Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 07 NOVEMBER 2016 AT JUBILEE HALL AT 7.30 P.M.

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

Carla Baverstock-Jones GCILEx, MILCM
Chief Officer

01 November 2016

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of interest.
3. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
4. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 21 March 2016 and 23 May 2016.
5. To receive and consider a draft of the revised Committee Terms of Reference.
6. To receive a report and consider the new Open Spaces Disposal Policy.
7. To receive and consider the Draft Budget 2017/2018.
8. To receive and consider the draft LGPS Employers Discretions Policy.
9. To consider the way forward in respect of promoting the audio/projector facility at Jubilee Hall.
10. To consider the promotion of available Grant funding by the formal presentation of publicity cheques.
11. To receive and consider the applications in respect of the following Grants:
    - All Saints Church, Catherington - £1,000
    - Horndean Technology College Lunch Club - £300.

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

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

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

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

PUBLIC ATTENDANCE: One member of the public was present

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

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

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

No declarations of interest were received.

F&GP 085 **PUBLIC SESSION**

There were no questions asked in the public session.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The meeting closed at 9:10pm

.....
Chairman

.....
Dated

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 23 MAY 2016 AT 7:00 PM.

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

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

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

F&GP 001/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

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

F&GP 002/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 003/16/17 **PUBLIC SESSION**

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

F&GP 004/16/17 **TO ELECT A VICE CHAIRMAN TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Cllr Forbes was nominated by Cllr Burridge and It was **RESOLVED** that Cllr Forbes be elected Vice Chairman of the Finance and General Purposes Committee.

F&GP 005/16/17 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 21 MARCH 2016**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 21 March 2016 be amended as follows and brought back to the next Finance and General Purposes Committee meeting for approval.

- Minute F&GP 085 to be reworded to read "There were no questions asked in the public session".

F7GP 006/16/17 **TO RECEIVE AND REVIEW THE FINAL ACCOUNTS FOR 2015/16 AND MAKE A RECOMMENDATION TO COUNCIL**

A report by the RFO was circulated and presented (as attached).

Cllr Burridge stated that the accounts were excellent and well presented. This was seconded by Cllr D Evans.

It was **RESOLVED** that the final accounts for 2015/16 be accepted in its entirety and be sent to Council for approval. This was proposed by Cllr Burridge and seconded by Cllr Forbes.

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

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

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

F&GP 008/16/17 **TO DISCUSS AND AGREE THE WAY FORWARD IN RESPECT OF THE PREPARATION OF A BUSINESS CONTINUITY PLAN**

It was **RESOLVED** that the RFO work alongside the Executive Officer to prepare a Business Continuity Plan in readiness for the next Finance and General Purposes Meeting on 18th July 2016.

F&GP 009/16/17 **TO DISCUSS AND CONSIDER THE ENGAGEMENT OF THE INTERNAL AUDITOR**

A short discussion took place and it was discussed that it would be good practice to change the internal auditor every few years.

It was **RESOLVED** that the Executive Officer look into the process of changing auditors.

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

It was **RESOLVED** that

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

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

It was **RESOLVED** that

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

F&GP 012/16/17 **TO CONSIDER ESTABLISHING A WORKING PARTY TO DRAW UP A POLICY AND/OR PROCEDURE FOR ENSURING THE SAFETY OF ELECTRICAL APPLIANCES IN HPC BUILDINGS IN ACCORDANCE WITH HSE RECOMMENDATIONS**

A was **RESOLVED** that

- a working party be set up to draw up a policy and/or procedure for ensuring the safety of electrical appliances in HPC buildings in accordance with HSE recommendations.
- the working party consist of Councillors Burridge and D Evans.

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

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

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

It was **RESOLVED** that

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

The meeting closed at 8.25pm

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Chairman

.....
Dated

Ref - F7GP 006/16/17 Item: 6

HORNDEAN PARISH COUNCIL

FINANCE & GENERAL PURPOSES : 23-05-2016

SUBJECT OF REPORT: March 2016 Finance Report

Income & Expenditure

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

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

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

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

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

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

Balance Sheet

Current Assets

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

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

Current Liabilities

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

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

Reserves

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

Annual Return

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

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

Report Prepared by Simon Ritson, Responsible Finance Officer

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 2016

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

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 2016

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

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 2016

		Current Month (March)			Year to Date			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
402	**Public Open Space**										
6030	Catherington Pond	0	0	0	135	0	-135	0	-135		
6052	Deep Dell	48	0	-48	455	0	-455	0	-455		
6054	Downs Park	47	38	-9	1,230	500	-730	500	-730		
6070	Jubilee Field	56	25	-31	769	300	-469	300	-469		
6090	Old School Field	0	0	0	295	0	-295	0	-295		
6115	Five Heads Recreation Ground	0	90	90	839	1,025	186	1,025	186		
6130	Village Centre	0	150	150	633	450	-183	450	-183		
6140	Wagtail Copse	0	0	0	2,095	0	-2,095	0	-2,095		
6160	Other Sites	0	0	0	277	300	23	300	23		
6180	Football Pitches Maintenance	500	2,350	1,850	891	3,000	2,109	3,000	2,109		
6520	Council Land Signage	0	0	0	1,215	1,000	-215	1,000	-215		
	TOTAL EXPENDITURE	**651**	**2,653**	**2,002**	**8,834**	**6,575**	**-2,259**	**6,575**	**-2,259**		
1025	Football Pitches	168	174	-6	2,011	2,000	11	2,000			
1036	Councillor Contributions	0	0	0	3,601	0	3,601	0			
	TOTAL INCOME	**168**	**174**	**-6**	**5,612**	**2,000**	**3,612**	**2,000**			
	NET EXPENDITURE OVER INCOME	**483**	**2,479**	**1,996**	**3,222**	**4,575**	**1,353**	**4,575**			
403	**Recreational / Play Areas**										
6100	Devolved Open Spaces	219	288	69	539	3,500	2,961	3,500	2,961		
6580	Play Equipment Maintenance	126	850	724	6,174	8,000	1,826	8,000	1,826		
	TOTAL EXPENDITURE	**345**	**1,138**	**793**	**6,713**	**11,500**	**4,787**	**11,500**	**4,787**		
	NET EXPENDITURE OVER INCOME	**345**	**1,138**	**793**	**6,713**	**11,500**	**4,787**	**11,500**			
404	**Car Parks**										
6205	Car Parks	0	25	25	0	300	300	300	300		
	TOTAL EXPENDITURE	**0**	**25**	**25**	**0**	**300**	**300**	**300**	**300**		
	NET EXPENDITURE OVER INCOME	**0**	**25**	**25**	**0**	**300**	**300**	**300**			
405	**Roundabouts**										
1105	Roundabout Sponsorship	0	0	0	721	0	721	0			
	TOTAL INCOME	**0**	**0**	**0**	**721**	**0**	**721**	**0**			
	NET EXPENDITURE OVER INCOME	**0**	**0**	**0**	**-721**	**0**	**721**	**0**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 2016

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

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST MARCH 2016

		Current Month (March)			Year to Date			Annual	Funds	From	
470	Other Open Spaces Costs	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
6170	Capital Items	0	0	0	26,815	0	-26,815	0	-26,815	26,815	2 x New Vehicles from EMRs (£26,815)
6500	Countryside Team Salaries	9,161	8,213	-948	99,416	98,446	-970	98,446	-970		
6510	Litter Picking	277	440	163	2,446	2,000	-446	2,000	-446		
6530	Dog Waste Bins	0	945	945	3,706	3,780	74	3,780	74		
6560	Large Equipment Maintenance	0	48	48	0	565	565	565	565		
6590	Materials&EquipmentMaintenance	645	625	-20	1,067	2,500	1,433	2,500	1,433		
6591	Rangers Equipment Capital Item	563	667	104	1,811	2,000	189	2,000	189		
6592	Rangers Equipment Hire	0	200	200	83	800	717	800	717		
6620	Vehicle Running Costs	638	667	29	5,686	8,000	2,314	8,000	2,314		
6624	Waste Removal	314	231	-83	2,248	2,750	502	2,750	502		
6636	Grass Cutting	16,000	15,500	-500	16,000	15,500	-500	15,500	-500		
6640	Training for Countryside Team	0	300	300	1,336	2,500	1,164	2,500	1,164		
6648	Tree Work & Maintenance	1,250	1,000	-250	1,616	5,000	3,384	5,000	3,384		
6650	Uniform for Countryside Team	15	37	22	524	400	-124	400	-124		
6651	Personal Protection Equipment	-18	250	268	392	500	108	500	108		
6660	Open Spaces, Capital Items	0	2,000	2,000	0	4,000	4,000	4,000	4,000		
	TOTAL EXPENDITURE	28,845	31,123	2,278	163,146	148,741	-14,405	148,741	-14,405	26,815	
1034	Sale of Vehicle	0	0	0	6,000	0	6,000	0		6,000	Sale of Vehicle to EMRs (£6,000)
	TOTAL INCOME	0	0	0	6,000	0	6,000	0	0	6,000	
	NET EXPENDITURE OVER INCOME	28,845	31,123	2,278	157,146	148,741	-8,405	148,741			
	GRAND TOTAL EXPENDITURE	61,141	67,689	6,548	454,082	415,327	-38,755	415,327		54,722	
	GRAND TOTAL INCOME	8,196	2,991	-5,205	462,454	431,758	-30,696	431,758		6,000	
	GRAND TOTAL NET EXPENDITURE OVER INCOME	-52,945	-64,698	-11,753	8,372	16,431	8,059	16,431		-48,722	
	ADJUSTMENTS FOR EMRs										
	EXPENDITURE				-54,722		54,722				
	INCOME				6,000		-6,000				
	RESTATED AFTER ADJUSTMENTS FOR EMRs										
	GRAND TOTAL EXPENDITURE	61,141	67,689	6,548	399,360	415,327	15,967	415,327			
	GRAND TOTAL INCOME	8,196	2,991	-5,205	456,454	431,758	-24,696	431,758			
	GRAND TOTAL NET EXPENDITURE OVER INCOME	-52,945	-64,698	-11,753	57,094	16,431	-40,663	16,431			

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

Date :- 31/03/2016

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

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here: HORNDEAN PARISH COUNCIL

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

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

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

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

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

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here: HORNDEAN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	282,759	359,007	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	390,430	355,538	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	109,793	106,916	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	204,390	235,006	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	218,574	219,076	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	359,007	367,379	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	375,120	369,539	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.**
9. Total fixed assets plus long term investments and assets	1,017,322	1,000,222	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

The Horndean Parish Council Finance and General Purposes Committee shall operate with the following Terms of Reference:

In the event of a conflict between these Terms of Refence and the Council's Finance Regulations, the Finance Regulations shall have precedence.

1. The Committee has responsibility within the terms laid out below for:
   1.1. The management of the Council's Financial affairs.
   1.2. The management of the Council's Halls.
   1.3. Matters outside these Terms of Reference must be passed to Council for decision along with any matter within its scope that the committee considers should be dealt with by the Council.
2. Will consist of no more than 5 members plus the Chairman of Council and Chairman of Open Space Committee *(Consider Staff committee)*
3. The Committee will meet at least 4 times per civic year. The dates are to be set so that quarterly accounts can be reviewed.
4. The Committee may establish sub-committees or task and finish working parties when appropriate
5. The Committee shall produce an Annual Report on subjects within its remit for publication at the Annual Parish Meeting

Powers to act on behalf of the Council
Note: The RFO and/or the Clerk will prepare any reports needed by the Committee.

6. The Committee is delegated by the Council to carry out the following Council Functions:
   6.1. At each meeting:
   6.1.1. Prior to each quarterly meeting, a member of the committee is to verify the petty cash holding against records and report findings to the Committee.
   6.1.2. To review and approve the quarterly management accounts and the progress against the current year's budget and to report to Council any variances that it deems require Council's attention.
   6.1.3. To recommend to Council any actions it deems necessary to recover any serious adverse positions
   6.1.4. To review the performance of investments and to approve changes
   6.2. At appropriate times:
   6.2.1. To approve expenditure up to £2,000 providing funds remain in the budget for that class of expenditure.
   6.2.2. To review Finance Regulations, at least once per year, and to approve changes
   6.2.3. To review the Council's Accounts system and to approve changes
   6.2.4. To consider and to approve virements within Halls and Admin budgets
   6.2.5. To plan work on Halls, request quotations be obtained in accordance with Finance Regulations, and to decide on expenditure provided it is within budget or and earmarked reserve to a maximum of £5,000
   6.2.6. To review IT provisions, including software and approve alterations and additions
   6.2.7. To review and approve write off of non-recoverable debts in response to a report from the RFO
   6.2.8. To consider and approve actions to recover monies owed upon recommendations of RFO or Clerk
   6.2.9. To accept requests from Council to carry out, take action, and/or report back on issues as determined by Council
   6.2.10. To seek grant aid wherever possible.
   6.2.11. To consider additional sources of income such as providing services to neighbouring Councils and to make recommendations to Council
   6.2.12. To review Internal Audit Reports and report conclusions and any recommendations to Council.
   6.3. At least once per year:
   6.3.1. To review and approve Insurance policies

6.3.2. To review and approve the Council's subscriptions to outside bodies and publications.
6.3.3. To review the Fixed Asset register and determine status, prior to year-end[1].
6.3.4. To review annually and approve the Councils Financial Risk Assessment, prior to year-end[1].
6.3.5. To review and approve fees and charges for Halls. This shall be carried out in time for the results to be included in the next year's budget.
6.3.6. To consider and review new and existing loans and to report to Council.

Advisory Duties of the Committee include:

7. The Committee is delegated by the Council to carry out the following review functions:
   7.1. To review year-end accounts and issue a report to Council
   7.2. To review Council Policies and make recommendations to Council
   7.3. To review reserves and recommend changes to Council
   7.4. To consider all aspects of the Councils service delivery and recommend any changes to Council.
   7.5. In respect of major projects or capital purchases in excess of £10,000 value the committee will review Officers reports and:
      7.5.1. Consider the need and review the justification
      7.5.2. Review quotations
      7.5.3. Consider possible external funding e.g. grants from EHDC, HCC and national bodies.
      7.5.4. Consider use of Loans, options and costs
      7.5.5. Review viability, especially of projects, where this is appropriate, in order to support a business plan
      7.5.6. Review the business plan where appropriate
      7.5.7. Report to Council on all aspects of the proposal with a recommendation
   7.6. The Committee is delegated by the Council, with the assistance of the RFO, to oversee the preparation of the following year's Budget as follows:
      7.6.1. This committee has the key responsibility for examining all proposed income and expenditure forecasts when preparing the draft budget for the coming year.
      7.6.2. Review earmarked reserves and consider forward planning for the replacement of assets to reduce a precept burden in any one year
      7.6.3. Recommend a precept to Council
   7.7. The Committee may review any matter that affects Council finances.

Items marked [1] are statutory duties that must be carried out

Horndean Parish Council

Finance and General Purposes Committee — Terms of Reference

Responsibilities and Structure of the Committee

1. Management of the Council's financial affairs within the terms set out below
2. Management of the Council's Halls
3. Consist of no more than 7 members including the Chairman of Council and Chairman of Open Space Committee (Consider Staff committee)
4. Meetings will be held at least 4 times per year on dates when the quarterly accounts are ready
5. Present an Annual Report covering the matters delegated to it at the Annual Parish Meeting
6. Exercise the following powers delegated to the Committee by the Council:

6.1. At or before each meeting:

6.1.1. Agree the petty cash balance to the accounting records prior to each meeting.
6.1.2. Review the quarterly management accounts and report any significant variances from the Budget to the Council with recommendations about how to rectify them.
6.1.3. Review a report by the RFO on the performance of investments and evaluate any changes it proposes.

6.2. Evaluate reports by the RFO or Chief Officer in respect of the following and agree actions:

6.2.1. Changes to the Finance Regulations
6.2.2. Improvements to the Council's Accounts system
6.2.3. Virements within Halls and Admin budgets
6.2.4. Upgrades to IT Systems and software
6.2.5. Write off of irrecoverable debts
6.2.6. Options to recover monies owed
6.2.7. Proposals for new or changes to existing loans

6.3. As required:

6.3.1. Approve expenditure provided in the Budget up to £2,000.
6.3.2. Plan work on Halls, request quotations, and approve expenditure provided in the Budget or an earmarked reserve up to a maximum of £5,000
6.3.3. Identify and apply for grants for planned projects
6.3.4. Consider additional sources of income such as providing services to other Councils
6.3.5. Review Internal Audit Reports and report conclusions and recommendations to Council.
6.3.6. Establish sub-committees or working parties
6.3.7. Deal with other matters as required by the Council

6.4. Check annually whether the following need to be amended or updated:

6.4.1. Insurance policies
6.4.2. Subscriptions to outside bodies and publications
6.4.3. The Fixed Asset Register
6.4.4. The Council's Financial Risk Assessment
6.4.5. Fees and charges for Halls

6.5. Review and report to Council on the following, recommending any changes considered necessary:

6.5.1. Year-end Accounts
6.5.2. Reserves
6.5.3. Council Policies
6.5.4. Council's service delivery

6.6. Ensure Officer's reports on major projects or capital purchases in excess of £10,000 include:

6.6.1. A business plan that justifies the investment
6.6.2. The necessary quotations
6.6.3. Any available external funding such as grants from EHDC, HCC and national bodies
6.6.4. Loans required
6.6.5. A recommendation that can be taken to Council

6.7. Prepare next year's Budget with the RFO:

6.7.1. Examine proposed income and expenditure forecasts
6.7.2. Review earmarked reserves
6.7.3. Consider providing for the replacement of assets to spread the cost over several years
6.7.4. Recommend a precept to Council

ITEM: 6

Report: A New "Horndean Parish Council Open Spaces Disposal Policy"

Cllr D Evans 28th October 2016

Reason for introducing this Policy:

Horndean Parish Council periodically receives requests from landowners to acquire parcels of HPC land. Such requests are reviewed by Officers who then write a report and the report is then placed before Council for a decision. Council almost always refuses to sell its land, however much officer and Council time is expended in arriving at that decision.

A clear policy on land disposal - that we will not - would assist Officers and Council when these requests arise and, hopefully, might deter people from even considering making a request.

This Policy is intended to formalize the position that Council has taken on selling land so that the Clerk would have a means of answering requests from the public with a rejection when such a request is contrary to the Policy set out below. The intention is both to clarify the position for the public and minimise unproductive Officer and Council effort.

Horndean Parish Council Open Spaces Disposal Policy

Horndean Parish Council owns and manages various open spaces to ensure they remain open to everyone for their recreation and enjoyment in perpetuity and to give local people, through their elected representatives, the power to control what happens on this land. The council thereby accepts that it has the responsibility for this land and the cost associated with maintaining it and, where appropriate and affordable, improving it, in order to enhance the public's enjoyment of the sites.

It follows that the Parish Council holds this land in perpetuity for the community and therefore it is the Councils policy that it will not sell land unless a clear case has been presented to the Council that it is overwhelmingly in the interests of Parish residents to do so. For the avoidance of doubt, it should be noted that this policy means that requests to sell HPC land in order, for instance, to increase the curtilage of an adjoining property, will not be considered by the Council and also that a potential reduction in maintenance costs to the Council will not, of itself, demonstrate that the public interest would be served by disposal.

Likewise, any attempt to enclose HPC-owned land by adjacent landowners or others will be resisted in order that that the Council may fulfil its obligation to maintain the land it has for the benefit of the general public in perpetuity.