

LAVERSTOCK & FORD PARISH COUNCIL

Report for Agenda Item PC25.115 (1) Approval of Bank Mandate & Standing Order

Subject: Approval of Bank Mandate change & new Standing Order
Date: 21st July 2025
Author: Andrew Prince, RFO

1. Report Summary.

- 1.1 This report lists two changes to the Bank Mandate and Payments that must be approved by Full Council in accordance with section 7 (Electronic Payments) of Financial Regulations.

2. Background.

- 2.1 Financial Regulation 7.1 explains who shall be given internet access to the Council's bank account. This shall include the Clerk, Deputy Clerk and RFO and all changes shall be agreed by the Council.
- 2.2 Financial Regulation 9.1 lists those officers who may be issued with a Debit Card with the approval of the Council.
- 2.2 Financial Regulation 7.10 permits regular payments of fixed sums to be made by banker's standing order. All such payments shall be approved by the Council.

3. Report on Changes

- 3.1 The new Clerk was appointed on 1st July 2025. Internet access has been approved by three full power signatory Councillors and is being progressed by Lloyds Bank. The Clerk shall also be issued with a Debit Card on the Council's current account in accordance with Financial Regulation 9.1.
- 3.2 The Council is currently renting office space at the Hampton Park Pavilion from the Hampton Park Pavilion charity. There is a contract agreement that fixes the rent at £80 a month subject to review after three months. An extract of the contract is attached at Annex 1. The contract commenced in October 2024 and the rent has been paid by BACS monthly in arrears.

4. Recommendation.

- 4.1 That the Council approve the addition of the new Clerk to online access to the Council's Lloyds trustee account with full authority, and for the issue of a Debit Card on that account.
- 4.2 That the Council approve the setting up of a banker's Standing Order to the Hampton Park Pavilion charity for £80 a month to be paid on or about the 25th of each month.

TERMS AND CONDITIONS FOR REGULAR BOOKINGS

for Hiring Hampton Park Pavilion “The Pavilion” Ash Crescent, Bishopdown, Salisbury, Wiltshire SP1 3GY

References to “The Pavilion” refer to the premises, references to “The Company” refer to Hampton Park Pavilion, a company limited by guarantee and which is also registered as a Charity. References to “The Trustees” refer to both the directors and trustees of The Company and charity)

Booking by Website: www.hamptonparkpavilion.co.uk

[Queries via Booking Secretary: hamptonparkpavilion@gmail.com](mailto:hamptonparkpavilion@gmail.com)

Booking Conditions

1. By making a booking the Hirer understands and accepts the **Conditions of Hire** (see pages 2 to 8)
- ~~2. In order to hire The Pavilion, the Hirer will be required to negotiate booking times and rates, and provide a holding fee of £50 by cheque, to be held for a provisional period of three months, at which time if the trustees are happy with the compliance of the hire conditions, the deposit cheque will be destroyed.~~
- ~~3. A booking will only be confirmed when the deposit has been paid, and the Trustees have ascertained that the event is suitable for the use of The Pavilion. (NB regular Hirers pay hire fees monthly in advance.)~~
- ~~4. In all cases a cancellation fee of 25% of the hire fee will be charged for cancellations within 21 days of the event and 50% for a cancellation within 7 days of the event.~~
5. The Trustees may accept or reject a hiring on a reasoned basis but always at their absolute discretion.
7. Regular Hirers should give a minimum of one month’s notice of their intention to cancel on-going use.

THE AGREEMENT

Booking agreement between Laverstock and Ford Parish Council and Hampton Park Pavilion, for use of small room and on site facilities for Parish Council Administration. Normal working schedules being Monday to Friday from 9am till 5pm at a cost of hire of £80 per month, (paid in arrears) with a review period every three months.. Hours of use are subject to the needs of the Parish.

This booking will be in place until such times as long term facilities are in place.

(any booking outside of this agreement will incur a separate cost, and must be booked separately.

The Pavilion Hire Agreement - Conditions of Hire

Any hiring charges not paid as due shall incur an interest charge of 15% per annum whilst remaining unpaid and the Hirer shall pay the Trustees all costs and expenses (including legal costs on the basis of a full indemnity) incurred in enforcing or attempting to enforce any of the terms of these conditions against the Hirer.

36. Smoking

All parts of The Pavilion are designated a no smoking area (including the veranda and its approaches). Hirers shall abide by this policy.

37. Termination

The Trustees shall be entitled (without prejudice to any other rights it may have against the Hirer) by notice in writing to the Hirer to rescind any contract between The Company and the Hirer in any or all of the following circumstances:

- (a) if any sum due and owing by the Hirer remains unpaid after falling due;
- (b) if the Hirer be in breach of any condition of hire;
- (c) the Hirer (being an individual) enters into a voluntary arrangement or if a petition is presented making a bankruptcy order against him/her or if (being a company) an application or order is made or a resolution passed for the winding up or liquidation of the Hirer.

38. Keys

Access door-pads are used to enter the hall and are given once the booking starts. These are changed on a regular basis due to security procedures.

Note: an Operations Log Book is held in the kitchen to enable Hirers to draw to the attention of The Trustees to any significant failure of equipment belonging to The Pavilion or the Hirer, in accordance with Condition 18, or to any unusual occurrences which have occurred or been observed during the booking period (e.g. lights not working, any issues of cleanliness). The Book will normally be viewed daily by a Trustee or the Caretaker.

Laverstock and Ford Parish Council agrees to abide by the Hampton Park Pavilion Terms and Conditions (Issue 3) as stated within this document.

Signature: () Date: 01/11/2024

Full Name (print please):

Position in Organisation: