



Horndean Parish Council

NOTICE OF MEETING

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
WILL BE HELD ON MONDAY 04 NOVEMBER 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

29 October 2019

AGENDA

1. To receive apologies for absence.
2. Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.
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 21 October 2019.
5. To receive and consider the draft Budget for the year 2020/2021.
6. To receive a financial update in respect of the construction of the linked building at Jubilee Hall.
7. To receive a report and consider the costs pertaining to the annual events hosted by the Parish Council.
8. To receive and consider the applications in respect of the following Grants:
 - Life Education Wessex - £1,455
 - The Cat and Rabbit Rescue Centre - £300.



HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 21st OCTOBER 2019 AT 7:00 PM

PRESENT: Cllr D Alexander (Chairman), Cllr Mrs. L Evans, Cllr A Forbes, 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 1 member of the public present. No members of the press attended.

F&GP 024/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

All committee members were in attendance.

F&GP 025/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest received.

F&GP 026/19/20 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

F&GP 027/19/20 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 22nd JULY 2019**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 22nd July 2019 are duly signed as a true record of the meeting.

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

F&GP 028/19/20 **TO RECEIVE AND CONSIDER THE DRAFT BUDGET FOR THE YEAR 2020/2021**

A report pertaining to the draft budget for 2020/2021 was circulated and discussed.

The RFO proposed the items for inclusion in the budget. The following items were discussed and agreed:

- Tree Maintenance - £4K for inclusion in Income & Expenditure and an additional £4K in earmarked reserves. This was proposed by Cllr D Alexander and seconded by Cllr A Forbes. All agreed
- Speed Indicator Device (SID) - £5K to be included in I&E. This was proposed by Cllr D Alexander and seconded by Cllr Mrs L Evans. All agreed.

- Boardwalks – A new EMR of £1K to be included for boardwalk repair and maintenance. This was proposed by Cllr D Alexander and seconded by Cllr Mrs L Evans. All agreed.
- Playground Equipment – A new EMR of £1K to be included for playground equipment repair and maintenance. This was proposed by Cllr D Alexander and seconded by Cllr Mrs L Evans. All agreed.
- Napier Hall – £1K EMR to re-instate a reserve for future refurbishment. This was proposed by Cllr D Alexander and seconded by Cllr J Lay. All agreed.
- PWL Interest Rate increase – 1% increase adds £3K to loan repayment value. Include £3k to I&E. This was proposed by Cllr D Alexander and seconded by Cllr Mrs L Evans. All agreed.
- Budget reduction for Football Pitch & Village Centre Maintenance will release £4K into budget. Reduction and £4K release approved. This was proposed by Cllr D Alexander and seconded by Cllr Mrs L Evans. All agreed.

A discussion with regard to the reallocation of EMR items was held. The following items were agreed:

- EMR for Elections – reduce by £3.5K
- Professional Fees – reduce by £5K

It was **RESOLVED** that version 3 of the Draft Budget will be received at the next F&GP meeting of 4th November 2019 and then presented to Council on 11th November 2019.

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

F&GP 029/19/20 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

The report was circulated and a brief discussion took place.

Current position shows a favourable variance of £15.8K due to overachievement of income of £5.7K and an underspend on expenditure of £10.1K.

It was **RESOLVED** that the quarterly management accounts for the period ending 30th September 2019 are received and noted.

This was proposed by Cllr D Alexander and seconded by Cllr J Lay. All agreed.

F&GP 030/19/20 **TO RECEIVE AND CONSIDER THE HALL HIRE CHARGES – WEEKEND RATES**

The report was circulated and discussed

It was **RESOLVED** to recommend to Council that the peak rate timing is moved from 12pm to 5pm on weekends.

This was proposed by Cllr J Lay and seconded by Cllr D Alexander. All agreed.

TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:

- **Horndean Technology College Lunch Club - £350**
- **The Cat and Rabbit Rescue Centre - £300**

The grant applications were submitted and discussed.

- Horndean Technology College Lunch Club
It was **RESOLVED** to recommend a grant of £350 to Council. This was proposed by Cllr D Alexander and seconded by Cllr J Lay. All agreed.
- The Cat and Rabbit Rescue Centre
The accounts submitted with the grant shows large reserves and the committee questioned why an application for £300 was made considering the large reserves. The decision was deferred awaiting additional information.

Meeting closed at 8:23 pm

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Chairman

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Dated



**Horndean
Parish Council**

HORNDEAN PARISH COUNCIL DRAFT BUDGET 2020-21 (Version 3)

The draft budget was circulated to all Councillors in advance and presented to a Budget Workshop held on 30th September 2019.

The budget was balanced without the need for a precept rise.

Following the workshop, the £15,000 Earmarked Reserve for improvements to the Merchistoun Hall play area was re-instated and was funded by a reduction in General reserves.

At the Finance & General Purposes (F&GP) Meeting held on 21st October 2019 the following adjustments were agreed:

CHANGES BETWEEN VERSION 2 AND VERSION 3		
	£££	Notes
Tree Maintenance - Replenish Earmarked Reserve	£4,000	
Village Centre	-£2,100	
Football Pitch Maintenance	-£1,900	
Boardwalks - Earmarked Reserve	£0	CIL monies to be used
Play Equipment - Earmarked Reserve	£0	CIL monies to be used
Speed Indication Device	£5,000	
Napier Hall - replenish Earmarked Reserve	£1,000	
Election EMR - reduction	-£3,522	
Legal & Professional Fees EMR - reduction	-£5,000	
Interest Rate on Loan - increase from 2% to 3%	£2,710	
Total change between version 2 and version 3	£188	

At this stage the following assumptions are awaiting confirmation/clarification:

1. The result of the triennial pension review. As per previous drafts I have assumed the Employer's Pension contribution will increase to 17.1% (from 16.1%) and the fixed pension charge from HCC will increase to £9.0kpa (from £8.5k pa).
2. Tax Base information from East Hampshire DC which usually arrives in late November. This may generate a small amount of funds.
3. A quote for the removal of the Ash trees that have Ash dieback. In this version of the budget I have assumed that £30k will be needed from the General Reserves in 2019-20 and that the £4k in the I&E budget and a further £4k in Earmarked Reserves is sufficient.
4. The VAT status of the linked building project.

Summary

The attached spreadsheets show the following:

1. Summary, showing the total figures by cost centre split between income & expenditure.
2. Reserves, showing the current General and Earmarked reserves and proposed adjustments for 2020-21.

Reserves

Following the adjustments agreed at the F&GP meeting and with the following assumptions the level of General Reserves will sit at approximately 4 months at the start of the 2020-21 financial. This is still within the guideline range, albeit at the lower end.

1. £30k reduction in General reserves for the Ash Dieback treatment.
2. An estimated £30k underspend on the 2019-20 accounts forecast as at the end of September 2019
3. £18k reduction in General Reserves to fund the budget without the need for a precept rise.

Council may wish to consider the forecast levels of reserves held prior to setting the precept.

Precept

The table below shows the Band D precept since 2013-14.

A reminder that last year was the first time the precept had risen in seven years and the current precept is still significantly below the 2013-14 level.

Year	£££	Change
2013-14 Band D Precept	£80.05	n/a
2014-15 Band D Precept	£80.05	0.0%
2015-16 Band D Precept	£72.04	-10.0%
2016-17 Band D Precept	£72.04	0.0%
2017-18 Band D Precept	£72.04	0.0%
2018-19 Band D Precept	£72.04	0.0%
2019-20 Band D Precept	£74.92	4.0%

A 1% increase in the precept, given the current tax base, would result in an additional c£4k in funds being generated.

Over the last few years a further review of the General & Earmarked Reserves has taken place at the end of the financial year.

*Report Prepared by Simon Ritson, Responsible Finance Officer
28th October 2019*



**FINAL BUDGET (DRAFT)
2020-21**

Cost Centre Code	Cost Centre Name	FULL YR ACTUAL 2018-19	FULL YR BUDGET 2019-20	YTD ACT APR-AUG 2019-20	FULL YR BUDGET 2020-21	Change	Notes
201	Central Costs	173,485	190,700	66,281	201,756	11,057	full year effect of maternity return
222	Grants	5,284	7,000	1,450	7,000	0	
	TOTAL EXPENDITURE	178,768	197,700	67,731	208,756	11,057	
201	Central Costs	-13,227	-5,304	-11,056	-5,504	-200	
	TOTAL INCOME	-13,227	-5,304	-11,056	-5,504	-200	
	NET EXPENDITURE	165,542	192,396	56,675	203,252	10,857	
301	Napier Hall	21,917	30,552	20,490	20,813	-9,739	£10k non recurring for refurb in 19-20
305	Jubilee Hall	46,638	23,835	29,850	22,096	-1,738	
306	Jubilee Admin	0	0	0	36,300	36,300	Transfer from 310/315 + loan
308	LEOH Community Building	2,750	0	0	0	0	
310	Tyfield House	24,873	25,724	14,527	0	-25,724	closed
315	Lucky Lite	9,237	10,214	5,386	0	-10,214	closed
	TOTAL EXPENDITURE	105,415	90,325	70,253	79,210	-11,115	
301	Napier Hall	-28,078	-24,300	-12,028	-29,200	-4,900	increased income target
305	Jubilee Hall	-26,865	-27,200	-11,078	-27,900	-700	
	TOTAL INCOME	-54,943	-51,500	-23,106	-57,100	-5,600	
	NET EXPENDITURE	50,472	38,825	47,147	22,110	-16,715	
407	Countryside Sites	4,400	1,090	55	1,000	-90	
408	Amenity Sites	28,038	15,044	5,936	8,608	-6,436	
470	Other Open Spaces Costs	168,452	176,429	61,829	174,252	-2,177	
	TOTAL EXPENDITURE	200,890	192,563	67,820	183,860	-8,704	
407	Countryside Sites	-19,070	-11,729	-2,149	-11,729	0	
408	Amenity Sites	-12,519	-2,011	-2,542	-2,100	-89	
	TOTAL INCOME	-31,589	-13,740	-4,690	-13,829	-89	
	NET EXPENDITURE	169,301	178,823	63,130	170,031	-8,793	
	GRAND TOTAL EXPENDITURE	485,074	480,587	205,804	471,826	-8,762	
	GRAND TOTAL INCOME	-99,758	-70,544	-38,852	-76,433	-5,889	
	GRAND NET EXPENDITURE	385,316	410,044	166,952	395,393	-14,651	
	EARMARKED RESERVES		26,000		5,071	-20,929	
	GENERAL RESERVES		-53,386		-17,806	35,580	
	GRAND TOTAL		382,658		382,658	0	
	EHDC Allowance (tax Support Grant) Precept		0		0		
	Tax Base		382,658		382,658		
	2019-20 / 2020-21 Band d precept		£74.92		£74.92	0.0%	

RESERVES		Q1 ACT	Q2 FCAST	Q3 FCAST	Q4 FCAST	Transfers	F&GP	Ash Die	EMR	Forecast	Notes	19-20
Code		Jun-19	Sep-19	Dec-19	Mar-20		Adj	Back	Adj's	Apr-20		BGT
310	GENERAL FUNDS	140,223	144,166	144,166	144,166	429	3,522	-30,000		118,117		
	CURRENT YEAR FUNDS	91,063	-13,332	90,000	30,000					30,000	may be used to finance Jubilee Hall project in 19-20 but will be replenished in April 20 from loan forecast made as at the end of September 2019	
	Funds needed to balance budget	231,286	130,834	234,166	174,166	429	3,522	-30,000	0	130,311		
	% of Precept									34.1%		
	No. of Months Running Costs									4.1		
325	IT Equipment	6,000	6,000	6,000	6,000					6,000		1,500
326	Vehicle Replacement	20,000	20,000	20,000	20,000				5,000	25,000	£6,000 reserve held for possible replacement of IT equipment to be increased each year by £5,000 to reach £25,000 by 2020/21	5,000
329	Napier Hall Improvements	19,669	16,929	12,929	12,929	-12,929	1,000			1,000	reduced as refurbishment undertaken in 2019-20, to be built up in coming years	0
334	The Granary	6,000	6,000	6,000	6,000					6,000		0
338	Lith Avenue re-surfacing	3,838	3,838	3,838	3,838					3,838		0
340	Jubilee Hall Project	153,728	132,353	0	0	12,500				12,500	for fixtures & fittings (£2,500) plus possible duplicate costs (£2,500 x 4 months)	0
341	Playgrounds	15,000	15,000	15,000	15,000					15,000	Wet Pour at Merchistoun Playground (£15,000)	15,000
342	Grounds Equipment	4,517	4,517	4,517	4,517					4,517		0
343	Legal & Professional Costs	10,000	10,000	10,000	10,000		-5,000			5,000		0
344	Election	6,000	5,522	5,522	5,522		-3,522			2,000		0
346	Fencing	5,000	5,000	5,000	5,000					5,000		0
347	Tree Maintenance	4,000	4,000	4,000	4,000	0	4,000		0	4,000		4,000
348	LychGate Repairs	1,500	1,500	1,500	1,500				500	2,000	to be increased each year by £500 to reach £5,000 in preparation for repair works in 2027/28	500
350	Community Infrastructure Levy	14,423	14,423	21,000	21,000					21,000		0
351	Land East of Horndean	7,250	7,250	7,250	7,250					7,250		0
352	Wagtail Road Grass Cutting	4,000	4,000	3,750	3,750					3,750	£250 to be used for Wagtail Rd each year	0
	TOTAL OF EARMARKED FUNDS	280,924	256,331	126,305	122,305	-429	-3,522	0	5,500	123,854		26,000
	GRAND TOTAL	512,210	387,165	360,471	296,471	0	0	-30,000	5,500	254,165		

DESCRIPTION OF FUNDS	Notes
325	New IT Equipment installed into the Admin Office in 2015-16. Assumed Lifecycle 4 years. Fund to be built up for 2019/20
326	Vehicle Replacement
329	2 x New Vehicles purchased in 2015-16. Assumed Lifecycle 5 years. Fund to be built up for 2020/21
334	Reserve for future maintenance on Napier Hall
338	Reserve for future maintenance on the Granary
340	Reserve for future maintenance on the Lith Avenue Re-surfacing
341	Reserve for costs associated with Jubilee Hall redevelopment
342	Reserve for maintenance/upgrades to Play areas
343	Reserve for purchase of large pieces of equipment
344	Reserve for major legal and professional expenses
346	Funds to be increased to build a reserve for the next parish Elections
347	Reserve for major fencing works
348	Reserve for major tree works
350	Funds to be increased year on year to prepare for any major project
351	Funds Received stored here until projects to spend monies identified
352	Reserve for costs associated with Land East of Horndean
	Reserve for Grass Cutting Contract addition for Wagtail Road (£2.5k). Beautification Project (£1.5k)



HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 4th November 2019

SUBJECT OF REPORT: Jubilee Hall Project

General

Since the last report for the meeting of the 22nd July 2019 there are the following updates:

1. Notification was received from the Public Works Loan Board on 8th August that our application for a loan of a maximum of £500,000 over 25 years had been successful. The interest rate that will be payable is the one that it is published on the day funds are drawn down.
2. On the 9th October, the Public Works Loan Board announced a 1% rise on all borrowing with immediate effect. The % applied to the loan in the 2020-21 budget has been increased from 2% to 3% to reflect this. (£3k pa increase)
3. On the 22nd October Horndean Parish Council has received £70,000 (part 1 of 4) of the £279,722 s106 monies from East Hampshire District Council. The second invoice has been sent.
4. A meeting has been held with the landlady of Tyfield House who confirmed that she will not require extensive re-instatment of the building to its former configuration.
5. The VAT status of the building work is being clarified.

Finances

Attached are the Jubilee Hall Project Summary and the PDP spreadsheets detailing costs and forecasts as at the 28th October 2019. It assumes that there is no change to the VAT status of the project.

The changes since the last report:

1. Indicative loan repayments now based on £475k at 3% from 1st April 2020.
2. Actual costs updated to 30th October 2019.

All other assumptions are as per the previous version.

*Report Prepared by Simon Ritson, Responsible Finance Officer
28th October July 2019*

JUBILEE HALL EXTENSION COSTS

PDP ARCHITECTURE LLP PRICING

PO : M HPC 18/19 036

28/10/2019

RIBA Stage	Payment			Budget	Current Estimate	Actual	paid
0-3	1	Architecture Services (PDP Architecture LLP) Submission of Planning Application <i>Plus Out of Pocket : Utility Search Fees, BT Open Reach, Portsmouth Water</i>	20.0%	£6,890.00	£6,890.00 £124.52	£6,890.00 £124.52	30/08/2018
0-3	2	Planning Decision	10.0%	£3,445.00	£3,445.00	£3,445.00	14/12/2018
4	3	Submission of Building Regulation Application	10.0%	£3,445.00	£3,445.00	£3,445.00	13/03/2019
4	4	Completion of additional detailed drawings/schedules	10.0%	£3,445.00	£3,445.00	£3,445.00	03/10/2019
4	5	Preparation of Tender Documents / receipt of competitive tenders	10.0%	£3,445.00	£3,445.00	£3,445.00	04/06/2019
4	6	Building Regulation Approval	5.0%	£1,722.50	£1,722.50	£1,722.50	04/06/2019
5	7	Appointment of Main Contractor	10.0%	£3,445.00	£3,445.00	£3,445.00	03/10/2019
5	8	50% construction complete	10.0%	£3,445.00	£3,445.00		tbc
6-7	9	As built drawings / Practical Completion	10.0%	£3,445.00	£3,445.00		tbc
6-7	10	12 months defects / Final Certificate	5.0%	£1,722.50	£1,722.50		tbc
Agreed Fee as per the letter dated 27th October 2017			100.0%	£34,450.00	£34,574.52	£25,962.02	
Consulting Engineer (Scott White & Hookins)				£9,850.00			
Professional, Civil & Structural Engineering (1st payment)					£3,450.00	£3,450.00	13/03/2019
Professional, Civil & Structural Engineering (2nd payment)					£2,000.00	£2,000.00	12/04/2019
Professional, Civil & Structural Engineering (3rd payment)					£1,450.00	£1,450.00	14/05/2019
Professional, Civil & Structural Engineering - Construction Phase (4th payment)					£1,150.00	£1,150.00	08/10/2019
Professional, Civil & Structural Engineering - Construction Phase (5th payment)					£1,800.00		tbc
Mechanical & Electrical Consultant (TNG Consulting Engineers Ltd)				£9,250.00			
Mechanical & Electrical Consultant (1st payment)					£3,000.00	£3,000.00	05/04/2019
Mechanical & Electrical Consultant (2nd payment)					£2,500.00	£2,500.00	14/05/2019
Mechanical & Electrical Consultant (3rd payment)					£3,750.00		tbc
Quantity Surveyor (KSP Consultancy)				£7,250.00			
KSP Consultancy - prep for initial bgt estimates of construction costs					£650.00	£650.00	27/11/2018
KSP Consultancy (2nd payment)					£5,600.00	£5,600.00	04/06/2019
KSP Consultancy (3rd payment)					£1,000.00		
Land Survey (including manhole invert levels)				£900.00	£900.00		tbc
Total Cost (agreed at Council 20 November 2017)				£61,700.00	£61,824.52	£45,762.02	
NON PDP							
2017-18		EHDC: Architect Fees re Jubilee Extension			1,669.70	1,669.70	28/02/2018
2017-18		EHDC: Jubilee Hall Extension Pre Application			104.17	104.17	23/03/2018
2018-19		Woodside Tree Consultancy: Tree Survey			795.00	795.00	21/06/2018
2018-19		ECOSA: Ecological Appraisal			720.00	720.00	26/06/2018
2018-19		J Brotheton & Partners - Topographical Survey			550.00	550.00	02/07/2018
2018-19		EHDC: Jubilee Extension Planning Fees			924.00	924.00	25/07/2018
2018-19		Sound Advice - Acoustic Report			1,200.00	1,200.00	24/01/2019
2018-19		Your Environment - Ground Investigation			3,150.00	3,150.00	01/02/2019
2018-19		EHDC: Jubilee Extension Release Documents			42.92	42.92	13/02/2019
2018-19		EHDC: Building Control Plan Fee Extension			350.00	350.00	19/02/2019
2018-19		Portal Planquest Limited: Planning Application Portal Fee			132.67	132.67	26/03/2019
2018-19		Proactis: One-Off Notice Subscription to myTenders Pro			995.00	995.00	22/03/2019
2019-20		Pulse Mapping : Utility Mapping			900.00	900.00	09/05/2019
2019-20		East Hampshire District Council: Inspection Fee			725.00	725.00	12/09/2019
2019-20		Express Matting Services			579.91	579.91	22/10/2019
Total Non PDP Costs				£0.00	£12,838.37	£12,838.37	
GRAND TOTAL COSTS				£61,700.00	£74,662.89	£58,600.39	



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 21st October 2019

SUBJECT OF REPORT: Full Cost of Events

Horndean Parish Council currently run three events annually, namely Armed Forces Day (June), Remembrance Day (November) and a Carol Service (December).

An exercise has been undertaken to establish the full cost of administering each of these events to quantify the value for money each brings and therefore whether it is desirable to continue with some, or all, of them.

Please find below three tables showing the actual or forecast cost of the events for 2019-20 and 2020-21.

Staff time allocated to the events is a combination of time spent at the day of the event and an estimate of time spent in the office in preparation.

In order to allow for a comparison between the events I have estimated the number of attendees and the length of the event in minutes to give a cost per person per hour figure.

As can be seen the Armed Forces Event is the outlier.

Armed Forces Day (June)			
SUPPLIER	Description	ACTUAL 2019-20	FCAST 2020-21
LIZARD AUDIO LTD	PA System	229	250
VIKING	Photocopying/Stationery (Estimate)	10	10
STAFF	Time on the day of the Event (Paid/TOIL)	145	145
STAFF	Time in administering the event (Estimate)	95	95
TOTAL COST		479	500
ATTENDEES		24	25
LENGTH OF SERVICE IN MINUTES		9	10
COST PER PERSON HOUR		£133.11	£120.00

Remembrance Day (November)			
SUPPLIER	Description	FCAST 2019-20	FCAST 2020-21
LIZARD AUDIO LTD	PA System	500	500
ROYAL BRITISH LEGION	Wreaths	110	110
EAST HANTS DISTRICT COUNCIL	Printing Services	120	120
HYMN CDS	CD Back Up	15	15
SUN TRAFFIC	Traffic Management	2,800	2,800
VIKING	Photocopying/Stationery (Estimate)	10	10
STAFF	Time on the day of the Event (Paid/TOIL)	842	842
STAFF	Time in administering the event (Estimate)	602	602
	TOTAL COST	4,999	4,999
	ATTENDEES	1,500	1,500
	LENGTH OF SERVICE IN MINS (incl. parade)	90	90
	COST PER PERSON HOUR	£2.22	£2.22

Carol Service (December)			
SUPPLIER	Description	FCAST 2019-20	FCAST 2020-21
LIZARD AUDIO LTD	PA System	300	300
OTHER	Sweets & Glowsticks for Children	30	30
EAST HANTS DISTRICT COUNCIL	Printing Services	120	120
VIKING	Photocopying/Stationery (Estimate)	10	10
STAFF	Time on the day of the Event (Paid/TOIL)	222	222
STAFF	Time in administering the event (Estimate)	202	202
	TOTAL COST	884	884
	ATTENDEES	700	700
	LENGTH OF SERVICE IN MINUTES	60	60
	COST PER PERSON HOUR	£1.26	£1.26

Report Prepared by Simon Ritson, Responsible Finance Officer, September 30th 2019