Marchwood Parish Council
Marchwood Village Hall, Village Centre, Marchwood SO40 4SF
Tel: 02380 860273 Email: Office@marchwoodparish.gov.uk

Dear Councillor, you are hereby summoned to attend the Annual Meeting of Marchwood Parish Council to be held in the **Marchwood Hub, Lloyd Recreation Ground** on **Monday 18 May 2026 at 7.30pm**

Tina Dudley, Clerk to the Parish Council 12 May 2026

AGENDA

1. **Election of Chairperson 2026–2027**

   To elect by resolution the Chairperson of the Council for the municipal year 2026-2027.
   The Chairperson will sign the declaration of acceptance of office.

2. **Election of Vice Chairperson 2026–2027**

   To elect by resolution the Vice Chairperson of the Council for the municipal year 2026–2027

3. **Apologies**

   To receive and consider for acceptance any Member apologies for absence and approve by resolution.

4. **Declarations of Interest**

   Members and officers are invited to make any declarations of interest that they may have in relation to an item on the agenda and are reminded to make any declarations at any stage during the meeting if it becomes apparent that it may be required.

5. **Public Participation**

   For the public and press to ask questions on matters relating to items on the agenda.

6. **Minutes**

   To approve the minutes of the Council meeting held on 16 March 2026 as a correct record and duly signed by the Chairperson (Appendix A).

7. **To receive a request to support the New Forest Together campaign**

   (Appendix B)**:**

   “Pass a resolution to support the process commenced by New Forest District Council.

a. Promoting the objectives with your parishioners, advertising on noticeboards and in your parish magazines, on your websites and on social media to win maximum community engagement.

b. Most Importantly - Get as many people as possible to sign the online petition please. https://www.change.org/NewForestTogether ."

8. Standing Orders

To review and adopt the Standing Orders 2026 (Appendix C).

9. Financial Regulations

To review and adopt Financial Regulations 2026 (Appendix D).

10. Membership of Committees

- **a.** To appoint Members to the Council's Committees: Planning, Amenities, Policy and Resources and Personnel (Appendix E).
- **b.** To appoint a chairperson for each of the Committees for the municipal year 2026-2027.
- **c.** To review and approve the Terms of Reference for the Council's Committees (Appendix F).
- **d.** To consider a change of start times for the Council's meetings from 7.30pm to 7.00pm.

11. Outside Bodies

To appoint Councillor representation to the Outside Bodies for the municipal year 2026-2027 (Appendix G).

12. Internal Audit Report

To note the internal audit report and approve the actions (Appendix H).

13. Annual Governance Accountability Return 2025/2026

1. To receive and note the Annual Internal Audit report 2025 – 2026 (Appendix Ii)
2. To approve the Annual Governance Statement 2025 – 2026 (section 1) (Appendix Iii)
3. To approve the Accounting Statement 2025 - 2026 (section 2), (Appendix Iiii).
4. To approve the commencement date for the exercise of public rights (Appendix Iiv).
5. To authorise the Chairperson and Clerk to sign Section 1 and Chairperson and RFO to sign Section 2 of the Annual Governance and Accountability Return.
6. Conflict of Interest with BDO LLP, to confirm if there is or not any conflicts of interest with BDO LLP. (Appendix Iv).

13. Anti-Social Behaviour Lloyd Recreation Ground

To consider a request from Members of the public in relation to Anti-social behaviour at Lloyd Recreation Ground (Appendix J, Ji, Jii).

14. Beaver Sleep over at the Lloyds Recreation Ground

To consider a request from the Beavers for a sleep over at the Scout and Guide building, Lloyds Recreation Ground.

This is a variation of 3.11.3 of the lease whereby no residential use, sleeping and animals would be permitted.

15. Hampshire Action Bus Group

I. To consider supporting the Campaign and Vision for a Better Future;
II. To agree a short supportive statement (Appendix K).

16. Close of meeting and date of next meeting.

Date of next meeting 21 September 2026 **Marchwood Hub, Lloyd Recreation Ground.**

Marchwood Parish Council

Minutes of the Full Council Meeting of Marchwood Parish Council held at Pine Room, Village Hall, Marchwood on Monday 16 March 2026 at 7.30pm

Present: J Case (Chairman), J Leath, P Mballa, K Petty, M Proctor, M Saxby and L Shelley.

In Attendance: Tina Dudley, Parish Clerk.

Apologies

PC/26/048 – Apologies for absence was received from Cllr Hindle (annual leave), Cllr Buckett (annual leave).

Resolved - to accept apologies for absence from Cllr Buckett and Cllr Hindle.

Declarations of Interest

PC/26/049 – There were no declarations of interest for this meeting.

Public Participation

PC/26/050 – No members of the public attended this meeting.

Minutes

PC/26/051 – Resolved – To accept the minutes of the Council meeting held on Monday 15 December 2025 as a true and accurate record and duly signed by the Chairman.

Reports from Hampshire County Council and New Forest District Councillors

PC/26/052 – There were no reports from Councillors for Hampshire County Council or New Forest District Council.

Outside Organisations

PC/26/053 – The Chairman informed Council he had attended a briefing, the Police and Crime Commissioners Road Safety event. He stated it was very interesting and informative.

Councillor Petty informed Council he had been re-elected as Chairman of the Twinning Association and would be attending an event in May at St Contest, France. He would keep Council updated on the visit.

Grant Application

PC/25/054 – Council considered an application for a grant from the New Forest branch of the Citizen Advice.

Resolved – to approve the £100 grant to New Forest Citizen Advice.

Risk Assessment of Financial Systems and Internal Controls

PC/26/055 – The Clerk outlined the purpose of the Risk Assessment of the Financial system and internal controls.

It was noted that on the 1st April 2026 the Council's financial system would be with Scribe. This system would allow for online bookings for sports at the Lloyd Recreation Ground and would also hold the Asset Register.

The Clerk further highlighted 2.4 of point 2. The document retention policy, this had been reviewed by Policy and Resources, renamed Data Retention Policy and approved accordingly.

Resolved – to approve the Risk Assessment of the Financial system, internal control subject to the amendment at 2.4. to read 'The document Data Retention Policy has been updated and approved 16 February 2026'.

Finance Investment Strategy 2026-2027

PC/26/056 – The Chairman highlighted the increased protection for holdings in any one bank being increased from £85,000 to £120.000 as published by the Financial Conduct Authority, the body responsible for regulating financial services.

Cllr Petty proposed section Investment Objectives point 4 'All investments held must be realisable within the maximum period of 36 months and held in an agency defined as 'A' High Credit Quality' be amended to:

'All investments held must be realisable within the maximum period of 36 months and held in an agency defined as 'A' High Credit Quality' subject to early withdrawal if required, seconded by Cllr Case and agreed by all.

Cllr Case proposed an amendment to section Financial Policies point 6 the word 'Accounts' be come Holdings, agreed by all.

Resolved – to approve the Financial Investment Strategy 2026-2027 subject to an amendment, Investment Objectives point 4 'All investments held must be realisable within the maximum period of 36 months and held in an agency defined as 'A' High Credit Quality' subject to early withdrawal if required.

Financial Policies point 6 the word Accounts replaced by the word 'Holdings'.

Asset Register

PC/26/057 – Cllr Leath raised a query regarding the variance of total figure for the Price paid column and price 31/3/2026.

The Clerk would look into this and inform Council of the outcome.

Resolved – to approve the Asset Register March 2026.

Internal Audit

PC/26/058 –

Resolved to approve Eleanor Green, Do the Numbers to be the Internal Auditor for April 2026-March 2028.

Tennis Court Resurfacing

PC/26/059 The Clerk explained Councillors, Buckett, Case and Hindle had approval the expenditure prior to the meeting for the resurfacing of the tennis court as it had been agreed the matter was urgent before the deadline to spend the CIL funding expired.

Councillor Petty requested an item on the amenities committee meeting to discuss the advertising/marketing of the facility.

Resolved – to approve the resurfacing of the tennis court, part funding from CIL monies ringfenced for the tennis court.

Close of meeting and Date of next meeting

The meeting closed at 8.08pm. The next meeting of Full Council 18 May 2026 Marchwood Hub, Lloyd Recreation Ground.

[redacted]

Request for Marchwood Parish Council Support

21st April 2026

Dear Councillor,

We write on behalf of New Forest Together. We are campaigning for a reversal in the decision by government to adopt 'option 1a' for establishment of unitary councils within Hampshire, under Local Government Reorganisation, which would see Totton and the Waterside parishes split from the New Forest to become part of the Southampton unitary authority, under the name South West Hampshire.

We are opposing the break-up of the New Forest district, which is unnecessary, unjustified, and overwhelmingly rejected by local people. We ask the government to stop this unwarranted, unjustified and unpopular decision.

This decision not only affects the parishes of The Waterside that will be absorbed into the South West Hampshire unitary authority but will have major consequences for the whole New Forest District too.

An assessment showed that the Waterside has 37% of properties, provides 32% of Council Tax revenues, 54% of business rates and 40% of the NFDC's housing stock, also two of the schools providing for SEN services. Moving these to a different authority would leave the remainder of the New Forest area revenue and resource poor. A particular problem with so much of the New Forest being covered by national park development constraints.

In addition to this, a number of serious concerns have been raised by residents, businesses and community groups across the district:

- **Local businesses** operating across the district have expressed deep concern about being split between two separate authorities, with duplicated regulation, business rates, planning regimes and licensing.
- **Residents have raised fears about the social housing register**, and the possibility that New Forest residents could lose access to housing stock across the district if boundaries are redrawn.

- **Concerns have been raised about school funding and catchments**, particularly where children currently attend schools across what would become a hard administrative boundary.
- **The future of the New Forest parking clock scheme** has been repeatedly mentioned by residents and businesses, who fear that splitting the district could undermine a system that supports local commerce and keeps communities connected.
- **Environmental and ecological concerns** have been raised about the level of development likely to take place on the Waterside if placed under an urban-centred authority, and the knock-on effects this would have on the wider Forest.
- **There are also major concerns about the financial viability of the proposed Mid-Hampshire authority**, which do not include Totton, The Waterside, Nursling, Chilworth, Rownhams and parts of East Hampshire, areas with high-density industry and commerce that currently underpin the existing District Councils tax base.

This is an undemocratic decision, 97% of residents who responded to the public consultation opposed these plans. It is Southampton and Eastleigh who proposed this change in order to provide land for growth of the city west of Southampton Water and in other rural areas currently in Test Valley.

The proposal ignores the Forest's special unique historic identity and community cohesion. Parts of The Waterside parishes are within the New Forest National Park. Commoner's rights continue to the water's edge. These lands are part of the New Forest, they have been so for hundreds of years. The people identify with The New Forest, they are not city dwellers.

No evidence has been provided to show that splitting the district would improve services or save money. There will be a particular challenge in Southampton providing services efficiently and cost effectively to a land corridor 12.5 miles long and only 3 miles wide, divided from the city by Southampton Water. It is easy to conclude this is purely a decision driven by politics, not the best interest of affected communities.

We believe that in arriving at this decision the government has breached its own official 'Guidance from Secretary of State for proposals for unitary local government'.

Furthermore, the Government's own criteria stated that existing districts should form the building blocks of any new unitaries. This has not been followed. Hampshire County Council has also expressed grave concern about the financial viability of the proposed new authorities, noting that any net benefit may not be seen for up to ten years.

At their meeting on 13th April, New Forest District Council unanimously approved our motion calling for a formal Counsel Opinion on the Government's Local Government Reorganisation proposals. This means the Council will now seek specialist legal advice, and a Judicial Review is formally on the table as a next step if Counsel confirms there are grounds to proceed.

However, this is just the start. We very much hope that every parish council within the New Forest will support these aims by:

a) Passing a resolution to support the process commenced by New Forest District Council.

b) Promoting the objectives with your parishioners, advertising on noticeboards and in your parish magazines, on your websites and on social media to win maximum community engagement.

c) **Most Importantly** - Get as many people as possible to sign the online petition please. https://www.change.org/NewForestTogether

We intend to use the strength of this petition to support our New Forest MPs in securing Westminster Hall time for a parliamentary debate on Local Government Reorganisation. Both Sir Julian Lewis and Sir Desmond Swayne are actively campaigning to overturn this decision.

Finally, we would like to express our sincere thanks to the residents of your parish who have been instrumental in helping this campaign achieve such extraordinary momentum. Their support, engagement and determination have brought us rapidly towards 20,000 petition signatures, and their voices are a vital part of this collective effort to protect the New Forest.

If you would like more information, please get in touch or visit our website. We would be very happy to make time to meet with you or with any of your councillors to discuss these issues in more detail.

Kind Regards,

[redacted] [redacted]

Emily Hartley-Binns

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Marchwood Parish Council Standing Orders

INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council, but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor.

ii. to move or speak on another amendment if the motion has been amended since he last spoke.

iii. to make a point of order.

iv. to give a personal explanation, or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**

● ● d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i A person shall raise their hand when requesting to speak

j A person who speaks at a meeting shall direct their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

● ● l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

● ● m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

● ● n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

● o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**

● p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

● ● ● q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

● ● ● r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

● s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

● ● ● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

● ● ● w **If a meeting is or becomes inquorate no business shall be transacted,** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-**

councillors.

d Nominations for the appointment of positions to be filled by the Council have to be made in person and seconded by those present at the meeting. A Councillor can nominate themselves.

e The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take**

office.

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the**

Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

c The chair of a committee may convene an extraordinary meeting of the committee at any time.

d If the chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 6 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper

Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is require.

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by**

email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming their withdrawal of it;

iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer:

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council’s receipts and payments (or income and expenditure) for each quarter;

ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 5 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders

(iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

iv. tenders shall be opened by the Proper Officer in the presence of at least two councillors after the deadline for submission of tenders has passed;

v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of the Personnel committee is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Personnel committee if he/she is not available, the vice-chair of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.

c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Personnel committee or in their absence, the vice-chair of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.

d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of the Personnel committee this shall be communicated to another member of the Personnel committee which shall be reported back and progressed by resolution of the Personnel committee.

e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).
See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be passed to the Clerk in consultation with the Chairman of the Council.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter/email sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

   i. inspect any land and/or premises which the Council has a right or duty to inspect; or

   ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

MARCHWOOD PARISH COUNCIL FINANCIAL REGULATIONS

Contents

1. **General**

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**

- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy and Resources Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England)/budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by Personnel Committee annually in readiness for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the committee.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of January each year.

4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the policy and resources committee and a recommendation made to the council.

4.7. Having considered the proposed budget forecast, the council shall determine its council tax (England)/budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the policy and resources committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. **For contracts estimated to be over £60,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.7. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;

5.8. where the value is between £1,000 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.9. For smaller purchases, the clerk shall seek to achieve value for money.

5.10. **Contracts must not be split to avoid compliance with these rules.**

5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or Policy and Resources committee. Avoidance of competition is not a valid reason.

5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000.

Such authorisation must be supported by a minute in the case of council or committee decisions or other auditable evidence trail.

5.15. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the duly delegated committee acting within its Terms of Reference except in an emergency.

5.17. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.18. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.19. Copies of orders shall be retained, along with evidence of receipt of goods.

5.20. Any ordering system can be misused and access to them shall be controlled by the RFO or Clerk.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items, which the council or a duly delegated committee may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments of up to £1,000 excluding VAT, within an agreed budget.

ii. payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, where the due date for payment is before the next scheduled meeting of the policy and resources committee where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the policy and resources committee.

iv. Fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or policy and resources committee.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, policy and resources committee. The committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. A full list of all payments made in a month shall be provided to the next committee meeting and appended to the minutes.

7.9. With the approval of the committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by policy and resources committee at least every two years.

7.10. Payment may be made by BACS provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the committee at the next meeting.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by policy and resources committee at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a policy and resources committee meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of 1,000 unless authorised by council or finance committee in writing before any order is placed.

9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least weekly.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the personnel committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the policy and resources committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RF] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The Clerk shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the policy and resources committee at the next available meeting. The Clerk shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18v and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Committee Membership 2026 – 2027

Policy and Resources Committee

Nigel Buckett
Darryl Hindle
Patrick Mballa
Keith Petty
Mike Proctor
Mike Saxby
Lindsey Shelley

Amenities Committee

Nigel Buckett
Darryl Hindle
Patrick Mballa
Keith Petty
Mike Proctor
Mike Saxby
Lindsey Shelley

Planning Committee

Lindsey Shelley
Nigel Buckett
Darryl Hindle
Patrick Mballa
Keith Petty
Mike Saxby

Personnel Committee

Chair of the Council
Darryl Hindle
Patrick Mballa
Nigel Buckett

AMENITIES COMMITTEE TERMS OF REFERENCE

The Amenities committee has responsibility and delegated power for:

- Events and Festivals
- Sporting Facilities
- Play Areas and Open Spaces
- Environment and Ecology

- The Committee will oversee the maintenance and safety of all children's play areas ensuring they are maintained to a high standard, being cleared of any harmful litter. Safety inspections will be carried out on a regular basis.

- When play equipment is due for renewal and replaced, the Council will be committed to provide equipment to suit all ages and abilities and to provide a challenging but safe environment for all able bodied and disabled children to play together.

- The Committee will be responsible for the maintenance of green spaces throughout village including public rights of way where the land is owned or formally managed by the Council.

- The Committee will oversee the inspections and maintenance of trees and hedgerows on Council owned or managed land.

- Encourage the promotion of local biodiversity in all activities particularly with the relevance to the management of land.

- Advise, administer and arrange for the activities and functions connected with the Council's sports and play equipment.

- Review charges for use of the Council's facilities and make recommendations to the Policy and Resources Committee annually prior to budget setting in October.

- Be responsible for the provision, repair and maintenance of public seats, litter bins, and any other equipment used for the provision of the Council's amenity areas.

- Maintenance and management of all buildings and land owned or leased to the Council including the buildings and sports facilities connected with Lloyds Recreation Ground.

- To oversee the work and services undertaken by the Grounds staff including maintenance within budgetary limits.

- Incur expenditure on behalf of the Council within budgetary limits as prescribed annually.

Delegated to the Chairman of the Council and Chairman of the Committee and Clerk (acting together):
At the request of the Parish Clerk and in circumstances deemed to be exceptional and urgent (e.g. health and safety matters) to exercise any powers within the purview of their committee provided they are satisfied that the decision cannot wait for the next meeting, is not against known Council policy, is financially viable or defensible and is reported to the next ordinary meeting of the Committee. In the event that the Chairman and/or Vice Chairman are absent and cannot be contacted, then this power shall pass to the Vice Chairman of the Council or another member acting with one of those members.

PLANNING COMMITTEE TERMS OF REFERENCE

The Committee has responsibility and delegated authority:

- To advise the Council in all action required to be taken with local planning authorities and associated highways authorities and utility boards on matters relating to local and district highways, road safety, coast protection, utility services and similar matters affecting the parish.

- Have a standing responsibility to examine all planning application and appeals affecting the parish and shall without reference to the Council make known its comments thereon to the Local Planning Authority within the statutory time limits imposed.

- At the discretion of the committee, refer any such application to the full Council as is considered necessary.

- Appoint a member and/or member or other suitable person to represent the community of parts or the whole of the parish at any public or other inquiry by a Government Department or Ministry or other public body under any act relating to development control.

- Be empowered to liaise with any person, organisation or department of any local authority or utility board on any matter within the committee's area of responsibility.

- Monitor the application and effectiveness of Tree Preservation Orders in the parish and make appropriate recommendations in this connection to the responsible authority.

- The Clerk, in consultation with the committee chairman, to advise the Planning Authority accordingly if it is considered necessary for a representative to attend a meeting of the Planning Committee where a planning application is to be considered and the officer recommendation is contrary to the parish observation. Members willing to attend such meetings to advise the Clerk accordingly.

Policy & Resources Committee

The Policy and Resources Committee has responsibility and delegated authority to:

- Receive and deal with any special references from the Council.
- Be responsible for the financial, manpower of the Council. This shall include arrangements for the acquisition, allocation, disposal, inventory and insurance of any land, buildings or substantial property and for provision of capital equipment.
- Take urgent action in the interest of the Council where time precludes normal council or committee consideration of a particular matter.
- Incur expenditure on behalf of the Council within the budgetary limits as prescribed annually.
- Review the effectiveness of the organisational and administrative processes of the Council.
- Make recommendations as necessary to Council: for changes in committee structure, alterations to Standing Orders, administrative, financial and executive arrangements of the Council.
- Guide the Council in the formulation of policy objectives and recommend such provision in the annual budget as necessary.
- Consider the recommendations of the Amenities Committee and Lloyds Recreation Ground when recommending the annual budget and precept to Council.
- Approve all financial matters and accounts for payment as provided for by Financial Regulations and the Council.
- To present the precept to the December meeting of the Council for approval and subsequent submission to New Forest District Council.
- To set up a Leases & Contracts working party as and when there is a need to review or grant a lease or contract.

Delegated to the Chairman of the Council and Chairman of the Committee and Clerk (acting together):
At the request of the Parish Clerk and in circumstances deemed to be exceptional and urgent (e.g. health and safety matters) to exercise any powers within the purview of their committee provided they are satisfied that the decision cannot wait for the next meeting, is not against known Council policy, is financially viable or defensible and is reported to the next ordinary meeting

of the Committee. In the event that the Chairman and/or Vice Chairman are absent and cannot be contacted, then this power shall pass to the Vice Chairman of the Council or another member acting with one of those members.

Personnel Committee

The Personnel Committee has responsibility and delegated authority to:

- establish and keep under review the staffing structure.
- draft implement, review, monitor and revise policies for staff.
- establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
- Be responsible for all staff recruitment and appointment of staff excluding the Clerk.
- arrange for the execution of new employment contracts and changes/variations to contracts.
- establish and review performance management including annual appraisals and staff training.
- oversee any process leading to the dismissal of staff and any subsequent appeal.
- oversee and process any disciplinary matter.
- keep under review staff working conditions, and health and safety matters.
- monitor and address regular or sustained staff absence.
- make recommendations on staffing related expenditure to Policy and Resources Committee.
- supervise and performance manage the Clerk's work. ~~and administer leave requests.~~

Marchwood Parish Council
Marchwood Village Hall, Village Centre, Marchwood SO40 4SF
Tel: 02380 860273 office@marchwoodparish.gov.uk

Marchwood Community Association	Cllr Hindle
New Forest Association Local Council	All Councillors
New Forest Environment Protection Liaison	Cllr Leath
New Forest Consultative Panel	Cllr Proctor
Marchwood Twinning Association	Cllr Petty
Marchwood Fete	Cllr Mballa
NFDC Quadrant Meetings	All Councillors
Marchwood Schools Liaison (2 members)	Cllr Leath
ABP Port Consultative Committee (2 Members)	
Solent Gateway Liaison Group	All Councillors
Scout and Guide Management Committee	Cllr Buckett
Waterside Community Fund Representation	Judy Saxby
Marchwood Mens Shed Charity Trustee	

Do the Numbers Limited

27th April 2026

Tina Dudley, Clerk
Marchwood Parish Council
Marchwood
Hampshire, SO40 4SX

Dear Tina,

Subject: Review of matters arising from Internal Audit for 31 March 2026

Following my visit to the office today, please find below the list of matters arising. I found the records and systems of the council to be in extremely good order.

The internal audit was carried out in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2026

Test	Matter arising	Recommended Action
A	*Appropriate accounting records have been properly kept throughout the financial year*	
	The records of the council comply	with this test
B	*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for*	
	The records of the council comply	with this test
C	*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these*	
	The records of the council comply	with this test
D	*The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate*	
	The records of the council now	comply with this test
E	*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for*	
	The records of the council comply	with this test
F	*Cash payments were properly supported by receipts, all cash was approved and VAT appropriately accounted for*	
	Not applicable to this council	
G	*Salaries to employees and allowances to members we paid in accordance wit this authority's approvals, and PAYE and NI requirements were properly applied*	
	The records of the council now	comply with this test
H	*Asset and investment registers were complete and accurate and properly maintained*	
	The records of the council now	comply with this test
I	*Periodic Bank reconciliations were carried out during the year*	
	The records of the council comply	with this test
J	*Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.*	
	The records of the council comply	with this test
K	*Certified Exempt in prior year*	
	Not applicable to this council	

L	*Transparency Code*	
Mode publication scheme	The scheme published by the council is not the current version.	Please adapt, adopt and publish the current ICO scheme
Auditor reports	The 2026 PG will require that auditor reports are published	When the 2026 AGAR is uploaded, pleas ensure that this is done.
M	*Public Rights*	
Public rights notice	The 2025 notice is no longer on the website as evidence that the AGAR test was complied with.	When the 2026 notice is uploaded with the AGAR information, it should be left online.
N	*Publication of prior year AGAR*	
	The records of the council comply	with this test
O	*Digital and Data Compliance*	
Assertion 10 requirements	The council has engaged with these changes and was largely in compliance by the year end.	A data audit should be carried out, including data stored by members, and repeated each year.
P	*Trust Funds*	
	The records of the council comply	with this test

Pleas find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,

Eleanor S Greene

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY: MARCHWOOD PARISH COUNCIL

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS: www.marchwoodparish.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			NOT USED
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. **If** the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)*.	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes)*.	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		

	Yes	No	Not applicable
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: DD/MM/YYYY 16/1/26 27/4/26

Name of person who carried out the internal audit: ELEANOR S. GREENSLADE CPFA

Signature of person who carried out the internal audit: SIGNATURE REQUIRED [signature]

Date: 27/4/26

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

MARCHWOOD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes: ✓	No: — / N/A: —	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

MARCHWOODPARISH.GOV.UK

Section 2 – Accounting Statements 2025/26 for

MARCHWOOD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	196,106	225,843	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	329,469	347,884	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	54,316	93,483	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	205,531	212,472	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	148,511	233,565	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	225,843	221,173	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	224,369	220,070	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	971,399	962,383	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Angie Woodward

Date 06/05/2026

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Name of Smaller authority: Marchwood Parish Council

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

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

NOTICE

1. Date of announcement **Tuesday 2nd June 2026**

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.
Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:

(b) Tina Dudley – Clerk to Marchwood Parish Council
Marchwood Village Hall, Village Centre, Marchwood, SO40 4SF
02380 860273 clerk@marchwoodparish.gov.uk

commencing on (c) Wednesday 3rd June 2026

and ending on (d) Tuesday 14th July 2026

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

BDO LLP
Arcadia House
Maritime Walk
Ocean Village
Southampton
SO14 3TL
✉ councilaudits@bdo.co.uk

5. This announcement is made by (e)) Angela Woodward – Deputy Clerk/Responsible Finance Officer

CONFLICT OF INTEREST WITH BDO LLP

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

Name of Smaller Authority	Marchwood Parish Council

☐ I confirm that there are no conflicts of interest with BDO LLP.

☐ I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
18 May 2026	

Signed (Clerk/RFO)

Print Name:

Signed (Chair)

Print Name

Barriers Lloyd Recreation Ground

Members will be aware we have experienced problems at the Lloyd Recreation Ground regarding Anti-Social behaviour. More recently vehicles driving on to the car park in the early hours of the morning, playing loud music and disturbing residents in nearby homes.

It is important to further note; security concerns have been raised in more recent times resulting in the caretaker having to have his hours increased for locking and unlocking purposes with regard to the existing gates.

The existing barrier has not proved to be fully effective to tackle the existing problems, the chain has been cut by unauthorised people camping on the recreation ground.

It is very difficult for staff to lock and unlock, this method has also raised health and safety concerns for staff undertaking locking and unlocking due to climbing on to the metal gates to reach the lock.

To resolve this issue a new entry system is proposed:

Option 1.

Heavy Duty Rising Arm Barrier – Appendix Ji

The Challenger barrier can be controlled from a manned security point or automatically by the vehicle occupant, using a wide range of access control systems. Proximity card, radio, token, keypad and intercom to name, but a few.

Officers are recommending a keypad entry system.

Combined with induction loop or photocell facilities ensure that the barrier arm will open/close smoothly, safely and efficiently upon activation.

The Challenger conforms to BS6571 and meets the stringent requirements of local authorities, government departments, The Ministry of Defence and other specifying bodies in the UK and international marketplaces.

Please see attachment for installation and costing. Additional costing would be incurred to install an electrical supply and the removal of the height barrier, at this time both of these costs are unknown.

Option 2.

Lockable Ballards – Appendix Jii

This system will require third parties/hirers being holder of keys to unlock the barriers.

The last hirer who leaves the car park, pulls the bollards up and pushes the button down to lock them.

MPC staff would then unlock them and put them down again.

The Caretaker would also help with putting them down when he opens up over the weekend.

Keys could be held by staff, and the Scout/Guide building.

Then if a hirer arrived and the posts were up, they could get a key from the building and unlock them.

Recommendation:

To avoid the requirement of third parties being key holders and therefore, security concerns it is recommended Council approve the Heavy-Duty Locking Arm Barrier System option 1.

> "The Challenger provides smooth and consistent operation in the most demanding parking environments"

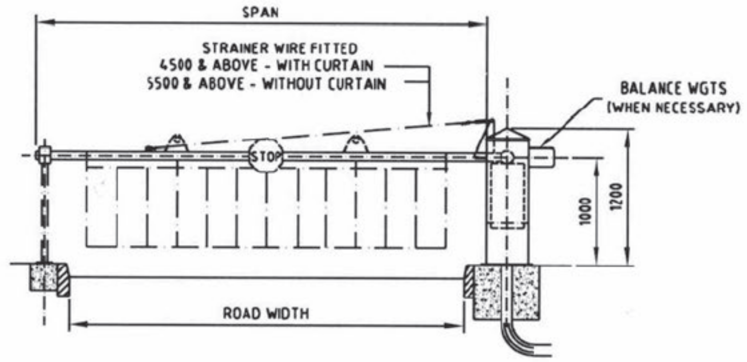
Challenger Rising Arm Barrier

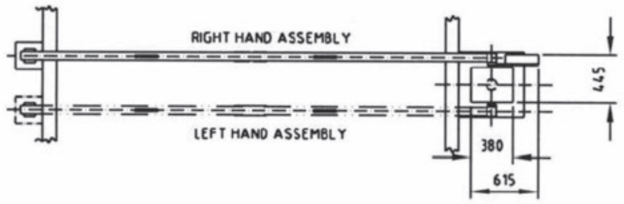
Reliable and uncompromising, the ever popular Newgate Challenger sets the standard for the very latest in quick to install, cost effective and simple to operate traffic barrier technology.

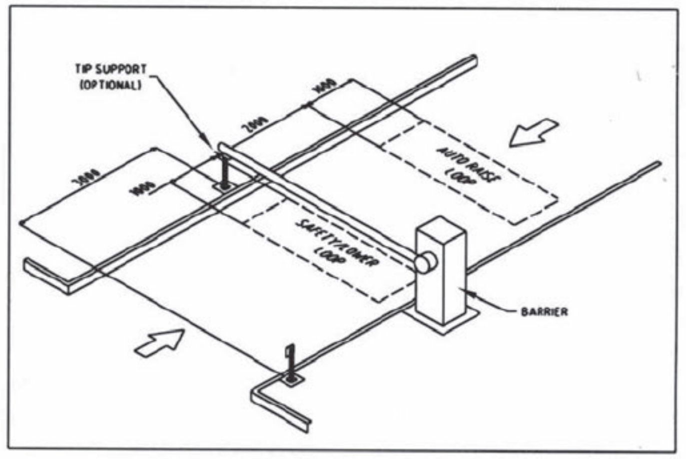
Manufactured from high quality steel and combining inverter drives and relay logic, the Challenger provides smooth and consistent operation in the most demanding parking environments. These include staff, visitor and underground car parks in commercial, retail, public and private sectors.

The Challenger barrier can be controlled from a manned security point or automatically by the vehicle occupant, using a wide range of access control systems. Proximity card, radio, token, keypad and intercom to name, but a few. These combined with induction loop or photocell facilities ensure that the barrier arm will open/close smoothly, safely and efficiently upon activation.

Challenger conforms to BS6571 and meets the stringent requirements of local authorities, government departments, The Ministry of Defence and other specifying bodies in the UK and international market places.







Construction	Frame - Steel Arm - Aluminium
Span(s)	Up to 7000mm (without curtain) Up to 6000mm (with half curtain) Up to 5000mm (with full curtain)
Dimensions	See above details
Drive Unit	Motor and Gearbox
Operating Supply	230v 1Ph 50Hz - 6 amps
Operating Speed	2.0 to 7.0 seconds
Power	0.37 Kw

Standard Opening	90 Degrees
Manual Operation	Included as Standard
Finish	Cabinet - Red (corporate colours available on request) Top Cover - White Arm - Red
Control Options	Card, Radio, Token, Keypad, Intercom, Push Button, Vehicle Transponder, Induction Loop and Photocell
Safety Features	Induction Loop or Photocell safety available on request
Accessories	Corporate Colours, Stop Signs, Boom Lights, PVC Half/Full Curtains, Tip Support Post, Access Reader Posts
Approved Standards	C.E. BS6571 PT4

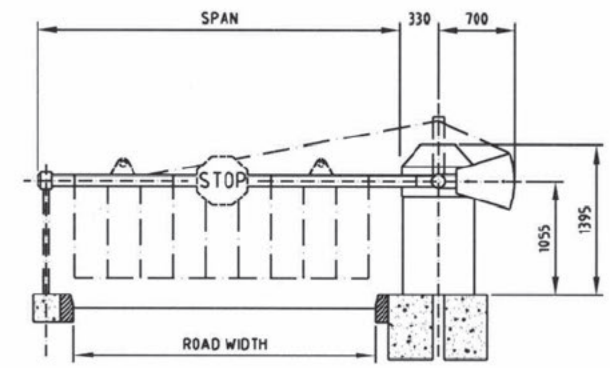
> “A barrier that will withstand the extremes of traffic flow, site and weather conditions”

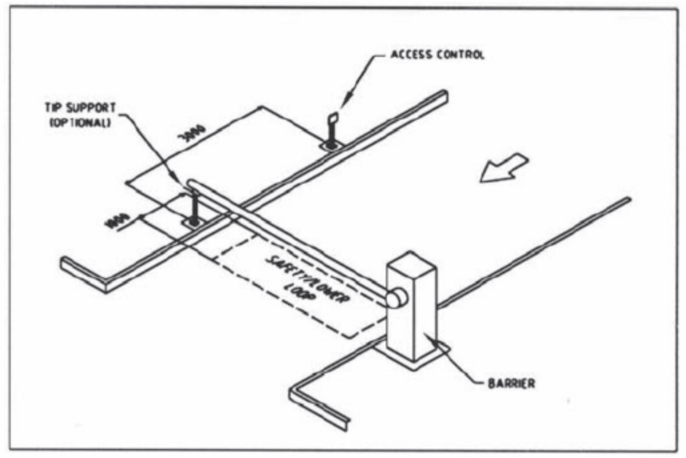
Heavy Duty Rising Arm Barrier

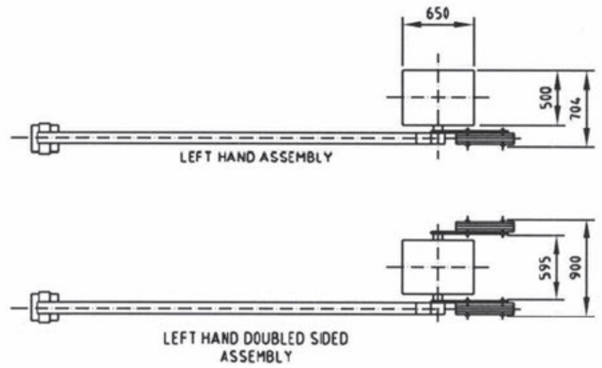
From lorry parks, warehouses, freight depots, docks, road and private rail bridges, the Newgate Heavy Duty rising arm traffic barrier is the one unit that will withstand the extremes of traffic flow, site and weather conditions.

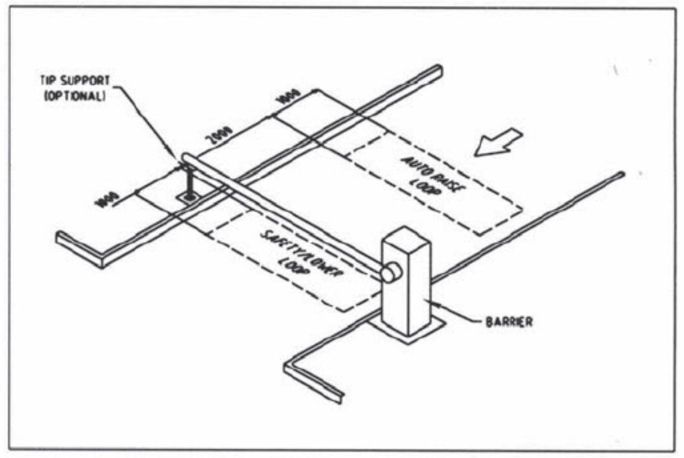
Capable of spanning openings of up to 9 metres, the tough and durable unit is operated by a powerful motor and gearbox drive unit, which is inverter driven and housed in a steel/fibreglass enclosure. Operation is provided by a single-phase power supply. The sturdy aluminium barrier arm can be fitted with a long lasting and lightweight PVC half or full height curtain.

The Heavy Duty barrier can be controlled from a manned security point or automatically by the vehicle occupant, using a wide range of access control systems. Proximity card, radio, token, keypad and intercom combined with induction loop or photocell safety and close facilities, ensure the barrier arm will open smoothly and efficiently upon activation.









Construction	Frame - Steel Top Cover - Fibreglass Arm - Aluminium
Span(s)	Up to 9000mm (without curtain) Up to 8000mm (with half curtain) Up to 6500mm (with full curtain)
Dimensions	See above details
Drive Unit	Motor and Gearbox
Operating Supply	230v 1Ph 50Hz - 6 amps
Operating Speed	7.0 seconds
Power	0.37 Kw

Standard Opening	90 Degrees
Manual Operation	Included as Standard
Finish	Cabinet - Red (corporate colours available on request) Top Cover - White Arm - Red
Control Options	Card, Radio, Token, Keypad, Intercom, Push Button, Vehicle Transponder, Induction Loop and Photocell
Safety Features	Induction Loop or Photocell safety available on request
Accessories	Corporate Colours, Stop Signs, Boom Lights, PVC Half/Full Curtains, Tip Support Post, Access Reader Posts
Approved Standards	C.E. BS6571 PT4

Quotation Number	Q73380	Date	2nd April 2026
FAO			
Company Name	Marchwood Parish Council		
Email			
Site Address	Llyod Recreation Ground Main Road Marchwood SO40 4US		

Newgate Newark Limited
Brunel Drive Newark NG24 2DE

Dear Customer:

RE: ELECTRIC TRAFFIC BARRIER

We refer to your enquiry regarding the above project. Having studied your requirements, we have prepared the following quotation and specification for your consideration.

TO SUPPLY, DELIVER & INSTALL:

One (1) **Newgate** Electrically Operated 'Challenger' Rising Arm Barrier in accordance with the attached specification number Q73380.

TOTAL PRICES

a)	**Supply Only:**	**£ 5,325.00**
b)	**Installation:**	**£ 1,405.00**
c)	**Carriage:**	**Included in (b)**
d)	**Offloading:**	**Included in (b)**
e)	**Civil Works:**	**£ 4,435.00**
		£11,165.00 NETT + VAT (where applicable)

IMPORTANT
Please see Notes and Optional Costs on Page 2

- Refer to the exact specification details within this quotation, should any Information be incorrect please inform the sender
- Subject to satisfactory Site Survey by our Own Technical Engineers
- Supply only barriers will be manufactured and supplied Right-Handed unless stipulated otherwise at point of order
- All Traffic Management (if required) is supplied by client unless agreed otherwise
- Night work if lighting is required this must be requested as an additional cost
- **Valid for 30 days from the date of issue**

Newgate (Newark) Ltd
Brunel Drive
Newark NG24 2DE
Nottinghamshire

Phone: +44 01636 700 172
Email: sales@newgate.uk.com

Service Department
Phone: +44 01636 704 000
Email: service@newgate.uk.com
(Out of hours) +44 0330 470 2859
www.newgate.uk.com
VAT NO. 416 1521 86
Registration No.: 1870156

Recommended Safety Features and Options:

a) All barriers used by HGV's, Newgate recommend two sets of PEC's Dual Cross Beams covering both side of the barrier complete with four mounting posts – additional £ 1,200.00 – per lane
b) Laser Scanner Safety Detector - £1400.00 - each
c) Products located in a coastal, marine or harsh environment should be C5 finished – starting from £300.00

High Bar or PVC Curtains and accessories required need spans and compatibility confirming prior to order.

Maintenance: In accordance with the supply of machinery (safety) regulations 2008, it is a requirement that the end user / customer of all industrial doors and automated systems shall establish a full documented maintenance regime in accordance with the manufacturers' recommendations. It is also a requirement of the British Standards (BS12453) that an annual service of safety systems be carried out by a competent body.

Newgate (Newark) Limited offer preventative maintenance cover on all equipment supplied.

a) 2 x Visits Per Anum - £440.00
b) 4 x Visits Per Anum - £836.00

Force Test: If Under Pole Safety Edges are fitted –
Newgate (Newark) Limited have to advise you that it is part of the latest Standards that your equipment must be Force Tested at least once per annum.
To Carry an annual force test whilst onsite carrying out the Maintenance will cost an extra £75.00 per barrier.

If a maintenance contract is not taken out, Newgate can carry out a one-off annual Force Test. Please enquire

Optional Accessories: Please see the Accessories List on next page.

Availability: 4-6 working weeks from the client's approval of our contract drawings.

Delivery Times: Delivery times depend on the current production schedules and, therefore, should be checked at the time an order is placed.

Terms and Conditions: In accordance with **Newgate (Newark) Limited** standard terms and conditions.

Payment Terms: New HMRC legislation came into effect on 1st March 2021, called VAT reverse charge.

When placing an order with Newgate you will need to confirm in writing that the business is VAT registered and that you are the end user of the installation in order to receive a normal VAT invoice.

Where you are unable to confirm you are the end user, a VAT reverse charge invoice will be issued (exclusive of VAT) and you will have to account to HMRC for VAT.

Newgate (Newark) Limited reserve the right to issue a pro forma invoice on new accounts/customers, or customers with a previous history of unsatisfactory payments. **Newgate (Newark) Limited** reserve the right to invoice you for goods built and then stored at our works, pending delivery to site. We also reserve the right to invoice you for goods supplied and delivered to site, pending installation.

We trust that you will find our quotation of interest, and we look forward to receiving your further instructions in due course. To discuss our quotation further, please contact me on [redacted] or by E-mail at Andrew.Lewis@newgate.uk.com

Assuring you of our full attention at all times.

Yours faithfully

[redacted]

Andrew Lewis, Business Development Manager

Newgate (Newark) Ltd

Cert No. 12191

Standard Tip Support Post

The standard unit is available for all rising arm traffic barriers. The pole end rests in the 'V' for extra support. Recommended on spans of over 6000mm.

From £90.00 each

Lockable Tip Support Post - Manual

The lockable tip support post is available for all rising arm traffic barriers. The pole end can be locked in the down position, to prevent vandalism.

From £135.00 each

Lockable Tip Support Post - Electric (c/w interlock)

The lockable tip support post is available for all rising arm traffic barriers. The pole end can be locked in the down position, to prevent vandalism.

From £160.00 each

Magnetic Locking Tip Support Post

The solenoid tip support post is available on electric rising arm barriers and automatically locks the pole end in place in the lower position.

£350.00 each

Card Reader Post

Standard car height posts (upto 350mm² face plate) can be adapted to house many various methods of access control systems.
Note: - Larger face plates available at extra cost.

From £150.00

Dual Height Card Reader Post

Dual height posts (upto 350mm² face plate) facilitate cars and lorries. They can be adapted to house many various methods of access control systems. Dog leg and swan neck type posts can be supplied in various sizes, according to requirements.
Note: - Larger face plates available at extra cost.

From £250.00

Signs

Standard signs include STOP/NO ENTRY/NO EXIT/ENTRY/EXIT; 305mm and 460mm sizes are available. Illuminated signs and lorry height signs are also available. Specialised signage can be arranged, to suit site requirements.

From £50.00 per pair

Traffic Lights

Traffic lights can be post mounted or on the equipment supplied. Lights can change from red to green upon equipment activation, depending on site requirements.

From £400.00

PVC Half Height Curtain

PVC half height curtains are available on our range of rising arm barriers. The curtain restricts pedestrian access underneath the barrier arm.

From £170.00

PVC High Bar Curtain

PVC high bar curtains are available on our Heavy-Duty rising arm barrier. As well as restricting pedestrian and cyclist access, the high bar ensures the barrier is visible to lorries and other large vehicles.

£300.00/metre

Boom Lights

Boom lights can be pole mounted and are ideal for poorly lit locations. The lights can remain constantly illuminated in the lower position, or flash, according to site requirements.

£100.00 per pair - LED Lamps

SPECIFICATION

Q73380

PROJECT:

One (1) Challenger Barrier

Quotation Specification

1. <u>TRAFFIC BARRIER</u>

Any photographs shown are for illustration purposes only and may differ slightly from our quotation.

TECHNICAL DETAILS	
TYPE	**Electrically Operated "Challenger"**
APPROVED STANDARD	BS6571 UKCA
QUANTITY	One (1)
SPAN	5500mm
SUPPLY	230 Volt, 1 Phase, 50Hz, 6 Amps
DRIVE UNIT	Motor and Gearbox / Pulleys and Drive Belts
OPERATING SPEED	5.5 seconds (lower to raise and vice versa)
DIMENSIONS	**Width**: 320mm; **Length**: 380mm; **Height**: 1200mm
MANUAL OPERATION	Included
FINISH	**Frame / Covers**: Steel – Powder Coated – Red **Top Cover**: Stainless Steel – Powder Coated – White **Arm**: Aluminium – Gloss Vinyl Film – Red / White
STANDARD FITTINGS (included)	Handwind handle Fixing bolts
CONTROLS	a) Keypad Entry/Exit b) Induction Loop and Single PEC Safety c) Induction Loop Lower d) Barrier Mounted Keyswitch Raise/Hold- Auto
ACCESSORIES (included)	a) Tip Support Post b) Two (2) Car Height Keypad Mounting Posts c) Two (2) Stop Signs

2. CONTROLS

FULLY AUTOMATIC OPERATION

The Traffic Barrier will be controlled as follows:

Entry:

- Keypad Control Raise
- Induction Loop System Lower
- Induction Loop / Photo Electric Cell System Safety

Exit:

- Keypad Control Raise
- Induction Loop System Lower
- Induction Loop / Photo Electric Cell System Safety

SYSTEM OF OPERATION

Entry/Exit

The vehicle approaches the barrier position and stops. The vehicle occupant operates the keypad. The barrier arm raises, and the vehicle drives through. The barrier arm lowers when the vehicle has cleared an induction loop situated directly beneath the barrier arm. The barrier arm will not lower if the vehicle remains on the safety induction loop or across the PEC beam.

IMPORTANT – PLEASE READ

3. INSTALLATION (During Normal Working Hours – Monday to Friday)

<table>
<tr><th>Item</th><th colspan="6">Scope of Work</th><th>By Newgate</th><th>By Client or Others</th><th>Not Applicable</th><th>Quantity</th></tr>
<tr><td>a</td><td colspan="6">Carriage of equipment to site (in one visit only unless otherwise agreed).</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>b</td><td colspan="6">Offload and position equipment.</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>c</td><td colspan="6">Bolt down equipment.</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>d</td><td colspan="6">Remove existing equipment from current position.</td><td></td><td></td><td>✓</td><td></td></tr>
<tr><td>e</td><td colspan="6">Remove and dispose of existing equipment from site.</td><td></td><td></td><td>✓</td><td></td></tr>
<tr><td rowspan="3">f</td><td>Barrier – HD</td><td></td><td>H/Restrictor</td><td></td><td>Gate – Trk</td><td></td><td colspan="4" rowspan="3">Other Please state</td></tr>
<tr><td>Barrier – Chg</td><td></td><td>Gate – T 1</td><td></td><td>Gate – Swg</td><td></td></tr>
<tr><td>Barrier - Mnl</td><td></td><td>Gate – T 3</td><td></td><td>Gate - Mnl</td><td></td></tr>
<tr><td>g</td><td colspan="6">Supply mains cable (fused spur to equipment).</td><td></td><td>✓</td><td></td><td></td></tr>
<tr><td>h</td><td colspan="6">Install mains cable (fused spur to equipment).</td><td></td><td>✓</td><td></td><td></td></tr>
<tr><td>i</td><td colspan="6">Supply control/Intercom Cable from equipment to remote control positions.</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>j</td><td colspan="6">Install control/Intercom Cable from equipment to remote control positions.</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>k</td><td colspan="6">Install PEC Cable</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>l</td><td colspan="6">Connect to the prepared mains cable (including glanding off).</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>m</td><td colspan="6">Connect to the prepared control cable (including glanding off).</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>n</td><td colspan="6">Connect to all access control equipment.</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>o</td><td colspan="6">Test, commission Take Photos of Install and hand over.</td><td>✓</td><td></td><td></td><td></td></tr>
<tr><td>p</td><td colspan="6">Test and certify mains cables.</td><td></td><td>✓</td><td></td><td></td></tr>
<tr><td>q</td><td colspan="6">Cable Clipping/Trunking</td><td></td><td>✓</td><td></td><td></td></tr>
<tr><td>r</td><td colspan="6">Install Fencing/Infills</td><td></td><td>✓</td><td></td><td></td></tr>
<tr><td colspan="11">Other</td></tr>
</table>

4. <u>CIVIL WORKS</u> (During Normal Working Hours – Monday to Friday)

Item	Scope of Work	By Newgate	By Client or Others	Not Applicable	Qty
a	Prepare and construct foundation blocks.	✓			
b	Prepare and construct Central Island			✓	
c	Supply and install cable ducting for mains cable, including draw wires.	✓			
d	Supply and install cable ducting for control cables, including draw wires.	✓			
e	Supply and install Bollards			✓	
f	Supply and install Manholes			✓	
g	Road crossing and re-instatement.	✓			
h	Induction loop slotting and backfilling.	✓			1
i	Loops in Conduit			✓	
j	Lift and re-lay block paving for loops.			✓	
k	Tarmacing.(road crossing)	✓			15m
l	Making Good Upon Completion	✓			
m	Hired Equipment (Plant hire only)	✓			
n	Road Surface	Tarmac	Concrete	Block Paving	
Other					

CIVIL WORKS

IT IS THE CLIENT'S RESPONSIBILITY TO ADVISE **NEWGATE (NEWARK) LIMITED** OF ANY UNDERGROUND SERVICES, CABLES, PIPES OR DUCTS IN THE VICINITY OF ANY FOUNDATION, PRIOR TO WORK BEING CARRIED OUT BY OUR PERSONNEL.

NEWGATE (NEWARK) LIMITED RESERVE THE RIGHT TO SUSPEND ANY CIVIL WORKS, UNTIL SUCH TIME AS ANY SERVICES THAT INTERFERE WITH OUR CIVIL WORKS ARE MADE GOOD AND SAFE BY OTHERS.

4. DEVIATIONS

The equipment is of **Newgate (Newark) Limited** design and build.

All prices subject to confirmation of requirements and satisfactory site survey by our own Technical Engineers.

HEALTH AND SAFETY ADVISORY INFORMATION

This equipment has been designed to control vehicular traffic movement only and has not been designed to be used by pedestrians.

Pedestrians **MUST** use a separate ingress/egress point.

The equipment offered is labelled with Pedestrian and user advisory signs. Additional signage and/or audible/visual devices can be incorporated at the client's request, and at extra cost.

It is the responsibility of the client and end user to ensure that adequate lighting, signage, pedestrian walkways, etc., are in place before the proposed new equipment is installed and operational.

It is emphasized that it is dangerous to permit pedestrians, cyclists or equestrians to pass and travel through the equipment when it is in motion. Therefore, it is recommended that easy alternative routes are provided for non-vehicular traffic and that suitable warning and direction signs are placed on either side of the equipment.

Employers have a responsibility under Section 2 of the Health and Safety at Work Act 1974 to ensure, as is reasonably practicable, the health and safety of employees and other persons who may be affected by work activities. The management of Health and Safety at Work Regulations 1999 further imposes a specific duty upon employers to carry out suitable and sufficient Risk Assessment of all risks to health and safety of employees and others. Therefore, it is recommended that a Risk Assessment be carried out by a competent person in accordance with Regulation 3 (I) Management of Health and Safety at Work Regulations 1999.

Newgate Installation and Civil Services

Newgate have dedicated installation and civil engineers, strategically located throughout the country, that enable us to offer a complete (or part) installation and civil works service as required.

Our civil works capabilities include:

- Initial Site Survey + Technical Drawings as required
- Foundation Blocks + Road Crossings
- Cable Ducting and Trenching
- Induction Loop Slotting and Backfilling
- Manholes and Soakaways
- Tarmacing and Block paving

Providing a professional service at all times, Newgate's experienced engineers ensure the highest level of customer service.

Our installation capabilities include:

- Carriage to Site
- Offloading / Craneage Facilities
- Bolting Down / Setting Up
- Cable Supply and Installation (Mains and Control Cables)
- Testing, Commissioning and onsite Training

U.K. CONDITIONS OF SALE

These conditions of sale apply to all quotations issued by NEWGATE (NEWARK) LIMITED - hereinafter referred to as "The Company" - and apply to all Orders or Contracts accepted by the company.

VALIDITY: The period for which all Quotations issued by The Company shall be valid is only 30 days from the date of issue, unless such period is expressly modified by the mention in the Quotation.

DESIGN, PATENT, COPYRIGHTS ETC: All Design Rights, Patent Right and Copyrights, including any Listings, Drawings and Specifications, are hereby specifically excluded from the benefits to Purchaser which are the subject of Quotations issued or Orders/Contracts accepted by The Company. All technical or other information issued by The Company is so issued in good faith, without liability for errors or omissions and without liability in respect of information supplied by others.

GUARANTEES & WARRANTIES: All goods supplied, and work done by The Company shall be good quality and suitable for operation in the manner intended by The Company as expressed in The Company's quotation or order acceptance. However, The Company shall in no way be liable for the consequences of use or non-use of the equipment or services supplied.
In the event of any defect appearing in The Company's materials or workmanship,
The Company will replace free of charge any defective component provided on a supply only basis if the purchaser notifies The Company and returns the defective component back to ourselves within 12 months of the date on which the goods were despatched by the Company. Or make good defective workmanship provided the Purchaser notifies The Company and gives full access to the equipment within TWELVE months of the date on which the workmanship took place, but after that period a charge will be made by The Company.

DESPATCH PERIOD(S): Mentioned in the Company's Quotation(s) or letter(s) of acceptance are estimates only, made in good faith, and are based on the Company having full and sufficient information to enable the Company to proceed uninterruptedly. In the event of anything happening beyond the reasonable control of the Company to interrupt such period, a revised despatch period shall be negotiated by the Company with the Purchaser without penalty to the Company. ***DELIVERY TO SITE AND OFFLOADING WILL ONLY BE CARRIED OUT BY OR ON*** behalf of the Company to the extent specified in the Company's Quotation, based on the Purchaser providing to the Company full information as to site location and/or despatch address at the time of issue of an Order or Contract.

ALTERATIONS: To an Order or Contract will only be put into effect when revised price(s), despatch period(s) etc., have been agreed.

CANCELLATION: Of an Order or Contract that has been accepted will only be put into effect if the Purchaser agrees to pay the full amount(s) notified by the Company in respect of value of materials and labour committed, together with a reasonable amount towards overheads, loss of profit(s) and cost of disturbance of the Company's manufacturing programme starting from £350.

TERMS OF PAYMENT For goods supplied, installed and commissioned by the Company, shall unless specified otherwise in the company's Quotation be payable 28 days from Invoice Date - unless specifically agreed otherwise by the Company in writing in special cases. The ownership of the goods which form the subject matter of the contract shall pass to you only when those goods have been paid for in full to us or to our appointed agent. In the event of you obtaining possession of the goods prior to making payment for them you will, until the date of payment, if we so require, keep the goods stored separately. In the absence of such request, you will be entitled to use the goods in the ordinary course of your business. Should you subject the goods to any manufacturing process or mix them in any way, the product of such manufacturing process or admixture will pass into our ownership as security for payment of the purchase price of the goods forming the subject matter of the Contract, and you will notify us immediately upon the commencing of any such manufacturing process or upon commencing to mix the goods in any way so that we may register a charge over the processed goods or admixture of the goods. Further, until you have paid us in full for the goods you shall hold the goods; or in the event of processed goods (as above), or admixture of the goods, you will hold the resulting product; or in the event of the sale or hire of the goods in their original state, or altered form by reason of processing or admixture you will hold the proceeds of such sale or hire; on trust for us. In the event of sale or hire of the original goods or processed or mixed goods by yourselves in the ordinary course of your business, until you discharge all your indebtedness to us, you will assign your rights to recover the selling price or hiring charges from third parties concerned to us, if we require, in writing, such an assignment.

As part of new legislation around the Domestic Reverse Charge ("DRC") which comes into effect on 1st March 2021, Newgate (Newark) Ltd ("Newgate") is required to obtain further information where certain construction services are provided to customers.

If you identify as a customer who receives services from Newgate that may fall under the DRC scheme, we would require you to confirm the following information:

- VAT Registration number including country code (please put N/A if not VAT registered)
- CIS Registration number (please put N/A if not CIS registered)
- Whether you are an End User or Intermediary Supplier

If you are VAT and CIS registered and are not an End User or Intermediary Supplier, Newgate's supply to you may fall within the DRC regime. If so, Newgate will issue invoices with no VAT payable, and you will be responsible for accounting for output VAT straight to HMRC. You will not pay this VAT to Newgate.
Where a supply falls within the DRC regime, Newgate will clearly outline on the invoice that VAT is not payable to Newgate and that you are responsible for paying the output VAT directly to HMRC as per the DRC regime.
Where we are required to apply the DRC to any services, we provide to you on a particular contract and invoice, we will apply the DRC to all subsequent standard and reduced rated supplies we make to you on that contract. The DRC will not apply to any amounts on our invoices which are zero rated, exempt or outside the scope of VAT.
Upon acceptance of a quote from Newgate, by return email, could you please in writing confirm whether you are and End User or Intermediary Supplier.
If you have any questions, please contact us at

INTERPRETATION: Of these Conditions and the Contract is in accordance with English Law - whatever the ultimate destination of the goods.

ARBITRATION: In the event of any dispute arising as to the interpretation of these Conditions and the conduct of the parties hereto, the matter(s) shall be referred to arbitration, in accordance with the Arbitration Act 1960, and subsequent legislation and application thereof.

Where installation and Commissioning on Site is included, the following additional conditions shall apply:

INSTALLATION AND COMMISSIONING: Quotations are issued and Orders accepted on the basis that full and sufficient access will be given by the Purchaser to the Company, including power supplies and offloading facilities where necessary, to enable the work of installation and commissioning to be carried out in one visit; the Company reserves the right to charge extra on the event of there being any variation in this, however, such variation is caused.

GUARANTEES & WARRANTIES: Described above shall run from the date of completion of commissioning of each unit, instead of date despatched. In the event of there being any defect in the Company's materials or workmanship under normal operation of the equipment, the Company reserves the right to visit site and rectify at the company's own expense; if such defect does not relate to the Company's materials or workmanship, the cost of the visit shall be paid for by the purchaser. ***COMMISSIONING CERTIFICATES***: These are not normally issued, unless specifically included in the Company's Quotation.

TAKING OVER of the equipment shall be upon completion of Commissioning and the receipt by the Company of payment in full.

CIVIL WORKS, FOUNDATIONS & DUCTING OF POWER & CONTROL CABLES are, unless specified otherwise in the quotation, normally carried out by the Purchaser to information supplied by the Company, but all or part(s) of this work can be carried out by the Company by prior arrangement, confirmed in writing.

TIME FOR COMPLETION: Shall be the despatch period (see clause above) and the Installation and Commissioning period, as estimated in the Company's quotation. Due to the wide variety of circumstances encountered on different sites, the latter period is in no way guaranteed, but installation and commissioning work will be carried out promptly and effectively once access to site is granted.

TERMS AND CONDITIONS OF INSTALLATION NEWGATE (NEWARK) LIMITED

The company will acknowledge any order involving installation, service or repair work by the company's engineers, in writing, following receipt of the customer's official order. The order acknowledgement will confirm the date of the commencement for installation and whether any preparation work by others is required prior to the scheduled date for commencement, together with any details of final survey which will be undertaken by a company engineer.

Any failure to advise the company in writing of any change or revision of the date of commencement may result in charges being imposed to cover costs incurred by the company. Should this confirmation of cancellation or postponement not be received by the company within 5 normal working days prior to the scheduled start date, the company reserves the right to charge labour time and travel expenses, currently rated at a minimum of £350.00 per man, per day scheduled on site.

The company may similarly charge on a pro-rata basis for such expenses owing to abortive site visits for any reason beyond the company's control such as, for example, the non-preparation of items agreed or the non-commissioning of the mains power supply etc.

A final survey will be undertaken by a company engineer prior to full acceptance of contractual liability by the company.

All conduit/trunking and wiring will be undertaken in compliance with the 18th Edition IEE.

A mains power supply must be commissioned by others, terminating in a suitable isolator/fused spur.

The customer will provide safe and secure storage for all goods delivered to site that are not due for installation on the date of delivery.

Assistance with offloading and placing of equipment adjacent to the work area will be required and where appropriate, craneage or lifting of heavy items into the installed position.

Free and unobstructed access must be provided during the period of installation. Time lost owing to any infringement of this condition will be chargeable at daywork rates or the relevant premium rate where applicable.

The company engineer(s) must be provided with free use of 230/110v AC mains power for power tools within the work area.

The customer must ensure that adequate lighting will be freely available in the work area for the duration of the installation.

The customer must inform the company, in writing, at least 14 working days prior to commencement of installation, of any special requirements pertaining to hazardous working conditions, age limitations, medicals, permits of work etc.

The company will charge the customer for its own cost against specialist equipment and plant hire, clothing, power tools or any other article required as a condition of installation by the customer.

Installation will be undertaken during normal working hours, i.e., 0800-1800 hours, Monday to Friday, unless otherwise agreed in writing to the company.
Any additional work or equipment specified by the customer during the period of installation must be confirmed in writing to the company prior to the work being carried out.
Alternatively, authorisation must be confirmed on the engineers' work sheet and signed by the customer's authorised signatory. In this event the company will raise an additional invoice to cover the additional work and materials, or products authorised.
Engineer's Survey - The purpose of the engineers' survey is to confirm the technical suitability of the equipment specified and to discuss any civil or electrical preparatory work to be done by others. Additional visits, on a "consultancy" basis, can be organised but will be chargeable at £250.00 per day. The quote covers the cost of the initial layout drawings and a further re-draw, any other drawings will be charged at a daily rate of £250.00 per day along with any changes to drawings after approval has been given.

The company will confirm any amendments to specification or conditions on installation, following the survey, if appropriate.

Angela Woodward

From: info@barriersdirect.info on behalf of Barriers Direct <info@barriersdirect.info>
Sent: 09 April 2026 14:48
To: Angela Woodward
Subject: Quotation (#1000072044) has been updated (11 Apr 2026 12:10)

Thanks for using Barriers Direct. Your quote request from Barriers Direct has been approved. You can now pay for your quote online by logging into your account.

This Quotation is valid for 30 days , until 11.04.26 .

Quote Details

Quotation No
1000072044

Quotation Date
2026-03-12 11:59:34

Shipping Method
Free Delivery

Quote Prepared By
Name: Sarah
Email: quotes@barriersdirect.co.uk
Telephone: 01256 597 778

Billing Address
Angie Woodward
Marchwood Parish Council
The Village Hall
Marchwood
Southampton, Hants, SO40 4SF
United Kingdom
T: 02380 860273

Shipping Address
Angie Woodward
Marchwood Parish Council
The Village Hall
Marchwood
Southampton, Hants, SO40 4SF
United Kingdom
T: 02380 860273

Quote Items

Items	Thumbnail	Qty	Price
Telescopic D4 Security Post - Sold Secure Accreditation Galvanised & Colour Finishes + 10-pin anti-drill lock SKU: p1265-RRB/D4/PC - RAL 1023-KA **Options** Traffic Yellow RAL 1023 **Keying Preference (if ordering more than one post)** Keyed Alike **Made to Order** and **Non-Refundable** DELIVERY: Normally delivered in 6 working days*		2	£311.03
Stand Alone Installation SKU: stand-alone-installation **Name** Angie Woodward **Street_1**		1	£1,080.00

Marchwood Parish Council

Street_2

The Village Hall

Street_3

Marchwood

City

Southampton

Postcode

SO40 4SF

State

Hants

Phone

02380 860273

Description

2 x Telescopic Posts

DELIVERY: Normally delivered in 1 working days*

Installation - Important Note

The installation team will contact you within **two working days** of receiving your order to schedule installation, which is usually completed **within 10 working days** after the expected delivery of your product, subject to current workload.

For more details, please refer to our **Installation T&Cs** (LINK). If you need to reach your installer after this, please visit **Track My Order**.

Subtotal	£1,702.06
Shipping & Handling (Delivery Method - Free Delivery)	£0.00
VAT	£340.41
Total	£2,042.47

Quote Notes

General Notes:

Customer Request: P1265 Telescopic Posts x2 with install Specified by: SL Checked by: This Quotation has been prepared based on our best understanding of the site and customer requirements. If additional works and/or products are required additional fees may apply. Whilst we endeavour to deliver goods within the timescales quoted, please note that due to circumstances beyond our control, we cannot promise or guarantee that goods will arrive at a specific date or time.

Installation Notes:

Where Civils and/or Installation is booked, price is based on a single visit per team, additional visits ARE chargeable. Costs quoted for install is based on an 8hour day which includes travel time. You understand that any additional induction or site requirements that have not been communicated to and agreed by Barriers Direct, may affect the installation and may be chargeable. Installation and Commissioning does NOT include any Civil Works such as: Cabling / Ducting / Foundations / Concreting / Excavations etc. A named contact MUST be available at the start and end of all Civil and/or Installation - Work will NOT commence until a site contact is made available - IF work is held up and cannot be completed, additional visits are chargeable.

How To Pay

BACS payments

Account name [redacted]

[redacted]

Pay Online Credit/debit card, PayPal or Apple Pay

Send a cheque to:
Barriers Direct, Accounts
18 New Horizon Business Centre,
Barrows Road, Harlow,
Essex, CM19 5FN

[redacted]

3. Pay Online by credit card, debit card or PayPal.

4. Pay using a credit account or local authority account. Find Out More

Please Note

*Delivery times given are approximate only and may be significantly longer for large orders or orders that have additional finishes. As we use National Carriers, we cannot guarantee that there will not be delays beyond our control, please do not arrange for contractors to attend site until products are received.

Order Acceptance Policy Your order has been accepted subject to our **Terms and Conditions** that you agreed to when placing the order. This does not affect your statutory rights.

Thank you for using Barriers Direct, we appreciate it, and we hope to see you soon.

Useful Contacts
Customer Service
[redacted]

Useful Links
Track My Order
Help Centre
Terms and Conditions

Company Reg No. 03452292 | VAT No. 700 3464 81

Barriers Direct is a Trading Name of J9 Limited, registered at
Unit 18, New Horizon Business Centre, Barrows Rd, Harlow, CM19 5FN
and registered in England and Wales.

CERTIFIED ISO 9001

King'sTrust

Constructionline Gold Member

www.barriersdirect.co.uk
This email was sent from info@barriersdirect.info

VISION STATEMENT FROM HAMPSHIRE BUS ACTION GROUP

OUR VISION OF THE FUTURE

Our vision is of a bus service where:

Every community has access to public transport that's sufficiently frequent and affordable to meet people's needs.

Buses are so attractive, reliable and rapid that people choose to leave cars at home.

Public transport is run as a network, with convenient rail, bus, and ferry connections for journeys to work, shops, hospitals, education, leisure facilities and airports.

Public transport increases in line with development so new homes, workplaces and destinations are not car dependent.

WHY THIS VISION IS NEEDED

Nearly half of Hampshire's emissions come from transport, overwhelmingly from private cars (1). A fully loaded double-decker bus removes up to 75 cars' worth of pollution and congestion from our roads.

Many parts of Hampshire are "bus deserts", either with no buses or a service too infrequent to be useful.

About a fifth of homes have no access to a car. The poorest fifth of households are twice as likely as the average to have no car.

Hampshire County Council's strategy on buses is fundamentally flawed because it focuses on supporting buses on a small number of routes which are already commercially viable and ignores the needs of scores of communities across the county.

Buses in Hampshire need to serve more people. Last year, HCC came 64th out of 89 authorities in a league table of bus trips per person, with only 18.4 trips per person, down from 24.1 a decade ago (2). Many other authorities with similar population densities have significantly higher levels of bus usage.

HOW TO DELIVER OUR VISION

We will be asking candidates for local elections this May, and for the election of the new mayor of Hampshire and the Solent in 2028, to make improving public transport a top priority, taking full advantage of new powers to plan and franchise bus services as part of a wholly integrated transport system.

The Mayoral Combined Authority should conduct comprehensive surveys to understand people's travel needs and ensure bus services are designed to meet them.

Public funding for buses will need to be sufficient to meet our vision.

Bus priority schemes should be established in many more places to make buses the most reliable and fastest travel option.

PRINCIPLES OF A GOOD BUS SERVICE

Buses need to be:

- Frequent enough to serve people's needs in every parish and neighbourhood to
  - Commute to work,
  - Get to public services like hospitals, schools, libraries, GP and social care facilities,
  - Get to shopping and leisure facilities
  - Reach other transport links (trains, ferries, trams, airports…)
- Easy walking distance from people's homes
- Fast enough to compete with car travel
  - Express buses covering longer distances with limited stops need to link with
  - Local services that get as close as possible to people's homes
  - Integrated with other services, timetables, stations and interchanges
- Reliable: delays and cancellations must be kept to a minimum and bus companies must be held accountable for them and keep passengers fully informed.
- Affordable: including free travel or heavily discounted travel for young people under 25 and 24/7 validity for disabled bus pass holders.
- A recognition that buses play a vital role in the lives of many elderly people, reducing isolation.
- Safe and secure so everyone can travel without fear.
- Tickets valid for a whole journey: pay only once even if changing buses. Integrated ticketing similar to London's Oyster system, with tap on/off payments and fare caps applying to all modes of public transport
- Tickets need to be flexible and affordable to attract families to use public transport
- Accessible for all (independent of age and levels of mobility)
- Bus punctuality and reliability data must be published regularly and consistently
- Bus stops must have decent shelters and real time information
- Buses must be zero emission, accessible, clean, and comfortable
- Passengers and local communities must be properly consulted about services and involved in key decisions, i.e. by actively involving parish councils and future unitary councils, user groups and doing user surveys.
- Demand-responsive minibuses can help smaller communities but frequent, scheduled bus services should be the norm for the vast majority of residents

REFERENCES

1 https://www.gov.uk/government/collections/uk-local-authority-and-regional-greenhouse-gas-emissions-statistics

2 https://www.gov.uk/government/statistical-data-sets/bus-statistics-data-tables