# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 25 JULY 2016 at 7.00 P.M in JUBILEE HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM.
Executive Officer & Clerk to Council

19 July 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 consider the co-option of: Mr Peter Little to represent Murray Ward.
7. To approve the Minutes of the Council Meeting held on the 20 June 2016.
8. To receive and approve the Orders for Payment (List 4 attached).
9. To receive and approve the bank reconciliation, Co-operative and Cambridge & County as at 30/06/2016.
10. To receive the monthly finance report.
11. To receive and agree the quarterly management accounts for 2015/16.
12. To receive and agree the draft timetable of meetings required to produce the 2017/18 Budget.
13. To receive and agree the Business Continuity Plan.
14. To receive a report and consider the purchasing of a Software package to assist in the management of hall bookings.

15. To receive a report and consider quotations in respect of the engagement on an internal auditor.

16. To receive a report in respect of the pension scheme and compliance with the provisions of automatic enrolment.

17. To receive and consider the quotations in respect of repairs to the pathways within Yoells Copse and Catherington Lith.

18. To receive a report and consider the quotations in respect of the Christmas tree lights.

19. To receive a report and agree the way forward in respect of an outstanding invoice.

20. To receive and consider a draft of the newly designed parish website.

21. To receive and consider a written update in respect of the transfer of land at Wagtail Road, Horndean.

22. To receive an update in respect of the Land East of Horndean development.

23. To receive an update in respect of Footpath 26A.

24. To receive and agree the recommendation of the Finance and General Purposes Committee on the 23 May 2016 - to review the Health and Safety Policy to ensure the safety of electrical appliances within Council buildings.

25. To receive a report in respect of the fees pertaining to officer time in responding to applications as provided by the Freedom of Information Act 2000.

26. To consider and agree representation at the AGM – Hampshire Association of Local Councils' on the 22 October 2016.

27. To consider and agree representation at the Future of Local Government in Hampshire workshop on the 06 September 2016.

28. To note the next scheduled meeting of the Council being the 22 August 2016.

29. **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).**

30. To receive a report and consider an increase to staff salaries in accordance with the National Joint Council agreement announced on the 16 May 2016.

31. To receive a report and consider the provision of a payment in advance of the works to be completed in respect of the play areas.

32. To receive a report and consider the quotations in respect of Indemnity Insurance.

33. To receive a report and agree the way forward in respect of the ongoing boundary disputes.

Item 7

# HORNDEAN PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 20 JUNE 2016 AT 7.00 P.M.

**PRESENT:** Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge, Mrs D Denston, D Evans , Dr C Jacobs, 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:** One member of the public and one member of the press were in attendance.

HPC 059/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs I Weeks, Miss J Murray and A Forbes.

No apologies for absence were received from Councillors P Beck and R Sowden.

HPC 060/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 061/16/17 **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 (as attached). Cllr Mrs Denston mentioned that when it rains, a large puddle forms on the road opposite Gales and at the junction between Rowlands Castle Road and Havant Road. She also mentioned the need for the crossing opposite the Gales building.

Details regarding the traffic calming schemes at Catherington Lane and Merchistoun Road were asked for.

It was **RESOLVED** that

- A letter be sent to HCC and copied to County Councillor Mrs M Harvey in support of the need for the crossing opposite the Gales building.
- The large puddle on the road opposite Gales and another at the junction between Rowlands Castle Road and Havant Road be reported to HCC and copied to County Councillor Mrs M Harvey.
- Enquiries be made as to the details of the traffic calming schemes at Catherington Lane and Merchistoun Road.

HPC 062/16/17 **TO RECEIVE A WRITTEN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

No updates were received from District Councillors.

HPC 063/16/17 **PUBLIC SESSION**

Mr Howes asked if arrangements could be made for the ditches at Downhouse Road to be cleared at the end of the year. The Chairman agreed for HPC to contact HCC for this to be arranged.

Mr Howes mentioned about the Linden Homes Car Park, stating that he felt money had been wasted on putting new steps in, resulting in a loss of some of the car parking spaces. Cllr D Evans said that the car park was built by the developers at a cost to them and not the Council. He said that the car park had not been built to the approved plans but that it was in the process of being improved.

A discussion took place regarding the standard of grass cutting in the Parish of Horndean, whereby there were many pavements covered in grass. The Chairman said that the contractors employed by EHDC were experiencing personnel difficulties, resulting in delays for the cutting cycle. It was **RESOLVED** that a letter be sent to the Contracts Manager at EHDC regarding the standard of grass cutting.

HPC 064/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 16 MAY 2016 AND THE EXTRAORDINARY MEETING HELD ON 23 MAY 2016**

It was **RESOLVED** that the minutes of the Council meeting held on 16 May 2016 and the minutes of the Extraordinary meeting held on the 23 May 2016 be duly signed as a true record of the meeting.

HPC 065/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 3 ATTACHED)**

The Orders for Payment (List 3 attached) was circulated and it was **RESOLVED** that it be approved and duly signed.

HPC 066/16/17 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION –CO-OPERATIVE AND CAMBRIDGE AND COUNTY AS AT 31 MAY 2016**

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

It was **RESOLVED** that the bank reconciliations for the Co-Operative (£372,818.53) and Cambridge and County (£130,420.42) as at 31st May 2016 be approved and duly signed.

HPC 067/16/17 **TO RECEIVE AND APPROVE THE ANNUAL RETURN FOR THE YEAR ENDED 2015/16**

**A) ANNUAL GOVERNANCE STATEMENT**

It was **RESOLVED** that the Annual Governance Statement be approved and duly signed.

**B) ANNUAL ACCOUNTS**

It was **RESOLVED** that the Annual Accounting Statement be approved and duly signed.

HPC 068/16/17 **TO CONSIDER THE BANK MANDATE AND SIGNATORIES FOR THE 45 DAY NOTICE BUSINESS SAVINGS ACCOUNT HELD WITH CAMBRIDGE AND COUNTIES BANK**

The bank mandate and signatories for the 45 Day Notice Business Savings Account, held with Cambridge and Counties Bank was noted as follows

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

HPC 069/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 23 MAY 2016 TO REVIEW HPC FINANCIAL REGULATIONS**

It was **RESOLVED** that the recommendation from the Finance and General Purposes Committee meeting on 23 May 2016 be accepted and the following actions be taken

- A review of the Financial Regulations in comparison with HALC's model be undertaken by the RFO as an ongoing task.
- Councillors Forbes, D Evans and the Executive Officer arrange to meet in order to discuss what would work regarding the engagement of replacement staff, for the staff Committee to then review.
- Only assets in excess of £250 are to be recorded on the asset register.

HPC 070/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 23 MAY 2016 FOR A WORKING PARTY TO BE FORMED TO REVIEW THE TERMS OF REFERENCE IN RESPECT OF EACH COMMITTEE**

It was **RESOLVED** that the recommendation from the Finance and General Purposes Committee meeting on 23 May 2016 be accepted as follows

- 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).

HPC 071/16/17 **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**

It was **RESOLVED** that the recommendation from the Finance and General Purposes Committee meeting on 23 May 2016 be accepted and the following actions be taken

- Consider the transfer of some funds to the higher interest Cambridge and Counties bank account.
- The remaining funds from the Co-Operative Community Directplus account be split between both the Community Directplus account and the Co-Operative Business Select account.

HPC 072/16/17 **TO RECEIVE AND AGREE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 23 MAY 2016 TO AMEND THE EAR MARKED RESERVES**

A report by the RFO was circulated and it was **RESOLVED** that the adjustments to the Earmarked Reserves, agreed at the Finance and General Purposes Committee meeting on the 23rd May 2016 be agreed as follows

- 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.

HPC 073/16/17 **TO RECEIVE AND CONSIDER THE TRANSFER OF LAND AT WAGTAIL ROAD, HORNDEAN**

A report by the Executive Officer was circulated and it was **RESOLVED** that

- In principle, Council agreed to accept transfer of the two larger pieces of land but not the small thin strip running horizontally.

- Council would require all boundaries to be agreed and clearly defined, in particular the large green area which appears to stop at 12/39 without a marked boundary to the adjacent property.

- Enquiries be made as to any support for funding, given that the ongoing maintenance of the land would incur additional costs to the Council.

HPC 074/16/17 **TO RECEIVE AND CONSIDER THE TRANSFER OF LAND AT THE YEWS, HORNDEAN**

A discussion took place and it was **RESOLVED** that the requested transfer of land at The Yews be rejected so that it could be kept as public open space.

HPC 075/16/17 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 25 JULY 2016**

Noted.

The meeting closed at 8:15pm.

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Chairman

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Dated

Ref- HPC 061/16/17

Agenda Item 3

Report from County Councillor Mrs. M Harvey

20.06.2016

First, I would like to say that the traffic calming scheme on White Dirt Lane has now been completed. There have been a couple of incidents with drainage since it was completed and that has been reported and hopefully solved.

I have received a scheme from HCC for Catherington Lane and Merchistoun Road which will take place because of accidents that have occurred there in the past few months. This will be started as soon as possible and hopefully will help with traffic calming.

I am having a meeting with the portfolio holder to let him know that all of the schemes that I have been taking forward are very important to the safety of residents and that we should be proactive and not reactive. There are some schemes that will be done, but I haven't been told when, but I will keep you informed as soon as I'm told.

I have asked for potholes to be filled when I see them, but in your local area it should be up to residents to either let me know or report them directly to HCC.

The layby on Havant Road is an ongoing project, but it is tied up with the 106 agreement with the developers and I have asked that we detach it from that agreement and just get on with it.

I am still trying to get the crossing opposite the Gales building, but again it is tied up with the 106 agreement with the developer and the cost of making a proper crossing. The developers have put £20,000 towards it, BUT it says that when the surgery is occupied, so I am trying to get HCC to put it in the plan and recover the money in the future. I'm not sure that this will happen, but it certainly needs to be addressed.

The new continuation of the 30mph on Havant has now been agreed and again, this will happen in the near future.

I have spoken to the services on Rowlands Castle Road and they have said that it will take another couple of weeks to finish, so as it has taken so long, I have asked HCC to contact them and get them to give us a date! It seems that this has been going on for a very long time. They did say that they need to dig further down towards Havant Road and I am worried that the lights will cause an accident when they do that, so we need to get involved with the service provider to find out exactly what is going on and for how long.

As usual, I am happy to answer any questions that you may have and I am always available on e mail and by phone.

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 | Sparshalt 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 |

Ref - HPC 06/06/16/17

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 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 | 2587 |
| 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 | 6168 |
| 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 |

Item 10

# HORNDEAN PARISH COUNCIL

**COUNCIL MEETING : 25-07-2016**

**SUBJECT OF REPORT:** June 2016 Finance Report

## Purchase & Sales Ledger

The roll out of the Sales and Purchase Ledgers from Rialtas Business Solution (RBS) has been delayed whilst testing on the software is completed. The latest information I have from Caroline, the Director, is that Sales ledger will be available in 8 weeks and Purchase Ledger around 3 months later. We will take modules as they are ready.

## Bank Accounts

Following the transfer of £200,000 from our Co-op current account into our Co-op Business Select 14 Day account, we now have funds in three separate accounts. This is to increase the security of our funds.

The accounts we hold are:
i) Co-op Current Account. Interest is paid monthly at a rate of 0.09% on balances >£100,000.
ii) Co-op Business Select 14 Day notice. Interest is paid twice yearly at a rate of 0.12% on balances >£100,000.
iii) Cambridge & Counties 45 Day Notice. Interest is paid monthly at a rate of 1.29%.

The £200,000 was not transferred into the Cambridge & Counties Account, as although the interest rate is higher, the Council required liquidity of funds.

All three accounts have been reconciled to the end of June 2016.
Total cash balance held at the end of June 2016 was £486,405.

## Income & Expenditure

The year to date position at the end of June, after adjustments have been made for items funded from brought forward reserves, showed an underspend of £21.1k.
This consists of an underspend on expenditure of £13.1k and an over-recovery on income of £8.0k.
The largest expenditure variance is due to staff vacancies in April & May (less agency costs) in the countryside team (£6.8k)
The income variance is due to over-recovery of hall income (£2.5k) and Councillor Contributions (£5.4k)

## Balance Sheet

### Current Assets

As at 30th June 2016 Current Assets totalled £495,569.
Cash balances, including Petty Cash, totalled £486,655.
Debtors, money owed for Hall Bookings prior to the end of June totalled £3,498.
VAT owed stood at £5,416. Quarter 1 VAT reclaim has recently been made to HMRC.

## Current Liabilities

As at 30th June 2016 Current Liabilities totalled £6,761, most of this being accruals (supplier invoices outstanding).

Earmarked Reserves have been re-aligned in accordance with the decision agreed at the Council meeting on 20th June 2016 and as at the 30th June 2016 stood at £160,183

See below for a detailed breakdown and movements in year.

| EARMARKED RESERVES 2016-17 | | BF Mar-16 Bal. Sheet | 2016-17 Bgt Adj | BF Adj Bal Sht | Cumulative Adj | Month End Balance |
|---|---|---|---|---|---|---|
| Code | | | | | | |
| 300 | Current Year Funds | 0 | | | | 119,294 |
| 310 | General Funds | 222,497 | -13,167 | | | 209,330 |
| 325 | IT Equipment | 2,595 | -1,095 | 1,500 | 0 | 1,500 |
| 326 | Vehicle Replacement | 9,508 | -4,508 | 5,000 | 0 | 5,000 |
| 327 | Play Equipment | 13,500 | -13,500 | 0 | 0 | 0 |
| 329 | Napier Hall Improvements | 17,050 | 10,300 | 27,350 | 0 | 27,350 |
| 330 | Staff Contingency | 5,000 | -5,000 | 0 | 0 | 0 |
| 334 | The Granary | 4,910 | 1,090 | 6,000 | 0 | 6,000 |
| 338 | Lith Avenue re-surfacing | 5,920 | 1,080 | 7,000 | 0 | 7,000 |
| 340 | Jubilee Hall Extension fund | 30,825 | 10,300 | 41,125 | 0 | 41,125 |
| 341 | New Playground Fund | 32,574 | 13,500 | 46,074 | -2,865 | 43,208 |
| 342 | Equipment replacement fund | 10,000 | | 10,000 | 0 | 10,000 |
| 343 | Legal Costs | 10,000 | | 10,000 | 0 | 10,000 |
| 344 | Election | 3,000 | 1,000 | 4,000 | 0 | 4,000 |
| 345 | Lovedean Solar Farm | | | | 5,000 | 5,000 |
| | **TOTAL OF EARMARKED FUNDS** | **144,882** | **13,167** | **158,049** | **2,135** | **160,183** |
| | GRAND TOTAL | 367,379 | | | | 488,807 |

| | EXPENDITURE/INCOME/ADJUSTMENTS | | |
|---|---|---|---|
| APRIL | Groundwork South Trust | | -2,865 |
| JUNE | Lovedean Solar Farm | | 5,000 |
| | TOTAL ADJUSTMENTS 2016-17 | | 2,135 |

## Full Year Forecast

It is too early in the year to warrant a full year forecast but one will be provided with the Quarter 2 accounts when they are produced.

*Report Prepared by Simon Ritson, Responsible Finance Officer*

Horndean Parish Council

# INCOME AND EXPENDITURE TO 30TH JUNE 2016

Item 11

| | | Current Month (March) | | | Year to Date | | | Annual | Funds | From | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Actual | Budget | Variance | Actual | Budget | Variance | Budget | Available | EMRs | Notes |
| **201** | **Central Costs - Finance & General Purposes** | | | | | | | | | | |
| 2000 | Admin Salaries | 10,022 | 10,236 | 214 | 29,151 | 30,708 | 1,557 | 122,840 | 93,689 | | |
| 2050 | Staff Travel & Expenses | 111 | 150 | 39 | 281 | 450 | 169 | 1,800 | 1,519 | | |
| 2060 | Staff Training | 0 | 200 | 200 | 75 | 600 | 525 | 2,400 | 2,325 | | |
| 2070 | Medical / Health & Safety Exp. | 0 | 50 | 50 | -188 | 150 | 338 | 600 | 788 | | |
| 2920 | Recruitment | 0 | 0 | 0 | 618 | 500 | -118 | 500 | -118 | | |
| 3052 | Janitorial Supplies | 1 | 20 | 19 | 119 | 60 | -59 | 240 | 121 | | |
| 4011 | IT Support | 1,450 | 200 | -1,250 | 1,671 | 600 | -1,071 | 2,400 | 729 | | Includes 1st payment re new website |
| 4022 | Postage | 6 | 35 | 29 | 18 | 105 | 87 | 420 | 402 | | |
| 4024 | Printing | 406 | 572 | 166 | 732 | 1,031 | 299 | 2,440 | 1,708 | | |
| 4026 | Stationery | 52 | 100 | 48 | 210 | 300 | 90 | 1,200 | 990 | | |
| 4029 | Subscriptions | 0 | 0 | 0 | 2,381 | 2,385 | 4 | 4,350 | 1,969 | | |
| 4030 | Audit | 0 | 0 | 0 | -75 | 0 | 75 | 2,800 | 2,875 | | |
| 4035 | Professional Fees | 0 | 300 | 300 | 3,932 | 900 | -3,032 | 3,600 | -332 | 2,865 | Playground Project Management Fees |
| 4040 | Insurance | 0 | 0 | 0 | 0 | 0 | 0 | 11,000 | 11,000 | | |
| 4062 | Public Events | 149 | 275 | 126 | 179 | 325 | 146 | 4,550 | 4,371 | | |
| 4072 | Members Expenses & Training | 0 | 20 | 20 | 0 | 60 | 60 | 240 | 240 | | |
| 4075 | Superannuation fund supplement | 550 | 542 | -8 | 1,650 | 1,625 | -25 | 6,500 | 4,850 | | |
| 4078 | Office Equipment | 0 | 112 | 112 | 75 | 336 | 261 | 1,350 | 1,275 | | |
| | **TOTAL EXPENDITURE** | **12,747** | **12,812** | **65** | **40,829** | **40,135** | **-694** | **169,230** | **128,401** | **2,865** | |
| 1000 | Precept | 0 | 0 | 0 | 182,185 | 182,185 | 0 | 364,370 | | | |
| 1001 | Council Tax Support Grant | 0 | 0 | 0 | 10,769 | 10,769 | 0 | 21,538 | | | |
| 1043 | Donations | 0 | 0 | 0 | 46 | 0 | 46 | 0 | | | |
| 1051 | Community Benefit Offer | 5,000 | 0 | 5,000 | 5,000 | 0 | 5,000 | 0 | | -5,000 | Lovedean Solar Farm - transferred to EMR |
| 1060 | Information Officer | 3,404 | 3,404 | 0 | 3,404 | 3,404 | 0 | 3,404 | | | |
| 1090 | Interest Received | 196 | 125 | 71 | 657 | 375 | 282 | 1,500 | | | |
| | **TOTAL INCOME** | **8,600** | **3,529** | **5,071** | **202,061** | **196,733** | **5,328** | **390,812** | | **-5,000** | |
| | | **4,147** | **9,283** | **5,136** | **-161,232** | **-156,598** | **4,634** | **-221,582** | | | |
| **222** | **S137 Grants** | | | | | | | | | | |
| 5010 | Sundry Grants (Internal Grant) | 0 | 0 | 0 | 0 | 0 | 0 | 8,000 | 8,000 | | |
| | **TOTAL EXPENDITURE** | **0** | **0** | **0** | **0** | **0** | **0** | **8,000** | **8,000** | | |
| | **NET EXPENDITURE OVER INCOME** | **0** | **0** | **0** | **0** | **0** | **0** | **8,000** | | | |

Horndean Parish Council

# INCOME AND EXPENDITURE TO 30TH JUNE 2016

| | | Current Month (March) | | | Year to Date | | | Annual | Funds | From | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Actual | Budget | Variance | Actual | Budget | Variance | Budget | Available | EMRs | Notes |
| **301** | **Napier Hall** | | | | | | | | | | |
| 3001 | Rates | 0 | 0 | 0 | 3,098 | 3,130 | 32 | 3,130 | 32 | | |
| 3002 | Utilities | 310 | 217 | -93 | 503 | 651 | 148 | 2,610 | 2,107 | | |
| 3008 | Licensing | 0 | 0 | 0 | 0 | 0 | 0 | 1,140 | 1,140 | | |
| 3009 | Repairs and Maintenance | 30 | 250 | 220 | 633 | 750 | 117 | 3,000 | 2,367 | | |
| 3052 | Janitorial Supplies | 0 | 4 | 4 | 0 | 12 | 12 | 50 | 50 | | |
| 3055 | Caretaker Salaries | 716 | 905 | 189 | 1,915 | 2,715 | 800 | 10,870 | 8,955 | | |
| 3060 | Telephones | 43 | 33 | -10 | 124 | 99 | -25 | 400 | 276 | | |
| | **TOTAL EXPENDITURE** | **1,099** | **1,409** | **310** | **6,273** | **7,357** | **1,084** | **21,200** | **14,927** | | |
| 1075 | Halls Income | 1,922 | 1,700 | 222 | 6,192 | 5,100 | 1,092 | 20,400 | | | |
| | **TOTAL INCOME** | **1,922** | **1,700** | **222** | **6,192** | **5,100** | **1,092** | **20,400** | | | |
| | **NET EXPENDITURE OVER INCOME** | **-823** | **-291** | **532** | **81** | **2,257** | **2,176** | **800** | | | |
| **305** | **Jubilee Hall** | | | | | | | | | | |
| 3001 | Rates | 0 | 0 | 0 | 1,839 | 1,860 | 21 | 1,860 | 21 | | |
| 3002 | Utilities | 300 | 155 | -145 | 472 | 465 | -7 | 1,860 | 1,388 | | |
| 3008 | Licensing | 0 | 0 | 0 | 0 | 0 | 0 | 130 | 130 | | |
| 3009 | Repairs and Maintenance | 148 | 333 | 185 | 600 | 999 | 399 | 4,000 | 3,400 | | |
| 3052 | Janitorial Supplies | 0 | 8 | 8 | 0 | 24 | 24 | 100 | 100 | | |
| 3055 | Caretaker Salaries | 923 | 930 | 7 | 2,383 | 2,790 | 407 | 11,163 | 8,780 | | |
| 3056 | Security | 0 | 45 | 45 | 53 | 135 | 82 | 550 | 497 | | |
| 3060 | Telephones | 51 | 58 | 7 | 217 | 174 | -43 | 700 | 483 | | |
| | **TOTAL EXPENDITURE** | **1,422** | **1,529** | **107** | **5,564** | **6,447** | **883** | **20,363** | **14,799** | | |
| 1075 | Halls Income | 2,243 | 1,700 | 543 | 6,512 | 5,100 | 1,412 | 20,400 | | | |
| | **TOTAL INCOME** | **2,243** | **1,700** | **543** | **6,512** | **5,100** | **1,412** | **20,400** | | | |
| | **NET EXPENDITURE OVER INCOME** | **-821** | **-171** | **650** | **-948** | **1,347** | **2,295** | **40,763** | | | |
| **310** | **Tyfield House** | | | | | | | | | | |
| 3001 | Rates | 0 | 0 | 0 | 4,308 | 4,360 | 52 | 4,360 | 52 | | |
| 3002 | Utilities | 225 | 121 | -104 | 429 | 363 | -66 | 1,460 | 1,031 | | |
| 3009 | Repairs and Maintenance | 124 | 208 | 84 | 434 | 624 | 190 | 2,500 | 2,066 | | |
| 3012 | Rent | 3,327 | 3,400 | 73 | 6,653 | 6,800 | 147 | 13,600 | 6,947 | | |
| 3052 | Janitorial Supplies | 0 | 33 | 33 | 0 | 99 | 99 | 400 | 400 | | |
| 3056 | Security | 513 | 670 | 157 | 583 | 836 | 253 | 2,500 | 1,917 | | |
| 3060 | Telephones | 167 | 233 | 66 | 557 | 699 | 142 | 2,800 | 2,243 | | |
| | **TOTAL EXPENDITURE** | **4,356** | **4,665** | **309** | **12,964** | **13,781** | **817** | **27,620** | **14,656** | | |
| **315** | **Lucky Lite** | | | | | | | | | | |
| 3001 | Rates | 0 | 0 | 0 | 2,299 | 2,330 | 31 | 2,330 | 31 | | |
| 3002 | Utilities | 0 | 0 | 0 | 121 | 100 | -21 | 400 | 279 | | |
| 3009 | Repairs and Maintenance | 0 | 40 | 40 | 17 | 120 | 103 | 500 | 483 | | |
| 3012 | Rent | 495 | 505 | 10 | 1,485 | 1,515 | 30 | 6,060 | 4,575 | | |
| | **TOTAL EXPENDITURE** | **495** | **545** | **50** | **3,922** | **4,065** | **143** | **9,290** | **5,368** | | |
| | **NET EXPENDITURE OVER INCOME** | **495** | **545** | **50** | **3,922** | **4,065** | **143** | **9,290** | | | |

Horndean Parish Council

# INCOME AND EXPENDITURE TO 30TH JUNE 2016

| | | Current Month (March) | | | Year to Date | | | Annual | Funds | From | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Actual | Budget | Variance | Actual | Budget | Variance | Budget | Available | EMRs | Notes |
| **407** | **Countryside Sites** | | | | | | | | | | |
| 3009 | Repairs and Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 6005 | Habitat Management Improvement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 6010 | Catherington Down | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 6020 | Catherington Lith | 0 | 0 | 0 | 6 | 0 | -6 | 0 | -6 | | |
| 6050 | Dell Piece | 374 | 0 | -374 | 374 | 0 | -374 | 0 | -374 | | |
| 6060 | Hazleton Common | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 6110 | Parsonage Field | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 6160 | Other Sites | 1,239 | 500 | -739 | 1,243 | 1,500 | 257 | 6,000 | 4,757 | | |
| | **TOTAL EXPENDITURE** | **1,613** | **500** | **-1,113** | **1,623** | **1,500** | **-123** | **6,000** | **4,377** | | |
| 1005 | HLS Payments | 0 | 0 | 0 | 0 | 0 | 0 | 7,863 | | | |
| 1030 | Rural Payments Scheme | 0 | 0 | 0 | 2,875 | 3,116 | -241 | 3,116 | | | |
| 1035 | Catherington Down | 0 | 0 | 0 | 0 | 0 | 0 | 500 | | | |
| 1038 | Councillor Contributions | 674 | 0 | 674 | 5,405 | 0 | 5,405 | 0 | | | see breakdown at foot of report for detail |
| | **TOTAL INCOME** | **674** | **0** | **674** | **8,280** | **3,116** | **5,164** | **11,479** | | | |
| | **NET EXPENDITURE OVER INCOME** | **939** | **500** | **-439** | **-6,657** | **-1,616** | **5,041** | **-5,479** | | | |
| **408** | **Amenity Sites** | | | | | | | | | | |
| 3150 | War Memorials | 0 | 0 | 0 | 0 | 0 | 0 | 1,170 | 1,170 | | |
| 6070 | Jubilee Field | 0 | 0 | 0 | 81 | 0 | -81 | 0 | -81 | | |
| 6130 | Village Centre | 0 | 0 | 0 | 62 | 0 | -62 | 0 | -62 | | |
| 6160 | Other Sites | 0 | 166 | 166 | 0 | 498 | 498 | 2,000 | 2,000 | | |
| 6180 | Football Pitches Maintenance | 0 | 250 | 250 | 246 | 750 | 504 | 3,000 | 2,754 | | |
| 6205 | Car Parks | 0 | 0 | 0 | 0 | 0 | 0 | 300 | | | |
| 6580 | Play Equipment Maintenance | 597 | 531 | -66 | 1,202 | 1,593 | 391 | 6,375 | | | |
| 6582 | Playground Checks Salaries | 126 | 135 | 9 | 411 | 405 | -6 | 1,625 | 1,214 | | |
| | **TOTAL EXPENDITURE** | **723** | **1,082** | **359** | **2,002** | **3,246** | **1,244** | **14,470** | **6,995** | | |
| 1025 | Football Pitches | 168 | 167 | 1 | 503 | 501 | 2 | 2,011 | | | |
| 1038 | Councillor Contributions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | **TOTAL INCOME** | **168** | **167** | **1** | **503** | **501** | **2** | **2,011** | | | |
| | **NET EXPENDITURE OVER INCOME** | **555** | **915** | **360** | **1,499** | **2,745** | **1,246** | **12,459** | | | |

Horndean Parish Council

# INCOME AND EXPENDITURE TO 30TH JUNE 2016

| | | Current Month (March) | | | Year to Date | | | Annual | Funds | From | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Actual | Budget | Variance | Actual | Budget | Variance | Budget | Available | EMRs | Notes |
| **470** | **Other Open Spaces Costs** | | | | | | | | | | |
| 4062 | Public Events | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 1,000 | | |
| 6500 | Countryside Team Salaries | 8,950 | 10,488 | 1,538 | 23,282 | 31,464 | 8,182 | 125,865 | 102,583 | | 2 x staff vacancy, April to June 13 |
| 6501 | Countryside Agency Staff | 0 | 0 | 0 | 1,391 | 0 | -1,391 | 0 | -1,391 | | |
| 6510 | Litter Picking | 139 | 140 | 1 | 277 | 420 | 143 | 2,300 | 2,023 | | |
| 6530 | Dog Waste Bins | 0 | 0 | 0 | 927 | 0 | -927 | 3,800 | 2,873 | | |
| 6590 | Materials & EquipmentMaintenance | 0 | 100 | 100 | 268 | 300 | 32 | 1,200 | 932 | | |
| 6591 | Rangers Equipment | 99 | 40 | -59 | 377 | 120 | -257 | 500 | 123 | | |
| 6592 | Rangers Equipment Hire | 0 | 125 | 125 | 0 | 375 | 375 | 1,500 | 1,500 | | |
| 6620 | Vehicle Running Costs | 300 | 580 | 280 | 481 | 1,740 | 1,259 | 7,000 | 6,519 | | |
| 6624 | Waste Removal | 175 | 200 | 25 | 549 | 600 | 51 | 2,450 | 1,901 | | |
| 6636 | Grass Cutting | 0 | 0 | 0 | 0 | 0 | 0 | 15,800 | 15,800 | | |
| 6638 | Fencing | 0 | 0 | 0 | 0 | 0 | 0 | 7,000 | 7,000 | | |
| 6640 | Training for Countryside Team | 0 | 200 | 200 | 983 | 600 | -383 | 2,500 | 1,517 | | |
| 6648 | Tree Work & Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 8,000 | 8,000 | | |
| 6650 | Uniform for Countryside Team | 48 | 40 | -8 | 251 | 120 | -131 | 500 | 249 | | |
| 6651 | Personal Protection Equipment | 71 | 40 | -31 | 156 | 120 | -36 | 500 | 344 | | |
| 6660 | Open Spaces, Capital items | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 | 2,000 | | |
| | **TOTAL EXPENDITURE** | **9,782** | **11,953** | **2,171** | **28,942** | **35,859** | **6,917** | **181,915** | **152,973** | **0** | |
| | **NET EXPENDITURE OVER INCOME** | **9,782** | **11,953** | **2,171** | **28,942** | **35,859** | **6,917** | **181,915** | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **GRAND TOTAL EXPENDITURE** | **32,237** | **34,495** | **2,258** | **102,119** | **112,390** | **10,271** | **458,088** | | **2,865** |
| **GRAND TOTAL INCOME** | **13,607** | **7,096** | **6,511** | **223,548** | **210,550** | **12,998** | **445,102** | | **-5,000** |
| **GRAND TOTAL NET EXPENDITURE OVER INCOME** | **-18,630** | **-27,399** | **8,769** | **121,429** | **98,160** | **23,269** | **-12,986** | | **-7,865** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **ADJUSTMENTS FOR EMRs** | | | | | | | |
| **EXPENDITURE** | -2,865 | | 2,865 | -2,865 | | 2,865 | |
| **INCOME** | 5,000 | | 5,000 | 5,000 | | 5,000 | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **RESTATED AFTER ADJUSTMENTS FOR EMRs** | | | | | | | |
| **GRAND TOTAL EXPENDITURE** | **29,372** | **34,495** | **5,123** | **99,254** | **112,390** | **13,136** | **458,088** |
| **GRAND TOTAL INCOME** | **8,607** | **7,096** | **1,511** | **218,548** | **210,550** | **7,998** | **445,102** |
| **GRAND TOTAL NET EXPENDITURE OVER INCOME** | **-20,765** | **-27,399** | **6,634** | **119,294** | **98,160** | **21,134** | **-12,986** |

| **COUNCILLOR GRANTS** | |
|---|---|
| Interpretation Panels | 3,731 |
| Fence at Oaks Coppice | 1,000 |
| Hedging at Jays Close | 674 |
| TOTAL | 5,405 |

# Horndean Parish Council
## Detailed Balance Sheet
## Month No: 3 (June 2016)

**Date :-** **30/06/2016**

| A/c | Account Description | | Actual | | |
|---|---|---|---|---|---|
| | **Current Assets** | | | | |
| 101 | Debtors | | 3,498 | | |
| 105 | VAT Control A/c | | 5,416 | 8,914 | |
| 110 | Prepayments | | 0 | 0 | |
| 200 | Co-op No. 1 Account | | 155,846 | | |
| 201 | Co-op Business Select 14 Day | | 200,000 | | |
| 204 | Cambridge & Counties Bank | | 130,559 | | |
| 220 | Petty Cash | | 250 | 486,655 | |
| | | **Total Current Assets** | | | **495,569** |
| | **Current Liabilities** | | | | |
| 510 | Accruals | | 6,679 | | |
| 530 | Hall Income Deposits | | 0 | | |
| 560 | Receipts in Advance | | 83 | | |
| | | **Total Current Liabilities** | | **6,762** | |
| | | **Net Current Assets** | | | **488,807** |
| | | **Total Assets less Current Liablities** | | | **488,807** |
| | **Represented By :-** | | | | |
| 300 | Current Year Fund | | 124,294 | **124,294** | |
| 310 | General Funds | | 204,330 | **204,330** | |
| 325 | IT Equipment EMR | | 1,500 | | |
| 326 | Vehicle Replacement EMR | | 5,000 | | |
| 329 | Napier Hall Improvements EMR | | 27,350 | | |
| 334 | The Granary- Preserv&Maint EMR | | 6,000 | | |
| 338 | Lith Avenue/Lane EMR | | 7,000 | | |
| 340 | Jubilee Hall Extension EMR | | 41,125 | | |
| 341 | New Playground Fund EMR | | 43,208 | | |
| 342 | Equipment Replacement EMR | | 10,000 | | |
| 343 | Legal Costs EMR | | 10,000 | | |
| 344 | Election EMR | | 4,000 | | |
| 345 | Lovedean Solar Farm EMR | | 5,000 | | |
| | | **Total Earmarked Reserves** | | **160,183** | |
| | | **Total Equity** | | | **488,807** |

Item 12

**CONSIDER AND APPROVE A PLAN FOR SETTING THE 2017/18 BUDGET, INCLUDING A DRAFT TIMETABLE.**

It was proposed that 12th December 2016 be the target for setting the precept.

The following timetable was put forward:-

12 September 2016 – *Additional* Full Council workshop to receive the first draft of the 2017-18 Budget from the RFO and to plan budget.

26 September 2016 – Grounds Committee Meeting – budget input required.

07 November 2016 – Finance & General Purpose Committee Meeting – revised draft budget received from RFO and further discussion.

21 November 2016 – Council Meeting – further budget discussion. (It is hoped that the tax base figures from East Hants DC will have been received)

05 December 2016 – *Additional* Finance & General Purpose Committee – sign off budget.

12 December 2016 - Council Meeting – Set precept/budget and approve.

# HORNDEAN PARISH COUNCIL

**COUNCIL MEETING: 25th July 2016** **AGENDA ITEM: 15**

**SUBJECT OF REPORT: To Consider quotations in respect of the engagement of an internal auditor**

**Background**
Various internal auditors have been contacted and have been asked to provide Horndean Parish Council with a quotation for their services. The details and costing for the quotations are as follows.

The cost of our current internal auditor is a total cost **£925.00** per annum. This includes an interim visit and a final review visit.

**Contractor 1**

Interim visit and final review visit
Daily fee for 2016/17 **420.00 + VAT (inclusive of travel expenses)**

**Maximum fee of £1,050 + VAT** would apply for year one (which includes an additional half-day for familiarisation), reducing to **£840.00 + VAT** in subsequent years (inclusive of travel expenses).

The price includes advice and guidance throughout the year providing it is not excessive.

**Contractor 2**

In consultation with the Executive Officer the internal audit can be performed:

- quarterly, half yearly, annually to suit the needs of the Council, including site visits by arrangement.

Total Cost: **£1,995.00 per annum (inclusive of travel expenses)**

**Contractor 3**

Two audit days per year (one day undertaken during the financial year and one day undertaken after the year-end specifically to conclude the arrangements in respect of the Annual Return.

Total Cost: **£690.00 + VAT per annum (inclusive of travel expenses)**

If additional work is identified or should there be a requirement for additional audit time, these would be charged Pro rata based as follows

**£345.00 + VAT per day/ £245.00 + VAT for a half-day**

**Contractor 4**

One annual visit: **£800 + VAT (to include travel, audit and report writing)**

| | Contractor | | | |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| Price | £840 * | £1,995 | £690 | £800 |
| No. of visits per year | 2 | to be arranged | 2 | 1 |
| Additional Costs | None | None | None | None |

* £1,050 in first year as includes additional 1/2 day

## Recommendation

Contractor 2 is out of kilter with the current cost of internal audit. The price for Contractor 4 is for one visit only; therefore, Council may wish to consider choosing between Contractor 1 and 3.

*Report Prepared by Sarah Guy, Senior Administrator and Simon Ritson, Responsible Financial Officer*

## HORNDEAN PARISH COUNCIL

**COUNCIL MEETING** **Date: 25 July 2016**

**AGENDA ITEM:** 16

**SUBJECT OF REPORT: Pension Scheme Update**

**BACKGROUND**

The staging date in respect of the automatic enrolment of the pension scheme for employees of Horndean Parish Council is the 01 January 2017.

At this stage it is anticipated that this will involve 2 employees given their part-time status, having the right to 'opt in' on request. All other employees are currently enrolled within the Local Government Pension Scheme and therefore we do not have any additional staff members who will be eligible for automatic enrolment in 2017.

It is necessary to complete a declaration of compliance and therefore this will be undertaken in due course no later than the 01 October 2016.

Report completed by

Carla Baverstock-Jones
Executive Officer and Clerk to the Council.

Item 17

# HORNDEAN PARISH COUNCIL

**COUNCIL MEETING** **Date: 25th July 2016**

## SUBJECT OF REPORT:

Footpath works at Yeolls Copse and Catherington Lith.

## PURPOSE OF REPORT:

We currently have access to £35,000 of Environmental Improvement Funds and the proposal is to carry out footpath creation and improvement works.

## RESOURCING IMPLICATIONS:

All prices below exclude VAT

| | | |
|---|---|---|
| Quote 1: | Yeolls Copse: | £16,615.00 |
| | Catherington Lith: | £5,334.00 |
| | Total: | £21,949.00 |

| | | |
|---|---|---|
| Quote 2: | Yeolls Copse: | £30,245.00 |
| | Catherington Lith | £9,925.00 |

Mobilisation/demobilisation and a welfare/compound fee: £4,310.00

Total: £44,480.00

| | | |
|---|---|---|
| Quote 3: | Yeolls Copse: | £18,900.00 |
| | Catherington Lith | £6,150.00 |
| | Total: | £25,050.00 |

| | | |
|---|---|---|
| Quote 4: | Yeolls Copse: | £9,234.00 |
| | Catherington Lith | £4,405.00 |
| | Total: | £13,639.00 |

Additional funding request:

To purchase 55 tonnes of Scalping's, timber edging and hire of a petrol track dumper.

Total: £1,750.00

**Background:**

The original suggestion was for the focus of works to be at Catherington Lith. After the Grounds Team and local volunteers carried out some basic works, they discovered that by scraping back the mud/detritus build up off the surface that there was still a very good path running through the heart of the Lith.

Also discussed in the proposal was that of Yeolls Copse. The footpath here is in a very poor state of repair. The local community regularly uses this woodland and due to the high footfall and poor ground conditions, the need to create a permanent footpath would be of great benefit to reduce the impact that people are having on this site.

The current state of the path in Yeolls suffers (especially in winter months) with large wet muddy areas forcing people to create wider paths to navigate around the wet patches and also create new desire lines to avoid them completely. This is damaging vegetation and destroying valuable habitat. It is worth noting that Yeolls Copse is home to a naturally occurring extremely rare hybrid tree species known as the Wye Whitebeam so good management is extremely important.

The creation of a hard standing footpath would make this site welcoming and more accessible to the public while reducing damage to the woodland flora and fauna.

Due to the size and access restrictions of Yeolls Copse, the Grounds Team will have to carry out some minor works before the contractors arrive on site. These works will require us to clear a small entrance area along the Loxwood Rd boundary to allow delivery of stone and to get machinery onto the site.

Although the path at Yeolls Copse is in more need of attention, there are still works that need undertaking on Catherington Lith/Stubbins Down. The worst stretch that demands immediate attention runs between Down Rd and Lith Lane. This area needs work due to it being a chalk path on a very steep slope and regular use/weathering has created a difficult/slippy path to walk up and down. This would not be easy for the Grounds Staff to improve, so using a contractor would be the best course of action.

One issue that needs discussing is that approx. 30 meters of this path runs across someone else's land. I have been informed that HPC have always managed this path and although it technically runs across someone else's land I still believe these works would benefit the site, reduce the risk of slips/trips, falls, and further erosion problems. I would estimate that 6 of the 30 steps would be in this area.

Any stone material for these works would be stored in the field just inside the gate found at the end of Downs Rd. Some very light pruning would be required along Downs Rd to allow vehicle access.

Within this proposal I also request that the Grounds Team be allowed to purchase 55 tonnes of Scalpings for Catherington Lith. The purchase of this stone would allow the Grounds Team to carry out basic footpath maintenance works. The total works required measures out to be 338 meters across the whole site. The scale and location of these remaining works means that they could be done in-house and this would keep the cost down. Ideally, this material would be stored in the old works area at Catherington Lith found at the end of Lith Avenue but this would depend on how accessible it is to an aggregate lorry. The hiring of a track dumper would also be required to move materials across the site due to difficult narrow terrain.

**Specification:**

Yoells Copse will require a footpath of approximately 585 meters in length. The path is to be 1.5 meters wide. In the wetter areas, the mud will be excavated and a type 1 MOT subbase will be required to firm up the area. The whole path is to be topped off with scalpings.

Catherington Lith/Stubbins Down will require the installation of approximately 30 steps that are backfilled with scalpings.

Catherington Lith works carried out by the Grounds Team to total 338 meters of pathway maintenance across the whole site.

**Contractors:**

The four contractors approached all have experience in footpath construction and maintenance.

**Recommendations:**

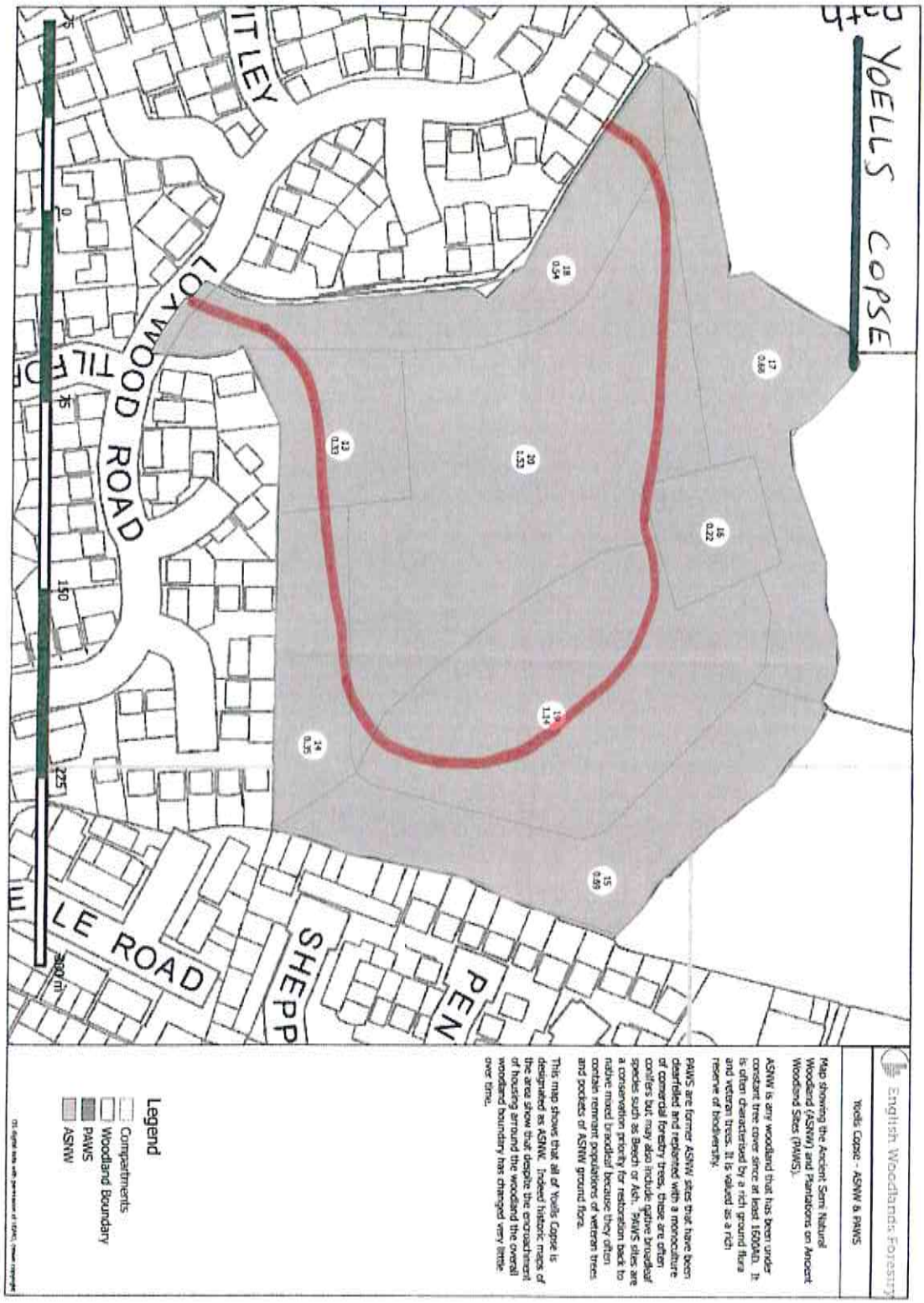
I would recommend quote 4. The contractor came highly recommended by staff at Fareham Borough Council as "someone who provides value for money and damn good results". As can be seen with the quotes he is the most economical, and while out on site with him I could tell he was very knowledgeable about footpath construction.

It has been discussed in a previous Council meeting that there would not be enough money to work on both sites but I felt it was worthwhile getting quotes for both locations as we already had the contractors booked in to visit our sites.

Due to the price of quote four and with the skills at the disposal of the Grounds Team, I feel that both sites could be greatly improved if the Grounds Team are also allowed carry out site works with materials and equipment funded by this project.

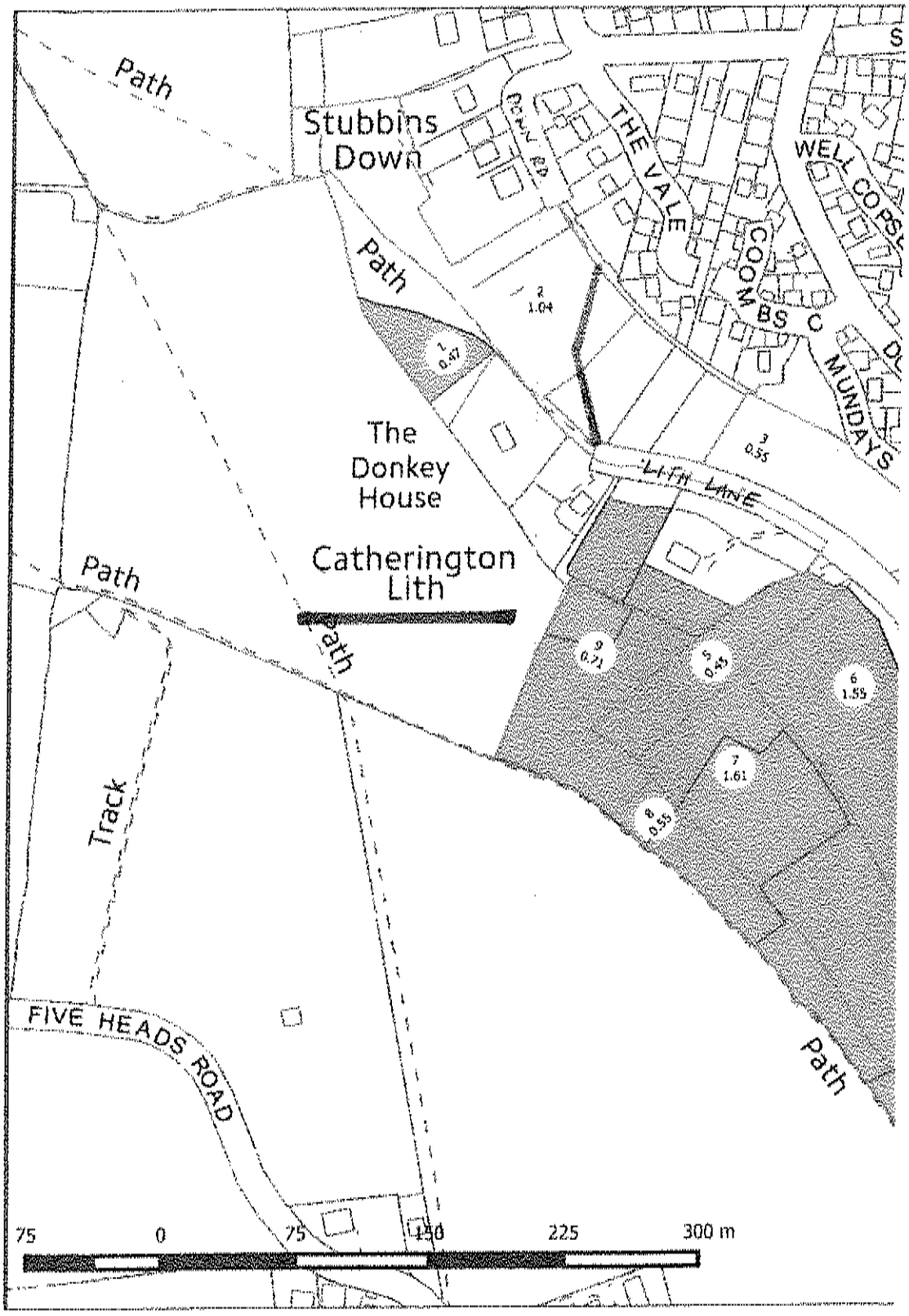
## Yeolls Copse

*The red line shows where the proposed path works are to be carried out.*

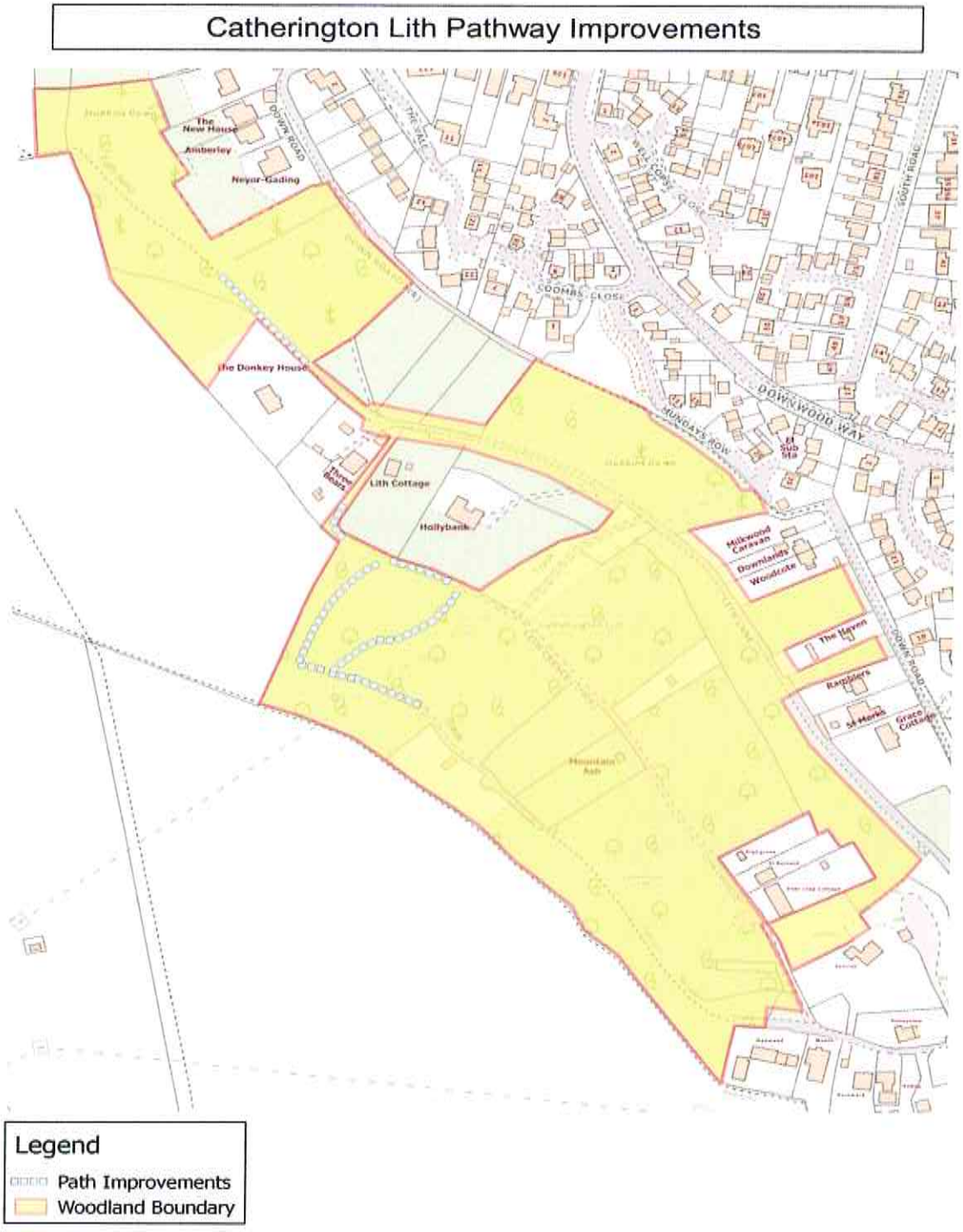


## *Catherington Lith/Stubbins Down*

*The red line shows the proposed path works to be carried out by a contractor.*



Map to show the proposed works to be undertaken by Grounds Team




Report prepared by:

Matthew Madill

Matthew Madill
Grounds Manager

# HORNDEAN PARISH COUNCIL

**COUNCIL MEETING** **Date: 25/07/16**

**AGENDA ITEM** 18

**SUBJECT OF REPORT:** Christmas Tree Decorations

**PURPOSE OF REPORT:** To discuss the decorating of the Cedar tree in the square for Christmas.

**BACKGROUND:**

I have been asked to look into the feasibility of getting the Cedar tree in the village square decorated with Christmas Lights.

Last year the Council had purchased a tree at a cost of £300 and had it decorated for £795.00. Cost totalling £1095.00 (excluding Vat)

I have been in contact with 4 companies to quote for the job of decorating the Cedar.

**RESOURCING IMPLICATIONS:**

All Prices exclude VAT.

| | | |
|---|---|---|
| Quote 1: | Purchase outright 15 sets of battery operated mini LED's | £490.00 |
| | Install and remove the lights | £720.00 |
| | Total: | £1210.00 |

Quote 2: Provided 2 options:

Option 1:

| | |
|---|---|
| To hire 2,400 lights and Transformers | £255.00 |
| Install and remove lights | £572.00 |
| Total: | £827.00 |

Option 2:

| | |
|---|---|
| To hire 2,400 lights, transformers and 80cm LED star | £345.00 |
| Install and remove lights and star | £575.00 |
| Total: | £920.00 |

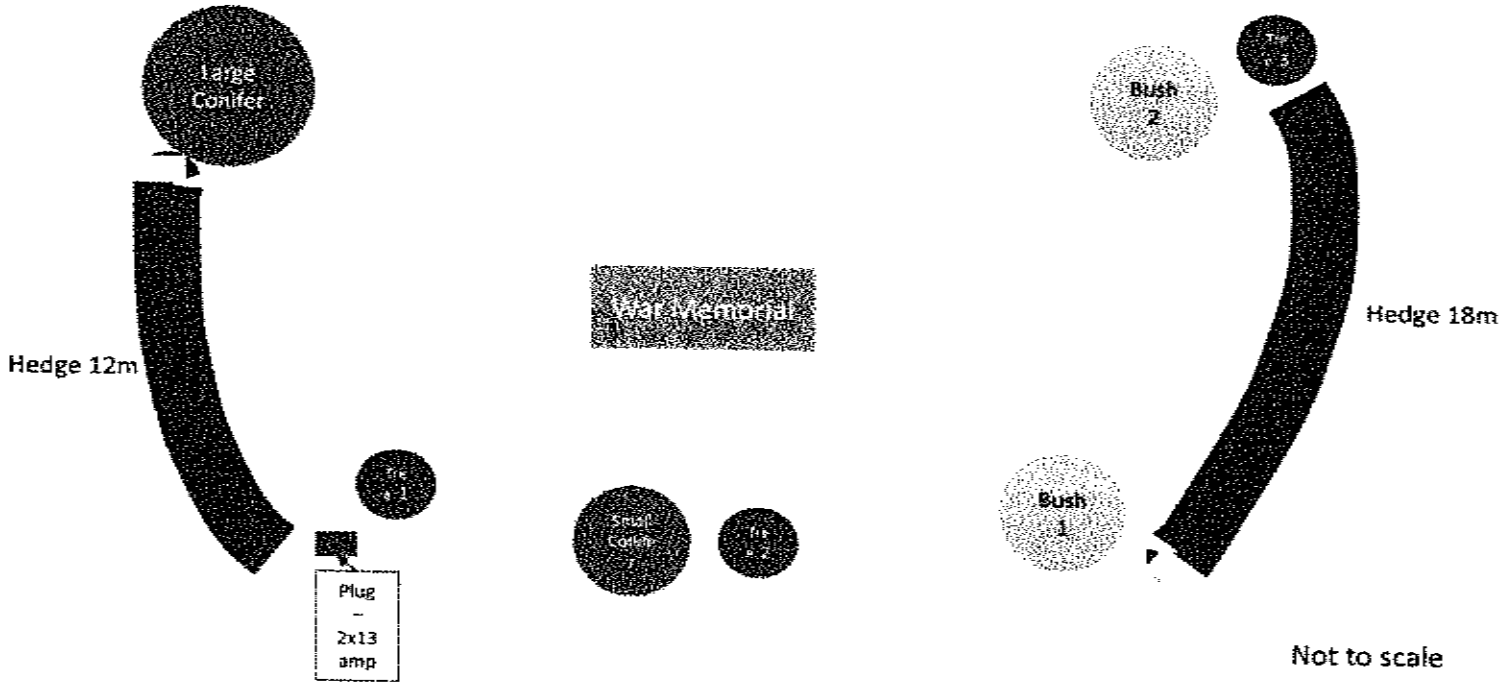
Quote 3: Provided various options (with map):

| FEATURE | PURCHASE PRICE INCLUDING INSTALLATION / TAKE DOWN & STORAGE | 3 YEAR RENTAL CONTRACT INCLUDING INSTALLATION / TAKE DOWN & STORAGE PER YEAR |
|---|---|---|
| LARGE CONIFER | £825.00 | £550.00 |
| TREES & BUSHES AS SHOWN ON PLAN | £1,100.00 | £733.00 |
| | | |
| HEDGES AS SHOWN ON PLAN | £4,950.00 | £3,300.00 |

- If you are able to have them installed early (October), we can offer a 10% discount. This applies to both the purchase and the rental options.

"We offer 2 options; firstly a purchase, where we will install and take down the lights for you and after that, you own them although we can store them and reinstall in following years for an agreed price (approximately £375 for the tree and £520 for the surrounding trees and bushes); secondly a rental option for a 3 year contract where we will install, store and take down for a fixed annual amount. Both options are shown on the quotation."

# Horndean Parish Council Plan



Quote 4: (this company contacted me)

1. Static Warm White – these lights will offer a soft sympathetic light which we think is conducive to the location, whilst being still bright and strong

2. Animated Warm White with Ice White flash – this system offers 20% only of the diodes blinking in Ice White to really add a sparkle across the tree

Also to keep control of costs we would suggest the lights are left in situ for Christmas 2016 and 2017 then removed in early 2018. This allows the tree room to grow without being strangled by the lights and also gives us opportunity to service and manage the lights themselves. There is no reason, excepting very serious weather conditions and/or vandalism, why the lights should not easily give 3 – 4 years' service.

| | |
|---|---|
| To supply and install LED Lights as described for option 1 – Static | £2,297 |
| To supply and install LED Lights as described for option 2 – Animated | £2,540 |

**Recommendations:**

I feel the two quotes worth consideration are quotes 2 and 3. The options that they both provide are very appealing for different reasons. I do however have concerns that installing a star will add weight to the tree increasing the risk of damage in high winds.

Quote 3 offers a 3 year contract option. If we were to choose this option I would recommend having the Cedar and surrounding trees and bushes decorated for added effect. The negative is that this would mean we were trialling the decorations for 3 years and not 1. I feel decorating the hedges would be too expensive.

I would not consider quote 1 or 4. Quote 1 requires us to purchase and store the lights and any damage/wear to the lights would add to the overall cost. Quote 4 recommends that we leave the lights in the tree all year. I feel the threat of winds/vandalism adds a high risk to the overall price they have quoted.

Report prepared by:

Matthew Madill

Matthew Madill
Grounds Manager

# HORNDEAN PARISH COUNCIL

**COUNCIL MEETING** **Date: 25 July 2016**

**AGENDA ITEM** 21

**SUBJECT OF REPORT: Potential Land Transfer – Wagtail Road**

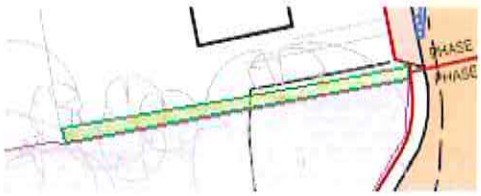
**ADDENDUM REPORT**

The possible land transfer was discussed at the meeting of the Council on the 20 June, for ease of reference report attached and the following was agreed:

- In principle the Council agreed to accept transfer of the 2 larger pieces of land but not the small thin strips running horizontally within the below map.
- Council raised the question as to the existence of any outstanding boundary issues, in particular the large green area which appears to stop at 12/39 without a marked boundary to the adjacent property. Council would require all boundaries to be agreed and clearly defined.
- The ongoing maintenance of the land would incur additional costs to the Council and to this end the question of funding to support this arose – enquiries were made accordingly.

The following response was received from the developer:

The strip to the west is immediately adjacent to land already maintained by the Parish, and in practice it would not be possible to define its exact location on site. I believe it is the remnant of an old ransom strip between the two phases of development. Can I suggest that this section is included, whilst we retain the isolated strip to the east?



The sketch is very much indicative – the strip is only 300mm wide.

There are no known boundary issues, and we are able to demarcate as necessary. I can also arrange for the formal transfer plans to be produced, based on the as built survey.

In terms of maintenance, we have been undertaking regular grass cutting and general maintenance on a regular/routine basis since the site was completed. We have also recent instructed our contractor to install new wooden bollards and undertake some works to the trees. This will all take place before any transfer is agreed. It is therefore going to be in good condition for handover.

I also have agreement from our Technical Director to offer a one off payment of £2500 towards costs of future maintenance. We will also cover all reasonable legal fees associated with the transfer.

In summary the developer is requesting that Council reconsider the transfer of land and agree to include the small western strip as above.

In terms of future maintenance a one off payment of £2,500 is being offered.

Report prepared by

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

**Horndean Parish Council** Item 24

**Procedure for the Maintenance of Safety of Portable Electrical Appliances**

Issue 1, ? 2016

Note: Further detailed information and advice can be found in "Maintaining Portable Electrical Equipment", published by HSE, a copy of which is held in the HPC office

**Scope and Definition:**

This procedure forms part of the implementation of the HPC Health and Safety Policy, takes account of the HSE advice noted above and applies to Portable Electrical Appliances owned by HPC or hired by HPC for the use of its staff or others which utilise electrical power at a voltage that can give a fatal electrical shock i.e. greater than 50Vac or 120Vdc.

"Portable" means equipment that is connected to a supply of electricity by a flexible cable and which is either hand-held or hand operated whilst connected to the supply or equipment that is intended or likely to be moved whilst connected to the supply. This includes detachable power cords and extension leads.

Any Portable Electrical Appliances owned by hirers of HPC halls or others that are left on HPC premises must be clearly labelled with the owner's name and for their use only. The safety of such items will remain the responsibility of the owner and the hire agreement shall make this condition clear to the hirer. HPC will not inspect or test any such equipment.

**The Approach to maintaining safety:**

The advice from HSE involves considering the risk i.e. the chance of harm actually been done when things go wrong and making procedures appropriate to the level of risk. It is clear, for instance, that the risk from mains powered hand tools used out of doors is rather greater than from an electric kettle on a kitchen work surface.

How equipment is used is also a factor. Use by trained and supervised HPC staff should ensure that equipment is less likely to be damaged and become unsafe, however equipment available to hirers of HPC halls, such as electric kettles are more prone to damage.

Use of appliances by HPC staff that are not owned and maintained by HPC should be avoided and controlled by staff rules, enforced by supervisors and managers.

Awareness of the requirements of the Health and Safety at Work Acts and regulations is assumed.

**The use of equipment.**

All electrical equipment sold in the UK must carry a CE mark attesting to its safety.

The risks associated with the use of Portable Electrical Appliances used in the HPC office and halls is principally that of damage to cables through age, misuse or mishap and through repeated flexing of the cable, particularly where the cable enters a connector or the body of the appliance.

The risks associated with mains powered equipment such as electric drills and hedge trimmers is include damage to the cable caused by the appliance itself, in addition to the causes described above.

**Avoidance of risk.**

Prevention being better than cure, good housekeeping is crucial. Avoiding appliance cables and trailing extension leads that can be stepped on repeatedly or tripped over, keeping cables away from sharp edges, avoiding cables becoming trapped between objects and avoiding cables pulled tight and thus stressing junctions at connectors must be the watchwords. All staff should be made aware of these issues and encouraged, notwithstanding any formal inspection and testing of appliances, to report anything that might give rise to an increase of such risks.

**Risk assessments**

It is considered that the guidance given in the HSE manual, together with the small number and straightforward nature of the appliances in question, that the table of inspection and test in Appendix 2 demonstrates that risks have been assessed satisfactorily.

There are two main risks from any electrical equipment, namely electric shock from coming into contact with live conductors, and faults that give rise to excessive heat generation that could result in a fire.

**Frequency of Inspection and Test**

Each Portable Appliance should be assessed against the table in the HSE advice which is reproduced in Appendix 1 and assigned appropriate intervals. The Clerk should confirm these assignments and initial the forms.

**Maintenance Procedure**

There are four components

- Informal inspection by users
- Formal inspections by competent HPC staff
- Combined inspection & test, known as PAT testing, by an electrically competent person
- Record keeping to confirm execution of formal activities and effectiveness of regimes.

**Informal Inspections**

HPC staff should be trained and required to observe and report to any damage, or suspected damage, to equipment or cables any damage, or suspected damage, to equipment or cables, whether or not they are portable. The supervisor/manager must investigate and take appropriate action to avoid harm to staff and visitors.

Hirers of hall should be encouraged to check that equipment they use, such as electric kettles, are without obvious damage and to report any damage, or suspected damage, to equipment or cables to HPC staff. Signs to this effect should be placed in the kitchens and elsewhere. A short note to this effect should be included in hire agreements.

**Formal Inspections of Portable Electrical Equipment**

1. The nature of the inspection: Each equipment shall be inspected for signs of damage to the equipment or its cables and connectors. If any damage, or suspected damage, is found, the equipment or cable should immediately be removed from use and the supervisor/manager informed. It is then the responsibility of the Clerk or other authorised person, to determine the disposition of the equipment/cable and any other action deemed necessary.
2. The inspections shall be carried out by members of staff with the necessary delegated authority. If deemed necessary training may be appropriate, although someone who has read and understood the HSE document noted above may be considered, in the light of

the small number and nature of the equipment owned by HPC, to have been adequately trained.

3. Every inspection, the date, the initials of the inspector and the result, shall be recorded on the form to be found in Appendix 2.
4. The frequency of inspections:
    a. Determine the appropriate frequency for each equipment by reference to the Table in Appendix 1, and its location. This can vary between 6 months and 4 years
    b. HPC Office: Use the maximum interval suggested. Reason: few staff minimal risk
    c. HPC Countryside team – Outdoor equipment: use lowest suggested interval. Reason: nature of equipment and usage
    d. HPC Halls: use lowest suggested interval. Reason: use is unsupervised
5. The effectiveness of this schedule of inspections should be reviewed by the Clerk periodically in light of the number of defects being reported, and amended if necessary

**Combined inspection & test, known as PAT testing**

PAT Testing must be carried out by suitably qualified and equipped personnel.

The frequency of Testing:

a. Note: Double Insulated equipment (which can be identified by the double box symbol on its information plate or by the fact that its Earth pin is made entirely of plastic) do not require PAT testing.
b. Determine the appropriate frequency for each equipment by reference to the Table in Appendix 1, and its location. This can vary between 1 and 5 years
c. HPC Office: Use the maximum interval suggested. Reason: few staff minimal risk
d. HPC Countryside team – Outdoor equipment: use lowest suggested interval. Reason: nature of equipment and usage
e. HPC Halls: use lowest suggested interval. Reason: use is unsupervised

**Operations Note:**

To reduce the cost of PAT testing by contractors, it may be useful to collect items to be tested from the two halls and elsewhere and bring them to the office in order that everything can be tested at the same time in order to reduce any travel costs.

Various specialist suppliers offer PAT testing services. One such is PAT Matt which claims to cover this area and offers a price per unit of £1.50 for up to 50 items at the time of writing. See http://www.patmatt.co.uk/our-services.html

# HEALTH AND SAFETY POLICY STATEMENT

Horndean Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work
-

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Signed:** **Dated:**

**Chairman**
**Members of the Parish Council**

**Signed:** **Dated:**

**Executive Officer (Parish Clerk)**

Template

# Health & Safety
# Policy Statement

## Health & Safety at Work etc Act 1974

**This is the Health & Safety Policy Statement of**

(Name of Council)

**The Council's general policy is:**

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

Signed:

(On behalf of Council)

Dated:

Review Date:

## Appendix 1

From HSE "Maintaining Portable Electrical Equipment"

**Table 1** Suggested initial maintenance intervals

| Type of business | | User checks | Formal visual inspection | Combined inspection and test |
|---|---|---|---|---|
| Equipment hire | | N/A | Before issue/after return | Before issue |
| Battery operated equipment (less than 40 V) | | No | No | No |
| Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights | | No | No | No |
| Construction | 110V equipment | Yes, weekly | Yes, monthly | Yes, before first use on site then 3-monthly |
| | 230V equipment | Yes, daily/every shift | Yes, weekly | Yes, before first use on site then monthly |
| | Fixed RCDs | Yes, daily/every shift | Yes, weekly | Yes, before first use on site, then 3-monthly (portable RCDs – monthly) |
| | Equipment site offices | Yes, monthly | Yes, 6-monthly | Yes, before first use on site then yearly |
| Heavy industrial/high risk of equipment damage (not construction) | | Yes, daily | Yes, weekly | Yes, 6–12 months |
| Light industrial | | Yes | Yes, before initial use then 6-monthly | Yes, 6–12 months |
| Office information technology rarely moved, eg desktop computers, photocopiers, fax machines | | No | Yes, 2–4 years | No if double insulated, otherwise up to 5 years |
| Double insulated ⧈ (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps | | No | 2–4 years | No |
| Hand-held, double insulated ⧈ (Class II) equipment, eg some floor cleaners, some kitchen equipment | | Yes | Yes, 6 months – 1 year | No |
| Earthed (Class I) equipment, eg electric kettles, some floor cleaners | | Yes | Yes, 6 months – 1 year | Yes, 1–2 years |
| Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment | | Yes | Yes, 6 months – 4 years depending on type of equipment it is connected to | Yes, 1–5 years depending on the equipment it is connected to |

**Notes for Table 1:**

Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.

Over time, when you look at the results of user checks, formal visual inspections and portable appliance tests you will notice trends. These may tell you that you need to look at or test electrical equipment more or less often, depending on the number of problems being found.

If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical equipment by testing interval.

The IET Code of Practice has a similar table but with the information presented in a slightly different manner. In some instances with more detail and specifics, however, the two sets of information are considered to be consistent with each other.

**Appendix 2: Formal Inspection (FI) and PAT Testing Record Sheet**

Equipment Location .....

| Equipment | Identification | Frequency | | FI/PAT, Date & Initials | FI/PAT, Date & Initials | FI/PAT, Date & Initials | FI/PAT, Date & Initials | FI/PAT, Date & Initials | FI/PAT, Date & Initials | FI/PAT, Date & Initials | FI/PAT, Date & Initials | FI/PAT, Date & Initials | FI/PAT, Date & Initials |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Eg serial No | FI | PAT | | | | | | | | | | |
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# HORNDEAN PARISH COUNCIL

**COUNCIL MEETING** **Date: 25 July 2016**

**AGENDA ITEM:** 25

**SUBJECT OF REPORT: Freedom of Information – application charges.**

**BACKGROUND**

At the meeting of the Council on the 16 May 2016, the applicable charges relating to the processing of requests under the Freedom of Information Act were reviewed and agreed.

Council raised the question as to whether it is permissible to charge for any work undertaken by officers in excess of two hours.

Under Regulation 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, the 'appropriate limit' is set at £450 for Local Authorities. This is calculated on a standard rate of £25 per hour based on estimating the staff time taken.

It is not therefore normally acceptable to charge for staff time spent searching for information, unless complying with the request exceeds the 'appropriate limit'.

Report prepared by:

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

Item 26

Hampshire Association of Local Councils

# 22nd October 2016

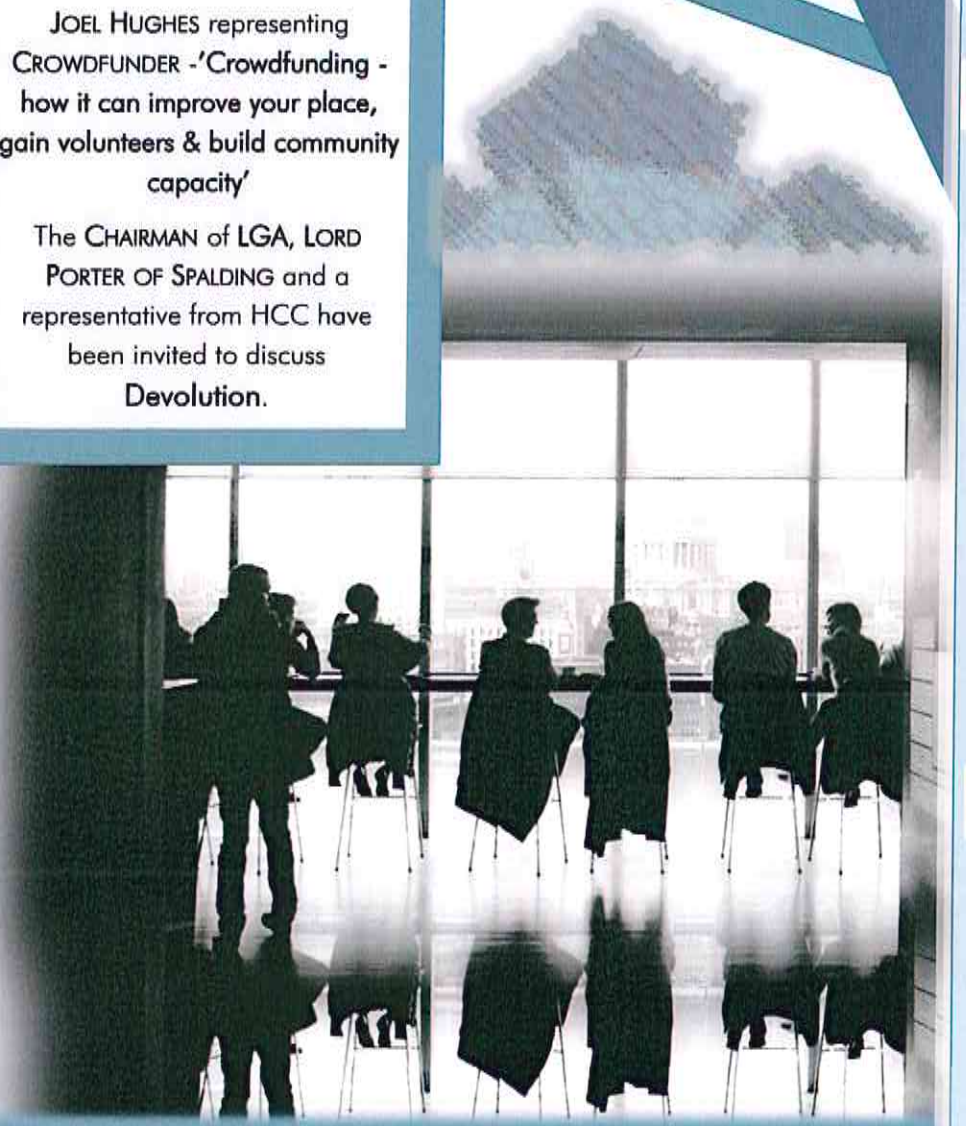
Victoria Hall, West Green Road, Hartley Wintney,
Hook, Hampshire. RG27 8RE
9am - 1:30pm
Book Your Place Now
Susan.ramage@eastleigh.gov.uk

## GUEST SPEAKERS

SIMON SANGER-ANDERSON representing TOZERS SOLICITORS

JOEL HUGHES representing CROWDFUNDER -'Crowdfunding - how it can improve your place, gain volunteers & build community capacity'

The CHAIRMAN of LGA, LORD PORTER OF SPALDING and a representative from HCC have been invited to discuss **Devolution.**



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# HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS' 69TH ANNUAL GENERAL MEETING