

**Internal Auditors Report 2024**

Report of the Roland Potter (Parish Clerk)

26 March 2024

**1. Purpose of the Report**

- To note the report of the Internal Auditor for the period November 2023 to February 2024
- To approve the recommended actions of the Internal Auditor.

**Supporting Information**

**2. Background**

The Council are required to engage and independent internal auditor to review the Councils Governance, Procedures and Financial position.

The Council has engaged Mr Tim Light of Lighttouch to provide this service which is supplied three times per year.

**3. Internal Auditors Report**

The report of the Internal Auditor for the period November 2023 to February 2024 is attached to the report.

The report has identified the following recommendations:

**Bank Reconciliation**

- that the bank reconciliations should be signed and dated by the Parish Clerk each month.
- the Chair of the Parish Council should sign and date the bank reconciliations and bank statements quarterly to confirm that bank reconciliations have been carried out accurately as part of Parish Councillors scrutiny role.

**Action:**

**To be retrospectively implemented immediately**

**Invoice Approval**

- That the electronic approval of invoices should ensure that the requirements of Financial Regulations are followed to ensure that:

## **Bursledon Parish Council**

### **Agenda Item 6**

Recording that goods and services have been delivered or completed before invoices are approved for payment as per paragraph Financial Regulation 6.2.

- **Action:**  
**To be implemented immediately and to ensure all signatories have access to the finance software.**

#### **Financial Regulations**

That the NALC Model Financial Regulations should be used as part of the review to ensure they remain fit for purpose for the Parish Council. This should be done by the 31 March 2024.

- **Action:**  
**To be implemented as part of the Annual Meeting in May 2024.**

#### **Investments**

The Council should consider review the level of balances held in the Parish Council current bank account with a view to opening an investment account. It is our opinion that the current level of balances is high and that the Parish Council could maximise its income by receiving high rates of interest if they deposit sums in a suitable investment account.

- **Action:**  
**An investment has already been approved by Council.**

#### **Other matters to be brought to the Council's attention.**

- That the requirements of the Transparency Code Regulation 2015 are followed the Parish Council should display a list of payments on the Parish Council website over £500 each quarter.
- **Action:**  
**The Council declares expenditure over £250 and this will be updated by 31 March 2024.**

The Council have provided evidence of the posting date for the Exercise of Public Rights in 2023 and will be able to tick "Yes" to Assertion 4 on Section 1 (Governance Statement) of the AGAR 2023/2024 to comply with

## **Bursledon Parish Council**

### **Agenda Item 6**

the requirements of the Accounts and Audit Regulations 2015. We will also be able to tick "Yes" to Control Objective M on the Annual Internal Audit Report 2023/2024.

- We note that the risk assessment for 2023/2024 has been approved by the Parish Council on the 31 January 2024. We are satisfied that the Council can tick "Yes" to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2023/2024 to comply with the requirements for the External Auditor. We will tick "Yes" to Control Objective C on the Annual Internal Audit Report 2023/2024.
- The Council will need to review and approve the Asset Register. This will need to be Minuted at a Full Council Meeting by 31 March 2024. You can tick "Yes" to Assertion 6 on the Annual Governance Statement on the AGAR 2023/2024.
- **Action:**  
**This action is considered on the Council Agenda for 27 March 2024/**

#### **4. Policy & Legal Issues**

The Council are required to consider, note and approve the Internal Auditors Report.

#### **5. Staffing Implications**

There are no staffing issues associated with this report.

#### **6. Financial Implications**

There are no financial implications are set out in the report.

#### **7. Crime and Disorder Implications**

There are no crime and disorder issues associated with this report.

#### **8. Equal Opportunities Implications**

There are no Equal Opportunities Issues associated with this report.

#### **9. Environmental & Climate Change Implications**

There are no environmental or climate issues associated with this report.

**10. Risk Assessment**

The Council are required to approve the recommendations to ensure good Governance and Financial management.

**11. General Data Protection Regulations**

There are no implications for the General Data Protection Act in this report.

**12. Recommendations**

- **To note the report of the Internal Auditor.**
- **To note and approve the actions identified in the accompanying report.**

# LIGHTATOUCH

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

05 March 2024

The Parish Clerk

Bursledon Parish Council

Lowford Centre,

Portsmouth Road,

Bursledon.

Southampton.

SO31 8ES

Dear Roland

## Interim Internal Audit Report

### Bursledon Parish Council –November 2023 to February 2024

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

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

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

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

•  
•  
•  
•  
•  
•

**Background**

This is the second review in 2023/2024 to check the internal control systems, following on from previous internal audit work completed in October 2023 and focusses on checking and validating internal control systems in use at the Parish Council, including governance arrangements and transactional elements of the financial accounts.

The Council is a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council’s accounting records are maintained on AdvantEdge Software.

This review focusses on checking and validating internal control systems currently in use at the Parish Council including transactional elements of the financial accounts. It was agreed with the Parish Clerk and Responsible Finance Officer that this review would be done remotely on Monday 05 March 2024 due to the Internal Auditor contracting the Covid virus.

The Parish Clerk continues to provide view access to the AdvantEdge Software, so we can check financial information in advance of the review to February 2024. This has been used to test check the records of the Parish Council for the period November 2023 to February 2024 to support the current governance and financial management position of the Council.

This review continues to check the internal control systems from the internal audit work done in 2022/2023 and focusses on checking and validating internal control systems in use at the Parish Council including transactional elements of the financial accounts.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 from the Council’s website.

We have noted that the current Parish Clerk is to retire on 31 March 2024. The Parish Council approved at their meeting on 28 February 2024 an agreed re-structure from the 01 April 2024. The role of Parish Clerk and Responsible Finance Officer will now be separated.

We have further noted that the current Deputy Clerk has been appointed Parish Clerk from 01 April 2024 and the current Finance Officer will become Deputy Parish Clerk and Responsible Finance Officer.

Other changes to the staff structure include delegation of the management of the cemeteries to the new Parish and Deputy Parish Clerks who have both completed their training in cemetery administration under Section 214 LGA 1972. A replacement Administrator will be recruited to support the above positions and responsibilities. A member of the Grounds team will take on a link role as co-ordinator for the whole grounds team.

**Internal audit checks**

We have undertaken a series of audit tests on the Council’s financial records, vouchers, documents, Minutes, policies, procedures and insurance documentation to ascertain the efficiency and

effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at this review.

**During this review we test checked the following:**

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- Risk Assessment
- Budgets and Reserves
- Transparency of the Council website.

**Findings**

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

**Good practice**

- The Council maintains its books and records on AdvantEdge Software
- The Clerk/RFO is aware of the requirements of GDPR.
- The Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- All records were up to date and easy to follow.
- All income records are appropriate and recorded correctly.
- All expenditure items could be traced and are recorded correctly in the financial ledger.
- The budgeting process is detailed and monitored.
- The Council takes an active scrutiny role.
- VAT claims are made regularly.
- Minutes are signed by the Chairman as evidence of decisions taken by the Council.

**Recommendations**

**Bank Reconciliation**

- We continue to recommend that the bank reconciliations should be signed and dated by the Parish Clerk each month.
- We continue to recommend that the Chairman of the Parish Council should sign and date the bank reconciliations and bank statements quarterly to confirm that bank reconciliations have been carried out accurately as part of Parish Councillors scrutiny role.

**Invoice Approval**

- We continue to recommend that the electronic approval of invoices should ensure that the requirements of Financial Regulations are followed to ensure that:

- Recording that goods and services have been delivered or completed before invoices are approved for payment as per paragraph Financial Regulation 6.2.

### **Financial Regulations**

- We continue to recommend the NALC Model Financial Regulations should be used as part of the review to ensure they remain fit for purpose for the Parish Council. This should be done by the 31 March 2024.

### **Investments**

- We continue to recommend the Parish Council should consider review the level of balances held in the Parish Council current bank account with a view to opening an investment account. It is our opinion that the current level of balances is high and that the Parish Council could maximise its income by receiving high rates of interest if they deposit sums in a suitable investment account.

### **Other matters to be brought to the Council's attention**

- To ensure that the requirements of the Transparency Code Regulation 2015 is followed the Parish Council should display a list of payments on the Parish Council website over £500 each quarter.
- The Council have provided evidence of the posting date for the Exercise of Public Rights in 2023 and will be able to tick "Yes" to Assertion 4 on Section 1 (Governance Statement) of the AGAR 2023/2024 to comply with the requirements of the Accounts and Audit Regulations 2015. We will also be able to tick "Yes" to Control Objective M on the Annual Internal Audit Report 2023/2024.
- We note that the risk assessment for 2023/2024 has been approved by the Parish Council on the 31 January 2024. We are satisfied that the Council can tick "Yes" to Assertion 5 on Section 1 (Governance Statement) of the AGAR 2023/2024 to comply with the requirements for the External Auditor. We will tick "Yes" to Control Objective C on the Annual Internal Audit Report 2023/2024.
- As a reminder the Council will need to review and approve the Asset Register. This will need to be Minuted at a Full Council Meeting by 31 March 2024. You can tick "Yes" to Assertion 6 on the Annual Governance Statement on the AGAR 2023/2024. Once this has been approved, we will be able to tick "Yes" to Control Objective H on the Annual Internal Audit Report 2023/2024.

Based on the tests we have carried out at this interim internal audit visit, in our view, the internal control procedures in operation are adequate to meet the needs of Bursledon Parish Council expect where recommendations have been made in this report. ***(Audit Note: The outstanding recommendations can be actioned once the new Parish Clerk is in post during 2024/2025).***



**Next Review**

The final internal audit review for 2023/2024 has been arranged for **Wednesday 17 April 2024**.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- Asset Register
- Transparency of website
- End of Year Procedures

**Next Steps**

This report should be noted and taken to the next meeting of the Parish Council.

Tim Light FMAAT  
Internal auditor

Financial Risk Register on 25 March 2024

<b>RISK AREA</b>	<b>RISK IDENTIFIED</b>	<b>Risk H/M/L</b>	<b>MITIGATION</b>	<b>NOTES &amp; ACTION REQUIRED</b>
To provide and maintain standards for Parish Council services to the residents of Bursledon.	The risk of legislative change which will have an impact on the Parish Councils powers, duties, and funding	L	Parish Clerk and staff keep appraised of developments. Members to receive regular updates as needed.	Changes in legislation to be reported to Council & Staff Reported through Council Reports.
To provide and maintain standards for Parish Council services to the residents of Bursledon.	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	M	All physical assets insured.  All assets recorded on finance software and checked regularly, and training arranged to facilitate this.	Asset Register Reviewed in March 2024 with insurers. Asset register has been generated.
To provide and maintain standards for Parish Council services to the residents of Bursledon.	The risk of damage to third party property or individuals because of the Parish Council providing services (public liability)	L	Public liability Insurance renewed annually	Included in the Insurance renewal notice

To provide and maintain standards for Parish Council services to the residents of Bursledon.	Insufficient staff or other resources to deliver the service needs	L	Staff have general awareness of other team members essential tasks and can provide cover when required.  Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council.	Council operates monthly team meetings.  All IT systems are saved on the cloud and Council services can be operated remotely.
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	L	H & S and First Aid training, insurance, Risk Assessments regularly checked, work practices observed and updated	Legionella inspection to be completed and remedial action taken to reduce risk. Parish Clerk (To arrange training in 24/25)  <b>Mr D Bentall appoint Council H &amp; S Role</b>
To provide a safe and fulfilling working environment for staff	Potential legal proceedings up to corporate manslaughter	L	Employers Liability insurance. Employee and Members training and awareness	None
To provide a safe and fulfilling working	Staff retention issues	L	Staff training where appropriate	To be reviewed as part of the Councils appraisal procedure.

environment for staff				
To maintain financial records that are correct and comply with all recommended accounting practice.	Adverse audit reports, legal action, and loss of confidence in Parish Council	L	Parish Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	None
To maintain financial records that are correct and comply with all recommended accounting practice.	Loss of income through error or fraud	L	Fidelity Guarantee Insurance Parish Clerk continually review controls and current procedures.	Encourage Income to be directly paid into the Councils Bank Account  Fidelity Guarantee increased to £400K.
To ensure that all actions taken by the Parish Council comply with all current Legislation.	Non-compliance with legislation or practice Council being 'Ultra Vires'	L	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, HALC, NALC and others as necessary.	Parish Clerk & Deputy Clerk (to attend annual update training)
Cemetery and Cemetery Services	Inadequate space to meet demand	L	Identify additional land for allocation if needed and flag up with EBC Local Plan.	None

Cemetery and Cemetery Services	Inadequate space to meet demand for cremation plots	L	Identify new space for cremation plots within the current cemetery, by extending current unused space.	An area for new burial and cremation plots has been identified and is in the process of being constructed and a new access point for vehicles has been created.
Cemetery and Cemetery Services	Potential Risk of Rising water resulting in loss of income and damage to the reputation of the Council.	M	This situation is gradually getting worse each year. Review strategic planting of bushes and trees which will reduce water,	To develop a planting scheme of trees and bushes that will absorb water.
Cemetery and Cemetery Services	Potential Risk of Rising water resulting in loss of income and damage to the reputation of the Council.	M	Review the cemetery regulations to increase the size of cremation plots to allow 1.5 spaces to allow to interments next to each other if the depth is not achievable.	Policy changed to increase the cremation plots to 1.5 the size to allow side by side cremations where a double depth interment cannot be achieved.
Cemetery and Cemetery Services	Demand for family cremation plots	L	To use normal burial plots for family cremation plots at a single depth for up to eight interments.	Policy changed to allow the use of a full- size plot as a family cremation plot.
Cemetery and Cemetery Services	Historically plots not being dug to the correct depth	M	Ground staff attend all interments	There may be a cost to supplying additional grave spaces and compensating for exhumations if required.

Cemetery and Cemetery Services	Potential demand to take over the maintenance of local C of E graveyard.	M	Additional cost for maintenance of grounds, trees, fences etc	Council to quote for maintenance works in a private arrangement, prior to formal closure.  Pass on the request to Eastleigh Borough Council.
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	L	Contract of employment in place	Contracts to be given to staff
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	L	Legal insurance in place	Limit of cover
HR Administration	Employment Law knowledge and practice	M	Parish Clerk to keep up to date with employment law and seek HR advice where appropriate	Parish Clerk/Deputy and Finance Officer to attend annual Southeast Employer training.
HR Administration	Management of staff information	M	Maintain up to date records of all staff and to store all supporting information	The Council uses an on-line HR System which allows staff to record their time and the location of their work.

Staffing	Loss of services of employee	M	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business.	Parish Clerk to delegate responsibilities to Deputy Clerk.
Staffing	Loss of key staff trained in financial systems, process, or rules	M	Staffing arranged so that knowledge is distributed between Parish Clerk/RFO and at least two other staff.  Need for succession planning and staff training	Not possible given the size of the staff – but improved training/dual working in office. All new admin staff to be given the opportunity to obtain level one training with the SLCC.
Staffing	Inadequate staff to deliver services due to transfer of additional services.	H	The Council would be able to respond initially but this would have an impact on service standards for other areas.	Long Term plan prepared re additional staff on transfer of assets
Financial Control	Inappropriate expenditure made	H	All Payments are authorised as correct by the Parish Clerk on the Advantage finance software.  Two councillors approve each payment by using the	Both Councillors must access the Advantage Financial Software to

			Advantage finance software before payments are made. This provides a digital audit trail on the finance software	ensure that invoices are approved for payment and a digital record is made.
Financial Control	Inappropriate expenditure made	L	Payments reported to Parish Council for review and corrective action if necessary.	None
		L	All Bank payments scrutinised and authorised by two councillors.  <ol style="list-style-type: none"> <li>1. financial software allows for invoices to be scanned and included on the software.</li> <li>2. Bank signatories have online read only access to finance system to view invoices.</li> <li>3. Monthly schedule of payments is provided to Council for retrospective approval.</li> </ol>	Schedule of BACS payments emailed to councillor signatories to allow remote approval of payments.  Schedule of approved payments to be presented to each Council meeting to comply with external auditor
Financial Control	Financial Regulations become out of date with change in technology, regulation, or business	L	Council to review financial regulations every <b>three years or on change of circumstances or staff.</b>	Financial Regulations reviewed in May 2023 to be reviewed in 2024



			The Parish Clerk can react to any changes in legislation or other areas to ensure the regulations are fully compliant and provide a strong framework compatible with Council`s practices.	
Financial Control	Lack of budgetary overview/overspend against budget.	L	Quarterly review of normal ledger Monthly review of income and expenditure	Quarterly accounts to be prepared for Council for quarters ended June, September, and December.  Monthly budget comparison reports to be presented to Council.
Financial Control	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	M	Contingency included in budget.  Reserves equivalent to at least three months spend available as required by the external auditor.	Potential short fall of capital funds to renew assets in 12-15yrs
Financial Systems & Records	Accounts The Edge accounts online system is used which is an accepted account package.	L	A back up is also made to the main server each hour.	The Edge accounts online system is used which is an accepted account package.

			Hard copies linked to Council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued.	
Financial Systems & Records	VAT The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts	L	VAT is applied to all mileage payments at the rate applicable at the time as advise by HMRC. VAT returns are lodged on a quarterly basis in line with accepted procedures.	The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts.  Parish Clerk to ensure that VAT returns are submitted every quarter.
Financial Systems & Records	Payroll The Sage online payroll system is used which is an accepted payroll package	L	The Parish Clerk authorises any overtime, mileage, monthly.  Payroll Hard copies linked to pay roll reports are held on file together with payslips, BACs	The Sage online payroll system is used which is an accepted payroll package.  Payroll summary to be scanned and attached to

			<p>payments and cheques issued to the pension fund provider.</p> <p>BACs payments and cheques to the pension fund are authorised by Council. Payments can only be issued for the nominated employees, which must be authorised in advance of the payment.</p> <p>Documents are retained for 6 years.</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information &amp; highlight any discrepancies.</p>	<p>finance package linked to relevant payment.</p>
<p>Banking Arrangements &amp; Procedures Banking Security/Access to Finances</p>	<p>Unity Trust Bank is used. Accounts</p>	<p>L</p>	<p>Bank account information used daily with Parish Clerk/RFO and Administrative Assistant</p> <p>Reviewing how much is placed into a higher rate deposit account.</p>	<p>Currently arranging for deposit account with Unity Trust Bank</p> <p>Parish Clerk (to look at other investment opportunities 2024/25)</p>

Banking Arrangements & Procedures Banking Security/Access to Finances	Cheques – The Council does not use cheques	L	None	Customers are proactively encouraged and directed to use BACS payments
Banking Arrangements & Procedures Banking Security/Access to Finances	Transfers	L	Monies may be transferred between the Councils accounts authorised by the Parish Clerk. Consideration of Deposit accounts.	Currently arranging for deposit account with Unity Trust Bank
Banking Arrangements & Procedures Banking Security/Access to Finances	Bank Reconciliation	L	All accounts are reconciled using the Edge system. Any discrepancies are immediately reported to the bank for investigation.	None None
Banking Arrangements & Procedures Banking Security/Access to Finances	Separation of Duties	L	The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible.	None
Banking Arrangements & Procedures	Access to the main bank accounts	L	As detailed under Banking arrangements and Procedures above, no one person has	None

Banking Security/Access to Finances	Cheques/BACS		<p>access to monies held in the main accounts.</p> <p>All invoices are checked by the Finance Officer in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)</p>	None
Banking Arrangements & Procedures Banking Security/Access to Finances	BACS payments	L	<p>All payments must be authorised by the Parish Clerk before any bank authorisation is issued.</p> <p>The Parish Clerk is to sign the invoice to confirm and record that the cheques have been authorised.</p> <p>All payments accepted and are reported to the Parish Council</p>	None

Banking Arrangements & Procedures Banking Security/Access to Finances	Insufficient number of signatories	H	Currently there are only three councillors who are signatories.	Council to appoint one additional signatory for online banking.
Financial Administration	Hire Charges	L	Council sets the charges subject too periodic review.  The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval	Charges to be approved by Council of the budget report.  None
Financial Administration	Hire charges received within the office	L	All post is logged, and any payments received are itemised and processed by the Finance Officer	None
Financial Administration	Processing and banking	M	When the money is received it is balanced against any receipts/invoices and any discrepancies are followed up When the monies have been balanced, it is input onto the Edge system and all entry references are printed out and retained. The cash element is usually below £500 and held in the safe?	Parish Clerk to ensure that banking is completed at least monthly.

Financial Administration	Records non-compliant or inadequate	L	Internal auditor reviews record keeping annually. Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation.	None
Financial Administration	Expenditure/income coded incorrectly	L	Parish Clerk checks nominal ledger every quarter. Items are coded.	None
Financial Administration	Standing Orders & Financial Regulations Standing Orders & Financial Regulations are reviewed and approved by Parish Council on an annual basis at the AGM	L	Parish Clerk reacts to any changes in legislation, requests from Parish Council or other areas to ensure the regulations are fully compliant and provide a strong framework compatible with Council practices.	Standing Orders and Financial Regulations are reviewed annually to consider any legal changes
Financial Administration	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	L	Programme of meetings to meet statutory deadlines	None
Financial Administration	Invoice payment without authority	L	All payments reviewed once receipt of an invoice against the budget.	None

			Parish Clerk authorises two councillors to sign BACS.	None
Financial Administration	Incoming cash and cheque misappropriation	L	Individual receipts to be issued for all cash payments and for cheque payments on request.	Financial software has been updated to allow the emailing of receipts
Financial Administration	Theft of funds	L	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors, and other persons. Cash and cheques stored securely and banked within 21 working days of receipt.	None
Financial Administration	Incorrect entries by bank	L	Bank statements reconciled monthly.	None
Ordering Procedure	To avoid fraud and ensure authority of expenditure	L	This system incorporates the Edge system codes so that any order can be traced from origin to finish across a variety of systems. All orders are authorised by Parish Clerk prior to emailing to supplier.	None



Annual Budget & Precept Calculations	The annual budget and precept calculations	L	<p>The annual budget and precept calculations are initially calculated in November/December based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members.</p> <p>The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised to estimate the year end bank balance.</p> <p>The new budgeted income, expenditure and reserves are then set against this balance to calculate a budget shortfall on which the future precept is based.</p>	Annual Budget & Precept Calculations  None  None  None
--------------------------------------	--------------------------------------------	---	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------

			<p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up-to-date number of Band D properties have been confirmed by Eastleigh BC discuss and amend any highlighted budget levels to best achieve, an acceptable precept level.</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development.</p> <p>The final budget is approved in January and Eastleigh BC is immediately advised of the precept</p>	<p>None</p> <p>None</p>
Monitoring of Budgets	Comprehensive budgets	L	Comprehensive budgets are set for each committee, and these are loaded onto Edge accounts system at the start of the new financial year.	None
Financial Administration	Monitoring	L	On-going daily expenditures have already been	None

			<p>incorporated within the budget and the Parish Clerk/RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits.</p> <p>All invoices checked against the accounts system to verify expenditure within the account code to date and the remaining budget.</p> <p>Any over expenditure is highlighted and brought to the attention of the Parish Clerk/RFO</p>	<p>None</p> <p>None</p>
Financial Administration	Reporting	L	<p>A full report of expenditures against budget is lodged with council at each Council meeting.</p> <p>This incorporates a print-out of the income and expenditure against each annual budget and the cashbook extract.</p> <p>Any that do not meet the budget levels are highlighted</p>	<p>None</p> <p>None</p>

			by member if needed along with committed expenditure.	None
Financial Administration	Comprehensive budgets	L	Comprehensive budgets are set for each committee, and these are loaded onto Edge accounts system at the start of the new financial year.	None
Financial Administration	Review of security of investments	M	Monitor the safety of monies deposited with Eastleigh due to recent Best Value Notices  Identify new investments	Monitor monthly.  Monitor monthly
Insurable Risks	Public Liability	L	Insurance cover In addition, weekly, annual checks of play equipment	Limit of cover £10,000,000
Insurable Risks	Employers Liability	L	Insurance cover	Limit cover £10,000,000
Insurable Risks	Theft of money by third party	L	Insurance cover	Cover varies depending on situation. Reviewed annually
Insurable Risks	Theft of money by employee or member	L	Fidelity Guarantee cover	Limit of cover £150,000
Insurable Risks	Property	L	Cover for buildings & contents All risks cover for selected items.	

Insurable Risks	Officials Indemnity	L	Continue with existing cover (£250k)	
Insurable Risks	Libel and Slander	L	Continued existing cover (£250k)	Limit of cover £250,000
Insurable Risks	Personal Accident	L	Continue with existing cover (scale benefits)	
Insurable Risks	Legal disputes	L	Cover for specified legal disputes.	Limit of cover £10,000,000
Insurable Risks	Long term sickness of employee	L	Not covered Liability limited by contract.	
Insurable Risks	Business interruption	L	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc. Cover in place for excess costs	Limit of cover £50,000
Insurable Risks	Loss/destruction of financial records	L	Key financial data held electronically and backed up off site. All electronic documents backed up daily offsite.	Residual risk considered acceptable
Insurable Risks	Officials Indemnity	L	Continue with existing cover (£250k)	

Insurable Risks	Libel and Slander	L	Continued existing cover (£250k)	Limit of cover £250,000
Insurable Risks	Personal Accident	L	Continue with existing cover (scale benefits)	
Loss of Records	Loss of documentation	L	Deeds and other legal documents relating to real estate stored in the office, historic stored at the pavilion.	All land registry documents have been scanned and loaded on to Council IT system.
Asset List & management	Purchased	L	An asset list is maintained by the Parish Council Office on an Edge Accounting system. This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc.,	Parish Clerk to review Asset register in finance package as part of the year end close.  Council adopted the criteria that items with a value over £1,000 or with an expected life cycle of over 5 years and where it has a residual value.
		L	The asset list is circulated to staff on an annual basis to ensure that all items are correct.	All other I assets under £1,000 to be maintained on the Councils Asset Management software for insurance purposes.
	Transfer of New Assets	H	Enquiries made with EBC regarding the quantity and	Parish Clerk to monitor and follow up regularly.

			timing of future transfer of assets.	Currently two play areas to transfer and one art sculpture in next 12 months, with a possible  Another two play areas within 24 months.
Internal Audit	Internal Audit	L	The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year.  The report is presented to Council for acceptance.	The Internal Auditor has online read only and real time access to the Council financial package. BPC to load bank statement with each bank reconciliation.  Reports are available on the Council Web Site.
Annual Audit	Annual Audit	L	The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements. Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels. The Parish Clerk and Finance Officer completes the year end accounts to audit trial	None

			<p>level and prepares any additional reports required by the external auditor.</p> <p>The Parish Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor.</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors.</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance.</p> <p>Final sign-off by the external auditor is presented to Council.</p>	
Insurance	Fidelity Insurance	L	<p>Fidelity insurance levels have been set after considering the possibility of fraudulent activities gaining access to the bank accounts.</p> <p>Procedures in place (as previously detailed) have</p>	None



			<p>been established over the past few years incorporating separation of duties, cross referenced receipts of income and the decision not to currently use e-banking. These provisions have ensured that no individual is able to gain access to withdraw funds without due process.</p>	
Insurance	Insurance	L	<p>Came &amp; Co been used as a recognised Parish Council provider.</p> <p>Annual reviews are carried out to ensure enough cover is in place.</p>	<p>None</p> <p>None</p>
Web Site	To ensure that the web site is compliant with current legislation	L	The web site is managed by the Officers of the Council and Vision ICT	Vision ICT have undertaken a compliance audit on the web site and amended statement in line with new legislation from Sept 2020 – re Website Accessibility Regulation Statement.

Transparency	To ensure that the web site complies with the legal requirements of the Transparency Act.	L	The Parish Clerk and Vision ICT manage the web site	None
Other Risks	Trees and Drainage	H	The Council has noted the potential liability for managing over 3000 trees and provision has been made in the five-year financial plan to manage this liability.	None
		M	Increasing water logging of all Recreation areas which may have an impact on Income.	Council to review strategic planting to manage surplus water.
		M	The Pitch on Long Lane was installed several years ago with sand slits, but these have never been maintained.	Clerk to obtain cost of football renovation on Long Lane Football Ground. This will be an annual cost which has not been budgeted for.
		H	Impact on climate change on council land and assets. The water levels have risen over the recent years making playing fields unusable and therefore reducing income.	Consider arranging land drainage survey.

	Potential Subsidence	H	Sewage issue on KGV	Managed by water company.
		H	The drainage works in Lionheart Way have been completed but will need to be reviewed in 36 months.	New scheduled maintenance has been introduced with an annual review.
		H	There is a report of potential subsidence in the Council cemetery by school road.	Consider arranging land drainage survey.
	Potential Insurance Claims	M	Flooding and overflow from Hungerford bottom	Possible enforcement by HCC
		M	The Council has received notice of a potential claim with no details.	Referred to underwriters for review and advice.
IT & Document retention & business Continuity	Back Up and Security	L	All Software is backed up by the cloud suppliers.	None
	Retention of documents & paperless Office	L	The Council has purchased an additional backup for all software on an independent Sever located in Slough.	None
		L	The Council backs up all its software including Microsoft to a continuous back up using Datto.	

			Review of Document Retention	Council introduced a Document retention policy in 2020/21
Responding to the impact of Climate Change	Adopting to Government Policy. Availability of Value for money alternatives Impact on Income generation	M	To actively consider options for the delivery services where there is a value for money option.  The Council now reports the impact on climate change on its reports	
Maintenance costs on assets leased to third parties	The council is aware of responsibilities for the external maintenance for the building at Pilands Wood Community Centre	H	The Council to obtain all structural and safety reports.  The Council to add a budget line for the maintenance of the building.  Third parties to obtain buildings insurance	Council to obtain all outstanding survey reports.  Council to evaluate cost of works required.  To ensure third parties have adequate insurance cover in place
Viability of third parties leasing Council premises	Due to the recent pandemic third parties leasing council premises maybe financially vulnerable	M	The Council need to be aware of the situation, and its responsibilities should the lease fail.	Council to monitor the position.
Asset transfers from other authorities	The Council is aware of up to six play areas and associated areas planned for transfer to the Council	H	The Council needs to agree the time scale for the transfer of assets.	Council to establish time scale.

			The Council need to budget for the recruitment of additional staff at the time of the transfer.	Budget costs to be allocated for the relevant financial year.
Outsourcing of Long Lane Tennis Courts to third parties.	The Council are investigating the outsourcing of the tennis courts to a third party in liaison with EBC and the Lawn Tennis Association	M	The LTA must demonstrate the financial viability.  A supplier of the outsourced service must be found.  A contract for the outsourced service will have to be agreed.  The impact on current staffing resources will have to be evaluated and if appropriate additional staff may have to be recruited.	The proposed legal documentation is to be reviewed by the Council's solicitors.
Impact of inflation on Council budget and Precept	Rising inflation and wage settlement costs are having an impact on the current budget and future budgets.  Failing to raise the correct level of precept will impact on the Councils reserves.  The tax base for 2024/25 has fallen.	H	The Council need to set a realistic precept bearing in mind both economic and political situations.  The Council should consider amending its medium-term financial strategy to recover and costs that impact on the Councils Reserves.	To be reviewed by Council as part of the budget preparation.  The Clerk should update the medium-term financial strategy

<p>Long term capital Planning</p>	<p>The council's asset portfolio is increasing due to developers' contributions and the possible transfer of assets. The Council currently does not have sufficient long-term plans or funding to replace assets,</p> <p>Capital projects under funded or funding removed.</p> <p>Capital Machinery failure</p>	<p>H</p> <p>H</p> <p>H</p>	<p>The Council should develop a long-term financial plan to replace capital assets including operational assets e.g., vehicles.</p> <p>EBC have removed Developers contributions £42K from pavilion project and not responded to request for additional funding.</p> <p>One of the Councils mowing machines as failed and due to its age is not repairable</p>	<p>To be reviewed by Council as part of the budget preparation.</p> <p>The Clerk should update the medium-term financial strategy.</p> <p>Council to review priority and viability of projects and consider external financing.</p> <p>Council needs to consider financing of new machinery including a tractor over a three-year period. The initial up-front cost will be £25K. This will also have an impact of the transfer of services</p>
<p>Staff Sickness</p>	<p>There has been an increasing level of sickness over the last two years which has reduced the Councils ability to deliver services</p>	<p>M</p>	<p>A new sickness and Absence management Policy</p>	<p>Clerk and Staffing committee to monitor.</p>

Lone Working and Safety	Council staff have been subject to verbal threats, foul language & intimidation	H	Introduce call monitoring. Introduce one way locking system on doors. Introduce meeting appointments. Introduce body cameras for ground staff. Introduce tracking software on work phones. Obtain evidence and refer to police for enforcement	To be reviewed
-------------------------	---------------------------------------------------------------------------------	---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------

**Reviews will take place quarterly unless clearly stated differently within each section.**



**Bursledon Parish Council  
Document Retention Policy  
(Adopted by Full Council on ????)**

**Policy next review ??? 2024**



## Approvals

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Version	Name	Signature	Position	Date
Prepared by	2	S Hannen		Deputy Clerk	
Reviewed by	1				
Approved by	1				

## Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No	Context	Revision	Date
All	Reformatting of document to make it accessible	Content presented in new layout	Nov 23
5	County records office	BPC secure Storage at Pavilion	Nov 23
8	Appendix A: List of Documents for Retention and Disposal	Replaced by table listing documents and retention timescales and disposal method	Nov 23
8	Financial processes	References to Cheque books removed	Nov 23

## Index

1.	Policy statement	4
2.	What is covered by the policy?	4
3.	<u>Reason For Retention?</u>	<u>5</u>
4.	<u>Document Retention Protocol</u>	<u>5</u>
5.	<u>Document Disposal and GDPR</u>	<u>6</u>
6.	<u>Document Disposal Protocol</u>	<u>6</u>
7.	<u>Roles and Responsibilities</u>	<u>8</u>
8.	<u>Review of Document Retention</u>	<u>8</u>
9.	<u>Summary of Documents and Retention Timescales</u>	<u>8</u>
10.	<u>The Seven Data Protection Principles</u>	<u>11</u>

## **BURSLEDON PARISH COUNCIL DOCUMENT RETENTION POLICY**

### **1. POLICY STATEMENT**

- 1.1 The guidelines set out in this document support the Parish Council's Information and Data Protection Policy and assists us in compliance with the Data Protection Act 2018, the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and other associated legislation.
- 1.2 The aim of this document is to provide a working framework to determine which documents are:
  1. Retained – and for how long; or
  2. Disposed of – and if so by what method

### **2. WHAT IS COVERED BY THE POLICY?**

- 2.1 The Council has accumulated a vast amount of information and data during the past and in the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various forms and types of documents.
- 2.2 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 2.3 It is recognised that up to date, reliable and accurate information is a vital tool to support the work that the Parish Council does, and the services provided for its residents.
- 2.4 However, the Parish Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the Data Protection Act 2018 so that personal information including Employee Records are not retained longer than necessary. This will also ensure the most efficient use of limited storage space.
- 2.5 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually

applies to information that is duplicated, unimportant or only of a short-term value.

### **3. REASON FOR RETENTION**

- 3.1 Records created and maintained by the Parish Council are important and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 3.2 Records should not be destroyed if the information can be used as evidence to prove that something has happened.
- 3.3 It is vital that documents are retained for an adequate period. If documents are destroyed prematurely the Parish Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claims brought against the Council.

### **4. DOCUMENT RETENTION PROTOCOL**

- 4.1 The Parish Council should have in place an adequate system for documenting the activities of our service. This system should consider the legislative and regulatory environments to which we work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
  - (a) Facilitate an annual audit
  - (b) Protect the legal rights of the Parish Council and any other persons affected by its actions
  - (c) Verify individual consent to record, manage and disposal of their personal data.
  - (d) Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

- 4.3 Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the Data Protection Act 2018.
- 4.4 Documents that are no longer required for operational purposes but need retaining could be placed at the **County Records Office?**.
- 4.5 The List of Documents for Retention and Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. This schedule has been compiled from recommended best practice from recognised sector bodies NALC and SLCC.
- 4.6 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed and the time for appeal is extant.
- 4.7 General information can be placed in clear recycling bags and disposed of as general paper waste for recycling purposes.

## **5. DOCUMENT DISPOSAL**

- 5.1 Obligation to Dispose of Certain Data. If destroyed the disposal needs to be undertaken as prescribed under the Data Protection Act 2018
- 5.2 All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the Data Protection Act 2018.

## **6. DOCUMENT DISPOSAL PROTOCOL**

- 6.1 Documents should only be disposed of if reviewed in accordance with the following:
- 6.2 Retention required to fulfil statutory or other regulatory requirements?

- 6.3 Retention required to meet the operational needs of the service.
- 6.4 Retention required to evidence events in the case of dispute.
- 6.5 Retention required because the document or record is of historic interest or intrinsic value.
- 6.6 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned.
- 6.7 Documents can be disposed of by any of the following methods:
- (a) Non-confidential records:  
place in clear recycling bags for disposal.
  - (b) Confidential records or personal information:  
Shred annually. Appoint a reputable Shredding Company to undertake the on-site shredding at the Parish Council Offices or the Long Lane Recreation Ground. A Certificate of Destruction will be issued in accordance with the provisions as set out in the Information Destruction BS EN 15173:2009.
  - (c) Deletion of computer records.
    - (i) Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office Transmission of records to an external body such as the County Records Office.
    - (ii)
    - (iii) Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner's Office (ICO).
    - (iv) .
    - (v) Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

**7. ROLES AND RESPONSIBILITIES FOR DOCUMENT RETENTION AND DISPOSAL**

7.1 The Parish Council is responsible for determining whether to retain or dispose of documents and should undertake an occasional review of documents to ensure that any unnecessary documentation being held is disposed of as detailed under the Data Protection Act 2018.

7.2 The Data Protection Officer is responsible for maintenance and operation of the Retention and Disposal Policy, including ad hoc checks to ensure compliance.

7.3 The Parish Council should ensure that all employees are aware of the Document Retention and Disposal Policy.

**8. REVIEW OF DOCUMENT RETENTION**

Review, update and where appropriate amend the Document Retention and Disposal Policy on a regular basis in accordance with advice and recommendations from the recognised sector bodies NALC and SLCC.

**9. SUMMARY OF DOCUMENTS, RETENTION TIMESCALES AND DISPOSAL METHODS**

Document	Minimal Retention Period	Reason	Disposal Method
ADMINISTRATION			
Agendas	5 Years	Management	Shred Confidential waste
Minutes	Indefinite	Archive Original signed copies of minutes of Council meetings must be kept indefinitely	None Safe storage
Draft Minutes	Destroy	Not required	Confidential Waste
Councillors Declarations of Office	Indefinite	Archive	None

			Safe storage
Procedural Standing Orders and Terms of Reference	Indefinite	Archive	None Safe storage
<b>FINANCE</b>			
Fees and Charges	6 years	Archive	Standard waste
Income and expenditure accounts	Indefinite	Archive	None Safe storage
Receipt books	7 years	VAT	Confidential Waste
Bank Statements	Last Completed Audit Years	Archive	Confidential Waste
Bank Paying In Books	Last Completed Audit Years	Archive	Confidential Waste
Investments	Indefinite	Archive	None Safe storage
Quotations and Tenders	6 years	Limitations Act 1980	Confidential Waste
Quotations and Tenders unsuccessful	3 years	In case of a challenge	Confidential Waste
Paid Invoices	7 years	VAT	Confidential Waste
VAT Records	7 years 20 years VAT on rent	VAT	Confidential Waste
Time Sheets	3 Years	Personal injury	Standard Waste
Salaries	12 years		
Equality and Diversity	Equalities Act 2010 s4 s149		Confidential Waste
<b>INSURANCE</b>			
Insurance Policies	While Valid	Management	Shred



Insurance Co names & policy numbers	Indefinite	Management	
Employee Liability	40 years from start date	Employers liability (Compulsory Insurance Regs 1998 (S12753))	
Park equipment Inspection Reports	21 years	Potential Claims	Confidential Waste
Accident/Incident Reports	21 years As permitted under GDPR	Potential Claims	Confidential waste
<b>LEGAL</b>			
Bylaws & Orders	Indefinite	Management	None Safe storage
Health & Safety Record	Indefinite	Management	None Safe storage
Leases, Agreements, Contract & Wayleaves	Indefinite	Management	None Safe storage
Registration of Village Green etc	Indefinite	Management	None Safe storage
Property Registers incl plans & allotments	Indefinite	Management	None Safe storage
Title Deeds			
<b>OTHER</b>			
Maps plans property owned by BPC	Indefinite	Management	None Safe storage
Correspondence on important local issues	Indefinite	Archive	None Safe storage
Routine Correspondence, paper and emails	GDPR rules		Shred

Personnel Records	3 months or limitation statute	Management	Confidential waste
-------------------	--------------------------------	------------	--------------------

**10. THE SEVEN DATA PROTECTION PRINCIPLES**

- 10.1 Data shall be processed fairly, lawfully and in a transparent manner in relation to the data subject.
- 10.2 Data is collected and processed for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- 10.3 Data is relevant and limited to what is necessary in relation to the purposes for which they are processed.
- 10.4 Data is accurate and, where necessary, kept up to date.
- 10.5 Data is kept in a form that permits identification of data subjects or no longer than is necessary for the purposes for which the personal data are processed.
- 10.6 Data is processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- 10.7 Data is kept securely.



**Bursledon Parish Council**  
**Freedom of Information Policy**  
**(Adopted by Full Council on **????**)**

**Next Review Date **???** 2024**

**Approvals**

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Version	Name	Signature	Position	Date
Prepared by	1	S Hannen		Deputy Parish Clerk	
Reviewed by	1	R Potter		Parish Clerk	
Approved by	1				

**Amendment Record**

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No	Context	Revision	Date

## Index

1.	Policy statement	4
2.	Who and what is covered by the policy	4
3.	Roles and Responsibilities	5
4.	Principles	5
5.	Requesting Information	6
6.	Refusing a request	6
7.	Charges	7
8.		
9.		

## **BURSLEDON PARISH COUNCIL FREEDOM OF INFORMATION POLICY**

### **1. POLICY STATEMENT**

- 1.1 This policy outlines the Parish Council's responsibilities to the Act and provides a framework for managing requests.
- 1.2 Bursledon Parish Council is committed to the Freedom of Information Act 2000 (FOI), to the principles of accountability and to the general right of access to information held by the Parish Council, subject to the exemptions contained within the relevant legislation
- 1.3 The FOI Act was introduced to promote greater openness and accountability across the public sector.
- 1.4 The Information Commissioner's Office (ICO) is responsible for regulating and enforcing the Act. The ICO is an independent authority which has legal powers to ensure Parish Councils comply with the Act.
- 1.5 This Freedom of Information Policy links with the Parish Council's:
  - (a) • Data Protection Policy
  - (b) • CCTV policy.

### **2. WHO AND WHAT IS COVERED BY THE POLICY?**

- 2.1 This policy applies to all recorded information held by the Parish Council that relates to the business of the Parish Council. This includes:
  - 2.2 • Information created and held by the Parish Council
  - 2.3 • Information created by the Parish Council and held by another organisation on the Parish Council's behalf
  - 2.4 • Information held by the Parish Council provided by third parties, where this relates to a function or business of the Parish Council (such as contractual information) and;

- 2.5 • Information held by the Parish Council relating to the functions or business of the Parish Council.
- 2.6 This policy informs recipients of Parish Council services, members of the public and external parties to the processes the Parish Council has established for complying with the FOIA. This policy operationally applies to all employees of the Parish Council, contractors, agents and temporary staff working for or on behalf of the Parish Council.
- 2.7 This policy does not cover personal written communications (such as personal e-mails sent by staff). The Parish Council's Data Protection Policy establishes the standards regarding the use of 'personal data' (as defined in the DPA and General Data Protection Regulation). These requests are exempt from the FOI under section 40 and shall be processed in accordance with the Data Protection Act 2018 (DPA).

### 3. **ROLES AND RESPONSIBILITIES**

- 3.1 Overall responsibility for ensuring that the Parish Council meets the statutory requirements of the FOIA, lies with the Clerk as Responsible Officer.
- 3.2 All employees are responsible for ensuring that any request for information they receive is dealt with in line with the requirements of the FOIA and in compliance with this policy and the prevailing procedures. All staff must recognise that all recorded information may be provided to the public, and that the law requires that there will be full and unconditional disclosure to every case unless an exemption applies.

### 4. **PRINCIPLES.**

- 4.1 The Act covers any recorded information held by the Parish Council. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.
- 4.2 People shall have a right to know about the activities of the Parish Council, unless there is a good reason for them not to.

4.3 An applicant (requester) shall not be required to provide a reason for requesting information. The Parish Council shall however justify refusing a request.

4.4 The Parish Council shall treat all requests for information equally, except under some circumstances relating to vexatious requests and personal data.

**5. REQUESTING INFORMATION UNDER THE FREEDOM OF INFORMATION ACT.**

5.1 Any written request for information shall be regarded as a request for recorded information under the FOI Act unless

5.2 It forms a request for personal data relating to the individual requesting the information. This shall be dealt with under the General Data Protection Regulation (GDPR), and consequently shall be processed in line with the Parish Councils Subject Access Request Policy.

5.3 If an individual is asking for 'environmental information', the request shall be considered under the Environmental Information Regulation 2004.

5.4 A freedom of information request shall only be accepted if made in writing, (online forms, letters, emails, faxes and social media).

5.5 Requests for information shall be met within 20 working days of receipt. If more information is needed the 20 days will not start until this information has been received.

5.6 A request for information shall not be refused because the recorded information is out of date, incomplete or inaccurate.

5.7 The Parish Council shall not make any changes or deletions to records as a result of a request.

5.8 Requests should be made to the Parish Clerk .



**6. REFUSING A REQUEST.**

- 6.1 The Freedom of Information Act contains 23 exemptions whereby information can be withheld. There are two categories; absolute and non-absolute. The Parish Council will only withhold information if it falls within the scope of one or more of these exemptions.
- 6.2 The Parish Council will also refuse to supply information under the FOIA, where the request is considered "vexatious" or "repeated" and under the EIR, where the request is considered "manifestly unreasonable."

**7. CHARGES .**

- 7.1 The Parish Council will make no initial charges for making an FOI request.
- 7.2 In some cases where a request is manifestly unfounded the Parish Council shall charge an appropriate fee for complying with the request. The fee will be to cover administrative costs of the staff.
- 7.3 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.



**Bursledon Parish Council  
GDPR Policy  
(Adopted by Full Council on ????)**

**Policy next review ??? 2024**

## Approvals

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Version	Name	Signature	Position	Date
Prepared by	1	S Hannen		Deputy Parish Clerk	Nov 23
Reviewed by	1	R Potter		Parish Clerk	Nov 23
Approved by	1				

## Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No	Context	Revision	Date
4	Use of personal devices	Addition	Nov 23
6	Data Sharing	Addition	Nov 23
6	Information requests	Sent digitally where possible	Nov 23

## **Index**

1. POLICY STATEMENT	4
2. THE DATA PROTECTION ACT	4
3. STORING AND ACCESSING DATA	5
4. DATA SHARING AND CONFIDENTIALITY	6
5. NOMINATED OFFICER	6

## **BURSLEDON PARISH COUNCIL GDPR POLICY**

### **1. POLICY STATEMENT**

- 1.1 Bursledon Parish Council recognises its responsibility to comply with the Data Protection Act 2018. The act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.
- 1.2 This policy supports the Duty of the Councils proper officer to keep Councils documents (Local Government Act 1972, s 225).
- 1.3 This policy is supported by the Councils Retention and Disposal of Documents Policy.
- 1.4 Bursledon Parish Council has a separate CCTV policy.
- 1.5 The use of private emails, phones, laptops or tablets for council business is discouraged. If private devices are used for council business the Council is responsible for the confidentiality, integrity and availability of that data.

### **2. THE DATA PROTECTION ACT**

- 2.1 The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people, electronically or on paper. BPC has also notified the Information Commissioner that it potentially holds personal data about individuals.
- 2.2 When dealing with personal data, BPC staff and any Council members must ensure that.
- 2.3 Data is processed fairly and lawfully  
This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.
  - Data is processed for specified purposes only.

- Data is relevant to what it is needed for.
- Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- Data is accurate and kept up to date
- Personal data should be accurate, if it is not it should be corrected.
- Data is not kept longer than it is needed
- Data no longer needed will be shredded or securely disposed of.
- Data is processed in accordance with the rights of individuals
- Individuals must be informed, upon request, of all the personal information held about them.
- Data is kept securely
- Only staff can access the data. It cannot be accessed by members of the public.

### **3. STORING AND ACCESSING DATA**

- 3.1 The BPC recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.
- 3.2 The BPC may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept at the BPC Parish Office and are not available for public access. All data stored on the BPC Office computers is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of our document retention policy, it will be shredded or securely deleted from the computer, as is applicable.
- 3.3 The BPC is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them
- They must be sent all of the personal information that is being held about them
  - There must be an explanation for why it has been stored
  - There must be a list of who has seen it
  - It must be sent within 40 days

- 3.4 Information will be sent electronically where possible. If photocopying and postage is required, the person requesting the personal information will be charged a fee.

#### **4. DATA SHARING AND CONFIDENTIALITY**

- 4.1 BPC Council members and staff must be aware that when responding to complaints or queries, information about an individual must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.
- 4.2 If information is shared be clear about its purpose and record the fact it has been shared.
- 4.3 Before sharing information always check it is necessary or if the same purpose can be achieved without sharing.
- 4.4 Only share the minimum amount of information necessary for a purpose
- 4.5 For purposes of transparency individuals have a right to know why the Council collects any personal data, how long it will be held and who it will be shared with.
- 4.6 Processes should be in place to demonstrate accountability for personal data.

#### **5. NOMINATED OFFICER**

- 5.1 Bursledon Parish Councils named Data Protection Officer is Roland Potter (Parish Clerk)

# Bursledon Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/23

No	Payment Reference	Gross	To pay Heading	Invoice date	Invoice no.	Details	Cheque Total	
3577	FPS240320 SHS	£204.00	£204.00	30/11/23	9546	Surrey Hills Solicitors - All services in connection with Lease and licence of Tennis Courts	£204.00	
	1	£198.00	220/2	To Fees, Invoice Ref 9546 re: BURSL01-09 Lease and li of Tennis Courts including reviewing and advising on heads terms.				
	2	£6.00	220/2	To Land Registry re Search fees				
3586	FPS240320 STONEBU RY	£2,166.72	£2,166.72	607/1/1	31/12/23	25988	Stonebury - Heras Fencing last payment	£2,166.72
3595	FPS240320 ATR	£58.00	£58.00	420/1/1/4	01/02/24	L8628	A.T.R - Alarm Maintenance	£58.00
3576	FPS240320 VICT	£30.00	£30.00	217/2	20/02/24	17905	Visionict - Webinar for S Hannen	£30.00
3584	FPS240320 CBA	£120.00	£120.00	465/3/2	20/02/24	INV-2692	CBA Trees - to submit the planning applications for the recent tree surveys in the cemetery and Kew lane etc.	£120.00
3579	FPS240320 HE	£398.40	£398.40	365/1/5	21/02/24	30189908	Hope Education - Coffee table for library	£398.40
3580	FPS240320 RPEXP	£40.44	£40.44		22/02/24	IEE2024002122	R Potter - Expenses	£40.44
	1	£40.44	213/4/2	Adobe Acrobat Monthley subscription				
3578	FPS240320 BB	£140.00	£140.00	365/1/1	23/02/24	122648	Best Badges Uk - Bookworm Badges SCBW01 x 200	£140.00
3593	FPS240320 AUDIT	£258.33	£258.33	221/2	05/03/24	240305	Lightatouch - Interim Internal Audit Fees for period November 2023 to February 2024	£258.33

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Bursledon Parish Council

## Expenditure transactions - payments approval list Start of year 01/04/23

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Cheque Total
3597	FPS240320 B&Q	£16.65	£16.65		11/03/24	1474077129	Trade Point (B&Q & Screwfix) - Flag Paving Grey	£16.65
	1	£16.65 419		B50 Bs Flag Paving Grey 600x600x50mm0kgr No Size C				
Sub Total		£3,432.54	£3,432.54					
		£13,139.44	£13,139.44	Confidential				
<b>Total</b>		£16,571.98	£16,571.98					

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Parish Office Central Charges</b>					
100	Precept	£238,783.00	£0.00	£238,795.72	£12.72
103	Other Income	£0.00	£1,100.00	£1,100.00	£0.00
105	Office Services	£0.00	£0.00	£0.00	£0.00
110	Interest	£0.00	£0.00	£0.00	£0.00
112	Intrest	£475.00	£0.00	£1,439.69	£964.69
<b>Total Parish Office Central Charges</b>		£239,258.00	£1,100.00	£241,335.41	£977.41
<b>Community Library</b>					
150	Income	£0.00	£0.00	£21.16	£21.16
<b>Total Community Library</b>		£0.00	£0.00	£21.16	£21.16
<b>Allotments</b>					
120	Allotment Rents	£1,240.00	£0.00	£1,323.16	£83.16
<b>Total Allotments</b>		£1,240.00	£0.00	£1,323.16	£83.16
<b>Cemetery Services</b>					
125	Income	£6,000.00	£0.00	£3,936.00	-£2,064.00
<b>Total Cemetery Services</b>		£6,000.00	£0.00	£3,936.00	-£2,064.00
<b>Grounds Maintenance</b>					
130	Income - Outside Services- Long Lane	£1,860.00	£0.00	£859.38	-£1,000.62
135	Income - Outside services - King George V	£1,553.00	£0.00	£170.00	-£1,383.00
<b>Total Grounds Maintenance</b>		£3,413.00	£0.00	£1,029.38	-£2,383.62
<b>Capital Projects</b>					
160	Developers Contributions & Grants	£0.00	£0.00	£68,335.64	£68,335.64

# Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance	
<b>Total Capital Projects</b>	£0.00	£0.00	£68,335.64	£68,335.64	
<b>Total Income</b>	£249,911.00	£1,100.00	£315,980.75	£64,969.75	
<b>EXPENDITURE</b>					
<b>Parish Office Central Charges</b>					
201	Community Centre Rent	£2,300.00	£0.00	£2,100.00	£200.00
202	Community Centre Service Charges	£6,400.00	£0.00	£5,000.00	£1,400.00
203	Property Costs	£1,098.00	£0.00	£855.62	£242.38
210	Postage	£82.00	£0.00	£3.85	£78.15
211	Stationery/Printing	£439.00	£0.00	£273.01	£165.99
212	Photocopier Hire & Charges	£769.00	£0.00	£786.87	-£17.87
213	Information Technology	£5,655.00	£0.00	£8,853.11	-£3,198.11
216	Telephone	£1,647.00	£0.00	£1,597.09	£49.91
217	Website	£1,537.00	£0.00	£1,291.50	£245.50
218	Subscriptions & Publications	£2,140.00	£0.00	£2,298.21	-£158.21
219	General Insurance	£4,941.00	£0.00	£4,639.73	£301.27
220	Legal Fees	£3,000.00	£0.00	£1,927.00	£1,073.00
221	Audit Fees	£1,867.00	£0.00	£376.73	£1,490.27
222	Bank Charges	£192.00	£0.00	£107.10	£84.90
225	Salaries	£70,375.00	£0.00	£57,781.54	£12,593.46
226	Staff Overheads	£1,515.00	£0.00	£1,211.00	£304.00
230	COviD expenses	£0.00	£0.00	£0.00	£0.00
998	Suspence Petty cash	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
999 Suspence	£0.00	£0.00	£0.00	£0.00
<b>Total Parish Office Central Charges</b>	£103,957.00	£0.00	£89,102.36	£14,854.64
<b>Community Library</b>				
365 Library - Operational Costs	£5,350.00	£1,865.00	£6,031.36	£1,183.64
<b>Total Community Library</b>	£5,350.00	£1,865.00	£6,031.36	£1,183.64
<b>Civic Expenditure</b>				
300 Newsletter	£0.00	£0.00	£0.00	£0.00
305 Chairmans Allowance	£200.00	£0.00	£74.15	£125.85
306 Councillor Expenses	£100.00	£0.00	£0.00	£100.00
307 Councillor IT Expenses	£714.00	£0.00	£604.24	£109.76
308 Councillor Training	£439.00	£0.00	£48.00	£391.00
309 Civic projects	£100.00	£0.00	£0.00	£100.00
310 Room Hire	£0.00	£0.00	£0.00	£0.00
315 Election Expenses (RESERVE)	£5,250.00	£24.00	£24.00	£5,250.00
<b>Total Civic Expenditure</b>	£6,803.00	£24.00	£750.39	£6,076.61
<b>Community Development</b>				
360 Community Development	£4,500.00	£0.00	£3,500.00	£1,000.00
<b>Total Community Development</b>	£4,500.00	£0.00	£3,500.00	£1,000.00
<b>Grants</b>				
350 Grants	£2,300.00	£0.00	£81.00	£2,219.00
<b>Total Grants</b>	£2,300.00	£0.00	£81.00	£2,219.00
<b>Allotments</b>				
500 Salary Costs	£0.00	£0.00	£0.00	£0.00
502 Administration Costs	£225.00	£0.00	£242.85	-£17.85

# Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
505 Operational Costs	£563.00	£0.00	£3,326.34	-£2,763.34
<b>Total Allotments</b>	<b>£788.00</b>	<b>£0.00</b>	<b>£3,569.19</b>	<b>-£2,781.19</b>
<b>Cemetery Services</b>				
550 Bursledon Cemetery Staff Costs	£0.00	£0.00	£0.00	£0.00
552 Bursledon Cemetery	£910.00	£0.00	£1,671.91	-£761.91
555 St Leonnards Staff Costs	£0.00	£0.00	£0.00	£0.00
557 St Leonnards Cemetery (Closed)	£0.00	£0.00	£0.00	£0.00
560 Mauseleum Salaries	£0.00	£0.00	£0.00	£0.00
<b>Total Cemetery Services</b>	<b>£910.00</b>	<b>£0.00</b>	<b>£1,671.91</b>	<b>-£761.91</b>
<b>Grounds Maintenance</b>				
400 Administration Costs	£1,131.00	£0.00	£1,477.17	-£346.17
402 Health & Safety	£549.00	£0.00	-£39.01	£588.01
403 Equipment Costs	£4,000.00	£0.00	£1,033.02	£2,966.98
404 Fuel	£3,000.00	£0.00	£838.48	£2,161.52
405 Vehicle Costs	£3,843.00	£0.00	£4,853.28	-£1,010.28
406 Illegal Tipping	£563.00	£0.00	£0.00	£563.00
407 Notice Boards	£0.00	£0.00	£126.06	-£126.06
408 Salaries	£96,843.00	£0.00	£82,238.06	£14,604.94
409 Staff Overheads	£2,068.00	£0.00	£1,469.23	£598.77
419 Grounds Services	£31,842.00	£0.00	£1,288.32	£30,553.68
420 Long Lane Recreation Ground	£0.00	£0.00	£4,959.43	-£4,959.43
430 King George V Playing Fields	£0.00	£0.00	£1,415.47	-£1,415.47
440 Pilands Wood Open Space	£0.00	£0.00	£1,487.96	-£1,487.96

# Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
445 Woodlands Way	£0.00	£0.00	£124.90	-£124.90
450 Great Down Park	£0.00	£0.00	£2,157.28	-£2,157.28
455 Lionheart Way Ecology Park	£0.00	£0.00	£1,504.16	-£1,504.16
460 Hungerford Bottom Ecology Park	£0.00	£0.00	£0.00	£0.00
465 Pocket Park Kew Lane	£0.00	£0.00	£420.00	-£420.00
470 Fishers Piece	£0.00	£0.00	£0.00	£0.00
475 The Laurels	£0.00	£0.00	£0.00	£0.00
480 The View Point	£0.00	£0.00	£0.00	£0.00
485 Bursledon Station Woods	£0.00	£0.00	£0.00	£0.00
490 Peewit Hill	£0.00	£0.00	£0.00	£0.00
<b>Total Grounds Maintenance</b>	<b>£143,839.00</b>	<b>£0.00</b>	<b>£105,353.81</b>	<b>£38,485.19</b>
<b>Capital Projects</b>				
601 Parish Council Offices	£0.00	£0.00	£0.00	£0.00
602 Bursledon Community Library	£0.00	£0.00	£0.00	£0.00
603 Long Long Lane Recreation Ground	£0.00	£0.00	£0.00	£0.00
604 King George V Recreation Ground	£0.00	£0.00	£0.00	£0.00
605 Bursledon Cemetery	£0.00	£0.00	£0.00	£0.00
606 Great Down Park	£0.00	£0.00	£0.00	£0.00
607 Lionheart Way Ecology Park	£0.00	£0.00	£70,308.02	-£70,308.02
608 Pilands Wood Open Space	£0.00	£0.00	£0.00	£0.00
609 Woodlands Way	£0.00	£0.00	£0.00	£0.00
<b>Total Capital Projects</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£70,308.02</b>	<b>-£70,308.02</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 29/02/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance
<b>Old Accounts</b>				
1465 Tree Maintenance	£0.00	£0.00	£0.00	£0.00
<b>Total Old Accounts</b>	£0.00	£0.00	£0.00	£0.00
<b>Pilands Wood Community Centre</b>				
700 Asset Management	£2,000.00	£0.00	£1,550.00	£450.00
<b>Total Pilands Wood Community Centre</b>	£2,000.00	£0.00	£1,550.00	£450.00
<b>Total Expenditure</b>	<u>£270,447.00</u>	<u>£1,889.00</u>	<u>£281,918.04</u>	<u>-£7,717.04</u>
Total Income	£249,911.00	£1,100.00	£315,980.75	£64,969.75
Total Expenditure	<u>£270,447.00</u>	<u>£1,889.00</u>	<u>£281,918.04</u>	<u>-£9,582.04</u>
<b>Total Net Balance</b>	<b>-£20,536.00</b>		<b>£34,062.71</b>	



## BURSLEDON PARISH COUNCIL

Parish Council Office,  
The Lowford Centre,  
Portsmouth Road.  
Bursledon Southampton SO31 8ES  
Telephone 023 8040 7535  
Website: [bursledon-pc.gov.uk](http://bursledon-pc.gov.uk)  
Email: [clerk@bursledon-pc.gov.uk](mailto:clerk@bursledon-pc.gov.uk)

### **Bursledon Parish Council**

Notes for the Planning and Highways Working Group  
Wednesday 13 March 2024 at 7pm (Virtual Meeting)

Attendance Councillors who are members of the working group:

G Gill, M Penn, K House, J Rich

Other Councillors: S Holes, J O'Sullivan

S Hannen (Deputy Parish Clerk)

Members of the Public: 0

### **Apologies for Absence**

Cllrs; V Figueira, M Garrett, K Whitlock.

### **Declarations of Interest**

The Applicant for application F/24/96961 is known to Councillor Rich

### **Questions from the Public**

None

**Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.**



**Application No:** [F/24/96961](#)

**Address:** LANDS END HOUSE, LANDS END ROAD, BURSLEDON, SOUTHAMPTON, SO31 8DN

**Description:** Installation of a 12m x 2m pontoon between mooring piles (V18 and 19) on the River Hamble.

**Suggested Comments for the Councils Officers to consider:**

Councillors objected to this application due to concerns that under the River Hamble Harbour Authority Policy DM35 additional pontoons could reduce navigation on the river.

**Application No:** [H/24/96946](#)

**Address:** DELFAN, HAMBLE LANE, BURSLEDON, SOUTHAMPTON, SO31 8DR

**Description:** Demolition of the existing rear conservatory. Single storey side and rear extensions.

**Suggested Comments for the Councils Officers to consider:**

Councillors had no objection to this planning application.

Close of the Meeting 19:26

# Fixed assets list

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
		Rocker - Chair							
		Bin							
		Sign 3	Long Lane Recreation Ground						
		Sign 4	Long Lane Recreation Ground						
		Bench 1							
		Fencing							
		Gate 1							
		Gate 2							
		Signage							
		Sign 1	Long Lane Recreation Ground						
		Rocker - Dual							
		Gate 3	Long Lane Recreation Ground						
		Carousel - Sputnik							
		Rocker - Seesaw							
		Swing - Toddler							
		Multiplay -Tower/Slide							
		Bench 1							

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
		Fencing (Bow top)							
		Signage							
		Gate 1							
		Gate 2							
		Bin							
		Carousel Standing	Long Lane Recreation Ground						
		Bench 1							
		Adult Fitness Rower	Long Lane Recreation Ground						
		Adult Fitness Skier	Long Lane Recreation Ground						
		Adult Fitness Exercise Bike	Long Lane Recreation Ground						
		Adult Fitness Hip Twister	Long Lane Recreation Ground						
		Adult Fitness Air Walk	Long Lane Recreation Ground						
		Adult Fitness Rider	Long Lane Recreation Ground						
		Adult Fitness Cross Rider	Long Lane Recreation Ground						
		Sign 2	Long Lane Recreation Ground						

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
		Springer Rocker Seesaw	Long Lane Recreation Ground						
		Swing Toddler 1 Bay 2 Seat	Long Lane Recreation Ground						
		Swing Basket	Long Lane Recreation Ground						
		Bin 1	Long Lane Recreation Ground						
		Bin 2	Long Lane Recreation Ground						
		Bench 1	Long Lane Recreation Ground						
		Bench 2	Long Lane Recreation Ground						
		Picnic Bench	Long Lane Recreation Ground						
		Fencing Bow Top	Long Lane Recreation Ground						
		Gate 1	Long Lane Recreation Ground						
		Gate 2	Long Lane Recreation Ground						
		Adult Fitness Leg Press	Long Lane Recreation Ground						
		Signage							

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
		Rocker - Seesaw							
		Multiplay - Toddler							
		Swing - Mixed - 2 Bay 3 Seat							
		Pilands Wood Concrete Skate Park							
		MUGA - Single End							
		Rocker - Seesaw							
		Basket Swing							
		Gate 1							
		Rocker - Elephant							
		Signage							
		Bin							
		Signage							
		Bench 2							
		Bench 2							
		Bench 3							
		Bench 2							
		Bench 3							
		Bench 2							
		Springer Rocker Bike 2	Long Lane Recreation Ground						
		Gate 2							
		Bench 1							
		Goal Posts							

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
		Carousel - Super Nova							
		Swing - Junior 1 bay 1 seat							
		Climber Wall							
		Basket Swing							
		Fencing - Bow top							
		Gate 2							
		Carousel - Teacup							
		Swing - Toddler - 1 Bay 2 Seat							
		Rocker - Plane							
		Fencing							
		Signage							
		Gate 2							
		Gate 1							
		Gate 1							
		MUGA							
		Bench 1							
		Signage							
		Bin							
150	150	Carousel							
582		Multi Play Toddler							
582		Fencing							

---

**Total Values**

---

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
-----------	------	-------------	----------	---------------	------	---------------	----------------	-------------------------	----------------

### Community Assets - Bursledon Cemetery

872		Cemetery extension			£4,943.88	£4,943.88	£4,943.88		
<b>Total Values</b>					£4,943.88	£4,943.88	£4,943.88		

### Community Assets - Great Down Park

577	577	Greendine Benches and fixings x3	Great Down Park	30/04/2011	£1,150.00	£1,150.00	£1,150.00	£1,231.88	
<b>Total Values</b>					£1,150.00	£1,150.00	£1,150.00	£1,231.88	

### Community Assets - Lionheart Way Ecology Park

552	552	Signs at Lionheart Way Ecology Park x4	Lion Heart Way	31/03/2010	£200.00	£200.00	£200.00	£214.24	
575	575	Metal Rubbish Bin x1 Lion Heart Way EP	Lion Heart Way EP		£200.00	£200.00	£200.00	£214.24	
<b>Total Values</b>					£400.00	£400.00	£400.00	£428.48	

### Community Assets - Long Lane Recreation Ground

528	528	Benches Long Lane Recreation Ground x7	Long Lane Recreation Ground		£2,700.00	£2,700.00	£2,700.00	£2,892.24	
541	541	Litter binx x 2 Long Lane Rec	Long Lane Recreation Ground		£1,000.00	£1,000.00	£1,000.00	£1,071.20	
542	542	Metal bench x 2 play area Long Lane Rec	Long Lane Recreation Ground		£1,600.00	£1,600.00	£1,600.00	£1,713.92	
543	543	Wooden Picnic Table Long Lane Rec	Long Lane Recreation Ground		£290.00	£290.00	£290.00	£310.65	
547	547	Seat/Bench top of FP11 Long Lane	Long Lane		£400.00	£400.00	£400.00	£428.28	
548	548	Signs	?		£1,040.00	£1,040.00	£1,040.00	£1,114.05	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
556	556	Gates/Fences/Height Barriers	?		£8,449.00	£8,449.00	£8,449.00	£9,746.96	
564	564	Bins (misc BPC facilites)	?		£1,560.00	£1,560.00	£1,560.00	£1,671.70	
<b>Total Values</b>					£17,039.00	£17,039.00	£17,039.00	£18,949.00	

### Community Assets - View Point

501	501	Viewpoint wooden bench	Viewpoint		£450.00	£450.00	£450.00	£482.04	
<b>Total Values</b>					£450.00	£450.00	£450.00	£482.04	

### Consumable Equipement (Grounds)

807	807	Fertiliser hopper	Long Lane		£300.00	£321.36	£321.36	£321.36	
809	809	Knapsack sprayer 435 20 ltr	Long Lane	31/03/2003	£132.50	£149.97	£149.97	£149.97	
811	811	Mower - Allen Hover(trade in 2013 £80)			£550.00	£85.70	£85.70	£0.00	
815	815	Stihl HS45 HedgeTrimmer (stolen) 802321280	Long Lane	01/02/2012	£211.00	£226.02	£226.02	£226.02	
816	816	Stihl Long Reach Hedge Cutter	Long Lane	01/08/2013	£435.00	£465.97	£465.97	£465.97	
<b>Total Values</b>					£1,628.50	£1,249.02	£1,249.02	£1,163.32	

### Consumable Equipment (Administration)

700	700	Calypso Shelving	Parish Council Offices	11/01/2019	£1,065.00	£1,065.00	£1,065.00		£1,065.00
701	701	Ceiling projector	Bursledon Library	03/01/2019	£1,725.00	£1,725.00	£1,725.00		£1,725.00
702	702	Laptop	Re homed		£0.00	£0.00	£0.00	£0.00	
703	703	Shed		20/02/2019	£1,269.00	£1,269.00	£1,269.00		£1,269.00
705	705	IBM ThinkPad laptop 2373-N10 S/N99 D4XBI	?	31/03/2009	£469.00	£535.60	£535.60	£535.60	



Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
707	707	Furniture	BPC office		£1,100.00	£1,100.00	£1,100.00	£1,392.02	
714	714	Misc add. Per Came and CO email 7.3.13	?		£506.39	£542.45	£542.45	£542.45	
718	718	5 x fold up tables and chairs for BPC meetings	Library	01/04/2014	£460.00	£492.75	£492.75	£492.75	
873		Library set up costs			£12,643.48				
<b>Total Values</b>					£19,237.87	£6,729.80	£6,729.80	£2,962.82	£4,059.00

### Land & Buildings - Allotments

2	2	Allotments Bottom	Hungerford		£1.00	£1.00	£1.00	£1.00	
3	3	Allotments Top	Hungerford		£1.00	£1.00	£1.00	£1.00	
560	560	Allotment fencing	Hungerford	31/03/2009	£4,140.00	£4,140.00	£4,140.00	£4,434.77	
561	561	Allotment Deer Fencing	Hungerford	31/03/2013	£965.42	£965.42	£965.42	£1,034.16	
<b>Total Values</b>					£5,107.42	£5,107.42	£5,107.42	£5,470.93	

### Land & Buildings - Bursledon Cemetery

5	5	Bursledon Parish Council Cemetery	Bursledon	15/01/1987	£15,000.00	£15,000.00	£15,000.00	£1.00	
557	557	Height Barrier Cemetery	Bursledon Cemetery		£478.00	£478.00	£478.00	£512.03	
568	568	Memorial Wall ( natural portland stone)	Bursledon Cemetery		£300.00	£300.00	£300.00	£321.36	
<b>Total Values</b>					£15,778.00	£15,778.00	£15,778.00	£834.39	

### Land & Buildings - Fishers Piece

7	7	Fishers Piece	Kew Lane	18/03/2013	£5,187.00	£5,187.00	£5,187.00	£1.00	
<b>Total Values</b>					£5,187.00	£5,187.00	£5,187.00	£1.00	

### Land & Buildings - Great Down Park

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
8	8	Great Down Park	Great Down Park Long Lane	27/10/1992	£32,000.00	£32,000.00	£32,000.00	£1.00	
558	558	Height Barrier Great Down Park	Great Down Park		£478.00	£478.00	£478.00	£512.03	
579	579	Fencing Great Down Park	Great Down Park		£600.00	£642.72	£642.72	£642.72	

---

<b>Total Values</b>					£33,078.00	£33,120.72	£33,120.72	£1,155.75	
---------------------	--	--	--	--	------------	------------	------------	-----------	--

---

### Land & Buildings - Hungerford Bottom Nature Reserve

9	9	Hungerford Nature Reserve			£1.00	£1.00	£1.00	£1.00	
562	562	Hungerford Nature Reserve Fencing/decking	Hungerford	01/06/2013	£500.00	£500.00	£500.00	£0.00	

---

<b>Total Values</b>					£501.00	£501.00	£501.00	£1.00	
---------------------	--	--	--	--	---------	---------	---------	-------	--

---

### Land & Buildings - Lionheart Way Ecology Park

10	10	Lion Heart Way Ecology Park			£1.00	£1.00	£1.00	£1.00	
570	570	Fencing Lion Heart Way Ecology Park	Lion Heart Way EP		£1,400.00	£1,400.00	£1,400.00	£1,499.68	
571	571	Fencing and gate around culvert Lion Heart Way EP	Lion Heart Way EP	31/03/2010	£396.00	£396.00	£396.00	£424.20	
573	573	6ft metal gate Lion Heart Way EP	Lion Heart Way EP		£250.00	£250.00	£250.00	£267.80	
574	574	Kissing gate x2 Lion Heart Way EP	Lion Heart Way EP		£1,200.00	£1,200.00	£1,200.00	£1,285.44	
576	576	Footbridges x2 Lion Heart Way EP	Lion Heart Way EP		£200.00	£200.00	£200.00	£214.24	

---

<b>Total Values</b>					£3,447.00	£3,447.00	£3,447.00	£3,692.36	
---------------------	--	--	--	--	-----------	-----------	-----------	-----------	--

---

### Land & Buildings - Long Lane Recreation Ground

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
1	1	Long Recreation Ground Pavilion and Workshops	Long Lane Bursledon		£163,552.78	£163,552.78	£163,552.78	£163,552.78	
16	16	Long Lane Rec Drive Way	Long Lane	31/03/2012	£7,246.67	£7,246.67	£7,246.67	£7,246.67	
18	18	Pavilion Alarm System	Long Lane		£692.00	£692.00	£692.00	£741.27	
19	19	Pavilion CCTV System	Long Lane		£6,924.00	£6,924.00	£6,924.00	£7,417.00	
559	559	Height Barrier Long Lane Rec	Long Lane Recreation Ground	31/03/2010	£478.00	£478.00	£478.00	£512.03	
813	813	Pavilion water boiler	Long Lane		£200.00	£200.00	£200.00	£214.24	

---

**Total Values**      £179,093.45      £179,093.45      £179,093.45      £179,683.99

---

#### Land & Buildings - Peewit Hill

11	11	Peewit Hill Woodland and open space			£1.00	£1.00	£1.00	£1.00	
580	580	Wooden Gate Peewit Hill Woods	Peewit Hill Woods	31/03/2012	£300.00	£300.00	£300.00	£321.36	
581	581	Fencing Peewit Hill Woods	Peewit Hill Woods	31/03/2012	£3,026.40	£3,026.40	£3,026.40	£3,241.45	

---

**Total Values**      £3,327.40      £3,327.40      £3,327.40      £3,563.81

---

#### Land & Buildings - Pilands Wood Community Centre

12	12	Pilands Wood Community Centre			£1.00	£1.00	£1.00	£1.00	
20	20	Pilands Wood Open space	Pilands	31/03/2011	£1.00	£1.00	£1.00	£1.00	

---

**Total Values**      £2.00      £2.00      £2.00      £2.00

---

#### Land & Buildings - Pocket Park

4	4	Pocket Park	Hungerford		£1.00	£1.00	£1.00	£1.00	
---	---	-------------	------------	--	-------	-------	-------	-------	--

---

**Total Values**      £1.00      £1.00      £1.00      £1.00

---

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
-----------	------	-------------	----------	---------------	------	---------------	----------------	-------------------------	----------------

### Land & Buildings - Rear of the Laurels

14	14	Land at Hungerford between Hillandale/Willows & bhd Laurels			£1.00	£1.00	£1.00	£1.00	
<b>Total Values</b>					£1.00	£1.00	£1.00	£1.00	

### Land & Buildings - Station Woods

6	6	Bursledon Station Woodland	Bursledon		£1.00	£1.00	£1.00	£1.00	
563	563	Bursledon Stations Woods Fencing and gate	Bursledon Station Woods	01/04/2011	£695.00	£695.00	£695.00	£744.48	
<b>Total Values</b>					£696.00	£696.00	£696.00	£745.48	

### Land & Buildings - The View Point

15	15	The View Point		01/01/2012	£1,200.00	£1,200.00	£1,200.00	£1,200.00	
503	503	Viewpoint interpretation board	Viewpoint	01/05/2014	£650.00	£650.00	£650.00	£696.28	
<b>Total Values</b>					£1,850.00	£1,850.00	£1,850.00	£1,896.28	

### Noticeboards

549	549	Notice Boards/Posts(misc BPC roads) x7 6A4u/o-SPK/o	?	01/03/2010	£3,354.00	£3,354.00	£3,354.00	£3,592.80	
550	550	Notice Boards/Posts Hungerford Nature Reserve 6A4u/0-spl/o	Hungerford Nature Reserve	01/11/2011	£564.41	£564.41	£564.41	£604.60	
551	551	Notice Boards/Posts lockable Long Lane rec	Long Lane Recreation Ground	02/11/2011	£1,714.80	£1,714.80	£1,714.80	£1,836.89	
<b>Total Values</b>					£5,633.21	£5,633.21	£5,633.21	£6,034.29	

### Play Areas - Long Lane Recreation Ground

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
151	151	Rocker Seesaw	Long Lane Recreation Ground	29/08/2019	£9,956.00	£9,956.00	£9,956.00	£0.00	
530	530	Swing Junior 1 Bay 2 Seat	Long Lane Recreation Ground		£1,067.00	£1,067.00	£1,067.00	£1,067.00	
531	531	Rocker Rotator Rodeo Rider	Long Lane Recreation Ground		£1,406.00	£1,406.00	£1,406.00	£1,506.11	
534	534	Rotating Carousel Bowl	Long Lane Recreation Ground		£846.00	£846.00	£846.00	£906.73	
534	534	Stepping pods x 7	Long Lane Recreation Ground		£623.00	£623.00	£623.00	£667.36	
535	535	Multiplay Toddler	Long Lane Recreation Ground		£7,330.00	£7,330.00	£7,330.00	£7,851.90	
538	538	Multiplay Junior	Long Lane Recreation Ground		£8,000.00	£8,000.00	£8,000.00	£8,569.60	
539	539	Agility Trampoline	Long Lane Recreation Ground		£1,986.00	£1,986.00	£1,986.00	£2,127.40	
540	540	Springer Rocker Bike 1	Long Lane Recreation Ground		£549.00	£549.00	£549.00	£588.09	
544	544	Fencing Childrens Play Area Long Lane Rec	Long Lane Recreation Ground		£12,002.00	£12,002.00	£12,002.00	£12,856.54	
545	545	Wet Pour Safe Surface Long Lane Rec	Long Lane Recreation Ground		£6,494.00	£6,494.00	£6,494.00	£6,956.37	
<b>Total Values</b>					£50,259.00	£50,259.00	£50,259.00	£43,097.10	

## Play Areas - Pilands Wood Open Space

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
13	13	Pilands Wood Play Areas and MUGA			£1.00	£1.00	£1.00	£1.00	
152	152	Junior Play Area		29/08/2019	£34,440.00	£34,440.00	£34,440.00	£0.00	
504	504	Pilands Wood Concrete skate park	Pilands Wood		£113,400.00	£113,400.00	£113,400.00	£113,400.00	
507	507	Pilands Wood play area (Foundary Crescent) Rodeo Board	Foundary Crescent Pilands Wood		£3,058.00	£3,058.00	£3,058.00	£3,275.73	
508	508	Pilands Wood Play area (Foundary Crescent) Nest swing	Foundary Crescent Pilands Wood		£2,402.00	£2,402.00	£2,402.00	£2,573.02	
509	509	Pilands Wood play area Trampoline	Foundary Crescent Pilands Wood		£1,986.00	£1,986.00	£1,986.00	£2,127.40	
510	510	Pilands Wood play area (Foundary Crescent) 1 x litter bin	Foundary Crescent Pilands Wood		£500.00	£500.00	£500.00	£535.60	
511	511	Pilands Wood play area (foundary crescent) fencing	Foundary Crescent Pilands Wood		£2,900.00	£2,900.00	£2,900.00	£3,106.48	
512	512	Pilands Wood Play area (foundary cres) wet pour safe surface	Foundary Crescent Pilands Wood		£5,435.00	£5,435.00	£5,435.00	£5,821.98	
<b>Total Values</b>					£164,122.00	£164,122.00	£164,122.00	£130,841.21	

### Play Areas - Woodlands Way

150	150	Roundabout Carousel	Woodlands Way	29/08/2019	£18,551.90	£18,551.90	£18,551.90	£0.00	
513	513	Woodlands Way Play Area Springers x 2	Woodlands Way, Pilands Wood		£1,370.00	£1,370.00	£1,370.00	£1,467.55	
514	514	Woodlands Way Cradle Seat Swing	Woodlands Way, Pilands Wood		£1,465.00	£1,465.00	£1,465.00	£1,569.31	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
517	517	Litter bin	Woodlands Way, Pilands Wood		£500.00	£500.00	£500.00	£535.60	
518	518	2 x metal benches	Woodlands Way, Pilands Wood		£1,600.00	£1,600.00	£1,600.00	£1,713.92	
519	519	Fencing	Woodlands Way, Pilands Wood		£6,002.00	£6,002.00	£6,002.00	£6,429.34	
<b>Total Values</b>					£29,488.90	£29,488.90	£29,488.90	£11,715.72	

### Sports Equipment - Long Lane Recreation Ground

521	521	Football Goals and Nets	Long Lane Recreation Ground	31/03/2012	£2,600.00	£2,600.00	£2,600.00	£1,071.20	
523	523	Football Practise Goal Posts	Long Lane Recreation Ground	31/03/2008	£400.00	£400.00	£400.00	£428.48	
524	524	Metal tennis net posts x 4	Long Lane recreation Ground		£360.00	£360.00	£360.00	£385.63	
525	525	Tennis nets x 2	Long Lane Recreation Ground		£600.00	£600.00	£600.00	£642.72	
526	526	Cricket - Artificial Wicket	Long Lane Recreation Ground	31/03/2012	£4,385.00	£4,385.00	£4,385.00	£5,179.25	
<b>Total Values</b>					£8,345.00	£8,345.00	£8,345.00	£7,707.28	

### Vehicles & Equipment

201	201	Ford Ranger Pick Up HG10 OAM		10/06/2014	£7,200.00	£7,200.00	£7,200.00	£0.00	
202	202	John Deere 455 Tractor Mower CH30290103660		31/03/2001	£8,000.00	£8,000.00	£8,000.00	£13,170.40	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
203	203	John Deere 1445 Tractor Mower TC 14450D050396	Long Lane		£8,000.00	£8,000.00	£8,000.00	£8,569.60	
205	205	Peugot Van WD17LXP		21/02/2020	£7,345.00	£7,345.00	£7,345.00		
<b>Total Values</b>					£30,545.00	£30,545.00	£30,545.00	£21,740.00	
<b>Grand Total</b>					£581,311.63	£568,466.80	£568,466.80	£443,402.13	£4,059.00
<b>+ assets disposed during year</b>							£3,585.35		
							£572,052.15		