# Horndean Parish Council
## NOTICE OF MEETING

**Members are hereby summoned to attend A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE, TO BE HELD ON MONDAY 23RD FEBRUARY 2026 at 6.30 P.M, AT JUBILEE HALL, CROUCH LANE, HORNDEAN PO8 9SU**

Becky White
Clerk to the Council
16th February 2026

Members of the Committee Cllr J Lay (Chairman), Cllr T Attlee, Cllr D Prosser, Cllr Redding, Cllr Tyler are summoned to attend.

**AGENDA**

1. To receive 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 open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate*.**
4. To approve the Minutes of the Finance and General Purposes Committee Meeting held on 8th December 2025.
5. To receive and consider the following Policy Documents:
    - Internal Control Policy
    - Annual Governance & Accountability Plan
    - Internal Auditor Terms of Reference
    - Scope of Internal Audit
    - Annual Review of the Effectiveness of the Internal Audit
6. To note the Internal Auditor Letter of Engagement for 2025/26
7. To review Hall Hire Charges for 2026/27
8. To review a quotation for an upgrade for the improvement of broadband services at Jubilee Hall.
9. To review the acquisition of a Pedestrian Tractor.
10. To review the proposed meeting calendar for 2026/27 and note the next meeting of the F&GP Committee as 22nd June 2026.

# HORNDEAN PARISH COUNCIL

## FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON 8 DECEMBER 2025 AT 6:30 PM**

**PRESENT:** Cllr J Lay (Chairman), Cllr D Prosser, Cllr A Redding,

**IN ATTENDANCE:** Becky White, Clerk/Proper Officer (Minute Taker); Simon Ritson, RFO

**PUBLIC ATTENDANCE**: 2 member of the public was in attendance.

**F&GP 030/25/26 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr T Attlee. Cllr J Tyler was noted as absent.

**F&GP 031/25/26 TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

**F&GP 032/25/26 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The Meeting was duly opened.

**F&GP 033/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 27 OCTOBER 2025**

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 27 October 2025, be signed as a true record of the meeting. All agreed.

**F&GP 034 /25/26 TO RECEIVE AN UPDATE ON THE CONDITION OF LAND ON THE NORTH-EAST SIDE AND LAND TO THE WEST SIDE OF WAGTAIL ROAD (TITLE NO. SH48937), PERTAINING TO A PROPERTY IN REDSHANK ROAD.**

The Grounds Manager had received reports of an incursion into and damage at the Council owned land at the above address as a result of construction works to an adjoining property. Recent images, demonstrating the land's current condition had been taken and circulated, along with costings for the repair and reinforcement of the boundary. The Clerk reported that the Grounds Manager had completed a recent site inspection and was satisfied with the recovery following reseeding. The resident of the adjoining property was in attendance and following discussion with the Committee, agreed to make a financial contribution of £100 towards re-enforcing the existing boundary to prevent re-occurrence.

It was **RESOLVED** to accept the contribution of £100 towards the cost of boundary works at the site.

**F&GP 035/25/26 TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATIONS:**

- The Rosemary Foundation Hospice at Home - £300

A member of the Rosemary Foundation team gave a presentation to the Committee and a discussion took place.

The Finance & General Purposes Committee **RESOLVED** to recommend the following proposal to Council, in respect of the following grant application:

- The Rosemary Foundation Hospice at Home - £300

It was **RESOLVED** to recommend to Council that The Rosemary Foundation Hospice at Home be awarded £300, pursuant to S137 Local Government Act 1972, as per the recommendation of the Finance & General Purposes Committee meeting on 8th December 2025 – Funding to be used for counselling services (total project cost is £10,000).

**F&GP 036/25/26 TO RECEIVE AND CONSIDER THE FIXED ASSET POLICY AND REGISTER**

The Fixed Asset Policy had been prepared and circulated by the RFO and included a revised threshold limit of 0.1% x Total Value of Assets Less Land and Buildings. It was noted that the threshold for the financial year 2025/26 would be £700.00.

The Committee **RESOLVED** to recommend the following proposal to Council in respect of the Fixed Asset Policy:

- That the Fixed Asset Policy be adopted as presented.

**F&GP 037/25/26 TO RESPOND TO THE INTERNAL AUDITOR REPORT**

The Internal Auditor's Interim Report for 2025/26 had been previously circulated by the RFO. The Committee noted the IA's comments regarding the Financial Regulations and Standing Orders and the RFO's report that these documents had been reviewed and updated by Council on 12th May 2025 following NALC's release of a new model.

The Committee **RESOLVED** that the RFO should inform the IA that the Financial Regulations and Standing Orders were reviewed and adopted in May 2025 and adhere to the latest NALC models.

**F&GP 038/25/26 TO REVIEW THE RISK REGISTER**

The HPC Risk Assessment for the financial year 2025/26 had been prepared and circulated by the RFO. The Clerk noted that the document was sufficient for current purposes but that it would require updates in some areas going forward. Once this work had been completed a report and recommendations would appear on a future Committee Agenda.

The Committee **RESOLVED** to recommend the following proposal to Council in respect of the Risk Register

- That the Risk Assessment for 2025/26 be adopted as presented.

**F&GP 039/25/26 TO RECEIVE & CONSIDER THE DRAFT 2026/27 BUDGET**

Following discussion of the draft 2025/26 budget at the Committee meeting of 27th October 2025, the RFO had reviewed the use of the Community Infrastructure Levy reserves to fund planned improvement projects, the proposed increase to the Neighbourhood Plan EMR, the rise in the tax base to 5240.62 and the reduction, by 2%, in the Employers Pension Contribution. A revised report had been circulated with the proposed budget requiring a precept increase of 3.57%. The Clerk advised her concerns that the Council did not currently make provision for contingency spending and recommended that nominal codes for Chairman's Allowance and a Miscellaneous Provisions be used, in accordance with the Financial Regulations, to support any necessary spending in-year during 2026/27. This would allow the Committee an opportunity to review requirements in these areas and budget accordingly for the following financial year. This advice was supported by the RFO and noted. The Committee also agreed to re-examine the reserves position at the year end to ensure current project commitments were appropriately managed.

The Committee **RESOLVED** to recommend the following proposal to Council in respect of the draft 2026/27 Budget

- That the proposed budget for 2026/27 be adopted as presented.

**F&GP 040/25/26** **TO NOTE THE NEXT MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE ON 23RD FEBRUARY 2026**

This was noted.

Meeting concluded at 7.11pm

……
Chairman

……

Dated

**HORNDEAN PARISH COUNCIL**

**INTERNAL CONTROL POLICY**

**OVERVIEW**

The Accounts and Audit Regulations 2015 state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk. Internal control is designed to reduce financial risk to the Council

**1. SCOPE OF RESPONSIBILITY**

Horndean Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

**2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures, the examination of financial comparisons, the recording of assets, the identification of risk, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage risks efficiently, effectively and economically.

**3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT**

3.1. The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

- The Chairman of the meeting signs the last page of the minutes and initials all other pages.
- Decisions made should be within the framework of the Standing Orders and Financial Regulations laid down and approved by the Council.
- The Council reviews its obligations and objectives and approves budgets and the required level of precept for the following financial year for the following year at its December meeting.
- The Finance & General Purposes Committee receives a quarterly financial statement which it approves at its Committee meetings.
- Payments are made in accordance the Council's Financial Regulations.
- Two signatories (at least one to be a Councillor) must approve all transactions. The signatories will ensure that the electronic payment agrees with the amount of the invoice and the payee named on the invoice. Officers may not authorise payments, although the Clerk or the RFO can undertake approvals if the other signatory is a Councillor or if not making the payment might put Council at risk of breach of contract or subject to financial penalty. Council will approve the receipts and payments made for each month at the next meeting.
- At least once each quarter, the Finance & General Purposes Committee shall ensure that the Bank Reconciliation totals are reconciled to the month-end bank statement and the Chairman of the Committee shall initial the corresponding Bank statement as evidence of this check .
- At its first meeting after the end of each financial year the Finance & General Purposes

Committee Meeting, the Committee shall ensure that the Bank Reconciliation as at 31st March totals are reconciled to the year-end bank statement and the Chairman of the Committee shall initial the corresponding Bank statement as evidence of this check.

- At least twice a year, those Councillors appointed as Internal Scrutiny Members, will carry out a review of the internal processes and report to Council. (see Appendix A)

3.2. Clerk to the Council:

The Council has appointed a Clerk to the Council, who acts as the Council's advisor and administrator. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are maintained and adhered to.

- The duties of the Clerk are laid down in a Job Description which is reviewed each year.
- The Clerk is responsible for the day-to-day compliance with the laws and regulations that the Council is subject and ensuring that any updates or amendments required as a result of updates are implemented in a timely manner.
- The Clerk has overall budgetary control and is responsible for managing risk in conjunction with the RFO.
- The Clerk is responsible for ensuring that the Council's governance and accountability policies and procedures are maintained and reviewed annually.
- The Clerk has overarching responsibility for Health & Safety and personnel management and for ensuring compliance with legislation in this matters.

3.3. Responsible Financial Officer:

The Responsible Financial Officer is responsible for administering the Council's finances and managing risk in conjunction with the Clerk.

- The duties of the RFO are laid down in a Job Description which is reviewed each year.
- The RFO submits all the requested information to the External Auditor by the required date.
- The RFO arranges for the public notices to be displayed.
- The RFO will retain all relevant documents relating to the financial year for six years (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments, accounts and supporting information).

3.4. Internal Auditor

The Council appoints an independent Internal Auditor, who will report to the Council on the adequacy of its records, procedures, systems, internal control, regulations, risk management and reviews.

- The effectiveness of the internal audit is reviewed annually, after the half year inspection, and the Council agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council
- The scope of the work (and the charge) of the IA is reviewed annually and the review and the appointment is minuted.
- The IA will inspect the accounts twice during the financial year; at the half year and year-end (prior to completion of the Annual Governance & Accountability Return sections 1 and 2) and will complete the relevant IA page of the AGAR.
- The IA will write a separate report to the Council detailing any findings they might have.
- The report of the IA is copied to all members of the Council and considered as an agenda item at the next Finance & Policy Committee meeting. Recommendations from the report will be recorded in the minutes.

3.5. External Auditor

The Council's External Auditors, appointed by the Smaller Authorities' Audit Appointments Ltd, submit an External Auditor's Report, which is presented to the Finance & Policy Committee.

## 4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by:

- Full Council – identification of new activities
- Clerk to the Council and RFO who have responsibility for the development and maintenance of the internal control environment and managing risks – risks identified
- Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to IA Section Report in the AGAR) – action arising from reports
- The Council's External Auditors who make the final check using the Annual Governance & Accountability Return, a form completed and signed by the RFO, the Chairman and the Internal Auditor. The External Auditor issues an annual audit certificate – action arising from AGAR.
- Council meetings and on-going business – significant issues that are raised during the year

## 5. SIGNIFICANT INTERNAL CONTROL ISSUES

Any significant internal control issues identified by IA during the financial year are to be reported to Council and agreed actions minuted.

## 6. EXTERNAL AUDIT OPINION

Significant matters raised on the Annual Return for the previous financial year are to be reported to Council and agreed actions minuted.

**Appendix A: Horndean Parish Council – Internal Scrutiny Members Report to Council**

| | 1st Review | Comments | 2nd Review | Comments |
|---|---|---|---|---|
| Purchase Order signed by relevant managers. | Yes/No | | YesNo | |
| Electronic payment amounts agree with POs and invoices. | Yes/No | | Yes/No | |
| Invoices checked & approved by Clerk or RFO | Yes/No | | Yes/No | |
| Payment approvals agreed and signed at Council/Committee meetings – check payment authorisations and minutes of meetings | Yes/No | | Yes/No | |
| Quarterly bank reconciliations completed & bank statements signed by F&P Committee Chairman | Yes/No | | Yes/No | |
| Income banked in timely manner – check receipt log against bank account. | Yes/No | | Yes/No | |
| VAT reclaim completed quarterly – check VAT folder with VAT submission emails. | Yes/No | | Yes/No | |
| Finance Report, including details of income and expenditure (I&E) received and reviewed by F&GP Committee – check I&E sheet and minutes of meeting. | Yes/No | | Yes/No | |
| Salary amounts agree with council approved amounts – check monthly totals against budgeted figures and salary scale points. | Yes/No | | Yes/No | |

ISM No 1 - Mid Year: Name ..... Signed ..... Date .....

ISM No 2 - Mid Year: Name ..... Signed ..... Date .....

ISM No 1 – Year End: Name ..... Signed ..... Date .....

ISM No 2 – Year End: Name ..... Signed ..... Date .....

# HORNDEAN PARISH COUNCIL
# ANNUAL GOVERNANCE & ACCOUNTABILITY PLAN

| TASK | APRIL | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MARCH | BIANNUAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Review Risk Management Scheme | | | ✓ | | | | | | | | | | |
| Carry out all general Risk Assessments | | | ✓ | ✓ | | | | | | | | | |
| Annual RoSPA inspection | | ✓ | | | | | | | | | | | |
| Review Insurance at renewal | | | | | ✓ | ✓ | | | | | | | |
| Asset Register updated | ✓ | | | | | | | | | | | | |
| Internal Scrutiny Member review accounts | | | | ✓ | | | | | | ✓ | | | |
| Complete Year End Processes | ✓ | | | | | | | | | | | | |
| Approve Year End Accounts | | ✓ | | | | | | | | | | | |
| Internal Auditor Report | ✓ | | | | | | ✓ | | | | | | |
| Annual Governance Report | | ✓ | | | | | | | | | | | |
| Annual Governance & Accountability Return | | ✓ | | | | | | | | | | | |
| Review Internal Audit Terms of Reference | | | | | | | | | | | | ✓ | |
| Review Effectiveness of Internal Audit | | | | | | | | | | | | ✓ | |
| Review Internal Control Policy | | | | | | | | | | | | ✓ | |
| Meeting Calendar for following year | | ✓ | | | | | | | | | | | |
| Appointment of Internal Auditor | | ✓ | | | | | | | | | | | |
| Appointment of RFO | | ✓ | | | | | | | | | | | |
| Appointment of Internal Scrutiny Members | | ✓ | | | | | | | | | | | |
| Note S.137 Spending Limit | | ✓ | | | | | | | | | | | |
| Review Standing Orders | | | | | | ✓ | | | | | | | |
| Review Financial Regulations | | | | | | ✓ | | | | | | | |
| Review Staff Appraisals & SCPs (NJC Scales) | | | | | | | ✓ | | | | | | |
| Preparation of Annual Budget | | | | | | | | ✓ | | | | | |
| Budget Monitoring | | | ✓ | | | ✓ | | | ✓ | | | ✓ | |
| Data Audit | | | | | | | | | ✓ | ✓ | | | |

**Prepared by Becky White, Clerk & Interim RFO. Reviewed by F&GP 23rd February 2026, Adopted 9th March 2026**

**Role**

1. The Internal Auditor is responsible for conducting an objective and independent appraisal of all the Town Council's activities, financial and otherwise. He/she should provide a service to the whole organisation. It is not an extension of, nor a substitute for, good management, although it can have a role in advising management. The Internal Auditor is responsible for evaluating and reporting to Council, and thereby providing them with assurance on the arrangements for risk management, control and governance, and value for money. It remains the duty of management, not the Internal Auditor, to operate these arrangements.

**Scope**

2. The Internal Auditor will consider the adequacy of controls necessary to secure propriety, economy, efficiency and effectiveness in all areas. He/she will seek to confirm that management has taken the necessary steps to achieve these objectives and manage the associated risks.

3. The scope of Internal Audit work should cover all operational and management controls and should not be restricted to the audit of systems and controls necessary to form an opinion on financial statements. This does not imply that all systems will be subject to review, but that all will be included in the audit risk assessments and hence considered for review following the assessment of risk. The role of Internal Auditor is to confirm that there are adequate systems for management of the resources. The Internal Auditor might review a grant to ensure that the requirements of the grant have been met, but it should not form a view on the merit of the award.

4. It is not within the remit of the Internal Auditor to question the appropriateness of policy decisions. However, the Internal Auditor is required to examine the arrangements by which such decisions are made, monitored and reviewed.

5. The Internal Auditor may conduct any special reviews requested by the Council, provided such reviews do not compromise its objectivity or independence, or achievements of the approved audit plan.

**Responsibilities**

6. The Internal Auditor is required to give an opinion to Council on the adequacy and effectiveness of the arrangements for risk management, control and governance; and for economy, efficiency and effectiveness (value for money) within the Council; and the extent to which Council can rely on these.

7. To provide the required assurance, the Internal Auditor will undertake:

- To identify, assess and report on risks.
- To ensure compliance with policies, laws and regulations.
- To ascertain the integrity and reliability of financial and other information provided.
- To ascertain that systems of control are laid down and operate to promote the most economic, efficient and effective use of resources and to safeguard assets.

**Standards and Approach**

8. In achieving the Internal Audit objectives the Internal Auditor will develop and implement an audit strategy that assesses the Council's arrangement for risk management, control and governance and for achieving value for money.

**Independence**

9. The Internal Auditor should not have any kind of relationship with any officer or Member of the Council.

10. The Internal Auditor should provide an overview of qualifications and experience to the Council in any tender documents or letter of engagement.

11. The Internal Auditor has no executive role within the Council, nor does he/she have any responsibility for the development, implementation or operation of systems. However, the Internal Auditor may provide independent and objective advice on risk management, control and governance, value for money and related matters, subject to resource constraints.

12. To preserve this objectivity and impartiality of the Internal Auditors' professional judgment, it is for the Council to note audit recommendations, to recognise and accept the risks of not taking action, and to implement recommendations.

13. The Internal Auditor should report to the Council any serious weaknesses, significant fraud or major accounting breakdown discovered during the normal course of audit work.

14. The Internal Auditor should be identified by the Council and appointed at its Annual Council Meeting which takes place each year in May.

**Prepared by Becky White, Clerk & Interim RFO.**
**Reviewed by F&GP 23rd February 2026, Adopted 9th March 2026**

The scope of the internal audit is focused on assessing the effectiveness of the Council's internal controls. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes. By applying the principles of internal auditing, outlined in the current Accounts and Audit Regulations 2015, and applying the approach to internal audit testing, every effort is made to ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

In accordance with DCLG Public Sector Internal Audit Standards, the auditor's report contains recommendations on identified corporate risks. Additional information, explanation, evidence, and examples as to where any risk is identified. Internal auditors must identify sufficient, reliable, relevant, and useful information and ensure sufficient information is factual, adequate, and convincing so that a prudent, informed person would reach the same conclusions as the auditor.

The internal audit activity must evaluate and contribute to the improvement of the Council's governance, risk management, and control processes using a systematic, disciplined, and risk-based approach. Internal audit credibility and value are enhanced when auditors are proactive, and their evaluations offer new insights and consider future impact, all of which my audit report has undertaken.

NB: *It would be incorrect to view internal audit as the detailed inspection of all records and transactions of the Council in order to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be a day-to-day function of the staff and councillors and not left for internal audit. (Source: Governance and Accountability for Local Councils-A Practitioners' Guide – March 2020)*

**Accounts and Audit Regulations (SI 2006 No. 564) requires all local Councils to now review the effectiveness of the system of internal audit at least on an annual basis**.

**Independence**

In accordance with DCLG Public Sector Internal Audit Standards, Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgements. The internal audit activity must be independent and internal auditors must be objective in performing their work. The internal audit activity must be free from interference in determining the scope of internal auditing, performing work, and communicating results.

Council members should be clear on their own responsibilities for the "protection of the public purse" and within the internal audit framework. The Council has a duty to consider the annual internal audit report and to demonstrate that consideration by inclusion in the minutes. Each item mentioned in the report should be fully addressed. There may be a need for councillor/Chief Officer/RFO training to ensure that all members fully understand this role and budget provision should be made where necessary.

**Audit Planning and Reporting**

The internal auditor is appointed by and reports to the Council not the Chief Officer/RFO.

The Council should properly take account of the corporate risk i.e., controls and procedures within the Council which minimise the risk of the body not being able to function or carry out what it sets out to do.

The internal audit usually comprises 2 parts done at different times of the year. The interim audit is usually done part way through the year and is an audit of the Councils processes and procedures.

The internal audit activity must evaluate the effectiveness and contribute to the improvement of risk management processes and must evaluate risk exposures relating to the Council's governance, operations and information systems regarding the: achievement of the Council's strategic objectives reliability and integrity of financial and operational information effectiveness and efficiency of operations and programmes safeguarding of assets, and compliance with laws, regulations, policies, procedures and contracts.

During consulting engagements, internal auditors must address risk consistent with the engagement's objectives and be alert to the existence of other significant risks. The internal audit activity must assist the Council in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement.

The full internal audit is undertaken after completion of the year-end, so that balances within the accounts may be verified, the auditor will submit written reports to the Council after the interim and final audit.

During the internal audit, the following will be checked:

- Proper Accounting Procedures
- Cash book
- Financial Regulations
- Standing Orders
- Payment Controls
    - Estimates, quotes, tenders
    - Authority by the Council
    - Legal Powers
    - Approved Invoices
    - VAT
    - S137 Expenditure
- Risk Management including insurance
- Budgetary Controls
- Income controls
- Payroll and employee rights compliance
- Asset Control
- Bank Reconciliation
- Year End
- Internal Control, Governance and Safeguarding Policies of the Council

**Presented by Becky White, Clerk & Interim RFO.**

**Reviewed by F&GP 23rd February 2026, Adopted 9th March 2026**

| EXPECTED STANDARD | EVIDENCE OF ACHIEVEMENT | REVIEW DATE |
|---|---|---|
| Scope of Internal Audit | 1. Terms of Reference & Scope of work reviewed by Council annually.<br>2. Internal Audit work takes into account Risk Management processes and wider internal control (Standing Orders, Financial Regulations, STC Risk and Financial Risk Assessments).<br>3. Scope of Internal Audit defines Internal Audit responsibilities in relation to fraud. | |
| Independence | 1. Internal Auditor has direct access to those charged with governance (Council & Clerk).<br>2. Reports made by Internal Auditor directly to Council (including, where appropriate, a report detailing issues and recommendations).<br>3. Internal Auditor does not have any other role within the Council. | |
| Competence | 1. Internal Audit work carried out ethically, with integrity and objectively.<br>2. Internal Auditor aware of Data Protection Act 2018 and UK GDPR and works within them. | |
| Relationships | 1. Clerk and RFO prepare audit policy documents and appropriate risk assessments.<br>2. Responsibilities of officers and Internal Auditor defined in relation to internal control, risk management and fraud and corruption matters (Financial Regulations).<br>3. Responsibilities of Council Members are understood.<br>4. Recommendations in the Internal Auditor's report fully addressed and minuted accordingly. | |
| Internal Control Planning and Reporting | 1. The Internal Control Policy and HPC's Risk Assessment take proper account of corporate risk.<br>2. The HPC Risk Assessment approved by Council annually.<br>3. Internal Audit interim and year end reports presented to Council annually. | |
| **CHARACTERISTICS OF EFFECTIVENESS** | **EVIDENCE OF ACHIEVEMENT** | **REVIEW DATE** |
| Internal Audit work is planned | 1. Internal Audit work based on Scope of Internal Audit and IA Terms of Reference.<br>2. Internal Audit work designed to meet the organisation's governance assurance needs. | |
| Understanding the organisation | 1. Internal Control Policy and Annual Governance & Accountability Plan demonstrates how and when audit work will provide assurance to the organisation's governance. | |
| Catalyst for change | 1. Internal Auditor has supportive role in corporate developments where appropriate. | |
| Add value and assistance | 1. Positive management responses to recommendations and follow up action taken where appropriate. | |
| Forward looking | 1. Internal Auditor maintains awareness of new developments in organisation, its risk assessments and corporate governance.<br>2. Organisation maintains awareness of changes in national policy and/or legislation when formulating annual audit plan and identifies risks. | |
| Be challenging | 1. Internal Auditor focuses on risks and encourages organisation to develop its own responses to risks, encouraging greater ownership of the control environment. | |
| Right resources are available | 1. Adequate resources available for Internal Audit to complete its work.<br>2. Internal Auditor understands the organisation and its legal and corporate framework. | |

**Prepared by Becky White, Clerk & Interim RFO. Reviewed by F&GP 23rd February 2026, Adopted 9th March 2026**

# AUDITING SOLUTIONS LTD

Mrs C Baverstock-Jones
Parish Clerk
Horndean Parish Council
Jubilee Hall, Crouch Lane
Horndean PO8 9SU

14th October 2024

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the "Governance and Accountability Manual – The Practitioner's Guide", including minutes of all Council and Committee meetings.

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

a. whether proper accounting records have been kept by the Council;
b. whether the Council's Balance Sheet and Income and Expenditure Account or Receipts and Payments Account and supporting statements are in agreement with the accounting records and returns;
c. whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

In addition, there are certain other matters, which, according to the circumstances, may need to be dealt with in our report.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations.

Clackerbrook Farm, Unit 7, 46 The Common, Bromham, WILTSHIRE SN15 2JJ
Tel: 07986 095004: E-mail anne@councilaudit,co,uk
www.auditingsolutions.co.uk

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations. We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the course of the audit.

In order to assist us with the examination of your financial statements, as summarised in the AGAR, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the AGAR, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

**Agreement of terms**

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or ourselves. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30th September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

| **On behalf of Auditing Solutions Ltd** | **Signature** | **Horndean Parish Council** | **Signature** |
|---|---|---|---|
| Stuart J Pollard **Director** | *Stuart Pollard* | Dated: 21/10/2024 | |

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## HORNDEAN PARISH COUNCIL

**F&GP** **Date: 23 February 2026**

## AGENDA ITEM:

**SUBJECT OF REPORT: Hall Hire & Football Pitch Hire Increase Options**

**Current Hall Hire Rates**

| Rate per hour | NAPIER | | JUBILEE |
|---|---|---|---|
| | Main Hall | Committee Room | Hall |
| Standard | £16.70 | £10.70 | £16.70 |
| Peak | £24.40 | £10.70 | £24.40 |

As part of the budget setting process, a hall hire increase of 5% was factored in, so this needs to be reflected in hall hire pricing from 01 April 2026.

A flat 5% increase results in the need to round up or down. The table below shows suggested prices and accompanying % increase

**Hall Hire Rate Increase Options**

| Current Pricing | Option 1 | % Increase | Option 2 | % Increase | Option 3 | % Increase |
|---|---|---|---|---|---|---|
| £10.70 | £11 | 2.8% | £11.50 | 7.5% | £12 | 12.1% |
| £16.70 | £17 | 1.8% | £17.50 | 4.8% | £18 | 7.8% |
| £24.40 | £25 | 2.5% | £25.50 | 4.5% | £26 | 6.6% |

**Previous Hall Hire Rate Increases**

- 2019 - 2022: No Increases
- 2023 – Increase of 10%
- 2024: No Increase
- 2025: Increase of 10%

**RECOMMENDATION**

Council may wish to consider 1 of the above 3 options.

**Football Pitch Hire Increase Rates**

- 2019 - 2022: No Increases
- 2023 – Increase of 10%
- 2024: No Increase
- 2025: 3.9% Increase

**Current Football Pitch Hire**

| Current Pricing |
| --- |
| £110 PCM |

**RECOMMENDATION**

Council may wish to consider increasing the Football Pitch hire fee by £5, to £115 (4.5% increase), which would be in line with the proposed hall hire increase.

Report prepared by

Sarah Guy
Office Manager

# SALES QUOTATION

CONTACT INFO:

QUOTE NO. 6/[260100002998-HPC-Link.xlsx]Sales Quote
DATE **27/01/26**
CUSTOMER ID
**EXPIRY** **03/02/26**

Rocket Computer Services Ltd
58 Buckland Close
Waterlooville
Hants
PO7 6EE
02392 987 444
info@rocketpeople.co.uk
COMPANY #: 06387586

| | JOB TITLE | DELIVERY TERMS | | |
|---|---|---|---|---|
| Chay | | | | |
| 1 | | Supply engineering resource to install 1 x 8 Core OM4 tight buffered Fibre from the first floor cabinet to the New ground floor location, within the Room install 1 x 3u wall enclosure to house the fibre panel/switch &PDU.<br><br>Install 1 x Cat6 B2ca cable from the new enclosure to the middle of the Large Rm.<br><br>Install Rocket IT supplied Ap I the same location as above<br>Provide PDF test results upon completion. | £1,740.00 | £1,740.00 |
| 1 | | HPE Networking Instant On JL683B 1930 Series 24-Port Smart Managed Rackmount Gigabit PoE+ Switch w/ 4 x 10G SFP+ Ports (195W) | £295.00 | £295.00 |
| 1 | | GBIC 1gb SFP Module | £95.00 | £95.00 |
| 1 | | HPE Aruba AP-505 WiFi 6 Access Point (1.7Gbps AX) - R2H28A | £305.00 | £305.00 |
| 1 | | Labour to setup and Install AP | £90.00 | £90.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| 1 | | **Delivery** | | £0.00 |
| | | | **SUBTOTAL** | £2,525.00 |
| | | | **VAT (20%)** | £505.00 |
| | | | **TOTAL** | £3,030.00 |

All parts and supplies are covered by the Original Manufactuers Warrenty only
Original Manufactuers Warrenty may require activiation/registration with the manufactuer
and is the responsibility of the end user, else the Manufactuer may void warrenty

Packaging such as boxes, plastics, wooden pallets etc. will be the  responsibility

| No. | Question | |
|---|---|---|
| A | Project name | Nature Reserve pedestrian tractor with attachments |
| B | Name of organisation<br>Name of Project Lead<br>Project Lead Email<br>Project Lead Phone Number | Horndean Parish Council<br>Matthew Madill<br>Matthew.madill@horndeanpc-hants.gov.uk<br>02392597766 |
| C | Amount of funding requested £ | £11,330.00 |
| D | Address where the capital project will be delivered | Varying nature reserves around the Parish:<br>• Catherington Lith, Lith Lane, Horndean.<br>• Catherington Down, Lovedean Lane, Horndean<br>• Dell Piece West, Lakesmere Rd, Horndean.<br>• Hazleton Common, Hollybank Close, Horndean.<br>• Yeolls Copse, Loxwood Road, Horndean.<br>• Parsonage Field, Catherington Lane, Horndean. |
| E | Postcode where the capital project will be delivered | Due to being nature reserves, no exact postcode but nearest are:<br>• Catherington Lith - PO8 0HA<br>• Catherington Down – PO8 0TG<br>• Dell Piece West – PO8 9JU<br>• Hazleton Common – PO8 9ES<br>• Yeolls Copse – PO8 9TT<br>• Parsonage Field – PO8 0AQ |
| F | Parish/Town | Horndean Parish |
| G(i) | Tick all the boxes relevant to the capital project you will be delivering – these are the key projects for this round | ☐ micro or small business enterprise;<br>developing and promoting the visitor economy;<br>☐ digital infrastructure for local community facilities<br>☐ impactful volunteering and social action |
| G(ii) | Tick all the boxes relevant to the capital project you will be delivering – these are peripheral projects for this round | ☐ creation/improvement of local green spaces;<br>☐ existing cultural, historic and heritage institutions or creative activities;<br>☐ circular economy; |

| | | |
|---|---|---|
| H | What outputs do you expect your project to provide? Please tick all that apply | ☐ Create or safeguard jobs<br>☐ Create new businesses<br>☐ Help businesses to grow/ increase turnover<br>☐ Increase footfall/ visitor numbers<br>☐ increase the number of users of facilities/amenities<br>☐ increase use of cycleways/paths<br>☐ improve engagement<br>☐ increase number of community-led arts, cultural, heritage and creative programmes<br>☐ increased number of community-led programmes<br>☐ increased volunteering numbers<br>☐ improve perception of the applicant's offer as set out in their application |
| I | Have you received or intend to receive any of the listed funding for this project.<br>Please tick all that apply | ☐ Farming in Protected Landscape<br>☐ Farming Investment Fund<br>☐ Platinum Jubilee Village Hall Improvement Grant Fund |
| J | Have you had £315,00 in total in the past three accounting years ("financial assistance"), directly or indirectly, from public resources by a public authority?<br><br>*Financial assistance could be a direct transfer of funds (such as grants or loans), a contingent transfer of funds (such as guarantees), the forgoing of revenue that is otherwise due, the provision of goods or services or the purchase of goods or services.<br><br>**If the answer is yes you cannot complete this application form at this time and you must contact business@easthants.gov.uk to assess whether you are eligible for this grant.**<br>If you receive this grant, would it constitute a subsidy (please read section 19 in the Guidance Notes for a definition – **it is important that you do so**)<br><br>**I confirm that I have read and understand section 19 of the Guidance Notes about subsidy control.** | ☐ No<br><br>☐ No |

| No. | Question | Response |
|---|---|---|
| **SECTION 1: DETAILS OF APPLICANT/ORGANISATION.** In this section, the Council seeks to understand the status of your organisation, how long it has been established, and its core activities and capabilities. | | |
| Q1 | Application Date | 26/08/2025 |

| No. | Question | Response |
|---|---|---|
| Q2 | Type of Applicant or organisation | Is your organisation a:<br>• Parish or Town Council |
| | | Company / Registered Charity number / Other (if applicable):<br>…….…….. |
| | | Are you submitting this application on behalf of someone else: No<br>If Yes, please specify in what capacity: |
| | | Name of the organisation/ company the funding is applied on behalf of:<br>…… |
| Q3 | Year Established<br>*Please tell us when the organisation, business, charity or partnership was set up.* ***If possible please provide audited accounts for the past 3 years. If not, please explain why*** | Friday 01 Jan 1932 |
| Q4 | Are you registered for VAT? (Please circle as appropriate) | No<br>If yes, please state number: …… |
| Q5 | Please demonstrate support for this project from other stakeholders (eg letters of support)<br>Do you have access to support (financial or non-financial) from other organisations?<br>**The quality and quantity of letters of support from other organisations will improve the final scoring of your application** | Letters of support<br>No<br>If yes, please provide details and evidence |
| Q6 | Have quotes been obtained from three different contractors?<br>If not, please explain how you can demonstrate your costs are realistic and reasonable. | Yes / No |

| No. | Question | Response |
|---|---|---|
| | | |

**SECTION 2: DETAILS OF PROPOSED PROJECT. This section of the application provides you the opportunity to explain your planned project in detail, describing who will benefit and how.**

| No | Question | Response |
|---|---|---|
| Q7 | Please provide a concise description of your project and what you require funding for:<br>a) Please describe what you are going to do.<br>b) How many people will benefit and how will they benefit.<br>• How can you demonstrate that there is a need for this project, e.g. how have you consulted with local residents/stakeholders?<br>• Provide any plans, designs or drawings to describe your project where possible.<br>• Include financial or non-financial benefits/environmental benefits/social benefits, and whether it is an existing or new facility/project.<br><br>(Maximum 500 words, with attachment/s for diagrams etc if relevant) | Horndean manage a number of nature reserves throughout the parish and a key part of this is managing the sites to benefit nature recovery while making the site a place members of the public enjoy visiting.<br><br>A pedestrian flail mower with various attachments would help in both the short and the long term management and development of these sites, including keeping land open and accessible all year round, improving the site for nature, assisting volunteer tasks and helping develop staff skills, confidence and experience in using machinery.<br><br>Horndean Parish Council is working on a big project known as the Green Trail and Heritage Network, linking business and accessibility opportunities around the Parish, and a pedestrian tractor with the relevant attachments would not only mean we get to maintain access but it could also provide opportunities to implement future improvements to access around all sites (as many of our paths and the future trail are through fields, meadows, woodlands and lowland heathland).<br><br>Each attachment would provide a different benefit, a flail mower is ideal for removing thicker vegetation types (bracken & bramble) by providing safe and effective mulching.<br><br>Mower decks would mean we can manage public rights of way where shorter grass paths are required (Catherington Down being a SSSI is a prime example). We do have radar (disability gates) at Hazleton Common, and being able to keep and then improve/extend access for wheelchairs could become a consideration.<br><br>Managing vegetation species such as bracken, bramble, grass, / and other vegetation is key in not only maintaining the nature reserves but also to help improve them through reducing the density and vigour of undesirable species, for example, reducing bracken, can provide better habitat for reptiles such as Adders, Grass Snakes, Slow worms and Common Lizards, all can be found around sites we manage – there is a local volunteer group who regularly undertake surveys of reptiles on our sites (Hampshire and Isle of Wight Amphibian & reptile Group) which highlights the importance |

| No. | Question | Response |
|---|---|---|
| | | of these sites in being able to bring both people and nature together.<br><br>As well HIWARG, we also have a team of regular volunteers who undertake a range of practical conservation tasks.<br><br>They are a group of approximately 15 people, all local residents, who every week help undertake a range of conservation work from heathland management to woodland coppicing works. Not only does volunteering help nature recover, but there are the physical and mental benefits to be taken into consideration. We have even had two volunteers attend who gained skills/ experience of land based work and has since taken up paid employment in the sector.<br><br>Having the right equipment on hand, would aid tasks the volunteers undertake. Having to undertake small tree felling on the heathland, where access to the trees can be difficult due to overgrown vegetation would massively be improved as getting into the harder to reach areas would make sessions easier and more efficient for the volunteers.<br><br>Works undertaken could provide a benefit to the local economy. If more people visit the nature reserves we could recruit more volunteers or see greater visitor numbers to our sites who may then be willing to use local shops/pubs/buses for food/refreshments/transport.<br><br>Horndean Parish has a population of >13,000 and will benefit from increased awareness of existing nature reserves, local rights of way, wildlife etc.<br><br>Finally, I feel this item would benefit the development of staff on the Grounds Team. It would help staff learn and develop practical skills as the item has various attachments that can be implemented in different ways. Using various machinery types is a learning opportunity, both in how a machine works, how its maintained/serviced and how best to implement its use.<br><br>The skills/opportunities learnt from using a machine like this could be a gateway into further training opportunities in using bigger/larger machines such as Tractors/mini diggers etc which all have similar attachments but on a bigger more advanced level. Not only would this develop staff, but it would also increase confidence in individual's and improve job satisfaction. |
| Q8 | Location of your proposed project<br>*Please provide us with a postal code for the location of your project.* | Due to being nature reserves, no exact postcode but nearest are:<br><br>• Catherington Lith - PO8 0HA<br>• Catherington Down – PO8 0TG<br>• Dell Piece West – PO8 9JU<br>• Hazleton Common – PO8 9ES<br>• Yeolls Copse – PO8 9TT<br>Parsonage Field – PO8 0AQ |
| Q9 | Project duration<br>*Please tell us when the project will start and end.* | Start: As soon as funds allocated<br><br>Finish: The item purchased will be used for many years across Horndean nature reserves. |

| No. | Question | Response |
|---|---|---|
| Q10 | Are you the owner of the proposed project site?<br><br>Please provide as much detail/evidence as possible.<br><br>*Please tell us if your organisation/you own your project site; if you own the freehold or have a lease of your site and for how long.*<br><br>*If your project relates to premises you must demonstrate security of tenure for at least 7 years.* | Yes<br><br>If not, does the owner support the proposal? Please specify. |
| Q11 | Do you have all required permissions to carry out your project? E.g. landlord permission, planning permission, etc.<br><br>*Please provide details of any further consents required, e.g. planning permission, building regulations, change of use etc.* | Yes<br><br>If not, when do you expect to have the necessary approvals? |
| Q12 | Please provide evidence of any preliminary work.<br><br>Please provide any documents that relate to this project such as drawings, plans, research or studies etc?<br><br>(Maximum 250 words) | |
| Q13 | Please explain the community use of your proposed facility | All our nature reserves are open publicly accessible sites and are regularly visited by local residents (13000+) for walking, running, nature, relaxation etc.<br>The 5 nature reserves are spread out across the parish, so provide accessible safe opens space for all residents across the parish.<br>The sites are used by various groups including Hampshire and Isle of Wight Butterfly Count Volunteers, Hampshire and Isle of Wight Amphibian and Reptile Group, Horndean Conservation Volunteers and local school groups, etc.<br><br>Our nature reserves will also be forming parts of the Green Trail and Heritage network project. |
| Q14 | Are there any restrictions on the use of your organisation's facilities?<br><br>*This could include the hours your facility is open, the number of people it can facilitate or permitted to use the site.*<br><br>*Will the facility/project only be open to the general public, members or specific groups of people* | All the sites are open and publicly accessible to the general public throughout the whole year. The nature reserves are year round spaces for people to be able to get out and enjoy.<br><br>Hazleton Common has radar gates so is also fully accessible to people with wheelchairs.<br><br>Some restriction can be in place if cattle are grazing as dogs need to be on a lead and under close control. Countryside and Rights of Way act applies on footpaths etc.<br><br>If yes, please specify |

| No. | Question | Response |
|---|---|---|
| Q15 | Does your organisation have the following documentation - please include the date they were adopted. | <table><tr><td></td><td></td><td>Date</td></tr><tr><td>Equality and diversity policy</td><td>Yes</td><td>05/11/24</td></tr><tr><td>Child protection policy</td><td>Yes</td><td>13/12/24</td></tr><tr><td>Adult safeguarding policy</td><td>Yes</td><td>02/12/24</td></tr><tr><td>Health and Safety policy</td><td>Yes</td><td>29/01/24</td></tr><tr><td>Employer's liability insurance</td><td>Yes</td><td>exp Oct 25</td></tr><tr><td>Public liability insurance</td><td>Yes</td><td>exp Oct 25</td></tr></table> |
| **SECTION 3: PROJECT MANAGEMENT** | | |
| Q16 | Please tell us:<br>• How will you manage your project?<br>• How will you ensure it is delivered in a timely way?<br>• How will you monitor and evaluate your project?<br>• How will you promote your project?<br>• What ongoing maintenance/inspections will be required?<br>• How will you ensure it is sufficiently resourced in terms of funding staffing, maintenance and management of your project?<br><br>(Maximum 500 words, plus attachment/s which could include diagrams etc if relevant) | The works will be overseen by the Grounds Manager, but all Estate Wardens within the team will be able to use the machine to deliver required benefits.<br><br>Each nature reserve has a management plan forming present and future management objectives. All works on the nature reserves are guided by these plans to benefit the site.<br><br>The monitoring of works will be ongoing throughout the year and this will be assessed by HPC staff via scrub control, weekly volunteer sessions, species recording (butterfly monitoring/reptile monitoring) etc and works with a view to seeing improvements to the site with less undesirable species which in-turn allows for the current paths networks to be well maintained and accessible, creation of new paths where appropriate and keeping site accessible all year round.<br><br>The works and the benefits the works provide, from using a flail mower will also help to promote the sites as access for visitors and reasons to visit the nature reserves will be greater/improved.<br><br>Works undertaken will be promoted on social media (HPC Facebook page) and the Parish Council website.<br><br>The machine itself will need to be serviced and where possible this will be done inhouse (spark plugs, air and filters etc) and any major service require professional assistance from a reputable dealer – the machine itself will come with a 24 month commercial warranty.<br><br>Future funding for machine maintenance will incorporated into the machinery servicing budget. |
| Q17 | Please specify if there are any risks associated with the project and how these will be managed<br><br>*For example, what are the potential risks and how you plan to minimise them. This could be risks such as:*<br>*Not all funding gets secured, key personnel leave, Start date delayed etc.*<br><br>(Maximum 500 words) | All funding needs to be secured.<br><br>The proposal is yet to be agreed internally within the Parish Council. This application proposal will go in front of Council on 1st September 2025. If council don't agree to the application, it would need to be withdrawn. |

| No. | Question | Response |
|---|---|---|
| **SECTION 4: OTHERS** | | |
| Q 18 | Are any elements of this application commercially confidential? | No<br><br>If yes, please specify. |
| Q 19 | Please provide details of any additional information that you think may be relevant in the assessment of your project.<br><br>(Maximum 500 words) | There are many benefits both directly and indirectly associated with the project –<br><br>Recreation, fitness and improving health through walking, running etc.<br>Improved access links<br>Improved Right of Way<br>Increase environmental awareness through good habitat management.<br>Volunteer opportunities<br>Training/job experience for HPC staff and volunteers<br>Protection of valuable habitat - with the increase of housing developments in the local area, nature reserves and their wider benefit have the potential to become more fragile due to increased pressures. Good future management is vital for their protection.<br>Part of ongoing upkeep and pressure resilience that may come form the Green Trail. |

| **SECTION 5: FINANCE DETAILS** | |
|---|---|
| **Expenditure**<br>Please list all project/service costs. Please attach all relevant quotes | |
| Purchase of Pedestrian Tractor and associated attachments | £11,3000.00 |
| | £ |
| **Total project cost:** | £11,300.00 |
| **Income**<br>Please list all potential sources of match funding to the value of 50% of the project cost | |
| | £0 |
| **Total project match:** | £0 |

# Horndean Parish Council Schedule of Meetings 2026-27

**THIS PROGRAMME MAY BE SUBJECT TO CHANGE**

- COUNCIL
- FINANCE & GENERAL PURPOSE
- GROUNDS
- PLANNING & PUBLIC SERVICES
- ANNUAL PARISH MEETING
- ANNUAL MEETING
- EVENTS
- BANK HOLIDAY

| May 2026 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | | |
| 4 | 11 | 18 | 25 | | |
| | | | | | |

| June 2026 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | Mon | |
| 1 | 8 | 15 | 22 | 29 | |
| | | | | | |

| July 2026 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | | |
| 6 | 13 | 20 | 27 | | |
| | | | | | |

| August 2026 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | | |
| 3 | 10 | 17 | 24 | | |
| | | | | | |

| September 2026 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | Mon | |
| 7 | 14 | 21 | 28 | | |
| | | | | | |

| October 2026 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | | |
| 5 | 12 | 19 | 26 | | |
| | | | | | |

| November 2023 | | | | | |
|---|---|---|---|---|---|
| Mon | Sun | Mon | Mon | Mon | Mon |
| 2 | 8 | 9 | 16 | 23 | 30 |
| | | | | | |

| December 2026 | | | | | |
|---|---|---|---|---|---|
| Mon | Tue | Mon | Mon | Mon | |
| **7** | **8** | 14 | 21 | 28 | |
| | | | | | |

| January 2027 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | | |
| 4 | 11 | 18 | 25 | | |
| | | | | | |

| February 2027 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | | |
| 1 | 8 | 15 | 22 | | |
| | | | | | |

| March 2027 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | Mon | |
| 1 | 8 | 15 | 22 | 29 | |
| | | | | | |

| April 2027 | | | | | |
|---|---|---|---|---|---|
| Mon | Mon | Mon | Mon | | |
| 5 | 12 | 19 | 26 | | |
| 5 | | | | | |

**ALL MEETINGS OF HORNDEAN PARISH COUNCIL AND ITS COMMITTEES START AT 6.30 PM AND ARE HELD AT JUBILEE HALL UNLESS OTHERWISE STATED ON HPC WEBSITE. TIMES MAY VARY PARTICULARLY WHEN 2 MEETINGS ARE HELD ON THE SAME DAY**

| Events: |
|---|
| Remembrance Day - 8th November 2026 |
| Carol Service - 8th December 2026 |

| Office Closure Dates: |
|---|
| 29th December 2025 |
| 30th December 2025 |
| 31st December 2025 |

| Bank Holiday Dates |
|---|
| Early May Bank Holiday - 4th May 2026 |
| Spring Bank Holiday - 25th May 2026 |
| Summer Bank Holiday - 31st August 2026 |
| Christmas Day - 25th December 2026 |
| Boxing Day - 26th December 2026 |
| New Year's Day - 1st January 2027 |
| Good Friday - 26th March 2027 |
| Easter Monday - 29th March 2027 |

| BUDGET WORKSHOP |
|---|
| 28-Sep-26 |
| 26-Oct-26 |

**Adopted: 09.03.2026**