



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ONLINE ON MONDAY 14 DECEMBER 2020 at 7.00 P.M.

Members of the public can login via the website link.

Documents pertaining to the meeting are available to download from the HPC website.

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

08 December 2020

AGENDA

1. To receive and approve apologies for absence.
2. ***Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.***
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 Council Meeting held on the 09 November 2020.
7. To receive and approve the Orders for Payment (List 5 attached).
8. To receive and note the monthly finance report.
9. To receive and agree the Budget 2021/2022 and to set the precept.
10. To receive and consider the Internal Audit Report (Interim) for the year ended 2020/2021.
11. To receive a report and consider the purchase of an external notice board for the Parish Office.
12. To receive a verbal update in respect of the Land East of Horndean development.
13. To receive the recommendation from the Staff Committee on the 16 November 2020, in respect of the revised Information Technology and Equipment Usage Policy.
14. To receive the recommendation from the Staff Committee on the 16 November 2020, in respect of the revised Disciplinary Policy and Procedure.

15. To receive the recommendation from the Staff Committee on the 16 November 2020, in respect of the revised Grievance Policy and Procedure.
 16. To receive the recommendation from the Staff Committee on the 16 November 2020, in respect of the revised Contract of Employment.
 17. To consider and agree the closure of the Parish Office on Christmas Eve.
 18. To note the next scheduled meeting of the Council being the 18 January 2021.
 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 (Admissions to meetings) Act 1960).**
 20. To consider the documentation submitted in respect of registered land within Catherington Lith and agree the way forward.
 21. To receive the recommendation from the Staff Committee on the 16 November 2020, in respect of the probationary periods pertaining to two members of staff within the Countryside Team.
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HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 9th NOVEMBER 2020 AT 7.00 P.M. WITH MICROSOFT TEAMS

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Alexander, D Evans, D Prosser, B Raymond, Mrs E Tickell, R Veitch, J Lay, P Beck, P Little

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Sarah Guy, Operations Officer (Meeting Facilitator); Simon Ritson (Responsible Finance Officer); Matthew Madill (Grounds Manager)

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

HPC 079/20/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies were received. Cllr Mrs I weeks did not attend.

HPC 080/20/21 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 081/20/21 **TO RECEIVE A WRITTEN UPDATE FROM COUNTRY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No written report was received.

Cllr Mrs M Harvey attended the meeting and provided a verbal update. The following points were noted:

- The clearance of the vegetation at the Morrison's roundabout has been pushed to the top of the agenda
- With regard to the overgrown hedges on Catherington Hill, HCC had written to the residents requesting they trim the hedges. Some were done by residents. The remaining hedges, especially along White Dirt Lane has been included in the work programme.
- A TRO has been issued for Bevan road and will come into effect week commencing 9th November 2020.
- A request has been put it for the repainting of all the white lines and double yellow lines across Horndean.

Members had no questions for Cllr Mrs Harvey.

HPC 082/20/21 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No written report was received.

Cllr D Evans provided a verbal update. The following points were noted:

- The White Paper for planning has been submitted buy EHDC.

Members had no questions for District Councillors.

HPC 083/20/21 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or press present.

HPC 084/20/21 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 12th OCTOBER 2020**

It was **RESOLVED** that the minutes of the Council meeting held on 12th October 2020 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr P Beck. All agreed.

HPC 085/20/21 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 4 ATTACHED)**

Cllr B Raymond queried the reason for the refund for gas supply at Napier. The RFO explained that due to lockdown the hall was not in use and once an actual reading was provided the bill was much lower compared to the estimated readings.

It was **RESOLVED** that the Orders for Payment (List 4 attached) be approved and duly signed. This was proposed by Cllr Mrs L Evans and seconded by Cllr B Raymond. All agreed

HPC 086/20/21 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT 30th SEPTEMBER 2020**

It was **RESOLVED** that the bank reconciliation as at 30th September 2020 be approved and duly signed.

This was proposed by Cllr Mrs L Evans and seconded by Cllr J Lay. All agreed.

HPC 087/20/21 **TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

The monthly finance report was circulated prior to the meeting.

The RFO noted the following:

- The tax base numbers are expected from EHDC late November/early December

Cllr D Evans mentioned that District is working on a CIL Protocol. He suggested that a time limit is put on the spending of CIL monies.

Cllr Mrs L Evans encouraged members to feed any suggestions of how the CIL monies can be spent to the Chief Officer.

The monthly finance report is noted.

HPC 088/20/21 **TO RECEIVE A REPORT AND CONSIDER THE EXTERNAL AUDITORS REPORT FOR THE ENDED 2019/2020**

The report was circulated prior to the meeting. The auditor reported that nothing in the review had cause for concern.

The auditor's comments are noted.

HPC 089/20/21 **TO RECEIVE A REPORT AND CONSIDER THE CHANGING THE INTERNAL AUDITOR IN ACCORDANCE WITH BEST PRACTICE**

The report was circulated prior to the meeting. A brief discussion took place.

The RFO confirmed that the current auditor will finish out the current financial year. The replacement auditor will be looked at to take over in the new financial year.

Cllr Mrs L Evans proposed that the additional quotes are obtained and that it is taken to the F&GP Committee for consideration and recommendation to Council.

HPC 090/20/21 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE EXTERNAL REFURBISHMENT OF JUBILEE HALL**

The report was circulated prior to the meeting. A brief discussion took place.

Cllr Mrs E Tickell proposed the acceptance of Quote 2. Cllr J Lay seconded this. A vote took place with a unanimous result.

It was **RESOLVED** to accept Quote 2 with instruction that the work is undertaken as soon as possible.

HPC 091/20/21 **TO RECEIVE A REPORT AND CONSIDER THE PURCHASE OF A REPLACEMENT COUNTRYSIDE VEHICLE**

The report was circulated prior to the meeting. A brief discussion took place and Members deliberated the options of purchase vs lease as well as the most suitable vehicle type.

It was **RESOLVED** to purchase a tipper truck as a replacement vehicle. This was proposed by Cllr Mrs L Evans and seconded by Cllr P Beck. A vote took place with a unanimous result.

The grounds manager was tasked with sourcing the appropriate vehicle, either new or second hand and to provide quotations. An extraordinary meeting of the Council will be called once all the quotes have been received.

HPC 092/20/21 **TO CONSIDER THE WRITTEN REQUEST TO OPERATE A PIZZA MOBILE FOOD OUTLET WITHIN THE CAR PARK ADJACENT TO THE PARISH OF CLANFIELD**

The written request was circulated prior to the meeting. A brief discussion took place.

Members raised a number of objections and it was **RESOLVED** to decline the request of a mobile food outlet. This was proposed by Cllr D Evans and seconded by Cllr P Beck. All agreed.

HPC 093/20/21 **TO RECEIVE A REPORT AND CONSIDER THE CLOSURE OF THE PARISH COUNCIL WHILST RELOCATING**

The written request was circulated prior to the meeting. A brief discussion took place.

Cllr P Beck offered assistance with the relocation of the Parish office.

Cllr Mrs L Evans proposed that not to make a resolution at this time and defer the decision to closer to the proposed relocation date as there are a number of factors which are uncertain at this time. All agreed.

HPC 094/20/21 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT**

Cllr Mrs L Evans updated members in respect of LEOH in that the completion of S106 has been delayed. The outline is expected around the 12th December. The current proposal of the S106 includes a skate park additionally to the community building and a 3G pitch.

Cllr D Evans mentioned that the Council of Alton has recently completed a skate park and their experience may be useful.

Cllr Mrs L Evans proposed that in the near future a full Council working party meeting is called to ensure that members are fully informed about the LEOH development.

HPC 095/20/21 **TO RECEIVE A REPORT AND CONSIDER THE APPLICATION IN RESPECT OF THE FOLLOWING GRANT:**

- **Horndean Community Association - £463.10**

The grant application and supporting financial documents was circulated prior to the meeting. A brief discussion took place.

Additional information is required. The Chief Officer will contact the applicant to obtain additional information or an alternative solution. This will be returned to the next Council meeting.

HPC 096/20/21 **TO NOTE THE USE OF JUBILEE AND NAPIER HALL AS EMERGENCY FACILITIES IN THE EVENT OF WISTERIA LODGE RESIDENTIAL HOME BEING EVACUATED**

This is noted and agreed.

HPC 097/20/21 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 2nd NOVEMBER 2020, IN RESPECT OF THE PURCHASE OF A DDA COMPLIANT TODDLER SWING AT DOWNS PARK**

It was **RESOLVED** to accept the recommendation from the Grounds Committee on the 2nd November to proceed with the purchase and installation of the DDA compliant toddler swing at Downs Park.

This was proposed by Cllr Mrs L Evans and seconded by Cllr B Raymond. All agreed.

HPC 098/20/21 **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 2nd NOVEMBER 2020, IN RESPECT OF THE UNAUTHORISED ENCAMPMENT PROCEDURE POLICY**

It was **RESOLVED** to accept the recommendation from the Grounds Committee on the 2nd November to adopt the Unauthorised Encampment Procedure Policy.

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

Cllr Mrs L Evans request the Chief Officer to forward a copy of the adopted poly to Members.

HPC 099/20/21 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 14th DECEMBER 2020**

The next meeting of the Council is noted as 14th December 2020.

HPC 100/20/21 **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 (ADMISSION TO MEETINGS) ACT 1960.**

There were no members of the public present.

Recording of meeting ended at 9.02pm

Confidential part of the meeting.

HPC 101/20/21 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 12th OCTOBER 2020

It was **RESOLVED** that the confidential minutes of the Council meeting held on 12th October 2020 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes. All agreed.

Meeting concluded at 9:17pm

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Signed - The Chairman

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Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			LIST 5 - 14-DEC-2020			BANK ENTRIES: 31 OCT - 04 DEC 2020
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS		BANK ENTRIES: 31 OCT - 04 DEC 2020				
1	19/10/2020	British Telecom	£42.60	£8.52	£51.12	Jubilee Payphone: 1 Oct - 31 Dec
2	21/10/2020	British Telecom	£197.30	£39.46	£236.76	Tyfield Wi Fi/Jubilee Alarm -1 Oct-31 Dec
3	04/11/2020	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFi: 04/11/20 - 03/12/20
4	02/11/2020	Fuelgenie	£119.46	£23.89	£143.35	Fuel: October 2020
5	27/10/2020	SSE Jubilee	£424.97	£21.24	£446.21	Jubilee Electric: 10 July - 26 Oct 2020
6	28/10/2020	SSE Tyfield	£352.54	£17.62	£370.16	Tyfield Electric: 10 July - 26 October 2020
7	09/11/2020	EE & T Mobile	-£39.37	-£7.87	-£47.24	Account Closed - Refund of Charges
8	01/11/2020	Peach	£93.87	£18.77	£112.64	Tyfield Line-Oct Calls, Nov Rent + Alarm. Jub/Nap Wi Fi
9	03/11/2020	British Gas	£108.70	£6.93	£115.63	Gas: Jubilee Office 27 Aug - 31st October
10	04/11/2020	Castle Water	£6.35	£0.00	£6.35	Water - Tyfield 1 Oct-31 Oct
11	03/11/2020	SSE Gas	£143.04	£7.15	£150.19	Napier Gas: 2 Oct - 2 Nov 2020
12	09/11/2020	British Gas	£44.21	£2.21	£46.42	Jubilee Electric Office 1 Sept - 1 Nov
13	31/10/2020	Veolia	£204.50	£40.90	£245.40	Waste Collection: October 2020
14	19/11/2020	British Gas	£72.26	£3.61	£75.87	Gas: Jubilee Office 1-17 November 2020
B.A.C.S.		BANK ENTRIES: 31 OCT - 04 DEC 2020				
15	01/11/2020	Lucklyite	£560.00	£0.00	£560.00	Rent: November 2020
16	02/11/2020	Staff Expenses	£70.78	£8.43	£79.21	Staff Expenses: October 2020
17	29/10/2020	AVS Fencing	£57.71	£11.55	£69.26	2 x 2.4m Wood plus 1 x 8 x 4 Ply
18	17/11/2020	Rialtas Business Solutions	£296.00	£59.20	£355.20	Annual Support & Maintenance
19	06/11/2020	Barriers Direct	£301.75	£60.35	£362.10	2 Barriers/Parking Post - Cath Lith
20	02/11/2020	DVLA Tax Refund on ST09 XVV	-£108.33	£0.00	-£108.33	Tax Refund on ST08 XVV
21	03/11/2020	Mind/Shift Wellbeing	£250.00	£50.00	£300.00	Mental Health Course
22	04/11/2020	AVS Fencing	£67.30	£13.46	£80.76	Fence Rails for Dell Piece West
23	03/11/2020	The Christmas Decorators	£565.00	£113.00	£678.00	Christmas Tree Lights 50% Deposit
24	04/11/2020	Connected IT	£40.00	£0.00	£40.00	ESET Update on each PC at Tyfield
25	30/10/2020	Happy Days	£110.00	£0.00	£110.00	Windows Cleaned Tyfield, Napier and Jubilee
26	09/10/2020	Horndean Tyres	£260.67	£52.13	£312.80	2 Front Tyres and MOT- HY65 UVJ
27	30/11/2020	Collisons	£650.00	£130.00	£780.00	Hire of Vehicle : 02/11-30/11/20
28	20/11/2020	Lloyds	£6.50	£0.00	£6.50	Bank Charges: November 2020
29	30/10/2020	Annodata	£201.93	£40.39	£242.32	Photocopier Rental 26 Nov - 25 Feb 2021
30	13/11/2020	Annodata	£200.62	£40.12	£240.74	Photocopier printing: 14/8/20 - 13/11/20
31	30/10/2020	Cartridgesave	£122.44	£24.49	£146.93	Multi Pack of Toners for Oki Printer
32	12/11/2020	PDP Architecture	£300.00	£60.00	£360.00	Final Payment - Scott White Hookins
33	05/10/2020	Aardvark Supplies	£46.45	£9.29	£55.74	Janitorial Supplies
34	10/11/2020	Sean Mason Electrical	£95.00	£19.00	£114.00	Replacement Light Unit in Jubilee Cupboard
35	12/11/2020	Screwfix	£20.74	£4.14	£24.88	Threaded Rod, Lock Nuts-Cath Lith
36	05/11/2020	Griffin Fire & Training	£210.00	£42.00	£252.00	Exts, Fire Alarm, Emergency Lights Tested at Napier
37	20/11/2020	Horndean PC Employees	£15,191.39	£0.00	£15,191.39	Staff salaries: November 2020
38	11/11/2020	Speltham Contracts	£67,695.90	£13,539.18	£81,235.08	Cert Of Appl. Number 13 - Jubilee Project
39	23/11/2020	PDP Architecture	£650.00	£130.00	£780.00	Arch. Servs: Payment No 6.
40	16/11/2020	Wicksteed	£15.50	£3.10	£18.60	Shackle/Security Pin-Tyre Swing Downs Park
41	18/11/2020	Auditing Solutions	£445.00	£89.00	£534.00	Interim Internal Audit 2020-21
42	23/11/2020	HALC	£30.00	£6.00	£36.00	Local Council Finance Course - Cllr J Lay
43	30/11/2020	Hampshire Pension Fund	£4,241.37	£0.00	£4,241.37	Pensions: November 2020
44	30/11/2020	HMRC	£3,838.82	£0.00	£3,838.82	NI/PAYE: November 2020
45	01/12/2020	Staff Expenses	£52.11	£7.00	£59.11	Staff Expenses: November 2020
46	01/12/2020	Lucklyite	£560.00	£0.00	£560.00	Rent: December 2020
DEBIT CARD		BANK ENTRIES: 31 OCT - 04 DEC 2020				
47	05/11/2020	F R Jones & Son	£56.37	£11.27	£67.64	Stihl Circular Saw Blades x 2
48	11/11/2020	MobileFun	£10.15	£2.03	£12.18	Mobile Phone case for Clerk
49	17/11/2020	Land Registry	£6.00	£0.00	£6.00	Title Plan and Map for Grace Cottage, Downs Road
TOTAL EXPENDITURE			£98,902.60	£14,710.56	£113,613.16	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS		BANK ENTRIES: 31 OCT - 04 DEC 2020				
50	various	Regular Hall Users	£1,381.85	£0.00	£1,381.85	Hire of Jubilee Hall
51	various	Regular Hall Users	£1,444.02	£0.00	£1,444.02	Hire of Napier Hall
52	various	Casual Hall Users	-£100.00	£0.00	-£100.00	Deposits Refunded
53	various	Football Teams	£262.50	£0.00	£262.50	Hire of Football Pitches
54	30/11/2020	Bank Interest	£175.26	£0.00	£175.26	Interest- November 2020
55	01/12/2020	Rural Payments Agency	£3,722.13	£0.00	£3,722.13	Basic Payment Scheme 2019-20
56	16/11/2020	Eco-Friendships	£65.00	£0.00	£65.00	Funds from Clothes Recycling Bin
57	17/11/2020	Amlin Insurance	£2,097.00	£0.00	£2,097.00	Trailer Insurance
TOTAL INCOME			£9,047.76		£9,047.76	

SIGNED:	
SIGNED:	
DATE:	LIST 5 - 14-DEC-2020

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 14 December 2020

SUBJECT OF REPORT: Finance Report

Income and Expenditure

Since the last Finance Report provided for the Council meeting on the 9th November there are the following items to note.

1. We have received insurance payments for the vehicle and trailer that were written off in the accident. The amounts were £4,550 and £2,097 respectively.
2. We have received our annual payment of £3,722 from the Rural Payments Agency on the 1st December.
3. The halls were open in October but were forced to close again when national restrictions came back into place at midnight on Thursday 5th November. The grid below shows the monthly and cumulative shortfall against the budget for each hall and in total to date.

Hall		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Napier Hall	BGT	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,437	29,200
	Hall Income	ACT	0	0	0	269	566	943	1,194	221	0	0	0	3,193
	YTD VAR	2,433	4,866	7,299	9,463	11,330	12,820	14,059	16,271					
Jubilee Hall	BGT	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	27,900
	Total Income	ACT	0	-41	0	14	1,070	1,881	1,540	192	0	0	0	4,656
	YTD VAR	2,325	4,691	7,016	9,327	10,582	11,026	11,811	13,944	2,325	2,325	2,325	2,325	23,437
Combined Halls	BGT	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,762	57,100
	Total Income	ACT	0	-41	0	283	1,636	2,824	2,734	413	0	0	0	7,849
	YTD VAR	4,758	9,557	14,315	18,790	21,912	23,846	25,870	30,215	2,325	2,325	2,325	2,325	23,437

Jubilee Hall Construction

We have to date received and paid thirteen invoices from Spelthams totalling £725,063 (after the retention), broken down as per the table below.

REF		BGT	YTD TOTAL	BALANCE
1	PRELIMINARIES	59,613.80	58,678.66	935.14
2	SUBSTRUCTURES	36,256.29	36,256.29	0.00
3	SUPERSTRUCTURES	279,007.13	277,908.97	1,098.16
4	MECHANICAL AND ELECTRICAL INSTALLATIONS	146,720.32	141,440.02	5,280.30
5	DRAINAGE AND EXTERNAL SERVICES	55,984.46	54,579.11	1,405.35
6	EXTERNAL WORKS	154,509.47	149,782.49	4,726.98
7	PROVISIONAL SUMS	7,250.00	6,000.00	1,250.00
8	OVERHEADS & PROFIT	36,916.67	23,188.65	13,728.02
9	VARIATIONS	0.00	15,389.89	
	TOTAL	776,258.14	763,224.07	28,423.96
10	50% SPLIT ON TENDER ERROR	-12,803.54		-12,803.54
	REVISED TOTAL	763,454.60		15,620.42
	RETENTION (5%)		38,161.20	
	INVOICE		725,062.87	
	VAT (to be reclaimed)		145,012.57	
	TOTAL		870,075.44	

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 14th December 2020

SUBJECT OF REPORT: Budget 2021-22

Recap

A virtual meeting was held in August where direction was given by Council on some key assumptions. This was followed by a virtual budget workshop held on Monday 28th September and Finance and General Purposes Meeting held on 19th October and 7th December 2020. The main assumptions contained in the budget are as follows:

- To set hall income levels at 30% of the 2019-20 outturn.
- To reduce/remove any non-recurring or variable budgets where possible.
- To maintain current staffing levels and to keep within a total 2% pay award. (To clarify, this is compiled of a 0% cost of living increase plus a maximum of 2% PRP)
- To freeze the Precept at the 2020-21 level.
- To adjust earmarked reserves to create a general reserve of approximately 3 months running costs of the 2021-22 budget.
- To return any unspent funds from the loan in the summer of 2021 (12 months after the loan was received) should this be financial beneficial.
- The budget for caretakers that relates to the number of hall openings has been reduced in line with the budgeted 30% level of openings in 21-22. This released £4.1k which has been added to the Vehicle Replacement Earmarked Reserves.

Tax Base

The tax base figures for 2021-22 shows a slight decrease from 5,092.66 to 5,075.63 (0.33%).

This reduction has required a small downward adjustment to the General Reserve level to ensure that there is no increase to the precept levied on this reduced tax base. This amounts to c£1,300.

Summary (Section 1)

This shows the revised budget with the tax base figure confirmed.

Reserves (Section 3)

Column B of the document has been refreshed with the updated forecast outturn position as at 31/3/21 following the completion of the October accounts.

Figures for the number of months running costs for both general and total reserves are shown for both the total budget and total expenditure budget.

A meeting of the Finance and General Purposes Committee held on 7th December recommended that the Council accept the budget which leaves the Band D precept unchanged at £74.92



FINAL BUDGET (DRAFT)
2021-22

SUMMARY - SECTION 1

Cost Centre Code	Cost Centre Name	FULL YR ACTUAL 2019-20	FULL YR BUDGET 2020-21	YTD ACT APR-AUG 2020-21	FULL YR BUDGET 2021-22	Change	Notes
201	Central Costs	180,961	194,623	74,853	191,265	-3,357	
222	Grants	4,680	7,000	2,075	5,000	-2,000	
	TOTAL EXPENDITURE	185,641	201,623	76,928	196,265	-5,357	
201	Central Costs	-18,739	-5,504	-9,037	-5,164	340	
	TOTAL INCOME	-18,739	-5,504	-9,037	-5,164	340	
	NET EXPENDITURE	166,902	196,119	67,891	191,101	-5,017	
301	Napier Hall	39,789	20,757	4,722	20,073	-684	
305	Jubilee Hall	336,247	22,190	241,770	20,388	-1,802	
306	Jubilee Admhn	0	36,300	0	38,476	2,176	Transfer from 310/315 + loan
310	Tyfield House	26,206	0	15,287	0	0	closed
315	Lucky Lite	9,746	0	5,482	0	0	closed
	TOTAL EXPENDITURE	411,988	79,247	267,261	78,937	-310	
301	Napier Hall	-28,223	-29,200	-836	-8,760	20,440	reduced income target due to COVID 19
305	Jubilee Hall	-307,046	-27,900	-1,042	-8,370	19,530	reduced income target due to COVID 19
	TOTAL INCOME	-335,269	-57,100	-1,878	-17,130	39,970	
	NET EXPENDITURE	76,719	22,147	265,384	61,807	39,660	
407	Countryside Sites	987	1,000	193	1,000	0	
408	Amenity Sites	7,486	8,608	12,905	8,737	129	
470	Other Open Spaces Costs	160,296	175,783	60,180	174,707	-1,076	
	TOTAL EXPENDITURE	168,769	185,391	73,278	184,444	-947	
407	Countryside Sites	-13,605	-11,729	-777	-11,729	0	
408	Amenity Sites	-3,767	-2,100	-525	-2,100	0	
	TOTAL INCOME	-17,372	-13,829	-1,302	-13,829	0	
	NET EXPENDITURE	151,398	171,562	71,977	170,615	-947	
	GRAND TOTAL EXPENDITURE	766,398	466,260	417,468	459,646	-6,614	
	GRAND TOTAL INCOME	-371,379	-76,433	-12,216	-36,123	40,310	
	GRAND NET EXPENDITURE	395,018	389,827	405,251	423,523	33,696	
	EARMARKED RESERVES		5,071		-23,057	-28,128	
	GENERAL RESERVES		-13,357		-20,201	-6,844	
	GRAND TOTAL		381,541		380,265	-1,276	
	EHDC Allowance (tax Support Grant)		0		0		
	Precept		381,541		380,265		
	Tax Base		5,092.66		5,075.63		
	2020-21 / 2021-22 Band d precept		£74.92		£74.92	0.00%	



RESERVES - SECTION 3

	A	B	C	D	E	F	G	
	ACT Aug-20	Q4 FCAST Mar-21	F&GP 21-22	SRR 21-22	Loan Returned	EMR Adl's	Forecast Apr-21	Notes
RESERVES								
GENERAL FUNDS								
Funds needed to balance budget	168,896	89,119	-9,500	32,557		0	-20,201	
% of Precept							24.2%	
No. of Months Running Costs							2.9	Forecast General Reserves at 01/04/21 divided by Total Budget
No. of Months Running Costs							2.4	Forecast General Reserves at 01/04/21 divided by Expenditure Budget
325 IT Equipment	6,000	6,000		-3,500			2,500	Reserve held for possible replacement of IT equipment
326 Vehicle Replacement	20,000	0	5,000	-887			4,113	assume new vehicle is purchased in 20-21
329 Napier Hall Improvements	13,043	13,043		-12,043			1,000	reduced as refurbishment undertaken in 2019-20, to be built up in coming years
334 The Granary	6,000	6,000		-4,000			2,000	
338 Lith Roads re-surfacing	3,838	3,838		-838			3,000	
340 Jubilee Hall Project	405,346	100,000		10,000	-100,000		10,000	£10,000 reserve for new build
341 Playgrounds	7,000	7,000					7,000	
342 Grounds Equipment	4,517	4,517		-2,017			2,500	
343 Legal & Professional Costs	10,000	10,000		-6,000			4,000	
344 Election	5,522	5,522		-3,522			2,000	
346 Fencing	5,000	5,000		-1,000			4,000	
347 Tree Maintenance	757	0	4,000				4,000	
348 LychGate Repairs	1,500	1,500	500	-500			1,500	increased pa by £500 to reach £5k for possible for repair works in 2027/28, defer 21-22 transfer
350 Community Infrastructure Levy	25,885	40,290					40,290	
351 Land East of Horndean	7,250	6,650		-4,750			1,900	
352 Wagtail Road Grass Cutting	3,750	3,500		-3,500			0	
TOTAL OF FARMARKED FUNDS	525,408	212,860	9,500	-32,557	-100,000	0	89,803	
GRAND TOTAL	694,304	301,979	0	0	-100,000	0	181,778	
% of Precept							47.8%	
No. of Months Running Costs							5.7	Forecast Total Reserves at 01/04/21 divided by Total Budget
No. of Months Running Costs							4.7	Forecast Total Reserves at 01/04/21 divided by Expenditure Budget

DESCRIPTION OF FUNDS

325	IT Equipment	Reserve for future IT upgrades
326	Vehicle Replacement	Assumed Lifecycle 5 years. Fund to be re-built.
329	Napier Hall Improvements	Reserve for future maintenance on Napier Hall
334	The Granary	Reserve for future maintenance on the Granary
338	Lith Roads re-surfacing	Reserve for future maintenance on the Lith Re-surfacing
340	Jubilee Hall Project	Reserve for unexpected costs associated with the move to Jubilee Hall.
341	Playgrounds	Reserve for maintenance/upgrades to Play areas
342	Grounds Equipment	Reserve for purchase of large pieces of equipment
343	Legal & Professional Costs	Reserve for major legal and professional expenses
344	Election	Funds for parish Elections
346	Fencing	Reserve for major fencing works
347	Tree Maintenance	Reserve for major tree works
348	LychGate Repairs	Funds to be increased year on year to prepare for any major project
350	Community Infrastructure Levy	Funds Received stored here until projects to spend monies identified
351	Land East of Horndean	Reserve for costs associated with Land East of Horndean

Horndean Parish Council

Internal Audit Report 2020-21 (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 2020-21 financial year, which took place on the 16th November 2020.

Internal Audit Approach

In commencing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover, which has been modified in light of the Covid-19 directives under which Councils are required to operate, 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 process, which requires independent assurance over a number of internal control objectives.

Overall Conclusions

We have followed up the recommendations made in our 2019-20 reports and acknowledge that the members have noted and considered these in their deliberations and have implement these. The Council has continued to make business processes and performance improvements, even in these challenging times and we have reviewed the Council's modified practices implemented to comply with the Government's Covid-19 directives, and report that, on the basis of the work undertaken to date in the current year, the Council continues to operate adequate and effective internal controls in all areas examined to date. Resultantly, only one minor recommendation for improvement has been made as a result of this audit, in the Review of Expenditure and VAT.

We have noted that the Council has complied, as far as it is possible to do so, with the Government's Covid-19 directives, maintaining a consistently high standard of service provision. The Council has also taken all reasonable steps to ensure the health and safety of its Staff, Members, Clients and members of the public utilising the Council's facilities. All modified and exceptional working practices are formally Reviewed, Resolved and Recorded in the Council's Minutes and its Health & Safety Risk Assessments which are due to be presented to Full Council for scrutiny and approval in February 2021.

We commend not only the Chief Officer and RFO for their continued professional management and administration of the Council's finance and governance functions, but also the Members and Staff who have worked strenuously to maintain services for their constituents during these unprecedented and challenging times. Once again, the manner in which the requested electronic documents and backup files were presented by the Chief Officer, the RFO and other team members for audit was exemplary, making this remote interim Internal Audit review as straightforward as possible during these unprecedented times.

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

This report has been prepared for the sole use of Horndean Parish Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Review 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 the Purchase, Sales Ledger and Bookings 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 have commenced our review process in this area and have:

- Agreed the Opening Balance detail in the financial ledger with that in the 2019-20 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 three months' transactions on the Co-op Current account (April, June and September 2020) cashbook by reference to supporting bank statements;
- Checked and agreed the detail of transactions on the other two accounts Cambridge and Counties Bank and Lloyds Bank (April, June and September 2020) cashbook by reference to supporting bank statements;
- Agreed detail on the month-end Co-op current bank account and the Lloyds Bank and Cambridge & Counties Bank account reconciliations as at 30th April, 30th June and the 30th September 2020;
- 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 continues to take all reasonable steps to ensure compliance with the General Data Protection legislation;
- Received an Unqualified External Auditor's Certificate for the 2019-20 Financial Year;
- We note that the Council's Standing Orders (SOs) and Financial Regulations (FRs) were last reviewed with revised versions adopted in the Annual Parish Council meeting in May 2019;
- Reviewed the minutes of the Full Council, together with those of Committees excluding those pertaining to Planning issues, for the year to the 30th September 2020, 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 has taken all reasonable steps to comply with the Government's Covid-19 directives, which have changed from time to time, thereby safeguarding Staff, Members, Clients and members of the public interacting with the Council and its facilities.

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 27 payments in the year to 30th September 2020 comprising each individual payment in excess of £1,500 together with every 20th transaction as recorded in the cashbook in the year to date. This represented a transactional value of approximately £462,936 equating to 57% of all non-pay related expenditure (£78,887 equating to 57% of all non-pay related expenditure in the prior year).

The 500% + increase in expenditure over prior year levels of non-pay related payments is directly due to expenditure related to the Jubilee Hall extension and associated project and building works, all of which had been properly budgeted, planned for and Approved at every stage.

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 and recommendation

We have noted that the Council has awarded a small number of Grants which are properly let, and which have been recorded in the Council's Minutes. The Chief Officer is reminded that as the Council is not currently eligible to adopt the General Power of Competence, that the Power under which a Grant is awarded must be recorded in the corresponding Minute; i.e. "A grant is awarded to the 1st Horndean Cub Scouts in the amount of £100 to purchase camping equipment Local Government Act 1972 S.137."

R1. The Power under which a Grant is awarded must be recorded in the corresponding Minute.

Review of 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, noting from the Council's Minutes that a new three year term agreement has been entered into for the provision of the Council's insurance cover. We consider that appropriate cover is in place with Employer's, Products and Public Liability standing at £12 million, together with Hirer's Liability cover at £2 million, Liable and Slander at £500 thousand. We 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, however we note that the policy specifically excludes losses made as a result of any 'communicable disease'; and,
- Examined the Council's arrangements for the regular inspection of playgrounds and playing fields, noting that these facilities have been closed for significant periods of the year to date, due to the Government's Covid-19 directives.

As in previous years, we understand that the Councils Health & Safety and Business Risk assessments will be undertaken during the fourth quarter of the financial year, and have included Covid-19 Risk mitigation processes in compliance with Government directives from time to time

throughout the year. We note that the Health & Safety and Business Risk Registers will be presented to the meeting of the full council in February 2021 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, Merchistoun 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. However, 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.

Review of 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 2021-22: 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, once again the draft Budget setting and Precept determination process that has been established, and is managed by the Responsible Finance Officer. We regard this process as an exemplar, which we believe should be considered a model practice for all Councils in England and Wales, in concert with the detailed report pack that the RFO produces to assist Members to professionally address the Budgetary inputs and requirements for the forthcoming financial year.

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 2021-22 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. We take this opportunity to remind the Chief Officer, RFO and Members that

CiPFA advice during these unsettling and unprecedented times is to retain between 6 and 12 months of General Reserve in addition to the Council's EMRs, and to give this due consideration during the Budget setting and Precept determination process.

Review of Income

The Council has relatively limited sources of income in addition to the annual precept. Income is derived primarily from CIL monies, the Information Officer contribution from EHDC, South Downs National Park Authority Grant, the grant from HCC for Land Management, general grants and donations, VAT reclaims, 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 interest on bank deposits.

We have noted that the Halls were all closed from the beginning of the financial year until they reopened in July, and have subsequently been closed again in compliance with the Government's latest lockdown directives. In the period from the 1st April to the 31st July 2020, the sales bookings were approximately £24K, (twenty-four thousand pounds) below target. This shortfall will be compounded by the latest lockdown which is somewhat open-ended and the necessary cancellation of traditional Christmas and New Year activities. The Council's insurance policy specifically excludes claims for losses resulting from any 'Communicable Disease'.

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

We note that Finance & General Purpose Committee reviewed fees and charges for the 2020-21 financial year. The recommendation to increase the hire fees was approved at the November 2019 meeting of the Full Council. We have examined a sample of bookings, as recorded in the RBS Bookings system covering the period of the 1st April to the 30th June 2020 ensuring that appropriate invoices were 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.

Review of Petty Cash Account(s)

The Minutes of the Full Council meeting of the 13th July 2020, reference HPC005/20/21 confirm that the Petty Cash System was finally closed down, due to its non-usage, and in accordance with the internal auditor's prior year recommendation.

The HDC Petty Cash system was finally closed on the 11th August 2020, with the balance of £100 banked on the 11th August, confirmed to the cashbook and to prime documentation.

Conclusions

There are no matters 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.

The Council continues to outsource the preparation of the monthly payroll to a local company, Watling & Hirst. The company provides a full payroll service; reporting includes appropriate supporting detail of individuals' gross monthly payments due, including overtime, etc. and tax, NI and pension deductions applying. The Chief 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.

We note that the annual staff performance appraisal was conducted by the Chief Officer. The Staff Committee subsequently considered the Chief Officer's report at its meeting of the 3rd February making its recommendations to the Full Council, which Approved these, in full, at its meeting of the 17th February 2020 (properly recorded under confidential minutes).

We have noted that there have been two new hires in the financial year to date. Both employees are in receipt of full employment contracts. 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 June 2020 payroll documentation.

We have also checked detail of the June 2020 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 June 2020 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

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

We confirm that all electronic materials provided in order to complete the Review of Salaries has been permanently from our system as required by our GDPR procedures.

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 the 30th September 2020 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.

We note that the Council continues to maintain 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 ongoing Hall development project.

Finally, in this area of our review we note that the Public Works Loan Board (PWLB) loan, which had been approved in the total amount of £500K (five-hundred thousand pounds) for the purposes of the new development at the Jubilee Hall site, was drawn down in the amount of £499,825 on the 10th August 2020

The Minutes of the Extraordinary Meeting of the Full Council of the 3rd August 2020, Minute reference 11, record that the Council requested an extension to the draw down period, due to the delays caused by the Covid-19 situation. This request was denied due to the standard terms of the loan agreements. Minute HPC011/20/21 confirms that the:

“RFO stated that the plan was originally to drawdown the loan in stages, but due to the upcoming deadline the loan had to be drawn down by the end of the year from which it was agreed. He said that if nothing goes wrong during the remainder of the build, he anticipates that there would be £120K left; but said that it could be risky not taking the entire amount. He suggested that he would expect to be able to put £100K early on in the Cambridge and Counties Bank Account and said that HPC could look to withdraw some if needed, giving 45 days' notice”.

We consider the recommendation made by the RFO prudent, and the Members subsequent Resolution well considered in that the recommendation and Resolution ensured the successful completion of the Jubilee Hall project and the financial security of the Council.

We have noted from the prime documentation that the first loan repayment is due on the 10th February 2020 in the amount of:

-£5,850.00 Interest
-£7,415.33 Principal

Total amount payable £13,265.33, each subsequent payment in six monthly intervals.

The Council has no other loans issued by it, or to it.

Conclusion

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

Rec. No.	Recommendation	Response
Review of Expenditure and VAT		
R1.	The Power under which a Grant is awarded must be recorded in the corresponding Minute.	

AGENDA ITEM:

SUBJECT OF REPORT: External Notice Board for Horndean Parish Office – Jubilee Hall

BACKGROUND

The current notice board at Tyfield House is wall mounted. This has been in need of replacement for some time and is showing signs of wood rot and the pin boards are warped inside. We have held off replacing this until the Jubilee Hall construction has completed.

At the new office location there is not sufficient external wall space to mount a notice board. It is not advisable to mount on the cladding. The alternative option is therefore to mount the noticeboard on posts. The proposed location will be in the landscaped area near the entrance of the offices.

To accurately cost the required noticeboard we are looking at like-for-like in terms of size and bays. We currently have a 3 bay glazed, lockable notice board and this is what will be needed at the new location.

There are 3 types of materials used for external notice boards (attached are detailed options). For the purpose of comparison the same size and finishing has been used throughout the costing. Please note that the cost include £182 for LED light fitting inside the noticeboard and has been included for each option.

COST: (excluding VAT)

Man Made Timber	£1,891.23
Aluminium	£1,904.36
Wood (Oak)	£2,152.67

My recommendation would be for Aluminium which is more robust for exterior placement and will be more in keeping with the modern new building.

There are a number of suppliers prices are within the same range.

Report prepared by:

Cheree Garvey
Office Manager

MAN MADE TIMBER (Recycled Plastic)



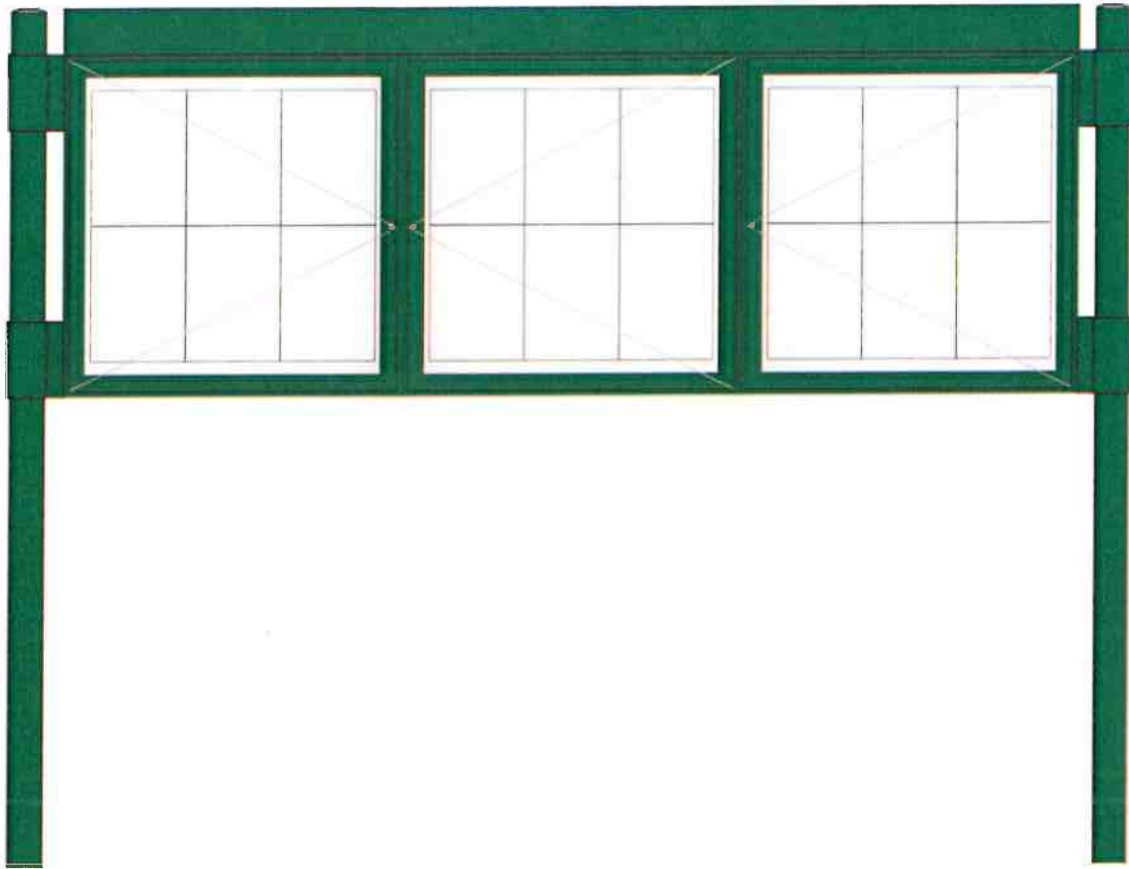
With a proven track record now in excess of 20 years and offering a genuine, low-maintenance alternative to traditional timber notice boards, the extensive Greenbarnes range of Man-made Timber noticeboards combines the benefits of modern materials with tried and tested detailing. Manufactured largely from recycled plastics, these boards have a convincing timber appearance but require none of the regular maintenance that is required by timber equivalents.

Standard specification includes:

- Man-made Timber (recycled plastic) frames and ABS back panels
- Dark brown textured finish with the appearance of wood
- 4mm polycarbonate glazing
- Integral weather seal and ventilation
- Stainless steel piano hinges
- Lockable (glazed bays)
- Self-healing rubber pin board

Cost: £1,891.23 + VAT

ALUMINIUM



The A-Max range of aluminium noticeboards offers the ultimate in build quality, engineering and durability. Framed in a 60mm deep aluminium profile these boards are the ideal choice for use in the toughest and most prestigious locations. The flexibility of the A-Max is also enhanced by the range of popular standard sizes available and also by a comprehensive range of options including choices of display panels, headers, posts and finishes ensuring that users can specify a board to fit their precise requirements.

Standard specification includes:

- Rigid, 60mm deep aluminium frame
- Silver anodised finish
- Galvanised steel back panel with silver finish for use with magnets
- 4mm toughened glass
- Top-hinged doors assisted on opening and supported by gas-stays
- Weather seal and integral anti-condensation vents
- Concealed locks supplied with 2 keys per board

A-Max boards are available in one, two and three-bay versions and a choice of three different finishes, satin silver anodised, powder-coated (7 standard colours) and brushed stainless. Further variety is offered by the option of polycarbonate glazing for demanding locations, a choice of internal or external headers and four alternative designs of post.

Options include:

- Brushed stainless finish or powder-coated in a choice of 7 colours
- 4mm polycarbonate in lieu of the standard toughened glass
- Choice of alternative display panels including self-healing rubber pin board,
- Internal and external (straight, gable or bow-pattern) headers
- Can be wall, post or railing-mounted
- LED lighting kits
- Commemorative, engraved aluminium dedication plate

Cost: £1,904.36 + VAT



These boards offer the unique blend of traditional appearance and intelligent design, combining over 25 years of manufacturing experience with the best of both traditional and modern materials. Solid oak frames are combined with back panels fabricated from Tricoya®, a man-made acetylated wood panel material with durability and stability far exceeding that of any form of plywood. [Click here for more information on Tricoya®](#).

Standard specification includes:

- Solid oak frames and **Tricoya®** back panels
- Microporous wood stain finish
- 4mm toughened safety glass
- Integral weatherseal and ventilation
- Nickel-plated brass or stainless steel hinges
- Lockable (glazed bays)
- Sundeala pinboard

Incorporated into all glazed, oak boards are concealed vents top and bottom, designed to maximise airflow and thus minimise condensation, whilst hinges and locks are carefully chosen for longevity and ease of maintenance. Offered with a huge range of options including toughened glass or polycarbonate glazing, a choice of 7 different display surfaces and a wide variety of finishes, headers and accessories, Greenbarnes oak noticeboards can be easily tailored to meet client's exact requirements and are designed to give a long, trouble-free life.

Options include:

- Choices of finishes
- Alternative 4mm polycarbonate glazing material
- Choice of 7 alternative display materials
- Glazed bays can be supplied with latch for public access
- Choice of header designs and lettering styles
- Available for wall, post or railing-mounting
- LED lighting (glazed bays only)
- Dedication plate

Cost: £2,152.67 + VAT



Horndean Parish Council

Information Technology and Equipment Usage Policy

**The policy does not form part of your contract of employment and
Horndean Parish Council may amend it at any time.**

This Policy covers the following matters:

- **Email and Internet monitoring**
- **Internet and email policy**
- **IT and computer equipment policy**

1 EMAIL AND INTERNET MONITORING

- 1.1 The Council recognises that employees may wish to use the office Internet for their own personal use. As long as this privilege is not abused and everyone acts responsibly in this regard and as long as no inappropriate, adult, pornographic, gambling or other sites on the Internet are accessed or downloaded, this will be permitted. Personal laptops, tablet notepads etc., are not permitted for use within the office unless during rest periods.
- 1.2 Employees should note that the Council reserves the right to monitor and/or record all telephone calls to and from the office, all emails (whether marked Private or Personal) and the Internet (checking the server) at any time for the purposes of ensuring that the Council rules are being complied with and for legitimate business purposes.
- 1.3 Please note that any misuse of any of the Council's facilities and equipment will lead to disciplinary action being taken.
- 1.4 The Council reserves the right to use covert surveillance in cases where any suspected dishonesty may have taken place either in relation to the activities of employee(s) or third parties.

2 INTERNET AND EMAIL POLICY

Introduction

- 2.1 Access to the Internet and email system will be available to you for Council business use. You are permitted to use Council e-mail for reasonable private purposes and in accordance with this policy. Any excessive personal use may result in disciplinary action and withdrawal of the concession.
- 2.2 Use of the Council's email facilities will be monitored and disciplinary action may be taken if the facilities are abused or put to inappropriate use.

Internet policy

- 2.3 The prime use of the Council's Internet facility is for information and research relating to the Council's business, functions and activities. User activity is monitored and logged electronically to ensure compliance.
- 2.4 Internet usage is not permitted for the purposes of social networking sites such as Facebook, Twitter or similar sites unless for the purpose of undertaking work duties or during rest periods.
- 2.5 Reasonable personal usage of the internet is permitted during rest periods. Any excessive use may be considered misconduct.
- 2.6 The downloading of any program from the Internet is strictly prohibited unless explicitly instructed to do so by the Chief Officer. For example this would include all shareware and freeware, screen savers and desktop background patterns or wallpapers.
- 2.7 The deliberate downloading or transmission of pornographic, offensive, abusive, sexist, racist, defamatory or other material of a similar nature is a serious offence and will result in dismissal.
- 2.8 All downloaded attachments, for example, Word documents that may contain Word macros, must be virus scanned before opening.

Email policy

- 2.9 **The guidelines and warnings listed below are of critical importance.**
- 2.10 You are reminded that email is subject to the same Council policies as any other form of correspondence and should be used for business purposes and limited reasonable personal use. Employees are not permitted to use the email system to send jokes or forward jokes to colleagues nor to send private or personal emails to friends or family whether they live locally or abroad. This is not only an abuse of the Council facilities and expenses but is an abuse of working time.

- 2.11 Beware what you write in email messages. Improper statements and frivolous comments can give rise to personal or Council liability.
- 2.12 Always assume that email messages may be read by others and are not private. It is however, not acceptable to access password protected material without express authorisation being provided by the primary account user or the Chief Officer/Council. It is a disciplinary offence to do so and may be deemed as gross misconduct, unless to implement essential safeguarding measures for the protection of Council and/or its business, Members, employees and residents.
- 2.13 Messages that are abusive, sexist, racist or defamatory are never appropriate and must not be sent or forwarded on to any other person whether within or outside the Council. It is a disciplinary offence to do so, regarded as gross misconduct.
- 2.14 Always remember that email messages, however confidential or damaging, may have to be disclosed in court proceedings or in investigations by competition authorities/regulatory bodies if relevant to the issues. Remember that even if you have deleted an email message, a copy may still exist on backup media or in other storage areas.
- 2.15 If you should receive an email which you believe is offensive, obscene or otherwise inappropriate, then you should immediately inform your Line Manager or the Chief Officer.
- 2.16 Never send 'strictly private and confidential' messages by email unless prior consent has been obtained from the addressee.
- 2.17 You are required to ensure that:
 - your email mailbox is checked at reasonable intervals for messages
 - any messages found there are collected
 - you must set appropriate access to your mailbox to cover both planned and unplanned absence
 - any temporary access to cover staff absence must be disconnected on return of the absentee.
- 2.18 Never import non-text files (e.g. executable files, Word documents) or messages on to your system without having them scanned for viruses.
- 2.19 Make hard copies of emails that you need to retain for record-keeping purposes.
- 2.20 Always make hard copies of important emails.
- 2.21 You must not enter into contractual commitments by email.
- 2.22 Do not advertise by email or send messages for missing items unless genuinely urgent for business reasons.
- 2.23 Do not download, copy or transmit to third parties the works of others without their permission as this may infringe copyright.
- 2.24 The following wording must precede the text when you send an external email:

- *This email and any attachments are confidential. It is intended for the recipient only. If you are not the intended recipient, any use, disclosure, distribution, printing or copying of this email is unauthorised. If you have received this email in error please immediately notify the sender by replying to this email and delete the email from your computer.*
- *The contents of any attachment to this email may contain software viruses, which could damage your own computer system. While we have taken every reasonable precaution to minimise this risk, we cannot accept liability for any damage which you sustain as a result of software viruses. You should carry out your own virus checks before opening the attachment*
- *Any views or opinions expressed are solely those of the author and do not necessarily represent those of Horndean Parish Council.*

3 IT AND COMPUTER EQUIPMENT POLICY

- 3.1 This policy is a summary of Council policy on the use of Council-provided computer equipment, email and voicemail systems and rules governing Internet access.
- 3.2 All Council provided computer systems and the data stored on them (including all email, files, electronic documents and voicemail messages created, sent and received) are and remain at all times the property of the Council. As such, they are not considered the private property of the employee (and any applicable privacy laws relating to such materials are excluded to the maximum extent permitted by law).
- 3.3 If you are provided with a computer to perform your duties (including laptops for home use) you must take all necessary steps to prevent unauthorised access to the computer and to the wider Council systems. Passwords should be used and changed regularly.
- 3.4 When not in use, especially out of normal working hours, at home, at work or in transit, laptops must be securely locked away out of sight.
- 3.5 The Council takes a serious view of computer misuse and such misuse may lead to disciplinary action being taken against you under the Council's disciplinary policy. Serious offences may constitute gross misconduct and therefore be liable to summary dismissal. The following are regarded by the Council as unacceptable:
- fraud and theft of data and software
 - sabotaging the system
 - using unauthorised software
 - misuse of personal data



Horndean Council Parish Council Disciplinary Policy and Procedure

1. Policy

The Council aims to ensure that there will be a fair and consistent approach to the enforcement of standards of conduct and performance in the Council. This policy and procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. This procedure sets out the action that will be taken when disciplinary rules are breached.

Matters which may be dealt with under this policy include discipline and dismissal for the following reasons (please note that this list is not exhaustive):

- Misconduct
- Sub-standard performance
- Harassment or victimisation
- Misuse of council facilities, including computer facilities (e.g. email and internet)
- Poor timekeeping
- Unauthorised absence

2. Principles

- Informal action will be offered, where appropriate, to resolve problems.
- No disciplinary action will be taken against an employee until the case has been fully investigated and a disciplinary hearing has taken place.
- For formal action the employee will be advised in writing of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of meetings.
- At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.
- Any mitigating circumstances will be taken into account when reaching decisions on appropriate disciplinary penalties.
- No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.
- An employee will have the right to appeal against any discipline imposed.
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3. Procedure

Informal stage

Minor faults will be dealt with informally. Where the matter is more serious the following procedure will be used.

3.1 Stage 1

This will normally be either:

an improvement note for unsatisfactory performance if performance does not meet acceptable standards.

This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The employee will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for six months, but will then be considered spent – subject to achieving and sustaining satisfactory performance

Or

a first warning for misconduct if conduct does not meet acceptable standards.

This will be in writing and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after six months.

3.2 Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance to the prescribed standard during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will advise of the right of appeal. A copy of this written warning will be kept but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance. In exceptional cases the period may be longer.

3.3 Dismissal or other sanction

If there is still further misconduct or failure to improve performance to the prescribed standards the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension or transfer (as allowed in the contract of employment). The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which his or her employment will terminate (in accordance with the employee's notice entitlement), and will be notified of his or her right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory

improvement, and will be advised of the right of appeal. A copy of the written warning will be kept but will be disregarded for disciplinary purposes after twelve months subject to achievement and sustainment of satisfactory conduct or performance.

Gross misconduct

The following list provides some examples of offences which are normally regarded as gross misconduct:

- theft or fraud
- physical violence or bullying
- deliberate and serious damage to property
- serious misuse of an organisation's property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- serious insubordination
- unlawful discrimination or harassment
- bringing the organisation into serious disrepute
- serious incapability at work brought on by alcohol or illegal drugs
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- accessing password protected material (emails/documents) without express authorisation of the primary account holder or Chief Officer/Council
- a serious breach of confidence.

This list is not intended to be an exhaustive one and only gives an indication of the types of offence that may be considered gross misconduct.

If the employee is accused of gross misconduct, the Council may suspend him or her from work with pay while it investigates the alleged offence. This will be as brief as possible, normally for no more than five working days, and the Council will explain its reasons in writing. The employee shall not attend his or her place of work during suspension, other than for the purpose of attending disciplinary proceedings, including investigatory interviews. The employee shall not contact any other employees or contacts of the Council, except the employee's companion, without the Council's consent.

If, on completion of the investigation and the full disciplinary procedure, the Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal, i.e. dismissal without notice or pay in lieu of notice.

Disciplinary investigations

The Council is committed to ensuring that all potential infringements of disciplinary rules are fully investigated. This may entail carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. It may also involve a search of the employee's person and/or property. The investigation report will be made

available to all the parties concerned. The identity of witnesses will be kept confidential where necessary.

Where an employee is called to attend an investigatory interview, it will be made clear that this is not a disciplinary hearing.

Disciplinary hearing

An employee will be invited, in writing, to a disciplinary hearing once the investigations are complete. Prior to the meeting the employee will be informed of the nature of the allegations that are to be addressed. The disciplinary hearing will be conducted by the Chief Officer, in the event that a Disciplinary Panel is required for the purpose of the Hearing, this will be convened from members of the Staff Committee.

Appeals

An employee who wishes to appeal against a disciplinary decision must do so within five working days. Members of the Appeals Panel drawn from full council, will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

If the employee wishes to appeal against a disciplinary decision, he or she must do so through the Appeals Panel within five working days of the receipt of the disciplinary letter. The appeal should be made in writing, stating the ground(s) on which the disciplinary penalty should be reviewed.

Members of the Appeals Panel which will hear the appeal. In the rare circumstances where this is not possible, alternative arrangements will be agreed with the employee and his or her companion.

The appeals hearing will be normally held within 10 working days of receipt of the letter. The decision of the Appeals Panel shall be final.

Appeals hearing

At the appeals hearing, the employee will be given opportunity to state the ground(s) on which the appeal is made. The Disciplinary Panel who took the original decision will then have the opportunity to explain their decision to impose the given penalty. The members of the Appeals Panel conducting the appeal may exercise discretion as to whether or not the two parties will be present together during the proceedings. The hearing will be adjourned when all the evidence has been heard. The members of the Appeals Panel conducting the appeal will consider the merits of the appeal, in private, before reaching a decision.

The members of the Appeals Panel will, whenever possible, verbally inform the employee of the decision reached and confirm this in writing no later than five working days after the hearing.

The members of the Appeals Panel has the authority to quash or reduce a disciplinary penalty or, in exceptional and appropriate circumstances, to increase it, in accordance with the penalties specified in the Council's disciplinary procedure.

An appeal hearing is intended to focus on specific factors that the employee feels have received insufficient consideration, such as:

- an inconsistent/inappropriate harsh penalty
- extenuating circumstances
- bias of the disciplining manager
- unfairness of the hearing
- new evidence subsequently coming to light.

Where an appeal against dismissal fails, the effective date of termination shall be the date on which the employee was originally dismissed.

Notes

1. Employees will receive a written invitation to all disciplinary meetings
2. The Disciplinary Panel and the Appeals Panel will be drawn independently.
3. Outcomes of formal meetings will be confirmed to the employee in writing.
4. The timescales listed above will be adhered to wherever possible. Each party can request an extension of the permitted timescale, however, where there are good reasons.
5. The Council reserves the right to seek assistance from external facilitators at any stage in the disciplinary procedure, in the interests of seeking a satisfactory outcome for all those concerned.
6. For employees during their first year of employment, the Council reserves the right to speed up the decision making process and may choose to follow a shortened version of the above procedure.
7. The grievance procedure should not be used for appeals against disciplinary decisions. That is the purpose of the disciplinary appeals procedure. If, however, the employee has a complaint against the behaviour of a manager during the course of a disciplinary case, they may raise it as a grievance with a senior manager. If necessary, the disciplinary procedure may be suspended for a short period until the grievance can be considered. Another manager may be brought in to deal with the disciplinary case.

Abuse of this policy

Any abuse in the application of this policy will be dealt with in accordance with The Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

Alterations and amendments to this policy

This policy does not form part of an employee's contract of employment. The Council reserves the right to amend or withdraw this Policy at its absolute discretion, in accordance with the needs of the council.

Additional information

For further information, please contact: Carla Baverstock-Jones – Chief Officer.



Horndean Parish Council Grievance Policy and Procedure

1. Policy

It is the Council's policy to encourage employees with grievances relating to their employment to use the procedure below to seek satisfactory solutions. The Council will try to resolve grievances as quickly as possible to the satisfaction of the individual(s) concerned. Where this is not possible, every effort will be made to explain the reasons for the decision.

If employees are not satisfied with the outcome, they have the right to pursue their grievance to the next stage. It is hoped that most grievances will be resolved during the informal discussion. Employees who have raised grievances will be treated fairly at all times before, during and after the grievance hearing(s).

Certain kinds of grievance cannot be dealt with under this procedure either because it is inappropriate or because there are already established agreements for the settlement of disputes in relation to them. Examples of these are: -

- Matters not relating to employment or matters over which the Council has no control
- Disciplinary matters
- Queries relating to statutory deductions from pay or rates of pay collectively agreed at the national or local level
- Matters relating to the pension scheme(s)

3. Relates policies and procedures

This policy is to be read in conjunction with the Council's other relevant policies.

4. Procedure

4.1 Informal stage

If you have a grievance about your employment you should discuss it informally with the Chief Officer. The Chief Officer will give a response within five working days. (See Notes 1-3 below for exceptions to this procedure.)

4.2 Stage 1

If you feel that the matter has not been resolved satisfactorily through informal discussions, you must put your grievance in writing to the Chief Officer. You will receive a reply within five working days following this, and a meeting will be

arranged. You must take all reasonable steps to attend the meeting. You, any relevant witnesses and members of the Grievance Panel drawn from the Staff Committee will attend the meeting. You may choose to be accompanied by a colleague, lay or trade union official. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated or to give the members of the Grievance Panel time to consider the decision. The members of the Grievance Panel will give a response in writing within five working days of the meeting and will inform you of the appeals procedure.

4.3 Stage 2

If you are not satisfied with the members of the Grievance Panel's response, you may raise the matter, in writing, with the Council's Appeal Panel within five working days. A meeting will be arranged, constituted as in Stage 1, except that members of the Appeal Panel will replace members of the Grievance Panel. The members of the Appeal Panel drawn from full Council, will give a response within five working days of the meeting. The Appeal Panel's decision is final.

4.4 Investigations

The Council is committed to ensuring that all grievances are investigated fully. This may involve carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. The investigation report will be made available to all the parties concerned. The identity of witnesses will be kept confidential where necessary.

5. Notes

1. The grievance procedure should not be used for appeals against disciplinary decisions, as that is the purpose of the disciplinary appeals procedure. If, however, you have a complaint against the behaviour of a manager during the course of a disciplinary case, you may raise it as a grievance with a senior manager. The disciplinary procedure may be suspended for a short period if necessary until the grievance can be considered.
2. Employees are encouraged to raise grievances and will not suffer any detriment from doing so.
3. The timescales listed above will be adhered to wherever possible. Where there are good reasons, e.g. the need for further investigation or the lack of availability of witnesses or companions, each party can request that the other agrees to an extension of the permitted timescale.
4. The Council reserves the right to seek assistance from external facilitators at any stage in the grievance procedure.
5. For employees during their first year of employment, the Council reserves the right to speed up the decision making process and may choose to follow a shortened version of the above procedure.

6. A copy of the written grievance and written decisions made will be placed on the employee's/ex-employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.

6. Abuse of this policy

Any abuse in the application of this policy e.g. if an employees grievance is found to be malicious or to have been made in bad faith will be dealt with in accordance with The Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

7. Alterations and amendments to this policy

This policy and procedure does not form part of employees' contractual rights. The Council reserves the right to revise the contents of this policy and procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the council.

8. Additional information

For further information, please contact Carla Baverstock-Jones – Chief Officer.



CONTRACT OF EMPLOYMENT

Between

Horndean Parish Council

and

<name>

Statement of Written Particulars

DRAFT

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Contract of Employment dated XXXXX: XXXXXX Parish Council (“the Organisation”) of insert registered address and full name and address of employee.

This document sets out the terms and conditions of your employment, including the particulars of employment that the Organisation is required to detail by the Employment Rights Act 1996.

1. Period of Employment

Your employment with name of Council will commence on (START DATE). Your previous employment (insert name of previous parish council if there has not been a break in service) counts as continuous service, for the purposes of the Redundancy Modification Order ONLY. It is only applicable for the calculation of redundancy pay should the situation arise. For all other purposes the Organisation is a separate and distinct employer. Therefore your Redundancy Modification order continuous service date runs from XXXXX. This employment is permanent, subject to Section 8.

Your employment is subject to your satisfactory completion of a [insert number] week/month probationary period. The Organisation reserves the right to extend this period at its discretion. The Organisation will assess and review your work performance during this time and reserves the right to terminate your employment at any time during the probationary period.

During the first month of your probationary period, employment may be terminated without notice. Thereafter, until the satisfactory completion of your probationary period, including extensions to it, employment may be terminated by either side giving notice of one week.

Further details of notice to terminate your employment are set out later in this Statement.

2. Job Title

Your job title is (JOB TITLE).

This title does not limit your duties, and the Organisation may require you from time to time to do any work within your capacity on either a permanent or temporary basis. Your duties are outlined in your job description; however your job description does **not** form part of your contract of employment and may be amended from time to time at the discretion of the Organisation.

You must work exclusively for the Organisation unless you first obtain the Organisation’s written permission to work for or be involved in another business or organisation. This permission will not be unreasonably withheld, but it is likely to be refused if there is a conflict or potential conflict of interest. For example, you wish to work for a company which provides services to the Organisation.

3. Normal Place of Work

Your normal place of work will be **XXXXXX** (standard office address).

The Organisation may from time to time require you to work at other locations on a temporary basis and may request you to work elsewhere permanently.

There are no particulars to be entered in this statement with regard to working outside the United Kingdom.

4. Reporting Arrangements

Your post reports to the **LINE MANAGER JOB TITLE** – (for the Clerk this will say “As the Clerk you are responsible to the whole Council and you do therefore not have an individual line manager. On a day to day basis for leave requests and sickness reporting, for example, you will liaise with the Chairman / Chair of the Staffing Committee).

5. Remuneration & Benefits

With effect from the commencement of your employment your salary will be **(SALARY) per annum** and shall accrue from day to day (where it is necessary to calculate a daily figure it will comprise 1/365 of the total). Your salary is payable **monthly** in arrears by **bank transfer**.

Insert any particulars of scale or rate of remuneration, or of the method of calculating remuneration.

Part time pay is calculated by **pro-rata reference** to the standard working week for full time employees of 37 hours.

[list any additional benefits the employee may be entitled to i.e. a car parking pass if applicable]

6. Pay Reviews

In the first year of employment employees joining prior to **XXX** will be considered for a pay review in **XXX** of that year.

Employees joining on or after the **XXX** will not be considered for a pay review until the following year; the starting salary will have taken account of the current pay review.

Thereafter, pay is reviewed on an annual basis in April each year. Although pay will be reviewed this does **not** indicate that pay increases are an automatic right. Possible pay increases are related to satisfactory performance in the role, comparison with the

external labour market as well as the budgetary constraints on the organisation. Any pay increases are awarded at the absolute discretion of the organisation.

7. Hours of Work

Your normal hours of work will be **XXX hours per week** and will be worked **[insert time]** to **[insert time] [insert day]** to **[insert day]** with **[insert length of time]** off for lunch each day. Should you wish to vary your hours or working pattern this will need to be agreed with your manager in advance.

or

Your normal hours of work will be **XXX hours per week** to be worked at times agreed with your manager.

You may be required to adjust or extend your hours as is necessary to meet the needs of your job. Where such an adjustment results in working in excess of 37 hours in any one week **you will normally be expected to take this off as Time Off In Lieu (TOIL) at a suitable time to be agreed with your manager.**

And/or

Exceptionally, and with the PRIOR written agreement of your line manager, you will be entitled to additional payment at your normal hourly rate for work done on weekdays and at 'time plus XX ' for work done at weekends or on a public holiday. (Without prejudice to the definition of a day's pay or to the Organisation's right, within reason, to require you to work weekends, an hourly rate of pay will be calculated as one 52nd of annual salary divided by 37).

If you work more than six consecutive hours per day, you are entitled to a daily 20-minute **unpaid** meal break by arrangement and at times convenient to the Organisation.

In order to comply with Working Time Regulations, you must inform the Organisation if you have additional employment, with another employer. If your working hours exceed 48 in any working week, it is your responsibility to inform the Organisation immediately.

8. Termination of Employment

Your employment with the Organisation may be terminated in the circumstances detailed below:

- a. by you giving us not less than **one month** notice in writing
- b. by the Organisation giving you statutory notice. Currently the statutory notice period is
 - One week if your period of continuous employment is longer than one month but shorter than two years.

- One week for each year of continuous employment up to a maximum of 12 weeks.
- c. summarily by the Organisation without notice or payment in lieu of notice if you are guilty of any serious breach of your contract of employment, you are grossly negligent; demonstrate serious deficiencies in performance or if you commit an act of gross misconduct.

On termination of employment for **whatever** reason you must return all Organisation property, including but not confined to, documents (in hard copy or machine readable form), motor car, car and office keys, security pass, credit cards, computers and other office equipment.

The Organisation retains the right to deduct the cost of any equipment or property that is not returned or is returned in a damaged condition due to your actions, from your final pay.

Where you have entered into a separate deduction agreement with the Organisation, any outstanding costs detailed in the agreement will be deducted from your final pay.

The Organisation reserves the right to require employees to remain at home for all or some of their notice period. This may apply whatever the reason for termination and will be at the complete discretion of the Organisation. The Organisation reserves the right to make payment in lieu of notice.

9. Annual Leave (with pay)

The Organisation leave year runs from 1 April to 31 March. You are entitled to [XX working days leave or insert number of hours if part time or has irregular work pattern/days holiday per year], plus public holidays, in any one leave year. In any incomplete year of employment you will be granted XX days leave for every completed month of employment.

Unused holiday entitlement may be carried forward to the next holiday year. The amount of holiday that can be carried forward into the next holiday year is limited to [insert number of days] and is at the total discretion of your line manager.

Annual holiday entitlement during your first year of employment accrues at the rate of one twelfth of the full annual holiday entitlement, on the 1st of each month, in advance. Thereafter you will be entitled to your full annual holiday entitlement each year and there is no requirement to accrue holiday rights.

You will be paid at your normal rate of pay in respect of periods of annual holiday. Overtime will not be included in the calculation of holiday pay

As you have no normal working hours you will be paid your average pay in the 52 weeks prior to your holiday. (delete if not appropriate)

As you have normal working hours but the days of the week or the times of the day the work is done varies [*i.e. shift workers*] you will be paid the average number of normal weekly hours multiplied by your average pay during the 52 weeks prior to your holiday. (delete if not a shift worker).

You are required to submit annual holiday requests to management as soon as possible, giving a minimum of one month's notice prior to the requested annual holiday start date. Requests for annual holiday will be granted on a 'first come, first served' basis. The granting of all holiday requests will be subject to adequate cover being available and the overall needs of the Organisation being met.

All periods of annual holiday must be authorised in advance by management. You must not make firm annual holiday arrangements prior to receiving confirmation from management that your request has been authorised.

No more than two weeks of annual holiday entitlement can normally be taken at one time. In exceptional circumstances you may be permitted to take annual holiday in excess of two weeks at the sole discretion of management.

If you take unauthorised annual holiday you will be subject to disciplinary action.

The Organisation may require you to reserve a specified amount of annual holiday entitlement to be taken at a time set by the Organisation, depending on the needs of the service. You will be given as much notice as possible of such a requirement. If the needs of the Organisation change and you are no longer required to reserve the annual holiday for such purposes, you will be informed of this and will be able to take this period of annual leave at any time.

On termination of your employment, if you have exceeded your pro rata entitlement, the excess will be converted to a daily rate and deducted from any sums due to you. If you have any unused leave the Organisation may require you to take leave during the notice period or, alternatively, pay you in lieu.

10. Sickness Absence and Sick Pay

You are required to notify the Organisation as soon as possible of your sickness absence and the reasons for it. You should do this personally at the earliest opportunity to *insert name/job title* and by no later than *time - insert details* on the first day of your absence. Failure to do so may result in disciplinary action.

Particulars of any terms and conditions relating to incapacity to work due to sickness or injury, including any provision for sick pay, are explained in the Organisation's Sickness Absence Policy. This will be given to you when you start your employment and can be found [*insert where this document can be accessed e.g. Council intranet*] (*delete as appropriate*).

Self-certification is allowed for a maximum of 7 days after which a Doctor's Certificate must be provided.

You are entitled to contractual sick pay at your normal rate of pay for a maximum of insert number of days for any one period of incapacity. This payment includes your entitlement to Statutory Sick Pay (SSP) or other Social Security benefits.

You will be entitled to a maximum of insert number of days sick pay in any one year. This is subject to the requirements to notify the Organisation and provide evidence of incapacity.

Thereafter you may be entitled to Statutory Sick Pay.

OR

Once your entitlements to Organisational sick pay and/or SSP have been exhausted, all payments will cease until you return to work.

You may, at the Organisations expense, be required to submit to such medical examinations and tests as may reasonably be required.

11. Other Paid Leave

Your entitlements to Statutory Maternity, Paternity, Adoption, Shared Parental Pay and Parental Bereavement Leave are outlined in the Council's Managing Absence Policy which can be found [insert where policies are located]

12. Pensions

The Organisation is a member of the Local Government Pension Scheme, which operates a contributory pension scheme, which you are entitled to join. The particulars of terms and conditions relating to the Scheme are explained in the scheme documentation. This will be given to you when you start your employment/can be found insert where this document can be accessed e.g. Council intranet (delete as appropriate).

There is a contracting-out certificate in for this employment, in England under that Pensions Scheme Act 1993. (delete as appropriate)

Or

You will be automatically enrolled into the Organisations pension scheme, the details of which will be given to you when you start. If you do not wish to remain in the scheme you must notify us of this in writing.

OR

you will not be automatically enrolled in a pension scheme. You do have the right to request to join a scheme and details will be provided upon request”

13. Training

Training will be on the job and any specific additional needs will be discussed during your probationary period

Or

You are expected to complete the following training which will be provided by the Council [name the courses/training] Further information will be provided by your manager.

14. Collective agreements

There are no collective agreements with trade unions or other employee groups affecting this employment.

15. Health and Safety

The Organisation requires you to comply with your obligations under the Health and Safety at Work Act 1974, other relevant legislation and the Organisation’s policies relating to Health & Safety. You must report to your manager any unsafe working conditions, practices, equipment or machinery and all accidents, dangerous occurrences and near misses at work regardless of whether injury occurs to any person or damage is caused to property.

16. Disciplinary and Dismissal Procedure

A copy of the Organisation’s Code of Conduct is in the [Employment Handbook / on the Organisations Intranet](#), which will be given to you on your first day of employment.

The Organisation expressly reserves the right to suspend you from employment pending investigation of any disciplinary or related matters. During any such period of suspension you will be paid your full basic salary.

The Organisation has a non-contractual disciplinary and dismissal procedure, which does not form part of this Agreement and may be changed from time to time. This is available in the employee handbook.

If you are dissatisfied with any disciplinary decision affecting you, the process for appeal is outlined in the disciplinary policy.

17. Grievance Procedure

If you are dissatisfied with any aspect of your employment the matter should be raised in the first instance with your manager. The procedure for pursuing any employment-

related grievance (other than one related to discipline) is set out in the Organisation's Grievance Procedure. This is available [state where located].

The grievance procedure is not contractual and does not form part of this Agreement and may be changed from time to time at the discretion of the Organisation.

18. Changes to Terms of Employment

The Organisation reserves the right to make reasonable amendments to your contract of particulars of employment.

In addition to the terms of this Agreement you are required to comply with the notices, instructions and other directions which the Organisation may issue from time to time.

The Organisation may make reasonable changes to your terms and conditions of employment; and these will be confirmed to you in writing within one month of them taking effect. You will be deemed to have accepted any change made in this way unless you notify the Organisation to the contrary in writing within one month of receiving notice of a change.

19. Confidential Information and Publicity

You are obliged at all times to protect commercial information belonging to the Organisation, its customers and contractors. You must not disclose Organisational information without prior authorisation. These obligations continue after you leave the Organisation.

You should not communicate Organisational information to any member of the press or the media without prior permission from your manager, unless to do so is within the scope of your responsibilities.

20. Inventions and Intellectual Property

You are required immediately to disclose to the Organisation any invention or other intellectual property discovered or created by you during the course of your employment by the Organisation and any such invention or other intellectual property so created shall (subject to the provisions of the Patents Act 1977 and the Copyright Designs and Patents Act 1988) belong to and be the absolute property of the Organisation. You agree to take any actions reasonably required by the Organisation at its expense to protect such inventions or intellectual property and to vest ownership in the Organisation or its nominee.

21. Computer Equipment

You must observe all legal requirements and Organisational rules regarding the use of computer equipment and data protection. Computer software must not be used for

work unless it is properly licensed and is used only in accordance with the license. You will have access to the internet in order to help you with your work. This access must not be abused. You may use the internet for personal use, if agreed by your manager. Any personal use should be in your own time and should not be excessive. You should not visit sites which may cause offense to others (e.g. racist, sexist etc.). Inappropriate use of the internet will lead to disciplinary action.

22. Data Protection

You shall make yourself aware of the Organisation's policies on data protection with regard to data processing undertaken by you in the course of your duties and act in accordance with those policies at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information. You shall inform the Organisation immediately upon discovery of a data breach. Failure to do so may result in disciplinary action being taken against you, up to and including dismissal. You shall, at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

The Organisation collects and processes certain types of data about you and does so in line with the General Data Protection Regulation and the Data Protection Act 2018. Please read the Company's Privacy Notice which can be found [insert details](#) for more information about the types of data processed and the reasons for the processing.

23. Deductions from Salary

For the purposes of the Wages Act 1986, you hereby authorise the Organisation to deduct from your remuneration any amounts due from you to the Organisation including without limitation, any over-payments, loans or sums advanced to you by the Organisation. You will be informed, prior to any deductions being made, of the amount(s) outstanding and the rate of deduction.

24. Entitlement to work in the UK

Your employment is conditional on you being legally entitled to live and work in the UK. If your status changes and you are no longer entitled to live or work in the UK, your employment will be terminated without notice or payment in lieu of notice.

25. Definitions and Interpretations

"Your manager" means any person to whom you may be required by the Organisation to report.

"Intellectual Property" includes (without limitation) letters patent, trademarks whether registered or unregistered, designs, copyright or applications for any of the foregoing and the right to apply for them in any part of the world, discoveries, creations, inventions or improvements upon or additions to an invention, confidential information,

know-how, business names whether registerable or not, moral rights and any similar rights in any country.

Any reference to a statutory provision shall be deemed to include a reference to any statutory modification or re-enactment of it.

This Agreement is governed by English law. The section headings and clause headings do not form any part of this Agreement and shall not be taken into account in its construction or interpretation.

Any delay by the Organisation in exercising any of its rights under this Agreement shall not constitute a waiver thereof.

This Agreement supersedes any previous correspondence and any prior agreement between yourself and the Organisation and forms the sole basis of any contractual relations between yourself and the Organisation except rights and obligations implied by law.

If any provision of this Agreement is found by a Court or other competent authority to be void or unenforceable, such provisions will be deemed to be deleted from the contract and the remaining provisions shall continue in full force and effect.

The foregoing particulars are agreed as accurately representing terms of the contract of employment as at 23 November, 2020.

Signed for the Organisation

Signed by

Name.....

Name.....

Title:

Address.....

Date.....

.....

Date.....