

ANNUAL REPORT FROM COUNTY COUNCILLOR TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS

3 MARCH 2025

1. The Hampshire Pledge

The Hampshire Cabinet have developed a “Hampshire Pledge” which we are launching this month. I would like to share the pledge with you – see below. The intention is to set out what people can expect from the County Council whilst also encouraging people to take pride and interest in their local community and in their own health and wellbeing. I hope you agree that this is a worthwhile initiative, I would welcome any feedback.



2. Highways Update

Despite another wet winter with unprecedented rainfall and several severe storms, Hampshire Highways have kept our road network in relatively good condition. We have not seen an overload of defects as happened two years ago. Over 1,000 fallen trees were cleared from roads overnight during storms. I appreciate that Parish Councils have had to show patience at times. But the roads are noticeably in a much worse state in West Sussex! Now that we have some drier weather I am confident that the Highways teams will quickly address all the outstanding issues.

Despite the funding challenges at HCC, I am pleased to say that an extra £7.5m funding went into Highways in the 2024/25 year. This funding made a difference because it meant that more crews were on standby and more resources were available to those crews. For the coming year, starting on 1 April, national funding for Hampshire Highways has increased by an extra £14,099,000. This puts us in a strong position for the next 12 months. In addition, £4.25m of HS2 money from the Network North scheme is being used each year to resurface 19 main routes across Hampshire, including the A272 through Stroud, over the two-year period 2024-26.

The Highways Engineers have a difficult job and I think they deserve huge credit for their professionalism. The greatest difficulty this year has been surface flooding. The high water table and the heavy rain have caused many localised problems. The reality is that the flooding teams are stretched. The best advice I can give is to keep [reporting flood problems on the website here](#) and also make use of the tips in the [Community Toolkit](#) on flooding.

3. Hampshire Forest Partnership

The Hampshire Forest Partnership which I launched in 2022 continues to go from strength to strength. Over 60,000 trees have now been planted. The winter planting season is just now ending, which makes this a great time to start planning for the next planting season in November 2025 – February 2026.

Free trees and free advice are still available from the HFP team. It would be great to get some more mini-forest projects underway following the success of the mini-forest in Sheet, next to the Adhurst allotments. If you would like to discuss a potential site please drop an email to: treeplanting@hants.gov.uk

4. Standing up for Hampshire

Over the last year, HCC has taken a prominent role in standing up for Hampshire. In our view, Hampshire has been disproportionately affected by Government decisions which were not part of the Labour manifesto.

We have pushed back on the family farms tax which will affect several hundred farms in Hampshire. Hampshire is a county which depends on its family farms for our food, economy, landscape and environment. So in my view it is right that we are taking this stand. We have also written to the Government to protest about the scrapping of winter fuel payments to pensioners. This policy decision will affect Hampshire more than other counties due to our demographics. Finally, we have also led the protests against the Chancellor's increase to Employers National Insurance. This will push up costs for the Council and for care homes by tens of millions, and these costs will ultimately be borne by local taxpayers. We hope that the Chancellor reverses course in her March budget.

5. Year of Health and Wellbeing

In September 2024 HCC launched a Year of Health and Wellbeing. By coincidence I also took on the role of Executive Member for Health and Wellbeing that month. This initiative comes under the auspices of the Hampshire 2050 Partnership: a partnership of local government, business, universities and the voluntary sector. The aim is to integrate health and wellbeing into our workplace policies and day-to-day working practices. It is an opportunity for cross-sectoral working focussing on the health and wellbeing of Hampshire's residents. The three core priorities of focus during the Year of Health and Wellbeing are:

- Physical activity
- Mental wellbeing
- Childhood obesity

I see this as crucial to improving our quality of life in Hampshire. A healthier workforce will also be good for the local economy and will relieve pressure on the NHS. The priorities also intersect with the partnership's other key strategic drivers including impact on economic prosperity, climate change and the natural environment. A toolkit is available at this link: <https://www.hants.gov.uk/aboutthecouncil/haveyoursay/visionforhampshire2050/health-and-wellbeing/health-and-wellbeing-toolkit>

6. Byways Open to All Traffic (BOATs)

Following years of sustained lobbying by Councillors across East Hampshire, we are getting closer to a new HCC policy on management of our BOATs which will reduce conflict, damage and nuisance caused by vehicles.

I am optimistic that the new policy will be approved by the Summer. In future, the intention is that the County Council will seek to maintain its unsurfaced road network as natural unsurfaced corridors for all users to use and enjoy; it will not surface routes to cater for vehicle use. Instead, the County Council will seek to sustainably preserve the physical character of the route and may seek to reduce levels of usage to allow for fluctuations in the condition of the route.

The County Council may then take action to limit or prevent access by motor vehicles, to prevent damage, to ensure that non-motorised users are able to use the routes, and to protect and preserve the nature and character of the route. A new Byways Operating Procedure will give greater weight to environmental designations. Seasonal Traffic Regulation Orders (TRO) will be applied to a wider range of byways thanks to a new High Amber category. Signage and barriers will continue to be implemented and further TRO measures may also be considered. I feel that this is definitely a step in the right direction which will benefit local communities and the environment.

7. Beavers return to the South Downs after 600 years

In December 2024 a pair of Beavers named Willow and Wilson were introduced to the River Meon near Petersfield, having been transported from Scotland by the Beaver Trust.



The semi-aquatic mammals, which were hunted to extinction in the 16th Century, create wetlands and wildlife habitats. The impact they have on their new environment will be tracked by a team of academics from Southampton University. They have been busy beavers and have almost chewed their way through this crab apple tree! You can follow the adventures of the Beavers on Facebook at <https://www.facebook.com/Meonsidemeads/>

8. Government consultation on Devolution underway

Hampshire residents are invited to have their say on devolution proposals for Hampshire and the Solent region in a Government consultation which is ongoing. The consultation runs until 13 April 2025 and I would encourage everyone to respond. The consultation can be found here: [Hampshire and the Solent devolution consultation - GOV.UK](https://www.gov.uk/government/consultations/hampshire-and-the-solent-devolution-consultation)

Commenting, Leader of Hampshire County Council Leader, Councillor Nick Adams-King said: “Devolution represents the biggest change to local government in a generation and as such, it is really important that local people across the wider Hampshire area have the opportunity to comment on the proposals. Collectively, alongside our three partners, joining the Government's Devolution Priority Programme is a fantastic opportunity for Hampshire to self-determine and shape devolution proposals in the best interests of our residents and communities.”

HCC has also developed its own web pages about devolution, including Q&As, which can be found at www.hants.gov.uk/devolution.

9. Summary of grants awarded by me

For transparency, every year I publish my list of grants awarded. Here is the list for the year ending March 2025.

Applicant	Project	Grant (£)
Ropley Parish Council	Installing Kissing Gates to improve access to Ropley footpaths	800
Newman Collard Playing Fields Trust	Bulb and wildflower Project	800
Greatham Parish Council	Community Minibus – purchase of 17 seater to support primary school and the village.	900
Steep War Memorial Club	Potted flowers to improve look of the Village Hall	250
Home-Start Butser	Nurture Parenting Puzzle Training	800
Froxfield & Privett Parish Council	Parish Verge Cutting	800
Steep and Stroud Newsletter	Keeping communities informed and engaged	800
Steep Film Society	Installation of Induction Loop, PA system and professional tuning	500
Petersfield Shakespeare Festival	Production of Twelfth Night	750
Petersfield Twinning Association	Exchange Visits from Warendorf and Barentin	800
Sheet Parish Council	Speed Reduction measures	800
TOTAL		8,000

Normally, this year's grant round would reopen on 1 June 2025. But the delay to the elections and the budget gap at HCC have complicated matters for this coming year. No decisions have yet been taken on the availability or not of County Councillor grant pots for the year 2025-26. I am expecting that the decision will be taken in September 2025. I am afraid that this means that I will not be able to consider any new grant requests until September.

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

LPC Annual Meeting

Report from District Councillors, Ian James & Roger Mullenger

The key points for the year

- We have held surgeries every month. The issues raised varied significantly, but many relate to services provided by Hampshire County Council, particularly speeding, parking, pavements and potholes.
- The EHDC budget in the current year (2024/25), passed in February last year ran into serious problems at an early stage, resulting in staff redundancies and reduced services.
- There has been a reorganisation of the departmental directors from five to three, with new staff just joining, so the effect is not known.
- We have tried to deal with all casework, sharing it for many items to avoid duplication.
- Organising volunteers for the Riverside Walk management has been frustratingly slow.
- All planning applications have been reviewed and commented upon for key issues.

Looking forward

- The new budget has just been passed, with the EHDC element increasing by £5 per year for a band D house. The EHDC part is 8.39% of the total for Liss residents.
- The revisions to the SDNP Local Plan and SDNP Partnership Management Plan have been consulted on. The local plan for the non-SDNP area is also going through a revision which is contentious because of the doubled housing numbers.
- Devolution means there will be a mayoral election next year. This will put a heavy work load local councils. As a result the county elections due in May have been postponed
- Local Government Reorganisation is in progress and Hampshire has accepted for the fast tracking process.
- The initial outline plan will be submitted this month.
- The reorganisation will merge the county tier and district tier of councils into one layer called unitary councils. The current district (and the small current unitary) councils of the Hampshire area will be grouped into, perhaps, four new unitary councils. So district councillor will disappear.
- The process is understood but the timescale will be challenging and there are differences in opinions between the various district council, borough councils and councillors.
- An outline plan of the process of arriving at the final proposal of the area of Hampshire be structured will be presented to the government on the 21st.
- The final plan will be presented in September.
- Parish councils will be unchanged.



LISS PARISH COUNCIL

COUNCIL MEETING MINUTES

A meeting of Liss Parish Council took place at 7pm on 17th February 2025 in the Village Hall

Members

*Mr K. Budden (Chair), *Ms S. Baldwin, *Ms R. Crane, Mr I. James, *Mr D. Jerrard, *Mr C. Olley, Mr C. Mort, *Mr P Payne, *Mr A. Smith, *Mr R. Smith, *Mrs S. Stratford-Tuke, and *Ms C. Williams

* Present

In addition to S. Smith (Clerk), County Councillor Russell Oppenheimer, District Councillor Roger Mullenger, Nichola Court from the Liss Area Historical Society and one member of the public.

01/25 Apologies

Members accepted apologies from Cllrs James and Mort.

02/25 Declarations of Interests

Councillors were reminded of their responsibility to declare any pecuniary interest they may have in any item of business, no later than when that item is reached.

03/25 Chair's announcements

The Chair advised the following:

- 1) Sadly former Liss Parish Council employee Richard Whatley, Groundsman for many years, passed away 19th January. His funeral was due to take place the following day. LPC expressed condolences to Richard's family.
- 2) Welcome to Rebecca Crane as this is her first meeting of Council as a councillor and also Nichola Court, Chairperson of the Liss Area Historical Society who was attending the meeting to provide LPC with an update.
- 3) The Cllr vacancy is still open and one application has been received with a further expression of interest, so informal interviews will take place shortly.
- 4) Sandra Humphrey is leaving LPC as RFO at the end of March. A change around in staff roles (detailed in Staff Committee minutes) means there is a vacancy for an Admin Officer to look after bookings and allotment and other administrative areas.
- 5) The Annual Parish meeting will take place on Wednesday 19th March 2025.
- 6) That the level crossing at Liss rail station will be closed from 22:00 Friday 21st March to 06:00 Monday 31st March 2025 as part of the railway improvement plan to replace the signalling between Farncombe and Petersfield. There will be a road closure in place on Station Road throughout the duration of the works, with a signed diversion in place. Pedestrians will be able to cross the railway via the station footbridge and a free shuttle service to be provided to transport pedestrians with reduced mobility from one side of the railway to the other. In addition there would be no train services operating on either of the two weekends; a bus replacement service would be in operation.
- 7) The Chair also provided a brief update on devolution and local government reorganisation. Hampshire had been accepted onto a fast-track devolution process meaning there would be mayoral

elections for a new strategic authority in May 2026. The government consultation on the Hampshire and Solent devolution proposal is open: [Hampshire and the Solent devolution - GOV.UK](https://www.gov.uk/government/consultations/hampshire-and-solent-devolution)
Further details on the process for local government reorganisation will be forthcoming.

04/25 Adjournment for public participation

No issues were raised.

05/25 Presentation from the Liss Area Historical Society

Nichola Court from the Liss Area Historical Society gave a presentation, including the background and purpose of the society. She thanked LPC for its financial support by way of a grant and highlighted the need for a new chairperson to come forward for the society to be able to continue to operate.

Nichola Court (LAHS) left the meeting at this point.

06/25 Update from the County Councillor

Cllr Oppenheimer had submitted a written report (**Annex A**).

07/25 Update from District Councillors

Cllr Mullenger had provided a report as at **Annex B**.

Cllr Payne asked about the publication of the Riverside Walk maintenance plan and the extensive tree felling (not Ash) onsite and the negative effect that vehicles used for this purpose were having on the track. Cllr Mullenger advised that he thought the tree felling was to open up the glades to allow undergrowth to flourish under reduced shade but would check. He suggested that LPC write to EHDC. The Clerk added that key issues had been raised in a meeting with Chris Patterson (EHDC Community & Engagement Manager) the previous week. This included the need for improved communication from EHDC on management issues, the timeframe for bridge works, the use of the track by vehicular maintenance traffic and possibilities as regards a joint approach to enable volunteers to operate on the entire Riverside Walk.

Members discussed the proposed Hampshire and Solent devolution proposal, including the powers of the elected mayor and the possible implications for LPC, EHDC and HCC.

08/25 Minutes of the meeting of Council of 16th December 2024

Resolved: That the minutes of the Council meeting of 16th December 2024 be approved as an accurate record (proposed by Cllr Olley and seconded by Cllr Smith with all in favour).

09/25 Matters arising

No issues were raised.

Cllr Oppenheimer left the meeting at this point.

10/25 Payments and receipts for the period 12th December 2024 to 31st January 2025

Resolved: That the receipts and payments set out in **Annex C** for the period 12th December 2024 to 31st January 2025, for the Liss Parish Council accounts, be approved (proposed by Cllr Williams and seconded by Cllr Olley with all in favour).

11/25 Report of the Charities Committee of 27th January 2025

Members noted the minutes of the Charities Committee of 27th January 2025.

12/25 Report of the Facilities Committee of 27th January 2025

Members noted the minutes of the Facilities Committee of 27th January 2025.

13/25 Report of the Staff Committee of 10th February 2025

Members noted the minutes of the Staff Committee of 10th February 2025.

14/25 Report of the Planning Committee of 10th February 2025

Members noted the minutes of the Planning Committee of 10th February 2025.

15/25 Draft Liss Parish Council Action Plan 2025/26

Members noted the draft Action Plan for 2025/26. This would be presented at the Annual Parish Meeting and would then be open for a period of public consultation prior to approval by the new Council in May.

16/25 LPC response to the draft South Downs National Park Local Plan.

The Chair advised that the LPC response to the proposed South Downs National Park Local Plan consultation had been referred by the Planning Committee to Full Council given its significance and the potential impact on the parish. The main difference proposed for the parish was Policy SDXX: Land at Farnham and Station Roads, West Liss.

The Chair had circulated a draft with three possible outcomes which were discussed. Members agreed to object to the proposed development as follows:

Liss Parish Council is against the development. The proposed development raises significant concerns regarding its potential impact on the character and integrity of the Neighbourhood Plan designated Protected Gap and the semi-rural setting within the South Downs National Park. Despite policy requirements to safeguard this landscape, the introduction of up to 30 flats or a 60-bed care facility would likely intensify built form in an area valued for its open, green qualities. There is a risk that vehicular access and infrastructure movements along Farnham Road (B3006) could further erode this sensitive landscape. Moreover, increased pressure on local wildlife sites and the proximity to the Wealden Heaths SPA raise questions about the long-term effectiveness of mitigation measures. In light of these concerns, it is considered that this development would compromise the purposes of the National Park and the local community's vision for the area, and should therefore not proceed.

Members also noted the loss of the working farmland and questioned why other brown and infill sites were available in the village and far more suitable as well as the need for yet more care homes in Liss, particularly with disused care homes on the Old A3. The impact of four potential sites in the West Liss area was also thought to be a real issue for an already struggling sewage system which served the area. Members expressed deep concern about the proposal undermining the Neighbourhood Plan in which the parish has invested significant time and effort and which explicitly ruled out development in this area.

Resolved: That LPC submits an objection to the proposed development under Policy SDXX: Land at Farnham and Station Roads, West Liss, as above, and expresses an interest to engage and work with the South Downs National Park to establish more suitable areas for development (proposed by the Chair and seconded by Cllr Smith with all in favour).

17/25 Asset register and insurance cover

Members approved the asset register and level of insurance cover, subject to the addition of the shed at the Lower Green allotment site (the Charities asset register would be put to the Charities Committee in due course).

18/25 Schedule of policy revisions 2025

Members noted the schedule of policy revisions for the forthcoming year. The Clerk invited any councillors who had a specific interest or knowledge in any of the areas to put themselves forward to take part in the review process.

19/25 CIL update and allocation

Members noted the total sum of LPC CIL unallocated stood at £12,695.

20/25 Newman Collard car park remedial works

Cllrs Williams and Olley declared a personal interest in this item as trustees of the Newman Collard Playing Fields Trust.

The Clerk advised that three quotes had been received for resurfacing the entrance area to the Newman Collard car park. Maintenance of the car park was deemed a shared area of responsibility under the Memorandum of Understanding between LPC and the Trust.
Cllr Williams advised that the Trust had agreed to contribute up to half the sum in the lowest quote.

It was resolved that LPC allocate the sum of up to £3,000 for remedial works to the Newman Collard car park from the EMR 350 Newman Collard Recreation Improvements (proposed by Chair and seconded by Cllr Payne with all in favour, aside from abstentions from Cllrs Williams and Olley).

21/25 Matters to report

Cllr Jerrard had attended a meeting on East Hampshire BOATS in East Meon. The meeting was not well attended but positive, discussing amended draft Policy Statements and the Byways Operation Procedure.

Cllr Payne advised that he hoped to be able to get the Riverside Walk volunteer group up and running in the spring.

Cllr Mullenger asked whether LPC would consider using CIL funding to make the entrance from the Andlers Wood estate onto Hill Brow Road accessible as it was supposed to be (CALA had declined to invest further funding). Cllr Smith urged caution and noted issues such as permissions, HCC specifications and long-term maintenance would need to be considered before making any commitment.

Cllr Mullenger and the member of the public left the meeting at this point.

22/25 EXEMPT Session

Resolved: That the following item be take in exempt session as the recipient of the award would not be announced until the Annual Parish Meeting on 19th March 2025 (proposed by Cllr Smith and seconded by Cllr Olley with all in favour).

23/25: Villager of the Year Award 2025

Members agreed the recipient of the Villager of the Year Award; this would be announced at the Annual Parish Meeting on 19th March 2025.

The Chair closed the meeting at 20hrs 48.

Date of next scheduled meeting: Monday 17th March 2025, 7pm

Signed:.....Dated:.....

COUNTY COUNCILLOR REPORT TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS 3 FEBRUARY 2025

1. Devolution and Council Tax Update

We are still waiting to hear from the Government as to whether Hampshire will be included in the Devolution Priority Programme, also referred to as the Fast Track. This decision will potentially affect the May elections. The decision will also have an impact on the County's projected financial position. Hopefully we will get the announcement in the coming days.

The Government has today refused a request from HCC for Extraordinary Financial Support in the form of a council tax rise higher than 5% (without a referendum). This decision means that HCC cannot effectively plan beyond the coming municipal year of 2025-26. That makes service delivery extremely challenging and puts the wellbeing of communities at risk.

2. Love Lane Space for Nature: Project Update



The Hampshire Monday Group have done a fantastic job of removing invasive cherry laurel and scrub from the Love Lane Space for Nature. I would like to send my sincere thanks to all the volunteers who came out in cold weather and did an amazing job. The verges and paths have been restored, and heritage features and superb native trees are now visible.

The Hampshire Monday Group also undertook a litter pick as they went which is much appreciated. Hampshire Highways kindly removed eight piles of cuttings last week which creates space for the final laurels to be removed.

Cherry Laurel leaves and berries contain poisonous cyanide. It will be fascinating to see what growth comes up now that some light is getting into the copse and the cherry laurel has been removed. I am optimistic that we will see a rapid improvement in biodiversity and in the local amenity value of this prominent green space. The project also aims to discourage anti-social behaviour and fly-tipping in this copse.

It is especially pleasing to note that the Love Lane footpath width has almost doubled as a result of the clearance. This route is used by visitors to the nursery, the community centre and the recreation ground so it is heavily used by people of all ages. Safety and accessibility have been substantially improved for all users.

There is still some thinking and consultation to do about the ongoing maintenance and management of the copse. I will be arranging a site visit with all stakeholders to take place in March. In the meantime, here are some more photos.



3. Pulens Lane Traffic Calming Scheme Update

The Pulens Lane scheme is getting closer to implementation. A lot of work has been going on behind the scenes. The scheme webpage has now been updated with the current position and a public slide pack. The first phase is focused on the Durford Road crossroads. I remain optimistic that we can secure funding for the remaining phases.

<https://www.hants.gov.uk/transport/transportchemes/petersfield-pulens-lane>

Construction of Phase 1 is now targeted for the first quarter of 2026.

4. Construction poised to commence at Bulmer House

I am pleased to be able to report that the rebuilding of Bulmer House will get underway this month. It has been a long planning process to get to this point. I feel that the imminent commencement of works is good news for Petersfield. The extra-care apartments will provide much-needed downsizing opportunities for people across the area and the day-care facilities will also be a welcome addition to the town. The schedule is now as follows:

- February 2025: Start on site (demolition and tree works)
- April 2025: Construction commences
- Spring 2027: Practical completion
- Summer 2027 onwards: Scheme occupied

The below images show the approved tree works alongside the eventual footprint of the new building.



5. New Lane Rental Scheme, also known as “Disruption Charging” outlined by HCC

Hampshire County Council has set out proposals to introduce a new disruption charge scheme designed to reduce delays on the county’s busiest roads whilst raising extra revenue for highway

maintenance. The plan, which would complement the existing permitting scheme, would incentivise any companies or agencies needing to carry out work on busier parts of the public highway to improve their planning, work outside of peak times wherever possible, and reduce the duration of their work.

This would be achieved by charging a daily fee for the duration of the work, including any delays. Surplus revenues received over and above the basic scheme operation costs would be ringfenced towards funding innovative projects that reduce the disruption of streetworks and roadworks and, subject to new national legislation that is expected later this year, a proportion of the income could be re-invested back into highway maintenance.

The plans were approved by the County Council's Cabinet Lead for Highways and Waste, Councillor Lulu Bowerman, on 28 January 2025. The draft proposals will now be subject to wider consultation this year. Final recommendations would subsequently be developed by the County Council before formal approval is sought from the Department for Transport. The aim would be for the scheme to become operational in 2026.

Disruption charging – or 'lane rental' – is already in operation in several parts of the UK and local schemes must comply with national legislation. Rental charges can only be applied on the most congested, strategically important local roads under the management of the highway authority. The County Council would be able to apply a 'rental' charge of up to £2,500 per day, the maximum that can be charged under the legislation. For more information, you may wish to read the [Decision Day report](#).

6. Helping Hampshire children get healthy and active

At HCC we are expanding our initiatives to reduce ill-health and improve the wellbeing of Hampshire's children. Getting kids into good habits early on can make a big difference. Helping children maintain a healthy weight is essential for long-term health.

In Hampshire, almost one-third (32%) of Year 6 students and one-fifth (21%) of Reception-aged children are overweight or very overweight. We also know that 30% of children aged five to 19 in the county do less than 30 minutes of physical activity daily, with those from disadvantaged backgrounds facing further barriers to accessing activity.

A new set of initiatives across the County includes one in East Hants: Community engagement and child-friendly elements have been added to the Horndean Green Trail project, which aims to improve access between Horndean and surrounding areas.

HCC has also given funding to children's charity Barnardo's to launch a new programme to help families stay healthy, called Hampshire Healthy Steps. It is a flexible, community-based programme for families with children aged 2 to 12 years, enabling them to get more active, sleep better, eat healthily, and connect with their local area. Find out more here: <https://www.hampshirehealthysteps.org.uk/>

Parents and carers worried about their child's weight can get help and guidance from the County Council commissioned health visiting team or school nursing team. Details can be found on the Hampshire [Healthy Families](#) website.

7. South Downs Local Plan Review

The consultation on the South Downs Local Plan Review is underway. The consultation can be accessed at this link:

<https://sdnpalocalplanreview.commonplace.is/>

It was good to see so many Parish Councillors at the engagement session at the Festival Hall on 29 January. Many Councillors will want to comment on the new site allocations for housing and nature. There are also policy changes and the four which caught my eye are:

- Rural Exception Sites: 20% market housing to be allowed when community-led, with the rest affordable. It will be interesting to see whether more sites come forward.
- A favourable New Policy on Viticulture, Winemaking and Wine Tourism.
- Policy SD23 is being changed from Sustainable Tourism to “Regenerative Tourism”
- A new concept of Regenerative Design.

8. South Downs CIL round has opened

The SDNPA CIL process opened for applications on 16 January. The bidding window remains open until 25 April. In the last CIL round, there was welcome funding for upgrading the Petersfield Heath toilets and boosting Butser’s butterflies through chalk grassland restoration. QE Country Park is also getting a new accessible shower and toilet block. It would be great to get funding later this year for some Hangers projects so I hope Parish Councils will seriously consider developing a bid. Here is a link to the CIL page.

<https://www.southdowns.gov.uk/community-infrastructure-levy/revision-of-spending-cil/applying-for-cil-funds-for-an-infrastructure-project/>

9. Consultation on BOATs

The revised Byways Operating Procedure is getting closer to adoption. I have attended a couple of meetings behind the scenes and we are making some progress. A Parish consultation session has been arranged at 2.00pm on 12 February at East Meon Village Hall. Hopefully you have received an invitation to that meeting. If not, please let me know.

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

Report to Liss Parish Council - Monday 17th February 2025**Councillor grants**

- The draft EHDC budget, proposes an amount of £7,000 per councillor, plus £3,000 per councillor into a central climate pot, making a total of £129k in that climate pot.

Surgeries

- Ian James & I have continued our surgeries on the first Saturday morning of each month. The February surgery was busy with a variety of topics. In fact a queue at one point.

Casework

- One community resident had collected up various discarded road signage, hoping that it would make the collection by HCC contractors more likely. I contacted HCC Highways asking questions about the never ending problems with non- or late collection of signage. The answer is attached, but summarised says that the contractor should remove signage at the end of the works, and there is a daily charge for over-run. However the lateness may not be found out for a long time. I think reporting by the public and others would be a prompt.

Planning

- I attended the planning committee last week, and note that I have been asked to request that the LAFC application be brought to committee if the officer recommendation is to approve.
- Also a site visit about the planning application for the Newman Collard MUGA.

Other

- I have been in communication with Cala Homes for them to remove their Andlers Woods. They have proved to be both difficult and incompetent, including asking me to tell them where their signs are.
- Enquiries about that management of the Riverside Walk and bridge repairs.

EHDC business

- The EHDC budget will be debated on Thursday 27th February.
- The county council elections have been postponed by one year, or more, because Hampshire is on the priority list. There are on-going discussions about local government reorganisation and devolution which are two different topics.
- The mayoral election will be same system as is used for the police commissioner. A lot of power for mayors with a small minority of voters voting for them.
- The Overview & Scrutiny committee has asked that it be involved in reviewing the decision making about unitary authorities, and all councillors to be kept informed.

Roger Mullenger
17th February 2025

Appendix:

Signs placed for Hampshire County Council (HCC) works are usually removed, unless they are required for a safety reason, at the end of the works, when the contractor leaves site. Occasionally signs may be overlooked especially if they are on a diversion route. Due to pressures on resource and budgets, officers are unable to check every site where works take place to ensure signs have been collected but if they are noticed when an engineer is carrying out routine enquiries, a request to collect them is made to the contractor or the party responsible.

However, these are not classed as safety defects under our Highway Safety Inspection Policy and therefore generally have a target completion date of the end of the financial year and as such are usually programmed in when other safety works are taking place in the vicinity. Whilst we understand it is frustrating to see signs on the network that are not required, we must prioritise our available resource on dealing with safety defects on the network even more so as we move towards minimal legal service levels. I can also confirm that uncollected signs are not classed as littering.

If the signs are placed for utility or third-party works, our Streetworks team must try and determine who they belonged to. If they do this, they can then make contact and ask for them to be collected which is typically the most successful course of action. If the signs are related to a site set up and we can prove who they belong to, we can issue an informal overrun warning which can lead to a daily charge provided they have been there for less than three months, and HCC have known about it for less than two working days. This however is a labour-intensive process that requires an officer to keep visiting the site and accounts to be sent in writing within certain time scales. Even after all this, the utility companies can argue the impact of the signs being left so charges can't always be justified. If they are unable to determine which company was responsible for their implementation, the local area office will arrange collection as per the information related to HCC works.

DRAFT

DRAFT

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
03/02/2025	Public Works Loan	DDR50	3,278.94			6005 600	3,278.94	Public works loan
04/02/2025	tesco	DCARD	1.20			4055 150	1.20	milk
05/02/2025	Newman Collard	FPO114	2,300.00			6107 700	2,300.00	Newman Collard Grant payment
05/02/2025	Rebecca Lawrence	FPO114	6.00			4055 150	6.00	expenses
05/02/2025	Cross Fire	FPO115	136.00	136.00		500		Fire extinguisher service
05/02/2025	JRB Enterprise Ltd	FPO116	578.40	578.40		500		Dog waste bags
05/02/2025	Coomers Ltd	FPO117	80.92	80.92		500		Building sand
05/02/2025	Viking Direct	FPO118	57.34	57.34		500		Stationery for office
06/02/2025	Cloudy IT Ltd	DDR51	72.00	72.00		500		RBS licence fee
06/02/2025	Charities	TRANS	54.74			540	54.74	allotment cash banked
10/02/2025	Sodexo Motivaton Solutions UK	DDR52	0.72	0.72		500		Salaries
10/02/2025	Charities	TRANS	50.00			540	50.00	transfer to charities
11/02/2025	tesco	DCARD	1.20			4055 150	1.20	milk
17/02/2025	Liss Community Association	FPO119	5,040.00			6111 700	5,040.00	Grant payment
						372	-5,040.00	Grant payment
						6000 700	5,040.00	Grant payment
18/02/2025	Sage UK	DDR53	18.00	18.00		500		Payroll software fee
26/02/2025	Salaries	BACS	7,006.96			4000 150	7,006.96	Salaries Feb mnth 11
26/02/2025	Hampshire Pension	BACS	2,427.79			4005 150	2,427.79	Pension Feb mnth 11
26/02/2025	HMRC	BACS	1,124.00			4000 150	1,124.00	HMRC Tax Feb mnth 11
26/02/2025	hmrc	BACS	1,007.00			4000 150	1,007.00	HMRC NI Feb mnth 11
28/02/2025	tesco	DCARD	1.20			4055 150	1.20	milk
28/02/2025	Veolia ES UK Ltd	DDR54	466.70	466.70		500		Waste bins for NC & Pavillion
28/02/2025	Natural Playscapes Ltd	FPO120	57.60	57.60		500		Replacement swing seat
28/02/2025	Coomers Ltd	FPO121	74.54	74.54		500		Ballast/cement mill rd bench
28/02/2025	Rebecca Lawrence	FPO122	26.90			4055 150	26.90	Mileage
Total Payments:			23,868.15	1,542.22	0.00		22,325.93	

Nominal Ledger Analysis									
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
	Banked 04/02/2025	10,000.00							
tfer	BUS Instant 07410075	10,000.00			205		10,000.00	transfer funds	
	Banked 05/02/2025	54.72							
cash banke	allotment cash banked	54.72			540		54.72	allotment cash banked	
	Banked 06/02/2025	96.00							
charities	Charities	96.00			540		96.00	receipt from charities	
	Banked 06/02/2025	270.00							
	Liss model railway cash in	270.00			540		270.00	Liss model railway cash in	
	Banked 13/02/2025	5,040.00							
transfer	BUS Instant 07410075	5,040.00			205		5,040.00	transfer of funds	
	Banked 24/02/2025	11,500.00							
transfer	BUS Instant 07410075	11,500.00			205		11,500.00	transfer funds	
	Banked 26/02/2025	89.89							
	Zurich Insurance	89.89			4070	150	89.89	Zurich Insurance receipt	
Total Receipts:		27,050.61	0.00	0.00			27,050.61		

Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction
04/02/2025	Treasurers Acc. 00110939	tfer	10,000.00			200	10,000.00 transfer funds
10/02/2025	Charities	BACS	1,250.00			540	1,250.00 charities
13/02/2025	Treasurers Acc. 00110939	transfer	5,040.00			200	5,040.00 transfer of funds
24/02/2025	Treasurers Acc. 00110939	transfer	11,500.00			200	11,500.00 transfer funds
Total Payments:			27,790.00	0.00	0.00		27,790.00

Nominal Ledger Analysis									
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
	Banked 04/02/2025	2,002.87							
CCLA Int	Public Sector interest	2,002.87			1081	100	2,002.87	CCLA dividends recd	
	Banked 07/02/2025	11,949.24							
VAT	hmrc vat	11,949.24			105		11,949.24	VAT refund council	
	Banked 10/02/2025	79.96							
int recd	Lloyds Bank	79.96			1080	100	79.96	bank interest rec	
Total Receipts:		14,032.07	0.00	0.00			14,032.07		



LISS PARISH COUNCIL

Minutes of the Finance Committee held at Liss Village Hall

on 24th February 2025, 7pm

Members: *Cllr C. Williams (Chair), *Cllr K. Budden, *Cllr P. Payne, *Cllr C. Olley,
*Cllr A. Smith, Cllr S. Stratford-Tuke and *Cllr C. Mort.

*Present.

The meeting was clerked by S. Smith, Clerk

The Chair opened the meeting by noting that Sandra Humphrey, Responsible Finance Officer (RFO) would be leaving LPC at the end of March. Members joined in expressing their thanks to Sandra and wishing her every success in the future.

The Chair noted that it had been agreed that the Clerk would take on the role of RFO with the assistance of Rebecca Lawrence, the Assistant Clerk.

01/FIN/25 Apologies

Apologies were accepted from Cllr Stratford-Tuke.

02/FIN/25 Declarations of interests

The Chair and Cllr Olley noted non-pecuniary interests as Trustees of the Newman Collard Playing Fields Trust.

03/FIN/25 Adjournment for public participation

No members of public were present.

04/FIN/25 Minutes of the meeting and any matters arising of 25th November 2024

Resolved: That the minutes of 25th November 2024 be accepted as a correct record (proposed by Cllr Olley and seconded by Cllr Smith with all in favour).

There were no issues arising which were not on the agenda for discussion.

05/FIN/25 Review of LPC Accounts to 31st December 2024 (Quarter 3)

The Clerk introduced the Quarter 3 accounts report.

The Chair added that although a few areas needed tidying up, the report showed that the accounts were largely on track for this point in the financial year. There were a few areas where the percentage spend was higher than 75% against budget, e.g. printing/copying and pensions, but overall there were no concerns about the projected budget expenditure against budget at this point.

The Chair highlighted that a key issue would be a large underspend which had arisen as grant funding approved to the Charities was not needed. The Chair clarified that this was due to larger sums being approved as grants to the Charities than required which had built up over a number of years. LPC had been agreed that it was appropriate for the underspend of these grants to be returned to LPC. This was to be incorporated into an amended LPC grants policy to be considered later on the agenda. This change would mean that any underspend from LPC grants awarded to any recipient would be required to be repaid to LPC in the future.

Members approved an overspend on office equipment (as new office furniture, including three new desks, was required) and on training for the Assistant Clerk to undertake the CiLCA qualification, both recommended by the Staff Committee..

06/FIN/25 Approval of direct debit/ regular payment list

Resolved: That the list of direct debits/regular payments be approved (proposed by Cllr Olley and seconded by the Chair with all in favour).

The Chair noted that the list had reduced somewhat; the Clerk advised that the list had been streamlined as some of the payments previously listed were approved under the payment authorisation process and so did not need to be on this list.

07/FIN/25 Review of Financial Regulations

Resolved: That the revised Financial Regulations as drafted (subject to a few non-substantive amendments), based on the new NALC model 2024, be recommended to Council for approval, (proposed by the Chair and seconded by Cllr Olley with all in favour).

The Chair highlighted that the revised version was largely based on the new NALC model regulations (April dated 2024) and that, although the structure had changed. Some changes had been incorporated to reflect current LPC practice. It was expected that these revised regulations would provide a strong framework for financial management. The Clerk noted that these would need to be reviewed again in the new Council year after May so officers and members could check how these worked in practice before reviewing any further tweaks required later in the year.

08/FIN/25 Review of Financial Risk Assessment

Resolved: That the revised Financial Risk Assessment as drafted be recommended to Council for approval (proposed by the Chair and seconded by Cllr Mort with all in favour).

09/FIN/25 Review of Grant Policy and Procedure

That the revised Financial Grant Policy and Procedure as drafted be recommended to Council for approval (proposed by the Chair and seconded by Cllr Mort with all in favour).

Members agreed that a formal monitoring procedure should be established to ensure that grant recipients have spent grants for the purpose as approved with no surplus remaining.

10/FIN/24 Update on earmarked and general reserves

The general reserves stood at £157,367.13 which was a healthy reserve as 6 months running costs should always be held.

Members noted the earmarked reserves (EMRs) and recommended that Council close EMRs 374 (Eco Appraisal) and 376 (NC Signage Grant) as these projects were complete. The small sums remaining to would be returned to the funding source (£73.10 to CIL and £20 to be returned to general reserves as unspent grant budget 24/25). This was proposed by the Chair and seconded by Cllr Mort with all in favour.

The Chair closed the meeting at 19.36 hrs

Date of next scheduled meeting: Monday 2nd June 2025 @ 7 pm.

DRAFT



LISS PARISH COUNCIL FINANCIAL REGULATIONS

Contents

1. General.....	2
2. Risk management and internal control.....	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments	8
7. Electronic payments	9
8. Cheque payments	10
9. Payment cards	10
10. Petty Cash	11
11. Payment of salaries and allowances	11
12. Loans and investments.....	11
13. Income.....	12
14. Payments under contracts for building or other construction works.....	12
15. Stores and equipment.....	13
16. Assets, properties and estates	13
17. Insurance	13
18. Charities	14
19. Suspension and revision of Financial Regulations.....	14
Appendix 1 - Tender process	15

These Financial Regulations were adopted by the Council at its meeting held on [enter date].

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 Clerk has been appointed as RFO and these regulations apply accordingly. 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; and

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 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 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 other than the Chair 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 Finance 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 reasonably 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 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 the Finance Committee at least annually in October/November 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 Finance Committee.

4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, 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. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance Committee not later than the end of October each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered

by the Finance Committee in November and a recommendation made to the Council.

- 4.7. Having considered the proposed budget and three-year forecast, the Council shall determine its Council tax requirement by setting a budget. The Council shall set a precept for this amount no later than the end of December 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 Council.

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 Public Contracts Regulations 2015 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 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the relevant committee or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. 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.
- 5.13. 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 relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the Finance 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.

¹ The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

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

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the Council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. 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 £2,000 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.
- 5.19. 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.

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 or relevant committee 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 normally be made by online banking, in accordance with a resolution of the Council or duly delegated committee or a delegated decision by an officer.
- 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 Finance Committee may authorise in advance for the year.

- 6.7. A list of such payments shall be reported to the next appropriate meeting of the Council.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 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 or to comply with contractual terms, 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 Council.
 - iv. Fund transfers within the Council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting to the Council. The Council 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 a number of Councillors who may authorise transactions on those accounts. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves. A minimum of two people (Clerk & RFO/ Clerk/ Assistant Clerk/Project Officer/ Chair of Finance) will be involved in any online approval process.
- 7.2. 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.
- 7.3. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.4. In the absence of the Service Administrator the Clerk or Assistant Clerk shall set up any payments due before the return of the Service Administrator.
- 7.5. Two Councillors who are authorised signatories shall check the invoice details before approving each payment by e-mail.

- 7.6. Evidence shall be retained showing which members approved the payment via e-mail and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.7. A full list of all payments made in a month shall be provided to the next Council meeting and appended to the minutes.
- 7.8. With the approval of the Finance 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 by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the Finance Committee at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the Finance Committee provided that each payment is approved via e-mail by two authorised bank signatories, evidence is retained and any payments are reported to the Council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 7.10. 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 or approved online 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 the Finance Committee at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk, Assistant Clerk and the RFO. 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.
- 7.12. 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.
- 7.13. The officer (Clerk/RFO/Assistant Clerk) releasing the payment under the electronic dual authorisation process shall ensure the payment details match.

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.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Finance Committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Finance Committee.
- 9.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by any member of staff as approved by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with Council policy.

10. Petty Cash

- 10.1. The Council will not maintain any form of cash float. All cash received must be banked as soon as possible and intact.

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 staff 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 staff 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 Clerk to ensure that the correct payments have been made. The Chair of Finance shall carry out a quarterly check of the payroll.
- 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 and consideration by the Finance Committee. 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 Finance Committee by the RFO 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. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

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 Clerk 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 Clerk 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 Clerk 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, possibly in conjunction with a health and safety inspection of assets.
- 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).

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 take prompt action to ensure cover of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council 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 by the Council, or duly delegated committee.

18. Charities

- 18.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. 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.
- 19.2. 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.
- 19.3. 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 5 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.

Financial Risk Assessment for Liss Parish Council 2025

No.	Internal Control Tests	Findings
1	Proper Bookkeeping	
1.1	Is the cashbook maintained and up to date? Format used?	Rialtas Omega accounting software is used for cashbook entries. The correct coding is applied for income and expenditure and is up to date.
1.2	Is the cashbook arithmetically correct?	The correctness of the cash book is proven by regular bank reconciliations.
1.3	Is the cashbook regularly balanced?	At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee. Quarterly review of budget to actual, with notes on any variances, is reported to the Council's Finance Committee.
2a	Standing Orders and Financial Regulations	
2.1	Has the Council formally adopted standing orders and financial regulations, & dates approved?	Standing Orders were updated and approved by full Council on 16 th September 2024. Financial Regulations were updated 2023 and are currently being updated in line with the new April 2024 model (these are due to be considered by Finance Committee on 24 th February with view to approval by full Council on 17 th March 2025). Both Standing Orders and Financial Regulations will be reviewed for consideration in each new Council year.
2.2	Has an RFO been appointed with specific duties noted in both contract & Fin. Regs?	Yes - an RFO has been appointed and the RFO and the specific duties and levels of responsibility are included within the Financial Regulations.
2.3	Have items or services above a de minimis amount been competitively purchased?	There is an emergency limit of £2,000 and the large contracts are subject to normal tendering arrangements.
2b	Payments Controls	
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	All expenditure is supported by proper vouchers, which are checked for accuracy (including VAT) and fully cross-referenced by voucher number to the cashbook. Electronic payments by bank transfer are generally used to make payment. The details are checked and authorised by two councillors who are members of the

Financial Risk Assessment for Liss Parish Council 2025

		Finance Committee and one officer. These electronic payments are then checked and released by an officer (usually the Clerk). Any cheques are signed by any two Councillors who are members of the Finance Committee who sign the payment requisitions and one officer. The Assistant Clerk has also been given authority to set up or approve payments in the absence of either the Clerk or RFO.
2.5	Has VAT on payments been identified, recorded and reclaimed? Frequency, & refunds into which A/c?	Proper VAT vouchers are retained, and VAT is reclaimed quarterly using the HMRC online facility.
2.6	Is s137 expenditure separately recorded and within statutory limits?	Section 137 payments (when utilised) are coded separately in the cashbook, with details shown in Year-end accounts. No Section 137 payments were made in the financial year 2024/25.
3	Risk Management Arrangements	
3.1	Internal auditor scans the minutes to identify any unusual financial activity, projects, event etc.?	The minutes of the various committees will recommend action regarding income and expenditure, and these will then be confirmed by the Full Council monthly unless the expenditure is within the committee's agreed budget.
3.2	Do the minutes record the Council carrying out any annual risk assessments? Play areas/BMX/Skateparks regularity of checks & documentation?	The Facilities and Charities Committees note reports of the annual and quarterly inspections which are conducted by The Play Inspection Company Ltd. As well as tree inspections. Other risk assessments are carried out in line with the Health & Safety Policy approved by Council on 18 th December 2023.
3.3	Is insurance cover appropriate and adequate? Policy nos. & broker/company? FG cover level correct?	Insurance cover is held with Zurich (policy no YYL272006-9713) on a standard Local Council policy basis. The current policy is dated until 7.6.2025. Fidelity guarantee cover is held at £100,000. Public Liability cover is £10m. The insurance cover is subject to constant review as and when required and was most recently approved by Council on 17 th February 2025.
3.4	Are internal financial controls documented and reviewed regularly?	This financial risk assessment is updated annually.
4	Budgetary Controls	
4.1	Has the Council prepared an annual budget in support of its precept? Council minute & date?	The annual budget in support of its precept request is prepared each October/November and presented to the Finance Committee for consideration. This is then ratified at Full Council. For the 2025/26 financial year this was

Financial Risk Assessment for Liss Parish Council 2025

		approved by Council on 17th December 2025 (minute reference 149/24).
4.2	Is actual expenditure against the budget regularly reported to the Council, examined for consistency & minuted?	The RFO formally presents a quarterly budget update summary (with detailed Income and Expenditure) to the Finance Committee under delegated arrangements. This is minuted and the minutes are presented to Council for noting.
4.3	Are there any significant and unexplained variances on budget?	The RFO will detail and explain any major variances, with any suggestions for transfer between budget heads, to each quarterly meeting.
5	Income Controls	
5.1	Is income properly recorded and promptly banked? Yearly review of scale of fees?	Receipts are issued for any cash income (which is generally avoided) and for all rental and allotment income when requested. Invoices for lettings are raised monthly. When invoices are paid the invoice is moved into the paid file. AW debtor and creditor report will be produced by the RFO at least quarterly and any unpaid invoices then chased for payment by the Assistant Clerk. Income is cross-referenced by invoice number in the ledger. Other receipts come from grants, bank interest, allotment fees. A yearly review of fees is undertaken as part of the budget setting process and approved by the Charities Committee under delegated arrangements.
5.2	Does the precept recorded in the cashbook agree to the DC's notification?	The two precept receipts for April and October are noted in the cashbook and any documentation for the Council Tax Support grant held on file.
5.3	Are security controls over cash adequate and effective?	Payment is encouraged primarily by bank transfer and cash receipt are now very rare (and small). Signage states that no cash is kept on the premises. The whole Parish Office is alarmed with passive, infrared sensors, which are linked to a security company for alarm call outs.
6	Petty Cash Procedures	Petty cash is no longer used.
6.1	Is all petty cash spent noted in book / sheets with pro forma &/or voucher to support, esp. those with VAT? Imprest basis used?	/
6.2	Is petty cash reported to each Council meeting?	/
6.3	Is petty cash reimbursement carried out regularly?	/

Financial Risk Assessment for Liss Parish Council 2025

7	Payroll Controls	
7.1	Do staff salaries/wages paid agree with those approved & minuted by the Council (delegated to Staff Committee) & what is review frequency?	All staff are on Local Government Pay Scales relevant to their positions. Staff annual reviews are scheduled in July each year to inform the autumn budget setting process. To ensure Sage payroll and the agreed pay rates match all one member of the Staff Committee will under a quarterly check.
7.2	Are other payments to the officers reasonable and approved by the Council?	There are few receipted expenses paid to officers separately to the monthly salary payment. These are subject to the payment authorisation process outlined at 2.4.
7.3	Have PAYE/NIC/Pensions been properly operated by Council as an employer? Payment frequencies/method?	The RFO uses Sage payroll tools to calculate all salaries and wages including PAYE/NIC/Pension Contributions. The RFO prepares the monthly payroll run. Payments are then made by bank transfer from the Current Account direct to staff. PAYE/NIC/Pension Contributions paid by BACS to HMRC by bank transfer.
8	Assets Controls	
8.1	Does Council keep an asset register of all assets owned incl. Serial nos.? Annual physical check noted?	A full asset register is maintained showing location, cost, the year of purchase and insurance value.
8.2	Are the Asset/Investments registers up to date incl. disposals? Note all Investments held with a/c nos.	The asset register is maintained on a regular basis as required for purchases and disposals and approved by Council annually (most recently on 17 th February 2025). The Insurance cover is updated regularly as items are purchased and at renewal as at 3.3 and approved by Council annually (most recently on 19 th February 2024).
8.3	Do asset insurance valuations agree with those in the asset register?	Insurance valuations are prepared on an individual equipment basis and grouped for inclusion within the statement of accounts each year. An annual inventory check of assets is carried out and the asset register updated as necessary.
9	Bank Reconciliation	
9.1	Is there a Bank reconciliation for each account held?	Yes – These are carried out by the RFO for each bank account held and amounts cross-checked by the Chair of the Finance Committee.
9.2	Are Bank reconciliations conducted on receipt of	Yes - Monthly bank reconciliations of the accounts are prepared when the bank

Financial Risk Assessment for Liss Parish Council 2025

	statements & with what frequency?	statements are received, or online statements produced.
9.3	Are there any unexplained balancing entries in any reconciliation?	No - Signed/dated, monthly reconciliations are held within the computer system, with an annual printout at year-end, which is also signed and dated.
10	Year-end Procedures	
10.1	Are Year-end, final accounts prepared on a Receipts and Payments or Income and Expenditure basis?	Receipts and payments basis.
10.2	Do the accounts agree with the cashbook codings?	The final accounts are agreed by the Internal Auditor with the analysed cashbook and Trial Balance confirming balances held.
10.3	Is there an audit trail from underlying financial records to the accounts, for both receipts & payments?	An income and expenditure report is agreed by Finance Committee and year end, at year-end, grouping items for the statement of accounts. Audit trail information already detailed above, refer to 2.4 and 5.1.
10.4	Where appropriate, have debtors and creditors been properly recorded? Are year-end, General & Earmarked reserves held at reasonable levels?	Full summary analysis of debtors and creditors is prepared with the trial balance figures, with attached outstanding invoices held with Year-end documentation. General Reserves and Earmarked Reserves are reviewed regularly by Finance Committee.
11.	Review	
11.1	Is there an established process for the review of this document	Review of the Financial Risk Assessment is specified as an annual responsibility under the Terms of Reference for the Finance Committee which then makes recommendations for approval to full Council.

Revised by the Clerk and approved by the Finance Committee/Council... 2025.



LISS PARISH COUNCIL GRANT POLICY AND PROCEDURE

GRANTS POLICY

1. INTRODUCTION

- 1.1. Liss Parish Council will consider applications for grants from community, voluntary and charitable organisations.
- 1.2. The applicant must be able to demonstrate that any funding from the Parish Council will benefit the Parish or residents of the Parish to qualify for an award.
- 1.3. All applicants are required to complete the Grant Application Form (see Appendix A) supplied by the Parish Council.
- 1.4. Grant applications will be dealt with by the Finance Committee and applications must be submitted using the Parish Council's application form supported by any relevant documentation.
- 1.5. Organisations that meet the criteria should not assume that grants will automatically be approved.
- 1.6. Grants will be approved on an annual basis as part of the Parish Council's budgetary procedure.
- 1.7. Grants may be considered at other times for a purpose which has arisen during the year so long as budgeted grant funds remain available.

2. APPLICATIONS

- 2.1. Applications must demonstrate that funding will benefit the Parish and community of Liss and that they meet the conditions and eligibility criteria set out below. Funding may be used for:
 - 2.1.1. One off events and activities.
 - 2.1.2. As a contribution to the ongoing running costs of organisations that bring significant benefit to the Parish and its community.
- 2.2. While all applications will be considered on their merits, priority will normally be given to supporting activities that:
 - 2.2.1. Benefit children and young people.
 - 2.2.2. Benefit the elderly.
 - 2.2.3. Benefit the disabled.
 - 2.2.4. Benefit those otherwise disadvantaged.
 - 2.2.5. Promote social inclusiveness.
 - 2.2.6. Promote awareness of the village.
 - 2.2.7. Provide facilities or infrastructure to the benefit of the Parish as a whole.
 - 2.2.8. Enhanced community wellbeing.
 - 2.2.9. Contribute towards pandemic or other disaster recovery.
 - 2.2.10. Promote charities which support these aims.
- 2.3. Activities funded might, for example, include the purchase of equipment, training and educational activities, transport provision, promotion of cultural events, recreational and social events, and the provision of facilities.
- 2.4. Applications may be for financial grants or, at Clerk's discretion, a Benefit in Kind (e.g. use of LPC facilities or resources at a reduced rate or at no cost – to be disclosed in LPC accounts).

3. CONDITIONS

- 3.1. Grants will not be awarded to individuals.
- 3.2. Additional applications within a 12-month period will not normally be considered.
- 3.3. All awards must be spent with the financial year of allocation.
- 3.4. Any conditional award will only be made if certain conditions are met and approved within the financial year of allocation.

- 3.5. Grants will not be made retrospectively.
- 3.6. If the recipient is unable to use the award for the stated purpose and within specified timeframe, all monies must be returned to the Parish Council.
- 3.7. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of the monies awarded.
- 3.8. Donations to registered charities in response to a general fundraising appeal will be restricted to an upper limit of £100.
- 3.9. The majority of grant funds will be allocated at the beginning of the financial year in April due to budget allocation.
- 3.10. All recipients of a grant from LPC should acknowledge the award, e.g. on their website

4. ELIGIBILITY

- 4.1. Any charity, voluntary group or community organisation.
- 4.2. Agencies that operate within Liss parish and are of benefit to the local community, with the following provisos:
 - 4.2.1. The Parish Council will not fund activities it considers to be the responsibility of a Statutory Authority.
 - 4.2.2. The Parish Council will not consider applications from schools for normal school activities that take place within the school day.

GRANT PROCEDURE

5. COMPLETING THE GRANT APPLICATION FORM (see Appendix A)

- 5.1. Grants will normally only be made to charitable bodies, clubs or organisations based and operating in Liss; in exceptional circumstances grants to bodies or organisations based outside Liss will be considered if there is a demonstrable benefit to the Parish of Liss.
- 5.2. Applicant bodies must nominate one person for contact details.
- 5.3. Grants applied for must be for a specified amount; general applications will not be considered.
- 5.4. The proposed use of any grant made must be specified (e.g. for capital purchases, running costs, subsidy for hardship cases etc.).
- 5.5. Details of who will benefit must be supplied; these do not need to be personal details.
- 5.6. A set of the most recent audited financial statements **MUST BE SUPPLIED** with the application form. No consideration of a grant will be made where accounts are not supplied.

6. APPLICATION DEADLINE

- 6.1. The deadline for applications is **30th September** for the following year's budget.
- 6.2. All completed application forms must be submitted to the Clerk, they will be presented to the next Finance Committee meeting.
- 6.3. Successful application grants will be paid at the beginning of the financial year in April. Grants are recorded in the Clerk's Report and published in the minutes of the Full Council held in April or May each year.

7. POLICY REVIEW

- 7.1 Grants Policy and Procedure to be reviewed in three years.

Adopted by Liss Parish Council on

To be reviewed in 2028.

**LISS PARISH COUNCIL
GRANT APPLICATION FORM**



Please read the attached Grants Policy and Procedure document before completing this form. Continue on a separate sheet if necessary, but include the name of your organisation on any additional sheets.

Organisation

Name of organisation.....

Address of organisation.....

.....

Brief description of organisation activities.....

.....

Contact details

Name of contact.....

Position in organisation.....

Email address.....

Telephone number.....

Address for correspondence (if different from above)

.....

Bank details – Please provide bank details as follows for payment of any award made:

Sort code:

Account code:

Payee Name :

Organisation's Financial Information **Your application will not be considered until you supply this**

All applications MUST be accompanied by the following financial information:

1. A copy of the latest approved statement of income and expenditure or other financial reports which indicate financial position
2. A statement of your capital assets

Previous applications

Has your organisation previously applied for a grant from the Liss Parish Council? If YES please give the date, amount and brief description below (most recent application only?)

.....

Grant Application

Total amount of grant required £.....

Are you requesting a ‘Benefit in Kind’ (e.g. use Village Hall for reduced/no cost - see grant policy 2.4.)
If YES please give details below
.....

Brief description of what the grant will be used for

.....
.....

Who will benefit from the grant and how many of these will be Liss Parish residents?

.....
.....

Will you be able to achieve the above if you are not awarded this grant?

.....
.....

Please give an itemised breakdown of the expenditure for which this grant is being applied for

ITEM	COST £
TOTAL	

Have you applied / received a grant from any other body for the same scheme / project? If YES please
give the date, amount and brief description below

.....
.....

**Please submit by 30th September to Liss Parish Clerk Council: clerk-smith@lissparishcouncil.gov.uk
OR post to: The Clerk, The Council Room, Hill Brow Road, Liss, GU33 2LA**

LPC Use Only

Date presented to the Council / Finance Committee: _____ Decision: Approved / Rejected _____

Signature of committee Chair: _____



LISS PARISH COUNCIL

Minutes of the Planning Committee held on 10th March 2025 at 7pm

MEMBERS

*Cllr Baldwin *Cllr Budden✕ *Cllr Crane Cllr Jerrard

*Cllr Payne *Cllr R Smith *Cllr Stratford-Tuke

Co-opted members with no voting rights: *Mrs Halstead & Mr Hargreaves

*Present ✕Chair

This meeting was clerked by Rebecca Lawrence, Assistant Clerk ("AC").

P17/25 Apologies: Apologies were received from Cllr Jerrard and District Cllr Roger Mullenger.

P18/25 Declarations of interests and Role of Charity Trustee:

Councillors were reminded of their responsibility to declare any pecuniary interest which they may have in any item of business no later than when that item is reached.

P19/25 Approval of previous meeting minutes:

Resolved: That the minutes of the Planning Committee of 10th February be accepted as an accurate record. Proposed by Cllr Stratford-Tuke and seconded by Cllr Payne, with all in favour.

P20/25 Matters arising from minutes of the previous meeting:

No matters were arising.

P21/25 Adjournment for public deputations

No members of the public present.

P22/25 Planning Applications Received:

22.1 SDNP/24/05067/HOUS - Highcrest, Hill Brow Road, Liss, Hampshire, GU33 7QD - Single storey rear extension:

Following discussion, the committee were in unanimous agreement that LPC do not object to this planning application subject to the roof lights being dark skies compliant so as not to contravene the SDNPA Strategic Policy SD8 on Dark Skies.

22.2 SDNP/25/00007/HOUS - Woodleigh, 166 Station Road, Liss, Hampshire, GU33 7AW - Widen existing dropped kerb access to driveway to make access easier and safer from the main road:

Following discussion, the committee were in unanimous agreement that LPC do not object to this planning application.

22.3 SDNP/25/00334/HOUS - First Floor Flat 14A Station Road Liss Hampshire GU33 7DT - Proposed single-storey rear extension to replace the existing extension and wooden lean-to:

Following discussion, the committee were in unanimous agreement that LPC do not object to this planning application subject to the roof lights being dark skies compliant so as not to contravene the SDNPA Strategic Policy SD8 on Dark Skies.

- 22.4 SDNP/25/00425/HOUS - Woodcott, Stodham Lane, Liss, Hampshire, GU31 5AG - Replacement of existing concrete roof tiles with natural slate tiles. Cladding of existing brickwork with feather edge timber weather board and replacement windows and doors throughout:**
Following discussion, the committee were in unanimous agreement that LPC do not object to this planning application.

P23/25 Planning Applications Approved. The Chair noted that the following applications were approved:

Ref. Number	Address	Description	LPC Comment to Planning
SDNP/25/00218/APNB	Long Acres, Pruetts Lane, Liss, Hampshire, GU33 7QT	Prior approval for a proposed agricultural barn.	No Objection
SDNP/24/04980/HOUS	Florina, Rake Road, Liss, Hampshire, GU33 7EF	Single storey rear extension following demolition of conservatory.	No Objection
SDNP/24/04692/HOUS	1 Flexcombe Farm Cottages, Flexcombe Lane, Liss, Hampshire, GU33 6LH	Change of use of from agricultural to residential to the land adjacent to 1 Flexcombe Farm Cottages.	No Objection
SDNP/24/04426/LIS	Burgates Lodge, Farnham Road, Liss, Hampshire, GU33 6JZ	Listed Building Consent - Replace existing wooden fence with new brick/hurdle fencing	Objection
SDNP/24/04425/HOUS	Burgates Lodge, Farnham Road, Liss, Hampshire, GU33 6JZ	Replace existing wooden fence with new brick/hurdle fencing.	Objection

P24 /25 TPO Applications Approved. The Chair noted that the following applications were approved:

Ref. Number	Address	Description	Views of LPC Tree Consultant
SDNP/24/04210/TPO	Old London, Rake Road, Liss, Hampshire, GU33 7HB	To reduce and shape the overall crown width and height of the Yew Tree at Old London, Rake Road, Liss by up to one/two metres so that the tree is no longer encroaching on the conservatory roof and the cat slide roof of the house and garage. To leave half a metre away from the house/ conservatory building and to leave a uniform shape all round.	Objection

P25/25 Update on Andlers Wood development and school courtesy crossing on Hill Brow (Condition 14 of Planning Consent SDNP/19/00669/FUL Andlers Wood development).

No update.

P26/25 Premier illuminated sign

Cllr Budden reported that EHDC have not made a decision yet regarding the illuminated sign in the window of the Premier shop, however they have noticed that there is also an illuminated sign in the window of the Chef China Chinese Takeaway.

P27/25 Liss Business Centre

No update.

P28/25 Village Design Statements

No update.

P29/25 South Downs Local Plan Review & Housing Allocation

Cllr Payne reported that Liss Parish Council had written a consultation response to SDNPA regarding suitable sites for the South Downs Local Plan Review Regulation 18, Provisional Land Assessment 2024, covering West Liss, SDNPA Land at Farnham & Station Road Development Proposals.

Cllr Budden agreed that this would be submitted to SDNPA imminently.

The chair closed the meeting at 19:25 hrs.

Next Meeting: Monday 7th April 2025

.....
Chair

LPC CIL RECEIVED

Item 13

<u>YEAR</u>	<u>AMOUNT</u>	<u>TOTAL TO DATE</u>
18-19	6,281.18	6,281.18
19-20	5,033.48	11,314.66
20-21	162,171.53	173,486.19
21-22	193,604.68	367,090.87
22-23	50,914.98	418,005.85
23-24	10,744.42	428,750.27

TOTAL RECEIVED:	£428,750.27
TOTAL ALLOCATED:	£416,055.52
<u>TOTAL REMAINING:</u>	<u>£12,694.75</u>

<u>EXPENDITURE</u>	<u>AMOUNT ALLOCATED</u>	<u>AMOUNT SPENT</u>	<u>DATE SPENT</u>	<u>AMOUNT REMAINING</u>	<u>RESOLUTION</u>	<u>STATUS</u>
New Liss Pavilion - Construction Costs (Groundworks - Contractor progress Payment 2)	4135.72	4135.72	Sep-18	0.00	99/18	Approved and spent.
New Liss Pavilion - Internal Fit Out Costs (Chairs)	987.98	987.98	Apr-19	0.00	164/18	Approved and spent.
New Liss Pavilion - Internal Fit Out Costs (Chairs)	1157.49	1157.49	Apr-19	0.00	74/19	Approved and spent.
Path to new Petanque Terrain, Liss Forest Recreation Ground	2970	2970	Apr-21	0.00	09/PR21	Approved and spent.
Install of free equipment, Mill Road Community Garden	1595	1595	Oct-21	0.00	09/PR21	Approved and spent.
Install of watering system in village centre for hanging baskets	445	445	Jun-21	0.00	39/21	Approved and spent.
Village Hall Building Maintenance (Repainting and repair external windows)	5033.48	5033.48	Jun-21	0.00	77/20	Approved and spent.
Mill Road Community Garden	5000	5000	Oct-21	0.00	61/21	Approved and spent.
New public noticeboard, village centre	610	610	Jul-21	0.00	82/21	Approved and spent.
Two sets of moveable goal posts, WL & NC	3775.77	3775.77	Jan-22	0.00	137/21	Approved and spent.
West Liss Play Area	15000	15000	Jul-22	0.00	157/22	Approved and spent.
Sports Wall at Newman Collard	5584.98	5584.98	Jun-22	0.00	157/22	Approved and spent.
Fees associated with floodlight installation, Newman Collard	1151	1151	Mar-23	0.00	157/22	Approved and spent. Resolution approved up to £2,500 but full amount not required.
West Liss Play Area	10000	10000	Jul-22	0.00	201/22	Approved and spent.
Crossover youth project	5206	5206	Oct-23	0.00	241/22 144/23 89/24	Approved and spent. Resolution approved up to £7,500 but full amount not required.
Pump track at West Liss EMR 351	56,747.54	56747.54	Various	0.00	257/22 21/23 107/23 175/23	Approved and spent. Original allocation was £106,831.01. National Lottery award of £53,000 (and £47,613.47 & £2,470 returned to general CIL pot).
Install of free outdoor gym equipment at West Liss.	950	950.00	Dec-23	0.00	176/23	Approved and spent.

Table tennis at West Liss Recreation Ground	5550	5550.00	Jul-24	0.00	52/24	Approved and spent.
Additional outward facing bench at Mill Road Community Garden	815.56	815.56	Aug-24	0.00	89/24	Approved and spent.
New Speed Indicator Device	4,000	4000.00	Oct-24	0.00	103/24	Approved and spent.
Highways improvements					57/24 & 154/24	The £50,000 was subsequently reallocated to Village Centre Feasibility EMR.
TOTAL SPENT:		130715.52				
MUGA at Newman Collard (NCPFT lead) EMR 359	50000	3000.00		47000.00	32/24	Release of funds as follows: £3,000 for Design and Planning in April, £43,496 for Phase 1 in May and £3,504 for Phase 2 in June 2024.
Village Centre Improvement Project Match Funding EMR 358	50000	12428.50		37571.50	227/22 & 143/23 & 154/24	£50,000 of the sum allocated for platform extension (2/6/22), £12,500 of which is allocated to fund a feasibility study. £12,428.50 spent on Network Rail feasibility study 03/24. £70,000s subsequently moved to EMR for Village Centre Feasibility.

Liss Forest Recreation Ground play & leisure enhancements EMR 362	40000	34426.66		5573.34	33/23, 32/24, 103/24	Moveable football goals: £1,991.66 (20/3/23). Multi play unit: £25,085 (23/6/23 & 8/9/23). Drainage: £2,500 ditch digging (8/9/23) & £740 - of the £5,000 of the sum allocated for phase 1 of drainage works (55/23 a & b). £4,110 new fencing (22/5/24). £15,573.34 remaining: SDNPA CIL of £40,000 was awarded for remainder of works required in fenced play area so £10,000 of the original allocation of £50,000 was returned to the unallocated pot (Resolution 103/24).
Green space projects EMR 367	5000	1655.83		3344.17	33/23	Additional environmental aspects to the Mill Road Community Garden. Other sums have also been sought for green space projects - to return to Facilities at a later date. £2,000 committed for water supply to orchard (Res. 85/23). £1,320 spent on connection (8/6/23).
Ecological appraisal of LPC sites	3,300	3226.90		1813.10	55/24	Invoice for £3,226.90 leaving £73.10 to be returned to unallocated CIL EMR 339.
Triangle Community Centre - paving works	5,040	5040.00		0.00	89/24	
Village Centre Feasibility and Preliminary Design Work EMR	130,000				154/24	Plus £10,000 from budget 24/25 to provide a total of £140,000.
Riverside Walk Path Improvements EMR	2,000				155/24	

TOTAL ALLOCATED

416055.52