



## FAIR OAK & HORTON HEATH PARISH COUNCIL

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### SUMMONS

Dear Member

14 May 2024

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 20 May 2024 at 6.00 pm** at the Parish Office, 2 Knowle Park Lane, Fair Oak.

*Melanie Stephens*

Melanie Stephens, Parish Clerk

**PUBLIC PARTICIPATION:** This meeting is open to members of the public. If you wish to speak at the meeting, you should submit a request by email to [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk) by 4 pm on Friday 17 May 2024.

### APOLOGIES

#### 1 ELECTION OF CHAIR OF THE COUNCIL

To elect a Chair for the municipal year and receive the declaration of acceptance of office.

#### 2 ELECTION OF VICE-CHAIR OF THE COUNCIL

To elect a Vice-Chair for the municipal year and receive the declaration of acceptance of office.

#### 3 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

#### 4 MINUTES OF MEETINGS (PAPER A, PAGES 3-18)

- (a) To approve the minutes of the Council meeting held on 22 April 2024 as a correct record.
- (b) To note the planning delegated decisions of w/e 29<sup>th</sup> March 2024.

#### 5 MEMBERSHIP OF COMMITTEES & OUTSIDE BODIES (REPORT B, PAGES 19-20)

- (a) To appoint members to Committees, Task & Finish Groups, and Outside Bodies; and
- (b) To establish Public Open Space, Community Infrastructure & Play Area Task & Finish Group

#### 6 STANDING ORDERS (REPORT C, TO FOLLOW)

To adopt the Council's Standing Orders for meetings.

#### 7 PLANNING APPLICATION

To consider the following planning application for comment to Eastleigh Borough Council: -

**Application No:** [F/24/96895](#)

**Address:** Land West of Burnetts Lane and North of Fir Tree Lane, Horton Heath, Eastleigh

**Description:** Construction of areas of Green Infrastructure for the One Horton Heath Development, including open space, landscaping, bridleways (to include an upgrade and diversion of an existing Public Right of Way and causeway works), footpaths, SuDS, play areas and ecological and biodiversity enhancements (proposal constitutes EIA development).

**8 PROTOCOL FOR CLLR/OFFICER RELATIONS (REPORT D, PAGES 21-28)**

To adopt the protocol for Cllr/Officer relations.

**9 CONFLICT OF INTEREST WITH BDO LTD (PAGE 29)**

To confirm if members have any conflicts of interest with BDO LLP external auditors who complete the Council's external audit for 2023/24 and sign the conflict of interest form accordingly.

**10 FINAL ACCOUNTS (REPORT E, PAGES 30-52)**

To approve the final accounts for the year ending March 2024, note the internal auditor's comments and complete the annual return.

**11 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2023/24 (REPORT F, PAGES 53-57)**

To approve the Annual Governance & Accountability Return section 1 and section 2 and note the public right of inspection dates.

**12 INTERNAL AUDIT REPORT (REPORT G, PAGES 58-62)**

To note the recent internal audit and delegate officers' authority to commence appropriate actions.

**13 FINANCE REPORT (REPORT H, PAGES 63-70)**

- (a) To consider the report of the Finance Officer and approve the BACS payments; and
- (b) To agree to the virement of £21k from the Woodland Ear Marked Reserve to the General Reserve Fund.

**14 WORK PROGRAMME (REPORT I, PAGES 71-72)**

To note the work programme and make any amendments as necessary.

**To: Councillors**

S Anderson  
P Barrett  
C Bird  
S Broomfield  
W Chivuchi  
N Couldrey (Vice-Chair)  
H Douglas (Chair)

K Forfar  
T Higby  
M Marsh  
G Meech  
D Scott  
M Smith  
G Stupple  
B Tennent

**Officers:**

J Cahill (Finance Officer)  
M Leadbitter-Allen (Deputy Clerk)  
M Johnson (Operations Manager)  
M Stephens (Clerk)



**Minutes of the Full Council Meeting  
held on Monday 22 April 2024  
on the rise of the Annual Parish Assembly at the Fountain Café, Shorts  
Road, Fair Oak**

**Present:** Cllrs Anderson, Bird, Broomfield, Couldrey, Douglas (Chair), Forfar, Marsh, Meech, Smith & Tennent

**Absent:** Cllrs Chivuchi & Scott

---

**Officers in attendance:** Mel Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk; Jo Cahill, Finance Officer & Martin Johnson, Operations Manager.

**Apologies:** Cllrs Barrett, Higby & Stupple.

**PUBLIC SESSION**

There were no members of the public present.

**126 DECLARATIONS OF INTEREST**

Cllr Forfar in Minute 137.

**127 MINUTES (PAPER A)**

**RESOLVED:**

- (a) That the minutes of the Full Council meeting held on 18 March 2024, be signed by the Chairman as a correct record;
- (b) That the minutes and recommendations therein of the Finance Committee held on 1 March 2024 be approved; and
- (c) That the delegated planning decisions from w/e 1 March 2024 be noted.

**128 CHAIRMAN'S ANNOUNCEMENTS**

There were none.

**129 CLERK'S UPDATE**

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

**130 FINANCE REPORT (REPORT B)**

The Council considered the finance report which highlighted the Council's latest

budgetary position.

Cllr Bird queried income received from Rainbows as this was larger than usual. The Finance Officer explained that the extra income had been due to delay in a previous payment.

Following discussion, it was:

**RESOLVED:**

- (a) That the contents of the report be noted; and
- (b) That the BACs payments be approved.

**Action:** J Cahill

**131 FIXED ASSET REGISTER (REPORT C)**

The Council considered the Council's Fixed Asset Agenda as at March 2024.

**RESOLVED:**

That the Fixed Asset Register attached at Appendix 1 to Report C be approved.

**132 SUPPLEMENTARY BUDGET REQUEST (VERBAL REPORT)**

**RESOLVED:**

That £1,995 be allocated from the Play Area Ear Marked Reserves, to fund the adjustment of the swing set and safety surfacing at New Century Park.

**133 CEMETERY PATH IMPROVEMENT PROJECT (REPORT D)**

The Council considered the details of the cemetery path improvement project including the funding requirements and timescales. The project had been approved by Full Council in November 2023.

Following discussion, it was: -

**RESOLVED:**

- a) That the project outline and timings be approved:
- b) That the budget as set out in paragraph 5 to Report D be approved; and
- c) That the Operations Manager in consultation with the Clerk and Chairman of the Council be given delegated authority to oversee the management and completion of the project including publishing an Invitation to Tender Document.

**Action:** Martin Johnson

### **134 COMMUNICATIONS & EVENTS TASK & FINISH GROUP (REPORT E)**

The Council considered the updated report from the Communications & Events Task & Finish Group which included minor amendments to the event programme and redistribution of the budgets attached to cancelled events to other events across the year.

Details of the proposed D-Day and Christmas Lantern Parade were also considered.

**RESOLVED:**

- a) That the amended calendar of events for the year as set out in appendix 1 to Report E be approved; and
- b) That the event plans for D-Day and Christmas Lantern Parade be approved.

### **135 INFORMATION RETENTION & DISPOSAL POLICY (REPORT F)**

The Council considered the Information Retention & Disposals Policy.

**RESOLVED:**

That the Information Retention and Disposal Policy be approved subject to the following amendments: -

- (a) That the employee accident/incident document retention period be extended to 40 years; and
- (b) That the tax/revenue documentation retention remain 6 years, with the addition, for clarity, that the term begins at the end of the financial year.

**Action:** Michelle Leadbitter-Allen

### **136 ACCESS TO INFORMATION POLICY (REPORT G)**

The Council considered the Access to Information Policy.

**RESOLVED:**

That the Access to Information Policy be approved.

### **137 ELEVATE MENTORING (REPORT H)**

Cllr Forfar declared a non-pecuniary interest as a resident of Knowle Park Lane. As her property was not near the proposed site for hire, she concluded that there were no issues under common law that prevented her from remaining in the meeting to speak and to vote.

The Council reviewed the proposal from Elevate Mentoring requesting hire of a small parcel of land to the southwest of Knowle Park for outdoor activity learning with pupils

from local schools. Full details of the request were set out in appendix 1 to report H.

**RESOLVED:**

That the proposal from Elevate Mentoring be agreed subject to the following: -

- a) That the Clerk be given delegated authority to draft a heads of terms agreement for the hire of the land to include robust insurance and safety liabilities;
- b) That the rent be set at £250 per calendar month; and
- c) That this arrangement be reviewed after a six-month period.

Action: Mel Stephens

**138 WORK PROGRAMME (REPORT F)**

**RESOLVED:**

That the work programme be agreed.

Signed ..... Chairman.

This was all the business and the meeting closed at 6.20 pm.

**Appendix 1: Clerks Update Presentation**





# Clerk's Update

April 2024





# This Month at a Glance

These are goals we've been working on since the March Council Meeting

01



## Staffing

2 Ground Operatives started  
2 April 2024, staff team day &  
annual work plan

02



## Engaging the Community

Various community  
engagement activities plus  
Upper Barn Copse drop-in  
event

03



## Project Planning

Grant applications,  
Splashpad season 2 opening,  
project planning



# Staffing

Two new Grounds Operatives  
Jake & Sandor started on 2nd

Staff held a team away day  
at the Cafe on Weds 11 April.

Agreed internal  
communication methods,  
change in staff rotas and  
annual work/project planning



# Community Development Updates

**Wyvern student mock interviews** – the CDO & Ops Manager will take part in interviewing the students at Wyvern as part of their annual mock interview day.

**Tree planting with staff and Cllrs** – Parish staff and Councillors planted 150 tree saplings near the Trig Point at Knowle Park recently and the weather remained largely dry! As the weather has been so wet so far this year, we will pot up the remaining saplings and get them more established, ready to plant out for the next tree planting season this autumn.

**Community café** - over two days we had the pleasure of 7 people from Reachout Caring come along to the café to plant out the Snowdrop's that they had been looking after for us. Then 17 members of 2nd Fair Oak Scouts followed to help plant some trees and give everything a good water, it was a really fun session. Lastly residents from the Allotment Association came along to help plant up one of the borders. They have also volunteered to come back and help plant the front verge once it's ready to plant up in the coming weeks.

# Community development updates

**Twynam's seed sowing event** – The Clerk and CDO recently held a Saturday afternoon activity at the Parish Office to gather residents ideas about what they'd like to see at Twynam's field, along with sowing some seeds for the field. The next event will take place on 25th May at 1.30pm where we'll be at Twynam's field planting some more plants around the pond area.

**Tree and Bee project** – Helen Brown has been busy running services check on all of the proposed sites across the borough until now. The CDO is meeting Helen on 9th May to plan the next steps, including how to raise awareness and engage local residents, including schools. We hope to start the project with Dean Road as our priority site.

**Composting** – The CDO and a member of our Grounds Team have recently attended a composting master class course at the Sustainability Centre in Petersfield and will be coming up with a plan on how to raise awareness with residents, along with composting at the Parish and the Community cafe.



# Grant applications

The Council was successful in two recent grant applications receiving funds from EBC & HCC.

EBC - have allocated £1,500 to the edible planting scheme which will grow produce for the community pantry at the Cafe. Funds have already been received and irrigation systems, soil and plants have been purchased and will shortly be installed on site.

HCC - have awarded us £4,835 for the provision of a community pantry at the Fountain Cafe. We have 6 months to prepare for this. The pantry will be run by the Fountain volunteers with Council support. The aim is to provide food for residents in hardship as well as reducing food waste to landfill.





# Upper Barn Copse Drop-in Event

To provide residents with an additional opportunity to have their say on the future provision at Upper Barn Copse, following the online survey, a drop-in event was held at Woodland Community Centre on Thursday 11 April.

Residents were invited to the event via hand delivered letter. A total of 12 residents attended. A further letter will be delivered for those that didn't attend, providing them with opportunity to email Clerk direct by 1 May.

From the comments received, most residents would be happy with hybrid approach i.e. some equipment with naturalist planting/landscaping.



**Full report to Cllrs in  
May**

# Corporate Updates - Play Areas

## **Pembers Hill Drive**

In the budget setting the Council allocated funds to install safety surfacing on the grassed play tunnel at Pembers Hill Drive. This work has now been completed.

## **Pembers Hill Farm**

The Council's (& EBC's) POS/Play specialist is still undertaking negotiations with the developer on the specification of the pathways. The developer, due to the inclement weather has only just been able to go back on site to commence landscaping of the POS/LEAP area. Until this area has been put on 12 months maintenance, no works can commence on the preparation of the play area/public art installation project.

## **New Century Park**

To mitigate against climbing from the swing sets onto the flat roof of the cafe, a supplementary request has been put forward to reduce the swing bay from four to three swings. A second set of swings already exists on the site. The four bay swing set has been cordoned off since June last year. No comments or negative feedback received from residents on this. Given the enhanced provision already on the site, a reduction in one swing for health and safety seems reasonable.

# Corporate Updates continued....

## **2nd Cricket Wicket**

Phase 2 works will be commencing mid-May (programme 6-10 weeks). Works consisting of culvert extension, cut and fill earthworks and associated drainage installation, footpath improvements. Landscaping and tree planting will follow in the appropriate planting season (Autumn 24)

## **Splashpad Opening**

Staff are preparing for the opening of the splashpad for our 2nd season. This has included thorough clean of the pad, and external contractors undertaking summerisation works. In addition the external loo at the cafe for splashpad users, is being fitted out. A rota for opening and closing has been agreed with staff. This will be the first season with both the splashpad and cafe open, whilst the team has planned for common issues, we can't plan for the unknown, so will likely have to troubleshoot during the season. A season wash-up meeting will be held in September with the staff and cafe.

# Corporate Updates continued....

## Financial End of Year 23/24



The year-end financial close has been completed by the Finance Officer. Documentation is now being prepared for the external auditor. The Council's internal auditor will be visiting on Tuesday 30 April 2024.

## Council Communications

The Council has seen a 50% increase in social media followers across all platforms since this time last year. Whilst digital comms is getting more and more popular, we will still continue with blended engagement approach.







# Action Items for Next Month

**These are (some of!!) the projects/workstreams that the team will be commencing next month**

Grass cutting ,  
hanging basket prep  
& maintaining planters

Flower and edible  
planting across  
various sites inc prep  
for hanging baskets

Prep for D-Day &  
volunteer events and  
various awareness  
days



## PLANNING APPLICATIONS

Applications to w/e 29 March 2024

**Application No:** [RM/18/83278](#)

**Address:** Pembers Hill Farm, Mortimers Lane, Fair Oak, SO50 7EA

**Description:** Reserved matters for the construction of 242 dwelling units and retention of 2 dwellings pursuant to outline permission O/15/77190 for residential development of 250 dwellings. (Details of appearance, landscaping, layout and scale of development only for consideration).

**Comments:** Whilst the Parish does not object to the reserved matters application, we would like confirmation on the aggregate material that will be used for the public open space footpaths. We would strongly object to the material used at Gore Copse as this would not be suitable for urban public open space footpaths. We therefore request that prior to any footpath construction, EBC and the Parish agree suitable aggregate for the pathways. Also it appears that the farm access gate documents are included which is unclear on the application. We would not want to see this inadvertently approved.

**Planning Specialist Contact Details**

Email: [dawn.errington@eastleigh.gov.uk](mailto:dawn.errington@eastleigh.gov.uk)

**Application No:** [H/24/97039](#)

**Address:** 32 White Tree Close, Fair Oak, SO50 7FE

**Description:** Alterations to fenestration to facilitate internal alterations including rear oriel window.

**Comments:** No objection

**Planning Specialist Contact Details**

Email: [alexandra.stone@eastleigh.gov.uk](mailto:alexandra.stone@eastleigh.gov.uk)

**COMMITTEE AND TASK AND FINISH GROUP MEMBERSHIP****Staffing & Finance Committee (8 Members)** (appoint Vice-Chair at first meeting in July)

Cllr P Barrett  
 Cllr H Douglas (Chair)  
 Cllr W Chivuchi  
 Cllr N Couldrey  
 Cllr K Forfar  
 Cllr T Higby  
 Cllr M Marsh  
 Cllr B Tennent

**Task & Finish Groups (standing groups)****1. Budget**

Councillors: Couldrey, Douglas (Chair) & Higby  
 Officers: Mel Stephens (Clerk) & Jo Cahill (Responsible Financial Officer)

**2. Climate Change**

Councillors: Marsh (Chair), Forfar & Bird  
 External: Bruce Mitchel, Christopher Chester & Zoe Bird  
 Officers: Mel Stephens (Clerk) & Michelle Leadbitter-Allen (Deputy Clerk) & Siobhan Strand (Community Development Officer)

**3. Communication & Events**

Councillors: Douglas (Chair), Meech & Stupple  
 Officers: Mel Stephens (Clerk), Linda Greenslade (Deputy Clerk), Carly Giles (Communications & Events Officer)

**4. Establish Public Open Space, Community Infrastructure & Play Area Task & Finish Group**

With four Cllrs and two community representatives, adopting the following terms of reference:

- To gain an understanding of the policy and legislative framework governing the provision and management of play areas/parks and open spaces with a view to develop a strategy for the Council; To determine the roles and responsibilities of the Council in the management of community infrastructure;
- To determine the financial and staff resources dedicated to this provision;
- To determine the quality of play areas, parks and open spaces in the Parish and identify any gaps in provision or over-provision;
- To identify best ways (methodology) to bring forward/ develop potential new schemes.

**5. Disband Asset Committee & Community Café Task & Finish Group**

**NB:** Planning applications dealt with under officers delegated authority and where appropriate (over 10 units or contentious) referred to Full Council for consideration.

## CURRENT OUTSIDE BODIES REPRESENTATIVES

<b>ORGANISATION</b>	<b>Representatives</b>
Allotment Association	Cllr Forfar
Eastleigh District Association of Local Councils	Cllr Marsh
Fair Oak Village Hall Management Committee	Cllr Broomfield
Fair Oak Squash Club	Cllr Douglas
Twynams Trustees	Cllr Scott
Street Pastors	Cllr Bird
Y-Zone Management Committee	Cllr Douglas & Clerk





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# CONSTITUTION

## CHAPTER 6

### PROTOCOL FOR COUNCILLOR/OFFICER RELATIONS

V1 Adopted July 2021

V2 Review May 2023

V3 Review May 2024

Next review date: May 2026

## **1 Introduction**

- 1.1. The purpose of this protocol is to guide Councillors and staff of Fair Oak & Horton Heath Parish Council in their relations with one another to ensure the smooth running of the Council.
- 1.2. Given the variety and complexity of such relations, this protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise.
- 1.3. The protocol should ensure that Councillors receive objective and impartial advice, and that staff are protected from accusations of bias, undue influence & bullying from Councillors.
- 1.4. It also seeks to reflect the principles underlying the Councillors Code of Conduct.
- 1.5. The objective of this code is to enhance and maintain the integrity of the Council and therefore demands high standards of personal conduct.

## **2 Principles underlying Councillor/staff relations.**

- 2.1. The Nolan Report on Standards of Conduct in Local Government suggests that 'No local authority can function properly without a good relationship between its Councillors and its staff'. Where the relationship breaks down, an atmosphere of suspicion or dislike can make it very difficult to devise and implement policies in any consistent way.
- 2.2. The general principles which govern the conduct of Councillors (selflessness, honesty and integrity, objectivity, accountability, openness, personal judgement, respect for others, duty to uphold the law, stewardship and leadership) require Councillors to respect the impartiality and integrity of an authority's statutory staff and other staff. Those principles are equally appropriate for staff in their dealings with Councillors.

## **3 General protocol**

Both Councillors and staff are servants of the public and they are indispensable to one another, however, their responsibilities are distinct.

## **4 Roles of Councillors**

- 4.1. Councillors are responsible to the electorate and serve only so long as their term of office lasts.
- 4.2. Councillors are democratically elected and are accountable to the electorate for their actions.
- 4.3. An important feature of each Councillor's role is to represent the interests of their constituents, irrespective of how they may have voted in an election.

4.4. The expectation is that Councillors will be more aware of the views of their constituents on major policy developments before decisions are taken collectively at Council meetings.

## **5 Roles of Officers**

5.1. The Parish Clerk is responsible for day-to-day managerial and operational decisions within the Council and the provision of support to all Councillors.

5.2. The Parish Clerk has a duty to implement decisions of the Council which are lawful, and which have been properly approved in accordance with the requirements of the law recorded in the Minutes of the Council.

## **6 Employer/Staff Issues**

6.1. At the heart of this protocol, is the importance of mutual respect.

6.2. Councillor/staff relationships should be conducted in a positive and constructive way.

6.3. Therefore, it is important that any dealings between Councillors and staff should observe reasonable standards of courtesy and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

6.4. Councillors should recognise in their dealings with staff that inappropriate conduct or behaviour on their part could lead to a case being brought to an employment tribunal by an aggrieved staff member.

6.5. It is proper for a Councillor to make written or oral representations about a matter affecting a constituent who also happens to be a staff member, but they should avoid taking a proactive part or represent or act as an advocate on behalf of the staff in any disciplinary or grievance procedures brought against the Council by the staff member.

6.6. Councillors should not place inappropriate pressure on staff and must ensure that all communication between them (including written communication) does not bring the Council into disrepute, cause any embarrassment to them, or lead to a breakdown of mutual trust, respect and courtesy in Councillor/staff relations.

6.7. Councillors and staff should promote equality by not discriminating unlawfully or otherwise against any person. They should treat people with respect, regardless of any **special characteristic**.

## **7 Member concern about officer conduct**

7.1. Members should not raise matters relating to the conduct or capability of a council employee or of employees collectively, at meetings held in public. This is a long-standing tradition in public service. Employees have no means of

responding to criticism like this in public.

~~7.2. A Councillor should not raise matters relating to the conduct or capability of a staff member in a manner that is incompatible with the objectives of this protocol (such as in a public forum which might cause embarrassment/humiliation). This is a long-standing tradition in public service.~~

7.3. If a member feels that an officer has not treated them with proper respect or courtesy or has any concern about the conduct or capability of a Council employee, they should initially consider whether it would be appropriate to raise the matter through direct discussion with the employee concerned. Whether this is appropriate will depend largely on the nature and seriousness of the conduct, and the level of seniority of the employee. If the member fails to resolve the matter through discussion with the employee or feels that such an approach would not be appropriate, they should raise the matter with the Parish Clerk. The Clerk will examine the facts and report back to the member. If the member continues to feel concerned, they should then report the facts to the Chair of the Council who will look into the matter afresh.

## **8 Officer concern about members conduct**

8.1. Where a staff member feels that they have not been properly treated with respect and courtesy by a Councillor, they should raise the matter with the Clerk. In these circumstances, the Parish Clerk will take appropriate action either by approaching the individual Councillor or by referring the matter to the Borough Council's Monitoring Officer, **where they feel a breach in the Code of Conduct has occurred.**

## **9 Close personal relationships between Officers and Members**

9.1. Guidance on personal relationships is contained in the Code of Conduct. Provided these are observed, more informal exchanges may be appropriate between Councillors and staff outside business meetings and formal events. It is important that there should be a close working relationship between Councillors and staff. However, such relationships should never be allowed to become so close or appear to be so close as to bring into question the issue of impartiality into doubt.

## ~~10. Staff support to Councillors: general protocol~~

~~10.7 The Parish Clerk is responsible for day-to-day managerial and operational decisions within the authority and for the provision of support to all Councillors.~~

~~10.8 Certain statutory staff members, such as the Parish Clerk and Responsible Financial Officer, have specific roles. These are addressed in Standing Orders and Financial Regulations. Their roles need to be understood and respected by all Councillors.~~



## **10 Independence of the Parish Clerk**

- 10.1. The Parish Clerk is not answerable to any individual Councillor.
- 10.2. The Parish Clerk is an independent and objective servant of the Council as a single corporate body, recognising that the Council is responsible for all decisions and taking instructions from the Council in its capacity as a single corporate body.
- 10.3. The Parish Clerk has a right and a duty to report to the Council, or any committee or sub-committee on any issue which they deem appropriate.
- 10.4. They have a right and obligation to obtain sound advice as they deem appropriate in order to assist in their role in reporting to the Council.
- 10.5. As an independent and objective professional, the Parish Clerk (or such delegated staff member) advises the Council on whether decisions are lawful and ways in which decisions can be implemented.
- 10.6. The Parish Clerk, or another staff member, shall research topics of concern to the Council and provide unbiased information to enable the Council to make an informed decision.
- 10.7. The following key principles reflect the way in which the staff generally relate to Councillors:
  - 10.7.1 All staff are employed by and accountable to the Parish Clerk, where relevant through line managers.
  - 10.7.2 Support from staff is needed for all the authority's functions including Council, Committees and individual Councillors representing their communities etc.
  - 10.7.3 Day-to-day managerial and operational decisions remain the responsibility of the Parish Clerk.
  - 10.7.4 On occasion, a decision may be reached which authorises the Parish Clerk to act between meetings following consultation with the Chairman of the Council.
  - 10.7.5 Councillors must not issue orders, instructions or directions to staff. Authorisation to carry out work on behalf of the Council can only be issued by the Parish Clerk and/or the Responsible Finance Officer or in exceptional circumstances the Chair in consultation with the Vice-chair.
  - 10.7.6 Staff will do their best to give timely responses to Councillors' enquiries. However, staff should not have unreasonable requests placed on them. Their work priorities are set and managed by their Line Managers.

10.7.7 Councillors should try to give timely responses to enquiries from staff, particularly where the Council must itself comply with legal time limits for making decisions (for example in relation to planning applications).

10.7.8 Staff should not discuss with a Councillor personal matters concerning themselves or another individual staff member. This does not prevent an officer raising on a personal basis, and in their own time, a matter with their ward Councillor.

10.7.9 Councillors and staff should respect each other's free time. Council business should only be discussed when both Councillor and staff member are acting in their official capacity.

## **11 Support to members and political groups**

11.1. Officers serve the Council as a whole and not exclusively any political group or individual member. Officers must, at all times, maintain political neutrality.

11.2. The only basis on which the Council can lawfully provide support services (e.g., stationery, typing, printing, photocopying, transport etc) to members is to assist them in discharging their role as members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaigning activity or for private purposes.

11.3. Apart from accommodation and services that are specifically dedicated to members, the Council's offices, services and sources of information may be used only through the officers. Members should not go into, or use, any offices or sources of information without an officer in attendance.

## **12 Members' Rights of Access to Information and to Council Documents**

12.1. The legal rights of members to inspect Council documents is covered partly by statute, and partly by common law. The following paragraphs give guidance on the circumstances in which members may legitimately require officers to give them access to Council documents.

12.2. It is however important to note that these rights only apply where members are undertaking Council business. Where a member has a private or personal interest in a matter, the member will only be entitled to the same access to documents as would be the case for a private individual. In these circumstances the member must make it clear to the employee that they are acting on his own behalf and not acting as a Councillor.

12.3. Members may approach officers to obtain such reasonable information, explanation and advice about that council functions to assist in discharging their role as members of the Council or any particular role, e.g., representative

on an outside body to which they have been appointed by the Council. This can range from a request for general information or research about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be made to the Parish Clerk.

- 12.4. Members have a statutory right to inspect any Council document, including any relevant background papers, containing material relating to any business which is to be transacted in public at a Council, Committee or Sub-Committee meeting. This right applies irrespective of whether the member is a member of any of the bodies concerned.
- 12.5. This statutory right does not, however, apply to documents or background papers appearing as private session items on agenda for meetings. Therefore, members not on the particular Committee etc do not have a statutory right to inspect confidential or exempt information, for example that relating to employees, occupiers of Council property, applicants for grants and other services, the care of children, contract and industrial relations negotiations, advice from Counsel and criminal investigations.
- 12.6. The common law right of members is much broader. It is based on the principle that any member has a prima facie right to inspect Council documents provided they access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the Council. This principle is commonly referred to as the "need to know" principle.
- 12.7. The exercise of this common law right therefore depends upon the member's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know".
- 12.8. This question must initially be determined by the Clerk. A member will be expected to justify the request in specific terms..
- 12.9. There will be a range of documents which, because of their nature, are either not accessible by members or are accessible only by the political group forming the administration and not by the other political groups. An example of this latter category would be draft documents compiled in the context of emerging Council policies and draft reports, the premature disclosure of which might be against the Council's and the public interest.
- 12.10. The term "Council document" is very broad. It includes, for example, any document produced with Council resources, but it is accepted by convention that a member of one-party group will not have a "need to know" and, therefore, a right to inspect, a document which forms part of the internal workings of another party group.
- 12.11. Further and more detailed advice regarding members' rights to inspect Council

documents may be obtained from the Clerk

### **13 Correspondence (including email)**

- 13.1. Correspondence between an individual Councillor and a staff member should not normally be copied (by the staff member) to any other Councillor. Where it is necessary to copy the correspondence to another Councillor, this should be made clear to the original Councillor. In other words, a system of 'silent copies' should not be employed. Letters and emails must be sent on Parish Council headed paper or from a Council account.
- 13.2. It will, however, be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear in the name of the Chairman of the Council.
- 13.3. Letters and emails which, for example, create legal obligations or give instructions on behalf of the Council should never be sent out in the name of a Councillor.

### **14 Public relations and news releases**

- 14.1. The Council's Communications Officer serves the Council as a whole and must operate within the limits of the Code of Recommended Practice on Local Authority Publicity issued under the Local Government Act 1986. Broadly, the 1986 Act prohibits the Council from publishing material that appears designed to affect public support for a political party.
- 14.2. Officers draft news releases on behalf of the Council. They will often contain quotations (within the limits of the Act and Code of Recommended Practice) from the Chair of the Council or the Clerk. Such news releases are issued on behalf of the Council, and it would not, therefore, be appropriate when repeating quotations from members to indicate their party-political affiliation.

### **15 Conclusion**

- 15.1. Mutual understanding, openness and respect are the greatest safeguard of the integrity of the Council, its Councillors and staff.

### **16 Arbitration**

- 16.1. Where necessary, the Parish Clerk will arbitrate on the interpretation of this protocol.

CONFLICT OF INTEREST WITH BDO LLP

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

Name of Smaller Authority	Fair Oak and Horton Heath 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:

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This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO):

Print Name:

Signed (Chair):

Print Name:



FINAL ACCOUNTS FOR YEAR ENDING MARCH 2024

**1. RECOMMENDATION**

1.1. That the Council approves the final accounts 2023/24 for submission to the external auditors.

**2. PURPOSE**

2.1. To approve the final accounts 2023/2024 for submission to the external auditor.

**3. BACKGROUND**

3.1. Members will be aware that each year, the Council's accounts for the previous municipal year are subject to an internal and external audit. The internal audit is conducted by a competent auditor appointed by the Council.

3.2. The external audit is conducted by BDO. This company is appointed to audit the accounts of parish councils by the Smaller Authorities Audit Appointments Ltd (SAAA). The SAAA is appointed by the Department for Communities and Local Government to procure and appoint external auditors.

3.3. The Council's internal audit of the Council's accounts was undertaken on 30 April 2024.

3.4. The final accounts include the following statements which are attached as Appendices: -

1. Responsible Finance Officer's notes to the accounts
2. Annual return summary (Explanation of Variances submitted with AGAR)
3. Trial balance for month 12
4. Balance sheet (inc stock movement & profit & loss)
5. Detailed income and expenditure
6. Earmarked reserves
7. Fixed Asset Register

**4. CONCLUSION**

4.1. The Council is under statutory obligation to verify its end-of-year accounts for submission to the external auditors. These must be made available for public inspection. The Council has published its [external audit timeline on the website](https://www.fairoak-pc.gov.uk/wp-content/uploads/2024/05/2024-Audit-timetable-002.pdf) so that this process is clear and transparent to all. This can be found via the following weblink <https://www.fairoak-pc.gov.uk/wp-content/uploads/2024/05/2024-Audit-timetable-002.pdf>

**For further information please contact:**

Melanie Stephens, Parish Clerk [clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

Jo Cahill, Finance Officer (Section 151) [finance@fairoak-pc.gov.uk](mailto:finance@fairoak-pc.gov.uk)

## FAIR OAK AND HORTON HEATH PARISH COUNCIL

### Supporting statement to the Accounts for the year ended 31 March 24

#### Section 137 Payments

Under its own resolution resolution the Council grants up to £4,000 per annum, for the benefit of people in the area on activities or projects

During the year the council made the following section 137 payments:

	<b>2023/2024</b>	<b>2022/2023</b>
	£	£
Allotment Association	0	1,000
Communiity library	600	1,000
Village Hall pantomime	700	750
Squash club	350	600
Victim support	100	750
Fair Oak Cricket club	500	100
Infant school	900	0
Fountain Café	350	0
St Toms church	500	0
	<u>4,000</u>	<u>4,200</u>

#### Debtors

	<b>2023/2024</b>	<b>2022/2023</b>
	£	£
VAT Recoverable	16,910	20,273
Debtors at 31/03/24	2,463	4,181
Prepaid Expenses	0	0
	<u>19,373</u>	<u>24,454</u>

#### Pensions

For the year ended 31 March 2024, fourteen members of the Council's staff were members of the Hampshire County Council pension scheme.

In the year to 31.03.24 pension costs amounted to £77,734 (£75,179 in 2023)

#### Movements on Capital Reserves

See attached breakdown - Earmarked reserves.

#### Assets

During the year the following assets were purchased/revalued:

£

#### Purchases

Potting shed	5,368
Roller mower	6,660
Digger and Trailer	11,578
NCP Public artwork gates	5,019
NCP Public artwork	5,521
Dell Laptop (CDO)	1,280
Self watering cup and bukets	528
PV Panels	8,906
library refurbishment	119,352
Café	474,850
Crowdhill play area	84,240
Splashpad	255,684

**Total Purchases** **978,986**

**Revaluations (movement in value shown)**

No assets were revalued during the year

At 31 March 2024 the following assets were held:

Other assets - detailed on attached asset register **3,178,815**

**Loans**

The council has no outstanding borrowings

**ANNUAL RETURN**  
**FOR THE YEAR ENDED 31 MARCH 2024**  
**Fair Oak & Horton Heath Parish Council**

## Appendix 2

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	716,694	1,054,735	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	469,918	495,019	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	926,349	198,477	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	375,117	392,316	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	683,109	1,012,720	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	1,054,735	343,195	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	1,040,689	325,062	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	0	0	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).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

Date : 24/04/2024

Fair Oak &amp; Horton Heath Parish Council

Page 1

Time: 11:21

Trial Balance for Month No: 12

User : 6002.J.CAHILL

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			2,463.25	
105	VAT Control Account			16,910.17	
200	Current Account			36,159.55	
210	Premier Account			23,676.10	
220	Public Sector Deposit Fund			265,182.23	
250	Petty Cash			44.35	
310	General Reserves				113,323.55
316	EMR - Community Development Pos				111,696.97
317	EMR- Community Development Pro				62,299.06
325	EMR - Knowle Park				225.05
340	EMR - Knowle Park Office & comp				1,303.88
345	EMR - Lapstone Farm				60,273.24
350	EMR - Horton Heath CC				2,708.30
375	EMR -New Century Park			75,948.91	
390	EMR - HHCC Flooring				40,250.00
391	EMR - New playarea Provision				8,000.00
394	EMR -Public Art				11,421.60
395	EMR - Onsite Maint Knowle Park				4,850.91
396	EMR- Woodland Play Area				21,400.00
398	EMR - Greening Campaign				35.00
399	EMR- Brookfield Carpark				18,000.00
500	Creditors				1,240.74
1076	Precept	100	Income		495,018.68
1090	Interest Received	100	Income		17,430.70
1200	Hiring Fees	150	Parish Office		3,528.13
1200	Hiring Fees	230	Crowdhill Community Building		27,308.28
1200	Hiring Fees	240	Pavilion		20.25
1200	Hiring Fees	250	HHCC		28,116.09
1300	Football Income	100	Income		3,904.00
1310	Cricket Income	100	Income		2,500.00
1500	Allotment Income	500	Allotments		3,157.53
1520	Burials Income	510	Cemetery		9,487.00
1530	Memorials Income	510	Cemetery		2,416.26
1540	Cremation Income	510	Cemetery		362.00
1550	Tennis Income	100	Income		1,984.44
1900	Other Income	100	Income		29,550.81
1905	Section 106 Income	100	Income		68,711.60
4000	Salaries	110	Administration	312,377.61	
4000	Salaries	900	Reserves Spend	2,204.42	
4010	Employer's Pension	110	Administration	77,733.66	
4030	Sickness/Holiday Cover	110	Administration	1,567.88	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4055	Insurance	110	Administration	14,852.02	
4060	Audit	110	Administration	1,750.00	
4070	Legal & Professional Fees	110	Administration	5,864.21	
4075	Postage	110	Administration	130.45	
4080	Stationery	110	Administration	411.55	
4085	Printer Consumables	110	Administration	1,188.80	
4090	Admin Maintenance	110	Administration	1,434.47	
4095	Bank Charges	110	Administration	64.66	
4100	Chairman's Allowance	110	Administration	337.16	
4105	Conference/Training/Staffing	110	Administration	4,074.61	
4110	Clothing	110	Administration	1,377.99	
4120	Telephone & Broadband	110	Administration	2,108.57	
4120	Telephone & Broadband	150	Parish Office	43.78	
4120	Telephone & Broadband	230	Crowdhill Community Building	1,190.14	
4120	Telephone & Broadband	240	Pavilion	438.43	
4120	Telephone & Broadband	250	HHCC	148.36	
4125	Mobile Phone	110	Administration	283.08	
4132	Subscriptions	110	Administration	1,578.95	
4133	Software and support	110	Administration	8,032.61	
4134	Members IT	110	Administration	5,571.36	
4300	Machinery - General Repairs	210	Machinery and Van	2,279.15	
4305	Fuel	210	Machinery and Van	5,427.11	
4310	Road Tax	210	Machinery and Van	640.00	
4315	Maintenance - Vans	210	Machinery and Van	2,759.47	
4320	Vehicle Insurance	210	Machinery and Van	5,204.22	
4395	Business Rates	150	Parish Office	17,215.50	
4395	Business Rates	230	Crowdhill Community Building	8,177.36	
4395	Business Rates	250	HHCC	2,502.00	
4400	Gas	150	Parish Office	2,713.57	
4400	Gas	230	Crowdhill Community Building	4,863.83	
4400	Gas	240	Pavilion	453.84	
4400	Gas	250	HHCC		6,541.97
4405	Electricity	150	Parish Office	10,208.14	
4405	Electricity	230	Crowdhill Community Building	8,283.74	
4405	Electricity	240	Pavilion	2,314.26	
4405	Electricity	250	HHCC	4,644.58	
4410	Water	150	Parish Office	918.86	
4410	Water	230	Crowdhill Community Building	300.00	
4410	Water	240	Pavilion	336.74	
4410	Water	250	HHCC	565.87	
4415	Repairs	150	Parish Office	55.13	
4415	Repairs	230	Crowdhill Community Building	813.54	



## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4415	Repairs	240	Pavilion	610.00	
4415	Repairs	250	HHCC	782.75	
4425	Health & Safety	150	Parish Office	2,902.01	
4425	Health & Safety	230	Crowdhill Community Building	5,857.08	
4425	Health & Safety	240	Pavilion	1,693.50	
4425	Health & Safety	250	HHCC	1,684.40	
4425	Health & Safety	490	Fair Oak Library	290.00	
4435	Cleaning	150	Parish Office	1,196.24	
4435	Cleaning	230	Crowdhill Community Building	349.93	
4435	Cleaning	240	Pavilion	230.00	
4435	Cleaning	250	HHCC	100.00	
4435	Cleaning	490	Fair Oak Library	35.00	
4450	Equipment - Internal	110	Administration	55.45	
4450	Equipment - Internal	150	Parish Office	403.72	
4450	Equipment - Internal	230	Crowdhill Community Building	30.60	
4480	Bus Shelters	280	Other Properties	100.00	
4505	Village Flowers	280	Other Properties	2,762.09	
4530	Equipment - Purchases	290	General Grounds Maintenance	25,959.10	
4535	Equipment - Maintenance	290	General Grounds Maintenance	6,329.91	
4540	Materials	290	General Grounds Maintenance	4,690.35	
4575	Cricket (Winter)	300	Lapstone Playing Fields	585.00	
4580	Football	300	Lapstone Playing Fields	581.28	
4585	Tennis	300	Lapstone Playing Fields	667.00	
4590	Pitch Maintenance	300	Lapstone Playing Fields	4,479.72	
4595	General Maintenance	300	Lapstone Playing Fields	405.59	
4595	General Maintenance	310	Knowle Park	4,003.58	
4595	General Maintenance	320	New Century Park	653.83	
4595	General Maintenance	400	Play Areas General	721.64	
4595	General Maintenance	410	New Century Park Play Area	136.54	
4595	General Maintenance	420	Dean Road Play Area	118.29	
4595	General Maintenance	430	Meadowsweet Way Play Area	41.42	
4595	General Maintenance	460	Pembers Hill Drive	567.49	
4595	General Maintenance	470	Upper Barne Copse	1,160.34	
4595	General Maintenance	480	Crowdhill Drive	810.80	
4595	General Maintenance	490	Fair Oak Library	4,277.13	
4600	Dog Bin Emptying	300	Lapstone Playing Fields	430.76	
4630	Fencing	310	Knowle Park	233.97	
4670	Signs & Bins	310	Knowle Park	40.00	
4670	Signs & Bins	440	Knowle Park Play Area	119.10	
4675	Signs	440	Knowle Park Play Area	24.39	
4680	General Bin Emptying	150	Parish Office	1,094.82	
4680	General Bin Emptying	230	Crowdhill Community Building	1,807.81	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4680	General Bin Emptying	240	Pavilion	1,825.25	
4680	General Bin Emptying	250	HHCC	806.59	
4680	General Bin Emptying	300	Lapstone Playing Fields	76.67	
4800	Allotments - Knowle Park	500	Allotments	412.12	
4810	Allotments - Knowle Lane Ditch	500	Allotments	572.70	
4820	Allotments - Toilet	500	Allotments	1,222.83	
4825	Tree survey	550	Trees	1,800.00	
4830	Trees - Lapstone Playing Field	550	Trees	380.00	
4831	Trees - Knowle Park	550	Trees	380.00	
4832	Trees - New Century Park	550	Trees	2,112.00	
4833	Trees - Knowle Hill	550	Trees	600.00	
4835	Trees - Oak Walk	550	Trees	550.00	
4837	Trees - Wyvern Meadow	550	Trees	1,268.87	
4838	Trees - Fair Oak Cemetery	550	Trees	720.00	
4839	Trees-HHCC open space	550	Trees	1,078.00	
4850	Section 137 - Grants	600	Other Expenses	4,000.00	
4855	Section 137 - Street Pastors	600	Other Expenses	700.00	
4870	Youth Project	600	Other Expenses	25,000.00	
4875	Community Events Expenditure	600	Other Expenses	4,357.11	
4882	Community cafe	900	Reserves Spend	427,262.71	
4888	Lapstone Farm	900	Reserves Spend	1,072.00	
4889	New Century Park	900	Reserves Spend	67,299.06	
4990	Sundry Expenses	110	Administration	551.28	
4990	Sundry Expenses	150	Parish Office	125.04	
4993	New Century Park Playarea	410	New Century Park Play Area	342.60	
4994	New Office&Compund General	900	Reserves Spend	9,413.04	
4999	Woodland Community Centre	900	Reserves Spend	6,800.00	
5003	Splashpad	900	Reserves Spend	2,268.11	
5004	Village Centre	900	Reserves Spend	3,380.00	
5006	Community Development	900	Reserves Spend	18,994.97	
5007	Public Art	900	Reserves Spend	10,540.00	
5010	Community Library Building	900	Reserves Spend	120,839.62	
5011	Greening Campaign	900	Reserves Spend	1,396.00	
5012	Crowdhill Green	900	Reserves Spend	84,240.05	
5013	Defibrillators	900	Reserves Spend	227.60	
5016	Knowle Park	900	Reserves Spend	4,499.14	
6000	Transfer from EMR	110	Administration		12,545.23
6000	Transfer from EMR	900	Reserves Spend		731,062.56
6001	Transfer to EMR	100	Income	68,711.60	
<b>Trial Balance Totals :</b>				<b>1,900,673.83</b>	<b>1,900,673.83</b>
<b>Difference</b>				<b>0.00</b>	

24/04/2024

## Fair Oak & Horton Heath Parish Council

11:24

### Balance Sheet as at 31 March 2024

31 March 2023

31 March 2024

<b>Current Assets</b>		
4,181	Debtors	2,463
20,273	VAT Control Account	16,910
86,488	Current Account	36,160
639,478	Premier Account	23,676
314,663	Public Sector Deposit Fund	265,182
59	Petty Cash	44
<b>1,065,142</b>		<b>344,436</b>
<b>1,065,142</b>	<b>Total Assets</b>	<b>344,436</b>
<b>Current Liabilities</b>		
8,807	Creditors	1,241
1,600	Accruals	0
<b>10,407</b>		<b>1,241</b>
<b>1,054,735</b>	<b>Total Assets Less Current Liabilities</b>	<b>343,195</b>
<b>Represented By</b>		
113,324	General Reserves	76,680
5,196	EMR - Village Enhancements	0
120,840	EMR - Community Library	0
130,637	EMR - Community Development Pos	111,697
77,103	EMR- Community Development Pro	62,299
8,997	EMR - Crowdhill Green	0
2,825	EMR - Knowle Park	225
10,717	EMR - Knowle Park Office & comp	1,304
61,345	EMR - Lapstone Farm	60,273
2,708	EMR - Horton Heath CC	2,708
6,000	EMR - Election expenses	0
342,615	EMR -New Century Park	(75,949)
40,250	EMR - HHCC Flooring	40,250
0	EMR - New playarea Provision	8,000
0	EMR -Public Art	11,422
6,750	EMR - Onsite Maint Knowle Park	4,851
125,178	EMR- Woodland Play Area	21,400
251	EMR - Greening Campaign	35
0	EMR- Brookfield Carpark	18,000
<b>1,054,735</b>		<b>343,195</b>

Balance Sheet as at 31 March 2024

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31 March 2023

31 March 2024

The above statement represents fairly the financial position of the authority as at 31 March 2024 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer \_\_\_\_\_ Date : \_\_\_\_\_

## Fair Oak & Horton Heath Parish Council

### Income and Expenditure Account for Year Ended 31 March 2024

31 March 2023		31 March 2024
	<b>Operating Income</b>	
1,317,418	Income	619,100
7,726	Parish Office	3,528
29,125	Crowdhill Community Building	27,308
239	Pavilion	20
30,510	HHCC	28,116
3,726	Allotments	3,158
7,523	Cemetery	12,265
<b>1,396,267</b>	Total Income	<b>693,496</b>
	<b>Running Costs</b>	
430,408	Administration	441,346
27,445	Parish Office	36,877
19,326	Machinery and Van	16,310
27,122	Crowdhill Community Building	31,674
7,903	Pavilion	7,902
16,622	HHCC	4,693
3,479	Other Properties	2,862
70,411	General Grounds Maintenance	36,979
3,739	Lapstone Playing Fields	7,226
9,418	Knowle Park	4,278
209	New Century Park	654
235	Knowle Hill	0
813	Play Areas General	722
465	New Century Park Play Area	479
0	Dean Road Play Area	118
353	Meadowsweet Way Play Area	41
1,392	Knowle Park Play Area	143
0	Pembers Hill Drive	567
177	Upper Barne Copse	1,160
744	Crowdhill Drive	811
3,378	Fair Oak Library	4,602
1,274	Allotments	2,208
1,022	Cemetery	0
8,203	Trees	8,889
9,595	Other Expenses	34,057
414,494	Reserves Spend	760,437
<b>1,058,226</b>	Total Expenditure	<b>1,405,036</b>
	<b>General Fund Analysis</b>	
350,353	Opening Balance	113,324
1,396,267	Plus : Income for Year	693,496
1,746,619		806,819
1,058,226	Less : Expenditure for Year	1,405,036
688,393		(598,216)
575,069	Transfers TO / FROM Reserves	(674,896)
<b>113,324</b>	<b>Closing Balance</b>	<b>76,680</b>

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**Fair Oak & Horton Heath Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2024**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/03/2024	Current Account	36,159.55
31/03/2024	Premier Account	23,676.10
31/03/2024	Public Sector Deposit Fund	265,182.23
31/03/2024	Petty Cash	44.35

**325,062.23**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**325,062.23**

All Cash & Bank Accounts

1	Current Account	36,159.55
2	Premier Account	23,676.10
3	Public Sector Deposit Fund	265,182.23
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>325,062.23</b>

## PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
18/03/2024	579938	CWM001	CWM	34.00	6.80	40.80	40.80
19/03/2024	58009	CWM001	CWM	33.75	6.75	40.50	40.50
19/03/2024	58014	CWM001	CWM	33.75	6.75	40.50	40.50
21/03/2024	098	TRAV	TRAV	267.53	53.51	321.04	321.04
21/03/2024	099	TRAV	TRAV	86.25	17.25	103.50	103.50
21/03/2024	02941783	EBC001	EBC	33.40	6.68	40.08	40.08
27/03/2024	2747	EBC001	EBC	51.00	10.20	61.20	61.20
31/03/2024	277	TRAV	TRAV	494.27	98.85	593.12	593.12
<b>TOTAL INVOICES</b>				<b>1,033.95</b>	<b>206.79</b>	<b>1,240.74</b>	<b>1,240.74</b>



Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
18/03/2024	1232	BLAIR	BLAIR	270.00	54.00	324.00	324.00
18/03/2024	1235	CSMITH	CSMITH	93.75	0.00	93.75	93.75
18/03/2024	1236	EBC001	EBC	75.00	15.00	90.00	90.00
18/03/2024	1237	GIRLGUIDES	GIRLGUIDES	68.75	13.75	82.50	82.50
18/03/2024	1238	HI	HI	466.70	93.30	560.00	560.00
18/03/2024	1239	JGIBBENS	JGIBBENS	200.00	28.00	228.00	228.00
18/03/2024	1240	KERRYDAVIS	KERRYDAVIS	67.50	13.50	81.00	81.00
18/03/2024	1241	LISARICHAR	LISARICHARDS	16.66	3.34	20.00	20.00
18/03/2024	1242	POSTOFFICE	POSTOFFICE	292.50	0.00	292.50	292.50
18/03/2024	1243	SCOUTS	SCOUTS	163.33	32.67	196.00	196.00
18/03/2024	1246	SOLENTMIND	SOLENTMIND	70.00	14.00	84.00	84.00
18/03/2024	1252	TRAINMAST2	TRAINMASTER	45.00	9.00	54.00	54.00
18/03/2024	1253	WENDYRICHA	WENDYRICHARDSON	60.00	0.00	60.00	60.00
18/03/2024	1255	WYMENSAINT		140.00	0.00	140.00	140.00
18/03/2024	1256	WYU11 VIXE	U11 VIXENS	94.50	0.00	94.50	94.50
18/03/2024	1258	WYU11SAINT		63.00	0.00	63.00	63.00
<b>TOTAL INVOICES</b>				<b>2,186.69</b>	<b>276.56</b>	<b>2,463.25</b>	<b>2,463.25</b>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
312 EMR - Village Enhancements	5,195.51	-5,195.51	0.00
315 EMR - Community Library	120,839.62	-120,839.62	0.00
316 EMR - Community Development Pos	130,637.46	-18,940.49	111,696.97
317 EMR- Community Development Pro	77,103.19	-14,804.13	62,299.06
320 EMR - Crowdhill Green	8,996.59	-8,996.59	0.00
325 EMR - Knowle Park	2,825.10	-2,600.05	225.05
340 EMR - Knowle Park Office &comp	10,716.92	-9,413.04	1,303.88
345 EMR - Lapstone Farm	61,345.24	-1,072.00	60,273.24
350 EMR - Horton Heath CC	2,708.30		2,708.30
365 EMR - Election expenses	6,000.00	-6,000.00	0.00
375 EMR -New Century Park	342,614.64	-418,563.55	-75,948.91
390 EMR - HHCC Flooring	40,250.00		40,250.00
391 EMR - New playarea Provision	0.00	8,000.00	8,000.00
394 EMR -Public Art	0.00	11,421.60	11,421.60
395 EMR - Onsite Maint Knowle Park	6,750.00	-1,899.09	4,850.91
396 EMR- Woodland Play Area	125,177.72	-103,777.72	21,400.00
398 EMR - Greening Campaign	251.00	-216.00	35.00
399 EMR- Brookfield Carpark	0.00	18,000.00	18,000.00
	<b>941,411.29</b>	<b>-674,896.19</b>	<b>266,515.10</b>

# Appendix 7

## Fair Oak & Horton Heath Parish Council Fixed Asset Register as at 31.03.24

	Date of Purchase	Balance c/fwd 31/03/23	Revaluations during the year	Purchases during the year	Disposals during the year	Balance c/fwd 31/03/24
<b>Lapstone Farm</b>						
Lapstone Country Park land	31.03.10	1.00				1.00
Boardwalk	02.02.11	9,250.00				9,250.00
Display Panel	07.11.12	480.00				480.00
Access Gates	15.11.21	5,950.00				5,950.00
		15,681.00	0.00	0.00	0.00	15,681.00
<b>Oak Walk</b>						
Land at Oak Walk	31.12.10	1.00				1.00
Fencing	27.04.12	5,540.00				5,540.00
Jubilee Sculpture	08.06.12	10,000.00				10,000.00
		15,541.00	0.00	0.00	0.00	15,541.00
<b>Lapstone Park</b>						
Lapstone Land		1.00				1.00
Pavilion and car park	01.04.97	368,782.00				368,782.00
Car park lighting	01.04.97	7,683.00				7,683.00
Tennis Courts	01.04.97	18,000.00				18,000.00
Sports Equipment	01.04.97	4,441.00				4,441.00
Table and chairs for pavilion	11.11.97	1,687.00				1,687.00
CCTV at Lapstone	19.06.03	8,722.00				8,722.00
Storage Facility	22.4.04	5,389.00				5,389.00
Bench for tennis courts	20.06.05	183.00				183.00
Boiler - Pavilion	19.12.05	1,216.00				1,216.00
Aluminium Junior Goal	17.08.06	946.97				946.97
Machinery storage fencing / compound	25.09.06	1,749.55				1,749.55
Aluminium Goals	16.06.08	1,065.00				1,065.00
2 Wooden benches	04.08.08	51.70				51.70
Garege door - Cricket	30.10.08	1,254.00				1,254.00
Vacuum cleaner	04.12.08	79.19				79.19
CCTV camera	31.05.13	445.00				445.00
Covert camera	28.02.14	50.00				50.00
2 x Aluminium goals	07.08.14	758.26				758.26
New covert camera and replacements	01.08.14	1,187.50				1,187.50
New DVR & modem for CCTV	21.03.15	1,438.80				1,438.80
Cricket scoreboard	25.05.16	9,897.22				9,897.22
Tennis nets	06.06.16	102.00				102.00
Emergency lights at Pavillion	18.10.16	664.62				664.62
Bench	27.02.17	507.60				507.60
<b>2 X CHAIRS Pavillion</b>	24.04.17	186.93				186.93
<b>CCTV Pavillion</b>	01.08.21	11,690.00				11,690.00
		448,178.34		0.00		448,178.34
<b>Equipment</b>						
Dennis FT510 cricket mower	03.03.99	2,210.00				2,210.00
Sissi Auto Rotorake scarifier ARR/4	01.04.99	1,500.00				1,500.00
Stihl HB2300 Blower	31.03.03	162.00				162.00
Knapsack Sprayer	27.06.03	97.86				97.86
Cricket combirake and brush	16.05.05	299.00				299.00
Cricket rotary brush	16.05.05	135.00				135.00

Sarel Spiker	17.05.06	435.00				435.00
Water Bowser	04.06.06	2,000.00				2,000.00
Tractor : TC40DA compact HF56FON	12.09.06	27,350.00				27,350.00
Air Compressor	06.03.07	125.89				125.89
Billy Goat	31.10.07	1,577.30				1,577.30
Hover Mower	03.04.08	420.75				420.75
Weedkiller System	11.05.09	392.08				392.08
Danarm Rotary Mower	10.05.10	680.00				680.00
Spyker Spreader	10.05.10	228.00				228.00
Snow Plough	31.03.11	980.00				980.00
Dragmat	19.08.11	480.00				480.00
Flame Gun	27.09.11	149.99				149.99
Izuzu D-Max 4x4 HN62EGD	19.01.13	14,700.00			14,700.00	0.00
Danarm RH26 Brushcutter	31.05.13	256.00				256.00
Welder	10.06.13	440.00				440.00
Chainsaw helmet	22.06.13	38.00				38.00
BG86 Blower	26.11.13	185.00				185.00
Stihl MS211CBE Chainsaw	02.12.13	249.00				249.00
Isuzu extended cab van HF14NZT	01.05.14	20,040.00				20,040.00
Kilworth Sovema flail collector	25.09.14	5,540.00				5,540.00
Defibrilator	23.01.15	1,295.00				1,295.00
Paladin TG 21" mower	22.04.15	1,800.00				1,800.00
Wood chipper	21.04.15	825.00				825.00
Powerroll Excel roller	22.06.15	12,495.00				12,495.00
Danarm TMV 50L strimmer	15.07.15	360.00				360.00
Trimax 155 flail	15.07.15	4,510.00				4,510.00
Silky Zubat hand saw	21.01.16	59.00				59.00
CLFG 5100 ES Generator	16.03.16	682.80				682.80
Battery Charger	10.02.16	34.40				34.40
ATV	09.08.16	16,620.00				16,620.00
Pressure Washer	31.03.16	324.21				324.21
Fertiliser spreader	01.08.17	450.00				450.00
Strimmer 24"	01.08.17	996.00				996.00
Strimmer HL92	01.08.17	442.00				442.00
M251Chain Saw and Blower	26.04.17	929.47				929.47
Strimmer 24"	25.10.18	510.00				510.00
Roller Mower	01.05.19	6,300.00				6,300.00
New Motor blade	03.12.19	614.50				614.50
New pruner	25.12.20	417.51				417.51
Line trimmer	25.12.21	414.58				414.58
Long reach chainsaw	29.02.20	355.94				355.94
KUBUTA mower	01.06.20	11,100.00				11,100.00
CUB Cadet Mower	15.07.22	10,800.00				10,800.00
Hedge Cutter	28.02.2023	7,250.00				7,250.00
Potting shed	14.04.23	0.00		5,367.50		5,367.50
Roller mower	26.04.23	0.00		6,660.00		6,660.00
Digger and Trailer	20.10.23	0.00		11,578.33		11,578.33
		160,256.28	0.00	23,605.83	14,700.00	169,162.11
<b>Cemetery</b>						
Cemetery land		1.00				1.00
Concrete Garage	01.04.95	3,768.00				3,768.00

Arch	01.07.99	1,544.00				1,544.00
Wooden seat	28.07.99	372.00				372.00
Bench	01.07.03	427.00				427.00
Noticeboard	01.08.11	869.14				869.14
Circular tree bench	23.04.14	999.00				999.00
		7,980.14	0.00	0.00	0.00	7,980.14
<b>vehicles</b>						
TG6507 Tractor	11.10.2022	31,395.00				31,395.00
Electric vehicle	11.11.2022	21,386.90				21,386.90
Electric vehicle	11.11.2022	22,189.75				22,189.75
		74,971.65	0.00	0.00	0.00	74,971.65
<b>New Century Park</b>						
Land at New Century Park		1.00				1.00
Basketball goal	01.04.99	1,145.15				1,145.15
Contour Seats	23.11.99	2,380.00				2,380.00
Play equipment	01.04.00	21,495.00				21,495.00
Home Guard Gates	01.04.01	6,495.00				6,495.00
Jubilee Gates	31.03.03	4,000.00				4,000.00
CCTV equipment	06.05.03	9,014.00				9,014.00
Eco Play unit	22.09.03	11,783.00				11,783.00
CCTV floodlights	02.12.03	1,231.65				1,231.65
Safety Surface Play Area	21.11.05	27,512.00				27,512.00
Fence Railings	20.02.06	25,219.00				25,219.00
2 replacement CCTV Cameras	20.02.06	660.00				660.00
Play area gate (DDA compliant)	20.10.06	875.00				875.00
CCTV Hard Drive	25.10.08	2,150.00				2,150.00
Brookfield Gate	30.11.08	218.63				218.63
Grit Bin	10.12.10	132.00				132.00
Goal	09.09.11	3,852.90				3,852.90
Dice Spinner	29.05.12	165.00				165.00
CCTV Digital Recorder	14.12.12	893.00				893.00
2 x CCTV Replacement Cameras	14.12.12	890.00				890.00
CCTV Camera	31.05.13	445.00				445.00
10 x Outdoor Fitness Units	20.01.14	32,000.00				32,000.00
Bench	21.01.14	645.00				645.00
Bench	08.02.16	337.00				337.00
Bench	31.03.16	774.00				774.00
Bench	22.03.16	801.00				801.00
Bench	22.03.16	337.00				337.00
New signs for play area	31.05.16	96.77				96.77
bench	11.07.16	627.60				627.60
New Youth shelter	01.04.17	34,482.00				34,482.00
Pitch 3 Goalposts	01.04.17	909.00				909.00
Chin up bars	01.04.17	1,420.00				1,420.00
2 new cradle swing seats	21.06.17	348.00				348.00
NCP Public artwork gates	10.01.24	0.00		5,019.20		5,019.20
NCP Public artwork	24.02.24	0.00		5,520.80		5,520.80
		193,334.70		10,540.00		203,874.70
<b>Office</b>						
<b>Furniture – cupboards and storage</b>	01.04.90					
Digital camera	17.02.15	49.99				49.99
Toshiba L50-B-IUT Notebook	07.05.15	323.12				323.12
2 x Novatech Pro NS107 PC	05.10.16	525.97				525.97
Dell PC and Laptop	02.12.19	1,130.00				1,130.00
Inkjet printer	24.03.20	62.98				62.98

Lenovo Laptop	01.06.20	612.00				612.00
Dell Vostro Laptop	01.07.20	630.00				630.00
Dell Vostro Laptop	20.07.20	630.00				630.00
Dell Vostro Laptop	13.08.21	665.00				665.00
Dell Laptop	13.08.21	550.00				550.00
Dell Laptop	06.12.22	535.00				535.00
Dell Laptop	12.12.22	535.00				535.00
Dell Laptop (CDO)	12.12.22	0.00		1,280.22		1,280.22
		6,249.06	0.00	1,280.22	0.00	7,529.28
<b>Miscellaneous</b>						
Memorial		9,622.07				9,622.07
Timber Bus Shelters x 4	01.04.95	11,545.58				11,545.58
Fences and Gates	01.04.99	18,400.00				18,400.00
Notice boards x 5	31.03.03	4,426.00				4,426.00
Bench for The Square bus shelter	20.7.04	469.20				469.20
Memorial Safety Kit	20.02.06	67.98				67.98
Clock	20.11.06	3,000.00				3,000.00
Bus Shelter	09.01.08	2,120.70				2,120.70
LED Christmas Lights	27.06.08	2,016.00				2,016.00
2 Noticeboards	30.06.10	2,000.00				2,000.00
1 Noticeboard	15.02.11	1,200.00				1,200.00
Village Square Bench	27.01.11	713.00				713.00
Speed Watch Pack	24.01.12	2,500.00				2,500.00
2 x Marquees	14.01.13	228.00				228.00
Noticeboard - Oak Walk	01.05.14	867.26				867.26
13 x Mapboards	15.01.15	5,354.17				5,354.17
7 x Christmas star motifs	04.01.15	1,659.00				1,659.00
World War 1 seat in Square	20.12.14	535.00				535.00
Bus shelter - Sandy Lane	30.04.15	2,500.00				2,500.00
Fencing - Campbell Way allotments	01.10.15	15,373.20				15,373.20
Speed watch kit	30.10.15	2,750.00				2,750.00
7 x Christmas star motifs	30.10.15	1,659.00				1,659.00
Noticeboards	06.06.16	1,273.43				1,273.43
Christmas Motifs	12.12.16	2,410.80				2,410.80
Wyvern Meadow signage	14.02.17	140.55				140.55
Village signage	01.10.21	5,000.00				5,000.00
Smart benches - Library/sandy lane	22.12.21	5,900.00				5,900.00
Self watering basket	01.04.2022	1,283.98				1,283.98
Gumdrop Bins	01.10.2022	1,557.15				1,557.15
Screen -Kings coronation	05.01.2023	1,875.00				1,875.00
Instilation new office doors	01.06.2022	2,540.50				2,540.50
Interactive map	01.11.2022	3,200.00				3,200.00
Field gates	21.04.2022	2,850.00				2,850.00
bespoke bench	01.06.2022	2,700.00				2,700.00
Self watering cup and bukets	13.11.23			528.17		528.17

		119,737.57	0.00	528.17	0.00	120,265.74
<b>Dean Road Play Area</b>						
<b>Land at Dean Road</b>		1.00				1.00
Gate	03.04.03	550.00				550.00
Signs	15.01.16	131.39				131.39
Dean Road Fence	22.11.17	7,701.38				7,701.38
		8,383.77				8,383.77
<b>Meadowsweet Way</b>						
<b>Play equipment</b>	31.08.03	35,900.00				35,900.00
CCTV	31.03.03	2,601.00				2,601.00
Play Area gate	18.07.05	565.00				565.00
CCTV at Horton Heath	28.04.06	2,350.00				2,350.00
Land	31.12.10	1.00				1.00
CCTV Monitor HHCC	14.10.11	108.00				108.00
Digital Recorder CCTV	14.12.12	893.00				893.00
4 x CCTV cameras	31.07.15	2,495.00				2,495.00
		44,913.00				44,913.00
<b>Daisy Dip</b>						
<b>Land</b>	01.04.13	1.00				1.00
Noticeboard	14.05.13	1,222.00				1,222.00
Fence	02.08.13	2,515.00				2,515.00
		3,738.00				3,738.00
<b>Knowle Hill</b>						
<b>3 wooden/concrete picnic tables</b>	01.04.95					
1 new wooden table to replace vandalised one	30.09.03	278.00				278.00
Boardwalk	18.10.11	2,550.00				2,550.00
Sign	21.04.16	46.20				46.20
		2,874.20				2,874.20
<b>Knowle Park (previously White Tree Farm)</b>						
<b>Land</b>	11.05.06	1.00				1.00
Fencing and gate	17.10.05	1,995.60				1,995.60
Fencing and gate	19.12.05	535.00				535.00
Bin	16.01.06	166.00				166.00
Kissing gates and fencing	28.09.06	1,095.60				1,095.60
Boundary Fence	30.07.07	1,650.00				1,650.00
Cemetery & Allotment Fencing	10.03.08	7,746.00				7,746.00
Allotment Fencing	14.01.09	3,046.54				3,046.54
Allotment Fencing	30.03.09	950.00				950.00
Allotment Track	16.03.09	4,910.00				4,910.00
Oak Tree Bench	10.05.10	3,100.00				3,100.00
Boardwalk	26.07.10	4,380.00				4,380.00
Acorn Sculptures	03.10.10	6,950.00				6,950.00
Plantation Fencing	29.10.10	3,238.00				3,238.00
Decorative Iron Fence	28.02.11	11,500.00				11,500.00
5 Hawthron Seat Benches	28.02.11	1,620.00				1,620.00
3 Kensington Benches	28.02.11	2,010.00				2,010.00
4 Picnic Benches	28.02.11	1,836.00				1,836.00
Viewing Point Plinth	28.02.11	2,900.00				2,900.00

Information Panel	07.01.11	1,434.00				1,434.00
2 Seats	31.03.11	334.00				334.00
Noticeboard	31.03.11	849.94				849.94
Allotments - Water Troughs	25.05.11	411.05				411.05
Car Park	30.06.11	30,030.00				30,030.00
Hawthorn Bench	02.11.11	334.00				334.00
Noticeboard	24.04.12	1,234.00				1,234.00
Bench	19.06.12	456.00				456.00
Noticeboard	11.02.13	1,222.00				1,222.00
Arch Sculpture	27.03.13	3,150.00				3,150.00
Bench	23.04.13	399.00				399.00
Bench	01.04.15	479.00				479.00
Skatepark equipment	30.06.15	6,020.00				6,020.00
Bench	25.08.15	783.00				783.00
Bench	04.11.15	337.00				337.00
Bench	29.07.16	250.00				250.00
Bench	11.07.16	1,275.60				1,275.60
bench (Knowle lane allotments)	05.09.16	482.40				482.40
sign	10.09.16	42.05				42.05
metal sign	17.10.16	23.99				23.99
Skatepark equipment	01.08.21	6,278.00				6,278.00
		115,454.77	0.00	0.00	0.00	115,454.77
<b>New parish office and compund</b>						
<b>New Parish Office building</b>	10.11.17	766,466.00				766,466.00
CCTV Monitor, DVR and cameras	10.11.17	4,495.00				4,495.00
Intruder alarms	10.11.17	1,395.00				1,395.00
Bison strimmer and Vaults	10.11.17	2,385.00				2,385.00
Office Furniture	01.01.18	17,373.60				17,373.60
Burgular bars	31.11.17	645.00				645.00
Folding wall	01.01.18	8,006.40				8,006.40
Alarm system	01.01.18	810.00				810.00
White goods	01.01.18	932.00				932.00
Additonal computers x2	01.01.18	2,124.48				2,124.48
CCTV	01.01.18	4,555.00				4,555.00
Fire extinguishers	01.01.18	1,092.00				1,092.00
Parish office fencing	21.03.18	1,702.81				1,702.81
Parish office barriers	21.03.18	7,350.68				7,350.68
Parish Office Clock	19.12.18	1,595.00				1,595.00
Potting shed	16.04.21	4,994.00				4,994.00
Litter bins	21.05.21	2,689.50				2,689.50
Projector	20.07.21	584.98				584.98
Defib	28.07.21	1,964.00				1,964.00
self watering basket	15.05.22	1,540.78				1,540.78
PV Panels	11.03.24	0.00		8,905.52		8,905.52
		832,701.23	0.00	8,905.52	0.00	841,606.75
<b>Woodlands Community Centre</b>						
Woodland Community Centre Building	01.04.18	1.00				1.00
Printer/scanner	21.05.18	108.33				108.33
Kitchen equipment	15.06.18	332.15				332.15
Mirrors	20.06.18	180.00				180.00
Lock cylinders and keys	20.06.18	868.32				868.32



Floor scrubber	18.07.18	1,299.00				1,299.00
Roller blinds	18.07.18	682.50				682.50
Dishwasher and Boiler	18.07.18	1,793.44				1,793.44
Key cabinet and cigarette bins	21.05.18	46.47				46.47
Fencing	08.06.18	2,400.00				2,400.00
Gate	01.07.18	150.24				150.24
Fencing	08.06.18	2,400.00				2,400.00
CCTV	18.07.18	3,577.50				3,577.50
Coffee Table	17.08.18	40.00				40.00
Low hanging trolley	17.08.18	275.00				275.00
Woodlands Furniture	17.08.18	8,240.00				8,240.00
Additional woodlands furniture	25.01.19	1,189.60				1,189.60
		23,583.55				23,583.55
<b>Horton Heath Community Centre</b>						
Community Building		1.00				1.00
Kitchen Equipment	Donated 25.11.18	400.00				400.00
Floor scrubber	Donated 25.11.18	500.00				500.00
Curtains and blinds	Donated 25.11.18	1,000.00				1,000.00
Metal Gate	Donated 25.11.18	300.00				300.00
Hall chairs	Donated 25.11.18	500.00				500.00
Water Boiler	Donated 25.11.18	100.00				100.00
Kitchen Crockery and utensils	Donated 25.11.18	200.00				200.00
cleaning materials	Donated 25.11.18	300.00				300.00
Toilet Mirrors	Donated 25.11.18	50.00				50.00
Defibulator	6.12.18	1,250.00				1,250.00
Kitchen Equipment	25.07.19	14,787.33				14,787.33
Fire detection Equipment	23.09.21	2,209.00				2,209.00
						21,597.33
<b>Crowdhill Art</b>	31.03.21	44,394.78				44,394.78
						44,394.78
<b>Fair Oak Library</b>	01.06.2021	1.00				1.00
library refurbishment	01.06.2023			119,352.00		119,352.00
		1.00		119,352.00		119,353.00
<b>PEMBERS Hill playarea</b>	01.08.21	73,792.80				73,792.80
Hotbins	11.05.22	1,164.00				1,164.00
		140,950.91	0.00	0.00	0.00	74,956.80
<b>Café</b>	01.02.24	0.00		474,850.00	0.00	474,850.00
		0.00	0.00	474,850.00	0.00	474,850.00
<b>Crowdhill play area</b>	01.05.23	0.00		84,240.00		84,240.00
				84,240.00		84,240.00

<b>Upper Barne</b>	01.04.23	0.00		1.00		1.00
				1.00		1.00
<b>Splashpad</b>	01.04.23	0.00		255,684.00	0.00	255,684.00
		0.00	0.00	255,684.00	0.00	255,684.00
Total value of fixed assets as at 31.03.24		2,214,529.17	0.00	978,986.74	14,700.00	3,178,814.91
<b>Revaluations in the year</b>		0.00				
Added in year		978,986.74				
Disposed of in year		14,700.00				
Total value of fixed assets as at 31.03.24		3,178,814.91				0.00

## FULL COUNCIL – 20 MAY 2024

### ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24

#### 1. RECOMMENDATION

- 1.1 That the Council authorises the Chair of the Council, Responsible Finance Officer (RFO), and Clerk to complete and sign the annual governance return;
- 1.2 That Section 1 – the Annual Governance Statement be approved;
- 1.3 That Section 2 – the Accounting Statement be approved; and
- 1.4 That the Council approve and note the dates for public inspection as 3 June – 12 July 2024 (**Appendix 3**)

#### 2. PURPOSE

- 2.1 To approve the Annual Governance and Accountability Return for the financial year ending March 2024 for submission to the external auditor.

#### 3. BACKGROUND

- 3.1 Members will be aware that each year the Parish Council's accounts for the previous financial year are subject to an internal and external audit. Arrangements were made for the internal audit to take place on 30 April 2024.
- 3.2 Following the internal audit, the Council is required to approve for submission to the external auditor, an Annual Governance and Accountability Return. The annual return comprises two sections. Section 1 of the return comprises the Annual Governance Statement. The statement must be approved at a meeting of the Council as soon as possible after the year-end. Section 2, the accounting statements are also required for members' approval.
- 3.3 Once both sections of the return are approved and completed, the accounting statements must then be submitted to the external auditor. Thereafter electors are provided with an opportunity to inspect the accounts and other documents for a period of 30 days.
- 3.4 There is an explanation of significant variations in income and expenditure explained in the analytical review in **Appendix 2** as required by the external auditor. This year there is a significant variation in receipt of section 106 developers' contributions and also expenditure on the café construction project.

#### 4. ACTION REQUIRED

- 4.1 The Parish Council is being invited to approve Section 1 and Section 2 of the Annual Return (the Annual Governance Statement) attached in **Appendix 1** to this report. In effect, this means responding in the affirmative to questions 1 to 8 on the statement after which it can be signed by the Chair of the Council and the Clerk. In the opinion of the RFO, all 8 questions can be answered positively.

#### For further information please contact:

Jo Cahill, Finance Officer

[finance@fairoak-pc.gov.uk](mailto:finance@fairoak-pc.gov.uk)

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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' means that this authority:
	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:

DD/MM/YYYY

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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward			<i>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.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>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.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>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.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Explanation of significant variances

Fair Oak and Horton Heath Parish Council  
Annual Return  
For the year ended March 2024  
Section 1 - Analytical Review

Box no	Description	Year ending 31/03/2023	Year ending 31/03/2024	Change	Comment
1	Brought Forward	716,694	1,054,735	47.17%	See last year
2	Annual Precept	469,918	495,019	5.34%	3.5% Actual increase for the taxpayer (as per taxbase)
3	Total other receipts	926,349	198,477	-78.57%	Receipts significantly less than last year ( £883,927 recieved from section 106 in 2022/23). In 2023/24 £68,712 received in section 106 income - £21,962 Public art, £18,000 Brookfield carpark and £28,750 for Café Grant.
4	Staff costs	375,117	392,316	4.58%	Staff cost increases due to salary increments for all staff (5%)
5	Loan Interest	nil	nil		
6	Other Payments	683,109	1,012,720	48.25%	Higher reserve spend. Significant payments included spend on splashpad and café , Playarea improvements, Library refurbishment.
7	Balance carried forward	1,054,735	343,195	-67.46%	
8	Cash and investments	1,040,689	325,062	-68.76%	see box 7 and creditors
9	Total fixed assets	2,214,528	3,178,815	43.54%	£979k increase includes £256k splashpad, Café £475k, Crowdhill playsrea £84k, Library refurbishment £119k, Solar Panels £9k, Pubic artwork £10.5k, Digger £11.5k, Mower £6.6 and Potting shed £5k.
10	Total borrowings	nil	nil		



Name of Smaller authority: Fair Oaks and Histon Heath  
parish council.

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
 UNAUDITED ANNUAL GOVERNANCE &  
 ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
 The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>28<sup>th</sup> May 2024</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Joanna Cahill, RFO</u>  <u>2 Knowle Park Lane, Fair Oaks</u></p> <p>commencing on (c) <u>Monday 3<sup>rd</sup> June</u></p> <p>and ending on (d) <u>Friday 12<sup>th</sup> July</u>.</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>• The opportunity to question the appointed auditor about the accounting records; and</li> <li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li> </ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p><b>BDO LLP</b>              Arcadia House              Maritime Walk              Ocean Village              Southampton              SO14 3TL              ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) <u>Joanna Cahill RFO.</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



## FULL COUNCIL – 20 MAY 2024

### END OF YEAR ACCOUNTS INTERNAL AUDIT REPORT AND ACTION PLAN

#### 1. RECOMMENDATIONS

- 1.1 That the contents of the internal Auditor's end of year report be noted; and
- 1.2 That the Council notes the internal audit action plan.

#### 2. PURPOSE

- 2.1 To review the report of the Internal Auditor attached at Appendix 1 dated 30 April 2024 and the actions undertaken/proposed as a result as shown in Appendix 2.

#### 3. INTERNAL AUDIT REPORT

- 3.1 The internal Auditor's interim report following her visit on 30 April 2024 is attached at **Appendix 1**

#### 4. AUDIT ACTION PLAN

- 4.1 Where there were recommendations from the Internal Auditor, the Parish Clerk, Deputy Clerk and Responsible Finance Officer have undertaken to address all actions and these are set out in the audit action plan (**Appendix 2**) for the Council to approve and note.

#### **For further information:**

Melanie Stephens, Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

#### **Background papers:**

None.

# Appendix 1

## Do the Numbers Limited

30<sup>th</sup> April 2024

Melanie Stephens, Clerk  
Fair Oak and Horton Heath Parish Council

Dear Melanie,

### **Subject: Review of matters arising from Internal Audit for 31 March 2024**

Following my visits to the office today and earlier in the year, please find below the list of matters arising. The records and systems of the council are in very good order.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2024](#)

<b>Test</b>	<b>Matter arising</b>	<b>Recommended Action</b>
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
	The records of the council comply	with this test
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Developer funded Earmarked reserves	The council holds £342,464 in EMRs at the year end of which 74% are s106 or CiL funds and thus cannot be rolled into the general reserve.	Developer funding and funded projects have been a significant part of the council's activities over the past 5 and through the next 5 years.
General reserve	As at the end of the year the general reserve of the council stood at only £731 which is significantly less than the three months of revenue expenditure minimum in the guidance. It is also less than prudent.	No unbudgeted activity should take place during 2023/24 unless it is funded by received developer monies. At budget setting, the council will need to take steps to bring its general reserve back into a safe position to cover contingencies.
Underlying activity	Significant developer funded projects have distorted the analytical review of the council for several years. Revenue activities appear to amount to around £130k in box 3 and £250k in box 6.	The general reserve of the council based on core activities should not be less than £200k once the next year budget has been set.
Overdrawn reserve	Negative earmarked reserves are not permitted.	The overspend on the cafe project needs to be rolled back into general reserve to zero the amounts shown.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

	Not tested at this visit	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll. <i>(also raised last two years)</i>	Members approve the pay grades in a confidential paper but a transparent updated staffing record should be published.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	It does not appear that the asset register is linked to the accounting record. It is therefore difficult to tell if the register (and insurance) are up to date.	The council should look at integrating the Asset Register into the accounts and ensure that the updating procedure is carried out at least quarterly.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank statements	It appears that all bank statement checks are carried out by a limited number of members.	All councillors in rotation should check the bank statement balances.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
	The records of the council comply	with this test
M	<i>Public Rights</i>	
Public Rights	The dates of public rights were not stated in the minutes.	Please ensure that this is done when the 2024 AGAR is approved
Members DPI forms	Not all of the members have correctly included their home address on the DPI form and some have not marked 'none' where appropriate.	Please ensure that all of the forms are updated at the Annual meeting and that EBC then comply with <b>their</b> legal obligations to publish them.
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
O	<i>Trust funds</i>	
	Not applicable to this council	
P	<i>Borrowing</i>	
	Not applicable to this council	

Please find enclosed my invoice for the balance of the agreed fee.  
If either you or your members have any queries, please do not hesitate to contact me.

Regards,

Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

# Appendix 2

## INTERNAL AUDIT ACTION PLAN

CONTROL AREA	ISSUE	RECOMMENDED ACTION	ACTION UNDERTAKEN
<b>AUDIT APRIL 2024</b>			
Developer funded Earmarked reserves	The council holds £266,515 in EMRs at the year-end of which 74% are s106 or CiL funds and thus cannot be rolled into the general reserve.	Developer funding and funded projects have been a significant part of the council's activities over the past 5 and through the next 5 years.	The RFO and Clerk are meeting these reserve funds and they are being spent on associated projects or where they are not S106 funds and are historical, have/will be rolled to the general fund.
General reserve	As at the end of the year the general reserve of the council stood at only £731 which is significantly less than the three months of revenue expenditure minimum in the guidance. It is also less than prudent.	No unbudgeted activity should take place during 2023/24 unless it is funded by received developer monies. At budget setting, the council will need to take steps to bring its general reserve back into a sae position to cover contingencies.	The RFO will monitor all spending across all codes and where the spending request is over £500 will only approve if there are sufficient funds and the spends were budgeted for.
Underlying activity	Significant developer funded projects have distorted the analytical review of the council for several years. Revenue activities appear to amount to around £130k in box 3 and £250k in box 6.	The general reserve of the council based on core activities should not be less than £200k once the next year budget has been set.	The RFO and Clerk will ensure sufficient contingencies in the 2025/26 budget to avoid overspends in future. It is likely that the Council will need to be forthright in its precepting increases in the next couple of years.
Overdrawn reserve	Negative earmarked reserves are not permitted.	The overspend on the cafe project needs to be rolled back into general reserve to zero the amounts shown.	The RFO acted under advice on the management of this reserve and this comment is contrary to the previous advice given.
Staff changes	Every new employee should be clearly minuted – start date, role, hours, pension entitlement – to allow verification of the cost of payroll. <i>(also raised last two years)</i>	Members approve the pay grades in a confidential paper but a transparent updated staffing record should be published.	A staffing update report was given to Cllrs in June & December 2023 this included the organisational structure. The salary scales for all staff were included on the December agenda. However, this was held in private

NB: Action plan last reviewed by FULL COUNCIL in February 23

			session to protect personal information. A redacted version was attached to the February update report. This should satisfy this comment. No changes to staff have occurred since this time.
Asset register	It does not appear that the asset register is linked to the accounting record. It is therefore difficult to tell if the register (and insurance) are up to date.	The council should look at integrating the Asset Register into the accounts and ensure that the updating procedure is carried out at least quarterly.	The Council has refrained from integrating the fixed asset software driven by financial constraints. But this will be under consideration for inclusion in the 2025/26 budget.
Bank statements	It appears that all bank statement checks are carried out by a limited number of members.	All councillors in rotation should check the bank statement balances.	A rota will be put in place.
Public rights	The dates of public rights were not stated in the minutes.	Please ensure that this is done for 2024	These were listed in the report. But will be minuted as a separate resolution in future.
Members DPI forms	Not all of the members have correctly included their home address on the DPI form and some have not marked 'none' where appropriate.	Please ensure that all of the forms are updated at the Annual meeting and that EBC then comply with <b>their</b> legal obligations to publish them.	All members will be requested to complete an online form updating their registers at the May Council meeting.

NB: Action plan last reviewed by FULL COUNCIL in February 23



## FULL COUNCIL – 20 MAY 2024

### MONTHLY FINANCIAL REPORT

#### 1. RECOMMENDATIONS

- 1.1 That the Council notes the contents of the report and approves the BACS payments as set out in **Appendix 1**.

#### 2. FINANCE POSITION

- 2.1 The total cash held across all bank accounts as of 30<sup>th</sup> April is £531,270.

#### 3. TRANSACTIONS

- 3.1. The total receipts for April in the Council's Current Account totalled £291,791. Of this, the Council received £265,169 from Eastleigh Borough Council for the 1<sup>st</sup> Half Precept, and £16,910 for a VAT refund for Quarter 4 from HMRC.
- 3.2. The total current account payments for April totalled £306,762.
- 3.3. Significant payments in April included a cashbook transfer of £220,000 to the Premier account, to maximise the return on bank interest.

#### 4. BACS PAYMENTS

- 4.1. The total BACS invoice payments outstanding is £13,958.

#### 5. FINANCIAL IMPLICATIONS

- 5.1. The Council must keep a regular review of the progress against all budget headings to ensure unnecessary overspending. The Council reviews its spending monthly via a report from the Responsible Finance Officer and undertakes detailed quarterly financial monitoring reports to the Finance Committee to scrutinise.

#### 6. CLIMATE/CRIME & DISORDER IMPLICATIONS

- 6.1. None directly arising from this report.

#### 7. EQUALITY & DIVERSITY IMPLICATIONS

- 7.1. None directly arising from this report.

#### 8. CONCLUSION

- 8.1. As per the financial position reported, Council members should note the contents of the report and agree the BACS payments for signing as per the bank mandate.

#### FOR FURTHER INFORMATION CONTACT:

Name: Jo Cahill, Responsible Finance Officer

Email: [finance@fairoak.gov.uk](mailto:finance@fairoak.gov.uk)

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**Fair Oak & Horton Heath Parish Council**

**Bank - Cash and Investment Reconciliation as at 30 April 2024**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/04/2024	Current Account	21,188.98
30/04/2024	Premier Account	243,676.10
30/04/2024	Public Sector Deposit Fund	266,360.59
30/04/2024	Petty Cash	44.35

**531,270.02**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**531,270.02**

All Cash & Bank Accounts

1	Current Account	21,188.98
2	Premier Account	243,676.10
3	Public Sector Deposit Fund	266,360.59
4	Petty Cash	44.35
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>531,270.02</b>

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>36,159.55</b>					<b>36,159.55</b>	
Banked: 02/04/2024		126.30						
	Strioe payments	126.30			1550	100	126.30	tennis
Banked: 02/04/2024		228.00						
	Sales Recpts Page 607	228.00	228.00		100			Sales Recpts Page 607
Banked: 03/04/2024		154.00						
	Funeral directors	154.00			1530	510	154.00	Memorial
Banked: 04/04/2024		265,169.20						
	EBC	265,169.20			1076	100	265,169.20	Precept
Banked: 04/04/2024		63.00						
	Hampshire CC	63.00		10.50	1200	230	52.50	Room hire
Banked: 04/04/2024		4,835.00						
	Hampshire CC	4,835.00			1900	100	4,835.00	Cafe Grant
Banked: 04/04/2024		99.00						
	Girlguides	99.00		16.50	1200	230	82.50	Hall hire
Banked: 04/04/2024		66.00						
	Girlguides	66.00		11.00	1200	230	55.00	Hall hire
Banked: 05/04/2024		27.63						
	stripe	27.63			1550	100	27.63	Tennis
Banked: 08/04/2024		154.00						
	Steel &Partners	154.00			1530	510	154.00	Memorial Income
Banked: 08/04/2024		42.10						
	stripe	42.10			1550	100	42.10	Tennis
Banked: 08/04/2024		1,000.00						
	A M	1,000.00			1900	100	1,000.00	Ice cream - splashpad pitch
Banked: 11/04/2024		9.36						
	stripe	9.36			1550	100	9.36	Tennis
Banked: 11/04/2024		234.00						
	Mrs P	234.00		39.00	1200	230	195.00	Hall Hire
Banked: 12/04/2024		38.00						
	Fair Oak community lib	38.00			1900	100	38.00	History books
Banked: 12/04/2024		308.00						
	Funeral Partners	308.00			1520	510	308.00	burial
Banked: 15/04/2024		16,910.17						
	HMRC	16,910.17			105		16,910.17	Vat (Dec - Mar 24)
Banked: 15/04/2024		9.36						
	Stripe	9.36			1550	100	9.36	Tennis

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 16/04/2024	<b>9.36</b>						
	stripe	9.36			1550	100	9.36	Tennis
	Banked: 17/04/2024	<b>42.10</b>						
	Stripe	42.10			1550	100	42.10	Tennis
	Banked: 17/04/2024	<b>84.00</b>						
	Mr W	84.00			1200	250	84.00	Hall hire
	Banked: 19/04/2024	<b>234.00</b>						
	Blair irish dancing	234.00			1200	250	234.00	Hall hire
	Banked: 22/04/2024	<b>42.10</b>						
	stripe	42.10			1550	100	42.10	Tennis
	Banked: 23/04/2024	<b>154.00</b>						
	Funeral Partners	154.00			1530	510	154.00	memorial
	Banked: 24/04/2024	<b>9.36</b>						
	stripe	9.36			1550	100	9.36	Tennis
	Banked: 27/04/2024	<b>53.00</b>						
	Mr B	53.00			1200	250	53.00	Hall hire
	Banked: 29/04/2024	<b>1,512.04</b>						
	HI	1,512.04		252.01	1200	150	1,260.03	HI Room Hire
	Banked: 30/04/2024	<b>9.36</b>						
	stripe	9.36			1550	100	9.36	tennis
	Banked: 30/04/2024	<b>91.00</b>						
	Mr C	91.00			1200	250	91.00	Hall hire
	Banked: 30/04/2024	<b>78.00</b>						
	Mr C	78.00			1200	250	78.00	hall hire
<b>Total Receipts for Month</b>		291,791.44	228.00	329.01			291,234.43	
<b>Cashbook Totals</b>		<u>327,950.99</u>	<u>228.00</u>	<u>329.01</u>			<u>327,393.98</u>	

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
2/04/2024	bt group	DD	1.87		0.31	4120 110	1.56	Tel and broadband
2/04/2024	bt group	DD	11.46		1.91	4120 230	9.55	tel and broadband
2/04/2024	H3G	DD	21.95		3.66	5006 900	18.29	CDO mobile phone
						316 0	-18.29	CDO mobile phone
						6000 900	18.29	CDO mobile phone
2/04/2024	Gallagher	BILL	1,278.37			4320 210	1,278.37	vehicle insurance
2/04/2024	bt group	DD	11.46		1.91	4120 240	9.55	tel and broadband
3/04/2024	SSE Energy	DD	959.22		159.87	4405 230	799.35	electricity - woodlands
3/04/2024	SSE	DD	177.73		29.62	4405 230	148.11	Gas - woodlands
3/04/2024	screwfix	DD	143.46		23.91	4540 290	119.55	materials
4/04/2024	HCC	VISA	99.00		16.50	4080 110	82.50	Stationary
4/04/2024	amazon	VISA	56.85			4540 290	56.85	Materials
5/04/2024	British Gas	DD	336.50		56.08	4400 250	280.42	Gas - HH
8/04/2024	Allstar	DD	238.51		39.75	4305 210	198.76	Fuel
8/04/2024	Peninsula	DD	23.11		3.85	4030 110	19.26	employer EAP
0/04/2024	Octopus	DD	456.78		76.13	4405 150	380.65	Elec - Office
1/04/2024	o2	DD	21.91		3.65	4125 110	18.26	Mobile Phones
1/04/2024	IN- EXCESS	VISA	51.65		8.61	5006 900	43.04	Gloves/compost
						317 0	-43.04	Gloves/compost
						6000 900	43.04	Gloves/compost
2/04/2024	IN- EXCESS	VISA	13.88		2.31	4540 290	11.57	outdoor brush
5/04/2024	payroll	BILL	18,235.85			4000 110	18,235.85	payroll
5/04/2024	Payroll	BILL	2,242.00			4000 110	2,242.00	Payroll
						316 0	-2,242.00	Payroll
						6000 110	2,242.00	Payroll
6/04/2024	BT group	DD	55.94		9.32	4120 230	46.62	Tel and broadband
6/04/2024	overline	DD	102.40		17.07	4120 150	85.33	Tel and Broadband
6/04/2024	Peninsula	DD	381.46		63.58	4070 110	317.88	Employer services
6/04/2024	SSE	DD	886.18		147.70	4405 250	738.48	electricity HH
7/04/2024	sage payroll	DD	34.80		5.80	4132 110	29.00	sage payroll
7/04/2024	Peninsula	DD	41.76		6.96	4030 110	34.80	Employer EAP
7/04/2024	shergolds	VISA	60.00		10.00	5006 900	50.00	CDO planting
						317 0	-50.00	CDO planting
						6000 900	50.00	CDO planting
7/04/2024	canva	VISA	36.19		6.03	4132 110	30.16	canva
1/04/2024	bank charges	CHG	5.80			4095 110	5.80	bank charges
2/04/2024	SSE	DD	996.99		166.16	4405 230	830.83	Electricity -woodlands
3/04/2024	Hampshire pension	BILL	6,413.06			4010 110	6,413.06	pensions
3/04/2024	HMRC	BILL	5,471.11			4000 110	5,471.11	PAYE
3/04/2024	SSE	DD	602.42		100.40	4405 240	502.02	Electricity - Pavil
3/04/2024	amazon	VISA	48.99			4540 290	48.99	materials
4/04/2024	Staff milage claim	BILL	59.47			5006 900	59.47	Staff milage claim
						316 0	-59.47	Staff milage claim
						6000 900	59.47	Staff milage claim
4/04/2024	Staff claim	BILL	5.00			5006 900	5.00	staff claim - Parking
						316 0	-5.00	staff claim - Parking
						6000 900	5.00	staff claim - Parking

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
4/04/2024	BT	DD	473.40		78.90	4133 110	394.50	Internet services
4/04/2024	Premier Account	trans	220,000.00			210	220,000.00	trans
4/04/2024	Travis perkins	98	1,017.66	1,017.66		500		Security Fence Panel cafe
4/04/2024	amazon	VISA	35.80			5006 900	35.80	Planting material
						317 0	-35.80	Planting material
						6000 900	35.80	Planting material
5/04/2024	Staff claim	BILL	6.70			4990 110	6.70	Milage
5/04/2024	British Gas	DD	97.60		16.27	4400 150	81.33	Gas -PO
5/04/2024	Staff claim	BILL	165.00			4030 110	165.00	Eyetest and glasses
5/04/2024	amazon	VISA	5.99			4540 290	5.99	materials
6/04/2024	XL Displays	VISA	436.80		72.80	4450 230	364.00	display stands for events
9/04/2024	In Excess	VISA	113.96		18.99	5006 900	94.97	Plants
						317 0	-94.97	Plants
						6000 900	94.97	Plants
0/04/2024	ACELIFTAWAY	103587	106.28	106.28		500		allotment toilet
0/04/2024	APPLETON SIGNS	103588	246.23	246.23		500		Cafe - signage
0/04/2024	CWM AGGREGATES	103589	121.80	121.80		500		cafe - Gravel
0/04/2024	DAVID BOWEN	103590	300.00	300.00		500		Crwodhill green - legal servc
0/04/2024	EBC	103591	101.28	101.28		500		tree and shrub Compost
0/04/2024	HOSTED	103592	696.26	696.26		500		back up, block time, licences
0/04/2024	REALTIS BUSINESS SOLUTIONS	103593	4,046.40	4,046.40		500		oMEGA - rbs Software Maint
0/04/2024	SOURCE SUPPLIES	103594	102.29	102.29		500		cleaning supplies
0/04/2024	SURREY HILLS	103595	3,063.00	3,063.00		500		Professionel services - cafe
0/04/2024	wildwood machinery	103596	692.96	692.96		500		Van Kabuta Maintenamce
0/04/2024	Premier Account	trans	33,359.00			210	33,359.00	To correct entries to premier
0/04/2024	Travis perkins	431	745.57	745.57		500		Security Fence Panel
0/04/2024	Travis perkins	384	1,128.09	1,128.09		500		Security fence panel - Upper ba
0/04/2024	bt group	DD	1.87		0.31	4120 150	1.56	Tel and broadband
0/04/2024	aglico	DD	114.94		19.16	4085 110	95.78	Printer consumables
0/04/2024	Mr C	91	91.00			1200 250	91.00	Hall hire
0/04/2024	Mr c	BILL	-91.00			1200 250	-91.00	hall hire
<b>Total Payments for Month</b>			306,762.01	12,367.82	1,167.52		293,226.67	
<b>Balance Carried Fwd</b>			21,188.98					
<b>Cashbook Totals</b>			327,950.99	12,367.82	1,167.52		314,415.65	

## Invoices Due for Payment by 30 May 2024

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
<b>ACELIFTAWAY [ACE001]</b>								
30/04/2024	104123		Site units weekly service		30/05/2024	102.85		102.85
Total of Invoices Due (ACE001)						<b>102.85</b>	<b>0.00</b>	<b>102.85</b>
<b>COMPACT FORK TRUCKS [COMPACT]</b>								
30/04/2024	79462		Investigate pooping out of gear		30/05/2024	393.53		393.53
Total of Invoices Due (COMPACT)						<b>393.53</b>	<b>0.00</b>	<b>393.53</b>
<b>DO THE NUMBERS [DO THE]</b>								
30/05/2024	1585		Internal audit		10/05/2024	1,000.00		1,000.00
Total of Invoices Due (DO THE)						<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>EBC [EBC001]</b>								
30/04/2024	02949571		Trade Refuse collection TW-110		17/05/2024	273.00		273.00
30/04/2024	02946491		credit for recycling collectio		17/05/2024	107.00		107.00
30/04/2024	02951088		Trade refuse collection TW-110		17/05/2024	294.00		294.00
30/04/2024	02949601		Trade recycle collection TR-11		17/05/2024	42.00		42.00
30/04/2024	02949342		Trade refuse collection 2x TW		17/05/2024	546.00		546.00
Total of Invoices Due (EBC001)						<b>1,262.00</b>	<b>0.00</b>	<b>1,262.00</b>
<b>FLEET</b>								
19/04/2024	8598		Pitchmarker		19/05/2024	348.96		348.96
Total of Invoices Due (FLEET)						<b>348.96</b>	<b>0.00</b>	<b>348.96</b>
<b>GREENTECH</b>								
16/04/2024	4855		Airpipe with level indicator		16/05/2024	364.75		364.75
Total of Invoices Due (GREENTECH)						<b>364.75</b>	<b>0.00</b>	<b>364.75</b>
<b>LTA TENNIS</b>								
30/04/2024	53624		LTA venue registration		10/05/2024	136.00		136.00
Total of Invoices Due (LTA TENNIS)						<b>136.00</b>	<b>0.00</b>	<b>136.00</b>
<b>PROTEK</b>								
24/04/2024	0922		Kitchen shutter service		15/05/2024	432.00		432.00
30/04/2024	0909		Supply and installation		18/04/2024	450.00		450.00
Total of Invoices Due (PROTEK)						<b>882.00</b>	<b>0.00</b>	<b>882.00</b>
<b>TRUEGREEN</b>								
25/04/2024	5034		Services rendered		25/05/2024	42.00		42.00



Invoices Due for Payment by 30 May 2024

For Creditors

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Total of Invoices Due (TRUEGREEN)						<b>42.00</b>	<b>0.00</b>	<b>42.00</b>
<b>USTIGATE</b>								
29/04/2024	7709		OFF Summerization		29/05/2024	2,832.00		2,832.00
Total of Invoices Due (USTIGATE)						<b>2,832.00</b>	<b>0.00</b>	<b>2,832.00</b>
<b>vitaplay [VITA]</b>								
30/04/2024	4412		Rhyno mulch surfacing tunnel		30/05/2024	2,946.00		2,946.00
02/05/2024	4429		Modify cradle swing frame		16/05/2024	2,394.00		2,394.00
Total of Invoices Due (VITA)						<b>5,340.00</b>	<b>0.00</b>	<b>5,340.00</b>
<b>wildwood machinery [WILDWOOD]</b>								
29/04/2024	51210		Van maintenance		29/05/2024	682.96		682.96
29/04/2024	50745		Equipment Maintenance		29/05/2024	570.86		570.86
Total of Invoices Due (WILDWOOD)						<b>1,253.82</b>	<b>0.00</b>	<b>1,253.82</b>
Total of Invoices Due (Creditors)						<b>13,957.91</b>	<b>0.00</b>	<b>13,957.91</b>
<b>TOTAL OF INVOICES DUE (ALL LEDGERS)</b>						<b>13,957.91</b>	<b>0.00</b>	<b>13,957.91</b>

Sign: .....

Sign: .....

Name: .....

Name: .....

Date: .....

Date: .....

MAY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Membership of Committees	To appoint members to committees	Report	Clerk
Standing Orders	To adopt Standing Orders	Report	Clerk
Final Accounts	To approve the Final Accounts for year end	Report	Finance Officer
Annual Governance Report	To approve the AGAR	Report	Finance Officer
JUNE 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Community Emergency Plan	To adopt a plan	Report	Clerk
Bee & Tree Corridor Project	To agree a project proposal for a cross boundary bee and tree project	Report	Clerk
Lapstone Pavilion	To receive an update on progress with the club room refurbishment	Presentation	Clerk/Operations Manager
Corporate Action Plan	To adopt the Action Plan for 24-25	Report	Clerk
Biodiversity Statement	To approve a biodiversity statement in line with new legislation	Report	Clerk/Deputy Clerk
Café Solar Project	To receive a project proposal for solar at Community Café	Report	Deputy Clerk
Upper Barn Copse Play Area	To determine the level of play provision following community consultation	Report	Clerk
JULY 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Volunteer Policy	To review the current document	Report	Clerk/CDO
Children & Vulnerable Adult Protection Policy	To review the current document	Report	Clerk
Café Post Project Evaluation	To review the café project	Report	Clerk
Employee Handbook	To review the document following new HR legislation	Report	Clerk
Health and Safety	To review the current document	Report	Clerk
Community Engagement Strategy	To review the Current document	Report	Clerk/CDO
SEPT 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Knowle Park Pond	To consider an options appraisal/project initiation document	Report	Clerk/Operations Manager
Community orchard(s)	To discuss the progress of Lapstone Orchard & consider creating a small orchard	Report	Clerk/CDO
Lapstone Playing Fields	Update on 2nd Cricket Wicket Project	Presentation	Clerk/EBC/FOPC
Community Investment Programme	To approve the CIP lis	Report	Clerk
OCT 2024			
ITEM	OBJECTIVE	METHOD	LEAD OFFICER
Communications & Events T&F Grp	To receive recommendations from the Group	Report	Clerk/Comms Officer

Conclusion of Audit	To confirm the conclusion of audit	Report	Clerk/Finance Officer
<b>NOV 2024</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Community development Update	To receive a presentation from the Community Development Officer	Presentation	Siobhan Strand
Data Protection/GDPR Policy	To review the current document	Report	Clerk/Deputy Clerk
Information Policy	To review the current document	Report	Deputy Clerk
<b>DEC 2024</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Staff salaries	To set staffing budget for next financial year	Report	Clerk/Finance Officer
Budget/Precept	To set the budget and precept for the forthcoming financial year	Report	Clerk/Finance Officer
<b>JAN 25</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Meeting dates	To agree meeting dates for 24/25	Report	Clerk
<b>FEB 25</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Internal Auditor Report	To consider the recommendations of the internal auditor	Report	Finance Officer
Corporate Social Responsibility Policy/Sustainability Policy	To review the current document	Report	Deputy Clerk
<b>MARCH 25</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
<b>APRIL 25</b>			
<b>ITEM</b>	<b>OBJECTIVE</b>	<b>METHOD</b>	<b>LEAD OFFICER</b>
Fixed Asset Register	To review and approve the Fixed Asset Register	Report	Finance Officer
Corporate Action Plan	To adopt the Action Plan for 24-25	Report	Clerk
<b>UNALLOCATED</b>			
Green Flag Award Status for KP & NCP	To consider steps needed to achieve GF award status at KP	Report	Clerk/Operations Manager
Crowdhill Green - Nature trail using remainder PA monies	To consider project proposal	Report	Clerk
Climate Change Task Finish Group	to receive a recommendations	Report	Deputy Clerk