Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 22 JULY 2019 AT JUBILEE HALL AT 6.30 P.M.

Members of the Committee Cllr D Alexander (Chairman), Cllr Mrs L Evans, Cllr A Forbes, Cllr J Lay are summoned to attend.

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

16 July 2019

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
4. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 03 June 2019.
5. To receive and consider the quarterly Management Accounts for the period ending 30 June 2019.
6. To receive a financial update in respect of the construction of the linked building at Jubilee Hall.
7. To receive an update regarding the option of accepting card payments within the Parish Office.
8. To receive and consider the applications in respect of the following Grants:
    - Home-Start Butser - £1,000
    - South of Butser Community Speed Watch - £1,000
    - Horndean Community Association - £1,500.

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 3rd JUNE 2019 AT 7.00PM

PRESENT: Cllr D Alexander (Chairman), Cllr Mrs. L Evans, Cllr A Forbes, Cllr J Lay

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Financial Officer

PUBLIC ATTENDANCE: There were no members of the public present.

F&GP 001/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies were received.

F&GP 002/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest received.

F&GP 003/19/20 **TO ELECT A VICE CHAIRMAN TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Cllr D Alexander nominated Cllr A Forbes as Vice Chairman.

It was **RESOLVED** that Cllr A Forbes be elected vice Chairman of the Finance & General Purposes Committee by unanimous vote.

F&GP 004/19/20 **PUBLIC SESSION**

There were no members of the public or the press present

F&GP 005/19/20 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 25th MARCH 2019**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 25th March 2019 are duly signed as a true record of the meeting.

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

F&GP 006/19/20 **TO RECEIVE AND CONSIDER THE FINAL 2018/2019 MANAGEMENT ACCOUNTS**

A report containing the Quarter management accounts were circulated and discussed. The highlight to be noted is the favourable income variance of £23.0k and a favourable expenditure variance of £15.3k.

It was **RESOLVED** that the Final management accounts for 2018/2019 are received and noted.

F&GP 007/19/20 **TO RECEIVE A REPORT AND REVIEW THE CURRENT EARMARKED AND GENERAL RESERVES**

Following the resolution of item 8:

It was **RESOLVED** that £25k be transferred from the general reserves and added to the earmarked reserves for the Jubilee Hall Project Fund. All agreed.

This will leave the general reserves at £126.4k

F&GP 008/19/20 **TO RECEIVE A FINANCIAL UPDATE IN RESPECT OF THE CONSTRUCTION OF THE LINKED BUILDING AT JUBILEE HALL.**

The chairman requested that item 8 is discussed prior to item 7 as the resolution of item 8 would directly influence the decision of item 7.

The report was circulated and the breakdown of projected costs was discussed. The RFO explained that should Members decide to add additional funds to the earmarked reserves for the Jubilee Hall Project, it would help to keep the amount to be borrowed via a Public Works Loan below the NALC threshold of £500,000 per financial year.

It was **RESOLVED** to borrow £500k from the Public Works Loan, over 25 years. All agreed

F&GP 009/19/20 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE INTERIOR REFURBISHMENT OF NAPIER HALL**

A report containing quotations and project details was circulated and discussed.

It was **RESOLVED** the following quotes are accepted and recommended to Council for ratification.

- In respect of decorating – Quote 3
- In respect of carpeting – Quote 1
- In respect of the installation of a hearing loop, the quote provided is accepted
- In respect of the electrical work, the quote provided is accepted.

This was proposed by Cllr D Alexander and seconded by Cllr J Lay. All agreed.

The overall cost for the interior refurbishment is approximately £12.2k

It is noted that some disruption to regular hirers of Napier Hall is likely during the refurbishment project and agreed that where possible hirers will be accommodated in Jubilee Hall.

F&GP 010/19/20 **TO RECEIVE A REPORT AND CONSIDER THE EXTERIOR REFURBISHMENT OF NAPIER HALL**

During the process of obtaining quotes for the interior refurbishment of Napier hall it became apparent that the exterior of the building is in a state of deterioration and requires attention. In the interest of cost saving a proposal to engage the Community Payback Scheme was circulated and discussed.

The cost of the proposal is approximately £1,345.

It was **RESOLVED** to accept and recommend the proposal to Council for ratification.

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

F&GP 011/19/20 **TO RECEIVE AND CONSIDER THE COMBINED TERMS & CONDITIONS IN RESPECT OF THE HIRE OF JUBILEE AND NAPIER HALL**

T's & C's for casual and regular hirers were combined for Jubilee and Napier Hall respectively and was circulated. Cllr D Alexander expressed that a misunderstanding occurred in that the request was to amalgamate the 4 separate T's & C's into one document. Amendments were discussed and noted.

It was **RESOLVED** to accept and recommend to Council a singular amalgamated Terms & Conditions covering both casual and regular hirers for both halls. This will be submitted to Council for final approval.

F&GP 012/19/20 **TO RECEIVE A REPORT AND CONSIDER THE OPTION OF ACCEPTING CARD PAYMENTS WITHIN THE PARISH OFFICE**

The report was circulated and discussed. It is requested that additional information is gathered and resubmitted to F&GP Committee at the meeting on 22nd July 2019.

F&GP 013/19/20 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:**

- **Victim Support - £200**
- **All Saints Church, Catherington - £1,000**
- **Home-Start Butser - £1,000**
- **Horndean Band - £1,000**

The grant application were submitted and discussed.

- Victim Support
  It was **RESOLVED** to recommend a grant of £200 to Council.
  This was proposed by Cllr Mrs L Evans and seconded by Cllr D Alexander. All agreed.

- All Saints Church, Catherington
  It was **RESOLVED** to recommend to Council to decline a grant of £1,000.
  This was proposed by Cllr J Lay and seconded by Cllr Mrs L Evans. All agreed.

- Home-Start Butser
  Additional information is required to establish the benefits of Horndean residents. The chairman suggested that the Chief Officer write to the applicant requesting the additional information to be resubmitted to the F&GP Committee at the meeting of 22nd July 2019.

- Horndean Band
  It was **RESOLVED** to recommend a grant of £250 to Council. This was proposed by Cllr D Alexander and seconded by Cllr Mrs L Evans. All agreed.

F&GP 014/19/20 **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).**

There were no members of the public present.

Confidential part of the meeting.

F&GP 015/19/20 **TO RECEIVE A REPORT AND CONSIDER THE REQUIREMENTS SPECIFIED WITHIN THE LEASE PERTAINING TO THE PARISH OFFICE**

The report was circulated. The current lease is due to expire on the 18th October 2019.

It was **RESOLVED** to await for the landlady to present the lease.

Meeting closed at 9.27pm

.....
Chairman

.....
Dated

Horndean Parish Council

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 22nd July 2019

SUBJECT OF REPORT: Quarter 1 Management Accounts (April-June 2019)

Income & Expenditure (4 page spreadsheet attached)
The year to date position at the end of June 2019 showed a favourable variance, after adjusting for earmarked reserve movements of £10.8k.

This breaks down to
1. An overachievement against our income target of £4.9k
2. An underspend against our expenditure budget of £5.9k

Income:
The overachievement of £4.9k is due to the following:
i) Non recurring income for Path Improvements at Hazelton Common from East Hampshire District Council (£1,500). Expenditure for this project was incurred in a previous financial year.
ii) A non recurring grant for Clean Up Equipment and/or Event from East Hampshire District Council (£1,667).
iii) An overachievement against the Quarter 1 Hall income target of £1.7k

Expenditure:
The main components of this underspend are as follows:
i) Staff Training (Admin & Countryside Teams) : £1.1k
ii) Jubilee Hall, Repairs & Maintenance: £0.6k

There are no other favourable or unfavourable variances in excess of £500 at this stage

Balance Sheet (spreadsheet attached)

Current Assets
As at 30th June Current Assets totalled £519.2k
Cash balances, including Petty Cash, totalled £493.9k
Sales Debtors stood at £8.3k, including £3.4k from East Hampshire District Council for the Information Officer. This was received on the 4th July.
VAT Debtors stood at £9.0k. The Quarter 1 claim has been submitted.
Liabilities

As at 30th June 2019 Current Liabilities totalled £7.0k.
This comprised of accruals (supplier invoices outstanding) of £5.4k
Hall Income deposits received that are due for return of £1.1k.
Hall Income received for bookings after the end of this accounting periods (June 30th) of £0.5k

Reserves (spreadsheet attached)

As at June 30th 2019 Earmarked Reserves stood at £280.9k and General Reserves a further £231.3k giving total funds available of £512.2k.

Report Prepared by Simon Ritson, Responsible Finance Officer

INCOME AND EXPENDITURE TO JUNE 2019		Current Month (Jun)			Year to Date (Apr-Jun)			Annual	Funds	To/From	Notes
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	
201	**Central Costs - Finance & General Purposes**										
1000	Precept	0	0	0	191,329	191,329	0	382,657			
1049	CIL Neighbourhood Grant	0	0	0	6,855	0	-6,855	0		6,855	see note at foot re EMR's
1060	Information Officer	3,404	3,404	0	3,404	3,404	0	3,404			
1080	Cabling Income	0	0	0	0	0	0	0			
1090	Interest Received	155	142	-13	469	426	-43	1,700			
1100	Recycling Income	0	0	0	0	0	0	200			
	TOTAL INCOME	**3,559**	**3,546**	**-13**	**202,057**	**195,159**	**-6,898**	**387,961**		**6,855**	
2000	Admin Salaries	10,960	10,708	-252	32,156	32,124	-32	143,537	111,381		
2050	Staff Travel & Expenses	52	72	20	148	216	68	864	716		
2060	Staff Training	0	167	167	0	500	500	2,000	2,000		
2070	Medical / Health & Safety Exp.	20	50	30	20	150	130	600	580		
2920	Recruitment	0	84	84	0	250	250	1,000	1,000		
3052	Janitorial Supplies	22	59	37	137	175	38	700	563		
4011	IT Support	0	217	217	245	650	405	2,600	2,355		
4022	Postage	0	25	25	1	75	74	300	299		
4024	Printing	127	160	33	381	480	99	1,916	1,535		
4026	Stationery	69	100	31	170	300	130	1,200	1,030		
4029	Subscriptions	179	185	6	3,273	3,278	5	4,700	1,427		
4030	Audit	0	0	0	0	0	0	2,140	2,140		
4035	Professional Fees	0	0	0	0	0	0	3,600	3,600		
4040	Insurance	0	0	0	0	0	0	8,900	8,900		
4062	Public Events	59	300	241	105	400	295	6,765	6,660		
4072	Members Expenses & Training	0	42	42	0	126	126	500	500		
4075	Superannuation fund supplement	708	708	0	2,125	2,124	-1	8,500	6,375		
4078	Office Equipment	0	67	67	0	201	201	800	800		
4080	Bank Fees	7	6	-1	20	19	-1	78	58		
	TOTAL EXPENDITURE	**12,203**	**12,950**	**747**	**38,781**	**41,068**	**2,287**	**190,700**	**151,919**	**0**	
	NET EXPENDITURE OVER INCOME	**-8,644**	**-9,404**	**-760**	**163,276**	**154,091**	**-9,185**	**197,261**			
222	**S137 Grants**										
5010	Sundry Grants (Internal Grant)	450	450	0	450	450	0	7,000	6,550		
	TOTAL EXPENDITURE	**450**	**450**	**0**	**450**	**450**	**0**	**7,000**	**6,550**		
	NET EXPENDITURE OVER INCOME	**450**	**450**	**0**	**450**	**450**	**0**	**7,000**			

INCOME AND EXPENDITURE TO JUNE 2019		Current Month (Jun)			Year to Date (Apr-Jun)			Annual	Funds	To/From	Notes
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	
301	**Napier Hall**										
1075	Halls Income	2,956	2,025	-931	8,148	6,075	-2,073	24,300			
	TOTAL INCOME	**2,956**	**2,025**	**-931**	**8,148**	**6,075**	**-2,073**	**24,300**			
2050	Staff Travel & Expenses	287	225	-62	794	675	-119	2,700	1,906		
3001	Rates	0	0	0	2,848	2,840	-8	2,840	-8		
3002	Utilities	-5	228	233	510	684	174	2,730	2,220		
3008	Licensing	0	0	0	0	0	0	571	571		
3009	Repairs and Maintenance	336	250	-86	750	750	0	13,000	12,250		
3052	Janitorial Supplies	0	4	4	0	12	12	50	50		
3055	Caretaker Salaries	742	678	-64	2,184	2,034	-150	8,135	5,951		
3060	Telephones	41	44	3	124	132	8	526	402		
4035	Professional Fees	0	0	0	0	0	0		0		
	TOTAL EXPENDITURE	**1,401**	**1,429**	**28**	**7,210**	**7,127**	**-83**	**30,552**	**23,342**	**0**	
	NET EXPENDITURE OVER INCOME	**1,555**	**596**	**-959**	**938**	**-1,052**	**-1,990**	**-6,252**			
305	**Jubilee Hall**										
1075	Halls Income	2,230	2,267	37	6,399	6,801	402	27,200			
	TOTAL INCOME	**2,230**	**2,267**	**37**	**6,399**	**6,801**	**402**	**27,200**			
2050	Staff Travel & Expenses	59	45	-14	176	135	-41	540	364		
3001	Rates	0	0	0	1,719	1,710	-9	1,710	-9		
3002	Utilities	-289	211	500	769	633	-136	2,530	1,761		
3008	Licensing	0	0	0	0	0	0	300	300		
3009	Repairs and Maintenance	60	388	328	513	1,164	651	4,655	4,142		
3052	Janitorial Supplies	0	8	8	0	24	24	100	100		
3055	Caretaker Salaries	955	1,056	101	2,937	3,168	231	12,671	9,734		
3056	Security	0	0	0	92	90	-2	620	528		
3060	Telephones	42	59	17	161	177	16	708	547		
4035	Professional Fees	10,768	0	-10,768	20,618	0	-20,618	0	-20,618	20,618	see note at foot re EMR's
	TOTAL EXPENDITURE	**11,595**	**1,767**	**-9,828**	**26,985**	**7,101**	**-19,884**	**23,834**	**-3,151**	**20,618**	
	NET EXPENDITURE OVER INCOME	**-9,365**	**500**	**9,865**	**-20,586**	**-300**	**20,286**	**3,366**			
310	**Tyfield House**										
3001	Rates	0	0	0	4,370	4,360	-10	4,360	-10		
3002	Utilities	-95	143	238	649	429	-220	1,720	1,071		
3009	Repairs and Maintenance	105	152	47	235	456	221	1,824	1,589		
3012	Rent	3,702	3,720	18	7,403	7,440	37	14,880	7,477		
3052	Janitorial Supplies	0	8	8	0	24	24	100	100		
3056	Security	557	550	-7	557	600	43	900	343		
3060	Telephones	138	162	24	471	486	15	1,940	1,469		
	TOTAL EXPENDITURE	**4,407**	**4,735**	**328**	**13,685**	**13,795**	**110**	**25,724**	**12,039**		
	NET EXPENDITURE OVER INCOME	**4,407**	**4,735**	**328**	**13,685**	**13,795**	**110**	**25,724**			
315	**Lucky Lite**										
3001	Rates	0	0	0	2,651	2,644	-7	2,644	-7		
3002	Utilities	0	0	0	89	0	-89	800	711		
3009	Repairs and Maintenance	7	42	35	45	126	81	500	455		
3012	Rent	520	522	2	1,560	1,566	6	6,270	4,710		
	TOTAL EXPENDITURE	**527**	**564**	**37**	**4,345**	**4,336**	**-9**	**10,214**	**5,869**		
	NET EXPENDITURE OVER INCOME	**527**	**564**	**37**	**4,345**	**4,336**	**-9**	**10,214**			

INCOME AND EXPENDITURE TO JUNE 2019		Current Month (Jun)			Year to Date (Apr-Jun)			Annual	Funds	To/From	Notes
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	
407	**Countryside Sites**										
1005	HLS Payments	0	0	0	0	0	0	7,863			
1030	Rural Payments Scheme	0	0	0	0	0	0	3,116			
1035	Catherington Down	0	0	0	750	750	0	750			Contribution to Land Management of Catherington Down
1038	EHDC Grants	0	0	0	0	0	0	0			
1045	Urban Funding Grant	0	0	0	0	0	0	0			
1050	Developer's Contributions	0	0	0	1,500	0	-1,500	0			Path Improvements at Hazelton Common
1055	Other Grants	0	0	0	0	0	0	0			
	TOTAL INCOME	**0**	**0**	**0**	**2,250**	**750**	**-1,500**	**11,729**		**0**	
3100	Granary	0	0	0	12	0	-12	0	-12		
6010	Catherington Down	7	0	-7	25	0	-25	0	-25		
6020	Catherington Lith	0	0	0	0	0	0	0	0		
6030	Catherington Pond	0	0	0	0	0	0	0	0		
6050	Dell Piece	0	0	0	0	0	0	0	0		
6060	Hazleton Common	0	0	0	0	0	0	0	0		
6110	Parsonage Field	0	0	0	0	0	0	0	0		
6110	Parsonage Field	0	0	0	0	0	0	0	0		
6150	Yoells Copse	0	0	0	0	0	0	0	0		
6160	Other Sites	0	91	91	5	273	268	1,090	1,085		
	TOTAL EXPENDITURE	**7**	**91**	**84**	**42**	**273**	**231**	**1,090**	**1,048**		
	NET EXPENDITURE OVER INCOME	**-7**	**-91**	**-84**	**2,208**	**477**	**-1,731**	**10,639**			

408	Amenity Sites										
1025	Football Pitches	190	168	-22	525	504	-21	2,011			
1038	EHDC Grants	0	0	0	1,667	0	-1,667	0			Government Grant for Clean up Equipment/Events
1050	Developer's Contributions	0	0	0	0	0	0	0			
	TOTAL INCOME	**190**	**168**	**-22**	**2,192**	**504**	**-1,688**	**2,011**			
3001	Rates	0	0	0	1,203	1,200	-3	1,200	-3		
3099	Lith Avenue/Lith Lane	0	0	0	65	0	-65	0	-65		
3150	War Memorials	0	0	0	0	0	0	170	170		
6052	Deep Dell	0	0	0	-5	0	5	0	5		
6054	Downs Park	0	0	0	0	0	0	0	0		
6070	Jubilee Field	0	0	0	0	0	0	0	0		
6115	Five Heads Recreation Ground	0	0	0	0	0	0	0	0		
6120	St Giles Churchyard	0	0	0	0	0	0	0	0		
6122	All Saints Church	0	0	0	0	0	0	0	0		
6130	Village Centre	0	0	0	-375	0	375	2,600	2,975		
6160	Other Sites	0	133	133	0	399	399	1,600	1,600		
6180	Football Pitches Maintenance	0	0	0	0	0	0	3,500	3,500		
6205	Car Parks	0	0	0	0	0	0	300	300		
6580	Play Equipment	581	333	-248	581	333	-248	4,000	3,419		
6582	Playground Checks Salaries	132	140	8	395	420	25	1,674	1,279		
	TOTAL EXPENDITURE	**713**	**606**	**-107**	**1,864**	**2,352**	**488**	**15,044**	**13,180**	**0**	
	NET EXPENDITURE OVER INCOME	**523**	**438**	**-129**	**-328**	**1,848**	**-1,200**	**13,033**			

INCOME AND EXPENDITURE TO JUNE 2019		Current Month (Jun)			Year to Date (Apr-Jun)			Annual	Funds	To/From	Notes
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	Available	EMRs	
470	Other Open Spaces Costs										
3060	Telephones	12	12	0	36	36	0	144	108		
4062	Public Events	0	0	0	0	0	0	1,000	1,000		
6500	Countryside Team Salaries	10,365	10,454	89	31,056	31,362	306	125,450	94,394		
6510	Litter Picking	140	175	35	490	525	35	2,100	1,610		
6530	Dog Waste Bins	1,193	1,225	32	1,193	1,225	32	6,940	5,747		
6590	Materials & Equipment Maintenance	35	183	148	96	549	453	2,200	2,104		
6592	Rangers Equipment Hire	0	125	125	73	375	302	1,500	1,427		
6620	Vehicle Running Costs	214	333	119	1,394	999	-395	4,000	2,606		
6624	Waste Removal	177	332	155	640	996	356	3,990	3,350		
6636	Grass Cutting	0	0	0	0	0	0	16,820	16,820		
6638	Fencing	113	83	-30	273	249	-24	1,000	727		
6640	Training for Countryside Team	21	208	187	21	624	603	2,500	2,479		
6648	Tree Work & Maintenance	760	500	-260	514	500	-14	4,000	3,486		
6650	Uniform for Countryside Team	0	52	52	0	156	156	625	625		
6651	Personal Protection Equipment	0	104	104	33	312	279	1,250	1,217		
6661	Open Spaces, Capital items	-89	0	89	803	900	97	2,910	2,107		
	TOTAL EXPENDITURE	**12,941**	**13,786**	**845**	**36,622**	**38,808**	**2,186**	**176,429**	**139,807**	**0**	
	NET EXPENDITURE OVER INCOME	**12,941**	**13,786**	**845**	**36,622**	**38,808**	**2,186**	**176,429**			

GRAND TOTAL INCOME	**8,935**	**8,006**	**-929**	**221,046**	**209,289**	**-11,757**	**453,201**	**6,855**
GRAND TOTAL EXPENDITURE	**44,244**	**36,378**	**-7,866**	**129,984**	**115,310**	**-14,674**	**480,587**	**20,618**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**-35,309**	**-28,372**	**6,937**	**91,062**	**93,979**	**2,917**	**-27,386**	**-13,763**

ADJUSTMENTS FOR EMRs		Current Month (Jun)		Year to Date (Apr-Jun)		Month	Notes
4035/305	PDP Architecture LLP (TNG Consulting Engineers)			-3,000		APR	Mechanical & Electrical Consultancy Services
4035/305	PDP Architecture LLP (Scott, White & Hookins)			-2,000		APR	Professional, Civil & Structural Engineering (2nd payment)
4035/305	Pulse Mapping			-900		MAY	Utility Mapping
4035/305	PDP Architecture LLP (Scott, White & Hookins)			-1,450		MAY	Professional, Civil & Structural Engineering (3rd payment)
4035/305	PDP Architecture LLP (TNG Consulting Engineers)			-2,500		MAY	Mechanical & Electrical Consultancy Services (2nd payment)
4035/305	PDP Architecture LLP	-3,445		-3,445		JUNE	Preparation of Tender Documents / receipt of competitive tenders
4035/305	PDP Architecture LLP	-1,723		-1,723		JUNE	Building Regulation Approval
4035/305	PDP Architecture LLP (KSP Consultancy)	-5,600		-5,600		JUNE	Quantity Surveyor (2nd payment)
	EXPENDITURE	**-10,768**	**10,768**	**-20,618**	**20,618**		
1049/201	East Hampshire District Council			6,855		MAY	Community Infrastructure Level
	INCOME	**0**	0	**6,855**	**-6,855**		
	NET TRANSFER	**10,768**		**13,763**			

RESTATED AFTER ADJUSTMENTS							
GRAND TOTAL INCOME	**8,935**	**8,006**	**-929**	**214,191**	**209,289**	**-4,902**	**453,201**
GRAND TOTAL EXPENDITURE	**33,477**	**36,378**	**2,902**	**109,367**	**115,310**	**5,944**	**480,587**
GRAND TOTAL NET EXPENDITURE OVER INCOME	**-24,542**	**-28,372**	**-3,831**	**104,825**	**93,979**	**-10,846**	**-27,386**

Horndean Parish Council Balance Sheet Month No: 3 (June 2019)		
Account Description	**£££**	**Notes**
Current Assets		
Debtors - Sales Ledger	8,291	Unpaid customer invoices as at 30/06/19
Debtors - Non Sales Ledger	7,863	Higher Level Stewardship 2018-19
Debtors - VAT Control A/C	9,012	Quarter 1 VAT reclaim
Prepayments	122	
Co-op No. 1 Account	83,366	
Cambridge & Counties Account	135,534	
Lloyds Bank Current Account	274,883	
Petty Cash	100	
Total Current Assets	**519,172**	
Accruals	5,408	Estimates of unpresented supplier invoices as at 30/06/19
Hall Income Deposits	1,100	Hall hire deposits held at 30/06/2019
Receipts in Advance	455	Hall Hire income received for future periods
Total Current Liabilities	**6,962**	
Total Assets Less Current Liablities	**512,209**	

Horndean Parish Council Reserves Month No: 3 (June 2019)	
Represented By :-	
Current Year Fund	91,063
General Funds	140,223
Total General Funds	**231,286**
IT Equipment EMR	6,000
Vehicle Replacement EMR	20,000
Napier Hall Improvements EMR	19,669
The Granary- Preserv&Maint EMR	6,000
Lith Avenue/Lane EMR	3,838
Jubilee Hall Project EMR	153,728
New Playground Fund EMR	15,000
Equipment Replacement EMR	4,517
Legal Costs EMR	10,000
Election EMR	6,000
Fencing EMR	5,000
Tree Maintenance EMR	4,000
LychGate Repairs EMR	1,500
Community Infrastructure Levy EMR	14,423
Land East of Horndean EMR	7,250
Wagtail Road EMR	4,000
Total Earmarked Reserves	**280,924**
Total Equity	**512,209**

Item: 6

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 22nd July 2019

SUBJECT OF REPORT: Jubilee Hall Project

General

Since the last report for the meeting of the 3rd June 2019 there are the following updates:

1. Speltham Contracts Limited have been named as the preferred supplier.
2. Following the Council meeting on the 18th June, an additional £25k was transferred from General Reserves into the Jubilee Hall Project Earmarked Reserve.
3. Following the Council meeting on the 18th June, an application was submitted to the Public Works Loan Board for £500k. Additional information and documentation has subsequently been provided on request. We are currently awaiting the decision.

Finances

Attached is the Jubilee Hall Project spreadsheet Summary page updated with costs and information to 16th July 2019.

The changes since the last report:

1. Shift in the start date to September and a construction timescale of 30 weeks plus four contingency resulting in a completion date of April 2020.
2. Actual costs updated to 16th July 2019.

All other assumptions are as per the previous version.

Report Prepared by Simon Ritson, Responsible Finance Officer
16th July 2019

0.00	UPDATED TO:	16 July 2019

Notes	JUBILEE HALL DEVELOPMENT	£££	2017-18	2018-19	2019-20 Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	2020-21 Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
			ACT	ACT	ACT	ACT	ACT	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST	FCAST
										CONSTRUCTION TIME : 30 WEEKS + 4 week Contingency								DUPLICATE			MOVE IN							
1	Time Line for Construction																											
2	Estimated Price - Tenders	£772,727								231,818				231,818				231,818										77,273
3	Contingency (10%) on Tender Price	77,273								23,182				23,182				23,182										7,727
4	Total Forecast PDP Architecture Costs	£61,825		18,005	5,000	3,950	10,768	8,365	0	2,375	0	8,195	0	0	0	0	0	3,445	0	0	0	0	0	0	0	0	0	1,723
5	Total Forecast Non PDP Costs	£12,258	1,774	8,860	0	900	0	0	0	725	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Duplication of Costs during transition (3 months)	£8,984																2,995	2,995	2,995								
7	Cost of 'Putting Right' of Tyfield House/Luckylite	£0																										
8	Contingency (5% of rows 1-7)	£46,650						6,150	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944	1,944
	TOTAL EXPENDITURE ESTIMATE	**£979,717**	**1,774**	**26,864**	**5,000**	**4,850**	**10,768**	**14,515**	**1,944**	**260,044**	**1,944**	**10,139**	**1,944**	**256,944**	**1,944**	**1,944**	**1,944**	**263,383**	**4,939**	**4,939**	**1,944**	**1,944**	**1,944**	**1,944**	**1,944**	**1,944**	**1,944**	**88,666**
	CUMULATIVE EXPENDITURE TO DATE/FORECAST			**26,864**	**31,864**	**36,714**	**47,482**	**61,997**	**63,940**	**323,984**	**325,928**	**336,067**	**338,010**	**594,954**	**596,898**	**598,841**	**600,785**	**864,169**	**869,107**	**874,046**	**875,990**	**877,933**	**879,877**	**881,821**	**883,765**	**885,708**	**887,652**	**976,318**
9	s106 approved by East Hampshire District Council	£279,722																										
10	Horndean PC EMR Reserves as at 01.04.2018	£176,209																										
11	Additional Transfer from General Reserves	£25,000																										
	TOTAL FUNDS AVAILABLE	**£480,931**																										
12	PW Loan Required	**£498,786**																										
	Balance of HPC General Reserves at 01.04.19	£151,460																										
13	Stage Payments for Construction									**30%**				**30%**				**30%**										**10%**
14	Indicative Loan Repayments from 01.04.2020 (£25.0k pa)																2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086	2,086
	FUNDS AVAILABLE																											
15	Balance of EMR			174,345	169,345.11	164,495.11	153,727.61	139,212.61	137,268.86	0.00																		
16	Balance of s106 monies			279,722	279,722.00	279,722.00	279,722.00	279,722.00	279,722.00	156,947.20	155,003.45	144,864.70	142,920.95	0.00														
17	Balance of General Reserves			151,460	151,460.00	151,460.00	151,460.00	151,460.00	151,460.00	151,460.00	151,460.00	151,460.00	151,460.00	37,437.29	35,493.54	33,549.79												
18	Loan to be drawn down on 01.04.2020 to finance ongoing commitments																1,943.75	263,383.48	4,938.57	4,938.57	1,943.75	1,943.75	1,943.75	1,943.75	1,943.75	1,943.75	1,943.75	88,666.22
19	Loan to be drawn down on 01.04.2020 to replenish General Reserves																119,684.08											

	Notes
1	Possible timeline for construction including 4 week contingency
2/3	Estimate based on 4 x tender prices plus contingency = £850k
4/5	Current estimates of non build costs
6	Assume duplicate costs for 3m ; costs are estimated savings made
7	Estimate of putting Tyfield and Luckyite as per Landlords requests (tbc)
8	5% contingency pcm for 24 months less costs already paid from this
9	s106 held by EHDC - £279,722 approved
10	Earmarked Reserves held by HPC at 01.04.19
11	Additional HPC Earmarked Reserves put into the project
12	Loan needed depending on current estimates and assumptions
13	Estimated timing of payments to contractors
14	Indicative Loan Repayments from 01.04.2020

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING **Date: 22nd July 2019**

AGENDA ITEM: 7

SUBJECT OF REPORT: ACCEPTING CARD PAYMENTS WITHIN THE PARISH OFFICE

BACKGROUND

Further to the meeting of 3rd June 2019 where it was requested to revisit the provider options to find a better cost alternative to Payzone.

Payzone offered a virtual terminal with a monthly fee and annual fee structure. The annual cost for the service of £215.00. Additionally to this would be the transaction fees of 0.5%. Taking an estimated 10% of turnover as card transactions the fees would equate to ± £8, therefore an average annual spend of approximately £223.00

Having done extensive research on available options it has become clear that the costs associated with the mainstream options are not justifiable for the number of transactions we would use.

The best alternative is 'Pay-as-you-go'. A comparison of the 5 best providers has identified Square as the best suited option for the Parish Office with only transaction fees. No monthly costs, no hardware cost, based on the same estimation of use on their transaction fees the average annual spend could be circa £40.00

In the table attached is a breakdown of the expected annual costs of transactions including hardware and monthly fees where applicable. Transaction fees have been calculated at the same estimated percentage of turnover.

It is to be noted that a physical card reader is not required. For the purposes we need the virtual terminal will be sufficient. All these providers have a virtual terminal as a stand-alone option.

Report prepared by:
Cheree Garvey
Office Manager

Virtual Terminal

Provider	Terminal Price	Transaction Fee	Annual Cost
Square	£0/mo	2.5% transaction fee	40.00
sage Pay	From £15/mo	Varying transaction fees	220.00
worldpay	From £9.95/mo	Varying transaction fees	159.40
PayPal	£20/mo	3.4% + 20p transaction fee	299.72
sum up	£0/mo	2.95% + 25p transaction fee	53.85

Card Reader

Provider	Card reader price	Transaction Fee	Annual Cost
iZettle	£19 (normally £59) + VAT	Fixed fee: 1.75% per transaction	47.00
sum up	£19 (normally £29) + VAT	Fixed fee: 1.69% per transaction	46.04
Square	£29 + VAT	Fixed fee: 1.75% per transaction	57.00
PayPal HERE	£45 + VAT	Transaction fees: 2.75%	89.00
worldpay	£69 + VAT	Fees depend on turnover and more	113.00

HORNDEAN PARISH COUNCIL
Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application:

Home-Start Butser

Name of Person to whom correspondence should be addressed:

Nicola Winter

Address for correspondence:

Winton House Centre, 18 High Street, Petersfield

Post code.GU32 2AA

Daytime Tel:

Payee for Grant Cheque:

Home-Start Butser

Details of the organisation (What do you do?)
Home-Start Butser is a local family support charity. We recruit and train volunteers with parenting experience and place them with families with a least one child under 5 going through a critical time in their lives. Volunteers provide practical and emotional support

Period of Grant:
Sept 2019 – Jan 2020

What is the Grant for? (Give details of the project – continue on separate sheet if necessary)

Last financial year we supported 7 families in Horndean. Each family costs approximately £1200 a year to support. We are requesting a contribution of £1000 towards the cost of supporting families in Horndean as well as helping to raise the profile of Home-Start Butser in Horndean so that we can offer more help to local families.

Amount of Grant applied for:

£1000

Have you applied to any other body for a grant towards this project? (if *Yes* please give details)

Ongoing applications to other grants and trusts.

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary)
See attached.

What age groups do you cater for?
All ages, as we support parents and children.

Total Membership:
70

Where and when do you meet?

Office based in Petersfield, Family Groups in Petersfield and Clanfield

You must attach the following to your application

- Last year's accounts
- Your current business plan, minutes of your last AGM or similar
- Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult
(e.g. Chairman. President, Leader)

.....

Date:

For Horndean Parish Council use only

Item: 8

RECEIVED
JUL 2019

HORNDEAN PARISH COUNCIL
Grant Application Form

RECEIVED
10 JUL 2019

Please refer to Grants Procedure Notes overleaf before completing this form.

Name of Organisation making the application:

SOUTH OF BUTSER COMMUNITY SPEED WATCH

Name of Person to whom correspondence should be addressed:

COLIN MOORE

Address for correspondence:

CLANFIELD
WATERLOOVILLE
HAMPSHIRE

Daytime Tel:

Email:

Payee for Grant and Bank Details:

TBA
THE GROUP DOES NOT HOLD A BANK AMOUNT AT THIS TIME.

Details of the organisation (What do you do?): PROMOTE ROAD SAFETY BY MONITORING AND REPORTING EXCESSIVE SPEED IN THE CLANFIELD, HORNDEAN AND ROWLANDS CASTLE PARISHES

Period of Grant:

1 YEAR

What is the Grant for? (Give details of the project – continue on separate sheet if necessary): THE CURRENT SPEED INDICATION DEVICE (SID) IS NOW OBSOLETE AND IN NEED OF REPAIR. WE SEEK CONTRIBUTIONS FROM THE THREE PARISHES IN WHICH SOBCSW OPERATES. THE COST OF THE REPLACEMENT UNIT IS £3000 AND WE ARE REQUESTING £1000 FROM EACH PARISH.

PLEASE SEE SEPARATE SHEETS

Amount of Grant applied for:

£1000

Have you applied to any other body for a grant towards this project? (if *Yes* please give details): CLANFIELD PARISH ~~COUNCIL~~ COUNCIL £1000
ROWLANDS CASTLE PARISH COUNCIL £1000

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary): WE ARE GRANT FUNDED. VOLUNTEERS MEET THEIR OWN TRAVEL AND OTHER ANCILLARY EXPENSES.

What age groups do you cater for?

ALL

Total Membership:

12

Where and when do you meet? WE AIM TO UNDERTAKE 6/7 ROADSIDE SESSIONS PER MONTH. WE ARE LIMITED BY THE NUMBER OF VOLUNTEERS. EACH SESSION REQUIRES 3 TEAM MEMBERS.

You must attach the following to your application

- Last year's accounts
- Your current business plan, minutes of your last AGM or similar
- Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult *(e.g. Chairman. President, Leader)*:

CO-ORDINATOR

Date: 8/7/19

For Horndean Parish Council use only

HORNDEAN PARISH COUNCIL
Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application: **Horndean Community Association**

Name of Person to whom correspondence should be addressed:
John Topley, Chairman of Trustees

Address for correspondence:
Merchistoun Hall
106 Portsmouth Road
Horndean
Waterlooville.
Hampshire. P08 9LJ

Email Address:

Daytime

Payee for grant and bank details:
Horndean Community Association
Natwest Bank, Waterlooville.

Details of the organisation (What do you do?) **Community Association to encourage and promote education, social welfare, and recreation for the inhabitants of Horndean. To manage a community centre (Merchistoun Hall and it Park. (Grade II listed)**

Period of Grant: **1 year**

What is the Grant for? (Give details of the project – continue on separate sheet if necessary) To pay for the services of a professional technical arboriculturist for our trees. The survey cost is estimated by the arboriculturist at £2400.00. We had a professional survey undertaken in 2016 and have invested in the remedial work being undertaken as a result of the needs identified in the survey. We wish to update this survey as part of a 3 yearly cycle committing to keeping the users of our park, road users along our parameter roads and immediate neighbours and their properties safe. The survey will identify the condition of the remaining trees and any further work needed since the last survey. We will then cost up and develop a phased programme of works and seek further funding to undertake the work required, this to include applying for permissions as required, as a number of our trees are subject to preservation orders.

Amount of Grant applied for:

£1500.00

Have you applied to any other body for a grant towards this project? (if *Yes* please give details)
EHDC Cllr grant for £400.00
HCC Cllr Marge Harvey £500.00

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary)

Annual membership to the association - hiring of rooms - fundraising and donations - weddings and function - events - outreach work - weekly attendance fees charged

What age groups do you cater for?

All ages

Total Membership:

100

Where and when do you meet?

At Merchistoun Hall

You must attach the following to your application

- Last year's accounts
- Your current business plan, minutes of your last AGM or similar – ***please see attached Project Implementation Document***
- Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult
(e.g. Chairman. President, Leader)

……*M Plumridge*……

Hon. Treasurer

Date: …3 /6/2019

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