

HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

Serving the communities of Dibden, Dibden Purlieu and Hythe

DAVID SHIMPE Clerk to the Council

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To:

All Members of the Council
District and County Councillors for the Parish

AGCOU134

31 August 2010

Members of the Council

You are hereby summoned to attend a Meeting of the Council to be held in The Grove, 25 St. John's Street, Hythe on Monday next, 6 September 2010, at 8.00 pm.

Yours faithfully

Clerk to the Council

AGENDA

1. Apologies for absence
2. Discussion with Inspector Langridge from Hythe Police Station.
3. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
4. To consider and approve the Minutes of the Meeting of the Council held on 9 August 2010.
5. Public Forum – up to 15 minutes will be allowed in accordance with Standing Order 17 for the Public Forum.
6. Chairman's Announcements.
7. Reports of the County Councillors on County Council matters concerning the Parish.
8. Reports of District Councillors on District Council matters concerning the Parish.
9. Reports of Representatives on Outside Bodies.
10. Questions to District, County Councillors and representatives on Outside Bodies arising from their reports.
11. Questions under Standing Orders 25 and 26.

12. To receive and adopt the attached Minutes of the following Committee:-
 - a) Planning 9 August 2010
13. Final Accounts 2009/10 – Final Audit.
14. New Forest District Council Transport Schemes – Hythe.
15. Policing in the 21st century: reconnecting police and the people – Consultation document.
16. National Highways and Transport Public Satisfaction Survey.
17. Accounts for Payment.
18. Exclusion of Press and Public.
19. Lease Arrangements – Office Accommodation – The Grove

HYTHE AND DIBDEN PARISH COUNCIL
AGENDA NOTES FOR MEETING OF THE COUNCIL

6 September 2010

Item 13 Final Accounts 2009/10 – Final Audit

The Annual Return for 2009/10 has been approved by the Audit Commission without qualification (copy attached). However the Audit Commission wished to draw attention to the following item –

"The Council must ensure that it formally minutes the decision to self-insure the assets not covered within the main insurance policy. The decision should be reviewed annually at the renewal of the insurance policy."

This will be actioned at the next annual review.

The annual report will now be published.

Members are asked to note Audit Commission comments.

Item 14 New Forest District Council Transport Schemes – Hythe

Attached is an email from the District Council, suggesting amendments to two schemes in Hythe.

Comments are requested by 21 September 2010.

Member's views are requested.

Item 15 Policing in the 21st century – reconnecting police and the people – Consultation document

Attached is a copy of a summary of the above consultation document. The full document can be accessed on the Home Office website at www.homeoffice.gov.uk/police

Comments are requested by 20 September 2010.

Member's views are requested.

Item 16 National Highways and Transport Public Satisfaction Survey

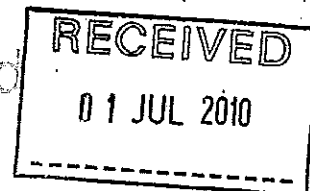
Attached is an email from Hampshire County Council concerning the above survey. The deadline for completion of the survey is 1 October 2010.

Member's views are requested.



Local Councils in England

Annual return for the year ended 31 March 2010



Local councils in England with an annual turnover of £1 million or less must complete an annual return summarising their annual activities at the end of each financial year. In this annual return the term 'local council' means a Parish Meeting or a Parish Council or a Town Council.

The annual return on the following pages is made up of four sections:

- Sections 1 and 2 are to be completed by the person nominated by the local council.
- Section 3 will be completed by the external auditor.
- Section 4 is to be completed by the local council internal audit provider.

Each local council must ensure this annual return is approved no later than 30 June 2010.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Please complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Please send the annual return, together with your bank reconciliation as at 31 March 2010, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

If required, your auditor will identify and ask for any documents needed for audit. Unless requested, please do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1, 2 and 3.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

MC=636539 EXP=641773 FY=1980

Section 1 – Accounting statements for

HYTHE & DIBDEN PARISH COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and details
	31 March 2009	31 March 2010	
1 Balances brought forward	339,191	371,334	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	525,385	548,528	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	103,351	88,011	Total receipts or income as recorded in the cashbook less the - precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	270,006	291,874	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	326,587	349,899	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	371,334	366,100	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	372,617	369,151	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	3,020,896	3,030,759	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES	YES	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

David Schiff

Date 27/05/2010

I confirm that these accounting statements were approved by the council and recorded as minute reference

43/10

Date 14/06/2010

Signed by Chair of the meeting at which these accounting statements were approved.

Nicky

Date 14/06/2010

Section 2 – Annual governance statement

We acknowledge as the members of **HYTHE & DIBDEN PARISH COUNCIL** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2010, that:

	Agreed Yes or No	Yes? means that the council
1 We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the local council and recorded as minute reference

43/10 dated 14/06/2010

Signed on behalf of HYTHE & DIBDEN PARISH COUNCIL

Signed by: Chair [Signature] Date 14/06/2010

Signed by: Clerk [Signature] Date 14/06/2010

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

Section 3 – External auditor’s certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2010 of
Hythe & Dibden Parish Council

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council is also responsible for preparing an annual return which:

- summarises the council accounting records for the year ended 31 March 2010; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor’s report *JA*

~~(Except for the matters reported below)~~* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

Other matters not affecting our opinion which we wish to draw to the attention of the council:

The Council must ensure that it formally minutes the decision to self-insure the assets not covered within the main insurance policy. The decision should be reviewed annually at the renewal of the insurance policy.

External auditor’s signature

Joanna Taylor

External auditor’s name

Joanna Taylor

Date

20 August 2010

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report to

HYPHE and DIBDEN PARISH COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2010.

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

A	Appropriate books of account have been properly kept throughout the year.	YES
B	The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES
C	The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
F	Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	YES
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES
H	Asset and investments registers were complete and accurate and properly maintained.	YES
I	Periodic and year-end bank account reconciliations were properly carried out.	YES
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES I. and E.
K	Trust funds (including charitable) The council has met its responsibilities as a trustee.	YES

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit NIGEL ARCHER, Auditing Solutions Ltd
Signature of person who carried out the internal audit N.J. Archer Date 07/05/10

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

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

Guidance notes on completing the 2010 annual return

- 1 Please make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are approved by the council, properly initialled and an explanation for them is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 2 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it off to the auditor.
- 3 Please do not send the auditor any information not specifically asked for. Doing so is not helpful. You must, however, notify the auditor with details of any change of Clerk or Chair.
- 4 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, please note their value on the bank reconciliation. The auditor should be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide**.
- 5 Please **explain fully** significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The auditor wants to know that **you** understand the reasons for all variances. Please include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 6 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 7 Please make sure that your accounting statements add up! Please ensure that the balance carried forward from the previous year (Box 7 of 2009) equals the balance brought forward in the current year (Box 1 of 2010).
- 8 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.
- 9 Use the *Practitioners' Guide** for guidance. This publication is regularly updated and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines open should you wish to talk through any problem you may encounter.

All sections	All green boxes have been completed?	YES
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	YES
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	YES
	An explanation of significant variations from last year to this year is provided?	YES
	Bank reconciliation as at 31 March 2010 agreed to Box 8?	YES
	An explanation of any difference between Box 7 and Box 8 is provided?	YES
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	YES
Section 2	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 4	All green boxes completed by internal audit and explanations provided?	YES

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

David Shimpe

From: David Stannard [David.Stannard@NFDC.gov.uk]
Sent: 10 August 2010 09:25
To: Hythe and Dibden Parish Council; Cllr Chris Harrison; Cllr Stan Wade; Cllr Maureen McLean; Cllr Maureen Robinson; Cllr Brenda Smith; Cllr Malcolm Wade
Cc: Cllr Chris Treleaven; Nick Hunt
Subject: NFDC Transport Schemes - Hythe

Dear all,

As you will be aware we consulted on the transport schemes across the district earlier this year and a list of schemes to be funded by developers' in conjunction with our transport contributions policy was agreed by the Planning and Transportation Portfolio Holder.

The Portfolio Holder reports stated that the Head of Planning and the Principal Engineer (Transportation), both in consultation with the Portfolio Holder and appropriate HCC officers, be authorised to make minor changes to the proposals. In connection with this we are suggesting making the following amendments to the schemes in Hythe.

HY/T/50 – "Footpath improvements on path between Jones Lane car park and Pylewell Road, running alongside the Working Men's Club: Footpath improvements on Jones Lane and Pylewell Road." It is proposed to remove this scheme as there is currently a satisfactory link to the car park provided at this location.

HY/T/54 – "Provision of footway (310m x 1.8m path) from Claypits Lane to opposite Ashburton Close on northern side of Challenger Way." This scheme was identified within an HCC feasibility report but it is considered to serve no useful purpose by both NFDC and HCC officers, and it would have a negative environmental impact through removal of the grass verge in this location.

If you have any comments on these proposed changes please can you forward them to me by 21st September. Thanks.

Regards

David Stannard
 Planning Policy Officer
 Planning and Transportation

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The police

Policing in the 21st century consultation - reconnecting police and the people

We've launched a consultation paper which outlines new ways to change the face of policing for the better, over the next five years. We'd like you to get involved and have your say.

The consultation paper, 'Policing in the 21st century: reconnecting police and the people', contains proposals for ways to make police in England and Wales more available and responsive, more accountable, more effective, and deliver better value for money.

Comment online now

The consultation is broken into five chapters. You can either download and read the entire [Policing in the 21st century: reconnecting police and the people consultation document](#) and [email us](#) your responses.

Or you can read the [individual chapters](#) and [respond online to the questions immediately](#).

Contents of the consultation

Chapter one: The challenge

The key features of the proposed reforms, include:

- electing policing and crime commissioners to hold police forces to account and strengthen the bond between the police and the public
- a powerful new National Crime Agency to lead the fight against organised crime and strengthen our border security
- greater collaboration between police forces to increase public protection and save money
- phasing out the National Policing Improvement Agency (NPIA)
- cutting bureaucracy, removing restrictive health and safety procedures and freeing up police officers' time
- a clear role for everyone, including members of the public, in cutting crime through beat meetings, neighbourhood watch schemes and voluntary groups.

[Read chapter one - the challenge](#)

Chapter two: Increasing democratic accountability

Police and crime commissioners will be required to ensure that police forces work more efficiently by collaborating with each other across a much wider range of policing functions than at present, to strengthen public protection, but also ensure better value for money. They will ensure that the police are held to account democratically, not bureaucratically by Whitehall. This is the most radical reform in 50 years. We expect the commissioners to be elected for the first time in 2012. There will be much less costly micromanagement and intervention by central government in local policing, in return for much greater responsiveness to the public.

- [Read more about police and crime commissioners](#)
- [Comment online now about increasing democratic accountability \(new window\)](#)

Removing bureaucratic accountability (chapter three)

The strategy also sets out how the government will tackle the bureaucratic burden on police officers by returning more responsibility to the police for charging in minor offences, scrapping unnecessary paperwork like the 'stop' form, and abolishing central targets.

We will also work with the police service and the health and safety executive to strengthen guidance on applying a common sense approach to health and safety. This will include scrutinising procedures that act as a barrier to intervening and recognising those officers who put themselves in harms way.

- [Read more about ending police bureaucracy](#)
- [Comment online now about removing bureaucratic accountability \(new window\)](#)

Chapter four: A national framework for efficient local policing

The policing landscape will be further simplified through the phasing out of the NPIA and clearer roles for Association of Chief Police Officers and Her Majesty's Inspectorate of Constabulary.

A new National Crime Agency will lead the fight against organised crime and help to protect our borders.

- [Read more about the national framework](#)
- [Comment online about supporting local policing nationally \(new window\)](#)

Chapter five: Tackling crime together

The new approach will ensure that everyone has a say in how their area is policed, and that everyone plays their part in cutting crime. This includes more opportunities to get involved in keeping neighbourhoods safe through attending beat meetings and being members of Neighbourhood Watch. It will also provide more opportunities for citizens to volunteer with the police service, and within the wider criminal justice system.

- [Read more about community involvement](#)
- [Comment ave your say on tackling crime together \(new window\)](#)

Police Reform and Social Responsibility Bill

A number of the proposed changes will feature in the Police Reform and Social Responsibility Bill, which will be published in the autumn.

 [SHARE](#) |

David Shimpe

From: Waldron, Jackie [jackie.waldron@hants.gov.uk] on behalf of Strachan, James [James.Strachan@hants.gov.uk]

Sent: 10 August 2010 11:28

To: david.shimpe@btconnect.com

Subject: FW: National Highways and Transport Public Satisfaction Survey

David

Sorry for the delay in responding, I have just returned from leave and seen you email. Please do not hesitate to contact me if you require any further information.

Regards

Jackie

Jackie Waldron

PA to Stephen Williamson & James Strachan

jackie.waldron@hants.gov.uk

Tel: 01962 846125 HPSN 200 6125

Dear Parish Clerk

At Hampshire County Council we are always trying to improve our understanding of residents' views of the services we provide, so that we can make sure they are delivering what local people need. This is particularly true of our highways and transport service, on which Parish Councils are uniquely well placed to advise. Operation 'Restore', our programme to repair the damage to Hampshire's highways caused by the severe winter of 2009-10, has recently commenced and has benefited greatly from Parish Council input.

Recently the County Council has participated in the National Highways and Transport (NHT) Public Satisfaction Survey. This is a standardised survey that asks members of the public across the country exactly the same questions about transport services and the condition of roads in their area, enabling the County Council to compare public satisfaction levels in Hampshire against 94 other authorities. We found last year's results very useful and they helped shape the service we deliver.

For the second year running we are also inviting Parish Councils to complete the 'Public Representative Survey', which is a shorter version of the full NHT survey. I would like to invite your Council, perhaps via the Clerk or Chairman, to complete this survey, which is available online at <http://scorelink.econtrack.co.uk?54f36cddc2e14e74a79a0cadf82b5fea>. The deadline for completion is Friday 1st October.

Last year's survey form was technically unsatisfactory and we submitted a great deal of feedback as to how it could be improved. I am pleased to say that improvements clearly have been made, but if you do come across any problems please let me know.

Thank you for your participation; we really do value your views. I look forward to hearing from you.

Yours sincerely

James Strachan

**HYTHE AND DIBDEN PARISH COUNCIL
COUNCIL MEETING
06 September 2010**

ACCOUNTS FOR PAYMENT

Payments already made, for approval

6150 Holbury Tool Hire Ltd	Safety workwear	150.91
6151 Holbury Tool Hire Ltd	Equipment hire	30.55
6152 Sudbury House Hotel	Hotel re ROSPA course	160.00
6153 Bob's Plumbing & Heating	Repairs	70.50
6154 Hampshire County Council	Stationery	1.35
6155 Waterside Bowls Club	Grant	500.00
6156 Misco	Office equipment	757.82
6158 West Way Nissan	Vehicle parts	401.25
6159 Laserworlds	Stationery	48.18
6160 Brian Davis	Welding	80.00
6161 FH Brundle	Maintenance supplies	114.75
6162 B&Q	Tools	169.92
6163 Longham Garden Machinery	Maintenance supplies	403.02
6164 Hampshire County Council	Kitchen supplies	84.41
6168 Wages & Salaries	August payroll	14,591.15
6169 British Telecom	Clayfields	53.72
6170 Cobra Components	Maintenance supplies	162.62

Sub-total £17,780.15

Payments for approval

6157 Red Chillli Recruitment	Temporary maintenance worker	394.75
6165 Unison	Union subscriptions)
6166 Hampshire County Council	Pension contributions) 9,526.90
6167 H M Revenue & Customs	PAYE/NIC)
6171 Red Chillli Recruitment	Temporary maintenance worker	394.75
6172 Hampshire County Council	Maintenance supplies	44.89
6173 Longham Garden Machinery Ltd	Maintenance supplies	152.53
6174 Southern Water	Clayfields	891.91
6175 Robert Acton	Maintenance equipment	113.97
6176 Newsquest	Papers	7.92
6177 Hampshire County Council	cleaning materials	58.53
6178 PC Building Supplies	Building materials	57.07
6179 Laserworld	printing supplies	46.96
6180 Brian Davis	welding	30.00
6181 Cleansing Service Group	cesspit emptying - the Workshop	145.00
6182 Signs Express	Council Chamber signs	44.53
6183 Southern Electric Gas	Gas usage Parish Hall	11.56

Sub-total £11,921.27

TOTAL £29,701.42