Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 03 JUNE 2019 AT JUBILEE HALL AT 7.00 P.M.

Members of the Committee Cllr D Alexander (Chairman), Cllr Mrs L Evans, Cllr A Forbes, Cllr J Lay are summoned to attend.

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

28 May 2019

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To elect a Vice Chairman to the Finance and General Purposes Committee.
4. 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.*
5. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 25 March 2019.
6. To receive and consider the final 2018/2019 Management Accounts.
7. To receive a report and review the current Earmarked and General Reserves.
8. To receive a financial update in respect of the construction of the linked building at Jubilee Hall.
9. To receive a report and consider the quotations in respect of the interior refurbishment of Napier Hall.
10. To receive a report and consider the exterior refurbishment of Napier Hall.
11. To receive and consider the combined terms and conditions in respect of the hire of Jubilee and Napier Hall.
12. To receive a report and consider the option of accepting card payments within the Parish Office.

13. To receive and consider the applications in respect of the following Grants:

- Victim Support - £200
- All Saints Church, Catherington - £1,000
- Home-Start Butser - £1,000
- Horndean Band - £1,000.

14. **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).**

15. To receive a report and consider the requirements specified within the Lease pertaining to the Parish Office.

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 25th MARCH 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 were no members of the public present.

F&GP 040/18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr M Burridge and Cllr N Wren.

F&GP 041/18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest received.

F&GP 042/18/19 **PUBLIC SESSION**

There were no members of the public present to ask questions

F&GP 043/18/19 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 14TH JANUARY 2019**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 14th January 2019 are duly signed as a true record of the meeting.

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

F&GP 044/18/19 **TO RECEIVE AND CONSIDER THE DRAFT ASSET REGISTER AS AT 31 MARCH 2019**

The Asset Register was circulated and discussed. It is to be noted that there is no depreciation recorded in the Asset register as this is not applicable within the third tier of Government.

With regard to Street Furniture, this is not all currently detailed photographically and it is noted that as new furniture is added or old furniture is replaced that photographs will be added to the register.

F&GP 045/18/19 **TO CONSIDER THE PRINCIPAL AIMS IN RESPECT OF SETTING THE CHARGING RATES FOR THE HIRE OF JUBILEE AND NAPIER HALLS**

Cllr D Alexander requested a discussion on whether the Council wishes to have a surplus, break even or deficit with regard to hall hire income. A discussion was held.

It was **RESOLVED** that the long-term goal is for hall hire rates to cover both direct and indirect costs.

It is noted that the current deficit is to be subsidised for the time being. This will be reviewed annually to reduce the subsidy by incremental increases to the hall hire charges while keeping them competitive with other halls in the area. The aim is reach a break-even point in due course.

F&GP 046/18/19 **TO RECEIVE A REPORT AND CONSIDER THE REVISED HIRE CHARGES IN RESPECT OF JUBILEE AND NAPIER HALL**

The report was circulated and a brief discussion took place.

It was **RESOLVED** that the Version 2 Tariff is adopted. The proposal by Cllr D Alexander was put to a vote and it was agreed unanimously.

The following amendments to the proposal are to be applied to the report.

- Volume discount of 5% to be applied to all hirers (both profit and non-profit organisations) when usage is in excess of 60hrs in any calendar month.
- The new rates will commence 01 August 2019 so that 3 months' notice can be given to hirers once the changes are approved by Council.

F&GP 047/18/19 **TO RECEIVE A REPORT AND CONSIDER THE REVISED TERMS AND CONDITIONS PERTAINING TO HPC HALL HIRE**

It was **RESOLVED** that the proposed Terms & Conditions of HPC Hall Hire are to be adopted following amendments as noted:

- Add page and section numbers
- The age to be stated within the section pertaining to adult supervisors being required
- Deletion of the sentence regarding hypnotism and mesmerism.

It is noted that the current 4 separate T's&C's documents are to be consolidated into 2. one for Jubilee and one for Napier with sections for Regular hirer and Casual hirer conditions. It is requested that this be brought to the F&GP meeting of 3rd June 2019 for consideration.

F&GP 048/18/19 **TO RECEIVE A REPORT AND NOTE THE TIMELINE IN TERMS OF THE CONSTRUCTION OF THE PARISH OFFICE, AND THE FUTURE BUDGETARY REQUIREMENTS**

The report was circulated and discussed. Initial estimates indicate that the construction loan repayments will be covered by savings from no longer needing to rent office and storage space.

Action resulting from the discussion is as follows:

- To understand the terms and conditions of the current leases for Tyfield House and Lucky Lite, the Chief Officer will prepare a report for review at the next meeting.

F&GP 049/18/19 **TO RECEIVE AND CONSIDER THE APPLICATION IN RESPECT OF THE FOLLOWING GRANT: HORNDEAN BAND – £1,000**

The grant application was circulated and a discussion was held.

Members request a breakdown of itemised costs and clarification of how many concert tickets will be made available to the public.

It is noted that the grant application is to be resubmitted for consideration at the next F&GP Meeting on 3rd June 2019.

This was proposed by Cllr M Hyltoft and seconded by Cllr D Alexander.

Meeting closed at 8.42pm

.....
Chairman

.....
Dated

Item: 6

Horndean Parish Council

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 3rd JUNE 2019

SUBJECT OF REPORT: Quarter 4 (FINAL) Management Accounts 2018-19

Income & Expenditure (4 page spreadsheet attached)

The final position at the end of the 2018-19 financial year showed a favourable variance against the budget, after adjusting for earmarked reserve movements, of £38.3k.

This breakdowns to:

i) £23.0k favourable income variance
ii) £15.3k favourable expenditure variance

The main reasons for the variances are as follows:

Following feedback a column has been included to show the effect of additional income received in 2018-19 on variances.

VARIANCE ANALYSIS 2018-2019						
INCOME (variances >£500)			**£££**	**Adj**	**Restated**	**Notes**
1075	301	Napier Hall	-£3,778	£0	-£3,778	Above year to date target
1075	305	Jubilee Hall	-£4,665	£0	-£4,665	Above year to date target
1050	407	Developer's Contributions	-£2,863	£2,863	£0	South Downs National Park
1038	408	Councillor Grants (EHDC)	-£500	£500	£0	EHDC Councillor Grant re Football Pitches
1038	408	Councillor Grants (EHDC)	-£867	£867	£0	EHDC Councillor Grant re Bench
1038	408	Councillor Grants (EHDC)	-£100	£100	£0	EHDC Councillor Grant re Deep Dell Flowers
1050	408	Councillor Grants (EHDC)	-£9,041	£9,041	£0	EHDC for Down's Park Play Equipment
various	various	Other Under/Overspends	-£1,234	£0	-£1,234	
Total Income Variance Explained			**-£23,048**	**£13,371**	**-£9,677**	
EXPENDITURE (variances > £1,000)			**£££**	**Adj**	**Restated**	**Notes**
2000	201	Admin Salaries	£2,489	£0	£2,489	overtime budget not fully used
2050	201	Staff Travel & Expenses	£1,135	£0	£1,135	
2060	201	Staff Training	£1,682	£0	£1,682	
4062	201	Public Events	£1,565	£0	£1,565	underspend against Remembrance Day Budget
5010	222	Sundry Grants (Internal Grant)	£1,716	£0	£1,716	
3009	301	Repairs and Maintenance	-£1,009	£0	-£1,009	
3009	305	Repairs and Maintenance	£1,055	£0	£1,055	
6060	407	Hazleton Common	-£2,397	£0	-£2,397	Footpath (£1,901), Steps (£456) funded by HCC in 2017-18
6160	407	Other Sites	£3,997	£1,528	£5,525	Funding from SDNP Income
6120	408	St Giles Churchyard	-£1,335	£1,335	£0	Funding from SDNP Income
6130	408	Village Centre	-£1,189	£867	-£322	
6580	408	Play Equipment	-£7,130	£9,041	£1,911	see income above
6500	470	Countryside Team Salaries	£9,033	£0	£9,033	One staff member not in pension (Apr-Sep) : 5.0FTE funded from Oct
various	various	Other Under/Overspends	£5,688	£600	£6,288	
Total Expenditure Variance Explained			**£15,300**	**£13,371**	**£28,671**	

Balance Sheet (spreadsheet attached)

Current Assets

As at 31st March 2019 Current Assets totalled £436.8k
Cash balances, including Petty Cash, totalled £416.7k
Debtors stood at £19.9k including £7.6k VAT reclaim from HMRC (Quarter 4), £7.9k Rural Payments Agency for 2018-19 and £4.5k unpaid hall hire invoices

Liabilities

As at 31st March 2019 Current Liabilities totalled £15.7k.
This comprised of accruals (supplier invoices outstanding) of £14.3k
Hall Income deposits received that are due for return of £1.0k.
Hall Income received for bookings after the end of this accounting period of £0.4k

Earmarked Reserves

As at 31st March 2019 Earmarked Reserves stood at £243.7k and General Reserves a further £177.5k giving total funds available of £421.1k.

Forecast

The final outturn of £38.3k underspend against the budget was in the range that had been forecast since Quarter 2.
However, it should be noted that the budget set for 2018-19 showed a deficit of £29.8k so this has resulted in an increase, year on year, to our General Reserve of £8.5k.

Report Prepared by Simon Ritson, Responsible Finance Officer
2nd May 2019

INCOME AND EXPENDITURE TO MARCH 2019		Current Month (Mar)			Year to Date (Apr-Mar)			Annual	Funds	To/From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
201	**Central Costs - Finance & General Purposes**										
1000	Precept	0	0	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			
1080	Cabling Income	0	0	0	9	0	-9	0			
1090	Interest Received	159	125	-34	1,887	1,500	-387	1,500			
1100	Recycling Income	62	0	-62	359	0	-359	0			
	TOTAL INCOME	**221**	**125**	**-96**	**379,394**	**371,072**	**-8,322**	**371,072**		**7,567**	
2000	Admin Salaries	9,702	10,903	1,201	128,292	130,781	2,489	130,781	2,489		
2050	Staff Travel & Expenses	415	450	35	4,265	5,400	1,135	5,400	1,135		
2060	Staff Training	5	200	195	718	2,400	1,682	2,400	1,682		
2070	Medical / Health & Safety Exp.	362	50	-312	706	600	-106	600	-106		
2920	Recruitment	0	400	400	548	1,000	452	1,000	452		
3052	Janitorial Supplies	340	20	-320	1,090	240	-850	240	-850		
4011	IT Support	0	200	200	2,348	2,400	52	2,400	52		
4022	Postage	178	25	-153	184	300	116	300	116		
4024	Printing	135	137	2	1,742	1,688	-54	1,688	-54		
4026	Stationery	97	100	3	1,088	1,200	112	1,200	112		
4029	Subscriptions	683	458	-225	4,508	4,300	-208	4,300	-208		
4030	Audit	1,430	1,720	290	1,560	2,140	580	2,140	580		
4035	Professional Fees	180	300	120	3,307	3,600	293	3,600	293		Includes £1,800 for Travellers Costs (Glanvilles)
4040	Insurance	0	0	0	8,876	8,800	-76	8,800	-76		
4062	Public Events	35	400	365	4,935	6,500	1,565	6,500	1,565		
4072	Members Expenses & Training	-25	60	85	719	700	-19	700	-19		
4075	Superannuation fund supplement	650	650	0	7,800	7,800	0	7,800	0		
4078	Office Equipment	0	100	100	721	1,200	479	1,200	479		
4080	Bank Fees	7	0	-7	78	0	-78	0	-78		
	TOTAL EXPENDITURE	**14,194**	**16,173**	**1,979**	**173,485**	**181,049**	**7,564**	**181,049**	**7,564**	**0**	
	NET EXPENDITURE OVER INCOME	**-13,973**	**-16,048**	**-2,075**	**205,909**	**190,023**	**-15,886**	**190,023**			
222	**S137 Grants**										
5010	Sundry Grants (Internal Grant)	0	1,700	1,700	5,284	7,000	1,716	7,000	1,716		
	TOTAL EXPENDITURE	**0**	**1,700**	**1,700**	**5,284**	**7,000**	**1,716**	**7,000**	**1,716**		
	NET EXPENDITURE OVER INCOME	**0**	**1,700**	**1,700**	**5,284**	**7,000**	**1,716**	**7,000**			

INCOME AND EXPENDITURE TO MARCH 2019		Current Month (Mar)			Year to Date (Apr-Mar)			Annual	Funds	To/From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
301	**Napier Hall**										
1075	Halls Income	2,859	2,025	-834	28,078	24,300	-3,778	24,300			
	TOTAL INCOME	**2,859**	**2,025**	**-834**	**28,078**	**24,300**	**-3,778**	**24,300**			
3001	Rates	0	0	0	2,784	2,757	-27	2,757	-27		
3002	Utilities	225	236	11	2,375	2,810	435	2,810	435		
3008	Licensing	474	571	97	474	571	97	571	97		
3009	Repairs and Maintenance	2,007	200	-1,807	4,509	3,500	-1,009	3,500	-1,009		
3052	Janitorial Supplies	0	6	6	128	50	-78	50	-78		
3055	Caretaker Salaries	1,023	763	-260	9,113	9,101	-12	9,101	-12		
3060	Telephones	41	29	-12	503	342	-161	342	-161		
4035	Professional Fees	0	0	0	2,030	0	-2,030		-2,030	2,030	See Earmarked Reserves Analysis at the foot of the page
	TOTAL EXPENDITURE	**3,770**	**1,805**	**-1,965**	**21,916**	**19,131**	**-2,785**	**19,131**	**-2,785**	**2,030**	
	NET EXPENDITURE OVER INCOME	**-911**	**220**	**1,131**	**6,162**	**5,169**	**-993**	**5,169**			
305	**Jubilee Hall**										
1075	Halls Income	2,460	1,850	-610	26,865	22,200	-4,665	22,200			
	TOTAL INCOME	**2,460**	**1,850**	**-610**	**26,865**	**22,200**	**-4,665**	**22,200**			
3001	Rates	0	0	0	1,680	1,664	-16	1,664	-16		
3002	Utilities	289	223	-66	2,026	2,665	639	2,665	639		
3008	Licensing	268	171	-97	268	171	-97	171	-97		
3009	Repairs and Maintenance	120	337	217	2,945	4,000	1,055	4,000	1,055		
3052	Janitorial Supplies	0	12	12	153	100	-53	100	-53		
3055	Caretaker Salaries	1,161	1,031	-130	11,383	12,306	923	12,306	923		
3056	Security	0	0	0	651	620	-31	620	-31		
3060	Telephones	38	47	9	668	564	-104	564	-104		
4035	Professional Fees	8,023	0	-8,023	26,864	0	-26,864	0	-26,864	26,864	See Earmarked Reserves Analysis at the foot of the page
	TOTAL EXPENDITURE	**9,899**	**1,821**	**-8,078**	**46,638**	**22,090**	**-24,548**	**22,090**	**-24,548**	**26,864**	
	NET EXPENDITURE OVER INCOME	**-7,439**	**29**	**7,468**	**-19,773**	**110**	**19,883**	**110**			
308	**LEOH Community Building**										
4035	Professional Fees	0	0	0	2,750	0	-2,750	0	-2,750	2,750	See Earmarked Reserves Analysis at the foot of the 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	204	161	-43	1,895	1,855	-40	1,855	-40		
3009	Repairs and Maintenance	231	100	-131	900	1,200	300	1,200	300		
3012	Rent	0	0	0	14,806	14,806	0	14,806	0		
3020	Cleaning Salaries	0	56	56	376	705	329	705	329		
3052	Janitorial Supplies	0	19	19	42	200	158	200	158		
3056	Security	0	125	125	662	900	238	900	238		
3060	Telephones	141	159	18	1,920	1,902	-18	1,902	-18		
	TOTAL EXPENDITURE	**576**	**620**	**44**	**24,873**	**25,798**	**925**	**25,798**	**925**		
	NET EXPENDITURE OVER INCOME	**576**	**620**	**44**	**24,873**	**25,798**	**925**	**25,798**			
315	**Lucky Lite**										
3001	Rates	0	0	0	2,592	2,511	-81	2,511	-81		
3002	Utilities	400	34	-366	400	400	0	400	0		
3009	Repairs and Maintenance	0	38	38	5	500	495	500	495		
3012	Rent	520	520	0	6,240	6,240	0	6,240	0		
	TOTAL EXPENDITURE	**920**	**592**	**-328**	**9,237**	**9,651**	**414**	**9,651**	**414**		
	NET EXPENDITURE OVER INCOME	**920**	**592**	**-328**	**9,237**	**9,651**	**414**	**9,651**			

INCOME AND EXPENDITURE TO MARCH 2019		Current Month (Mar)			Year to Date (Apr-Mar)			Annual	Funds	To/From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
407	**Countryside Sites**										
1005	HLS Payments	7,863	7,863	0	7,762	7,863	101	7,863			
1030	Rural Payments Scheme	0	0	0	3,696	3,116	-580	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		4,000	Wagtail Road (£4,000) , South Downs National Park (£2,863)
1055	Other Grants	0	0	0	0	0	0	0			
	TOTAL INCOME	**7,863**	**7,863**	**0**	**19,071**	**11,729**	**-7,342**	**11,729**		**4,000**	
6010	Catherington Down	10	0	-10	458	0	-458	0	-458		
6020	Catherington Lith	0	0	0	414	0	-414	0	-414		
6030	Catherington Pond	0	0	0	0	0	0	0	0		
6040	Causeway Copse	53	0	-53	53	0	-53				
6050	Dell Piece	0	0	0	50	0	-50	0	-50		
6060	Hazleton Common	0	0	0	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	150	500	350	805	6,000	5,195	6,000	5,195		
	TOTAL EXPENDITURE	**213**	**500**	**287**	**4,400**	**6,000**	**1,600**	**6,000**	**1,653**		
	NET EXPENDITURE OVER INCOME	**7,650**	**7,363**	**-287**	**14,671**	**5,729**	**-8,942**	**5,729**			
408	**Amenity Sites**										
1025	Football Pitches	168	169	1	2,011	2,011	0	2,011			
1038	Councillor Grants (EHDC)	0	0	0	1,467	0	-1,467	0			Football Pitch Maint. (£500), WW1 Bench (£867), Plants Deep Dell (£100)
1050	Developer's Contributions	0	0	0	9,041	0	-9,041	0			Downs Park Play Equipment from EHDC
	TOTAL INCOME	**168**	**169**	**1**	**12,519**	**2,011**	**-10,508**	**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	170	170	0	170	0		
6052	Deep Dell	101	0	-101	124	0	-124	0	-124		
6054	Downs Park	0	0	0	8	0	-8	0	-8		
6070	Jubilee Field	13	0	-13	87	0	-87	0	-87		
6115	Five Heads Recreation Ground	0	0	0	93	0	-93	0	-93		
6120	St Giles Churchyard	0	0	0	1,335	0	-1,335	0	-1,335		Ash Cut down & Wall Repair (funded by SDNP)
6122	All Saints Church	0	0	0	0	0	0	0	0		
6130	Village Centre	1,530	650	-880	3,789	2,600	-1,189	2,600	-1,189		
6160	Other Sites	0	168	168	961	2,000	1,039	2,000	1,039		
6180	Football Pitches Maintenance	0	0	0	4,223	3,500	-723	3,500	-723		
6205	Car Parks	0	300	300	37	300	263	300	263		
6580	Play Equipment	1,165	334	-831	11,130	4,000	-7,130	4,000	-7,130		includes £9,041 covered by Developer's Contributions
6582	Playground Checks Salaries	129	155	26	1,636	1,871	235	1,871	235		
	TOTAL EXPENDITURE	**2,938**	**1,607**	**-1,331**	**28,038**	**15,606**	**-12,432**	**15,606**	**-12,432**	**3,162**	
	NET EXPENDITURE OVER INCOME	**2,770**	**1,438**	**-1,330**	**15,519**	**13,595**	**-22,940**	**13,595**			

INCOME AND EXPENDITURE TO MARCH 2019		Current Month (Mar)			Year to Date (Apr-Mar)			Annual	Funds	To/From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
470	Other Open Spaces Costs										
3060	Telephones	12	24	12	151	288	137	288	137		
4062	Public Events	0	950	950	17	1,000	983	1,000	983		
6500	Countryside Team Salaries	9,833	10,946	1,113	117,772	126,805	9,033	126,805	9,033		One member of team not in Pension (Apr-Sep), 5 FTE's in bgt from Oct
6510	Litter Picking	136	159	23	2,071	1,900	-171	1,900	-171		
6530	Dog Waste Bins	1,193	1,225	32	4,774	4,900	126	4,900	126		
6590	Materials & Equipment Maintenance	22	142	120	2,065	1,700	-365	1,700	-365	483	See Earmarked Reserves Analysis at the foot of the page
6591	Rangers Equipment	97	60	-37	473	500	27	500	27		
6592	Rangers Equipment Hire	259	84	-175	1,722	1,000	-722	1,000	-722		
6620	Vehicle Running Costs	1,036	334	-702	4,365	4,000	-365	4,000	-365		
6624	Waste Removal	191	333	142	3,882	3,990	108	3,990	108		includes Traveller's Waste (£516)
6636	Grass Cutting	0	0	0	16,520	16,300	-220	16,300	-220		
6638	Fencing	810	350	-460	1,809	2,000	191	2,000	191		
6640	Training for Countryside Team	1,725	300	-1,425	1,945	2,500	555	2,500	555		
6648	Tree Work & Maintenance	1,543	0	-1,543	8,308	4,000	-4,308	4,000	-4,308	4,000	See Earmarked Reserves Analysis at the foot of the page
6650	Uniform for Countryside Team	0	75	75	345	625	280	625	280		
6651	Personal Protection Equipment	0	150	150	370	1,250	880	1,250	880		
6661	Open Spaces, Capital items	1,878	1,950	72	1,862	2,000	138	2,000	138		
	TOTAL EXPENDITURE	**18,735**	**17,082**	**-1,653**	**168,451**	**174,758**	**6,307**	**174,758**	**6,307**	**4,483**	
	NET EXPENDITURE OVER INCOME	**18,735**	**17,082**	**-1,653**	**168,451**	**174,758**	**6,307**	**174,758**			

GRAND TOTAL INCOME	**13,571**	**12,032**	**-1,539**	**465,927**	**431,312**	**-34,615**	**431,312**	**11,567**
GRAND TOTAL EXPENDITURE	**51,245**	**41,900**	**-9,345**	**485,072**	**461,083**	**-23,989**	**461,083**	**39,289**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**-37,674**	**-29,868**	**7,806**	**-19,145**	**-29,771**	**-10,626**	**-29,771**	**-27,722**

ADJUSTMENTS FOR EMRs				
4035/301	Anders Newby - Crack Monitoring & DPC Level Survey		-2,030	
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 Hall Planning Fees		-924	
4035/305	PDP Architecture: Jubilee Hall Planning Applications		-7,015	
4035/305	PDP Architecture - Construction Budget estimates		-650	
4035/305	PDP Architecture: Planning Decision		-3,445	
4035/305	Sound Advice: Jubilee Hall Acoustic Report		-1,200	
4035/305	Your Environment - Ground Investigation		-3,150	
4035/305	EHDC - Building Control Plan & Document Release		-393	
4035/305	PDP Architecture - Submission of Building Regulation Application	-3,445	-3,445	
4035/305	PDP Architecture - Scott White & Hookins Engineering Services	-3,450	-3,450	
4035/305	Millstream Associates - Hosting of Tender Process	-995	-995	
4035/305	Portal Planning	-133	-133	
4035/308	PDP Architecture - Construction Budget estimates		-2,750	
3099/408	JDC Outdoor Services: Repair of Potholes on Lith Lane		-3,162	
6590/470	Southern Mower Services - New Mower		-483	
6648/470	DNB Tree Surgeons - Ash Trees		-2,765	
6648/470	ACD Environmental - Annual Tree Inspection Report	-1,050	-1,050	
6648/470	Hillier Nurseries - Various Tree Work	-185	-185	
	EXPENDITURE	**-9,258**	**-39,289**	**39,289**
1049/201	Community Infrastructure Levy		7,567	
1050/407	Barrett's re Wagtail Road		4,000	
	INCOME	**0**	**11,567**	**-11,567**
	NET TRANSFER	**9,258**	**27,722**	

RESTATED AFTER ADJUSTMENTS							
GRAND TOTAL INCOME	**13,571**	**12,032**	**-1,539**	**454,360**	**431,312**	**-23,048**	**431,312**
GRAND TOTAL EXPENDITURE	**41,987**	**41,900**	**-87**	**445,783**	**461,083**	**15,300**	**461,083**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**-28,416**	**-29,868**	**-1,452**	**8,577**	**-29,771**	**-38,348**	**-29,771**

Horndean Parish Council
Balance Sheet
Month No: 12 (March 2019)

Account Description		£££	£££	£££
Current Assets				
Debtors - Sales Ledger		4,527		
Debtors - Non Sales Ledger		7,863		
Debtors - VAT Control A/C		7,549	19,938	
Prepayments		132	132	
Co-op No. 1 Account		106,710		
Cambridge & Counties Bank		135,065		
Lloyds Bank Current Account		174,903	416,678	
Petty Cash		100	100	
	Total Current Assets			**436,848**
Current Liabilities				
Accruals		14,323		
Hall Income Deposits		1,000		
Receipts in Advance		378		
	Total Current Liabilities		**15,701**	
	Total Assets Less Current Liablities			**421,146**

Horndean Parish Council
Reserves
Month No: 12 (March 2019)

Represented By :-				
General Funds		177,461	**177,461**	
IT Equipment EMR		4,500		
Vehicle Replacement EMR		15,000		
Napier Hall Improvements EMR		19,669		
The Granary- Preserv&Maint EMR		6,000		
Lith Avenue/Lane EMR		3,838		
Jubilee Hall Extension EMR		149,345		
Equipment Replacement EMR		4,517		
Legal Costs EMR		10,000		
Election EMR		6,000		
Fencing EMR		5,000		
Tree Maintenance EMR		0		
LychGate Repairs EMR		1,000		
Community Infrastructure Levy EMR		7,567		
Land East of Horndean EMR		7,250		
Wagtail Road EMR		4,000		
	Total Earmarked Reserves		**243,686**	
	Total Equity			**421,146**

Item 17

Horndean Parish Council

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 3rd June 2019

SUBJECT OF REPORT: General & Earmarked Reserves

The table below shows the balance of reserves as at the end of March 2019.

The column titled 'Bgt Adj' shows the impact of the changes agreed in the budget process for 2019-20.

The final column shows the restated position as at April 1st 2019.

The table at the foot shows the number of months running costs held in reserves based on the budget for 2019-20

Councillors may wish to consider channelling some of the General Reserves into Earmarked Reserves.

EARMARKED RESERVES 2019-20	at 31-03-19 Bal Sheet	Bgt Adj	at 01-04-19 Bal Sheet	Notes
General Funds	177,460	-26,000	151,460	
TOTAL OF GENERAL RESERVES				
IT Equipment	4,500	1,500	6,000	increased each year by £1.5k to reach £6k in preparation for replacement in 2019/20
Vehicle Replacement	15,000	5,000	20,000	increased each year by £5k to reach £25k in preparation for possible replacement in 2020/21
Napier Hall Improvements	19,669		19,669	
The Granary	6,000		6,000	
Lith Avenue re-surfacing	3,838		3,838	
Jubilee Hall Project Fund	149,345		149,345	
Playgrounds		15,000	15,000	Wet Pour at Merchistoun ; proposed at Budget Workshop on 15-10-18
Grounds Equipment	4,517		4,517	
Legal Costs	10,000		10,000	
Election	6,000		6,000	to be increased year on year to reach £6,000 for next Election
Fencing	5,000		5,000	
Tree Maintenance	0	4,000	4,000	
LychGate Repairs	1,000	500	1,500	increased each year by £0.5k to reach £5k in preparation for repair works in 2027/28
Community Infrastructure Levy	7,567		7,567	
Land East of Horndean	7,250		7,250	
Wagtail Road	4,000		4,000	
TOTAL OF EARMARKED FUNDS	**243,686**	**26,000**	**269,686**	
GRAND TOTAL	**421,146**	**0**	**421,146**	

Precept 2019-20	382,657
No. of Months Running Costs in General Reserves	4.7
No. of Months Running Costs in Earmarked Reserves	8.5
No. of Months Running Costs in Total Reserves	13.2

Report Prepared by Simon Ritson, Responsible Finance Officer

Horndean Parish Council

HORNDEAN PARISH COUNCIL

F&GP MEETING : 3rd June 2019

SUBJECT OF REPORT: Jubilee Hall Project

General

Since the last report for the meeting of the 25th March 2019, we have received notification of the following:

1. East Hampshire DC have confirmed s106 monies of £279k can be used towards the project.
2. We have received the tender prices from 4 possible contractors.

Assumptions

On the **'SUMMARY'** sheet there is a column headed Notes containing the numbers 1 to 19. Below is an explanation for 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 £850k. This includes a 10% contingency. The four tenders have come in at between £774k and £809k.
3. See note 2
4. 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)
5. Latest estimate of other costs. A full breakdown is shown on the tab 'PDP. (to be updated as new costs come in)
6. I have assumed 3 months of duplicate costs. This is shown on the tab called 'Estimated Savings' and is the column shaded orange.
7. This is where the estimates of the costs of putting back Tyfield House and LuckyLite to the condition there were in when we started the rental will be stated. (The cost of re-decoration of the Unit vacated in January 2014 was £1,325)
8. A contingency of 5%. This is in addition to the 10% within the tender price. The non PDP costs showing in May & June 2019 (£1.635 in total) have been taken from the is contingency.
9. Agreed funding from East Hampshire DC in the form of Developer's Contributions
10. Confirmed Earmarked reserves of Horndean Parish Council.
11. Additional General Reserves held by Horndean Parish Council that could be used towards the project if Council choose to.
12. Total of Loan needed is dependent on the assumptions listed 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.
13. An indicative timeframe for when stage payments may possibly be made to the preferred supplier.
14. Indicative loan repayments (see 'Sandpit' tab) based on a loan of £475k over 25 years. At current interest rates, this would not require an increase in the precept of estimated savings are realised. Loans of £500k or £525k over 25 years would result in annual payments slightly in excess of estimated savings. It should be noted that interest rates could change radically especially given the possible volatile nature of the British economy in a post Brexit environment.
15. Balance of HPC Earmarked Reserves given the assumptions made.

16. Balance of s106 Reserves given the assumptions made. If funds are cleared quickly then the order of spend maybe adjusted.
17. Temporary use of General reserves to prevent the need to draw down loan prior to 01.04.2020
18. Loan to be drawn from 01.04.20 to finance ongoing commitments.
19. Top up of General reserves to replenish those used.

Public Works Loan

On the **'Sandpit'** sheet there are three possible scenarios using the interest rate as at the date of the report (20th May 2019).

The interest rate for a loan of 25 years is currently at 2.28%.

As at the 1st April 2019, the General Reserve balance stood at £151k.
If Council chose to earmark a further £50k toward the Jubilee Project, the balance would reduce to £101k.
The 2019-20 precept is for a total of £382.7k, so £101k would still be in excess of the 3 months running costs recommended as per CiPFA guidance.

Loan Value	£525,000	£500,000	£475,000
Term of Loan in Years	25	25	25
Interest Paid	£166,671	£158,734	£150,797
Total Cost of Loan	£691,671	£658,734	£625,797
Capital & Interest payement p.a.	£27,667	£26,349	£25,032

The projected savings released from vacating Tyfield House and Lucky Lite are estimated to be c£25.1k.

It should be noted that within the NALC document titled 'A Guide to Parish and Town Council Borrowing in England' section 26 states, 'The amount that an individual council will be authorised to borrow will normally be limited to a maximum of £500,000 in any single financial year for any single purpose'

Recommendation

The Finance & General Purposes Committee should recommend to Council that an additional £25,000 to £50,000 be transferred from General Reserves into the Project to ensure that the loan requested from the Public Loans Work Board is kept at or under £500,000.

Report Prepared by Simon Ritson, Responsible Finance Officer
May 20th 2019

	UPDATED TO:	21 May 2019

Notes	JUBILEE HALL DEVELOPMENT	Possible Scenarios [A]	Possible Scenarios [B]	2017-18	2018-19	2019-20 Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	2020-21 Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Post 2018-19	Pre 18-19 2018-19
1	Time Line for Construction			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		
									CONSTRUCTION TIME											DUPLICATE			MOVE IN								
2	Estimated Price - Tenders	£772,727	£772,727					231,818					231,818						231,818												
3	Contingency (10%) on Tender Price	£77,273	77,273										23,182			23,182			23,182			7,727						77,273	772,727	0
4	Total Forecast PDP Architecture Costs	£62,475	£62,475		18,005	5,000	3,950	16,849	0	0	0	0	11,087	0	0	0	0	0	5,862	0	0	0	0	0	0	0	0	1,723	62,475	0
5	Total Forecast Non PDP Costs	£12,258	£12,258	1,774	8,860	0	900	725	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,485	1,774
6	Duplication of Costs during transition (3 months)	£8,984	£8,984																	2,995	2,995	2,995								8,984	0
7	Cost of 'Putting Right' of Tyfield House/Luckylite	£0	£0																											0	
8	Contingency (5% of rows 1-7)	£46,690	£46,690					4,211	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	1,945	45,065	
	TOTAL EXPENDITURE ESTIMATE	**£980,407**	**£980,407**	**1,774**	**26,864**	**5,000**	**4,850**	**253,604**	**1,945**	**1,945**	**1,945**	**1,945**	**268,032**	**1,945**	**1,945**	**25,127**	**1,945**	**1,945**	**262,807**	**4,940**	**4,940**	**4,940**	**9,673**	**1,945**	**1,945**	**1,945**	**1,945**	**1,945**	**80,941**	**977,008**	**1,774**
	CUMULATIVE EXPENDITURE TO DATE/FORECAST				**26,864**	**31,864**	**36,714**	**290,318**	**292,263**	**294,208**	**296,154**	**298,099**	**566,131**	**568,077**	**570,022**	**595,149**	**597,095**	**599,040**	**861,847**	**866,787**	**871,728**	**876,668**	**886,341**	**888,286**	**890,231**	**892,177**	**894,122**	**896,068**	**977,008**		**978,782**
9	s106 approved by East Hampshire District Council	£279,722	£279,722																												
10	Horndean PC EMR Reserves as at 01.04.2018	£176,209	£176,209																												
11	Use of HPC General Reserves at 01.04.19 (£151k)	£0	£50,000																												
	TOTAL FUNDS AVAILABLE	**£455,931**	**£505,931**																												
12	PW Loan Required	£524,476	£474,476																												
	Balance of HPC General Reserves at 01.04.19	£151,460	£151,460																												
13	Stage Payments for Construction							30%					30%						30%									10%			
14	Indicative Loan Repayments from 01.04.2020 (£25.0k pa)																	2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086		
	FUNDS AVAILABLE																														
15	Balance of EMR				149,345	144,345	139,495	0																							
16	Balance of s106 monies				279,722	279,722	279,722	165,613	163,668	161,722	159,777	157,831	0																		
17	Balance of General Reserves				151,460	151,460	151,460	151,460	151,460	151,460	151,460	151,460	41,260	39,314	37,369	12,242	10,296													
18	Loan to be drawn down on 01.04.2020 to finance ongoing commitments																	1,945	262,807	4,940	4,940	4,940	9,673	1,945	1,945	1,945	1,945	1,945	80,941		
19	Loan to be drawn down on 01.04.2020 to replenish General Reserves																	142,938													
						5,000	4,850	253,604	1,945	1,945	1,945	1,945	268,032	1,945	1,945	25,127	1,945	1,945	262,807	4,940	4,940	4,940	9,673	1,945	1,945	1,945	1,945	1,945	80,941		
						5,000	4,850	253,604	1,946	1,945	1,945	1,945	268,032	1,945	1,945	25,127	1,945	1,945	262,807	4,940	4,940	4,940	9,673	1,945	1,945	1,945	1,945	1,945	80,941		522,851
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		524,476

	Notes
1	Possible timeline for construction
2/3	Estimate based on 4 x tender prices plus contingency = £850k
4/5	Current estimates of non build costs
6	Assume duplicate costs for 3m ; costs are estimated savings made
7	Estimate of putting Tyfield and Luckyite as per Landlords requests (tbc)
8	5% contingency pcm for 24 months less costs already paid from this
9	s106 held by EHDC - £279,722 approved
10	Earmarked Reserves held by HPC at 01.04.19
11	Possible Use of further HPC Earmarked Reserves
12	Loan needed depending on current estimates and assumptions
13	Estimated timing of payments to contractors
14	Indicative Loan Repayments from 01.04.2020

UPDATED TO:	21/05/2019

JUBILEE HALL EXTENSION COSTS

PDP ARCHITECURE LLP PRICING

PO : M HPC 18/19 036 — 20/05/2019

									CONSTRUCTION TIME						DUPLICATE	MOVE IN			
							2017-18	2018-19	2019-20						2020-21				
									Apr-19	May-19	Jun-19	Sep-19	Nov-19	Mar-20	Apr-20	May-20	Jun-20	Aug-20	Sep-20	Mar-21	TOTAL
							ACT	ACT	ACT	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	
RIBA Stage	Payment	Architecture Services (PDP Architecture LLP)		Budget	Current Estimate	Actual	paid														
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 Packet : 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												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*		tbc				3,445.00										3,445.00
4	5	Preparation of Tender Documents / receipt of competitive tenders	10.0%	£3,445.00	*£3,445.00*		tbc				3,445.00										3,445.00
4	6	Building Regulation Approval	5.0%	£1,722.50	*£1,722.50*		tbc				1,722.50										1,722.50
5	7	Appointment of Main Contractor	10.0%	£3,445.00	*£3,445.00*		tbc				3,445.00										3,445.00
5	8	50% construction complete	10.0%	£3,445.00	*£3,445.00*		tbc						3,445.00								3,445.00
6-7	9	As built drawings / Practical Completion	10.0%	£3,445.00	*£3,445.00*		tbc									3,445.00					3,445.00
6-7	10	12 months defects / Final Certificate	5.0%	£1,722.50	*£1,722.50*		tbc													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 (Scott White & Hookins)		**£9,850.00**	*£9,850.00*						1,475.00		1,475.00								2,950.00
		Professional, Civil & Structural Enginnering (1st payment)				£3,450.00	13/03/2019		3,450.00												3,450.00
		Professional, Civil & Structural Enginnering (2nd payment)				£2,000.00	12/04/2019			2,000.00											2,000.00
		Professional, Civil & Structural Enginnering (3rd payment)				£1,450.00	14/05/2019				1,450.00										1,450.00
		Mechanical & Electrical Consultant (TNG Consulting Engineers Ltd)		**£9,250.00**	*£9,250.00*								3,750.00								3,750.00
		Mechanical & Electrical Consultant (1st payment)				£3,000.00	05/04/2019			3,000.00											3,000.00
		Mechanical & Electrical Consultant (2nd payment)				£2,500.00	14/05/2019				2,500.00										2,500.00
		Quantity Surveyor (KSP Consultancy)		**£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*		tbc				900.00										900.00
		Total Cost (agreed at Council 20 November 2017)		**£61,700.00**	**£62,474.52**	**£26,954.52**		**0.00**	**18,004.52**	**5,000.00**	**3,950.00**	**16,849.17**	**0.00**	**11,086.67**	**0.00**	**0.00**	**5,861.67**	**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													1,669.70
2017-18		EHDC: Jubilee Hall Extension Pre Application			£104.17	£104	23/03/2018	104.17													104.17
2018-19		Woodside Tree Consultancy: Tree Survey			£795.00	£795	21/06/2018		795.00												795.00
2018-19		ECOSA: Ecological Appraisal			£720.00	£720	26/06/2018		720.00												720.00
2018-19		J Brotheton & Partners - Topographical Survey		**£0.00**	£550.00	£550.00	02/07/2018		550.00												550.00
2018-19		EHDC: Jubilee Extension Planning Fees			£924.00	£924	25/07/2018		924.00												924.00
2018-19		Sound Advice - Acoustic Report		**£0.00**	*£1,200.00*	£1,200.00	24/01/2019		1,200.00												1,200.00
2018-19		Your Environment - Ground Investigation		**£0.00**	*£3,150.00*	£3,150.00	01/02/2019		3,150.00												3,150.00
2018-19		EHDC: Jubilee Extension Release Documents			£42.92	£43	13/02/2019		42.92												42.92
2018-19		EHDC: Building Control Plan Fee Extension			£350.00	£350	19/02/2019		350.00												350.00
2018-19		Portal Planquest Limited: Planning Application Portal Fee			£132.67	£133	26/03/2019		132.67												132.67
2018-19		Proactis: One-Off Notice Subscription to myTenders Pro			£995.00	£995	22/03/2019		995.00												995.00
2019-20		Pulse Mapping : Utility Mapping			£900.00	£900	09/05/2019				900.00										900.00
2019-20		EHDC: Inspection Fee			£725.00		tbc				725.00										725.00
		Total Non PDP Costs		**£0.00**	**£12,258.46**	**£11,533.46**		**1,773.87**	**8,859.59**	**0.00**	**900.00**	**725.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**12,258.46**
		GRAND TOTAL COSTS		**£61,700.00**	**£74,732.98**	**£38,487.98**		**1,773.87**	**26,864.11**	**5,000.00**	**4,850.00**	**17,574.17**	**0.00**	**11,086.67**	**0.00**	**0.00**	**5,861.67**	**0.00**	**0.00**	**0.00**	**1,722.50**	**74,732.98**
									28,637.98	**33,637.98**	**38,487.98**	**56,062.15**	**56,062.15**	**67,148.81**	**67,148.81**	**67,148.81**	**73,010.48**	**73,010.48**	**73,010.48**	**73,010.48**	**74,732.98**	

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	20
2	Loan	£525,000
3	Interest Rate	2.28%
4	Date	20/05/2019
5	Capital & Loan repayment pa	£27,667
		0
	Interest Paid	£166,671
	Total Cost	£691,671
	Cost per Yr	£34,584

Year	Owing	Interest
	525,000	2.28%
0.5	517,152	5,985
1.0	509,214	5,896
1.5	501,185	5,805
2.0	493,065	5,714
2.5	484,853	5,621
3.0	476,547	5,527
3.5	468,146	5,433
4.0	459,649	5,337
4.5	451,056	5,240
5.0	442,365	5,142
5.5	433,574	5,043
6.0	424,684	4,943
6.5	415,692	4,841
7.0	406,597	4,739
7.5	397,399	4,635
8.0	388,096	4,530
8.5	378,687	4,424
9.0	369,170	4,317
9.5	359,545	4,209
10.0	349,811	4,099
10.5	339,965	3,988
11.0	330,007	3,876
11.5	319,936	3,762
12.0	309,750	3,647
12.5	299,448	3,531
13.0	289,028	3,414
13.5	278,489	3,295
14.0	267,831	3,175
14.5	257,051	3,053
15.0	246,147	2,930
15.5	235,120	2,806
16.0	223,967	2,680
16.5	212,687	2,553
17.0	201,278	2,425
17.5	189,739	2,295
18.0	178,069	2,163
18.5	166,265	2,030
19.0	154,327	1,895
19.5	142,253	1,759
20.0	130,042	1,622
20.5	117,691	1,482
21.0	105,199	1,342
21.5	92,565	1,199
22.0	79,787	1,055
22.5	66,863	910
23.0	53,792	762
23.5	40,571	613
24.0	27,200	463
24.5	13,677	310
25.0	0	156

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	25
2	Loan	£500,000
3	Interest Rate	2.28%
4	Date	20/05/2019
5	Capital & Loan repayment pa	£26,349
		0
	Interest Paid	£158,734
	Total Cost	£658,734
	Cost per Yr	£26,349

Year	Owing	Interest
	500,000	2.28%
0.5	492,525	5,700
1.0	484,965	5,615
1.5	477,319	5,529
2.0	469,586	5,441
2.5	461,765	5,353
3.0	453,854	5,264
3.5	445,853	5,174
4.0	437,762	5,083
4.5	429,577	4,990
5.0	421,300	4,897
5.5	412,928	4,803
6.0	404,461	4,707
6.5	395,897	4,611
7.0	387,235	4,513
7.5	378,475	4,414
8.0	369,615	4,315
8.5	360,654	4,214
9.0	351,591	4,111
9.5	342,424	4,008
10.0	333,153	3,904
10.5	323,777	3,798
11.0	314,293	3,691
11.5	304,701	3,583
12.0	295,000	3,474
12.5	285,188	3,363
13.0	275,265	3,251
13.5	265,228	3,138
14.0	255,077	3,024
14.5	244,810	2,908
15.0	234,427	2,791
15.5	223,924	2,672
16.0	213,302	2,553
16.5	202,559	2,432
17.0	191,694	2,309
17.5	180,705	2,185
18.0	169,590	2,060
18.5	158,349	1,933
19.0	146,979	1,805
19.5	135,480	1,676
20.0	123,850	1,544
20.5	112,087	1,412
21.0	100,190	1,278
21.5	88,158	1,142
22.0	75,988	1,005
22.5	63,679	866
23.0	51,231	726
23.5	38,640	584
24.0	25,906	440
24.5	13,027	295
25.0	0	149

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	30
2	Loan	£475,000
3	Interest Rate	2.28%
4	Date	20/05/2019
5	Capital & Loan repayment pa	£25,032
		0
	Interest Paid	£150,797
	Total Cost	£625,797
	Cost per Yr	£20,860

Year	Owing	Interest
	475,000	2.28%
0.5	467,899	5,415
1.0	460,717	5,334
1.5	453,453	5,252
2.0	446,107	5,169
2.5	438,676	5,086
3.0	431,161	5,001
3.5	423,561	4,915
4.0	415,873	4,829
4.5	408,098	4,741
5.0	400,235	4,652
5.5	392,281	4,563
6.0	384,238	4,472
6.5	376,102	4,380
7.0	367,873	4,288
7.5	359,551	4,194
8.0	351,134	4,099
8.5	342,621	4,003
9.0	334,011	3,906
9.5	325,303	3,808
10.0	316,495	3,708
10.5	307,588	3,608
11.0	298,578	3,506
11.5	289,466	3,404
12.0	280,250	3,300
12.5	270,929	3,195
13.0	261,501	3,089
13.5	251,967	2,981
14.0	242,323	2,872
14.5	232,570	2,762
15.0	222,705	2,651
15.5	212,728	2,539
16.0	202,637	2,425
16.5	192,431	2,310
17.0	182,109	2,194
17.5	171,669	2,076
18.0	161,110	1,957
18.5	150,431	1,837
19.0	139,630	1,715
19.5	128,705	1,592
20.0	117,657	1,467
20.5	106,482	1,341
21.0	95,180	1,214
21.5	83,749	1,085
22.0	72,188	955
22.5	60,495	823
23.0	48,669	690
23.5	36,708	555
24.0	24,610	418
24.5	12,375	281
25.0	0	141

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**

Liquidated & Ascertained Damages per week calculation	**700**

Estimated Savings

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING **Date: 3rd June 2019**

AGENDA ITEM: **9**

SUBJECT OF REPORT: INTERIOR REFURBISHMENT OF NAPIER HALL

BACKGROUND

Napier Hall is well used by the community. We have a number of long standing regular hirers. The hall in its current state is looking tired and extremely dated. As per my previous report in October, the hall has not been painted for quite a number of years. At the time of setting the budget in October 2018, a report outlining the requirements and a conservative estimate of costs was circulated.

It was resolved at Council that a value of £10,000 be reserved in the 2019/20 budget for the interior refurbishment of Napier hall. This investment would be recovered over a 3-year period based on the hall hire usage, which exceeds the budget set. Since then it has been agreed to increase the hall hire rates, which will add additional income and recovery of investment over a shorted period.

COST

The refurbishment project has been itemised in the following table with a full detailed description below.

Cost Breakdown

		Ex VAT
Decorating	Quote 1	£ 7,300.00
	Quote 2	£ 5,795.00
	Quote 3	£ 6,600.00
	Quote 4	£ 9,610.00
Carpeting	Quote 1	£ 2,061.12
	Quote 2	£ 2,072.83
	Quote 3	£ 4,236.00
Curtains for Committee Room		£ 200.00
Hearing Loop		£ 902.28

Having met with each contractor on site I would recommend that the highlighted contractors be engaged as they presented in a professional manner and showed a thorough approach.

Decorating
The quotes received includes the general preparation of the surfaces in readiness for painting. The estimated period for completion of the interior decorating is approximately 30 working days. All materials are supplied by the contractor. The interior decorating will cover all interior walls, doors, ceilings, skirting boards and wood panelling. The paint selected is a hardwearing washable paint with a 5-10 year lifespan.

Carpeting
The area at the entrance of the building, which spills over to a section of the main hall, as well as the Committee Room, is to be carpeted. This work involves lifting the existing carpet, screeding and making level the floor in readiness for laying the new carpet. The carpet selected is a durable cord with a 15-20 year life expectancy. The time required to lay replace the carpet is 3-4 working days.

Curtains for Committee Room
The curtains in the Committee Room also requires replacing and purchasing readymade curtains is the best option. At a quick glance to meet our requirements, cost is approximately £150-£180.

Hearing Loop
We have had a request from Horndean Baptist Church to provide a hearing loop in the main hall. As a community hall, we have a responsibility under the Equality Act to make reasonable adjustments. Even though this was not part of the initial refurbishment estimate, it will benefit the community as a whole and it may be an additional provision, which Members may wish to consider. We already have a hearing loop installed in Jubilee Hall. The quote obtained is from the only appointed installer by the manufacturer in the immediate area.

ELECTRICAL

When I met with the contractor to quote on the hearing loop he asked what our electrical bill was like in the hall as he noticed the 26 ceiling tiles of fluorescent lighting. This prompted me to take a closer look at the energy consumption and cost associated.

Following some research, I would like to put forward that the fluorescent bulbs are replaced with LED panels. The expected saving in energy consumption by doing this is 60-70%. For the purposes of the calculations in the table below, I have been conservative and only taken a 50% energy saving into account.

We have ended a 2-year fixed rate period for energy supply in February 2019. We completed the comparison exercise to find the best available deal, however the unit rate for electricity has increased by 35%. Energy prices have increased across the board. This is reflected in the increased cost for 2018/19 and the projected cost for 2019/20.

Below an analysis of electricity spend over the last 5 years and a projected spend going forward.

Please note that for the purposes of calculation I have not factored in an increase in unit rate.

Financial Year	2015/16	2016/17	2017/18	2018/19	2019/20
Annual Cost	£ 1,005.82	£ 762.62	£ 839.20	£ 1,176.02	£ 1,338.98

Projected Spend over 10 years

Electricity supply only (based on current equipment)	£ 13,389.80
Electricity supply (at reduced consumption) + cost of installation	£ 9,280.90
Overall possible saving	£ 4,108.90

Additionally, fluorescent bulbs has a lifespan of 15,000 hours and LED 50,000 hours. This will add additional cost saving in the replacement fluorescent bulbs.

Whilst the ceiling tiles and fibreglass insulation covering is to be disturbed to lay the hearing loop cable it is an ideal opportunity to complete the LED panel installation as well.

This is outside of the initial estimate of refurbishment; however, the investment of the LED panels will be recovered by the savings made on electricity cost over a 3½-year period. The long-term savings will be ongoing.

Report prepared by:
Cheree Garvey
Office Manager

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING **Date: 3rd June 2019**

AGENDA ITEM: 10

SUBJECT OF REPORT: EXTERIOR REFURBISHMENT OF NAPIER HALL

BACKGROUND

During the process of obtaining quotes for the interior refurbishment of Napier hall, it became apparent that the cladding on the exterior of the building is weather-beaten and splitting in places. A thorough examination of the exterior of the building revealed a number of areas that require care and attention.

I asked one of the decorating contractors of the interior project to quote for the exterior. This however is only for the section around the side entrance of the building. This quote was £450. We can estimate that all the work identified could cost as much as £5,000 if we use contractors.

In the interest of keeping costs to a minimum, I approached the Community Payback team for a quotation on getting the exterior work completed. They quoted a cost of £85 per day, which covers the cost of the supervisor and getting the team of up to 8 workers to site. They work from 9:30am to 3pm. This option means the Parish council will provide the materials. Using our trade account with B&Q and Screwfix, I have estimated the cost of the materials required.

Further to our meeting the Placement Co-Ordinator has provisionally booked out 11 days between end July and end October as they have a number of schools and community buildings that they are currently working on. These dates will quickly be taken up with other projects if we do not reserve them. We are under no obligation to use the dates should Members defer the work proposed.

Using the free labour will enable us to thoroughly refresh and protect the exterior at a minimal cost.

Below, a breakdown of the proposal followed by a detailed reasoning.

Cost Breakdown	**Ex VAT**	
Community Payback Team (11 days)	£	935.00
Materials Required (by area)		
Fence	£	34.98
Cladding	£	164.95
Railings	£	29.98
Car Park	£	49.96
Sundries (for cleaning)	£	89.90
Contingency (10%)	£	40.00
	£	409.77

Fence
HPC installed the fence along the side of the building approximately 3-4 years ago. At the time, this was not sealed and the wood is showing signs of weather damage. Further, the fence at the back of the property was installed by Horndean Baptist Church a couple of years ago. Both these fences could use painting.

Cladding
Other than the obvious signs of deterioration at the side entrance of the building, the cladding on the other side of the building is showing signs of rot at the base. This does not require replacement at present as painting it will slow the rot and make it good a while longer. Weatherproof paint is required for the cladding, which is slightly more expensive but will prolong the need to replace the cladding.

Railings
The white paint on the railings on the side of the building is chipped off and needs repainting. The cost of the paint is minimal.

The same paint used to cover the railing can be used on the two wooden windows above the ladies' toilet. We will need to provide putty as most of the putty has disappeared. The team will repair this then sand and repaint the frame.

Car Park
The markings for designating the car park bays are faded and we have again had a request from Horndean Baptist Church that they are repainted as it causes issues with hall users not parking correctly and therefore making very small car park smaller. Again, with free labour the materials required is at a minimal cost but with long-term benefits.

Sundries
The Placement Co-Ordinator confirmed that the team has their own paintbrushes and rollers, dustsheets, scaffolding, ladders etc. They also have their own PPE. We will need to provide the following items additional to the paint: 1" paintbrushes (4), sandpaper, masking tape and window putty.

One additional task the team will take on is cleaning soffits all around the building. For this, we will need to provide buckets, sponges and sugar soap. All of which the cost is minimal but the task is one we do not have the capacity to do without paying a contractor.

Finally, included in the cost breakdown is a 10% contingency for additional materials.

Report prepared by:

Cheree Garvey
Office Manager

Item : 11

HORNDEAN PARISH COUNCIL

Jubilee Hall Terms and Conditions of Hire

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

Updated 1st August 2019

SECTION 1 – CASUAL HIRERS

1. HALL HIRE CHARGES

Hourly rate - £13.75
Saturday and Sunday bookings between 08:30am 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.

		Casual Hirers
Hire of Audio/Sound System Equipment	(per booking)	£12.00
Hire of Projector Screen Only	(per booking)	£ 6.00
Hire of Projector Screen and Projector	(per booking)	£22.00

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.

Please Note:
If the hire period requires the caretaker to close the hall for a period and then re-open the hall for the remainder of the booking time then an addition £5.00 will be charged.

2. PAYMENT TERMS

Full payment of hall hire fees as payable 28 days prior to the date of the booking.

3. DEPOSIT (Damage Deposit and Cancellation Fee Deposit)

A deposit is required to secure the booking and is payable 7 days from the date of the booking. If the deposit is paid by cheque, this is held and destroyed following the booking, unless a return is requested.

If paid by BACS, a refund is processed 3-5 working days following the booking.

The hirer is responsible for all breakages and damage, the cost of which will be deducted from the deposit. Should any cancellation fees be applicable this will be taken from the deposit. In the event that the damages exceed the amount of the deposit paid, an additional invoice will be raised to the hirer.

Deposit rates:

- £100 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.
- £200 for discos, parties, wedding receptions, dances and functions where the booking is for a teenage/adult party (13 years and upwards)

Cheques must be made payable to Horndean Parish Council.

4. CANCELLATION POLICY

- Cancellation of a confirmed booking between 14 and 28 days of the event will result in a 25% deduction of the hall hire charge.
- Cancellation of a 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. This 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.

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.

5. INSURANCE

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

6. CONDITIONS OF HIRE

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

ii. 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.

iii. 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. If additional cleaning hours are required by the caretaker, this will be charged to the hirer and deducted from the deposit.

iv. We recommend having at least two adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:
   - 0 - 2 years - one adult to three children
   - 2 - 3 years - one adult to four children
   - 4 - 8 years - one adult to six children
   - 9 - 12 years - one adult to eight children
   - 13 - 18 years - one adult to ten children

   We recommend having at least two adults present, even with smaller groups.

   If young people are helping to supervise, younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

v. For teenage discos and parties, the adults supervising the party must ensure they must patrol both inside and outside the building and that, all activities are kept within the building and not allowed to extend into the car park or adjacent roads.

The Police must be called at the first sign of trouble. Once the Police is en route the caretakle is to be called to attend the hall.

vi. The maximum capacity of the hall must not be exceeded:
- 100 people
- 90 people if seated

vii. Opening Times

8.30 am – 10.30 pm	Sunday – Thursday
8.30 am – 11 pm	Friday and Saturday

viii. 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.

ix. Bouncy Castles are not permitted in the hall. They may be installed outside. Soft play equipment, no taller than 1.5 metres is allowed in the hall.

x. No entertainment involving special effects (e.g. pyrotechnics, real flames, smoke machines, firearms, strobe lighting, foam parties, lasers etc.) is allowed either inside or outside the hall. Small birthday cake candles will be permitted. It is illegal to tamper with any items of equipment in the hall, e.g. smoke alarms.

xi. No items to be stored on the premises without the agreement of the Council. The Parish Council accepts no responsibility for private property lost or damaged by whatever cause.

xii. 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.

xiii. In order to reduce annoyance to residents, please ensure the windows and doors on the side nearest the residents 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

7. SAFETY INFORMATION AND EMERGENCY PROCEDURES

i. 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.

ii. 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 given. If the alarm is activated, please be prepared to go to the assistance of the person using the facility.

iii. Contacts

The hall has a payphone - in the event of an emergency dial 999

The address of the building is:

Jubilee Hall
Crouch Lane (off Catherington Lane)
Horndean
PO8 9SU

Should you need to contact the Caretaker during your period of hire the telephone number is:

Ray - 07872 109053
Julie - 07872 109047

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

iv. 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.
- 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.

SECTION 2 – REGULAR HIRERS

PLEASE NOTE: Only differing terms are stated below for Regular Hirers. All other terms and conditions as for Casual hirers apply.

1. HALL HIRE CHARGES

Hourly rates as stated above in Section 1.

		Regular Hirers
Hire of Audio/Sound System Equipment	(per booking)	£ 4.00
Hire of Projector Screen Only	(per booking)	£ 3.00
Hire of Projector Screen and Projector	(per booking)	£15.00

A volume discount of 5% to be applied to all hirers when usage is in excess of 60hrs per calendar month

2. PAYMENT TERMS

Invoices are payable 21 days from date of invoice. Invoices are in arrears.

3. DEPOSIT

Regular hirers are not required to pay a deposit, however for new regular hirers the first 4 bookings are payable in advance or at the discretion of Chief Officer.

4. CANCELLATION POLICY

- Cancellation of a booking date up to 10 days of the date will not incur any charge.
- Cancellation of a booking date within 10 days of the date will incur a 50% charge at the discretion of the Chief Officer.
- No charge will be made for cancellations by either party due to severe weather conditions or Force Majeure.

5. INSURANCE

All regular hirers are required to have their own liability insurance. A copy of the Certificate of Insurance is to be submitted to the office.

Item: 11

HORNDEAN PARISH COUNCIL

Napier Hall Terms and Conditions of Hire

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

Updated 1st August 2019

SECTION 1 – CASUAL HIRERS

1. HALL HIRE CHARGES

Main Hall
Hourly rate - £13.75
Saturday and Sunday bookings between 08:30am and 12pm are charged at a rate of £13.75 per hour and £20.15 per hour thereafter.

Committee Room
Hourly rate - £8.85

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

Please Note:
If the hire period requires the caretaker to close the hall for a period and then re-open the hall for the remainder of the booking time then an addition £5.00 will be charged.

2. PAYMENT TERMS

Full payment of hall hire fees as payable 28 days prior to the date of the booking.

3. DEPOSIT (Damage Deposit and Cancellation Fee Deposit)

A deposit is required to secure the booking and is payable 7 days from the date of the booking. If the deposit is paid by cheque, this is held and destroyed following the booking, unless a return is requested.

If paid by BACS, a refund is processed 3-5 working days following the booking.

The hirer is responsible for all breakages and damage, the cost of which will be deducted from the deposit. Should any cancellation fees be applicable this will be taken from the deposit. In the event that the damages exceed the amount of the deposit paid, an additional invoice will be raised to the hirer.

Deposit rates:

- £100 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.
- £200 for discos, parties, wedding receptions, dances and functions where the booking is for a teenage/adult party (13 years and upwards)

Cheques must be made payable to Horndean Parish Council.

4. CANCELLATION POLICY

- Cancellation of a confirmed booking between 14 and 28 days of the event will result in a 25% deduction of the hall hire charge.
- Cancellation of a 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. This 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.

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.

5. INSURANCE

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

6. CONDITIONS OF HIRE

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

ii. 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.

iii. 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. If additional cleaning hours are required by the caretaker, this will be charged to the hirer and deducted from the deposit.

iv. We recommend having at least two adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:
   - 0 - 2 years - one adult to three children
   - 2 - 3 years - one adult to four children
   - 4 - 8 years - one adult to six children
   - 9 - 12 years - one adult to eight children
   - 13 - 18 years - one adult to ten children

   We recommend having at least two adults present, even with smaller groups.

   If young people are helping to supervise, younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

v. For teenage discos and parties, the adults supervising the party must ensure they must patrol both inside and outside the building and that, all activities are kept within the building and not allowed to extend into the car park or adjacent roads.

The Police must be called at the first sign of trouble. Once the Police is en route the caretakle is to be called to attend the hall.

vi. The maximum capacity of the hall must not be exceeded:
Main Hall
- 100 people
- 90 people if seated

Committee Room
- 40 people
- 30 people if seated

vii. Opening Times
8.30 am – 10.30 pm Monday – Thursday
8.30 am – 11 pm Friday and Saturday
Napier Hall is not open on a Sunday

viii. 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.

ix. Bouncy Castles are not permitted in the hall. They may be installed outside. Soft play equipment, no taller than 1.5 metres is allowed in the hall.

x. No entertainment involving special effects (e.g. pyrotechnics, real flames, smoke machines, firearms, strobe lighting, foam parties, lasers etc.) is allowed either inside or outside the hall. Small birthday cake candles will be permitted. It is illegal to tamper with any items of equipment in the hall, e.g. smoke alarms.

xi. No items to be stored on the premises without the agreement of the Council. The Parish Council accepts no responsibility for private property lost or damaged by whatever cause.

xii. 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.

xiii. In order to reduce annoyance to residents, please ensure the windows and doors on the side nearest the residents 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

7. SAFETY INFORMATION AND EMERGENCY PROCEDURES

i. 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.

ii. 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 given. If the alarm is activated, please be prepared to go to the assistance of the person using the facility.

iii. Contacts

The hall has a payphone - in the event of an emergency dial 999
The address of the building is:
Napier Hall
Portsmouth Road
Horndean
PO8 9NL

Should you need to contact the Caretaker during your period of hire the telephone number is:
Paul - 07872 109051

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

iv. 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.
- 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

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5. INSURANCE

All regular hirers are required to have their own liability insurance. A copy of the Certificate of Insurance is to be submitted to the office.

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING **Date: 3rd June 2019**

AGENDA ITEM: 12

SUBJECT OF REPORT: ACCEPTING CARD PAYMENTS WITHIN THE PARISH OFFICE

BACKGROUND

We have had increasing requests from hall hirers who wish to pay by card. A number of years ago we looked into it but the associated costs were not justifiable to the small number of requests at the time.

Over the years card payments have become more essential in business and greatly accessible for small businesses. The improvement in technology and the declining cost of processing payments has made it attractive to revisit offering our hirers the option to pay by card.

We have approached a provider who is able to do a virtual terminal. This means that we can take card payments over the phone. This also enables us to take the deposits as pre-authorised payments (without processing fee), the same way a hotel or car rental would take the holding deposit. There is no hardware cost to pay. The contract is for 12 months, with no obligation to renew.

COST

We have had the following quote:

- Virtual Terminal (3 users): £15.00 per month
  This allows for 150 payments per months with no transaction fee
- Processing fee: 0.5% of transaction
  therefore, calculating on an average hall hire booking of 4 hours, the processing fee will be £0.29 per transaction.
- PCI (Payment Charge Industry – Data Standards Submission): £35.00 per annum
  Contractual requirement which is submitted annually
- Payments show on our account the next working day.

The annual cost for the service will be £215.00

The additional cost of the processing fee is minimal.

BENEFITS

Many of our hirers do not have chequebooks for the deposit. They then have to pay the deposit via bank transfer and then have the funds leave their account. In some cases, parties are booked 3-6 months in advance. Taking the deposit by pre-authorisation will not take the money from their account. Hirers will no longer need to physically bring the deposit cheque in or post it.

In the financial year 2018-19 there were 144 banking entries against a control code as deposits by BACS were received and subsequently returned. It is important to note that several banks have started charging for cheque processing. Although the Co-Operative Bank has yet to adopted this practice, it is inevitable that they will follow.

Report prepared by:
Cheree Garvey
Office Manager

Item: 13

HORNDEAN PARISH COUNCIL
Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application:
VICTIM SUPPORT

Name of Person to whom correspondence should be addressed:
LISA JONES

Address for correspondence:
21A HINSLEY ROAD
CHANDLERS FORD
HANTS
Post code. SO53 2FS
Daytime Tel: 0300 178 1641

Payee for Grant Cheque:
VICTIM SUPPORT

Details of the organisation (What do you do?)
PLEASE SEE ATTACHED SHEET

Period of Grant:
1 YEAR

What is the Grant for? (Give details of the project – continue on separate sheet if necessary)
PLEASE SEE ATTACHED SHEET

Amount of Grant applied for:
£200

Have you applied to any other body for a grant towards this project? (if *Yes* please give details)
WE WILL BE SEEKING ONGOING FUNDING FROM OTHER TOWN AND PARISH COUNCILS TO PROVIDE THIS SERVICE

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary)
WE HAVE COLLECTION POTS IN VARIOUS LOCATIONS AND HOLD BUCKET COLLECTIONS

What age groups do you cater for?
ALL

Total Membership:
ANY RESIDENT MAY ACCESS OUR SERVICE

Where and when do you meet?
PLEASE SEE ATTACHED SHEET

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)

Date: 2/4/19

For Horndean Parish Council use only

ITEM 13

HORNDEAN PARISH COUNCIL
Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application:
ALL SAINTS CHURCH, CATHERINGTON

Name of Person to whom correspondence should be addressed:
Mr IAN HOWARD-HARWOOD

Address for correspondence:
330 Catherington Lane
Waterlooville
Post code. PO8 0TD
Daytime Tel: 02393

Payee for Grant Cheque:
CATHERINGTON PCC

Details of the organisation (What do you do?)
Church of England

Period of Grant:
2019

What is the Grant for? (Give details of the project – continue on separate sheet if necessary)
Upkeep of Churchyard

Amount of Grant applied for:
£1000-

Have you applied to any other body for a grant towards this project? (if *Yes* please give details)
No

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary)
Income from donations at religious services

What age groups do you cater for?
All

Total Membership:
Congregation avg 50

Where and when do you meet?
Monthly volunteer working party
New Blendworth Cemetery grass maintenance
Blendworth Tree Surgeons for tree work.

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)
..... Treasurer
Date: 30 April 2019

For Horndean Parish Council use only

ITEM 13

HORNDEAN PARISH COUNCIL
Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application:

Home-Start Butser

Name of Person to whom correspondence should be addressed:

Nicola Winter

Address for correspondence:

Winton House Centre, 18 High Street, Petersfield

Post code.GU32 2AA

Daytime Tel: 01730 233755

Payee for Grant Cheque:

Home-Start Butser

Details of the organisation (What do you do?)
Home-Start Butser is a local family support charity. We recruit and train volunteers with parenting experience and place them with families with a least one child under 5 going through a critical time in their lives. Volunteers provide practical and emotional support

Period of Grant:
Sept 2019 – Jan 2020

What is the Grant for? (Give details of the project – continue on separate sheet if necessary)
To plan and deliver a 40 hour 11 week Preparation Course to train up to 12 volunteers to be able to support families with young children going through a critical time in their lives. The project will train volunteers to provide focused, personalised outreach support Home-Start volunteers visiting in the home for 2-3 hours a week - someone the family trusts coming into their home who can help them improve their lives step by step. The funding will pay for a proportion of the costs of running a Preparation course including trainer hours (preparation and delivery), room hire and refreshments, course materials and external speakers.

Amount of Grant applied for:

£1000

Have you applied to any other body for a grant towards this project? (if *Yes* please give details)

Ongoing applications to other grants and trusts.

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary)
See attached.

What age groups do you cater for?
All ages, as we support parents and children.

Total Membership:
70

Where and when do you meet?

Office based in Petersfield, Family Groups in Petersfield and Clanfield

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)

……

Date:

For Horndean Parish Council use only

ITEM: 13

RECEIVED
13 MAR 2019

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.