



Hampshire Association of Local Councils e-Update

For the attention of officers and councillors of Hampshire Parish and Town Councils

January 2018

	New Year's Message from the ALC	Page 2
	Joint Working HCC and ALC Up-date	Page 3
	Fly-Tipping - enforcement	Page 4
	Highways, Traffic & Transport - Autumn Briefing Presentation	Page 4.
	Chief Executive Bulletins	Page 5,6,7
	PSAA Report	Page 8
	Calendar of Meetings	Page 9
	Press Release - Prince's Countryside Fund	Page 11
	Calling all Campanologists	Page 11
	Bulletin - November 2017	Page 11
	Training Schedule/ Funding Practice	Page 12
	New Legal Service Provider Announcement	Page 13
	2017/2018 External Audit Update	Page 14
	Transparency Fund Update & Schedule	Page 17



Happy New Year!

The team and I here at the ALC offices hope that all councils, officers and councillors across Hampshire, and our colleagues further afield continue to prosper in the challenging local government environment we now operate in.

What is for sure is that only by understanding the changing picture, and by adapting to it to best serve our communities, will we succeed in our mission to maintain and improve the quality of life for our residents.

The ALC will try and continue to support councils, and to keep them informed.

Appended is the latest news on funding opportunities. Particularly important is the Heritage Lottery Fund's work on a new Strategy for Funding, and councils may wish to be involved in nudging that direction?

Dawn Hamblet continues to lead the work on GDPR, which comes into effect in May. NALC have issued a legal briefing, and many District and Borough authorities are briefing their towns and parishes. Dawn wrote to all councils just before Christmas, and our next update is due next month. Our development sessions on this subject go on concurrently.

I finish on a personal note by letting you know I am out of action for a small while, having had a knee operation yesterday (4th January). I shall be back as soon as I can drive, and negotiate the steps from the car park (the lifts are always out of action!) For once though I must be patient, to make sure it is a permanent 'mend'. Keep in touch.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Steven'.

Steven





Joint Working, HCC and the ALC Update

Apprenticeships:

HCC have met with colleagues from Hampshire Futures to discuss apprenticeships for Parish Clerks and there is potential for this providing certain requirements are met, including appropriate commitment from the Parish and Town Councils themselves to provide a certain level of support and mentoring. There is also potential to consider how the County Council may be able to assist with funding the delivery of an apprenticeship programme following changes to the Apprenticeship Levy Guidance that are expected in March 2018. We will follow up on this with Hampshire Futures colleagues in March and let the ALC know the outcome and how it can be progressed.

Parish and Town Council Event:

A follow up event to the workshops held in 2016 has been discussed and agreed with Steven Lugg and is scheduled for Thursday 1 March 2018, to take place in Ashburton Hall. This will provide a platform for interested Parish and Town Councils to find out more about the opportunities to have greater involvement in the delivery of services. More information to follow on this event in due course. This will include how the new half million pound parish and town council fund will operate.

Promotion:

Short features promoting the Good Councillor's Guide and the Certificate in Local Council Administration were put forward for inclusion in the next edition of the corporate Parish Bulletin, which both County and ALC recommend as bench-marks. The Good Councillors Guide to be used by every councillor, and CiLCA recommended as the standard qualification for clerks.

Finally just to let councils know, a secondment opportunity has been advertised for a dedicated County resource to help move this work forward. It is hoped that the Rural and Parish and Town Council Programme Manager will be in post to start very soon.



Fly tipping - enforcement, reporting and education.

Gareth Roberts is Hampshire County Council's brand new Fly-Tipping Partnership and Project Officer who will be tackling Fly-Tipping through partnership collaboration, enforcement, reporting and education.

Gareth spent nearly seven years at Hampshire Constabulary as a community beat officer and will be utilising his knowledge and skills of partnership working, intelligence gathering and the law to ensure fly-tipping is reduced.

This is the first time the County Council has put in place a dedicated resource to exclusively work with partners such as district authorities, the Rural Crime Partnership, the Environment Agency, The National Farmers Union, Highways England and the Police to reduce fly-tipping through raising awareness, encouraging reporting and helping to increase prosecutions. Gareth will also be working closely with the County Council's Trading Standards team to crack down on bogus waste disposal companies and rogue traders who are dumping waste on public and private land. This will include showing people what signs to look out for when using disposal companies, so it's not their rubbish that ends up in a field or a river, for which they – as well as the people who did the fly-tipping – could receive a hefty fine.

Gareth Said: "This is an exciting and challenging new role that, through collaborative working and by making the most of the resources available at all the different organisations, we could really make a difference. One of my challenges is to make online reporting easier so residents, business and land owners know who to report Fly-Tipping to so it can be cleaned up as quickly as possible. It will also help us get a clear idea of what's being fly-tipped, when and where so we can work with the Police and the Magistrates to get a true picture of the damage it is causing and the real cost to businesses and the community."

Gareth Roberts can be contacted on 01962 833672 or email gareth.roberts@hants.gov.uk

Highways, Traffic and Transport

Please find a copy of the Autumn Briefing Presentation December 2017 attached

Chief Executive Bulletin - 19 November 2017

Diversity Commission

Last week's annual conference saw our Diversity Commission – whose aim is to promote and increase the diversity of councillors in local councils as well as in county associations and NALC – launch a number of important strands of its work. These include a new [webpage](#) providing more information about the Commission and its work, a [Census Survey of Parish Councillors](#) to build a picture of the demographics of our councillors, our call for ideas so you can [tell us your thoughts](#) on what you are doing or what needs to be done, and join our campaign by making a [diversity pledge](#), which you can also do via Twitter by tweeting us @NALC using #DiversityCommission. For more information do get in touch via diversitycommission@nalc.gov.uk

Launch of Tree Charter

On Monday I was pleased to attend the launch of the Tree Charter in Lincoln with Alan Jones, head of communications and project communications officer, Joseph Palasz. Local councils received a special mention in the presentations as we were one of the 70 founding organisations (with leadership from The Woodland Trust) and for being the backbone of the community support for the campaign - over a thousand local councils took part in the Tree Charter survey, 250 signed up as charter branches, 150 Legacy Trees have been planted and 5,000 signatures of support collected from local communities. I think this quote from the poet Harriet Fraser sums up it up beautifully “*Natural treasures, in roots, wood and leaves, for beauty, for use, the air that we breathe. Imagine: a wood starts with one small seed. We're stronger together – people and trees.*” Media coverage included BBC's [Countryfile](#) (last item on programme), [Daily Telegraph](#) and [The Times](#) (£). You can still [sign up](#) to support the campaign.

New legal guidance

This week we published two new legal briefings: [Lo8-17-Privacy Notices and the Legal Basis for Processing Personal Data](#) explains GDPR's requirements concerning privacy notices and the criteria to make the processing of personal data lawful; and [Lo9-17-General Data Processing Regulation and Subject Access Requests](#) covers a person's right to access and modify information about themselves and the need for all local councils to maintain records showing what the power is for the data processing that they are doing and evidence of consent from the people concerned.

(Continued on page 6)

Get involved in #OurDay on 21 November!

Whether it's from my travels around the country visiting county associations and councils, the Star Councils or Council Spotlight initiatives or our '150 Points of Light' compendium, I know only too well about the great things our councils do to improve communities. Which is why I think it's really important we use every opportunity to celebrate your achievements and shout about them from the rooftops! So I want to strongly encourage you – councillors, chairmen, mayors, leaders, clerks or other staff and county association colleagues – to get involved in this year's #OurDay on Tuesday 21 November.

Organised by the Local Government Association, #OurDay is an annual tweetathon that gives everyone who works or volunteers in local public services the chance to share their stories of how they improve the quality of life of their residents. And it's really easy to get involved – simply tweet us @NALC using the #OurDay hashtag with your council's top achievements from 2017. We want to know anything you have done to benefit your community. Remember, images and videos help tell your story so make sure you tweet them out too! Do also sign up to the #OurDay [thunderclap](#) which will help get the hashtag trending. We'll be playing our part by tweeting out case studies and stories from throughout the year. If you've already decided to get involved please let Ben Murray know at ben.murray@nalc.gov.uk, more information is also available at the [#OurDay webpage](#). If you're not on Twitter yet, here's some [simple help signing up](#) so you can get involved!

Recent county association and other events

As well as golden leaves and darker nights the Autumn is also filled with numerous county association and other events and I wanted to update you on some we've attended in recent weeks. Our chairman Cllr Sue Baxter has addressed the annual conference of the Society of Local Council Clerks and the annual general meeting (AGM) of several county associations including Hampshire, Warwickshire and West Midlands and Buckinghamshire and Milton Keynes. On Monday our head of policy and development, Justin Griggs and policy advisor Andrew Tubb attended the Counties All Party Parliamentary Group reception and Localis '[In place of work](#)' report launch where they were able to engage with council leaders, MPs, Peers and local government figures to promote the sector. On Tuesday I was delighted to attend and speak at the Suffolk county association AGM which also paid special tribute to their chief officer Shona Bendix who has been appointed Town Clerk to the new Lowestoft Town Council. That same evening Justin took part via Skype in a public meeting in Huddersfield about the potential creation of a new town council. And colleagues from the policy and development team were in Staffordshire on Wednesday for the latest in a series of county association drop-in events on the Transparency Fund.

(Continued on page 7)



New Bexhill Town Council moves one step closer

And finally, in addition to comedian Eddie Izzard's support for a new town council for Bexhill, 94% of residents also favoured this option in the consultation as part of the current community governance review. Rother District Council's steering group overseeing the review met yesterday to consider the results, though there is still some way to go with a decision expected by Full Council on 18 December. The campaign group (which includes a Game of Thrones actor!), ably supported by the Sussex and Surrey county associations as well as ourselves, gave an excellent and well received talk on progress at the networking event held at annual conference last week – so keep your fingers crossed!

Chief Executive Bulletin - 19 December 2017

Local government finance settlement

- Council tax referendum principles have **not** been extended to parish and town councils in 2018/19.
- The secretary of state for communities and local government, Sajid Javid MP, has just announced the provisional local government finance settlement for 2018/19 in the House of Commons, an extract from his speech is below:

“I can also confirm the government intends to defer the setting of council tax referendum principles for town and parish councils. This is subject to the sector taking all available steps to mitigate the need for council tax increases and the government seeing clear evidence of restraint in the increases set by the sector as a whole.”

A further update including more details will be sent out later but I wanted to let you know about the announcement right away.

Jonathan Owen
Chief Executive
National Association of Local Councils

PSAA (Public Sector Audit Appointment) Report

Dear Colleagues,

I hope you are very well. Please see the below update message regarding PSAA publishing its report tomorrow on the results of auditors' work 2016/17: Local government bodies – please don't circulate the below more widely until tomorrow – thanks.

PSAA will tomorrow publish its third report (<https://www.psa.co.uk/wp-content/uploads/2017/12/Report-on-the-results-of-auditors-work-LG-2016-17-under-embargo.pdf>) on the results of auditors' work at local government bodies. It summarises the results of auditors' work at 497 principal bodies and 9,752 small bodies (including parish councils) for 2016/17. The report covers the timeliness and quality of financial reporting, auditors' local value for money work, and the extent to which auditors used their statutory reporting powers. The timeliness and quality of financial reporting for 2016/17, as reported by auditors, remained broadly consistent with the previous year for both principal and small bodies (a link to the draft PSAA media release is here - <https://www.psa.co.uk/embargo-report-on-the-results-of-auditors-work-201617-local-government-bodies/>).

A quote from Jonathan; *“NALC warmly welcomes the publication of the PSAA report on the results of auditors' work for local government bodies 2016-17. We are particularly pleased that for small bodies, auditors were able to issue their opinion on the annual return by 30 September 2017 at 97 per cent of parish councils. It is disappointing that the number of qualified opinions increased slightly largely due to technical issues and the transition to new audit arrangements. We will continue to work hard with parish councils and the SAAA to ensure the highest standards of financial management moving forward and reiterate the ongoing value of training and sharing good practice.”*

Thanks and very much hope this helps,

Chris Borg
Policy and Development Manager
National Association of Local Councils





Calendar of Meetings

Day	Date	Meeting	Location – all 109 unless otherwise highlighted
Tuesday	16-Jan-18	POLICY COMMITTEE	
Tuesday	23-Jan-18	LARGER COUNCILS COMMITTEE	London – Location TBC
Tuesday	30-Jan-18	MANAGEMENT BOARD	
Tuesday	06-Feb-18	NATIONAL ASSEMBLY	London – Location TBC
Wednesday	14-Feb-18	SMALLER COUNCILS COMMITTEE	
Tuesday	27-Feb-18	FINANCE AND SCRUTINY COMMITTEE	
Wednesday	28-Feb-18	IMPROVEMENT & DEVELOPMENT BOARD	
Tuesday	06-Mar-18	<i>COMMUNICATIONS USER GROUP</i>	
Wednesday	07-Mar-18	POLICY COMMITTEE	
Thursday	08-Mar-18	MANAGEMENT BOARD	
Wednesday	14-Mar-18	NATIONAL ASSEMBLY (lobby day)	London – Location TBC
Wednesday	21-Mar-18	<i>LEGAL USER GROUP</i>	
Tuesday	10-Apr-18	MANAGEMENT BOARD	
Tuesday	17-Apr-18	LARGER COUNCILS' COMMITTEE	London – Location TBC
Wednesday	16-May-18	IMPROVEMENT & DEVELOPMENT BOARD	
Tuesday	05-Jun-18	FINANCE AND SCRUTINY COMMITTEE	
Monday	11-Jun-18	LARGER COUNCILS - GOOD PRACTICE	Location TBC
Tuesday	12-Jun-18	LARGER COUNCILS - GOOD PRACTICE	Location TBC
Tuesday	19-Jun-18	MANAGEMENT BOARD	
Wednesday	20-Jun-18	POLICY COMMITTEE	
Tuesday	26-Jun-18	SMALLER COUNCILS COMMITTEE	
Wednesday	11-Jul-18	NATIONAL ASSEMBLY	London – Location TBC
Tuesday	04-Sep-18	FINANCE AND SCRUTINY COMMITTEE	
Tuesday	11-Sep-18	MANAGEMENT BOARD	
Tuesday	18-Sep-18	LARGER COUNCILS' COMMITTEE	London – Location TBC
Tuesday	25-Sep-18	SMALLER COUNCILS' COMMITTEE	
Wednesday	26-Sep-18	<i>LEGAL USER GROUP</i>	
Tuesday	02-Oct-18	POLICY COMMITTEE	
Wednesday	10-Oct-18	<i>COMMUNICATIONS USER GROUP</i>	

ALL WEATHER SAFETY SURFACING FROM VITA PLAY

Vita Play would like to introduce ourselves further to all the members of HALC, and look to extend the welcome to any members we were not able to meet and discuss plans, projects or possibilities with at the HALC Conference.

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Permeable surface allowing water to percolate through
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Very little or no maintenance required
Crack and oil resistant
Adds to aesthetics and value of your property

RhynoMulch

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Durable and hard wearing
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www.vitaplay.co.uk

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be available to you?, please do not hesitate to contact
Vita Play Limited to find out how we might be able to help.

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surfacing suitable for school and local authority play spaces.



The Prince's Countryside Fund has announced a major project examining the sustainability of rural communities.

Please use link below to access press release

<http://www.rsonline.org.uk/community/princes-fund-plans-new-rural-research>



Battle's Over – Ringing Out for Peace

As part of the 'Battle's Over Project, the commemorations for the Centenary of the end of the First World War, 1000 churches will sound a peal of bells at 7.05PM on 11TH November 2018.

'Ringing Remembers' – Become a Bellringer in 2018 is a project to recruit 1400 campanologists, the same number who perished during the conflict.

See more at <http://www.bigideascompany.org/project/ringremember/>



Bulletin

Welcome to the latest edition of the National Flood Forum Bulletin we do hope you enjoy reading it. Please find a copy attached.

If you have an article to contribute please email us on bulletin@floodforum.org.uk .

From the team at the National Flood Forum



Training Schedule 2018

Development For All	<u>Overview of changes to Data Protection Legislation (GDPR)</u>	11 January 2018
Development For All	<u>An Introduction to Health & Safety for Parish Councils</u>	15 January 2018
Qualification Preparation	<u>CiLCA Portfolio 1</u>	17 January 2018
Information & Networking Event	<u>Breakfast Briefing - Transparency</u>	17 January 2018
Development For All	<u>Overview of changes to Data Protection Legislation (GDPR)</u>	30 January 2018
Officer Development	<u>Minute Taking</u>	31 January 2018
Officer Development	<u>What You Need to Know (Part 1 of 2)</u>	01 February 2018
Information & Networking Event	<u>Breakfast Briefing - VAT</u>	07 February 2018

Please book online or email Sue Ramage – sue.ramage@eastleigh.gov.uk. When making a booking, please specify the delegate name, parish council and personal contact number of the delegate (in case emergency contact needs to be made on the day of the event), as well as any mobility or dietary issues which you think the organisers of the event may need to know about.

By submitting a booking you are agreeing to the LCPD Training & Events Terms & Conditions, which can be found on our website at www.hampshirealc.org.uk//pagedetail&id=263

Source: Susan Ramage, Business Support Officer, HALC sue.ramage@eastleigh.gov.uk

Funding Practice

Funding Bulletin		
FP 4.17	Changes to Reaching Communities	December 2017
FP1.18	Funding Bulletin	January 2018



Member Support Advice Centre



LEGAL

New Legal Helpline Service Provider for Hampshire ALC Members

The Service:

Hampshire Legal Services (HLS) part of Hampshire County Council will be providing a legal helpline service for our member councils w.e.f. 1st January 2018.

The Procedure:

Councils requiring legal advice should, in the first instance, submit their queries with as much relevant information as possible to our generic inbox at hampshirealc@eastleigh.gov.uk. Also include in the subject field of the email the name of the Member council and the wording 'legal query'.

One of the HALC team will acknowledge the email and forward it to HLS.

Hampshire ALC would like to be copied in on communications sent by HLS to the Member council as part of the Helpline service (including substantive advice), therefore if you are agreeable please confirm this in your query email to ourselves so that HLS is aware you have given consent.

Response Times:

Upon receipt of the query HLS will email an acknowledgement to Hampshire ALC with an estimated response time. HLS will aim to provide its substantive advice to the Member by email within 5 business days; where this is not practicable HLS will provide an explanation and notify the Member council of the anticipated response date.

More details can be found on our dedicated Member Offers page on our website.



Hampshire Association of Local Councils Limited

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Member Support Advice Centre

2017/18 External Auditor Update Training Webinar 23 January 2018

PKF Littlejohn LLP has been appointed by SAAA as external auditor to all the smaller authorities in your county areas for 2017/18 onwards. We would like to introduce ourselves and our approach to the limited assurance reviews and also to provide some training on the forthcoming changes under the new regime.

In order to reach as wide an audience as possible, we are running an interactive webinar on Tuesday 23rd January at 11am – 12.30pm, which will be available for you to beam to an audience or for your members to dial in to themselves at that time. This webinar will be recorded and made available to you all afterwards as well.

We plan to spend an hour presenting PowerPoint slides that will cover the following areas:

- Introduction to the PKF Littlejohn team
- Overview of our approach to the limited assurance reviews
- Common issues that arose during 2016/17
- The new Annual Governance and Accountability Returns and Exemption Certificates
- Other aspects of the 2017/18 approach to our reviews

After the presentation, there will be a half hour slot for an interactive question and answer session. Further questions can be emailed to us for a later response.

We have been able to visit some county areas in person during the winter with a few more still to come, and those who have already attended any of our sessions will have seen many of these slides before. Obviously as time goes on the uncertainty around next year's arrangements decreases. So this session will fill in some of the gaps in earlier training sessions, e.g. in regard to the new forms and to our intermediate testing approach for 2017/18. Thus previous attendees are very welcome to join in as well if they wish.

Please respond to this message if you wish to receive an invitation to the webinar, including the weblink details for the day. This invitation will then be sent out to you in the New Year.

Rebecca Plane FCPFA

Senior Audit Manager

For and on behalf of PKF Littlejohn LLP

T +44 (0) 20 7516 2200

sba@pkf-littlejohn.com





Transparency Fund Update - December 2017

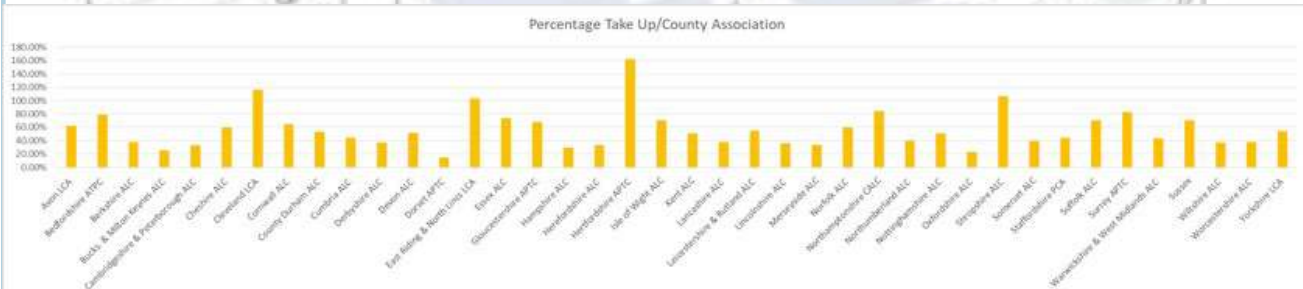
Dear Colleagues,

The Transparency Fund Sign-Off Committee met on Monday, 18 December 2017 and we are pleased to announce that £100,326.84 of funding for smaller authorities was agreed, with 133 successful applications. Whilst this was encouraging for this time of the calendar year we are very strongly encouraging Associations to sustainably continue to submit applications **throughout December and into New Year 2018 as the final deadline for NALC receipt of applications is 17:00 on 12 February, 2018, please** – relaying the February 2018 application deadline back continuously to eligible parishes in your areas - thanks. So please help us to keep grant applications up to the final deadline - thanks.

The Committee consists of:

- Representative – Association of Drainage Authorities (ADA);
- Jonathan Owen – National Association of Local Councils (NALC);
- Sarah Jeffries – Society of Local Council Clerks (SLCC);
- Bob Grainger – NALC Smaller Councils' Committee; &
- Mashoor Burahee – Department for Communities and Local Government.

£100,326.84 was put forward for consideration, of which £100,326.84 was agreed.



Above: histogram showing what percentage of eligible local councils, in each county, have received Transparency Fund grants between September 2015 and December 2017.

**Those county associations of local councils who have a percentage rating of 100% or more have managed to get every local council in their county to apply for grant funding at least once*.*





Additional funding for 2015-17 grant recipients

Councils who received funding between 2015 and 2017 from the Transparency Fund are reminded that they may apply for additional funding to cover recurring costs, such as monthly internet costs, monthly staffing costs, and monthly website costs for this financial year. These costs have to be applied for on a yearly basis by completing the Transparency Fund application form and are subject to availability of funds. For further details please access the updated instructions for completing the application form on our website here. Please also ensure that you send all parish grant applications direct to transparency@nalc.gov.uk - thanks.

DCLG guidance for authorities with a turnover of over £25,000

DCLG last year updated their guidance on eligibility of smaller authorities whose turnover exceeds £25,000. Provided that an authority does not exceed the turnover limit three years in a row, they are eligible to apply for funding. Please advise applicants falling under this category to leave the turnover question blank and provide details of their turnover under Question 29. The authority needs to state their turnover, mentioning any other grant payments they received or are due to receive, and confirming that their turnover does not exceed £25,000 three years in a row.

The new Guidance Notes have been made available on the NALC website and can be found [here](#).

End Of Month Remittances

On monthly window application deadlines – just also to completely clarify that NALC needs to have received given parish grant applications **by latest 17:00** on the day of a window application cut off point – in order then to process those same applications and include them for payment in that same monthly window. Applications received in the Transparency In Box **from 17:01 onwards** on the day of a monthly window cut-off deadline will be included for processing and payment in the next monthly processing window.

It only remains to say for this month thanks again for huge efforts – we have seen some real inroads with hard to reach councils (having received applications from every county area of England) but this will definitely need, please to be sustained across the remainder of 2017-18 if the Fund is to have a chance of hitting the 6,000 eligible TF councils on compliance.



Transparency Fund Final Submission Dates

Key Action Dates					
Payment Period		Submission to Hampshire ALC	Cut off for CALCs and ADA to send applications to NALC	NALC to release funds for approved bids	
2018	January	15:00 on 10/01/2018	17:00 on 15/01/2018	26-Jan	
	February	15:00 on 07/02/2018	17:00 on 12/02/2018	23-Feb	
Please allow 3 working days for funds to arrive in your bank account					
Please note that dates are subject to change. Applications will be accepted subject to funding availability.					

Please find application form attached or download it from our dedicated Transparency Fund Page on our website.

Appendices

Appendix	Subject Matter
A	Autumn Briefing Presentation December 2017
B	National Flood Forum Bulletin - December 2017
C	Changes to Reaching Communities - December 2017
D	Funding Bulletin - January 2018



Quality Approved



Norse South East is a business partnership between Havant Borough Council and Norse, a nationally recognised FM company.



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