Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 16 JANUARY 2017 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM
Chief Officer

10 January 2017

AGENDA

1. To receive and approve apologies for absence.
2. To receive any Declarations of Interest.
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. To receive the Chairman's comments.
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 12 December, 2016.
8. To receive and approve the Orders for Payment (List 10 attached).
9. To receive and approve the bank reconciliation, Co-operative and Cambridge & County as at 31 December 2016.
10. To receive and agree the monthly finance report incorporating the quarterly management accounts for 2015/2016.
11. To receive and note the recommendations within the internal auditors report.
12. To receive a structural report in respect of Napier Hall and agree the way forward.
13. To consider a change to Standing Orders, to enable the election of the Chairman to be decided by ballot paper.

14. To receive and consider a report in respect of the cost of maintaining Horndean Village.

15. To receive and consider quotations in respect of the replacement of carpeting at Napier Hall.

16. To receive and approve the Schedule of Meetings in respect of 2017/2018.

17. To receive a written update on the progress of resolutions from previous meeting(s).

18. To note the next scheduled meeting of the Council being the 13 February 2017.

Item 7

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 12 DECEMBER 2016 AT 7.00 P.M.

PRESENT: Councillor Mrs L Evans (Chairman), Councillors D Alexander, P Beck, Mrs D Denston, D Evans, A Forbes, P Little, Mrs E Tickell, R Veitch and N. Wren.

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

PUBLIC ATTENDANCE: There was one member of the public and County Councillor Mrs Marge Harvey in attendance.

HPC 217/16/17 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Burridge, Dr C Jacobs and I Weeks.

No apologies for absence were received from Cllr Ms J Murray and Cllr R Sowden.

HPC 218/16/17 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 219/16/17 **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 (as attached). A query was raised by Cllr D Evans regarding paragraph 4 of the report. He asked if HCC had a Policy to force Parish and Town Councils to put money into their precept, to contribute to County related matters within their area to help get them done sooner.

County Cllr Marge Harvey said that she wasn't aware of any policy pertaining to that but said she was suggesting that if certain projects, traffic calming etc. were important to a Parish, that funds being put into their precept could help get a task done sooner.

It was suggested that HPC direct the question to HCC and copy to County Cllr Marge Harvey.

The Chairman asked for clarification regarding the feasibility for a crossing at Blendworth. County Cllr Marge Harvey said that once the doctor's surgery had been built, it would trigger the need for a feasibility study.

HPC 220/16/17 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated and noted by Members.

HPC 221/16/17 **TO RECEIVE THE CHAIRMANS REMARKS**

The Chairman said there were no comments to be made.

HPC 222/16/17 **PUBLIC SESSION**

There were no questions in the public session.

HPC 223/16/17 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 21 NOVEMBER 2016**

It was **RESOLVED** that the minutes of the Council meeting held on 21 November 2016 be duly signed as a true record of the meeting.

HPC 224/16/17 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 9 ATTACHED)**

The Orders for Payment (List 9 attached) was circulated and it was **RESOLVED** that it be approved and duly signed.

A query was raised under the December 2016 BACS payments regarding the Connected IT payment for the HP 400Desktop Intel i5 Processor. The Chief Officer confirmed that this was a replacement PC for the laptop currently being used in the Countryside Team office.

Cllr D Evans queried why there were 3 small petty cash items showing on the orders for payment. The Chief Officer said she would direct this question to the RFO.

HPC 225/16/17 **TO RECEIVE A REPORT IN RESPECT OF THE TAX BASE FIGURES FOR THE BUDGET 2017/2018**

A Report by the RFO was circulated and duly noted.

HPC 226/16/17 **TO RECEIVE AND AGREE THE BUDGET 2017/2018 AND TO SET THE PRECEPT**

It was **RESOLVED** that the draft budget for 2017/18 be approved with the Precept being set at Band D (£72.04).

HPC 227/16/17 **TO RECEIVE AND APPROVE THE TRANSFER IN RESPECT OF LAND AT WAGTAIL ROAD**

The Chairman explained that the land in question related to some land which the developer had failed to hand over. She said that HPC had considered which parcels of land they wished to take and that two Councillors signatures were required, in order for the document to be signed and sealed.

HPC 228/16/17 **TO RECEIVE AN UPDATE IN RESPECT OF THE COSTINGS FOR: SUMMER FAIR, HORNDEAN BLOOM AND THE ONGOING MAINTENANCE OF THE VILLAGE**

Costings for a Summer Fair were circulated.

The Chief Officer explained that a leaflet drop to local businesses and shops had taken place, requesting an expression of interest regarding Horndean in Bloom, however, she said that only one expression of interest had been received.

Maintenance of the village square in Horndean was discussed and Members put forward that they were not happy with the lack of weeding, sweeping and general upkeep of the village. The Chief Officer said she had made extensive enquiries with EHDC regarding additional funding, however, she said she was yet to receive a reply. She said that perhaps the Parish Council would need to provide funding in its entirety since no reply had been received but said that it was a matter for Council. The Chairman said she felt that enquiries should be pursued and suggested that she take it on and chase to get a suitable answer.

Rebecca from EHDC was in attendance at the meeting and informed Members that she was in the process of organising a South of Butser Event for Horndean, Clanfield and Rowlands Castle.

It was suggested that a Summer Fair be looked into by HPC, with the view to getting a working party together.

HPC 229/16/17 **TO RECEIVE AN UPDATE IN RESPECT OF THE SPEED INDICATOR DEVICE**

The Chairman said that she had been working to get some volunteers together and said that Cllr Peter Little would be the liaison between the group and HPC. A named PCSO will liaise between the group and the Police. She said they had the support from the Sgt and was aiming to meet in the New Year with a view to being up and running in the spring.

HPC 230/16/17 **TO RECEIVE AND CONSIDER A WRITTEN REQUEST TO MAKE AN AMENDMENT TO STANDING ORDERS**

An application by four Members of the Council was circulated, asking for an amendment to be made to Standing Orders, whereby an item be added as follows "No person shall be eligible to stand for re-election to the position of Chairman of the Council for more than two consecutive years".

A discussion took place and concerns were raised regarding a possibility of HPC ending up with no-one else willing to take over as Chairman or there being no one else capable of taking over.

A suggestion was made for the voting to be done by way of a secret ballot. The Chief Officer said that all ballots must be open unless specified in standing orders.

The Chairman asked for a vote to be taken and the following results were counted.

For: 2
Against: 5
Abstaining: 3

It was **RESOLVED** that no amendments be made to standing orders.

HPC 231/16/17 **TO RECEIVE AN UPDATE IN RESPECT OF FOOTPATH 26A**

A report was circulated and duly noted.

HPC 232/16/17 **TO RECEIVE A WRITTEN UPDATE ON THE PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING(S)**

A report by the Chief Officer was circulated. Members congratulated the Chief Officer on completion of the IOSH Managing Safely Course.

HPC 233/16/17 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 16 JANUARY 2017**

Noted.

HPC 234/16/17 **TO RESOLVE 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.**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting. The public part of the meeting closed at 8:30pm.

HPC 235/16/17 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 21 NOVEMBER 2016**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 21 November 2016 be duly signed as a true record of the meeting.

HPC 236/16/17 **TO RECEIVE A REPORT ON HEALTH AND SAFETY**

A report by the Chief Officer was circulated.

A discussion took place regarding a sign being erected on the fence at Jubilee Field.

The Chief Officer informed Members that a claim had been submitted in relation to the incident that occurred at the Remembrance day Service, whereby a piece of equipment, namely a speaker toppled over and collided with a female spectator, causing a laceration to her head requiring stitches at A&E.

It was **RESOLVED** that the minutes of this agenda item be put into the public domain and that a sign be devised and ordered informing the public that "no admission allowed" past the safety fencing at Jubilee Field.

The meeting closed at 8:40pm.

.....
Chairman

.....
Dated

Ref- HPC 219/16/17

ITEM 3

Council Meeting 12th December 2016

REPORT FROM COUNTY COUNCILLOR MRS M. HARVEY.

Quite a lot is happening around Horndean at the moment.

The change of speed on Havant Road is due to happen in the very near future with the road markings and reminders being put in place.

As above, the road from Clanfield to Lovedean is also due to take place, but from a no speed limit road to 40mph, which we hope will slow the traffic going in to Lovedean Lane.

I was asked to get a crossing on Havant Road from the flats at the Gales development to the shop and hoped for doctors surgery and that is going to be assessed again very soon.
One of the problems there has been is that the money from the developer is only triggered by the shop and doctors surgery being open and at the moment that is not happening. There is only £20,000 from the developer which, I am told, will not be enough to get a pelican crossing, but still not enough to pay for a modest crossing, as in other places on the Havant Road.

The problem with all of these schemes is that there just isn't the money to pay for these things, but I am told that if the parishes put money in to their precept to help pay for the things that they want in their area, then it will help get them done sooner.

I have had emails from a few people in Horndean about the state of their roads and have visited and asked the officers to rate them. This is done to decide whether the road is satisfactory or needs attention and then put on the list to be done in the future, but with the problem with money and the fact that there is only so much to go around 78 Councillors areas it may take some time before it is done.

I do realise that this can cause a lot of problems for people, but I can only do so much and I do put the roads forward and hope that it will be our turn soon.

All is not gloom and doom but there isn't the money available to do everything and that is why the traffic calming is now only done with accident records and safety records deciding which will be calmed and I note that you have speed limit reminders on your agenda and after meeting residents in Lovedean last week. I understand that you have some volunteers to help with this available and as I have said before, I am happy to contribute to these from my devolved budget and with maybe some councillors at District level helping, then perhaps this will happen in the New year. If the Council would like to take up this offer, then please apply very soon, as my budget closes at the end of January and there is money available at the moment.

I would like to finish by wishing you all a very happy and healthy Christmas and New Year.
Marge

Item 8

PAYMENTS MADE SINCE LAST ORDER OF PAYMENTS 2016-17 — LIST 10 : 16-01-2017 — BANK ENTRIES: 07/12/16 to 09/01/17

Date of Invoice	Payee	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Payment	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 Merrit 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**		

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS					LIST 10 : 16-01-2017			BANK ENTRIES: 07/12/16 to 09/01/17	
Date of Banking	Payer	Payment Method	Voucher Number	Net	VAT Rate	VAT	Total Receipt	Details	Invoice No.
	DECEMBER 2016								
05/12/2016	Dog Training	DC	I1617296	429.00	0.00%	0.00	429.00	Hire of Napier Hall	2760
05/12/2016	Private	DC	I1617297	25.50	0.00%	0.00	25.50	Hire of Napier Hall	2743
07/12/2016	Slimming World	DC	I1617298	825.00	0.00%	0.00	825.00	Hire of Jubilee Hall	2769
12/12/2016	Pilates Refund	BACS	B1617344	13.20	0.00%	0.00	13.20	Refund re 12th December	n/a
12/12/2016	Lovedean Karate Club	DC	I1617299	237.60	0.00%	0.00	237.60	Hire of Napier Hall	2781
12/12/2016	Homestead Dog Training	DC	I1617300	158.40	0.00%	0.00	158.40	Hire of Jubilee Hall	2761
12/12/2016	1st Catherington Air Scouts	DC	I1617301	79.20	0.00%	0.00	79.20	Hire of Jubilee Hall	2757
15/12/2016	EHDC	DC	I1617302	6,394.00	0.00%	0.00	6,394.00	Horndean Play Area Project Stage 4	n/a
16/12/2016	Brendoncare	DC	I1617303	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2739
20/12/2016	Busybees	DC	I1617304	435.60	0.00%	0.00	435.60	Hire of Jubilee Hall	2756
19/12/2016	Diddi Dance Refund	BACS	I1617224	66.00	0.00%	0.00	66.00	Refund of overpayment on invoice 2714	n/a
19/12/2016	Carol Service /Homestart Butser	DC	I1617305	327.78	0.00%	0.00	327.78	Collection from Carol Service	n/a
19/12/2016	Private	DC	I1617306	58.08	0.00%	0.00	58.08	Hire of Napier Hall	6620
19/12/2016	Yoga	DC	I1617307	63.75	0.00%	0.00	63.75	Hire of Napier Hall	2782
19/12/2016	Private	DC	I1617308	80.08	0.00%	0.00	80.08	Hire of Jubilee Hall	1471-73
19/12/2016	MS Society	DC	I1617309	26.40	0.00%	0.00	26.40	Hire of Jubilee Hall	2764
19/12/2016	Pilates Refund	DC	B1617xxx	13.20	0.00%	0.00	13.20	Refund re 19th Dec	n/a
22/12/2016	Butser Lace	DC	I1617310	34.00	0.00%	0.00	34.00	Hire of Napier Hall	2789
22/12/2016	Slimming World	DC	I1617311	495.00	0.00%	0.00	495.00	Hire of Jubilee Hall	2800
30/12/2016	Brendoncare	DC	I1617312	66.00	0.00%	0.00	66.00	Hire of Napier Hall	2774
31/12/2016	Cambridge & Counties	DC	I1617313	116.47	0.00%	0.00	116.47	Bank Interest	n/a
31/12/2016	Bank Interest on Co-op Deposit Account	DC	I1617314	71.92	0.00%	0.00	71.92	Bank Interest	n/a
	JANUARY 2017								
03/01/2017	Abstract	DC	I1617315	34.00	0.00%	0.00	34.00	Hire of Napier Hall	2785
03/01/2017	Horndean FC	DC	I1617316	83.34	0.00%	0.00	83.34	Hire of Pitches	n/a
03/01/2017	Horndean hawks	DC	I1617317	84.24	0.00%	0.00	84.24	Hire of Pitches	n/a
03/01/2017	ams4fitness	DC	I1617318	118.80	0.00%	0.00	118.80	Hireof Jubilee Hall	2786
03/01/2017	Purple Promotions	DC	I1617319	148.50	0.00%	0.00	148.50	Hire of Napier Hall	2734
03/01/2017	Purple Promotions	DC	I1617320	148.50	0.00%	0.00	148.50	Hire of Napier Hall	2801
03/01/2017	Southern Health	DC	I1617321	52.80	0.00%	0.00	52.80	Hire of Jubilee Hall	2772
05/01/2017	Busybees	DC	I1617322	211.20	0.00%	0.00	211.20	Hire of Jubilee Hall	2790
04/01/2017	Brownies	DC	I1617323	99.00	0.00%	0.00	99.00	Hire of Jubilee Hall	2754,2788,C2
04/01/2017	Private	DC	I1617324	29.04	0.00%	0.00	29.04	Hire of Jubilee Hall	1340
04/01/2017	Private	DC	I1617325	29.04	0.00%	0.00	29.04	Hire of Jubilee Hall	1342
04/01/2017	Dog Training	DC	I1617326	100.00	0.00%	0.00	100.00	Hire of Napier Hall	2793
04/01/2017	Private	DC	I1617327	64.84	0.00%	0.00	64.84	Hire of Napier Hall	1488
04/01/2017	Private	DC	I1617328	43.56	0.00%	0.00	43.56	Hire of Jubilee Hall	6594
04/01/2017	Private	DC	I1617329	36.30	0.00%	0.00	36.30	Hire of Jubilee Hall	1480
04/01/2017	Private	DC	I1617330	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	1483
04/01/2017	Private	DC	I1617331	58.08	0.00%	0.00	58.08	Hire of Jubilee Hall	6259
04/01/2017	Dog Training	DC	I1617332	84.80	0.00%	0.00	84.80	Hire of Napier Hall	2793
	TOTALS			**11,566.30**	**0.00**	**0.00**	**11,566.30**		

SIGNED:	
SIGNED:	
DATE:	LIST 10 : 16-01-2017

Item 9

The co-operative bank

co-operativebank.co.uk/business

phone 03457 213 213

MS C BAVERSTOCK-JONES
Horndean Parish Council
Tyfield House
Blendworth Lane
Waterlooville Hampshire
PO8 0AA

M0346/J1016909000 **29400**

Community Directplus Account

Summary

Account title
HORNDEAN PARISH COUNCIL NO 1 ACCOUNT

Sort code
089081

Account number
61511813 00

Statement date
30 December 2016

Statement number
486

Page number
1 of 1

Statement opening balance
172,183.99

Money out
8,919.72

Money in
1,151.09

Statement closing balance
164,415.36

International Bank Account Number
GB15 CPBK 0890 8161 5118 13

Bank Identification Code
CPBK GB22

Date	Description	Money out	Money in	Balance
20 DEC 16	**OPENING BALANCE**			**172,183.99**
21 DEC 16	WATLING & HIRST LT 16924	204.00		
21 DEC 16	N GIRO000000201216		58.08	
21 DEC 16	N GIRO000000201216		170.23	
21 DEC 16	N GIRO000000201216		327.78	172,636.08
22 DEC 16	DD SSE GAS 177681241	217.47		
22 DEC 16	DENHOLM IK+J INVOICE 2769		34.00	
22 DEC 16	SLIMMING WORLD SW - INVOICE 2800		495.00	172,847.61
28 DEC 16	DD VEOLIA ES UK LTD 08475501	232.20		172,615.41
29 DEC 16	3537 CPRE	36.00		172,579.41
30 DEC 16	HAMPSHIRE PENSION K6860	3,664.17		
30 DEC 16	HM REVENUES CUSTO 581PB00105086	4,665.86		
30 DEC 16	BRENDONCARE CENTRA 2774		66.00	164,415.36
	Statement closing balance			**164,415.36**

Abbreviations **S** Sub total (Previous Closing Balance) **OD** Overdrawn **OD/S** Overdrawn Subtotal **I** Interest **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are given overleaf. Details of alterations or interest charged are available on request.

Bank Reconciliation Statement as at 31/12/2016
for Cashbook 1 - Co-op No. 1 Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op No 1 acc	31/12/2016	486	164,415.36
			164,415.36

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		164,415.36

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		164,415.36

Balance per Cash Book is :-	**164,415.36**
Difference is :-	**0.00**

RECONCILED 9-1-17

The co-operative bank

co-operativebank.co.uk/business

phone 03457 213 213

MS P PENFOLD
Horndean Parish Council
Tyfield House
Blendworth Lane
Waterlooville Hampshire
PO8 0AA

M178/J1047520000 38664

Business Select 14 Day Account

Summary	Date	Description	Withdrawals	Deposits	Balance
Account title **HORNDEAN PARISH COUNCIL NO 1 ACCOUNT**	**5 OCT 16**	**OPENING BALANCE**			**200,000.00**
	5 OCT 16	INTEREST		71.92	200,071.92
		Statement closing balance			**200,071.92**

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Sort code **089081**

Account number **61511813 53**

Statement date **4 January 2017**

Statement number **28**

Page number **1 of 1**

Statement opening balance **200,000.00**

Total withdrawals **0.00**

Total deposits **71.92**

Statement closing balance **200,071.92**

Current gross interest rates*

Up to £99,999 0.06%	(AER 0.06%)
£100,000+ 0.09%	(AER 0.09%)
£250,000+ 0.15%	(AER 0.15%)
£500,000+ 0.21%	(AER 0.21%)

Bank Reconciliation Statement as at 31/12/2016
for Cashbook 5 - Co-op Business Select 14 Day

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op Business Select 14 Day	31/12/2016	28	200,071.92
			200,071.92

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		200,071.92

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		200,071.92
	Balance per Cash Book is :-	**200,071.92**
	Difference is :-	**0.00**

RECONCILED 9-1-17

Cambridge & Counties Bank
Growing business together

Our Ref: 15005743\X200\PROC
Date: 31st December 2016
DDI: 0344 225 3939
Fax: 0116 254 4637
Email: savings@ccbank.co.uk

Strictly Private & Confidential
Horndean Parish Council
Mrs ML Evans
Tyfield House, Blendworth Lane
Horndean
Hants
PO8 0AA

Statement of Account

Account name: Horndean Parish Council
Account number: 15005743
Sort code: 60-95-86
Notice description: 45 Day Notice Business Savings Account - Issue 1 Monthly Int 1.05%
FSCS Eligibility: Eligible
Sheet Number: 10

Date	Description	Debits £	Credits £	Balance £
01/12/2016	Brought forward			131,231.89 Cr
31/12/2016	Interest credited gross 15005743		116.47	131,348.36 Cr

Interest rate summary during statement period

From	To	Interest Rate
1st December 2016	31st December 2016	1.04 %

Message Board
For further information about the compensation provided by the FSCS, refer to the FSCS website at www.fscs.org.uk. The FSCS Information sheet and Exclusions list can be found at www.ccbank.co.uk/fscs.

Cambridge & Counties Bank Limited
Charnwood Court
5B New Walk
Leicester LE1 6TE

Tel: 0344 225 3939
Fax: 0116 254 4637
Email: info@ccbank.co.uk
Web: ccbank.co.uk

Cambridge & Counties Bank Limited. Registered office: Charnwood Court, 5B New Walk, Leicester LE1 6TE United Kingdom.
Registered number 07972522. Registered in England and Wales.
We are authorised by the Prudential Regulation Authority and are regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Financial Services Register No: 579415

Bank Reconciliation Statement as at 31/12/2016
for Cashbook 4 - Cambridge & Counties Bank

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Cambridge & Counties Bank	31/12/2016	10	131,348.36
			131,348.36

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		131,348.36

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		131,348.36

Balance per Cash Book is :-	**131,348.36**
Difference is :-	**0.00**

Item: 10

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 16th January 2016

SUBJECT OF REPORT: December 2016 Finance Report

Bank Accounts

The three accounts that we hold have been reconciled to the end of December 2016.
At that point in time the balance stood as follows:

Co-op Current Account = £164.4k
Co-op Business Select 14 Day notice = £200.1k
(Interest is paid twice yearly at a rate of 0.12% on balances >£100,000).
Cambridge & Counties 45 Day Notice = £131.3k

Therefore total bank balance held at the end of December 2016 was £495.8k.

Income & Expenditure

The year to date position at the end of December, after adjustments have been made for items funded from brought forward reserves, showed an underspend of £45.0k

The main components of this underspend are as follows:

i) Staff Salaries, mainly in the Countryside Team where there were vacancies at the start of the year: £16.8k
ii) Hall Hire, income banked in excess of the target : £5.2k.
iii) Councillor Grants received for which expenditure has yet to be incurred.

Balance Sheet

Current Assets

As at 31st December Current Assets totalled £516.1k
Cash balances, including Petty Cash, totalled £496.1k.
Debtors, money owed for Hall Bookings prior to the end of December.
VAT owed stood at £17.4k. The Quarter 3 claim has been made to HMRC.

Liabilities

As at 31st December 2016 Current Liabilities totalled £5.1k most of this being accruals (supplier invoices outstanding).

Earmarked Reserves

There was a payment of £6,350 made in December to Groundwork South Ltd during the month.
The balance as at the 31st December stood at £153.8k

See below for a detailed breakdown.

RESERVES 2016-17		BF Mar-16 Bal. Sheet	2016-17 Bgt Adj	BF Adj Bal Sht	Cumulative Adj	Month End Balance
Code						
300	Current Year Funds	0				143,644
310	General Funds	222,497	-13,167			213,546
325	IT Equipment	2,595	-1,095	1,500	0	1,500
326	Vehicle Replacement	9,508	-4,508	5,000	0	5,000
327	Play Equipment	13,500	-13,500	0	0	0
329	Napier Hall Improvements	17,050	10,300	27,350	0	27,350
330	Staff Contingency	5,000	-5,000	0	0	0
334	The Granary	4,910	1,090	6,000	0	6,000
338	Lith Avenue re-surfacing	5,920	1,080	7,000	0	7,000
340	Jubilee Hall Extension fund	30,825	10,300	41,125	0	41,125
341	New Playground Fund	32,574	13,500	46,074	-9,215	36,858
342	Equipment replacement fund	10,000		10,000	0	10,000
343	Legal Costs	10,000		10,000	0	10,000
344	Election	3,000	1,000	4,000	0	4,000
345	Lovedean Solar Farm				5,000	5,000
	TOTAL OF EARMARKED FUNDS	**144,882**	**13,167**	**158,049**	**-4,215**	**153,833**
	GRAND TOTAL	367,379				511,023

Full Year Forecast

A revised full year forecast has been made at the end of December.
The estimated outturn is an underspend of c£41.5k.

Report Prepared by Simon Ritson, Responsible Finance Officer

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST DECEMBER 2016

		Current Month (December)			Year to Date (Apr-Dec)			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
201	Central Costs - Finance & General Purposes										
2000	Admin Salaries	10,402	10,236	-166	89,523	92,124	2,601	122,840	33,317		
2050	Staff Travel & Expenses	122	150	28	1,068	1,350	282	1,800	732		
2060	Staff Training	0	200	200	1,508	1,800	292	2,400	892		
2070	Medical / Health & Safety Exp.	98	50	-48	203	450	247	600	397		
2920	Recruitment	0	0	0	618	500	-118	500	-118		
3052	Janitorial Supplies	90	20	-70	511	180	-331	240	-271		
4011	IT Support	685	200	-485	3,426	1,800	-1,626	2,400	-1,026		includes £1.5k re new website
4022	Postage	0	35	35	106	315	209	420	314		
4024	Printing	0	153	153	1,404	2,007	603	2,440	1,036		
4026	Stationery	90	100	10	961	900	-61	1,200	239		
4028	Publications & Books	0	0	0	77	0	-77	0	-77		
4029	Subscriptions	36	40	4	3,717	3,725	8	4,350	633		
4030	Audit	0	0	0	55	1,000	945	2,800	2,745		
4035	Professional Fees	6,520	300	-6,220	12,631	2,700	-9,931	3,600	-9,031	9,215	Playground Project Management Fees
4040	Insurance	0	0	0	11,712	11,000	-712	11,000	-712		
4062	Public Events	952	1,150	198	4,351	4,475	124	4,550	199		
4072	Members Expenses & Training	0	20	20	353	180	-173	240	-113		
4075	Superannuation fund supplement	550	542	-8	4,950	4,875	-75	6,500	1,550		
4078	Office Equipment	202	112	-90	1,428	1,008	-420	1,350	-78		
	TOTAL EXPENDITURE	**19,747**	**13,308**	**-6,439**	**138,602**	**130,389**	**-8,213**	**169,230**	**30,628**	**9,215**	
1000	Precept	0	0	0	364,370	364,370	0	364,370			
1001	Council Tax Support Grant	0	0	0	21,538	21,538	0	21,538			
1043	Donations	0	0	0	46	0	46	0			
1051	Community Benefit Offer	0	0	0	5,000	0	5,000	0		-5,000	Lovedean Solar Farm - transferred to EMR
1060	Information Officer	0	0	0	3,404	3,404	0	3,404			
1090	Interest Received	188	125	63	1,602	1,125	477	1,500			
	TOTAL INCOME	**188**	**125**	**63**	**395,960**	**390,437**	**5,523**	**390,812**		**-5,000**	
	NET EXPENDITURE OVER INCOME	**19,559**	**13,183**	**-6,376**	**-257,358**	**-260,048**	**-2,690**	**-221,582**			
222	S137 Grants										
5010	Sundry Grants (Internal Grant)	0	0	0	1,300	1,300	0	8,000	6,700		
	TOTAL EXPENDITURE	**0**	**0**	**0**	**1,300**	**1,300**	**0**	**8,000**	**6,700**		
	NET EXPENDITURE OVER INCOME	**0**	**0**	**0**	**1,300**	**1,300**	**0**	**8,000**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST DECEMBER 2016

		Current Month (December)			Year to Date (Apr-Dec)			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
301	Napier Hall										
3001	Rates	0	0	0	3,098	3,130	32	3,130	32		
3002	Utilities	214	217	3	1,215	1,953	738	2,610	1,395		
3008	Licensing	0	0	0	131	290	159	1,140	1,009		
3009	Repairs and Maintenance	130	250	120	2,579	2,250	-329	3,000	421		
3052	Janitorial Supplies	12	4	-8	12	36	24	50	38		
3055	Caretaker Salaries	711	905	194	5,988	8,145	2,157	10,870	4,882		
3060	Telephones	28	33	5	281	297	16	400	119		
	TOTAL EXPENDITURE	**1,095**	**1,409**	**314**	**13,304**	**16,101**	**2,797**	**21,200**	**7,896**		
1075	Halls Income	1,387	1,700	-313	17,811	15,300	2,511	20,400			
	TOTAL INCOME	**1,387**	**1,700**	**-313**	**17,811**	**15,300**	**2,511**	**20,400**			
	NET EXPENDITURE OVER INCOME	**-292**	**-291**	**1**	**-4,507**	**801**	**5,308**	**800**			
305	Jubilee Hall										
3001	Rates	0	0	0	1,839	1,860	21	1,860	21		
3002	Utilities	100	155	55	1,273	1,395	122	1,860	587		
3008	Licensing	0	0	0	282	130	-152	130	-152		
3009	Repairs and Maintenance	25	333	308	1,927	2,997	1,070	4,000	2,073		
3052	Janitorial Supplies	0	8	8	90	72	-18	100	10		
3055	Caretaker Salaries	956	930	-26	7,953	8,370	417	11,163	3,210		
3056	Security	0	0	0	433	475	42	550	117		
3060	Telephones	22	58	36	428	522	94	700	272		
	TOTAL EXPENDITURE	**1,103**	**1,484**	**381**	**14,225**	**15,821**	**1,596**	**20,363**	**6,138**		
1075	Halls Income	1,275	1,700	-425	17,993	15,300	2,693	20,400			
	TOTAL INCOME	**1,275**	**1,700**	**-425**	**17,993**	**15,300**	**2,693**	**20,400**			
	NET EXPENDITURE OVER INCOME	**-172**	**-216**	**-44**	**-3,768**	**521**	**4,289**	**40,763**			
310	Tyfield House										
3001	Rates	0	0	0	4,308	4,360	52	4,360	52		
3002	Utilities	100	121	21	901	1,089	188	1,460	559		
3009	Repairs and Maintenance	38	208	170	1,563	1,872	309	2,500	937		
3012	Rent	0	0	0	9,980	10,200	220	13,600	3,620		
3020	Cleaning Salaries	55	0	-55	208	0	-208	0	-208		
3052	Janitorial Supplies	0	33	33	0	297	297	400	400		
3056	Security	134	83	-51	717	1,334	617	2,500	1,783		
3060	Telephones	148	233	85	1,460	2,097	637	2,800	1,340		
	TOTAL EXPENDITURE	**475**	**678**	**203**	**19,137**	**21,249**	**2,112**	**27,620**	**8,483**		
	NET EXPENDITURE OVER INCOME	**475**	**678**	**203**	**19,137**	**21,249**	**2,112**	**27,620**			
315	Lucky Life										
3001	Rates	0	0	0	2,299	2,330	31	2,330	31		
3002	Utilities	0	0	0	368	350	-18	400	32		
3009	Repairs and Maintenance	0	40	40	28	360	332	500	472		
3012	Rent	495	505	10	4,455	4,545	90	6,060	1,605		
	TOTAL EXPENDITURE	**495**	**545**	**50**	**7,150**	**7,585**	**435**	**9,290**	**2,140**		
	NET EXPENDITURE OVER INCOME	**495**	**545**	**50**	**7,150**	**7,585**	**435**	**9,290**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST DECEMBER 2016

		Current Month (December)			Year to Date (Apr-Dec)			Annual	Funds	From	Notes
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	
407	Countryside Sites										
3100	Granary	0	0	0	84	0	-84		-84		
6005	Habitat Management Improvement	0	0	0	0	0	0	0	0		
6010	Catherington Down	0	0	0	60	0	-60	0	-60		
6020	Catherington Lith	6	0	-6	168	0	-168	0	-168		
6050	Dell Piece	0	0	0	533	0	-533	0	-533		
6060	Hazleton Common	0	0	0	62	0	-62	0	-62		
6110	Parsonage Field	0	0	0	0	0	0	0	0		
6160	Other Sites	0	500	500	3,699	4,500	801	6,000	2,301		Oaks Coppice Fencing = £1,046 Jays Close Picnic Table = £631 Jays Close Shrubs = £553 Godwin Crescent Fencing = £197 Eskdale Close Paving = £14 Shepherds Close Fencing = £22 Ashley Close Fencing = £4 Gavel Board = £70 Yews Knotwood Treatment = £160 Oaks Coppice Treework = £1,000 TOTAL = £3,699
	TOTAL EXPENDITURE	**6**	**500**	**494**	**4,606**	**4,500**	**-106**	**6,000**	**1,394**		
1005	HLS Payments	0	0	0	0	0	0	7,863			
1030	Rural Payments Scheme	0	0	0	2,893	3,116	-223	3,116			
1035	Catherington Down	0	0	0	750	500	250	500			Interpretation Panels = £3,731 Oaks Coppice Fencing = £1,000 Jays Close Hedge = £674 Jays Close Table = £638 Oaks Coppice Pond = £1,000 TOTAL = £7,043
1038	Councillor Contributions	0	0	0	7,043	0	7,043	0			
	TOTAL INCOME	**0**	**0**	**0**	**10,686**	**3,616**	**7,070**	**11,479**			
	NET EXPENDITURE OVER INCOME	**6**	**500**	**494**	**-6,080**	**884**	**6,964**	**-5,479**			
408	Amenity Sites										
3150	War Memorials	170	0	-170	459	300	-159	1,170	711		
6070	Jubilee Field	181	0	-181	262	0	-262	0	-262		
6115	Five Heads Recreation Ground	0	0	0	149	0	-149		-149		
6130	Village Centre	0	0	0	85	0	-85	0	-85		
6160	Other Sites	0	166	166	0	1,494	1,494	2,000	2,000		
6180	Football Pitches Maintenance	0	0	0	804	1,000	196	3,000	2,196		
6205	Car Parks	0	0	0	0	0	0	300	300		
6580	Play Equipment	0	531	531	126,790	4,779	-122,011	6,375	-120,415		Includes £124,818 re new Playground Equipment
6582	Playground Checks Salaries	158	135	-23	1,129	1,215	86	1,625	496		
	TOTAL EXPENDITURE	**509**	**832**	**323**	**129,678**	**8,788**	**-120,890**	**14,470**	**-115,208**		
1025	Football Pitches	168	167	1	1,508	1,503	5	2,011			Lych Gate Repair = £500 Deep Dell Play Area =£3,000
1038	Councillor Contributions	0	0	0	3,500	0	3,500	0			
1050	Developer's Contribution	0	0	0	124,818	0	124,818	0			EHDC Funding for the new PlayGround
	TOTAL INCOME	**168**	**167**	**1**	**129,826**	**1,503**	**128,323**	**2,011**			
	NET EXPENDITURE OVER INCOME	**341**	**665**	**324**	**-148**	**7,285**	**7,433**	**12,459**			

Horndean Parish Council

INCOME AND EXPENDITURE TO 31ST DECEMBER 2016

		Current Month (December)			Year to Date (Apr-Dec)			Annual	Funds	From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	Notes
470	Other Open Spaces Costs										
4062	Public Events	0	0	0	19	1,000	981	1,000	981		
6500	Countryside Team Salaries	10,580	10,488	-92	82,578	94,392	11,814	125,865	43,287		2 x staff vacancy, April to June 13
6501	Countryside Agency Staff	0	0	0	1,391	0	-1,391	0	-1,391		
6510	Litter Picking	139	760	621	1,638	1,880	242	2,300	662		
6530	Dog Waste Bins	1,170	950	-220	4,452	2,850	-1,602	3,800	-652		
6590	Materials & EquipmentMaintenance	0	100	100	414	900	486	1,200	786		
6591	Rangers Equipment	136	40	-96	584	360	-224	500	-84		
6592	Rangers Equipment Hire	0	125	125	0	1,125	1,125	1,500	1,500		
6620	Vehicle Running Costs	388	580	192	2,631	5,220	2,589	7,000	4,369		
6624	Waste Removal	194	200	6	1,981	1,800	-181	2,450	469		
6636	Grass Cutting	0	0	0	0	0	0	15,800	15,800		
6638	Fencing	37	0	-37	782	1,000	218	7,000	6,218		
6640	Training for Countryside Team	0	200	200	2,108	1,800	-308	2,500	392		
6648	Tree Work & Maintenance	0	1,500	1,500	700	3,500	2,800	8,000	7,300		
6650	Uniform for Countryside Team	0	40	40	586	360	-226	500	-86		
6651	Personal Protection Equipment	0	40	40	452	360	-92	500	48		
6660	Open Spaces, Capital items	32	500	468	314	1,000	686	2,000	1,686		
	TOTAL EXPENDITURE	**12,676**	**15,523**	**2,847**	**100,630**	**117,547**	**16,917**	**181,915**	**81,285**	**0**	
	NET EXPENDITURE OVER INCOME	**12,676**	**15,523**	**2,847**	**100,630**	**117,547**	**16,917**	**181,915**			

GRAND TOTAL EXPENDITURE	**36,106**	**34,279**	**-1,827**	**428,632**	**323,280**	**-105,352**	**458,088**	**9,215**
GRAND TOTAL INCOME	**3,018**	**3,692**	**-674**	**572,276**	**426,156**	**146,120**	**445,102**	**-5,000**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**-33,088**	**-30,587**	**-2,501**	**143,644**	**102,876**	**40,768**	**-12,986**	**-14,215**

ADJUSTMENTS FOR EMRs							
EXPENDITURE			**0**	**-9,215**		**9,215**	
INCOME			**0**	**5,000**		**5,000**	

RESTATED AFTER ADJUSTMENTS							
GRAND TOTAL EXPENDITURE	**36,106**	**34,279**	**-1,827**	**419,417**	**323,280**	**-96,137**	**458,088**
GRAND TOTAL INCOME	**3,018**	**3,692**	**-674**	**567,276**	**426,156**	**141,120**	**445,102**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**-33,088**	**-30,587**	**-2,501**	**147,859**	**102,876**	**44,983**	**-12,986**

Horndean Parish Council
Detailed Balance Sheet
Month No: 9 (December 2016)

Date :- 31/12/2016

A/c	Account Description		Actual		
	Current Assets				
101	Debtors		2,645		
105	VAT Control A/c		17,359	20,004	
110	Prepayments		0	0	
200	Co-op No. 1 Account		164,415		
201	Co-op Business Select 14 Day		200,072		
204	Cambridge & Counties Bank		131,348		
220	Petty Cash		250	496,086	
		Total Current Assets			**516,089**
	Current Liabilities				
510	Accruals		4,635		
530	Hall Income Deposits		0		
560	Receipts in Advance		431		
		Total Current Liabilities		**5,066**	
		Net Current Assets			**511,023**
		Total Assets Less Current Liabilities			**511,023**
	Represented By :-				
300	Current Year Fund		143,644	**143,644**	
310	General Funds		213,546	**213,546**	
325	IT Equipment EMR		1,500		
326	Vehicle Replacement EMR		5,000		
329	Napier Hall Improvements EMR		27,350		
334	The Granary- Preserv&Maint EMR		6,000		
338	Lith Avenue/Lane EMR		7,000		
340	Jubilee Hall Extension EMR		41,125		
341	New Playground Fund EMR		36,858		
342	Equipment Replacement EMR		10,000		
343	Legal Costs EMR		10,000		
344	Election EMR		4,000		
345	Lovedean Solar Farm EMR		5,000		
		Total Earmarked Reserves		**153,833**	
		Total Equity			**511,023**

ITEM: 11

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.	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.

Extract from Governance & Accountability for Local Councils

2.75 It is not possible to draw up a standard internal audit programme for local councils in view of the need for each programme to address the particular needs of each council. It is also important for councils to recognise that internal audit's function is to test and report to them on whether the council's system of financial control put in place by management is adequate and working satisfactorily. It is not for the external auditor, nor is it a matter for internal audit, to actively seek evidence of fraud, corruption, error or mistake. Internal auditor's role is to assist the council in fulfilling its responsibility to have and maintain proper arrangements for the prevention and detection of fraud, error or mistakes.

2.76 Internal audit reports to the council and its work is to a certain extent capable of constraint and direction by the council. The external auditor reports to the council but seeks direction from guidance issued by the Audit Commission and from the legislation under which they are appointed and work.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 16 January 2017**

AGENDA ITEM: 12

SUBJECT OF REPORT: Napier Hall – Structural Report

BACKGROUND

The condition of Napier Hall has given rise to concern insofar as cracks have appeared within the external wall. This was first noted at the beginning of the year and due to an increase in the size/number of the cracks, professional advice was sought, please see attached report.

In summary, the report recommends ongoing monitoring in order to ascertain the level of movement within the foundations, which is considered to be primarily due to seasonal changes and the presence of nearby mature trees.

The cost of ongoing monitoring is awaited and hopefully will be available shortly.

Napier Hall is in frequent use, as evidenced by the attached details. On recent inspection of the premises it is of note that the hall needs a significant amount of work in respect of redecorating, repairs to the internal walls, carpet replacement, wooden flooring treated etc,.

It has long been anticipated that perhaps an alternative to Napier Hall may be provided and therefore refurbishment has not been a priority. However, given the length of time which has passed and the noticeable absence of an appropriate alternative, Council may wish to consider the funding of an extensive overall. The hall is a valuable facility for the use of individuals and local groups and to this end it is important for it to be maintained to an acceptable standard. It is of note that recently a small number of potential hirers have declined the use of the hall due to its poor presentation.

RECOMMENDATION

Council may wish to consider monitoring the structure of the building as per the report and for the interior to be extensively refurbished, commencing with redecorating throughout and a replacement carpet for the committee room/hall front entrance.

Report prepared by

Carla Baverstock-Jones
Chief Officer.

HORNDEAN PARISH COUNCIL

COUNCIL **Date: 16th January 2017**

AGENDA ITEM: 14

SUBJECT TITLE:

Village Centre Maintenance.

PURPOSE OF REPORT:

To discuss the implications of the Grounds Team undertaking basic maintenance duties in Horndean Village Centre.

BACKGROUND:

I have been asked to look into the feasibility of the Grounds Team undertaking general maintenance duties to include litter picking, weeding and leaf clearance in and around the village centre.

The area around the village that this will cover extends between:

- Portsmouth Rd (A3) from the roundabout to the bridge over the A3 (M). To include the bus stop near Shambles car park but not the precinct.
- Along Havant Rd to Rowland Castle Rd.
- Equal distance North along the Portsmouth Rd (A3) from the roundabout. Not Including Gales Car Park

RESOURCE IMPLICATIONS:

To get the village centre up to a basic standard that I would deem as acceptable could take between 2 - 3 days of work. This would include an initial intense litter pick, hand weeding along path edges and around walls in the village square and the sweeping up and clearing of any detritus that has built up on the pavements/walkways around the village.

Once an initial clean-up has taken place I would programme into the work schedule that these areas are patrolled both on a Monday and a Friday (in-line with our park checks). I again estimate this could take up to an hour and a half to complete each time depending on what works are required.

Timings:

Up to 3 hours a week over 52 weeks
= 156 hours or 21.08 days work

According to ground-org (2016) with the appointment of a member of staff on an 18 month contract it was estimated that there would be a capacity of 77 working days available during a year.

Costings:

The full cost of a Grounds team staff member has been used for the calculations.

Set Up

3 days x 2 staff = 45 hours @ £12.50 per hour = £562.50

Ongoing Maintenance

156 hours @ £12.50 per hour = £1,950

The frequency of the checks will be regularly monitored and reviewed – patrol frequency may need increasing or decreasing due to seasonal variations. Summer may bring more people and litter to the village than in winter or autumn leaf fall on the pavements may create more/less work than envisaged.

SUGGESTIONS:

With the extra member of staff appointed last year on an 18-month contract, the Grounds Team has the capacity to take on the extra work. I feel that the works would benefit the village as litter, weed and detritus build up is evident.

A push on getting the walls fixed in the village square is also important to the overall look and up-keep of the village. I have previously contacted Hampshire County Council about this but it seems progress/response is slow.

REPORT PREPARED BY:

Matthew Madill
Grounds Manager

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: 16th January 2016**

AGENDA ITEM 15

SUBJECT OF REPORT: Replacement of Napier Hall Carpet

Quotations have been obtained from local companies for the replacement of the carpet area in the Main Hall at Napier and the carpet in the Committee Room at Napier Hall.

The same specification as below was provided to all contractors, for the carpet to be a dark colour and to be industrial and hardwearing.

The original feeling was that we thought carpeting; as opposed to carpet tiles would be most suitable due to concerns that the carpet tiles may not be secure in their position. However, upon speaking to some of the contractors, it appears they would recommend the fitting of carpet tiles as opposed to carpet in a community building.

The main reason for this was that one carpet tile could be sufficiently removed and replaced in the event of damage, staining etc. as opposed to the entire carpet area being replaced.

Contractor	Carpet Tiles- option 1 (Type & Cost)	Carpet- option 2 (Type & cost)	Adhesive & Labour	Uplift & Disposal of old carpet	Additional Extras
Contractor 1	Signature carpet tiles **£1596.00 Inc. VAT (depending on selection)**	New endurance/ Traffic (gel backed carpet) **£1556.00 Inc. VAT (depending on selection)**	Adhesive: **£100.00** Labour x2 men: **£270.00**	Yes	Latex if required (this will only be known on the day) **£520.00**
Contractor 2	Commercial Grade carpet tiles (to be selected) **£1,580.00 + VAT**	Gala Broadloom carpet complete with seams (colour to be selected) **£1,400.00 + VAT**	N/A (sub-floor prep & accessories included)	Yes	N/A
Contractor 3	Heavy Contract carpet tiles **£1,355.00 + VAT**	Scala Solutions carpet **£1,575.00 + VAT**	N/A (Included in carpet price)	Yes At a cost of **£40 + VAT**	N/A
Contractor 4	Quotation not received	Contract carpet **£1,444.00 Inc. VAT**	Not specified	Yes At a cost of **£225.00**	If any remedial work to the subfloor is required, cost will be advised on site.

RECOMMENDATION

Council may wish to consider proceeding with the replacement of carpet at Napier hall, in both the Main Hall and Committee Room. There are two options to decide from as below.

- Option 1- Carpet Tiles.
- Option 2- Carpet.

If Council wish to proceed with the replacement of carpet, they may wish to give consideration when making a decision regarding the contractor they wish to engage, based on the following points:

- Contractor 1 appears to be significantly more expensive than the other contractors, due to an additional charge for adhesive and labour. However, their communication throughout the process was very professional and efficient and their quotation is well presented.

- Contractor 1 and 4 charge an additional cost for any required remedial works to the sub floor, which will not be known until the day of uplifting the existing carpet.

- Contractor 2 and 3 appear to be the best value for money.

- Contractor 2 have been very efficient and professional with their communication throughout the process and their quotation is well presented.

S. Guy

Report prepared by Sarah Guy, Senior Administrator

Item: 17

HORNDEAN PARISH COUNCIL

CLERK'S UPDATE TO THE MEETING OF 16 JANUARY, 2017

1. The collection which took place during the Carole Service raised a total of £327.78 for the charity – Home-Start.

2. The fence has been replaced at the rear of Napier Hall which includes a replacement shed, both of which were provided by a regular hirer of the hall.

3. A member of the public requested permission to use a metal detector on parish land and in the absence of any formal policy, the request was declined.

4. The work to refurbish Deep Dell play area is due to commence this week.

Carla Baverstock-Jones
Chief Officer