicholas' Church Parochial Church Council
If yes, how many committee members?	Six
Can anyone join?	Yes
If not what are the restrictions?	N/A
How often do you meet?	Quarterly

members?	
Can anyone join?	Yes
If not what are the restrictions?	None
How often do you meet?	Quarterly
Where are meetings held?	Various venues in the village
Are they public meetings?	No
How many members do you have?	<p>We print 470 hard copies of the Magazine. We have around 400 annual subscribers whose magazines are delivered by Volunteers. The remaining magazines are for sale in the village or at St. Nicholas Church.</p> <p>The Magazine is also available online.</p>
What percentage of members live within Wickham Parish?	90% of subscribers live in the parish.
3. Purpose of organisation	
Please give a summary of the activities your organisation has undertaken during the last year. If you are a new organisation, give an idea of the activities you wish to undertake.	<p>In the course of the year written submissions, photographs and illustrations are invited from individual residents, clubs, societies and organisations, from local pre-schools and school as well as from local authorities. In each month of publication this material is collated and prepared for circulation in both hard copy and online.</p> <p>In nine editions of the year 4 or 5 pages are made available for local government reports and notices. In the tenth edition, i.e. July each year, a 12 page supplement is added, devoted entirely to material provided by Wickham & Knowle Parish Council to report on its work and provide current information for residents.</p> <p>All the work is undertaken on a voluntary basis by The Editor, the Editorial Team and voluntary distributors.</p> <p>Until summer 2023 the July and December editions have been delivered to every household in Wickham free of charge.</p>
Describe how the local community will benefit from your organisation	<p>Access to information:</p> <p>This forthcoming year is a crucial time for Wickham as residents move into the new homes which have been built. We need to make these residents welcome and the village will benefit in turn from helping them to integrate and encouraging them to participate in village organisations and events. The best way to do this is through communication through the Magazine which contains everything within one cover.</p> <p>The village benefits as a whole from the circulation of local and relevant local information making an active contribution to a vibrant and</p>

	<p>representatives and can learn how the three tiers of local government are working on their behalf.</p> <p>Beneficial guidance can be found on local services from articles on organisations such as Age Concern and Citizens' Advice.</p> <p>Helpful listings from Wickham Community Centre feature local initiatives like The Memory Café, The Men's Shed and the Community Pantry, which are of benefit to many in the community. Other articles provide information on a range of charities and societies which meet a very wide range of interests in the community and invite both participation and volunteering.</p>
4. About the project	
Please give details of your proposed project and what you wish to use any grant awarded for?	We wish to use the grant to pay for one magazine per year to be delivered free to every household (December).
What is the project cost? Provide as much detail as possible	£2,500 depending on printing costs – 2023 cost was £1797 for 1520 copies. Additional housing is due to be completed by mid 2024 therefore we are requesting £2,500 to enable us to print one magazine for every household..
Have you received or applied for funding from any other source for this project?	No
5. Financial details	
Do you receive funding from other sources and if so who?	
Please supply financial records, as per guidance notes	We have provided 2023 printing invoice – however our printer cannot provide an estimate so far in advance for December 2024 and we cannot be sure how many new houses will be completed. We would only submit an invoice for the actual cost which will not exceed £2,500.
If you have previously received a grant from Wickham Parish Council, please give details.	The Parish Council has supported the production of 2 issues per year free to every household since 2005. In 2023 we received a grant of £1797.

Please complete the following declaration

I declare that the information given is correct and agree to adhere to the conditions laid out in Wickham and Knowle Parish Council's Community Grants Policy.

On behalf of St Nicholas Church Wickham

I accept the conditions in Wickham and Knowle Parish Council's Community Grants Policy

Signed [Redacted Signature] Date 1-4-2024

Position in organisation PCC TREASURER

If the person signing this form is under 18, an adult organisation member must countersign it

Signed _____ Date _____

Agenda Item 15 -

To consider the grant request for a summer holiday youth scheme pilot and make a recommendation to Full Council

A group of volunteers would like to run a pilot scheme for youth engagement sessions during the summer holidays. One session a week at Knowle and one session a week at Wickham. As the idea is a pilot scheme, the group are not constituted yet and are therefore unable to apply for external grants.

The group approached the Parish Council for financial support for the pilot scheme and attended the Recreation Committee meeting on 30th May to answer questions from Councillors to find a way forward. The Recreation Committee resolved to recommend supporting the pilot scheme.

The Clerk has investigated options to enable the pilot scheme to go ahead, subject to Full Council approval, to satisfy insurance issues whilst the organisation is not registered.

The Council needs a Safeguarding Policy and Volunteering Policy to be approved – this has been reviewed by the Committee earlier on in the agenda and will be taken to Full Council for adoption.

Both the Clerk & Business Manager, as employees of the Parish Council, will both undertake enhanced DBS check, paid for from a Council budget.

The Clerk will also write a terms of reference for the summer holiday youth pilot scheme.

If the grant is approved, the expenses will be invoiced and paid for by the Parish Council, and coded to the Grants budget line.

The pilot scheme would be reviewed in September, and if proved successful, the volunteers will become a fully constituted organisation

Recommendation: To recommend to Full Council the following:

- ***Adoption of the Safeguarding Policy and Volunteering Policy***
- ***To delegate to the Clerk to write terms of reference for the summer holiday youth pilot scheme***
- ***To grant £2,400 towards the summer holiday youth pilot scheme, the budget to be administered by the Clerk & RFO***

NB. It should be noted that this grant request is separate to any issues around the 2 old Youth Clubs previously established. If the pilot scheme is successful and the group is properly constituted in September, they will investigate the options of applying for any remaining balance in the 2 old Youth Clubs to help their running costs.

Agenda Item 16

To receive a recommendation from the Recreation Committee 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

The Recreation Committee met on 30th May and recommended that the Finance Committee authorise funding from the Mill Lane earmarked reserve.

Recommendation: To recommend to Full Council to approve the appointment of 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

Agenda Item 17

To appoint members of a working party for the Grounds Maintenance Contract Tender preparation to begin 1st April 2025

The Recreation Committee met on 30th May and agreed the following timeline for the Grounds Maintenance Contract tender.

Issue of Contracts Notice / availability of ITT documents	Friday 26th July 2024 (<i>25th July Rec committee for approval of docs</i>)
Site Visits – All sites are open	Tenderers are free to visit independently at any time. Unaccompanied – at any time.
Deadline for clarification questions (Clarification Deadline)	Friday 30th August 2024
Wickham and Knowle Parish Council to respond to clarification questions by.	Friday 6th September 2024
Deadline for submission of ITT responses by potential suppliers (Tender Response Deadline).	Thursday 17th October Friday 18th October – shortlisting
Notification of shortlisted tenders	25th October (24th October Rec Committee)
Take up of references for shortlisted tenderers	By 14th November 2024
Mandatory site discussions with shortlisted tenderers	By 14th November 2024
<i>Internal – Scoring by working group</i>	<i>15th November 2024</i>
Approve successful contractor recommendation from working group	21st November (Rec Committee)
Award decision standstill letters issued. (All letters will be issued together, on the same day within the week)	w/c 9th December (Final sign off at Full Council 5th December)
Contracts concluded with winning supplier(s) & signed	December 2024
Notice if required to be given to current contractors (3 months)	December 2024
Contract starts	1st April 2025

Recommendation: To appoint at least 2 Parish Councillors to a working party, along with the Clerk, to review and prepare the tender to be taken to the Recreation Committee on 25th July.

Agenda Item 18

To appoint members of a working party for the new maintenance role within the Parish

Background: The Council currently spends a lot of money on maintenance outside of the 2 grounds contracts. Alongside the work to incorporate 2 grounds contracts into 1 for the whole Parish for 1st April 2025, it has been suggested to take some of the off-contract work for the Parish into a new role, such as weekly play area inspections; moving the Speed Limit Reminders (SLRs); repairs to benches, picnic tables, noticeboards, and play area equipment; and ad-hoc maintenance tasks to Knowle Village Hall and other Parish-owned buildings.

Recommendation: To appoint at least 2 Parish Councillors to a working party, along with the Clerk, to prepare a job description and person specification to bring to a future meeting of the Full Council