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MEETING REPORT: Annual Parish Assembly

DATE: 9<sup>th</sup> March 2026

WRITTEN BY: The Clerk

AGENDA ITEM: 150

At the meeting February the council asked if the Clerk and councillors could come up with categories for community awards, for the Annual Parish Meeting. Below are categories that I have come up with – these can be changed. I would suggest as this would be the first awards ceremony that the council only have 3 or 4 categories to begin with.

### **1. Community Champion Award**

For an individual who has made an outstanding contribution to parish life through long-term service, volunteering, or leadership.

### **2. Young Person of the Year**

Recognising a young resident (e.g. under 18 or under 25) who has made a positive difference through volunteering, leadership, sport, arts, or community involvement.

### **3. Volunteer Group of the Year**

Awarded to a local group, club, or organisation that has made a significant impact in the parish.

### **4. Environmental & Sustainability Award**

For an individual or group improving the local environment through conservation, climate action, biodiversity projects, or community clean-ups.

### **5. Good Neighbour Award**

Celebrating someone who consistently goes above and beyond to support neighbours — especially through quiet, everyday acts of kindness.



# RECRUITMENT POLICY

Adopted by Council on 14 July 2014

Re-confirmed on 13 September 2021

Re-confirmed on 13 March 2023

Re-confirmed on 11 March 2024

Re-confirmed on 13 March 2025



~~The Council is only likely to have one employee, the Parish Clerk and Responsible Financial Officer (RFO), for the foreseeable future. Accordingly this policy relates solely to the recruitment of Parish Clerk/RFO.~~

Owslebury and Morestead Parish Council's Recruitment and Selection Policy aims to:

- Be fair and consistent
- Be non-discriminatory on the grounds of sex, race, age, religion or disability;
- Conform to statutory regulations and agreed best practice.

An Recruitment Advisory Committee which will consist of the Clerk and at least 3 Councillors, one of whom will act as the Chairman of the Committee and will be appointed by the full Council. This committee will then act as the interview panel. Councillors will be ineligible to sit on the Recruitment Advisory Committee if applicants include relatives, near relatives, friends or associates of the Councillor. The Recruitment Advisory Committee may appoint other persons to assist in the recruitment process where necessary.

The Recruitment Advisory Committee will prepare a Job description and Person Specification, advertisement, and Application form for approval by the Full Council. The Recruitment Advisory Committee will recommend an appropriate salary and benefits range for approval by the Full Council, after taking due regard of guidance from the SLCC and HALC.

The vacancy will be advertised in the public domain using one or all of the following:

- HALC Website
- Parish Council Notice Board
- Parish Council Website
- the Parish Newsletter or equivalent
- any other publication or location considered appropriate by Councillors

All candidates will be provided with the Job description and Person Specification and required to complete the Application form; this must include the provision of references. The Recruitment Advisory Committee may reject candidates without interview, but the reasons for rejection must be reported to the Full Council.

The application forms received by the closing date will be forwarded to the Chair of the Recruitment Advisory Committee for short listing. Applicants must be chosen against the person specification. The Recruitment Advisory committee will shortlist the applicants.

At least one week prior to the interview, each panellist will receive an interview pack containing:

- Copies of application forms/
- Blank interview report forms
- A copy of the job advertisement
- A copy of the job description
- A copy of the person specification

The Recruitment Advisory Committee will interview the selected or short listed candidates and prepare written notes of the interview. The Recruitment Advisory Committee will make a recommendation to the Full Council on the basis of a majority vote if necessary.



When interviewing, the [Recruitment](#) Advisory Committee will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or race.

The [Recruitment](#) Advisory Committee will provide a report to the Full Council, such Report to include the number of candidates interviewed and the reasons for the rejection of unsuccessful candidates. The written interview notes will be made available to the Full Council. The [Recruitment](#) Advisory Committee will prepare a Contract of Employment (in accordance with English Law) after taking due regard of advice from SLCC and HALC.

When all candidates have been interviewed, the [Recruitment](#) Advisory Committee will decide on the best person for the job and inform the Full Council.

The Full Council will determine whether an offer should be made to the recommended person, but such offer shall be subject to the receipt of satisfactory references. The Full Council will approve the proposed Contract of Employment.

The Chair of the [Recruitment](#) Advisory Committee will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary or inform the [Recruitment](#) Advisory Committee if the appointee refuses the offer, or if there are any other details to be cleared before the successful candidate take up employment.

Once a candidate has been chosen and they have accepted the offer the Chair of the [Recruitment](#) Advisory Committee will write to all the unsuccessful candidates

Owslebury and Morestead Parish Council will arrange an individual programme of induction for the new starter, which will be arranged and agreed before the appointee commences.

Successful applicants will be provided with a Contract of Employment, such contract to provide for an initial trial period of 3 months, after which there will be an annual review.

[This policy will be reviewed annually](#)

Owslebury Parish Council - Asset Register 2025/26

Description	Location	Initial Purchase Price £	Date Purchased	Declared Value	Sum Insured	Date of Last of Physical Check
<b>Land</b>	Recreation Ground (owned) VG80					
	Hilly Close Play Area (Licence)					
	Glebe Field (owner HP768040)	2,200.00	Jun-83			
	Triangle of Land & Bank Tree opposite Ship Inn. (CL234 Section 9 Registered 27/06/68 - finalised 01/10/70)		Oct-70			
	Land Eastern side of Whaddon Lane (CL233 Section 9 final 1/10/70)		Oct-70			
	Pond at Stag Lane. (owned CL232) Reg. 27/06/68 - finalised 01/10/70		Oct-70			
	Land nr. Lower Whiteflood Farm (rented to create pond 1933). Land Reg. finalised 01/10/70 (owned)		Oct-70			
	Morestead - licence to use as a bus shelter					
<b>Total Land</b>		<b>2,200.00</b>		<b>0.00</b>	<b>0.00</b>	
<b>Buildings</b>	20ft Storage Container	<b>800.00</b>	Feb-23	<b>1,734.00</b>	<b>2,080.00</b>	
<b>Bus Stops &amp; Shelters</b>						
Bus Shelters x 3	Beech Grove					
	Morestead	7,420.95	Feb-09			
	Ship Inn	2,700.00	May-05			
Bus shelter	Recreation ground	0.00	Feb-15			
Seat in Bus Shelter	Beech Grove	400.00	1997			
<b>Items Used Away from the Premises</b>						
<b>Speed Indicator Sign</b>	Various	3,840.00	Feb-20			
<b>Defibrillator</b>	Parish Hall	850.00	Oct-14			
<b>Fly Tipping Cameras x 4</b>	Various Locations	216.04	Dec-26			
<b>Street Furniture</b>						
Noticeboards x 6	Parish Hall	1,471.52	Jun-07			
	Hilly Close Play Area	293.75	Aug-07			
	Baybridge	661.41	Jan-08			
	Marwell	778.06	Feb-10			
	Glebe Field	1,628.00	Sep-22			
Monarchs Way Info Board	Glebe Field	0.00	Jul-25			
Fingerpost	Lower Baybridge Lane	973.40	Feb-11			
English Oak Finger Post (Donanted by Marwell Wildlife)	Hurst/Whaddon triangle	0.00	Mar-13			
Seats x 8						
* Wooden Seats - 3	Glebe Field**	0.00				
* Stone Base - wood seats - 3	Recreation Ground*	0.00				
* Metal Base / Arms / wood seat - 1	Recreation Ground	0.00				
* Metal Bench - 1	Play Area***	0.00				
Neptune Stone Base - wood seat - 1	Recreation Ground	681.50	Sep-07			
Enviropol Picnic Table	Glebe Field	693.55	Mar-07			
Recycled Plastic Picnic Bench	Play Area	1,055.00	Aug-25			

Jubilee Commerorative table	Glebe Field	2,000.00	May-12		
3 Lamp Posts	Beech Grove				
Kiosk (K6 Telephone Box)	Beech Grove	1.00	Jan-16		
3 Dog Bins	Recreation Ground	235.62	Nov-03		
	Pitcot Lane	235.62	Mar-08		
	Beech Grove	188.00	Oct-08		
Rubbish Bin	Hilly Close Play Area	225.29	Jun-11		
Grit bin	Beech Grove	60.50	Dec-15		
Parking sign	School	60.00	Dec-15		
Tommy x 2	Glebe Field	375.00	Sep-25		
<b>Total Street Furniture</b>		<b>27,044.21</b>		<b>30,000.00</b>	<b>36,000.00</b>
<b>War Memorials</b>	Glebe Field	<b>1,770.00</b>	Oct-14	<b>30,000.00</b>	<b>36,000.00</b>
<b>Gates &amp; Fences</b>					
Wooden Field Gate	Hilly Close Play Area	450.00	Dec-21		
Metal Double Gate	Glebe Field				
Fencing	Glebe Field				
Metal Link Fencing	Hilly Close Play Area				
Swing Shut Metal Gate	Hilly Close Play Area	764.00	Jun-07		
Swing Barrier Gate	Recreation Ground	318.00	May-10		
Swing Barrier Gate*	Roughay (1)	1,250.00	May-10		
Swing Barrier Gate	Roughay (2)	1,134.00	Feb-12		
Road Barrier & Dragons Teeth	Lower Baybridge Lane	1,468.75	May-10		
<b>Total Gates and Fences</b>		<b>5,384.75</b>		<b>12,500.00</b>	<b>15,000.00</b>
<b>Playground Equipment</b>					
New Seats & Chains for Swings	Hilly Close Play Area	785.00	Nov-11		
New Baby Swings X 2	Hilly Close Play Area	282.85	Mar-19		
Honeycombe Whirl	Hilly Close Play Area	2,410.00	Oct-02		
Playdale City Swing	Hilly Close Play Area	5,093.63	Apr-10		
Kompan Seesaw	Hilly Close Play Area	5,467.28	Oct-10		
Playdale Freckleton Play Structure	Hilly Close Play Area	13,189.38	Nov-10		
Proludic IXO J2523 Multiplay	Hilly Close Play Area	16,772.40	Feb-11		
Greenspan play structure	Hilly Close Play Area	15,260.00	Apr-12		
Mud Kitchen	Hilly Close Play Area	280.00	Aug-25		
Wooden Wendy House	Hilly Close Play Area	1,303.95	Jan-26		
<b>Total Playground Equipment</b>		<b>60,844.49</b>		<b>67,213.00</b>	<b>80,655.00</b>
<b>Sports Equipment</b>					
Basket Ball Net	Hilly Close Play Area	795.48	Jul-04		
Basket Ball Back Board, Hoop and Net	Hilly Close Play Area	138.93	Oct-22		
Table Tennis Table	Hilly Close Play Area	854.49	Aug-25		
Football Goals	Recreation Ground	740.83	Sep-25		
Rebound Net	Hilly Close Play Area	149.99	Oct-25		
<b>Total Sports Equipment</b>		<b>2,679.72</b>		<b>10,000.00</b>	<b>12,000.00</b>
<b>Ground Surfaces</b>					

Swings and Roundabout	Hilly Close Play Area	9,000.00	Jan-19		
Wear Pad Roundabout	Hilly Close Play Area	566.12	Jul-23		
New Surfacing for various Pieces of Equipment	Hilly Close Play Area	5,883.32	Oct-23		
		<b>15,449.44</b>		<b>10,208.00</b>	<b>12,249.00</b>
<b>Building Contents</b>					
Celexon screen Manual 240x180cm	Village Hall	124.99	Jul-12		
Dell Inspiron 15 3000	58a Priors Dean Road	598.07	Dec-21		
Lenovo Monitor 27"	58a Priors Dean Road	89.00	Sep-23		
Optoma HD67N Projector	58a Priors Dean Road	442.00			
Speed Gun - SpeedWatch	58a Priors Dean Road	166.49	Sep-24		
Storage Boxes x 6	Storage Unit	75.59	May-25		
Desk Chair	58a Priors Dean Road	23.32	Jul-25		
Cannon Printer	58a Priors Dean Road	40.83	Jan-26		
<b>Total Building Contents</b>		<b>1,560.29</b>		<b>12,500.00</b>	<b>15,000.00</b>
<b>Total Assets</b>		<b>117,732.90</b>		<b>174,155.00</b>	<b>208,984.00</b>
* 1 of 3 Neptune Seats in SE Corner of Recreation Ground - Brass Plack - "In Loving Memory of Ian Robinson 1935 - 1991"					
** 1 wooden bench engraved "PRESENTED IN MEMORY OF MR AND MRS L EDWARDS"					
*** red seat in play area - plaque "in loving memory of Jack Shaw"					

Disposal of assets during financial year	Date of acquisition	Original cost	Sale price
Morestead Notice Board	Jan-08	754.00	0.00
2 drawer Filing Cabinet		0.00	0.00
Cannon Printer	Apr-18	49.00	0.00
<b>Total disposals</b>		<b>803.00</b>	<b>0.00</b>

Acquisition of assets during financial year		Original cost	Insurance value
Monarchs Way Info Board	Jul-25	0.00	
Recycled Plastic Picnic Bench	Aug-25	1,055.00	
Tommy x 2	Sep-25	375.00	
Mud Kitchen	Aug-25	280.00	
Wooden Wendy House	Jan-26	1,303.95	
Table Tennis Table	Aug-25	854.49	
Football Goals	Sep-25	740.83	
Rebound Net	Oct-25	149.99	
Storage Boxes x 6	May-25	75.59	
Desk Chair	Jul-25	23.32	
Cannon Printer	Jan-26	40.83	
Fly Tipping Cameras x 4	Dec-26	216.04	
<b>Total additions</b>		<b>5,115.04</b>	<b>0.00</b>

Reconciliation	Cost	Insurance
Assets per Annual Return 1st April 2025	113,420.86	208,984.00
Add insurance uplift on renewal		
Add: additions	5,115.04	
Less: disposals	-803.00	
<b>Assets 31/03/25</b>	<b>117,732.90</b>	<b>208,984.00</b>