Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 20 JUNE 2016 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx
Executive Officer & Clerk to Council

14 June 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 16 May 2016 and the Extraordinary Meeting held on the 23 May 2016.

7. To receive and approve the Orders for Payment (List 3 attached).

8. To receive and approve the bank reconciliation, Co-operative and Cambridge & County as at 31/05/2016.

9. To receive and approve the Annual Return for the year ended 2015/16:

    - Annual Governance Statement
    - Annual Accounts.

10. To consider the bank mandate and signatory for the 45 Day Notice Business Savings Account held with Cambridge and Counties Bank.

11. To receive and agree the recommendation from the Finance and General Purposes Committee on the 23 May 2016 to review HPC Financial Regulations.

12. To receive and agree the recommendation from the Finance and General Purposes Committee on the 23 May 2016 for a working party be formed to review the Terms of Reference in respect of each Committee.

13. To receive and agree the recommendation from the Finance and General Purposes Committee on the 23 May 2016 to consider the transfer of funds within bank accounts.

14. To receive and agree the recommendation from the Finance and General Purposes Committee on the 23 May 2016 to amend the Ear Marked Reserves.

15. To receive and consider the transfer of land at Wagtail Road, Horndean.

16. To receive and consider the transfer of land at The Yews, Horndean.

17. To note the next scheduled meeting of the Council being the 25 July 2016.

Item 6

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 16 MAY 2016 AT 7.00 P.M.

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

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

PUBLIC ATTENDANCE: Three members of the public were in attendance.

HPC 026/16/17 **TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Burridge proposed that Cllr Alexander be elected as Chairman of Horndean Parish Council. This was seconded by Cllr Sowden.

Cllr D Evans proposed that Cllr Mrs L Evans be elected as Chairman of Horndean Parish Council. This was seconded by Cllr Mrs Tickell.

A vote took place and 7 Members voted for Cllr Alexander to be elected Chairman and 7 Members voted for Cllr Mrs L Evans to be elected Chairman. Cllr Mrs L Evans used her casting vote and voted for herself.

It was **RESOLVED** that Cllr Mrs L Evans be elected Chairman of Horndean Parish Council, with a total of 8 votes.

HPC 027/16/17 **TO ELECT A VICE CHAIRMAN**

It was **RESOLVED** that Cllr Burridge be elected Vice Chairman of Horndean Parish Council. This was proposed by Cllr Forbes and seconded by Cllr Beck.

HPC 028/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies for absence were received.

HPC 029/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 030/16/17 **PUBLIC SESSION**

There were no questions from the public.

HPC 031/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 18 APRIL 2016**

It was **RESOLVED** that the minutes of the Council meeting held on 18 April 2016 be duly signed as a true record of the meeting.

HPC 032/16/17 **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**

The existing list of delegation arrangements to Committees, Sub Committees, Employees and other Local Authorities was read out by Cllr L Evans.

It was **RESOLVED** that Council were happy with the existing list.

HPC 033/16/17 **REVIEW THE TERMS OF REFERENCE FOR COMMITTEES**

Copies of the Terms of Reference for Committees were circulated. It was **RESOLVED** that they be agreed.

HPC 034/16/17 **RECEIPT OF NOMINATION TO EXISTING COMMITTEES AND ELECTION OF CHAIRMAN TO COMMITTEE**

It was **RESOLVED** that the following Councillors be accepted as Committee members as per their nomination to existing Committees and the following Councillors were elected as Chairman of each Committee.

Finance & General Purposes Committee

- Cllr D Alexander
- Cllr M Burridge
- Cllr D Evans
- Cllr L Evans
- Cllr Mrs D Denston
- Cllr A Forbes

It was **RESOLVED** that Cllr D Evans be elected as Chairman of the Finance & General Purposes Committee. This was proposed by Cllr Burridge and seconded By Cllr Alexander.

Planning & Public Services Committee

- Cllr P Beck
- Cllr Dr C Jacobs
- Cllr Miss J Murray
- Cllr R Sowden
- Cllr Mrs E Tickell
- Cllr Mrs I Weeks
- Cllr N Wren

It was **RESOLVED** that Cllr P Beck be elected as Chairman of the Planning & Public Services Committee. This was proposed by Cllr Miss Murray and seconded by Cllr Mrs Weeks.

Grounds Committee

- Cllr D Alexander
- Cllr M Burridge
- Cllr Mrs D Denston
- Cllr Mrs L Evans
- Cllr M R Sowden
- Cllr Mrs E Tickell
- Cllr N Wren

It was **RESOLVED** that Cllr Mrs Tickell be elected as Chairman of the Grounds Committee. This was proposed by Cllr Wren and seconded By Cllr Mrs Weeks.

Staff Committee

- Cllr A Forbes
- Cllr L Evans
- Cllr Miss J Murray
- Cllr Mrs E Tickell

- Cllr Mrs I Weeks
- Cllr N Wren

It was **RESOLVED** that Cllr Forbes be elected as Chairman of the Grounds Committee. This was proposed by Cllr D Evans and seconded By Cllr Wren.

HPC 035/16/17 **APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS (INCLUDING, IF APPROPRIATE SUBSTITUTE COUNCILLORS) AND RECEIPT OF NOMINATIONS TO THEM**

There was no appointment of any new Committees.

HPC 036/16/17 **REVIEW OF ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**

Standing Orders and Financial Regulations were circulated and it was **RESOLVED** that they both be adopted.

HPC 037/16/17 **REVIEW OF ARRANGEMENTS, INCLUDING ANY CHARTERS, WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES**

Cllr Mrs L Evans gave a verbal report to Council stating that HPC do not have any charters and does not contribute to expenditure incurred by other local authorities.

HPC 038/16/17 **REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRAGEMENTS FOR REPORTING BACK**

A list of representatives of external bodies were circulated. It was **RESOLVED** that the current list be accepted (as attached) and representatives report back to Council with updates on the relevant Association throughout the year.

HPC 039/16/17 **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

The Clerk gave a verbal update, stating that the insurance is in place until the 1st October 2016 and covers all risks. She said it would be reviewed in June, with the possibility of obtaining a cheaper quote.

HPC 040/16/17 **REVIEW OF THE COUNCILS AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES**

It was **RESOLVED** that the Councils and Employees membership of other Bodies should continue unaltered with the addition of "The Institute of Local Council Management" following the successful completion of the Clerk having completed her CiLCA qualification.

- Hampshire Association of Local Councils (HALC) and additional facility with South East Employees for HR and Employment Law Advice
- Society of Local Council Clerks
- Campaign for Protection of Rural England
- Hampshire Playing Fields Association
- The Institution of Occupational Safety and Health (IOSH)
- The Institute of Local Council Management

HPC 041/16/17 **REVIEW THE COUNCILS COMPLAINTS PROCEDURE**

It was **RESOLVED** that the Complaints Procedure as of 16 May 2016 be adopted.

HPC 042/16/17 **REVIEW THE COUNCILS PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998**

Copies of the Councils procedure for handling requests made under the Freedom of Information Act were circulated.

It was **RESOLVED** that the procedure for handling requests made under the Freedom of Information Act be adopted but would be reviewed at the next Finance and General Purposes Committee Meeting.

HPC 043/16/17 **REVIEW THE COUNCILS POLICY FOR DEALING WITH THE PRESS/MEDIA**

The Press and Media Policy was circulated and it was **RESOLVED** that it be adopted.

HPC 044/16/17 **TO CONSIDER BANK MANDATES AND SIGNATORIES FOR ACCOUNTS**

It was **RESOLVED** that the current list of bank mandates and signatories be agreed as follows

- Cllr Mrs L Evans
- Cllr Miss J Murray
- Cllr M Burridge
- Cllr Mrs E Tickell
- Cllr Dr C Jacobs
- Cllr Mrs D Denston
- Cllr D Evans
- Cllr P Beck
- Carla Baverstock- Jones (Executive Officer and Clerk to the Council)

HPC 045/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 2 ATTACHED)**

The Orders for Payment (List 2 attached) was circulated and it was **RESOLVED** that it be approved and duly signed.

HPC 046/16/17 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CLYDESDALE, CO-OPERATIVE AND CAMBRIDGE AND COUNTY AS AT 31 MARCH 2016**

The bank reconciliations for the Clydesdale, Co-Operative and Cambridge and County as at 31 March 2016 were circulated.

It was **RESOLVED** that the bank reconciliations for the Clydesdale (£0), Co-Operative (£239,248.06) and Cambridge and County (£130,039.70) as at 31st March 2016 be approved and duly signed.

HPC 047/16/17 **TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2016**

The following responses are to be sent to the internal auditor for each item as per the attached internal audit.

Control Area	Response
Petty Cash	It was agreed that this would happen.
Bank Statement	It was agreed that Council would continue to do this quarterly.
Bank Balances	HPC are currently already doing this.
Archiving	HPC will archive all records by financial year and not calendar year (already being done, apart from hall records).
Decision making audit trail	It was agreed that HPC would do this where appropriate.
Purchase and Sales Ledger	This is currently chased regularly.

Payment Listing	This was agreed.
Debtors and Creditors	In progress.
Risk Assessment	This was agreed.
Wages nominal codes	This was agreed.
Minute amendment	It was agreed that the signed hard copy of minutes be scanned and uploaded to the web-site.

HPC 048/16/17 **TO RECEIVE AND CONSIDER THE ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2016**

The asset register for the year ended 31 March 2016 was circulated and it was **RESOLVED** that it be agreed.

Cllr D Evans offered the RFO thanks for completing the asset register and commended him for an excellent piece of work.

HPC 049/16/17 **TO CONSIDER AND AGREE TO SECURE THE FUNDING SHORTAGE FROM HPC RESERVES IN RESPECT OF THE REPLACEMENT PLAY AREAS**

A report by the Clerk was circulated and it was **RESOLVED** that the recommendation to consider a maximum spend of £16,000 to be made from the earmarked reserves be agreed.

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

HPC 050/16/17 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE NEW PARISH WEBSITE**

A report by the Senior Administrator was circulated and a short discussion took place.

It was **RESOLVED** that

- Contractor 1 (Vision ICT) be awarded the contract in respect of the new Parish website to the sum of £1,450.00 + VAT for the cost of design, development, website hosting and support for the first year.
- Year 2 and onwards annual fee of £215.00 to cover website hosting, ability to add additional sections, pages, pictures and files, website warranty and ongoing help and support as required.

This was proposed by Cllr D Evans and seconded by Cllr D Alexander. All Members voted for the agreed contractor, apart from Cllr Forbes, who voted against them.

HPC 051/16/17 **TO REVIEW AND CONFIRM THE LAND EAST OF HORNDEAN WORKING PARTY MEMBERS**

It was **RESOLVED** that the LEOH working party members be as follows

- Carla Baverstock- Jones, Executive Officer and Clerk to the Council
- Cllr Mrs L Evans
- Cllr D Evans
- Cllr Mrs Tickell
- Cllr Alexander
- Cllr Mrs Denston

Councillors Burridge and Miss Murray both stepped down from the working party due to other commitments.

HPC 052/16/17 **TO CONSIDER ADDITIONAL MEMBERS FOR THE WORKING PARTY IN RESPECT OF THE EXTENSION TO JUBILEE HALL**

It was **RESOLVED** that the working party in respect of the extension to Jubilee Hall be as follows

- Carla Baverstock-Jones, Executive Officer and Clerk to the Council
- Cllr Burridge
- Cllr D Evans
- Cllr Forbes
- Cllr Mrs Denston
- Cllr Sowden

HPC053/16/17 **TO APPROVE THE RECRUITMENT OF A REPLACEMENT ESTATE WARDEN DUE TO A VACANCY WHICH HAS ARISEN WITHIN THE COUNTRYSIDE TEAM**

It was **RESOLVED** that the recruitment of a replacement Estate Warden due to a vacancy which had arisen within the Countryside Team be agreed.

The meeting closed at 8:30pm.

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Chairman

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Dated

Ref - HPC 038/16/17

Horndean Parish Council Representatives as of 18th May 2015

Association	Councillor Representatives
Community Forum	Cllr David Alexander
EHDC Association Town & Parish Council	Cllr Mrs Dorothy Denston
Catherington Village Residents Association	Cllr Mrs Elaine Tickell
Horndean Community Association	Cllr Andy Forbes
Horndean Twinning Association	CllrAndy Forbes
Horndean Older peoples Enabling Forum	Cllr Mrs Lynn Evans
Lovedean Village Residents Association	Cllr Amanda Reece

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2016-17 - LIST 2 (16-06-2016)

Date of Invoice	Payee	Payment Method	CHQ No.	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
	APRIL 2016 - DIRECT DEBITS									
01/04/2016	Peach	DD	N/A	D1617006	228.04	20.00%	45.61	273.65	Cell Charges March/April Rent	
02/04/2016	Vodaphone	DD	N/A	D1617007	112.28	20.00%	22.45	134.73	Mobile Phone Contract	T243770
05/04/2016	SSE	DD	N/A	D1617008	684.10	20.00%	136.82	820.92	Electric at Napier 1 Dec 2015 to 1 April 2016	n/a
06/04/2016	SSE	DD	N/A	D1617009	194.08	20.00%	38.82	232.89	Gas - Napier 3 Mar - 4 April	0002
31/03/2016	Veolia	DD	N/A	D1617010	193.50	20.00%	38.70	232.20	Waste removal Luckyllie March 2016	501655861
14/04/2016	BT	DD	N/A	D1617011	52.50	20.00%	10.50	63.00	Jubilee Security Alarm - 1 April to 30 June 2016 02392 692978	8791107295
	MAY 2016 - DIRECT DEBITS									Q056 EV
14/04/2016	SSE	DD	N/A	D1617012	379.46	20.00%	75.89	455.35	Electric Tyfield 1 Feb to 12 April 2016	
19/04/2016	BT	DD	N/A	D1617013	52.50	20.00%	10.50	63.00	Tyfield fax-1 Jan-31 Mar 2016 02392 570550	421656114
14/04/2016	SSE	DD	N/A	D1617014	471.80	20.00%	94.36	566.16	Jubilee Electric 1 Feb - 12 April 2016	QO52 4M
19/04/2016	BT	DD	N/A	D1617015	62.97	20.00%	12.59	75.56	Jubilee Broadband 1 April-30 June 2016	0001
01/05/2016	Luckyllie	DD	N/A	D1617016	495.00	0.00%	0.00	495.00	Luckyllie - May Rent	Q059 41
	APRIL 2016 BACS									n/a
18/04/2016	Countryside Jobs Service	BACS	N/A	B1617028	135.00	20.00%	27.00	162.00	Estate & Horticulture Warden Vacancy Advert	
22/03/2016	SSE Enterprise	BACS	N/A	B1617029	346.25	20.00%	69.25	415.50	PAT Testing for all Buildings	15563
13/04/2016	Dale Valley Training	BACS	N/A	B1617030	155.00	20.00%	31.00	186.00	Tree Survey & Inspection Course	581435
12/04/2016	Hampshire County Council	BACS	N/A	B1617031	22.88	20.00%	4.58	27.46	Swing Top Bin and Telephone Wipes	2657
12/04/2016	Rowlands Castle Cleaning	BACS	N/A	B1617032	75.00	0.00%	0.00	75.00	Window cleaning at Tyfield, Napier and Jubilee	57995385
13/04/2016	Brook Street (UK)	BACS	N/A	B1617033	617.14	20.00%	123.43	740.57	Temp Grounds Manager w/c 2/4/16	19, 20, 21
18/03/2016	Screwfix	BACS	N/A	B1617034	39.99	0.00%	0.00	39.99	Dewalt Bolster Safety Boots	30699150
18/03/2016	B & Q	BACS	N/A	B1617035	5.94	20.00%	1.19	7.13	Turf Roll and Top Soil for Football Pitch Maintenance	0704146881
15/04/2016	Glenvilles	BACS	N/A	B1617036	799.00	20.00%	150.00	949.00	Re:Lease of Land at Catherington Down	0704146703
20/04/2016	Net Salaries	BACS	N/A	B1617037	12,163.31	0.00%	0.00	12,163.31	Net Salaries - April 2016	822864
12/04/2016	Lucky-Lite Caravan Storage	BACS	N/A	B1617038	121.26	0.00%	0.00	121.26	Electricity Supplied at Unit 6	n/a
19/04/2016	Viking	BACS	N/A	B1617039	110.94	20.00%	22.19	133.13	Various Stationery and 4 x Hand Sanitiser	n/a
19/04/2016	Blendworth Property Maintenance	BACS	N/A	B1617040	70.00	0.00%	0.00	70.00	Replace Ball Valve in Toilet at Tyfield House	115773
19/04/2016	Blendworth Property Maintenance	BACS	N/A	B1617041	55.00	0.00%	0.00	55.00	Repair to Swing Door Hinges at Napier Hall	1617/04/03
19/04/2016	Connected	BACS	N/A	B1617042	268.03	0.00%	0.00	268.03	ESET Anti-Virus for 10 Machines & 1 Server	1617/04/04
20/04/2016	Brooke Street (UK) Ltd	BACS	N/A	B1617043	774.04	20.00%	154.81	928.85	Temporary Grounds Manager w/c 09/04/16	HPC012
23/04/2016	Beaver Tool Hire	BACS	N/A	B1617044	44.48	20.00%	8.90	53.38	Chain Saw Helmet and Brickies Gloves	30708909
25/04/2016	Homestart	BACS	N/A	B1617045	1,650.00	0.00%	0.00	1,650.00	Approved Grant from Council	2/398249
25/04/2016	CAB	BACS	N/A	B1617046	2,000.00	0.00%	0.00	2,000.00	Approved Grant from Council	n/a
25/04/2016	Age Concern	BACS	N/A	B1617047	700.00	0.00%	0.00	700.00	Approved Grant from Council	n/a
18/04/2016	The Groundwork South Trust	BACS	N/A	B1617048	2,865.45	20.00%	573.09	3,438.54	Playground Project Management Fees (Earmarked Reserves)	n/a
18/04/2016	SEE (South East Employers)	BACS	N/A	B1617049	197.00	20.00%	39.40	236.40	SEE Associate Membership 1/4/16-31/3/17	7670
29/04/2016	HMRC	BACS	N/A	B1617050	3,263.81	0.00%	0.00	3,263.81	NI/PAYE - April 2016	27124
29/04/2016	Hampshire Pension Fund	BACS	N/A	B1617051	2,797.39	0.00%	0.00	2,797.39	Pension Contributions - April 2016	n/a
21/03/2016	Lovedean Hardware Ltd	BACS	N/A	B1617052	6.34	0.00%	0.00	6.34	Number Plate for Trailer HY65 UVJ	n/a
29/04/2016	Private	BACS	N/A	B1617053	100.00	0.00%	0.00	100.00	Deposit refunded for Jubilee Hall	AS146131
	MAY 2016 BACS									6004
30/04/2016	Blendworth Property Maintenance	BACS	N/A	B1617054	115.00	0.00%	0.00	115.00	Supply and fit replacement guttering	
03/05/2016	Hampshire County Council	BACS	N/A	B1617055	28.23	20.00%	5.65	33.88	A4 Paper x 3	1617/04/08
04/05/2016	Petty Cash	BACS	N/A	B1617056	38.47	0.00%	0.00	38.47	Petty Cash 30th March to 4th May 2016	57998020
30/04/2016	Fuel Card Services	BACS	N/A	B1617057	95.81	20.00%	19.16	114.97	Fuel	n/a
04/05/2016	AVS Fencing	BACS	N/A	B1617058	97.16	20.00%	19.43	116.61	Replacement Wood for fence around Jubilee Hall	1379294
27/04/2016	Griffin Fire & Training Ltd	BACS	N/A	B1617059	220.00	20.00%	44.00	264.00	Fire Alarm & Emergency Lights service at Napier Hall	SINV-0069304
30/04/2016	CrystalChem	BACS	N/A	B1617060	32.75	20.00%	6.55	39.30	Janitorial Supplies	7849
30/04/2016	The New Blendworth Centre	BACS	N/A	B1617061	138.66	20.00%	27.73	166.39	Litter Picking - April 2016	2625
30/04/2016	British Maids	BACS	N/A	B1617062	130.00	20.00%	26.00	156.00	Commercial Clean - April 2016	NBCH
06/05/2016	Blendworth Property Maintenance	BACS	N/A	B1617063	50.00	0.00%	0.00	50.00	Repair to leak and pipework at Napier Hall	68479
	APRIL 2016 - DEBIT CARD									1617/05/02
12/04/2016	Amazon	VISA	N/A	V1617008	22.99	0.00%	0.00	22.99	The Wild Flower Key Book	
19/04/2016	Jessops	VISA	N/A	V1617009	159.76	20.00%	31.95	191.71	Olympus Camera TG-860 and case	n/a
22/04/2016	Amazon	VISA	N/A	V1617010	11.96	0.00%	0.00	11.96	Guenmor HD Camera Screen protector	2022256585,2022257249
22/04/2016	LCR	VISA	N/A	V1617011	17.00	0.00%	0.00	17.00	Annual Subscription to National Association of Local Councils	n/a
22/04/2016	Amazon	VISA	N/A	V1617012	17.98	0.00%	0.00	17.98	32 GB Memory Card	n/a
16/04/2016	Horndean News	VISA	N/A	V1617013	4.32	0.00%	0.00	4.32	Newspapers w/e 23 April 2016	n/a
21/04/2016	Safety Signs For Less	VISA	N/A	V1617014	24.45	20.00%	4.89	29.34	2 x Fire Assembly Point Signs for Tyfield and Jubilee	n/a
22/04/2016	Dunelm	VISA	N/A	V1617015	40.78	20.00%	8.16	48.94	Blinds for CBJ office	1087414
	TOTALS				33,566.84		1,884.57	35,451.40		

Ref - HPC 045/16/17

Item 20

INVOICES TO BE APPROVED FOR PAYMENT - LIST 2 (16-05-2016)

Date of Invoice	Payee	Payment Method	CHQ No.	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
27/04/2016	Do The Numbers	BACS	N/A	81617xxx	925.00	0.00%	0.00	925.00	Internal Audit year end 31 March 2016	127399
	TOTALS				925.00		0.00	925.00		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS - LIST 2 (16-05-2016)

Date of Banking	Payer	Payment Method	CHQ No.	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	APRIL 2016									
11/04/2016	USA (A Forbes)	DC	N/A	11617014	21.25	0.00%	0.00	21.25	Hire of Napier Hall	2457
11/04/2016	Private	DC	N/A	11617015	18.70	0.00%	0.00	18.70	Hire of Napier Hall	6067
11/04/2016	AMS4Fitness	DC	N/A	11617016	79.20	0.00%	0.00	79.20	Hire of Napier Hall	2513
11/04/2016	AMS4Fitness	DC	N/A	11617017	39.60	0.00%	0.00	39.60	Hire of Jubilee Hall	2504
11/04/2016	Lowedean Karate Club	DC	N/A	11617018	184.80	0.00%	0.00	184.80	Hire of Napier Hall	2524,2508,2505
11/04/2016	MS Society	DC	N/A	11617019	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2507
11/04/2016	Private	DC	N/A	11617020	72.60	0.00%	0.00	72.60	Hire of Jubilee Hall	6058
11/04/2016	Private	DC	N/A	11617021	43.56	0.00%	0.00	43.56	Hire of Napier Hall	6064
11/04/2016	Country Park Quilters	DC	N/A	11617022	79.20	0.00%	0.00	79.20	Hire of Jubilee Hall	2499, 2484, 2431
14/04/2016	EHDC	DC	N/A	11617023	192,954.00	0.00%	0.00	192,954.00	Precept & Council Tax Support Grant (Apr-Sep 2016)	Precept April Payment
18/04/2016	Purple Promotions	DC	N/A	11617024	198.00	0.00%	0.00	198.00	Hire of Napier Hall	2488
18/04/2016	Purple Promotions	DC	N/A	11617025	247.50	0.00%	0.00	247.50	Hire of Napier Hall	2522
19/04/2016	EHDC	DC	N/A	11617026	3,731.00	0.00%	0.00	3,731.00	Developers Cont. EHDC (Interpretation panels)	n/a
20/04/2016	Private	DC	N/A	11617027	30.00	0.00%	0.00	30.00	Hire of Jubilee Hall	6085
18/04/2016	Private	DC	N/A	11617028	25.50	0.00%	0.00	25.50	Hire of Napier Hall	6071
18/04/2016	Homestead Dog Training	DC	N/A	11617029	198.00	0.00%	0.00	198.00	Hire of Jubilee Hall	2515
21/04/2016	Horndean Baptist Church	DC	N/A	11617030	885.96	0.00%	0.00	885.96	Hire of Napier Hall	2496,2509/9,2517,2525,6078
27/04/2016	Diddi Dance	DC	N/A	11617031	49.50	0.00%	0.00	49.50	Hire of Napier Hall	2486
27/04/2016	Diddi Dance	DC	N/A	11617032	33.00	0.00%	0.00	33.00	Hire of Napier Hall	2518
25/04/2016	Private	DC	N/A	11617033	66.56	0.00%	0.00	66.56	Hire of Jubilee Hall	6035
25/04/2016	Private	DC	N/A	11617034	116.16	0.00%	0.00	116.16	Hire of Jubilee Hall	5925
25/04/2016	Woman Of The Way	DC	N/A	11617035	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2520
25/04/2016	Brownies	DC	N/A	11617036	89.20	0.00%	0.00	89.20	Hire of Jubilee Hall	2454, 2518, cr2531
25/04/2016	Private	DC	N/A	11617037	14.52	0.00%	0.00	14.52	Hire of Jubilee Hall	6034
25/04/2016	Private Donation	DC	N/A	11617038	46.00	0.00%	0.00	46.00	Donation	n/a
26/04/2016	Rural Payments Agency	DC	N/A	11617039	2,874.79	0.00%	0.00	2,874.79	Basic Payment Scheme - Core Scheme	n/a
28/04/2016	Private	DC	N/A	11617040	29.00	0.00%	0.00	29.00	Hire of Jubilee Hall	6088
29/04/2016	Brendoncare	DC	N/A	11617041	118.80	0.00%	0.00	118.80	Hire of Napier Hall	2503, 2523
29/04/2016	Diddi Dance	DC	N/A	11617042	49.50	0.00%	0.00	49.50	Hire of Napier Hall	2486
29/04/2016	Private	BACS	N/A	11617043	43.56	0.00%	0.00	43.56	Refund due to cancellation at Jubilee Hall	6001
01/04/2016	Cambridge & Counties Ltd	DC	N/A	11617044	137.98	0.00%	0.00	137.98	April interest	n/a
	MAY 2016									
03/05/2016	Horndean Football Club	DC	N/A	11617xxx	83.34	0.00%	0.00	83.34		
03/05/2016	Horndean Hawks	DC	N/A	11617xxx	84.24	0.00%	0.00	84.24	Hire of Pitches	n/a
03/05/2016	Busybees	DC	N/A	11617xxx	409.20	0.00%	0.00	409.20	Hire of Pitches	n/a
04/05/2016	Busier Lace	DC	N/A	11617xxx	34.00	0.00%	0.00	34.00	Hire of Jubilee Hall	2547, 2548, 2549
05/05/2016	Bank Interest	DC	N/A	11617xxx	47.60	0.00%	0.00	47.60	Hire of Napier Hall	2537
05/05/2016	HMRC	DC	N/A	11617xxx	10,862.91	0.00%	0.00	10,862.91	Bank Interest	n/a
05/05/2016	Skimming World	DC	N/A	11617xxx	666.00	0.00%	0.00	666.00	Q4 2015-16 VAT Return	n/a
06/05/2016	Dog Training	DC	N/A	11617xxx	396.00	0.00%	0.00	396.00	Hire of Jubilee Hall	2556
06/05/2016	Private	DC	N/A	11617xxx	43.56	0.00%	0.00	43.56	Hire of Napier Hall	2538, 2539
06/05/2016	AMS4Fitness	DC	N/A	11617xxx	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	6061
06/05/2016	Private	DC	N/A	11617xxx	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	2541
06/05/2016	MS Society	DC	N/A	11617xxx	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	6066
06/05/2016	PFM WEL-being	DC	N/A	11617xxx	49.50	0.00%	0.00	49.50	Hire of Jubilee Hall	2544
06/05/2016	AMS4Fitness	DC	N/A	11617xxx	132.00	0.00%	0.00	132.00	Hire of Napier Hall	2529
09/05/2016	Office Furniture Online	DC	N/A	11617xxx	20.00	20.00%	4.00	24.00	Refund For 2 x Damaged Cupboard shelves	2550
	TOTALS				215,911.42	0.20	4.00	215,915.50		n/a

SIGNED:	
SIGNED:	
DATE:	16th May 2016

Ref - HPC 047/16/17

Do the Numbers Limited
37 Upper Brownhill Road
Southampton
SO16 5NG

27th April 2016

Carla Baverstock Jones, Clerk
Horndean Parish Council ,
Tyfield House, Blendworth Lane,
Horndean,
PO8 0AA

Dear Carla,

Subject: Matters arising from Internal Audit for the year ended 31 March 2016

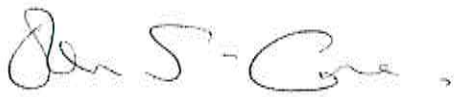
Further to my visits to the council today and earlier in the year, please find below a list of matters arising from the review. The list is still quite long but the internal controls and systems are improving significantly and the records are well kept.

Control area	Issue	Recommended Action
Petty Cash	The Petty cash did not exactly reconcile at the end of the year due to difficulties cashing cheques with the post office.	The tin should be reconciled and signed off by members in rotation on a quarterly basis.
Bank statement	It is good practice for different members of the council to check the reconciliation back to the statements regularly.	With the level of reserves held by the council this should be done monthly.
Bank balances	The council holds the bulk of its reserves in the current account rather than limiting instant access and increasing potential interest income.	The council should look at a mix of deposits to maintain access while maximising return and security over funds.
Archiving	Not all records are being archived according to financial years, making record tracing more difficult.	All records should be archived by finance year so that disposal after the appropriate time is simpler.
Decision making audit trail	There have been instances during the year where external advice to officers has been verbal only, making it harder to hold third parties to account.	It would be good practice to confirm such discussions with an email so that officers have evidence of the basis of their advice.
Purchase and Sales Ledgers	The council is not currently using the Purchase and Sales ledger functions of the Omega system, increasing officer time spent producing, and reducing functionality of reports. The Rialtas Suite which he Council has adopted is not yet equipped with ledgers or integration with the booking software.	The council should report regularly with RBS about the implementation date for all three modules such that by next year end most reporting should be automatic.
Payment listing	The payment listing is currently an excel spreadsheet rather than a direct extract from Omega. This increases the risk of transcription errors.	Once the purchase ledger on Omega is running, the aged creditors list is a highly effective list of payments to be made.

Debtors and creditors	It is currently a time consuming task to review the debtors and creditors. Once the Omega ledgers are running this will be simplified. At that stage it may be worth migrating the Hall booking software to one which integrates directly with the accounts system.	Once the officers are familiar with the ledger systems, the council should look at how best to integrate the existing software products.
Risk Assessment	It was not apparent from the minutes that the Risk Assessment had been reviewed and approved by the members in the year.	This should be done each year at the same time as reviewing the other standard documents.
Wages nominal codes	AS part of the wages control review it became clear that invoices for agency staff have been posted to salary codes. This reduces the clarity and transparency of the records.	Where possible such invoices should be coded to other than salaries so that wages total checks can be easily carried out.
Minutes amendment	There were instances during the year where the signed minutes of the planning committee had been adjusted by hand and thus did not agree with those published on the web.	All emndments to the minutes should be notified to officers at the circulation stage and then the final version signed and published.

Please find enclosed my interim invoice for the agreed fee of £925. If either you or your councillors have any queries, please do not hesitate to contact me .

Regards



Eleanor S Greene

Item 6

HORNDEAN PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 23 MAY 2016 AT 6.30 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge (Vice Chairman), D Evans, A Forbes, Mrs E Tickell, N. Wren

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

PUBLIC ATTENDANCE: There were no members of the public in attendance.

HPC 054/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss Murray, Mrs Denston, Mrs Weeks and P Beck.

No apologies for absence were received from Councillors Sowden and Dr C Jacobs.

HPC 055/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 056/16/17 **PUBLIC SESSION**

There were no questions asked in the public session, as there were no members of the public in attendance.

HPC 057/16/17 **TO RECEIVE AND APPROVE THE CONTRACT IN RESPECT OF THE REPLACEMENT PLAY AREAS AND AGREE THE AUTHORITY FOR THE EXECUTIVE OFFICER TO SIGN THE SAME**

The contract in respect of the replacement play area was circulated. A short discussion took place and it was **RESOLVED** that the Executive Officer be given authority to sign the contract, in accordance with what had already been agreed in the quotation, with the following conditions

- the missing pages from the contract, being pages 5, 10 and 12 be requested.
- a request be made for the amount to be written into the contract before signing.

This was proposed by Cllr D Evans and seconded by Cllr Burridge.

HPC 058/16/17 **TO CONSIDER AND AGREE THE WAY FORWARD WITH REGARDS TO THE ENGAGEMENT OF THE ARCHITECT TO ASSIST WITH THE DESIGN BRIEF FOR THE CRICKET PAVILION AND PITCH AT LAND EAST OF HORNDEAN AND TO AGREE A SUM OF MONEY TO COVER THE DIFFERENCE BETWEEN S106 MONIES AND COST OF ARCHITECT**

A report by the Executive Officer and Cllr D Evans was circulated. The Chairman stated that a third quotation could not be obtained and suggested that Standing Orders be set aside for HPC to accept the two received quotations.

A short discussion took place and it was **RESOLVED** that

- Standing Orders be set aside and the two quotations be accepted as received.
- quotation one (Ruth Butler Architects) be accepted to the sum of £4,465.00. This was proposed by Cllr Burridge and seconded by Cllr D Evans.

The meeting closed at 6.58pm.

.....
Chairman

.....
Dated

Item 7

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2016-17 - LIST 3 (20-06-2016)

Date of Invoice	Payee	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
	MAY 2016 - DIRECT DEBITS								
04/05/2016	Plusnet	DD	D1617017	15.00	20.00%	3.00	18.00	Internet Tyfield May 2016	72745377
12/05/2016	Southern Electric	DD	D1617018	222.09	0.00%	0.00	222.09	Refund on Electric at Napier Hall 1 Dec-1 April 2016	002
01/05/2016	Peach	DD	D1617019	47.57	20.00%	9.51	57.08	Call Charges April/May Rent	T245887
01/05/2016	Vodaphone	DD	D1617020	103.98	20.00%	20.79	124.77	April Calls/May Rent	160519350538
05/05/2016	SSE	DD	D1617021	137.33	5.00%	6.86	144.19	Gas - Napier 5 April - 3 May 2016	0002
27/04/2016	PHS	DD	D1617022	133.57	20.00%	26.71	160.28	Dust mat/Hair Driers 1/6/16-31/8/16	63725711
30/04/2016	Veolia	DD	D1617023	157.30	20.00%	31.46	188.76	Waste removal Luckylite April 2016	8791111877
	JUNE 2016 - DIRECT DEBITS								
01/06/2016	Luckylite	DD	D1617024	495.00	0.00%	0.00	495.00	Luckylite - June Rent	n/a
01/06/2016	Plusnet	DD	D1617025	15.00	20.00%	3.00	18.00	Internet Tyfield June 2016	73791443
01/06/2016	Peach	DD	D1617026	142.29	20.00%	28.46	170.75	Call Charges May/June Rent	T248007
	MAY 2016 BACS								
06/05/2016	Wicksteed Playgrounds	BACS	B1617065	57.50	20.00%	11.50	69.00	Safety Grass Mat 1.5m x 1m x 23mm (Five Heads Rec)	729803
09/05/2016	HALC	BACS	B1617066	75.00	20.00%	15.00	90.00	Finance Course for RFO Assistant	0696
13/05/2016	Viking	BACS	B1617067	8.06	20.00%	0.08	8.14	Pk 4 1st Class Stamps	234359
13/05/2016	Viking	BACS	B1617068	31.37	20.00%	6.27	37.64	60L Recycle Bin for Tyfield House	231356
20/05/2016	Hampshire County Council	BACS	B1617069	13,783.78	0.00%	0.00	13,783.78	Net Salaries - May 2016	n/a
17/05/2016	Playsafe Playgrounds Ltd	BACS	B1617070	548.00	20.00%	109.60	657.60	Repairs to Rubber Surface at Deep Dell Play Area	5499
21/05/2016	Blendworth Property Maintenance	BACS	B1617071	50.00	0.00%	0.00	50.00	Put up Blind in Clerks Office	1417/05/06
20/05/2016	Recognition Express	BACS	B1617072	8.25	20.00%	1.65	9.90	Photo ID Badge for Grounds Manager	196196
16/05/2016	St John Ambulance	BACS	B1617073	19.83	20.00%	3.97	23.80	Various Dressings for First Aid Box	1015446
16/05/2016	Sparshatt College	BACS	B1617074	298.00	0.00%	0.00	298.00	Pesticide Courses x 2 inc Test	3349
12/05/2016	Southern Fire Protection	BACS	B1617075	70.00	20.00%	14.00	84.00	6 Monthly Tests of Fire Alarms & Emergency Lighting Systems	38713
18/05/2016	J F Goodwillie	BACS	B1617076	4.29	20.00%	0.86	5.15	Fence Post for Fence Repair at Ashley Close	GW218751
26/04/2016	B & Q	BACS	B1617077	61.91	20.00%	11.46	73.37	Hammerite, Shingle, Weed & Feed, Grass Seed-Memorial Square	712174141
29/04/2016	B & Q	BACS	B1617078	61.76	20.00%	12.37	74.13	Posts & Boards for Jubilee Park	712985611
03/05/2016	B & Q	BACS	B1617079	18.96	20.00%	3.80	22.76	Additional Wood for Fire sign at Jubilee/Board opp Keydells	713671041
12/05/2016	Southern Ground Care	BACS	B1617080	240.00	20.00%	48.00	288.00	Overseed/Apply Fertiliser to 2 Football Pitches at Jubilee Hall	SGC/219
22/05/2016	John Langford (Denmead Mower Svs)	BACS	B1617081	76.80	0.00%	0.00	76.80	Fuel valve, pipe, engine oil and labour	45
31/05/2016	Hampshire Pension Fund	BACS	B1617082	3,172.33	0.00%	0.00	3,172.33	Pension Contributions - May 2016	n/a
31/05/2016	HMRC	BACS	B1617083	3,795.31	0.00%	0.00	3,795.31	NI/PAYE - May 2016	n/a
23/05/2016	The New Blendworth Centre	BACS	B1617084	40.00	0.00%	0.00	40.00	2 x 16" Hanging Baskets for Tyfield House	n/a
22/04/2016	Keydell Nurseries	BACS	B1617085	5.82	20.00%	1.16	6.98	Wire and Staples for Doormouse Boxes	0229
30/03/2016	Annodata	BACS	B1617086	201.93	20.00%	40.39	242.32	Rental charge 26/05/16 - 25/08/16	1035935
27/05/2016	CrystalChem	BACS	B1617087	39.60	20.00%	7.92	47.52	Janitorial Supplies	2706
31/05/2016	Petty Cash	BACS	B1617088	19.64	0.00%	0.00	19.64	Petty Cash 6th May to 31st May	n/a
	JUNE 2016 BACS								
13/05/2016	Annodata	BACS	B1617089	204.33	20.00%	40.87	245.20	Printing Charges Feb - 13 May 2016	1040758
31/05/2016	Hampshire County Council	BACS	B1617091	36.64	20.00%	7.33	43.97	10 x Ringbinders, 2 x A4 paper	58001476
03/06/2016	Able Group	BACS	B1617092	67.00	0.00%	0.00	67.00	Deposit to repair Safety Glass in Fire Exit Door at Jubilee Hall	awaiting invoice
31/05/2016	Fuel Card Services	BACS	B1617093	223.78	20.00%	44.75	268.53	Fuel	1422816
31/05/2016	Vision ICT	BACS	B1617094	725.00	20.00%	145.00	870.00	Initial payment of 50% for new Website	6072
31/05/2016	The New Blendworth Centre	BACS	B1617095	138.66	20.00%	27.73	166.39	Litter Picking - May 2016	n/a
05/06/2016	Connected IT	BACS	B1617096	725.20	0.00%	0.00	725.20	Exchange email online and to set up Mailboxes	HPC013
08/06/2016	Recognition Express	BACS	B1617097	4.50	20.00%	0.90	5.40	Photo ID Badges	196358
06/06/2016	Sutcliffe Play Ltd	BACS	B1617098	58.00	20.00%	11.60	69.60	Replacement Bumper seat for Swing at Downs Park	OP/I106329
07/06/2016	Playsafety Limited	BACS	B1617099	538.65	20.00%	107.73	646.38	Annual Play Area Inspections	022895
31/05/2016	British Maids	BACS	B1617100	104.00	20.00%	20.80	124.80	Commercial Clean - May 2016	68945
12/06/2016	Oh So'S	BACS	B1617101	90.00	0.00%	0.00	90.00	Refreshments for Event at Napier Hall	23345

	MAY 2016 DEBIT CARD								
24/04/2016	Information Commissioners Office	VISA	V1617016	35.00	0.00%	0.00	35.00	Annual Data Controller Registration	Z5369059
23/05/2016	Monster Pet Supplies	VISA	V1617017	15.59	0.00%	0.00	15.59	Flea Spray for Napier Hall	n/a
19/05/2016	UK Home Shopping	VISA	V1617018	16.82	20.00%	3.36	20.18	2 x Safety and Mains Failure Lights	535320
24/05/2016	F R Jones	VISA	V1617019	88.91	20.00%	17.78	106.69	2 x Silky Gomtaro Saw Blades, 1 x Saw Pod. Stihl Chisel Blade	124873
	JUNE 2016 DEBIT CARD								
23/05/2016	Horndean News	VISA	V1617020	5.15	0.00%	0.00	5.15	Newspapers w/e 28th May 2016	n/a
	TOTALS			**27,234.50**		**845.66**	**28,080.16**		

INVOICES TO BE APPROVED FOR PAYMENT - LIST 3 (20-06-2016

Date of Invoice	Payee	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
24/06/2016	Robert Harriott	BACS	B1617xxx	3,125.00	20.00%	625.00	3,750.00	Quarterly Rent Q2	03/16/062
24/06/2016	Robert Harriott	BACS	B1617xxx	201.55	0.00%	0.00	201.55	Insurance Q2	03/16/062
	TOTALS			**3,326.55**		**625.00**	**3,951.55**		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS - LIST 3 (20-06-2016)

Date of Banking	Payer	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	MAY 2016							**Details**	
11/05/2016	EHDC	DC	I1617060	72.60	0.00%	0.00	72.60	Hire of Jubilee Hall	2492
13/05/2016	EHDC	DC	I1617061	211.20	0.00%	0.00	211.20	Hire of Jubilee Hall	2564
16/05/2016	Slimming World	DC	I1617062	-6.00	0.00%	0.00	-6.00	Refund on invoice 2556 as overpaid by £6	2556
17/05/2016	Foresters Friendly	DC	I1617063	79.20	0.00%	0.00	79.20	Hire of Napier Hall	5310
19/05/2016	Horndean Baptist Church	DC	I1617064	737.52	0.00%	0.00	737.52	Hire of Napier Hall	2559-62, 2545-46, 2553
16/05/2016	Lovedean Karate	DC	I1617065	264.00	0.00%	0.00	264.00	Hire of Napier Hall	2558, 2543, 2542
16/05/2016	Homestead Dog Training	DC	I1617066	118.80	0.00%	0.00	118.80	Hire of Jubilee Hall	2552
16/05/2016	Private	DC	I1617067	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6158
25/052016	Southern Health	DC	I1617068	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2459
23/05/2016	Private	DC	I1617069	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6079
23/05/2016	Country Park Quilters	DC	I1617070	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2536
31/05/2016	Brendoncare	DC	I1617071	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2540
31/05/2016	Cambridge & Counties	DC	I1617072	142.74	0.00%	0.00	142.74	May Interest	
31/05/2016	Private	BACS	B1617089	-100.00	0.00%	0.00	-100.00	Refund of Deposit	6006
	JUNE 2016								
01/06/2016	EHDC	DC	I1617073	674.25	0.00%	0.00	674.25	Councillor Grant - Hedging at Jays Close	n/a
01/06/2016	Horndean Hawks	DC	I1617074	84.24	0.00%	0.00	84.24	Hire of Pitches	n/a
01/06/2016	Horndean FC	DC	I1617075	83.34	0.00%	0.00	83.34	Hire of Pitches	n/a
01/06/2016	The Chocolate Strawberry	DC	I1617076	79.20	0.00%	0.00	79.20	Hire of Jubilee Hall	2583
01/06/2016	Diddi Dance	DC	I1617077	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2586
02/06/2016	Southern Health	DC	I1617078	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2563
02/06/2016	Butser Lace	DC	I1617079	34.00	0.00%	0.00	34.00	Hire of Napier Hall	2567
02/06/2016	Busybees	DC	I1617080	396.00	0.00%	0.00	396.00	Hire of Jubilee Hall	2577-79
31/05/2016	Private	DC	I1617081	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	6163
03/06/2016	Co-Operative Bank	DC	I1617082	57.84	0.00%	0.00	57.84	Bank Interest	n/a
06/06/2016	Slimming World	DC	I1617083	825.00	0.00%	0.00	825.00	Hire of Jubilee Hall	2587
07/06/2016	Lovedean Ltd	DC	I1617084	5,000.00	0.00%	0.00	5,000.00	Planning permission re Solar Farm	n/a
08/06/2016	Dog Training	DC	I1617085	429.00	0.00%	0.00	429.00	Hire of Napier Hall	2568, 2569
08/06/2016	PFM WEL-being	DC	I1617086	49.50	0.00%	0.00	49.50	Hire of Jubilee Hall	2551
09/06/2016	Purple Promotions	DC	I1617087	198.00	0.00%	0.00	198.00	Hire of Napier Hall	2557
13/06/2016	Private	DC	I1617088	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	6045
13/06/2016	EHDC	DC	I1617089	39.60	0.00%	0.00	39.60	Hire of Napier Hall	5815
	TOTALS			**9,937.31**	**0.00**	**0.00**	**9,937.31**		

SIGNED:	
SIGNED:	
DATE:	20th June 2016

Bank Reconciliation Statement as at 31/05/2016
for Cashbook 1 - Co-op No. 1 Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op No 1 acc	31/05/2016	456	372,818.53
			372,818.53

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		372,818.53

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		372,818.53

Balance per Cash Book is :-	**372,818.53**
Difference is :-	**0.00**

Reconciled 13-6-16 Received 3.6.16

Cambridge & Counties Bank
Growing business together

Our Ref: 15005743\X200\PROC
Date: 31st May 2016
DDI: 0344 225 3939
Fax: 0116 254 4637
Email: savings@ccbank.co.uk

Strictly Private & Confidential
Horndean Parish Council
Mr A G Forbes
Tyfield House, Blendworth Lane
Horndean
Hants
PO8 0AA

:HQ No.	VCH No.
Allocation	
VAT	Total
Authorised	

Statement of Account

Account name: Horndean Parish Council
Account number: 15005743
Sort code: 60-95-86
Notice description: 45 Day Notice Business Savings Account - Issue 1 Monthly Int 1.29%
FSCS Eligibility: Eligible
Sheet Number: 3

Date	Description	Debits £	Credits £	Balance £
01/05/2016	Brought forward			130,277.68 Cr
31/05/2016	Interest credited gross 15005743		142.74	130,420.42 Cr

Interest rate summary during statement period

From	To	Interest Rate
1st May 2016	31st May 2016	1.29 %

Message Board
For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Cambridge & Counties Bank Limited
Charnwood Court
New Walk
Leicester
LE1 6TE

Tel: 0344 225 3939
Fax: 0116 254 4637
e-mail: info@ccbank.co.uk
www.ccbank.co.uk

Registered Office:
42 Castle Street, Cambridge, CB3 0AJ
United Kingdom

Company Registration No: 07972522

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.

Financial Services Register No: 579415

Bank Reconciliation Statement as at 31/05/2016
for Cashbook 4 - Cambridge & Counties Bank

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Cambridge & Counties Bank	31/05/2016	3	130,420.42
			130,420.42
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			130,420.42
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			130,420.42
		Balance per Cash Book is :-	**130,420.42**
		Difference is :-	**0.00**

Printed on : 15/06/2016

At : 09:26

Horndean Parish Council

Balance Sheet as at 31st March 2017

31st March 2016			31st March 2017
	Current Assets		
4,324	Debtors	4,247	
10,863	VAT Control A/C	3,730	
630	Prepayments	0	
239,248	Co-op No. 1 Account	372,819	
130,040	Cambridge & Counties Bank	130,420	
250	Petty Cash	250	
385,355			**511,465**
385,355	**Total Assets**		**511,465**
	Current Liabilities		
16,115	Accruals	3,755	
100	Hall Income Deposits	0	
1,761	Receipts in Advance	286	
17,976			**4,041**
367,379	**Total Assets Less Current Liabilities**		**507,424**
	Represented By		
222,497	General Funds		365,407
(0)	War Memorials Fund EMR		(0)
2,595	IT Equipment EMR		2,595
9,508	Vehicle Replacement EMR		9,508
13,500	Play Equipment EMR		13,500
17,050	Napier Hall Improvements EMR		17,050
5,000	Staff Contingency EMR		5,000
4,910	The Granary- Preserv&Maint EMR		4,910
5,920	Lith Avenue/Lane EMR		5,920
30,825	Jubilee Hall Extension EMR		30,825
32,574	New Playground Fund EMR		29,708
10,000	Equipment Replacement EMR		10,000
10,000	Legal Costs EMR		10,000
3,000	Election EMR		3,000
367,379			**507,424**

Item 9

30 Working Day Period for the Exercise of Public Rights

Commences on _____

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014*

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here: HORNDEAN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA ✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here: HORNDEAN PARISH COUNCIL

	Year ending 31 March 2015 £	Year ending 31 March 2016 £	Notes and guidance: Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	282,759	359,007	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	390,430	355,538	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	108,783	106,916	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	204,390	235,006	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	218,574	219,076	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	359,007	367,379	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	375,120	369,539	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.**
9. Total fixed assets plus long term investments and assets	1,017,322	1,000,222	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	N/A		The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

S R Lapcu

Date 23/05/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 3 – External auditor certificate and report

2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of smaller authority here:	

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name | Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here: HORNDON PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit: ELEANOR S. GREENE

Signature of person who carried out the internal audit: [signature] Date: 27/4/16

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements **(Section 2 on page 3)**. You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, **including the dates set for the period for the exercise of public rights**, has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Item 10

To note the bank mandate and signatory for the 45 Day Notice Business Savings Account held with Cambridge and Counties Bank.

The current signatories are as follows:

- Cllr Beck
- Cllr Forbes
- Cllr Mrs L Evans
- Cllr D Evans

F&GP 010/16/17 **TO CONSIDER ESTABLISHING A WORKING PARTY TO REVIEW HPC FINANCIAL REGULATIONS, IN PARTICULAR TO COMPARE THEM WITH THE LATEST NALC MODEL, IN ORDER TO IDENTIFY WHERE IMPROVEMENTS CAN BE MADE**

It was **RESOLVED** that

- the Financial Regulations in accordance with HALC's model be undertaken as an ongoing task.
- the Financial Regulations be reviewed at the Council meeting on the 20th June 2016, whereby consideration be given to the Executive Officer's authority to engage replacement staff and amend the recording of assets to a minimum of £250.

F&GP 011/16/17 **TO CONSIDER ESTABLISHING A WORKING PARTY TO REVIEW EACH COMMITTEE'S TERMS OF REFERENCE, IN CONJUNCTION WITH EACH COMMITTEE CHAIRMAN, TO IDENTIFY ANY POTENTIAL IMPROVEMENTS AND CLARIFICATIONS INCLUDING DELEGATION OF POWERS**

It was **RESOLVED** that

- a working party be set up, to review each Committee's Terms of Reference in conjunction with each Committee Chairman.
- the working party consist of Councillors D Evans, A Forbes and D Alexander (available from July 2016).

F&GP 013/16/17 **TO CONSIDER AND PRESENT QUESTIONS RELATING TO GENERAL FINANCIAL MATTERS TO THE RESPONSIBLE FINANCE OFFICER**

The Chairman stated that this agenda item was intended as a question and answer session with the RFO, relating to general financial matters.

Questions were put to the RFO and included queries relating to the print out of the Orders of Payment, the Purchase and Sales Ledger, whether or not funds could be transferred from one bank account to another and the limit on the debit card.

It was **RESOLVED** that

- a report be prepared by the RFO regarding the transferring of funds for security purposes and enquire as to the limit on the debit card in readiness for the next Council meeting on the 20th June 2016.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 20-06-2016

SUBJECT OF REPORT: Transfer of Funds

Transfer of Funds

Currently the Council holds cash with two banks:
1. Co-operative Bank
2. Cambridge & Counties Bank

The Co-op account is an instant access Community Directplus account and holds the majority of our cash.
The Cambridge & Counties account is a 45 day notice savings account earning interest at 1.29%

On the latest report, the internal auditor pointed out that it may be worth considering moving some of the balance held in the Co-op current account to another account to maximise returns and for security reasons.

Horndean Parish Council do have another account Co-op account that we could utilise, a Business Select account, with 14 day notice.
The comparative interest rates are shown below.
As can be seen interest rates are very low and the difference between rates on the accounts is negligible.
However, for example, holding £100,000 in the Business Select Account instead of the Community Directplus account would earn an additional £30 per annum.

Interest rates - as at 13-06-16

Community Directplus

	Gross %	AER %	Interest credited
£0-50,000	0.06	0.06	Monthly
£100,000+	0.09	0.09	
£250,000+	0.18	0.18	
£500,000+	0.25	0.25	

Business Select - 14 Day Notice

	Gross %	AER %	Interest credited
Up to £99,999	0.09	0.09	Twice Yearly
£100,000+	0.12	0.12	
£250,000+	0.21	0.21	
£500,000+	0.28	0.28	

Transferring some of the balance from the Community Directplus to a Business Select account would increase the security of the Council's cash by limiting the amount held on instant access.

Recommendation:

Retain a balance of c£100,000 in the Community Directplus account and transfer the remainder to the Business Select Account.
The RFO will then monitor the Community Directplus account to ensure that sufficient balances are retained to enable prompt payment of invoices.

Report Prepared by Simon Ritson, Responsible Finance Officer

F&GP 007/16/17 **TO RECEIVE AND REVIEW THE EARMARKED RESERVES AND MAKE RECOMMENDATIONS FOR ANY CHANGES TO COUNCIL**

A report by the RFO was circulated. A discussion took place and it was **RESOLVED** that the following recommendations be made to Council

- Elections - £3,000 current balance. This year onwards to accumulate a fund for elections on an annual basis, commencing with £1,000 and build on a yearly basis to accumulate £6,000.
- Equipment replacement fund – To be re-set to £10,000.
- Lith Avenue re-surfacing - Add £1,080 to Lith Avenue EMR - £1,000 to be added annually.
- Granary - Add £1,090 to Granary EMR to make £6,000 - £1,000 to be added annually.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 20-06-2016

SUBJECT OF REPORT: Earmarked Reserves

Earmarked Reserves

As at the 31st March 2016 Earmarked Reserves stood at £144.9k. (see Column A)

The attached spreadsheet shows the adjustments that were agreed at the Finance & General Purposes meeting on Monday 23rd April 2016.

Column B amalgamates the two 'Playground Funds into one
Column C removes the 'Staff Contingency'.
Column D realigns the 'IT Equipment' and 'Vehicle Replacement' to contain year one of a planned increase over a number of years to fund necessary replacements and the first year of a planned increase in the 'Election' reserve.
Column E increases the 'Granary' and 'Lith Avenue' reserves.
Column F increases the 'Napier Hall' & 'Jubilee Hall' reserves in equal amounts. Originally these increases ensured that the total level of Earmarked Reserves remained unchanged but it was agreed to retain the increases and therefore increase the level of Earmarked Reserves held.

Total Reserves stood at 11.4 months of running costs and the proposed adjustments result in 6.5 months in General Reserves and 4.9 months in Earmarked Reserves.

Report Prepared by Simon Ritson, Responsible Finance Officer

EARMARKED RESERVES 2016-17	BF Mar16 Bal. Sht	Bgt Adj	Bgt Adj	Bgt Adj	Bgt Adj	Bgt Adj	BF Adj Bal Sht	Notes
	A	B	C	D	E	F	G	
General Funds	222,497		5,000	4,603	-2,170	-20,600	209,330	
IT Equipment	2,595			-1,095			1,500	to be increased each year by £1,500 to reach £6,000 in preparation for replacement in 2019/20
Vehicle Replacement	9,508			-4,508			5,000	to be increased each year by £5,000 to reach £25,000 in preparation for replacement in 2020/21
Play Equipment	13,500	-13,500					0	
Napier Hall Improvements	17,050					10,300	27,350	
Staff Contingency	5,000		-5,000				0	
The Granary	4,910				1,090		6,000	
Lith Avenue re-surfacing	5,920				1,080		7,000	
Jubilee Hall Extension fund	30,825					10,300	41,125	
New Playground Fund	32,574	13,500					46,074	
Equipment replacement fund	10,000						10,000	
Legal Costs	10,000						10,000	
Election	3,000			1,000			4,000	to be increased year on year to reach £6,000 for next Election
TOTAL OF EARMARKED FUNDS	**144,882**	**0**	**-5,000**	**-4,603**	**2,170**	**20,600**	**158,049**	
GRAND TOTAL	**367,379**	**0**	**0**	**0**	**0**	**0**	**367,379**	

Precept + Council Tax Support Grant 2016-17	385,728						385,728	
No.of Months Running Costs in Total Reserves	11.43						11.43	
No.of Months Running Costs in General Reserves	6.92						6.51	
No.of Months Running Costs in Earmarked Reserves	4.51						4.92	