Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 15 JULY 2019 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

09 July 2019

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 approve the Minutes of the Extraordinary Council Meeting held on the 24 June, 2019, and the Council Meeting held on the 17 June 2019.
7. To receive and approve the Orders for Payment (List 4 attached).
8. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at the 30 June 2019
9. To receive and note the monthly finance report.
10. To consider and agree a waiver of the DPA at Downhouse Road.
11. To receive and consider a proposal to trade within Horndean Square.
12. To receive the recommendation from the Grounds Committee on the 24 June 2019, in respect of the SDNP s106 funds of £9,589.14 and the proposed projects.
13. To receive the recommendation from the Grounds Committee on the 24 June 2019, in respect of the s106 funding application for the provision of Boardwalks.
14. To receive the recommendation from the Grounds Committee on the 24 June 2019, in respect of the closure of the Parish Office for one afternoon.

15. To receive the recommendation from the Staff Committee on the 01 July 2019, in respect of the amended Job Descriptions.

16. To note the next scheduled meeting of the Council on the 05 August 2019.

17. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960)**.

18. To consider and appoint a contractor in respect of the construction of the Parish Office adjacent to Jubilee Hall.

19. To receive the recommendation from the Staff Committee on the 01 July 2019, in respect of the expiry of an employee's probationary period.

20. To receive the recommendation from the Staff Committee on the 01 July 2019, in respect of a flexible working request and consider the draft Job Description pertaining to the role.

Item: 7

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2019-10			LIST 4 - 15-JUL-2019			BANK ENTRIES: 08/06/19 - 05/07/19
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS		BANK ENTRIES: 08/06/19 - 05/07/19				
1	04/06/2019	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFI: 4/6/19 - 3/7/19
2	07/05/2019	Castle Water	£3.41	£0.00	£3.41	Hollybank Close Water 1 Apr - 30 Apr 2019
3	07/05/2019	Castle Water	£5.06	£0.00	£5.06	Tyfield Water 1 Apr - 30 Apr 2019
4	07/05/2019	Castle Water	£7.95	£0.00	£7.95	Jubilee Water 1 Apr - 30 Apr 2019
5	03/06/2019	Fuelgenie	£176.62	£35.31	£211.93	Fuel: May 2019
6	01/06/2019	Peach	£153.67	£30.73	£184.40	Tyfield Line, Alarm, Napier, Jubilee WIFI : MayCalls/June Rent
7	05/06/2019	SSE Gas	£43.21	£2.16	£45.37	Napier Hall Gas: 14 May - 3 June 2019
8	20/06/2019	EE & T Mobile	£64.09	£12.82	£76.91	Mobiles: 18 May-18 June 2019
9	01/06/2019	Cannon Hygiene	£116.34	£23.27	£139.61	Napier Hall Waste Collection: 01/06/19 - 31/08/19
10	31/05/2019	Veolia	£235.70	£47.14	£282.84	Waste Removal: May 2019
B.A.C.S.		BANK ENTRIES: 08/06/19 - 05/07/19				
11	05/06/2019	Screwfix	£13.32	£2.66	£15.98	M10 Large Flat Washers x 2 Packets
12	17/05/2019	ROSPA Play Safety Ltd	£554.85	£110.97	£665.82	Annual Playground Inspection 19/20
13	05/06/2019	AVS Fencing	£14.48	£2.90	£17.38	2.4M posts x 2
14	31/05/2019	The New Blendworth Centre	£140.00	£28.00	£168.00	Litter Picking: May 2019
15	08/06/2019	Happy Days Cleaning	£200.00	£0.00	£200.00	Nap/Jub windows in/out, Tyfield windows and Office Clean
16	07/06/2019	Blendworth Property Maintenance	£130.00	£0.00	£130.00	Repair Handrail at Napier
17	14/06/2019	Blendworth Tree Surgeons	£300.00	£60.00	£360.00	4 Oaks Deadwooded at Catherington Down
18	14/06/2019	Blendworth Tree Surgeons	£400.00	£80.00	£480.00	2 x Oaks Deadwooded at Jay Close
19	14/06/2019	Blendworth Tree Surgeons	£60.00	£12.00	£72.00	Oak Limb and Dead Branch Removed at Pump Lane
20	14/06/2019	Screwfix	£24.99	£4.99	£29.98	Browguard with Ear Defenders, Coach Bolts
21	10/06/2019	AVS Fencing	£48.40	£9.68	£58.08	4 x Round Posts 3Mx100mm Lengths-Jubilee Park
22	11/06/2019	AVS Fencing	£36.42	£7.28	£43.70	Jubilee Play Area Fence Repair
23	01/07/2019	Christie Intruder Alarms	£557.00	£111.40	£668.40	Annual Service Agreement. 1/7/19 to 30/6/20
24	18/06/2019	Lloyds Bank	£6.50	£0.00	£6.50	Bank Charges: June 2019
25	20/06/2019	Horndean PC Employees	£16,141.75	£0.00	£16,141.75	Net Salaries: June 2019
26	20/06/2019	Victim Support	£200.00	£0.00	£200.00	Grant Issued
27	20/06/2019	Horndean Band	£250.00	£0.00	£250.00	Grant Issued
28	29/03/2019	Idverde Ltd	£1,193.40	£238.68	£1,432.08	Empty Bins: Q4 JAN - MAR 2019
29	31/05/2019	Richard Merritt Chemicals	£21.34	£4.27	£25.61	Janitorial Supplies: May 2019
30	18/06/2019	Fenland Leisure	£26.00	£5.20	£31.20	Self Closing Gate Spring-Jubilee Park
31	21/06/2019	Screwfix	£10.48	£2.10	£12.58	General Tools
32	28/06/2019	HMRC	£3,369.32	£0.00	£3,369.32	PAYE/National Insurance: June 2019
33	28/06/2019	Hampshire Pension Fund	£4,686.03	£0.00	£4,686.03	Pension Contributions: June 2019
34	24/06/2019	Lizard Audio	£229.17	£45.83	£275.00	Armed Forces day- Outdoor PA
35	01/07/2019	Councillor Expenses	£19.35	£0.00	£19.35	Travel Expenses 11th June
36	25/06/2019	Watling & Hirst Ltd	£190.00	£38.00	£228.00	Payroll Q1 2019
37	25/06/2019	AVS Fencing	£77.48	£15.50	£92.98	13 1.8M Posts
38	28/06/2019	Sound Advice Installations	£902.28	£180.46	£1,082.74	Signet Hearing Loop for Napier Hall
39	01/07/2019	Staff Expenses	£36.25	£0.00	£36.25	June Staff Expenses
40	25/06/2019	East Hampshire District Council	£478.40	£0.00	£478.40	Administration of 2nd May Elections
DEBIT CARD		BANK ENTRIES: 08/06/19 - 05/07/19				
41	13/06/2019	Amazon	£7.41	£1.48	£8.89	Vacuum Bags for Luckylite
42	18/06/2019	Chartered Management Institute	£179.00	£0.00	£179.00	CMI Annual Membership 1.8.19-31.7.2020
		TOTAL EXPENDITURE	**£31,324.67**	**£1,115.83**	**£32,440.50**	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 4 - 15-JUL-2019			
Ref	Date of Invoice	Payee/Payer	Net	VAT	Total	Details
43	14/06/2019	Blendworth Tree Surgeons	£1,100.00	£220.00	£1,320.00	Fell 1 x Ash, Deadwood 2 Oaks - Cath Lith
44	09/07/2019	ECLIPS Corporation (UK)	£2,550.00	£510.00	£3,060.00	Monitoring of Blendworth Car Park
		TOTAL FOR APPROVAL	**£3,650.00**	**£730.00**	**£4,380.00**	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 4 - 15-JUL-2019			BANK ENTRIES: 08/06/19 - 05/07/19
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS		BANK ENTRIES: 08/06/19 - 05/07/19				
45	various	Regular Hall Users	£1,632.84	£0.00	£1,632.84	Hire of Jubilee Hall
46	various	Regular Hall Users	£1,538.40	£0.00	£1,538.40	Hire of Napier Hall
47	various	Casual Hall Users	£839.83	£0.00	£839.83	Hire of Jubilee Hall
48	various	Casual Hall Users	£600.00	£0.00	£600.00	Deposits Received
49	various	Casual Hall Users	-£500.00	£0.00	-£500.00	Deposits Refunded
50	various	Football Teams	£193.10	£0.00	£193.10	Hire of Football Pitches
51	30/06/2019	Bank Interest	£154.67	£0.00	£154.67	Interest- June 2018
52	04/07/2019	East Hampshire District Council	£3,404.00	£0.00	£3,404.00	Information Officer - 2018-19
53	04/07/2019	SSE	£8.00	£0.00	£8.00	St Bernards, Lith Cr (Cable per 50M)
		TOTAL INCOME	**£7,870.84**		**£7,870.84**	

SIGNED:	
SIGNED:	
DATE:	LIST 4 - 15-JUL-2019

ITEM: 9

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 15th July 2019

SUBJECT OF REPORT: Finance Report

General

The Quarter 1 VAT reclaim for £9,012 has been submitted to HMRC. The income should be received by mid July.

Current Bank Accounts

The bank accounts that we hold have been reconciled to the end of June 2019
At that point in time the total balance stood at £493.8k.

Management Accounts : Income & Expenditure

The June accounts have been closed, and after adjusting for transfers to and from earmarked reserves, the accounts showed a positive variance of £10.8k

1. an overachievement against our income target of £4.9k. This is largely due non –recurring income but also partly to hall fees.

Description	Received from	£££	Notes
Government Grant for Clean up Equipment/Events	East Hampshire District Council	1,666.66	
Path Improvements at Hazelton Common	East Hampshire District Council	1,500.00	Expenditure incurred in prior year
Hall Fees at Jubilee Hall /Napier Hall	Hall Users	1,671.00	
TOTAL		4,837.66	

2. an underspend against the expenditure budget of £5.9k.

The first Quarter 1 accounts (April to June) will be presented in detail to the Finance & General Purposes meeting on July 22nd 2019.

Management Accounts : Balance Sheet

Horndean Parish Council Balance Sheet Month No: 3 (June 2019)	
Account Description	**£££**
Current Assets	
Debtors - Sales Ledger	8,291
Debtors - Non Sales Ledger	7,863
Debtors - VAT Control A/C	9,012
Prepayments	122
Co-op No. 1 Account	83,366
Cambridge & Counties Bank	135,534
Lloyds Bank Current Account	274,883
Petty Cash	100
Total Current Assets	**519,172**
Current Liabilities	
Accruals	5,408
Hall Income Deposits	1,100
Receipts in Advance	455
Total Current Liabilities	**6,962**
Total Assets Less Current Liablities	**512,209**

Management Accounts: Reserves

As at the end of June total reserves stood at £512.2k.

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**

Report Prepared by Simon Ritson, Responsible Finance Officer, July 8th 2019

Item: 6

Subject: Designated Protection Area Waiver - Downhouse Road

Dear Cllr Evans,

I'm making contact as Radian Housing Association have requested a waiver of the Designated Protected Area (DPA) at Downhouse Road, Catherington. The attached document called 'Radian application for DPA Waiver' outlines the reasons why. Unfortunately the DPA restriction on shared ownership properties results in difficulties for purchasers to access mortgage funding and in this case only two lenders are available with the current restrictions in place. The two lenders also require a much larger deposit which is often not feasible for applicants looking to get on the housing ladder.

I have reviewed the documents and am fully supportive of this request, but in line with the process I need to consult with the Ward Cllr who then advise the Parish Council of the proposal. I have tried contacting Cllr Sara Schillemore via email on two occasions but have not had a response to the query so I am therefore making contact directly to seek your view.

Waivers have recently been granted at Green Lane, Clanfield and other parishes around the district such as Kingsley and Medstead.

The next stage of the process is to request formal approval for the waiver from Homes England and so I'd be very grateful if I could have your comments as soon as possible as the properties will be marketed in the coming months.

If you have any questions, please don't hesitate to contact me on the details below.

Kind Regards,

Dave Lindsay
Housing Enabling Officer

Application for DPA Waiver

\\EHDCDATA1\Shared\Housing\4. Housing Development Team\DPA

Applicant: Oriel Housing Association Limited, Collins House, Bishopstoke Road, Eastleigh, Hampshire. SO50 6AD

<table>
<tr><td>Registered Provider</td><td colspan="4">Radian</td></tr>
<tr><td>Site Address</td><td colspan="4">102-120 Downhouse Road, Catherington</td></tr>
<tr><td>Number and bedroom/ person size of market units (e.g. 20 x 2b3ph)</td><td colspan="4">NA</td></tr>
<tr><td rowspan="4">Number and bedroom/ person size of all affordable tenures</td><td>Unit Type</td><td>Affordable Rent</td><td>Shared Ownership</td><td>Quantity</td></tr>
<tr><td>1 bed 2 Person House</td><td>7</td><td>0</td><td>7</td></tr>
<tr><td>2 bed 4 Person House</td><td>10</td><td>6</td><td>16</td></tr>
<tr><td>3 bed 5 Person House</td><td>0</td><td>6</td><td>6</td></tr>
<tr><td rowspan="3">Number and bedroom/ person size of shared ownership units</td><td colspan="2">Unit Type</td><td colspan="2">Quantity</td></tr>
<tr><td colspan="2">2 bed 4 Person House@70m2</td><td colspan="2">6</td></tr>
<tr><td colspan="2">3 bed 5 Person House@84m2</td><td colspan="2">6</td></tr>
<tr><td colspan="5">Reason for DPA waiver request (please include current mortgage figures)</td></tr>
<tr><td colspan="5">The site comprises a total of 29 homes, all of which are grant funded affordable housing units.

A waiver is being sought to lift the DPA restrictions on the shared ownership leases for the 12 properties designated for this tenure. The reasons are:
Restricted Staircasing to 80%

The following comparative data for a 'restricted staircasing' mortgage v '100% staircasing' mortgage demonstrates the lack of choice and higher interest rates and deposits required for potential buyers seeking to purchase a shared ownership property located within a DPA:</td></tr>
</table>

80% Staircasing	**100% Staircasing**
▪ 2 lenders, potentially further restricted by geography of the site.	▪ Around 22 lenders
▪ 20-25% deposit	▪ 5% deposit
▪ 2-bedroom @ 280k/40% share – Deposit £22,400 - £28,000	▪ 2-bedroom @ 280k/40% share – Deposit £5,600
▪ 3-bedroom @ 335k/40% share – Deposit £26,800 - £33,500	▪ 3-bedroom @ 335k/40% share – Deposit £6,700
▪ Interest Rates 3 to 5% but with a £1,000 fee.	▪ Interest Rates 4 to 4.59% with no or very low fee
▪ Lenders equally restricted for the onward sale of the property, therefore the number of future purchasers limited.	▪ No lender restrictions for the onward sale of the property

A waiver will support affordability, choice and opportunity for prospective buyers of the shared ownership properties.

To provide a guarantee that the provider will buyback should the leaseholder staircase beyond 80% and wish to assign the lease

Providing a guarantee that Radian will buy back a shared ownership property should the leaseholder staircase beyond 80% and wish to assign the lease has a negative impact on Radian's ability to deliver new affordable stock. This is due to the retention of monies needed to be set aside which cannot be released for future development opportunities.

The continuous funding cycle which does will not attract grant creates a contingent liability on the organisations balance sheet which has a negative impact on future growth in the area.

Please provide an outline of the proposed shared ownership lease to minimise loss of shared ownership properties. A copy of the proposed lease is also required for this application.

A copy of the proposed lease is attached.

Clauses 17 and 3.18 of the house leases makes provision to minimise the loss of shared ownership properties. The clause refers to the 8 week nomination period which in the event of an assignment of lease, allows Radian to advertise the property in accordance with Help to Buy South, (the Help to Buy Agency) procedures and to work in partnership with East Hampshire District Council to prioritise the nominations

for the shared ownership properties. Radian has an extremely successful dedicated Shared ownership resale service which allows us to retain as much shared ownership stock as possible.

Send this form, together with shared ownership lease, site plan and support from RP where appropriate to mark.barnett@easthants.gov.uk
For further information please see Procedure for requesting DPA Waiver

Item: 12

G 006/19/20 **TO RECEIVE A REPORT AND CONSIDER FUTURE PROJECTS IN RESPECT OF THE AVAILABLE S106 FUNDS SNDPA DEVELOPER CONTRIBUTIONS BEING A TOTAL OF £9,589.14**

A report from the Grounds Manager was circulated and considered. A discussion took place.

It is noted that the HPC sites within the SNDP boundaries are Catherington Down and St Giles Graveyard. As Catherington Downs is a SSSI site, allowable works are limited.

It was **RESOLVED** that:

1. the Grounds Manager will make an application to Natural England with regard to remedial works required at the entrance to Catherington Down.

2. the Grounds Manager will enquire from SNDPA whether some projects adjacent to the boundary of the park could be eligible for funding

This was proposed by Cllr Mrs E Tickell and seconded by Cllr Mrs L Evans. All agreed.

Item: 13

G 012/19/20 **TO CONSIDER THE APPLICATION FOR s106 FUNDING IN RESPECT OF THE REPLACEMENT OF THE BOARDWALKS WITHIN THE PARISH**

A copy of the application was circulated and a brief discussion took place.

It was **RESOLVED** that the application is to be completed and submitted for funding from the Environmental portion of S106 monies.

This was proposed by Cllr D Alexander and seconded by Cllr Mrs E Tickell. All agreed.

Item: 14

G 013/19/20 **TO CONSIDER THE CLOSURE OF THE PARISH OFFICE TO ENABLE ADMINISTRATIVE STAFF TO VISIT THE COUNTRYSIDE SITES DURING AN EXTENDED LUNCH PERIOD.**

It was **RESOLVED** that a recommendation is made to Council to close the office for the administrative staff to visit the countryside sites.

This was proposed by Cllr Mrs E Tickell and seconded by Cllr Mrs L Evans. All agreed.

Item: 15

SC015 19/20 **TO RECEIVE A REPORT AND CONSIDER THE PROPOSED AMENDMENTS TO THE JOB DESCRIPTIONS PERTAINING TO A NUMBER OF EMPLOYEES**

A report was circulated and a brief discussion took place.

It was **RESOLVED** that the following amendments are agreed as attached:

- Additional duties for Cheree Garvey (Office Manager)
- Addition of administrative duties to Kim Hall (Finance Assistant)
- Amended duties for Susan Blake (Administrative Assistant)
- Additional duties for Carla Baverstock-Jones (Chief Officer)

This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch. All agreed.

ITEM: 15

HORNDEAN PARISH COUNCIL

Office Manager

Responsible to: Chief Officer

Job Description

OVERALL PURPOSE OF THE JOB: Day to day processing of the Council's support services including finance, committee administration, human resources, information services, Health & Safety and information technology.

Principal Responsibilities and Duties:

1. To provide a clear direction to support staff, so they understand how they contribute to the corporate aims of the organisation.
2. Through an awareness of the main statutory requirements on the Council, to deliver corporate support to the Council's role and services.
3. To promote the principles of customer care, equality, quality management and good health and safety standards.
4. To ensure all office support services are undertaken in accordance with operating procedures.
5. To manage and oversee the running Napier and Jubilee Halls.
6. To maintain a range of files and databases relating to Council governance and business.
7. To arrange, attend and take minutes of meetings as required. (Note: This will necessitate periodic attendance at evening meetings for which Time-off-in-lieu will be granted).
8. To oversee the Council's IT function, including the line management of staff, and liaising with the Council's external IT contractors. This is to include the management and maintenance of the HPC website.
9. To assist the Chief Officer with duties pertaining to the construction of the community building within the Land East of Horndean development.
10. To support the Chief Officer as required in managing the Council's Human Resources function and liaising as appropriate with the Council's external HR advisors.
11. To administer Health & Safety responsibilities.

General:

(a) The hours of work for contractual purposes are 37 hours per week. Evening and weekend working is a requirement of the job for which compensatory time off will be given within the exigencies of the service and in line with Council policies.

(b) To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.

(c) This job description is not a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified the Office Manager will also be required to undertake any other duties commensurate with the status of the post.

(d) The post holder will be required to pursue a programme of continuous professional development.

1 Item 15

HORNDEAN PARISH COUNCIL

Finance Assistant

Responsible to: Office Manager

Job Description

OVERALL PURPOSE OF THE JOB:

1. To assist the Responsible Finance Officer for the Council.
2. To assist the Office Manager in providing administrative support services across the full range of the Council's business activities.

Principle Responsibilities and Duties

1.1 To assist the RFO with the management of the accounts and finance of the Council in accordance with the Governance Rules and HPC Financial regulations.

1.2 To Assist Members in the budget preparation

2.1 To assist with the booking of community halls, liaise with hirers and caretakers ensuring that a smooth transaction takes place.

2.2 Other responsibilities will include the normal office routine of filing, accounts, record keeping and correspondence as well as assisting the Office Manager as and when required with additional tasks.

2.3 To provide holiday/sickness cover for essential tasks undertaken by the other members of the office staff.

2.4 To represent the Parish Council in an appropriate manner on a day-to-day basis in all dealings with the general public and to provide a first point of contact for all Council Services.

2.5 To ensure accounts and records are maintained in accordance with proper practice and kept up to date.

2.6 To ensure that all invoices are prepared (outgoing) and checked (incoming) and that payments are made and received in a timely manner.

General:

(a) The hours of work for contractual purposes will be as set out in the contract of employment. Occasional evening and weekend working is a requirement of the job for which compensatory time-off will be given within the exigencies of the service and in line with Council policies.

(b) To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.

(c) This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly, in addition to the duties specified the Administrative Assistants will also be required to undertake any other duties commensurate with the status of the post.

Men: 15

HORNDEAN PARISH COUNCIL

Administrative Assistant

Responsible to: Office Manager

Job Description

OVERALL PURPOSE OF THE JOB:

To assist the Office Manager in providing administrative support services across the full range of the Council's business activities.

Principle Responsibilities and Duties

1. To provide a first point of contact for all Council Services
   - keep up to date with changes in new legislation and policies
   - provide help and guidance and assist with the completion of any Council forms.
   - receive correspondence for onwards despatch by courier to the District Council
   - be familiar with and hold committee reports and minutes for public inspection
   - keep records of enquiries for statistical analysis
   - operate IT and information links.

2. To assist with the booking of community halls, liaise with hirers and caretakers ensuring that a smooth transaction takes place.

3. Other responsibilities will include the normal office routine of filing, accounts, record keeping and correspondence as well as assisting the Office Manager as and when required with additional tasks.

4. To provide holiday/sickness cover for essential tasks undertaken by the other members of the office staff.

5. To represent the Parish Council in an appropriate manner on a day-to-day basis in all dealings with the general public.

General:

(a) The hours of work for contractual purposes will be as set out in the contract of employment. Occasional evening and weekend working is a requirement of the job for which compensatory time-off will be given within the exigencies of the service and in line with Council policies.

(b) To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.

(c) This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly, in addition to the duties specified the Administrative Assistants will also be required to undertake any other duties commensurate with the status of the post.

Parish Information

Horndean Parish comprises the villages of Horndean, Blendworth, Catherington and most of Lovedean. The semi-rural character of the Parish is much valued by its 13,000 residents. The Parish Council is responsible for the management of large areas of public open space and the amenities of those spaces along with two community halls. The precept is £411K in 2014/15 with additional lettings generated income. The Parish Council has an ambitious programme to maintain and enhance all its facilities for the benefit of all residents.

The Parish is moving into a challenging period with housing development, the associated necessary infrastructure and the use of Developer's Contributions and Community Infrastructure Levy when introduced. The successful candidate will be able to support and assist Councillors to deliver the most effective outcomes for the residents of Horndean.

Executive Officer - Job Description

Responsible to: The Council. The Chairman of Council will be the Line Manager.

Responsible for: All staff, contractors and consultants employed by the Council.

Job Summary:

- To act as the Proper Officer for the Council.
- To manage the business of the Council and assist Members in policy formulation, decision making and business planning.
- To manage the staff, assets and the finances of the Council.

1. Key Responsibilities:

a) The Executive Officer will be the Proper Officer of the Council as required by the Local Government Act 1972 and is required to carry out all the statutory duties of a Proper Officer, guiding and assisting the Council in the fulfilment of its legal and financial obligations and undertaking the specific responsibilities contained in the Council's Financial Regulations.

b) The Executive Officer will manage the Council's assets (money, land and buildings), procedures and staff. In addition will assist Members in policy formulation, business planning and development of the Parish Council as determined by Council. The Executive Officer may devolve certain responsibilities to colleagues with the exception of those specifically required of the Proper Officer.

c) The Executive Officer will act within the prescribed scheme of delegations or specific authorities given from time to time and within policy and budget constraints. The Executive Officer will be accountable to the Council.

d) The Executive Officer is the Council's Child Protection Officer and has overall responsibility for ensuring the Council fulfils all duties and exercises responsibility for Child Protection.

2. Specific Responsibilities:

a) To manage the Council's decision-making process. This will include researching policy options, outlining implications, seeking specialist and legal advice, implementing the decisions of the Council, arranging appropriate briefings for Members and preparing written reports to Council. Attendance at Council and Committee meetings is a requirement of the job.

b) To develop and propose robust financial budgets in line with the Council's responsibilities and priorities. In conjunction with the Responsible Finance Officer to review expenditure against budgets regularly and report as requested by Council.

c) To co-ordinate the preparation of Standing Orders, Financial Regulations, Staff policies and office procedures.

d) To support the Council should it seek Quality Status (or whatever may evolve from QS in due course) once all criteria for eligibility are met.

e) To ensure staff performance management systems are in place and effectively monitored with regular reporting to Members in accordance with agreed policies and procedures.

f) To ensure that all activities, including major projects, undertaken by the Council are managed in the most effective, efficient and cost effective way.

g) To manage and maintain the Council's annual contracts, financial assets, land and buildings and ensure they are kept in good order and adequately insured.

h) To provide support and advice for Councillors including arranging training and development.

i) To ensure that staff and contractors adhere to all Health and Safety, Equal Opportunities and other legal or statutory requirements.

j) To ensure that all requirements of employment legislation are adhered to.

k) To be responsible for all aspects of the management and employment of staff including recruitment, dismissal and monitoring of performance, training and development and regular appraisal and otherwise.

l) To promote the role of the Council both within the community and in the wider public sector.

m) To work constructively with partners in the private, voluntary and public sectors to identify, negotiate and develop new business opportunities, to enhance service delivery and to develop and improve community assets and amenities.

n) To ensure that Civic events and activities are properly co-ordinated and to represent the Council as required by the Council.

o) To take full responsibility for all incoming correspondence, press, marketing and publicity matters in liaison with the Chairman and Members according to policy.

p) To ensure that all Council policies and Financial Regulations are adhered to by staff, contractors and Councillors.

q) To ensure that all administrative, financial and probity systems are managed effectively and that the documentation is reviewed and updated as necessary.

r) To maximise external funding streams for the development of services and the Parish's infrastructure together with increasing the Parish income.

s) To manage the Council's information technology and ensure that it is consistent across the Council and fit for purpose at all times.

t) To identify new initiatives and opportunities for the development of services and the Parish.

u) To manage and oversee large Council projects to a successful conclusion. (The Council recognises that such projects will require professional input and support).

v) To manage the Halls owned by HPC.

3. General

a) The hours of work for contractual purposes are 37 hours per week. Evening and week-end working is a requirement of the job for which compensatory time off will be given within the exigencies of the service and in line with Council Policies.

b) To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety Regulations and to ensure that these are observed and regular checks are carried out.

c) The Executive Officer may be required to represent the Council at Local and National conferences.

d) The Executive Officer will be required to pursue a programme of continuous professional development, including the maintenance of the status of Qualified Clerk in order to efficiently manage the affairs of the Council.

e) The Executive Officer is required to advise and assist Members in the execution of their public duties and also acts as an Ambassador for the Council and the Parish. In these roles the Executive Officer may be expected to compile speeches, articles, presentations and press releases and also be prepared to deliver these when the occasion demands

f) This Job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly, in addition to the duties specified the Executive Officer will also be required to undertake any other duties commensurate with the status of the post or to ensure that they are properly undertaken elsewhere within the organisation.