Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 25 MARCH 2019 AT JUBILEE HALL AT 7.00 P.M.

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

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

19 March 2019

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 14 January 2019.
5. To receive and consider the draft Asset Register as at 31 March 2019.
6. To consider the principle aims in respect of setting the charging rates for the hire of Jubilee and Napier Hall.
7. To receive a report and consider the revised hire charges in respect of Jubilee and Napier Hall.
8. To receive a report and consider the revised terms and conditions pertaining to HPC hall hire.
9. To receive a report and note the timeline in terms of the construction of the Parish Office, and the future budgetary requirements.
10. To receive and consider the application in respect of the following Grant:
    - Horndean Band - £1,000.

ITEM 14

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 14 JANUARY 2019 AT 7.30PM

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

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

PUBLIC ATTENDANCE: There was one member of the public present.

The meeting commenced at 7.50pm due to the overrunning of the Planning and Public Services Committee Meeting.

F&GP 033/18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr M Burridge and Cllr N Wren.

F&GP 034/18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

Cllr M Hyltoft declared that as a Governor of HTC he would abstain from agenda item 7 with regard to the grant application for Horndean Technical College Green Power.

F&GP 035/18/19 **PUBLIC SESSION**

One member of the public was present. Mr Dennis Lockwood represented the HTC Green Power.

F&GP 036/18/19 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 5TH NOVEMBER 2018**

The minutes of the Finance and General Purposes Committee meeting held on the 3rd December had 2 amendments as below:

- Item F&GP 031/18/19 was amended to reflect the following: '...the annual review of the hall hire charges are yet to be finalised.'
- Item F&GP 032/18/19 was amended to reflect the following: '... to the new building linked to Jubilee Hall...'

Further to the amendments the minutes of the Finance & General Purposes Committee meeting held on the 3rd December 2018 was duly signed as a true record of the meeting.

This was proposed by Cllr D Alexander and seconded by Cllr L Evans.

F&GP 037/18/19 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER 2018**

The Quarterly Management Accounts for the period ending 31st December 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 £7.9K underspend and a favourable income of £19.5K. The main reasons for this were noted.

F&GP 038/18/19 **TO RECEIVE A REPORT AND CONSIDER REVIEWING THE CHARGES IN RESPECT OF HALL HIRE**

A report was circulated and discussed.

It is noted that the annual review of hall hire charges is still work in progress. Cllr D Alexander has requested that a further working party meeting is arranged to prepare a new report for the F&GP Committee to consider.

C Garvey is to arrange a meeting with Cllr D Alexander and Cllr M Hyltoft.

F&GP 039/18/19 **TO RECEIVE AND CONSIDER THE APPLICATION IN RESPECT OF THE FOLLOWING GRANT: HORNDEAN TECHNOLOGY COLLEGE GREEN POWER TEAM – £1,000**

The grant application was circulated and a discussion was held.

Members raised a number of questions to Mr Dennis Lockwood and suggested that he pursues other means of funding to gain the full amount of funds required. He was further advised that he could return for a further grant application in the new financial year.

It was **RESOLVED** that the grant application will be part approved for £200.00.

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

Meeting closed at 9.05pm

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Chairman

.....
Dated

ITEM : 5

HORNDEAN PARISH COUNCIL

F&GP MEETING : 25th March 2019

SUBJECT OF REPORT: Draft Asset Register as at 31st March 2019

The attached document shows the details of the draft asset register following the closure of the February account. It will be updated with any additions and deletions as at the 31st March 2019 for inclusion in the final accounts for the 2018-19 financial year.

The front page (Asset Register as at 31-03-2019) shows the total value of assets by category as at 31/03/18, any additions, transfers and disposals occurring in the year, the total as at 31/03/19 and therefore the net change between years.

The second page details the additions and disposals by asset.

The following pages give a full breakdown of the assets by category.

Pages 1 (Buildings & Land), 6 (Vehicles), 7 (Playground Equipment) and 10 (Memorials) additionally include photographs of the assets listed.

It should be noted that the disposal of the Sherwood Multi Unit at Jubilee Field took place in September 2016 as part of the overhaul of the playground equipment at that site.
This was picked up when a full audit was undertaken and new photographs taken in January 2019.

Report Prepared by Simon Ritson, Responsible Finance Officer
March 7th 2019

TOTAL ASSET REGISTER AS AT 31-03-2019

Sht No.	Description	£££ at 31/3/18	Additions	Disposals	Transfers	£££ at 31/3/19	Change	%	Notes
1	Buildings & Land	£415,982.00	£0.00	£0.00	£0.00	£415,982.00	£0.00		
2	Tyfield House	£23,281.09	£0.00	£0.00	£0.00	£23,281.09	£0.00		
3	Jubilee Hall	£27,291.80	£0.00	£0.00	£0.00	£27,291.80	£0.00		
4	Napier Hall	£14,629.13	£0.00	£0.00	£0.00	£14,629.13	£0.00		
5	Machinery (Countryside Team)	£19,056.70	£1,289.16	£885.00	£0.00	£19,460.86	£404.16		
6	Vehicles	£29,584.88	£0.00	£0.00	£0.00	£29,584.88	£0.00		
7	Playground Equipment	£250,181.40	£4,044.80	£19,389.00	£2,260.70	£232,576.50	-£17,604.90		
8	Street Furniture & Bins	£42,982.71	£1,983.50	£0.00	-£2,260.70	£47,226.91	£4,244.20		
9	Gates and Fences	£22,101.93	£0.00	£0.00	£0.00	£22,101.93	£0.00		
10	War Memorials	£49,481.00	£0.00	£0.00	£0.00	£49,481.00	£0.00		
11	Other Surfaces	£186,217.00	£0.00	£0.00	£0.00	£186,217.00	£0.00		
12	Other	£2,635.75	£0.00	£0.00	£0.00	£2,635.75	£0.00		
	TOTAL	**£1,083,425.39**	**£7,317.46**	**£20,274.00**	**£0.00**	**£1,070,468.85**	**-£12,956.54**	**-1.2%**	

Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal.
Commercial concepts of depreciation, impairment adjustments, etc. are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will stay constant throughout their life until disposal.

ADDITIONS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired		Purchase Cost
DP05	Timber Junior Swing Frame, Seat & Chains	Downs Park	Jun-18	£	1,507.20
DP06	Tottlebank Plus (Purple/Yellow) Slide	Downs Park	Jun-18	£	2,537.60
B 27	Bench	Portsmouth Road	Jun-18	£	382.00
B 28	Bench	Portsmouth Road	Jun-18	£	382.00
B 29	Bench (WW1 Seat)	Village Centre	Dec-18	£	849.50
S 02	Sign : Nature Sign	Catherington Lith	Sep-18	£	370.00
LL055	Toro 2072 ADS Mower for CT	Lucky Lite	Oct-18	£	483.33
LL022	Silky High Pruner with Saw & Lopper Attachments	Lucky Lite	Audit by MM - Jul 18	£	300.00
LL023	Stihl HL94 C-E Long Reach Hedge Trimmer	Lucky Lite		£	505.83
	TOTAL OF ADDITIONS				**£7,317.46**

DISPOSALS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Disposal		Purchase Cost
JF3	Sherwood Multi Unit	Jubilee Field	Sep-16	£	15,500.00
DP05	Junior Swings	Downs Park	Jun-18	£	1,057.00
DP06	Little Hamlets Tottlebank	Downs Park	Jun-18	£	2,832.00
LL002	Chainsaw 036	Lucky Lite	Audit by MM - Jul 18	£	670.00
LL003	Chainsaw 180	Lucky Lite		£	215.00
	TOTAL OF DISPOSALS				**£20,274.00**
	ADDITIONS Less DISPOSALS				**-£12,956.54**

1. BUILDINGS & LAND ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired	Cost
	BUILDINGS			
LB0001	Granary	Catherington Lane		£ 30,512.00
LB0002	Jubilee Hall	Catherington Lane	2002	£ 200,260.00
LB0003	Napier Hall	Portsmouth Road	1980	£ 185,210.00
LB0004	Tyfield House		Leased	
LB0005	Lucky Lite	Units 6	Leased	
			Buildings	**£ 415,982.00**
	LAND			Nominal Value
LB0006	Ashley Close		2008	£1
LB0007	Bentley Close		2003	£1
LB0008	Catherington Down		Mar-10	£1
LB0009	Catherington Lane		2003	£1
LB0010	Catherington Lith & Stubbins Down		2004	£1
LB0011	Causeway Copse (Portsmouth Road)		1995	£1
LB0012	Chervil Close		1995	£1
LB0013	Comfrey Close		1995	£1
LB0014	Crossbill Close		2003	£1
LB0015	Deep Dell		2003	£1
LB0016	Dell Piece West		2004	£1
LB0017	Downs Park		2003	£1
LB0018	Eskdale Close		2003	£1
LB0019	Falcon Road		2003	£1
LB0020	Godwin Cresent		2003	£1
LB0021	Greenfield Cresent		2003	£1
LB0022	Hawthorn Road		2003	£1
LB0023	Hazleton Common		1996	£1
LB0024	Heath Close		2003	£1
LB0025	Idsworth Close		2002	£1
LB0026	Jay Close		2003	£1
LB0027	Jubilee Field		2002	£1
LB0028	Lychgate Drive		2003	£1
LB0029	Maynard Place		2003	£1
LB0030	Mundays Row		2003	£1
LB0031	Old School Field	Catherington Lane	1987	£1
LB0032	Parsonage Field	Catherington Lane	1986	£1
LB0033	Pond & Road (Catherington)	Catherington Lane	1993	£1
LB0034	Pump Lane		2003	£1
LB0035	Quail Way		2003	£1
LB0036	Recreation Ground	Five Heads Road	1929	£1
LB0037	Sheppards Close		2003	£1
LB0038	Swift Close		2003	£1
LB0039	The Yews		2003	£1
LB0040	Wagtail Road		Jun-09	£1
	Warbler Close		2003	£1
LB0041	Wells Copse Close		2003	£1
LB0042	Yoells Copse		1996/2003	£1
LB0043	St Giles Churchyard			
LB0044	Chalk Copse (White Dirt Lane)			£1
LB0045	Memorial Square			£1
LB0046	Porstmouth Road Car Park	Park (Above Precinct)		£1
	LAND		**Land**	**£41**

Asset Valuation: The Council Resolved (hpc1997/020) that the lands asset listed above were held for the benefit of the community at large and have only nominal value

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2. TYFIELD HOUSE ASSET REGISTER AS AT 31-03-2019

Asset No.	Description	Location	Date Acquired		Purchase Cost
0001-0006	6 x Filing Cabinet (4 Drawer)	Various		£	480.00
0008-0010	3 x Large Metal Cupboard	Garage		£	360.00
0015	Shredder	Main Office	Sep-14	£	261.96
0016	Desk L-shaped	Main Office		£	300.00
0017	Desk L-shaped	Main Office		£	300.00
0018-0020	Straight Desks (with 3 drawers)	Clerk's Office		£	450.00
0021	Apple iPad 2 Wi-Fi & 3G 32GB (white)	Clerk's Office	Jun-11	£	511.67
0022-0025	4 x 2 door cupboard	Main Office	Mar-11	£	298.00
0031	OKI Colour Printer	Clerk's Office	Aug-07	£	287.87
0032-0033	2 x Filing Shelves	Clerk's Office		£	300.00
0036-0044	9 x Cantilever Chair			£	765.00
0045	Smoke Detector System			£	520.00
0052	Water Bowser	Garage		£	250.00
0053-0055	3 x Small drawer metal cabinets	Main Office		£	360.00
0061-0064, 0066	5 x Typist Chairs (no Arms/with arms)	Rest Room		£	475.00
0073	Desk (Straight with 3 Drawers)	Countryside Team Office		£	450.00
0075-0078	4 x Chair	Rest Room		£	596.00
0082	Burglar Alarm System	Reception		£	2,000.00
0088, 0090	2 x Computer - Office	Main Office		£	900.00
0094	Computer	Countryside Team Office	Nov-14	£	355.00
0096	Acer Travelmate 5730-663G32Mn (Project Officer)	Countryside Team Office	Nov-10	£	747.50
0098	HP Prodesk G1 SFF Desktop PC	Clerk's Office	Aug-15	£	416.00
0099	HP Prodesk G1 SFF Desktop PC	Main Office	Aug-15	£	416.00
0100	HP Prodesk G1 SFF Desktop PC	Countryside Team Office	Aug-15	£	416.00
0101	HP ProLiant ML150 Gen 9 Server	Main Office	Aug-15	£	1,050.00
0102-0106	5 x Dell U2412M Monitor	Main Office	Aug-15	£	1,050.00
0109	HP Prodesk G1 SFF Desktop PC	Main Office	Aug-15	£	400.00
TBC	NEC SV8100 Telephone system & 8 Digital handsets			£	4,544.00
TBC	Apple MacBook Pro (for Website work)		Oct-10	£	1,433.08
0114	CCTV Equipment		Jan-16	£	803.76
0113	Small Storage Cupboard		Feb-16	£	414.00
0117	Finance Cupboard		Mar-16	£	471.00
0118	Clerk's Chair	Clerk's Office	Dec-16	£	499.25
0119	HP Prodesk 400 G3 SFF Desktop	Countryside Team Office	Dec-16	£	400.00
	TOTAL AT 31-03-2018				**£23,281.09**

3. JUBILEE HALL ASSET REGISTER AS AT 31-03-2019

Asset No.	Description	Location	Date Acquired		Purchase Cost
10147	Lighting (Car Park)	Jubilee Hall	Feb-03	£	6,514.00
10150	Curtains	Jubilee Hall	Apr-09	£	2,800.00
10120	Heaters (hall) x 3	Jubilee Hall		£	1,110.00
TBC	Chairs - Conference x 10	Jubilee Hall		£	800.00
10114	Floor Buffer	Jubilee Hall		£	750.00
10129	Tables x 9	Jubilee Hall		£	618.80
10127	Signage	Jubilee Hall	Oct-02	£	432.00
10107	Chairs x 92	Jubilee Hall		£	431.60
TBC	Projector	Jubilee Hall		£	389.00
10144	1Mini COSH Cabinet	Jubilee Hall		£	318.65
10121	Heaters (toilets) x 3	Jubilee Hall		£	300.00
0115	Fridge	Jubilee Hall		£	480.00
0116	Delegate Conference System	Jubilee Hall	Oct-14	£	2,944.00
0116	Sound Reinforcement System & Hearing Loop	Jubilee Hall	Oct-14	£	3,625.00
0116	Projector & Screen	Jubilee Hall	Oct-14	£	4,097.00
0110	Defibrillator	Jubilee Hall	Dec-15	£	1,681.75
	Oven	Jubilee Hall	May-15	£	295.00
	TOTAL AT 31-03-2019				**£27,291.80**

ADDITIONS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired	Purchase Cost
	TOTAL OF ADDITIONS			**£0.00**

DISPOSALS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Disposal	Purchase Cost
	TOTAL OF DISPOSALS			**£0.00**

4. NAPIER HALL ASSET REGISTER AS AT 31-03-2019

Asset No.	Description	Location	Date Acquired		Purchase Cost
N001	Ceramic Cooker for Napier	Kitchen		£	316.66
N002	Double radiator (1550x590mm)	Kitchen	Feb-10	£	845.00
N003	Karcher floor scrubber	Boiler Cupboard	Aug-10	£	1,350.00
N004	Tables large x 6	Main Hall/Committee Hall		£	268.00
N005	4 Contour Tables	Main Hall/Committee Hall		£	318.19
N006	Upholstered Chairs x 6	Main Hall/Committee Hall		£	426.00
N007	Tables large x 10	Main Hall/Committee Hall		£	871.00
N008	Curtains	Main Hall/Committee Hall	Aug-09	£	1,130.00
N009	Curtains & Rods	Main Hall/Committee Hall	Aug-09	£	1,150.40
N010	Red Stackable chairs x 120	Main Hall/Committee Hall	Jan-11	£	1,800.00
N011	2 Waste Bin	Car Park		£	322.13
N012	Valiant Boiler		Nov-17	£	4,150.00
0112	Defibrillator	Outside of Building	Dec-15	£	1,681.75
	TOTAL AT 31-03-2019				**£14,629.13**

ADDITIONS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired	Purchase Cost
	TOTAL OF ADDITIONS			**£0.00**

DISPOSALS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Disposal	Purchase Cost
	TOTAL OF DISPOSALS			**£0.00**

5. MACHINERY (COUNTRYSIDE TEAM) ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired		Purchase Cost
GR01	Heavy Racking Shelf (Clarke's) x 2	Granary		£	352.30
LL001	Assorted Hand Tools	Lucky Lite		£	2,000.00
LL002	Chainsaw Stihl 260	Lucky Lite		£	480.00
LL003	Chainsaw (Stihl MS260 16")	Lucky Lite		£	402.30
LL004	Chainsaw (Stihl MS362 20")	Lucky Lite		£	540.12
LL005	Chainsaw (Stihl MS201T 14")	Lucky Lite	17/12/2014	£	431.37
LL006	Hedge Trimmer Long Reach	Lucky Lite		£	1,100.00
LL007	Hedge Trimmer Long Reach stihl	Lucky Lite		£	550.00
LL008	Leaf Blowers x 2	Lucky Lite		£	660.00
LL009	Mower - Snapper 550	Lucky Lite		£	350.00
LL010	Strimmer Stihl FS460 X 2	Lucky Lite		£	1,360.00
LL011	Strimmer Stihl FS460	Lucky Lite		£	550.00
LL012	Stihl Pole Saw (HT01)	Lucky Lite		£	634.50
LL013	Production Bench (Clarke's) x 2	Lucky Lite		£	430.60
LL014	Lockable 2 door, 3 shelf Cabinets x 2	Lucky Lite		£	391.45
LL015	Flammable Liquid (Clevelasnd Site Safe Ltd)	Lucky Lite		£	302.59
LL016	High Level Pruner (Stihl HT131)	Lucky Lite		£	506.60
LL017	COSHH cupboard	Lucky Lite		£	335.16
LL018	2 Drills: Makita BHP452 + BTD140 18v drills	Lucky Lite		£	262.46
LL019	Winch: Tirfor T532 - WLL 3200kg winch	Lucky Lite		£	680.00
LL020	Stihl Blower	Lucky Lite		£	311.25
LL021	Toro 2072 ADS Mower for CT	Lucky Lite	Oct-18	£	483.33
LL022	Silky High Pruner with Saw & Lopper Attachments	Lucky Lite	Audit by MM - Jul 18	£	300.00
LL023	Stihl HL94 C-E Long Reach Hedge Trimmer	Lucky Lite		£	505.83
N013	Speed Indicator Device	Napier Hall		£	5,541.00
	TOTAL AT 31-03-2019				**£19,460.86**

ADDITIONS for the YEAR ENDING 31-03-2019

Ref No	Description	Location	Date Acquired		Purchase Cost
LL021	Toro 2072 ADS Mower for CT	Lucky Lite	Oct-18	£	483.33
LL022	Silky High Pruner with Saw & Lopper Attachments	Lucky Lite	Audit by MM - Jul 18	£	300.00
LL023	Stihl HL94 C-E Long Reach Hedge Trimmer	Lucky Lite		£	505.83
	TOTAL OF ADDITIONS				**£1,289.16**

DISPOSALS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Disposal		Purchase Cost
	Chainsaw 036	Lucky Lite	Audit by MM - Jul 18	£	670.00
	Chainsaw 180	Lucky Lite		£	215.00
	TOTAL OF DISPOSALS				**£885.00**

6. VEHICLES ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired	Purchase Cost
V001	Ford Ranger Double Cab 4 x 4	Reg: ST08 XVV	09/04/2015	£9,960.00
V002	Ford Ranger XL S/CAB 4 x 4	Reg: HY65 UVJ	29/09/2015	£15,574.88
V003	IFOR Williams p600 Trailer			£800.00
V004	Atlas 3500 KE tipper trailer			£3,250.00
	TOTAL AT 31-03-2019			**£29,584.88**

ADDITIONS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired	Purchase Cost
	TOTAL OF ADDITIONS			**£0.00**

DISPOSALS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Disposal	Purchase Cost
	TOTAL OF DISPOSALS			**£0.00**

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7. PLAYGROUND EQUIPMENT ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired	Purchase Cost
DD1	Double Station combi chest press/Lat Pull Down, Double Station Leg Press	Deep Dell	Jun-11	£7,020.00
DD2	Small Roundabout	Deep Dell		£2,189.00
DD3	Slide	Deep Dell		£1,386.00
DD4	Cradle Swing	Deep Dell		£884.00
DD5	Multi Unit	Deep Dell		£8,245.00
DD6	Maho Hound	Deep Dell	Sep-08	£419.69
DD7	Springer Mushroom	Deep Dell		£640.00
DD8	Large Set Swings	Deep Dell		£1,264.00
DD9	Springer Cat	Deep Dell	Oct-07	£815.25
DD10	Multi Play Unit & Safety Surface	Deep Dell	March 2017	11,329.12
DD11	Roundabout	Deep Dell	March 2017	5,218.40
DD12	Youth Shelter & Base	Deep Dell	March 2017	3,917.03
DD13	Chess Table & Base	Deep Dell	March 2017	3,264.69
DP01	Cantilever Swing	Downs Park		£3,975.00
DP02	Cone Climber	Downs Park		£2,695.00
DP03	Cradle Swings	Downs Park		£1,163.00
DP04	Jukebox Selection	Downs Park		£4,337.00
DP05	Junior Swings	Downs Park		£1,507.20
DP06	Little Hamlets Tottlebank	Downs Park		£2,537.60
DP07	Safety Barriers	Downs Park		£320.00
DP08	Spinner	Downs Park		£843.00
DP09	Springer motorbike	Downs Park		£484.00
DP10	Sign	Downs Park	Jul-07	£907.82
DP11	Sureshot 662 AntiVandal Steel basketball unit & basketball court	Downs Park	Aug-09	£4,444.30
DP12	Youth Shelter & Base	Downs Park	Sep-16	£3,917.03
FHR1	Monkey Swing	Five Heads Recreation Ground		£1,194.00
FHR2	Blue Cross Rope Walk	Five Heads Recreation Ground		£796.00
FHR3	Cradle Swings	Five Heads Recreation Ground		£769.00
FHR4	Drain Pipes	Five Heads Recreation Ground		£1,810.00
FHR5	Spacewhirl Roundabout	Five Heads Recreation Ground	Apr-07	£3,020.00
FHR6	Large Set Swing	Five Heads Recreation Ground		£1,264.00
FHR7	Multi Unit	Five Heads Recreation Ground	Mar-03	£15,239.00
FHR8	Teenage Shelter	Five Heads Recreation Ground		£2,610.00
FHR9	Basket Ball	Five Heads Recreation Ground		£912.00
FHR10	Goal Posts	Five Heads Recreation Ground		£292.00
FHR11	Wobbly Planks	Five Heads Recreation Ground		£6,994.00
FHR12	Leg Press and Chest Press	Five Heads Recreation Ground	Jun-11	£5,629.00
FHR13	Maho Hound	Five Heads Recreation Ground		£419.69
FHR14	Triple Swing & Safety Surface	Five Heads Recreation Ground	Sep-16	£9,396.50
JF1	Outdoor Fitness Equipment	Jubilee Field	Jun-10	£25,500.00
JF2	Basket Ball Area & Court	Jubilee Field	Sep-08	£3,824.00
JF3	Toddlers Play Area including Rocks & SafaGrass safety matting	Jubilee Field	Sep-16	£8,433.20
JF4	Tyre Swing	Jubilee Field	Sep-16	£6,788.10
JF5	Cableway	Jubilee Field	Sep-16	£10,972.50
JF6	Speaker Tubes	Jubilee Field	Sep-16	£829.20
JF7	Crawling tunnel	Jubilee Field	Sep-16	£3,133.63
JF8	Rope handrails and netting	Jubilee Field	Sep-16	£3,478.17
JF9	Slide	Jubilee Field	Sep-16	£4,347.09
JF10	Timber Ramp & Timber Log incl. Sleeper Retaining Walls & Posts	Jubilee Field	Sep-16	£4,954.70
JF11	Rope Tree	Jubilee Field	Sep-16	£6,344.14
LG01	Large Swing Set	Lychgate		£1,264.00
LG02	See Saw	Lychgate		£900.00
MH01	Climbing Net	Merchistoun Hall	Dec-15	£2,521.66
MH02	Drainpipe Rope Bridge	Merchistoun Hall		£2,301.00
MH03	Log Walk	Merchistoun Hall		£1,770.00
MH04	Rolling Log	Merchistoun Hall		£1,521.00
MH05	Rope Bridge	Merchistoun Hall		£1,125.00
MH06	Rope Bridge	Merchistoun Hall		£1,061.00
MH07	Swing	Merchistoun Hall		£432.00
MH08	Twin Rope Bridge	Merchistoun Hall		£742.00
MH09	Youth Shelter & Pyramid Climbing frame	Merchistoun Hall	May-10	£11,500.00
MH10	Bird's Nest Swing & safety surface	Merchistoun Hall	May-10	£3,725.00
MH11	Cape Horn	Merchistoun Hall	Mar-11	£1,040.79
	TOTAL AT 31-03-2019			**£232,576.50**

7. PLAYGROUND EQUIPMENT ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired	Purchase Cost

ADDITIONS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired	Purchase Cost
DP05	Timber Junior Swing Frame, Seat & Chains	Downs Park	Jun-18	1,507.20
DP06	Tottlebank Plus (Purple/Yellow) Slide	Downs Park	Jun-18	2,537.60
				£4,044.80

DISPOSALS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Disposal	Purchase Cost
DP05	Junior Swings	Downs Park	Jun-18	£1,057.00
DP06	Little Hamlets Tottlebank	Downs Park	Jun-18	£2,832.00
JF3	Sherwood Multi Unit	Jubilee Field	Sep-16	£15,500.00
				£19,389.00

TRANSFERS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired	Purchase Cost
10272	Green Oak Picnic Tables x 3		Jun-14	£2,260.70
				£2,260.70

DD1

DD2

DD3

DD4

DD5

DD6

DD7

DD8

DD9

DD10

DD11

DD12

DD13

DP1

DP2

DP3

DP4

DP5

DP6

DP7

DP8

DP9

DP10

DP11

DP12

FHR1

FHR2

FHR3

FHR4

FHR5

FHR6

FHR7

FHR8

FHR9

FHR10

FHR11

FHR12

FHR13

FHR14

JF1

JF2

JF3

JF4

JF5

JF6

JF7

JF8

JF9

JF10

JF11

LG01, 2

MH1

MH2

MH3

MH4

MH5

MH6

MH7

MH8

MH9a

MH9b

MH10

MH11

8. STREET FURNITURE & BINS ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired		Purchase Cost
BIN1	black mixed waste bin	Village square		£	335.00
BIN2	black waste bin	Catherington Pond		£	50.00
BIN3	black waste bin	Downs Park (just outside playground)		£	50.00
BIN4	black waste bin	Five Heads Road - Recreation Ground (along road side fence)		£	50.00
BIN5	black waste bin	Jubilee Field (by gym equipment)		£	50.00
BIN6	black waste bin	Kingsmead Green (near COOP, Lovedean Lane)		£	50.00
BIN7	Dog	Cheveril Close Footpath	Oct-02	£	1,125.00
BIN8	Dog	Footpath #26	Oct-02	£	1,125.00
BIN9	Dog	Hawthorn Road	Oct-02	£	1,125.00
BIN10	Dog	Lovedean Lane - Village Hall	Oct-02	£	1,125.00
BIN11	Dog	Merchistoun Hall	Oct-02	£	1,125.00
BIN12	new 2015 mixed waste	Deep Dell (inside play area)		£	335.00
BIN13	new 2015 mixed waste	Catherington Lane - Parsonage Field		£	335.00
BIN14	new 2015 mixed waste	Lakesmere Road (inside Dell Piece West)		£	335.00
BIN15	new 2015 mixed waste	Downs Park (inside playground)		£	335.00
BIN16	new 2015 mixed waste	Downs Park (on top of grass slope, away from play area)		£	335.00
BIN17	new 2015 mixed waste	Five Heads Road - Recreation Ground (by main gated entrance)		£	335.00
BIN18	new 2015 mixed waste	Five Heads Road - Recreation Ground (inside play area)		£	335.00
BIN19	new 2015 mixed waste	Hillview (Hazleton Common)		£	335.00
BIN20	new 2015 mixed waste	Hollybank Close (Hazleton Common)		£	335.00
BIN21	new 2015 mixed waste	Jubilee Field (avocet way entrance)		£	335.00
BIN22	new 2015 mixed waste	Jubilee Field (in car park, near hall)		£	335.00
BIN23	new 2015 mixed waste	Jubilee Field (in car park, inside play area)		£	335.00
BIN24	new 2015 mixed waste	Jubilee Field (in dog leg field housing estate entrance)		£	335.00
BIN25	new 2015 mixed waste	Lovedean Lane (Cath down layby car park entrance)		£	335.00
BIN26	new 2015 mixed waste	Lovedean Lane (Cath down triangle car park)		£	335.00
BIN27	new 2015 mixed waste	Loxwood Road Open Space (Yoells Copse inside)		£	335.00
BIN28	new 2015 mixed waste	Mundys Row Open Space		£	335.00
BIN29	new 2015 mixed waste	Old school Field		£	335.00
BIN30	new 2015 mixed waste	Village square		£	335.00
BIN31	Old style wooden	Five Heads Road - Recreation Ground (along football stadium wall)		£	144.00
BIN32	Old style wooden	Five Heads Road - Recreation Ground (by car park)		£	144.00
BIN33	Old style wooden	Five Heads Road - Recreation Ground (near drive in entrance for football club)		£	144.00
BIN34	Old style wooden	Five Heads Road - Recreation Ground (St anns entrance)		£	144.00
BIN35	Old style wooden	Jubilee Field (in car park, near main entrance)		£	144.00
BIN36	Old style wooden	Merchistoun Hall (play area)		£	144.00
BIN37	Old style wooden	Merchistoun Hall (far end)		£	144.00
BIN38	Old style wooden	The Granary		£	144.00
BIN39	Old style wooden	Village square (outside Nikos)		£	144.00
BIN40	Old style wooden	Woodstock Avenue Open Space		£	144.00
BIN41	Old style wooden	Rosemary way (on Hazleton Estate)		£	144.00
BIN42	Old style wooden	First avenue (by flats near Downs Park)		£	144.00
BIN43	Old style wooden	Lytchgate Park		£	144.00
BIN44	wheely bin	Briar Close Field (this must be the wheely bin on Deep Dell?)		£	50.00
BIN45	wheely bin	Catherington Lith - top of hill		£	50.00
BIN46	wheely bin	Hawthorn Road		£	50.00
BIN47	wheely bin	Hawthorn Road		£	50.00
BIN48	wheely black	Jubilee Field (in dog leg field on road side) Stonechat road		£	50.00
BIN49	wheely black (for hall use only)	Jubilee Field (in car park)		£	50.00
BIN50	wheely green	Loxwood Road Open Space (Yoells Copse outside)		£	50.00
BIN51	wheely green	Kingsmead Green (near COOP, Lovedean Lane)		£	50.00
BIN52	wheely green (for hall use only)	Jubilee Field (in car park)		£	50.00
IP01	Interpretation Panel	St Giles	Mar-03	£	330.00
IP02	Interpretation Panel	Catherington Pond	Mar-03	£	330.00
IP03	Interpretation Panel	Yoells Copse		£	330.00
IP04	Interpretation Panel	Catherington Lith		£	330.00
IP05	Interpretation Panel	Catherington Lith		£	330.00
IP06	Interpretation Panel	Dell Piece West		£	330.00
IP07	Interpretation Panel	Catherington Down		£	330.00
IP08	Interpretation Panel	Catherington Down		£	330.00
IP09	Interpretation Panel	Catherington Down		£	330.00
IP10	Interpretation Panel	Hazleton Common		£	330.00
IP11	Interpretation Panel	Hazleton Common		£	330.00
IP12	Interpretation Panel	Hazleton Common		£	330.00
MP01	Metal Pent Shed	Tyfield House	Oct-07	£	264.32
NB01	Notice Board - Official Use	Tyfield House		£	1,092.47
NB02	Notice Board - Official Use	The Precinct		£	600.00
NB03	Notice Board - Official Use	Catherington Lane (School)		£	1,092.47
NB04	Notice Board - Official Use	Co-op, Clanfield		£	600.00
NB05	Notice Board - Official Use	Co-op, Kings Mede		£	600.00
NB06	Notice Board - Official Use	Deep Dell		£	600.00
NB07	Notice Board - Official Use	Napier Hall		£	600.00
NB08	Notice Board - Official Use	Lovedean Lane (Village Hall)		£	600.00
NB09	Notice Board - Coutryside Use	Catherington Lith		£	600.00
NB10	Notice Board - Coutryside Use	Dell Piece		£	600.00
NB11	Notice Board - Coutryside Use	Parsonage Field		£	600.00
NB12	Notice Board - Coutryside Use	Hazleton Common		£	600.00
NB13	Notice Board - Coutryside Use	Yoells Copse		£	600.00

8. STREET FURNITURE & BINS ASSET REGISTER AS AT 31-03-2019 (cont.)

Ref No	Description	Location	Date Acquired		Purchase Cost
WM01	Water Machine (70 Litre)	Tyfield House	Aug-07	£	381.63
S01	Sign : Oak Sign	Yoells Copse	Feb-03	£	650.00
S02	Sign : Oak Sign	Hazleton	Feb-03	£	450.00
S03	Sign : Welcome to Horndean	Havant Road	Jul-17	£	563.00
S04	Sign : Nature Sign	Catherington Lith	Sep-18	£	370.00
B01	Stone Peter Butler Memorial Bench	St Giles Churchyard	Mar-11	£	1,073.20
B02	Bench	Nelson Crescent	Aug-09	£	380.27
B03	Memorial Bench (Green Man)	Parsonage Field	May-09	£	800.00
B04	Bench (Pheonix Enviropol)	Five Heads Recreation Ground	Jul-11	£	362.96
B05	Bench (Pheonix Enviropol)	Five Heads Recreation Ground	Jul-11	£	362.96
B06	Bench (Pheonix Enviropol)	Deep Dell	Jul-11	£	362.96
B07	Bench (Pheonix Enviropol)	Deep Dell	Jul-11	£	362.96
B08	Bench (Pheonix Enviropol)	Deep Dell	Jul-11	£	362.96
B09	Bench (Backed)	Jubilee Field		£	380.27
B10	Bench (Backed)	Jubilee Field		£	380.27
B11	Bench (Backed)	Jubilee Field		£	380.27
B12	Bench (Backed)	Jubilee Field		£	380.27
B13	Bench (Backed)	Jubilee Field		£	380.27
B14	Bench (Backed)	Jubilee Field		£	380.27
B15	Bench (Backed)	Jubilee Field		£	380.27
B16	Bench (Backed)	Downs Park		£	380.27
B17	Bench (Backed)	Downs Park		£	380.27
B18	Bench (Backed)	Downs Park		£	380.27
B19	Bench (Backed)	Downs Park		£	380.27
B20	Bench (Backed)	Downs Park		£	380.27
B21	Bench (Backed)	Lychgate		£	380.27
B22	Bench	Jays Close	Jul-16	£	589.00
B23	Bench (Octagonal)	Jubilee Field	Mar-17	£	589.00
B24	Bench (Plastic Ribble)	Deep Dell	March 2017	£	351.52
B25	Bench (Plastic Ribble)	Deep Dell	March 2017	£	351.52
B26	Bench	Park Seat Cath Lane/Ports Rd	March 2018	£	900.00
B27	Bench	Portsmouth Road	Jun-18	£	382.00
B28	Bench	Portsmouth Road	Jun-18	£	382.00
B29	Bench (WW1 Seat)	Village Centre	Dec-18	£	849.50
P01	Picnic Table	Jubilee Field	March 2018	£	589.00
P02	Green Oak Picnic Tables x 3		Jun-14		£2,260.70
HB01	Height Barrier	Jubilee Field		£	650.00
	TOTAL AT 31-03-2019				**£47,226.91**

ADDITIONS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired		Purchase Cost
B 27	Bench	Portsmouth Road	Jun-18	£	382.00
B 28	Bench	Portsmouth Road	Jun-18	£	382.00
B 29	Bench (WW1 Seat)	Village Centre	Dec-18	£	849.50
S 02	Sign : Nature Sign	Catherington Lith	Sep-18	£	370.00
	TOTAL OF ADDITIONS				**£1,983.50**

DISPOSALS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Disposal	Purchase Cost
	TOTAL OF DISPOSALS			**£0.00**

TRANSFERS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired	Purchase Cost
10272	Green Oak Picnic Tables x 3		Jun-14	£2,260.70
				£2,260.70

9. GATES & FENCES ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired	Purchase Cost
GF001	Security Fencing	Jubilee Field	Oct-03	£9,742.00
GF002	Bow Top Railings	Downs Park	Jan-08	£3,172.50
GF003	Steel fencing and Gate	Downs Park	Dec-07	£5,522.50
GF004	Posts And Fencing	Lith Lane	Feb-09	£763.60
GF005	Boardwalks	Hazleton Common	Mar-17	£1,043.10
GF006	Boardwalks	Dell Piece West	Mar-18	£1,858.23
	TOTAL AT 31-03-2019			**£22,101.93**

ADDITIONS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired	Purchase Cost
	TOTAL OF ADDITIONS			**£0.00**

DISPOSALS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Disposal	Purchase Cost
	TOTAL OF DISPOSALS			**£0.00**

10. MEMORIALS ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired	Purchase Cost
LB0047	War Memorial, The Square	War Memorial		£ 49,481.00

11. OTHER SURFACES ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired	Purchase Cost
	Safety Surfaces			
	Wet Pour Sub Base	Downs Park		
	59.99 Sq Mts			
	46.54 Sq Mts			
10272	65.32 Sq Mts			£80,205.00
10273	Wet Pour Base - 41.5 sq mts resurfaced to total depth of 60mm	Hazleton Dell	Feb-10	£1,900.00
10274	Wet Pour repair Jubilee & Merchistoun	Jubilee & Merch.	22/07/11	£900.00
10275	Safety Surface 980 Sq Ft (approx)			£99,656.00
10346	Wet Pour surface repair		2012	£3,556.00
	TOTAL AT 31-03-2019			**£186,217.00**

ADDITIONS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Acquired	Purchase Cost
	TOTAL OF ADDITIONS			**£0.00**

DISPOSALS for the YEAR ENDING 31-03-2019

Asset No.	Description	Location	Date Disposal	Purchase Cost
	TOTAL OF DISPOSALS			**£0.00**

12. OTHER ASSET REGISTER AS AT 31-03-2019

Ref No	Description	Location	Date Acquired		Purchase Cost
0111	Defibrillator	Nico's Bakery	Dec-15	£	1,681.75
10151	Chairmans Badge	Insignia		£	954.00
	TOTAL AT 31-03-2019				**£2,635.75**

Item 7

Horndean Parish Council

HORNDEAN PARISH COUNCIL

F&GP MEETING : 25th March 2019

SUBJECT OF REPORT: Jubilee and Napier Hall Tariffs

Income from hall hire and direct costs are coded to the Napier and Jubilee Hall cost centres.

In addition there are other costs associated with the running of the halls that are captured centrally and, on occasions, additional funds are transferred to earmarked reserves for use on specific hall related projects.

An apportionment exercise has been undertaken to estimate the indirect costs.
The major component, staff time, has been estimated using the methods listed in Table 1 below.

TABLE 1

Post	Method	%
Executive Officer	Timesheet	0.68%
Office Manager	Timesheet	26.01%
Senior Administrator	Maternity	0.00%
Admin 1	Timesheet	25.15%
Admin 2	Timesheet	16.67%
Admin 3	Timesheet	71.67%
Responsible Finance Officer	Budget Value	11.32%
Assistant Finance	No. of Invoices	25.97%

In Table 2 in this document, it can be seen that the direct budget for the halls combined has resulted in a deficit/subsidy of £2.9k for 2019-20.

Although it should be noted that there is a £10k non-recurring budget for repair and maintenance at Napier Hall in 2019-20 so the underlying recurring direct budget indicates a surplus/contribution of £7.1k

Indirect costs, including staff time, totals a further £26.4k for the hall.

Therefore the total budget (direct and indirect) is showing as a subsidy of £29.3k.
This reduces to £19.3k if the non recurring repairs budget is stripped out.

In order to create a breakeven (recurring) budget across the halls the tariffs would need to rise by 37.5%

TABLE 2

DIRECT COSTS - HALLS

NAPIER & JUBILEE HALL TOTAL		FULL YR ACTUAL	FULL YR BUDGET	YTD ACT APR-JAN	FULL YR FCAST	FULL YR BUDGET
Nominal	Description	2017-18	2018-19	2018-19	2018-19	2019-20
1075	Halls Income	-50,886	-46,500	-45,309	-54,110	-51,500
	TOTAL INCOME	**-50,886**	**-46,500**	**-45,309**	**-54,110**	**-51,500**
2050	Staff Travel & Expenses (Note 1)	0	0	0	0	3,240
3001	Rates	4,334	4,421	4,464	4,464	4,550
3002	Utilities	5,474	5,475	3,034	5,082	5,260
3008	Licensing	806	743	0	770	871
3009	Repairs and Maintenance (Note 2)	13,546	7,500	5,058	6,638	17,655
3052	Janitorial Supplies	94	150	281	382	150
3055	Caretaker Salaries	19,038	21,407	16,405	19,607	20,806
3056	Security	701	620	651	651	620
3060	Telephones	866	906	1,013	1,213	1,234
4035	Professional Fees	0	0	2,030	2,030	0
	TOTAL DIRECT EXPENDITURE	**44,858**	**41,221**	**32,936**	**40,837**	**54,387**
	SURPLUS/DEFICIT	**-6,027**	**-5,279**	**-12,373**	**-13,273**	**2,887**

INDIRECT COSTS - HALLS

2000	Admin Salaries	23,347
2060	Staff Training	200
2070	Medical / Health & Safety Exp.	60
2920	Recruitment	200
4011	IT Support	294
4024	Printing	124
4026	Stationery	136
4029	Subscriptions	290
4040	Insurance	1,780
	TOTAL ESTIMATED INDIRECT EXPENDITURE	**26,430**
	TOTAL BUDGET EXPENDITURE	**80,817**
	TOTAL BUDGET INCOME	**-51,500**
	ESTIMATED BUDGETED SUBSIDY in 2019-20	**29,317**
	RECURRING BUDGETED SUBSIDY (Note 2)	**19,317**

% Increase required in hall fees to remove subsidy (on recurring budget)	**37.5%**

Notes

1 Staff Travel budgets/actuals have historically been charged to a central code. Budget devolved for 2019-20

2 Repairs & Maintenance budget for 2019-20 includes £10,000 of Non Recurring budget for Napier

Table 3 below shows the current tariffs in green and the proposed tariffs in orange/blue under two different scenarios.

TABLE 3

VERSION 1	TARIFFS								
	Current			Proposed		% Changes			
Times	08.30-18.00-	18.00-21.00	21.00 23.00	08.30-12.00	12.00-23.00	08.30-12.00	12.00-18.00	18.00-21.00	21.00 23.00
Monday-Friday	£13.20			£13.75		4.2%			
Saturday	£13.20	£19.35	£14.75	£13.75	£20.15	4.2%	52.7%	4.1%	36.6%
Sunday	£13.20	£19.35	£14.75	£20.15		52.7%		4.1%	36.6%
Napier Committee Room	£8.50			£8.85		4.1%			

VERSION 2	TARIFFS								
	Current			Proposed		% Changes			
Times	08.30-18.00-	18.00-21.00	21.00 23.00	08.30-12.00	12.00-23.00	08.30-12.00	12.00-18.00	18.00-21.00	21.00 23.00
Monday-Friday	£13.20			£13.75		4.2%			
Weekends *	£13.20	£19.35	£14.75	£13.75	£20.15	4.2%	52.7%	4.1%	36.6%
Napier Committee Room	£8.50			£8.85		4.1%			

* Saturday and Sunday Jubilee Hall, Saturday Only Napier Hall

The proposal is to have three rates. A standard rate, an enhanced rate and a rate for the committee room at Napier Hall.

In Version 1 the standard rate is applied Monday to Friday and Saturday morning until midday where the enhanced rate takes over.
In Version 2 the same applies with the exception that the standard rate is also charged for Sunday morning until midday.

As can be seen in Table 3 these would result in the charges for the bulk of the week increasing by c4%.

The simplification of the weekend tariffs would result in a large increase in the time periods 12.00-18.00 and 21.00-23.00.
However, as there are no regular hall hirers in the halls at this time of the week the impact would only fall on casual bookings.

Table 4 shows the impact to each of the regular hall users under the two pricing scenarios for the period November 2018 to January 2019 assuming that Regular 12 continues to be in receipt of a 5% discount.

TABLE 4	Period : Nov18-Jan19								
	CURRENT					PROPOSED			
	HOURS					Version 1		Version 2	
Customer	NOV	DEC	JAN	TOTAL	£££	£££	%	£££	%
Regular 1	0.0	2.5	2.0	4.5	59.40	77.88	31.1%	61.88	4.2%
Regular 2	18.0	11.0	20.0	49.0	491.70	512.05	4.1%	512.05	4.1%
Regular 3	19.0	8.0	16.0	43.0	567.60	591.25	4.2%	591.25	4.2%
Regular 4	0.0	0.0	5.0	5.0	66.00	68.75	4.2%	68.75	4.2%
Regular 5	4.0	0.0	4.0	8.0	68.00	70.80	4.1%	70.80	4.1%
Regular 6	4.5	0.0	4.5	9.0	118.80	123.75	4.2%	123.75	4.2%
Regular 7	36.0	12.0	32.0	80.0	1,056.00	1,100.00	4.2%	1,100.00	4.2%
Regular 8	6.0	4.0	4.0	14.0	119.00	123.90	4.1%	123.90	4.1%
Regular 9	2.0	2.0	2.0	6.0	79.20	82.50	4.2%	82.50	4.2%
Regular 10	5.0	2.0	3.0	10.0	132.00	137.50	4.2%	137.50	4.2%
Regular 11	28.0	21.0	28.0	77.0	1,016.40	1,058.75	4.2%	1,058.75	4.2%
Regular 12	66.8	67.5	63.8	198.1	2,394.31	2,493.94	4.2%	2,493.33	4.1%
Regular 13	6.0	5.0	4.0	15.0	198.00	206.25	4.2%	206.25	4.2%
Regular 14	5.0	2.0	0.0	7.0	92.40	96.25	4.2%	96.25	4.2%
Regular 15	20.0	16.0	18.0	54.0	712.80	742.50	4.2%	742.50	4.2%
Regular 16	3.8	3.8	4.5	12.0	102.00	106.20	4.1%	106.20	4.1%
Regular 17	2.0	2.0	2.0	6.0	79.20	82.50	4.2%	82.50	4.2%
Regular 18	6.0	3.0	6.0	15.0	198.00	206.25	4.2%	206.25	4.2%
Regular 19	17.0	8.5	20.0	45.5	600.60	625.63	4.2%	625.63	4.2%
Regular 20	32.0	8.0	22.0	62.0	527.00	548.70	4.1%	548.70	4.1%
Regular 21	50.0	37.5	53.0	140.5	1,854.60	1,931.88	4.2%	1,931.88	4.2%
Regular 22	4.0	4.0	4.0	12.0	158.40	165.00	4.2%	165.00	4.2%
Regular 23	4.5	0.0	0.0	4.5	77.88	90.68	16.4%	90.68	16.4%
Regular 24	0.0	0.0	2.5	2.5	33.00	34.38	4.2%	34.38	4.2%
TOTAL	**339.6**	**219.8**	**320.3**	**879.6**	**10,802.28**	**11,277.27**	**4.4%**	**11,260.65**	**4.2%**

As can be seen from the table the vast majority of the hall users would have seen an increase of approximately 4% under each scenario.

Regular 23 would have received a 16.4% rise in either option. However although they are classed as regulars they do not use the hall often (one Saturday evening November booking).

Regular 1 would have faced a 31.1% hike if we use Version 1 as they had one Sunday morning booking in December.

RECOMMENDATIONS:

1. Adopt Version 2 pricing schedule with effect from July 1st 2019.
2. Provide a volume discount of 5% to regular non profit organisations who exceed 50 or 60 hours per calendar month.

Report Prepared by Simon Ritson, Responsible Finance Officer
March 1st 2019

Item: 8.

Final
Mark-up.

HORNDEAN PARISH COUNCIL

Jubilee Hall Casual Hirers Terms and Conditions of Hire

E-mail: contact@horndeanpc-hants.gov.uk
www.horndeanpc-hants.gov.uk

Updated 31st January 201

CASUAL HIRERS

HIRE CHARGES – JUBILEE HALL

Hourly rate - £13.75
Saturday and Sunday bookings between08:30am and 12pm are charged at a rate of £13.75 per hour and £20.15 per hour thereafter.

The use of the kitchen is included in the hall hire.

HIRE OF AUDIO/SOUND SYSTEM EQUIPMENT	£12.00 per session.
HIRE OF PROJECTOR SCREEN ONLY	£6.00 per session.
HIRE OF PROJECTOR SCREEN AND PROJECTOR	£22.00 per session.

The remote control for the Projector must be passed to the caretaker at the end of the hire period. If the hire period ends earlier than expected then the remote must be left in the designated place as instructed by the caretaker.

DEPOSITS (DAMAGE DEPOSIT AND CANCELLATION FEE DEPOSIT)

- £200 for discos, parties, wedding receptions, dances and functions where the booking is for a teenage/adult party (13 years and upwards).
- £100 for discos and parties where the booking is for a children's party (age 12 and under) and any other function i.e. a christening, wake, baby shower, meeting or training event etc.

All deposit cheques will be held and are due 7 days from the date of the booking. Payment in full must be received at least 28 days before the date of the event. Deposits will be returned a week after the event has taken place, subject to the conditions of hire being complied with. Cheques must be made payable to Horndean Parish Council.

CANCELLATION POLICY

- Cancellation of confirmed booking between 14 and 28 days of the event will result in a 25% deduction of the hall hire charge.
- Cancellation of confirmed booking within 14 days of event will result in loss of the hall hire charge.
- If full payment is not received by 14 days before the event, the booking will be cancelled and will result in a 25% deduction (taken from the deposit) of the hall hire charge.
- No charge will be made for cancellations by either party due to severe weather conditions or Force Majeure.

CHARGE FOR ADDITIONAL HALL OPENING AND CLOSE

- If the hirer has booked the hall for a continuation of 4 or more hours and wishes for the hall to be closed for an hour and then re-opened, there will be no extra charge.
- If the hirer has booked the hall for less than 4 hours and wishes for the hall to be closed for an hour and then re-opened, there will be a charge of £5.00 added to the booking.

INSURANCE Casual Hirers who do not have Public Liability Insurance Cover will be covered by the Council's Hirer's Liability; an additional charge of 10% of the hire charge will be made.

The Council reserves the right to cancel any booking, making such refund as it deems appropriate, without necessarily giving any reasons for such action, without any liability for any consequential loss on the part of the hirer.

CONDITIONS OF HIRE – JUBILEE HALL

Hall hirers must be 18 years or above to make a booking.

The hall will be made available for the hire period only. Users should ensure that when bookings are made setting up and cleaning times on completion are included in the period booked. The caretaker will unlock the hall at the start of your hire and return to lock up at the finish of your hire. They will complete a check list with you at the end of your hire period to ensure you have met the terms and conditions.

The premises must be vacated in the same condition as that in which they were hired, basic cleaning equipment is provided. There will be penalties for failure to observe this condition. The hirer is responsible for all breakages and damage, the cost of which will be deducted from the deposit. Extra charges will be levied if the deposit is insufficient to cover the cost of any damage or of any additional cleaning that may be required.

For discos and parties there must be at least 6 adult supervisors who must patrol continuously both inside and outside the building ensure that all activities are kept within the building and not allowed to extend into the car park or adjacent roads. A continuous watch must be kept on the entrances to prevent gatecrashers. The police must be called, without fail, at the first sign of trouble. Please ensure that the volume of any music you may play is not excessive. Try to keep the windows and doors closed, particularly those on the side of the building nearest to residential property.

The maximum capacity of the hall must not be exceeded:

- 100 people
- 90 people if seated

Opening Times
9 am – 10.30 pm Sunday – Thursday
9 am – 11pm Friday and Saturday

The premises are not licensed for the sale of alcohol and it is illegal to do so. Alcohol must not be consumed on the premises by any person under the age of 18. Smoking is not allowed in any part of the premises.

Bouncy Castles or similar can only be installed in the grounds outside of the hall but **NOT** inside. No exhibition, demonstration or performance of hypnotism, mesmerism or any similar act may be given. No entertainment involving special effects (e.g. pyrotechnics, real flames, smoke machines, firearms, strobe lighting, foam parties, lasers etc.) or any sporting event involving special risks or danger may take place.

Small birthday cake candles will be permitted. It is illegal to tamper with any items of equipment in the hall, e.g. smoke alarms.

No items to be stored on the premises without the agreement of the Council. The storage of cash, electrical goods and perishable items is not permitted. The Parish Council accepts no responsibility for private property lost or damaged by whatever cause.

The gate will be opened to allow unloading into the hall. It will then be closed during the event and will be opened again at the end of the event for loading. No vehicles are to leave hard standing.

In order to reduce annoyance to residents, please ensure the windows and door on the eastern side remain closed during the playing of music e.g. parties during the evening.

The Parish Council takes a serious view of any incidents of physical and verbal abuse towards it staff, and rude and abusive behaviour will not be tolerated.

SAFETY INFORMATION AND EMERGENCY PROCEDURES – JUBILEE HALL

Exits must be kept clear and accessible at all times

Accident Reporting
Any injury sustained on the premises must be recorded in the Accident Book and reported to the Council Office by the next working day. The Accident Book is kept in the kitchen with the first aid box. If necessary please complete sections 1 -3, detach the form and either hand to the caretaker or deliver to the Council Office. Please return the Accident Book to where you found it.

Toilet Facilities for People with Disabilities
The toilet facility for people with disabilities is fitted with an emergency call alarm. If activated this alarm sounds in the hall and a visual warning is also given. If the alarm is activated please be prepared to go to the assistance of the person using the facility.

Telephone Contacts
The hall has a payphone- in the event of an emergency dial 999
The address of the building is: Crouch Lane, (off Catherington Lane) Horndean PO8 9SU

Should you need to contact the Caretaker during your period of hire the telephone number is 07872109053 or 07872109047. Please note any queries during normal office hours should be through the Parish Council Office. Tel: 02392 597766
E-mail: contact@horndeanpc-hants.gov.uk
www.horndeanpc-hants.gov.uk

IN THE EVENT OF A FIRE OR IF THE ALARM SOUNDS

- Raise the alarm and call the Fire Service by dialling 999, giving the location as Jubilee Hall, Crouch Lane (off Catherington Lane) Horndean, PO8 9SU. Leave the building by the nearest available exit
- Do not visit the cloakroom or any other parts of the building and do not stop to collect personal belongings
- Do not run
- Assemble in the car park
- When the Fire Service arrive, let them know where the fire is and what seems to be burning
- Do not re-enter the building until advised to do so by the Fire Service

Hirers are advised to keep a record of all people present in the building so that in the event of an emergency it will be possible to establish that the building has been completely evacuated.

Fire Alarms are tested on a regular basis. If this takes place when you are using the building, you will be informed immediately prior to the test. You need not take any action and you will be informed when the test has been completed.

EMERGENCY PLAN FOR TEMPORARY RESPONSIBLE PERSONS

As the responsible person for the event / function, you have legal duties with regard to the safety of those persons assisting or attending the event.

Before the event or function, you should be aware of:

- What fire protection systems are present
- How a fire will be detected
- How people will be warned if there is a fire
- What staff should do if they discover a fire
- How the evacuation of the premises should be carried out
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety
- Specific arrangements, if necessary, for high risk areas
- How the fire and rescue service and any other necessary services will be called
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risk, e.g. the location of highly flammable materials
- What instruction employees or helpers need and the arrangements for ensuring that this training is given
- Limitation on numbers of people
- Exit doors which are required to be in the open position are secure
- Checking that all escape routes are clear of obstruction and combustibles

Before the event or function, you should decide:

- The arrangements for fighting fire
- The arrangements for means of escape for disabled persons
- The duties and identity of staff who have specific responsibilities if there is a fire
- The arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors
- How will you proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems
- Who will be responsible for calling the fire and rescue service and any other necessary service
- Who will meet the fire and rescue service on their arrival and notify them of any special risk, e.g. the location of highly flammable materials
- The plans to deal with people once they have left the premises, especially children.

At the start of the event or function, you should notify all those present about:

- The smoking policy
- The emergency warning signal
- Who is supervising and how to identify them
- Location of exits and escape routes
- Taking only valuables immediately to hand but not to go to collect other belongings
- the location of muster points
- what will happen after that (e.g. re-entry to the building)

During the event or function, you should ensure that;

- Escape routes and exits do not become blocked
- The smoking policy is adhered to
- No naked flames are permitted (unless authorised e.g. candles)
- Where naked flames are present that combustible materials are kept clear
- Rooms do not become overcrowded
- Noise levels cannot drown out the fire alarm
- If necessary, the number of persons in our premises is limited or controlled

The above list is for example only and will need to be specific to any particular venue or premises.

Item 9

HORNDEAN PARISH COUNCIL

F&GP MEETING : 25th March 2019

SUBJECT OF REPORT: Jubilee Hall Project

General

At this stage of the process there are many unknown variables so this report details the assumption I have made to date.

Assumptions

On the 'SUMMARY' tab there is a column headed Notes containing the numbers 1 to 17. Below explains each of those assumptions.

1. I have assumed a start date of July 2019, construction of 11 months, a further 3 months when we are still residing in Tyfield House and a move in date of September 2020.
2. The construction cost is assumed to be the £662k as advised by KSP Consultancy and includes a 10% contingency. This will obviously be updated when tenders come in and a preferred supplier is selected. This is likely to occur around the middle of June.
3. Latest estimate from PDP Architecture. A full breakdown is shown on the tab 'PDP and an estimate of possible timescales for payment is shown. (to be updated as new costs come in)
4. Latest estimate of other costs. A full breakdown is shown on the tab 'PDP. (to be updated as new costs come in)
5. I have assumed 3 months of duplicate costs. This is shown on the tab called 'Estimated Savings' and is the column shaded orange.
6. A contingency of 5%. This is in addition to the 10% within the KSP Consultancy estimate.
7. Agreed funding from East Hampshire DC in the form of Developer's Contributions
8. Confirmed Earmarked reserves of Horndean Parish Council.
9. Forecast General Reserves held by Horndean Parish Council that could be used in part if the Council choose to.
10. Total of Loan needed is dependent on the total cost of construction and the possible further allocation of general reserves. For the purposes of this document I have assumed that HPC will put no further into the project from general reserves.
11. An indicative timeframe for when stage payments may possibly be made to the preferred supplier.
12. Indicative loan repayments (see 'Sandpit' tab, column shaded green) based on a loan of £326k over 15 years. At current interest rates, this would not require an increase in the precept of estimated savings are realised. However, it should be noted that interest rates could change especially given the possible volatile nature of the British economy in a post Brexit environment.
13. Balance of HPC Earmarked Reserves given the assumptions made.
14. Balance of s106 Reserves given the assumptions made. If funds are cleared quickly then the order of spend maybe adjusted.
15. Temporary use of General reserves to prevent the need to draw down loan prior to 01.04.2020
16. Loan to be drawn from 01.04.20 to finance ongoing commitments.
17. Top up of General reserves to replenish those used.

Report Prepared by Simon Ritson, Responsible Finance Officer

	UPDATED TO:	13 March 2019

Notes	JUBILEE HALL DEVELOPMENT	Possible Scenarios [A]	[B]	[C]
1	Time Line for Construction			
2	Estimated Price - KSP Consultancy	£662,000	£662,000	£662,000
3	Total PDP Architecture Costs	£62,475	£62,475	£62,475
4	Total Non PDP Costs	£11,226	£11,226	£11,226
5	Duplication of Costs during transition (3 months)	£8,984	£8,984	£8,984
6	Contingency (5%)	£37,230	£37,230	£37,230
	TOTAL EXPENDITURE ESTIMATE	**£781,915**	**£781,915**	**£781,915**
	CUMULATIVE EXPENDITURE TO DATE/FORECAST			
7	s106 approved by East Hampshire District Council	£279,722	£279,722	£279,722
8	Horndean PC EMR Reserves as at 01.04.2018	£176,209	£176,209	£176,209
9	Forecast Horndean PC General Reserves at 01.04.19	£0	£85,000	£159,399
	TOTAL FUNDS AVAILABLE	**£455,931**	**£540,931**	**£615,330**
10	PW Loan Required	**£325,984**	**£240,984**	**£166,585**
11	Stage Payments for Construction			
12	Indicative Loan Repayments from 01.04.2020 (£25.8k pa)			

	FUNDS AVAILABLE
13	Balance of EMR
14	Balance of s106 monies
15	Balance of General Reserves
16	Loan to be drawn down on 01.04.2020 to finance ongoing commitments
17	Loan to be drawn down on 01.04.2020 to replenish General Reserves

Notes	
1	Possible timeline for construction
2	Estimate to be replaced by tender prices
3/4	Current estimates of non build costs and timescales
5	Assume duplicate costs for 3m ; costs are estimated savings made when move complete
6	5% contingency pcm for estimated duration of the project
7	s106 held by EHDC - assume £279,722 is received
8	Earmarked Reserves held by HPC
9	From 19-20 Budget - will be finalised on 31-3-19 when 2018-19 accts closed
10	Loan needed depending on current estimates and assumptions
11	Timing of payments to contractors

2017-18	2018-2019					2019-20												2020-21												Post	Pre 18-19
	Pre	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	2018-19	2018-19
ACT	ACT	ACT	ACT	ACT	ACT	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST		
						CONSTRUCTION TIME														DUPLICATE			MOVE IN								
								198,600					198,600						198,600										66,200	662,000	0
	7,665	3,445	0	0	6,895	9,513	3,445	7,633	0	0	0	0	11,078	0	0	0	0	0	11,078	0	0	0	0	0	0	0	0	0	1,723	62,475	0
1,774	2,989	0	1,200	3,543	1,720	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,452	1,774
																				2,995	2,995	2,995								8,984	0
						5,516	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	1,379	37,230	
1,774	**10,654**	**3,445**	**1,200**	**3,543**	**8,615**	**15,028**	**4,824**	**207,612**	**1,379**	**1,379**	**1,379**	**1,379**	**211,057**	**1,379**	**1,379**	**1,379**	**1,379**	**1,379**	**211,057**	**4,374**	**4,374**	**4,374**	**1,379**	**1,379**	**1,379**	**1,379**	**1,379**	**1,379**	**69,301**	**780,141**	**1,774**
	10,654	**14,099**	**15,299**	**18,841**	**27,456**	**42,484**	**47,308**	**254,921**	**256,299**	**257,678**	**259,057**	**260,436**	**471,493**	**472,872**	**474,251**	**475,630**	**477,009**	**478,388**	**689,445**	**693,819**	**698,192**	**702,566**	**703,945**	**705,324**	**706,703**	**708,082**	**709,461**	**710,840**	**780,141**		**781,915**
								30%					30%						30%										10%			
																		2,151	2,151	2,151	2,151	2,151	2,151	2,151	2,151	2,151	2,151	2,151	2,151		
	165,555	162,110	160,910	157,368	148,753	133,725	128,901	0																							
	279,722	279,722	279,722	279,722	279,722	279,722	279,722	201,010	199,632	198,253	196,874	195,495	0																		
	159,399	159,399	159,399	159,399	159,399	159,399	159,399	159,399	159,399	159,399	159,399	159,399	143,837	142,458	141,079	139,700	138,321														
																		1,379	211,057	4,374	4,374	4,374	1,379	1,379	1,379	1,379	1,379	1,379	69,301		
																		22,852													
		3,445	1,200	3,543	8,615	15,028	4,824	207,612	1,379	1,379	1,379	1,379	211,057	1,379	1,379	1,379	1,379	1,379	211,057	4,374	4,374	4,374	1,379	1,379	1,379	1,379	1,379	1,379	69,301		
		3,445	1,200	3,543	8,615	15,028	4,824	207,612	1,379	1,379	1,379	1,379	211,057	1,379	1,379	1,379	1,379	1,379	211,057	4,374	4,374	4,374	1,379	1,379	1,379	1,379	1,379	1,379	69,301		325,983.77
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		325,983.76

UPDATED TO:	13/03/2019

JUBILEE HALL EXTENSION COSTS

PDP ARCHITECURE LLP PRICING

PO : MHPC 18/19 036 — 13/03/2019

RIBA Stage	Payment			Budget	Current Estimate	Actual	paid	2017-18	2018-2019					2019-20												2020-21												TOTAL
								ACT	Pre ACT	Dec-18 ACT	Jan-19 ACT	Feb-19 ACT	Mar-19 ACT	Apr-19 FCAST	May-19 FCAST	Jun-19 FCAST	Jul-19 FCAST	Aug-19 FCAST	Sep-19 FCAST	Oct-19 FCAST	Nov-19 FCAST	Dec-19 FCAST	Jan-20 FCAST	Feb-20 FCAST	Mar-20 FCAST	Apr-20 FCAST	May-20 FCAST	Jun-20 FCAST	Jul-20 FCAST	Aug-20 FCAST	Sep-20 FCAST	Oct-20 FCAST	Nov-20 FCAST	Dec-20 FCAST	Jan-21 FCAST	Feb-21 FCAST	Mar-21 FCAST	
0-3	1	Submission of Planning Application	20.0%	£6,890.00	£6,890.00	£6,890.00			6,890.00																												6,890.00
		Plus Out of Pocket : Utility Search Fees, BT Open Reach, Portsmouth Water			£124.52	£124.52	30/08/2018		124.52																												124.52
0-3	2	Planning Decision	10.0%	£3,445.00	£3,445.00	£3,445.00	14/12/2018			3,445.00																												
4	3	Submission of Building Regulation Application	10.0%	£3,445.00	*£3,445.00*	£3,445.00	13/03/2019						3,445.00																									3,445.00
4	4	Completion of additional detailed drawings/schedules	10.0%	£3,445.00	*£3,445.00*									3,445.00																								3,445.00
4	5	Preparation of Tender Documents / receipt of competitive tenders	10.0%	£3,445.00	*£3,445.00*									3,445.00																								3,445.00
4	6	Building Regulation Approval	5.0%	£1,722.50	*£1,722.50*									1,722.50																								3,445.00
5	7	Appointment of Main Contractor	10.0%	£3,445.00	*£3,445.00*										3,445.00																							1,722.50
5	8	50% construction complete	10.0%	£3,445.00	*£3,445.00*																3,445.00																3,445.00
6-7	9	As built drawings / Practical Completion	10.0%	£3,445.00	*£3,445.00*																																3,445.00
6-7	10	12 months defects / Final Certificate	5.0%	£1,722.50	*£1,722.50*																						3,445.00										3,445.00
																																				1,722.50	1,722.50
		Agreed Fee as per the letter dated 27th October 2017	100.0%	**£34,450.00**	**£34,574.52**	**£13,904.52**																															
		Consulting Engineer		**£9,850.00**	*£9,850.00*											3,283.33					3,283.33						3,283.33										9,850.00
		Mechanical & Electrical Consultant		**£9,250.00**	*£9,250.00*											1,933.33					1,933.33						1,933.33										5,800.00
		Scott White & Hookins				£3,450.00	13/03/2019						3,450.00																									3,450.00
		Quantity Surveyor		**£7,250.00**	*£7,250.00*											2,416.67					2,416.67						2,416.67										7,250.00
		KSP Consultancy - prep for initial bgt estimates of construction costs			£650.00	£650.00	27/11/2018		650.00																												650.00
		Land Survey (including manhole invert levels)		**£900.00**	*£900.00*									900.00																								900.00
		Total Cost (agreed at Council 20 November 2017)		**£61,700.00**	**£62,474.52**	**£18,004.52**		**0.00**	**7,664.52**	**3,445.00**	**0.00**	**0.00**	**6,895.00**	**9,512.50**	**3,445.00**	**7,633.33**	**0.00**	**0.00**	**0.00**	**0.00**	**11,078.33**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**11,078.33**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,722.50**	**62,474.52**
		NON PDP																																			
	2017-18	EHDC: Architect Fees re Jubilee Extension			£1,669.70	£1,670	28/02/2018	1,669.70																													
	2017-18	EHDC: Jubilee Hall Extension Pre Application			£104.17	£104	23/03/2018	104.17																														1,669.70
	2018-19	Woodside Tree Consultancy: Tree Survey			£795.00	£795	21/06/2018		795.00																													104.17
	2018-19	ECOSA: Ecological Appraisal			£720.00	£720	26/06/2018		720.00																													795.00
	2018-19	J Brotheton & Partners - Topographical Survey		**£0.00**	£550.00	£550.00	02/07/2018		550.00																													720.00
	2018-19	EHDC: Jubilee Extension Planning Fees			£924.00	£924	25/07/2018		924.00																													550.00
	2018-19	Sound Advice - Acoustic Report		**£0.00**	*£1,200.00*	£1,200.00	24/01/2019				1,200.00																												924.00
	2018-19	Your Environment - Ground Investigation		**£0.00**	*£3,150.00*	£3,150.00	01/02/2019					3,150.00																											1,200.00
	2018-19	EHDC: Jubilee Extension Release Documents			£42.92	£43	13/02/2019					42.92																											3,150.00
	2018-19	EHDC: Building Control Plan Fee Extension			£350.00	£350	19/02/2019					350.00																											42.92
	2018-19	EHDC: Inspection Fee			£725.00								725.00																									350.00
	2018-19	Proactis: One-Off Notice Subscription to myTenders Pro			£995.00								995.00																									725.00
																																					995.00
		Total Non PDP Costs		**£0.00**	**£11,225.79**	**£9,505.79**		**1,773.87**	**2,989.00**	**0.00**	**1,200.00**	**3,542.92**	**1,720.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**11,225.79**
		GRAND TOTAL COSTS		**£61,700.00**	**£73,700.31**	**£27,510.31**		**1,773.87**	**10,653.52**	**3,445.00**	**1,200.00**	**3,542.92**	**8,615.00**	**9,512.50**	**3,445.00**	**7,633.33**	**0.00**	**0.00**	**0.00**	**0.00**	**11,078.33**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**11,078.33**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,722.50**	**73,700.31**
									12,427.39	**15,872.39**	**17,072.39**	**20,615.31**	**29,230.31**	**38,742.81**	**42,187.81**	**49,821.14**	**49,821.14**	**49,821.14**	**49,821.14**	**49,821.14**	**60,899.48**	**60,899.48**	**60,899.48**	**60,899.48**	**60,899.48**	**60,899.48**	**71,977.81**	**71,977.81**	**71,977.81**	**71,977.81**	**71,977.81**	**71,977.81**	**71,977.81**	**71,977.81**	**71,977.81**	**71,977.81**	**73,700.31**	

CONSTRUCTION TIME | DUPLICATE | MOVE IN

Nominal	Description	TYFIELD HOUSE BUDGET 2019-20	LUCKY LITE BUDGET 2019-20	LL & TH BUDGET 2019-20	JUBILEE HALL BUDGET 2019-20	GRAND TOTAL BUDGET 2019-20	Assumptions	EXTENDED JUBILEE BUDGET 2019-20	LIKELY SAVINGS
2050	Staff Travel & Expenses	0	0	0	540	540	No savings	540	0
3001	Rates	4,360	2,644	7,004	1,710	8,714	Estimate is Jubilee & Tyfield	6,070	-2,644
3002	Utilities	1,720	800	2,520	2,530	5,050	Estimate is Jubilee & Tyfield	4,250	-800
3008	Licensing	0	0	0	300	300	No savings	300	0
3009	Repairs and Maintenance	1,824	500	2,324	4,655	6,979	Estimate is Jubilee & Tyfield	6,479	-500
3012	Rent	14,880	6,270	21,150	0	21,150	No Rental Payments	0	-21,150
3052	Janitorial Supplies	100	0	100	100	200	No savings	200	0
3055	Caretaker Salaries	0	0	0	12,671	12,671	No savings	12,671	0
3056	Security	900	0	900	620	1,520	No savings	1,520	0
3060	Telephones	1,940	0	1,940	708	2,648	No savings	2,648	0
	TOTAL EXPENDITURE	**25,724**	**10,214**	**35,938**	**23,835**	**59,773**		**34,679**	**-25,094**

Estimated Savings

Notes

Complete row 1 to 4 as required

Complete row 5 manually to ensure loan is paid in full by the end of the term

1	Term of Loan	15
2	Loan	£327,000
3	Interest Rate	2.25%
4	Date	19/11/2018
5	Capital & Loan repayment pa	£25,807
	Interest Paid	£60,098
	Total Cost	£387,098
	Cost per Yr	£25,807

	Owing	Interest
Year	**327,000**	2.25%
0.5	317,775	3,679
1.0	308,447	3,575
1.5	299,014	3,470
2.0	289,475	3,364
2.5	279,828	3,257
3.0	270,073	3,148
3.5	260,208	3,038
4.0	250,232	2,927
4.5	240,144	2,815
5.0	229,942	2,702
5.5	219,626	2,587
6.0	209,193	2,471
6.5	198,643	2,353
7.0	187,975	2,235
7.5	177,186	2,115
8.0	166,276	1,993
8.5	155,243	1,871
9.0	144,087	1,746
9.5	132,804	1,621
10.0	121,395	1,494
10.5	109,858	1,366
11.0	98,190	1,236
11.5	86,392	1,105
12.0	74,460	972
12.5	62,395	838
13.0	50,193	702
13.5	37,855	565
14.0	25,377	426
14.5	12,759	285
15.0	0	144

RECEIVED
13 MAR 2019

Item 16

HORNDEAN PARISH COUNCIL
Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application:
HORNDEAN BAND

Name of Person to whom correspondence should be addressed:
FRANCESCA EVANS

Address for correspondence:
113 CATHERINGTON LANE
HORNDEAN
Post code. PO8 9PD
Daytime Tel: 07377 935940

Payee for Grant Cheque:
HORNDEAN BAND.

Details of the organisation (What do you do?)
MILITARY STYLE CONCERT AND MARCHING BAND

Period of Grant:
—

What is the Grant for? (Give details of the project – continue on separate sheet if necessary)
40TH ANNIVERSARY CONCERT AT BARTON HALL, HORNDEAN ON 21/9/19. WE WOULD LIKE TO OFFER THIS AS A FREE CONCERT SO NEED A GRANT TO COVER HIRE OF HALL, ADVERTISING, DESIGN + PRINTING OF SOUVENIR BROCHURE .....

Amount of Grant applied for:
£1000

Have you applied to any other body for a grant towards this project? (if *Yes* please give details) EAST HANTS COMMUNITY GRANT SCHEME BUT NO FUNDING LEFT FROM THIS GRANT SCHEME

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary)
BAND SUBSCRIPTIONS £30 PER YEAR PER MEMBER
WEEKLY SUBSCRIPTION OF £1 PER MEMBER
ADHOC CONCERTS AND. ANNUAL WINTER CONCERT

What age groups do you cater for?
9 - 78

Total Membership:
40

Where and when do you meet?
WEDNESDAYS 7.30 - 9.30
ROYAL MILITARY POLICE SCHOOL
SOUTHWICK PARK, SOUTHWICK

You must attach the following to your application
- Last year's accounts
- Your current business plan, minutes of your last AGM or similar
- Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult
(e.g. Chairman. President, Leader)
A C HINTON.

Date: 09/03/19.

For Horndean Parish Council use only

Grant Application Form - Continued

What is the Grant for ?

...., CONCERT PROGRAMME, HIRE OF SOUND ENGINEER.
WE WILL HOST AN AFTER SHOW PARTY FOR CURRENT AND PAST BAND MEMBERS WHO ARE RETURNING TO TAKE PART. WE WOULD ALSO NEED FUNDING TO PROVIDE SOME REFRESHMENTS FOR THIS.