# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 21 SEPTEMBER 2015 at 7.00 P.M in JUBILEE HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx
Executive Officer & Clerk to Council

16 September 2015

**AGENDA**

1. To receive and approve apologies for absence.

2. To receive any Declarations of Interest

3. To receive an update on EHDC matters from Councillor Ferris Cowper, Leader of East Hants District Council.

4. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.

5. To receive a written update from a District Councillor regarding District Council matters.

6. 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.*

7. To approve the Minutes of the Council Meeting held on the 17 August 2015.

8. To receive and approve the Orders for Payment (List 5 attached).

9. To receive and approve the bank reconciliation, Clydesdale as at 31/08/2015 and Co-operative as at 31/08/2015.

10. To consider future projects relating to the Community Infrastructure Levy.

11. To agree the way forward in respect of the parish website.

12. To receive Land East of Horndean S106 Agreement and agree to employ an architect to assist with the decision of the Community Facility and the Cricket Pavilion.

13. To receive and consider a report in respect of the purchase and placement of defibrillators.

14. To receive and consider the Auditors Report for the year ended 31 March 2015.

15. To consider a representative to attend the Hampshire Association of Local Councils - Annual General Meeting.

16. To receive and note the renewal of the Insurance Terms and Policy Schedule for 2015/16.

17. To note the next scheduled meeting of the Council being the 19 October 2015.

**To exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**

18. To approve the Confidential Minutes of the Council Meeting held on the 17 August 2015.

19. To receive the recommendation from the Staff Committee on the 14 September 2015 in respect of the Finance Assistant.

Item 7

# HORNDEAN PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 17TH AUGUST 2015 AT 7.00 P.M.

**PRESENT:** Councillor Mrs L Evans (Chairman), Councillors D Alexander, M Burridge Vice Chairman), P Beck, Mrs D Denston, D Evans, A Forbes, Dr. C. Jacobs, R Sowden, Mrs E Tickell, N. Wren.

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

**PUBLIC ATTENDANCE:** Three members of the public were present and one member of the press was present.

HPC 075/15 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs A. Reece and Mrs I. Weeks.

No apologies for absence were received from Councillor Miss J Murray.

HPC 076/15 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 077/15 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Councillor Mrs M Harvey was circulated, please see attached report.

It was suggested by Cllr Mrs Denston for HPC to write to Hampshire County Council regarding the lack of progress regarding Victory Avenue.

It was mentioned that the lay-by being reinstated in Havant Road was good news.

HPC 078/15 **TO RECEIVE A WRITTEN UPDATE FROM A DISTRICT COUNCILLOR REGARDING DISTRICT COUNCIL MATTERS**

A verbal report was completed by District Cllr Guy Shepherd and the points raised were as attached.

Cllr Mrs Denston referred to the point made about the Gales Car Park at the SPA shop, whereby there is a two hours parking restriction due to be implemented. She asked if it would be possible for the two hours restriction to be increased to three hours instead. Cllr Guy Shepherd responded by saying that the Car Park is owned by Linden Homes and therefore the District Council have no say over the parking restrictions made at that Car Park.

HPC 079/15 **PUBLIC SESSION**

Mr Evershed made a suggestion for HPC to make enquiries with the Royal British Legion, the CVRA and the Commonwealth War Graves Commission regarding the possibility of sourcing funding to go towards to the cost of the repairs to the Lych Gate Memorial.

Mr Evershed stated that he felt the Church hall would be a good venue for the placement of a defibrillator due to there being a porch, offering shelter.

Mr Evershed spoke of his disappointment regarding White Dirt Lane, asking when funding will happen. He also spoke of his disappointment regarding traffic calming on Catherington Lane, asking why it had been shelved after so many years.

Mr Evershed asked when something would be done with regards to the flooding on Five Heads Road, and the Catherington Signage. The Chairman asked for the Clerk to pass these concerns on to Hampshire County Council.

Mr Steward raised concern over the use of Twitter as stated that he didn't feel it was designed for corporate use and felt it would be very difficult to manage. This concern was also backed up by Cllr Dr Jacobs, who endorsed what was said by Mr Steward, adding that she felt it would also exclude many people if they weren't members of Twitter. The Chairman said that it was very unlikely that HPC would be venturing into getting a Twitter account, adding that the Clerk felt there wasn't the Officer resource for an account to be maintained.

District Cllr Guy Shepherd referred to agenda item 13, saying that an AED is an excellent piece of equipment, increasing survival rates by 10% and that he would be more than happy to support an AED with his grant money by purchasing one to add to a network.

HPC 080/15 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH JULY 2015.**

It was **RESOLVED** that the minutes of the Council meeting held on the 20th July 2015 be duly signed as a true record of the meeting.

HPC 081/15 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 4 ATTACHED)**

The orders for payment (list 4) were circulated.

Cllr D Evans informed Council members that the Chairman and Clerk had previously met with two members of staff at EHDC to discuss funding for HPC operating as an information office. The Clerk explained that EHDC would be reporting back to HPC upon completion. It was **RESOLVED** that the clerk contact EHDC to find out where they are at due to the budget for 2016/17 at HPC currently being set.

Questions were asked, which were all clarified by the Chairman, who informed Council members of the following:

- The window hinges having been fitted at Jubilee was due to the window locking arms not working correctly.
- The climbing equipment represented equipment required for tree climbing which would be used by Rangers of the Countryside Team.
- The purchase of the two Isle of Wight Ferry tickets was for two Countryside Team Rangers to attend a Dormouse training course.
- The purchase of the sunscreen was for use by all Rangers as a Health and Safety measure when working outside in the summer months.

It was **RESOLVED** that the orders for payment (List 4 attached) be approved and duly signed.

HPC 082/15 **TO RECEIVE AND APPROVE THE BANK RECONCILLIATION, CLYDESDALE AS AT 31ST JULY 2015 AND CO-OPERATIVE AS AT 31ST JULY 2015**

The bank reconciliation for the Clydesdale and Co-Operative banks were circulated.

Cllr D Evans asked if the RFO could review the regulation regarding the bank reconciliation as the latest HALC recommendation is for them to be done every quarter.

It was **RESOLVED** that the Bank Reconciliations for the Clydesdale (£41,856.91) and Co-operative (£378,894.72) as at 31st July 2015 be approved and duly signed.

HPC 083/15 **TO RECEIVE A REPORT AND AGREE THE WAY FORWARD IN RESPECT OF THE TRANSFERENCE OF PARISH LAND**

A report by the Clerk was circulated regarding the land at Comfrey Close and a discussion took place.

The general consensus was that Council members felt happy to sell the land for the appropriate value but thought it should be valued first before any decisions were made and that this would be at a cost payable to the land purchaser.

It was discussed whether or not this item should be moved to the confidential part of the meeting due to the need to discuss the costings involved, however this did not happen and it was **RESOLVED** that no decisions would be made at this stage and it would be deferred for more information to be sought.

The Chairman verbally spoke of the second piece of land up for discussion, being Sheppard Close and explained that the purchase of land was wanted in order to build a porch. The Chairman passed around a copy of the Land Registry for all Council members to have a look at asked for any feedback they may have.

It was suggested that the land was of no particular use for HPC so there seemed no point in preventing someone from purchasing it and that perhaps a small charge and costs could be suggested.

It was **RESOLVED** and agreed in principle to sell the land to the homeowner, but that further clarification and information needed to be sought first. However, the Council listed the following which is to be sent in a letter to the homeowner for them to consider and investigate if they wish before the matter proceeds any further:

1. Planning Permission for Change of use would need to be obtained through the Planning Process.
2. There will be a covenant on the land which will need to be amended/lifted.
3. The original developer may require a share of the sale proceeds.
4. A restriction may need to be placed upon the future use of the piece of land.

Additionally, the Parish Council require the land to be valued which may involve the land being surveyed. This would incur costs for the homeowner which they may wish to ascertain before proceeding.

HPC 084/15 **TO RECEIVE AND CONSIDER A REPORT REGARDING THE REPAIR OF THE LYCH GATE MEMORIAL**

A report by the Senior Administrator was circulated. A discussion took place and it was suggested that a grant be applied for from the Royal British Legion as well as the other companies suggested by Mr Evershed.

Cllr D Evans stated that he had checked with the RFO and had confirmed that there is enough monies available in the general fund to pay for the repair works to the Lych Gate Memorial.

It was proposed by Cllr D Evans for Standing Orders to be suspended as only one quote had been obtained due to the specialist nature of the work. This was seconded by Cllr Burridge.

It was **RESOLVED** that repairs be carried out as per the received quote from I. W. Payne and Company Limited to the total sum of £4,870.00 on the proviso that Grant applications be investigated and completed. This was proposed by Cllr Burridge and seconded by Cllr Forbes. It was agreed by Council that standing orders be reinstated.

HPC 085/15 **TO RECEIVE AN UPDATE IN RESPECT OF THE PARISH WEBSITE**

A report by Cllr Miss Murray was completed and circulated.

The Chairman stated that she was inclined for this item to be deferred for more information to be obtained but that she likes the design and functionality but is unhappy to launch a new website with out of date information.

Cllr D Evans suggested that the new web-site includes historical minutes going as far back as possible in order to show transparency.

It was **RESOLVED** that this agenda item be deferred until further information is obtained.

HPC 086/15 **TO RECEIVE AN UPDATE IN RESPECT OF LAND EAST OF HORNDEAN**

A verbal update in respect of Land East of Horndean was given by the Chairman. She informed Council members that the original plan was for the working party to meet every fortnight due to the S106 signing which was originally due to be done in August. The signing of the S106 Agreement had been moved to 11th September 2015. It was stated that the working party are meeting once per month until the signing has taken place, thereafter there will be a need to meet more frequently.

It was mentioned by Cllr D Evans that the S106 Agreement is a legal document for the developer to sign and details of the agreement are not yet in the public domain, but will be after it's signing.

HPC 087/15 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE PURCHASE AND PLACEMENT OF DEFIBRILLATORS**

A report by the Senior Administrator was circulated.

It was suggested that officers look into the current locations of AED's in Horndean.

A discussion took place and It was **RESOLVED** that consideration into the purchasing and placement of defibrillators be deferred to the next Council meeting of 21st September 2015 to allow Council members time to read the report, sending in suggestions to the office.

HPC 088/15 **TO RECEIVE THE LITH MANAGEMENT PLAN**

A copy of the Lith Management Plan was circulated. The Chairman stated that the Lith Management plan is to be reviewed by the Grounds Manager.

It was noted by Cllr D Evans that Catherington Lith is stated as being covered by a Direction under Article 4 – Town and Country Planning Act 1962 which restricts development.

It was **RESOLVED** that the Lith Management Plan was received and noted.

HPC 089/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE ON THE 27TH JULY 2015 IN RESPECT OF THE AMENDED FINANCE REGULATIONS**

A copy of the amended Finance Regulations was circulated.

Cllr D Evans read out the amendments and explained the reasons for these amendments. The amendments were as follows:

- Section 11 was re worded in order to clarify issues as to what sort of costs would be required, with three estimates/quotations being obtained.

- Section 11.1 previously included the Clerks spending limit. This has been removed and written into section 11.3.
- Section 11.4 was amended, showing figures as suggested by the Finance & General Purposes Committee. 11. d is to be removed from the Finance Regulations.
- 11.7 has been added as suggested in the NALC Regulations.
- Section 6.1 has been amended on the advice from the Internal Auditor whereby the last sentence denotes that any invoice can be paid.
- Section 1.2 shows the RFO's responsibilities.

It was **RESOLVED** that the amendments presented be accepted. This was proposed by Cllr Forbes and seconded by Cllr Burridge.

HPC 090/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE ON THE 27TH JULY 2015 IN RESPECT OF STAFF REMUNERATION – PRINCIPLES AND PROCEDURE**

A copy of the Staff Remuneration Principles and Procedure Policy was circulated and It was **RESOLVED** that it be agreed as presented.

HPC 091/15 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE & GENERAL PURPOSES COMMITTEE ON THE 27TH JULY 2015 IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS**

A copy of the Grant applications were circulated.

It was **RESOLVED** that all Grant applications be agreed as follows

1. All Saints Church, Catherington - £600
2. Blendworth Mothers' Union- £500
3. Horndean Parish Twinning Association- £200

HPC 092/15 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 21ST SEPTEMBER 2015**

The next scheduled Council meeting of 21st September 2015 was noted by Council members.

The public part of the meeting closed at 9:10PM

HPC 093/15 **TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRASACTED**

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

HPC 094/15 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 20TH JULY 2015**

A copy of the confidential minutes were circulated.

It was **RESOLVED** that the confidential minutes of the Council meeting held on the 20th July 2015 be duly signed as a true record of the meeting.

HPC 095/15 **TO RECEIVE AND AGREE THE WAY FORWARD IN RESPECT OF BOUNDARY DISPUTES**

Cllr Mrs Tickell departed the meeting at 9:10PM before this agenda Item was discussed.

A report by the Clerk was circulated and a discussion took place.

It was **RESOLVED** that HPC get the land surveyed in order to determine clear boundaries. This was proposed by Cllr Mrs Dr Jacobs and seconded by Cllr Burridge.

The confidential part of the meeting closed at 9:40PM

.....
Chairman

.....
Dated

REPORT FROM COUNTY COUNCILLOR MRS M. HARVEY.

Apart from White Dirt Lane, I have been informed that it may not be possible to do any other works in my division, due to lack of money.

I have been in talks with officers about developers contributions in Horndean and Rowlands Castle, because if the development has given contributions, then I feel it should be used in my division, even realising that money collected can be used in any part of Hampshire. I really feel that if we have to take the pain, then we should get the gain.
Apparently, most of the money from the Havant Road development has been used elsewhere.

I have questioned that, as I feel that before money is used elsewhere, the local member should be consulted and to date, I haven't been.

There is some money left from this development and I have asked for the lay by that was removed on Havant Road be reinstated and it has been agreed. This is to help with parking within the village and the viability of the remaining shops.

The development of Gales gave no money in developer's contributions because it did a lot of work itself.

I drove around Horndean this week and have asked that Blenheim Road be resurfaced next year and it has been agreed as it is not in a very good state and has had many repairs.
I have been talking to officers about Victory Avenue as it hasn't moved on at all for quite a considerable time and they have agreed to talk to the people doing the work and get it done before too long. It is just not acceptable to leave it as long as they have, so hopefully they will get it done now.

The traffic calming on Catherington Lane has been put back due to lack of funding, so I will have to ask again in the next financial year. The officers have said that they will do all of the preparation works such as traffic counts etc. so that the case will be ready to present.
I am still passing repair works to our maintenance department and that is still getting done, even though it seems to be slow!

As usual, I am happy to answer any questions that you may have, so please let me know if there is anything that you need an answer to and I will do my best to get it to you.

Marge

HPC Notes - Guy Shepherd 17th August 2015

**Combined Authorities. -** Hampshire Wide Combined Authority

What it might include:

- Retention of business rates
- Local control over investment and infrastructure improvement
- Control over transport
- Planning
- Skills and Training
- Health

Issues:

- Must not include a new level of governance
- Financial benefits need to be passed on in full – not taking on services for nothing
- Will not affect governance or structure of District or County Council
- None of us are thrilled about a Mayor
- No additional housing over our Local Plan and remain an autonomous planning authority
- An objective is to boost productivity
- Fundamentally any support for a CA must be based on it being a clear improvement in service and or value for money for the residents in our community whether through new powers for EHDC, HCC or the CA.

Timescales:

- EHDC Extra full council 26th August
- Proposal for 4th September to go to central govt (Greg Clark Sec State)
- If accepted then further detailed discussions would follow

**LEOH**

- Section 106 agreement – meeting last week with developers solicitors
- Councillors prepared a schedule of community facilities and timescales (house numbers)
- Lots will be developed by 3 or 4 different parties so important this is robust
- 1 form entry school – HCC meeting tomorrow to explore what the plans for a 2 form school are
- Employment Land – enabling, timing.
- Public Consultations

**Planning**

Downhouse Way Appeal dismissed
Blendworth Lane awaited
Allocation Plan examination late September / October
Local Plan part 3 – Development Management Policies, other allocations incl Gypsies. DPP from September.
CIL examination August / September

**Gales Car Park**

EHDC chasing Linden about car park management – soon. 2 hour no return 1 hour.
Tree Removal to help parking
Nearly at a point of an agreed works drawing to improve the access and layout

## PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2015-16 - LIST 4 (17-08-2015)

| Date of Invoice | Payee | Payment Method | CHQ No. | Voucher Number | Net | VAT Rate | VAT | Total Payment | Details | Invoice No. |
|---|---|---|---|---|---|---|---|---|---|---|
| | **JULY 2015 - DIRECT DEBITS** | | | | | | | | | |
| 26/06/2015 | E.ON | DD | N/A | D 1516 033 | 54.82 | 5.00% | 2.74 | 57.56 | Electricity: Jubilee 22 May - 26 June 2015 | H119FFD51C |
| 26/06/2015 | E.ON | DD | N/A | D 1516 034 | 76.82 | 5.00% | 3.84 | 80.66 | Electricity: Tyfield 22 May - 26 June 2015 | H119FFD737 |
| 29/06/2015 | E.ON | DD | N/A | D 1516 035 | 58.62 | 5.00% | 2.93 | 61.55 | Electricity: Napier: 29 May - 29 June 2015 | H11A20CE89 |
| 29/06/2015 | E.ON | DD | N/A | D 1516 036 | 32.10 | 5.00% | 1.61 | 33.71 | Gas:Napier 29 May - 29 June 2015 | H11A20D1A2 |
| 01/07/2015 | Peach | DD | N/A | D 1516 037 | 223.28 | 20.00% | 44.66 | 267.94 | Telephones June 2105 call charges/ July rental | T221288 |
| 04/07/2015 | Plusnet | DD | N/A | D 1516 038 | 15.00 | 20.00% | 3.00 | 18.00 | Internet-Tyfiled House July 2015 | 62749870 |
| 30/06/2015 | Veolia | DD | N/A | D 1516 039 | 169.10 | 20.00% | 33.82 | 202.92 | Waste removal Luckylite/Tyfield June 2015 | 8791064627 |
| 15/07/2015 | BT | DD | N/A | D 1516 040 | 51.90 | 20.00% | 10.38 | 62.28 | Jubilee Hall Security Alarm 02392 592978 1 Jul-30 Sep 2015 | Q0532Q |
| | **AUGUST 2015 - DIRECT DEBITS** | | | | | | | | | |
| 01/08/2015 | Luckylite | DD | N/A | D 1516041 | 495.00 | 0.00% | 0.00 | 495.00 | Luckylite Unit 6 August 2015 | N/A |
| 19/07/2015 | BT | DD | N/A | D 1516042 | 62.97 | 20.00% | 12.59 | 75.56 | Jubilee Broadband 1 July - 30 September 2015 | Q056 T6 |
| 20/07/2015 | BT | DD | N/A | D 1516043 | 51.90 | 20.00% | 10.38 | 62.28 | Tyfield fax (02392 570550) 1 July-30 Sep | Q049 R& |
| 24/07/2015 | EON | DD | N/A | D 1516044 | 32.76 | 5.00% | 1.64 | 34.40 | Electric-Jubilee 26 June-24 July | H11BD5A614 |
| 24/07/2015 | EON | DD | N/A | D 1516045 | 57.89 | 5.00% | 2.89 | 60.78 | Electric Tyfield 26 June-24 July | H11BD5A7F8 |
| 04/08/2015 | Plusnet | DD | N/A | D 1516046 | 15.00 | 20.00% | 3.00 | 18.00 | Internet-Tyfield House August 2015 | 62749870 |
| 21/07/2015 | Portsmouth Water | DD | N/A | D 1516047 | 35.15 | 0.00% | 0.00 | 35.15 | Tyfield water 16 Jan-30 June 2015 | 91546300 01 |
| 10/07/2015 | Portsmouth Water | DD | N/A | D 1516048 | 13.32 | 0.00% | 0.00 | 13.32 | Hazlerton Common, 10 Jan-30 Jun 2015 | 91431203 01 |
| 15/07/2015 | Portsmouth Water | DD | N/A | D 1516049 | 159.42 | 0.00% | 0.00 | 159.42 | Napier Hall - water 12 Jan to 13 July 2015 | 91536072 |
| | **JULY 2015 - BACS** | | | | | | | | | |
| 30/06/2015 | Basketball England | BACS | N/A | B 1516 146 | 95.33 | 20.00% | 17.77 | 113.10 | Basketball backboard | 57005 |
| 02/07/2015 | Broxap | BACS | N/A | B 1516 147 | 243.95 | 20.00% | 48.79 | 292.74 | Derby E Litter Bin for Downs Park | 172993 |
| 30/06/2015 | Config Computer Services Ltd | BACS | N/A | B 1516 148 | 50.00 | 20.00% | 10.00 | 60.00 | Dial In Support | 22/C5164 |
| 30/06/2015 | Fuel Card Services | BACS | N/A | B 1516 149 | 57.99 | 20.00% | 11.60 | 69.59 | Fuel | 0994194 |
| 30/06/2015 | Hampshire County Council | BACS | N/A | B 1516 150 | 34.55 | 20.00% | 6.91 | 41.46 | Stationery | 57962271 |
| 01/07/2015 | Hays | BACS | N/A | B 1516 151 | 116.70 | 20.00% | 23.34 | 140.04 | Finance admin w/e 26/06/2015 | 1005599391 |
| 08/07/2015 | Hays | BACS | N/A | B 1516 152 | 108.92 | 20.00% | 21.78 | 130.70 | Finance Admin w/e 03/07/2015 | 1005620179 |
| 25/06/2015 | Jewson | BACS | N/A | B 1516 153 | 37.53 | 20.00% | 7.51 | 45.04 | Kiln Dried C16 Joist Treated | 0377/0160603 |
| 01/07/2015 | Jordan Walker | BACS | N/A | B 1516 154 | 39.99 | 0.00% | 0.00 | 39.99 | Safety Boots | n/a |
| 01/06/2015 | Safety 1st | BACS | N/A | B 1516 155 | 245.00 | 0.00% | 0.00 | 245.00 | Manual Handling Course x 2 staff members | 01375 |
| 30/06/2015 | The New Blendworth Centre | BACS | N/A | B 1516 156 | 128.00 | 20.00% | 25.60 | 153.60 | Litter picking - June 2015 | NBC/1 |
| 11/05/2015 | British Maids Cleaning Services | BACS | N/A | B 1516 157 | 450.00 | 20.00% | 90.00 | 540.00 | Hard Floor Clean, Seal and Polish | 63595 |
| 28/05/2015 | British Maids Cleaning Services | BACS | N/A | B 1516 158 | 95.00 | 20.00% | 19.00 | 114.00 | Carpet Cleaning -Jubilee Hall | 63596 |
| 31/05/2015 | British Maids Cleaning Services | BACS | N/A | B 1516 159 | 130.00 | 20.00% | 26.00 | 156.00 | Commercial Cleaning - May 2015 | 64006 |
| 30/06/2015 | British Maids Cleaning Services | BACS | N/A | B 1516 160 | 104.00 | 20.00% | 20.80 | 124.80 | Commercial Cleaning June 2015 | 63850 |
| 08/07/2015 | Keyline Builders Merchants | BACS | N/A | B 1516 161 | 18.93 | 20.00% | 3.79 | 22.72 | Rawl Plugs Nuts and washers | 1216 |
| 20/07/2015 | Net Salaries | BACS | N/A | B 1516 162 | 12,540.10 | 0.00% | 0.00 | 12,540.10 | Net salaries - July 2015 | n/a |
| 13/07/2015 | PPL | BACS | N/A | B 1516 165 | 129.47 | 20.00% | 25.89 | 155.36 | Annual licence for sound recordings | 2781677 |
| 17/07/2015 | Jewson | BACS | N/A | B 1516 164 | 10.11 | 20.00% | 2.02 | 12.13 | Timber for Catherington pond project | 0377/0161242 |
| 29/07/2015 | HMRC | BACS | N/A | B 1516 163 | 3,220.24 | 0.00% | 0.00 | 3,220.24 | PAYE/NI - July 2015 | n/a |
| 29/07/2015 | Hampshire Pension Fund | BACS | N/A | B 1516 166 | 2,860.64 | 0.00% | 0.00 | 2,860.64 | Pension Contributions - July 2015 | n/a |
| | **AUGUST 2015 - BACS** | | | | | | | | | |
| 29/07/2015 | Blendworth Property Maintenance | BACS | N/A | B 1516 167 | 530.00 | 0.00% | 0.00 | 530.00 | Supply/fit restricted window hinges-Jubilee Hall | 1516/05/05 |
| 29/07/2015 | Connected IT | BACS | N/A | B 1516 168 | 35.00 | 0.00% | 0.00 | 35.00 | Remote support 29/07/15 | HPC002 |
| 28/07/2015 | Cartridge Save Ltd | BACS | N/A | B 1516 169 | 20.78 | 20.00% | 4.15 | 24.93 | 1 x Toner Cartridge | INVD44845 |
| 15/07/2015 | Fuel Card Services | BACS | N/A | B 1516 170 | 119.53 | 20.00% | 23.91 | 143.44 | Fuel | 1012691 |
| 23/07/2015 | Hays | BACS | N/A | B 1516 171 | 116.70 | 20.00% | 23.34 | 140.04 | Finance Admin w/e 17/07/2015 | 1005663608 |
| 29/07/2015 | Hays | BACS | N/A | B 1516 172 | 116.70 | 20.00% | 23.34 | 140.04 | Finance Admin w/e 24/07/2016 | 1005685327 |
| 17/07/2015 | J F Goodwillie | BACS | N/A | B 1516 174 | 11.99 | 20.00% | 2.40 | 14.39 | Spacer/U Packer (Cath Pond) | GW179265 |
| 11/07/2015 | Lucky-Lite | BACS | N/A | B 1516 175 | 306.36 | 0.00% | 0.00 | 306.36 | Electricity Lucky Lite caravan storage | n/a |
| 30/07/2015 | Playdale Playgrounds Ltd | BACS | N/A | B 1516 176 | 21.20 | 20.00% | 4.24 | 25.44 | Plastic Dome Cap and washer | 19031 |
| 28/07/2015 | PHS Group | BACS | N/A | B 1516 177 | 129.34 | 20.00% | 25.87 | 155.21 | 2 x dust Mat, 3 x Hand/Hair dryer (01/09/15-30/11/15) | 62713436 |
| 25/07/2015 | Portsmouth Water | BACS | N/A | B 1516 178 | 13.23 | 0.00% | 0.00 | 13.23 | Catherington Common - 27/1/5-30/6/15 | 91544758 01 |
| 16/07/2015 | PRS For Music | BACS | N/A | B 1516 179 | 111.66 | 20.00% | 22.33 | 133.99 | PRS 01/08/15 to 31/07/16 | 4589266 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 29/07/2015 | Rowlands Castle Cleaning | BACS | N/A | B 1516 180 | 30.00 | 0.00% | 0.00 | 30.00 | Window cleaning Napier Hall | 025 |
| 29/07/2015 | Rowlands Castle Cleaning | BACS | N/A | B 1516 181 | 50.00 | 0.00% | 0.00 | 50.00 | Window cleaning Jubilee Hall | 026 |
| 29/07/2015 | Rowlands Castle Cleaning | BACS | N/A | B 1516 182 | 20.00 | 0.00% | 0.00 | 20.00 | Window cleaning Tyfield Hall | 027 |
| 07/07/2015 | Viking | BACS | N/A | B 1516 183 | 67.95 | Multiple | 11.19 | 79.14 | Stationery and refreshments | 808277 |
| 20/07/2015 | Jewson | BACS | N/A | B 1516 185 | 13.96 | 20.00% | 2.79 | 16.75 | Tub of decking Screws | 0918/0178256 |
| | **JULY 2015 - VISA CARDS** | | | | | | | | | |
| 08/07/2015 | Euro Car Parts | Visa | N/A | V 1516 012 | 25.39 | 20.00% | 5.07 | 30.46 | Car door accessories | 01115342 |
| 13/07/2015 | Top Notch Signs | Visa | N/A | V 1516 014 | 136.00 | 20.00% | 27.20 | 163.20 | Road signs for Downs Pk, Jubilee & Rec Ground | 20954 |
| 08/07/2015 | Wightlink | Visa | N/A | V 1516 015 | 28.40 | 0.00% | 0.00 | 28.40 | 2 x return ferry ticket to I.O.W | n/a |
| 10/07/2015 | Amazon | Visa | N/A | V 1516 016 | 27.66 | 20.00% | 5.54 | 33.20 | 2 x Riemann P20 Sunscreen | n/a |
| 15/07/2015 | Amazon | Visa | N/A | V 1516 017 | 5.97 | 0.00% | 0.00 | 5.97 | Ladies hi Viz Safety Vest | n/a |
| 15/07/2015 | Amazon | Visa | N/A | V 1516 018 | 14.25 | 0.00% | 0.00 | 14.25 | Kids ear Defenders | n/a |
| 24/07/2015 | Honey Brothers | Visa | N/A | V 1516 019 | 662.54 | 20.00% | 132.51 | 795.05 | Climbing Equipment | 324113 |
| | **AUGUST 2015 - VISA CARDS** | | | | | | | | | |
| 02/08/2015 | Screwfix | Visa | N/A | V 1516 020 | 29.17 | 20.00% | 5.82 | 34.99 | Hop Up Work Platform 600mm | A1780037852 |
| 03/08/2015 | Horndean News | Visa | N/A | V 1516 021 | 4.32 | 0.00% | 0.00 | 4.32 | Newspapers to 1st August | n/a |
| 04/08/2015 | Honey Brothers | Visa | N/A | V 1516 022 | 267.64 | 20.00% | 53.53 | 321.17 | Climbing/Tree work Tools | 324829 |
| 06/08/2015 | Honey Brothers | Visa | N/A | V 1516 023 | 37.93 | 20.00% | 7.59 | 45.52 | Rake | 325067 |
| | **TOTALS** | | | | **25,275.17** | | **875.09** | **26,150.26** | | |

## INVOICES TO BE APPROVED FOR PAYMENT - LIST 4 (17-08-2015)

| Date of Invoice | Payee | Payment Method | CHQ No. | Voucher Number | Net | VAT Rate | VAT | Total Payment | Details | Invoice No. |
|---|---|---|---|---|---|---|---|---|---|---|
| 26/01/2015 | The Landscape Group | BACS | N/A | B1516184 | 926.50 | 20.00% | 185.30 | 1,111.80 | 15 x empty bins Oct- Dec 04 | GM733797 |
| 03/08/2015 | Petty Cash | Cheque | 202614 | C1516006 | 27.36 | 0.00% | 0.00 | 27.36 | 21st July to 3rd August | n/a |
| | **TOTALS** | | | | **27.36** | | **0.00** | **27.36** | | |

## RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS - LIST 4 (17-08-2015)

| Date of Banking | Payer | Payment Method | CHQ No. | Voucher Number | Net | VAT Rate | VAT | Total Receipt | Details | Invoice No. |
|---|---|---|---|---|---|---|---|---|---|---|
| | **JULY 2015** | | | | | | | | | |
| 09/07/2015 | Dog Training | Deposit | | I 1516 117 | 495.00 | 0.00% | 0.00 | 495.00 | Hire of Napier Hall | 2189, 2219 |
| 09/07/2015 | MS Society | Deposit | | I 1516 118 | 26.40 | 0.00% | 0.00 | 26.40 | Hire of Jubilee Hall | 2203 |
| 09/07/2015 | Friends of Butser Ancient Farm | Deposit | | I 1516 119 | 100.00 | 0.00% | 0.00 | 100.00 | Hire of Jubilee Hall | 5329 |
| 09/07/2015 | Private | Deposit | | I 1516 120 | 72.60 | 0.00% | 0.00 | 72.60 | Hire of Napier Hall | 5304 |
| 09/07/2015 | Private | Deposit | | I 1516 121 | 58.08 | 0.00% | 0.00 | 58.08 | Hire of Jubilee Hall | 5312 |
| 09/07/2015 | Country Park Quilters | Deposit | | I 1516 122 | 52.80 | 0.00% | 0.00 | 52.80 | Hire of Jubilee Hall | 2120 |
| 09/07/2015 | Chocolate Strawberry | Deposit | | I 1516 123 | 66.00 | 0.00% | 0.00 | 66.00 | Hire of Jubilee Hall | 5136 |
| 09/07/2015 | Private | Deposit | | I 1516 124 | 51.00 | 0.00% | 0.00 | 51.00 | Hire of Napier Hall | 2208 |
| 09/07/2015 | 1st Catherington Air Scouts | Deposit | | I 1516 125 | 79.20 | 0.00% | 0.00 | 79.20 | Hire of Jubilee Hall | 2220 |
| 09/07/2015 | Butser Lace | Deposit | | I 1516 126 | 34.00 | 0.00% | 0.00 | 34.00 | Hire of Napier Hall | 2191 |
| 09/07/2015 | Private | Deposit | | I 1516 127 | 79.33 | 0.00% | 0.00 | 79.33 | Hire of Jubilee Hall | 5290 |
| 09/07/2015 | Private | Deposit | | I 1516 128 | 43.56 | 0.00% | 0.00 | 43.56 | Hire of Jubilee Hall | 5240 |
| 09/07/2015 | AMS4Fitness | Deposit | | I 1516 129 | 105.60 | 0.00% | 0.00 | 105.60 | Hire of Napier Hall | 2223 |
| 09/07/2015 | AMS4Fitness | Deposit | | I 1516 130 | 52.80 | 0.00% | 0.00 | 52.80 | Hire of Jubilee Hall | 2213 |
| 15/07/2015 | Brendoncare | DC | | I 1516 131 | 66.00 | 0.00% | 0.00 | 66.00 | Hire of Napier Hall | 2215, 2216 |
| 16/07/2015 | Purple promotions | DC | | I 1516 132 | 198.00 | 0.00% | 0.00 | 198.00 | Hire of Napier Hall | 2217 |
| 30/07/2015 | EHDC | DC | | I 1516 133 | 7,130.06 | 0.00% | 0.00 | 7,130.06 | Information officer 01/04/15 to 31/03/16 | 2015-16/003 |
| 30/07/2015 | Clydesdale Bank | DC | | I 1516 134 | 8.89 | 0.00% | 0.00 | 8.89 | Bank Interest | n/a |
| | **AUGUST 2015** | | | | | | | | | |
| 03/08/2015 | Zurich Insurance | DC | | I 1516 135 | 264.80 | 0.00% | 0.00 | 264.80 | Hire of Napier Hall | 27150000221 |
| 03/08/2015 | MS Society | DC | | I 1516 136 | 52.80 | 0.00% | 0.00 | 52.80 | Hire of Napier Hall | 2167, 2138 |
| 03/08/2015 | Lovedean Karate Club | DC | | I 1516 137 | 254.60 | 0.00% | 0.00 | 254.60 | Hire of Napier Hall | 2194, 2195, 2196 |
| 03/08/2015 | PFM Well-Being | DC | | I 1516 138 | 56.10 | 0.00% | 0.00 | 56.10 | Hire of Jubilee Hall | 2205, 2222 |
| 03/08/2015 | Brownies | DC | | I 1516 139 | 118.80 | 0.00% | 0.00 | 118.80 | Hire of Jubilee Hall | 2147, 2210, 2173 |
| 03/08/2015 | Private | DC | | I 1516 140 | 43.56 | 0.00% | 0.00 | 43.56 | Hire of Jubilee Hall | 5335 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 03/08/2015 | Private | DC | | I 1516 141 | 158.40 | 0.00% | 0.00 | 158.40 | Hire of Napier Hall | 5336 |
| 03/08/2015 | Horndean Baptist Church | DC | | I 1516 142 | 735.86 | 0.00% | 0.00 | 735.86 | Hire of Napier Hall | 2197-2202,2218 |
| 03/08/2015 | Busy Bees | DC | | I 1516 143 | 448.80 | 0.00% | 0.00 | 448.80 | Hire of Jubilee Hall | 2232, 2255 |
| 03/08/2015 | Horndean Football Club | DC | | I 1516 144 | 83.34 | 0.00% | 0.00 | 83.34 | Hire of Pitches | n/a |
| 03/08/2015 | Horndean Hawks | DC | | I 1516 145 | 84.24 | 0.00% | 0.00 | 84.24 | Hire of Pitches | n/a |
| 03/08/2015 | Slimming World | DC | | I 1516 146 | 158.40 | 0.00% | 0.00 | 158.40 | Hire of Jubilee Hall | 2239 |
| 03/08/2015 | Slimming World | DC | | I 1516 147 | 369.60 | 0.00% | 0.00 | 369.60 | Hire of Jubilee Hall | 2231 |
| 05/08/2015 | Co-Operative Bank | DC | | I 1516 148 | 66.67 | 0.00% | 0.00 | 66.67 | Bank Interest | n/a |
| 07/08/2015 | All Join In Together | Deposit | | I 1516 149 | 59.50 | 0.00% | 0.00 | 59.50 | Hire of Napier Hall | 2251, 2206 |
| 07/08/2015 | Dog training (Liz Mould) | Deposit | | I 1516 150 | 396.00 | 0.00% | 0.00 | 396.00 | Hire of Napier Hall | 2243, 2225 |
| 10/08/2015 | Weightwatchers | DC | | I 1516 151 | 132.00 | 0.00% | 0.00 | 132.00 | Hire of Napier Hall | 2237 |
| | **TOTALS** | | | | **12,202.79** | | **0.00** | **12,202.79** | | |

| | |
|---|---|
| SIGNED: | |
| SIGNED: | |
| DATE: | 17th August 2015 |

## PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2015-16 - LIST 5 (21-09-2015)

| Date of Invoice | Payee | Payment Method | CHQ No. | Voucher Number | Net | VAT Rate | VAT | Total Payment | Details | Invoice No. |
|---|---|---|---|---|---|---|---|---|---|---|
| | **AUGUST 2015 - DIRECT DEBITS** | | | | | | | | | |
| 28/07/2015 | EON | DD | N/A | D 1516050 | 50.44 | 5.00% | 2.52 | 52.96 | Electric-Napier Hall 29 June-27 July | H11COF1FBE |
| 28/07/2015 | EON | DD | N/A | D 1516051 | 15.00 | 5.00% | 0.75 | 15.75 | Gas: Napier 29 June - 27 July 2015 | H11COF21CD |
| 31/07/2015 | Peach Technologies Ltd | DD | N/A | D 1516052 | 370.59 | 20.00% | 74.12 | 444.71 | Telephones July/ call charges August | T223895 |
| 31/07/2015 | Veolia | DD | N/A | D 1516053 | 169.10 | 20.00% | 33.82 | 202.92 | Waste removal Luckylite/Tyfield July | 8791069282 |
| | **SEPTEMBER 2015 - DIRECT DEBITS** | | | | | | | | | |
| 01/09/2015 | Luckylite | DD | N/A | D1516054 | 495.00 | 0.00% | 0.00 | 495.00 | Luckylite Unit 6 August 2015 | n/a |
| 03/08/2015 | Southern Water | DD | N/A | D1516055 | 98.46 | 0.00% | 0.00 | 98.46 | Water : Tyfield Jan 16 -July 17 2015 | 705001403386 |
| 13/08/2015 | Southern Water | DD | N/A | D1516056 | 91.46 | 0.00% | 0.00 | 91.46 | Water Jubilee Hall : Jan 27 - July 24 2015 | 710001194079 |
| 21/08/2015 | E.ON | DD | N/A | D1516057 | 55.87 | 5.00% | 2.79 | 58.66 | Electric : Tyfield 24 July-21 Aug | H11DDE2253 |
| 21/08/2015 | E.ON | DD | N/A | D1516058 | 30.41 | 5.00% | 1.52 | 31.93 | Electric Jubilee 24 July-21 Aug 2015 | H11DDE1F1A |
| 30/07/2015 | Portsmouth Water | DD | N/A | D1516059 | 34.79 | 0.00% | 0.00 | 34.79 | Water : Jubilee Hall 27 Jan - 24 July 2015 | 91544927 01 |
| 04/09/2015 | Plusnet | DD | N/A | D1516060 | 15.00 | 20.00% | 3.00 | 18.00 | Internet Tyfield August 2015 | 64700979 |
| 28/08/2015 | E.ON | DD | N/A | D1516061 | 58.88 | 5.00% | 2.94 | 61.82 | Electric - Napier 27 July - 28 August 2015 | H11E5AF1E3 |
| 28/08/2015 | E.ON | DD | N/A | D1516062 | 25.31 | 5.00% | 1.27 | 26.58 | Gas - Napier 27 July-28 August 2015 | H11E5AF39B |
| 01/09/2015 | Peach Technologies | DD | N/A | D1516063 | 382.98 | 20.00% | 76.60 | 459.58 | Telephones August/ call charges September | T226163 |
| | | | | | | | | | | |
| | **AUGUST 2015 - BACS** | | | | | | | | | |
| 01/07/2015 | Dorothy Denston | BACS | N/A | B 1516 187 | 28.80 | 0.00% | 0.00 | 28.80 | Travel expenses 3, 24th June and 1st July | n/a |
| 03/08/2015 | Mrs J Rundle | BACS | N/A | B 1516 186 | 12.88 | 0.00% | 0.00 | 12.88 | Repay overpayment for hire of Jubilee | 5329 |
| 24/07/2015 | J F Goodwillie | BACS | N/A | B 1516 173 | 6.15 | 20.00% | 1.23 | 7.38 | 47x100x306 Rail - Dark Brown (Cath Pond) | GW180287 |
| 31/07/2015 | British Maids | BACS | N/A | B 1516 188 | 130.00 | 20.00% | 26.00 | 156.00 | Commercial Cleaning July 2015 | 64250 |
| 03/08/2015 | Blendworth Property Maintenance | BACS | N/A | B 1516 189 | 180.00 | 0.00% | 0.00 | 180.00 | Leaking toilet Napier/New handwash heater Tyfield | 1516/08/01 |
| 05/08/2015 | Connected IT | BACS | N/A | B 1516 190 | 50.00 | 0.00% | 0.00 | 50.00 | Onsite visit to upgrade laptop and other issues | HPC003 |
| 04/08/2015 | Hampshire County Council | BACS | N/A | B 1516 191 | 20.76 | 20.00% | 4.15 | 24.91 | 10 x Profile Foolscap box files | 57967279 |
| 31/07/2015 | Crystal Chem | BACS | N/A | B 1516 192 | 30.00 | 20.00% | 6.00 | 36.00 | Various cleaning products | 1832 |
| 31/07/2015 | Fuel Card Services | BACS | N/A | B 1516 193 | 92.24 | 20.00% | 18.44 | 110.68 | Fuel | 1035298 |
| 05/08/2015 | Hays | BACS | N/A | B 1516 194 | 116.70 | 20.00% | 23.34 | 140.04 | Finance Admin w/e 31/07/2015 | 1005704863 |
| 06/08/2015 | MOT & Service World | BACS | N/A | B 1516 195 | 399.00 | 20.00% | 79.80 | 478.80 | Replace o/s/r suspension on R674 WRV | 13581 |
| 31/07/2015 | The New Blendworth Centre | BACS | N/A | B 1516 196 | 128.00 | 20.00% | 25.60 | 153.60 | Litter picking - July 2015 | NBC/1 |
| 10/08/2015 | Viking | BACS | N/A | B 1516 197 | 147.73 | 20.00% | 4.95 | 152.68 | Stamps, stationery and refreshments | 958800 |
| 12/08/2015 | Hays | BACS | N/A | B 1516 198 | 116.70 | 20.00% | 23.34 | 140.04 | Finance Admin w/e 07/08/2015 | 1005724822 |
| 12/08/2015 | Sean Mason Electrical | BACS | N/A | B 1516 199 | 470.00 | 20.00% | 94.00 | 564.00 | Maintenance at Jubilee and Napier Halls | 2001 |
| 12/08/2015 | The Safety Supply Company | BACS | N/A | B 1516 200 | 17.50 | 20.00% | 3.50 | 21.00 | Polycarbonate Visor for Bushmaster | 7711168 |
| 20/08/2015 | Net Salaries | BACS | N/A | B 1516 201 | 14,414.55 | 0.00% | 0.00 | 14,414.55 | Net salaries - August 2015 | n/a |
| 24/08/2015 | Horndean Parish Twinning Association | BACS | N/A | B 1516 202 | 200.00 | 0.00% | 0.00 | 200.00 | Horndean Parish Council Grant | n/a |
| 24/08/2015 | All Saints Church, Catherington | BACS | N/A | B 1516 203 | 600.00 | 0.00% | 0.00 | 600.00 | Horndean Parish Council Grant | n/a |
| 24/08/2015 | Blendworth Mothers' Union | BACS | N/A | B 1516 204 | 500.00 | 0.00% | 0.00 | 500.00 | Horndean Parish Council Grant | n/a |
| 22/08/2015 | Beaver Tool Hire | BACS | N/A | B 1516 205 | 83.07 | 20.00% | 16.62 | 99.69 | Hire of Wood Chipper | 2/266789 |
| 19/08/2015 | Hays | BACS | N/A | B 1516 206 | 116.70 | 20.00% | 23.34 | 140.04 | Finance Admin w/e 14/08/2015 | 22200650523 |
| 13/08/2015 | Honey Brothers | BACS | N/A | B 1516 207 | 74.75 | 20.00% | 14.95 | 89.70 | MSA balance AC Groundsman Helmet | 325569 |
| 12/06/2015 | PBA Solutions (Landscape) | BACS | N/A | B 1516 208 | 160.00 | 20.00% | 32.00 | 192.00 | Japanese Knotweed Treatment | 2930 |
| 16/08/2015 | Fuel Card Services | BACS | N/A | B 1516 209 | 48.01 | 20.00% | 9.60 | 57.61 | Fuel | 1054412 |
| 24/08/2015 | Liz Burridge (Expenses) | BACS | N/A | B 1516 210 | 60.00 | 0.00% | 0.00 | 60.00 | Health & Safety Training | ISL136462 |
| 13/07/2015 | B & Q | BACS | N/A | B 1516 211 | 5.83 | 20.00% | 1.17 | 7.00 | Rose Clear (Tyfield) and adhesive | 652673937 |
| 04/08/2015 | B & Q | BACS | N/A | B 1516 212 | 25.46 | 20.00% | 5.11 | 30.57 | Fixings for bins at Jubilee | 657305405 |
| 29/07/2015 | B & Q | BACS | N/A | B 1516 213 | 2.03 | 20.00% | 0.41 | 2.44 | Timber for Catherington Pond | 656084774 |
| 13/07/2015 | B & Q | BACS | N/A | B 1516 214 | 11.59 | 20.00% | 2.33 | 13.92 | Fixings to secure benches at Jubilee | 652673929 |
| 16/08/2015 | Jordan Walker | BACS | N/A | B 1516 215 | 38.24 | 0.00% | 0.00 | 38.24 | Mens Softshell Jacket for JW | n/a |
| 23/08/2015 | Recognition Express Southern | BACS | N/A | B 1516 216 | 110.50 | 20.00% | 22.10 | 132.60 | Photo ID Cards | 194014 |
| 28/08/2015 | HMRC | BACS | N/A | B 1516 217 | 4,250.24 | 0.00% | 0.00 | 4,250.24 | PAYE/NI - August 2015 | n/a |
| 28/08/2015 | Hampshire Pension Fund | BACS | N/A | B 1516 218 | 3,160.33 | 0.00% | 0.00 | 3,160.33 | Pension Contributions - August 2015 | n/a |
| | **SEPTEMBER 2015 - BACS** | | | | | | | | | |
| 27/08/2015 | Caroway Fencing | BACS | N/A | B 1516 219 | 1.20 | 20.00% | 0.24 | 1.44 | 5 x 10mm Nuts for Troughs at Dell Piece West | 14069 |
| 27/08/2015 | AVS Fencing | BACS | N/A | B 1516 220 | 29.93 | 20.00% | 5.99 | 35.92 | 200 m Barbed Wire Coil | 804036 |
| 26/08/2015 | Hays | BACS | N/A | B 1516 221 | 116.70 | 20.00% | 23.34 | 140.04 | Finance admin w/e 21/08/2015 | 1005761113 |
| 01/09/2015 | J F Goodwillie | BACS | N/A | B 1516 222 | 53.02 | 20.00% | 10.60 | 63.62 | Rails/fence posts Parsonage Field | GW185442 |
| 31/08/2015 | Fuel Card Services | BACS | N/A | B 1516 223 | 77.01 | 20.00% | 15.40 | 92.41 | Fuel | 1071488 |
| 31/08/2015 | The New Blendworth Centre | BACS | N/A | B 1516 224 | 138.66 | 20.00% | 27.73 | 166.39 | Litter picking - August 2015 | NBC/1 |
| 03/09/2015 | Keydell Nurseries | BACS | N/A | B 1516 225 | 5.97 | 0.00% | 0.00 | 5.97 | 3 x Hozelock pesticide bottles | 7288 |
| 31/08/2015 | British Maids | BACS | N/A | B 1516 226 | 104.00 | 20.00% | 20.80 | 124.80 | Commercial cleaning | 64669 |
| 04/09/2015 | Viking | BACS | N/A | B 1516 227 | 184.50 | Multiple | 21.30 | 205.80 | Stationery, postage, Refreshments | 70373 |
| 27/08/2015 | Slimming World | BACS | N/A | B 1516 228 | 79.20 | 0.00% | 0.00 | 79.20 | Refund of overpayment on Inv 2283 | n/a |
| 18/08/2015 | Mrs Joan Rundle | BACS | N/A | B 1516 229 | 81.12 | 0.00% | 0.00 | 81.12 | Refund ref inv. 5329 | 5329 |
| | | | | | | | | | | |



ITEM 8

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **AUGUST 2015 - DEBIT CARDS** | | | | | | | | | |
| 12/08/2015 | Screwfix | VISA | N/A | V1516024 | 44.15 | 20.00% | 8.82 | 52.97 | Ear Defenders | A1800008328 |
| 18/08/2015 | Top Notch Signs | VISA | N/A | V1516025 | 36.50 | 20.00% | 7.30 | 43.80 | Self adhesive stickers for bins at Jubilee hall | 21132 |
| 13/08/2015 | Contego Safety Solutions | VISA | N/A | V1516026 | 140.00 | 20.00% | 28.00 | 168.00 | Tegera 9180 anti vibration gloves | 92138 |
| 26/08/2015 | Horndean News | VISA | N/A | V1516027 | 4.12 | 0.00% | 0.00 | 4.12 | Newspapers to 29th August | n/a |
| 26/08/2015 | Screwfix | VISA | N/A | V1516028 | 28.30 | 20.00% | 5.66 | 33.96 | Padlocks and chains for security Catherington Down | A1823389515 |
| 26/08/2015 | Screwfix | VISA | N/A | V1516029 | 28.31 | 20.00% | 5.65 | 33.96 | Locks and chains | A1822770836 |
| | **SEPTEMBER 2015 - DEBIT CARDS** | | | | | | | | | |
| 28/08/2015 | NBB Recycled Furniture | VISA | N/A | V1516030 | 426.90 | 20.00% | 85.38 | 512.28 | Park Seat With Back BROWN (Grant funded) | 938938 |
| | | | | | | | | | | |
| | **TOTALS** | | | | **29,280.64** | | **903.52** | **30,184.16** | | |

## INVOICES TO BE APPROVED FOR PAYMENT - LIST 5 (21-09-2015)

| Date of Invoice | Payee | Payment Method | CHQ No. | Voucher Number | Net | VAT Rate | VAT | Total Payment | Details | Invoice No. |
|---|---|---|---|---|---|---|---|---|---|---|
| 14/08/2015 | Biendworth Property Maintenance | BACS | N/A | B1516230 | 975.00 | 0.00% | 0.00 | 975.00 | Decorate Main Hall at Jubilee Hall | 1516/08/02 |
| 18/08/2015 | The Groundwork South Trust | BACS | N/A | B1516231 | 3,079.20 | 20.00% | 615.84 | 3,695.04 | GWS Project Management Fees (earmarked reserves) | 6792 |
| 24/08/2015 | Zurich Municipal | BACS | N/A | B1516232 | 8,801.75 | 0.00% | 0.00 | 8,801.75 | Insurance 01/10/2015- 30/09/2016 | 19160984 |
| 27/08/2015 | BDO | BACS | N/A | B1516233 | 1,000.00 | 20.00% | 200.00 | 1,200.00 | External Audit for 2014/15 | 1423826 |
| 04/09/2015 | Came & Company | BACS | N/A | B1516234 | 900.60 | 0.00% | 0.00 | 900.60 | Annual Rural Insurance 1/10/15-30/09/16 | Policy MOT0035810 |
| 16/09/2015 | Hendy Group Ltd | BACS | N/A | B1516235 | 16,855.41 | 20.00% | 3,315.08 | 20,170.49 | New Ford Ranger 2.2TDCi XL(earmarked reserves) | 1055971 |
| 16/09/2015 | Petty Cash | CHQ | 202615 | C1516007 | 17.48 | 0.00% | 0.00 | 17.48 | 10 August - 16 September 2015 | n/a |
| | **TOTALS** | | | | **31,629.44** | | **4,130.92** | **35,760.36** | | |

## RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS - LIST 5 (21-09-2015)

| Date of Banking | Payer | Payment Method | CHQ No. | Voucher Number | Net | VAT Rate | VAT | Total Receipt | Details | Invoice No. |
|---|---|---|---|---|---|---|---|---|---|---|
| | **AUGUST 2015** | | | | | | | | | |
| 12/08/2015 | Horndean Baptist Church | DC | N/A | I1516152 | 590.06 | 0.00% | 0.00 | 590.06 | Hire of Napier Hall | 2227-29,2242, 2249,2253,2261, cn 23 |
| 13/08/2015 | HM Revenue & Customs | DC | N/A | I1516153 | 11,214.21 | 0.00% | 0.00 | 11,214.21 | Q1 2015-16 VAT Reclaim | n/a |
| 17/08/2015 | Brendon Care | DC | N/A | I1516154 | 38.00 | 0.00% | 0.00 | 38.00 | Hire of Jubilee Hall | 2240 |
| 17/08/2015 | Purple Promotions | DC | N/A | I1516155 | 198.00 | 0.00% | 0.00 | 198.00 | Hire of Napier Hall | 2284 |
| 24/08/2015 | Spanish Toddlers | DC | N/A | I1516156 | 39.60 | 0.00% | 0.00 | 39.60 | Hire of Napier Hall | 2263 |
| 26/08/2015 | Thornbury Community Services | DC | N/A | I1516157 | 134.00 | 0.00% | 0.00 | 134.00 | Hire of Napier Hall | 2268 |
| 28/08/2015 | Busy Bee Quilters | DC | N/A | I1516158 | 396.00 | 0.00% | 0.00 | 396.00 | Hire of Jubilee Hall | 2278,2292, 2271, 2295 |
| 28/08/2015 | Slimming World | DC | N/A | I1516159 | 227.20 | 0.00% | 0.00 | 227.20 | Hire of Jubilee Hall | 2285 |
| 28/08/2015 | Slimming World | DC | N/A | I1516160 | 79.20 | 0.00% | 0.00 | 79.20 | Hire of Jubilee Hall | 2283 |
| 28/08/2015 | Slimming World | DC | N/A | I1516161 | 79.20 | 0.00% | 0.00 | 79.20 | Hire of Jubilee Hall | 2283 - Duplicate |
| 28/08/2015 | Slimming World | DC | N/A | I1516162 | 39.60 | 0.00% | 0.00 | 39.60 | Hire of Napier Hall | 2291 |
| 28/08/2015 | Slimming World | DC | N/A | I1516163 | 39.60 | 0.00% | 0.00 | 39.60 | Hire of Jubilee Hall | 2294 |
| 28/08/2015 | Private | DC | N/A | I1516164 | 43.56 | 0.00% | 0.00 | 43.56 | Hire of Jubilee Hall | 5307 |
| 28/08/2015 | Yoga | DC | N/A | I1516165 | 38.25 | 0.00% | 0.00 | 38.25 | Hire of Napier Hall | 2233 |
| 28/08/2015 | Country Park Quilters | DC | N/A | I1516166 | 79.20 | 0.00% | 0.00 | 79.20 | Hire of Jubilee Hall | 2226, 2190 |
| 28/08/2015 | MS Society | DC | N/A | I1516167 | 26.40 | 0.00% | 0.00 | 26.40 | Hire of Jubilee Hall | 2230 |
| 28/08/2015 | Private | DC | N/A | I1516168 | 72.00 | 0.00% | 0.00 | 72.00 | Hire of Jubilee Hall | 5306 |
| 28/08/2015 | Catherington Air Scouts | DC | N/A | I1516169 | 79.20 | 0.00% | 0.00 | 79.20 | Hire of Jubilee Hall | 2244 |
| 28/08/2015 | AMS4Fitness | DC | N/A | I1516170 | 105.60 | 0.00% | 0.00 | 105.60 | Hire of Napier Hall | 2234 |
| 28/08/2015 | AMS4Fitness | DC | N/A | I1516171 | 66.00 | 0.00% | 0.00 | 66.00 | Hire of Jubilee Hall | 2238 |
| 28/08/2015 | Private | DC | N/A | I1516172 | 58.08 | 0.00% | 0.00 | 58.08 | Hire of Jubilee Hall | 5325 |
| 28/08/2015 | Clydesdale Bank | DC | N/A | I1516173 | 58.05 | 0.00% | 0.00 | 8.89 | Bank Interest | n/a |
| | | | | | | | | | | |
| | **SEPTEMBER 2015** | | | | | | | | | |
| 01/09/2015 | EHDC | DC | N/A | I1516174 | 367.45 | 0.00% | 0.00 | 367.45 | £139 and £228.45 grant for 2 x benches | 10251 |
| 01/09/2015 | Horndean Football Club | DC | N/A | I1516175 | 83.34 | 0.00% | 0.00 | 83.34 | Hire of Pitches | n/a |
| 01/09/2015 | Horndean Hawks | DC | N/A | I1516176 | 84.24 | 0.00% | 0.00 | 84.24 | Hire of Pitches | n/a |
| 04/09/2015 | Co-Operative Bank | DC | N/A | I1516177 | 58.05 | 0.00% | 0.00 | 58.05 | Bank Interest | n/a |
| 07/09/2015 | Private | DC | N/A | I1516178 | 120.00 | 0.00% | 0.00 | 120.00 | Grazing on Hazleton Common | 3 |
| 07/09/2015 | Dog Training | DC | N/A | I1516179 | 363.00 | 0.00% | 0.00 | 363.00 | Hire of Napier Hall | 2286, 2269 |
| 07/09/2015 | Private | DC | N/A | I1516180 | 58.08 | 0.00% | 0.00 | 58.08 | Hire of Jubilee Hall | 5408 |
| 07/09/2015 | Private | DC | N/A | I1516181 | 58.08 | 0.00% | 0.00 | 58.08 | Hire of Jubilee Hall | 5461 |
| 07/09/2015 | Private | DC | N/A | I1516182 | 60.00 | 0.00% | 0.00 | 60.00 | Hire of Jubilee Hall | 5495 |
| 07/09/2015 | Butser Lace | DC | N/A | I1516183 | 51.00 | 0.00% | 0.00 | 51.00 | Hire of Napier Hall | 2264 |
| 07/09/2015 | Yoga | DC | N/A | I1516184 | 38.25 | 0.00% | 0.00 | 38.25 | Hire of Napier Hall | 2279 |
| 07/09/2015 | Friends of Butser Ancient Farm | DC | N/A | I1516185 | 87.12 | 0.00% | 0.00 | 87.12 | Hire of Jubilee Hall | 5329 |
| 07/09/2015 | Brownies | DC | N/A | I1516186 | 39.60 | 0.00% | 0.00 | 39.60 | Hire of Jubilee Hall | 2235, 2246 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 07/09/2015 | Private | DC | N/A | I1516187 | 72.60 | 0.00% | 0.00 | 72.60 | Hire of Jubilee Hall | 5380 |
| 07/09/2015 | Private | DC | N/A | I1516188 | 19.13 | 0.00% | 0.00 | 19.13 | Hire of Napier Hall | 5395 |
| 07/09/2015 | Lovedean Karate Club | DC | N/A | I1516189 | 201.80 | 0.00% | 0.00 | 201.80 | Hire of Napier Hall | 2274, 2273, 2272 |
| 07/09/2015 | Lovedean Karate Club | DC | N/A | I1516190 | 254.60 | 0.00% | 0.00 | 254.60 | Hire of Napier Hall | 2265, 2266, 2267 |
| 08/09/2015 | Red Lounge | DC | N/A | I1516191 | 560.60 | 0.00% | 0.00 | 560.60 | Roundabout sponsorship July to December 2015 | n/a |
| 08/09/2015 | East Hants District Council | DC | N/A | I1516192 | 92.40 | 0.00% | 0.00 | 92.40 | Hire of Jubilee Hall | 10251 |
| 09/09/2015 | Southern Healthcare | DC | N/A | I1516193 | 52.80 | 0.00% | 0.00 | 52.80 | Hire of Jubilee Hall | 2247 |
| 11/09/2015 | Weight Watchers | DC | N/A | I1516194 | 105.60 | 0.00% | 0.00 | 105.60 | Hire of Napier Hall | 2281 |
| | | | | | | | | | | |
| | **TOTALS** | | | | **16,528.75** | | **0.00** | **16,479.59** | | |

| | |
|---|---|
| SIGNED: | |
| SIGNED: | |
| DATE: | 21st September 2015 |

Item 13

## Defibrillator Comparisons

Key features only noted, for simplicity, and costs are per unit

Assumed that fully automatic is a requirement, hence greyed out in table.

Adult/Child switch is a probable requirement, hence greyed out in table

Disposal of batteries. EHDC waste management officer has confirmed that Lithium and Lithium-ion batteries can be disposed of in the same way as all other batteries using the commonly available recycling bins such as at Morrisons

Estimate obtained for wiring mains to box: £350

Contr 4: Worry free package includes all consumables such as the batteries and pads to be replaced as and when required over the life span of cover. The standard option cabinet uses an external transformer and does not require fitting by an electrician.

| | Contr 1 Option1 | Contr 1 Option2 | Contr 1 Option3 | Contr 1 Option3 | Contr 2 Pack 1+2 | Contr 2 Pack3 | Contr 3 Option1 | Contr 3 Option2 | Contr 4 |
|---|---|---|---|---|---|---|---|---|---|
| Automatic | Yes | Yes | Yes | Yes | Yes | Yes | Yes | **Semi** | Yes |
| Adult/Child switch? | Yes | Yes | Yes | Yes | **No** | **No** | **No** | Yes | Yes |
| External box | Yes | Yes | No | No | Yes | Yes | Yes | Yes | Yes |
| Is power required? | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes see note |
| Inc Installation | Yes | Yes | Yes | Yes | No | No | No | No | No |
| Signage | Yes | Yes | Yes | Yes | No | Yes | No | No | No |
| First Aid Kit | Yes | Yes | Yes | Yes | No | Yes | No | No | No |
| Services: | | | | | | | | | |
| Pads/battery,cartridge for 5 years | Yes | Yes | Yes | Yes | | | | | |
| Annual Service | Yes | Yes | Yes | Yes | | | | | |
| Insurance | No | No | No | No | | | | | |
| Warrantee | 5yr | 5yr | 5yr | 5yr | 7yr | 8yr | 7yr | 8yr | 7yr |
| Training for 24 staff | Yes | Yes | Yes | Yes | | | | | |
| G5 Carry Sleeve | | | | | Yes | Yes | Yes | Yes | |
| G5 Ready kit | | | | | Yes | Yes | | | |
| Cost p/u In Ext Box | £2,000 | | £1,895 | | £1,295 | £1,495 | £1,499 | £1,750 | £1,382 |
| Worry free package | | | | | | | | | £300 |
| Comment | 2 off | 2 off rent £100/m | 3off but Internal | 3 off rent £135/m | 3 off Quote | 3 off Quote | | | |
| | | | | | | | | | |
| Cost of 5 years p/u | £2,000 | £3,000 | £1,895 | £2,750 | | | | | |

18th Sept 2015

Item 13

HORNDEAN PARISH COUNCIL

COUNCIL MEETING Date: 17th August 2015

AGENDA ITEM 13

**SUBJECT OF REPORT: Proposal for equipment, installation and ongoing maintenance of Automated External Defibrillator's (AED) for installation in the community of Horndean**

**BACKGROUND**

It has been suggested by Council members that the use of a centrally positioned AED in Horndean could greatly benefit the community.

The more AED's available in the community, the more likely it is that people who need them will be within a reasonable distance of one of them at the time.

Statistical evidence from the Resuscitation Councils in both the UK and the US shows that having access to an AED in the first couple of minutes after cardiac arrest improves a patients chance of survival by up to 74% and decreases morbidity and mortality.

Four quotes for AED's were obtained and are as follows:

**Contractor 1**

This quote has been obtained from a London based company. The AED allows you to select either the child button which is for ages 7 and under or the adult button which is for ages 8+. The pads are dual use, and therefore no need to replace them manually at the crucial time.

It is recommended that the AED's be positioned on the outside wall of the building for easy access for the community, whereby a code is used for unlocking the case. This code can be obtained from the emergency services should an incident occur. Instructions will be visible next to the AED device on what to do should someone require the use of it.

The two available options include the following equipment, services and training:

For the Purchase of two AED's:

**Equipment**

- 2x HeartPlus Defibrillator
- 2x External casing (Installed)
- Signage inc window sticker and wall instructions
- First aid kit inc CPR face mask, tuff cut scissors, blanket and razor

**Services**

- Replacement pads for 5 years once used or once out of date
- Replacement battery for 5 years once used or once out of date
- Replacement cartridge for 5 years once used or once out of date
- Annual service of HeartPlus AED
- 5 year warranty including replacement AED should it become faulty or irreparable
- Dedicated account manager

**Training**

- Annual basic life support, CPR and Defibrillation training onsite for up to 24 staff (certified). More attendees are welcome but will not receive certificates.

It was suggested that the training provided could be opened up to members of the community.

Option 1 – Purchase outright
**£4,000 + VAT (to include all of the above for 5 years)**
**No hidden fee**

Option 2- Rental
**£100 + VAT, per month (to include all of the above for 5 years)**
**No hidden fee**
**100% tax deductible**
**Fixed price for 5 years**

A third option was provided for three AED's if required:

Option 3
**Purchase outright –**
**£5,685 + VAT (to include all of the above for 5 years)**
**No hidden fee**

**Rental-**
**£135 + VAT, per month (to include all of the above for 5 years)**
**No hidden fee**
**100% tax deductible**
**Fixed price for 5 years**

Contractor 2
This quote has been obtained from a company based in Stockport. The AED can be used for both adults and children. For the AED to be used for a child, separate paediatric defibrillation pads would need to be purchased at an additional cost of £55 per pair, product code XELAED003A. The paediatric defibrillation pads are suitable for children up to 8 years old.

It is recommended that the AED's be positioned on the outside wall of the building for easy access for the community, whereby a code is used for unlocking the case. This code can be obtained from the emergency services should an incident occur.

The quotes received are for three AED units.

Package 1
- Powerheat "G5" AED includes:
  - RescueCoach prompts provider user-paced instructions
  - Text display with rescue prompts and critical rescue information
  - Shock delivery within 10 seconds (typically) post CPR
  - Escalating variable energy
  - Shocks delivered and elapsed time
  - Intellisense lithium battery
  - 4 year unconditional replacement guarantee
  - 2 pair of adult defibrillation pads
  - Internal ECG & event data memory
  - 7 year device warranty
  - AED manager software
  - AED manual

- G5 carry sleeve
- G5 ready kit

**Total cost:** £5,070 – discount of £2,400 = **£2,670.**

Package 2

- All products in package 1
- Outdoor steel cabinet with heating

**Total cost:** £6,870 – discount of £3,885 = **£2,985**

Package 3

- All products in package 2
- Complete care package includes
  - 1 x wall sign
  - 1 x relevant training (approx. 2 hours) depending on needs
  - AED monitoring programme (Governance)
  - Replacement electrodes for warranty period
  - 8 year warranty (one additional year) & full indemnification policy
  - Insurance covering theft of the product
  - Assistance with sourcing a local qualified electrician for installation
  - PR coverage (if required)

**Total cost:** £9,570 – discount price of £4,485 = **£5,085**

**Contractor 3**

This quote has been obtained from a London based company. Two types of AED's have been recommended and are as follows. An outdoor lockable box would need to be purchased separately for both types of AED, and the recommended one would be at a cost of £500 each + VAT.

Option 1

This AED is available as either a fully automated defibrillator or a semi-automated defibrillator. The difference between the two are:

- **A fully automated** defibrillator delivers a shock without the user having to push a button to actually administer it. The shock is commanded by the device software.

- **Semi-automated** defibrillators pick up any abnormalities in the rhythm of the heartbeat and then prompt the user to push a button in order to deliver the shock.

The AED can be used for a child up to 8 years old using infant defibrillation pads which would need to be purchased separately. The AED has the following features:

- Simple displays and voice prompts guide the user through exactly what to do if someone goes into cardiac arrest.
- A straight forward, simple defibrillator with clear, step by step instructions
- Prompts the user with text, images and voice
- Can be used easily by anyone - from passers-by, minimally trained first aiders and medical professionals
- Adaptive metronome guides the user to the correct rate and depth for accurate chest compressions
- Ensures everything is done in order
- Detects heart rhythm and if needed instructs the rescuer
- If shocks are required, they are delivered rapidly to the casualty and safely to the user
- Can be used on children up to 8 years of age using infant pads
- The lid, if needed, can be used as a shoulder support to keep the casualty's airway open
- Full-rescue AED that provides Real CPR Help® for rate and depth of chest compressions
- One piece, easy to place pre-connected CPR-D•padz® electrodes with a five year shelf life
- Semi-automatic - administers a shock at the press of a button. Fully automatic send shock when needed without need to press button.

- The only AED to use inexpensive 123 photo flash lithium batteries that are readily available from most department, camera and electronic stores.

**AED Package contents**

Defibrillator, soft case, ten batteries, CPR-D-padz® electrodes with first responder kit, operator's guide and DVD
Battery: Lithium – 10 x 123A photo flash – 5 year shelf life
Pads / electrodes: SMART PADS – 5 year shelf life
Pads pre-connected: Yes
Guarantee: 7 years on the AED unit

**Quote**

Standard rate £999 + VAT per unit
**Discounted rate £899+ VAT per unit**

Option 2

This AED is semi-automated and has been recommended as it enables the user to be able to switch between using it for an adult and a child. This is done by using the infant/child key, which would need to be purchased at an additional cost of £77.00. The AED has the following features:

- Designed for use in extreme environments, e.g. heavy rain, during a flight or in industrial locations.
- Can withstand jetting water, loads of up to 250kg and drops up to a metre onto a concrete floor.
- Voice prompts and visual icons guide the user through the crucial steps needed.
- Semi-automatic – administers the right shock at the press of a button.
- CPR coaching can guide the rescuer in real time.
- Can be used on infants and children with infant/child key – for appropriately reduced energy dose and adapted CPR prompts.
- One size SMART pads II for both adults and children are pre-connected to save time
- FREE soft carry case when purchasing this defibrillator.

**Quote**

Standard rate £1,250 + VAT per unit
**Discounted rate £1,089 + VAT**

**AED Training – available on all packages for up to 12 delegates at £632 + VAT (on-site)**

Whilst you do not need to be trained to be able to use an AED, It is advise by this company as many people feel more comfortable and confident if they have had training and practise on the AED unit. The course available teaches the essential skills required by an AED operator and gives students the confidence to know what to do in an emergency.

**Course content**

- Treatment of an unconscious casualty
- Resuscitation
- Heart attacks
- Getting to know the AED
- Operating the AED.

Course duration is three hours assessment and certification, with continuous assessment by trainer.

**Contractor 4**

This quote has been obtained from a company based in Aldershot. The AED is a fully automated defibrillator and can be used for both children and adults using a simple dual use button to choose the relevant mode. The defibrillator pads are dual use.

The AED has the following features:

- Robust one-piece design.
- Simple switch from adult to child mode.
- Dual adult/child electrode pads.
- Ambient noise detector.
- CPR detection & metronome.
- Pad life indicator.
- Battery level indicator.
- Operational status indicator.
- Clear visual & verbal guidance.
- Large internal memory can store 5 events, up to 3 hours per event.
- Simple data access with SD card download.
- Free software.
- Remote data conversion service.

The worry free package includes the following:

- Support with Ambulance Service integration.
- Dedicated iPAD AED helpline.
- Online data upload and conversion service.
- 7 year warranty as standard.
- Free upgrade to unrivalled 10 year warranty upon registration.
- PR and marketing support.
- Training resources: videos and quick reference guides.

**Quote**
**AED - £841.75 + VAT (normally £1295. + VAT)**
**External Defibsafe cabinet with internal transformer + keypad loack - £540 + VAT**
**Worry free package - £300 + VAT**

**RECOMMENDATION**

It is recommended that consideration be given to the purchase of AED's for installation in Horndean for the benefit of the community. The location and number of AED units will need to be decided.

Napier and Jubilee hall hold various dance classes, fitness classes and martial art classes and Jubilee Field is hired out and used regularly by a local Football team, therefore the halls would be a suitable location for the AED's to be situated. It is of note that in recent years an incidence occurred at Jubilee hall whereby an attendee of an exercise class went into cardiac arrest.

The cost of the AED's could be funded out of the general reserve.

Report prepared by Sarah Guy, Senior Administrator

ITEM 14

# ISSUES ARISING REPORT FOR
# Horndean Parish Council
# Audit for the year ended 31 March 2015

BDO

Introduction

The following matters have been raised to draw items to the attention of Horndean Parish Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2015.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minutes
- Internal Auditor's recommendations
- Additions in year not included in Annual Return
- Minor issues

**The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.**

Minor issues

*What is the issue?*

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

The annual return does not add up by £1.

*Why has this issue been raised?*

This is to draw these minor errors to the attention of the council.

*What do we recommend you do?*

The council should ensure in future years that the above minor errors or omissions are not included in the Statement of Accounts.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

**The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.**

Minutes

*What is the issue?*

The council produced printed minutes, which were submitted for audit purposes. The pages were not initialled by the person signing the minutes.

*Why has this issue been raised?*

This council submitted minutes for audit purposes which were not maintained in accordance with schedule 12, paragraph 41(2) of the Local Government Act 1972.

*What do we recommend you do?*

The council should ensure with immediate effect that if a loose leaf minute book is maintained the loose leaf pages are consecutively numbered and initialled by the person signing the minutes.

Minutes must be maintained in accordance with the Local Government Act 1972. Loose leaf minute books are lawful but the loose leaf pages must be consecutively numbered and each page must initialled by the person signing the minutes.

Further guidance on this matter can be obtained from the following source(s):

Local Council Administration, 8th Edition, Charles Arnold-Baker, Chapter 7

Internal Auditor's recommendations

*What is the issue?*

The internal auditor has made a few recommendations in respect to the financial systems of the council.

*Why has this issue been raised?*

The council is exposed to the risks associated with these weaknesses.

*What do we recommend you do?*

The council must implement the recommendations made by the internal auditor to improve the financial systems of the council as soon as possible or in any event before the end of the current financial year.

If the council addresses all the issues raised by the internal auditor the council should improve internal controls which will help to prevent and detect error and fraud and assist the council to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

## Additions in year not included in Annual Return

*What is the issue?*

The council has not included all additions or replacements of fixed assets, in the year in box 9 of Section 1 of the Annual Return.

*Why has this issue been raised?*

The value of fixed assets included in the Annual Return appears to be under valued.

*What do we recommend you do?*

The council must ensure that the value of its fixed assets is correctly stated in Section 1 of the Annual Return. The value of all fixed assets must be recorded in the fixed assets register, measured at cost value. Assets may comprise of land, buildings, plant and equipment, vehicles, notice boards, street furniture etc, property that will be of economic benefit to the meeting over a period substantially longer than one financial year.

Assets which are held as community assets such as playing fields, war memorials etc should be included in the accounts at their historical cost or given a £1 value.

The costs of assets which are replaced during the year should be removed from the register and the new item added.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

**No other matters came to our attention.**

For and on behalf of
BDO LLP

Date: 13 August 2015

Do the Numbers Limited
37 Upper Brownhill Road
Southampton
SO16 5NG
29th April 2015

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

Dear Carla,

**Subject: Matters arising from Internal Audit for the year ended 31 March 2015**

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

| Control area | Issue | Recommended Action |
|---|---|---|
| Grants / sponsorship / donations | During the year a grant was made via a local group to an individual for an overseas Jamboree.<br>Parish Councils have no powers to make grants to individuals.<br>All grants should be based upon grant forms that comply with the criteria and, under the Transparency Code, the legal power clearly minuted. | The council must ensure that such transactions do not recur.<br><br>Where individuals are seeking funding outside of the powers of the council, they should be referred to other funding bodies. |
| Confidential minutes | The council still uses confidential minutes more than is best practice.<br>Wherever possible, items should be in open session to aid accountability. | Confidential minutes should only be used in matters regarding current staff or current contracts. |
| Bank balances | The council currently holds almost all of its funds in the current account with a planned transfer of some to a 1 year deposit. | The council should look at a mix of term deposits to maintain accessibility while maximising return. |
| Social Media | The council has a Facebook page which has not been used of late. These pages can be a useful resource for local communication. | The council should identify the login details for the page and bring it into use. |
| Petty cash / expenses | Much of the expenditure through petty cash and expenses could be more effectively managed if the clerk or RFO had a visa debit card that was subject to the same approval mechanisms as the electronic payments. | The council should investigate a visa card, limited to the Clerk's authority amount, for items such as stamps, car tax, emergency repairs, milk. |
| Purchase and Sales Ledgers | The council is not currently using the Purchase and Sales ledger functions of the Omega system, increasing officer time spent producing, and reducing functionality of reports. | The Omega ledgers should be brought into use without delay and their reports utilised. |

| | | |
|---|---|---|
| Payment listing | The payment listing is currently an excel spreadsheet rather than a direct extract from Omega. This increases the risk of transcription errors. | Once the purchase ledger on Omega is running, the aged creditors list is a highly effective list of payments to be made. |
| Debtors and creditors | It is currently a time consuming task to review the debtors and creditors. Once the Omega ledgers are running this will be simplified. At that stage it may be worth migrating the Hall booking software to one which integrates directly with the accounts system. | Once the officers are familiar with the ledger systems, the council should look at how best to integrate the existing software products. |
| Budget | For historic reasons the budget has not been prepared on the Omega system in recent years. Now that the accounting system is reaching full functionality, there is no need to use the spreadsheets. | From autumn 2015 all budget reporting should be derived from Omega without the added risk of using spreadsheets. |
| Fixed asset register | As part of the review of equipment, fixtures and fittings, obsolete assets are being removed from the register – this may distort the Annual Return figures for the next two years. | The council should ensure that it has clear records of movements on the register – additions, disposals and write offs. |
| Pension Enrolment | At present not all eligible staff are enrolled in the pension scheme. As the council's auto-enrolment date approaches, appropriate provision should be investigated. | As part of regular appraisals, pension provision for all staff should be reviewed. |

Please find enclosed my interim invoice for £675 being the remainder of the agreed fee.

If either you or your councillors have any queries, please do not hesitate to contact me.

Regards

Eleanor S Greene

Item 15

# Hampshire Association of Local Councils

President: Professor Gerry Stoker
Chief Executive: Steven M Lugg

21st August 2015 – *Draft Agenda*

**The 68th Annual General Meeting of the Hampshire Association of Local Councils will be held at the Wessex Conference Centre, Westley Court, Sparsholt College, Westley Lane, Sparsholt Hampshire SO21 2NF**

on Saturday 10th October 2015; from 8.45am – 1.00pm

*Mr S M Lugg FCMI*
*Chief Executive Hampshire Association of Local Councils (Ltd)*

**Registration and Exhibition open from 8.45am**
*Please support our exhibitors*

## AGENDA

9.30am

1. Welcome and Announcements
2. Apologies for Absence [*Late apologies to be handed into registration by 9.20am*]
3. Presentation by NALC's CE, Dr. Jonathan Owen, **"NALC's Customer Focus"** *[40 minutes including questions]*
4. Presentation by SLCC's Development Manager, Steve Parkinson, **"Three Big Developing Issues for Local Councils"** *[20 minutes]*

*10.30 – 11.15am* *Adjournment, refreshments, networking and Exhibition*

*10.30 -11.00 am* *Speed Dating (5 minute one to ones bookable in advance)*

| | |
|---|---|
| *Employment Issues* | *Louise Channell* |
| *Awards For All – Getting a Grant* | *Steven Lugg* |
| *Council Queries* | *Vendy Treagust* |

Hampshire Association of Local Councils Limited
c/o Eastleigh Borough Council, Floor 2, Eastleigh House, Upper Market Street, Eastleigh. SO50 9YN
Tel: 02380 688061 E-mail: hampshirealc@eastleigh.gov.uk Website: www.hampshire-alc.gov.uk
Twitter: @hampshirealc
Registered in England – Company Registration No 6879309

# Hampshire Association of Local Councils

President: Professor Gerry Stoker
Chief Executive: Steven M Lugg

*Reconvene 11.15am prompt, please take your seats at 11.10am*

5. Presentation by John Connell, Government Department of Communities and Local Government, **"Local Councils Delivering for Communities".** *[30 minutes including questions]*

6. To receive and sign the minutes of the Annual General Meeting 2014

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7. Any Matters Arising from the Minutes

8. To receive the Annual Review, incorporating Financial Statements

9. To agree the level of ALC Member Council Affiliation Fees for 2016/17

10. To re-appoint proposed Independent Examiner of Accounts
**Mr David Whitwell, Meon Accounting Ltd**

11. Any Resolutions to be considered in accordance with the ALC's Standing Orders for General Meetings

12. Award of Hampshire Clerk of the Year 2015 – The Kirk Shield

13. Presentation of Communication Awards 2015:

- Best Local Council Website – e-mango Shield
- Best Local Council Newsletter – Microshade Shield
- Best Use of Social Media Award

Please support the winners as they are photographed, thank you

14. Chairman's Remarks and Closure of the Meeting at around 12.45pm

*(Book one to ones for the Speed Dating by emailing Sue.ramage@eastleigh.gov.uk by 2nd October)*

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Item 16

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

# Local Council Policy Schedule

The Policy, the Policy Schedule, Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

| | |
|---|---|
| Policy Number | YLL-2720443753 |
| Insured | Horndean Parish Council |
| Business | Parish / Town Council |
| Period of Insurance | |
| From | 01st October 2015 |
| To | 30th September 2016 |

and any other period for which cover has been agreed.

| | |
|---|---|
| Renewal Premium | £ 8,801.75 |

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

| | |
|---|---|
| Schedule Number | 32209618 |
| Long term agreement active until | 01st October 2017 |
| Preparation Date | 24th August 2015 |
| Prepared by | Mrs Emma Green |

Policy Cover Declaration:
You, the Insured, know of no known losses, events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

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## PART A – Material Damage

### Table Headings

| | |
|---|---|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements |
| Contents (b) | Other contents and consumable stock not specified below including printed books and unused stationery |
| Contents (c) | Computer equipment, other office equipment and sports equipment |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tools and Tobacco |
| Contents (f) | Camcorders, videos and gaming machines |
| Contents (g) | Civic Regalia |

**Sums Insured**

| Premises Address | Buildings Sum Insured | Loss of Rent | Contents (a) | Contents (b) | Contents (c) | Contents (d) | Contents (e) | Contents (f) | Contents (g) |
|---|---|---|---|---|---|---|---|---|---|
| 1. The Granary, Catherington Lane, Waterlooville, Hampshire, PO8 0TB | £36,632.98 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 2. Jubilee Hall, Crouch Lane, Waterlooville, Hampshire, PO8 9SU | £318,270.00 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 3. Napier Hall, Portsmouth Road, Horndean, Waterlooville, Hampshire, PO8 9NL | £509,232.00 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |

**For Premises:** 1, 2, 3

**Insured Perils applicable to Material Damage : 1-13, 15 & 16**

**Excesses Applicable to Building 1, 2 & 3**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

| | |
|---|---|
| Accidental Damage | £100 |
| Theft | £100 |
| Malicious Damage | £250 |
| Storm or Flood | £250 |
| Escape of Water | £250 |
| Falling Trees or Branches | £250 |

**Operative Endorsements:** 1, 2, 3 & 7 (see pages 31 - 33)

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PART B – Business Interruption

| Premises Address | Additional Expenditure | Indemnity Period (Months) | Loss of Data | Indemnity Period (Months) | Loss of Gross Revenue | Indemnity Period (Months) |
|---|---|---|---|---|---|---|
| All Premises | £20,000 | 24 | N/A | | £52,000 | 24 |

For Premises: 1, 2, 3

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

ZURICH

**PART C – All Risks**

**Table Headings**

| | |
|---|---|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements |
| Contents (b) | Other Contents and consumable stock not specified below including printed books and unused stationery |
| Contents (c) | Computer Equipment, other office equipment and sports equipment |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco |
| Contents (f) | Camcorders, videos and gaming machines |
| Contents (g) | Civic Regalia |

**Additional Items:**

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the TERRITORIAL LIMITS.

| Item Description | Sum Insured | Excess |
|---|---|---|
| Office contents | £30,032.74 | £100 |
| General contents including stock | £33,663.49 | £100 |
| Street Furniture | £39,005.07 | £100 |
| Gates & Fences | £21,728.88 | £100 |
| War Memorials | £103,000.00 | £100 |
| Playground equipment | £202,931.63 | £100 |
| Otehr Surfaces | £206,710.70 | £100 |
| Sold 30/3/15 Mowers & Machinery | £31,304.79 | £100 |
| AV Equipment | £10,815.00 | £100 |

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (see pages 31 - 33)