HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 16 JANUARY 2017 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, P Beck, M Burridge, Mrs D Denston, D Evans, A Forbes, Mrs E Tickell, R Veitch

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Senior Administrator (Minute Taker).

PUBLIC ATTENDANCE: There was one member of the press present.

HPC 237/16/17 **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Dr C Jacobs, Miss J Murray, P Little, I Weeks and N Wren. Apologies for absence for also received from County Councillor Mrs Marge Harvey.

No apologies for absence were received from Cllr R Sowden.

HPC 238/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 239/16/17 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No reports were received.

HPC 240/16/17 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

The Chairman said there wasn't much to report as it had been quiet since the last meeting but said that the District Council Budget would be set soon. She said that Members had been sent details of the Community Forum scheduled to take place at Rowlands Castle and all were welcome to attend.

HPC 241/16/17 **TO RECEIVE THE CHAIRMANS COMMENTS**

The Chairman informed Members that the Chief Officer was in the process of dealing with the abandoned vehicle in the car park of Jubilee Hall.

HPC 242/16/17 **PUBLIC SESSION**

The meeting was opened to the public. No questions were asked.

HPC 243/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 12 DECEMBER 2016**

It was **RESOLVED** that the minutes of the Council meeting held on 12 December 2016 be duly signed as a true record of the meeting.

HPC 244/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 10 ATTACHED)**

The Orders for Payment (List 10 attached) was circulated and it was **RESOLVED** that it be approved and duly signed.

HPC 245/16/17 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION, CO-OPERATIVE AND CAMBRIDGE AND COUNTY AS AT 31 DECEMBER 2016**

The bank reconciliation for Co-Operative and Cambridge and County were circulated and it was **RESOLVED** that it be approved and duly signed. This was signed by Cllr M Burridge (Vice Chairman).

HPC 246/16/17 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT INCORPORATING THE QUARTERLY MANAGEMENT ACCOUNTS FOR 2015/2016**

A report by the RFO was circulated. Cllr D Evans pointed out that there was an overspend in the budget for Professional fees but that this was taken from the earmarked reserves. He also commented that it was helpful seeing the text boxes explaining what projects the money had been used for.

It was **RESOLVED** that the monthly Finance Report incorporating the Quarterly Management Accounts be agreed.

HPC 247/16/17 **TO RECEIVE AND NOTE THE RECOMMENDATIONS WITHIN THE INTERNAL AUDITORS REPORT**

The recommendations within the Internal Auditors Report was circulated (as attached).

The Chairman explained that a workshop had previously taken place to consider comments and the RFO's response. She stated that the middle column showed how HPC currently worked. She said that the workshop did not recommend any changes, but asked members to say if they felt uncomfortable with any of the decisions or ask any questions they may have.

A discussion took place and it was felt by some Members that more detail could have been recorded to clarify HPC's current practice.

It was **RESOLVED** that the recommendations within the Internal Auditors Report be noted with the additional wording of "See R1" being added to the information in the Current Practice column of R2.

HPC 248/16/17 **TO RECEIVE A STRUCTUAL REPORT IN RESPECT OF NAPIER HALL AND AGREE THE WAY FORWARD**

A report by the Chief Officer was circulated and a discussion took place. Some Members felt that the quotation received from the Surveyor was unclear as to the costings for the works. Cllr Tickell stated that it appeared the Surveyor had broken down their Fee Proposal into different items.

Some Members felt it was excessive to charge an additional cost for preparing a written report for the items, where anticipated fees had already been detailed.

It was **RESOLVED** that

- HPC ask the Surveyor for clarification on the total cost of the proposed works.
- HPC contact their insurance company to ask if subsidence is covered within their policy.

HPC 249/16/17 **TO CONSIDER A CHANGE TO STANDING ORDERS, TO ENABLE THE ELECTION OF THE CHAIRMAN TO BE DECIDED BY BALLOT PAPER**

The Chairman informed Members that a paper ballot is acceptable if included in Standing Orders. The Chief Officer said that it is of note that The Hampshire Association of Local Councils (HALC) do not consider paper ballots to be good practice, due to the lack of transparency.

The Chairman said that in order to change Standing Orders a motion signed by 4 members would be required.

It was suggested that the Chief Officer seek clarification from HALC, whether or not the following mandatory Standing Order would be a direct conflict if the election of the Chairman, by paper ballot was to be made a Standing Order.

- ***Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.*** *Such a request shall be made before moving on to the next item of business on the agenda.*

HPC 250/16/17 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE COST OF MAINTAINING HORNDEAN VILLAGE**

A report by the Grounds Manager was circulated. A discussion took place and Cllrs Mrs Lynn Evans, Mrs Elaine Tickell and Mrs Dorothy Denston all offered to assist with the initial clean-up of the Village Centre.

It was **RESOLVED** that

- HPC undertake general maintenance duties, to include litter picking, weeding and leaf clearance in and around Horndean village centre.
- HPC notify County Councillor Mrs Marge Harvey regarding the broken wall in Horndean square.
- The broken wall in Blendworth Lane is to be reinstated by HCC. HPC to liaise with County Councillor Mrs Marge Harvey regarding the progress of this.

HPC 251/16/17 **TO RECEIVE AND CONSIDER QUOTATIONS IN RESPECT OF THE REPLACEMENT OF CARPETING AT NAPIER HALL**

A report by the Senior Administrator was circulated. It was **RESOLVED**

- That the quotations be deferred until any works have been completed by the Surveyor in order to determine any issues with the structure of Napier Hall.
- The Chief Officer produce a project plan, in addition to carpet, so Council can look at overall refurbishment needs.

HPC 252/16/17 **TO RECEIVE AND APPROVE THE SCHEDULE OF MEETINGS IN RESPECT OF 2017/2018**

It was **RESOLVED** that the schedule of meetings in respect of 2017/2018 be approved with the amendment of the Staff Committee colour being changed in the key, due to the colour looking too similar to the colour for Bank Holidays.

HPC 253/16/17 **TO RECEIVE A WRITTEN UPDATE ON THE PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING(S)**

A report by the Chief Officer was circulated. The Chairman asked for a thank you to be sent to Horndean Baptist Church on behalf of HPC, for the installation of the new fencing and shed at the rear of Napier Hall.

The Chief Officer informed Council that the Play Area works had commenced at Deep Dell.

HPC 254/16/17 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 13 FEBRUARY 2017**

Noted.

The meeting closed at 8:12pm.

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Chairman

13/2/17
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Dated

RG - FIRC 244/16/17 Item 8

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2016-17 — LIST 10 : 16-01-2017

Date of Invoice	Payee	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Payment	BANK ENTRIES: 07/12/16 to 09/01/17 Details	Invoice No.
	DECEMBER 2016 - DIRECT DEBITS								
04/12/2016	Plusnet	DD	D1617091	15.00	20.00%	3.00	18.00	Tyfield Fax 4/12/16 to 3/01/17	80271044
01/12/2016	FuelGenie	DD	D1617092	105.62	20.00%	21.12	126.74	Fuel	2344289
01/12/2016	Peach Technologies	DD	D1617093	135.89	20.00%	27.18	163.07	November Calls/December Rent	T260212
01/12/2016	Vodafone	DD	D1617094	47.00	20.00%	9.40	56.40	November Calls/December Rent	161219811004
05/12/2016	SSE	DD	D1617095	181.23	20.00%	36.24	217.47	Gas - Napier 2 Nov to 1 Dec	601655661/0009
30/11/2016	Veolia	DD	D1617096	193.50	20.00%	38.70	232.20	Waste Removal - November 2016	8791149461
	JANUARY 2017 - DIRECT DEBITS								
01/01/2017	Luckylite	SO	D1617097	520.00	0.00%	0.00	520.00	Luckylite - January Rent	n/a
	DECEMBER 2016 BACS								
09/12/2016	Viking	BACS	B1617340	45.79	20.00%	9.16	54.95	Stationery for Tyfield House, Janitorial supplies for Napier	187383
08/12/2016	Groundwork South Ltd	BACS	B1617341	6,350.26	20.00%	1,270.05	7,620.31	Project Management Fees (Invoice 3 of 3)	SIN008559
06/12/2016	AVS Fencing	BACS	B1617342	37.29	20.00%	7.46	44.75	2.7M Green Post for Cath Lith	SINV-0158854
01/12/2016	Linkhorn Plumbing & Heating Ltd	BACS	B1617343	100.00	0.00%	0.00	100.00	Service Boiler at Napier Hall	HPC16/17159
08/11/2016	Screwfix	BACS	B1617345	41.63	20.00%	8.32	49.95	5 x Telescopic Anvil Lopers	0754492419
08/11/2016	Screwfix	BACS	B1617346	31.75	20.00%	6.35	38.10	6 x Evo Stik Sticks/Improving boardwalks Hzl Common	0754492427
08/11/2016	Screwfix	BACS	B1617347	20.83	20.00%	4.16	24.99	Multipurpose Saw Blade for Jubilee Fencing	0754492435
29/11/2016	Screwfix	BACS	B1617348	17.74	20.00%	3.54	21.28	Plug-in Compact Timer/Combi Padlock	0759278768
12/12/2016	Profile Productions	BACS	B1617349	325.00	20.00%	65.00	390.00	Hire of Sound Equipment for Carol Service	2197
13/12/2016	Richard Merritt Chemicals	BACS	B1617350	28.85	20.00%	5.77	34.62	Janitorial Supplies	3207
13/12/2016	Connected IT	BACS	B1617351	125.00	0.00%	0.00	125.00	APC Backup 550 Replacement Battery	HPC019
14/12/2016	AVS Fencing	BACS	B1617352	77.40	20.00%	15.48	92.88	2.1M Round Pointed Post	SINV-0161261
14/12/2016	AVS Fencing	BACS	B1617353	5.57	20.00%	1.11	6.68	Galvanised Gate Hook To Bolt 13 x 3/4" Pin	SINV-0161262
15/12/2016	Southern Fire Protection	BACS	B1617354	70.00	20.00%	14.00	84.00	6 Month Service/Inspection of Fire Alarms and Emergency Lighting	40734
13/12/2016	Gillett & Johnson	BACS	B1617355	170.00	20.00%	34.00	204.00	Annual Service of the clock at Holt Trinity Church, Blendworth	25817
01/01/2017	CIA	BACS	B1617356	64.00	20.00%	12.80	76.80	01/1/17-31/12/17 Service Agreement CCTV	274375
19/12/2016	Homestart Butser	BACS	B1617357	327.78	0.00%	0.00	327.78	Proceeds from Collection at Carol Service	n/a
20/12/2016	Net Salaries	BACS	B1617358	15,303.93	0.00%	0.00	15,303.93	Net Salaries - December 2016	n/a
21/12/2016	Watling & Hirst	BACS	B1617359	170.00	20.00%	34.00	204.00	Payroll Quarter 3	16924
30/12/2016	Hampshire Pension Fund	BACS	B1617360	3,564.17	0.00%	0.00	3,564.17	Pension Contributions-December 2016	
30/12/2016	HMRC	BACS	B1617361	4,665.88	0.00%	0.00	4,665.88	PAYE/NI December 2016	n/a
	JANUARY 2017 - BACS								
03/01/2017	Petty Cash	BACS	B1617362	28.87	0.00%	0.00	28.87	Petty Cash 1st Dec-3rd January	n/a
06/01/2017	Connected IT	BACS	B1617363	35.00	0.00%	0.00	35.00	Remote File Restore	HPC020
04/01/2017	Annodata	BACS	B1617364	201.93	20.00%	40.39	242.32	Rental Charge 26/2/17-25/05/17	1065645
31/12/2016	The New Blendworth Centre	BACS	B1617365	64.00	20.00%	12.80	76.80	Litter Picking December 2016	NBC/1
05/01/2017	Top Notch Signs	BACS	B1617366	72.00	20.00%	14.40	86.40	Jubilee Sign 'No Public Access'	pro forma
09/01/2017	IOSH	BACS	B1617367	90.00	0.00%	0.00	90.00	Membership Subscription	n/a
30/12/2016	Andrews Newby	BACS	B1617368	300.00	20.00%	60.00	360.00	Engineering Advice for Napier Hall	A2426
	DECEMBER 2016 DEBIT CARD								
06/12/2016	Flexi Label	VISA	V1617067	15.84	20.00%	5.94	21.78	150 A4 Sheets of Labels	2312164
14/12/2016	Suregreen	VISA	V1617068	103.77	20.00%	20.75	124.52	Weld Mesh and Galvanised Staples/Jubilee Park	n/a
12/12/2016	DS Medical	VISA	V1617069	18.42	0.00%	0.00	18.42	First Aid Security Seals/Triangular Bandages	322249
19/12/2016	F R Jones	VISA	V1617070	73.05	20.00%	14.61	87.66	2 x rakes, Manure Fork and 5 x Tirfor Shear Pins	n/a
08/12/2016	C.P.R.E.	VISA	V1617071	36.00	0.00%	0.00	36.00	Annual Subscription	n/a
	JANUARY 2017 - DEBIT CARD								
	TOTALS			**33,779.99**		**1,795.72**	**35,575.71**		

INVOICES TO BE APPROVED FOR PAYMENT — LIST 10 : 16-01-2017

Date of Invoice	Payee	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Payment	Details	Invoice No.
16/12/2016	Norse South East Ltd	BACS	B1617xxx	16,000.00	20.00%	3,200.00	19,200.00	Grass Cutting for 2016	42IN-001856
21/12/2016	Robert Harriott	BACS	B1617xxx	3,500.00	20.00%	700.00	4,200.00	Quarterly Rent Q3	01/17/064
21/12/2016	Robert Harriott	BACS	B1617xxx	201.55	0.00%	0.00	201.55	Insurance Q3	01/17/064
20/12/2016	Idverde Ltd	BACS	B1617xxx	1,170.00	20.00%	234.00	1,404.00	Emptying of 15 bins on a weekly basis	GM746356
	TOTALS			**20,871.55**		**4,134.00**	**25,005.55**		

Ref – HPC 247/16/17

Rec. No.	Recommendation	Current Practise	RFO Response
Review of Accounting Arrangements			
R1	In line with best practice and to enhance the effectiveness of controls over the approval of expenditure, the Council should review its arrangements for releasing funds, ensuring that members take an active part in the release of funds.	Purchase orders (POs) are raised in advance of goods or services being purchased by the Admin Team (AT) . These POs are authorised by the Executive Officer (EO) before the order is placed. Any delivery notes and backup are attached to the PO by the AT and on receipt of the invoice the AT check that the services/goods have been received to the standard required. The invoice is then passed to Finance for payment. The Finance Assistant (FA) adds the invoice to the Order of Payments and pays the invoice by BACS. The Responsible Finance Officer (RFO) reviews all payments. Additionally the EO receives the weekly bank statement from Co-op Bank and spot checks random payments.	I am of the opinion that this is a proportional response to mitigate the accidental or deliberate misuse of Council funds and there is no need for a member of the Council to be involved in the process.
R2	Members should undertake a routine examination of all documentation supporting payments agreeing detail to the physical payments made and evidencing their review by initialling the documentation accordingly.	The FA and the RFO work together to ensure that all payments are made accurately. (See R1)	The Ledger contains approximately 1,500 lines per annum. Around 1,000 of these are expenditure lines. In order for a Member to review the c85-90 invoices per month would be time consuming and disruptive for the Staff.
R3	Consideration should be given to the further diversification of account balances in order to protect the Council's available resources from potential loss in the event that a bank should fail.	Currently we have two Co-op Bank Accounts and a Cambridge & Counties Account. The RFO keeps up to date with the Financial markets.	There is a considerable amount of administration involved in setting up and maintaining multiple bank accounts. I would suggest a more pragmatic approach is to pay attention to the finance markets and take a view on risk
R4	Accounting journals should be subjected to independent scrutiny and sign off.	The RFO draws up all journals and the Executive Officer reviews a sample of them quarterly.	I believe the current practise is sufficient.
Review of Corporate Governance			
R5	The Council should ensure that, in line with best practice and to assist in succession management, appropriate detailed financial procedural documentation is prepared.	There are currently two members of finance staff, the RFO (2 days) and the FA (1 day). If the FA left the RFO could, in the short term, pick up the additional workload. RBS offer training and support over the phone for the Finance System (Omega).	This is quite an onerous task and will require additional overtime of the RFO in order for this to be undertaken and maintained, estimated to be £500 to prepare the initial document. There are currently two members of the Finance team so it is unlikely that we would be totally exposed at any point.
R6	The Council should also ensure that all relevant legislation is observed when undertaking future development projects or significant asset acquisitions.	When a project is being considered the practise is to review current legislation to ensure compliance.	No comment
Review of Expenditure & VAT			
R7	Members should, in order to demonstrate the effective discharge of their fiduciary responsibilities, examine all payments evidencing their review by initialling the individual payment documentation.	see R1	as per R1
R8	The error of inclusion of insurance IPT as recoverable VAT in the VAT control account should be corrected prior to preparation and submission of the second quarter's VAT reclaim to HMRC.	The FA enters all invoices onto Omega and as part of the monthly closedown process the RFO ensures that all VAT/IPT has been correctly input. A quarterly claim is made to HMRC for VAT reimbursement. A control code is used in Omega to ensure a full reconciliation.	The Audit was undertaken prior to September closure within Omega and the data input error would have been picked up during the monthly VAT reconciliation procedure undertaken by the RFO
Assessment and Management of Risk			
R9	Consideration should be given to the acquisition and implementation of the LCRS software to enhance further the Council's risk assessment and management process.	This is maintained on a spreadsheet.	This does appear to be a bespoke piece of software designed for the task but would require a considerable amount of manpower. The Auditor stated that our current practise was fit for purpose.