



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

AGCOU167

4 April 2013

Members of the Council

You are hereby summoned to attend the Meeting of the Council to be held in The Grove, 25 St. John's Street, Hythe on Wednesday next, 10 April 2013, at 8.00 pm.

Yours faithfully

Clerk to the Council

AGENDA

1. Apologies for absence.
2. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
3. To consider and approve the Minutes of the Meeting of the Council held on 13 March 2013.
4. Discussion with Sergeant Jones – Hythe and Dibden Safer Neighbourhood Team.
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 Committees: -
 - a) Planning 13 March 2013
13. Annual Review of Business Risks and Insurance.
14. - No Cycling - Hythe High Street.
15. Proposed Installation of Dog Bin at Partridge Close.
16. Notes of the Parish Meeting held on 27 March 2013.
17. Accounts for payment.

HYTHE AND DIBDEN PARISH COUNCIL

COUNCIL MEETING 10 APRIL 2013

AGENDA NOTES

Item 13 Annual Review of Business Risks and Insurance

Financial regulations require that the Council's risk management and subsequent insurance cover are reviewed on an annual basis.

Business Risks

Attached is an updated schedule of risks showing action taken to mitigate them, future actions and review dates.

In the light of the financial changes the government has introduced in respect of precept setting and grants for Town and Parish Councils two new risk areas have been added at number 2 and 3. Both these risks have a high probability and could have a significant impact on the Council.

Members are asked to review the schedule and to add, delete, amend as necessary and to agree the schedule.

Insurance

Attached is the schedule of insurance which is due for renewal in July 2013.

The Council confirmed last year to continue with the self insurance of play equipment.

Members are asked to review and agree the schedule of insurance and to continue with the self insurance of play equipment.

Item 14 No Cycling – Hythe High Street

Attached is an email from NFDC concerning the amendment of the 'No Cycling' restrictions in the High Street and the moving of the cycle stands from outside Waitrose.

Members' views are requested.

Item 15 Request for Dog Bins and General Waste Litter Bin Lodge Drive

A member of the public has requested that both a dog bin and a general waste bin be installed on the woodland footpath connecting Lodge Drive and Partridge Road. The bins would be sited at the Lodge Drive entrance to the footpath.

Due to the location identified the most suitable type of litter bin would be a post mounted plastic bin with a lid. This type of bin is constructed from tough durable materials that are able to withstand harsh weather conditions and the stress of everyday use.

The cost to purchase and install a Super Trimline 50HSL on a post is £145.00, this bin would be emptied by the Parish Council maintenance team as part of their routine litter collection duties.

The initial cost of the dog bin is £489.00 purchased from New Forest District Council. New Forest District Council currently empty all the Parish Council dog bins under contract, to add the additional bin to the contract would cost £323.10 per year.

Members' views are requested.

Hythe & Dibden Parish Council Risk Management

Risk Description		Perceived Risk/Effect	P	I	T	Action to Mitigate	Solutions	Action By	Review date
1	Computer Disruption	Loss of all records Computer Virus Disruption to Servicing of meetings. Reconstruction of Financial Records	3	3	9	Finance data could be held off site. Backups could be kept off-site. Maintain Up to date anti virus software Procedures for Virus Checks formalised	Finance data accessed remotely. Back up data and programs held locally Other systems. Mirrored drive in operation. Daily backups kept in fire safe Weekly backups kept off site Virus Checkers set to automatically check incoming files and for updates	Ongoing Ongoing	Apr 14
2	Government introduces cap on precept increases	Unable to maintain services at current levels Reduction in services Unable to deliver forward plan	3	2	6	Review costs Consider alternative methods of service delivery Generate additional income	Expenditure reviewed quarterly Budgets reviewed annually Investigate more partnership working	Quarterly	Oct/Nov 13
3	New Forest District Council reduces Parish Grants	Unable to maintain service at current levels Reduction in services Unable to deliver forward plan	2	3	6	Increase precept Review costs Generate additional income streams	Pressurise NFDC not to reduce grants Expenditure reviewed quarterly Investigate additional income streams	Ongoing	Oct/Nov 13
4	Accident to Public In Play Areas	Person injured whilst using equipment Compensation Claim, Court Cases	3	2	6	Daily/Weekly inspection of all areas Special procedures with dealing with hazardous materials All safety surfaces comply with up to date regulations	Maintenance team trained & qualified to RPII supplemented by additional Operational Play Inspection Training to inspect play areas Procedures already in place to inspect areas daily and carry out any remedial work. Zurich carryout annual inspection	Ongoing	Apr 14
5	Theft of cash whilst held by NFDC	Parish income collected by NFDC - Loss of income. Identifying funds held.	2	2	4	NFDC to maintain suitable insurance cover	NFDC insurance covers Council for any loss of monies.	Completed	Apr 14
6	Accident to Public In Buildings	Injury whilst hiring Council facilities Compensation Claims Increased insurance costs H&S Investigations	2	2	4	Regular Risk Assessments carried out. Public Liability Insurance held	Procedures already in place Insurance reviewed annually Occasional Hirers public liability insurance available as part of booking	Ongoing Ongoing	Apr 14
7	Banking Failure	Bank Collapses Loss of most of funds	2	2	4	Consider spreading funds across banks. Government continues supporting UK banking sector	Accounts opened at second bank proportion of reserves transferred. Investment policy in place. Precept paid in two instalments	Completed	Apr 14
8	Parish Maintained Trees causing damage to property and/or people	Trees/Branches fall and cause damage. Claims for compensation H&S investigations Increased insurance costs	2	2	4	Prepare and implement tree management scheme Maintain adequate insurance cover	Tree Management Scheme in operation with NFDC. All risk areas to have inspections completed by June 2013	Annual programme	Apr 14

	Risk Description	Perceived Risk/Effect	P	I	T	Action to Mitigate	Solutions	Action By	Review date
9	Loss of Staff – Financial Officer	Resignation/Incapacitation No Control Systems Breach of Audit Regs Loss of Revenue, (invoices not issued)	1	3	3	Contingency plans Other person to learn job Could buy in experience from software provider.	Public liability insurance held Deputy Clerk trained in Financial Systems Update Training Sessions ongoing Services are available from software supplier at cost.	Ongoing	Apr 14
10	Loss of Staff – Clerk	Resignation/Incapacitation No Responsible Financial Officer Breach of Financial Regulations	1	3	3	Deputy Clerk to deputise. Locum could be appointed. Tasks delegated to other staff	Deputy Clerk deputises for Clerk in his absence	Ongoing	Apr 14
11	Loss of Staff – Deputy Clerk/Assistant Clerk	Resignation/Incapacitation Loss of staff supervision Disruption to preparation of meetings	1	3	3	Train staff in Deputy Clerk/Assistant Clerks duties	Update training ongoing with Assistant Clerk Annual review of Risk assessments to avoid incapacitation of staff.	Ongoing June 13	Jun 14
12	Loss of Maintenance and Facilities Supervisor	Resignation/Incapacitation No day to day direction of maint team. Loss of specialist knowledge	1	3	3	Training. Needed for other staff.	Annual appraisals highlight training shortfalls	Ongoing	Oct 13
13	Total destruction of Grove	No contingency plans in place No work area, Loss of income Destruction of Council records No work area, or equipment	1	3	3	Business Continuity Plan needed Lists of contacts to be kept off premises	Business continuity plan in place Included in off site continuity plan	Completed	Regularly updated
14	Grove – Partially damaged-tenants office	Loss of Rental Income	1	3	3	Adequate insurance needed	Review annual insurance cover	Apr 13	Apr 14
15	Theft of computer equipment	Break-in. All computers stolen. Loss of all records until replacement received.	1	3	3	Insurance in place Make arrangements for replacement kit. Backups off-site.	Ensure insurance cover is up to date Use suppliers where HDPC has credit arrangements such as MISCO, Status Computers Normal delivery is three days Finance system hosted remotely with access via internet. Weekly backups kept off site The Grove is alarmed and monitored	Apr 13	Apr 14
16	Assault on staff	Personal injury. Compensation Claim H&S Investigation Increase in Insurance Costs Court Cases with fines Extra cost for replacement staff	1	3	3	Make staff aware of dangers. Insurance	Annual Risk Assessment. For cash handlers Refresher training to be arranged for all staff in handling difficult customers/situations carried out. Insurance cover reviewed annually	Completed Sept 13 Apr 13	Jan 14 Apr 14

Risk Description	Perceived Risk/Effect	P	I	T	Action to Mitigate	Solutions	Action By	Review date
17 Loss of Hard Copy Records	Damage to Minutes or Title Deeds Unable to provide services Unable to establish land ownership	1	3	3	Need to be kept in fireproof storage Older records to be kept off site	Fireproof storage used for title deeds H.C.C. recommends 10 years of minutes kept on site. Currently ten years minutes held on remote internet server. Older records held by HCC records office Council's land holdings registered at Land registry. Details are also held remotely on NFDC GIS System.	Completed	Apr 14
18 Embezzlement by Staff	When/How it would be discovered Loss of funds. Litigation.	1	3	3	Have appropriate control procedures in financial regulations. Checks to be carried out by Internal Auditor.	Standing orders and Financial Regulations regularly reviewed Annual review of governance including Internal Audit	Ongoing Jun 13	Jun 14
19 Security of Building/Contents when Fire Alarm Sounds or on test	Rear door vulnerable to walk in theft. Who takes responsibility for our cash held in reception Loss of cash, personal belongings by walk in thief	1	3	3	Review procedures. Return on Fire Exit door from D/Clerks Office?	Arrangements made to protect doors in test mode. 24 hr remote monitoring for fire and security. Member of staff/security company called in on alarm activation.	On going	Feb 14
20 Incorrect accounting for VAT	Wrong Amount of VAT claimed from HMRC Fines/additional costs More HMRC visits	1	2	2	Ensure adequate training Monitor partial exemption calculation Use software to generate claim	Training provided as necessary Claim generated automatically by financial system	Ongoing Quarterly	Mar 14
21 Ordering	Inadequate procedures Audit Query, theft Budget Overspend	1	2	2	Procedures in place. Limit number of staff who have authority to order	Checks carried out as part of internal audit process. Standing order and Financial Regulations regularly reviewed.	Ongoing	May 14
22 Accident to Public In Open Spaces	Injury to public due to Council working practices. Compensation Claims	1	2	2	Annual Risk Assessments Set up procedures to inspect & record conditions and perceived hazards on open spaces/amenity land	Procedures already in place Annual site visits carried out Review insurance cover	Apr 13 Apr 13	Apr 14 Apr 14
23 Insurance Cover	Underinsured Claims not honoured	1	2	2	Set up yearly update	Insurance schedules put to Council annually for review and agreement	Apr 13	Apr 14

Risk Description	Perceived Risk/Effect	P	I	T	Action to Mitigate	Solutions	Action By	Review date
24 Outside Contractors	Failure to comply with Council Regulation Council sued. Prosecution under Health & Safety Regulations	1	2	2	Procedures needed to ensure contractors hired by The Council comply with Health & Safety Regulations	Standing Orders reviewed on regular basis Procedures introduced for contractors	May 13 Complete	May 14
25 Failure of Insurers	No Cover Council unable to operate	1	2	2	Whilst unlikely, investigate alternative insurance providers.	Annually review insurance policy Insurance provision re-negotiated 2011 due to be tendered 2014	Complete	July 14
26 Total destruction of Parish Hall	No contingency plans in place Loss of income Loss of equipment	1	2	2	Insurances in place Insurance included loss of income Business Continuity plans needed	Review Insurance cover annually Continuity Plan in place	Apr 13	Apr 14 Regularly updated
27 Total Destruction of Clayfields Recreation Centre	No contingency plans in place Loss of income Loss of equipment	1	2	2	Insurance in place Insurance includes loss of income	Review Insurance cover annually Continuity plan in place	Apr 13	Apr 14 Regularly updated
28 Theft from Workshop & Theft from vehicles	Loss of vehicles/machinery Loss of equipment Delayed work schedule until replaced	1	2	2	Insurance. Vehicles taken off premises at night.	Review insurance cover annually List of contractors for hire/replacement Included in disaster plan Workshop alarmed and monitored	Apr 13 Completed	Regularly updated
29 Unable to Provide New Youth Club Netley View	No provision for Activities for Young People in the area Possible Asb increase Unable to get Planning permission	1	2	2	Secure Funding Secure tenure of land	Funding to be provided by Parish Council and Dibden, Allotment Fund. Land negotiation underway with Forestry Commission. Discussions underway with Planning Authority	June/July 13	Apr 14
30 Loss of Outside Staff	Resignation/Incapacitation Delay in performing duties	1	1	1	Tasks Delegated.	Outside contractors to be used	When necessary	
31 Loss of Staff Clerical	Resignation/Incapacitation Delay in performing duties	1	1	1	Buy in Cover from agencies	Recruitment agencies to be used	When necessary	
32 Tendering	Breach of Audit Regulations Standing orders out of date. Breaching audit regulations Open to miss use.	1	1	1	Standing Orders and financial regulations to be reviewed regularly. Internal audit checks	Reviewed every year. Checks carried out as part of internal audit arrangements.	May 12 On going	May 13

	Risk Description	Perceived Risk/Effect	P	I	T	Action to Mitigate	Solutions	Action By	Review date
33	Total destruction of Workshop	No contingency plans in place No work area, Destruction of Council equipment and machinery	1	1	1	Business Continuity plans needed Insurances in place Lists of contacts to be kept off premises	Continuity plan in place Insurance reviewed annually	Completed Apr 13	Apr 14
34	Theft of cash from safe.	Theft of cash from safe.	1	1	1	Review on site money storage arrangements	Ordinary safe used for cash Code/Key holders C, DC, FO and SCA	Completed	Mar 14
35	Inadequate Budget Set	Failure to provide services Public image damaged. Reported to Standards Board	1	1	1	Set up budget timetable & procedure	Adequate consideration by Council for services required & adequate funding provided to achieve them. Forward planning carried out	Sep 13	Sep 14
36	Late payment of Precept	Insufficient funds to meet expenditure Unable to provide services. Unable to meet invoices for work already completed.	1	1	1	Use funds in Reserves Funds until monies received.	Agreed to maintain reserves at approx 50% of precept		Sep/Oct 13
37	Reduction in income from services	Income reduced due to recession Less income than budgeted	1	1	1	Other income only represents 10.5% of total income. Lower prices	Review charges annually Monitor income quarterly	Quarterly	Sep/Oct 13
38	Councillor's propriety	Failure to comply with regulations	1	1	1	Register of Interests, gifts and hospitality needed	Register of Interests completed updated as necessary	Ongoing	Ongoing
39	Unable to fill vacancies for elected members	Unable to carry out business of Council	1	1	1	Publicity needed to encourage public interest. Co –option District Council could take over services	All wards subject to election Publicise role of Councillor prior to next election	Completed May 11 Jan/Feb 15	May 15
40	Injury to Councillors whilst carrying out their duties	Unable to carry out duties. Unable to work. Compensation Claim	1	1	1	Insurance cover to be taken out	Loss of earnings of £250 per week covered		July 14

Values for Probability & Impact High 3 Medium 2 Low 1

S:insuranceand risk management/BusinessRisk/Mngmt1314

Last update March 13

Schedule of Insurances as at 31st March 13

Risk Covered	Location	Type of Insurance	Indemnity	Excesses	2012/13 Premium+IPT
Premises Material Damage**	The Grove	Building	1,180,259	Subsidence 1000.00	
		Contents	58,271	Theft 100.00	
	Pavilion Shore Road	Building	51,264	Others 250.00	
		Contents	1,721	Accidental damage 100.00	
	Workshop+Garage	Building	94,201		
		Contents	1,803		
	Parish Hall	Building	651,480		
		Contents	33,819		
	ClayFields Sports Centre	Building	421,341		
		Contents	10,601		
Premises Material All Risks		***	251,838	100.00	
Business Interruption		Additional Expenditure	30,000	0.00	
		Loss of Revenue	136,250	0.00	
Money		Loss of non negotiable money	250,000	50.00	
		Loss of other money	5000	50.00	
Public Liability			10,000,000	100.00	
Employers Liability			10,000,000	0.00	
Libel and Slander			100,000	10% of claim	
Motor Vehicle			All vehicles	150.00	
Engineering Insurance			500,000	100.00	
Fidelity Guarantee			1,000,000	100.00	
Personal Accident			500,000	0.00	
Legal Expenses			100,000	0.00	
Hirers Liability			2,000,000	100.00	
Total Cost of Insurance Cover					17813
Notes					
** Only The Grove is covered for subsidence					
*** Items covered Badge of office, Horticultural equipment, tools, trailers, payphone, All weather courts and fencing, Floodlights Bus Shelters, seats and benches, twinning and tourist roadsigns, digital camera, laptops, Diesel storage tank					
				S: Insurance and Risk Management/Insurance Cover 1314	

David Shimpe

From: Clive Olczyk <Clive.Olczyk@NFDC.gov.uk>
Sent: 26 March 2013 12:06
To: brian.dash@hants.gov.uk; Cllr Chris Harrison; Cllr Stan Wade; Hythe and Dibden Parish Council; traffic.management@hampshire.pnn.police.uk; helen.haines@hampshire.pnn.police.uk; mandy.ware@hants.gov.uk
Subject: HYTHE - High Street- Amend existing "no cycling" restrictions in High Street Precinct
Attachments: R971HytheCycles.pdf

Dear Councillors and Colleagues

As you are aware an existing traffic regulation order restricts cycling in High Street, but there is an exemption which allows access to premises, making the prohibition of cycling difficult to enforce. In addition there is an extinguishment of vehicular rights order, made by the Department of Transport, also applying to High Street which also prohibits cycling. As we are not in a position to amend the latter order, cycling to the existing stands outside Waitrose is likely to continue to be unlawful. It is therefore proposed that the traffic regulation order is amended so that there is no longer an exemption for access, or a conflict with the DoT order.

In addition to the amendment of the order it is also suggested that the cycle stands are removed from their location outside Waitrose and new stands are provided (at the location shown on attached plan). By providing cycle parking which can be legitimately accessed by cyclists this would encourage compliance with the orders and also assist the Police with enforcement.

I should be grateful if you would let me have any comments you may wish to make by 10 April and, subject to no objections to amending the traffic regulation order, I will arrange for the amendment to be advertised for public comment.

Yours sincerely

Clive Olczyk

Clive Olczyk
 Traffic Engineer
 Transportation Section
 Tel. 023 8028 5588
 Internal 4444

Clive.olczyk@nfdc.gov.uk | www.newforest.gov.uk

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REVISIONS



Raised junction table



Proposed new cycle stands

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Ordnance Survey 100026220



New Forest
DISTRICT COUNCIL

Tel 023 8028 5000
www.newforest.gov.uk

SCHEME

Possible layout of cycle parking area

TITLE

High Street/St John's Street
Hythe

DATE

Jan 2013

SCALE

1:250

DESIGNED

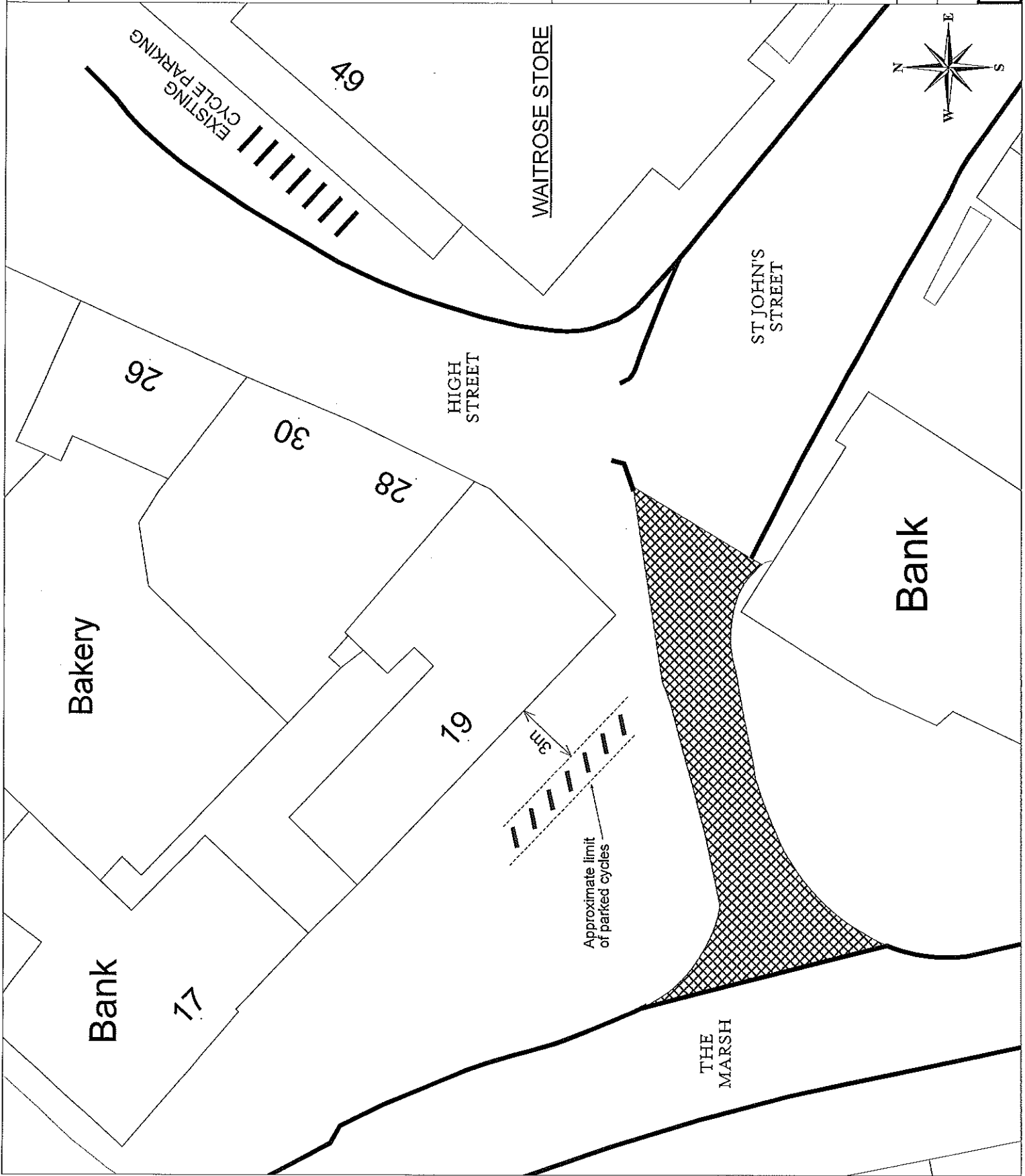
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DRAWN

CHECKED

DRAWING NO.

R971



**HYTHE AND DIBDEN PARISH COUNCIL
COUNCIL MEETING
10 April 2013
ACCOUNTS FOR PAYMENT**

Payments already made, for approval		£
8480 Clarion Communications	Telephone charges - December 2012 (D/D)	64.84
8481 Mr. Olsen	Clayfields key deposit refund	30.00
8482 Mrs. G. Phillips	Allotment Deposit Refund	40.00
8483 Wessex Cancer Trust	Refund of rent paid	2030.00
8484 A.S.A.P.	Sign	112.80
8485 Greenham	Sign	8.83
8486 Gristwood and Toms	Tree works Hardley Drive	640.91
8487 Hampshire Probation Trust	Community Payback	70.00
8488 Travis Perkins	Maintenance material	7.56
8489 Hampshire County Council	A.C.S.O. quarterly provision	14007.50
8490 - 8491 Hampshire County Council	Stationery	163.06
8492 Joyners	Maintenance material	15.28
8493 Moviola Limited	Film Show March 2013	1125.00
8494 New Forest Ice Cream Limited	Ice Cream supplies for film show	224.64
8495 - 8496 P.C. Building Supplies	Maintenance material	203.70
8497 R.F.A. Electrical	Maintenance at The Grove	138.72
8498 Sabre Office Furniture	Cabinet	64.97
8499 - 8500 Thorntons Communications Limited	Telephone charges - The Grove	233.94
8501 -8502 British Telecommunications	Telephone charges	166.20
8503 Petty cash	Various	62.14
8504 Jubilee Sailing Trust	Grant Funding	500.00
8505 Wessex Cancer Trust	Grant Funding	500.00
8506 Wages & Salaries	Net salaries March 2013)	
8507 Unison	Union contributions March 2013)	
8508 Hampshire County Council	Pensions contributions March 2013)	25154.06
8509 HM Revenue & Customs	PAYE/NIC March 2013)	
8510 Misco	Replacement Laptop for ACSO's	434.08
8511 Southern Water	Water Charges - Workshop	36.02
	Sub-total	£46,034.25
	Sub-total	£46,034.25

**HYTHE AND DIBDEN PARISH COUNCIL
COUNCIL MEETING
10 April 2013
ACCOUNTS FOR PAYMENT
SUPPLEMENTARY LIST**

Payments already made, for approval		£46,034.25
Payments for approval		
8512 British Telecommunications	Clayfields Payphone (D/D)	71.13
8513 Clarion Communications	Telephone charges - January 2013 (D/D)	79.78
8514 Cobra Motor Components	vehicle components	119.07
8515 - 8516 Holbury Hardware	lamps / maintenance equipment	62.54
8517 Holbury Tool Hire Limited	Maintenance equipment	11.75
8518 N. A. L. C.	L.C.R. renewal	64.00
8519 N.J.M. metal recycling	Skip Hire August 2012 to February 2013	3,220.00
8520 New Forest District Council	Parish tree surveys	7,848.12
8521 P.C. Building Supplies	Maintenance equipment	8.69
8522 Pro-Line Security	Security locking at Noads Way	489.60
8523 Marilyn Betts	Young Sports Person Award	20.00
	Sub-total	£11,994.68
	TOTAL	£58,028.93

**HYTHE AND DIBDEN PARISH COUNCIL
COUNCIL MEETING
10 April 2013
ACCOUNTS FOR PAYMENT : SUPPLEMENTARY LIST**

8524 RFA Electrical sockets in Council Chamber 229.32

**AWAITING ALLOCATION TO SYSTEM FOR YEAR 2013/2014
(voucher numbers will be allocated after year end closedown)**

Payments for approval		£.p	
New Forest District Council	April rates - The Grove (D/D)	188.10	
New Forest District Council	April rates - The Grove (D/D)	700.50	
New Forest District Council	April rates - Clayfields (D/D)	229.80	
New Forest District Council	April rates - Workshop (D/D)	364.80	
New Forest District Council	April rates - Parish Hall (D/D)	268.80	
Clarion Communications	Telephone charges - February 2013 (D/D)	76.48	
Fuelgenie	Fuel for vehicles (D/D)	558.01	
Southern Electric	New House electricity charges (D/D)	15.58	
Southern Electric	The Grove electricity charges (D/D)	1112.28	
Southern Electric	Parish Hall electricity charges (D/D)	793.94	
Newsquest	Newspapers (D/D)	11.15	
Hythe Youth Club	Youth drop in sessions	480.00	
H. A. L. C.	Membership renewal	1810.00	
N. A. L. C.	Membership renewal	108.00	
South East Employers	Membership renewal	233.10	
F.L. Memo	Tips & Advice newsletter subscription	159.00	
Hampshire County Council	rent for Parish Hall	1000.00	
New Forest District Council	Tree works	124.14 }	
New Forest District Council	CCTV contribution	2564.00 }	6452.23
New Forest District Council	Annual fee for reception services	3764.09 }	
Hampshire County Council	Stationery	10.08	
Eden Springs UK Ltd	Water coolers	48.38	
Pitney Bowes	credit for Franking machine	413.00	
New Forest District Council	Road closure for market events	134.00	
New Forest District Council	Planning application for floodlights	682.50	
MODCATS	Parish Hall deposit refund	50.00	
Mrs. S. Tawake	Parish Hall deposit refund	50.00	
Travis Perkins	Safety equipment	250.90	
Autopat	Vehicle Maintenance	89.06	
Occupational Health Cons.	Consultancy fee	36.00	
Hamble Motors Limited	Purchase of new vehicle	15046.74	
Sub Total :		31372.43	
Totals :		89630.68	