Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 11 DECEMBER 2017 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM
Chief Officer

05 December 2017

AGENDA

1. To receive and approve apologies for absence.
2. To receive any Declarations of Interest.
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
6. To approve the Minutes of the Council Meeting held on the 20 November, 2017.
7. To receive and approve the Orders for Payment (List 9 attached).
8. To receive and agree the monthly finance report.
9. To receive and consider the draft Budget 2018/2019.
10. To receive an update and agree the preparation of a Business Plan in respect of the Land East of Horndean – Community Building.
11. To receive and consider the application in respect of the following Grant:
    - 1st Horndean Scout Group - £558
12. To note the next scheduled meeting of the Council being the 15 January 2018.
13. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**
14. To approve the Confidential Minutes of the Council Meeting held on the 20 November 2017.

Item 4

District Councillor's Report to Horndean Parish Council for 11th Dec 2017

Cllr David Evans, Horndean Kings, East Hampshire District Council

30th Nov Extraordinary Council Meeting

The sole agenda item was what the Council's response should be to the Local Government Boundary Commission (LGBCE) Draft Recommendations on new electoral arrangements for EHDC.

Cllrs from all parts of the District reported their desire to retain the existing number of wards and numbers of Councillors per ward with exception of an additional 2-member ward to be created in Alton and a ward in Petersfield that will go. The number of Councillors would therefore reduce from 44 to 43.

The five District Councillors in Horndean agree that the best representation of our residents is achieved by having single-member wards rather than the 2 two-member wards with the two-member Rowlands Castle ward that LBGCE proposed.

We have worked extremely hard to create a ward boundary layout that delivers this and which keeps the number of electors per ward within the ±10%. It will mean boundaries between the Horndean Wards will change, some quite significantly however, the proposed new boundaries are the only way to deal with the additional 850 electors that are forecast to move into the Hazleton and Blendworth Ward by 2023 as the LEOH development proceeds to be built out whilst maintaining a satisfactory degree of voter number equality between wards.

Discussions with the Rowlands Castle DC, Malcolm Johnson, have resulted in agreement to place the boundary between the Horndean Hazleton and Blendworth District ward and the Rowlands Castle District ward broadly along the tree line a little to the south of the LEOH development area.

All of these proposals will be submitted to the LGBCE who make the final decisions.

Note: Altering the EHDC ward boundaries as suggested does not alter the Parish Boundaries. However, it would seem to be beneficial if the Parish Boundaries could also change to follow the DC ward boundaries and retain coterminosity for the convenience and effectiveness of Local Government. This is a matter for the two Parish Councils to discuss and agree. It is my understanding that altering the Parish boundaries would be done by EHDC conducting a Community Governance Review.

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 20 NOVEMBER 2017 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge, Mrs D Denston, D Evans, A Forbes (Vice Chairman), Dr C Jacobs, Mrs E Tickell.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Senior Administrator (Minute Taker) & Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: 1 member of the Press, 1 member of the public and District Councillor Sara Schillemore were present.

HPC 147/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck, Miss J Murray, R Veitch, Mrs I Weeks, N Wren and County Councillor Mrs Marge Harvey

No apologies for absence were received from Councillor R Sowden.

HPC 148/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 149/17/18 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Mrs Marge Harvey was circulated.

HPC 150/17/18 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated.

HPC 151/17/18 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman thanked staff and all agencies involved for the preparation and work involved in the running of the Remembrance Service and Parade.

She informed Members that Cllr Little had relinquished his position and thanked him for his work as a Parish Councillor.

She reminded Members that the Annual Carol Service was scheduled to take place on the evening of Tuesday 12th December 2017, 7pm start and asked that if anyone was interested in attending the CAB AGM, they could book a place via the office and said the details would be emailed by the Chief Officer.

HPC 152/17/18 **PUBLIC SESSION**

The meeting was duly opened to members of the public.

District Councillor Sara Schillemore informed Members that the speed gun, purchased by EHDC and Clanfield, Horndean and Rowlands Castle Parishes, intended for use in the South of East Hampshire, had been located at Waterlooville Police Station. It was asked that HCC be made aware of its location.

Kim O'Brien, property owner of a house on London Road queried the next steps for the management of Japanese Knotweed in the garden of the property which had grown on her land, originating from Parish Council land. She suggested that a Mortgage Compliance package be obtained, as per her Solicitors advice in order to help with the sale of her property.

HPC 153/17/18 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 23 OCTOBER 2017**

It was **RESOLVED** that the minutes of the Council meeting held on 23 October 2017 be duly signed as a true record of the meeting.

HPC 154/17/18 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 8 ATTACHED)**

The Orders for Payment (List 8 attached) was circulated.

It was queried whether the hedge at Chervil Close was owned by HPC, as per reference No. 15 on the Orders for payment. The Chief Officer said she would confirm these details and report back to Council.

It was **RESOLVED** that the Orders for Payment (List 8 attached) be approved and duly signed.

HPC 155/17/18 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted by Members.

HPC 156/17/18 **TO RECEIVE AND CONSIDER AN UPDATE IN RESPECT OF THE DRAFT BUDGET 2018/2019, INCLUDING THE RECOMMENDATIONS FROM THE GROUNDS COMMITTEE ON THE 13 NOVEMBER 2017**

A report by the RFO was circulated. The RFO stated that he had been chasing EHDC for the Tax Base and information regarding the Council Tax Support Grant but was yet to receive any information regarding either. The District Councillors confirmed they had also not yet received any information regarding either.

HPC 157/17/18 **TO RECEIVE AN UPDATE IN RESPECT OF THE ACRHCITECTURAL SERVICES REQUIRED FOR THE EXTENSION OF JUBILEE HALL**

A report by the Chief Officer was circulated and noted by Members.

HPC 158/17/18 **TO RECEIVE A VERBAL UPDATE REGARDING THE LAND EAST OF HORNDEAN DEVELOPMENT AND TO CONFIRM MEMBERSHIP OF THE WORKING PARTY**

The Chairman referred to the District Councillor report from Item 4, indicating that it had been announced that Bloor Homes have signed up to deliver the LEOH development in Horndean.

Members of the LEOH Working Party were confirmed as follows

- Cllr D Evans
- Cllr Mrs L Evans
- Cllr D Alexander
- Cllr Mrs E Tickell
- Cllr Mrs D Denston

HPC159/17/18 **TO RECEIVE A REPORT AND AGREE THE RECOMMENDATION WITHIN THE INTERNAL AUDITORS REPORT PERTAINING TO THE PROVISION OF REFRESHER COURSES FOR HPC STAFF, ENGAGED IN PLAY AREA INSPECTIONS**

A report by the Chief Officer was circulated and a discussion took place.

It was **RESOLVED** that Council did not wish to proceed with the additional training for staff in relation to Play Area Inspections given the timely and thorough procedures already in place.

HPC 160/17/18 **TO RECEIVE AND AGREE THE REVISED PLANNING POLICY**

It was **RESOLVED** that the revised Planning Policy be adopted with the following amendment

- Remove the wording 'in responding to Planning' from paragraph b.

HPC 161/17/18 **TO RECEIVE AN UPDATE IN RESPECT OF THE ASH TREES INFECTED WITH CHALARA WITHIN THE PARISH**

A report by the Grounds Manager was circulated. It was **RESOLVED** that Council proceed with the programme of removing Ash affected with Chalara die back on trees posing a risk to public safety.

HPC 162/17/18 **TO RECEIVE AND CONSIDER THE DEMARCATION OF PARISH BOUNDARIES PERTAINING TO THE LAND EAST OF HORNDEAN DEVELOPMENT**

A report and maps were circulated. The Chairman stated that HPC would need to ask EHDC to review the boundaries under a Community Governance Review.

HPC 163/17/18 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS**

- **All Saints Church, Catherington - £1,000**
  Cllr D Evans informed Members that the Finance Committee had requested further information relating to the large amount of reserves held by All Saints Church, Catherington. Further information was subsequently received and circulated.

  It was **RESOLVED** that All Saints Church, Catherington be awarded £1,000 as per their grant application request. This was proposed by Cllr D Evans and seconded by Cllr Alexander.

- **Horndean Community Association - £2,000**
  It was **RESOLVED** that Horndean Community Association be awarded £2,000 as per their grant application request with a proviso, contingent upon when a contract for the work has been awarded and total funding for the project has been secured.

HPC 164/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 13 NOVEMBER 2017, IN RESPECT OF THE WINTER/SUMMER FLORAL DISPLAYS WITHIN THE VILLAGE CENTRE**

It was **RESOLVED** that a budget of £2,600 for 2018/2019 be approved for the installation of all year round floral displays and for existing planters to be upgraded to tower planters.

It was noted that the winter floral displays were already in position within Horndean Parish.

HPC 165/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 13 NOVEMBER 2017, IN RESPECT OF EXTENDING THE BOARDWALKS AT DELL PIECE WEST**

It was **RESOLVED** that the recommendation from the Grounds Committee on the 13 November 2017 be agreed as follows

- To proceed with the purchasing of materials to extend and improve the boardwalks at Downs Park, at a total cost of £1,844.24 ex VAT.
- To apply for District Councillor grant funding from Cllr Mrs E Tickell and to look at available funds for Environmental Improvements within the Developers Contributions.

HPC 166/17/18 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING ON THE 6TH NOVEMBER 2017, IN RESPECT OF THE HAND/ARM VIBRATION POLICY**

It was **RESOLVED** that the recommendation from the Finance and General Purposes Committee meeting on the 6th November 2017 be approved as follows

- The Hand/Arm Vibration Policy be adopted.
- A comprehensive procedure be drafted to accompany the Policy in readiness for consideration at the Grounds Committee meeting on 29th January 2018.

HPC 167/17/18 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 11 DECEMBER 2017**

Noted.

HPC 168/17/18 **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960).**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting.

The public part of the meeting closed at 8.15PM

HPC 169/17/18 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 18 SEPTEMBER 2017 AND 23 OCTOBER 2017**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on the 18th September 2017 and 23rd October 2017 be duly signed as a true record of the meeting.

HPC 170/17/18 **TO RECEIVE AND CONSIDER THE APPLICATION FOR ELECTRICITY TO A PRIVATE DWELLING WITHIN CATHERINGTON LITH**

An email conversation between the Grounds Manager and a staff member at SSE was circulated regarding the application for electricity to a private dwelling within Catherington Lith.

An update by the applicant was also circulated and a discussion took place. It was **RESOLVED** that the applicant procced with the application process through making contact with SSE.

HPC 171/17/18 **TO RECEIVE A REPORT AND AGREE THE WAY FORWARD IN RESPECT OF THE PRESENCE OF JAPANESE KNOTWEED WITHIN THE BOUNDARIES OF TWO PRIVATE DWELLINGS WITHIN HORNDEAN**

A report by the Grounds Manager and Chief Officer was circulated. A discussion took place and it was **RESOLVED** that Council proceed with the mortgage compliant programme of works at a cost of £600 + VAT per property.

The confidential part of the meeting closed at 8.50PM

.....
Chairman

.....
Dated

Item 7

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2017-18			LIST 9 - 11-12-17			BANK ENTRIES: 15/11/17 to 04/12/17
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
		NOVEMBER 2017 - DIRECT DEBITS				
1	01/11/2017	Vodafone	47.00	9.40	56.40	Mobiles : Oct Calls/Nov Rent
2	03/11/2017	SSE Gas	122.48	6.12	128.60	Napier Hall: Gas 3 Oct - 1 Nov 2017
3	31/10/2017	Veolia	185.21	37.04	222.25	Waste Removal - October 2017
4	28/10/2017	PHS	56.64	11.33	67.97	Napier Hall : Dust Mats, Hand Dryer 01/12/17-13/01/18
		DECEMBER 2017 - DIRECT DEBITS				
5	01/12/2017	Luckylite	520.00	0.00	520.00	December 2017 Rent
		NOVEMBER 2017 BACS				
6	04/11/2017	Members Travel Expenses	31.05	0.00	31.05	Re November 4th 2017 HALC General Meeting
7	20/11/2017	Horndean PC Employees	13,811.68	0.00	13,811.68	Net Salaries - November 2017
8	18/09/2017	F R Jones & Son	48.15	9.63	57.78	Strimmer Line, Bulldog Fork, Spark Plug
9	26/10/2017	F R Jones & Son	228.31	45.66	273.97	Forestry Harness, Strimmer Harness, Pruning Saw
10	13/11/2017	AVS Fencing	99.36	19.87	119.23	Fence Post and Post Fix for Dell Piece West
11	14/11/2017	Countryside Jobs Service	135.00	27.00	162.00	Advert-Estate Warden Position
12	14/11/2017	Annodata	272.42	54.48	326.90	Photocopying 14/8/17-14/11/17
13	15/11/2017	Blendworth Property Maintenance	50.00	0.00	50.00	Tyfield House : Repair Tap in Disabled Toilet
14	15/11/2017	Blendworth Property Maintenance	60.00	0.00	60.00	Napier Hall : Supply and Fit Replacement Part to Disabled Toilet
15	31/10/2017	Screwfix	1.66	0.33	1.99	Bolts to Fix Bench on London Road
16	15/11/2017	Screwfix	64.97	12.99	77.96	Chuck, Pozzi Bit, Box of Screws
17	17/11/2017	Rowlands Castle Cleaning	75.00	0.00	75.00	Window cleaning at Tyfield, Jubilee, Napier
18	23/11/2017	All Saints Church	1,000.00	0.00	1,000.00	Approved Grant from Council
19	01/11/2017	AVS Fencing	14.85	2.97	17.82	Fencing Posts for Ashley Close
20	22/11/2017	F R Jones & Son	177.92	35.58	213.50	Stihl Leaf Blower
21	22/11/2017	St John Ambulance	430.00	86.00	516.00	Requalification of First Aid Course
22	22/08/2017	Keydell Nurseries	8.33	1.67	10.00	Top Soil for Jubilee Play Area
23	22/08/2017	Keydell Nurseries	12.08	2.42	14.50	Plants for Planter (by Welcome to Horndean Sign)
24	23/11/2017	Keydell Nurseries	17.40	3.47	20.87	Plants for Memorial Square
25	07/07/2017	Keydell Nurseries	8.34	1.66	10.00	Top Soil for Jubilee Play Area
26	23/11/2017	Keydell Nurseries	70.26	14.05	84.31	Spring Bulbs and Plants for Hanging Baskets
27	22/08/2017	Keydell Nurseries	67.02	13.41	80.43	Plants for Village Memorial Square Planter
28	07/07/2017	Keydell Nurseries	38.28	7.65	45.93	Summer Bedding Plants for Hanging Baskets
29	23/11/2017	EHDC	115.00	0.00	115.00	Printing of 400 Carol Service Sheets
30	30/11/2017	HMRC	3,713.26	0.00	3,713.26	PAYE/NI November 2017
31	30/11/2017	Hampshire Pension Fund	3,724.83	0.00	3,724.83	Pension Contributions - November 2017
		DECEMBER 2017 BACS				
32	01/12/2017	Staff Expenses	18.99	0.00	18.99	Staff Expenses 1 - 30 November 2017
		NOVEMBER 2017 DEBIT CARD				
33	14/11/2017	Secure-a-Field	35.31	7.06	42.37	Outdoor Paper
34	21/11/2017	Amazon	26.97	0.00	26.97	Fairy Lights for Carol Service
		DECEMBER 2017 DEBIT CARD				
35	01/12/2017	Land Registry	6.00	0.00	6.00	Land Registry Seach for property on Catherington Lith
		TOTALS	**25,293.77**	**409.81**	**25,703.58**	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 9 - 11-12-17			
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
36	22/11/2017	Plantscape Ltd	890.00	178.00	1,068.00	12 Planters for Winter Plant Up
37	30/11/2017	Andrews Newby Partnership	945.00	189.00	1,134.00	Napier Hall : Crack Monitoring & Damp Proof Course Survey
38	24/11/2017	PBA Consulting Solutions	600.00	120.00	720.00	Treatment & Monitoring Programme for Japanese Knotweed
39	04/12/2017	MOT & Service World	1,101.31	220.26	1,321.57	ST08 XVV : Clutch Replacment
		TOTALS	**3,536.31**	**707.26**	**4,243.57**	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 9 - 11-12-17			BANK ENTRIES: 15/11/17 to 04/12/17
Ref	Date of Banking	Payer	Net	VAT	Total Receipt	Details
		NOVEMBER 2017				
40	16/11/2017	Private	-143.56	0.00	-143.56	Refund Deposit/Hall Hire due to cancellation Jubilee Hall
41	17/11/2017	Private	94.38	0.00	94.38	Hire of Jubilee Hall
42	20/11/2017	Lovedean Karate Club	264.00	0.00	264.00	Hire of Napier Hall
43	20/11/2017	On All Paws	316.80	0.00	316.80	Hire of Jubilee Hall
44	20/11/2017	1st Catherington Air Scouts	67.80	0.00	67.80	Hire of Jubilee Hall
45	20/11/2017	1st Catherington Air Scouts	52.80	0.00	52.80	Hire of Jubilee Hall
46	21/11/2017	A Upfield	58.08	0.00	58.08	Hire of Jubilee Hall
47	27/11/2017	Horndean Baptist Church	743.14	0.00	743.14	Hire of Napier Hall
48	28/11/2017	Country Park Quilters	26.40	0.00	26.40	Hire of Jubilee Hall
49	29/11/2017	Southern Health	52.80	0.00	52.80	Hire of Jubilee Hall
50	30/11/2017	Private	12.00	0.00	12.00	Hire of Jubilee Hall
51	30/11/2017	Jiggy Wrigglers	79.20	0.00	79.20	Hire of Jubilee Hall
52	30/11/2017	ams4fitness	254.60	0.00	254.60	Hire of Napier/Jubilee Hall
53	30/11/2017	Cambridge & Counties	113.81	0.00	113.81	Bank Interest - November 2017
		DECEMBER 2017				
54	01/12/2017	Horndean F.C	83.34	0.00	83.34	Hire of Pitches
55	01/12/2017	Horndean Hawks	84.24	0.00	84.24	Hire of Pitches
56	01/12/2017	Brendoncare	34.00	0.00	34.00	Hire of Napier Hall
57	01/12/2017	Private	43.56	0.00	43.56	Hire of Jubilee Hall
58	04/12/2017	Pilates	42.50	0.00	42.50	Hire of Napier Hall
59	04/12/2017	Busybees	435.60	0.00	435.60	Hire of Jubilee Hall
60	04/12/2017	Butser Lace	51.00	0.00	51.00	Hire of Napier Hall
		TOTALS	2,766.49		2,766.49	

SIGNED:	
SIGNED:	
DATE:	LIST 9 - 11-12-17

Item: 8

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 11th December 2017

SUBJECT OF REPORT: Finance Report

External Auditor

We have recently received confirmation of our new external auditor who will audit the 2017-18 accounts next summer. They are PKF LittleJohn and they have been appointed for five years.
The Annual Return will now be known as the 'Annual Governance and Accountability Return'
The fee remains for our level of income & expenditure remains unchanged at £1,300.

Current Bank Accounts

The bank accounts that we hold have been reconciled to the end of November 2017.
At that point in time the total balance stood at £537.6k.

Management Accounts

As the Council meeting is earlier in the month the December (Quarter 3) accounts have yet to be closed.
The full Quarter accounts will be presented at the Finance & General Purposes Committee on January 29th 2018.

Report Prepared by Simon Ritson, Responsible Finance Officer

ITEM : 9

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 11th December 2017

SUBJECT OF REPORT: Budget 2018-19 Update

The 2018-19 draft budget was presented to full council at a Budget workshop held on Tuesday 26th September 2017. An update was provided to full council on 20th November which showed a deficit in the draft budget of £24.9k.

The budget has been reviewed in detail at Finance & General Purposes (F&GP) Committee meetings on 6th November and the 4th December.

Since the last Council update we have received the Tax Base information from East Hants District Council (EHDC). It is an increase of 24 to a new level of 5,082.7 for 2018-19.
This has had the impact of reducing the deficit by £1.8k

As we currently stand we have no information as to whether the Council Tax Support Grant (CTSG) will continue but this seems to be in jeopardy as EHDC have had their Revenue Support Grant from central Government withdrawn which has historically been available to pay the CTSG. If EHDC wish to maintain the CTSG to Town and Parish Councils they will have to find it out of their own resources.
For Horndean Parish Council this represents funding of £21.5k.

Following the F&GP Meeting held on the 4th December some further refinements were made to the budget on the assumption that we will not be in receipt of the CTSG.

This has resulted in a deficit in the draft budget of £31.3k without the need to increase the precept.

The table below shows the movement between the £24.9k deficit presented on the 20th November and the current deficit of £31.3k

Version 3		Restated General Reserves Funded Deficit in Draft v3			-24,897
CC	NC	Description	v3	v4	Change
n/a	n/a	Tax base Increase from 5,058.7 to 5,072.7		-1,750	-1,750
n/a	n/a	(possible) removal of Council Tax Support Grant	-21,538	0	21,538
n/a	330	Staff Contingency	6,438	0	-6,438
301	1075	Increase Hall Hire Target (Napier) to 16-17 outturn	-22,200	-24,300	-2,100
470	6500	Reduce DB to 0.61 EFT for Apr-Sep	131,620	126,805	-4,815
		Total of V3 to V4 changes			6,435
Version 4		Restated General Reserves Funded Deficit in Draft v4			-31,332

The latest forecast, made at the end of October indicated an underspend in 2017-18 of c£40k so if the budget is set with a deficit of £31.3k the level of General Reserves are unlikely to fall.

Obviously if the CTSG is received in full in 2018-19, the deficit would be reduced to £9.8k.

However, until we have confirmation from EHDC with regards to the CTSG we are not in a position to finalise the budget.

Attached is the summary of the latest draft budget.

Report Prepared by Simon Ritson, Responsible Finance Officer

ITEM: 9

Horndean Parish Council

FINAL BUDGET 2018-19

Cost Centre Code	Cost Centre Name	FULL YR ACTUAL 2016-17	FULL YR BUDGET 2017-18	YTD ACT APR-SEP 2017-18	FULL YR BUDGET 2018-19	Change
201	Central Costs - Finance & GP	174,945	171,893	72,468	181,049	9,156
222	Grants	7,373	7,000	1,938	7,000	0
	TOTAL EXPENDITURE	182,317	178,893	74,406	188,049	9,156
201	Central Costs - Finance & GP	-10,394	-5,304	-5,181	-4,904	400
	TOTAL INCOME	-10,394	-5,304	-5,181	-4,904	400
Finance & General Purpose	**NET EXPENDITURE**	**171,924**	**173,589**	**69,224**	**183,145**	**9,556**
301	Napier Hall	19,349	19,460	9,278	19,131	-329
305	Jubilee Hall	19,981	22,209	10,227	22,090	-119
310	Tyfield House	24,796	26,806	15,096	25,798	-1,008
315	Lucky Lite	8,891	9,714	5,875	9,651	-62
	TOTAL EXPENDITURE	73,018	78,188	40,476	76,671	-1,518
301	Napier Hall	-24,362	-20,400	-12,015	-24,300	-3,900
305	Jubilee Hall	-24,687	-20,400	-13,216	-22,200	-1,800
	TOTAL INCOME	-49,049	-40,800	-25,231	-46,500	-5,700
Property Management	**NET EXPENDITURE**	**23,969**	**37,388**	**15,246**	**30,171**	**-7,218**
407	Countryside Sites	4,640	6,000	11,737	6,000	0
408	Amenity Sites	165,731	12,438	5,056	15,606	3,168
470	Other Open Spaces Costs	157,702	167,276	71,636	174,758	7,482
	TOTAL EXPENDITURE	328,073	185,714	88,428	196,364	10,650
407	Countryside Sites	-19,549	-11,729	-14,699	-11,729	0
408	Amenity Sites	-146,846	-2,011	-1,005	-2,011	0
	TOTAL INCOME	-166,395	-13,740	-15,704	-13,740	0
Open Spaces	**NET EXPENDITURE**	**161,678**	**171,974**	**72,724**	**182,624**	**10,650**
	GRAND TOTAL EXPENDITURE	**583,408**	**442,795**	**203,310**	**461,083**	**18,288**
	GRAND TOTAL INCOME	**-225,838**	**-59,844**	**-46,116**	**-65,144**	**-5,300**
	GRAND NET EXPENDITURE	**357,570**	**382,951**	**157,194**	**395,939**	**12,988**
	EARMARKED RESERVES		**23,438**		**1,562**	**-21,876**
	GENERAL RESERVES		**-20,433**		**-31,333**	**-10,900**
	GRAND TOTAL		**385,956**		**366,168**	**-19,788**
	EHDC Allowance (tax Support Grant)		**21,538**		**0**	
	Precept		**364,418**		**366,168**	
	Tax Base		**5,058.7**		**5,082.7**	
	2017-18 / 2018-19 Band d precept		**£72.04**		**£72.04**	**0.0%**

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 11 December 2017**

AGENDA ITEM: 10

SUBJECT OF REPORT: Land East of Horndean Development – Community Building

BACKGROUND

The proposed development after a significant delay, is once again making progress and therefore the Parish Council will need to carefully consider the way forward.

The first phase of the development includes the community building, the developer will need to be informed/provided with the following prepared by Council:

A Design Brief
Decisions as to building style and structure
Floor area.

The preparation of a business plan and market appraisal will need to be undertaken externally, costs to be confirmed and presented to Council for approval in due course. One quotation received for the completion of a business plan is in the region of £1,400.

The community building will increase staffing levels significantly in terms of a hall manager, caretaker/cleaner, administrators and needs to be carefully considered in terms of cost notwithstanding the running costs, given the proposed size of building.

The business plan will ascertain the income that will need to be generated to enable the building to be financially self-sufficient. It would be of concern if the Parish Council was placed in the position of needing to subsidise the hall, leading to the depletion of resources and the possible need to raise the precept. It is therefore imperative that the business plan is able to demonstrate that the project is financially viable and would indeed be an asset to the community.

The option at this stage remains open as to whether the Parish Council commits to taking transfer of the building or declines. In the event of the latter, the possible likely outcome would be for a management company to take responsibility and control of the building.

The transfer of ownership will need to be accepted before the structure of the building is complete. It therefore it follows that the ongoing obligations, responsibilities and costs need to be carefully considered before acceptance.

It has become evident that initially an additional part-time member of staff will be required should Council wish to commit to the community building. The project management and co-ordination of such a project will require a suitably skilled member of staff. The planned extension to Jubilee Hall is ongoing and current timescales indicate the likelihood of both projects commencing within a similar time frame.

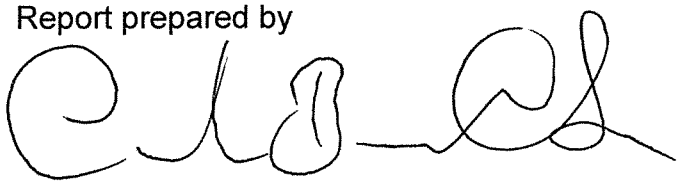
The Parish Office is full to capacity in terms of desk space and any additional staff will need to be co-ordinated with the existing part-time staff in terms of desk share.

I have spoken to the clerk of a Parish Council who has undertaken similar projects, whereby an external company was engaged to provide a Clerk of Works/Project Manager. The cost of such a service commences at £10,000.

RECOMMENDATION

Council need to consider carefully the level of commitment which is required from Members in order for this project to be successful, remaining mindful of the difficulties encountered by a neighbouring parish. It is tempting to seize opportunities to acquire new facilities and land without fully contemplating the long-term ramifications. Historically some such acquisitions have proved to be less than favourable, creating onerous obligations for the Council.

Report prepared by



Carla Baverstock-Jones
Chief Officer