



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 18 JANUARY 2016 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

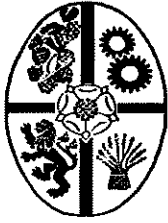
Carla Baverstock-Jones GCILEx
Executive Officer & Clerk to Council

12 January 2016

AGENDA

1. To receive and approve apologies for absence.
2. To receive any Declarations of Interest.
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.
4. To receive a written update from a District Councillor regarding District Council matters.
5. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
6. To approve the Minutes of the Council Meeting held on the 21 December 2015.
7. To receive and approve the Orders for Payment (List 9 attached).
8. To receive and approve the bank reconciliation, Clydesdale as at 31/12/2015 and Co-operative as at 31/12/2015.
9. To receive and consider the quarterly management accounts to 31 December 2015.
10. To consider and agree the signatories in respect of an additional bank account.
11. To receive a report and consider the way forward in respect of the payment of an outstanding invoice.
12. To receive and consider a request from a resident to purchase a piece of land.
13. To consider the way forward in respect of the disposal of the surplus sound and visual equipment from Jubilee Hall.

14. To consider the issues relating to the track (designated as a BOAT) between Southdown Road and Catherington Lane and to agree a 'Parish view' in terms of support.
 15. To note the next scheduled meeting of the Council being the 15 February 2016.
 16. **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).**
 17. To approve the Confidential Minutes of the Council Meeting held on the 21 December 2015.
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HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT
JUBILEE HALL ON MONDAY 21 DECEMBER 2015 AT
7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, P Beck, M Burridge (Vice Chairman), Mrs D Denston, D Evans, A Forbes, Miss J Murray, R Sowden, Mrs E Tickell, Mrs I Weeks, N. Wren.

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Carole Burnett, Grounds Manager and Sarah Guy, Senior Administrator (Minute Taker)

PUBLIC ATTENDANCE: Three members of the public, one member of the Press and County Councillor Mrs Marge Harvey.

HPC 168/15 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Dr C Jacobs and Mrs A Reece.

HPC 169/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 170/15 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Councillor Mrs M Harvey was circulated (see attached).

Cllr Forbes asked if there were any plans to put white lines down the cycleway to separate it from the walkway on Victory Avenue. District Councillor Mrs M Harvey said that this would not be done until completion of the work.

Cllr Beck said he had received a lot of queries from residents regarding why a lot of money had been spent on replacing the speed humps down Victory Avenue with speed humps of the same height. District Councillor Mrs M Harvey assured Cllr Beck that the angle of the ramp on the replacement speed humps were different to the original speed humps.

Cllr Mrs Tickell queried when the Horndean parking review would be taking place as it was yet to be agreed. District Councillor Mrs M Harvey stated that the parking consultation would be taking place and that the parking review should have already been completed but said she would find out what has caused the delay and email the Clerk with an answer.

HPC 171/15 **TO RECEIVE AN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

No reports received from District Councillors.

HPC 172/15 **PUBLIC SESSION**

The Chairman addressed the public and asked if anyone had any questions to address to Council.

Mr Evershed thanked the Council for the refreshments before the meeting. He referred to Item 16 on the agenda and said that he thought HCC should meet the legal costs. He also referred to item 21 on the agenda and stated that he felt HPC should renew the contract with CPRE.

Mr Steward congratulated HPC on the listing of the war Memorial. He also referred to item 13 on the agenda (resurfacing of Lith Lane) and said he felt that HPC may be picking something up that they were not obliged to deal with and that perhaps HPC should consider seeking legal advice or recording Councillor votes.

HPC 173/15 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING AND THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 23 NOVEMBER 2015 AND 02 NOVEMBER 2015 RESPECTIVELY**

It was **RESOLVED** that the minutes of the Council meeting and the extraordinary Council meeting held on the 23rd November 2015 and 2nd November 2015 be duly signed as a true record of the meeting.

HPC 174/15 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 8 ATTACHED)**

The orders for payment (list 8) were circulated.

Cllr Mrs Weeks queried why £350 had been spent on the Christmas tree as she said she thought this was usually donated. It was clarified by the Clerk that the person who usually donates the tree no longer wishes to do so.

The Chairman said that there is available funds in the events budget for the Christmas tree and lights. She said that in the past the tree was decorated by the Countryside Team, but that this had been stopped due to the expense in hiring a cherry picker to dress the tree and to take the lights down, the purchase of the lights and two days' worth of resource within the team.

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

HPC 175/15 **TO RECEIVE THE MONTHLY FINANCE REPORT**

The monthly Finance Report by the responsible Financial Officer was circulated (see attached).

The report was noted as received by Council Members.

HPC 176/15 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE INVESTMENT OF PARISH FUNDS**

A report by the RFO was circulated and Cllr D Evans suggested that Council support the recommendation.

It was **RESOLVED** that the RFO be instructed to invest £130,000 in a 60-Day Notice Business Savings Account with Cambridge & Counties Bank.

It was proposed by Cllr D Evans and seconded by Cllr Beck.

HPC 177/15 **TO RECEIVE AND AGREE THE DOCUMENTATION TO ENABLE THE RESPONSIBLE FINANCE OFFICER TO COMMUNICATE WITH THE CO-OPERATIVE BANK IN RESPECT OF THE MAINTENANCE OF THE PARISH COUNCIL'S BANK ACCOUNT**

The Clerk explained that the purpose of the agenda item was for Council to agree whether or not they were happy for the RFO to be a signatory on the bank account so that he could liaise with them on the phone.

The Chairman suggested that Council agree for the RFO to be made a signatory on the bank account in order to make things run more efficiently within the office. Cllr Mrs Denston said she had no issues with agreeing to this.

It was **RESOLVED** that the RFO be made a signatory for the Co-Operative bank account. This was proposed by Cllr Burridge and seconded by Cllr D Evans.

HPC 178/15 **DISPENSATION TO BE AGREED TO ENABLE COUNCILLORS TO DETERMINE THE SETTING OF THE COUNCIL TAX PRECEPT AND THIS DISPENSATION TO EXPIRE ON THE 31 MAY 2019**

The Chairman explained that dispensation can be done once every four years.

It was **RESOLVED** that dispensation was agreed to enable Councillors to determine the setting of the Council tax precept with the dispensation expiring on the 31st May 2019.

HPC 179/15 **TO RECEIVE AND AGREE THE BUDGET FOR 2016/2017**

A report by the RFO was circulated.

Cllr D Evans said that he did not anticipate HPC moving any funds from the general reserves to the earmarked reserves. He said that the RFO had made a word of caution with regards to reducing the precept at this stage, where he had advised that the precept is not reduced this year. Cllr D Evans proposed that the precept be left as is this year.

It was **RESOLVED** that the precept would not be reduced in this year's budget for 2016/2017. No other changes were to be made.

This was proposed by Cllr Burridge and seconded by Cllr Beck.

HPC 180/15 **TO RECEIVE AND CONSIDER QUOTATIONS IN RESPECT OF THE RESURFACING OF LITH LANE**

A report by the Senior Administrator was circulated. The Chairman explained that Council had previously agreed to re-surface Lith Lane at the cost of £5,000, however, the job was re-costed due to the original contractor not having the correct equipment to do the job.

Cllr Mrs Tickell said that she felt Councillors did not have enough information to make a decision and said she felt the following questions needed answering:

What the provisions were from homeowners regarding how much of the costs were to be covered.

- What would be done regarding the run off of water into properties gardens down Lith Lane.
- What safeguarding measures were to be put in place.

- What insurance potential contractors had.
- Who the beneficiaries in the Parish were.

The Chairman said that the original quote which Council agreed to implement was relatively modest and the level of expenditure involved would only benefit 4 properties.

Cllr Burridge said that if Lith Lane was only partially re-surfaced and patched up, HPC would constantly be revisiting it.

Cllr D Evans said he felt HPC were very generous in offering to put forward £5,000 for the lane to be resurfaced and said if it would be costing more, perhaps the residents should pay some money towards the cost.

The Chairman said she felt HPC should seek legal advice regarding the responsibilities regarding maintenance of the lane.

It was **RESOLVED** that the Clerk

- Investigate the legal position of HPC with regards to maintenance of Lith Lane.
- Investigate obtaining quotes for partial repair of Lith Lane.

HPC 181/15 **TO RECEIVE AN UPDATE FROM THE WORKING PARTY REGARDING THE LAND EAST OF HORNDEAN DEVELOPMENT**

The Chairman said that the LEOH development would at first be concentrating on the Cricket Pitch and Pavillion. She said that the S106 Agreement hadn't yet been signed to her knowledge, which needed to be completed before HPC could engage an architect. She said that the Cricket Clubs seemed very interested, more so than the general public.

The Chairman said that she had heard that the Cricket Pitches were to consist of 9 pitches with one being artificial for use in all weather conditions.

HPC 182/15 **TO RECEIVE AN UPDATE IN RESPECT OF LAKESMERE ROUNDABOUT**

A report by the Clerk was circulated whereby it was noted by Council members that as from 31st December 2015 Hampshire County Council would resume responsibility for the ongoing maintenance of Lakesmere Roundabout.

HPC 183/15 **TO RECEIVE AND CONSIDER THE LEGAL COSTS IN RESPECT OF THE LEASE OF LAND AT CATHERINGTON DOWN**

A letter from the Solicitors regarding the lease costs was circulated. The Chairman said it had been agreed that HPC would manage Catherington Down but would not own it. The lease contract is for 10 years and is at a cost of £750 + VAT.

It was **RESOLVED** that the lease contract for the land at Catherington Down be agreed at a cost of £750 + VAT. This was proposed by Cllr D Evans and seconded by Cllr Forbes.

HPC 184/15 **TO CONSIDER THE ONGOING MAINTENANCE OF LAND NOT WITHIN THE OWNERSHIP OF THE PARISH COUNCIL**

A copy of the land registry document regarding Hawthorne Road was circulated. The Chairman explained that the land relates to a footpath that goes from one end of Hawthorne Road to the other, and suggested HPC continue to maintain the land.

It was **RESOLVED** that HPC continue to maintain the land at Hawthorne Road.

HPC 185/15 **TO CONSIDER MAKING AN APPLICATION FOR DESIGNATION OF HORNDEAN LIBRARY AS A COMMUNITY ASSET**

The Chairman explained that Horndean Library is currently not under threat but said static libraries were due to be reviewed in 2017 and Horndean Library had been recorded as one of the twenty least visited. She suggested that should the library be closed or be marketed for sale, HPC would have an opportunity to secure the building should the funds be available.

It was **RESOLVED** that HPC would complete a request to nominate a community asset form regarding the designation of Horndean Library.

HPC 186/15 **TO RECEIVE AN UPDATE AS RECOMMENDED BY THE GROUNDS COMMITTEE ON THE 16TH NOVEMBER 2015 IN RESPECT OF ANY ONGOING SAFETY ISSUES REGARDING THE EMBEDDED KERBSTONES**

The Chairman said that enquiries had been made and it had been confirmed that the kerbstones belong to Hampshire County Council, therefore HPC had been unable to remove them in the interest of safety issues.

HPC 187/15 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 16TH NOVEMBER 2015 IN RESPECT OF THE AMENDMENTS TO THE CATHERINGTON POND MANAGEMENT PLAN**

The Catherington Pond Management Plan was circulated.

The Chairman said that the plan now indicated the length of time each task takes.

It was **RESOLVED** that the Catherington Pond Management Plan be accepted.

HPC 188/15 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 16TH NOVEMBER 2015 IN RESPECT OF THE ONGOING MEMBERSHIP OF CPRE**

It was **RESOLVED** that Horndean Parish Council restart the membership with CPRE.

HPC 189/15 **TO RECEIVE AND CONSIDER THE EAST HANTS DISTRICT HOUSING AND EMPLOYMENT ALLOCATIONS PLAN**

A copy of the EHDC Housing and Employment Allocations Plan was circulated. Cllr Mrs Tickell said that the sites had not been changed but the wording had been amended.

It was **RESOLVED** that overall HPC agree with the amended Housing and Employment Allocations Plan, however it was said that it was disappointing to see paragraphs Q & R had been removed. This was proposed by Cllr Mrs Tickell and seconded by Cllr Burridge.

HPC 190/15 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 18 JANUARY 2015.**

Noted.

HPC 191/15 **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.**

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

The public part of the meeting closed at 8:35PM

HPC 192/15 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 23 NOVEMBER 2015**

It was **RESOLVED** that the confidential minutes of the Council meeting held on the 23rd November 2015 be duly signed as a true record of the meeting.

HPC 193/15 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 14 SEPTEMBER 2015 IN RESPECT OF PAYMENT FOR THE ADDITIONAL HOURS WORKED BY THE EXECUTIVE OFFICER**

A copy of the recommendation from the Staff Committee meeting was circulated. Cllr Forbes, Chairman of the Staff Committee said the recommendation was agreed at the Staff Committee meeting on 14th September 2015.

HPC 194/15 **TO RECEIVE AN UPDATE IN RESPECT OF BOUNDARIES ON THE LITH**

The Chairman said that she and the Clerk had been in contact with a surveyor and a meeting had been arranged to take place with the surveyor after Christmas.

The confidential part of the meeting closed at 9:00PM

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Chairman

.....

Dated

I can't believe that it's nearly Christmas.

This year has been particularly busy but I do think that a lot has happened in Horndean that will make this year very good. I would just like to go over some of the things that have been achieved.

The latest road to be sorted out is Victory Avenue, which, I think looks so much better and apart from a very slow project, I think, looks so much better and those hated humps are no longer. The developer's really did have quite a number of problems to sort out which did take longer because they had to wait for services to repair broken pipes etc. I do hope that the drains will cope with the water and that we see no more weeds growing through the Tarmac!!

The signage has been finally sorted out and hopefully the signs will remain in situ this time.

After a very long process, White Dirt Lane was finally approved and the work is due to start in January. I do hope that the traffic calming to be done, will make it safer, we will see.

I have been liaising with Havant, who are doing a parking review. They are taking on this, work for HCC. This will entail putting double yellows and reducing speed limits to try and stop people from parking dangerously and driving too fast.

All this is on the website for consultation, so if you would like to pass back any information then please look on the website.

I have also been driving through my division every month to see if there are any glaring problems, but I have to say that residents are very good at getting in touch with me and HCC.

I am also trying to get footways redone as some of them are in a very poor state. I already managed to get some footways done this year, but there are many other footways that need attention.

The ones that have been done really have made a great difference.

As I have already reported, traffic calming will only be done using developers contributions and as there will be many houses to be built in Horndean there should be money for traffic calming.

Horndean should be okay as the development happening in the village should bring quite a lot of money and I have already earmarked Catherington Lane as the first road to be calmed. Lovedean will also need some traffic calming, so any development there should pay for this.

The crossing in London Road is already on the books to be done and I have insisted that it should be a proper crossing to make it safe, because they only wanted to use bollards and signs at first. We may have to wait for a while, but it is better to have the right thing, rather than put people's safety at risk.

All of the above and keeping up with my work at home and when possible, going to meetings has made this year very busy and quite stressful at times.

I do hope that you have a very peaceful Christmas and a very happy and healthy New Year and as usual, if there is any problems that I can help with, then please contact me.

Marge

20th December 2015



**Horndean
Parish Council**

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 21-12-2015

SUBJECT OF REPORT: November 2015 Finance Report

Bank Accounts

The Co-op and Clydesdale Bank Accounts have been reconciled to the end of November. Total cash balances held at the end of November was £498,864.

Income & Expenditure

The year to date position at the end of November, after adjustments have been made for items funded from brought forward reserves, showed an underspend of £20.0k. This is an increase in the underspend of £2.8k since the end of October.

Full Year Forecast:

Currently we are heading for an underspend of c£30k at the end of the Financial Year. The main contributors to this full year forecast are as follows:

- i) 201 4040 : Insurance £2.8k
- ii) 201 4052 : Newsletter £2.4k
- iii) 201 4076 : Election £5.1k
- iv) 301 1075 : Napier Hall Income £3.7k
- v) 305 3009 : Jubilee Repairs (£3.7k)
- vi) 305 1075 : Jubilee Hall Income £4.0k
- vii) 310 3060 : Tyfield Telephones £3.0k
- viii) 312 3055 : Caretaker Salaries £2.4k
- ix) 470 6660 : Capital Items £4.0k (2 x Youth Shelters)

Balance Sheet

Current Assets

Earmarked reserves stood at £154,973 at the end of November, no change from last month. The forecast is for these to remain as is until year end.

A full report will be tabled at the end of Quarter 3 (December)

Report Prepared by Simon Ritson, Responsible Finance Officer

HORNDEAN PARISH COUNCIL

COUNCIL MEETING

Date: 18 January 2016

AGENDA ITEM: (1)

SUBJECT OF REPORT: Cancellation Charge

BACKGROUND

The agreed contractor arrived at Catherinton Lith in order to commence the resurfacing of Lith Lane. A resident expressed their concerns to the contractor in respect of the type of equipment to be used. The intention was to use a whacker plate as part of the process and this raised an issue insofar as historically it was alleged that equipment such as this had caused a water pipe to fracture.

The contractor was informed that given the circumstances a roller needed to be used instead, as it was inappropriate to proceed with equipment which may cause damage to the underlying utilities. Unfortunately, the contractor was unable to obtain a roller and when informed that this was required, they then declined to complete the contract and left the site.

An invoice has subsequently been received from the contractor in respect of the expenses incurred for the sum of £941.60 + VAT.

It is important to note that the contractor did not undertake an accurate assessment of the work to be completed. This being the case the issue regarding the use of equipment would have been addressed accordingly prior to arrival on site. Additionally, the contractor raised concerns that their vehicles would not be able to manoeuvre given the width of the lane. This would also have been noted at the assessment stage had one been carried out.

The contractor did not attend the site to provide their quotation as they used a previous quote prepared for a resident. To this end the location and depth of the utility pipe was not properly explored.

On numerous occasions the work was scheduled and cancelled without notice or notification to the parish office, which was wholly unacceptable given the inconvenience caused.

It is accepted that the contractor was not directly informed by the parish office that the use of a roller was necessary and therefore this omission contributed to the contractor's withdrawal from the contract.

However, the work to be undertaken should have been properly assessed by the contractor during the quotation/assessment process. Due to this not being undertaken the contractor was not then able to provide the appropriate equipment to complete the work and therefore needs to accept a degree of responsibility for their omission.

Report

Recommendation

It is perhaps necessary to give consideration as to whether the invoice submitted is fair and reasonable, given all the circumstances. It may be that further discussion needs to be embarked upon with the view to negotiating a more realistic settlement figure.

Report prepared by:

A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones', written in a cursive style.

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

Item 8
(3 Pgs)

Horndean Parish Council
Detailed Balance Sheet
Month No: 9 (December 2015)

Date :- 11/01/2016

A/c	Account Description	Actual	
Current Assets			
101	Debtors	2,927	2,927
105	VAT Control A/c	5,687	5,687
200	Co-op No. 1 Account	428,185	
214	Clydesdale Bank Current A/C	41,901	
220	Petty Cash	250	470,337
		Total Current Assets	
			478,951
Current Liabilities			
501	Creditors	0	
510	Accruals	2,706	
530	Hall Income Deposits	100	
560	Receipts in Advance	331	
		Total Current Liabilities	
			3,137
		Net Current Assets	
			475,814
Total Assets less Current Liabilities			
			475,814
Represented By :-			
300	Current Year Fund	141,284	141,284
310	General Funds	179,558	179,558
325	IT Equipment EMR	2,595	
326	Vehicle Replacement EMR	9,508	
327	Play Equipment EMR	13,500	
329	Napier Hall Improvements EMR	17,050	
330	Staff Contingency EMR	5,000	
334	The Granary- Preserv&Maint EMR	15,000	
338	Lith Avenue/Lane EMR	5,920	
340	Jubilee Hall Extension EMR	30,825	
341	New Playground Fund EMR	32,574	
342	Equipment Replacement EMR	10,000	
343	Legal Costs EMR	10,000	
344	Election EMR	3,000	
		Total Earmarked Reserves	
			154,972
		Total Equity	
			475,814

phone 03457 213 213

MS C BAVERSTOCK-JONES

Horndean Parish Council
Tyfield House
Blendworth Lane
Waterlooville Hampshire
PO8 0AA

M9349/J1078523000

29400

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title HORNDEAN PARISH COUNCIL NO 1 ACCOUNT	21 DEC 15	OPENING BALANCE			438,272.07
	21 DEC 15	FUEL CARD SERVICES 1208335	129.38		
	21 DEC 15	CRISIS 1682589 GEN14	332.85		
Sort code 089081	21 DEC 15	Wamer Goodman LLP 7 COMFREY CLOSE -		1,100.00	438,909.84
	22 DEC 15	7791 TOP NOTCH SIG	82.20		
Account number 61511813 00	22 DEC 15	WEL MEDICAL LTD I209306	1,944.00		436,883.64
Statement date 31 December 2015	23 DEC 15	LINKHORN PLUMBING HORNDEAN PC	120.00		
	23 DEC 15	WATLING & HIRST LT 15929	198.00		
Statement number 435	23 DEC 15	ABBEY POLYTHENE 14774	234.00		
	23 DEC 15	VIKING 586277	87.01		
Page number 1 of 1	23 DEC 15	BRIDGES R & W BUSYBEES RENT		211.20	436,455.83
	24 DEC 15	HAGS-SMP LTD 041014	3,025.99		
	24 DEC 15	N.GIRO000000231215		58.08	
Statement opening balance 438,272.07	24 DEC 15	N.GIRO000000231215		62.26	
	24 DEC 15	N.GIRO000000231215		274.50	
Money out 13,624.32	24 DEC 15	N.GIRO000000231215		332.85	
	24 DEC 15	N.GIRO000000231215		413.40	434,570.93
Money in 3,537.49	29 DEC 15	DD E.ON 014183091790A	292.15		
	29 DEC 15	DD VEOLIA ES UK LTD 08475501	182.04		
	29 DEC 15	DENHOLM IK+J INVOICE 2401		34.00	
Statement closing balance 428,185.24	29 DEC 15	B&Q FIN SVCS TRADE 6331640016189987		114.83	
	29 DEC 15	HORNDEAN BAPTIST C HALL RENT		936.37	435,181.94
International Bank Account Number	30 DEC 15	HAMPSHIRE PENSION K6850	3,121.66		
GB15 CFBK 0890 8161 5118 13	30 DEC 15	HM REVENUES CUSTO 581PB00105086	3,875.04		428,185.24
Bank Identification Code CFBK GB22	Statement closing balance				428,185.24

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Please see the important information overleaf about the Financial Services Compensation Scheme (FSCS).

DECEMBER RECONCILIATION



POST



Can we help?
0800 7831100

Branch Address
6/8 London Road
Unit 5 Peveril Court
Crawley RH10 8JB

HORNDEAN PARISH COUNCIL
Tyfield House Blendworth Lane
Horndean
PO8 0AA

0000000000

38600



1401034269

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Your Business Current Account statement.

Statement No: 51

Date	Description	Debits	Credits	Balance
01 Dec 2015	Previous statement			41891.90
31 Dec	Gross Interest		8.89	41900.79

Statement date
31 December 2015

Account name
HORNDEAN PARISH
COUNCIL

Sort Code
82-64-02

Account number
20028835

IBAN
GB76CLYD82640220028835

BIC
CLYDGB21402

Current balance
£41900.79

DD = Direct Debit
SO = Standing Order
TB = Telephone Banking
MB = Mobile Banking
TL = Over the Counter
Payment
EB = Electronic Banking
OD = Overdrawn
Cl = Contactless Debit
Card Transaction

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HORNDEAN PARISH COUNCIL

Item 9
(8 Pgs)

COUNCIL MEETING : 18-01-2016

SUBJECT OF REPORT: December 2016 (Quarter 3) Management Accounts

PURPOSE OF REPORT: To add further details to the accounts

BACKGROUND:

To ensure that the Quarter 3 accounts are as up to date as possible this month I have put in adjustments for outstanding creditors and debtors.

Balance Sheet

Current Assets

Cash in Bank and Hand - The total as at the end of December 2015 stood at £470,337.

VAT paid can be reclaimed quarterly and a claim will be processed shortly to reclaim VAT paid during the period 1st October to 31st December 2015.

The Debtors balance represents hall hire bookings to December 2015 that had not been settled as at the 31st December 2015.

Current Liabilities

The Accruals balance represents creditors due as at 31st December 2015 but not yet paid.

The Receipts in Advance balance represents hall bookings income received that relate to future months.

The Earmarked Reserves have been updated to reflect the payments made in the current year which total £38,633 and as at the end of December the balance stands at £154,972.

Income & Expenditure

As you will be able to see the year end position at the foot of the accounts showed an overspend of £15.6k on Income and Expenditure.

However, included in those figures are items that have been funded from brought forward earmarked reserves as follows:

- 1) Lith Avenue Resurfacing - £9,080 (code 330-3099).
- 2) Installation of New PC's - £5,658 (code 201-4011)
- 3) Vehicle Replacement - £20,815 net (codes 470-6170 and 470-1034)
- 4) Project Management Fees - £3,079 (code 201-4035)

These adjustments total £38.6k.

Therefore the restated underlying current year I&E variance for the period ending 31st December 2015 was an underspend of £23.0k.

Full Year Forecast

Currently we are heading for an underspend of c£35k at the end of the Financial Year. Significant contributors to this full year forecast are as follows:

- i) 201 4040 : Insurance £2.8k
- ii) 201 4052 : Newsletter £2.4k
- iii) 201 4076 : Election £5.1k
- iv) 301 1075 : Napier Hall Income £5.1k
- v) 305 3009 : Jubilee Repairs (£4.2k) overspent
- vi) 305 1075 : Jubilee Hall Income £5.3k
- vii) 310 3060 : Tyfield Telephones £3.0k
- viii) 312 3055 : Caretaker Salaries £2.4k
- ix) 470 6660 : Capital Items £4.0k (2 x Youth Shelters)

Report Prepared by Simon Ritson, Responsible Finance Officer



INCOME AND EXPENDITURE TO 31ST DECEMBER 2015

	Current Month (December)			Year to Date			Annual Budget	Funds Available	Notes
	Actual	Budget	Variance	Actual	Budget	Variance			
	Central Costs - Finance & GP C								
2000	10,032	8,895	-1,137	81,804	80,055	-1,749	106,743	24,939	
2050	133	100	-33	1,050	900	-150	1,200	150	
2060	0	200	200	560	1,800	1,240	2,400	1,840	
2070	1,620	8	-1,612	5,260	72	-5,188	100	-5,160	Defibrillators funded from Councillors Grants
2920	0	125	125	1,000	1,125	125	1,500	500	
3052	58	42	-16	305	375	70	500	195	
4011	325	200	-125	7,096	1,600	-5,496	2,400	-4,696	Installation of New PCs from EMRs (£5,658)
4022	23	35	12	267	315	48	420	153	
4024	392	610	218	1,310	1,830	520	2,440	1,130	
4026	167	100	-67	798	900	102	1,200	402	
4029	60	26	-34	2,767	2,676	-91	3,200	433	
4030	0	0	0	1,675	1,675	0	2,500	825	
4035	171	820	649	3,927	3,540	-387	6,000	2,073	Project Management Fees from EMRs (£3,079)
4040	0	0	0	9,677	10,100	423	12,500	2,823	
4052	0	197	197	0	1,770	1,770	2,360	2,360	
4062	465	150	-315	3,356	2,000	-1,356	2,000	-1,356	
4072	9	42	33	543	375	-168	500	-43	
4075	500	458	-42	4,500	4,122	-378	5,500	1,000	
4076	0	0	0	599	600	1	5,667	5,068	
4078	183	112	-71	183	1,012	829	1,350	1,167	
4082	0	17	17	0	153	153	200	200	
	14,138	12,137	-2,001	126,677	116,995	-9,682	160,680	34,003	
1000	0	0	0	355,538	355,538	0	355,538		
1001	0	0	0	21,538	21,538	0	21,538		
1023	1,100	0	1,100	1,100	0	1,100	0		
1038	0	0	0	4,000	0	4,000	0		
1060	0	0	0	7,130	7,131	-1	7,131		Defibrillators
1090	80	75	5	754	675	79	900		
1100	106	0	106	162	0	162	0		
	1,286	75	1,211	390,222	384,882	5,340	385,107		
	12,852	12,062	-790	-263,545	-267,887	-4,342	-224,427		
NET EXPENDITURE OVER INCOME									
5010	-275	0	275	1,026	1,300	274	8,000	6,700	
	-275	0	275	1,026	1,300	274	8,000	6,700	
	-275	0	275	1,026	1,300	274	8,000		
NET EXPENDITURE OVER INCOME									



INCOME AND EXPENDITURE TO 31ST DECEMBER 2015

	Current Month (December)			Year to Date			Annual Budget	Funds Available	Notes
	Actual	Budget	Variance	Actual	Budget	Variance			
301 Napier Hall									
3001 Rates	0	0	0	3,072	3,100	28	3,100	28	
3002 Utilities	243	179	-64	1,459	1,611	152	2,150	691	
3008 Licensing	0	0	0	129	130	1	450	321	
3009 Repairs and Maintenance	130	250	120	2,062	2,250	188	3,000	938	
3052 Janitorial Supplies	0	0	0	56	0	-56	0	-56	
3060 Telephones	32	30	-2	288	270	-18	360	72	
TOTAL EXPENDITURE	405	459	54	7,066	7,361	295	9,060	1,994	
1075 Halls Income	3,180	1,467	1,713	17,661	13,200	4,461	17,600		
TOTAL INCOME	3,180	1,467	1,713	17,661	13,200	4,461	17,600		
NET EXPENDITURE OVER INCOME	-2,775	-1,008	1,767	-10,595	-5,839	4,756	-8,540		
305 Jubilee Hall									
3001 Rates	0	0	0	1,824	1,830	6	1,830	6	
3002 Utilities	251	167	-84	1,218	1,500	282	2,000	782	
3008 Licensing	0	0	0	112	0	-112	100	-12	
3009 Repairs and Maintenance	825	250	-575	6,334	2,250	-4,084	3,000	-3,334	
3052 Janitorial Supplies	0	0	0	15	0	-15	0	-15	
3056 Security	0	75	75	253	475	222	550	297	
3060 Telephones	164	59	-105	634	525	-109	700	66	
TOTAL EXPENDITURE	1,240	551	-689	10,390	6,580	-3,810	8,180	-2,210	
1075 Halls Income	2,884	1,275	1,609	15,753	11,475	4,278	15,300		
TOTAL INCOME	2,884	1,275	1,609	15,753	11,475	4,278	15,300		
NET EXPENDITURE OVER INCOME	-1,644	-724	920	-5,363	-4,895	468	-7,120		
310 Tyfield House									
3001 Rates	0	0	0	4,272	4,276	4	4,276	4	
3002 Utilities	156	117	-39	1,027	1,050	23	1,400	373	
3009 Repairs and Maintenance	252	200	-52	1,475	1,800	325	2,500	1,025	
3012 Rent	0	0	0	9,980	10,200	220	13,600	3,620	
3052 Janitorial Supplies	0	33	33	95	297	202	400	305	
3056 Security	69	42	-27	816	874	58	1,000	184	
3060 Telephones	44	500	456	2,055	4,500	2,445	6,000	3,945	
TOTAL EXPENDITURE	521	892	371	19,720	22,997	3,277	29,176	9,456	
NET EXPENDITURE OVER INCOME	521	892	371	19,720	22,997	3,277	29,176		
312 Central Costs - Property Management									
3054 Health & Safety	0	133	133	136	1,197	1,061	1,600	1,464	
3055 Caretaker Salaries	1,391	1,720	329	14,046	15,480	1,434	20,645	6,599	
TOTAL EXPENDITURE	1,391	1,853	462	14,182	16,677	2,495	22,245	8,063	
NET EXPENDITURE OVER INCOME	1,391	1,853	462	14,182	16,677	2,495	22,245		



INCOME AND EXPENDITURE TO 31ST DECEMBER 2015

	Current Month (December)		Year to Date				Funds Available	Notes
	Actual	Budget	Variance	Actual	Budget	Variance		
315	Lucky Lite							
3001	0	0	0	2,280	2,300	20	20	
3002	0	0	0	306	300	-6	-6	
3009	0	40	40	265	360	95	235	
3012	495	500	5	4,455	4,500	45	1,645	
	495	540	45	7,306	7,460	154	1,894	
	NET EXPENDITURE OVER INCOME							
	495	540	45	7,306	7,460	154	9,200	
	330							
	Other Properties							
3099	0	0	0	9,142	0	-9,142	0	-9,142 Lith Avenue Resurfacing from EMRs (£9,080)
3150	0	0	0	183	170	-13	170	-13
	0	0	0	9,325	170	-9,155	170	-9,155
	NET EXPENDITURE OVER INCOME							
	0	0	0	9,325	170	-9,155	170	
	401							
	Designated Sites							
3009	0	0	0	738	0	-738	0	-738
6005	0	0	0	0	0	0	500	500
6010	433	0	-433	657	0	-657	0	-657
6020	0	0	0	200	0	-200	0	-200
6050	0	0	0	1,158	1,000	-158	1,000	-158
6060	0	0	0	468	0	-468	0	-468
6110	0	0	0	53	0	-53	0	-53
	433	0	-433	3,274	1,000	-2,274	1,500	-1,774
1005	0	0	0	6,611	8,210	-1,599	8,210	
1022	140	0	140	540	0	540	0	
1030	0	0	0	0	0	0	3,541	
1035	0	0	0	500	0	500	0	
1043	0	0	0	250	0	250	0	
	140	0	140	7,901	8,210	-309	11,751	
	NET EXPENDITURE OVER INCOME							
	293	0	-293	-4,627	-7,210	-2,583	-10,251	



INCOME AND EXPENDITURE TO 31ST DECEMBER 2015

	Current Month (December)		Year to Date				Funds Available	Notes
	Actual	Budget	Variance	Actual	Budget	Variance		
402	Public Open Space							
6030	0	0	0	135	0	-135	-135	
6054	0	42	42	553	378	-175	500	-53
6070	0	25	25	566	225	-341	300	-266
6090	0	0	0	149	0	-149	0	-149
6115	0	85	85	833	765	-68	1,025	192
6130	0	0	0	583	300	-283	450	-133
6140	0	0	0	2,095	0	-2,095	0	-2,095
6160	0	300	300	277	300	23	300	23
6180	0	0	0	0	0	0	3,000	3,000
6520	0	0	0	1,215	1,000	-215	1,000	-215
	0	452	452	6,406	2,968	-3,438	6,575	169
1025	168	166	2	1,508	1,494	14	2,000	
1038	294	0	294	3,601	0	3,601	0	
	462	166	296	5,109	1,494	3,615	2,000	
	-462	286	748	1,297	1,474	177	4,575	
	NET EXPENDITURE OVER INCOME							
403	Recreational / Play Areas							
6100	0	292	292	320	2,628	2,308	3,500	3,180
6580	2,648	650	-1,998	5,795	5,850	55	8,000	2,205
	2,648	942	-1,706	6,115	8,478	2,363	11,500	5,385
	2,648	942	-1,706	6,115	8,478	2,363	11,500	
	NET EXPENDITURE OVER INCOME							
404	Car Parks							
6205	0	25	25	0	225	225	300	300
	0	25	25	0	225	225	300	300
	NET EXPENDITURE OVER INCOME							
405	Roundabouts							
1105	0	0	0	721	0	721	0	0
	0	0	0	721	0	721	0	0
	NET EXPENDITURE OVER INCOME							
	0	0	0	-721	0	721	0	0



INCOME AND EXPENDITURE TO 31ST DECEMBER 2015

	Current Month (December)			Year to Date			Funds Available	Notes
	Actual	Budget	Variance	Actual	Budget	Variance		
470 Other Open Spaces Costs								
6170 Capital items	0	0	0	26,815	0	-26,815	0	
6500 Countryside Team Salaries	8,798	8,203	-595	72,994	73,827	833	98,446	
6510 Litter Picking	1,028	140	-888	1,976	1,280	-696	2,000	24
6530 Dog Waste Bins	0	0	0	2,780	1,890	-890	3,780	1,000
6560 Large Equipment Maintenance	0	47	47	0	423	423	565	565
6590 Materials & Equipment Maintenance	0	0	0	411	1,250	839	2,500	2,089
6591 Rangers Equipment Capital Item	96	0	-96	1,249	1,333	84	2,000	751
6592 Rangers Equipment Hire	0	200	200	83	200	117	800	717
6620 Vehicle Running Costs	889	667	-222	4,861	6,000	1,139	8,000	3,139
6624 Waste removal	152	229	77	1,590	2,061	471	2,750	1,160
6636 Grass Cutting	0	0	0	0	0	0	15,500	15,500
6640 Training for Countryside Team	265	200	-65	1,075	1,800	725	2,500	1,425
6648 Tree Work & Maintenance	292	1,000	708	366	2,000	1,634	5,000	4,634
6650 Uniform for Countryside Team	0	33	33	472	297	-175	400	-72
6651 Personal Protection Equipment	0	0	0	403	250	-153	500	97
6660 Open Spaces, Capital items	0	2,000	2,000	0	2,000	2,000	4,000	4,000
TOTAL EXPENDITURE	11,520	12,719	1,199	115,075	94,611	-20,464	148,741	33,666
Sale of Vehicle	0	0	0	6,000	0	6,000	0	Sale of Vehicle to EMRs (£6,000)
TOTAL INCOME	0	0	0	6,000	0	6,000	0	
NET EXPENDITURE OVER INCOME	11,520	12,719	1,199	109,075	94,611	-14,464	148,741	

GRAND TOTAL EXPENDITURE	32,516	30,570	-1,946	326,562	286,822	-39,740	415,327	88,491
GRAND TOTAL INCOME	7,952	2,983	4,969	443,367	419,261	24,106	431,758	
GRAND TOTAL NET EXPENDITURE OVER INCOME	24,564	27,587	3,023	-116,805	-132,439	-15,634	-16,431	

ADJUSTMENTS FOR EMRS								
EXPENDITURE				-44,633			44,633	
INCOME				6,000			6,000	

RESTATED AFTER ADJUSTMENTS FOR EMRS								
GRAND TOTAL EXPENDITURE	32,516	30,570	-1,946	281,929	286,822	4,893	415,327	88,491
GRAND TOTAL INCOME	7,952	2,983	4,969	437,367	419,261	18,106	431,758	
GRAND TOTAL NET EXPENDITURE OVER INCOME	24,564	27,587	3,023	-155,438	-132,439	22,999	-16,431	

Horndean Parish Council
Detailed Balance Sheet
Month No: 9 (December 2015)

Date :- 11/01/2016

A/c	Account Description	Actual	
	Current Assets		
101	Debtors	2,927	2,927
105	VAT Control A/c	5,687	5,687
200	Co-op No. 1 Account	428,185	
214	Clydesdale Bank Current A/C	41,901	
220	Petty Cash	250	470,337
	Total Current Assets		478,951
	Current Liabilities		
501	Creditors	0	
510	Accruals	2,706	
530	Hall Income Deposits	100	
560	Receipts in Advance	331	
	Total Current Liabilities		3,137
	Net Current Assets		475,814
	Total Assets less Current Liabilities		475,814
	Represented By :-		
300	Current Year Fund	141,284	141,284
310	General Funds	179,558	179,558
325	IT Equipment EMR	2,595	
326	Vehicle Replacement EMR	9,508	
327	Play Equipment EMR	13,500	
329	Napier Hall Improvements EMR	17,050	
330	Staff Contingency EMR	5,000	
334	The Granary- Preserv&Maint EMR	15,000	
338	Lith Avenue/Lane EMR	5,920	
340	Jubilee Hall Extension EMR	30,825	
341	New Playground Fund EMR	32,574	
342	Equipment Replacement EMR	10,000	
343	Legal Costs EMR	10,000	
344	Election EMR	3,000	
	Total Earmarked Reserves		154,972
	Total Equity		475,814