Horndean Parish Council

NOTICE OF MEETING

AN EXTRAORDINARY MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 30th MARCH 2015 AT 6.30pm, IN JUBILEE HALL

Members are summoned to attend

Cllr Lynn Evans
Chairman of the Council

24 March 2015

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 may be answered at a meeting or in writing following the meeting and shall not require a debate.*

4. To receive and approve the Asset Register as at the year end.

5. To receive and sign the contract with Havant Borough Council for grass cutting.

6. To receive and review the Financial Regulations and other policies prior to year end.

7. (a) To consider any significant under-spends reported and in accordance with Finance Regulations 3.5, consider whether any amounts should be transferred to earmarked reserves.

   (b) To consider any items requiring virements.

8. To receive and consider the Driving and Vehicle Policy.

9. To consider a boundary issue at a property on the Lith and consider the next course of action.

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Horndean Parish Council Group

Item 4

TOTAL ASSET REGISTER AS AT 31-03-2015

Sheet No.	Description	Purchase Cost	Total Purchase Cost
1	The Granary		30,512.00
2	Jubilee Hall		200,260.00
3	Napier Hall		185,210.00
4	Office Contents - Tyfield House		23,761.77
5	General Contents		
5i)	- Jubilee Hall	17,605.01	
5ii)	- Napier Hall	12,376.54	
5iii)	- Chairman's Badge	954.00	30,935.55
6	Street Furniture		36,906.39
7	Gates and Fences		19,200.60
8	War Memorials		49,481.00
9	Playground Equipment		183,268.19
10	Mowers and Machinery		24,859.09
11	Other Surfaces		186,217.00
12	Vehicles		46,710.00
	TOTAL		**1,017,321.59**

DISPOSALS for the YEAR ENDING 31-03-2015

Asset No.	Description	Purchase Cost	Location
DISPOSED	Typist Chair	£120.00	Tyfield House
DISPOSED	Typist chair x 1 (Fin. Asst.)	£95.00	Tyfield House
DISPOSED	Adding Machines	£35.00	Tyfield House
DISPOSED	Adding Machines	£35.00	Tyfield House
DISPOSED	Fax Machine	£130.00	Tyfield House
DISPOSED	Laptop	£470.00	Tyfield House
	TOTAL OF DISPOSALS	**£885.00**	

BUILDINGS & LAND ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired	Cost
	BUILDINGS			
LB0001	Granary	Catherington Lane		£ 30,512.00
LB0002	Jubilee Hall	Catherington Lane	2002	£ 200,260.00
LB0003	Napier Hall	Portsmouth Road	1980	£ 185,210.00
LB0004	Tyfield House		Leased	
LB0005	Lucky Lite	Units 6	Leased	
			Buildings	**£ 415,982.00**
	LAND			Nominal Value
LB0006	Ashley Close		2008	£1
LB0007	Bentley Close		2003	£1
LB0008	Catherington Down		Mar-10	£1
LB0009	Catherington Lane		2003	£1
LB0010	Catherington Lith & Stubbins Down		2004	£1
LB0011	Causeway Copse (Portsmouth Road)		1995	£1
LB0012	Chervil Close		1995	£1
LB0013	Comfrey Close		1995	£1
LB0014	Crossbill Close		2003	£1
LB0015	Deep Dell		2003	£1
LB0016	Dell Piece West		2004	£1
LB0017	Downs Park		2003	£1
LB0018	Eskdale Close		2003	£1
LB0019	Falcon Road		2003	£1
LB0020	Godwin Cresent		2003	£1
LB0021	Greenfield Cresent		2003	£1
LB0022	Hawthorn Road		2003	£1
LB0023	Hazleton Common		1996	£1
LB0024	Heath Close		2003	£1
LB0025	Idsworth Close		2002	£1
LB0026	Jay Close		2003	£1
LB0027	Jubilee Field		2002	£1
LB0028	Lychgate Drive		2003	£1
LB0029	Maynard Place		2003	£1
LB0030	Mundays Row		2003	£1
LB0031	Old School Field	Catherington Lane	1987	£1
LB0032	Parsonage Field	Catherington Lane	1986	£1
LB0033	Pond & Road (Catherington)	Catherington Lane	1993	£1
LB0034	Pump Lane		2003	£1
LB0035	Quail Way		2003	£1
LB0036	Recreation Ground	Five Heads Road	1929	£1
LB0037	Sheppards Close		2003	£1
LB0038	Swift Close		2003	£1
LB0039	The Yews		2003	£1
LB0040	Wagtail Road		Jun-09	£1
	Warbler Close		2003	£1
LB0041	Wells Copse Close		2003	£1
LB0042	Yoells Copse		1996/2003	£1
LB0043	St Giles Churchyard			
LB0044	Chalk Copse (White Dirt Lane)			£1
LB0045	Memorial Square			£1
LB0046	Porstmouth Road Car park	Park (Above Precinct)		£1
	LAND		**Land**	**£41**

Asset Valuation: The Council Resolved (hpc1997/020) that the lands asset listed above were held for the benefit of the community at large and have only nominal value

TYFIELD HOUSE ASSET REGISTER AS AT 31-03-2015

Asset No.	Description	Location	Date Acquired	Purchase Cost
0001	Filing Cabinet (4 Drawer)	Main Office		£80.00
0002	Filing Cabinet (4 Drawer)	Clerk's Office		£80.00
0003	Filing Cabinet (4 Drawer)	Countryside Team Office		£80.00
0004	Filing Cabinet (4 Drawer)	Countryside Team Office		£80.00
0005	Filing Cabinet (4 Drawer)	Garage		£80.00
0006	Filing Cabinet (4 Drawer)	Garage		£80.00
0007	COSHH Cupboard	Garage		£238.00
0008	Large Metal Cupboard	Garage		£120.00
0009	Large Metal Cupboard	Garage		£120.00
0010	Large Metal Cupboard	Garage		£120.00
0011	Filing Cabinet (4 Drawer)	Main Office		£80.00
0012	Filing Cabinet (4 Drawer)	Main Office		£80.00
0013	Large Metal Cupboard	Clerk's Office		£120.00
0014	Large Metal Cupboard	Main Office		£120.00
0015	Shredder	Main Office		£360.00
0016	Desk L-shaped	Main Office		£300.00
0017	Desk L-shaped	Main Office		£300.00
0018	Straight Desks (with 3 drawers)	Main Office		£150.00
0019	Straight Desks (with 3 drawers)	Main Office		£150.00
0020	Straight Desks (with 3 drawers)	Clerk's Office		£150.00
0021	Apple iPad 2 Wi-Fi & 3G 32GB (white)	Clerk's Office	Jun-11	£511.67
0022	2 door cupboard	Main Office	Mar-11	£74.50
0023	2 door cupboard	Main Office		£74.50
0024	2 door cupboard	Main Office		£74.50
0025	2 door cupboard	Main Office		£74.50
0026	Filing Cabinet (3 Drawer)	Main Office		£80.00
0027	Filing Cabinet (3 Drawer)	Main Office		£80.00
0028	Filing Cabinet (3 Drawer)	Main Office		£80.00
0029	Table - Metal	Clerk's Office		£200.00
0030	Chair - Parish Clerks Office	Clerk's Office	Jul-14	£232.00
0031	OKI Colour Printer	Clerk's Office	Aug-07	£287.87
0032	Filing Shelves	Clerk's Office		£150.00
0033	Filing Shelves	Main Office		£150.00
0034	Microwave	Kitchen		£60.00
0035	Fridge	Main Office		£100.00
0036	Cantilever Chair			£85.00
0037	Cantilever Chair			£85.00
0038	Cantilever Chair			£85.00
0039	Cantilever Chair			£85.00
0040	Cantilever Chair			£85.00
0041	Cantilever Chair			£85.00
0042	Cantilever Chair			£85.00
0043	Cantilever Chair			£85.00
0044	Cantilever Chair			£85.00
0045	Smoke Detector System			£520.00
0046	Table	Rest Room		£200.00
0047	Desk Fan	Rest Room		£12.50
0048	Floor Standing Fan	Rest Room		£12.50
0049	Desk	Reception		£100.00
0050	Small Cupboard	Reception		£80.00
0051	Ladder	Garage		£100.00
0052	Water Bowser	Garage		£250.00
0053	Small drawer metal cabinets	Main Office		£120.00
0054	Small drawer metal cabinets	Main Office		£120.00
0055	Small drawer metal cabinets	Main Office		£120.00
0056	Small Copier Stand			£136.00
0057	Office Heater	Main Office		£30.00
0058	Office Heater	Main Office		£30.00
0059	Office Heater	Main Office		£30.00
0060	Office Heater	Reception		£30.00
0061	Typist Chairs (no Arms)	Rest Room		£95.00
0062	Typist Chairs (no Arms)	Main Office		£95.00
0063	Typist Chairs (with Arms)	Main Office		£95.00
0064	Typist Chairs (with Arms)	Main Office		£95.00
0065	Office Heater	Garage		£30.00
0066	Typist Chairs (no Arms)	Main Office		£95.00
0067	Desks single (4ft Straight)	Countryside Team Office		£200.00
0068	Small Coffee Table	Countryside Team Office		£65.00
0069	Operators Chair x 1 (Asst. Ranger)	Countryside Team Office	Sep-09	£89.00
0070	Standard Typist Chair	Countryside Team Office	May-07	£130.43
0071	Desks single	Countryside Team Office		£200.00
0072	Office Heater	Countryside Team Office		£30.00
0073	Desk (Straight with 3 Drawers)	Countryside Team Office		£450.00
0074	Laminator - GBC Quickstart H320		05/09/11	£93.00
0075	Chair	Rest Room		£149.00
0076	Chair	Rest Room		£149.00
0077	Chair	Rest Room		£149.00
0078	Chair	Rest Room		£149.00
0079	Table	Rest Room		£109.00
0080	Fuji 8.3 Mega Pixels Camera	Clerk's Office		£139.00
0081	Garmin Sat Nav	Clerk's Office	Nov-09	£126.25
0082	Burglar Alarm System	Reception		£2,000.00
0083	Galvanised \Bike Rack		Apr-07	£151.97
0084	Intel Core 2 Duo E700 Processor	Main Office - Finance	May-09	£450.00
0085	Hanion Monitor	Main Office - Finance		£80.00
0086	Computer - Office	Main Office - Senior Admin		£450.00
0087	Monitor (Fujitsu)	Main Office - Senior Admin		£80.00
0088	Computer - Office	Main Office		£450.00
0089	Monitor (Civox)	Main Office		£80.00
0090	Computer - Office	Main Office		£450.00
0091	Monitor (Noc)	Main Office		£80.00
0092	Computer - Clerk	Clerk's Office		£450.00
0093	Monitor (Digimate) - Clerk	Clerk's Office		£80.00
0094	Computer	Countryside Team Office		£450.00
0095	Monitor	Countryside Team Office		£80.00
0096	Acer Travelmate 5730-663G32Mn (Project Officer)	Countryside Team Office	Nov-10	£747.50
0097	Server: Fujitsu Primergy TX100 S1, etc	Main Office	Jul-10	£1,024.00
TBC	Apple MacBook Pro (for Website work)		Oct-10	£1,433.08
TBC	NEC SV8100 Telephone system & 8 Digital handsets			£4,544.00
TBC	TP Link 2820N ADSL Router		Jun-09	£175.00
	TOTALS			**£23,761.77**
	Photocopier - Leased	Main Office		

JUBILEE HALL ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired	Purchase Cost
10103	Bowls x 20	Jubilee Hall		£41.20
10104	Brooms x 2	Jubilee Hall		£9.08
10105	Brushes x2	Jubilee Hall		£4.50
10106	Bucket with wheels x 1	Jubilee Hall		£71.79
10107	Chairs x 92	Jubilee Hall		£431.60
10108	COSHH Cupboard	Jubilee Hall		£170.00
10109	Cups x 69	Jubilee Hall		£129.38
10110	Cutting Boardsx 2	Jubilee Hall		£11.30
10111	Dessert Spoons x 56	Jubilee Hall		£7.92
10112	Dinner Plates x 51	Jubilee Hall		£177.09
10113	Dustpansx 2	Jubilee Hall		£4.86
10114	Floor Buffer	Jubilee Hall		£750.00
10115	Floor Mop & Bucket x 1	Jubilee Hall		£5.00
10116	Floor Polish Mop large x 1	Jubilee Hall		£6.87
10117	Floor Polish Mop small x 1	Jubilee Hall		£5.00
10118	Forks x 45	Jubilee Hall		£16.78
10119	Glass tumblers x 53	Jubilee Hall		£33.46
10120	Heaters (hall) x 3	Jubilee Hall		£1,110.00
10121	Heaters (toilets) x 3	Jubilee Hall		£300.00
10122	Kettles x 2	Jubilee Hall		£35.00
10123	Knives x 28	Jubilee Hall		£10.56
10124	Paper Towel Bins x 5	Jubilee Hall		£7.50
10125	Saucers x 126	Jubilee Hall		£147.40
10126	Side Plates x 46	Jubilee Hall		£17.06
10127	Signage	Jubilee Hall	Oct-02	£432.00
10128	Tables trapeziodal x 4	Jubilee Hall		£64.40
10129	Tables x 9	Jubilee Hall		£618.80
10130	Tables Square x 4	Jubilee Hall		£101.60
10131	Tea Urn (Cygnet) x 1	Jubilee Hall		£79.06
10132	Teapots large x 2	Jubilee Hall		£15.48
10133	Teapots small x 2	Jubilee Hall		£12.92
10134	Toilet bush sets x 2	Jubilee Hall		£10.00
10135	Trays large x 3	Jubilee Hall		£15.48
10136	Trolley	Jubilee Hall		£153.00
10137	Trolley Table x 1	Jubilee Hall		£203.94
10138	Trolleys - 2 Chair	Jubilee Hall		£80.42
10139	Vacuum Cleaner x 1	Jubilee Hall		£82.37
10140	Water Jugs x 3	Jubilee Hall		£8.70
10141	PA System	Jubilee Hall	Jan-08	£216.98
10142	P A System	Jubilee Hall	Mar-08	£536.99
10143	PIR light	Jubilee Hall	Mar-08	£164.27
10144	1Mini COSH Cabinet	Jubilee Hall		£318.65
10145	Teaspoons x 12	Jubilee Hall		£1.38
10146	Pay Phone	Jubilee Hall	New addition Jan 07	£179.00
10147	Lighting (Car Park)	Jubilee Hall	Feb-03	£6,514.00
10148	Step Ladder	Jubilee Hall	Feb-09	£151.80
10149	Grit/Sand (yellow slimline)	Jubilee Hall		£151.42
10150	Curtains	Jubilee Hall	Mar09 & Apr09	£2,800.00
TBC	Chairs - Conference x 10	Jubilee Hall		£800.00
TBC	Projector	Jubilee Hall		£389.00
				£17,605.01

NAPIER HALL ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired		Purchase Cost
10152	Bucket Mop & Wringer x 1	Caretakers Cupboard		£	50.00
10153	Teaspoons x 28	Kitchen		£	1.50
10154	Chairs X 80	Main Hall		£	-
10155	Cleaning Equipment	Caretakers Cupboard		£	82.37
10156	Cooker - LinCat	Kitchen		£	800.00
10157	Cups x 50	Kitchen		£	112.00
10158	Bridge Tables x 3	Boiler Cupboard		£	69.00
10159	Fan	Boiler Cupboard		£	25.00
10160	Forks x 64	Kitchen		£	18.46
10161	Fridge LEC	Kitchen		£	124.00
10162	Glasses x 29	Kitchen		£	36.00
10163	Kettles x 2	Kitchen		£	55.00
10164	Kitchen Trolley x 1	Kitchen	Sep-03	£	153.00
10165	Knives x 73	Kitchen		£	78.47
10166	Step Ladders x 2	Caretakers Cupboard		£	60.00
10167	Saucers x 83	Kitchen		£	77.50
10168	Side Plates x 21	Kitchen		£	107.50
10169	Spoons large x 18	Kitchen		£	101.83
10170	Table small x 1	Main Hall		£	50.00
10171	Table small x 1	Committee Hall		£	50.00
10172	Tables large x 10	Main Hall		£	871.00
10173	Tables large x 6	Committee Hall		£	268.00
10174	Tea Urns x 2	Kitchen/shed		£	160.00
10175	Teapots x 3	Kitchen		£	35.00
10176	Trays x 10	Kitchen		£	55.00
10177	Trolley Chair x 1	Main Hall		£	18.00
10178	Trolley for tables	Main hall	Mar-07	£	192.00
10179	Upholstered Chairs x 6	Committee Hall		£	426.00
10180	Water Jugs Large x 2	Kitchen		£	10.00
10181	COSHH Cupboard	Caretakers Cupboard		£	170.00
10182	4 Contour Tables	Committee Hall		£	318.19
10183	15 Harmony Chairs	Church cupboard		£	169.73
10184	Large Table Trolley	Committee Hall	Nov-07	£	226.46
10185	2 Waste Bin	Car Park		£	322.13
10186	Yellow Grit/Sand Box			£	151.42
10187	1 x HVR200-22 Henry Vacuum	Caretakers Cupboard	Apr-09	£	93.16
10188	Curtains	Committee Hall	Aug-09	£	1,130.00
10189	Curtains & Rods	Main Hall	Aug-09	£	1,150.40
10190	Double radiator (1550x590mm)	Kitchen	Feb-10	£	845.00
10191	Karcher floor scrubber	cupboard	Aug-10	£	1,350.00
10192	Red Stackable chairs x 120	Main Hall	Jan-11	£	1,800.00
10193	Large Plates x 70			£	183.77
10194	Side Plates x 76			£	65.52
10195	Cups x 33			£	81.51
10196	Saucers x 40			£	67.60
10197	Bowls x 46			£	165.02
			Tables etc	**£**	**12,376.54**

CHAIRMAN'S BADGE ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired	Purchase Cost
10151	Chairmans Badge	Insignia		£ 954.00

STREET FURNITURE ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired	Purchase Cost
	Open Spaces - Street Furniture			
	Interpretation Panel	St Giles		£349.00
	Interpretation Panel	Catherington Pond		£349.00
	Bike Racks	Recreation Ground		£107.00
	Oak Signs	Hazleton		£450.00
	Oak Signs	Yoells Copse		£650.00
	Road Sign	London Road		£294.00
	Euro 1100 Litter Bin			£330.00
	6 x Litter Bins			£864.00
	Notice Boards x 12			£7,000.00
	Poop Scoop Bins			£13,500.00
	Picnic Table	Jubilee Field		£218.50
	4 Signs			£256.15
	1 Metal Pent Shed	Tyfield House		£264.32
	Poop Scoop Bins			
	1 x 70 Litre Water Machine	Tyfield House		£381.63
	2 Black dog bins	Jubilee/Downs Park		£313.47
	Memorial Bench (Green Man)	Parsonage Field		£800.00
	3 x Hozelock reel hoses plus connectors	Jubilee Field		£239.07
	2 x Bench	Jubilee Field		£760.54
	1 x Bench	Nelson Crescent		£380.27
	3 x A2 size Notice Boards			£195.00
	10 x Cattle Grazing signs	Catherington Down		£148.00
	Grit bins (x 4)	Tyfield House/Sheppard Close (2)/Bulls Copse Lane		£668.80
	Litter/Dog bins x 3	Rec, Cath. Pond, Merch.		£746.00
	Litter/Dog bins x 2	Yoells Copse		£448.00
	Litter/Dog bin x 1	Causeway Copse		£147.84
	Stone Bench - Peter Butler memorial bench	St Giles Churchyard		£1,073.20
	Light Oak Stain Finish Noticeboards x 2	Tyfield House & Catherington		£2,184.94
	Bench (Pheonix Enviropoi) x 2	Rec Ground		£725.92
	Bench (Pheonix Enviropoi) x 3	Deep Dell		£725.92
	3 x Di bond signs	Catherington Down		£379.35
	3 x 112 litre litter bins	Horndean Precinct		£959.97
	3 x A0 Noticeboards	Cath. Down		£696.50
	1 x A1 Noticeboard	Dell Piece West		£300.00
				£36,906.39

GATES & FENCES ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired	Purchase Cost
	Gates & Fences			
	Security Fencing	Jubilee Field		£9,742.00
	Bow Top Railings	Downs Park		£3,172.50
	Steel fencing and Gate	Downs Park		£5,522.50
	Posts And Fencing	Lith Lane		£763.60
				£19,200.60

MEMORIALS ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired		Purchase Cost
LB0047	War Memorial, The Square	War Memorial		£	49,481.00

PLAYGROUND EQUIPMENT ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired	Purchase Cost
10198	Climbing Net	Merchistoun Hall		£2,668.00
10199	Drainpipe Rope Bridge	Merchistoun Hall		£2,301.00
10200	Log Walk	Merchistoun Hall		£1,770.00
10201	Rolling Log	Merchistoun Hall		£1,521.00
10202	Rope Bridge	Merchistoun Hall		£1,125.00
10203	Rope Bridge	Merchistoun Hall		£1,061.00
10204	Swing	Merchistoun Hall		£432.00
10205	Twin Rope Bridge	Merchistoun Hall		£742.00
10206	Wobbly Planks	Merchistoun Hall	Taken out due to wear & tear -repaired at nominal value Aug/09	£0.00
10207	Repair to Yukon Rolling Log	Merchistoun Hall	Oct-09	£246.43
10208	Youth Shelter & Pyramid climbing frame	Merchistoun Hall	May-10	£11,500.00
10209	Bird's Nest Swing & safety surface	Merchistoun Hall	May-10	£3,725.00
10210	Cape Horn	Merchistoun Hall	Mar-11	£1,040.79
10211	Basket Ball	Recreation Ground		£912.00
10212	Blue Cross Rope Walk	Recreation Ground		£796.00
10213	Cradle Swings	Recreation Ground		£769.00
10214	Cycle Racks	Recreation Ground	Mar-07	£0.00
10215	Drain Pipes	Recreation Ground		£1,810.00
10216	Goal Posts	Recreation Ground		£292.00
10217	Large Roundabout	Recreation Ground		£0.00
10218	Large Set Swing	Recreation Ground		£1,264.00
10219	Monkey Swing	Recreation Ground		£1,194.00
10220	Multi Unit	Recreation Ground	Mar-03	£15,239.00
10221	Teenage Shelter	Recreation Ground		£2,610.00
10222	Wobbly Planks	Recreation Ground		£6,994.00
10223	Spacewhirl Roundabout	Recreation Ground	Apr-07	£3,020.00
10224	Springer Cat	Recreation Ground	Jul-07	£0.00
10225	Springer dog	Recreation Ground	Mar-11	£0.00
10226	Goal posts x 2	Recreation Ground	Mar-11	£0.00
10227	Replacement swing	Recreation Ground	Jul-10	£42.50
10228	Ball court markings	Recreation Ground	Feb-11	£120.00
10229	Cradle Swing	Hazleton Dell		£884.00
10230	Large Roundabout	Hazleton Dell		£2,225.00
10231	Large Set Swings	Hazleton Dell		£1,264.00
10232	Multi Unit	Hazleton Dell		£8,245.00
10233	Slide	Hazleton Dell		£1,386.00
10234	Small Roundabout	Hazleton Dell		£2,189.00
10235	Springer (Cat)	Hazleton Dell		£457.00
10236	Springer Mushroom	Hazleton Dell		£640.00
10237	Springer Cat	Hazleton Dell	Oct-07	£358.25
10238	Maho Hound	Hazleton Dell	Sep-08	£419.69
10239	Repair to Sloping Link Net on Commanche Unit	Hazleton Dell	Oct-09	£575.66
10240	Record RSS Flat Seat with chains	Hazleton Dell	Dec-09	£93.56
10241	Basket Ball Area	Jubilee Field		£1,824.00
10242	Cradle Swings	Jubilee Field	Apr-03	£13,447.00
10243	Sherwood Multi Unit	Jubilee Field		£15,500.00
10244	Springer Dog	Jubilee Field		£518.00
10245	Large Swings	Jubilee Field		£867.00
10246	Basket Ball Court	Jubilee Field	Sep-08	£2,000.00
10247	Picnic Table	Jubilee Field	Feb-09	£218.50
10248	Outdoor Fitness Equipment	Jubilee Field	Jun-10	£25,500.00
10249	Replacement swing	Jubilee Field	Jul-10	£42.50
10250	Ball court markings	Jubilee Field	Feb-11	£220.00
10251	Replacement swing	Deep Dell	Jul-10	£42.50
10252	Replacement SMP swing	Deep Dell	Sep-10	£139.15
10253	Large Swing Set	Lychgate		£1,264.00
10254	See Saw	Lychgate		£900.00
10255	Cantilever Swing	Downs Park		£3,975.00
10256	Cone Climber	Downs Park		£2,695.00
10257	Cradle Swings	Downs Park		£1,163.00
10258	Jukebox Selection	Downs Park		£4,337.00
10259	Junior Swings	Downs Park		£1,057.00
10260	Little Hamlets Tottlebank	Downs Park		£2,832.00
10261	Metal Seat	Downs Park		£365.00
10262	Safety Barriers	Downs Park		£320.00
10263	Spinner	Downs Park		£843.00
10264	Springer motorbike	Downs Park		£484.00
10265	Sign	Downs Park	Jul-07	£907.82
10266	Junior Swing Flat Seat x 1	Downs Park	May-09	£186.84
10267	Sureshot 662 AntiVandal Steel basketball unit	Downs Park	Aug-09	£744.30
10268	Construct Basketball Court & erect basketball post	Downs Park	Oct-09	£3,700.00
10269	Ball court markings	Downs Park	Feb-11	£120.00
10270	Double Station combi chest press/Lat Pull Down, Double Station Leg Press	Deep Dell	Jun-11	£7,020.00
10271	Leg Press and Chest Press	Rec Ground	Jun-11	£5,629.00
10272	Green Oak Picnic Tables x 3		Jun-14	£2,260.70
10273	Athol 5ft bench x 2		Jun-14	£214.00
				£183,268.19

COUNTRYSIDE TEAM ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired	Purchase Cost
	Mowers & Machinery			
	Assorted Hand Tools	Lucky Lite		£2,000.00
	Chainsaw 036	Lucky Lite		£670.00
	Chainsaw 180	Lucky Lite		£215.00
	Chainsaw Stihl 260	Lucky Lite		£480.00
	Compressor	Lucky Lite		£226.00
	Drill & Drill Set	Lucky Lite		£106.00
	Electric Heater	Lucky Lite		£100.00
	Electric Planer	Lucky Lite		£100.00
	Gazebo's x 3, revised to 4 Mar 2010	Lucky Lite		£280.00
	Generator.	Lucky Lite		£199.00
	Hedge Trimmer Long Reach	Lucky Lite		£1,100.00
	Hedge Trimmer Long Reach stihl	Lucky Lite		£550.00
	Knapsack Sprayer	Lucky Lite		£200.00
	Leaf Blower x 3	Lucky Lite		£660.00
	Moth Trap	Lucky Lite		£300.00
	Mower - Masport Maxicut SP Rotary	Lucky Lite		£350.00
	Pesticide Cabinet	Lucky Lite		£894.00
	Protective Clothing Cabinet	Lucky Lite		£100.00
	Rexon Bench Grinder	Lucky Lite		£35.00
	RY06i Table Saw	Lucky Lite		£280.00
	Scaffold Tower	Lucky Lite		£404.00
	Street Orderly	Lucky Lite		£450.00
	Strimmer Stihl FS400 X 2	Lucky Lite		£1,360.00
	Strimmer Stihl FS450	Lucky Lite		£550.00
	Trend Router and Kit	Lucky Lite		£120.00
	Stihl Pole Saw	Lucky Lite		£634.50
	Stihl type A Bib & Brace	Lucky Lite		£95.65
	Stihl Special boot - size 8	Lucky Lite		£127.30
	Bermuda Pond Waders x 4	Lucky Lite		£159.96
	Bermuda Pond Waders x 3	Lucky Lite		£119.97
	4 x Anti dazzle plastic visor with ear defenders	Lucky Lite		£138.36
	Heavy Racking Shelf (x2)	Lucky Lite		£352.30
	Production Bench (x 2)	Lucky Lite		£430.60
	Engineers Bench (x 2)	Lucky Lite		£225.09
	Lockable 2 door, 3 shelf Cabinets (x 2)	Lucky Lite		£391.45
	Bin kits, 18 bins (x 2)	Lucky Lite		£97.83
	Christmas Tree Lights (Blue)	Lucky Lite		£170.19
	Flammable Liquid cabinet 2 door	Lucky Lite		£302.59
	Double Aluminium Ladder	Lucky Lite		£245.35
	Helmet/Muffs/Safety Visor (x 4)	Lucky Lite		£99.95
	Drill (MK 6281DWPLE)	Lucky Lite		£117.48
	Strimmer heads x 6	Lucky Lite		£250.00
	Safety Boots x 7 (6 of Chukka, 1 of Centek)	Lucky Lite		£126.00
	Chainsaw (Stihl MS260 16")	Lucky Lite		£402.30
	Chainsaw (Stihl MS362 20")	Lucky Lite		£540.12
	High Level Pruner (Stihl HT131)	Lucky Lite		£506.60
	Sip Trade Protective trousers Type C (M) x 3	Lucky Lite		£346.08
	Oregon Logger Protective Chainsaw Boots Class 1 x 2	Lucky Lite		£214.24
	Lavoro "Daintree" Protective Chainsaw Boots x 1	Lucky Lite		£102.23
	Speed Indicator Device	??		£5,541.00
	COSHH cupboard	Lucky Lite		£335.16
	2 Drills: Makita BHP452 + BTD140 18v drills	Lucky Lite		£262.46
	Winch: Tirfor T532 - WLL 3200kg winch	Lucky Lite		£680.00
	Christmas Lights	Lucky Lite		£115.33
				£24,859.09

SURFACES ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired	Purchase Cost
	Safety Surfaces			
	Wet Pour Sub Base	Downs Park		
	59.99 Sq Mts			
	46.54 Sq Mts			
10272	65.32 Sq Mts			£80,205.00
10273	Wet Pour Base - 41.5 sq mts resurfaced to total depth of 60mm	Hazleton Dell	Feb-10	£1,900.00
10274	Wet Pour repair Jubilee & Merchistoun	Jubilee & Merch.	22/07/11	£900.00
10275	Safety Surface 980 Sq Ft (approx)			£99,656.00
10346	Wet Pour surface repair		2012	£3,556.00
			Surfaces	**£186,217.00**

VEHICLES ASSET REGISTER AS AT 31-03-2015

Ref No	Description	Location	Date Acquired	Purchase Cost
	IFOR Williams p600 Trailer	TBA01MAE		£800.00
	Ifor Williams Truck Top			£300.00
	Ransomes HR3300P Rotary ride on mower with beacon			£16,500.00
	Toyota Hi Lux	Reg: R674 WRV		£15,160.00
	Winch and accessories on Land Rover PN54 XDZ			£200.00
	Land Rover 110 (purchased from SHB Lease Co.)	Reg: PN54 XDZ		£10,500.00
	Atlas 3500 KE tipper trailer			£3,250.00
		Totals		**£46,710.00**

Item 5

DATED

2015

CONTRACT FOR THE
PROVISION OF GRASS CUTTING SERVICES

---

between

HAVANT BOROUGH COUNCIL

and

HORNDEAN PARISH COUNCIL

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THIS AGREEMENT is dated 2015

PARTIES

(1) HAVANT BOROUGH COUNCIL of Public Service Plaza, Civic Centre Road, Havant, Hampshire, PO9 2AX ("the Authority")

(2) HORNDEAN PARISH COUNCIL of Tyfield House, Blendworth Lane, Horndean, Hampshire, PO8 0AA (the Client")

WHEREAS

The Client wishes to procure grass cutting services and the Authority pursuant to its powers under section 1 of the Local Government (Goods and Services Act 1970) has agreed to provide such services

AGREED TERMS

1. **INTERPRETATION**

1.1 The definitions and rules of interpretation in this clause apply in this agreement (unless the context requires otherwise).

Client Property: all documents, books, manuals, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to the Client, and any equipment, keys, hardware or software provided for the Client and any data or documents (including copies) produced, maintained or stored by the Client on the computer systems or other electronic equipment of the Client during the Engagement.

Commencement Date: 01 March 2015

Confidential Information: information in whatever form (including, without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located) relating to the Client for the time being confidential to the Client including (but not limited to) information that the Authority creates, develops, receives or obtains in connection with this Engagement, whether or not such information (if in anything other than oral form) is marked confidential.

Engagement: the engagement of the Authority by the Client on the terms of this agreement.

Environmental Information Regulations: the Environmental Information Regulations 2004 (SI 2004/3391) together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.

FOIA: the Freedom of Information Act 2000, and any subordinate legislation made under the Act from time to time, together with any guidance and/or codes of practice

issued by the Information Commissioner or relevant government department in relation to such legislation.

Information: has the meaning given under section 84 of FOIA.

Insurance Policies: employer's liability insurance cover, professional indemnity insurance cover and public liability insurance cover.

Intellectual Property Rights: patents, rights to Inventions, copyright and related rights, trade marks, trade names and domain names, rights in get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database rights, topography rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.

Pre-Contractual Statement: any undertaking, promise, assurance, statement, representation, warranty or understanding (whether in writing or not) of any person (whether party to this agreement or not) relating to the Engagement other than as expressly set out in this agreement.

Request for Information: a request for information or an apparent request under the FOIA or the Environmental Information Regulations.

Services: the services described in Schedule 1.

Staff: members of staff or agency workers employed by the Authority to provide the Services

Term: the period commencing on the Commencement Date and ending on 29 February 2016.

Termination Date: the date of termination of this agreement, howsoever arising.

1.2 The headings in this agreement are inserted for convenience only and shall not affect its construction.

1.3 A reference to a particular law is a reference to it as it is in force for the time being taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.

1.4 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.

1.5 Unless the context otherwise requires, words in the singular include the plural and in the plural include the singular.

1.6 The Schedule to this agreement forms part of (and is incorporated into) this agreement.

2. TERM OF ENGAGEMENT

2.1 The Client shall engage the Authority and the Authority shall make available to the Client, Staff to provide the Services on the terms of this agreement.

2.2 The Engagement shall commence on the Commencement Date and shall continue for the Term unless and until terminated:

(a) as provided by the terms of this agreement; or

(b) by either party giving to the other not less than one months prior written notice.

3. DUTIES AND OBLIGATIONS

3.1 During the Engagement the Authority shall:

(a) provide the Services with all due care, skill and ability;

(b) promptly give to the Client all such information and reports as it may reasonably require in connection with matters relating to the provision of the Services.

3.2 If the Authority is unable to provide the Services due to illness or injury, the Authority shall advise the Client of that fact as soon as reasonably practicable. For the avoidance of doubt, no fee shall be payable in accordance with clause 4 in respect of any period during which the Services are not provided.

3.3 Unless it has been specifically authorised to do so by the Client in writing the Authority shall not:

(a) have authority to incur any expenditure in the name of or for the account of the Client; and

(b) hold itself out as having authority to bind the Client.

3.4 The Authority shall, and shall procure that the Staff shall, comply with all reasonable standards of safety and comply with the Authority and the Client's health and safety procedures from time to time in force relevant to the provision of the Services and report to the Client any unsafe working conditions or practices.

3.5 The Authority shall:

(a) comply with all applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010 ("Relevant Requirements");

(b) comply with the Client's Ethics and Anti-bribery and Anti-corruption Policies where relevant, in each case as the Client may update them from time to time ("Relevant Policies");

(c) have and shall maintain in place throughout the term of this agreement its own policies and procedures, including but not limited to adequate procedures under the Bribery Act 2010, to ensure compliance with the Relevant Requirements and the Relevant Policies and will enforce them where appropriate;

(d) promptly report to the Client any request or demand for any undue financial or other advantage of any kind received by the Authority in connection with the performance of this agreement;

(e) ensure that all persons associated with the Authority or other persons who are performing services in connection with this agreement comply with this clause 3.5.

3.6 Breach of clause 3.5 shall be deemed a material breach of this agreement.

4. FEES

4.1 The Client shall pay the Authority a fee of £15,500 exclusive of VAT. The Authority shall submit to the Client an invoice in the last month of the Term which gives details of the Services provided during the Term.

4.2 In consideration of the provision of the Services, the Client shall pay the invoice submitted by the Authority in accordance with Clause 4.1, within 30 days of receipt.

4.3 Payment in full or in part of the fees claimed under clause 4 shall be without prejudice to any claims or rights of the Client against the Authority in respect of the provision of the Services.

5. OTHER ACTIVITIES

Nothing in this agreement shall prevent the Authority from being engaged, concerned or having any financial interest in any capacity in any other business, trade, profession or occupation during the engagement provided that such activity does not cause a breach of any of the Authority's obligations under this agreement.

6. FREEDOM OF INFORMATION

6.1 The Client acknowledges that the Authority is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and co-operate with the Authority (at the Client's expense) to enable the Authority to comply with these information disclosure requirements.

6.2 The Client shall :

(a) transfer any Request for Information to the Authority as soon as practicable after receipt and in any event within two working days of receiving a Request for Information;

(b) provide the Authority with a copy of all Information in its possession or power in the form that the Authority requires within five working days (or such other period as the Authority may specify) of the Authority requesting that Information; and

(c) provide all necessary assistance as reasonably requested by the Authority to enable the Authority to respond to a Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.

6.3 The Client shall be responsible for determining at its absolute discretion whether any Information:

(a) is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations; and/or

(b) is to be disclosed in response to a Request for Information.

6.4 In no event shall the Authority respond directly to a Request for Information unless expressly authorised to do so by the Client.

6.5 The Authority acknowledges that the Client may, acting in accordance with the Secretary of State for Constitutional Affairs' Code of Practice on the discharge of public authorities' functions under Part 1 of FOIA (issued under section 45 of the FOIA, November 2004), be obliged under the FOIA or the Environmental Information Regulations to disclose Information:

(a) without consulting with the Authority; or

(b) following consultation with the Authority and having taken its views into account,

provided always that where clause 6.5(b) applies the Client shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Authority advanced notice, or failing that, to draw the disclosure to the Authority's attention after any such disclosure.

6.6 The Authority shall ensure that all Information produced in the course of the agreement or relating to the agreement is retained for disclosure and shall permit the Authority to inspect such records as requested from time to time.

7. AUDIT

7.1 During the Term and for a period of six years after the Termination Date, the Client may conduct or be subject to an audit for the following purposes:

(a) to verify the accuracy of charges and/or the costs of all suppliers of the Services;

(b) to review the integrity, confidentiality and security of any data relating to the Client;

(c) to review the Authority's compliance with the Data Protection Act and the FOIA and any other legislation applicable to the Services;

(d) to review any records created during the provision of the Services;

(e) to review any books of account kept by the Authority in connection with the provision of the Services;

(f) to carry out the audit and certification of the Client's accounts;

7.2 Except where an audit is imposed on the Client by a regulatory body, the Client may not conduct an audit under this clause 7 more than twice in any calendar year.

7.3 The Client shall use its reasonable endeavours to ensure that the conduct of each audit does not unreasonably disrupt the Authority or delay the provision of the Services.

7.4 Subject to the Client's obligations of confidentiality, the Authority shall on demand provide the Client (and/or their agents or representatives) with all reasonable co-operation and assistance in relation to each audit, including:

(a) all information requested by the above persons within the permitted scope of the audit;

(b) reasonable access to any sites controlled by the Authority and to any equipment used (whether exclusively or non-exclusively) in the performance of the Services; and

(c) access to the Authority's personnel involved in carrying out the Services.

7.5 The Client shall endeavour to (but is not obliged to) provide at least 15 days notice of its or, where possible, a regulatory body's, intention to conduct an audit.

7.6 The parties agree that they shall bear their own respective costs and expenses incurred in respect of compliance with their obligations under this clause, unless the audit

identifies a material failure to perform its obligations under this agreement in any material manner by the Authority in which case the Authority shall reimburse the Client for all the Client's reasonable costs incurred in the course of the audit.

8. INTELLECTUAL PROPERTY

8.1 In the absence of prior written agreement by the Client to the contrary, all Intellectual Property created by the Authority or any employee, agent or subcontractor of the Authority:

(a) in the course of performing the Services; or

(b) exclusively for the purpose of performing the Services,

shall vest in the Client on creation.

8.2 The Authority shall indemnify the Client against all claims, demands, actions, costs, expenses (including legal costs and disbursements on a solicitor and client basis), losses and damages arising from or incurred by reason of any infringement or alleged infringement (including the defence of such alleged infringement) of any Intellectual Property Right by the availability of the Services, except to the extent that they have been caused by or contributed to by the Client's acts or omissions.

9. INSURANCE AND LIABILITY

9.1 The Authority shall have liability for and shall indemnify the Client for any loss, liability, costs (including reasonable legal costs), damages or expenses arising from any breach by the Authority of the terms of this agreement including any negligent or reckless act, omission or default in the provision of the Services and shall accordingly maintain in force during the Engagement full and comprehensive Insurance Policies.

9.2 The Authority shall ensure that the Insurance Policies are taken out with reputable insurers acceptable to the Client and that the level of cover is as a minimum:

(a) public liability insurance with a limit of indemnity of not less than £5,000,000 (five million pounds) in relation to any one claim or series of claims;

(b) employers liability insurance with a limit of indemnity of not less than £5,000,000 (five million pounds) in relation to any one claim or series of claims;

(c) professional indemnity insurance with a limit of indemnity of not less than £1,000,000 (one million pounds) in relation to any one claim or series of claims.

9.3 The Authority shall on request supply to the Client copies of the Insurance Policies and evidence that the relevant premiums have been paid.

9.4 The Authority shall comply with all terms and conditions of the Insurance Policies at all times. If cover under the Insurance Policies shall lapse or not be renewed or be changed in any material way or if the Authority is aware of any reason why the cover under the Insurance Policies may lapse or not be renewed or be changed in any material way, the Authority shall notify the Client without delay.

10. TERMINATION

10.1 Notwithstanding the provisions of clause 2.2, the Client may terminate the Engagement with immediate effect without notice and without any liability to make any further payment to the Authority (other than in respect of amounts accrued before the Termination Date) if at any time:

(a) the Authority commits any gross misconduct affecting the Client;

(b) the Authority commits any serious or repeated breach or non-observance of any of the provisions of this agreement or refuses or neglects to comply with any reasonable and lawful directions of the Client;

(c) the Authority is, in the reasonable opinion of the Client, negligent or incompetent in the performance of the Services;

(d) the Authority commits any fraud or dishonesty or acts in any manner which in the opinion of the Client brings or is likely to bring the Client or the Authority into disrepute or is materially adverse to the interests of the Client;

(e) the Authority commits any breach of the Client's policies and procedures; or

(f) the Authority commits any offence under the Bribery Act 2010.

10.2 The rights of the Client under clause 10.1 are without prejudice to any other rights that it might have at law to terminate the Engagement or to accept any breach of this agreement on the part of the Authority as having brought the agreement to an end. Any delay by the Client in exercising its rights to terminate shall not constitute a waiver of these rights.

11. OBLIGATIONS ON TERMINATION

On the Termination Date the Authority shall:

(a) immediately deliver to the Client all Client Property which is in its possession or under its control;

(b) irretrievably delete any information relating to the Client stored on any magnetic or optical disk or memory and all matter derived from such

sources which is in its possession or under its control outside the premises of the Client; and

(c) provide a signed statement that it has complied fully with its or his obligations under this clause 11.

12. STATUS

12.1 The relationship of the Authority to the Client will be that of independent contractor and nothing in this agreement shall render it an employee, worker, agent or partner of the Client and the Authority shall not hold itself out as such.

12.2 This agreement constitutes a contract for the provision of services and not a contract of employment and accordingly the Authority shall be fully responsible for and shall indemnify the Client for and in respect of any income tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made in connection with the performance of the Services where such recovery is not prohibited by law. The Authority shall further indemnify the Client against all reasonable costs, expenses and any penalty, fine or interest incurred or payable by the Client in connection with or in consequence of any such liability, deduction, contribution, assessment or claim other than where the latter arise out of the Client's negligence or wilful default;

13. NOTICES

13.1 Any notice given under this agreement shall be in writing and signed by or on behalf of the party giving it and shall be served by delivering it personally, or sending it by pre-paid recorded delivery or registered post to the relevant party at its registered office for the time being or by sending it by fax to the fax number notified by the relevant party to the other party. Any such notice shall be deemed to have been received:

(a) if delivered personally, at the time of delivery;

(b) in the case of pre-paid recorded delivery or registered post, 48 hours from the date of posting; and

(c) in the case of fax, at the time of transmission.

13.2 In proving such service it shall be sufficient to prove that the envelope containing such notice was addressed to the address of the relevant party and delivered either to that address or into the custody of the postal authorities as a pre-paid recorded delivery or registered post or that the notice was transmitted by fax to the fax number of the relevant party.

14. ENTIRE AGREEMENT

Each party on behalf of itself acknowledges and agrees with the other party that:

(a) this agreement constitutes the entire agreement and understanding between the Authority and the Client and supersedes any previous agreement between them relating to the Engagement (which shall be deemed to have been terminated by mutual consent);

(b) in entering into this agreement neither party has relied on any Pre-Contractual Statement; and

(c) the only remedy available to it or arising out of or in connection with any Pre-Contractual Statement shall be for breach of contract. Nothing in this agreement shall, however, operate to limit or exclude any liability for fraud.

15. VARIATION

No variation of this agreement shall be valid unless it is in writing and signed by or on behalf of each of the parties.

16. COUNTERPARTS

This agreement may be executed in any number of counterparts, each of which, when executed and delivered, shall be an original, and all the counterparts together shall constitute one and the same instrument.

17. THIRD PARTY RIGHTS

17.1 Except as expressly provided elsewhere in this agreement, a person who is not a party to this agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.

17.2 The rights of the parties to terminate, rescind or agree any variation, waiver or settlement under this agreement is not subject to the consent of any person that is not a party to this agreement.

18. GOVERNING LAW AND JURISDICTION

18.1 This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England.

18.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection

with this agreement or its subject matter or formation (including non-contractual disputes or claims).

This document takes effect on the date stated at the beginning of it.

THE COMMON SEAL OF HORNDEAN)
PARISH COUNCIL)
was hereunto affixed in the presence of:

Member of the Parish Council .....

Member of the Parish Council.....

THE COMMON SEAL OF)
EAST HAMPSHIRE DISTRICT COUNCIL)
was hereunto affixed in the presence of:-

Solicitor to the Council.....

SCHEDULE – THE SERVICES

The Authority shall undertake the following services on behalf of the Client in accordance with the terms of this contract:-

SITE	TYPE OF CUT
Jubilee Field	Tractor Mower
Five Heads Road Recreation Ground	Tractor Mower
Ashley Close	Rotary Mower*
Bentley Close	Rotary Mower*
Chervil & Comfrey Close	Rotary Mower*
Crosshill Close	Rotary Mower*
Deep Dell	Rotary Mower*
Downs Park	Rotary Mower*
Eskdale Close/Tarn Rise	Rotary Mower*
Falcon Road	Rotary Mower*
Godwin Crescent	Rotary Mower*
Greenfield Crescent	Rotary Mower*
Hawthorn Road	Rotary Mower*
Heath Close	Rotary Mower*
Idsworth Close	Rotary Mower*
Jay Close	Rotary Mower*
Lychgate Drive	Rotary Mower*
Maynards Place	Rotary Mower*
Merchistoun Hall	Rotary Mower*
Mundays Row	Rotary Mower*
Napier Hall	Rotary Mower*
Quail Way	Rotary Mower*
Sheppard Close	Rotary Mower*
Swift Close	Rotary Mower*
The Yews	Rotary Mower*
Warbler Close	Rotary Mower*
Wells Copse Close	Rotary Mower*

*set to a minimum height of 50mm

The Services shall:

(1) be carried out by the Authority on a fortnightly basis between March 2015 and October 2015 (a total of 15 cuts during the Term).

(2) include trimming around all obstacles including lamp columns, sign posts, street name plates and inspection chamber covers.

(3) exclude collection of grass trimming except those trimmings that fall onto footpaths or carriageways which will be swept or blown back onto the grass area.

Item 7

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 30-03-15

SUBJECT OF REPORT: Forecast Outturn 2014-15

PURPOSE OF REPORT: To make recommendations for additional earmarked reserves

RESOURCING IMPLICATIONS: None

BACKGROUND:

The February management accounts indicated an underspend of c£40,0000.

Balance Sheet
The earmarked reserves at the end of February were as follows:

War Memorial = £4,405
IT Equipment = £8,253
Vehicle Replacement = £30,323
Play Equipment = £13,500
Jubilee Hall Improvements = (£666)
Napier Hall Improvements = £2,050
Staff Salary Review = £19,636
Lith Avenue/Lane = £5,000
Dog Bins = (£541)
Jubilee Hall Extension = £20,825
New Playground Fund = £18,300
Equipment Replacement Fund = £22,000

Total Funds = £143,085

As can be seen two reserves totalling £1,207 are overdrawn and need to be cleared to zero.

Recommendation:
Use £1,207 of the War Memorial surplus to clear these balances.

Additional Earmarked Reserves

There are a number of additional earmarked reserves that could be set up for 2015-16.

1) Legal Reserve
2) Additional Staffing Hours Reserve
3) Pay Award Reserve
4) Additional funds for Lith Avenue/Lane
5) Others?

Report Prepared by Simon Ritson, Responsible Finance Officer

Item 8

HORNDEAN PARISH COUNCIL

VEHICLE AND DRIVING POLICY

Introduction

The use of road transport is essential for the operation of many Horndean Parish Council (HPC) services. The council will provide suitable and well maintained vehicles.

HPC accepts that to develop safer driving practices and to manage occupational road risk, it must ensure, so far as it is reasonably practicable, that staff are safe. The Executive Officer acting on behalf of HPC employing staff who are required to drive on the business of HPC have a responsibility to ensure that those employees are legally entitled to drive

To whom does this Policy apply

All HPC employees:

1) who regularly drive HPC owned vehicles or,

2) who drive their own vehicles regularly or occasionally on Council business and who may or may not claim mileage accordingly.

(Note: Business mileage does not include travel from home to work).

Employer Responsibilities

The Executive Officer will ensure that all Council owned vehicles operating in their service area are:

- suitable for transport requirements, including any special needs of individual service users.

- professionally and regularly inspected and maintained, licensed and covered by the appropriate insurance

Employee Responsibilities

- The employee is financially responsible for any parking fines while operating a vehicle within the ownership of HPC.

- The employee is responsible for parking in safe and legal areas.

- The employee must report **all** accidents within 5 hours of occurrence to the Executive Officer.

- The employee must report **any** damage which the vehicle has sustained to the Executive Officer within 5 hours of occurrence.

- The employee will not make any modification or add equipment to any HPC owned vehicle.

- Vehicles are not to be loaned or driven by non-employees or employees who are not entitled to drive.

- Vehicles must be cleaned inside and out on a weekly basis and any concerns raised with the Executive Officer.

- Employees to ensure that the vehicle is properly maintained in respect of oil, water levels and tyre pressures checked in accordance with the vehicle manual.

Driver Documentation

The Executive Officer will ensure all drivers have the appropriate full driving licence for the type of vehicle/s to be driven. Where individuals use their own vehicles for Council business they must have a current insurance policy (including cover for business use), a current licence and a current MOT certificate (as appropriate), in relation to any vehicle which they will use at work.

These details should be checked and recorded annually in March of each year (and as and when any change of vehicle/insurer is made). This will be organised by the Health & Safety Administrator - confirmation of this will be held with the Risk Register documents. Employees are also reminded of their duty to inform management of any changes which relate to their health and which may restrict their ability to drive.

Employees must inform management immediately if, for any reason, their driving licence is withdrawn.

Vehicle Familiarisation

Before driving any HPC owned vehicle for the first time, a full vehicle familiarisation covering controls, responsibilities, fuel and accident damage reporting will be undertaken by the employee under the supervision of a competent person and recorded on their health and safety training record. Once both parties are satisfied and confident with the level of competence achieved by the employee, the employee will be allowed to continue unassisted.

The Highway Code

The Highway Code should be adhered to at all times. Drivers are reminded that they should not drive under the influence of alcohol or any other substance that will affect safe driving. Doing so will lead to disciplinary action being taken.

Use of Mobile Phones

The use of hand held mobile phones whilst driving constitutes a criminal offence and therefore such phones must not be used. Additionally, HPC employees may only use hands free kits as long as safety is not compromised and it is legal to do so.

Accidents

All accidents and incidents occurring to drivers on Council business must be reported to the Executive Officer and entered into the Accident Book if any injury has been sustained. (See Appendix 3 for information to be taken and given at the scene of an accident). The Executive Officer will ensure that accidents and incidents are fully investigated as appropriate.

Further Information

For further clarification and/or assistance regarding this policy, please contact either the Health and Safety Administrator or the Executive Officer.

Any contravention of this policy may be dealt with under the Council's Disciplinary Procedure.

Safe Driving Guide

1. All motor vehicle laws must be obeyed along with the Highway Code.

2. Safe driving practices should be observed at all times.

3. Driving while impaired (i.e. by consumption of alcoholic beverages, medications, or other controlled substances or drugs) is prohibited. Employees should seek medical advice if required.

4. For long trips, drivers must stop and take rest breaks of 15 minutes at least every two hours and make every effort to stop driving for the day before 11:00 PM..

5. Luggage including Council equipment and laptops must be safely secured, preferably in the boot or cargo area.

6. Transporting strangers is not permitted whilst on Council business or at any time in Council owned vehicles.

7. Writing notes, map reading, eating and similar distracting activities should only be carried out when the vehicle is parked safely.

Appendix 3

Information that should be obtained, and if required supplied at the scene of an Incident

NOTE: Drivers should not express opinion as to fault or liability

- Your name and registration number
- Other vehicle owner / driver name / insurance details
- Date, time and location of incident and any witness details (if applicable)
- A description of weather and traffic conditions
- Collision/incident description, street names, vehicle direction, speeds and driver actions
- Names and badge numbers of police officers
- A full description of violations / citations issued at the scene.

The above information should be reported to:

1. The individual's insurance company, if using own vehicle and the Executive Officer.

HORNDEAN PARISH COUNCIL

EXTRAORDINARY MEETING **Date: 30 March 2015**

AGENDA ITEM: 9

SUBJECT OF REPORT: Boundaries - Catherington Lith

BACKGROUND:

An issue has arisen regarding the placing of temporary fencing by a resident on parish land. The fencing encompasses land owned by the resident, however the fencing has been placed in a manner which extends beyond the residents boundary. A written request was made to the resident for the fencing to be removed from Council owned land. It transpires that the resident is of the view that the land on which the fencing stands is in fact his land.

In order to protect parish land from encroachment it is important for this to be challenged at the earliest point as to allow its continuance would leave parish land vulnerable to further claims.

Recommendation:

It is apparent that these issues cannot be resolved as the residents claim needs to be proven and to date documentation in support of the claim has not been provided. It is for these reasons that consideration should be given for this matter to be passed to the Councils solicitor. Due to the significant costs which this could incur, the solicitor should be instructed in the following terms:

- our solicitor to write to the resident informing him/her to prove their entitlement to the additional land.
- solicitor to confirm that the resident needs to obtain independent legal advice
- the solicitor to write to the resident but not to engage in discussion with the residents legal adviser at this stage.
- in order for the cost to be controlled a quotation for any additional work to be undertaken to be obtained in the first instance - a limit of £300 - £400.
- for the Councils involvement with the resident to be summarised and for advice to be sought as to the Councils legal position in respect of the boundary.

Report prepared by

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Executive Officer and Clerk to the Council