

ALLBROOK PARISH COUNCIL

Interim Parish Clerk

Mike Derrick, Civic Offices, Leigh Road, Eastleigh SO50 9YN

Telephone 023 8068 8460

E-mail mike.derrick@eastleigh.gov.uk

22 September 2010

To: All Members of the Council

NOTICE OF MEETING

Meeting: COUNCIL MEETING

Venue: Otterbourne Village Hall, Cranbourne Drive, off Main Road, Otterbourne
(John and Betty Mobbs Room)

Date: Wednesday 29 September 2010

Time: 7.00 pm

AGENDA

1. Apologies
2. Declaration of interests – members are asked to declare any interests they may have in relation to items on the agenda for this meeting
3. Public participation – members of the public are invited to ask questions or make statements during this session
4. To approve the minutes of the meeting held on 25 August 2010 (attached)
5. Matters arising
6. Broomhill and Lincolns Rise Allotments – report from Eastleigh Borough Council on administrative arrangements (attached)
(Diane Hunter (Estates Assistant) and Martin Dawson (Chief Accountant Corporate) from Eastleigh Borough Council will also attend for this item)
7. Name of Parish Council – report of the Interim Parish Clerk (attached)
8. Freedom of Information – report of the Interim Parish Clerk (attached)
9. Member training – to agree training facilities to be organised by Councillor Chris Thomas
10. Tour of parish – arrangements for member tour

11. Correspondence:
 - (a) HALC Annual General Meeting, Saturday 23 October 2010, Winchester
 - (b) Victim Support – application for grant (letter attached)
 - (c) Other correspondence – Clerk to report
12. Finance matters – to authorise any necessary expenditure

MIKE DERRICK

Interim Parish Clerk

ALLBROOK PARISH COUNCIL**25 August 2010****The Dovetail Centre, Winchester Road, Chandler's Ford****(7.15 pm – 9.07 pm)**

PRESENT: Councillor Wall (Chairman); Councillors Mrs Calder, Mrs Evans, Hawes, Mrs Sollitt and Mrs Symonds

(Apologies for absence were received from Councillor Mrs Cossey)

20. PUBLIC PARTICIPATION

A member of the public enquired about progress on a possible change of name for the Parish Council to reflect the inclusion of north Boyatt Wood in the parish. It was noted that the Interim Clerk would present a paper to the next Council meeting.

The resident also enquired about publicity for future meetings. The Chairman commented that press advertisements were too costly but agendas would be displayed on available notice boards and on the parish web site as and when a site was established. It was suggested that agendas could also be displayed at local commercial premises.

21. MINUTES

AGREED that the minutes of the meetings held on 9 and 21 June 2010 be signed by the Chairman as a correct record.

22. MATTERS ARISING

Allotments: Borough Council representatives to attend the next Council meeting to provide information on administration of the Broomhill and Lincolns Rise allotments and their formal transfer to the Parish Council.

23. STANDING ORDERS

Consideration was given to the report of the Interim Parish Clerk on Council standing orders.

Members agreed to incorporate procedural and contract standing orders in a single document and proposed adoption of the accompanying model standing orders, subject to the following:

- para 1e* Public participation period to be 15 minutes
- para 1f* Period of time for individual speakers to be three minutes
- para 1j* Delete first sentence requiring persons to stand when speaking
- para 1t* Attendance record in minutes – omit requirement to list absentees (only list apologies)
- para 1z* Meetings not to exceed 2½ hours
- para 2e* Ordinary Council meetings – delete Welsh provisions
- para 3b(i)* Delete option of electronic service for meeting summons
- para 3b(iii)* Include provision for member motions (8 clear days notice required for withdrawal)
- para 3b(viii)* Delete reference to common seal
- para 3b(xvi)* Defer pending discussion on handling of planning applications
- para 4a* Period of written notice for motions – 8 clear days
- para 4c* Notice for amended motions – 8 clear days
- para 5a(xvi)* Delete reference to common seal

<i>para 5a(xvii)</i>	Motion authorising expenditure without notice - £250 maximum
<i>para 6m</i>	Right of reply – 5 minutes maximum
<i>para 8a</i>	Period of notice for questions – 8 clear days
<i>para 11a</i>	Rescission of previous resolutions (exception to ‘6 months rule’) – written notice to be required from three members
<i>para 14b</i>	Sealing of deeds (use of common seal) – omit
<i>para 15iv</i>	Include provision for substitute councillors on committees with requirement for eight clear days notice for notification of absence
<i>para 17d</i>	Refusal of Chairman to call extraordinary meeting – request to be made by two members – meeting to be called within 7 days
<i>para 26 a-e & j</i>	Matters affecting Council employees – defer decision on these provisions
<i>para 27b</i>	Handling of information requests under the Freedom of Information Act – requests to be reported to the Chairman of the Council
<i>para 29a</i>	Liaison with District and County Councillors – copies of Council agendas to be sent to County Councillor Thomas
<i>para 29b</i>	Omit requirement to send copies of letters to District and County Councillors
<i>para 30a(v)</i>	Contract values - £60,000 to be the sum above which formal tendering requires a newspaper advertisement
<i>para 30b</i>	As above
<i>para 30c</i>	Clarify that formal tender process only applies to contracts above £60,000
<i>para 31 a-f</i>	Allegations of breaches of the Code of Conduct to be referred to the Eastleigh Borough Council Standards Committee (via the Monitoring Officer)

AGREED that the model standing orders accompanying the report of the Interim Parish Clerk be adopted, subject to the above provisions.

24. FINANCIAL REGULATIONS

Consideration was given to the report of the Interim Parish Clerk on Council financial regulations. The report was accompanied by a model set of regulations published by the National Association of Local Councils.

Members proposed adoption of the model, subject to the following:

<i>para 2.5</i>	Include provision for three-year budget forecast
<i>para 3.4</i>	Authority for Clerk to incur expenditure for urgent work – limit of £200
<i>para 5.3</i>	Clerk to countersign all cheques. Member signatories to be any two from the Chairman, Vice-Chairman and Councillor Cossey
<i>para 6.5</i>	Decision on need for cash float to be made in conjunction with new Clerk
<i>para 9.9</i>	Requirement for more than one person to be present when significant sums of cash are received by the Council – the term ‘significant sums’ may need to be defined as the Councils develops its services
<i>para 11.1</i>	Procedures as to contracts (tenders): Insert £60,000 as the limit above which competitive tenders are required <i>Sub-para(h)</i> – omit references to standing orders 61, 63 and 64 which no longer exist
<i>para 13</i>	Include provisions relating to stores and equipment
	<i>Supplementary Regulations</i> - omit

AGREED that the model NALC financial regulations be adopted, subject to the above provisions.

25. COUNCIL MEETING DATES AND VENUES

Further discussion took place on a meeting schedule and meeting places. There were no suitable premises in Allbrook parish available on a regular basis. However, both Otterbourne Village Hall (the John & Betty Mobbs Suite) and Committee Room 1 at the Dovetail Centre, Chandler's Ford were likely to be available.

AGREED:

- (1) That Otterbourne Village Hall be used for Council meetings for the time being;
- (2) That the next meeting be held on Wednesday 29 September 2010;
- (3) That subsequent meetings be held bi-monthly on the fourth Wednesday of the month.

26. CHILDREN'S PLAY AREAS

The Chairman referred to a letter received from residents of Claremont Close requesting the provision of play equipment and other facilities on the open grass area adjacent to Torre Close and Rookwood Close. A further letter (with accompanying petition) had also been received from residents of Allbrook Knoll requesting upgrading of the Allbrook Knoll Play Area.

Both areas of land were owned and maintained by Eastleigh Borough Council but the lack of funding was an obstacle to improvements. However, if the parish council was to identify this type of facility as a priority, the Borough Council could possibly seek developers contributions from any future development. Other options included the Parish Council funding improvements themselves or seeking external grant-aid.

It was agreed to include the two sites in the proposed tour of the parish by members. An informal 'audit' could then be taken of existing facilities and potential requirements.

Reference was also made to the footpath from Rookwood Close to Shakespeare Road which could benefit from the provision of benches along the route. Sponsorship might be a possibility for these.

27. BROOMHILL AND LINCOLNS RISE ALLOTMENTS

Asset transfer: The Parish Council needed to appoint solicitors to act on its behalf in the formal transfer of allotments from Eastleigh Borough Council. The Interim Clerk referred to solicitors typically used by other parishes for asset transfers.

AGREED that David Ebert & Co from West End be engaged for this purpose.

Administration: It was agreed that Diane Hunter of Eastleigh Borough Council would be asked to prepare a report on allotments administration for presentation to the 29 September meeting. Ms Hunter would also attend the meeting.

Members also enquired about the possibility of joint administration of the Lincolns Rise and adjoining Otterbourne parish allotments and also commented on the possible need for additional allotment land to reduce the waiting list period.

28. PLANNING MATTERS

Land at Saddlers Close – application F/10/67590: The Chairman referred to an application for the erection of 2 no 3-bed semi-detached houses on a site at Saddlers Close, just outside the parish boundary. A local resident was concerned about possible traffic implications and had submitted comments to the planning authority. Members were asked to view the application on the EBC website and send any comments to the Chairman. The closing date for observations was 1 September 2010.

Land adjoining Penarth House, Otterbourne Hill – application O/10/67643: Members received details of this outline application for construction of a shared care dementia living scheme (35 shared care units and 20 bedroom nursing wing). Councillor Evans gave a computer presentation on the application to highlight particular issues of concern, including the height and bulk of the proposal, design aspects in relation to neighbouring properties and the possibility of a precedent being set for future development. The application also raised policy issues, being outside the urban edge, and would therefore require consideration by the Eastleigh Local Area Committee. It was AGREED that Eleanor Evans would send to the Interim Clerk a suggested response to the planning authority for circulation to members.
(Note: Councillors Mrs Sollitt and Wall (EBC members) took no part in the discussion on this item and did not vote thereon)

Planning procedures: Further discussion took place on the Council's procedures for handling planning applications.

The Chairman reminded members that the Parish Council was only a consultee and that applications were determined by Eastleigh Borough Council as planning authority. Parish Councillors who were also Borough Council members were unable to comment on applications at Parish Council meetings under the Code of Conduct restrictions.

The infrequency of Parish Council meetings would make it difficult to structure applications into the meeting timetable. It might therefore be necessary to summon a special meeting to discuss any applications of particular concern. Details of all applications were contained in a weekly list published by the Borough Council and it was AGREED that the Clerk would circulate the list each week to all members.

29. CONFIDENTIAL BUSINESS

AGREED, that the press and public be excluded for the following items on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

30. APPOINTMENT OF PERMANENT PARISH CLERK

The Chairman presented a recommendation from the Appointment Panel to appoint Ms Alix Passey Brown as permanent Clerk to the Parish Council. The appointment would be subject to receipt of satisfactory references and completion of medical enquiries. A further candidate was proposed in the event that Ms Passey Brown was unable to accept the appointment.

It was AGREED:

- (1) That the post of part-time Clerk to the Parish Council be offered to Ms Alix Passey Brown, with a starting salary at scp 20 of the NJC scale;
- (2) That the post be offered to the identified deputy in the event that Ms Passey Brown is unable to accept;
- (3) That arrangements be made for the successful candidate to start as soon as possible (ideally 13 September);
- (4) That the Chairman and Vice-Chairman be authorised to agree the detailed contract provisions.

31. INTERIM PARISH CLERK

The Interim Clerk's contract with Eastleigh Borough Council would expire on 6 September 2010. As previously discussed, it would be appropriate to retain the services of the Interim Clerk for a short period to provide a suitable hand-over period. AGREED that authority be given for a short-term contract with the Interim Parish Clerk for a period of up to one month from the new Clerk's starting date.

ALLBROOK PARISH COUNCIL

29th September 2010

ALLOTMENT TRANSFER TO ALLBROOK PARISH COUNCIL

Report of the Head of Regeneration and Planning Policy

Summary

This report currently outlines the management of its allotments by the Borough Council.

Introduction

1. Lincolns Rise allotment site measures 0.5 acres and consists of 11 plots all varying in size. Broomhill allotment site measures 7.01 acres and consists of 105 5 rod plots (25.2m²).
2. All plots are let on a yearly tenancy with a current rent of £5 a square rod. It should be noted that from 1st October, Eastleigh Borough Council will be charging the new rent of £8 per rod for its allotments in Eastleigh. The rent for Allbrook will be determined by the Parish.
3. Rents are invoiced on the 1st October and new tenants are charged a £30 one off legal fee. A 50% discount is given to all persons over 60.
4. The Council currently has a waiting list of 366. The estimated waiting time for an allotment at Broomhill is 2 years however Lincolns Rise is 7 years plus.
5. Both sites have Site Representatives which work on a voluntary basis. In return the Council grants them a free 5 rod plot. The duties carried out by a Site Representative includes, liaising with the Estates Assistant (EBC) and other plot holders regarding the site, looking after the site's equipment, meeting potential new tenants and carrying out minor maintenance.
6. Lincolns Rise is maintained by all of its allotments holders whereas Broomhill is maintained by Eastleigh Borough Council's grounds maintenance at a cost which is passed on to Allbrook Parish Council.
7. All equipment on site at Broomhill is included as part of the transfer to Allbrook Parish Council but the equipment at Lincoln Rise is part owned by the allotment association. All machinery is maintained annually by Eastleigh Borough Council and the resulting cost will be charged on to Allbrook Parish Council.
8. When a plot is offered to the next person on the waiting list, they are given two weeks to inform the Council whether or not they intend to cultivate the plot. If they do not wish to proceed the plot is offered to the next person on the list. If

they wish to proceed a Tenancy Agreement is sent to them for signature. Upon receipt of the signed Agreement the Council issues the tenant with keys.

9. If tenants do not cultivate their plot, a letter is sent to them giving two weeks notice. After the notice period, if no effort has been made to cultivate the plot, the Council terminates the tenancy and the plot is offered to the next person on the list.
10. All terms and conditions are listed on the attached tenancy agreement.

Background

11. Eastleigh Borough Council owns the freehold of both sites but the process of the freehold transfer to Allbrook Parish Council is proceeding. There are no covenants on the land but the Head of Legal & Democratic Services are currently waiting for updated office copies from the Land Registry.

Financial Implications

12. The rents to be transferred to the Parish Council for the period 1/4/10 – 30/9/10 are Broomhill - £840.63 and Lincolns Rise - £105. The income for the whole year for both sites is in the region of £1900.00
13. The total expenditure for both sites is £13,780. This includes staff time, maintenance, water and electricity. (Please note this is based on last years figures and will vary from year to year)

Risk Assessment

14. There are no risks involved

Equality and Diversity Implications

15. At least 40% of allotment holders are over the age of 60 and receive a 50% discount.

Conclusion

16. The report outlines the current management arrangements for the two allotment sites prior to the transfer of those sites to the Parish Council.

GERRY OVERTON
Principal Valuer

Date:	16 th September 2010
Contact Officer:	Diane Hunter
Tel No:	023 8068 8206
e-mail:	diane.hunter@eastleigh.gov.uk
Appendices Attached:	1 (Tenancy Agreement)
Report Number:	PS440

ALLBROOK PARISH COUNCIL
29 September 2010

NAME OF PARISH COUNCIL
Report of the Interim Parish Clerk

INTRODUCTION

1. Members will recall that a resident of Boyatt Wood has suggested that the name of Allbrook Parish Council be changed to reflect the fact that the parish incorporates the northern part of Boyatt.
2. Under the provisions of section 75 of the Local Government Act 1972, Eastleigh Borough Council may, at the request of the Parish Council, change the name of the parish.

CHANGE OF PARISH NAME

3. When the principle of a Parish Council for Allbrook was first considered, no part of Boyatt Wood was contemplated for parish designation. The northern part of Boyatt was subsequently included in the parish boundary when the Borough Council made the decision to establish the parish.
4. Members now need to consider whether the inclusion of a relatively small proportion of Boyatt Wood in the parish justifies a change of name. In this context, there is of course no definitive boundary for 'North Boyatt'. Parish designation apart, it is also difficult to discern a boundary between Allbrook and Boyatt as an address is often a matter of personal choice. Many residents of the established parts of Allbrook, for example, prefer just to use 'Eastleigh' as their postal address.
5. Issues to consider are whether a change of name to the suggested title of 'Allbrook and North Boyatt' would truly reflect the parish area and whether a new name would give Boyatt residents in the parish a greater sense of identity.

PROCEDURE FOR NAME CHANGE

6. If a change of name is required, a formal request needs to be presented to Eastleigh Borough Council. The latter can approve or decline the request as it deems fit. There is no requirement for the Borough Council to consult local residents on a name change but it must publicise any change in an appropriate manner.

SUMMARY AND RECOMMENDATIONS

7. Members are asked to consider whether a change in the name of the Parish Council is necessary and/or desirable and, if so, the preferred alternative.

MIKE DERRICK

Interim Parish Clerk

20 September 2010

ALLBROOK PARISH COUNCIL
29 September 2010

FREEDOM OF INFORMATION
Report of the Interim Parish Clerk

INTRODUCTION

1. The Freedom of Information Act 2000 requires all public authorities, including parish and town councils, to adopt and maintain a publication scheme. The aim is to ensure that documents and data relevant to the parish council's operations are readily available to the public.
2. The legislation is administered by the Information Commissioner and non-compliance is dealt with by way of enforcement notices.

PUBLICATION SCHEME

3. The Information Commissioner's Office publishes a model publication scheme which sets out the classes of information covered by the legislation. The model scheme, attached as appendix 1 to the report, should be adopted without modification.
4. The scheme has to be accompanied by a 'guide to information' showing in more detail the various items of information and how to obtain them. Not all items in the model scheme will be relevant to all bodies, thus the guide should be compiled accordingly. Appendix 2 shows a draft guide which should be appropriate for Allbrook Parish Council at the present time.

ACCESS TO INFORMATION

5. The right to access information held by public authorities can be exercised by anyone worldwide. Applicants must make a request in writing in a legible form, which can include e-mail. Information must be provided to the applicant in the manner requested, but applicants are not entitled to information to which exemptions apply. Examples of exempt information are:
 - information relating to national security or defence
 - law enforcement
 - formulation of government policy etc
 - health and safety
 - personal information
 - commercial interests
 - information accessible to applicant by other means
 - court records etc
 - information provided in confidence

6. Authorities receiving requests for information are required to respond promptly but no later than 20 working days following its receipt. Authorities can make charges for the supply of information, in which case they must publish details of the fee structure. From experience, requests under the Act to local authorities (especially parish councils) are fairly infrequent and, at this stage, it is suggested that the council does not make any charges.

SUMMARY AND RECOMMENDATIONS

7. This report briefly describes the requirements of the Freedom of Information Act 2000 and the consequential obligations on the parish council.
8. It is RECOMMENDED that:
 - (1) the council adopts
 - the model scheme set out in appendix 1; and
 - the guide to information set out in appendix 2
 - (2) the council agrees to make no charges at this time for the supply of information.

MIKE DERRICK

Interim Parish Clerk

20 September 2010

INFORMATION AVAILABLE FROM ALLBROOK PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained
<p><i>Class 1 – Who we are and what we do</i> (Organisational information, e.g. parish council structure, committees etc) Who's who on the Council and its committees Contact details for Parish Clerk and Council members (names, telephone numbers and e-mail addresses?)</p>	Hard copy
<p><i>Class 2 – What we spend and how we spend it</i> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current financial year's budget (in future, previous year's budget to be shown as well) plus year-end figures Annual return form and report by auditor (this will apply from around June 2011 in relation to the council's first audit) Precept Financial standing orders and regulations (when prepared) Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses (if appropriate)</p>	Hard copy
<p><i>Class 3 – What our priorities are and how we are doing</i> (Strategies and plans, performance indicators, audits, inspections etc) There may be limited information, if any, under this class in year 1</p>	
<p><i>Class 4 – How we make decisions</i> (Decision-making processes and records of decisions) (Current and previous year as a minimum) Timetable of meetings (Council, committee etc) Agendas of meetings Minutes of meetings (excluding exempt information) Reports presented to council and committee meetings Responses to consultation papers Responses to planning applications</p>	Hard copy

<p><i>Class 5 – Our policies and procedures</i> (Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only) Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> - procedural standing orders - committee and sub-committee terms of reference - delegated authority in respect of officers (if any) - code of conduct - policy statements (if any) <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> - health and safety policy (if any) - policies and procedures for handling requests for information - complaints procedures - data protection policies 	<p>Hard copy</p>
<p><i>Class 6 – Lists and registers</i> (Currently maintained lists and registers only) Any publicly available register or list Assets register Register of members' interests Register of gifts and hospitality</p>	<p>Hard copy (some information may only be available by inspection)</p>
<p><i>Class 7 – The services we offer</i> (Information including leaflets, guidance and newsletters) Allotments</p>	<p>Hard copy</p>
<p>Contact details:</p>	



Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

ALLBROOK PARISH COUNCIL – 29 SEPTEMBER 2010

CHEQUE AUTHORISATIONS

The following cheques have been drawn against the Council's current account which members are asked to endorse. All payments have been duly authorised by virtue of previous Council decisions but it is good practice to produce an audit trail for cheque payments in Council minutes.

Cheque no			VAT	
001	Hampshire Association of Local Councils <i>Membership fee, 2010/11</i>	£336.00	0.00	£336.00
002	Community First <i>Insurance premium, 2010/11</i>	£273.10	0.00	£273.10
003	Hampshire Association of Local Councils <i>New Councils seminar – one attendee</i>	£20.00	3.50	£23.50
004	Chandler's Ford Methodist Church <i>Meeting accommodation, 18, 19 and 25 August 2010</i>	£108.75	0.00	£108.75

MIKE DERRICK

Interim Parish Clerk

29 September 2010