

# **COUNTY COUNCILLOR REPORT TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS**

**1 FEBRUARY 2026**

1. Highways maintenance update

I am acutely aware that the state of our roads is bad at the moment, and that residents are upset by it. I drive to various places in my car every day and so I share the frustration. I wish to assure you that the problems we are seeing are not the result of a lack of focus by Hampshire County Council. The main culprits are: increasingly extreme weather, heavier vehicles and rampant materials inflation over the last five years. Of course, the funding crisis in local government caused by escalating care costs and escalating special educational needs costs has played a key part. We are 100% reliant on the Highways funding we get from central Government, which is totally inadequate. The experts tell us that it would cost £600m a year properly to restore and maintain Hampshire's roads. Yet we are actually in receipt of just £60m per year in Hampshire.

Since Christmas, wintry and wet weather has hit our highway network particularly hard. The impacts of regular freeze-thaw cycles and persistent rain have accelerated road deterioration, leading to a significant surge in pothole reports and repair requests. This level of degradation leads to weakened road surfaces and the failure of the underlying layers. To tackle the damage and spike in demand, the Highways Team, working closely with our contractor M Group, have successfully secured extra supply-chain resources - and they have managed this despite a significant rise in demand for frontline resources nationally from other highway authorities.

Highways have extra Jet/Dragon Patchers already out on the Hampshire network with more due soon. In addition, extra carriageway patching gangs started on 12 January, and more are expected to join by the end of this month. Further resource increases are likely over the coming weeks. However, their work has been hampered by ongoing heavy rain and low temperatures. You cannot repair potholes when the road surface temperature is below 8 degrees or when it is raining heavily. We need to hope for a clear fortnight for the teams to really get a grip on it.

While dealing with potholes will remain the main focus over the coming months, the winter weather is also placing pressure on other parts of the network, especially drainage assets. To help manage the increase in flooding, there are also additional jetting machines available to respond to issues related to piped drainage systems. A team is also available to tackle other localised flooding problems. In addition, an extra white-lining team is now on the network addressing small, localised sites where markings have deteriorated.

In light of the increased demand, it is inevitable that some reported defects will need to be temporarily infilled to ensure road safety. Whilst permanent first-time repairs are always preferred, the level of demand is currently so high across Hampshire that infill repairs will need to be considered as a quick-fix for safety reasons while longer term permanent repairs are scheduled. Nobody likes infill repairs because they sometimes fail within days. But I trust the Highways engineers when they say that this is the best way to maintain safety for road users. They are the experts.

In summary, we are doing everything we can to bring our highways back to a safe and acceptable state as swiftly as possible. I appreciate your patience and I would be very grateful for your help with explaining the situation to residents.

## 2. May 2026 elections.

As you know, Hampshire County Council refused to request a delay to elections despite pressure from Ministers to do so. I am proud of our principled stance. Thankfully, the Government has not imposed a delay on Hampshire so the May elections are proceeding.

Town and Parish Councils may wish to consider organising village hustings for candidates in April so that residents can hear directly from the candidates. This can be an important and helpful part of local democracy.

## 3. County Councillor grants

I wish to draw attention to a change to the rules around County Councillor grants to Parish Councils. Recently, a grant which I had approved to Ropley PC was caught by this rule and rejected by officers. This was vexing for me and even more vexing for Ropley PC.

The rule quoted at me by the Grants Team was this one:

*iv) Grants will continue to be available for Parish Councils, however grants should not support normal business operation or projects that can be revenue funded (including through precepts) or funded through alternative sources like the Community Infrastructure Levy.*

Please could I ask Town and Parish Councils to be mindful of this constraint when making applications in the future. We may need to check with the Grants team in advance which I can always do.

## 4. New Partnership Management Plan for South Downs National Park

The SDNPA have published their new 5-year management plan covering the period 2026-2031. This is a key document for the National Park and is a requirement of the National Parks legislation. I was interested to note a shift towards nature recovery which I think is welcome.

A range of ambitious targets have been agreed, including increasing tree canopy and woodland cover by 4,200 football pitches (2,625 hectares) by 2031 to help store carbon, soak up water and create vital new havens for wildlife.

A goal of restoring or creating more than 3,300 hectares of wildlife-rich habitats by 2031 has been agreed – an area the size of Worthing or Hayling Island. These new havens are outside current protected nature sites and will help significantly boost regional biodiversity in the long-term and increase resilience to higher temperatures and flooding.

Meanwhile, a key goal is that all water bodies in the National Park achieve “high” or “good” status by the end of 2027. It comes after a major study last year showed that most bodies of water are failing to meet good ecological standards.

The Plan also commits to engaging with 2,500 schools, inside and outside the National Park, and delivering 500 nature-based activity sessions for young people. I do not think any of us would argue with that one.

The plan is for the whole National Park and it can only be delivered in partnership with farmers, landowners, local authorities, the health sector, water companies, businesses, schools, charities and communities. There is an important role for Parish Councils in identifying areas for nature recovery and getting plans in place for designating those areas and restoring them through planting and other measures.

You can read the full plan at this link:

<https://partnership-management-plan.southdowns.gov.uk/>

**RUSSELL OPPENHEIMER**

**County Councillor for Petersfield Hangers**

## Treasurers Acc. 00110939

## Payments made between 01/12/2025 and 31/01/2026

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
04/12/2025	Cloudy IT	DD	72.00		12.00	4080 150	60.00	Rilatas Cloud License - Dec.
04/12/2025	Amazon	DEBIT CARD	3.99		0.67	4090 150	3.32	Wall Planner
09/12/2025	U-Do DIY	BACS	6.51		1.08	4245 200	5.43	Grounds Supplies
09/12/2025	Liss Mens Shed	BACS	50.00			6150 700	50.00	Standpipe Cover - RW
						363	-50.00	Standpipe Cover - RW
						6000 700	50.00	Standpipe Cover - RW
09/12/2025	Hampshire Grounds Limited	BACS	444.00		74.00	4235 200	370.00	Grass Cutting NC/LF/MR - Nov.
09/12/2025	Liss Garden Machinery	BACS	2,640.00		440.00	6150 700	2,200.00	Brush Cutter (RW Vol.)
						335	-2,200.00	Brush Cutter (RW Vol.)
						6000 700	2,200.00	Brush Cutter (RW Vol.)
09/12/2025	Lightatouch	BACS	650.00			4115 150	650.00	Interim Internal Audit 25/26
09/12/2025	Newman Collard	BACS	2,750.00			6150 700	2,750.00	MUGA Fees
						359	-2,750.00	MUGA Fees
						6000 700	2,750.00	MUGA Fees
09/12/2025	Tesco	DEBIT CARD	0.75		0.12	4091 150	0.63	Cleaning Supplies
09/12/2025	Tesco	DEBIT CARD	2.90			4055 150	2.90	Office Supplies
09/12/2025	Screwfix	DEBIT CARD	79.99		13.33	4205 200	66.66	Angle Grinder
11/12/2025	ICO Membership	DD	47.00			4120 150	47.00	ICO Annual Fee 2026
12/12/2025	Public Works Loan Board	BACS	5,943.88			6005 600	5,943.88	Loan Repayment
12/12/2025	Landall	DD	47.92		7.99	4100 150	39.93	Copier Use - October
16/12/2025	LLOYDS BANK	BACS	8.50			4009 150	8.50	Bank Charges
16/12/2025	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office
18/12/2025	The Play Inspection Company	BACS	450.00		75.00	4230 200	375.00	Operation Inspection
18/12/2025	Katrina Burns	BACS	18.00			4055 150	18.00	Expenses
18/12/2025	The Play Inspection Company	BACS	-450.00		-75.00	4230 200	-375.00	Cancel entry
18/12/2025	The Play Inspection Company	BACS	360.00		60.00	4230 200	300.00	Operation Inspection
18/12/2025	Sage	DD	20.40		3.40	4080 150	17.00	Payroll Software - Dec.
18/12/2025	Amazon	DEBIT CARD	25.00			4055 150	25.00	Credit for stationery budget
18/12/2025	Amazon	DEBIT CARD	25.00			4065 150	25.00	Staff Xmas Gifts
18/12/2025	Amazon	DEBIT CARD	175.00			4065 150	175.00	Staff Xmas Gifts
23/12/2025	Tesco	DEBIT CARD	2.20		0.37	4091 150	1.83	Cleaning Consumables

Subtotal Carried Forward:

13,374.24

0.00

612.96

12,761.28

## Treasurers Acc. 00110939

## Payments made between 01/12/2025 and 31/01/2026

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction
29/12/2025	Veolia ES (UK) Limited	DD	160.56		26.76	4250 200	133.80	NC Collection - November
31/12/2025	Salaries	BACS	8,426.22			4000 150	8,426.22	Salaries - December
31/12/2025	Salaries	BACS	2,644.40			4000 150	2,644.40	Salaries - December
31/12/2025	Hampshire Pension	BACS	2,698.10			4005 150	2,698.10	Salaries - December
06/01/2026	Landall	DD	47.92		7.99	4100 150	39.93	Copier/Printer Use - Nov 25
07/01/2026	Cloudy IT	DD	72.00		12.00	4080 150	60.00	Rialtas Cloud License - Jan 26
08/01/2026	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office
08/01/2026	B&M	DEBIT CARD	20.00		3.33	6150 700	16.67	Christmas Tree Baubles
						329	-16.67	Christmas Tree Baubles
						6000 700	16.67	Christmas Tree Baubles
12/01/2026	Hampshire Grounds Limited	BACS	210.00		35.00	4235 200	175.00	NC Pitch Cut
12/01/2026	U-Do DIY	BACS	112.20		18.70	4245 200	93.50	Grounds Supplies
12/01/2026	Amazon	DEBIT CARD	23.49		3.92	4205 200	19.57	Pipe Cutter
12/01/2026	Amazon	DEBIT CARD	-23.49		-3.92	4205 200	-19.57	Reverse entry
12/01/2026	Amazon	DEBIT CARD	21.14		3.53	4205 200	17.61	Pipe Cutter
12/01/2026	Amazon	DEBIT CARD	-21.14		-3.52	4205 200	-17.62	Reverse entry
12/01/2026	Amazon	DEBIT CARD	21.13		3.52	4205 200	17.61	Pipe Cutter
13/01/2026	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office
15/01/2026	Charities	BACS	1,076.75			4070 150	464.00	Cross charges final adjustment
						4070 150	261.75	Cross charges final adjustment
						4080 150	175.50	Cross charges final adjustment
						4080 150	175.50	Cross charges final adjustment
15/01/2026	Green Globe Solar	BACS	5,286.00		881.00	6150 700	4,405.00	Pavilion Solar Deposit
						385	-4,405.00	Pavilion Solar Deposit
						6000 700	4,405.00	Pavilion Solar Deposit
15/01/2026	Charities	BACS	1,076.75			4070 150	725.75	Q4 final adjustments
						4080 150	351.00	Q4 final adjustments
15/01/2026	Charities	BACS	802.11			4075 150	802.11	Phone/ Internet Refund
15/01/2026	Charities	BACS	-1,076.75			4070 150	-725.75	Reverse entry
						4080 150	-351.00	Reverse entry

Subtotal Carried Forward:

34,954.03

0.00

1,601.27

33,352.76

Date: 10/02/2026

## Liss Parish Council Current Year

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Time: 16:50

## Cashbook 1

User: SARAH

## Treasurers Acc. 00110939

Payments made between 01/12/2025 and 31/01/2026

## 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>
15/01/2026	Screwfix	DEBIT CARD	64.84		10.81	6150 700	54.03	Allotment Supplies
						363	-54.03	Allotment Supplies
						6000 700	54.03	Allotment Supplies
16/01/2026	Sage	DD	20.40		3.40	4080 150	17.00	Payroll Software - Jan 26
19/01/2026	Asda	BACS	90.30		15.05	4215 200	75.25	Fuel for LR
19/01/2026	LLOYDS BANK	BACS	8.50			4009 150	8.50	Bank Charges
19/01/2026	Amazon	DEBIT CARD	11.98		2.00	4245 200	9.98	WD40
19/01/2026	Amazon	DEBIT CARD	4.21		0.70	4090 150	3.51	Printer Ink - SS
21/01/2026	Frank P Matthews	DEBIT CARD	36.24		2.50	4245 200	33.74	Replacement Apple Tree
22/01/2026	DRB Contractors	BACS	1,800.00		300.00	6150 700	994.10	RW Path Works
						377	-994.10	RW Path Works
						6000 700	994.10	RW Path Works
						4245 200	505.90	RW Path Works
22/01/2026	HALC	BACS	107.00		17.83	4060 150	89.17	Training - HM
22/01/2026	JRB Enterprise Ltd.	BACS	578.40		96.40	4245 200	482.00	Dog Waste Bags
22/01/2026	Rebecca Lawrence	BACS	1.20			4055 150	1.20	Expenses
27/01/2026	Tesco	DEBIT CARD	1.20			4055 150	1.20	Milk for Office
27/01/2026	Amazon	DEBIT CARD	14.99		2.50	4245 200	12.49	Sandbags
27/01/2026	BUS Instant 07410075	Top Up	20,000.00			205	20,000.00	Top Up
28/01/2026	Salaries	BACS	8,369.25			4000 150	8,369.25	January 26 Salaries
28/01/2026	HMRC	BACS	2,686.86			4000 150	2,686.86	January 26 Salaries
28/01/2026	Salaries	BACS	2,710.90			4005 150	2,710.90	January 26 Pension Cont.
28/01/2026	Veolia ES (UK) Limited	DD	221.26		36.88	4250 200	184.38	NC Waste - Dec. 25
29/01/2026	McAfee	DEBIT CARD	58.49			4080 150	58.49	2 Year Subscription
Total Payments:			71,740.05	0.00	2,089.34		69,650.71	

Nominal Ledger Analysis								
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 09/12/2025	20,000.00						
Top Up	BUS Instant 07410075	20,000.00			205		20,000.00	Top Up
	Banked 18/12/2025	90.00						
	Veolia	90.00		15.00	4230	200	75.00	Correction
	Banked 18/12/2025	-90.00						
	Veolia	-90.00		-15.00	4230	200	-75.00	Cancel entry
	Banked 05/01/2026	20,000.00						
Top Up	BUS Instant 07410075	20,000.00			205		20,000.00	Top Up
	Banked 21/01/2026	30.00						
	Resident FW	30.00			4245	200	30.00	Donation for Apple Tree
	Banked 27/01/2026	20,000.00						
Top Up	BUS Instant 07410075	20,000.00			205		20,000.00	Top Up
	Banked 27/01/2026	20,000.00						
Topup	BUS Instant 07410075	20,000.00			205		20,000.00	Cancel transfer
Total Receipts:		80,030.00	0.00	0.00			80,030.00	

Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction
09/12/2025	Treasurers Acc. 00110939	Top Up	20,000.00			200	20,000.00 Top Up
05/01/2026	Treasurers Acc. 00110939	Top Up	20,000.00			200	20,000.00 Top Up
27/01/2026	Treasurers Acc. 00110939	Top Up	20,000.00			200	20,000.00 Top Up
27/01/2026	Treasurers Acc. 00110939	Topup	20,000.00			200	20,000.00 Cancel transfer
Total Payments:			80,000.00	0.00	0.00		80,000.00



Nominal Ledger Analysis								
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 02/12/2025	1,635.99						
	CCLA	1,635.99			1081	100	1,635.99	November Dividends
	Banked 08/12/2025	2,000.00						
	East Hants District Council	2,000.00			1079 335 6001	100	2,000.00 2,000.00 -2,000.00	DC Grant for RW Vol. DC Grant for RW Vol. DC Grant for RW Vol.
	Banked 09/12/2025	120.41						
	Lloyds Bank	120.41			1080	100	120.41	Bank Interest
	Banked 12/12/2025	3.50						
	Resident	3.50			1999	100	3.50	Walks Leaflet Pack
	Banked 05/01/2026	1,658.53						
	CCLA	1,658.53			1081	100	1,658.53	CCLA Dividends - Dec. 25
	Banked 09/01/2026	116.54						
	Lloyds Bank	116.54			1080	100	116.54	Bank Interest
	Banked 15/01/2026	242.50						
	Charities	242.50			4100 4100 4100 4080	150	50.00 50.00 18.75 123.75	Cross charges final Cross charges final Cross charges final Cross charges final
	Banked 15/01/2026	242.50						
	Charities	242.50			4100 4080	150	118.75 123.75	Q4 final adjustments Q4 final adjustments
	Banked 15/01/2026	-242.50						
	Charities	-242.50			4100 4080	150	-118.75 -123.75	Correct double entry Correct double entry
	Banked 22/01/2026	2,929.16						
	HMRC	2,929.16			105		2,929.16	Q3 VAT Return
	Banked 27/01/2026	20,000.00						
	Top Up Treasurers Acc. 00110939	20,000.00			200		20,000.00	Top Up
Total Receipts:		28,706.63	0.00	0.00			28,706.63	

**LPC CIL RECEIVED**

<b><u>YEAR</u></b>	<b><u>AMOUNT</u></b>	<b><u>TOTAL TO DATE</u></b>
<b>18-19</b>	6,281.18	6,281.18
<b>19-20</b>	5,033.48	11,314.66
<b>20-21</b>	162,171.53	173,486.19
<b>21-22</b>	193,604.68	367,090.87
<b>22-23</b>	50,914.98	418,005.85
<b>23-24</b>	10,744.42	428,750.27
<b>24-25</b>	0.00	428,750.27
<b>25-26(1)</b>	4,387.28	433,137.55
<b>25-26(2)</b>	<b>39,037.78</b>	<b>472,175.33</b>

<b>TOTAL RECEIVED:</b>	<b>£472,175.33</b>
<b>TOTAL ALLOCATED:</b>	<b>£431,719.72</b>
<b><u>TOTAL REMAINING:</u></b>	<b><u>£40,455.61</u></b>

## Financial Risk Assessment for Liss Parish Council 2026

No.	Internal Control Tests	Findings
<b>1</b>	<b>Proper Bookkeeping</b>	
1.1	Is the cashbook maintained and up to date? Format used?	Rialtas Omega accounting software is used for cashbook entries. The correct coding is applied for income and expenditure and is up to date.
1.2	Is the cashbook arithmetically correct?	The correctness of the cash book is proven by regular bank reconciliations.
1.3	Is the cashbook regularly balanced?	At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.  Quarterly review of budget to actual, with notes on any variances, is reported to the Council's Finance Committee.
<b>2a</b>	<b>Standing Orders and Financial Regulations</b>	
2.1	Has the Council formally adopted standing orders and financial regulations, & dates approved?	Standing Orders were updated and approved by full Council on 19 <sup>th</sup> May 2025. Financial Regulations were updated and approved by full Council on 19 <sup>th</sup> May 2025 and are based on the NALC Model Financial Regulations dated March 2025. Both Standing Orders and Financial Regulations are reviewed for consideration in each new Council year and will be considered again at the annual meeting of Council in May 2026.
2.2	Has an RFO been appointed with specific duties noted in both contract & Fin. Regs?	Yes - an RFO has been appointed and the RFO and the specific duties and levels of responsibility are included within the Financial Regulations.
2.3	Have items or services above a de minimis amount been competitively purchased?	There is an emergency limit of £2,000 and the large contracts are subject to normal tendering arrangements.
<b>2b</b>	<b>Payments Controls</b>	
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	All expenditure is supported by proper vouchers, which are checked for accuracy (including VAT) and fully cross-referenced by voucher number to the cashbook. Payments are checked and authorised by two councillors. Payments are made electronically by bank transfer. The electronic payments

## Financial Risk Assessment for Liss Parish Council 2026

		are set up by an officer (usually the Clerk/RFO) and then checked and released by another officer (usually the Assistant Clerk or Admin Officer). Three officers and the Chair of Finance have access to the bank to enable payments to be made during absences.). Cheques are no longer used.
2.5	Has VAT on payments been identified, recorded and reclaimed? Frequency, & refunds into which A/c?	Proper VAT vouchers are retained, and VAT is reclaimed quarterly using the HMRC online facility.
2.6	Is s137 expenditure separately recorded and within statutory limits?	Section 137 payments (when utilised) are coded separately in the cashbook, with details shown in Year-end accounts.
<b>3</b>	<b>Risk Management Arrangements</b>	
3.1	Internal auditor scans the minutes to identify any unusual financial activity, projects, event etc.?	The minutes of the various committees will recommend action regarding income and expenditure, and these will then be confirmed by the Full Council monthly unless the expenditure is within the committee's agreed budget.
3.2	Do the minutes record the Council carrying out any annual risk assessments? Play areas/BMX/Skateparks regularity of checks & documentation?	The Facilities and Charities Committees note reports of the annual and quarterly inspections which are conducted by The Play Inspection Company Ltd. As well as tree inspections. Other risk assessments are carried out in line with the Health & Safety Policy approved by Council on 18 <sup>th</sup> December 2023.
3.3	Is insurance cover appropriate and adequate? Policy nos. & broker/company? FG cover level correct?	Insurance cover is held with Zurich (policy no YYL272006-9713) on a standard Local Council policy basis. The current policy is dated until 7.6.2026. Fidelity guarantee cover is held at £100,000. Public Liability cover is £10m. The insurance cover is subject to constant review as and when required and is approved by Council on an annual basis.
3.4	Are internal financial controls documented and reviewed regularly?	This financial risk assessment is updated annually.
<b>4</b>	<b>Budgetary Controls</b>	
4.1	Has the Council prepared an annual budget in support of its precept? Council minute & date?	The annual budget in support of its precept request is prepared each October/November and presented to the Finance Committee for consideration. This is then ratified at Full Council. For the 2026/27 financial year this was approved by Council on 15th December 2025 (minute reference 166/25).
4.2	Is actual expenditure against the budget regularly reported to the Council, examined for consistency &	The RFO formally presents a quarterly budget update summary (with detailed Income and Expenditure) to the Finance Committee under delegated

## Financial Risk Assessment for Liss Parish Council 2026

	minuted?	arrangements. This is minuted and the minutes are presented to Council for noting.
4.3	Are there any significant and unexplained variances on budget?	The RFO will detail and explain any major variances, with any suggestions for transfer between budget heads, to each quarterly meeting.
<b>5</b>	<b>Income Controls</b>	
5.1	Is income properly recorded and promptly banked? Yearly review of scale of fees?	Receipts are issued for any cash income (which is generally avoided) and for all rental and allotment income when requested. Invoices for lettings are raised monthly. When invoices are paid the invoice is moved into the paid file. A debtor and creditor report will be produced by the RFO at least quarterly and any unpaid invoices then chased for payment by the Assistant Clerk. Income is cross-referenced by invoice number in the ledger. Other receipts come from grants, bank interest, allotment fees. A yearly review of fees is undertaken as part of the budget setting process and approved by the Charities Committee under delegated arrangements.
5.2	Does the precept recorded in the cashbook agree to the DC's notification?	The two precept receipts for April and October are noted in the cashbook.
5.3	Are security controls over cash adequate and effective?	Payment is encouraged primarily by bank transfer and cash receipts are now very rare (and small) and banked immediately on receipt. Signage states that no cash is kept on the premises. The whole Parish Office is alarmed with passive, infrared sensors, which are linked to a security company for alarm call outs.
<b>6</b>	<b>Petty Cash Procedures</b>	Petty cash is no longer used.
6.1	Is all petty cash spent noted in book / sheets with pro forma &/or voucher to support, esp. those with VAT? Imprest basis used?	/
6.2	Is petty cash reported to each Council meeting?	/
6.3	Is petty cash reimbursement carried out regularly?	/
<b>7</b>	<b>Payroll Controls</b>	
7.1	Do staff salaries/wages paid agree with those	All staff are on Local Government Pay Scales relevant to their positions.

## Financial Risk Assessment for Liss Parish Council 2026

	approved & minuted by the Council (delegated to Staff Committee) & what is review frequency?	Staff annual reviews take place annually and sufficient staff budget provision is allocated. To ensure Sage payroll and the agreed pay rates match all one member of the Staff Committee will under a quarterly check.
7.2	Are other payments to the officers reasonable and approved by the Council?	There are few receipted expenses paid to officers separately to the monthly salary payment. These are subject to the payment authorisation process outlined at 2.4.
7.3	Have PAYE/NIC/Pensions been properly operated by Council as an employer? Payment frequencies/method?	The RFO uses Sage payroll tools to calculate all salaries and wages including PAYE/NIC/Pension Contributions. The RFO prepares the monthly payroll run. Payments are then made by bank transfer from the Current Account direct to staff. PAYE/NIC/Pension Contributions paid by BACS to HMRC by bank transfer.
<b>8</b>	<b>Assets Controls</b>	
8.1	Does Council keep an asset register of all assets owned incl. Serial nos.? Annual physical check noted?	A full asset register is maintained showing location, cost, the year of purchase and insurance value.
8.2	Are the Asset/Investments registers up to date incl. disposals? Note all Investments held with a/c nos.	The asset register is maintained on a regular basis as required for purchases and disposals and approved by Council annually. The Insurance cover is updated regularly as items are purchased and at renewal as at 3.3 and approved by Council annually.
8.3	Do asset insurance valuations agree with those in the asset register?	Insurance valuations are prepared on an individual equipment basis and grouped for inclusion within the statement of accounts each year. An annual inventory check of assets is carried out and the asset register updated as necessary.
<b>9</b>	<b>Bank Reconciliation</b>	
9.1	Is there a Bank reconciliation for each account held?	Yes – These are carried out by the RFO/Clerk or Assistant Clerk for each bank account held and amounts cross-checked by the Chair of the Finance Committee.
9.2	Are Bank reconciliations conducted on receipt of statements & with what frequency?	Yes - Monthly bank reconciliations of the accounts are prepared when the bank statements are received, or online statements produced.
9.3	Are there any unexplained balancing entries in any	No - Signed/dated, monthly reconciliations are held within the computer

## Financial Risk Assessment for Liss Parish Council 2026

	reconciliation?	system, with an annual printout at year-end, which is also signed and dated.
<b>10</b>	<b>Year-end Procedures</b>	
10.1	Are Year-end, final accounts prepared on a Receipts and Payments or Income and Expenditure basis?	Receipts and payments basis.
10.2	Do the accounts agree with the cashbook codings?	The final accounts are agreed by the Internal Auditor with the analysed cashbook and Trial Balance confirming balances held.
10.3	Is there an audit trail from underlying financial records to the accounts, for both receipts & payments?	An income and expenditure report is agreed by Finance Committee and year end, at year-end, grouping items for the statement of accounts. Audit trail information already detailed above, refer to 2.4 and 5.1.
10.4	Where appropriate, have debtors and creditors been properly recorded? Are year-end, General & Earmarked reserves held at reasonable levels?	Full summary analysis of debtors and creditors is prepared with the trial balance figures, with attached outstanding invoices held with Year-end documentation. General Reserves and Earmarked Reserves are reviewed regularly by Finance Committee.
<b>11.</b>	<b>Review</b>	
11.1	Is there an established process for the review of this document	Review of the Financial Risk Assessment is specified as an annual responsibility under the Terms of Reference for the Finance Committee which then makes recommendations for approval to full Council.

***Reviewed by Finance Committee on 2<sup>nd</sup> February 2026 and approved by Liss Parish Council on 16<sup>th</sup> February 2026.***

**To be reviewed annually.**

### **LPC Action Plan 26/27**

**Budgetary provision and public consultation:** This document sets out the various actions contained within the LPC Action Plan 2026/27 and sets out corresponding budgetary provision and details of public consultation which helped to inform the actions.

**Managing risk:** The majority of projects included on the Action Plan for 26/27 have budget provision in place and do not require external funding. Those projects which do require external funding are flagged as such. External sources of investment, including SDNPA CIL will be sought to reduce the financial burden to LPC where possible. Risk to public money is managed by adhering to LPC Financial Regulations.

**Delivery timeframe:** Committees/ Project Leads will set their own timeframes for milestones in project delivery. All actions to be completed within the financial year 2026/27, unless stated/ongoing. A mid-year review will be carried out in November 2026.

<b>LPC ACTION PLAN 26/27</b>	<b>BUDGET/FUNDING</b>	<b>CONSULTATION</b>	<b>UPDATE</b>
<b>Ongoing actions</b>			
Maintain, improve and promote the use of recreation grounds, open spaces and the Village Hall and Liss Pavilion.  Maximise income through increased rental from hirers, InPost and food vans.	Adequate budget provision for staffing and delivery. Specific budget provision for buildings maintenance, play equipment repairs and inspection, grounds costs etc. Sums ringfenced in reserves for future buildings and grounds projects.	<a href="#">Recreation Strategy - April 2022 - Liss Parish Council</a>	
Comment on all planning applications which fall within or impact on the Parish.	Adequate budget provision for staffing and delivery.		
Represent the views and promote the interests of the parish of Liss, particularly in relation to East Hampshire District Council, the South Downs National Park Authority, Hampshire County Council and local government re-organisation.	Adequate budget provision for staffing and delivery.		
Engage with the community, including parishioners, local businesses, community groups and organisations in Liss, including by maintaining an up-to-date website and social media presence in the village, in line with the Community Engagement Policy.	Adequate budget provision for staffing and delivery.		



Listen, investigate and respond to issues identified by the parish of Liss and, if appropriate, to signpost to the correct person/ organisation for resolution/ further progression.	Adequate budget provision for staffing and delivery.		
Work with and support local groups for the improvement of the facilities, environment and social and economic wellbeing in the community.	Adequate budget provision for staffing and delivery. LPC in-year grants pot to support local groups.		
Deliver speedy and transparent decisions through full meetings of the Council, supported by appropriate committees and working groups.	Adequate budget provision for staffing and supporting decision making by Council.		
Maintain good financial practices, ensuring transparency and value for money.	Adequate budget provision for staffing and delivery.		
Identify and secure sources of funding to advance LPC priorities.	Adequate budget provision for staffing and delivery.		
Promote training and induction and ongoing support for members of staff and councillors.	Adequate budget provision for staffing and delivery. Training budget in place.		
Maintain good governance, including adhering to relevant benchmarks to achieve Gold Status of the Local Council Award Scheme.	Adequate budget provision for staffing and delivery.		
Fulfil responsibilities as Sole Trustee to three Charities: (West) Liss Recreation Ground (Charity number 301871), Village Hall; (Charity number 301872) and Parish Allotments (Charity number 237190).	Adequate budget provision for staffing and delivery as Sole Trustee to the three charities.		
Compile, review and update LPC policies as and when necessary, and in line with legislative requirements.	Adequate budget provision for staffing and delivery.		

Key projects			
<b>Highways Priorities</b> <ul style="list-style-type: none"> <li>- Explore options for highways improvements in particular on Andlers Ash Road and Forest Road.</li> <li>- Secure a replacement speed indicator device and implement a deployment schedule.</li> </ul>	Adequate budget provision for staffing and supporting project delivery. Make use of the Community Funded Initiatives Scheme (*HCC) and other external funds for delivery as the detail of schemes are developed.		
<b>Facilities priorities</b> <u>Recreation</u> <ul style="list-style-type: none"> <li>- Installation of table tennis tables at Newman Collard and Liss Forest.</li> </ul> <u>Environmental</u> Contribute to nature recovery through green space projects to enhance biodiversity and protect the environment, to include the following: <ul style="list-style-type: none"> <li>- The installation of 27 bird and 15 bat boxes across LPC managed sites.</li> <li>- Commence clearance works to the woodland to the rear of Liss Forest Recreation Ground.</li> <li>- Work with EHDC under license to enable the Riverside Walk volunteer group to assist with the general management of the Riverside Walk.</li> </ul>	Adequate budget provision for staffing and supporting project delivery. Funds allocated in budget and reserves ringfenced for grounds projects as well as more specific projects such as allotment improvement works. Funds allocated to deliver table tennis at Newman Collard and Liss Forest. EHDC Councillor grant funding received for 'wildlife' hotels. Use of local volunteers.		
<b>Charities priorities</b> <u>Buildings</u> <ul style="list-style-type: none"> <li>- Complete all 'urgent' works to the Village Hall and Pavilion in line with the Building Condition Surveys carried out in September 2025. Start work on 'necessary' areas.</li> <li>- Carry out re-decoration of interior of Pavilion</li> <li>- Consider further works to work towards achieving Net Zero in the Village Hall and Pavilion, improving the quality and performance of the buildings by making them</li> </ul>	Adequate budget provision for staffing and supporting project delivery. LPC CIL funds ringfenced for environmental improvement projects. Focus Green grant awarded for energy efficiency survey. HCC Parish & Town Council Investment Fund sums awarded for energy efficiency measures.		

<ul style="list-style-type: none"> <li>- more energy efficient and environmentally friendly, e.g. through glazing improvements.</li> </ul> <p><u>Allotments</u></p> <ul style="list-style-type: none"> <li>- Continue the improvement programme to enhance the allotment sites by re-marking plots at Kelseys and Lower Green.</li> </ul> <p><u>Governance</u></p> <ul style="list-style-type: none"> <li>- Supplementary governing documents to be agreed with the Charity Commission.</li> </ul> <p><u>Environmental</u></p> <p>Contribute to nature recovery through green space projects to enhance biodiversity and protect the environment, to include:</p> <ul style="list-style-type: none"> <li>- The move towards rewilding Fernhills East allotment site and returning Princes Bridge allotment site to wetland.</li> </ul>			
<p><b>Village Centre enhancement</b></p> <ul style="list-style-type: none"> <li>- Consult on options for enhancement of the village centre with Hampshire County Council, East Hampshire District Council and the South Downs National Park Authority.</li> <li>- Pursue funding for the railway platform extension.</li> </ul>	<p>Adequate budget provision for staffing and supporting project delivery. LPC CIL funds ringfenced for village centre improvement project to provide match funding for grant applications. Some S106 funds awarded. Additional and significant external funding will be required for delivery.</p>	<p><a href="#">Liss Village Centre Master Plan - Liss Parish Council</a></p>	

**Liss Parish Council**  
**Fixed Asset Register - February 2026**

	<u>Year</u>	<u>Book Value</u>	<u>Insurance Value</u>	<u>Location</u>	<u>Notes</u>
<u>Motor Vehicles</u>					
Land Rover	14/15	12324	15000	NC	
<b>Total</b>		<b>12324</b>	<b>15000</b>		
<u>Grounds Equipment</u>					
Lawnflite Chipper	14/15	2088.93	3019.93	Pavilion	
Trailer		1140	1648.07	NC	
Honda push mower	13/14	1083		NC	Both mowers covered together.
Honda push mower	17/18	1349	5450.7	NC	
Water bowser	21/22	997	1331.35	VH	
<u>Misc tools &amp; equipment, inc.:</u>			6419.64		Items in category covered together
Line marking equipment	12/13	403		Pavilion	
Stihl hedgetrimmer short reach	15/16	173		NC	
Stihl pruner	15/16	138		NC	
Stihl trimmer attachment	15/16	187		NC	
STIHL Hedgetrimmer	21/22	193.75		NC	
STIHL 12" Chainsaw	21/22	143.75		NC	
Honda strimmer & brushcutter	24/25	1519		NC	
<b>Total</b>		<b>9415.43</b>	<b>17869.69</b>		
<u>IT Equipment, inc.:</u>					
<u>General computer and office equipment</u>			6901.73		
Laptop screen (Assistant Clerk)	19/20	100		Office	
HP tower and monitor	19/20	541.62		Office	
Monitor screen/TV	18/19	400		VH	
Office Alarm system	17/18	1108		Office	
CCTV computer & recording system		1000	1460.7	Office	TV audio-visual & photo equip.
Photocopier (Ricoh IM C2000)	22/23	2563	3391.13	Office	
Dell laptop x 4	24/25	2322	3322	Home/Office	Laptops insured together
<b>Total</b>		<b>8034.62</b>	<b>8173.83</b>		
<u>Play Equipment Installations</u>					
Newman Collard (Fenced and older children's area)	16/17	129780	187620.07		
3 Cell meeting point		6167.14	8915.69		
Sportswall (NC)	21/22	6180			Covered under general play provision cover.
Moveable goals (NC)	21/22	2266			
Moveable goals (LF)	21/22	2266			
Fixed goals (LF)			6300		NC and LF goals insured together.
Liss Forest (Fenced play area)	24/25	83,995	88,194.75		
Basketball goal and petanque fencing (LF)			2968.17		
Riverside Walk Activity Trail	19/20	4139	5983.67		
Trim Trail (Mill Road)	21/22	4500	6132.11		
Elwood Seat x 5 (Mill Road)	21/22	3228	4398.7		
Underground Tunnel (Mill Road)	21/22	1120	1525.49		
<b>Total</b>		<b>243641.14</b>	<b>312038.65</b>		
<u>External CCTV &amp; Security Equipment (exc. Pavilion)</u>					
Cameras & transmitters - 7	15/16	3500			
Additional transmitters	12/13	1145.13			
Additional camera & receiver	15/16	1145.13			
<b>Total</b>		<b>5790.26</b>	<b>8370.86</b>		
<u>Other Assets</u>					
Village Hall Notice Board	10/11	886.94	1282.24		
Village Centre Public Notice Board	21/22	660	899.38		

Gas beacon	15/16	299	407.44	
Litter bins			1759.2	
Cardiff Bin - 2 at Mill Road,	20/21	1872	1275.49	
RW rail platform		1	0	
Oak bus shelter, Mill Road		4730.31	6327.31	
Oak bus shelter, Village Hall		9006.48	13020.46	
Timber bus shelter, Forest Road (Ev. Church)		4376.71	6026.01	
Rail Fencing - Mosaic	2001/02	1596.48	2307.99	
Mosaic	2001/02	20378.14	29460.21	
Mosaic orientation board	2001/02	486.04	702.66	
Benches, seats and picnic tables		7,000	7,718	
Cast iron finger post signs		1393.07	2013.94	
Newman Collard gates		44378.51	64157.03	
Silver award cup		1427.38	2063.53	
Civic regalia		831.34	1201.86	
Painting		1	3591.92	
Gateways - Forest Road, Liss Forest	22/23	3387		
Gateways - West Liss x 2	22/23	5230		
Gateways - Farnham Road, West Liss x2	22/23	4976		
Gateways - Princes Bridge	22/23	2872		
Gateways - School Area, Hill Brow Road x2	22/23	4976		
Gateways - Hill Brow Road/ B2070 London Road x2	22/23	5024	35013.2	Insured together
Liss Forest Notice Board	22/23	660	735	
Mobile Speed Indicator Sign	24/25	4204	4204	Various
Mill Road signage and watering station	24/25	650	707.48	
Riverside Rangers Tools			3000	
<b>Total</b>		<b>131303.4</b>	<b>187873.85</b>	
<u>Land</u>				
HP538411 Newman Collard (area by pond)		1		
SH59729 Newman Collard Teenage Area		1		
SH16215 Liss Forest Recreation Ground		1		
SH47199 Riverside Walk		1		
<b>Total</b>		<b>4</b>	<b>0</b>	
<b><u>Total Liss Parish Council Assets</u></b>		<b><u>410512.85</u></b>	<b><u>549326.88</u></b>	

Approved annually by Council on xxx  
Updated periodically throughout the year as required.





## Charities (x3)

## Fixed Asset Register - February 2026

	<u>Year</u>	<u>Book Value</u>	<u>Insurance Value</u>	<u>Notes</u>
<b><u>Liss Village Hall (301872)</u></b>				
Liss Village Hall & Office - Buildings		1	1,389,150	Gift in 1901. Last valued 2022.
<u>VH &amp; Office Fixtures &amp; Fittings, inc.:</u>			40967.17	General contents cover.
Planning TV etc.			6901.73	Office & computer equipment.
12 Aluminium tables		1324.49	1533.74	TV & audi-visual equipment.
80 stacking chairs & trolley	14/15	5066.86		
Roller blinds	14/15	500		
Stage curtains	16/17	908		
Electric roller shutter	14/15	2068	2774.97	
Sound system	22/23	2,490	2625	
<b>Total (Charity 301872)</b>		<b>12358.35</b>	<b>1443952.61</b>	
<b><u>West Liss Recreation Ground (301871)</u></b>				
SH26287 West Liss Recreation Ground - Land		1		
Liss Pavilion (301871)		672900	1,124,550	Last valued 2022.
<u>Pavilion Fixtures &amp; Fittings, inc.:</u>			43370.33	General contents cover.
LGTV	18/19	717.5	949.25	TV and audio-visual cover.
19 Tables and trolley	18/19	1306		
90 banqueting chairs and 2 trollies	18/19	5100		
Cooker	18/19	1373		
Dishwasher	18/19	1380		
Microwave	18/19	240		
Fridge	18/19	250		
Blinds	18/19	1073		
Boot scraper	18/19	214	291.62	
Noticeboard	18/19		466.04	
<u>Recreation assets</u>				
Fenced play area	22/23	76000	84000	
Full Size Goal Posts	16/17	1668.6		
Moveable goals	21/22	2266	7167.75	Goals insured together
Pump track	23/24	85000	93712.5	
Pump track signage	23/34	954	1051.79	
Benches x 5	23/24	1300	1433.25	
Bins x 5		2500	2756.25	
CCTV for Pavilion, pump track and play area	23/24	5175	5705.44	
Outdoor exercise equipment - Elliptical Trainer	23/24	0	1653.75	
Outdoor exercise equipment - Pendum Twister	23/24	0	1653.75	
Table tennis	24/25	5550	5827.5	
<b>Total (301871)</b>		<b>864968.1</b>	<b>1374589.22</b>	
<b><u>Allotment Assets (237190)</u></b>				
Lower Green shed			5000	
General fencing and gates				
Water tanks and pumping system	2010	1774	2564.43	
<b><u>Allotment Land (237190)</u></b>				
SH26288 Mitchells Allotments		1		
SH28825 Kelseys Allotments		1		
SH28833 Fernhills Allotments		1		



SH28838 Lower Green Allotments	1	
SH28840 Princes Bridge Allotments	1	
<b>Total (Charity 237190)</b>	<b>1779</b>	<b>2564.43</b>

Approved annually by Liss Parish Council as Sole Trustee on xx  
Updated periodically through the year as required.

Mrs Sarah Smith  
Liss Parish Council  
Council Room,  
Liss Village Hall  
Hill Brow Road  
Liss  
Hampshire  
GU33 7LA

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272006-9713
Insured	Liss Parish Council
Business	Parish / Town Council
Period of Insurance	
From	13 <sup>th</sup> February 2026
To	06 <sup>th</sup> June 2026
and any other period for which cover has been agreed.	
Adjustment Premium	£ 0.00

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	167197323
Long term agreement active until	07 <sup>th</sup> June 2026
Preparation Date	13 <sup>th</sup> February 2026
Prepared by	Ms Penny Burnett
Policy Form Reference	MLAACH09

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material damage

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Liss Village Hall & Council Room, Address, Liss, Hampshire, GU33 7LA	£1,389,150.00	N/A	£0.00	£40,967.17	£6,901.73	£1,533.74	£0.00	£0.00	£0.00
2. Liss Pavilion, Station Road, Liss, Hampshire, GU33 7AJ, United Kingdom, Address, Liss Pavilion, Station Road, Liss, Hampshire, GU33 7AJ	£1,124,550.00	N/A	£0.00	£43,370.33	£0.00	£949.25	£0.00	£0.00	£0.00

**For Premises: 1, 2**

**Insured Perils applicable to Material Damage: 1-16**

#### Excesses Applicable to Premises 1 & 2

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

**Part B – Business interruption**

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	N/A		N/A		£6,000	12

**For Premises: 1, 2****Insured Perils applicable to Business Interruption: 1-16****Operative Endorsements:**

None

## Part C – All risks

### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Oak Bus Shelter, Mill Road	£6,838.51	£100
Notice board, Village Hall	£1,282.24	£100
Allotment Water Tank & Pumping System	£2,564.43	£100
CCTV Equipment external	£8,370.86	£100
Oak Bus Shelter - Village Hall	£13,020.46	£100
Rail Fencing at Millennium Mosaic	£2,307.99	£100
3 x Cell Meeting Point Seating	£8,915.69	£100
Mosaic at Newman Collard	£29,460.21	£100
Benches, seats and picnic tables	£7,717.50	£100
Orientation Board Newman Collard	£702.66	£100
Litter bins	£1,759.20	£100
Cast Iron Finger Post Signs	£2,013.94	£100
Timber Framed Bus Shelter Forest Road	£6,327.31	£100
Fenced Play Areas with play equipment, safety surfacing & fencing at West Liss	£84,000.00	£100
Newman Collard Gates	£64,157.03	£100
Sterling Silver Award Cup	£2,063.53	£100
Trailer	£1,648.07	£100
70 litre watering machine/ bowser	£1,331.35	£100
Civic Regalia	£1,201.86	£100
Pink Dawn Liss Forest Painting	£3,591.92	£100
Play Equipment at Newman Collard includes safety surfacing and fencing.	£187,620.07	£100
Public Sound System	£2,625.00	£100
Electronic Roller/Shutter - Village Hall	£2,774.97	£100
Lawnflite Chipper/Shredder	£3,019.93	£100
Notice Board in Liss Forest	£735.00	£100
Miscellaneous garden equipment	£6,419.64	£100

4 x Dell laptop	£3,322.20	£100
Riverside walk Activity Trail	£5,983.67	£100
Ricoh IM C2000 Photocopier	£3,391.13	£100
Goal posts - Newman Collard and Liss Forest	£6,300.00	£100
Elwood Seat x 5 - Mill Road Community Garden	£4,398.70	£100
Underground Tunnel - Mill Road Community Garden	£1,525.49	£100
Cardiff Bin x 2 - Mil Road Community Garden	£1,275.49	£100
Trim Trail - Mill Road Community Garden	£6,132.11	£100
Goal posts - West Liss	£7,167.75	£100
Honda Mower x2	£5,450.76	£100
boot scraper (Pavilion)	£291.62	£100
gas beacon	£407.44	£100
public noticeboard	£899.38	£100
Pavilion Noticeboard	£466.04	£100
Basketball goal and petanque terrain/fencing	£2,968.17	£100
Village Gateways	£35,013.20	£100
Mill Road Signage and watering station	£707.48	£100
Pump Track	£93,712.50	£100
CCTV (Pavilion, Pump Track & West Liss Play Area)	£5,705.44	£100
Signage (Pump Track)	£1,051.79	£100
Speed Indicator Device	£4,204.00	£100
Benches at West Liss x 5	£1,433.25	£100
Bins at West Liss x 5	£2,756.25	£100
Outdoor exercise equipment - Pendulum Twister (West Liss)	£1,653.75	£100
Outdoor exercise equipment - Elliptical Trainer (West Liss)	£1,653.75	£100
Liss Forest Fenced Play Area	£88,194.75	£100
Table Tennis Table	£5,827.50	£100
Riverside Walk Tool Shed Contents	£3,000.00	£100
Lower Green Allotment Shed	£5,000.00	£100

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)



## Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>member</b> or <b>employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>member</b> or <b>employee</b>	£250
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>member</b> or <b>employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

### Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

**Part E – Public liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements: None**

**Part F – Hirers' liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

None

**Part G – Employers liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None

**Part H – Libel and slander****Sum Insured**

£250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

## Part N – Fidelity guarantee

**Persons Guaranteed:**  
All **members** and **employees**

**Sum Guaranteed**  
£500,000

**Excess:** £100 each and every loss

## Operative Endorsements:

None

## Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
B	<b>member</b>	Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
C	<b>volunteer</b>	Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>
D	key personnel as follows:  TBA	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£75,000.00	£75,000.00	£75,000.00	£100,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£75,000.00	£75,000.00	£75,000.00	£100,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£75,000.00	£75,000.00	£75,000.00	£100,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£75,000.00	£75,000.00	£75,000.00	£100,000

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000	£75,000	£75,000	£75,000
7. Quadriplegia	£125,000	£125,000	£125,000	£125,000
8. Temporary Total Disablement	£300.00 per week	£300.00 per week	£300.00 per week	£500 per week for up to 10 weeks and £100 per week thereafter
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
<b>Operative endorsements</b>				
<b>Endorsement title:</b>	<b>Endorsement wording:</b>			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the <b>insurer</b> will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			
2	Key Personnel Cover Extension.  The following activities are excluded:  a) motor cycling b) racing of any kind other than on foot c) winter sports other than skiing or snowboarding in the United Kingdom on a dry ski slope or within a snow dome, skating or curling d) aerial pursuits including but not limited to ballooning, bungee-jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending e) jet skiing or white water rafting f) mountaineering or rock climbing using ropes or guides g) hiking, trekking or mountaineering above 3,000 metres h) caving using caving equipment i) diving using external breathing apparatus			

**Part P – Legal expenses****Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Inoperative
5. Debt Recovery	Inoperative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

**Limit of Indemnity:** £200,000

**Operative Endorsements: None**

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.



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## **LISS PARISH COUNCIL**

### **Policy on the Appointment of Freeman/Freewomen**

#### **1. Purpose**

This policy sets out the criteria and procedures for appointing individuals as Honorary Freeman/Freewomen of Liss, in recognition of exceptional service or contributions to the Parish.

#### **2. Legal Basis**

This policy is adopted under the powers granted by Section 249 of the Local Government Act 1972, which allows parish councils to:

- Admit to the status of Honorary Freeman/Freewoman of the area.

As per Section 249(1) and 249(5) of the Act:

*"A resolution to admit a person as an honorary freeman shall be passed by not less than three-quarters of the members of the council who are present at a meeting of the council specially convened for the purpose."*

#### **3. Definitions**

- Honorary Freeman/Freewoman: An individual (not necessarily a former councillor) recognised for exceptional contributions to the Parish of Liss.

*Note: Nominees must be living at the time of nomination and conferment. The Council will not bestow this honour posthumously.*

#### **4. Eligibility**

##### **4.1. Honorary Freeman/Freewoman**

- Open to any living individual (resident or non-resident) who has made an exceptional and long-standing contribution to the life or wellbeing of the Parish.
- Contributions may include, but are not limited to: community service, voluntary work, cultural or civic leadership, or philanthropy.

#### **5. Nomination Process**

- Nominations may be submitted by any serving councillor, in writing, to the Clerk.
- Each nomination must include:
  - Full name and contact details of the nominee.
  - A written statement outlining the achievements or service meriting the honour.
  - The signatures of at least two serving councillors in support.
- The Clerk will review nominations and refer them to a Full Council meeting specially convened for the purpose.

#### **6. Decision and Conferment**

- The resolution to confer an honorary title must be considered at a specially convened meeting of Full Council, with the intention of conferring such honours clearly stated on the agenda.
- As required by Section 249 of the Local Government Act 1972, the resolution must be approved by not less than three-quarters (75%) of the councillors present.

- Upon approval, the honorary title will be conferred at a formal civic ceremony, and the recipient will be presented with a certificate of honour and, if appropriate, a commemorative scroll or insignia.

## **7. Privileges and Recognition**

While honorary titles carry no legal rights or powers, recipients may:

- Be formally recognised at Council meetings and in public records.
- Be invited to civic and ceremonial events hosted by the Council.
- Have their name added to an honours board or published list on the Council's website.
- Be acknowledged at the Annual Parish Meeting or other appropriate occasions.

## **8. Withdrawal of Title**

If a recipient's conduct is found to bring the Council or the honour into disrepute, the Council may consider withdrawing the title. A motion to do so must be passed by a three-quarters majority of members present at a specially convened meeting.

## **9. Review**

This policy will be reviewed every four years, or sooner if there are relevant changes to legislation or guidance.