Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 23 MAY 2016 AT JUBILEE HALL AT 7.00 P.M.

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

Carla Baverstock-Jones GCILEx
Executive Officer & Clerk to the Council

17 May 2016

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of interest.
3. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
4. To elect a Vice Chairman to the Finance and General Purposes Committee.
5. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 21 March 2016.
6. To receive and review the Final Accounts for 2015/16 and make a recommendation to Council.
7. To discuss and review the Earmarked Reserves and make recommendations for any changes to Council.
8. To discuss and agree the way forward in respect of the preparation of a Business Continuity Plan.
9. To discuss and consider the engagement of the Internal Auditor.
10. 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.

11. 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.

12. To consider establishing a working party to draw up a policy and/or procedure for ensuring the safety of electrical appliances in HPC buildings in accordance with HSE recommendations.

13. To consider and present questions relating to general financial matters to the Responsible Finance Officer.

Item 5

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 21ST MARCH 2016 AT 7:15 PM.

PRESENT: Cllr D Evans (Chairman),
Cllr D Alexander, Cllr Mrs. L Evans, Cllr A Forbes, Cllr M Burridge

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 was present

F&GP 083 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs. D Denston and Mrs. I Weeks.

F&GP 084 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 085 **PUBLIC SESSION**

There were no members of the public present.

F&GP 086 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 02 NOVEMBER 2015**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 2nd November 2015 be duly signed as a true record of the meeting.

F&GP 087 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS**

- CITIZENS ADVICE BUREAU EAST HAMPSHIRE - £4,000
- HOME-START BUTSER - £1,650
- AGE CONCERN COWPLAIN - £700
- HORNDEAN TECHNOLOGY COLLEGE LUNCHEON CLUB - £250

CITIZENS ADVICE BUREAU EAST HAMPSHIRE
Mr Stuart from the CAB attended the meeting and gave a short talk. He said he was keen to get an outreach in Horndean and was in consultation with Horndean Library, whom had offered them an office for hire. He also stated that their records indicated that they had supported 478 local people/families in 2014/15. Questions were put to Mr Stuart with concerns raised that there had been no CAB facility in Horndean since 2014, even though HPC had offered the CAB use of Napier hall at no cost.

It was agreed to recommend to Council that HPC offer CAB the use of Napier hall for the outreach sessions and that a reduced rate for the grant be submitted.

HOME-START BUTSER
It was agreed to recommend to Council that the grant request of £1,650 be awarded.

AGE CONCERN COWPLAIN
Cllr Mrs L Evans declared an interest due to her being on the HOPE Committee.

It was agreed to recommend to Council that the grant request of £700 be awarded.

HORNDEAN TECHNOLOGY COLLEGE LUNCHEON CLUB
It was **RESOLVED** that due to the Luncheon having already taken place over Christmas, the grant could not be considered retrospectively and that a letter be sent to the College, apologising for it having not been considered earlier, asking if they wish to apply again next year.

It was noted that the Finance and General Purposes Committee had previously made a rule of consideration for grant applications, whereby they would be considered twice yearly.

It was **RESOLVED** that going forward, grant applications would be considered at any of the Finance and General Purposes Committee meetings throughout the year, to ensure all applications would be dealt with in a timely manner.

F&GP 088 **TO DISCUSS THE FUTURE USE OF THE SPEED INDICATOR DEVICE (SID) EQUIPMENT**

A discussion took place and it was **RESOLVED** that Cllr Mrs L Evans continue seeking a group of volunteers, willing to form part of a new SID group.

F&GP 089 **TO DISCUSS AND AGREE THE WAY FORWARD FOR THE IMPROVEMENT OF NAPIER AND JUBILEE HALLS**

A report by the Chairman was circulated. It was suggested that a working party be put together, concentrating initially on Jubilee Hall, to include Jubilee as the office base for the Parish Council and Countryside Team.

It was **RESOLVED** that
a) The report be put to Council, concentrating initially on the improvement of Jubilee Hall.
b) The Chairman of the Council (Mrs L Evans) approach the Legal Department at EHDC regarding getting the covenant lifted, to allow the extension of Jubilee hall.

F&GP 090 **TO DISCUSS AND AGREE THE WAY FORWARD IN THE ENAGAGEMENT AND FUNDING OF THE ARCHITECT IN RESPECT OF THE WORK TO BE UNDERTAKEN IN RELATION TO THE CRICKET PAVILION**

The Chairman of the Council gave a verbal update. She said that HPC had received the costing from the architect (£5,800).

A discussion took place and it was **RESOLVED** that the Committee recommends that HPC support using Council funds to supplement the architects fee, above and beyond the available funds in the S106 Agreement.

The meeting closed at 9:10pm

.....
Chairman

.....
Dated

Item: 6

HORNDEAN PARISH COUNCIL

FINANCE & GENERAL PURPOSES : 23-05-2016

SUBJECT OF REPORT: March 2016 Finance Report

Income & Expenditure

2015-16 has now been closed and Final Accounts prepared.

Income:
The Budget was set at £432k and the outturn was £463k, a favourable variance of £31k. However, £6k of this is from a sale of a vehicle which was transferred to earmarked reserves so the underlying position was a favourable variance of £25k.

The main reasons for this variance
Hall Income: £13k
Councillor Grants/Other Grants: £9.6k

Expenditure:
The Budget was set at £415k and the outturn was £454k, an unfavourable variance of £39k. However, there was £55k of expenditure in the year that was spent out of brought forward earmarked reserves so the underlying position was an underspend of £16k.

The main contributors to this variance:
Election: £5.1k. The budget was not needed.
Youth Shelters: £4k. Not spent in 2015-16 as planning approval has only just been granted.
Insurance: £2.8k.

In summary, after adjusting for the effect of movement in Earmarked reserves the income & expenditure position outturn for 2015-16 was **an underspend of £41k.**

Balance Sheet

Current Assets

As at the 31st March 2016 the balance stood at £385k consisting mainly of the following:

i) Cash held with Co-op, Cambridge & Counties and in Petty Cash = £370k
ii) Debtors £15.2k (£4.3k of Hall bookings for March where income had not been received by 31-03-16 and £10.9k for Quarter 4 2015-16 VAT reclaim)

Current Liabilities

As at the 31st March 2016 the balance stood at £18k consisting mainly of the following:

i) Accruals of £16.1k (goods/services received prior to 31st March 2016 where payments had not been made)
ii) Receipts in Advance of £1.8k. (Hall bookings paid for dates post April 1st 2016)

Reserves

As at the 31st March 2016 General Reserves have increased to £211,832.
Earmarked Reserves stood at £144.9k.

Annual Return

The copy of the Annual Governance Statement and the Accounting Statements 2015-16 are attached.
These need to be formally signed off at the full Council Meeting on Monday 20th June.

Once they are signed the document plus supporting evidence required will be sent to the external auditors, BDO.

Report Prepared by Simon Ritson, Responsible Finance Officer

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 2016

		Current Month (March)			Year to Date			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
201	Central Costs - Finance & GP C										
2000	Admin Salaries	10,020	8,898	-1,122	110,515	106,743	-3,772	106,743	-3,772		
2050	Staff Travel & Expenses	63	100	37	1,292	1,200	-92	1,200	-92		
2060	Staff Training	80	200	120	640	2,400	1,760	2,400	1,760		
2070	Medical / Health & Safety Exp.	464	12	-452	6,169	100	-6,069	100	-6,069		includes Defibrillators funded from Councillors Grants
2920	Recruitment	179	125	-54	1,800	1,500	-300	1,500	-300		
3052	Janitorial Supplies	95	42	-53	448	500	52	500	52		
4011	IT Support	390	400	10	7,521	2,400	-5,121	2,400	-5,121	5,658	includes Installation of New PCs from EMRs (£5,658)
4022	Postage	62	35	-27	351	420	69	420	69		
4024	Printing	299	610	311	1,609	2,440	831	2,440	831		
4026	Stationery	134	100	-34	1,163	1,200	37	1,200	37		
4028	Publications & Books	0	0	0	82	0	-82	0	-82		
4029	Subscriptions	610	472	-138	3,480	3,200	-280	3,200	-280		
4030	Audit	1,000	825	-175	2,675	2,500	-175	2,500	-175		
4035	Professional Fees	671	820	149	5,050	6,000	950	6,000	950	3,079	includes Project Management Fees from EMRs (£3,079)
4040	Insurance	0	2,400	2,400	9,677	12,500	2,823	12,500	2,823		
4052	Newsletter	0	197	197	0	2,360	2,360	2,360	2,360		
4062	Public Events	52	0	-52	4,321	2,000	-2,321	2,000	-2,321		
4072	Members Expenses & Training	0	42	42	574	500	-74	500	-74		
4075	Superannuation fund supplement	500	462	-38	6,000	5,500	-500	5,500	-500		
4076	Election	0	5,067	5,067	599	5,667	5,068	5,667	5,068		
4078	Office Equipment	471	113	-358	1,625	1,350	-275	1,350	-275		
4082	Community Safety	0	13	13	0	200	200	200	200		
	TOTAL EXPENDITURE	**15,090**	**20,933**	**5,843**	**165,591**	**160,680**	**-4,911**	**160,680**	**-4,911**	**8,737**	
1000	Precept	0	0	0	355,538	355,538	0	355,538			
1001	Council Tax Support Grant	0	0	0	21,538	21,538	0	21,538			
1023	Sale of Land	0	0	0	1,100	0	1,100	0			
1038	Councillor Contributions	0	0	0	4,000	0	4,000	0			Defibrillators
1043	Donations	0	0	0	1	0	1	0			
1060	Information Officer	0	0	0	7,130	7,131	-1	7,131			
1090	Interest Received	97	75	22	999	900	99	900			
1100	Recycling Income	0	0	0	162	0	162	0			
	TOTAL INCOME	**97**	**75**	**22**	**390,468**	**385,107**	**5,361**	**385,107**			
	NET EXPENDITURE OVER INCOME	**14,993**	**20,858**	**5,865**	**-224,877**	**-224,427**	**450**	**-224,427**			
245	S137 Grants										
5010	Sundry Grants (Internal Grant)	4,350	6,700	2,350	5,376	8,000	2,624	8,000	2,624		
	TOTAL EXPENDITURE	**4,350**	**6,700**	**2,350**	**5,376**	**8,000**	**2,624**	**8,000**	**2,624**		
	NET EXPENDITURE OVER INCOME	**4,350**	**6,700**	**2,350**	**5,376**	**8,000**	**2,624**	**8,000**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 2016

		Current Month (March)			Year to Date			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
301	Manor Hall										
3001	Rates	0	0	0	3,072	3,100	28	3,100	28		
3002	Utilities	1,272	181	-1,091	3,068	2,150	-918	2,150	-918		
3008	Licensing	0	320	320	145	450	305	450	305		
3009	Repairs and Maintenance	311	250	-61	2,968	3,000	32	3,000	32		
3052	Janitorial Supplies	0	0	0	56	0	-56	0	-56		
3060	Telephones	32	30	-2	384	360	-24	360	-24		
	TOTAL EXPENDITURE	**1,615**	**781**	**-834**	**9,693**	**9,060**	**-633**	**9,060**	**-633**		
1075	Halls Income	1,977	1,467	510	24,001	17,600	6,401	17,600			
	TOTAL INCOME	**1,977**	**1,467**	**510**	**24,001**	**17,600**	**6,401**	**17,600**			
	NET EXPENDITURE OVER INCOME	**-362**	**-686**	**-324**	**-14,308**	**-8,540**	**5,768**	**-8,540**			
305	Jubilee Hall										
3001	Rates	0	0	0	1,824	1,830	6	1,830	6		
3002	Utilities	734	167	-567	2,349	2,000	-349	2,000	-349		
3008	Licensing	0	100	100	112	100	-12	100	-12		
3009	Repairs and Maintenance	1,014	250	-764	7,630	3,000	-4,630	3,000	-4,630		
3052	Janitorial Supplies	0	0	0	15	0	-15	0	-15		
3056	Security	0	75	75	357	550	193	550	193		
3060	Telephones	29	59	30	784	700	-84	700	-84		
	TOTAL EXPENDITURE	**1,777**	**651**	**-1,126**	**13,071**	**8,180**	**-4,891**	**8,180**	**-4,891**		
1075	Halls Income	2,024	1,275	749	21,820	15,300	6,520	15,300			
	TOTAL INCOME	**2,024**	**1,275**	**749**	**21,820**	**15,300**	**6,520**	**15,300**			
	NET EXPENDITURE OVER INCOME	**-247**	**-624**	**-377**	**-8,749**	**-7,120**	**1,629**	**-7,120**			
310	Tythe House										
3001	Rates	0	0	0	4,272	4,276	4	4,276	4		
3002	Utilities	493	117	-376	1,872	1,400	-472	1,400	-472		
3009	Repairs and Maintenance	223	300	77	1,989	2,500	511	2,500	511		
3012	Rent	0	0	0	13,306	13,600	294	13,600	294		
3052	Janitorial Supplies	0	37	37	95	400	305	400	305		
3056	Security	664	42	-622	2,147	1,000	-1,147	1,000	-1,147		
3060	Telephones	31	500	469	2,448	6,000	3,552	6,000	3,552		
	TOTAL EXPENDITURE	**1,411**	**996**	**-415**	**26,129**	**29,176**	**3,047**	**29,176**	**3,047**		
	NET EXPENDITURE OVER INCOME	**1,411**	**996**	**-415**	**26,129**	**29,176**	**3,047**	**29,176**			
312	Central Costs - Property Management										
3054	Health & Safety	0	137	137	136	1,600	1,464	1,600	1,464		
3055	Caretaker Salaries	2,328	1,725	-603	19,075	20,645	1,570	20,645	1,570		
	TOTAL EXPENDITURE	**2,328**	**1,862**	**-466**	**19,211**	**22,245**	**3,034**	**22,245**	**3,034**		
	NET EXPENDITURE OVER INCOME	**2,328**	**1,862**	**-466**	**19,211**	**22,245**	**3,034**	**22,245**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 2016

		Current Month (March)			Year to Date			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
130	Lucky Lith										
3001	Rates	0	0	0	2,280	2,300	20	2,300	20		
3002	Utilities	0	0	0	600	300	-300	300	-300		
3009	Repairs and Maintenance	0	60	60	265	500	235	500	235		
3012	Rent	495	600	105	5,940	6,100	160	6,100	160		
	TOTAL EXPENDITURE	**495**	**660**	**165**	**9,085**	**9,200**	**115**	**9,200**	**115**		
	NET EXPENDITURE OVER INCOME	**495**	**660**	**165**	**9,085**	**9,200**	**115**	**9,200**			
140	Other Properties										
3099	Lith Av/Lith Lane/Cath Rd Pond	0	0	0	9,142	0	-9,142	0	-9,142	9,080	Lith Avenue Resurfacing from EMRs (£9,080)
3100	The Granary	0	0	0	10,090	0	-10,090	0	-10,090	10,090	Granary works funded from EMRs (£10,090)
3150	War Memorial	0	0	0	183	170	-13	170	-13		
	TOTAL EXPENDITURE	**0**	**0**	**0**	**19,415**	**170**	**-19,245**	**170**	**-19,245**	**19,170**	
	NET EXPENDITURE OVER INCOME	**0**	**0**	**0**	**19,415**	**170**	**-19,245**	**170**			
411	Designated Sites										
3009	Repairs and Maintenance	0	0	0	738	0	-738	0	-738		
6005	Habitat Management Improvement	0	167	167	0	500	500	500	500		
6010	Catherington Down	114	0	-114	857	0	-857	0	-857		
6020	Catherington Lith	1,473	0	-1,473	1,683	0	-1,683	0	-1,683		
6050	Dell Piece	657	0	-657	1,820	1,000	-820	1,000	-820		
6060	Hazleton Common	1,331	0	-1,331	2,004	0	-2,004	0	-2,004		
6110	Parsonage Field	0	0	0	53	0	-53	0	-53		
6150	Yoells Copse	657	0	-657	662	0	-662	0	-662		
	TOTAL EXPENDITURE	**4,232**	**167**	**-4,065**	**7,817**	**1,500**	**-6,317**	**1,500**	**-6,317**		
1005	HLS Payments	3,931	0	3,931	10,543	8,210	2,333	8,210			
1022	Grazing Income	0	0	0	540	0	540	0			
1030	Rural Payments Scheme	0	0	0	0	3,541	-3,541	3,541			
1035	Catherington Down	0	0	0	500	0	500	0			
1043	Donations	0	0	0	250	0	250	0			
1055	Grants	0	0	0	2,000	0	2,000	0			
	TOTAL INCOME	**3,931**	**0**	**3,931**	**13,833**	**11,751**	**2,082**	**11,751**			
	NET EXPENDITURE OVER INCOME	**301**	**167**	**-134**	**-6,016**	**-10,251**	**-4,235**	**-10,251**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 2016

		Current Month (March)			Year to Date			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
402	Public Open Space										
6030	Catherington Pond	0	0	0	135	0	-135	0	-135		
6052	Deep Dell	48	0	-48	455	0	-455	0	-455		
6054	Downs Park	47	38	-9	1,230	500	-730	500	-730		
6070	Jubilee Field	56	25	-31	769	300	-469	300	-469		
6090	Old School Field	0	0	0	295	0	-295	0	-295		
6115	Five Heads Recreation Ground	0	90	90	839	1,025	186	1,025	186		
6130	Village Centre	0	150	150	633	450	-183	450	-183		
6140	Wagtail Copse	0	0	0	2,095	0	-2,095	0	-2,095		
6160	Other Sites	0	0	0	277	300	23	300	23		
6180	Football Pitches Maintenance	500	2,350	1,850	891	3,000	2,109	3,000	2,109		
6520	Council Land Signage	0	0	0	1,215	1,000	-215	1,000	-215		
	TOTAL EXPENDITURE	**651**	**2,653**	**2,002**	**8,834**	**6,575**	**-2,259**	**6,575**	**-2,259**		
1025	Football Pitches	168	174	-6	2,011	2,000	11	2,000			
1038	Councillor Contributions	0	0	0	3,601	0	3,601	0			
	TOTAL INCOME	**168**	**174**	**-6**	**5,612**	**2,000**	**3,612**	**2,000**			
	NET EXPENDITURE OVER INCOME	**483**	**2,479**	**1,996**	**3,222**	**4,575**	**1,353**	**4,575**			
403	Recreational / Play Areas										
6100	Devolved Open Spaces	219	288	69	539	3,500	2,961	3,500	2,961		
6580	Play Equipment Maintenance	126	850	724	6,174	8,000	1,826	8,000	1,826		
	TOTAL EXPENDITURE	**345**	**1,138**	**793**	**6,713**	**11,500**	**4,787**	**11,500**	**4,787**		
	NET EXPENDITURE OVER INCOME	**345**	**1,138**	**793**	**6,713**	**11,500**	**4,787**	**11,500**			
404	Car Parks										
6205	Car Parks	0	25	25	0	300	300	300	300		
	TOTAL EXPENDITURE	**0**	**25**	**25**	**0**	**300**	**300**	**300**	**300**		
	NET EXPENDITURE OVER INCOME	**0**	**25**	**25**	**0**	**300**	**300**	**300**			
405	Roundabouts										
1105	Roundabout Sponsorship	0	0	0	721	0	721	0			
	TOTAL INCOME	**0**	**0**	**0**	**721**	**0**	**721**	**0**			
	NET EXPENDITURE OVER INCOME	**0**	**0**	**0**	**-721**	**0**	**721**	**0**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 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										
6170	Capital items	0	0	0	26,815	0	-26,815	0	-26,815	26,815	2 x New Vehicles from EMRs (£26,815)
6500	Countryside Team Salaries	9,161	8,213	-948	99,416	98,446	-970	98,446	-970		
6510	Litter Picking	277	440	163	2,446	2,000	-446	2,000	-446		
6530	Dog Waste Bins	0	945	945	3,706	3,780	74	3,780	74		
6560	Large Equipment Maintenance	0	48	48	0	565	565	565	565		
6590	Materials&EquipmentMaintenance	645	625	-20	1,067	2,500	1,433	2,500	1,433		
6591	Rangers Equipment Capital Item	563	667	104	1,811	2,000	189	2,000	189		
6592	Rangers Equipment Hire	0	200	200	83	800	717	800	717		
6620	Vehicle Running Costs	638	667	29	5,686	8,000	2,314	8,000	2,314		
6624	Waste Removal	314	231	-83	2,248	2,750	502	2,750	502		
6636	Grass Cutting	16,000	15,500	-500	16,000	15,500	-500	15,500	-500		
6640	Training for Countryside Team	0	300	300	1,336	2,500	1,164	2,500	1,164		
6648	Tree Work & Maintenance	1,250	1,000	-250	1,616	5,000	3,384	5,000	3,384		
6650	Uniform for Countryside Team	15	37	22	524	400	-124	400	-124		
6651	Personal Protection Equipment	-18	250	268	392	500	108	500	108		
6660	Open Spaces, Capital items	0	2,000	2,000	0	4,000	4,000	4,000	4,000		
	TOTAL EXPENDITURE	**28,845**	**31,123**	**2,278**	**163,146**	**148,741**	**-14,405**	**148,741**	**-14,405**	**26,815**	
1034	Sale of Vehicle	0	0	0	6,000	0	6,000	0		6,000	Sale of Vehicle to EMRs (£6,000)
	TOTAL INCOME	**0**	**0**	**0**	**6,000**	**0**	**6,000**	**0**	**0**	**6,000**	
	NET EXPENDITURE OVER INCOME	**28,845**	**31,123**	**2,278**	**157,146**	**148,741**	**-8,405**	**148,741**			

GRAND TOTAL EXPENDITURE	**61,141**	**67,689**	**6,548**	**454,082**	**415,327**	**-38,755**	**415,327**		**54,722**
GRAND TOTAL INCOME	**8,196**	**2,991**	**-5,205**	**462,454**	**431,758**	**-30,696**	**431,758**		**6,000**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**-52,945**	**-64,698**	**-11,753**	**8,372**	**16,431**	**8,059**	**16,431**		**-48,722**

ADJUSTMENTS FOR EMRs									
EXPENDITURE				-54,722		54,722			
INCOME				6,000		-6,000			

RESTATED AFTER ADJUSTMENTS FOR EMRs									
GRAND TOTAL EXPENDITURE	**61,141**	**67,689**	**6,548**	**399,360**	**415,327**	**15,967**	**415,327**		
GRAND TOTAL INCOME	**8,196**	**2,991**	**-5,205**	**456,454**	**431,758**	**-24,696**	**431,758**		
GRAND TOTAL NET EXPENDITURE OVER INCOME	**-52,945**	**-64,698**	**-11,753**	**57,094**	**16,431**	**-40,663**	**16,431**		

Horndean Parish Council
Detailed Balance Sheet
Month No: 12 (March 2016)

Date :- 31/03/2016

A/c	Account Description		Actual		
	Current Assets				
101	Debtors		4,324		
105	VAT Control A/c		10,863	15,187	
110	Prepayments		630	630	
200	Co-op No. 1 Account		239,248		
204	Cambridge & Counties Bank		130,040		
220	Petty Cash		250	369,538	
		Total Current Assets			**385,355**
	Current Liabilities				
510	Accruals		16,115		
530	Hall Income Deposits		100		
560	Receipts in Advance		1,761		
		Total Current Liabilities		**17,976**	
		Net Current Assets			**367,379**
		Total Assets less Current Liabilities			**367,379**
	Represented By :-				
300	Current Year Fund		42,939	**42,939**	
310	General Funds		179,558	**179,558**	
325	IT Equipment EMR		2,595		
326	Vehicle Replacement EMR		9,508		
327	Play Equipment EMR		13,500		
329	Napier Hall Improvements EMR		17,050		
330	Staff Contingency EMR		5,000		
334	The Granary- Preserv&Maint EMR		4,910		
338	Lith Avenue/Lane EMR		5,920		
340	Jubilee Hall Extension EMR		30,825		
341	New Playground Fund EMR		32,574		
342	Equipment Replacement EMR		10,000		
343	Legal Costs EMR		10,000		
344	Election EMR		3,000		
		Total Earmarked Reserves		**144,882**	
		Total Equity			**367,379**

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	N/A ✓	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		Notes and guidance
	31 March 2015 £	31 March 2016 £	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	292,759	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	369,538	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	0	0	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

Date

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

ITEM: 7

HORNDEAN PARISH COUNCIL

FINANCE & GENERAL PURPOSES : 23-05-2016

SUBJECT OF REPORT: Earmarked Reserves

Earmarked Reserves

As at the 31st March 2016 Earmarked Reserves stood at £144.9k.

The attached spreadsheet shows the breakdown of this Earmarked Reserves total as at 1st April 2016 in Column A.
A number of principles were discussed and agreed during the budget setting process in the autumn of 2015 but as we now have the final brought forward figures it is time to review and amend as appropriate.

Column B amalgamates the two 'Playground Funds into one
Column C removes the 'Staff Contingency' and 'Equipment Funds'.
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.
Column E ensures that total Earmarked Reserves remain unchanged but puts the balance into Napier & Jubilee in equal amounts.

Other Points to consider:

i) Lith Avenue and the Granary reserves are simply the brought forward balances as at 1st April 2016. They may need to be updated.
ii) The absolute levels of General and Earmarked reserves. Do we need to realign?
iii) Are there any additional Earmarked reserves that need to be created?

Report Prepared by Simon Ritson, Responsible Finance Officer

EARMARKED RESERVES 2016-17		BF Mar-16 Bal. Sheet	Bgt Adj	Bgt Adj	Bgt Adj	Bgt Adj	BF Adj Bal Sht	Notes
		A	B	C	D	E	F	
Omega Code								
300	Current Year Funds	0					0	
310	General Funds	211,832		15,000	5,603	-20,603	211,832	
325	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
326	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
327	Play Equipment	13,500	-13,500				0	
329	Napier Hall Improvements	17,050				10,301	27,351	
330	Staff Contingency	5,000		-5,000			0	
334	The Granary	4,910					4,910	
338	Lith Avenue re-surfacing	5,920					5,920	
340	Jubilee Hall Extension fund	30,825				10,301	41,126	
341	New Playground Fund	32,574	13,500				46,074	
342	Equipment replacement fund	10,000		-10,000			0	
343	Legal Costs	10,000					10,000	
344	Election	3,000					3,000	to be increased year on year to reach £6,000 for next Election
	TOTAL OF EARMARKED FUNDS	**144,882**	**0**	**-15,000**	**-5,603**	**20,603**	**144,882**	
	GRAND TOTAL	**356,714**	**0**	**0**	**0**	**0**	**356,714**	

Precept + Council Tax Support Grant 2016-17	385,728
No.of Months Running Costs in Total Reserves	11.10
No.of Months Running Costs in General Reserves	7.13
No.of Months Running Costs in Earmarked Reserves	4.87

ITEM 10

HORNDEAN PARISH COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 22 April 2013, 18 May 2015 and 17 August 2015.

Record of subsequent changes:

Issue	Date	Adopted at: (ref)	Details of changes
1	22 April 2013	hpc 7748	First Issue
2	19 May 2014	hpc 011/14	Addition to 6.6 and re-word of 5.2. Re-number paragraph 11 correctly
3	15 December 2014	hpc FC 014	Increase in Clerks spending limit
4	17 August 2015	Hpc FC	Update in accordance with HALC.

Introduction

These Regulations are based on the Model Financial Regulations Model 2 (England) dated January 2004 issued by the National Association of Local Councils which have been amended where necessary to clarify or to codify practices adopted by the Council.

Terms used in these Regulations are defined in Appendix A.

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1. GENERAL

1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.

1.2 The Responsible Financial Officer ('RFO') is a statutory office and shall be appointed by the Council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.

1.3 The RFO shall produce financial management information as required by the Council. Details of these requirements are set out in Appendix B

1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices by a Working Party of three Councillors.

1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.

1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. ANNUAL ESTIMATES (BUDGET)

2.1 Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year. The process by which the Council will create its Budget and calculate its Precept is outlined in Appendix C.

2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council. The RFO shall identify the nature of expenditure, in particular, whether it is an overhead, a legal obligation of the Council, or a discretionary item. Budget estimates should be as accurate as possible and contingency reserves should be included if required.

2.3 The Council shall review the budget not later than the end of December each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.

2.4 The annual budget shall form the basis of financial control for the ensuing year.

2.5 The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget. The budget must consider the effects of the three year plan and of the need to replace capital assets from time to time and should seek to build and maintain earmarked reserves specifically for these purposes.

2.6 The Council may not set a deficit budget but may draw on reserves for one-off purchases or non-recurring expenditure.

2.7 The Council should not set a budget that could, at any point in the year, result in Council funds falling below an amount equal to three months expenditure.

3. BUDGETARY CONTROL and AUTHORITY TO SPEND

3.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. Items that have been identified, costed and itemised in the Budget are thereby duly authorised. This authority is to be determined by:

- the Council for all items over £5,000;
- a duly delegated Committee of the Council for items over £750; or
- the Clerk for any items below £750.

Such authority is to be evidenced by a Minute of an appropriate meeting or by a written Order signed by the Clerk. Contracts may not be disaggregated to avoid controls imposed by these regulations.

3.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).

3.3 The RFO shall provide the Council, at the end of each quarter of the municipal year, with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to date against that planned in the budget, and providing explanations of any actual or expected significant variances.

3.4 In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure subject to a limit of £2,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

3.8 Projects using more than £750 of materials and/or 1 man-week of HPC labour should be discussed with both the Chairman of the Council and the Chairman of the Open Spaces committee to determine whether Council should review a particular project. This will ensure that major projects that consume significant amounts of materials and/or HPC labour (usually the Countryside team) should be authorised by Council in advance so that Councillors can review both the nature and cost of the project before it is carried out.

3.9 The salary budgets are to be reviewed at least annually during the preparation of the Budgets for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.

3.10 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year, but, in any event, no later than May 31st, and shall submit them and written report thereon to the Council.

4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.

4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person if required by the Council, at the end of each quarter (or as agreed in advance between the Council and the Internal Auditor) and will provide an annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the

Internal Auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council. In order that the Council can demonstrate the independence of the Internal Auditor, the same individual or company should hold the post for no more than eight years.

4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.

4.7 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be reviewed annually by the Council for efficiency and security. To enable this review, the RFO will produce a report covering bank charges paid and interest rates together with any other details as requested by the Council.

5.2 A schedule of the payments, forming part of the agenda for the meeting, shall be prepared by the RFO and, together with relevant invoices, be presented to Council or a duly delegated committee. Policy and Resources is the duly delegated committee. If the schedule is in order it shall be authorised by a resolution of the Council or duly delegated committee and shall be initialled by the Chairman of the Meeting. If more appropriate the details may be shown in the Minutes of the Meeting.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council, and countersigned by the Clerk.

5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6. PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers, except for utility supplies (energy, telephone and water) which may be made by variable Direct Debit provided that the instructions are signed in accordance with the Bank Mandate and payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council every year. Payments under the Clerk's delegated £750 (excluding VAT) authorisation limit will be paid on receipt and will be included on the Order of Payments under the 'invoices paid' section for information.

6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made must include a receipt and shall be forwarded to the RFO with a claim for reimbursement:

a The RFO shall maintain as petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b Income received must not be paid into the petty cash float but must be banked and recorded in the accounts, as provided elsewhere in these regulations.

c Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under paragraph 5.2 above.

6.6 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank

signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

7. PAYMENT OF SALARIES

7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8. LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually. Any borrowing must be authorised by a resolution of the full Council.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Charges should be levied to cover the cost of all work done, services rendered or goods supplied by the Council and for the use of Council assets by third parties. The rates, which may differ for profit making hirers and non-profit making hirers and may include a supplement for Public Holidays to cover additional expenses, will be set annually by a resolution of the Council. The RFO shall be responsible for the collection of all amounts due to the Council.

9.3 The Council will review all fees and charges annually as part of the budgeting process, following a report of the Clerk. This report shall include the charges levied by the Council over the previous three years, for comparison, together with charges made by local providers of similar services if available.

9.4 Any sums considered to be irrecoverable and any potential bad debts shall be reported to the Council for approval to write off.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying-in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made quarterly with one claim coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10 The Clerk shall identify and report to Council opportunities to apply for grants or other funds, from other bodies e.g. East Hampshire District Council in respect of Developer Contributions under "Section 106" or CIL. The Clerk will present a report giving details of any proposed application for funds including the uses and amounts to Council for its approval before submitting an application. Where time is of the essence, the Clerk will consult with the Chairman as to the best course of action who may agree to that an application be made and the Council notified as soon as possible.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate such as goods purchased from a retailer. Orders shall carry a unique reference number and copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in paragraph 11.

10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

10.5 The Clerk is authorised to place orders for work, goods and services that are included in the budget and do not exceed £750 or for items of expenditure shown in paragraph 11.1.

11. CONTRACTS

11.1 The Clerk shall have a delegated authority to enter into contracts for the following goods and services after ensuring that they represent the best value for money:

a The supply of gas, electricity, water, sewerage, telephone and broadband services,

b Specialist services provided by solicitors, accountants, surveyors and planning consultants.

c Repairs to, or replacement parts for, machinery, equipment or plant,

d Materials that constitute an extension to an existing contract.

e Additional work by the Auditor.

f Goods or materials that are proprietary articles and/or are only sold at a fixed price.

11.2 Contracts less than £750 shall be covered by Section 10.

11.3 Contracts greater than £750 and less than £3,000 require the following:

a The Clerk shall strive to obtain three estimates from suppliers setting out details of the work required, the price and a delivery or completion date as appropriate.

b For contracts that require approval by Council, the Clerk shall prepare a report with an evaluation and recommendation which shall be sent to Councillors one week before the meeting at which it will presented for consideration and approval so that any requests for further details can be dealt with before the meeting.

c The Clerk shall enter into the contract selected and approved by the Council in accordance with its instructions.

11.4 Contracts over £3,000 and below the upper contract price limit as currently specified in Standing Order Section 30b requires, in addition to the provisions of 11.3 b, c, the following:

(a) The Clerk shall obtain at least 3 quotations (priced descriptions of the goods and/or service to be supplied.

(b) In respect of Contracts greater than £10,000, the Clerk shall present a Statement of Requirements to Council for approval before obtaining quotations from suppliers.

11.5 Where a contract is expected to exceed the upper contract price limit specified in Standing Order Section 30b and in addition to the provisions of 11.4, a formal tendering process is required as specified in Standing Order Section 30c, d and e.

11.6 The Council shall not be obliged to accept the lowest of any tender, quote or estimate.

11.7 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, or when fewer than 3 quotations or estimates have been obtained, the reason shall be embodied in a recommendation to the Council.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually, for the year-end accounts on the 1st April or as close to that date as possible. These checks will confirm the quantities of material held, their value and hence the total value of material in stock. General stationery stocks should be examined for relevance, but, unless of high value, need not be counted. Any stock that has been held and not used for more than 12 months should be reviewed for possible disposal.

14. ASSETS, PROPERTIES AND ESTATES

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2 No property, asset or estate shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14.4 Each Asset will be assigned a unique reference number and the following information will be recorded where relevant and available (see Governance Rules 2010 3.66):

a Date of Acquisition

b Description of Asset

c Cost of Acquisition

d Location

e Responsibility (Custodian)

f Present Use & Capacity

g Current Value

h Charges for use

i Expected remaining life

j Expected cost of replacement if remaining expected life is less than 3 years.

15. INSURANCE

15.1 Following the annual risk assessment shown in paragraph 17, the RFO shall effect all insurances and negotiate all claims on the Council's insurers

15.2 The Clerk shall identify all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances and shall promptly notify the Council's insurers and effect any changes to policies that are required.

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it. The RFO shall present a report to Council detailing the review, its result and any recommendations arising.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. CHARITIES

16.1 Where the Council is sole trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council during March each year.

17.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. REVISION OF FINANCIAL REGULATIONS

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council at least once every 12 months. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

Appendix A: Definition of Terms

Term	Definition
Internal Auditor	Independent Internal Auditor appointed by the Council "to review whether the systems of financial and other controls over a Council's activities and operating procedures are effective" (NALC Governance rules 2010 para 2.59)
Contract	An agreement between the Council and a supplier that sets out the terms for the procurement of goods or services.
Orders	A single and individual purchase of goods or services. • Goods may be supplied by retailers, wholesalers or distributors and the key characteristic is that they are standard off-the-shelf items that are offered at a published and essentially non-negotiable price. • Services cover one-off procurement such as vehicle servicing or painting a fence.
Project	A programme of work with a defined purpose and start and finish dates. It shall have a clear and agreed purpose and will generally be a new or one-off task.
Class of expenditure	Budget line item, generally a single nominal code item.
Fixed Asset	An asset intended to be used for more than one year costing at least £100.
Capital expenditure	Purchase of a fixed asset

Appendix B: Financial Information Required by the Council

The objectives of these requirements are to provide members with:

A. A clear and complete explanation of the financial aspects of each part of the Council's operations so that decisions may be made in full knowledge of their financial effects.

B. A clear means of monitoring the progress of the Council's finances against the Budget at all points during the year so that any trends that show a deviation from budget can be identified in time for remedial action to be taken.

The Budget will be entered into the Omega accounts system (or otherwise) as a phased or profiled budget showing the quarterly, six monthly and annual or other significant seasonal or project-related receipts and payments in the month that they will occur. Other receipts and payments that occur monthly, such as salaries, or general running costs will be spread equally across the year.

Costs associated specifically with one aspect of the Council's operations are to be reported within that area. For example:

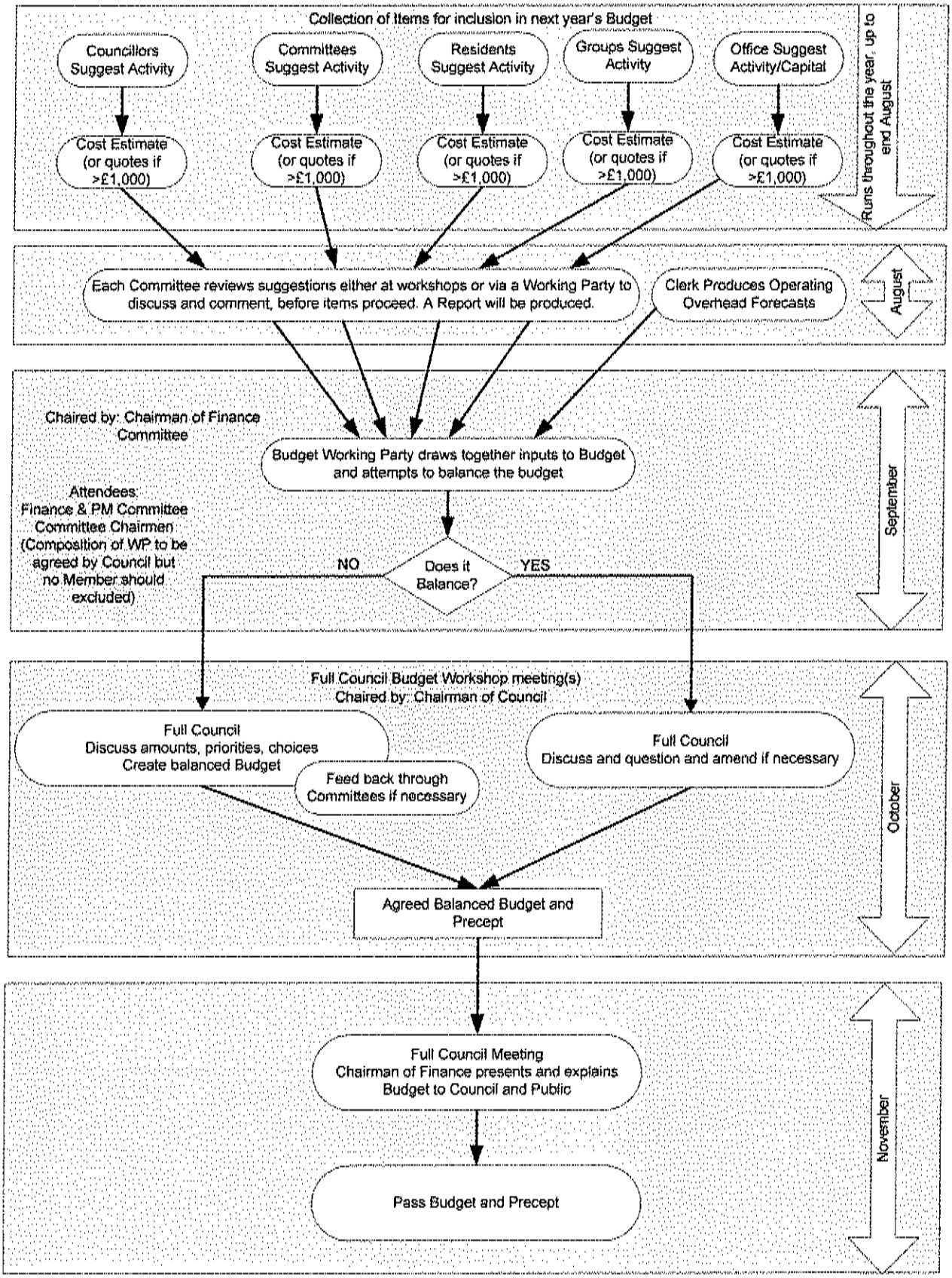
1. Open Spaces Financial Report shall include:
    a) Material and other direct costs
    b) Labour costs of all permanent and temporary staff engaged on Open Spaces work
    c) Storage costs such as the rent of premises
    d) Mobile phones or other indirect costs
2. Property Management Financial Report shall include:
    a) General running costs of Council operated Halls
    b) Caretaker's labour costs
3. Finance and General Purpose Report
    a) General administration
    b) Labour costs of admin staff
    c) Rent and other occupancy costs of the Council offices

Costs that are both significant and can be readily apportioned (such as the insurance relating to outside work of an inherently risky nature) should also be allocated to the appropriate area..

Expenditure directly associated with revenue must be reported separately and not netted off against each other.

The Council's Financial Recording Systems are determined by the RFO (see 4.1 above) who should determine whether the recording systems can be aligned with the requirements stated in this Appendix or if the reports created by the accounts system need to be adapted to comply with these reporting requirements before being presented to Members.

Appendix C: Annual Budget and Precept setting Process



Item 11

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

(a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

(b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

(c) In all respects be subject to the provisions of the determined by the Council. Council's Standing Orders and Financial Regulations except as otherwise

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

PLANNING AND PUBLIC SERVICES COMMITTEE

(a) The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant legislation;

(b) The making of representations in respect of appeals against the refusal of planning permission;

(c) The making of recommendations regarding street naming;

(d) To consider and monitor strategic, County, District and other developmental plans, which impact upon the Parish, and the making of all appropriate representations.

(e) The facilitation of economic development initiatives for the benefit of the Parish and the making of recommendations on all related matters and liaison as appropriate with other agencies;

(f) The making of representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to in Terms of Reference (a) - (e) above.

(g) The making of representations to the appropriate authority in respect of highways matters.

(h) The making of representations to the appropriate authority in respect of public transport services.

(i) The making of representations to the appropriate authority in respect of all health care/service matters.

(j) The making of representations to Hampshire Police Authority in respect of all local policing matters, including the establishment of joint partnership initiatives.

(k) The making of representations to East Hampshire District Council regarding any licensing issues upon which a Parish Council view/recommendation is being sought.

(l) All other matters which are the responsibility of other local authorities/external agencies and directly affect the parish, its residents, and/or basic infrastructure.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a meeting, owing to lack of business, or in the event of an emergency.

POWERS AND DUTIES OF THE GROUNDS COMMITTEE

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

b) Where expenditure has been agreed in the Budget for a specific item then such expenditure can be incurred and that fact will be reported to the next meeting of full Council for noting.

c) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

d) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

GROUNDS COMMITTEE

(a) Dealing with the provision, management and maintenance of Countryside sites, other open spaces and amenity sites, recreation grounds, sports pitches and play areas, and the closed churchyard, and the making of recommendations annually to the Policy and General Purposes Committee in respect of budgetary requirements, rents and charges, and/or management agreements/lease terms.

(b) The making of recommendations to the Policy and General Purposes Committee regarding matters relating to the Council's staff engaged on countryside, open spaces and amenities.

(c) Dealing with the provision and maintenance of street furniture and Town Council public owned facilities including Public Seats, Bus Shelters, Public Notice Boards, and Litter, Salt, Grit, Dog Bins;

(d) The co-ordination and direction of the Council's environmental improvement programmes and related initiatives, including the initiation and co-ordination of plans to increase the awareness of conservation and environmental matters in the Parish;

(e) To promote the Council's recreational facilities, the use and improvement of public and permissive Rights, and the active involvement of volunteers, including Tree Wardens and Conservation Volunteers in enhancing the Council's objectives of protecting and enhancing the natural environment and habitats of the parish.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a meeting, owing to lack of business, or in the event of an emergency.

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

(a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

(b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

(c) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

STAFFING COMMITTEE

The functions of the Committee are:

a. To act as the day to day employer contact for the Clerk

b. Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff and making appropriate recommendations on financial aspects to Policy & Resources.

c. To oversee the process for appointing new employees of the Council, save the position of the Clerk to the Council which would be subject to agreement by all Members. Interviewing panels for permanent staff shall include a representative from the appropriate Committee of the Council.

d. To ensure that Contracts of Employment are in place for all employees, and policies and procedures relating to employment are regularly reviewed and kept up to date in the light of changing legislation.

e. To ensure that there is an appraisal system in place for all employees' performance on an annual basis, or more frequently if appropriate.

f. The Clerk to the Councils appraisal to be undertaken by the Chairman of the Council.

g. To ensure that two members of the Staff Committee are available to individual Members of Staff should they wish to discuss matters of concern. Members should be gender sensitive.

h. To convene an appeal panel, which may be drawn from all Members of Council, when required to deal with any disciplinary or grievance issues.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a meeting, owing to lack of business, or in the event of an emergency.

ITEM 8

POWERS AND DUTIES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

(a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

(b) Where expenditure has been agreed in the Budget for a specific item then such expenditure can be incurred and that fact will be reported to the next meeting of full Council for noting;

(c) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

(d) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

FINANCE AND GENERAL PURPOSES COMMITTEE

(a) The making of recommendations in respect of items (c) to (h) of the matters to be dealt with solely by the Council;

(b) Dealing with all matters relating to the general day-to-day administration of the Council;

(c) Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee;

(d) The making of appropriate recommendations in respect of community and other grants from the Council's revenue and capital funds;

(e) Giving consideration to, agreeing and making appropriate recommendation in respect of the Council's revenue estimates, including reimbursable expenditure and to ensure continuing effective stewardship of the Council's financial resources;

(f) Acting as lead Committee in respect of any partnership initiative of a corporate nature with the principal Local Authorities for the area including, recommendations on Terms of Reference and constitutional matters;

(g) The facilitation of all Council information services.

(h) To review Council Policies and Regulations and to recommend to Council changes and additions.

(i) To lead the budget setting process that is laid down in Finance Regulations.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a meeting, owing to lack of business, or in the event of an emergency.