



LISS PARISH COUNCIL

Minutes of the meeting of the Charities Committee held on 14th July 2025, 7.30pm,
Village Hall

COMMITTEE MEMBERS

*C. Olley (Chair), *K. Budden, *R. Crane, *A. Smith
R. Smith, *C. Williams, P. Payne, *S. Stratford-Tuke

*Present

Also present:

Sarah Smith (Clerk to Liss Parish Council)

Katrina Burns (Projects and Funding Officer) – clerking meeting

22/CHAR/25 Election of Chair

Resolved – that Cllr Olley be re-elected of Chair of the Charities Committee (nominated by Cllr Williams and seconded by Cllr Budden with all in favour).

23/CHAR/25 Apologies

Apologies were received from Cllr Payne and Cllr R. Smith

24/CHAR/25 Declarations of interest

The following non-pecuniary interests were declared:

Cllr Williams as a an allotment tenant.

Cllr A Smith as Chair of Liss Scouts

25/CHAR/25 Adjournment for public participation

There were no members of the public present.

26/CHAR/25 Minutes and matters arising of the Charities Committee 14th April 2025

Resolved: That the minutes of the Charities Committee of 14th April 2025 be accepted as an accurate record of the meeting (proposed by Cllr Stratford-Tuke and seconded by Cllr Budden, with all in favour).

27/CHAR/25 Exempt session - Village Hall, including the office (Charity 301872)

Resolved – that the following items to be taken in exempt session due to the financially sensitive nature of the discussions relating to quotations for works (proposed by Cllr Olley and seconded by Cllr Stratford Tuke, with all in favour)

Quotations for secondary glazing (including possible re-allocation of £2,499 grant underspend)

See exempt session minutes

Electrical Installation Condition Report

See exempt session minutes

Consideration of quotes for building inspection report/maintenance schedule

The Clerk reported that 3 quotations for a buildings inspection report on the Village Hall had been sought as it had been five years since the last one took place.

It was agreed that it would be a good idea to include the Pavilion and the LPC office building within the quote so that all of the buildings owned by LPC could undergo inspection and have a maintenance plan developed.

Action – the Clerk to ensure all 3 LPC owned buildings are included in the quotation for a building inspection report.

Resolved – approval for the Committee ask full Council for monies to fund the buildings inspection from the preferred contractor from Council reserves once sums were known.

28/CHAR/25 West Liss Recreation Ground, including the Pavilion (Charity 301871)

Solar System quotations

Cllr A Smith reported that he received two quotations for solar systems at the Pavilion and Village Hall, and was awaiting a third quote (all were from local companies). He presented information relating to the cheapest quote he had received, stating that there was a slightly more expensive option to purchase a solar and battery powered system which would still continue to work if there was a loss in power. The systems would pay for themselves over the course of 8-9 years.

It was agreed that it would be beneficial to buy a solar and battery powered system, using monies from Council reserves and any available grant funded monies.

Action – Cllr Smith and the Projects and Funding Officer to identify and bid for any related grant funded monies available for environmental purpose to use for this project, e.g. from the National Lottery, South Downs National Park or East Hampshire District Council.

Action – Cllr Budden to discuss the feasibility of having solar panels on the Pavilion with South Downs National Park Authority.

Resolved: approval given for Cllr A Smith put a proposal to Council for a solar and battery powered system once a third quotation has been obtained.

West Liss pitch assessment

The Clerk reported that a pitch inspection had taken place at West Liss in April by Hampshire FA. A variety of recommendations have been made to improve the pitch, with grants available to bid for.

Action – the Projects and Funding Officer to look into available funding for pitch improvement and possible contractors who could carry out the remedial works.

Possible extension to InPost locker

The Clerk reported that she had looked into obtaining a 2 meter extension to the InPost locker facility at Liss Pavilion as it was well used, and often at full capacity. One light would need to be removed, but this would be paid for by InPost and the Parish Council would obtain £300 more in rental per annum.

Resolved: that the InPost locker facility be extended at Liss Pavilion (proposed by Cllr A Smith and seconded by Cllr R Crane, with all in favour).

29/CHAR/25 Allotments (Charity 237190)

Lower Green shed – update on roof works

The Clerk reported that the works to repair the shed roof were under way.

Riverside Walk – update on water supply

The Clerk reported that preparation works for connecting the Riverside Walk water supply were going ahead this week.

Allotment improvements and working paper

Cllr Williams reported that the allotment working paper was essentially the same as the one discussed in April, with the movement of the proposals to the start of the report.

It was agreed that there would be a need to develop an action plan to ensure the vision for allotments was met.

It was agreed that the visions of other green spaces in the village should be reviewed on an annual basis (in July ideally) in line with budget preparation. This year it would be reviewed in September.

Resolved – the allotment working paper including the draft vision and proposals are approved (proposed by Cllr Williams and seconded by Cllr Olley, with all in favour).

The Clerk informed the Committee that it would be a good idea to make up numbered signs to mark each allotment plot.

Action – Cllr Olley to ask the Men's Shed if they will make up allotment number signs for each plot.

The Clerk highlighted that funds were available for this purpose in an EMR for allotment improvements.

A discussion took place about allotment security and personal safety following concerns raised by Cllr Williams about the Riverside Walk allotment gate continually being left unlocked.

Action – The Clerk would request that the Admin Officer follow up specific issues with tenants.

Action - It was agreed that a working group be set up to consider allotment security issues and the management of open space, using the green flag open space standard. Cllrs Stratford-Tuke, Crane, Olley and Williams volunteered to be part of this group.

Keeping hens on allotments policy

The Projects and Funding Officer informed the Committee that the policy related to the keeping of hens on allotments, as opposed to other poultry such as cockerels, geese and ducks.

Resolved – it was agreed to adopt the Keeping Hens on Allotments Policy (proposed by Cllr Williams and seconded by Cllr Stratford-Tuke, with all in favour).

31/CHAR/25 Finance

Review of Charities Accounts FY 24/25

The Committee noted the Charities accounts for the financial year 2024/25.

Approval of payments and receipts for the period 1st April until 31st May 2025

The Clerk informed the Committee that the list of payments and receipts was solely for the period 1st – 30th April 2025.

Resolved: That the list of payments and receipts for Charities between 1/4/25 and 30/4/25 are approved (proposed by Cllr Crane and seconded by Cllr Budden with all in favour).

32/CHAR/25/Projects

Review of project options for LPC CIL funding

The Committee did not identify any projects for LPC CIL funding.

The meeting closed at 20:45.

Date of next meeting: 13th October 2025

Signed..... Dated.....

DRAFT

**LISS VILLAGE HALL AND THE OFFICE BEHIND THE HALL
41 HILL BROW RD, LISS GU33 7LA**

AND

**LISS PAVILLION AT WEST LISS RECREATION GROUND
STATION RD, LISS GU33 7AQ**

CONDITION REPORT



THE WEST SURREY ASSOCIATION OF SURVEYORS, AUCTIONEERS & ESTATE AGENTS



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To be consistent in our reporting, we have adopted the recommendations of **BS7913:2013 – “Guide to the conservation of historic buildings”, Annex B.**

In particular, we believe it is useful to adopt the recommendations of this British Standard (BS), for prioritising works, or attending to other urgent issues, such as health and safety concerns. Accordingly, the four urgency or priority categories included are as follows:

- ① **Immediate:** Work that should commence without delay for health and safety reasons, or to prevent imminent damage or to mitigate rapid deterioration. This can include recommendations for immediate further investigation.
- ② **Urgent:** Work that should be carried out within weeks or early months, so as to mitigate further deterioration and increased cost.
- ③ **Necessary:** Work that should be carried out in the short to medium term (up to 5 years), so as to prevent unnecessary deterioration. Most general repair work falls into this category.
- ④ **Desirable:** This is work not strictly necessary or considered precautionary, but might improve functionality, performance or aesthetic qualities.

LISS PARISH VILLAGE HALL

LOCATION	CONDITION	RECOMMENDATIONS	PRIORITY LEVEL	PHOTO PAGE NUMBER (SEE PHOTO APPENDIX)
EXTERNALLY				
Roof – pitched and covered with plain clay tiles. Valley joints are protected by purpose made tiles.	Tiles are covered in moss but serve their purpose with no tile slippage. All verge mortar joints are in fair condition. Ridge tile bedding mortar is weathered.	Expect to repoint ridge tile bedding mortar within the next 5 years, checking on the condition of verge mortar at the same time. Some spalled tiles (those turning to an orange colour that are easy to spot). Replacements will be necessary.	3	
Rainwater goods – original cast iron sections discharging to gulleys at the base of the main walls.	Seepage staining is evident to some joints at the front and consequently, there are instances of eroded brick mortar joints at high level especially the front left corner of gable. Paint is peeling to painted timber fascia boards. Rainwater gulleys are completely blocked by detritus and leaves.	Overhaul cast iron gutters within the next couple of years. We recommend they be thoroughly cleaned out, de-rusted and painted internally with 2 coats of bituminous paint. At this time, falls can be adjusted if necessary to ensure the rainwater drains away satisfactorily. Cast iron gutters will require periodic repainting in the future. At the same time joinery and timber repairs should be carried out.	3	

Schedule of Condition

Liss Village Hall And The Office Behind The Hall, 41 Hill Brow Rd, Liss GU33 7LA
And Liss Pavillion At West Liss Recreation Ground, Station Rd, Liss GU33 7AQ

Ref: OC25043

		<p>Clear the blocked gulleys as soon as practicable as rainfall can be heavy or prolonged at this time of year.</p> <p>Cast iron rainwater downpipe discharges rainwater at a higher level than recommended consequently, brickwork is saturated behind it. We recommend installing a slate piece behind the downpipe to avoid splashing or the downpipe extended.</p> <p>This has led to brick mortar pointing erosion and should be included in tidying up of defective brick mortar joints around the building.</p>		<p>Photo 0089 – Page 2</p> <p>Photo 0105 – Page 5</p>
External Walls – soft red clay brickwork found immediately beneath gutters.	Some cementitious repointing repairs have been undertaken which must be avoided.	Eroded brick mortar joints immediately beneath the gutters and in isolated instances around the building. Defective mortar should be repaired using lime mortar ONLY to avoid irreversible damage to soft red bricks.	3	Photo 0083 – Page 2
Front Parapet Wall - rising above the roofline with decorative brick on edge coping.	Mortar joints are quite weathered together with some damaged brickwork where it has become saturated.	<p>Careful removal of moss growth to the surfaces using a stiff nylon brush, raking out, dampening and repointing defective brick mortar using only lime mortar.</p> <p>Careful removal of hanging baskets will reveal poor condition mortar joints which should be tidied up at the same time as other repairing activities and similarly at the base of the wall at the front.</p>		
Windows – painted softwood with fixed double glazed	Wood rot developing beneath the painted surfaces and should be repaired as soon as practicable.	Thoroughly repair window surfaces, cutting out wood decay, introducing proprietary resin repairs, thoroughly sanding down and	2	<p>Photos 0092 – Page 3</p> <p>Photo 0093 –</p>

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sealed units.		<p>redecorating using good quality exterior paint.</p> <p>The common theme with windows is that wood rot is developing at the base areas where water collects.</p> <p>Using proprietary putty, carefully cut out missing, cracked and loose putty throughout, allowing time for curing prior to redecoration.</p> <p>Between frames and brick sills, carefully seal with low modulus mastic sealant.</p>		<p>Page 4</p> <p>Photo 0102 – Page 5</p> <p>Photo 0096 – Page 4</p>
Right Hand Flank Wall	General frost damaged brickwork towards the base of the building together with light moss growth to the surfaces.	<p>Similar approach to the work by carefully raking out, dampening and repointing using ONLY lime mortar.</p> <p>Please note that frost damage brickwork at ground level is the result of the lack of provision for surface water run-off and the tarmac directs it towards the building. Consequently, it is inevitable that soft brickwork becomes frost damaged via freeze/thaw action.</p>	3	Photo 0091 – Page 3
External Joinery – painted softwood timber fire escape door .	Timber sill noted to be rotten and anticipate some degree of concealed decay to the framework at low level.	<p>Little can be done to replace the rotten sill without removal of the complete doorframe. A hardwood sill would be beneficial but anticipate such a replacement being costly.</p>	2	

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		The rear most external door has a rotten weather bar and extending to the bottom rails of the doorframe. There is general softness to the glazing bead. The door and door frame should be comprehensively overhauled, cutting out and replacing rotten timber and the weather bar. If rot is excessive, then consider replacing the door and door frame. Be aware that decay is exacerbated by poor surface water run-off where it is directed towards the building with it being lower than external ground levels. At the same time, the perimeter mastic sealant around the door frame should be cut out and resealed.		
External Joinery – painted fascia boards.	Paint is beginning to lift.	Should be attended to although thoroughly sanding and preparing the surfaces will be difficult because of the electrical cables fixed to the bottom which run the entire length of the building. The painted timber post at the rear should be isolated from dampness in masonry to avoid further wood rot development.	3	Photo 0138 – Page 7
Chimney – brick built with 3N° clay pots terminated with ventilating cowls.	In fair condition, given the age and exposure to the weather.	No repairs are currently necessary. The chimneystack should be regularly monitored for any indications of damage, instability or other defects. Carry out a thorough visual inspection at least once a year, ideally in the spring and ideally at roof level to identify and repair any damage that could have been caused by winter weather.		

Flat Roof – bituminous felt laid to fall towards the boundary.	Some unevenness to the surface around the redundant boiler flue outlet and silt staining at the base of it indicates rainwater collects. Internally, the ceiling surface is water stained.	There are makeshift repairs around the flue which may be solving the problem presently, however, flue penetrations are vulnerable to moisture ingress and we cannot rule it out that rainwater is tracking and saturating the supporting timber deck beneath the felt covering. Consider removing the flue outlet and repairing the felt to a good standard to avoid the risk. We found poor weatherproofing methods used around the rear brick built dormer at the abutment with the roof tiles. Whilst they presently serve their purpose, then they split or blister causing rainwater ingress. A more robust weatherproof joint, introduce stepped lead flashings.	4	Photo 0113 – Page 6
Flat Roof Rainwater Gutters – half round PVC sections.	Blocked by moss and other detritus.	Carefully clear out blockages and flush through.	3	

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INTERNALLY				
Rear Store (behind stage area)				
Floor - suspended timber overlaid with tight fitting floorboards.	High moisture meter readings obtained from floorboards using an electronic moisture meter indicating condensation. Likely some degree of concealed decay and nail fixings are corroding which is also a sign of condensation and lack of adequate air flow to the subfloor voids beneath.	Strongly recommend ventilation be introduced beneath the suspended floors via external air bricks and suitable ducting where this is possible. In the interim, investigation is warranted as to the structural state of the supporting floor joists beneath by lifting a few floorboards and visual assessment.	2	Photo 0139 – Page 8
Boiler Room				
Ceiling – lined with plasterboard or similar.	Water staining relating to the redundant boiler flue penetration through the flat roof above, is evident.	Consider removing the flue and appropriate repairs.	4	Photo 0143 – Page 8
Walls – partitions lined with hardwall plaster.	Damage to plaster finishes immediately behind the left boiler pipework at low level and probably leakage from the condensate pipe.	Although likely historic (as there are no signs of leakage at the time of inspection), the areas should be monitored and also checked when the boiler is next serviced.	4	Photo 0145 – Page 9
Kitchen	No repairs necessary presently.	No repairs necessary.		
Main Hall	In satisfactory condition.	No repairs necessary.		
Ladies Toilet	In satisfactory condition.	No repairs necessary.		

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Gents Toilet	In satisfactory condition.	No repairs necessary but recommend a low-level door stop to prevent the door handle damaging the plaster surface. Please be aware a toilet partition bears upon the inset inspection chamber lid and may need to be dismantled if access to it is necessary.		
Porch				
Ceiling – plasterboard with decorative finishes.	Minor rainwater penetration at the window head (right hand side viewed externally).	Recent repairs using a proprietary filler have been carried out. Rainwater ingress is probably the poor construction detail where ledges are formed and water collects which is then tracking internally. A period of monitoring is required avoiding redecoration presently.	3	
Walls – solid external walls internally lined with plasterboard or similar.	Given the nature of high ground levels externally and solid wall construction, wall linings are likely to be concealing dampness.	There is dampness visible to the lower edge of the window reveal and should also be monitored. Poor construction detailing because a ledge is formed by the architectural brickwork. Brick mortar joints should be full and a sloping fillet to prevent water collection and seepage into the wall plaster, should be introduced.	3	Photo 0156 – Page 9 Photo 0158 – Page 10

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Gas - meter located within the Gents toilet cupboard.	Gas pipework is in copper and steel but is largely concealed and could not be inspected.	An annual Gas Safe certificate is necessary to confirm checks and is safe to use. This should be undertaken simultaneously with boiler service.	4	
Electrical Installation - fuseboard located within the Gents toilet cupboard.	No visible signs of shortcomings.	An electrical interim condition report (EICR) should be undertaken every five years, although annual inspections could potentially require by insurers or Hall policies, and the frequency depends on the specific electrical installation and risk assessment.	4	
Cold water, Plumbing & Sanitary Fittings	No visible signs of shortcomings with the exception being the disabled toilet wash hand basin wastewater incorrectly discharging into the gulley.	To avoid overspilling and softening the supporting soil beneath the foundations, the gulley cover grille should be changed to plastic and the wastepipes extended into it to avoid this.	4	Photo 0105 – Page 5

OFFICE BEHIND THE HALL

LOCATION	CONDITION	RECOMMENDATIONS	PRIORITY LEVEL	PHOTO PAGE NUMBER (SEE PHOTO APPENDIX)
EXTERNALLY				
Roof – pitched and covered with plain clay tiles.	Scattered areas of damaged tiles.	<p>Consider replacing defective tiles when the opportunity arises. (These are easy to see – orange coloured tiles.)</p> <p>Ridge tile bedding mortar is weathered and would benefit from being included with the Village Hall roof overhaul.</p> <p>The rear roof slope was not capable of inspection but expect it to be in the same condition as the roof slope seen on the front.</p>	3	<p>Photo 0129 – Page 6</p> <p>Photo 0130 – Page 7</p>

Brick Walls – solid construction to the original building and probably modern cavity walls where the building has been extended.	<p>Continuing with the same theme, the building's is brick mortar joints are in poor condition. High ground levels can be seen in relation to the damp proof course and uneven ground allows rainwater to collect and absorbed by the masonry.</p> <p>Other modern clay stretcher bond brickwork where seen is in good order with no particular defects seen.</p> <p><i>Please note that the rear elevation could not be fully inspected given the dense growth/vegetation but anticipate brickwork will be in similar condition as elsewhere, where modern brickwork has been incorporated.</i></p>	Little can be done to improve the situation without lowering and redirecting ground levels to fall away from the base of the building.	3	Photo 0166 – Page 10
Windows – UPVC casement windows incorporating double glazed sealed units.	Operate satisfactorily with no defective sealed glazing.	No repairs necessary.		
INTERNALLY				
Ceiling – vaulted framework lined with plasterboard or similar incorporating ceiling hatch.	In good decorative order with the exception being the ceiling which is incomplete towards the rear.	<p>No repairs necessary.</p> <p><i>Please note the roof frame could not be inspected given the awkward position of the ceiling hatch directly above filing cabinets and similar.</i></p>	4	

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Wall Surfaces – mostly lined with plasterboard or similar.	In good decorative order.	<p>No repairs necessary.</p> <p>It is recommended to lower ground levels externally and deal with poor brick external mortar pointing beneath the kitchen window as we expect some degree of dampness within the walls.</p> <p>Internally, and consequently, mould growth was found at low level.</p>		
Floor – solid ground bearing construction and covered with a variety of finishes.	High moisture meter readings obtained from the kitchen floor.	<p>In the original parts of the building, please be aware it is doubtful there is a modern damp proof membrane preventing rising dampness tracking through the floor to the surface. The vinyl covering as a floor finish in the kitchen no doubt contributes to dampness caused by 'sweating' and some degree of mould to the underside of the flooring is anticipated.</p>	4	Photo 0172 – Page 11
Electrical Installation	No visible signs of shortcomings.	An electrical interim condition report (EICR) should be undertaken every five years and has become due . Frequency depends on the specific electrical installation and risk assessment.		
Cold water, Plumbing & Sanitary Fittings	No visible signs of shortcomings.	No repairs necessary.		

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LISS PAVILLION

LOCATION	CONDITION	RECOMMENDATIONS	PRIORITY LEVEL	PHOTO PAGE NUMBER (SEE PHOTO APPENDIX)
EXTERNALLY				
Roof – Complex arrangement of pitched roofs covered with artificial slates. Hip and ridge joints are protected by purpose made clay tiles and incorporating 3N° Velux rooflight windows at the front. Valley joints are protected by metal linings.	<p>Roof coverings are lightly weathered given their exposure. There are no signs of slipping slates.</p> <p>The clock tower is suitably weathered and protected by metal linings, all secured and robust. Typically, proprietary rigid plastic ventilating slate tiles are warped by the heat of the sun but are secure, nevertheless</p>	No repairs currently necessary to the roof coverings/clock tower.		

Rainwater Goods – half round powder coated/painted metal sections discharging via metal painted circular cross-sectional downpipes to underground drains at the base of the main walls.	At the rear, the gutter terminates short of the roof surface. Consequently, rain splashes against the timber fascia board causing unnecessary deterioration ultimately leading to decay.	<p>A lead flashing piece should be suitably secured at the end of the fascia board where it meets with the roof covering, to act as a “splash barrier”.</p> <p>It is also likely that rainwater discharging from the valley also allows rainwater to splash against the timber joinery in the same location.</p> <p>Cover flashing should be introduced to prevent this.</p>	3	Photo 0181 – Page 11
Joinery – colour-stained timber supporting rainwater goods.	In satisfactory condition.	No repairs necessary save for cover flashing recommended.		
Walls – presumably cavity construction with stretcher bond brickwork. Externally above the brick base is likely to be concealed concrete blockwork with stained cladding fixed by timber battens to the masonry.	Some warpage and distortion noted especially on the rear right corner (viewed facing the front entrance).	<p>Cladding is secure accommodating minor distortion/warpage here and there. The metal sill projection between the cladding and brickwork is designed to direct rainwater away from brickwork.</p> <p>The rear right corner has protection tape around the joint and its history unknown. It is possible a welded joint has separated leaving a sharp edge. The protection tape is reasonably secure but viewed as a temporary measure. You may need to consider a more robust protection measure.</p>	4	Photo 0185 – Page 12

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Windows/Doors – powder coated metal framework incorporating double glazed sealed units.	Not all windows checked for operation	No repairs necessary.		
INTERNALLY				
Main Hall				
Ceiling – high level vaulted plasterboard ceilings incorporating a hatch and load bearing Glulam beams exposed together with Velux rooflight windows.	In satisfactory condition.	No repairs necessary.		
Walls – lined with plasterboard or similar.	Typical scuff marks to painted surfaces at low level although no repairs necessary presently.	No repairs necessary.		
Floor – likely to be suspended beam and block concrete floor system overlaid with engineered flooring incorporating underfloor heating.	In satisfactory condition.	No repairs necessary presently.		

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Joinery – painted skirting boards throughout.	Typical wear and tear and impact damage in some places.	No repairs necessary presently unless the surfaces are due for redecoration.		
Quiet Room	In satisfactory condition throughout.	No repairs necessary.		
Storeroom 1 (tables and chairs)				
Walls – lined with plasterboard or similar.	Impact damage to wall surfaces caused by stacking chairs and wheeled platforms.	Consider installing a couple of purpose made rubber buffers to prevent this. Repairs will be necessary to walls surfaces at the same time including redecoration.	4	Photo 0189 – Page 12
Kitchen				
Sink Cupboard	Heavy limescale and water damage to the internal framework as a result of leakage.	It may be a historic leak or leakage when in use. This needs checking to prevent further damage.	4	Photo 0190 – Page 13
Cleaner Cupboard	In satisfactory condition throughout.	No repairs necessary presently.		
Gents Toilets				
Extractor Fan - electrically operated.	Appears to be scorch marked on the front face of the outlet.	This requires checking as a precaution. No other repairs necessary.	2	Photo 0191 – Page 13

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Ladies Toilets				
Extractor Fan - electrically operated.	Appears to be scorch marked on the front face of the outlet.	This requires checking as a precaution. No other repairs necessary.	2	
“Home” Changing Rooms				
Showers	Concern relating to potential Legionnaires disease from lack of regular use.	Strongly recommended a Legionella Risk Assessment is carried out. You may need to consider introducing automatic flushing units to prevent water stagnation and reducing Legionella bacteria build-up risks.	1	
“Away” Changing Rooms				
Showers	Concern relating to potential Legionnaires disease from lack of regular use.	Strongly recommended a Legionella Risk Assessment is carried out. You may need to consider introducing automatic flushing units to prevent water stagnation and reducing Legionella bacteria build-up risks.	1	

Referee Changing Rooms				
Showers	Concern relating to potential Legionnaires disease from lack of regular use.	Strongly recommended a Legionella Risk Assessment is carried out. You may need to consider introducing automatic flushing units to prevent water stagnation and reducing Legionella bacteria build-up risks.	1	
All storage areas accessed from around the building were inspected.	All roller shutter doors fully operational.	No works currently necessary.		
GENERAL				
Underground Drainage – a selection of inspection chamber covers were lifted.	All drain channels within the chambers were found to be clear of debris but as expected and due to lack of use, they were found to be dry.	The pumping station located within the grass line looking onto playing fields was also lifted and the silt trap lid was found to be discarded inside the chamber. We recommend the reinstated pumps should be annually maintained and the chamber checked to ensure no blockages are developing and the pump operating.	3	Photo 0197 & 0199 – Page 14 Photo 0200 & 0203 – Page 15

EXCLUSIONS

This Report is prepared for the sole and confidential use of the named client and confers no benefit or liability on any third party without the author's consent in writing. The Report is prepared to the best of my ability in respect of all items uncovered or inspected and no liability is admitted for any item not uncovered or that would not be uncovered in such a survey without an adverse symptom being apparent. I am unable to confirm or rule out the presence of any hidden asbestos within the fabric of the building or concealed by surface coverings, fixtures, furnishings or stored items. Although the service installations were inspected having general regard to the requirements of the Building Regulations, no warranty is given or implied that the installations comply in all respects with current British Standards, Codes of Practice or manufacturer's directions which could only be confirmed by specialist examination.



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APPENDIX A

PHOTOGRAPHS





IMG_0083



IMG_0089



IMG_0091



IMG_0092



IMG_0093



IMG_0096



IMG_0102



IMG_0105



IMG_0113



IMG_0129



IMG_0130



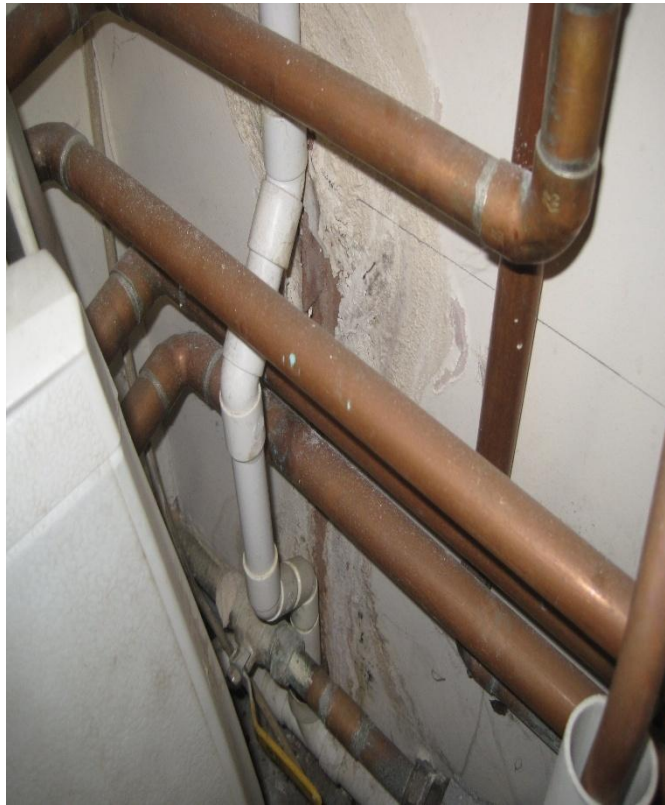
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IMG_0139



IMG_0143



IMG_0145



IMG_0156



IMG_0158



IMG_0166



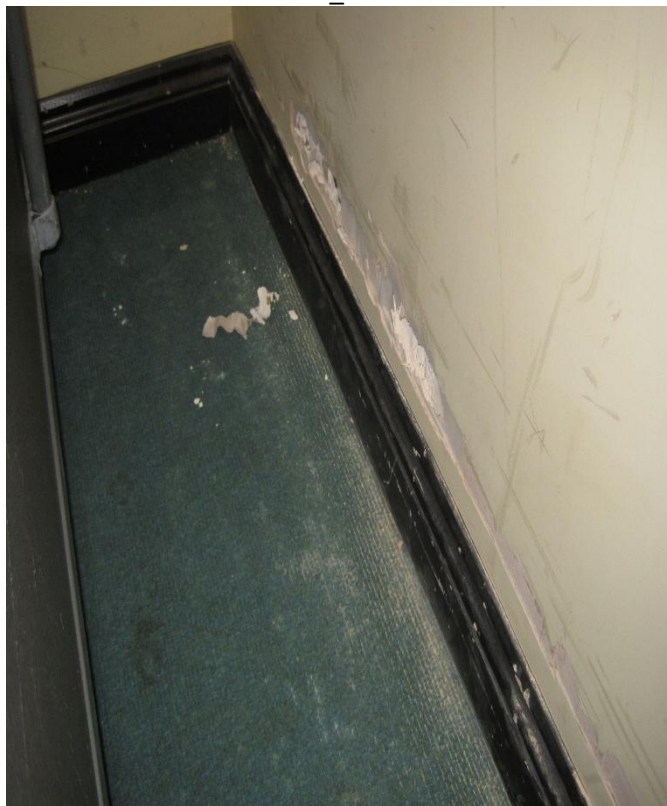
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IMG_0203

THIS INDENTURE made the eighth day of October One thousand eight hundred and ninety seven BETWEEN HENRY HALL of the Manor House Alton in the County of Southampton and GERALD HALL of Ansley Manor Alton aforesaid Esquires of the first part CLARA MARIA MONEY COUTTS of Stodham Park Liss in the County of Southampton Widow of the second part and THE PARISH COUNCIL OF LISS aforesaid of the third part

WHEREAS the said Henry Hall and Gerald Hall being seized of the hereditaments hereinafter described and expressed to be hereby conveyed for an estate of inheritance in fee simple in possession free from incumbrances are desirous in commemoration of the Sixtieth year of the reign of Her Majesty Queen Victoria of conveying the said hereditaments to the said Parish Council for the purpose of the erection of a public Hall which the said Clara Maria Money Coutts has agreed to erect at her own expense for the benefit of the inhabitants of the parish of Liss

AND WHEREAS the said parish Council have agreed to enter into such covenants as are hereinafter contained with the said Henry Hall and Gerald Hall and also with the said Clara Maria Money Coutts NOW THIS INDENTURE WITNESSETH that in pursuance of such desire the said Henry Hall and Gerald Hall as Beneficial Owners hereby freely and voluntarily and without any valuable consideration convey to the said Parish Council of Liss ALL that piece or parcel of land fronting the Drovers Road in the Parish of Liss aforesaid and containing on the North side Ninety nine feet or thereabouts and on the East side forty one feet or thereabouts TO HOLD the same unto the said Parish Council their successors and assigns for ever AND the said Parish Council their successors and assigns do hereby covenant with the said Henry Hall and Gerald Hall that they will forthwith to the satisfaction of the Surveyor for the time being of the said Henry Hall and Gerald Hall make a good and sufficient well at such spot on the adjoining land of the said Henry Hall and Gerald Hall as such Surveyor shall direct and further that they will to the like satisfaction forthwith erect and for ever hereafter maintain good and sufficient fences on the North and East sides of the piece of land hereby conveyed and further that no part of the said piece of land nor any building for the time being standing thereon shall at any time be used for the sale of liquors or refreshments of any kind And the said Parish Council for themselves their successors and assigns do hereby covenant with the said Clara Maria Money Coutts that no professional

actors or actresses shall at any time be permitted to perform in
the Public Hall which she has agreed to erect on the said piece of
land IN WITNESS whereof the said Henry Hall and Gerald Hall and
Clara Maria Money Coutts have hereunto set their hands and seals
and the Chairman and two members of the said Parish Council have
hereunto set their hands and seals the eleventh day of October
One thousand eight hundred and ninety seven

SIGNED SEALED AND DELIVERED

by the above named Henry Hall
and Gerald Hall in the presence
of
Henry T. Hall
63, Lincolns Inn Fields
London

HENRY HALL
GERALD HALL
C.M.MONEY COUTTS

Signed sealed and delivered
by the above named Clara Maria
Money Coutts in the presence of

F.B.Money Coutts
Stodham Park
Liss

Signed Sealed and delivered by the
above named Parish Council of Liss
at a meeting of the Council held on
the 11th day of October 1897 by
Frederick Coryton the Chairman
presiding at the meeting and Henry Mells and
Elija Carpenter two other members of the
Council in the presence of

FREDERICK CORYTON
Chairman
Henry Mells
Councillor
ELIJA CARPENTER
Councillor

W. Pannell
Estate Bailiff
Stodham Park,
Liss,
Hants.

GOVERNING DOCUMENT

Liss Village Hall (Charity Number 301872)

1. Name of the Charity

The name of the charity is **Liss Village Hall** (referred to in this governing document as “the Charity”).

2. Administration

The Charity is administered in accordance with this governing document and in compliance with the general law applicable to charities.

3. Trustee

The sole trustee of the Charity is **Liss Parish Council** (the “Trustee”), a local authority constituted under the Local Government Act 1972, which holds and manages the Charity on trust for the benefit of the public in accordance with the terms of this governing document.

4. Charitable Objects

The object of the Charity is the provision and maintenance of a village hall on Hill Brow Road, GU33 7LA for the use of the inhabitants of Liss and the surrounding area, without distinction of political, religious or other opinions, including, but not limited to, use for:

- Meetings;
- Lectures and classes;
- Physical and recreational activities;
- Other forms of recreation and leisure-time occupation;

With the aim of improving the conditions of life for the said inhabitants.

5. Powers

The Trustee has the following powers, which must be exercised only in furtherance of the Charity’s objects:

- To maintain, manage and improve the village hall and its facilities;
- To raise funds and invite and receive contributions by way of donation, grant or otherwise, provided that it does not undertake any permanent trading activity
- To co-operate with other charities, local authorities, voluntary bodies and statutory bodies;
- To delegate duties to appropriate officers or employees (including Clerk or Responsible Finance Officer of the Council), with appropriate supervision;
- To apply for and receive public or private grants;
- To charge for the use of the premises, provided that any income is used solely for the purposes of the Charity;
- To employ such staff or contractors as may be necessary;
- To insure the property of the Charity and its activities;
- To do any other lawful thing necessary or desirable for the achievement of the Charity’s objects.

6. Charity Land and Disposal Restrictions

1. The property known as **Liss Village Hall** is designated **charity land**.
2. The Trustee must comply with the **Charities Act 2011** and associated regulations concerning:

- a. **Disposal of charity land** (Sections 117–122), which includes sales, leases, or other forms of disposal;
 - b. The **requirement to obtain written advice** from a qualified surveyor before any disposal;
 - c. The **requirement to advertise** any proposed disposal as recommended in the surveyor's report;
 - d. The **requirement to notify the Charity Commission** where the land is designated for specific charitable purposes.
3. No disposal, mortgage, or lease of the charity land may be undertaken without express compliance with these provisions and any relevant local authority restrictions.
4. The Charity land must be used solely for the purposes of the charity, unless the Charity Commission consents to a change in purpose or disposal under the **cy-près doctrine**.

7. Duties of the Trustee

1. The Trustee must:
 - a. Ensure the Charity is properly managed in accordance with charity law;
 - b. Act solely in the interests of the Charity and not in the interests of the Parish Council as a local authority;
 - c. Maintain separate accounting records for the Charity and its assets;
 - d. Avoid conflicts of interest and maintain independence in decision-making;
 - e. File annual returns and reports with the Charity Commission in accordance with applicable legal requirements.
2. The Trustee must not allow any part of the Charity's assets to be used to subsidise Parish Council activities not related to the charitable objects.

8. Meetings and Decision Making

1. Decisions relating to the Charity must be made by the Parish Council acting **in its capacity as sole charity trustee**, not as a general local authority.
2. Meetings where Charity business is discussed must be clearly minuted as "Meeting of Liss Parish Council as Trustee of Liss Village Hall".
3. Members of the Council must distinguish between council and trustee roles, particularly in decision-making and recording of accounts.

9. Accounts and Reporting

1. The Trustee must:
 - a. Keep accurate and separate financial records for the Charity;
 - b. Prepare annual accounts in accordance with the Charities Act 2011;
 - c. Submit annual returns and reports to the Charity Commission;
 - d. Ensure transparency and public access to annual accounts and the governing document.
2. All income and property of the Charity shall be applied solely towards the promotion of its charitable purposes.

10. Amendments to the Governing Document

1. The Trustee may amend the provisions of this governing document **provided that**:
 - a. The amendment does not alter the charitable purposes of the Charity;
 - b. The amendment is made solely for the purpose of improving the administration of the Charity or complying with statutory or regulatory obligations;

- c. Where the amendment affects the charitable objects or provisions related to trustee duties or use of charity land, the **prior written consent of the Charity Commission** is obtained.
2. Any amendment must be recorded in writing, approved at a formal meeting of the Parish Council **acting as Trustee**, and retained with the Charity's permanent records.

11. Dissolution

1. The Charity may be dissolved by the Trustee only with the **prior consent of the Charity Commission**.
2. Upon dissolution, any remaining assets must be applied:
 - a. In furtherance of the charitable purposes of the Charity; or
 - b. If that is not possible, for similar charitable purposes as directed by the Charity Commission.

12. Interpretation

1. In this governing document:
 - a. "Charity" refers to Liss Village Hall (Charity No. 301872);
 - b. "Trustee" refers to Liss Parish Council in its role as the sole managing trustee;
 - c. "Charity land" is interpreted as per the Charities Act 2011;
 - d. "Commission" refers to the Charity Commission for England and Wales.

Approved by resolution by Liss Parish Council as sole trustee of Liss Village Hall (Reg 301872) on _____

Signed on this day _____

At _____

By _____

On behalf of Liss Parish Council

	Enhance	Sustain
11v11	1	0
9v9	0	0
Mini soccer	0	0

VAT Recoverable	No
-----------------	----

11v11	Grant	Club/T&PC/School	TPC	%	9v9	Grant	Club/T&PC/School	TPC	%	MS	Grant
Year 1	3200	0	3200	100%	Year 1	0	0	0	#DIV/0!	Year 1	0
Year 2	3200	0	3200	100%	Year 2	0	0	0	#DIV/0!	Year 2	0
Year 3	2134	1066	3200	67%	Year 3	0	0	0	#DIV/0!	Year 3	0
Year 4	2134	1066	3200	67%	Year 4	0	0	0	#DIV/0!	Year 4	0
Year 5	1066	2134	3200	33%	Year 5	0	0	0	#DIV/0!	Year 5	0
Year 6	1066	2134	3200	33%	Year 6	0	0	0	#DIV/0!	Year 6	0
Total	12800	6400	19200	67%	Total	0	0	0	#DIV/0!	Total	0

Club/T&PC/School	TPC	%
	0	0 #DIV/0!
	0	0 #DIV/0!
	0	0 #DIV/0!
	0	0 #DIV/0!
	0	0 #DIV/0!
	0	0 #DIV/0!
	0	0 #DIV/0!
	0	0 #DIV/0!

	Grant	Club/T&PC/School	TPC	%
Year 1	3200	0	3200	100%
Year 2	3200	0	3200	100%
Year 3	2134	1066	3200	67%
Year 4	2134	1066	3200	67%
Year 5	1066	2134	3200	33%
Year 6	1066	2134	3200	33%
Total	12800	6400	19200	67%



the **play** inspection company

Annual Inspection

Liss Parish Council

West Liss Recreation Ground

Station Road , Liss , Hampshire , GU33 7AJ



API Associate

Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL
t- 01202 590675 e- info@playinspections.co.uk

[www. playinspections .co.uk](http://www.playinspections.co.uk)



Inspection Scope for RPII Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to BS EN 1176. We have not assessed these against the requirements of BS EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 Free access multi-sports equipment
BS EN 14974 Skateparks
BS EN 16630 Permanently installed outdoor fitness equipment
BS EN 16899 Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism.

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

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The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.


[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								

Equipment has been assessed to the following standards where relevant:

BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
 BS EN 14974 (Facilities for users of roller sports equipment)
 BS EN 15312 (Free access multi-sports equipment)
 BS EN 16899 (Parkour Equipment)
 BS EN 16630 (Outdoor Fitness Equipment).

West Liss Recreation Ground

Inspection Ref: 2804180

Site Ref: 50526

Inspected: 29-August-2025 - 08:08 by Leon Pope (RPII Annual Inspector)

Risk Assessment: 10 Low Risk

**Location:**

The site is partially overlooked by properties in the local community

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

6 - Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There is weed / vegetation growth within the surface - Remove weed / vegetation growth

4 - Very Low Risk

Item: Sign
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

10 - Low Risk

Item: Gate - Self Closing
Manufacturer: Not Identified
Surface Type: Mixed Surface
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 3



Finding 1

There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate

Finding 2

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

Finding 3

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

4 - Very Low Risk

Item: Fence - Timber & Mesh Infill
Manufacturer: Not Identified
Surface Type: Mixed Surface
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Bonded Rubber Mulch
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

A number of fixing(s) have worked loose - Secure all loose fixings

4 - Very Low Risk

Item: Picnic Table
Manufacturer: Not Identified
Surface Type: Bonded Rubber Mulch
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Litter Bin
Manufacturer: Streetmaster
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: 2 Bay 2 Flat 1 Cradle Seat
Manufacturer: Natural Playscapes
Surface Type: Bonded Rubber Mulch
Surface Nominal Depth: 80mm
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Total Findings: 5



Finding 1

There is some tree debris on the surfacing - Remove and maintain

Finding 3

This design of swing joint has been known to fail on the weld connecting the joint to the threaded stud - We would recommend that the joint be dismantled and checked on a regular basis or consulting with manufacturer on whether a Secondary Safety Device can be fitted

Finding 5

The swing seat connectors are loose - Tighten to secure

Finding 2

The tree canopy overhangs the equipment and is less than 2.0m away - Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

Finding 4

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

10 - Low Risk

Item: See Saw
Manufacturer: Natural Playscapes
Surface Type: Bonded Rubber Mulch
Surface Nominal Depth: 80mm
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Total Findings: 1



Finding 1

The pivot mechanism is worn causing excessive lateral movement - Repair item

10 - Low Risk

Item: Inclusive Roundabout
Manufacturer: Inclusive Play
Surface Type: Bonded Rubber Mulch
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 2



Finding 1

There is some tree debris on the surfacing - Remove and maintain

Finding 2

The opening to the side of the platform is in excess of 8mm and fails the requirements of BS EN 1176 Part 5 - Adjust / Refer to manufacturer

6 - Low Risk

Item: Stilts
Manufacturer: Natural Playscapes
Surface Type: Bonded Rubber Mulch
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

The stilts are slightly loose in the ground - Monitor for any further deterioration and repair as required

8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Natural Playscapes
Surface Type: Bonded Rubber Mulch
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 7



Finding 1

The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13, Chains - Monitor - No action given the risk assessment

Finding 3

There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 1 - Monitor - No action given the risk assessment

Finding 5

A number of fixing(s) have worked loose on the monkey bars - Secure all loose fixings

Finding 7

There are splits running through the timber - Monitor and ensure any rough or splintering edges are sanded down

Finding 2

There is/are finger entrapment/s in the platforms and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Monitor - No action given the risk assessment

Finding 4

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

Finding 6

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

5 - Very Low Risk

Item: Multi Play (Toddler)
Manufacturer: Natural Playscapes
Surface Type: Bonded Rubber Mulch
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

There is/are finger entrapment/s in the framework and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Monitor - No action given the risk assessment

8 - Low Risk

Item: Table Tennis
Manufacturer: HeBlad
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: N/A

Total Findings: 1



Finding 1

There are trip hazards at the edges of the surface - Remove trip hazard

10 - Low Risk

Item: BMX Track
Manufacturer: Not Identified
Surface Type: Mixed Surface
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 4



Finding 1

NOTE - BMX tracks are not currently covered by any specific British or European Standard; comments made in the report are based on the principles of other standards (UCI - BMX Track Guide / BS EN 14974 RPII Guidance) and associated maintenance issues and the area has been risk assessed accordingly - Refer to additional findings

Finding 2

There is a change in level of the track and surrounding surface - Refer to manufacturer's specifications

Finding 3

There is some minor damage on the riding surface - Monitor for any further deterioration and repair or replace as required

Finding 4

There are holes in the surface that may cause users to trip or roll ankles - Infill to provide a sound reasonably level surface.

8 - Low Risk

Item: Double Fitness Station
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 2



Finding 1

The deflection of the rotating user station exceeds the maximum 105 degrees required by BS EN 16630 - Monitor - No action given the risk assessment

Finding 2

The swinging movement of the footplate exceeds the maximum 55 degrees from the vertical required by BS EN 16630 - Replace worn restrictors

8 - Low Risk

Item: Cross Trainer
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes

Total Findings: 2



Finding 1

There are gaps between 8 and 60mm creating a potential crush/shear point in contravention of the requirements of BS EN 16630 - Monitor - No action given the risk assessment

Finding 2

The pivot mechanism is showing signs of wear - Monitor for any further deterioration and repair as required

Findings information

6 - Low Risk (Finding 1)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

i 10 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There are openings that are less than 12mm that could trap or crush fingers

Action: Provide a 12mm gap throughout full range of motion at both sides of gate

i 8 - Low Risk (Finding 2)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

6 - Low Risk (Finding 3)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Mixed Surface

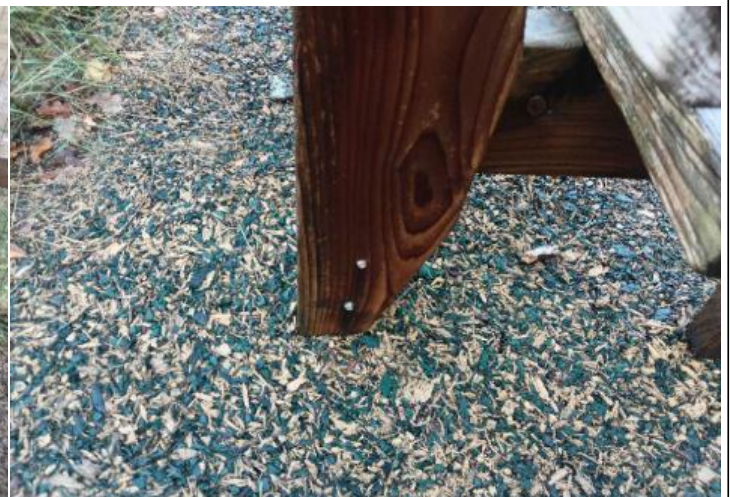


Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinststate the surface

6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: A number of fixing(s) have worked loose
Action: Secure all loose fixings

8 - Low Risk (Finding 1)

Item: Swings - 2 Bay 2 Flat 1 Cradle Seat
Manufacturer: Natural Playscapes

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is some tree debris on the surfacing

Action: Remove and maintain

6 - Low Risk (Finding 2)

Item: Swings - 2 Bay 2 Flat 1 Cradle Seat
Manufacturer: Natural Playscapes

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The tree canopy overhangs the equipment and is less than 2.0m away

Action: Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment

i 0 - Risk Assessment not Undertaken (Finding 3)

Item: Swings - 2 Bay 2 Flat 1 Cradle Seat
Manufacturer: Natural Playscapes

Risk Level: N - Risk Assessment not Undertaken
Surface: Bonded Rubber Mulch



Finding: This design of swing joint has been known to fail on the weld connecting the joint to the threaded stud

Action: We would recommend that the joint be dismantled and checked on a regular basis or consulting with manufacturer on whether a Secondary Safety Device can be fitted

i 8 - Low Risk (Finding 4)

Item: Swings - 2 Bay 2 Flat 1 Cradle Seat
Manufacturer: Natural Playscapes

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

i 8 - Low Risk (Finding 5)

Item: Swings - 2 Bay 2 Flat 1 Cradle Seat
Manufacturer: Natural Playscapes

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The swing seat connectors are loose

Action: Tighten to secure

i 10 - Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Natural Playscapes

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The pivot mechanism is worn causing excessive lateral movement

Action: Repair item

i 8 - Low Risk (Finding 1)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Inclusive Play

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is some tree debris on the surfacing

Action: Remove and maintain

i 10 - Low Risk (Finding 2)

Item: Rotor Play - Inclusive Roundabout
Manufacturer: Inclusive Play

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The opening to the side of the platform is in excess of 8mm and fails the requirements of BS EN 1176 Part 5 **Action:** Adjust / Refer to manufacturer

6 - Low Risk (Finding 1)

Item: Activity Equipment - Stilts
Manufacturer: Natural Playscapes

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The stilts are slightly loose in the ground

Action: Monitor for any further deterioration and repair as required

5 - Very Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Natural Playscapes

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



Finding: The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176 Part 1; clause 4.2.13, Chains

Action: Monitor - No action given the risk assessment

i 5 - Very Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Natural Playscapes

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



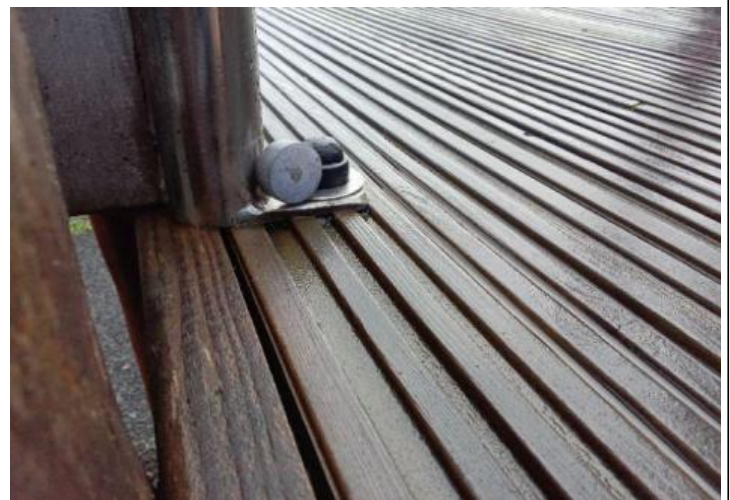
Finding: There is/are finger entrapment/s in the platforms and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers

Action: Monitor - No action given the risk assessment

i 5 - Very Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Natural Playscapes

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



Finding: There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 1

Action: Monitor - No action given the risk assessment

4 - Very Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Natural Playscapes

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



Finding: There are a number of dents in the slide surface

Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 5)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Natural Playscapes

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: A number of fixing(s) have worked loose on the monkey bars

Action: Secure all loose fixings

i 8 - Low Risk (Finding 6)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Natural Playscapes

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



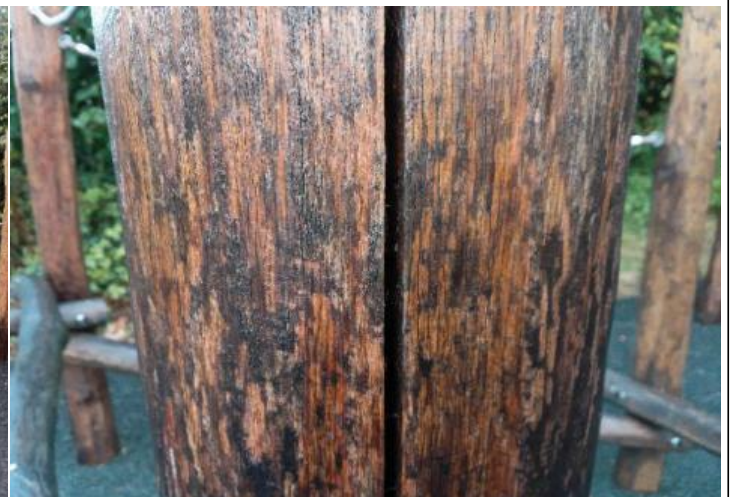
Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

i 8 - Low Risk (Finding 7)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Natural Playscapes

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There are splits running through the timber

Action: Monitor and ensure any rough or splintering edges are sanded down

5 - Very Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Natural Playscapes

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



Finding: There is/are finger entrapment/s in the framework and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers

Action: Monitor - No action given the risk assessment

8 - Low Risk (Finding 1)

Item: Other - Table Tennis
Manufacturer: HeBlad

Risk Level: L - Low Risk
Surface: Concrete



Finding: There are trip hazards at the edges of the surface

Action: Remove trip hazard

10 - Low Risk (Finding 1)

Item: Wheeled Sports - BMX Track
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: NOTE - BMX tracks are not currently covered by any specific British or European Standard; comments made in the report are based on the principles of other standards (UCI - BMX Track Guide / BS EN 14974 RPII Guidance) and associated maintenance issues and the area has been risk assessed accordingly

Action: Refer to additional findings

8 - Low Risk (Finding 2)

Item: Wheeled Sports - BMX Track
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There is a change in level of the track and surrounding surface

Action: Refer to manufacturer's specifications

8 - Low Risk (Finding 3)

Item: Wheeled Sports - BMX Track
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There is some minor damage on the riding surface **Action:** Monitor for any further deterioration and repair or replace as required

8 - Low Risk (Finding 4)

Item: Wheeled Sports - BMX Track
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: There are holes in the surface that may cause users to trip or roll ankles **Action:** Infill to provide a sound reasonably level surface.

8 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Double Fitness Station
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The deflection of the rotating user station exceeds the maximum 105 degrees required by BS EN 16630

Action: Monitor - No action given the risk assessment

8 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Double Fitness Station
Manufacturer: Proludic

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The swinging movement of the footplate exceeds the maximum 55 degrees from the vertical required by BS EN 16630

Action: Replace worn restrictors

8 - Low Risk (Finding 1)

Item: Outdoor Fitness Equipment - Cross Trainer
Manufacturer: Proludic
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There are gaps between 8 and 60mm creating a potential crush/shear point in contravention of the requirements of BS EN 16630

Action: Monitor - No action given the risk assessment

6 - Low Risk (Finding 2)

Item: Outdoor Fitness Equipment - Cross Trainer
Manufacturer: Proludic
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The pivot mechanism is showing signs of wear

Action: Monitor for any further deterioration and repair as required

Liss Recreation Ground vision for West Liss

Our aim is to maintain West Liss Rec as a green and pleasant open space, reflecting its formal status as a village green, while enhancing the range of activities which it offers and encouraging re-naturing and biodiversity.

We continue to maintain and promote the football pitch (the site is currently used by two football teams), and this will ensure that the open nature of the site is preserved. Complementing this, the Pavilion continues to host 1st Liss Scouts, the football teams, others clubs and activities.

In line with our strategy for recreation across the village, we have aimed to increase and diversify activity on the site, catering for different age groups and interests. As a first step, we installed moveable goals in summer 2022 which can be used in a variety of ways and locations on the site. The fenced children's play area was fully refurbished in early 2023; this now provides an exciting and environmentally attractive play area which was co-designed with local children.

In reviewing the village's recreation provision, a gap was identified in terms of informal recreational provision for older children and teenagers. Following consultation with the community, a pump track was installed in June 2023. The pump track is used for a range of wheeled sports activities. It has proved very popular with a variety of age groups and is mainly used by bikes and scooters.

Other improvements to the site include the installation of outdoor exercise equipment in December 2023 and table tennis in July 2024. In order to increase biodiversity at the site we have developed the area behind the Pavilion as a wild-flower nature site and a bug hotel was installed in spring 2025.

We will consider other possibilities for both formal and informal activities to meet demand. We are considering installing a further picnic table to complement the picnic tables which can already be found in the fenced play area, so that this can be enjoyed by other users of the site.

In all this we will work closely with Newman Collard Playing Fields Trust and Liss Forest Residents Association to ensure complementary provision across the village, appropriate to the different settings. We are also considering ways of physically linking the sites through walking, running and cycling routes and wildlife corridors.

We are committed to continuing to consult local residents as future developments begin to take shape. We shall also work closely with other stakeholders and aim to co-design future facilities with relevant groups within the local community – for example, working with the Crossover youth centre and its members on designing informal recreational provision for older children and teenagers.

This vision will provide a basis for further consultation and investment in West Liss Recreation Ground.

Title of Award	-	Liss Inclosure Award
By whom made	-	Richard Wakeford Attree
Date when Made	-	6th September 1864
Date when confirmed	-	10th September 1864
Acts under which made	-	Inclosure Act 1845 and subsequent Acts.

Extract from the Award relating to Liss Recreation Ground:-

"AND I DECLARE that I have set out and do hereby set out allot and award unto William George Ward who has given his consent in writing to receive the same as part of his allotments all that piece or parcel of land No. 160 on Part 4 of the said map containing 4 acres to be held by him his heirs and assigns subject to the obligation of preserving the surface thereof in good condition and of permitting the same to be at all times used as a place for exercise and recreation for the inhabitants of the said Parish and neighbourhood and I DECLARE that the said piece or parcel of land shall henceforth be fed with sheep only and not with other stock and I direct that the fences against the road and on the north west and south east side of such allotment shall from time to time be repaired and maintained by and at the expense of the owners thereof for the time being"

GOVERNING DOCUMENT

Liss Recreation Ground (Charity Number 301871)

1. Name of the Charity

The name of the charity is **Liss Recreation Ground** (referred to in this governing document as “the Charity”).

2. Administration

The Charity is administered in accordance with this governing document and the general law applicable to charities in England and Wales.

3. Trustee

The sole trustee of the Charity is **Liss Parish Council** (“the Trustee”), a local authority acting as the body corporate responsible for managing the Charity solely in accordance with its charitable purposes and independently from its role as a public authority.

4. Charitable Objects

The object of the Charity is the provision and maintenance of a **recreation ground and pavilion at Station Road, GU33 7AJ, for the benefit of the inhabitants of Liss and the surrounding area**, with the object of improving their conditions of life by providing facilities for:

- Outdoor recreation and leisure activities;
- Organised sport and informal play;
- Community gatherings and events.

Use must be open to the public without discrimination, and with due regard to the preservation of public access and green space.

5. Powers

The Trustee may exercise the following powers in furtherance of the charitable purposes:

- To manage and maintain the recreation ground and any associated facilities (e.g. playing fields, pavilions, playgrounds);
- To raise funds, provided that it does not undertake permanent trading;
- To co-operate with statutory authorities, local voluntary groups, or other charities;
- To apply for grants or donations for improvements and activities;
- To enter into agreements for events or sports usage, provided such use benefits the community;
- To make reasonable charges for organised use, if the income is used solely for charitable purposes;
- To ensure safe and inclusive access to the land and facilities;
- To employ staff or contractors as needed;
- To take out insurance;
- To do any other lawful thing necessary to achieve the charitable objects.

6. Charity Land and Disposal Restrictions

1. The property known as **Liss Recreation Ground** is **charity land** held on trust for public recreational use.
2. The Trustee must comply with **Sections 117–122 of the Charities Act 2011**, which govern:
 - a. Disposal of land (including sale, lease, or transfer);
 - b. Obtaining written advice from a qualified surveyor;

- c. Advertising the proposed disposal if required;
 - d. Notifying and, if applicable, seeking consent from the **Charity Commission**.
- 3. The land must be retained for public benefit unless and until the Charity Commission authorises a change via **cy-près** or similar mechanisms.
- 4. Any **permanent changes of use**, or disposal of any part of the land, must be clearly in the interests of the Charity and authorised under charity law.
- 5. The Charity's land must be **distinct from parish council assets**, and no part may be appropriated for general council use.

7. Duties of the Trustee

The Trustee must:

- Act solely in the interests of the Charity;
- Manage the land and facilities with care and diligence;
- Keep clear separation between Charity assets and Parish Council assets;
- Maintain financial records and ensure proper reporting to the Charity Commission;
- Avoid conflicts of interest between its role as a public authority and its role as sole charity trustee;
- Promote access and equal opportunity in use of the facilities.

The Trustee must not allow any use of the land or its income that is not in line with the charitable purpose.

8. Meetings and Decision-Making

1. All decisions relating to the Charity must be made by the Parish Council **acting expressly as the Charity Trustee**, and this role must be formally minuted as such.
2. Meetings must clearly distinguish between Parish Council business and charity business.
3. Where conflicts of interest arise (e.g. when considering council-led events), the Trustee must act independently and in the interests of the Charity.

9. Accounts and Reporting

1. The Trustee must:
 - a. Keep separate and accurate accounting records for the Charity;
 - b. Prepare annual accounts in accordance with the Charities Act 2011;
 - c. Submit annual returns and reports to the Charity Commission;
 - d. Ensure that financial records and governing documents are available for public inspection.
2. All income and assets must be used exclusively for the advancement of the Charity's objects.

10. Amendments to the Governing Document

1. This governing document may be amended by the Trustee **provided that**:
 - a. The amendments do not alter the charitable objects unless authorised by the Charity Commission;
 - b. Any amendment affecting trustee duties, use or disposal of charity land, or the definition of charitable purposes, must receive **prior written consent from the Charity Commission**.
2. Amendments must be:
 - a. Recorded in writing;
 - b. Approved by the Parish Council acting as Trustee;
 - c. Retained as part of the Charity's official records.

11. Dissolution

1. The Charity may only be dissolved by the Trustee with the **prior consent of the Charity Commission**.
2. If dissolved, all assets must be applied:
 - a. To charitable purposes as close as possible to the original objects (e.g. recreational benefit for Liss inhabitants); or
 - b. In accordance with a **cy-près scheme** authorised by the Charity Commission.

12. Interpretation

In this governing document:

- “Charity” means Liss Recreation Ground, Charity No. 301871;
- “Trustee” means Liss Parish Council, acting in its capacity as sole trustee;
- “Charity land” means land subject to the provisions of the Charities Act 2011;
- “Commission” means the Charity Commission for England and Wales.

Approved by resolution by Liss Parish Council as sole trustee of Liss Recreation Ground (Reg 301871) on

Signed on this day _____

At _____

By _____

On behalf of Liss Parish Council

Liss Men's Shed update September 2025

Allotment Shed

LMS are very happy with work to the building. They report that the roof framework has been restructured and reconfigured and is now in excellent condition. The roof has been boarded and felted and is now secure and waterproof. Their next job is to fit the roofing sheets.

LMS have begun removing the excess soil and leaf/branch etc debris from around the building to prevent water ingress. This trench will be lined with gravel to assist drainage.

The building is now dry. LMS will also replace the side door.

LMS report excellent cooperation between themselves and LPC.

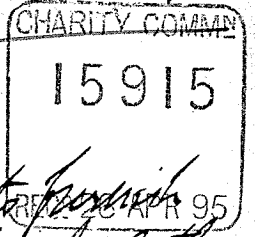
Tenure

Looking forward, LMS will seek assurance from LPC that they will continue to have free use of the building for 10 years. This use would simply mean the storage of bikes they are repairing and refurbishing, and also storage of some of our materials (mainly timber).

B,
63069.

County. Southants
Place - Siss
Charities
Social Govt. Act 1894

Say it is considered that the
allotments including any surplus
is by Special Order of the
Charity Comm. April 24. 1895.
11/10/95



Dear Sir, In reply to your letter of 4th April I beg to furnish
you with the following extract from the award by which the
Allotments were granted.

I am, Yours faithfully
J. S. Walford.

237120

"I have set out and do hereby set out all and sundry unto the
Churchwardens & Overseers of the Poor of the Parish of Siss all that
piece or parcel of land numbered 50 on part 2 of the Map . . .
and I direct that the Fences of such Allotment which adjoin the road
shall from time to time be repaired & maintained by and at the
expense of the owner thereof for the time being.
And I have also set out and do . . . to the said Churchwardens
& Overseers of the Poor all that piece or parcel of land numbered 63
on part 2 . . . to be held by them and their successors in Trust &
as an Allotment for the Labouring Poor of the said Parish of Siss
subject nevertheless to a chargeable with a clear Rent Charge of One Pound

The other paragraphs of the award relating to the Allotments are
in similar terms.

GOVERNING DOCUMENT

Liss Parish Allotments (Charity Number 237190)

1. Name of the Charity

The name of the charity is **Liss Parish Allotments** (referred to in this document as “the Charity”).

2. Administration

The Charity is administered in accordance with this governing document and relevant charity and allotment legislation in force in England and Wales.

3. Trustee

The sole trustee of the Charity is **Liss Parish Council** (referred to as “the Trustee”), a local authority acting in its capacity as the sole corporate charity trustee, distinct from its other functions as a parish council.

4. Charitable Objects

The object of the Charity is to provide and maintain **allotment gardens (as detailed in Appendix A) for the use of the inhabitants of Liss and surrounding areas**, for the purposes of:

- Horticulture;
- Subsistence cultivation;
- Physical and mental well-being;
- Encouraging local food production and sustainable land use.

Such use shall be in line with the traditional purpose of allotments and for the improvement of the quality of life of local residents.

5. Powers

In furtherance of the charitable purposes, the Trustee has the following powers:

- To manage, maintain, and improve the allotment land and facilities;
- To let allotments to residents of the parish or surrounding area;
- To make and enforce rules regarding use of the allotments, in accordance with allotment and charity law;
- To charge reasonable rents, with all income applied to the upkeep and charitable purpose;
- To raise funds, apply for grants, and receive donations;
- To work with local groups and authorities to promote community growing;
- To employ contractors or staff as necessary;
- To insure the Charity’s property;
- To take any lawful steps to promote the objects of the Charity.

6. Allotment Land and Legal Restrictions

1. The land held by the Charity as allotments is **charity land** and may also be designated as **statutory allotment land** under the **Allotments Act 1925** or subsequent legislation.
2. The Trustee must comply with:
 - a. **Section 8 of the Allotments Act 1925**, which prohibits the disposal, appropriation, or change of use of allotment land without the **consent of the Secretary of State for Environment, Food and Rural Affairs**;

- b. The requirements of the **Charities Act 2011**, including Sections 117–122 (disposal of charity land), where applicable;
 - c. Any legal duties to maintain adequate provision of allotments in the community.
3. The allotment land may not be sold, leased, or used for any non-allotment purpose without:
 - a. Formal consultation with allotment holders;
 - b. Public notice and community engagement;
 - c. Consent from both the **Secretary of State** (if statutory) and the **Charity Commission** (as charity land).
4. The Trustee must protect the long-term use of the land for the benefit of present and future residents, and safeguard against erosion of allotment provision.

7. Duties of the Trustee

The Trustee must:

- Act solely in the interests of the Charity;
- Distinguish clearly between its role as Trustee and its role as Parish Council;
- Maintain separate financial and administrative records for the Charity;
- Manage tenancies fairly and lawfully;
- Promote equitable access to the allotments;
- Comply with statutory duties regarding allotment provision, including maintaining a waiting list where necessary.

No part of the Charity's land or income may be used to support other Parish Council activities not directly related to the Charity's purpose.

8. Meetings and Decision-Making

1. All decisions concerning the Charity must be made by the Parish Council **acting as sole Trustee**, and clearly minuted as such.
2. Trustee decisions must be taken in accordance with charity law and not influenced by the broader interests of the Council.
3. Allotment tenants and members of the public may be consulted or invited to participate in discussions, but governance decisions must rest with the Trustee.

9. Accounts and Reporting

1. The Trustee must:
 - a. Maintain accurate and separate accounts for the Charity;
 - b. Prepare annual accounts in line with the Charities Act 2011;
 - c. Submit annual returns to the Charity Commission as required;
 - d. Keep the governing document and financial reports available for public inspection.
2. All income from rents, donations or other sources must be used solely to maintain or improve the allotments or further the Charity's objects.

10. Amendments to the Governing Document

1. The Trustee may amend this governing document provided:
 - a. The change is consistent with the charitable objects and lawfully improves the administration of the Charity;

- b. Any amendment affecting the charitable objects, trustee duties, or use of charity land has **prior written approval from the Charity Commission**;
 - c. If the land is statutory allotment land, any change that affects its use or management must also comply with **Section 8 of the Allotments Act 1925** (or its replacement provisions) and receive approval from the **Secretary of State**.
2. Amendments must be recorded in writing, approved in a formal meeting of the Parish Council **acting as Trustee**, and retained as part of the Charity's permanent record.

11. Dissolution

1. The Charity may only be dissolved by the Trustee with the **prior consent of the Charity Commission**, and, where applicable, the **Secretary of State** under allotments legislation.
2. Upon dissolution, any remaining assets must be:
 - a. Applied to charitable purposes as close as possible to the original purposes (e.g. alternative land for allotments); or
 - b. Distributed in accordance with a **cy-près scheme** authorised by the Charity Commission.

12. Interpretation

In this governing document:

- "Charity" means Liss Parish Allotments, Charity No. 237190;
- "Trustee" means Liss Parish Council acting solely as the charity trustee;
- "Charity land" means land held in trust for the charitable purposes;
- "Statutory allotment land" has the meaning given under the Allotments Acts;
- "Commission" means the Charity Commission for England and Wales;
- "Secretary of State" refers to the relevant Government Minister responsible for allotments.

Approved by resolution of Liss Parish Council in its capacity as sole Trustee of Liss Parish Allotments, on

Signed etc etc

Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u> <u>Transaction</u>
04/06/2025	Liss Parish Council	TFR	20,000.00			540	20,000.00 Top up funds to 257581
22/07/2025	Treasurer Account 00257581	TFR	20,000.00			200	20,000.00 Top Up
27/08/2025	Treasurer Account 00257581	Funds	20,000.00			200	20,000.00 Transfer from 270588 to 257581
29/09/2025	Treasurer Account 00257581	TOP UP	20,000.00			200	20,000.00 Transfer from 270588 to 257581
Total Payments:			80,000.00	0.00	0.00		80,000.00

Treasurer Account 00257581

Payments made between 01/06/2025 and 30/09/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
02/06/2025	EHDC Rates	DD	59.88			4145 1000	59.88	EHDC Rates Village Hall
02/06/2025	British Gas - Electricity Pav	DD	116.32		5.54	4155 1100	110.78	British Gas - Electricity Pav
02/06/2025	EHDC Rates	DD	418.99			4145 1000	418.99	EHDC Rates Pavilion
02/06/2025	EHDC Rates	SO	21.00			4145 1100	21.00	EHDC Business Rates
04/06/2025	Castle Water Kelseys	DD	10.97			4160 1300	10.97	Water Supply Kelseys
04/06/2025	Castle Water Kelseys	DD	-10.97			4160 1300	-10.97	Incorrect Water Supply
05/06/2025	Hampshire Grounds Ltd	FPO	302.40		50.40	4235 1100	252.00	Hampshire Grounds Ltd
09/06/2025	British Telecom	DD	161.00		26.83	4075 1000	67.08	Tel & Interent Village Hall
						4075 1100	67.09	Tel & Internet Pavilion
11/06/2025	Amazon EU S.a.r.L.	DEB	14.24		2.37	4245 1300	11.87	Flap Valve & Stopcock Adapter
11/06/2025	The Rainwater Guy	FPO	300.00		50.00	4175 1100	250.00	Rainwater Harvesting Service
17/06/2025	Lloyds Bank	PAY	11.74			4166 1000	3.91	Bank Charges - June
						4166 1100	3.91	Bank Charges - June
						4166 1300	3.92	Bank Charges - June
18/06/2025	Castle Water Mitchells	DD	10.97			4160 1300	10.97	Mitchells Water
18/06/2025	Castle Water Fernhills	DD	12.95			4160 1300	12.95	Fernhills Water
18/06/2025	Castle Water Pavilion	DD	13.17			4160 1100	13.17	Pavilion Water
18/06/2025	Castle Water Kelseys	DD	28.31			4160 1300	28.31	Kelseys Water
19/06/2025	British Gas 600237357	DD	176.40			4150 1000	176.40	Gas Supply Village Hall
20/06/2025	Timpson Ltd	DEB	9.00		1.50	4186 1100	7.50	Changing room key - Pavilion
23/06/2025	Meyer Southern Ltd	FPO	1,440.00		240.00	4175 1300	1,200.00	Asbestos Roof Removal LG
24/06/2025	Business Stream 2962726	DD	36.32			4250 1100	36.32	Waste Water Pavilion
25/06/2025	Salaries Paid	BP	1,864.41			4000 1100	382.83	Salaries June 25
						4000 1000	984.93	Salaries June 25
						4000 1100	496.65	Salaries June 25
25/06/2025	HMRC	BP	457.00			4000 1100	88.00	PAYE June 25
						4000 1000	245.00	PAYE June 25
						4000 1100	124.00	PAYE June 25

Subtotal Carried Forward:

5,454.10

0.00

376.64

5,077.46

Treasurer Account 00257581

Payments made between 01/06/2025 and 30/09/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
25/06/2025	HMRC	BP	171.92			4000 1100	8.07	PAYE June 25
						4000 1000	133.30	PAYE June 25
						4000 1100	30.55	PAYE June 25
27/06/2025	British Gas BGL553145	DD	147.37		7.02	4155 1000	140.35	Electricity Village Hall
30/06/2025	Veolia ES (UK) Ltd	DD	88.55		14.76	4250 1100	73.79	Waste Disposal West Liss
30/06/2025	Allibone Electrical Services	FPO	576.00		96.00	4175 1000	480.00	Electrical Inst Cond Report VH
01/07/2025	SSE Energy Solutions	DD	88.21		4.20	4150 1100	84.01	Gas Supply Pavilion
01/07/2025	Southern Plumbing & Heating	FPO	84.00		14.00	4175 1000	70.00	Replacement O Ring
01/07/2025	Hampshire Grounds Ltd	FPO	302.40		50.40	4235 1100	252.00	Grass Cutting West Liss
03/07/2025	British Gas BGL553157	DD	109.91		5.23	4155 1100	104.68	Pavilion Electricity
10/07/2025	British Telecom	DD	214.25		35.71	4075 1000	89.27	Broadband & Telephone VH
						4075 1100	89.27	Broadband & Telephone PV
17/07/2025	Castle Water Kelseys	DD	41.20			4160 1300	41.20	Kelseys Water Supply
17/07/2025	Direct 365 Online	FPO	430.69		71.78	4180 1000	358.91	Feminine Hygiene Cost VH
17/07/2025	PBA Consulting Solutions	FPO	288.00		48.00	4246 1300	240.00	Himalayan Balsam Treatment
17/07/2025	U-DO-DIY	FPO	14.34		2.39	4190 1000	5.95	Cleaning Materials
						4190 1100	6.00	Cleaning Materials
18/07/2025	Castle Water Mitchells	DD	8.56			4160 1300	8.56	Mitchells Water Supply
18/07/2025	Castle Water Fernhills	DD	21.45			4160 1300	21.45	Fernhills Water Supply
18/07/2025	Castle Water Pavilion	DD	12.91			4160 1100	12.91	Pavilion Water Supply
18/07/2025	Interest Received	PAY	12.55			1080 1000	4.18	Bank Interest Received July 25
						1080 1100	4.18	Bank Interest Received July 25
						1080 1300	4.19	Bank Interest Received July 25
18/07/2025	Interest Received	PAY	-12.55			1080 1000	-4.18	Interest Received July 25
						1080 1100	-4.18	Interest Received July 25
						1080 1300	-4.19	Interest Received July 25
18/07/2025	Lloyds Bank	PAY	12.55			4166 1000	4.18	Bank Charges July 25
						4166 1100	4.18	Bank Charges July

Subtotal Carried Forward:

8,066.41

0.00

726.13

7,336.09

Treasurer Account 00257581

Payments made between 01/06/2025 and 30/09/2025

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
							25	
						4166 1300	4.19	Bank Charges July 25
21/07/2025	British Gas 600237357	DD	62.23		2.96	4150 1000	59.27	Gas Supply Village Hall
21/07/2025	Liss Parish Council	TFR	2,386.25			4000 1000	-2,134.75	Caretaker Staff
						4005 1000	-442.50	Caretaker Pension
						4000 1000	4,318.75	Office Staff
						4070 1000	464.00	Insurance
						4120 1000	69.50	Subscriptions
						4080 1000	52.50	IT Software
						4080 1000	33.75	Website & Hosting
						4100 1000	25.00	Printer/Copier
21/07/2025	Liss Parish Council	TFR	5,240.75			4000 1300	3,770.00	Office Staff
						4000 1300	1,283.75	Grounds Staff
						4070 1300	25.00	Insurance
						4120 1300	69.50	Subscriptions
						4080 1300	52.50	IT Software
						4080 1300	33.75	Website & Hosting
						4100 1300	6.25	Printer/Copier
21/07/2025	Liss Parish Council	TFR	6,621.75			4000 1100	4,557.00	Office Staff
						4000 1100	1,316.75	Grounds Staff
						4070 1100	567.25	Insurance
						4120 1100	69.50	Subscriptions
						4080 1100	52.50	IT Software
						4080 1100	33.75	Website & Hosting
						4100 1100	25.00	Printer/Copier
21/07/2025	Liss Parish Council	TFR	20.56			4175 1100	20.56	Door Stoppers & Coat Hooks
21/07/2025	Liss Parish Council	TFR	240.00			4246 1300	240.00	Himalayan Balsam Treatment May
21/07/2025	Liss Parish Council	TFR	898.16			4175 1300	786.58	Lower Green Shed Roof 1
						4175 1300	111.58	Lower Green Shed Roof 2
23/07/2025	Liss Parish Council	TFR	625.50			4120 1100	208.50	Subscriptions
						4120 1000	208.50	Subscriptions
						4120 1300	208.50	Subscriptions
23/07/2025	Liss Parish Council	TFR	2,863.25			4070 1100	1,396.25	Insurance
						4070 1000	1,392.00	Insurance
						4070 1300	75.00	Insurance
28/07/2025	Veolia ES (UK) Ltd	DD	72.11		12.02	4250 1100	60.09	Waste Disposal Pavilion

Subtotal Carried Forward:

27,096.97

0.00

741.11

26,355.86

Treasurer Account 00257581

Payments made between 01/06/2025 and 30/09/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
28/07/2025	British Gas BGL553145	DD	137.86		6.56	4155 1100	131.30	Electricity Supply Pavilion
28/07/2025	Liss Parish Council	TFR	218.30			4250 1100	152.52	Waste Disposal Pavilion March
						4250 1100	65.78	Waste Disposal Pavilion April
31/07/2025	SSE Energy Solutions	DD	116.08		5.53	4150 1100	110.55	Gas Supply Pavilion
31/07/2025	Screwfix Direct Ltd	FPO	23.11		3.85	5000 1300	19.26	Goldscrew 4x50mm LG Shed Roof
31/07/2025	Travis Perkins	FPO	667.01		111.17	5000 1300	555.84	Hardwood Plywood LG Shed Roof
31/07/2025	Travis Perkins	FPO	115.13		19.19	5000 1300	95.94	Membrane for LG Shed Roof
31/07/2025	Cladco	FPO	879.03		146.50	5000 1300	732.53	Roof Sheets for LG Shed
04/08/2025	British Gas BGL553157	DD	95.36		4.54	4155 1100	90.82	Pavilion Electricity Supply
07/08/2025	U-DO-DIY	FPO	90.19		15.03	4190 1000	7.00	Cleaning Materials
						4190 1100	3.60	Cleaning Materials
						4190 1300	64.56	Cleaning Materials
07/08/2025	Hampshire Grounds Ltd	FPO	453.60		75.60	4235 1100	378.00	Grass Cutting West Liss
07/08/2025	Lightatouch	FPO	250.00			4115 1000	250.00	Charity Accounts Audit 24/25
11/08/2025	British Telecom	DD	310.22		51.70	4075 1000	129.26	Telephone & Internet VH & PV
						4075 1100	129.26	Telephone & Internet VH & PV
11/08/2025	Southern Plumbing & Heating	FPO	96.00		16.00	4195 1000	80.00	Hot Water Cylinder Service
18/08/2025	Lloyds Bank	PAY	8.50			4166 1000	2.83	Bank Charges August
						4166 1100	2.83	Bank Charges August
						4166 1300	2.84	Bank Charges August
19/08/2025	British Gas 600237357	DD	44.03		2.09	4150 1000	41.94	Gas Supply Village Hall
19/08/2025	Castle Water Kelseys	DD	45.86			4160 1300	45.86	Kelseys Water Supply
19/08/2025	Castle Water Mitchells	DD	61.43			4160 1300	61.43	Water Supply Mitchells
20/08/2025	Castle Water Pavilion	DD	13.17			4160 1100	13.17	Water Supply Pavilion
20/08/2025	Castle Water Fernhills	DD	23.92			4160 1300	23.92	Water Supply Fernhills
20/08/2025	Business Stream 2962726	DD	75.60			4160 1000	75.60	Waste Water Village Hall

Subtotal Carried Forward:

30,821.37

0.00

1,198.87

29,622.50

Treasurer Account 00257581

Payments made between 01/06/2025 and 30/09/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
20/08/2025	Eleanor Phillips	FPO	76.00			1602 1100	76.00	Refund Hall Hire LPV270
27/08/2025	British Gas BGL553145	DD	138.42		6.59	4155 1000	131.83	Electricity Village Hall
27/08/2025	Aegis Alarms Ltd	FPO	652.80		108.80	4195 1100	544.00	Annual Alarm Maintenance Pav
27/08/2025	PBA Consulting Solutions	FPO	288.00		48.00	4246 1300	240.00	Himalayan Balsam Removal
27/08/2025	Travis Perkins	FPO	372.13		62.02	5000 1300	310.11	Pipe Bracket & Shoe LG Shed
27/08/2025	Hampshire County Council	FPO	34.13		5.69	4190 1100	28.44	Cleaning Materials Pavilion
27/08/2025	Stiles & Co Ltd	FPO	4,140.00		690.00	5000 1000	1,725.00	Condition Surveys VH & Office
						5000 1100	1,725.00	Condition Survey Pavilion
27/08/2025	C J Hampshire	FPO	124.76		20.79	4195 1000	103.97	C J Hampshire - Payment Error
28/08/2025	Veolia ES (UK) Ltd	DD	115.84		19.31	4250 1100	96.53	Waste Disposal Pavilion
28/08/2025	Hampshire County Council	FPO	124.76		20.79	4190 1000	103.97	Cleaning Supplies Village Hall
30/08/2025	Stephen Lawrence	FPO	60.00			1603 1100	60.00	Refund Pitch Hire LPV267-268
30/08/2025	Stephen Lawrence	FPO	-60.00			1603 1100	-60.00	LPV267-268
31/08/2025	The Antiques Collective	FPO	134.00			1602 1100	134.00	Refund Hall Hire LPV271
02/09/2025	Amazon EU S.a.r.L.	BACS	53.99		9.00	4240 1100	44.99	White Lining Paint West Liss
02/09/2025	British Gas BGL553157	DD	97.14		4.62	4155 1100	92.52	British Gas BGL553157
02/09/2025	Timpson Ltd	DEB	15.00		2.50	4186 1100	12.50	3 External Store Keys Pavilion
03/09/2025	Boyd Sport & Play Limited	DEB	100.80		16.80	4240 1100	84.00	White Lining Paint West Liss
04/09/2025	Castle Water Pavilion	DD	13.17			4160 1100	13.17	Pavilion Water Supply
04/09/2025	TJ Waste Ltd	DEB	0.01			1600 1300	0.01	Allotment Skip
05/09/2025	Amazon EU S.a.r.L.	DEB	9.99		1.67	4175 1100	8.32	2 Childs Plastic Foot Stools
05/09/2025	TJ Waste Ltd	DEB	343.13		57.19	1600 1300	285.94	Allotment Skip Hire
08/09/2025	British Gas 600237357	DD	23.59		1.12	4150 1000	22.47	Village Hall Gas Supply
09/09/2025	British Telecom	DD	298.44		49.74	4075 1000	124.35	Telephone & Broadband VH
						4075 1100	124.35	Telephone & Broadband PAV

Subtotal Carried Forward:

37,977.47

0.00

2,323.50

35,653.97

Treasurer Account 00257581

Payments made between 01/06/2025 and 30/09/2025

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
09/09/2025	2 U Tyres Ltd	DEB	18.00		3.00	4240 1100	15.00	White Lining Inner Tube
09/09/2025	Hampshire Grounds Ltd	FPO	302.40		50.40	4235 1100	252.00	Grass Cutting West Liss
09/09/2025	PBA Consulting Solutions	FPO	288.00		48.00	4246 1300	240.00	Treat Himalayan Balsam August
09/09/2025	U-DO-DIY	FPO	18.52		3.09	4175 1000	15.43	Washers, Bolts & Gloves
11/09/2025	Amazon EU S.a.r.L.	DEB	6.64		1.11	4195 1000	5.53	Burns & Scalds Dressings
11/09/2025	Stephen Lawrence	FPO	60.00			1603 1100	60.00	LPV267-268 Refund Pitch Hire
16/09/2025	Lloyds Bank	FPO	8.50			4166 1000	2.83	Lloyds Bank
						4166 1100	2.83	Lloyds Bank
						4166 1300	2.84	Lloyds Bank
17/09/2025	Castle Water Kelseys	DD	43.66			4160 1300	43.66	Kelseys Water Supply
18/09/2025	Castle Water Mitchells	DD	10.97			4160 1300	10.97	Mitchells Water Supply
18/09/2025	Castle Water Fernhills	DD	21.72			4160 1300	21.72	Fernhills Water Supply
23/09/2025	Business Stream 2962726	DD	53.05			4160 1100	53.05	Waste Water Pavilion
23/09/2025	The Play Inspection Company	FPO	90.00		15.00	4230 1000	75.00	Annual Inspection West Liss
25/09/2025	Liss Parish Council	TFR	5,240.75			4000 1300	3,770.00	Office Staff
						4000 1300	1,283.75	Grounds Staff
						4000 1300	25.00	Insurance
						4000 1300	69.50	Subscriptions
						4000 1300	52.50	IT Software
						4000 1300	33.75	Website & Hosting
						4000 1300	6.25	Printer/Copier
25/09/2025	Liss Parish Council	TFR	2,386.25			4000 1000	-2,134.75	Caretaker Staff
						4005 1000	-442.50	Caretaker Pension
						4000 1000	4,318.75	Office Staff
						4070 1000	464.00	Insurance
						4120 1000	69.50	Subscriptions
						4080 1000	52.50	IT Software
						4080 1000	33.75	Website & Hosting
						4100 1000	25.00	Printer/Copier
26/09/2025	Cladco	DEB	142.08		23.68	5000 1300	118.40	Roof Sheets & Fixings LG Shed
29/09/2025	Veolia ES (UK) Ltd	DD	100.86		16.81	4250 1100	84.05	Waste Disposal West Liss
29/09/2025	British Gas BGL553145	DD	144.64		6.89	4155 1000	137.75	Electricity Supply VH
Subtotal Carried Forward:			46,913.51	0.00	2,491.48		44,422.03	

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>	
29/09/2025	Liss Parish Council	TFR	6,621.75			4000 1100	4,557.00	Office Staff	
						4000 1100	1,316.75	Grounds Staff	
						4070 1100	567.25	Insurance	
						4120 1100	69.50	Subscriptions	
						4080 1100	52.50	IT Software	
						4080 1100	33.75	Website & Hosting	
						4100 1100	25.00	Printer/Copier	
29/09/2025	Liss Parish Council	TFR	5,082.75			4000 1000	4,148.00	Caretaker Staff	
						4005 1000	934.75	Caretaker Pension	
29/09/2025	Liss Parish Council	TFR	1,317.50			4000 1100	1,317.50	Caretaker Staff	
Total Payments:			59,935.51	0.00	2,491.48		57,444.03		



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

31 July 2025

The Parish Clerk
Liss Parish Council
The Council Room
Liss Village Hall
Hill Brow Road
Liss
GU33 7LA
Dear Sarah

**Internal Audit Letter Report
Liss Parish Council – Charity Accounts 2024-2025**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, considering public sector internal auditing standards or guidance.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Internal Auditor's Report on the 2024-2025 Annual Governance and Accounts Return.

This states that the Council will need to demonstrate that it discharged its responsibilities for Charitable fund(s)/assets, including financial reporting and, if required, independent examination or audit.

We are bound by the ethical guidelines of the Association of Accounting Technicians (AAT). We confirm that we are independent of the Council.

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

.....

- ‘Governance and Accountability for Local Councils – A Practitioners’ Guide (England)’ March 2024
- The Accounts and Audit (England) Regulations 2015 (as amended).

This internal audit for 2024-2025 has checked that the Parish Council adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance is maintained for the year ended 31 March 2025.

This is the final audit review in 2023-2024 to check that the Councils Charity Accounts adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

The Parish Clerk and Responsible Finance Officer has also provided back-up information for the period April 2024 to March 2025 and end of year details from the EBS Omega software to support the current governance and financial management of the Charity accounts for the Council.

As we also carried out interim internal audit visits through 2024-2025 and are also using the information already recorded to assess the control operating by the Council for these accounts.

A series of independent audit tests was undertaken using the various financial records, vouchers, documents, Minutes, the previous audit report to ascertain the efficiency and effectiveness of the Council’s internal controls.

As part of this Internal Audit Review, we checked:

Charities Bank Accounts

- the Parish Council have the following bank accounts:

Lloyds Treasurers (Charities Account) Account Number 00257581

Lloyds Business Bank Instant (Liss PC Charities) Account 00270588.

- the Bank Reconciliations at 31 March 2025 were re-performed, and no errors were noted.

Financial Statements 2024-2025

A statement is made to agree that these Accounts give a true and fair view of the Financial Statements for 2024-2025.

Conclusion

We are pleased to report that the various transactional elements of the Parish Council Charities Accounts are of a good standard for the Parish Council.

This letter report should be noted and taken to the next meeting of the Parish Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Report Letter should also be minuted by the Parish Council.

Yours sincerely,

Tim Light FMAAT, Internal Auditor

Time 11:07

Council Detail Report 07/10/2025

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
1000 Village Hall						
1080 Bank Interest	78	0	(78)			0.0%
1601 Village Hall Rent	5,743	15,000	9,257			38.3%
1610 LPC Grant	24,741	24,741	0			100.0%
Subtotal	30,562	39,741	9,179	0	0	76.9%
1100 West Liss Recreation Ground						
1080 Bank Interest	78	0	(78)			0.0%
1602 Pavilion Rent	13,400	21,850	8,450			61.3%
1603 West Liss Pitch & Changing	395	1,000	605			39.5%
1605 Inpost Income	250	1,000	750			25.0%
1606 Food Vans	443	1,000	558			44.3%
1610 LPC Grant	22,486	22,486	0			100.0%
1999 Other Income	150	150	(0)			100.2%
Subtotal	37,201	47,486	10,285	0	0	78.3%
1300 Allotments						
1080 Bank Interest	89	0	(89)			0.0%
1600 Allotment Rent	227	5,000	4,773			4.5%
1610 LPC Grant	18,053	18,053	0			100.0%
1999 Other Income	27	0	(27)			0.0%
Subtotal	18,396	23,053	4,657	0	0	79.8%
TOTAL INCOME	86,159	110,280	24,121	0	0	78.1%

EXPENDITURE

1000 Village Hall						
4000 Staff Salary	25,328	25,328	0		0	100.0%
4005 Pensions	1,969	1,969	0		0	100.0%
4070 Insurance	2,320	1,856	(464)		(464)	125.0%
4075 Telephone & Internet	477	0	(477)		(477)	0.0%
4080 IT Software & Support	173	210	38		38	82.1%
4090 Stationery	0	50	50		50	0.0%
4100 Printer/copier	50	100	50		50	50.0%
4106 Office IT equipment	0	135	135		135	0.0%
4115 Audit	250	250	0		0	100.0%
4120 Subscriptions	348	278	(70)		(70)	125.0%
4145 Council Tax & licences	60	160	100		100	37.4%
4150 Gas	697	1,500	803		803	46.5%
4155 Electricity	857	2,250	1,394		1,394	38.1%
4160 Water - supply & waste	76	125	49		49	60.5%
4166 Bank Charges	20	0	(20)		(20)	0.0%
4170 Fire safety	0	380	380		380	0.0%
4175 Building Maintenance	805	3,500	2,695		2,695	23.0%
4180 Feminine Hygiene Costs	359	350	(9)		(9)	102.5%
4190 Cleaning Materials	306	200	(106)		(106)	152.9%
4195 Other Servicing	86	1,000	914		914	8.6%

Continued over page

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4230 Playground Inspection	75	0	(75)		(75)	0.0%
4245 Other Grounds Costs	47	100	53		53	47.3%
5000 Spending from reserves	1,725	0	(1,725)		(1,725)	0.0%
Subtotal	36,026	39,741	3,715	0	3,715	90.7%
1100 West Liss Recreation Ground						
4000 Staff Salary	28,765	28,765	0		0	100.0%
4070 Insurance	2,531	2,269	(262)		(262)	111.5%
4075 Telephone & Internet	477	850	373		373	56.1%
4080 IT Software & Support	173	210	38		38	82.1%
4090 Stationery	0	50	50		50	0.0%
4100 Printer/copier	50	100	50		50	50.0%
4106 Office IT equipment	0	135	135		135	0.0%
4115 Audit	0	250	250		250	0.0%
4120 Subscriptions	522	278	(244)		(244)	187.8%
4135 CCTV Maintenance	0	100	100		100	0.0%
4136 Alarm Maintenance	0	200	200		200	0.0%
4145 Council Tax & licences	461	310	(151)		(151)	148.7%
4150 Gas	741	2,100	1,359		1,359	35.3%
4155 Electricity	749	2,500	1,751		1,751	29.9%
4160 Water - supply & waste	127	150	23		23	84.9%
4165 Do not use	0	1,500	1,500		1,500	0.0%
4166 Bank Charges	20	0	(20)		(20)	0.0%
4170 Fire safety	0	380	380		380	0.0%
4175 Building Maintenance	414	1,500	1,086		1,086	27.6%
4180 Feminine Hygiene Costs	0	350	350		350	0.0%
4186 Key Cutting	20	0	(20)		(20)	0.0%
4190 Cleaning Materials	140	500	360		360	28.1%
4195 Other Servicing	544	1,000	456		456	54.4%
4200 Equipment Repairs & Servicing	0	450	450		450	0.0%
4230 Playground Inspection	0	65	65		65	0.0%
4235 Grass Cutting	1,386	3,024	1,638		1,638	45.8%
4240 Pitch Related Costs	99	350	251		251	28.3%
4245 Other Grounds Costs	39	100	61		61	38.9%
4250 Waste Disposal	569	0	(569)		(569)	0.0%
5000 Spending from reserves	1,725	0	(1,725)		(1,725)	0.0%
Subtotal	39,552	47,486	7,934	0	7,934	83.3%
1200 No longer in use						
4250 Waste Disposal	57	0	(57)		(57)	0.0%
Subtotal	57	0	(57)	0	(57)	0.0%
1300 Allotments						
4000 Staff Salary	15,080	15,080	0		0	100.0%
4005 Pensions	5,135	5,135	0		0	100.0%
4070 Insurance	100	100	0		0	100.0%
4080 IT Software & Support	86	210	124		124	41.1%
4090 Stationery	0	50	50		50	0.0%
4100 Printer/copier	6	25	19		19	25.0%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4106 Office IT equipment	0	135	135		135	0.0%
4115 Audit	0	50	50		50	0.0%
4120 Subscriptions	278	278	0		0	100.0%
4160 Water - supply & waste	(367)	1,000	1,367		1,367	(36.7%)
4166 Bank Charges	20	0	(20)		(20)	0.0%
4175 Building Maintenance	2,098	0	(2,098)		(2,098)	0.0%
4190 Cleaning Materials	52	0	(52)		(52)	0.0%
4245 Other Grounds Costs	37	100	63		63	37.4%
4246 Himalayan Balsam Removal	960	0	(960)		(960)	0.0%
4255 Tree Sugery	0	500	500		500	0.0%
4260 Hedge Cutting	0	390	390		390	0.0%
5000 Spending from reserves	1,832	0	(1,832)		(1,832)	0.0%
Subtotal	25,318	23,053	(2,265)	0	(2,265)	109.8%
TOTAL EXPENDITURE	100,952	110,280	9,328	0	9,328	91.5%
Total Income	86,159	110,280	24,121			78.1%
Total Expenditure	100,952	110,280	9,328	0	9,328	91.5%
Net Income over Expenditure	(14,793)	0	14,793			
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	(14,793)	0	14,793			