

Winchester District Council Report March 24 .....	2
Feasibility of a 20-mph speed limit in the village .....	3
Beech Grove .....	4
Pavilion Committee .....	5
Fence in Playground .....	6
Payments and Receipts March 24 .....	8
Actual Budget March 24 .....	9
Budget Monitoring Report Q4 .....	12
Reserves Policy 2024 .....	13
Publication scheme 2024 .....	16
OPC Risk Assessment and Internal Controls 2024 .....	23

## WINCHESTER CITY COUNCIL - UPPER MEON VALLEY WARD REPORT – APRIL 2024

### Elections

No, not the big one, but all households in the Upper Meon Valley should by now have received polling cards for the election of a Police and Crime Commissioner on Thursday 2 May.

Those in West Meon, Warnford, Exton and Corhampton & Meonstoke parishes may also be aware that Hugh Lumby, the Hampshire County Council member for the Meon Valley Division, recently resigned his seat for health reasons. Hugh has contributed much to the area as both a County and District Councillor over the years, as well as being a stalwart supporter of all things in his home village of Meonstoke. It would be very sad to see Hugh step down at any time but far more poignant given the circumstances. We both wish Hugh all the very best and thank him for his service to our communities. There will now be a by-election for his HCC seat, also on Thursday 2 May. Note that, in these parishes only, electors will shortly receive a second polling card for the by-election – the decision came too late for it to be included on the card for the PCC election.

Finally, Winchester City Council are advertising for overnight count staff to be part of the casual election staff team on election day. No prior experience needed and full training given, together with pay of £17.50 per hour. Anybody interested should visit [winchester.gov.uk/elections/working-at-elections-staff-recruitment](https://winchester.gov.uk/elections/working-at-elections-staff-recruitment) or e-mail [ElectionsStaffing@winchester.gov.uk](mailto:ElectionsStaffing@winchester.gov.uk).

### Small Grant Awards

The WCC Small Grant scheme was one of the many that we highlighted earlier in the year. It was good to see three Upper Meon Valley groups recently being successful in their applications for support. Congratulations to Upham Parish Council, for securing funding towards for a thermal imaging camera to aid their efforts at 'greening' their parish, the River Meon Conservation Volunteers based at Warnford, who receive funding for equipment needed to help their work, and Tichborne Cricket Club for their successful bids. The scheme is currently closed but will re-open later in the year. It is understood that the fund was under-bid for in the last round – if your community has a scheme that could use up to £1000 then it would be worth thinking early about a bid for the next.

### Spring is (almost) here

As the days lengthen and the weather, we hope, starts to relent, it is a good time to reflect and realise our good fortune to live in the most beautiful ward within the Winchester District and in the South Downs National Park. Our network of waymarked rural footpaths and bridleways are the key to access our most scenic places; for the more adventurous, we have not only the South Downs Way (100 miles) but also the Wayfarer's Walk (70 miles from Emsworth to Inkpen Beacon via Corhampton Down, Kilmeston, Hinton Ampner and Cheriton). For a real challenge, there's also the 625 mile Monarch's Way, designed to trace Charles II's escape route following his defeat at the Battle of Worcester in 1651. He passed through Owslebury, Upham, Preshaw and Warnford on his way! Volunteers play a huge role in maintaining our rights of way, helping with the upkeep of our river habitats and generally keeping our countryside as healthy as we can make it. Why not encourage your parishioners to get involved? Ideas for 'microvolunteering' projects are listed at this link:

<https://www.southdowns.gov.uk/volunteering/national-park-volunteers/opportunities/additional-volunteering-opportunities/microvolunteering/>

Neil Bolton

Jerry Pett

Winchester City Council Ward Members for Upper Meon Valley

MEETING REPORT: Feasibility of a 20-mph speed limit in the village

DATE: 4 April 2024

WRITTEN BY: The Clerk

AGENDA ITEM: 158

In view of Hampshire County Councils (HCC) traffic management policy update where Parish Councils can request 20 mph speed limits, the Council should discuss the feasibility of the Parish Council lowering the speed limit in the village to 20 mph.

The main problem with the revised policy is that all Councils will be expected to pay for the full cost of reducing the speed limit, which would include all the new signage, licences needed, and additional costs for ongoing maintenance. The potential costs of this could run to £10,000.00 or more.

It has been agreed that Councils can apply for CIL funding to support these applications. The Council is unable to apply for the SDNP funding this year as they already have an application in for the Beech Grove pathway improvements.

There will be a relaxation of the current requirement to move SLR and SID signs every 2-3 weeks. It is proposed to allow devices to remain at locations for longer giving more flexibility to address key locations in the village.

Speed Limit Reminder/Speed Indicator Device (SLR/SID) mean speed data can be used as evidence for consideration of a 20mph speed limit.

There are less requirements needed to be met on minor roads such as residential roads which are well suited to the introduction of 20mph speed limits.

The district Councillors brought up a very interesting fact from the HCC report that does make you question the cost/benefits of 20 mph speed limits.

The Task-and-Finish Working Group were presented with 'before' and 'after' speed data for the Winchester City Centre. It showed that 'before' speeds were 21.4 mph and the latest 'after' speeds recorded in 2022 were 20.9 mph resulting in a 0.5 mph reduction.

This supports the theory that rather than a 20 mph speed limit, signage and other traffic management measures will achieve better results and could be considerably cheaper.

MEETING REPORT: Beech Grove  
 DATE: 4 April 2024  
 WRITTEN BY: The Clerk  
 AGENDA ITEM: 162 (a)

At the last meeting the Council decided to pend this project until after the Annual Parish Assembly as the Council would like to present this project to the residents and go through the Pros and Cons and the cost of the project.

Currently the total costs for this project are as follows:

<b>Actual Costs</b>			
28/03/2022	Havant Highway	Beech Grove Concept Design	937.87
28/03/2022	Havant Highway	Topography Survey	1,350.79
23/03/2023	Havant Highway	Full Concept Design and estimate cost	1,763.79
03/11/2023	Hampshire County Council	S278 Agreement	2,000.00
07/03/2024	Havant Highway	Recharge for Safety Audit carried out for HCC	874.00
07/03/2024	Havant Highway	Professional Fees - Concept Design	600.00
<b>Total April 2024</b>			<b>7,526.45</b>

Since the last meeting the S278 agreement is still progressing, and Hampshire Highways have instructed their legal team who will begin drafting the agreement.

I have email the contact that Cllr Pett provided me, but I haven't received a response.

MEETING REPORT: Pavilion Committee  
DATE: 4 April 2024  
WRITTEN BY: The Clerk  
AGENDA ITEM: 163 (a)

As discussed at the last meeting the committee have been looking at more affordable pavilions and a member of the committee has costed out two types of pavilions, a wooden building and a brick building. Both are fully insulated; the cost includes the build and full fitting of the pavilion such as electrics, plumbing and heating.

The cost of a wooden pavilion is £215,000.00.  
The cost of a brick pavilion is £290,000.00.

The committee would like the Parish Council to decide which type of building they would like to be built so that the committee can go ahead and start getting the design drawn up.

The committee have spoken to Activ8 Minds the company that currently runs the after-school club at Owslebury School. They are able to set up and run cricket sessions on the sports field on a Friday evening for primary aged children.

The proposed start date would be 26<sup>th</sup> April and it will run for 10 -20 children from 6-7pm every Friday weather permitting. This would reintroduce children's cricket back into the village after 25 years.

Active8 Minds will set up the sessions and run them using their booking system. They have all the necessary safeguarding and insurance to run these sessions.

The committee is in talks with Hampshire Cricket to see if the All Star (5-8 year olds) and Dynamo (9 - 11 year olds) cricket could be played at the sports ground. This would need to be done under Hampshire Crickets guidance. It would take around a year to set up and get accredited.

There was some discussion on if the sports club have a logo that could be used for the cricket sessions. A member of the committee advised that there was not a current logo.

The committee have arranged for a competition to be run at the primary school to design a new sports club logo.

MEETING REPORT: Fence in Hilly Close Play Area

DATE: 4 April 2024

WRITTEN BY: The Clerk

AGENDA ITEM: 163(d)

Over the past 2 years there has been a problem with part of the fence in the play area being cut, from a properties back garden so that there is access to the play area. The Greenkeeper fixed the fence originally using metal ties to close the hole, but this was cut, and the hole re-appeared. Since then, the Greenkeeper has fixed the hole several times using metal ties, but it has always been cut open again.

Since then, a metal heras fence has been erected over the area, however this has been knocked over as well several times. The fence was last fixed on 10/02/24 and knocked over again on 22/03/24. It was fixed again most recently on 25/03/24. On the 25/03/24 when patrolling the play area part of the hedge seems to have been dragged from the fence and into the play area.

I have been in contact with Winchester City Council (WCC) in April 2023 and March 24 on this matter as the part of the fence that has been cut is on council land as the play area backs onto the Council houses on Beech Grove, to ask if they will re-fence the area and to contact all the tenants to explain that they should not deface the fence at the back of their gardens.

The response received from WCC was that this is criminal damage and should be reported to the police.

The ACSO has been patrolling the area but has not seen anything. The ACSO has also been in contact with out PSCO to report this as criminal damage.

I have asked the ASCO to regularly patrol the area.

Please see photos below:





**Owslebury Parish Council  
2023/24**

PAYMENTS	Amount (£)	Payee	Payment Type
151	57.60	3 Phone	DD
152	7.00	Havant Highways - Safety Audit	
153	60.00	Havant Highways - Professional Fees	
154	3.60	IONOS - Webhosting	DD
155	57.60	IONOS - Wordpress Hosting	
156	6.00	Land Registry	CC
157	59.00	Swamore (ACSO)	
158	242.70	OPHMC - Mar 24	
159	40.83	Clerk - Salary Mar 24	
160	163.20	HMRC	
161	1,211.60	Clerks Expenses Mar 24	
162	504.00	Argos - Computer Keyboard	CC
163	126.00	Repair Café Expenses	
164	70.00	Steve Comley Grass Cutting March	

Voucher	Amount (£)	Payee	
<b>RECEIPTS</b>			
17	104.21	CCLA - Investment Interest	
18	259.65	Repair Café Donations	
19	100.00	Colden Common - Lengthsman	

Chairman:

Date:

RFO:

Date:

**Bank and short term deposit balances/bank reconciliaton**

1. BANK BALANCES

31/03/2024

<b>CASH BOOK BALANCE</b>		£	£
	Balances 1st April 2023		70,502.91
	income		45,229.17
	expenses		-70,251.90
	<b>CASH BOOK BALANCE</b>		<b>45,480.18</b>
	add u/p cheques		3,678.65
	less o/s receipts		0.00
	Control total		<b>49,158.83</b>
<b>BANK STATEMENTS</b>			
	Treasurers account	49,158.83	
	Business 30 Day notice	0.00	
	Credit Card	0.00	
	Per bank statements		49,158.83
	Difference		<b>-0.00</b>

2. SHORT TERM DEPOSIT

25,000.00

3. TOTAL OF BANK AND SHORT TERM DEPOSITS

70,480.18



Owslebury Parish Council  
 Estimated outcome for 2022/23 and  
 Budget for Financial Year April 2023 - March 2024

<u>Income</u>	Actual Receipts 19/20	Actual Receipts 20/21	Actual Receipts to Nov 21/22	Budget Receipts 2022/23	Actual Receipts 2022/23	Budget Receipts 2023/24	Actual Receipts 2023/24		Comments
	£	£	£	£	£	£			
Precept	22,316	23,816	28,579	29,722	29,722	40,125	40,125		
Council Tax Support									
CIL Money		3,951							
Ring fenced Xmas lights		685	250		975				Money ringfenced
Ring fenced Lengthsman							100		
Ring fenced Eastleigh	3,890								
General donations	333		50		69	50	82		
Sports Club	305	310	45		1,053				
Play Area Income	171								
Sub Station Rent	100	100	100	100	100	100	100		
Insurance Refund			55		1,275				
SSE Refund					532				
GrOws (Ring Fenced)							660		Money ringfenced
Interest Received									
Fixed deposit Interest	301	316	50	150	25	50	604		
Fixed assets sale									
VAT Refund	1,160	1,091	3,893		4,297		3,559		
<b>Total Receipts</b>	<b>28,576</b>	<b>30,269</b>	<b>33,022</b>	<b>29,972</b>	<b>38,048</b>	<b>40,325</b>	<b>45,229</b>		

<u>Expenditure</u>	Actual Expenses 19/20	Actual Expenses 20/21	Actual Expenses to Nov 21/22	Budget Expenses 2022/2023	Actual Expense 2022/2023	Budget Expenses 2023/2024	Actual Expenses 2023/24	%	
<b>Staff Costs</b>									
Clerk's Net Salary	4,994	4,821	5,085	5,750	5,302	5,800	5,941	102	
Income Tax	1,198	1,205	1,271	1,440	1,325	1,500	1,485	99	
NI						0	32		
Clerk's travel	134	16	103	150	73	150	60	40	
ACSO	1,574	8,414	9,248	8,900	9,858	11,000	11,107	101	
<b>Administration / General Expenditure</b>									
Chairman's Expenses	80	80	80	100	80	80	0	0	
Councillors Expenses	20			50		50	0	0	
Clerk & Councillors Training	200		95	350	947	400	292	73	
Publications	112	120		50		50	0	0	
Postage	33		12	30	13	30	0	0	
Clerk's Broadband Allowances	196	152	242	120	135	150	109	73	
Clerk's Working from Home Allowances	125	125	125	125	125	125	125	100	
Telephone				160	161	180	80	44	
Stationary	215	135	114	250	127	250	70	28	
Meeting Expenses	318	141	370	400	378	450	373	83	
Insurances	740	750	782	1,000	583	700	549	78	Paid in full in April
Audit	405	415	420	500	435	500	470	94	Paid Internal Auditor and External Auditor
Office Equipment	94		670	700	358	350	377	108	
Website	306	299	359	360	349	400	431	108	Have been paying for extended support but cancelled this on 3 October
Credit Card	32	32	32	32	32	32	32	100	Paid in full in June
PO Box	285	294	300	325	315	400	330	83	Paid in full in September
Street Lighting	118	82	274	100	266				
Land Registry					3	20	268	1,340	Paid for registry of sports field at Longwood Road
Election Costs				50					
Shredding						60			

<b>General Maintenance</b>										
Grass Cutting	1,620	1,860	2,615	3,500	1,495	5,000	2,005	40		
Dog Waste Collections	660	885	660	700	585	800	585	73		
Play Area Repairs & Inspections	667	2,185	79	1,000	1,079	5,000	6,312	126	Resurfacing work	
General Maintenance / Repairs	216	265	261	500	316	500	411	82		
Tree Works			2,150	500	320	500	0	0		
Lengthsman scheme		56	56	60	0					
Community Assets Maintenance			1,012		1,240	1,500	0	0		
Playarea Works				2,500						
<b>Subscriptions</b>										
Hampshire Association of Local Councils (HALC)	280	270	294	300	296	320	351	110	Paid in full in April	
Society of Local Council Clerks (SLCC)				250	230	250	139	56	Paid in full in August	
Winch. District Ass'n o Local Councils										
Hants. Playing Fields Association	40									
Council for Protection of Rural England (CPRE)	36	36	36	40	36	40	36	90	Paid in full in October	
Information Commissioner	35	35	35	40	35	40	35	88	Paid in full in July	
Parish Online	75	75	75	75		75	75	100		
Survey Monkey			320							
<b>Grants</b>				1,500		2,000		82		
St Andrew's Church	400	525			400		1,000			
Morestead Church	200	200	200				200			
St Andrew's Church					100		150			
Christmas Lights										
Winchester CAB	250	250	250		250		250			
OMCA		240			500					
Christmas Lights										
Hampshire Archive			200							
OMPHC			850							
ADD	3,890									
OSSC	100				200					
Hampshire & Isle of Wight Trust	100									
Winchester Villages Trust							32			
Life Education Wessex							100			
<b>Community Projects</b>				5,000						
Speed Sign	3,200	58								
Bollard for Footpath31		292								
Red Lane Re surfacing		850								
Notice Board					1,357					
Play Area Painting						1,000		0		
Benches (Glebe Field) x 3						2,000	279	14		
Footpath Improvement (Beech Grove)			2,289			15,000	5,238	35		
Coronation						500	409	82	Paid for mug for children at school - Paid in full	
Repainting of Telephone Box						300		0		
Affordable Housing Survey					300					
Christmas Lights							678		Paid for new bulbs from Xmas lights ringfenced fund	
GrOws							747		Paid from ringfenced money from swishing event	
<b>Pavilion</b>										
Water				100						
Electricity				100						
Maintenance				100						
Pavilion Costs					8,006					
<b>VAT Paid</b>	1,164	2,414	3,209		3,876		4,088			
<b>Total Expenses</b>	<b>24,110</b>	<b>27,577</b>	<b>34,172</b>	<b>37,207</b>	<b>41,486</b>	<b>57,502</b>	<b>45,252</b>			

Net Surplus/(Deficit)

4,465	2,692	-1,150	-7,235	-3,438	-17,177	-23		
-------	-------	--------	--------	--------	---------	-----	--	--

**RESERVES**

	2019/20	2020/21	2021/22	2022/23	2023/24
Opening reserves at beginning of financial year 1st April	67,931	72,396	75,088	73,938	70,502
Net surplus/deficit for financial year	4,465	2,692	-1,150	-3,438	-23
Closing reserves at 31st March	72,396	75,088	73,938	70,502	70,480

**SUMMARY OF RING FENCED, EAR-MARKED AND GENERAL RESERVES**

<b><u>Ring fenced</u></b>	
Xmas lights (public funding)	1,481.08
Xmas lights (private funding)	0.00
Community bus (private funding)	61.15
Playground fund raising	5.27
WW1 & DD Day events	248.00
CIL Money	0.00
GrOws	281.27
Total ring fenced	1,795.50
<b><u>Ear marked</u></b>	
Play Area Equipment	20,000.00
Bench for Playground	1,000.00
	21,000.00
<b><u>General reserve</u></b>	47,684.68
<b>Total reserves</b>	70,480.18

MEETING REPORT: Budget Monitoring Report

DATE: 4 April 2024

WRITTEN BY: The Clerk

AGENDA ITEM: 165 (c)

After reviewing the actual to budget expenditure up to 31 March 2024, below is a statement showing an explanation of material variances (Financial Regulations talk of material variances being in excess of £100 or 15% of the budget). At this point of the financial year, you would expect the budget to be at 100%.

**Budget heading**

**Explanation**

**Staff Costs**

Clerks Salary (+£100)  
ACSO (+£100)

Payrise  
Payrise

**Admin Costs**

Land Registry (+15%)

The Council received the bill for registering the sports field this has taken several years to complete and the Council were unsure when this would complete so had not budgeted for it.

**General Maintenance**

Play area repairs (+15%)

The Council agreed to having all the resurfacing works completed at the same time instead of over 1 to 2 years.



# Owslebury Parish Council Reserves Policy

Adopted by the Council on 11 April 2022

Reviewed on 17 April 2023

[Reviewed on 4 April 2024](#)



## INTRODUCTION

The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Owslebury and Morestead Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation and to ensure financial security but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure. The Joint Panel on Accountability and Governance 'Practitioners' Guide March 2020 section 5.9 advises this should be considered as part of the budgeting process. However, there is no specified minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions: -

- the expenditure must not be recurring.
- Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the Full Council, so long as the total expenditure for the financial year is not exceeded.

## TYPES OF RESERVES

Reserves can be categorised as earmarked, ring fenced or general.

### EARMARKED RESERVES

Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations.

Earmarked reserves can be held for several reasons:

Renewals - to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.



Carry forward of underspend – where some expenditure to projects cannot be spend in the budget year. Reserves are used as a mechanism to carry forward these resources.

Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.

Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

## RING FENCED

Ring fenced reserves are money or grants allocated for a specific project only.

## GENERAL RESERVES

General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay three month's salaries to the Clerk in general reserves at all times.

# PUBLICATION SCHEME

Adopted by the Council on 9 June 2014

Re-confirmed on 14 Feb 2022

Reviewed on 17 April 2023

[Reviewed on 4 April 2024](#)



# OWSLEBURY & MORESTEAD PARISH COUNCIL

## **Freedom of Information Act 2000**

The Council's policy is based upon the model publication scheme prepared and approved by the Information Commissioner.

The publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The policy commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this policy.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this policy.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## **Classes of information**

*Who we are and what we do:* Organisational information, locations and contacts, constitutional and legal governance.

*What we spend and how we spend it:* Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

*What our priorities are and how we are doing:* Strategy and performance information, plans, assessments, inspections and reviews.

*How we make decisions:* Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

*Our policies and procedures:* Current written protocols for delivering our functions and responsibilities.

*Lists and registers:* Information held in registers required by law and other lists and registers relating to the functions of the authority.

*The services we offer:* Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:



# OWSLEBURY & MORESTEAD PARISH COUNCIL

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this policy will be made available.**

The Council will indicate clearly to the public what information is covered by this policy and how it can be obtained.

## **Charges which may be made for information published under this policy.**

The purpose of this policy is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

## **Charges may be made for information published under this policy**

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging

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.

## **Written requests**

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act

# OWSLEBURY & MORESTEAD PARISH COUNCIL

Information available from Owslebury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Per sheet
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website/hard copy	10p
Who's who on the Council	Website/electronic/hard copy	10p
Contact details for staff and Council members (named contacts where possible with telephone number and email address)	Website/electronic/hard copy	10p
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Website/electronic/hard copy/minutes	10p
Annual return form and report by auditor	Website/electronic/hard copy/noticeboard	10p
Finalised budget	Electronic/hard copy/minutes/Website	10p
Precept	Electronic/hard copy/minutes/AGAR/ Website	10p
Financial Regulations and Standing Orders	Website/electronic/hard copy	10p
Grants given and received	Website/electronic/hard copy/minutes and year-end accounts	10p
List of current contracts awarded and value of contract	Electronic/hard copy/minutes	10p
Members' expenses	Website/electronic/hard copy/minutes	10p
<p><b>Class 3 – What our priorities are and how we are doing</b></p>	Hard copy/minutes /Website	10p



## OWSLEBURY &amp; MORESTEAD PARISH COUNCIL

(Audits, inspections and reviews)		
Annual Report to Parish Assembly	Website/electronic/hard copy	10p
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Standing Orders/Financial Regulations/minutes. All available on the website/hard copy/electronic	10p
Timetable of meetings	Website/electronic/hard copy	10p
Agendas of meetings (as above)	Website/electronic/hard copy/noticeboards	10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/electronic/hard copy	10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/electronic/hard copy	10p
Responses to consultation papers	Electronic/hard copy/minutes	10p
Responses to planning applications	Electronic/hard copy/ <a href="#">Winchester/SDNP BDBC's</a> website/minutes	10p
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website/hard copy/electronic	10p
Policies and procedures for the conduct of council business: Procedural Standing Orders Delegated authority in respect of officers Code of Conduct	Website/electronic/hard copy Electronic/hard copy/minutes Website/electronic/hard copy	10p
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and Diversity policy	Contained in Standing Orders/Financial Regulations/minutes  Website/electronic/hard copy	10p



## OWSLEBURY &amp; MORESTEAD PARISH COUNCIL

Health and Safety policy	Website/electronic/hard copy	
Risk Assessments	Website/electronic/hard copy	
Recruitment Policies (including current vacancies)	Electronic/hard copy	
Policies and Procedures for handling requests for information	Contained in minutes	
Complaints Procedures (including those covering requests for information and operating the publication scheme)	Website/electronic/hard copy Website/electronic/hard copy	
Subject Access Requests Policy	Website/electronic/hard copy	10p
Records Management Policies (records retention, destruction and archive)	Website/electronic/hard copy	10p
Data Protection Policies	Website/electronic/hard copy	10p
Schedule of charges (for the publication of information)	Website/electronic/hard copy	10p
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy/website;(some information may only be available by inspection)	10p
Assets Register	Electronic/hard copy/website and year-end accounts	10p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Electronic/hard copy	10p
Register of members' interests	Winchester City Council website/website	
Register of gifts and hospitality	Hard copy/electronic	10p
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy/website; (some information may only be available by inspection)	10p
Current information only		
Parks, playing fields and recreational facilities	Website/hard copy/electronic	10p
Seating, litter bins, clocks, memorials and lighting	Hard copy/electronic/in minutes	10p



## OWSLEBURY &amp; MORESTEAD PARISH COUNCIL

Bus shelters	Hard copy/electronic/in minutes	10p
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

The Parish Clerk, Owslebury & Morestead Parish Council, PO Box 783, Winchester, Hants.  
SO23 3RD.

[owsleburyparishcouncil@gmail.com](mailto:owsleburyparishcouncil@gmail.com)

Tel: 07869 814452

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 10p per sheet (colour)	Actual cost*
	Postage At cost	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		As per the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

# OWSLEBURY & MORESTEAD PARISH COUNCIL



## RISK ASSESSMENT AND INTERNAL CONTROLS FOR OWSLEBURY PARISH COUNCIL 20243

AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
Assets	Protection of physical assets	Medium	<ul style="list-style-type: none"> <li>Asset register reviewed annually by Full Council.</li> <li>The Council's assets are all insured. Streetlamps have historically not been insured.</li> <li>New assets are added to the insurance policy when acquired.</li> <li>Land is registered with the Land Registry.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance policy reviewed annually by Full Council.</li> <li>Asset register reviewed annually by Full Council.</li> <li>Asset register updated when required.</li> <li>Regular inspection of the Council's assets.</li> <li>Repair and maintenance programme for assets.</li> </ul>
	Maintenance of play area and open spaces	High	<ul style="list-style-type: none"> <li>Biweekly visual inspections carried out by ASCO.</li> <li>2 inspections carried out by independent inspector per year.</li> <li>Adequate repair and maintenance programme in place.</li> <li>Budgeting for maintenance annually.</li> </ul>	<ul style="list-style-type: none"> <li>Medium and high risks are actioned accordingly.</li> <li>Adequate budget for repairs.</li> <li>The inspection reports are reviewed by the Full Council and actioned accordingly. Records are available for inspection.</li> <li>Works are checked on a regular basis by the Clerk.</li> </ul>
Finance	Banking	Medium	<ul style="list-style-type: none"> <li>Bank accounts are held with Lloyds. <del>A new savings account will be set up in May with CCLA.</del> The Lloyds account requires payments to be completed by 2 Cllrs. <del>A high interest deposit account is held with CCLA.</del></li> <li>Reserves Policy in place and reviewed annually.</li> <li>Financial Regulations to be followed and reviewed annually.</li> <li>The internal auditor has been appointed to carry out an audit report.</li> <li>Payments are present to Full Council monthly, and 2 Cllrs are appointed to complete the payment process.</li> <li>Insurance in place.</li> </ul>	<ul style="list-style-type: none"> <li>RFO appointed.</li> <li>Statements are received monthly, and the bank reconciliations and statements are verified by the Full Council monthly and signed and dated by the Chairman.</li> <li>Financial Regulations and risk assessment for on-line banking to be reviewed regularly.</li> <li>Account signatories to be reviewed and approved annually by Full Council.</li> <li>Internal and external auditors appointed.</li> <li>Annual review of the internal controls.</li> <li>Quarterly review of the Actual to Budget by Full Council.</li> </ul>
	Loss of income or need to provide	Medium	<ul style="list-style-type: none"> <li>Minimal potential impact - no insurance required.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance documents reviewed annually by Full Council.</li> </ul>

# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	essential services consequent upon critical damage, loss or non-performance of third party.		<ul style="list-style-type: none"> <li>Reserves Policy in place.</li> <li>All contractors provide proof of public liability cover.</li> </ul>	<ul style="list-style-type: none"> <li>General reserves to be held according to the policy.</li> <li>Council to ensure that contracts in excess of £500 are suitably worded.</li> <li>Staff to keep evidence of insurance and risk assessments for all contractors.</li> </ul>
	Loss of cash through theft or dishonesty	Medium	<ul style="list-style-type: none"> <li>Regular payments are encouraged to be via bank transfer.</li> <li>No petty cash held.</li> <li>Fidelity Guarantee insurance in place to cover all money held by the Council.</li> </ul>	<ul style="list-style-type: none"> <li>Insurance documents reviewed annually by Full Council.</li> <li>References to be obtained for staff.</li> <li><del>Quarterly payments</del> Payments are published in the minutes, which are placed on website <del>to be published on the website.</del></li> <li>Clerk to be accompanied to the bank when banking more than £500 of cash.</li> <li><del>Encourage the use of bank transfers or cheque payments.</del></li> <li>Monthly bank reconciliation completed by RFO and approved by Full Council.</li> </ul>
	Financial control and records	Medium	<ul style="list-style-type: none"> <li>Monthly bank reconciliation to be prepared by the Clerk, verified by Full Council and signed and dated by the Chairman.</li> <li>Monthly payments of account to be signed and dated by the Clerk and presented at Full Council meetings, a resolution agreed and then signed by the Chairman.</li> <li>Two Cllrs to verify the invoices presented for payment and to sign the payment sheet. Payments are set up by the Clerk and finished by two appointed Cllrs.</li> <li>Internal auditor appointed.</li> <li>Financial approvals and expenditure to be filed with the invoices.</li> </ul>	<ul style="list-style-type: none"> <li>RFO and internal auditor appointed.</li> <li>Financial Regulations to be reviewed annually.</li> <li>Annual review by internal and external auditor and their reports to be presented to the Full Council.</li> <li>Signatories on the accounts to be reviewed annually.</li> <li>Clerk to present quarterly the actual to budget expenditure and a statement of variants to the Full Council.</li> </ul>
	Comply with HMRC regulations	High	<ul style="list-style-type: none"> <li>VAT returns are completed by the Clerk quarterly.</li> </ul>	<ul style="list-style-type: none"> <li>VAT returns are reconciled with all bank accounts and reported to the Council.</li> <li>Checked by the internal auditor.</li> </ul>



# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
			<ul style="list-style-type: none"> <li>Pay roll is run by the Clerk and checked by the Chairman and Vice Chairman. It is submitted monthly online and the employer's annual return is submitted within the prescribed time frame.</li> <li>Internal and external auditor appointed.</li> </ul>	
	Sound budgeting to underlie annual precept	Medium	<ul style="list-style-type: none"> <li>All monies spent against the budget to be in accordance with the Financial Regulations.</li> <li>Budget preparation annually.</li> <li>Asset register updated and reviewed annually.</li> <li>Internal auditor appointed.</li> <li>Training available and encouraged for staff and Cllrs.</li> <li>Details of earmarked reserves in the budget.</li> </ul>	<ul style="list-style-type: none"> <li>Full Council draft budget for the three-year forecast to be prepared in accordance with the Financial Regulations and approved at the December meetings.</li> <li>Salary budgets to be reviewed at least annually for the following financial year.</li> <li>Final budget and proposed precept to be approved by the Full Council during the January meeting.</li> <li>Clerk to report expenditure against the budget and explanation of material variances quarterly <del>with petty cash expenditure.</del></li> <li>Reserves reviewed annually and changes in earmarked reserves are approved by Full Council.</li> <li>Appoint an internal auditor and act in accordance with their recommendations.</li> <li>Full Council to approve subscriptions annually.</li> </ul>
	Complying with borrowing restrictions	Low	<ul style="list-style-type: none"> <li>No borrowing at present.</li> </ul>	
<b>Liability</b>	Risk to third party, property or individuals	Medium	<ul style="list-style-type: none"> <li>Insurance cover for public liability in place.</li> <li>Risk assessments carried out and reviewed when required.</li> <li>Health and Safety Policy in place which is reviewed annually.</li> <li>Clerk acts as the H&amp;S Officer.</li> <li>Tree and Memorial inspections in place.</li> <li>Ensure all contractors have adequate insurance.</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety matters to be reported to Full Council.</li> <li>Insurance documents reviewed by Full Council annually.</li> <li>Health and Safety Policy to be reviewed annually.</li> </ul>

# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	Legal liability as consequence of asset ownership	High	<ul style="list-style-type: none"> <li>Insurance is in place.</li> <li>6 monthly checks are in place for the play equipment.</li> <li>Risk assessments in place and reviewed.</li> <li>Trees investigated when damage reported. Tree survey carried out in 2022 and recommended works actioned. <u>Next Tree survey to be carried out in 2024 and every 2 years.</u></li> </ul>	<ul style="list-style-type: none"> <li>Insurance documents to be reviewed by Full Council annually.</li> <li>ACSO carries out a biweekly visual inspections on the play areas and a 6 monthly inspection is carried out by a play area inspector. Reports are reviewed, work actioned if needed and records filed.</li> <li>Council to act on the recommendations in the tree survey.</li> </ul>
<b>Employer Liability</b>	Comply with employment law	Medium	<ul style="list-style-type: none"> <li>As a member of Hampshire Association of Local Councils (HALC), National Association of Local Councils (NALC) and Society of Local Council Town Clerks (SLCC) their advice can be sought.</li> <li>Compliance with Employment Law and Health and Safety regulations.</li> <li>Equality and Diversity Policy in place.</li> <li>Health and Safety Policy in place.</li> <li>Insurance in place.</li> <li>Staff contracts to be updated when required.</li> <li>All members of staff to be given a contract of employment on appointment.</li> <li>Employer's liability insurance cover.</li> </ul>	<ul style="list-style-type: none"> <li>Annual renewal to these organisations to be presented to the Full Council.</li> <li>Policies to be reviewed annually.</li> <li>Professional advice to be requested when needed.</li> <li>Training available for Clerk and Councillors</li> <li>Insurance documents reviewed annually by Full Council.</li> <li>Annual review of Health and Safety Policy.</li> </ul>
	Comply with HMRC requirements	Medium	<ul style="list-style-type: none"> <li>Regular advice is issued by HMRC.</li> <li>Internal and external auditor to carry out annual checks.</li> <li>Pay roll to be maintained as required by the Inland Revenue.</li> </ul>	<ul style="list-style-type: none"> <li>Reports from the auditors to be presented to the Council.</li> <li>Payroll is checked by the Chairman and Vice Chairman</li> </ul>
<b>Legal Liability</b>	Ensuring activities are within legal powers	High	<ul style="list-style-type: none"> <li>Clerk to clarify legal position on any new proposals when required.</li> </ul>	<ul style="list-style-type: none"> <li>Legal advice to be sought where necessary.</li> </ul>
	Proper and timely reporting via the minutes	Medium	<ul style="list-style-type: none"> <li>The Full Council meets every month. Minutes of all the previous meetings are always received, approved and signed by the Chairman of the Council. Minute pages are numbered correctly.</li> </ul>	<ul style="list-style-type: none"> <li>Draft minutes are added to the website when circulated to Councillors and updated when approved.</li> <li>Hard copies of the approved minutes and appendices are stored in the Clerks house.</li> </ul>

# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	Proper document control	Medium	<ul style="list-style-type: none"> <li>Land and buildings registered at Land Registry and copies kept in files.</li> </ul>	<ul style="list-style-type: none"> <li>Spot checks by a nominated Councillor.</li> </ul>
<b>Council</b>	Councillors' obligation to declare DPI's	High	<ul style="list-style-type: none"> <li>Councillors to complete Declaration of Pecuniary Interests (DPI) forms which are returned to Winchester City Council and should be updated by Councillors as and when required.</li> <li>DPI's to be declared at meetings when necessary.</li> <li>Councillors to inform the Clerk of any gifts and hospitality received.</li> </ul>	<ul style="list-style-type: none"> <li>Councillor DPI forms available on Winchester City Councils website and the Council's website.</li> <li>DPI's to be noted in the minutes.</li> <li>Records to be kept of gifts and hospitality received.</li> </ul>
	Council acting improperly	High	<ul style="list-style-type: none"> <li>Councillors are to follow the adopted Code of Conduct.</li> <li>Procedures to be followed as detailed in Standing Orders, Financial Regulations, Terms of Reference for Committees and all other approved policies.</li> <li>All Council decisions are recorded in the meeting minutes.</li> <li>Training for Cllrs and staff available and encouraged.</li> <li>Advice available from HALC and SLCC.</li> <li>Scheme of delegation in place.</li> <li>Legal expenses, fidelity guarantee and libel and slander insurance cover in place.</li> <li>All documents relating to Council business to be held in at the Clerks house in an orderly system and destroyed according to the Document Retention Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of suitably qualified staff.</li> <li>Clerk to advise the Council to ensure it is complying with relevant legislation.</li> <li>The approved Code of Conduct should be followed and reviewed and updated on a regular basis.</li> <li>Breaches to the Code to be reported to the Monitoring Officer.</li> <li>Standing Orders, Financial Regulations, Terms of Reference, Complaints Procedure and all other policies are reviewed and approved annually.</li> <li>Council decisions are clearly minuted and the minutes are kept for future reference.</li> <li>All Cllrs to complete DPI forms and to attend training as per Standing Orders.</li> <li>The Transparency Code is adhered to.</li> <li>Membership of ICO renewed annually.</li> <li>Insurance documents reviewed annually by the Full Council.</li> </ul>
	Discrimination – the Council or its employees acting in a discriminatory	Medium	<ul style="list-style-type: none"> <li>The Council will act in accordance with current best practice.</li> <li>Equality and Diversity Policy in place.</li> </ul>	<ul style="list-style-type: none"> <li>The Council will endeavour not to discriminate in any of its dealings and actions.</li> <li>The policy is reviewed annually.</li> </ul>

**Formatted:** Font: (Default) Calibri

**Formatted:** List Paragraph, Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0 cm

# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	and/or illegal manner			
	Data Protection	Medium	<ul style="list-style-type: none"> <li>The Council is registered with the Data Protection Agency and has a Data Protection Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Annual renewal of registration to be confirmed at a Council meeting along with approval of the policy.</li> <li>The Council has appointed a Data Protection Compliance Officer to comply with the GDPR and will make other relevant changes to the way it conducts its business to comply.</li> </ul>
	Freedom of Information Act	Medium	<ul style="list-style-type: none"> <li>The Council has a model publication scheme published on the website.</li> </ul>	<ul style="list-style-type: none"> <li>The <del>Parish Town</del> Clerk will report to the Council any requests made under the FOI Act and the scheme is reviewed annually.</li> </ul>
	Loss of records	Medium	<ul style="list-style-type: none"> <li>The Council's records are stored either on paper, electronically or both.</li> <li>All paperwork is stored in locked cabinets where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Electronic files are stored in the Cloud.</li> <li>Council documents are held according to the Document Retention Policy.</li> <li>The Data Protection Policy is reviewed annually.</li> <li>Proper handover and induction for new staff.</li> </ul>
	Loss of key staff	Medium	<ul style="list-style-type: none"> <li>Most of the Councils work can be carried out by each member of staff.</li> <li>In the absence of staff, a Councillor or Locum Clerk will provide cover.</li> <li>Appropriate notice periods in staff contracts.</li> <li>All documents stored in OneDrive.</li> <li>In the event that something happens to the Clerk all passwords are written down and kept in an envelope and stored with the Chairman (as per HALC's recommendations)</li> </ul>	<ul style="list-style-type: none"> <li>All holiday requests to be made with notice.</li> <li>Proper handover and inductions for new staff.</li> </ul>
	IT failure or theft	Medium	<ul style="list-style-type: none"> <li>All data is stored on OneDrive.</li> <li>All computers are password protected.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to protect passwords.</li> <li>All devices have anti-virus software.</li> </ul>
	Business Continuity	Medium	<ul style="list-style-type: none"> <li>Scheme of delegation in place.</li> <li>Insurance in place.</li> <li>Member of HALC.</li> <li>Clerk is a member of SLCC.</li> <li>Risk assessments.</li> </ul>	<ul style="list-style-type: none"> <li>Scheme of delegation reviewed annually.</li> <li>On-going staff training.</li> <li>Risk assessments updated annually.</li> <li>Staff to follow national rules and guidelines.</li> </ul>

# OWSLEBURY & MORESTEAD PARISH COUNCIL



AREA	RISK	LEVEL	CONTROL OF RISK	MEANS OF CONTROL
	Slanderous / libellous statements by employees / Councillors	Low	<ul style="list-style-type: none"> <li>Insurance is in place for libel and slander.</li> </ul>	<ul style="list-style-type: none"> <li>The insurance policy is reviewed annually by the Full Council.</li> </ul>
	Inability of the Council to make decisions due to national crisis		<ul style="list-style-type: none"> <li>Scheme of Delegation</li> </ul>	<ul style="list-style-type: none"> <li>Regular Review of the Scheme of Delegation</li> </ul>
<b>Contractors</b>	Inadequate contracting arrangements and poor contractors' performance	High	<ul style="list-style-type: none"> <li>Procedures to be defined in Council Standing Orders.</li> <li>All contracts to be authorised by the Council and reviewed annually.</li> <li>Performance to be monitored by Council staff.</li> </ul>	<ul style="list-style-type: none"> <li>Procedures to be reviewed annually by the Council.</li> <li>Contracts to be reviewed annually by the Clerk and reported to the Council prior to renewal.</li> <li>Inadequate performance to be reported to the Council immediately following detection for a resolution.</li> </ul>

Reviewed and approved at The Full Council meeting held on 17 April 2023 ~~and 4 April 2024-~~