Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 05 NOVEMBER 2018 AT JUBILEE HALL AT 6.30 P.M.

Members of the Committee Cllr D Alexander (Chairman), Cllr Mrs L Evans, Cllr M Burridge, Cllr A Forbes (Vice Chairman), Cllr Nigel Wren are summoned to attend.

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

30 October 2018

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. 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.*
4. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 03 September 2018.
5. To receive and consider the quarterly Management Accounts for the period ending 30 September 2018.
6. To receive and consider the draft Budget for the year 2019/2020.
7. **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).**
8. To approve the Confidential Minutes of the Finance and General Purposes Committee meeting held on the 03 September 2018.

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 03 SEPTEMBER 2018 AT 7.30PM

PRESENT: Cllr D Alexander (Chairman), Cllr Mrs. L Evans, Cllr A Forbes, Cllr M Burridge

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Financial Officer

PUBLIC ATTENDANCE: No members of the public were present.

F&GP 008/18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies received.

F&GP 009/18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 010/18/19 **TO ELECT A VICE CHAIRMAN TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

It was proposed by Cllr M Burridge that Cllr A Forbes stand for Vice Chairman. It was seconded by Cllr Mrs. L Evans.

It was **RESOLVED** that Cllr A Forbes will henceforth be Vice Chairman of the Finance and General Purposed Committee

F&GP 011/18/19 **PUBLIC SESSION**

No members of the public were present.

F&GP 012/18/19 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 26 MARCH 2018**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 14th May 2018 duly signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr Forbes.

F&GP 013/18/19 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 30th JUNE 2018**

The Quarterly Management Accounts for the period ending 30th June 2018 were circulated, along with a report from the RFO. The RFO explained that the accounts were in the usual format.

The YTD position showed a £10.4K underspend. This main reasons for this were noted.

It was noted that the Community Infrastructure Levy (CIL Neighbourhood Portion) income of £7.567.47 and expenditure is to be published on the website.

F&GP 014/18/19 **TO CONSIDER THE FUTURE EXPENDITURE IN RESPECT OF THE LEOH DEVELOPMENT AND THE CREATION OF AN EARMARK RESERVE**

It was **RESOLVED** that the separate earmark reserve is to be set up and to the value of £10K to allow for any future expenditure on LEOH Development and that this will be carefully monitored with outgoings being approved by the F&GP Committee.

This was proposed by Cllr D Alexander and seconded by Cllr A Forbes and Cllr M Burridge.

F&GP 015/18/19 **TO RECEIVE AND CONSIDER THE DRAFT DATA BREACH POLICY BEING A MANDATORY REQUIREMENT WITHIN THE STANDING ORDERS**

It was **RESOLVED** to accept and recommend to Council the Data Breach Policy following a few minor amendments.

F&GP 016/18/19 **TO RECEIVE AND CONSIDER THE DRAFT RETENTION POLICY BEING A MANDATORY REQUIREMENT WITHIN THE STANDING ORDERS**

It was **RESOLVED** to accept and recommend to council the Data Breach Policy following a few minor amendments.

F&GP 017/18/19 **TO RECEIVE AND CONSIDER THE FUNDS RECEIVED IN RESPECT OF THE FOLLOWING:**

- Maintenance of land at Wagtail close - £4,000
- Community Infrastructure Levy (Neighbourhood Portion) - £7,567.47

It was **RESOLVED** that the £4K received from Barrett's would be retained in the General Reserves and the £7.567.47 received from EHDC for CIL of Quarter 1 would be transferred to the Earmarked Reserves.

F&GP 018/18/19 **TO REVIEW AND DISCUSS THE TIMETABLE AND KEY MILESTONES FOR THE 2019/2020 BUDGET PROCESS**

It was **RESOLVED** that the RFO would provide the Committee with the initial budget outline for 2019/2020 by 15th October 2018.

F&GP 019/18/19 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:**

- Neighbourhood Watch - £32.00
- Horndean technology College Lunch Club - £350.00
- 1st Horndean Scout Group - £900.00

NEIGHBOURHOOD WATCH
It was agreed and recommended to Council that the grant application request of £32 be awarded. This was proposed by Cllr Mrs. L Evans and seconded by Cllr A Forbes.

HORNDEAN TECHNOLOGY COLLEGE LUNCH CLUB
It was agreed and recommended to Council that the grant application request of £350 be awarded. This was proposed by Cllr D Alexander and seconded by Cllr M Burridge.

1st HORNDEAN SCOUT GROUP
It was agreed and recommended to Council that half of the grant application request of £900 be awarded. Therefore a value of £450. The reason for this is due to the previous grants awarded and the available spend allocated for grant applications. This was proposed by Cllr D Alexander and seconded by Cllr Mrs. L Evans.

Public Meeting closed at 8:35PM

.....
Chairman

.....
Dated

Horndean Parish Council

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 5th November 2018

SUBJECT OF REPORT: Quarter 2 Management Accounts (Jul-Sep 2018)

Income & Expenditure (5 page spreadsheet attached)

The year to date position at the end of September 2018 showed a favourable variance, after adjusting for earmarked reserve movements of £18.6k.

This breakdowns to:

i) £20.8k favourable income variance
ii) £2.2k unfavourable expenditure variance

The main reasons for the income variance are as follows:

VARIANCE ANALYSIS 2018-2019				
INCOME			**£££**	**Notes**
1075	301	Halls Income	-£1,193	
1075	305	Halls Income	-£2,819	
1050	407	Developer's Contributions	-£4,000	Wagtail Road from Barrett's
1050	407	Developer's Contributions	-£2,863	South Downs National Park
1038	408	Councillor Grants (EHDC)	-£500	EHDC Councillor Grant re Football Pitches
1050	408	Developer's Contributions	-£9,041	EHDC for Down's Park Play Equipment
various	various	Other Under/Overspends	-£438	
Total Income Variance Explained			**-£20,854**	
EXPENDITURE			**£££**	**Notes**
2000	201	Admin Salaries	-£3,297	Duplication of staff costs due to sick cover
2060	201	Staff Training	£1,012	
4011	201	IT Support	-£812	Includes increased Microsoft bill
4035	201	Professional Fees	-£867	Includes £1,800 for Travellers Costs (Glanvilles)
3002	301	Utilities	£931	
3055	301	Caretaker Salaries	£539	
3002	305	Utilities	£999	
3055	305	Caretaker Salaries	£668	
6060	407	Hazleton Common	-£2,397	Footpath funded by HCC in 2017-18 (£1,901). Steps (£456) funded by SDNP
6160	407	Other Sites	£2,744	
6120	408	St Giles Churchyard	-£650	Funded from SDNP income
6580	408	Play Equipment	-£7,846	see income above
6500	470	Countryside Team Salaries	£3,480	One member of team not in Pension (Apr-Sep)
6592	470	Rangers Equipment Hire	-£758	
6640	470	Training for Countryside Team	£1,194	
various	various	Other Under/Overspends	£2,795	
Total Expenditure Variance Explained			**-£2,265**	

We have received income from various sources in 2018-19 that were not budgeted. The table below details the source and nature of those income streams:

ADDITIONAL INCOME 2018-19					
NC	CC		Payee	Decsription	£££
1049	201	CIL Neighbourhood Grant	EHDC	187 London Road PO8 0HJ	1,815
		CIL Neighbourhood Grant	EHDC	Premier Inn PO8 0DT	5,752
				TOTAL	**7,567**
1050	407	Developer's Contributions	Barratt's	Wagtail Road	4,000
			SDNP	St Giles Tree Works & Wall Repair	1,335
			SDNP	Catherington Lith Interpretation Board	370
			SDNP	Catherington Down 2 Kissing Gates	470
			SDNP	Hazleton Common: Steps around Yew Tree	688
				TOTAL	**6,863**
1038		Councillor Grants	EHDC	Football Pitch Maintenance	500
1050		Developer's Contributions	EHDC	Downs Park Play Equipment from EHDC	9,041

Balance Sheet (spreadsheet attached)

Current Assets

As at 30th September Current Assets totalled £625.6k
Cash balances, including Petty Cash, totalled £611.7k
Debtors stood at £13.8k including £7.1k VAT reclaim from HMRC (Quarter 2) and £4.6k unpaid hall hire invoices

Liabilities

As at 30th September 2018 Current Liabilities totalled £6.5k.
This comprised of accruals (supplier invoices outstanding) of £4.5k
Hall Income deposits received that are due for return of £1.5k.
Hall Income received for bookings after the end of this accounting period of £0.4k

Earmarked Reserves

As at September 30th 2018 Earmarked Reserves stood at £263.1k and General Reserves a further £356.0k giving total funds available of £619.1k.

Forecast

The forecast to 31st March 2019 is, at this stage, indicating an underspend against the budget of c£35k.
It should be noted that the budget set for 2018-19 showed a deficit of £29.8k so if this forecast is accurate there would be an increase, year on year, to our General Reserve of c£5k.

Report Prepared by Simon Ritson, Responsible Finance Officer
22nd October 2018

INCOME AND EXPENDITURE TO SEPTEMBER 2018		Current Month (Sep)			Year to Date (Apr-Sep)			Annual	Funds	To/From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
201	**Central Costs - Finance & General Purposes**										
1000	Precept	183,084	183,084	0	366,168	366,168	0	366,168			
1049	CIL Neighbourhood Grant	0	0	0	7,567	0	-7,567	0		7,567	Q1 Community Infrastucture Levy
1060	Information Officer	0	0	0	3,404	3,404	0	3,404			
1090	Interest Received	169	125	-44	891	750	-141	1,500			
1100	Recycling Income	203	0	-203	297	0	-297	0			
	TOTAL INCOME	**183,456**	**183,209**	**-247**	**378,327**	**370,322**	**-8,005**	**371,072**		**7,567**	
2000	Admin Salaries	14,229	10,898	-3,331	68,685	65,388	-3,297	130,781	62,096		Duplication of staff costs due to sick cover
2050	Staff Travel & Expenses	365	450	85	1,983	2,700	717	5,400	3,417		
2060	Staff Training	0	200	200	188	1,200	1,012	2,400	2,212		
2070	Medical / Health & Safety Exp.	13	50	37	52	300	248	600	548		
2920	Recruitment	0	0	0	548	600	52	1,000	452		
3052	Janitorial Supplies	67	20	-47	369	120	-249	240	-129		
4011	IT Support	1,435	200	-1,235	2,012	1,200	-812	2,400	388		Includes increased Microsoft bill
4022	Postage	0	25	25	5	150	145	300	295		
4024	Printing	176	141	-35	987	846	-141	1,688	701		
4026	Stationery	112	100	-12	759	600	-159	1,200	441		
4029	Subscriptions	0	0	0	3,035	3,052	17	4,300	1,265		
4030	Audit	-300	0	300	-300	0	300	2,140	2,440		
4035	Professional Fees	1,002	300	-702	2,667	1,800	-867	3,600	933		Includes £1,800 for Travellers Costs (Glanvilles)
4040	Insurance	7,467	7,450	-17	7,467	7,450	-17	8,800	1,333		
4062	Public Events	11	50	39	349	300	-49	6,500	6,151		
4072	Members Expenses & Training	0	60	60	109	340	231	700	591		
4075	Superannuation fund supplement	650	650	0	3,900	3,900	0	7,800	3,900		
4078	Office Equipment	60	100	40	195	600	405	1,200	1,005		
4080	Bank Fees	7	0	-7	39	0	-39	0	-39		
	TOTAL EXPENDITURE	**25,294**	**20,694**	**-4,600**	**93,049**	**90,546**	**-2,503**	**181,049**	**88,000**	**0**	
	NET EXPENDITURE OVER INCOME	**158,162**	**162,515**	**4,353**	**285,278**	**279,776**	**-5,502**	**190,023**			
222	**S137 Grants**										
5010	Sundry Grants (Internal Grant)	0	0	0	3,952	4,000	48	7,000	3,048		
	TOTAL EXPENDITURE	**0**	**0**	**0**	**3,952**	**4,000**	**48**	**7,000**	**3,048**		
	NET EXPENDITURE OVER INCOME	**0**	**0**	**0**	**3,952**	**4,000**	**48**	**7,000**			

INCOME AND EXPENDITURE TO SEPTEMBER 2018		Current Month (Sep)			Year to Date (Apr-Sep)			Annual	Funds	To/From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
301	**Napier Hall**										
1075	Halls Income	2,688	2,025	-663	13,343	12,150	-1,193	24,300			
	TOTAL INCOME	**2,688**	**2,025**	**-663**	**13,343**	**12,150**	**-1,193**	**24,300**			
3001	Rates	0	0	0	2,784	2,757	-27	2,757	-27		
3002	Utilities	82	234	152	473	1,404	931	2,810	2,337		over accrual brought forward from 17-18
3008	Licensing	0	0	0	0	0	0	571	571		
3009	Repairs and Maintenance	374	300	-74	1,639	1,800	161	3,500	1,861		
3052	Janitorial Supplies	99	4	-95	111	24	-87	50	-61		
3055	Caretaker Salaries	695	758	63	4,009	4,548	539	9,101	5,092		
3060	Telephones	40	29	-11	256	171	-85	342	86		
	TOTAL EXPENDITURE	**1,290**	**1,325**	**35**	**9,272**	**10,704**	**1,432**	**19,131**	**9,859**	**0**	
	NET EXPENDITURE OVER INCOME	**1,398**	**700**	**-698**	**4,071**	**1,446**	**-2,625**	**5,169**			
305	**Jubilee Hall**										
1075	Halls Income	2,194	1,850	-344	13,919	11,100	-2,819	22,200			
	TOTAL INCOME	**2,194**	**1,850**	**-344**	**13,919**	**11,100**	**-2,819**	**22,200**			
3001	Rates	0	0	0	1,680	1,664	-16	1,664	-16		
3002	Utilities	97	222	125	333	1,332	999	2,665	2,332		over accrual brought forward from 17-18
3008	Licensing	0	0	0	0	0	0	171	171		
3009	Repairs and Maintenance	195	333	138	1,487	1,998	511	4,000	2,513		
3052	Janitorial Supplies	103	8	-95	149	48	-101	100	-49		
3055	Caretaker Salaries	844	1,025	181	5,482	6,150	668	12,306	6,824		
3056	Security	289	260	-29	469	440	-29	620	151		
3060	Telephones	41	47	6	355	282	-73	564	209		
4035	Professional Fees	0	0	0	10,004	0	-10,004	0	-10,004	10,004	Jubilee Hall Extension - see EMR's at foot of page
	TOTAL EXPENDITURE	**1,569**	**1,895**	**326**	**19,959**	**11,914**	**-8,045**	**22,090**	**2,131**	**10,004**	
	NET EXPENDITURE OVER INCOME	**625**	**-45**	**-670**	**-6,040**	**-814**	**5,226**	**110**			

INCOME AND EXPENDITURE TO SEPTEMBER 2018		Current Month (Sep)			Year to Date (Apr-Sep)			Annual	Funds	To/From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
308	**LEOH Community Building**										
4035	Professional Fees	0	0	0	2,750	0	-2,750	0	-2,750	2,750	LEOH - see EMR's at foot of page
	TOTAL EXPENDITURE	**0**	**0**	**0**	**2,750**	**0**	**-2,750**	**0**	**-2,750**	**2,750**	
	NET EXPENDITURE OVER INCOME	**0**	**0**	**0**	**2,750**	**0**	**-2,750**	**0**			
310	**Tyfield House**										
3001	Rates	0	0	0	4,272	4,230	-42	4,230	-42		
3002	Utilities	91	154	63	616	924	308	1,855	1,239		
3009	Repairs and Maintenance	0	100	100	337	600	263	1,200	863		
3012	Rent	3,702	3,701	-1	11,105	11,104	-1	14,806	3,701		
3020	Cleaning Salaries	60	59	-1	316	354	38	705	389		
3052	Janitorial Supplies	6	17	11	42	99	57	200	158		
3056	Security	0	0	0	596	550	-46	900	304		
3060	Telephones	141	159	18	975	951	-24	1,902	927		
	TOTAL EXPENDITURE	**4,000**	**4,190**	**190**	**18,259**	**18,812**	**553**	**25,798**	**7,539**		
	NET EXPENDITURE OVER INCOME	**4,000**	**4,190**	**190**	**18,259**	**18,812**	**553**	**25,798**			
315	**Lucky Lite**										
3001	Rates	0	0	0	2,592	2,511	-81	2,511	-81		
3002	Utilities	0	34	34	0	200	200	400	400		
3009	Repairs and Maintenance	0	42	42	0	252	252	500	500		
3012	Rent	520	520	0	3,120	3,120	0	6,240	3,120		
	TOTAL EXPENDITURE	**520**	**596**	**76**	**5,712**	**6,083**	**371**	**9,651**	**3,939**		
	NET EXPENDITURE OVER INCOME	**520**	**596**	**76**	**5,712**	**6,083**	**371**	**9,651**			

INCOME AND EXPENDITURE TO SEPTEMBER 2018		Current Month (Sep)			Year to Date (Apr-Sep)			Annual	Funds	To/From	Notes
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	
407	**Countryside Sites**										
1005	HLS Payments	0	0	0	0	0	0	7,863			
1030	Rural Payments Scheme	0	0	0	0	0	0	3,116			
1035	Catherington Down	0	0	0	750	750	0	750			
1038	Councillor Grants (EHDC)	0	0	0	0	0	0	0			
1045	Urban Funding Grant	0	0	0	0	0	0	0			
1050	Developer's Contributions	0	0	0	6,863	0	-6,863	0			Wagtail Road (£4,000) , South Downs National Park (£2,863)
1055	Other Grants	0	0	0	0	0	0	0			
	TOTAL INCOME	**0**	**0**	**0**	**7,613**	**750**	**-6,863**	**11,729**			
6010	Catherington Down	467	0	-467	402	0	-402	0	-402		
6020	Catherington Lith	374	0	-374	374	0	-374	0	-374		
6030	Catherington Pond	0	0	0	0	0	0	0	0		
6050	Dell Piece	0	0	0	0	0	0	0	0		
6060	Hazleton Common	2,357	0	-2,357	2,397	0	-2,397	0	-2,397		Footpath funded by HCC in 2017-18 (£1,901), Steps (£456) funded by SDNP
6110	Parsonage Field	0	0	0	0	0	0	0	0		
6110	Parsonage Field	0	0	0	28	0	-28	0	-28		
6150	Yoells Copse	0	0	0	195	0	-195	0	-195		
6160	Other Sites	0	500	500	256	3,000	2,744	6,000	5,744		
	TOTAL EXPENDITURE	**3,198**	**500**	**-2,698**	**3,652**	**3,000**	**-652**	**6,000**	**2,348**		
	NET EXPENDITURE OVER INCOME	**-3,198**	**-500**	**2,698**	**3,961**	**-2,250**	**-6,211**	**5,729**			
408	**Amenity Sites**										
1025	Football Pitches	168	168	0	1,005	1,005	0	2,011			
1038	Councillor Grants (EHDC)	0	0	0	500	0	-500	0			Football Pitch Maintenance
1050	Developer's Contributions	0	0	0	9,041	0	-9,041	0			Downs Park Play Equipment from EHDC
	TOTAL INCOME	**168**	**168**	**0**	**10,546**	**1,005**	**-9,541**	**2,011**			
3001	Rates	0	0	0	1,176	1,165	-11	1,165	-11		
3099	Lith Avenue/Lith Lane	0	0	0	3,269	0	-3,269	0	-3,269	3,162	Lith Avenue Repairs - see EMRs at foot pf page
3150	War Memorials	0	0	0	0	0	0	170	170		
6052	Deep Dell	0	0	0	23	0	-23	0	-23		
6054	Downs Park	0	0	0	8	0	-8	0	-8		
6070	Jubilee Field	0	0	0	74	0	-74	0	-74		
6115	Five Heads Recreation Ground	93	0	-93	93	0	-93	0	-93		
6120	St Giles Churchyard	650	0	-650	650	0	-650	0	-650		Ash Cut down (funded by SDNP)
6122	All Saints Church	0	0	0	0	0	0	0	0		
6130	Village Centre	15	650	635	1,148	1,300	152	2,600	1,452		
6160	Other Sites	0	167	167	934	1,000	66	2,000	1,066		
6180	Football Pitches Maintenance	950	1,000	50	950	1,000	50	3,500	2,550		
6205	Car Parks	0	0	0	0	0	0	300	300		
6580	Play Equipment	0	334	334	9,846	2,000	-7,846	4,000	-5,846		includes £9,041 covered by Developer's Contributions
6582	Playground Checks Salaries	129	156	27	808	936	128	1,871	1,063		
	TOTAL EXPENDITURE	**1,837**	**2,307**	**470**	**18,979**	**7,401**	**-11,578**	**15,606**	**-3,373**	**3,162**	
	NET EXPENDITURE OVER INCOME	**1,669**	**2,139**	**470**	**8,433**	**6,396**	**-21,119**	**13,595**			

INCOME AND EXPENDITURE TO SEPTEMBER 2018		Current Month (Sep)			Year to Date (Apr-Sep)			Annual	Funds	To/From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
470	Other Open Spaces Costs										
3060	Telephones	12	24	12	79	144	65	288	209		
4062	Public Events	0	0	0	0	0	0	1,000	1,000		
6500	Countryside Team Salaries	9,600	10,189	589	57,654	61,134	3,480	126,805	69,151		One member of team not in Pension (Apr-Sep)
6510	Litter Picking	336	159	-177	1,357	950	-407	1,900	543		
6530	Dog Waste Bins	1,193	1,225	32	2,387	2,450	63	4,900	2,513		
6590	Materials & Equipment Maintenance	0	142	142	562	850	288	1,700	1,138		
6591	Rangers Equipment	56	40	-16	237	240	3	500	263		
6592	Rangers Equipment Hire	0	84	84	1,258	500	-758	1,000	-258		
6620	Vehicle Running Costs	553	334	-219	1,630	2,000	370	4,000	2,370		
6624	Waste Removal	878	333	-545	2,368	1,995	-373	3,990	1,622		includes Traveller's Waste (£516)
6636	Grass Cutting	0	0	0	0	0	0	16,300	16,300		
6638	Fencing	248	150	-98	705	900	195	2,000	1,295		
6640	Training for Countryside Team	0	200	200	6	1,200	1,194	2,500	2,494		
6648	Tree Work & Maintenance	0	0	0	959	1,000	41	4,000	3,041		
6650	Uniform for Countryside Team	0	50	50	0	300	300	625	625		
6651	Personal Protection Equipment	7	100	93	184	600	416	1,250	1,066		
6661	Open Spaces, Capital items	0	0	0	-16	50	66	2,000	2,016		
	TOTAL EXPENDITURE	**12,883**	**13,030**	**147**	**69,370**	**74,313**	**4,943**	**174,758**	**105,388**	**0**	
	NET EXPENDITURE OVER INCOME	**12,883**	**13,030**	**147**	**69,370**	**74,313**	**4,943**	**174,758**			

GRAND TOTAL INCOME	**188,506**	**187,252**	**-1,254**	**423,748**	**395,327**	**-28,421**	**431,312**	**7,567**
GRAND TOTAL EXPENDITURE	**50,591**	**44,537**	**-6,054**	**244,954**	**226,773**	**-18,181**	**461,083**	**15,916**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**137,915**	**142,715**	**4,800**	**178,794**	**168,554**	**-10,240**	**-29,771**	**-8,349**

ADJUSTMENTS FOR EMRs					
4035/305	Woodside Tree Consultancy: Tree Survey			-795	
4035/305	ECOSA: Ecological Appraisal			-720	
4035/305	PDP Architecture: Jubilee Topographical Survey			-550	
4035/305	East Hants DC: Jubilee Extension Planning Fees			-924	
4035/305	PDP Architecture: Jubilee Extension Planning Applications			-7,015	
4035/308	RPT Consulting Limited - Professional Fees re LEOH			-2,750	
3099/408	JDC Outdoor Services: Repair of Potholes on Lith Lane			-3,162	
	EXPENDITURE	**0**	**0**	**-15,916**	**15,916**
1049/201	Community Infrastructure Levy			7,567	
	INCOME	**0**	**0**	**7,567**	**-7,567**
	NET TRANSFER	**0**		**8,348**	

RESTATED AFTER ADJUSTMENTS							
GRAND TOTAL INCOME	**188,506**	**187,252**	**-1,254**	**416,181**	**395,327**	**-20,854**	**431,312**
GRAND TOTAL EXPENDITURE	**50,591**	**44,537**	**-6,054**	**229,038**	**226,773**	**-2,265**	**461,083**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**137,915**	**142,715**	**4,800**	**187,143**	**168,554**	**-18,589**	**-29,771**

Horndean Parish Council
Detailed Balance Sheet
Month No: 06 (SEP 2018)

A/c	Account Description		Actual			Notes
	Current Assets					
101	Debtors - Sales Ledger		4,577			Unpaid customer invoices as at 30/09/18
106	Debtors - Non Sales Ledger		2,042			Rural Payments Agency (£2,042) 2017-18
105	Debtors - VAT Control A/C		7,134	13,753		Q2 claim made in October 2018
110	Prepayments		122	122		
200	Co-op No. 1 Account		102,567			
204	Cambridge & Counties Bank		134,069			
210	Lloyds Bank Current Account		374,942			
220	Petty Cash		100	611,678		
		Total Current Assets			**625,553**	
	Current Liabilities					
510	Accruals		4,536			Unpaid supplier invoices as at 30/09/18
530	Hall Income Deposits		1,500			Hall hire deposits held at 30/09/2018
560	Receipts in Advance		425			Hall Hiire income received for future periods
		Total Current Liabilities		**6,461**		
		Total Assets Less Current Liablities			**619,092**	
	Represented By :-					
300	Current Year Fund		178,799	**178,799**		Balance on Funds received in 2018-19 from EHDC
310	General Funds		177,234	**177,234**		Brought forward reserves from 2017-2018
325	IT Equipment EMR		4,500			
326	Vehicle Replacement EMR		15,000			
329	Napier Hall Improvements EMR		21,699			
334	The Granary- Preserv&Maint EMR		6,000			
338	Lith Avenue/Lane EMR		3,838			
340	Jubilee Hall Extension EMR		166,206			
342	Equipment Replacement EMR		5,000			
343	Legal Costs EMR		10,000			
344	Election EMR		6,000			
346	Fencing EMR		5,000			
347	Tree Maintenance EMR		4,000			
348	LychGate Repairs EMR		1,000			
350	Community Infrastructure Levy EMR		7,567			
351	Land East of Horndean EMR		7,250			
		Total Earmarked Reserves		**263,059**		
		Total Equity			**619,092**	

ITEM: 6

Horndean Parish Council

Budget for 2019-20

Background

The draft budget has been built from the bottom up by considering the full year income and expenditure 2017-18 and the year to date April to August for 2018-19.

A full council budget workshop was then held on Monday 5th October where the budget was scrutinised and following that meeting some changes have been made.
These are listed below:

Description	Change
Wet Pore at Merchistoun	£10,000
EMR Tree Reserve	£4,000
Reduction in Training Budget	-£400
Refurb of Napier Hall	£10,000
Increase in Jubilee Hall Income Target	-£5,000
Painting & Radiator Guards at Jubilee Hall	£655
Flower Budget increase	£600
Mobiel Adj - Countryside	-£144
Countryside Staff Budget	£176
6 x Bins @ £340	£2,040
Additional Tool Hire for 2019-20	£500
Grass Cutting ; extra areas	£520
Reduction in Fencing Budget	-£1,000
Install Bollards at Deep Dell	£900
Install Bollards at Sheppards Close	£900
Steps at Catherington Down	£230
Steps at Lith	£230
Notice Board: Causeway Copse	£150
Replace Nature Reserve Sign at Dell Piece West	£500
Total Change	£24,857

Allowing for the continued squeeze on Council Finances, in this draft a cost of living inflation rate of 1.5% has been applied which is considerably lower than the current rate of inflation under each of the two measures.
There is also a 3.0% performance related increase included.
The Employer's Pension contribution has been increased to 16.1% (from 15.1%)
Increase of the fixed pension charge from Hampshire to £8.5kpa (fro £7.8k pa)

Admin Team
There are a few changes from last year that has resulted in an increase of £12.8k from last year.
The Office Manager post (full time) has been included for the full year.
The Admin (Health & Safety) post has been removed following the resignation of the post holder in 2018-19. The workload will be incorporated within the current team.
The Senior Admin Post has been included from July 2019 through to March 2020 at 3 days per week. This is a best estimate of the likely return date from maternity as this stage.
There remains in the budget one additional day per week in admin support to cover for sick and annual leave as the loss of the Admin H&S post has caused a loss of 1.5 days per week office cover.

Countryside Team
I have budgeted the team at the hours currently contracted, which means that one of the posts is budgeted at 22.5 hours per week for the full year.

Caretaker Team
Caretaker hours and openings based on averages of the last 12 months.

Income
The income from East Hants District Council for the Information Officer remains at £3.4k.

Following the workshop the Jubilee Hall target has been increased by £5k and the Napier Hall target has been left unchanged.
I have left the Football Pitch budgets unchanged.

I have assumed that tariffs for the hall and football pitches remain unchanged. A review will be undertaken to support any decision.

The income from Natural England for Higher Level Stewardship is as per the agreement at £7.9k.
The income from the Rural Payments Agency for the Basic Payments Scheme remains unchanged at £3.1k.

Expenditure
I have built the budgets by first putting in fixed costs and then reviewing variable costs by comparing with the full year cost of 2017-18 and the current year to date.

Reserves
General Reserves stand at £177,234.
This figure will rise or fall or depending on whether we under or overspend on current year funds in 2018-19 and at this stage the forecast points to a small increase.
Currently it is forecast that we will have approximately 4.7 months running costs in General Reserve at the start of 2019-20.
The Earmarked reserves have been increased by £21.0k in line with decisions made in the budget setting process of 2018-19 and at the subsequent budget worskhop.
A further review of Reserves has been historically taken at the end of the financial year.

Are there any additional Earmarked Reserves that Council wish to create at this stage?

Horndean Parish Council

FINAL BUDGET 2019-20

Cost Centre Code	Cost Centre Name	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change
201	Central Costs - Finance & GP	160,104	181,049	67,754	190,700	9,651
222	Grants	9,454	7,000	3,952	7,000	0
	TOTAL EXPENDITURE	169,558	188,049	71,706	197,700	9,651
201	Central Costs - Finance & GP	-5,981	-4,904	-11,787	-5,304	-400
	TOTAL INCOME	-5,981	-4,904	-11,787	-5,304	-400
Finance & General Purpose	**NET EXPENDITURE**	**163,578**	**183,145**	**59,919**	**192,396**	**9,251**
301	Napier Hall	23,187	19,131	7,982	30,552	11,421
305	Jubilee Hall	21,672	22,090	18,389	23,835	1,745
308	LEOH Community Building	0	0	2,750	0	0
310	Tyfield House	25,502	25,798	14,260	25,724	-74
315	Lucky Lite	9,573	9,651	5,192	10,214	563
	TOTAL EXPENDITURE	79,934	76,671	48,572	90,325	13,654
301	Napier Hall	-25,437	-24,300	-10,656	-24,300	0
305	Jubilee Hall	-25,449	-22,200	-11,725	-27,200	-5,000
	TOTAL INCOME	-50,886	-46,500	-22,381	-51,500	-5,000
Property Management	**NET EXPENDITURE**	**29,048**	**30,171**	**26,191**	**38,825**	**8,654**
407	Countryside Sites	16,999	6,000	455	3,000	-3,000
408	Amenity Sites	12,014	15,606	17,142	16,044	438
470	Other Open Spaces Costs	156,430	174,758	56,486	176,429	1,671
	TOTAL EXPENDITURE	185,443	196,364	74,082	195,473	-891
407	Countryside Sites	-32,273	-11,729	-7,613	-11,729	0
408	Amenity Sites	-4,415	-2,011	-10,379	-2,011	0
	TOTAL INCOME	-36,688	-13,740	-17,991	-13,740	0
Open Spaces	**NET EXPENDITURE**	**148,755**	**182,624**	**56,091**	**181,733**	**-891**
	GRAND TOTAL EXPENDITURE	**434,935**	**461,083**	**194,360**	**483,497**	**22,414**
	GRAND TOTAL INCOME	**-93,554**	**-65,144**	**-52,159**	**-70,544**	**-5,400**
	GRAND NET EXPENDITURE	**341,381**	**395,939**	**142,201**	**412,954**	**17,014**
	EARMARKED RESERVES		**1,562**		**21,000**	**19,438**
	GENERAL RESERVES		**-31,333**		**-67,785**	**-36,452**
	GRAND TOTAL		**366,168**		**366,169**	**0**
	EHDC Allowance (tax Support Grant)		**0**		**0**	
	Precept		**366,168**		**366,169**	
	Tax Base		**5,082.7**		**5,082.7**	
	2018-19 / 2019-20 Band d precept		**£72.04**		**£72.04**	**0.0%**

Ref	CC	Nominal	Description		FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change	Notes
			COST CENTRE : 201							
			COST CENTRE : FINANCE AND GENERAL PURPOSES							
1	201	1000	Precept							
2	201	1049	CIL Neighbourhood Grant		0	0	-7,567	0	0	transferred to Earmarked Reserves
3	201	1060	Information Officer		-3,404	-3,404	-3,404	-3,404	0	has this been agreed for 19-20?
4	201	1090	Interest Received		-2,577	-1,500	-722	-1,700	-200	17-18 includes £1k compensation
5	201	1100	Recycling Income		0	0	-94	-200	-200	Should receive annual income in September
			TOTAL INCOME		**-5,981**	**-4,904**	**-11,787**	**-5,304**	**-400**	
6	201	2000	Admin Salaries		119,106	130,781	54,456	143,537	12,756	See 'STAFF' sheet
7	201	2050	Staff Travel & Expenses		3,298	5,400	1,617	864	-4,536	Caretaker budgets devolved ; 160miles pcm
8	201	2060	Staff Training		1,458	2,400	188	2,000	-400	See Below for Detail
9	201	2070	Medical / Health & Safety Exp.		609	600	38	600	0	
10	201	2920	Recruitment		1,036	1,000	548	1,000	0	See Below for Detail
11	201	3052	Janitorial Supplies		516	240	302	700	460	Reviewed in line with 2018-19 projected outturn
12	201	4011	IT Support		1,414	2,400	577	2,600	200	Reviewed in line with 2018-19 projected outturn
13	201	4022	Postage		190	300	5	300	0	Reduce to £25pcm
14	201	4024	Printing		1,807	1,688	811	1,916	228	See Below for Detail
15	201	4026	Stationery		822	1,200	647	1,200	0	£100 pcm
16	201	4029	Subscriptions		3,784	4,300	3,035	4,700	400	See Below for Detail
17	201	4030	Audit		2,130	2,140	0	2,140	0	See Below for Detail
18	201	4035	Professional Fees		2,952	3,600	1,665	3,600	0	See Below for Detail
19	201	4040	Insurance		8,601	8,800	0	8,900	100	See Below for Detail
20	201	4062	Public Events		4,144	6,500	338	6,765	265	See Below for Detail
21	201	4072	Members Expenses & Training		303	700	109	500	-200	Includes 'Chairmans Discretionary Fund' of £200
22	201	4075	Superannuation fund supplement		7,200	7,800	3,250	8,500	700	See 'STAFF' sheet
23	201	4076	Election		0	0	0	0	0	Earmarked Reserve
24	201	4078	Office Equipment		716	1,200	135	800	-400	See Below for Detail
25	201	4080	Bank Fees		20		33	78	78	
			TOTAL EXPENDITURE		**160,104**	**181,049**	**67,754**	**190,700**	**9,651**	
			TOTAL NET		**154,123**	**176,145**	**55,967**	**185,396**	**9,251**	
	201	**2060**	**Staff Training**							
26	VARIABLE		ACAS	Essential Skills for Managers	170				0	
27	VARIABLE		ACAS	Employment Update Course	170				0	
28	VARIABLE		HALC	Officers Update Course-RFO	40				0	
29	VARIABLE		HALC	Training-GDPR - 6 staff	185				0	
30	VARIABLE		HSQE Ltd	Ladder Safety Awareness Course			15		0	
31	VARIABLE		Facelift Ltd	Step Ladder Course			173		0	
32	VARIABLE		Rialtas Business Solutions	Hall Bookings Training	468				0	
33	VARIABLE		St John Ambulance	First Aid Courses	425				0	
34	VARIABLE					2,400		2,000	-400	proposed reduction at Budget Workshop on 15-10-18
					1,458	2,400	188	2,000	-400	
	201	**2920**	**Recruitment**							
35	VARIABLE		Farnham Recruitment	Advert for Caretaker	390				0	
36	VARIABLE		Farnham Recruitment	Advert-Estate Warden Vacancy	511				0	
37	VARIABLE		Farnham Recruitment	Office Manager Advertisement			469		0	
38	VARIABLE		Countryside Jobs Services	Advert-Estate Warden Vacancy	135				0	
39	VARIABLE		Reed	Office Manager Advertisement			79		0	
40	VARIABLE		Other			1,000		1,000	0	
					1,036	1,000	548	1,000	0	
	201	**4011**	**IT Support**							
41	FIXED		Connected IT - Microsoft Office		271	275	106	300	25	
42	FIXED		Connected IT - Microsoft Emails		613	550	226	1,300	750	Increased number of users post GDPR
43	FIXED		Connected IT - Domain Renewal		105				0	
44	VARIABLE		Connected IT - Other		419	1,575	245	1,000	-575	
45	VARIABLE		Other		6				0	
					1,414	2,400	577	2,600	200	
	201	**4024**	**Printing**							
46	FIXED		Annodata - Rent		808	824	339	824	0	£202 per quarter + 2% Inflation
47	FIXED		Annodata - Rent (prior Yr Adjustment)		-124					
48	VARIABLE		Annodata - Copies		1,123	864	472	1,092	228	36,000 B&W; 28,000 Colour + 2% Inflation
					1,807	1,688	811	1,916	228	
	201	**4029**	**Subscriptions**							
49	FIXED		Blendworth Parish Magazine	Parish Magazine Advert 2018	33	35		35	0	
50	FIXED		Campaign to Protect Rural England (CPRE)	Annual Membership	36	40		40	0	
51	FIXED		Chartered Management Institute	Annual Membership	0	0	185	185	185	
52	FIXED		Dropbox	Annual Membership	0	0	360	360	360	
53	FIXED		HALC	HR Consultancy Service Fee	1,709	1,750	1,722	1,750	0	
54	FIXED		HALC	Affiliation Fees, NALC Levy 17/18	180	180	180	180	0	
55	FIXED		Hampshire Playing Fields Association	Annual Membership	60	60	60	60	0	
56	FIXED		Information Commissioners Office	Annual Fee	35	35		35	0	
57	FIXED		IOSH	Annual Membership Subscription	95	100		100	0	
58	FIXED		LCR	Annual Subscriptiojn - NALC Magazine	17	17	17	17	0	
59	FIXED		Rialtas Business Solutions	Bookings: Annual Support	275	285		290	5	
60	FIXED		Rialtas Business Solutions	Finance: Mgt Accts, Annual Bgts (1-5 users)	630	370		379	9	2019-20 fees confirmed
61	FIXED		Rialtas Business Solutions	Finance: Phased Budgets (1-5 users)		139		141	2	2019-20 fees confirmed
62	FIXED		Rialtas Business Solutions	Finance: Sales Ledger (1-5 users)		139		141	2	2019-20 fees confirmed
63	FIXED		Rialtas Business Solutions	Finance: Purchase Ledger (1-5 users)		139		141	2	2019-20 fees confirmed
64	FIXED		SLCC	Full Membership SLCC	300	300	308	310	10	
65	FIXED		SLCC	Institute of Local Management Fee		70		0	-70	
66	FIXED		South East Employers	Associate Membership: 1Apr-31Mar	199	200	203	205	5	
67	FIXED		Vision ICT Ltd	VisionICT Website Hosting 17-8	215	215		215	0	
68	VARIABLE		Other			226		116	-110	
					3,784	4,300	3,035	4,700	400	
	201	**4030**	**Audit**							
69	FIXED		Auditing Solutions Limited	Internal Audit	840	840		840	0	Interim & Final Report £840 in Year 2 (2017-18)
70	NON RECURRING		Auditing Solutions Limited/BDO	Prior Year Adjustments	-10	0		0	0	
71	FIXED		BDO / PKF LittleJohn	External Audit	1,300	1,300		1,300	0	Based on PKF LittleJohn Fees
					2,130	2,140	0	2,140	0	
	201	**4035**	**Professional Fees**							
72	FIXED		MacKarness & Lunt	Deeds Storage Charge	70	70		70	0	
73	FIXED		Watling & Hirst	Payroll Services	700	700	180	740	40	
74	VARIABLE		Glanvilles Legal Services	Adverse Poss Claim	740	0		0	0	
75	VARIABLE		Glanvilles Legal Services	Court Fee-Travellers Five Head			833		0	
76	VARIABLE		PBA Solution	Japanese Knotweed Treatment	600		600		0	
77	VARIABLE		Property Issues			2,400		2,400	0	

	COST CENTRE : 222 COST CENTRE : GRANTS			FULL YR ACTUAL	FULL YR BUDGET	YTD ACT APR-AUG	FULL YR BUDGET		
Ref	CC	Nominal	Description	2017-18	2018-19	2018-19	2019-20	Change	Notes
1	222	5010	Sundry Grants (Internal Grant)	9,454	7,000	3,952	7,000	0	
			TOTAL EXPENDITURE	**9,454**	**7,000**	**3,952**	**7,000**	**0**	
	222	**5010**	**Sundry Grants**						
2	VARIABLE		1st Horndean Scout Group	1,058				0	
3	VARIABLE		All Saints Church	1,000				0	
4	VARIABLE		Blendworth Brass Band	500				0	
5	VARIABLE		Holy Trinity Church	188				0	
6	VARIABLE		Homestart Butser	1,500				0	
7	VARIABLE		Horndean & Blendworth Church Centre			2,600		0	
8	VARIABLE		Horndean Technology College	350				0	
9	VARIABLE		Horndean Walking Netball	200				0	
10	VARIABLE		Lovedean Village Hall (Earmarked Reserve)	4,459				0	
11	VARIABLE		QA Hospital (Oncology)			1,352		0	
12	VARIABLE		Victim Support	200				0	
13	VARIABLE		Other		7,000		7,000	0	
				9,454	7,000	3,952	7,000	0	

Ref	CC	Nominal	Description	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change	Notes
			COST CENTRE : 301						
			COST CENTRE : NAPIER HALL						
1	301	1075	Halls Income	-25,437	-24,300	-10,656	-24,300	0	
			TOTAL INCOME	**-25,437**	**-24,300**	**-10,656**	**-24,300**	**0**	
2	301	2050	Staff Travel & Expenses	0	0	0	2,700	2,700	500 miles pcm ; transfer from CC201
3	301	3001	Rates	2,703	2,757	2,784	2,840	83	See Below for Detail
4	301	3002	Utilities	2,723	2,810	391	2,730	-80	See Below for Detail
5	301	3008	Licensing	526	571	0	571	0	See Below for Detail
6	301	3009	Repairs and Maintenance	9,288	3,500	1,265	13,000	9,500	See Below for Detail
7	301	3052	Janitorial Supplies	66	50	12	50	0	Centralise?
8	301	3055	Caretaker Salaries	7,552	9,101	3,314	8,135	-965	See 'STAFF' sheet
9	301	3060	Telephones	329	342	216	526	184	See Below for Detail
			TOTAL EXPENDITURE	**23,187**	**19,131**	**7,982**	**30,552**	**11,421**	
			TOTAL NET	**-2,251**	**-5,169**	**-2,674**	**6,252**	**11,421**	
	301	**1075**	**Hall Income**						
10	VARIABLE		Horndean Baptist Church	-9,212		-3,763		0	
11	VARIABLE		Dog Training	-4,379		-1,916		0	
12	VARIABLE		Lovedean Karate Club	-2,859		-1,213		0	
13	VARIABLE		Purple Promotions	-2,297		-1,132		0	
14	VARIABLE		Abstract Dance	-1,779		-616			
15	VARIABLE		ams4fitness	-1,526		-990		0	
16	VARIABLE		Private	-1,414		-274		0	
17	VARIABLE		Other	-1,971	-24,300	-752	-24,300	0	
				-25,437	-24,300	-10,656	-24,300	0	
	301	**3001**	**Rates**						
18	FIXED		East Hants District Council	2,703	2,757	2,784	2,840	83	Assume 2% Inflation increase on 2018-19 actual
				2,703	2,757	2,784	2,840	83	
	301	**3002**	**Utilities**						
19	FIXED		Gas SSE	1,507	1,420	558	1,720	300	2019-20 budget based on 2017-18 full year cost + inflation of 5%
20	FIXED		Electricity SSE	948	790	-221	880	90	2019-20 budget based on 2017-18 full year cost + inflation of 5%
21	FIXED		Castle Water	268	600	53	130	-470	2019-20 budget based on 2017-18 full year cost + inflation of 5%
				2,723	2,810	391	2,730	-80	
	301	**3008**	**Licensing**						
22	FIXED		PPL : License to authorise the use of sound recordings	122	131		130	-1	2% Inflation Increase on 2017-18 Actual
23	FIXED		PRS for Music : current year	404	441		441	0	
				526	571	0	571	0	
	301	**3009**	**Repairs and Maintenance**						
24	FIXED		Griffin Fire & Training - Fire Alarms/Emergency Lights Inspection	324	320	210	320	0	
25	FIXED		PHS Group - Low Risk Waste, Sanitary Disposal, Hand Driers, Dust Mats	717	753	188	0	-753	new contract with Cannon Hygiene
26	FIXED		PHS Group - Annual Duty of Care	56	60		35	-25	new contract with Cannon Hygiene
27	FIXED		Cannon Hygiene - Low Risk Waste, Sanitary Disposal, Hand Driers, Dust Mats			102	448	448	new contract
28	FIXED		Rowlands Castle Cleaning - Window Cleaning	330	240	150	240	0	8 Cleans per annum
29	VARIABLE		SSE - Fixed Wire Inspection & PAT Testing					0	
30	VARIABLE		British Maids - Carpet Clean		100		100	0	
31	VARIABLE		Blendworth Property Maintenance etc	1,275	2,027	105	1,857	-170	
32	VARIABLE		Sean Mason Electrical	615		103		0	
33	VARIABLE		Other	319		407		0	
34	EAR MARKED RESERVES		Stuart Jobson Boiler	4,150	0		0	0	
35	EAR MARKED RESERVES		Andrews Newby Partnership: DPC Survey	945				0	
36	EAR MARKED RESERVES		Agincourt Contractors Ltd	556				0	
37	NON RECURRING		Refurbishment of Hall				10,000	10,000	proposed at Budget Workshop on 15-10-18
				9,288	3,500	1,265	13,000	9,500	
	301	**3060**	**Telephones**						
37	FIXED		Peach Technologies - W1FI	256	270	138	340	70	
38	FIXED		Vodafone/EE - Caretaker Mobile	73	72	77	186	114	
				329	342	216	526	184	

Ref	CC	Nominal	Description	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change	Notes
			COST CENTRE : 305						
			COST CENTRE : JUBILEE HALL						
1	305	1075	Halls Income	-25,449	-22,200	-11,725	-27,200	-5,000	proposed at Budget Workshop on 15-10-18 ; realign with projected actual
			TOTAL INCOME	**-25,449**	**-22,200**	**-11,725**	**-27,200**	**-5,000**	
	305	2050	Staff Travel & Expenses	0	0	0	540	540	100 miles pcm ; transfer from CC201
2	305	3001	Rates	1,631	1,664	1,680	1,710	46	See Below for Detail
3	305	3002	Utilities	2,751	2,665	236	2,530	-135	See Below for Detail
4	305	3008	Licensing	280	171	0	300	129	See Below for Detail
5	305	3009	Repairs and Maintenance	4,258	4,000	1,292	4,655	655	See Below for Detail
6	305	3052	Janitorial Supplies	28	100	46	100	0	Centralise?
7	305	3055	Caretaker Salaries	11,486	12,306	4,638	12,671	365	See 'STAFF' sheet
8	305	3056	Security	701	620	180	620	0	See Below for Detail
9	305	3060	Telephones	537	564	314	708	144	See Below for Detail
10	305	4035	Professional Fees			10,004	0	0	
			TOTAL EXPENDITURE	**21,672**	**22,090**	**18,389**	**23,835**	**1,745**	
			TOTAL NET	**-3,777**	**-110**	**6,664**	**-3,365**	**-3,255**	
	305	**1075**	**Hall Income**						
11	VARIABLE		Slimming World	-8,309		-3,650		0	
12	VARIABLE		Buzy Bee Quilters	-4,739		-2,218		0	
13	VARIABLE		Prvate Booking (Casuals)	-5,829		-2,885		0	
14	VARIABLE		Homestead Dog Training	-1,109		0		0	
15	VARIABLE		Jiggy Wrigglers	-829		-257		0	
16	VARIABLE		1st Catherington Air Scouts	-754		-205		0	
17	VARIABLE		PFM WEL-being	-690		-416		0	
18	VARIABLE		ams4fitness	-568		-277		0	
19	VARIABLE		East Hampshire District Council	-611		-277		0	
20	VARIABLE		Brownies	-527		-178		0	
21	VARIABLE		Southern Health	-475		-211		0	
22	VARIABLE		Tai Chi			-238		0	
23	VARIABLE		Other	-1,010	-22,200	-913	-22,200	0	
				-25,449	-22,200	-11,725	-22,200	0	
	305	**3001**	**Rates**						
24	FIXED		East Hants District Council	1,631	1,664	1,680	1,710	46	Assume 2% Inflation increase on 2018-19 actual
				1,631	1,664	1,680	1,710	46	
	305	**3002**	**Utilities**						
25	FIXED		Electricity : EON / SSE	2,416	2,330		2,170	-160	2019-20 budget based on 2017-18 full year cost + inflation of 5%
26	FIXED		Castle Water	86	90		90	0	2019-20 budget based on 2017-18 full year cost + inflation of 5%
27	FIXED		Business Stream (Southern Water)	249	245		270	25	2019-20 budget based on 2017-18 full year cost + inflation of 5%
				2,751	2,665	0	2,530	-135	
	305	**3008**	**Licensing**						
28	FIXED		PPL : License to authorise the use of sound recordings	122			129	129	Budget is as per 2017-2018 charge
29	FIXED		PRS for Music (Annual)	171	171		171	0	
30	FIXED		PRS : adjustment to previous yr	-13					
				280	171	0	300	129	
	305	**3009**	**Repairs and Maintenance**						
31	FIXED		PHS Group - Low Risk Waste, Sanitary Disposal, Hand Driers	788	759	380	759	0	
32	FIXED		PHS Group - Annual Duty of Care	56	60		60	0	
33	FIXED		Rowlands Castle Cleaning - Window Cleaning	275	200	125	200	0	8 Cleans per annum
34	FIXED		Southern Fire Protection	30	50	51	50	0	
35	VARIABLE		Blendworth Property Maintenance	270	0	60	0	0	
36	VARIABLE		British Maids/Ambassador Cleaning (6 month clean)	470	450	445	450	0	
37	VARIABLE		Sean Mason Electrical	295	0		0	0	
38	VARIABLE		Other	300	2,481	231	2,481	0	
39	EARMARKED RESERVE		East Hampshire District Council: Architect Survey	1,774					
40	NON RECURRING		Painitng & Radiator Guards				655	655	proposed at Budget Workshop on 15-10-18
				4,258	4,000	1,292	4,655	655	
	305	**3056**	**Security**						
41	FIXED		Christie Intruder Alarms (CIA) - Annual Alarm System Check	269	260		260	0	
42	FIXED		British Telecom - Security Alarm	347	360	180	360	0	
			British Telecom - Miscoding	85				0	
				701	620	180	620	0	
	305	**3060**	**Telephones**						
43	FIXED		Peach Technologies - WIFI	123	120	64	168	48	£14pcm
44	FIXED		Vodafone/EE - Caretaker Phones	176	144	165	360	216	£30pcm x 2
45	FIXED		British Telecom - Pay Phone	238	300	85	180	-120	£45pq
				537	564	314	708	144	
	305	**4035**	**Professional Fees**						
46	EARMARKED RESERVE		Woodside Tree Consultancy - Tree/Arb Report-Jub Field			795	0	0	
47	EARMARKED RESERVE		ECOSA - Prelim Survey-Juilee Hall			720	0	0	
48	EARMARKED RESERVE		PDP Architecture LLP - Topograpgical Survey - Jubilee			550	0	0	
49	EARMARKED RESERVE		East Hampshire DC - Jubilee Hall Ext-Planning Fees			924	0	0	
50	EARMARKED RESERVE		PDP Architecture LLP - Jub Ext. Planning Application			7,015	0	0	
				0	0	10,004	0	0	

Ref	COST CENTRE : 308 COST CENTRE : LAND EAST OF HORNDEAN COMMUNITY BUILDING CC	Nominal	Description	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change	Notes
1	308	4035	Professional Fees	0	0	2,750	0	0	
			TOTAL EXPENDITURE	**0**	**0**	**2,750**	**0**	**0**	
	308	**4035**	**Professional Fees**						
2	NON RECURRING		RPT Consulting Ltd - Fees-Community Facility Bus. Plan			2,750		0	
				0	0	2,750	0	0	

Ref	CC	Nominal	Description	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change	Notes
			COST CENTRE : 310 COST CENTRE : TYFIELD HOUSE						
1	310	3001	Rates	4,147	4,230	4,272	4,360	130	See Below for Detail
2	310	3002	Utilities	1,657	1,855	526	1,720	-135	See Below for Detail
3	310	3009	Repairs and Maintenance	1,339	1,200	337	1,824	624	See Below for Detail
4	310	3012	Rent	14,806	14,806	7,403	14,880	74	See Below for Detail
5	310	3020	Staff Cleaning	616	705	256	0	-705	See 'STAFF' sheet
6	310	3052	Janitorial Supplies	9	200	36	100	-100	
7	310	3056	Security	869	900	596	900	0	See Below for Detail
8	310	3060	Telephones	2,059	1,902	834	1,940	38	See Below for Detail
			TOTAL EXPENDITURE	**25,502**	**25,798**	**14,260**	**25,724**	**-74**	
	310	**3001**	**Rates**						
9	FIXED		East Hants District Council	4,147	4,230	4,272	4,360	130	Assume 2% Inflation increase on 2018-19 actual
				4,147	4,230	4,272	4,360	130	
	310	**3002**	**Utilities**						
10	FIXED		Electricity : EON / SSE	1,432	1,640	425	1,480	-160	2019-20 budget based on 2017-18 full year cost + inflation of 5%
11	FIXED		Castle Water	53	61	25	60	-1	2019-20 budget based on 2017-18 full year cost + inflation of 5%
12	FIXED		Southern Water (Business Stream)	172	154	76	180	26	2019-20 budget based on 2017-18 full year cost + inflation of 5%
				1,657	1,855	526	1,720	-135	
	310	**3009**	**Repairs and Maintenance**						
13	FIXED		Rowlands Castle Cleaning - Window Cleaning	180	160	80	160	0	8 Cleans per annum
14	FIXED		Southern Fire Protection - Annual Inspection of Fire Extiunguishers		150	137	150	0	
15	FIXED		Southern Fire Protection - Annual Inspection of Fire Alarms & Lights	49	50	70	50	0	
16	FIXED		SSE Contracting Ltd - PAT Testing		200		200	0	
17	FIXED		Office Cleaning (previously staff costs)				624	624	
18	VARIABLE		Blendworth Property Maintenance	290		50		0	
19	VARIABLE		Sean Mason Electrical - Various Lighting Repairs	595				0	
20	VARIABLE		Other	224	640		640	0	
				1,339	1,200	337	1,824	624	
	310	**3012**	**Rent**						
20	FIXED		Robert Harriott	14,806	14,806	7,403	14,880	74	3 Yr agreement ends 31-12-19 ; assume 2% rise for Jan-Mar 2020
				14,806	14,806	7,403	14,880	74	
	310	**3056**	**Security**						
21	FIXED		Christie Intruder Alarms (CIA) - Annual Security	524	530	545	530	0	
22	FIXED		Southern Fire Protection - Fire Alarm Inspection & Emergency Lights	200				0	budgeted on 3009
23	FIXED		Christie Intruder Alarms (CIA) - CCTV Annual Charge	64	70		70	0	
24	FIXED		SSE - PAT Testing		200		200	0	reduce as less frequent testing needed
25	VARIABLE		Other	81	100	51	100	0	
				869	900	596	900	0	
	310	**3060**	**Telephones**						
26	FIXED		Peach Technologies - ISDN Line, Alarm, Calls	1,326	1,320	562	1,380	60	£115pcm
27	FIXED		British Telecom WIFI Line (02392 570550)	172	360	94	200	-160	£50 per quarter
28	FIXED		Plusnet plc - Broadband WIFI	167	150	75	180	30	£15 pcm
29	FIXED		Vodafone/EE - Clerk Mobile	394	72	103	180	108	£15pcm
				2,059	1,902	834	1,940	38	

Ref	CC	Nominal	Description	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change	Notes
			COST CENTRE : 315 COST CENTRE : LUCKY LITE						
1	315	3001	Rates	2,462	2,511	2,592	2,644	133	See Below for Detail
2	315	3002	Utilities	806	400	0	800	400	See Below for Detail
3	315	3009	Repairs and Maintenance	64	500	0	500	0	See Below for Detail
4	315	3012	Rent	6,240	6,240	2,600	6,270	30	See Below for Detail
			TOTAL EXPENDITURE	**9,573**	**9,651**	**5,192**	**10,214**	**563**	
	315	**3001**	**Rates**						
5	FIXED		East Hants District Council	2,462	2,511	2,592	2,644	133	Assume 2% Inflation increase on 2018-19 actual
				2,462	2,511	2,592	2,644	133	
	315	**3002**	**Utilities**						
6	FIXED		Lucky Lite - Electricity	806	400		800	400	Bill provided by Lucky Lite with meter readings
				806	400	0	800	400	
	315	**3009**	**Repairs and Maintenance**						
7	VARIABLE		Other	64	500	0	500	0	
				64	500	0	500	0	
	315	**3012**	**Rent**						
8	FIXED		Lucky Lite	6,240	6,240	3,120	6,270	30	3 Yr agreement ends 31-12-19 ; assume 2% rise for Jan-Mar 2020
				6,240	6,240	3,120	6,270	30	

Ref	CC	Nominal	COST CENTRE : 407 COST CENTRE : COUNTRYSIDE SITES Description	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change	Notes
1	407	1005	HLS Payments	-7,762	-7,863	0	-7,863	0	
2	407	1030	Rural Payments Scheme	-7,101	-3,116	0	-3,116	0	
3	407	1035	Catherington Down	-750	-750	-750	-750	0	
4	407	1045	Urban Funding Grant	-1,646	0	0	0	0	
5	407	1050	Developer's Contribution	-15,014	0	-4,000	0	0	
6	407	1055	Other Grants	0	0	-2,863	0	0	
			TOTAL INCOME	**-32,273**	**-11,729**	**-7,613**	**-11,729**	**0**	
7	407	3100	Granary	0	0	0	0	0	
8	407	6010	Catherington Down	125	0	-64	0	0	
9	407	6020	Catherington Lith	5,896	0	0	0	0	
10	407	6030	Catherington Pond	30	0	0	0	0	
11	407	6040	Causeway Copse	0	0	0	0	0	
12	407	6050	Dell Piece	18	0	0	0	0	
13	407	6060	Hazleton Common	128	0	40	0	0	
14	407	6090	Old School Field	0	0	0	0	0	
15	407	6110	Parsonage Field	0	0	28	0	0	
16	407	6140	Wagtail Copse	0	0	0	0	0	
17	407	6150	Yoells Copse	9,913	0	195	0	0	
18	407	6160	Other Sites	889	6,000	256	3,000	-3,000	centralised budget
			TOTAL EXPENDITURE	**16,999**	**6,000**	**455**	**3,000**	**-3,000**	
			TOTAL NET	**-15,274**	**-5,729**	**-7,158**	**-8,729**	**-3,000**	
	407	**1005**	**HLS Payments**						
19	FIXED		Environmental Stewardship	-7,863	-7,863	0	-7,863	0	as per Natural England Agreement
20	NON RECURRING		Environmental Stewardship prior year accrual adjustment	101					
				-7,762	-7,863	0	-7,863	0	
	407	**1030**	**Rural Payments Scheme**						
21	VARIABLE		Basic Payment Scheme	-3,441	-3,116		-3,116	0	variable claim
22	NON RECURRING		Basic Payment Scheme (prior year)	-3,660					
				-7,101	-3,116	0	-3,116	0	
	407	**1035**	**Catherington Down**						
22	FIXED		Hampshire County Council	-750	-750	-750	-750	0	
	407	**1045**	**Urban Funding Grant**						
23	NON RECURRING		Hampshire County Council - Path Improvement Hazleton Common	-1,646	0		0		
				-1,646	0	0	0	0	
	407	**1050**	**Developer's Contribution**						
24	NON RECURRING		East Hants DC - Catherington Lith Pathway	-9,234			0		
25	NON RECURRING		East Hants DC - Yoell's Copse Pathway	-1,375			0		
26	NON RECURRING		East Hants DC - Installation Steps Cath Lith	-4,405			0		
27	NON RECURRING		Glanvilles - Wagtail Road (Barrett)			-4,000	0		
				-15,014	0	-4,000	0	0	
	407	**1055**	**Other Grants**						
28	NON RECURRING		South Downs National Park			-2,863	0		
				0	0	-2,863	0	0	

Ref	CC	Nominal	Description	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change	Notes
			COST CENTRE : 408 COST CENTRE : AMENITY SITES						
1	408	1025	Football Pitches	-2,011	-2,011	-838	-2,011	0	
2	408	1038	Councillor Grants (EHDC)	-2,404	0	-500	0	0	
3	408	1050	Developer's Contribution	0	0	-9,041	0	0	EHDC re Playground
			TOTAL INCOME	**-4,415**	**-2,011**	**-10,379**	**-2,011**	**0**	
4	408	3001	Rates	1,142	1,165	1,176	1,200	35	Assume 2% Inflation increase on 2017-18 actual
5	408	3099	Lith Av/Lith Lane/Cath Rd Pond	0	0	3,269	0	0	
6	408	3100	Granary	43	0	0	0	0	
7	408	3150	War Memorials	599	170	0	170	0	
8	408	6052	Deep Dell	131	0	23	0	0	
9	408	6054	Downs Park	0	0	8	0	0	
10	408	6070	Jubilee Field	785	0	74	0	0	
11	408	6100	Devolved Open Spaces	0	0	0	0	0	
12	408	6115	Five Heads Recreation Ground	0	0	0	0	0	
13	408	6120	St Giles Churchyard	131	0	0	0	0	
14	408	6122	All Saints Churchyard	0	0	0	0	0	
15	408	6130	Village Centre	2,731	2,600	1,133	2,600	0	
16	408	6160	Other Sites	1,251	2,000	934	2,600	600	centralised budget
17	408	6180	Football Pitches Maintenance	32	3,500	0	3,500	0	
18	408	6205	Car Parks	0	300	0	300	0	
19	408	6580	Play Equipment	3,638	4,000	9,846	4,000	0	reduce as new equipment
20	408	6582	Playground Checks Salaries	1,531	1,871	679	1,674	-196	See 'STAFF' sheet
			TOTAL EXPENDITURE	**12,014**	**15,606**	**17,142**	**16,044**	**438**	
			TOTAL NET	**7,599**	**13,595**	**6,763**	**14,033**	**438**	
	408	**1025**	**Football Pitches**						
21	FIXED		Horndean Hawks	-1,011	-1,011	-421	-1,011	0	
22	FIXED		Horndean FC	-1,000	-1,000	-417	-1,000	0	
				-2,011	-2,011	-838	-2,011	0	
	408	**1038**	**Councillor Contributions**						
23	NON RECURRING		East Hampshire DC - Benches London Road	-790	0	0	0	0	
24	NON RECURRING		East Hampshire DC - Bench at Jubilee Field	-649	0	0	0	0	
25	NON RECURRING		East Hampshire DC - Benches at Cath Lane/Portsmouth Rd.	-965	0	0	0	0	
26	NON RECURRING		East Hampshire DC - Football Pitch Maintenance	0	0	-500	0	0	
				-2,404	0	-500	0	0	
	408	**1050**	**Developer's Contribution**						
27	NON RECURRING			0	0	-9,041	0	0	Downs Park Playground Equipment
	408	**3001**	**Rates**						
28	FIXED		East Hampshire District Council - Car Park	1,142	1,165	1,176	1,200	35	Assume 2% Inflation increase on 2018-19 actual
				1,142	1,165	1,176	1,200	35	
	408	**3099**	**Lith Av/Lith Lane/Cath Rd Pond**						
29	NON RECURRING		Top Notch - Sign Post Lith Lane			107		0	
30	EAR MARKED RESERVES		JDC Outdoor Services - Lith Lane Potholes Repair			3,162		0	
				0	0	3,269	0	0	
	408	**3150**	**War Memorials**						
31	FIXED		Gillett & Johnston - Service of Clock	170	170		170	0	
	NON RECURRING		Gillett & Johnston - Holy Trinity Church Repairs	429					
				599	170	0	170	0	
	408	**6070**	**Jubilee Field**						
32	NON RECURRING		NBB Recycled Furniture - Picnic Table	589	0		0	0	
33	NON RECURRING		Other	196	0	74	0	0	
				785	0	74	0	0	
	408	**6130**	**Village Centre**						
34	NON RECURRING		East Hampshire District Council - Welcome to Horndean Sign	688	0		0	0	
35	VARIABLE		Water Irrigation - Watering Lances	58	0		0	0	
36	VARIABLE		Summer/Winter Displays - Plantscape - Planters	1,985	2,600	1,133	2,600	0	
				2,731	2,600	1,133	2,600	0	
	408	**6160**	**Other Sites**						
37	NON RECURRING		NBB Recycling - Bench Cath Lane/Portsmouth Road	967				0	
38	NON RECURRING		Edecks - Anti Slip Decking	284				0	
39	NON RECURRING		Broxap - Bench			862		0	
	VARIABLE		Flower Budget				600	600	
40	VARIABLE		Other		2,000	72	2,000	0	
				1,251	2,000	934	2,600	600	
	408	**6180**	**Football Pitches Maintenance**						
41	VARIABLE		Maxwell Amenity - 5 Litres Rosate Glyphosate	32				0	
42	VARIABLE		Other		3,500		3,500	0	
				32	3,500	0	3,500	0	
	408	**6580**	**Play Equipment Maintenance**						
43	FIXED		Playsafe Playgrounds Limited - Annual Inspection	539	530	539	550	20	
44	VARIABLE		Various - General Repairs and Equipment replacement	3,099	3,470	266	3,450	-20	
45	NON RECURRING		Plyadale Playgrounds - Swings Downs Park, Dev Conts			9,041		0	
				3,638	4,000	9,846	4,000	0	

Ref	CC	Nominal	Description	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change	Notes
			COST CENTRE : 470						
			COST CENTRE : OTHER OPEN SPACES COSTS						
1	470	3060	Telephones	0	288	67	144	-144	Countryside Team Mobiles - £12pcm
2	470	4062	Events	229	1,000	0	1,000	0	BioBlitz
3	470	6500	Countryside Team Salaries	113,011	126,805	48,054	125,450	-1,355	See 'STAFF' sheet, increase mainly due to transfer from EMRs
4	470	6510	Litter Picking	2,309	1,900	1,021	2,100	200	See Below for Detail
5	470	6530	Waste Bins	4,774	4,900	1,193	6,940	2,040	See Below for Detail
6	470	6590	Materials & Equipment Maintenance	1,331	1,700	562	2,200	500	See Below for Detail
7	470	6591	Rangers Equipment	960	500	181	0	-500	See Below for Detail
8	470	6592	Rangers Equipment Hire	550	1,000	1,258	1,500	500	See Below for Detail
9	470	6620	Vehicle Running Costs	4,761	4,000	1,078	4,000	0	See Below for Detail
10	470	6624	Waste Removal	3,131	3,990	1,490	3,990	0	See Below for Detail
11	470	6636	Grass Cutting	16,000	16,300	0	16,820	520	See Below for Detail
12	470	6638	Fencing	771	2,000	457	1,000	-1,000	See Below for Detail
13	470	6640	Training for Countryside Team	1,817	2,500	6	2,500	0	See Below for Detail
14	470	6648	Tree Work & Maintenance	3,395	4,000	959	4,000	0	See Below for Detail
15	470	6650	Uniform for Countryside Team	576	625	0	625	0	
16	470	6651	Personal Protection Equipment	795	1,250	177	1,250	0	
17	470	6661	Open Spaces, Projects	2,022	2,000	-16	2,910	910	See Below for Detail
			TOTAL EXPENDITURE	**156,430**	**174,758**	**56,486**	**176,429**	**1,671**	
	470	**6510**	**Litter Picking**						
18	FIXED		The New Blendworth Centre - Litter Picking	1,655	1,700	782	1,700	0	£32 per week + 2% Inflation
19	FIXED		Abbey Polythene	654	200	239	400	200	Heavy Duty Black Refuse Sacks
20	FIXED		Blendworth Tree Surgeons - Tipping Green Waste	0	0	0	0	0	Budget moved to Waste Collection
				2,309	1,900	1,021	2,100	200	
	470	**6530**	**Dog Waste Bins**						
21	FIXED		Idverde	4,774	4,900	1,193	4,900	0	£1,193 per quarter + 2% inflation
	NON RECURRING		6 x Bins				2,040	2,040	proposed at Budget Workshop oin 15-10-18
				4,774	4,900	1,193	6,940	2,040	
	470	**6590**	**Materials & Equipment Maintenance**						
22	VARIABLE		General Repairs & Equipment	1,331	1,700	562	2,200	500	Merge with 6591
				1,331	1,700	562	2,200	500	
	470	**6591**	**Rangers Equipment**						
23	VARIABLE		General Repairs & Equipment	960	500	181	0	-500	Merge with 6590
				960	500	181	0	-500	
	470	**6592**	**Rangers Equipment Hire**						
24	VARIABLE		Beaver Tool Hire - Hire of Mower	198		0		0	
25	VARIABLE		Beaver Tool Hire - Hire of Chipper	287				0	
26	VARIABLE		Beaver Tool Hire - Hire of Rotavator	65				0	
27	VARIABLE		Beaver Tool Hire - Hire of Lawn Aerator			80		0	
28	VARIABLE		Beaver Tool Hire - Hire of Motorised Wheelbarrow			132		0	
29	VARIABLE		Beaver Tool Hire - Hire of Dump Truck/Rollover			274		0	
30	NON-RECURRING		JDC Outdoor Services - Hire of Digger (Hazleton Path)			772		0	
31	NON RECURRING		Various				500	500	proposed at Budget Workshop oin 15-10-18
32	VARIABLE		Various		1,000		1,000	0	
				550	1,000	1,258	1,500	500	
	470	**6620**	**Vehicle Running Costs**						
32	FIXED		DVLA - Driving Record Requests		60		60	0	
33	FIXED		Road Tax	480	500		500	0	
34	VARIABLE		Fuel	2,051	2,000	1,022	2,000	0	
35	VARIABLE		MOT, Repairs, Services	2,229	1,440	55	1,440	0	to be increased as vehicles age
				4,761	4,000	1,078	4,000	0	
	470	**6624**	**Waste Removal**						
36	FIXED		Veolia - 1 pick up per week at Tyfield & LuckyLite	2,036	2,040	974	2,040	0	52 weeks x £38.38 per week + 2% inflation
37	FIXED		Veolia - Duty of Care	150	150	0	150	0	£12.50pcm
38	NON-RECURRING		Biffa - Clearing Waste re Travellers			516	0	0	
39	VARIABLE		Southern Asbestos Solutions - Asbestos Fly Tip Collection	0	300	0	300	0	
40	VARIABLE		Blendworth Tree Surgeons - Tipping Green Waste	945	1,500	0	1,500	0	Budget moved from Litter Picking, see exp. on 6510
				3,131	3,990	1,490	3,990	0	
	470	**6636**	**Grass Cutting**						
41	FIXED		NORSE - Annual Contract	16,000	16,300	0	16,300	0	Add 2% Inflation
			NORSE - Pump Lane & Wagtail				520	520	
				16,000	16,300	0	16,820	520	
	470	**6638**	**Fencing**						
42	VARIABLE		Fencing around the Parish	771	2,000	457	1,000	-1,000	proposed at Budget Workshop oin 15-10-18
				771	2,000	457	1,000	-1,000	
	470	**6640**	**Training for Countryside Team**						
43	VARIABLE		Dale Valley Training - Health & Saftey Course	120				0	
44	VARIABLE		Drivelink Training - Tree Survey Course	310				0	
45	VARIABLE		HIWWT	120				0	
46	VARIABLE		HCS Safety Limited - Abrasive Wheel Training	225				0	
47	VARIABLE		St Johns Ambulance - IOSHH Managing Safety Course	525				0	
48	VARIABLE		St Johns Ambulance - Requalification Course	210				0	
49	VARIABLE		St Johns Ambulance - First Aid Course	215				0	
50	VARIABLE		Wildlife Surrey - Reptile Ecology	57				0	
51	VARIABLE		Wildlife Surrey - Ecology & Survey Training	35				0	
52	VARIABLE		Other	0	2,500	6	2,500	0	
				1,817	2,500	6	2,500	0	
	470	**6648**	**Tree Work & Maintenance**						
53	VARIABLE		Tree Work around the Parish	3,395	4,000	959	4,000	0	Additional £4,000 in Earmarked Reserve
				3,395	4,000	959	4,000	0	
	470	**6661**	**Open Spaces, Projects**						
54	NON-RECURRING		Boardwalks	2,022	2,000	-16	0		3 years from 2016-17
	NON-RECURRING		Install Bollards at Deep Dell				900		
	NON-RECURRING		Install Bollards at Sheppards Close				900		
	NON-RECURRING		Steps at Catherington Down				230		
	NON-RECURRING		Steps at Lith				230		
	NON-RECURRING		Notice Board: Causeway Copse				150		
	NON-RECURRING		Replace Nature Reserve Sign at Dell Piece West				500		
				2,022	2,000	-16	2,910	0	

Horndean Parish Council

APPENDIX 1

Code	RESERVES	Sep-18	Forecast Mar-19	Transfers from I&E	EMR Adj's	Forecast Apr-19	Notes
310	**GENERAL FUNDS**	**177,234**	**177,234**			**177,234**	
	CURRENT YEAR FUNDS						
	Forecast Underspend in 2018-19		35,000			35,000	forecast made as at the end of September 2018
	Funds needed to balance budget					-67,785	if there is no increase in precept OR tax base
		177,234	**212,234**			**144,449**	
	% of Precept					**39.4%**	
	No. of Months Running Costs					**4.7**	
325	IT Equipment	4,500	4,500		1,500	6,000	to be increased each year by £1,500 to reach £6,000 in preparation for replacement in 2019/20
326	Vehicle Replacement	15,000	15,000		5,000	20,000	to be increased each year by £5,000 to reach £25,000 in preparation for replacement in 2020/21
329	Napier Hall Improvements	21,699	21,699			21,699	
334	The Granary	6,000	6,000			6,000	
338	Lith Avenue re-surfacing	3,838	3,838			3,838	
340	Jubilee Hall Extension fund	166,206	166,206			166,206	
341	Playgrounds		0		10,000	10,000	Wet Pore at Merchistoun ; proposed at Budget Workshop on 18-10-18
342	Grounds Equipment	5,000	5,000			5,000	
343	Legal & Professional Costs	10,000	10,000			10,000	
344	Election	6,000	6,000			6,000	to be increased year on year to reach £6,000 for next Election
346	Fencing	5,000	5,000			5,000	
347	Tree Maintenance	4,000	0		4,000	4,000	
348	LychGate Repairs	1,000	1,000		500	1,500	to be increased each year by £500 to reach £5,000 in preparation for repair works in 2027/28
350	Community Infrastructure Levy	7,567	7,567			7,567	
351	Land East of Horndean	7,250	7,250			7,250	
	TOTAL OF EARMARKED FUNDS	**263,060**	**259,060**	**0**	**21,000**	**280,060**	
	GRAND TOTAL	**440,294**	**471,294**	**0**	**21,000**	**424,509**	

	DESCRIPTION OF FUNDS	
325	IT Equipment	New IT Equipment has been installed into the Admin Office in 2015-16. Assumed Lifecycle 4 years. Fund to be built up for 2019/20
326	Vehicle Replacement	2 x New Vehicles have been purchased in 2015-16. Assumed Lifecycle 5 years. Fund to be built up for 2020/21
329	Napier Hall Improvements	Reserve for future maintenance on Napier Hall
334	The Granary	Reserve for future maintenance on the Granary
338	Lith Avenue re-surfacing	Reserve for future maintenance on the Lith Avenue Re-surfacing
340	Jubilee Hall Extension fund	Reserve for costs associated with Jubilee Hall Extension
342	Grounds Equipment	Reserve for purchase of large pieces of equipment
343	Legal & Professional Costs	Reserve for major legal and professional expenses
344	Election	Funds to be increased to build a reserve for the next parish Elections in 2019/20
346	Fencing	Reserve for major fencing works
347	Tree Maintenance	Reserve for major tree works
348	LychGate Repairs	Funds to be increased year on year to prepare for any major project
350	Community Infrastructure Levy	Funds Received stored here until projects to spend monies identified
351	Land East of Horndean	Reserve for costs associated with Land East of Horndean