



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 10 DECEMBER 2018 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

04 December 2018

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 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. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.*
6. To consider the co-option of: Tony Denton to represent Kings Ward.
7. To consider the election of Cllr Lay to the Finance and General Purposes Committee.
8. To consider the election of Cllr Lay to the Planning and Public Services Committee.
9. To consider the election of Cllr Mrs Evans to the Planning and Public Services Committee.
10. To approve the Minutes of the Council Meeting held on the 19 November, 2018.
11. To receive and approve the Orders for Payment (List 8 attached).
12. To receive and agree the monthly finance report.
13. To receive and agree the Budget 2019/2020, and to set the precept.
14. To receive and consider the Internal Audit Report 2018/19 (Interim).
15. To receive and consider the application for s106 Developer Contributions in respect of the extension to Jubilee Hall.
16. To review membership of the Jubilee Hall Working Party, and consider additional members accordingly.
17. To receive and review the Health and Safety Policy Statement.

18. To receive an update in respect the proposed plans to dispose of land within Blendworth Lane, which includes the public conveniences and the adjacent car park.
 19. To receive the recommendation from the Finance and General Purposes Committee on the 03 December 2018, in respect of an increase to the hire charges pertaining to football pitches.
 20. To note the next scheduled meeting of the Council being the 21 January 2019.
 21. **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. (Public Bodies (Admissions to meetings) Act 1960).**
 22. To approve the Confidential Minutes of the Council Meeting held on the 19 November, 2018.
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I grew up in Horndean and attended both Five Heads Junior school, Horndean Community School and laterally Havant College before my career took me overseas. It was in Libya that I met my wife, we have two daughters, one who is at Ditcham Park School and the other at Dundee University.

My career taught me how to interact at many levels and gave me a great depth of knowledge in business overseas and resourcefulness that I still use most days. Since moving back to the UK and indeed Horndean in 2014, I have been relocating our business interests and consolidating in the UK. I did stand as a District Councillor in May 2015 and was elected, but unfortunately, my business was requiring me to be overseas more frequently than I had expected, so I thought it best to resign in Dec 2015, until I was able to have the time required to support my community appropriately.

My reasons for wishes to stand as a Parish Councillor is that after more than 40 years of being in the area (excusing the short holiday abroad!) I am keen to give back to the local community something as if it was not for this community I would not have achieved what I have today.

I can confirm that I have now sufficiently reduced my working week to allow for these extra commitments. I have an interest in Planning and am keen to become a member of the LEOH working group; I am focused on supporting small business in Horndean.



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 19th NOVEMBER 2018 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman),
D Evans, R Veitch, Mrs D Denston, Mrs I Weeks, Mrs E Tickell, M
Burridge, Dr C Jacobs

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Cheree Garvey (Minute Taker),
Simon Ritson, Responsible Finance Officer

PUBLIC ATTENDANCE: 18 members of the public was present.

HPC 144/18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Miss J Murray, P Beck, M Hyltoft, N Wren, D Alexander.

HPC 145/18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 146/18/19 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS
M HARVEY REGARDING COUNTY COUNCIL MATTERS**

Under apologies a written report from Councillor Mrs M Harvey was circulated. There were no questions for Cllr Harvey.

HPC 147/18/19 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS
REGARDING DISTRICT COUNCIL MATTERS**

No reports were submitted.

Cllr D Evans verbally reported that the artwork for the Gales Brewery will be going up on 27th November 2018. On Friday 23rd November 2018 the artist unveiled, Mel Holmes, will be at Napier Hall from 2pm for questions and discussion.

HPC 148/18/19 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman reminded Members of the EHDC Car Park Usage Survey and asked that everyone take part in the survey. The survey is available on both the HPC website and EHDC websites. Printed copied of the survey is also available in the Parish Office.

Cllr M Burridge suggested that the survey is circulated to the businesses in Horndean for their participation. It is noted that Cllr M Burridge and Cllr E Tickell will distribute the questionnaires accordingly.

HPC 149/18/19 **PUBLIC SESSION**

18 members of the public were present. No members of the press attended.

Members of the public expressed concerned regarding proposed closure of Car Park and Public Toilets on Blendworth Lane. All comments were noted by Cllr E Tickell for inclusion in her report.

HPC 150/18/19 **TO CONSIDER THE CO-OPTION OF: JOHN LAY TO REPRESENT MURRAY WARD**

Cllr Mrs L Evans stated that the vacancy arose due to the resignation of Cllr Robert Sowden.

Mr. John Lay introduced himself and gave a short overview of his background and reasons why he wished to join the Parish Council. Cllr Mrs L Evans asked the members whether they wished to co-opt Mr. Lay. All members were in agreement and Mr. John Lay was accepted to Council.

HPC 151/18/19 **TO CONSIDER THE ELECTION OF CLLR M HYLTOFT TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

It was **RESOLVED** that Cllr M Hyltoft is elected to the Finance & General Purposes Committee.

This was proposed by Cllr R Veitch and seconded by Cllr Mrs E Tickell.

HPC 152/18/19 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 29TH OCTOBER 2018**

It was **RESOLVED** that the minutes of the Council meeting held on 29th October 2018 be duly signed as a true record of the meeting.

HPC 153/18/19 **TO RECEIVE A PRESENTATION FROM PDP ARCHITECTS, IN RESPECT OF THE EXTENSION TO JUBILEE HALL**

The drawing packs containing the Site Plan, Floor Plan and Elevation were distributed to Members. The planned timescales of next steps were explained as follows:

- The Quantity Surveyor has started the bill of quantities in preparation for the tender documents.
- Building contracts going out to tender - February 2019
- Contract award - April 2019
- Ground breaking - May/June 2019

Project completion is expected to be approximately 10 months and with an estimated cost of £600K.

HPC 154/18/19 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 6 ATTACHED)**

The Orders for Payment had previously been circulated.

It was **RESOLVED** that the Orders for Payment (List 6 attached) be approved and duly signed.

HPC 155/18/19 **TO RECEIVE AND CONSIDER THE NOTIFICATION FROM THE PLANNING INSPECTORATE, IN RESPECT OF THE FOLLOWING APPLICATION: AQUIND LIMITED – SCOPING OPINION/ENVIRONMENTAL STATEMENT**

It was noted that the document circulated requires a technical assessment by the Planning Inspectorate. EHDC is a consultee in the process and the decision regarding the application is undertaken by the Planning Inspectorate.

HPC 156/18/19 **TO RECEIVE AN UPDATE IN RESPECT OF THE PROPOSED PLANS TO DISPOSE OF LAND WITHIN BLENDWORTH LANE, WHICH INCLUDES THE PUBLIC CONVENIENCES AND THE ADJACENT CAR PARK**

A public discussion was held and numerous questions were posed to council by members of the public.

Cllr Mrs E Tickell advised that she has had a great deal of engagement from the public with regard to objections to the disposal of this property. She further notified the members of Council and the public that she had a meeting scheduled with the case officer at EHDC for Wednesday 27th November 2018 and that she will provide a verbal update at the next Council meeting. This was noted

HPC 157/18/19 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 12TH NOVEMBER 2018, IN RESPECT OF THE QUOTATION FOR TREE CLEARANCE RELATING TO CHALARA ASH DIEBACK**

It was **RESOLVED** to accept and approve the quotation of £4,750 for the removal of approximately 40 diseased trees.

This was proposed by Cllr M Burrige and seconded by Cllr R Veitch.

HPC 158/18/19 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 12TH NOVEMBER 2018, IN RESPECT OF THE FUNDS RECEIVED (£4K) FOR THE TRANSFERENCE OF LAND – WAGTAIL ROAD**

It was **RESOLVED** to accept and approve the recommendation from the Grounds Committee as follows:

- £2,500 to be placed in an earmark reserve for grass cutting at Wagtail Road.
- £1,500 to be utilised for a beautification project on the land. It was suggested some hardy shrubs are planted.

This was proposed by Cllr M Burrige and seconded by Cllr A Forbes.

HPC 159/18/19 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 10TH DECEMBER 2018**

This was noted.

HPC 160/18/19 **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. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

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

Public meeting closed 8.25pm.

Confidential part of the meeting

HPC 161/18/19 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 29TH OCTOBER 2018**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 29th October 2018 be duly signed as a true record of the meeting.

HPC 162/18/19 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 12TH NOVEMBER 2018, IN RESPECT OF THE PROBATIONARY PERIOD FOR TWO MEMBERS OF STAFF.**

It was **RESOLVED** to receive and approve the continued employment of two members of staff who have completed their respective probationary periods.

It was requested by Cllr Mrs L Evans that henceforth the names of staff members are to be included in the confidential minutes.

This was agreed and noted.

Meeting ended 8.50pm.

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Chairman

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Dated

11/11/18

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2018-19			LIST 8 - 10-12-2018			BANK ENTRIES: 12/11/18 - 03/12/18
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS			BANK ENTRIES: 12/11/18 - 03/12/18			
1	01/11/2018	Fuelgenie	£160.06	£32.00	£192.06	Fuel: October 2018
2	04/11/2018	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFi: 04/11/18-03/12/18
3	01/11/2018	Peach	£158.07	£31.61	£189.68	Tyfield Line, Alarm, Napier, Jubilee WiFi : Oct Calls/Nov Rent
4	05/11/2018	SSE Gas	£106.64	£5.33	£111.97	Napier Hall Gas: 2 Oct - 1 Nov 2018
5	20/11/2018	EE & T-Mobile	£60.73	£12.15	£72.88	Mobiles: 21 Oct - 20 Nov 2018
6	31/10/2018	Veolia	£219.70	£43.94	£263.64	Waste Removal: October 2018
7	03/12/2018	LuckyLite	£520.00	£0.00	£520.00	Rent: December 2018
B.A.C.S.			BANK ENTRIES: 12/11/18 - 03/12/18			
8	15/11/2018	Staff Expenses	£116.98	£7.51	£124.49	Staff Expenses - October 2018
9	29/10/2018	Blendworth Property Maintenance	£70.00	£0.00	£70.00	Repair to Side Door Lock. Adjust door and Outside Gate
10	29/10/2018	Blendworth Property Maintenance	£150.00	£0.00	£150.00	Supply and Fit Urinal Waste and Pipework
11	29/10/2018	Blendworth Property Maintenance	£140.00	£0.00	£140.00	Supply and Fit Self-closing Taps in Outside Toilet
12	30/10/2018	AVS Fencing	£6.16	£1.23	£7.39	Ashley Close Knee Rail
13	02/11/2018	AVS Fencing	£39.92	£7.98	£47.90	Cath Lith Gate Post
14	31/10/2018	Richard Merritt Chemicals	£93.94	£18.79	£112.73	Janitorial supplies
15	31/10/2018	Scandor Landscape Contractors Ltd	£36.00	£7.20	£43.20	Nest Swing Bracket - Five Heads Play Area
16	05/11/2018	Viking	£33.01	£6.60	£39.61	Janitorial/Stationery
17	06/11/2018	PositivID	£6.25	£1.25	£7.50	ID Badge for Cllr Hyltoft
18	09/11/2018	Screwfix	£15.81	£3.16	£18.97	Line Paint/LED Bulbs
19	19/11/2018	Lloyds Bank	£6.50	£0.00	£6.50	Bank Fees: October 2018
20	20/11/2018	Horndean PC Employees	£15,492.71	£0.00	£15,492.71	Net Salaries - November 2018
21	16/11/2018	Blendworth Property Maintenance	£110.00	£0.00	£110.00	Replacement Syphon in Ladies at Jubilee Hall
22	14/11/2018	Stuart Jobson	£100.00	£0.00	£100.00	Annual Boiler Service at Napier Hall
23	17/11/2018	Rialtas Business Solutions	£285.00	£57.00	£342.00	Bookings Software Annual Support
24	12/11/2018	Lizard Audio	£500.00	£100.00	£600.00	Remembrance Sunday Outdoor Sound System
25	14/11/2018	BranditRight Ltd	£34.95	£6.99	£41.94	Branding of Countryside Team Work Coats
26	13/11/2018	Annodata	£214.17	£42.83	£257.00	Printing Charges 21/08/18 to 13/11/18
27	31/10/2018	The New Blendworth Centre	£170.00	£34.00	£204.00	Litter Picking: October 2018
28	15/11/2018	Connected IT	£235.00	£0.00	£235.00	Replacement Hard Drive and Data Restored
29	28/09/2018	Annodata	£201.93	£40.39	£242.32	Photocopying Rent: 26/11/18-25/02/19
30	16/11/2018	I.W Payne	£685.00	£137.00	£822.00	Repair of Boundary Wall - St Giles Church
31	21/11/2018	AVS Fencing	£148.80	£29.76	£178.56	30 Round Posts
32	20/11/2018	WEL Medical Ltd	£49.95	£9.99	£59.94	Replacement Light for Defibrillator at Napier
33	21/11/2018	B & Q	£33.33	£6.67	£40.00	Mesh Fencing for Hazleton
34	20/11/2018	Cartridge Save Ltd	£76.58	£15.32	£91.90	Multipack Replacement Toners for Office Printer
35	23/11/2018	PositivID	£6.25	£1.25	£7.50	ID Badge for Cllr John Lay
36	25/11/2018	Blendworth Property Maintenance	£50.00	£0.00	£50.00	Repair Skylight at Napier Hall
37	22/11/2018	PDP Architecture	£650.00	£130.00	£780.00	Prep for initial Budget estimates of Construction-Jubilee
38	12/11/2018	Englebert Strauss	£209.95	£41.99	£251.94	Refund on jackets for Countryside Team
39	31/11/2018	HMRC	£2,841.55	£0.00	£2,841.55	PAYE/National Insurance: November 2018
40	30/11/2018	Hampshire Pension Fund	£4,394.42	£0.00	£4,394.42	Pension Contributions: November 2018
DEBIT CARD			BANK ENTRIES: 12/11/18 - 03/12/18			
41	14/11/2018	Land Registry	£6.00	£0.00	£6.00	Land East of Horndean
42	16/11/2018	Amazon (Josechan)	£13.23	£0.00	£13.23	100 8" Glow Sticks for Carol Service
43	20/11/2018	Amazon	£17.24	£0.00	£17.24	Pocket Guide to Orchids of Britain
44	20/11/2018	Amazon (World of Books)	£12.20	£0.00	£12.20	Local Council Clerk's Guide
45	22/11/2018	Amazon (West End Stationers)	£10.76	£2.15	£12.91	A4 Plastic Cut Folders
46	27/11/2018	Workwear Outlet	£46.19	£0.00	£46.19	Safety Boots
TOTAL EXPENDITURE			£28,130.08	£753.11	£28,883.19	
INVOICES TO BE APPROVED FOR PAYMENT			LIST 8 - 10-12-2018			
Ref	Date of Invoice	Payee/Payer	Net	VAT	Total	Details
47	22/11/2018	PDP Architecture	£3,445.00	£689.00	£4,134.00	Assisting with Planning Application to EHDC
TOTALS			£3,445.00	£689.00	£4,134.00	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 8 - 10-12-2018			BANK ENTRIES: 12/11/18 - 03/12/18
Ref	Date	Payee/Payer	Net	VAT	Total	Details
BANK ENTRIES: 12/11/18 - 03/12/18						
48	various	Regular Hall Users	£873.84	£0.00	£873.84	Hire of Jubilee Hall
49	various	Regular Hall Users	£2,180.99	£0.00	£2,180.99	Hire of Napier Hall
50	various	Casual Hall Users	£426.16	£0.00	£426.16	Hire of Jubilee Hall
51	various	Casual Hall Users	£104.42	£0.00	£104.42	Hire of Napier Hall
52	various	Casual Hall Users	£700.00	£0.00	£700.00	Deposits Received
53	various	Casual Hall Users	£800.00	£0.00	£800.00	Deposits Refunded
54	various	Football Teams	£167.58	£0.00	£167.58	Hire of Football Pitches
TOTAL INCOME			£3,652.99		£3,652.99	

SIGNED:	
SIGNED:	
DATE:	LIST 8 - 10-12-2018



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 10th December 2018

SUBJECT OF REPORT: Finance Report

Current Bank Accounts

The bank accounts that we hold have been reconciled to the end of October 2018
At that point in time the total balance stood at £594.6k.

Management Accounts

The October accounts have been closed and after adjusting for transfers to and from earmarked reserves, the accounts showed an underspend against the budget of £22.9k.
The full year forecast remains at an underspend of c£35k

The full Quarter 3 accounts (April to December) will be presented to the Finance & General Purposes meeting in January 2019.

*Report Prepared by Simon Ritson, Responsible Finance Officer
December 3rd 2018*



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 10th December 2018

SUBJECT OF REPORT: 2019-20 Budget

Background

The draft budget has been built from the bottom up by considering the full year income and expenditure 2017-18 and the year to date April to August for 2018-19.

A full council budget workshop was held on Monday 15th October where the budget was scrutinised and following that meeting some changes were made.

There have been further meetings of the Finance & General Purposes Committee (F&GP) on Monday 5th November and Monday 3rd December where additional amendments have been made.

The summary page is attached.

On the 20th November we received notification from East Hampshire District Council (EHDC) that the tax base has increased from 5,082.7 to 5,107.55 (0.49%)

At the F&GP meeting of the 3rd December the income and expenditure budgets were agreed, as were transfers to and from earmarked and general reserves.

Precept

Firstly, a reminder that the precept was reduced by 10% in 2015-16 and has been frozen for the last four years.

F&GP recommended a budget that required a total precept £382,657 and that the precept be increased by 4%.

The Band D precept would therefore increase from £72.04 to £74.92.

This would mean that £53,386 would be required from General Reserves to balance the budget.

The table below shows the position if different percentages are applied.

		Version 3	Total
2019-20 Band D Precept	£££	Deficit	Precept
No increase	£72.04	-£68,085	£367,958
Increase of 1.0%	£72.76	-£64,418	£371,625
Increase of 1.5%	£73.12	-£62,580	£373,464
Increase of 2.0%	£73.48	-£60,741	£375,302
Increase of 2.5%	£73.84	-£58,902	£377,141
Increase of 3.0%	£74.20	-£57,063	£378,980
Increase of 3.5%	£74.56	-£55,225	£380,819
Increase of 4.0%	£74.92	-£53,386	£382,657
Increase of 4.5%	£75.28	-£51,547	£384,496
Increase of 5.0%	£75.64	-£49,709	£386,335

*Report Prepared by Simon Ritson, Responsible Finance Officer
December 5th 2018*



Horndean Parish Council

FINAL BUDGET 2019-20

Cost Centre Code	Cost Centre Name	FULL YR ACTUAL 2017-18	FULL YR BUDGET 2018-19	YTD ACT APR-AUG 2018-19	FULL YR BUDGET 2019-20	Change
201	Central Costs - Finance & GP	160,104	181,049	67,754	190,700	9,651
222	Grants	9,454	7,000	3,952	7,000	0
	TOTAL EXPENDITURE	169,558	188,049	71,706	197,700	9,651
201	Central Costs - Finance & GP	-5,981	-4,904	-11,787	-5,304	-400
	TOTAL INCOME	-5,981	-4,904	-11,787	-5,304	-400
	NET EXPENDITURE	163,578	183,145	59,919	192,396	9,251
301	Napier Hall	23,187	19,131	7,982	30,552	11,421
305	Jubilee Hall	21,672	22,090	18,389	23,835	1,745
308	LEOH Community Building	0	0	2,750	0	0
310	Tyfield House	25,502	25,798	14,260	25,724	-74
315	Lucky Lite	9,573	9,651	5,192	10,214	563
	TOTAL EXPENDITURE	79,934	76,671	48,572	90,325	13,654
301	Napier Hall	-25,437	-24,300	-10,656	-24,300	0
305	Jubilee Hall	-25,449	-22,200	-11,725	-27,200	-5,000
	TOTAL INCOME	-50,886	-46,500	-22,381	-51,500	-5,000
	NET EXPENDITURE	29,048	30,171	26,191	38,825	8,654
407	Countryside Sites	16,999	6,000	455	1,090	-4,910
408	Amenity Sites	12,014	15,606	17,142	15,044	-562
470	Other Open Spaces Costs	156,430	174,758	56,486	176,429	1,671
	TOTAL EXPENDITURE	185,443	196,364	74,082	192,563	-3,801
407	Countryside Sites	-32,273	-11,729	-7,613	-11,729	0
408	Amenity Sites	-4,415	-2,011	-10,379	-2,011	0
	TOTAL INCOME	-36,688	-13,740	-17,991	-13,740	0
	NET EXPENDITURE	148,755	182,624	56,091	178,823	-3,801
	GRAND TOTAL EXPENDITURE	434,935	461,083	194,360	480,587	19,504
	GRAND TOTAL INCOME	-93,554	-65,144	-52,159	-70,544	-5,400
	GRAND NET EXPENDITURE	341,381	395,939	142,201	410,044	14,104
	EARMARKED RESERVES		1,562		26,000	24,438
	GENERAL RESERVES		-31,333		-53,386	-22,053
	GRAND TOTAL		366,168		382,657	16,489
	EHDC Allowance (tax Support Grant)		0		0	
	Precept		366,168		382,657	
	Tax Base		5,082.7		5,107.6	
	2018-19 / 2019-20 Band d precept		£72.04		£74.92	4.0%

Horndean Parish Council

Internal Audit Report 2018-19 (Interim)

Claire Lingard
Consultant Auditor

For and on behalf of
Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return.

This report sets out the work undertaken in relation to the interim Internal Audit for the 2018-19 financial year, which took place on the 19th November 2018.

Internal Audit Approach

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council has appropriate and robust financial systems in place that operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' as part of the Council's Annual Governance and Accountability Return (AGAR) process, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have followed up the recommendations made in our 2017-18 reports and acknowledge that the members have noted and considered these in their deliberations and enacted the recommendations and that the council continues to make great progress in its processes and performance. We also report that, on the basis of the work undertaken to date in the current year, that the Council continues to operate adequate and effective internal controls in all areas of our review to date. Accordingly, we have made only one recommendation, for consideration by the Chief Officer, Responsible Finance Officer and Members.

Once again, we commend the Chief Officer, Responsible Finance Officer and their colleagues for their continued professional management and administration of the Council's finance and governance functions. The manner in which this information is stored and presented both for the purposes of the day to day running of the council, and for external scrutiny is exemplary and has made the interim Internal Audit review process straightforward.

We ask that members consider the content of this report and acknowledge that the report has been formally reviewed and adopted by Council.

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Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks, also that effective controls are in place to confirm the accuracy of that detail.

The Council uses the RBS Rialtas software to maintain its accounting records and is now using both the Purchase and Sales Ledger modules. Three bank accounts are in use currently, a Co-op Current account, a Lloyds Bank current account and a deposit account with the Cambridge and Counties Bank: detail of transactions is recorded in separate control accounts / Omega cashbooks for each bank account. We also note that all payments are processed on-line with no cheque payments occurring to date in the current financial year. We have commenced our review process in this area and have: -

- Agreed the Opening Balance detail in the financial ledger with that in the 2017-18 Statement of Accounts and certified Annual Return;
- Ensured that an appropriate Cost Centre and Coding structure exists within the software to provide appropriate detail in the year-end Accounts and Annual Return;
- Checked and verified detail of two months' transactions on the Co-op Current account (May and September 2018) cashbook by reference to supporting bank statements;
- Checked and agreed the full year detail (in view of their low volume) of transactions on the other two accounts for the financial year to 31st October 2018;
- Agreed detail on the month-end Co-op current bank account reconciliations as at 30th April, 31st May and 30th September 2018;
- Agreed detail on the month-end Cambridge & Counties bank account reconciliation as at 30th September 2018;
- Verified the Lloyds Bank current account reconciliation as at 30th September 2018;
- Reviewed the arrangements for processing and verifying the content of journals raised on the software; and,
- Reviewed the effectiveness of the "back-up" and "restore" procedures for the accounting and other computerised systems in use at the Council.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation: We shall extend testing in this area at our final visit, ensuring the accuracy of the year-end bank reconciliations and that closing balances are accurately recorded in the year-end detailed Statement of Accounts and Annual Return.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders

and that, as far as we can ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have undertaken the following work in this area to date:

- Noted that the Council has taken all reasonable steps to ensure compliance with the General Data Protection legislation which came into force on the 25th May 2018;
- Received an Unqualified External Auditor's Certificate for the 2017-18 Financial Year;
- Reviewed the minutes of the Full Council, together with those of Committees excluding those dealing with Planning issues, for the year to date to the 31st October 2018, to ensure that no issues exist affecting the Council's financial stability either in the short, medium or long term; and
- We note that the Council's Standing Orders (SOs) and Financial Regulations (FRs) were reviewed with revised versions adopted in the Annual Parish Council meeting of the 21st May 2018.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation.

Review of Expenditure & VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other form of document confirming the payment as due;
- Members take an active role in reviewing supporting documentation and approving expenditure for release;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure any applicable discount;
- The correct analysis has been applied to invoices when processed; and
- Expended VAT is appropriately identified for recovery through reclaims prepared and submitted to HMRC quarterly.

We note that the council's official ordering system continues to provide effective control measures over procurement with copies of Purchase Orders matched to resultant trade invoices. To ensure compliance with the above criteria, we have examined a sample of 33 payments in the year to 31st October 2018 comprising each individual payment in excess of £1,500 together with every 20th transaction as recorded in the cashbook in the year to date.

A total of approximately £70,451 payments were examined, equating to 53% of all non-pay related expenditure. We note that in all but two of the cases examined, grants which had been awarded, the above criteria was met with all payments appropriately authorised.

We note the continued use of the certification stamp affixed to each payment processed. This provides for the payment document to be matched with its corresponding purchase order, assigned a payment reference number, which can be traced via to the corresponding 'Order of Payment' List, which is subsequently authorised by the Chair prior to the Order of Payment list being approved by the Responsible Finance Officer and processed. Each individual BACS payment, can be traced via its unique payment reference to the detail of the corresponding bank statement.

We also note that members of the Council scrutinise the Invoices and other Payment documents included on an Order of Payment List and initial these.

We are also pleased to note that the first two Quarter's VAT reclaims has been prepared, submitted to and repaid by HMRC and have verified the accuracy of that reclaim to the underlying Rialtas control account.

Conclusions

As discussed with the Chief Officer and the Responsible Finance Officer, there are issues with two of the grants which have been awarded by the Council. Firstly, the grant made to the Village Hall, the grant applicant, was actually paid directly to the Church which owns the hall. The Local Government Act 1972 Power S.137 does not permit grants to be made to the following:

- *Individuals*
- *General Appeals*
- *Statutory organisations or the direct replacement of statutory funding / Government organisations or the direct replacement of Government funding.*
- *Activities or organisations promoting political beliefs*
- *Activities or organisations promoting religious beliefs*
- *Overseas travel*
- *Arts projects with no community or charitable element*
- *Sports projects with no community or charitable element*
- *Medical research, equipment or treatment*
- *Animal Welfare*

As the donation is made payable directly to the Church, the recipient of the award, and not to the grant applicant; the Village Hall, this is not permitted under the LGA 1972 S.137. Further all awards made MUST be paid to the Applicant named on the application forms and not to a third party.

Having discussed the above issue internally, we are of a mind that although the grant to the Village Hall is not strictly permissible due to the payment being made improperly and directly to a religious organisation which the Council does not have the Powers to do, that the grant has been made in good faith and will benefit the Council's electorate and the local community.

Secondly, the Council has made a grant to the Queen Alexander Hospital for the provision of a Chair for cancer treatment. We do not question that this is a worthy appear, however, the Council does not have the Power under the LGA 1972, S.137 to make this award because the Queen Alexander Hospital is a; i) "Government organisations or the direct replacement of Government funding" and the award was made for ii) "Medical research, equipment or treatment" which is not permitted.

It may be helpful to consider what Powers are being employed by the Members when making decisions and to record them in the Minutes. I have attached an example of Best Practice Minutes from Maiden Bradley with Yarnfield Parish Council with this report.

R1. *The Chief Officer and Responsible Finance Officer must ensure that, when scrutinising all Grant applications that the Applicant is the same legal entity as the Recipient to whom the award is made.*

R2. *The Chief Officer and Responsible Finance Officer must ensure that the council acts within the Powers delegated to it to ensure that no Ultra Vires actions are made.*

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. We have: -

- Examined the Council's approach to the identification, recording and management of financial risks;
- Examined the Council's insurance cover as provided by Zurich Municipal and consider that appropriate cover is in place with Employer's, Products and Public Liability standing at £10 million, together with Hirer's Liability cover at £2 million, Liable and Slander at £500 thousand. We are also pleased to note the existence of Business Interruption – "Loss of Revenue" cover at £52,000, which we also consider appropriate given the annual level of hall income; and,
- Examined the Council's arrangements for the regular inspection of playgrounds and playing fields.

We have discussed the Finance and Health & Safety assessments with the Chief Officer and understand that both these assessments will be undertaken during the fourth quarter of the municipal year and will be presented to the meeting of the full council in March 2019 for approval.

We have also discussed the council's inspection regimes for the playground and recreation facilities at Deep Dell, Downs Park, Jubilee Field, Lychgate Drive, Merchistown Hall and Five Heads Recreation Ground. We are advised that RoSPA conducts an annual inspection on each of the council's facilities with a separate inspection of outdoor gym equipment where fitted. On a weekly basis, the Caretaker and Groundsmen, who are certified to conduct playground inspections by RoSPA, conduct an inspection of each facility and produce a detailed written report, with photographic evidence, which is given to the Health & Safety officer for retention.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation: We take this opportunity to remind the Chief Officer and Members that it is a mandatory requirement for all councils to review, revise where appropriate and formally readopt the Health & Safety and Financial Risk Registers, recording the readoption in the Council's minutes.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the parent Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its revenue spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

This interim visit occurred too early for any formal consideration of the Council's budgetary or precept requirements for 2019-20: consequently, we shall examine this area during our year-end review. We note that members continue to be provided with monthly budget performance reports and that they also consider and agree any required movements in earmarked reserves.

Finally, we commend the draft budget setting process that has been established by the Responsible Finance Officer and the detailed report back he has produced to assist members to professionally address the Budget setting and Precept determination process for 2019-20

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation: We will extend this area of our review during the year-end audit to ensure the satisfactory completion of the 2019-20 Budget setting and Precept determination process. We shall also examine the year-end budget outturn and level of retained reserves to ensure that appropriate funds are held to service the Council's ongoing revenue spending in line with the approved budget.

Review of Income

The Council has relatively limited sources of income in addition to the annual precept, income arising primarily from hire of the two halls, sports pitches (based on an annually agreed sum, paid monthly by direct credit to the Council's current bank account), plus various grants, donations and interest on bank deposits.

We have assessed the controls in place over the booking of the two halls, noting that the council has now migrated to an electronic bookings system.

We note that full Council reviewed fees and charges for the 2018-19 financial year during the prior year Budget setting and Precept determination process and agreed to maintain fees at the same level as previously, but did introduce additional charges for the use of the Hall Projector and Hall mats etc., We have examined a sample month's hires for Napier and Jubilee Halls, as recorded in the RBS Bookings system covering 01st June to the 30th June 2018 ensuring that appropriate booking forms are held with invoices raised and the correct fees charged in accordance with the Council's approved scale of fees and charges, also ensuring that payment has been received within an acceptable time.

We have also examined the Rialtas detailed transaction reports for each nominal income code to ensure that no apparent mis-postings have occurred and that, as far as we may reasonably be expected to verify, all income due has been brought to account or is being pursued appropriately.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation.

Petty Cash Account

Whilst a formal petty cash account is in place, the float has now been reduced to £100, and used only rarely. Officers now record any expenses incurred on office sundries, etc on a sheet held in the Council office, detail of which is entered onto a monthly spreadsheet by the Responsible Finance Officer with individual repayments made to each officer who has incurred any such costs. We are advised by the Responsible Finance Officer that serious consideration is being given to phasing out petty cash completely.

No petty cash transactions are recorded in the year and the petty cash float was checked and agreed at £100.00.

Conclusions

There are no issues arising in this area of our review warranting formal comment or recommendation.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is observed appropriately as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions.

We note the Council's approval of performance related pay increases in staff salaries, as recorded in the Staff Committee minutes and ratified at Full Council. However, we note that the Council does not utilise the NJC SCP framework and has not had an independent review of employee roles, responsibilities and remuneration since February 2013.

The Council outsources preparation of the monthly payroll to a local company, Watling & Hirst, who provide appropriate supporting detail of individuals' gross monthly payments due, including overtime, etc. and tax, NI and pension deductions applying. The Executive Officer prepares a summary schedule of any overtime or enhanced payments due to individual officers, which is provided to the payroll bureau for production of the monthly payroll.

The Responsible Finance Officer has provided us with a detailed schedule of each staff member's basic gross salary, contracted working hours and other relevant detail, which we have used to verify the accuracy of detail in the whole of the September 2018 payroll documentation.

We have also checked detail of the September 2018 deductions from all employees in respect of tax, NI and pensions, including the employer's contributions, by reference to the current year's HMRC Database and Pension scheme schedule of percentage rates applicable. Additionally, we have verified the detail of any enhanced hours to be paid to officers in September 2018 by reference

to the supporting timesheets, also noting that these have been duly certified as appropriate for payment by the Chief Officer.

We have also verified the accuracy of individual staff net salary payments and total payments to HMRC and the Pension Fund Administrators by reference to the September current account bank statements (net salaries are recorded as a single value in the Rialtas cashbook, but as individual amounts on bank statements).

Conclusions and recommendations

Horndean Parish Council does not use the NJC pay spine to grade and reward its staff, relying instead on locally negotiated pay settlements. The NJC pay spine is now in use with the majority of Town and Parish Councils in England and Wales and provides the following benefits to Councils:

- ***The NJC pay spine is transparent***
- ***Using the NJC pay spine aids comparability with other NJC employers***
- ***It becomes easier to apply future NJC pay awards***
- ***Using the NJC pay spine allows Members to focus on rewarding and encouraging employee performance as pay considerations are agreed, across England and Wales for all public sector employees using the framework***
- ***Using the NJC pay spine future proofs the employer against National Living Wage increases and so provides stability***
- ***The NJC pay spine provides a sound basis for future pay and grading exercise***

We note above that the last independent roles, responsibilities and remuneration study was completed in February 2013. It is this auditor's opinion, as a result of the length of time since the last independent review, that it would now be appropriate to undertake a new review by an organisation specialising in Council Human Resources, recommended by the SLCC and, subsequent to that review Members should consider introducing the NJC pay spine for all the Council's employees to provide a fair and equitable basis for future pay and grading exercises.

- R3. *An independent review of Council employee Roles, Responsibilities and Remuneration should be undertaken by a Council Human Resources specialist recommended by the SLCC or similar.*
- R4. *Members should consider, after the conclusion of the independent review, introducing the NJC pay spine for all Council employees to provide a fair and equitable basis for future pay and grading exercises.*

Investments and Loans

The Council has, as indicated above, placed surplus funds in two bank accounts. We have verified the accuracy of interest earned to date on each account. We note from our discussions with the Responsible Finance Officer that members are considering how best to re-invest these funds to maximise the interest return, without creating an administrative overhead. Whilst it is properly the members' duty to consider maximising the return on the Council's investments, it is also beholden on them to consider investment opportunities to spread the Council's funds and reduce the potential risk of lost funds through a bank's failure.

We note that the Council has now adopted a robust Investment Policy and that the Responsible Finance Officer is currently in the process of considering the Council's finance arrangements in light of the forthcoming Hall development project.

The Council has no loans, either repayable by it, or to it.

Conclusion

There are no issues arising in this area of our review warranting formal comment or recommendation.

Rec. Recommendation No.	Response
Review of Expenditure	
R1.	The Chief Officer and Responsible Finance Officer must ensure that, when scrutinising all Grant applications that the Applicant is the same legal entity as the Recipient to whom the award is made.
R2.	The Chief Officer and Responsible Finance Officer must ensure that the council acts within the Powers delegated to it to ensure that no Ultra Vires actions are made.
Review of Staff Salaries	
R3.	An independent review of Council employee Roles, Responsibilities and Remuneration should be undertaken by a Council Human Resources specialist recommended by the SLCC or similar.
R4.	Members should consider, after the conclusion of the independent review, introducing the NJC pay spine for all Council employees to provide a fair and equitable basis for future pay and grading exercises.



S106 Distribution of non-specific funds process

APPLICATION FOR PROJECTS OVER £50,000

Section 106 funding is money provided by Developers to mitigate the impact of their development on the local community. The funding is held by the Council to administer to the local community.

Your local Community Officer can help with the above if you are unsure, as well as support you through the application process. Their details are:

Community Officer – South (Clanfield, Horndean, Rowlands Castle and surrounding villages)

Rebecca Probert Tel. no: 01730 234185 Email: rebecca.probert@easthants.gov.uk

Alisdair Tweddle – Developer Contributions Monitoring Officer will also be able to assist. Tel. no:

01730 234282 Email: alisdair.tweddle@easthants.gov.uk

Please return completed applications to the above email addresses.

SUMMARY

A	Project name	Jubilee Hall – Parish Office/Countryside Team Workshop. To be constructed adjacent/linked to existing community building.
B	Name of organisation <i>Please provide us with, your organisations name and contact details.</i>	Horndean Parish Council Tyfield House, Blendworth Lane, Horndean PO8 0AA Tel: 02392 597766 contact@horndeanpc-hants.gov.uk
C	Amount of funding sought	£ 279,722.00
D	Area	Jubilee Hall, Crouch Lane, Waterlooville PO8 9SU
E	Please indicate the developer contributions funding allocation theme and purpose to which you are applying.	Affordable Housing <input type="checkbox"/> Community Facilities <input checked="" type="checkbox"/> Environmental Improvements <input type="checkbox"/> Public open spaces and recreation (including play areas, playing fields, pitches and courts, and allotments) <input type="checkbox"/> Transport <input type="checkbox"/>

SECTION 1: DETAILS OF APPLICANT/ORGANISATION. In this section, the Council seeks to understand the status of your organisation, how long it has been established, and its core activities and capabilities.

Q1	Application date DD/MM/YYYY	19 November 2018
Q2	Main contact name <i>This person must have permission from your organisation/partner-ship to be the main contact.</i>	Carla Baverstock-Jones
Q3	Contact telephone number(s)	02392 597766
Q4	E-mail address	carla.baverstock-jones@horndeanpc-hants.gov.uk
Q5	Address & postcode for correspondence	Tyfield House, Blendworth Lane, Horndean PO8 0AA
Q6	Partners (if applicable) <i>Will your project be delivered by a partnership? If yes, please list all key delivery partners and their role/lead in the project.</i>	N/A
Q7	Type of Applicant or organisation (please tick as appropriate)	District, County or Borough Council <input type="checkbox"/> Parish or Town Council <input checked="" type="checkbox"/> On behalf of someone else <input type="checkbox"/> If yes, please specify in what capacity Formally constituted club / association / trust <input type="checkbox"/> Company Limited by guarantee's/shares (not for profit) <input type="checkbox"/> Company limited by guarantees/shares (making profit) <input type="checkbox"/> Company number (if applicable) _____ Registered Charity number (if applicable) _____ Other <input type="checkbox"/> (please specify)
Q8	Date established DD/MM/YYYY <i>Please tell us when the organisation, charity or partnership was set up</i>	
Q9	If your organisation is registered for VAT, please state the number.	N/A
Q10	Please provide details and evidence of the support to your project from Town Parish, County Council, or other organisation, if you have it.	N/A
Q11	Please provide details and evidence of how your organisation manages the way it awards contracts through a competitive process.	As per Council Standing Orders in accordance with the Public Contracts Regulations 2015.

	Have quotes been obtained from different contractors?	
SECTION 2: DETAILS OF PROPOSED PROJECT. This section of the application provides you the opportunity to explain your planned project in detail, describing who will benefit and how.		
Q12	<p>Please provide a detailed description of your project and what you require developer contributions funding for:</p> <p>a. Please describe what you are going to do.</p> <p>b. How many people will benefit and how will they benefit.</p> <p>c. How can you demonstrate that there is a need for this project, <i>e.g. how have you consulted with local residents/stakeholders. This could be through surveys and questionnaires if available.</i></p> <p>(Maximum 1500 words).</p> <ul style="list-style-type: none"> • Provide any plans, designs or drawings to describe your project where possible. • Include financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project. 	<p>To extend Jubilee Hall to provide two changing rooms for the benefit of the teams hiring the football pitches within Jubilee Field.</p> <p>Increased parking for users of Jubilee Hall.</p> <p>Relocation of the Parish Council Offices to within the extended building, enabling additional parking and the provision of a lift for disabled access.</p> <p>The entire community will benefit as follows:</p> <ul style="list-style-type: none"> • The present HPC office is leased and therefore subject to termination, this would inevitably pose a risk of disruption to the services provided to the community. As staff would need to be located within the parish halls thereby displacing numerous current user groups. • The present facilities (Parish Office and Workshop) are both rented and therefore a reduction in overall costs will be beneficial to the residents in terms of available funds to improve services/cost effective use of the precept.
Q13	Location of your proposed project (postcode)	Jubilee Hall, Crouch Lane, Waterlooville PO8 9SU.
Q14	<p>Project duration (DD/MM/YYYY)</p> <p><i>Please tell us when the project will start and end.</i></p>	<p>Start <u>08 April 2019</u></p> <p>Finish <u>February/April 2020</u></p>
Q15	<p>Provide details and evidence of the ownership of the proposed project site.</p> <p><i>Please annex a copy of the agreement or freehold title to demonstrate security of tenure for at least 10 years.</i></p>	Land Registration documentation attached.
Q16	<p>Please provide details and evidence of the required permissions to carry out your project.</p> <p><i>If you have submitted a planning application please</i></p>	<p>Planning Consent as per EHDC portal.</p> <p>PLANNING APPLICATION 31194/002 JUBILEE HALL CATHERINGTON PO8 9SU</p>

	<i>give the reference number and date it was submitted.</i>	
Q17	Please provide further details of how your project aligns with the relevant local plans and national strategies. (Maximum 500 words). <i>Please go to www.easthants.gov.uk/s106 for more information on the relevant list of strategies and framework documents and to download the documents.</i>	<ul style="list-style-type: none"> • Improved sports facilities at Jubilee Field • Enhanced access to Parish Office including disabled lift • Increased parking for users of the community hall and field thereby reducing the parking which currently takes place along Catherington Lane during periods of high visitor numbers.
Q18	Please provide evidence of the feasibility or preliminary works, or research that has been undertaken to identify the need for the project. (Maximum 500 words).	
Q19	Please specify if there are any risks associated with the project. (Maximum 500 words).	
SECTION 3: PROJECT OUTCOMES, EVALUATION, AND PROJECT MANAGEMENT		
Q20	Please specify the main outcomes of your project. (Maximum 500 words).	Successful relocation of HPC Parish Office and staff including the Countryside Team. Football Teams to have use of changing rooms.
Q21	Please specify what will be the key project milestones in the delivery of the project. (Maximum 500 words).	
Q22	Please enclose a business plan demonstrating how the project will be managed and delivered. <i>This is the applicant's document to set out in detail who will manage the project, how they will deliver the project and its outcomes, monitor and evaluate the project, promote it, ensure it is sufficiently resourced in terms of funding and staffing and to ensure the project is properly managed and governed.</i> (Maximum 1500 words plus an attachment of not more than 8 sides of A4)	Please see attached.
Q23	Please provide details of the future maintenance and	HPC Budget and Precept.

	management of your project. (Maximum 500 words).		
Q24	Please provide details about how your organisation is going to promote the project to your target audience. (Maximum 500 words).		
Q25	Please provide details about how you will evaluate the success of your project and monitor its progress during implementation and after completion. (Maximum 500 words).		
SECTION 4: SPECIFIC QUESTIONS ABOUT YOUR PROPOSAL			
Q26	Are there any restrictions on the use of your organisation's facilities? <i>This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.</i>	Yes / No. If yes, please specify As per planning conditions.	
Q27	Please provide details and evidence if your organisation have the following: An Equalities policy: Yes / No A Safeguarding policy or protocol: Yes / No Employers liability insurance: Yes / No Public liability insurance: Yes / No		
SECTION 5: PROJECT COST			
		Total (£) 662,000	Confirmed/Pending (please provide decision date)
Project Cost			
Q28	Capital costs <i>A capital expenditure is an amount spent to acquire or improve a <u>long-term asset</u> such as equipment or buildings.</i>		
	Revenue costs <i>Revenue expenditure is the amount of money <u>spent</u> by a business or organisation on general <u>operating costs</u> such as <u>rent, insurance, heating, maintenance</u> etc</i>		
	<i>Total (a)</i>		
Sources of Funding			
Q29	Applicant contribution e.g. what the applicant is contributing to the project cost.	£	
	Fees/charges e.g. any fees or charges that might contribute to capital or revenue costs associated with the project, including ongoing maintenance and management costs.		
	Loans	Public Works Loan	

	e.g. loans from other organisations / banks / building societies / individuals etc.		
	Other grants e.g. grants from other organisations; public or private sector		
	Other sources (please specify) e.g. donations / fundraising etc.		
	S106 money (this application).	£279,722	
	<i>Total (b)</i>		
Q30	Project cost break-down: Item(s) or activity(ies) Please provide evidence of the cost and that the project cost will provide value for money e.g. comparable quotes.		
Q31	If your organisation has received any funding from East Hampshire District Council for other projects during the last year, please provide details and evidence.		
SECTION 6: OTHERS			
Q32	Please specify if any elements of this expression of interest are commercially confidential.		
Q33	Please provide details of any additional information that you think may be relevant in the assessment of your project (Maximum 500 words).		
SECTION 7: STATEMENTS			
<p>It is important that projects are implemented or enforced in an efficient and transparent way to ensure that contributions are spent on their intended purpose and conform to the purpose of the developer contributions. This will require monitoring by East Hampshire District Council, which in turn may involve co-operation, information sharing and co-ordination amongst teams within the authority. Information submitted in this application form will be shared with other teams in East Hampshire District Council.</p> <p>Information from the summary box on page 1 (excluding contact details) will be made public at the point of decision. Details of successful application forms will be kept for 7 years. Unsuccessful application forms will be kept for 3 months.</p> <p>Organisations awarded developer contributions to implement their projects must complete and submit the monitoring form/s provided separately.</p>			
SECTION 8: DECLARATION AND RETURN FORM			

Please complete and sign the declaration to confirm that you agree to the terms in the Statements at Section 7 of this form.

HEALTH AND SAFETY POLICY STATEMENT

Horndean Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

**Chairman
Members of the Parish Council**

Signed:

Dated:

Chief Officer

F&GP 031/18/19

TO RECEIVE A REPORT AND CONSIDER REVIEWING THE CHARGES IN RESPECT OF HALL HIRE AND THE FOOTBALL PITCHES

A report was circulated and briefly discussed.

It was **RESOLVED** to recommend to council to increase the football pitch hire by 5% with effect from 1st April 2019. This will then take the annual football pitch hire from £1,000.00 to £1,050.00. It was noted to advise the football club in January 2019 of the increase.

This was proposed by Cllr D Alexander and seconded by Cllr A Forbes.