Horndean Parish Council
NOTICE OF MEETING

Members are hereby summoned to attend A MEETING OF HORNDEAN PARISH COUNCIL, HELD ON MONDAY 9TH MARCH 2026 at 6.30 P.M, AT JUBILEE HALL, CROUCH LANE, HORNDEAN PO8 9SU

Becky White
Clerk to the Council
2nd March 2026

AGENDA

1. **To receive and approve apologies for absence.**

   Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Councillors giving their apologies should specify their reason for absence and it is for the Council to consider whether to accept them.

2. **To receive any Declarations 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. ***Public Question Time***

   Limited to 15 minutes in total, and a maximum of 3 minutes for any one speaker, to allow members of the public to raise any matters for the Council's attention

4. **To approve the Minutes of the Council Meeting held on 9th February 2026.**

5. **To receive a written update from County Councillor Mrs M Harvey regarding Hampshire County Council Matters.**

6. **To receive a written update from District Councillors regarding East Hampshire District Council matters.**

7. **To note the Officers Report.**

8. **To receive an update from Members representing the Parish Council within external organisations and Working Parties.**

9. **To determine HPC's position in respect of the lease renewal options for Catherington Down, owned by Hampshire County Council.**

10. **To receive and approve the Orders for Payment from 1st to 31st January 2026.**

11. **To receive and note the RFO's monthly finance report (data to 31st January 2026).**

12. **To Consider the Finance & General Purposes Committee's Recommendation Of 23rd February 2026 Regarding the improvement of broadband services at Jubilee Hall**

13. **To Consider the Finance & General Purposes Committee's Recommendation Of 23rd February 2026 Regarding the acquisition of a pedestrian tractor.**

14. **To receive the Internal Scrutiny Members Report on the internal review of the accounting processes carried out on 27th February 2026.**

15. **To Consider the Finance & General Purposes Committee's Recommendation Of 23rd February 2026 Regarding 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**

16. **To receive and consider the following policy documents:**

- **Financial Regulations [based on the model issued by NALC in March 2025]**
- **ICO Model Publication Scheme**
- **IT Policy**
- **Data Register**
- **Special Category Data Policy**
- **Website Accessibility Statement.**

17. **To consider a response in respect of the Hampshire County Council consultation as follows:.** Pre-planning consultation on the proposal to build a new 315 place primary school on land at Hazelton Farm (Land East of Horndean) | Education and learning | Hampshire County Council. **Closing date 16th March 2026**

18. **To consider a response in respect of the UKGov consultation** Reducing the prevalence of private estate management arrangements - GOV.UK **Closing date 12th March 2026.**

19. **To receive and note the speeding data report for February 2026.**

20. **To note the proposed meeting calendar for 2026/27 and note the next scheduled meeting of the Council being 13th April 2026.**

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

22. **To receive and consider the outcomes of the procurement process for the Review of the Parish Design Statement.**

Public Attendance

Members of the public are very welcome to attend this meeting. If you would like to make comments or have a view on any item on this Agenda you wish to have taken into consideration, you are invited to write to the Clerk or contact a Parish Councillor, prior to the meeting.

Filming and use of social media

During this meeting, the public are permitted to film the Council in the public session of a meeting or use social media, providing it does not disrupt the meeting. The public gallery should not be filmed. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 9TH FEBRUARY 2026 AT 6.30 P.M.

PRESENT: Councillors A Redding (Chairman), T Attlee, P Beck, J Lay, D Prosser, N Smith, R Sowden, J Tyler

IN ATTENDANCE: Becky White, Clerk; Sarah Guy, Office Manager (Minute Taker)

PUBLIC ATTENDANCE: 15 members of the public & District Cllr E Woodard.

HPC 223/25/26 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr R Smith, District Cllr J Hogan & County Cllr M Harvey.

HPC 224/25/26 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of a pecuniary interest were received.

HPC 225/25/26 **PRESENTATION FROM GLEESON LAND IN RESPECT OF THE CHARITY FARM OUTLINE PLANNING APPLICATION FOR UP TO 125 DWELLINGS (APP REF NO. EHDC-25-1493-OUT)**

A presentation by representatives from Gleeson Land was given, in respect of the Charity Farm Outline Planning Application for up to 125 dwellings, application Ref No. EHDC-25-1493-OUT. The presentation will be uploaded to the HPC website when available.

12 members of the public left the meeting, following completion of the presentation.

HPC 226/25/26 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public. No matters were raised.

HPC 227/25/26 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 15TH DECEMBER 2025**

*It was **RESOLVED** that the minutes of the Council meeting held on 15 December 2025 be signed as a true record of the meeting.*

HPC 228/25/26 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

The report as circulated was noted with thanks for Cllr Harvey's work over the years in local government (attached as Appendix 1 to the minutes).

HPC 229/25/26 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A joint report by District Cllr Woodard and District Cllr Hogan were circulated and noted with thanks (attached as Appendix 2 to the minutes).

HPC 230/25/26 **TO NOTE THE OFFICER'S REPORT**

A verbal update on activities was given by the Clerk, which included upskilling the admin team, training a new admin staff member, data management – SharePoint is being considered, and the Clerk is acting up, following the resignation of the RFO.

HPC 231/25/26 **TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES**

Twinning Association – Cllr Beck informed members that the next Twinning quiz night will be taking place in March – date to be confirmed and the contact for the Twinning Association will be changing – Update to follow.

Horndean Technology College – Cllr Prosser informed members of the HTZ quiz night, scheduled to take place on 20 March.

Neighbourhood Plan – Cllr Lay said that following HPC being formally designated as a Neighbourhood Area by both EHDC and SDNPA the end of last year, HPC will be pushing ahead with the Parish Design Statement Steering Group, where invites will be sent out this week to work on a plan over the next 12 months.

Horndean Green Trail and Heritage Network – Cllr Redding provided an update, stating that the Grounds Team have successfully installed 6 of the 7 A0 size noticeboards in the parish, as well as the red waymarker signs at Catherington Lith and Blendworth. The leaflets have been produced for the walking routes and are in the Parish office for viewing by members.

Havant Thicket Reservoir – Cllr Attlee had circulated the interim stakeholder advisory group meeting notes from 14 January 2026 prior to the Council meeting (attached as Appendix 3 to the minutes).

HPC 232/25/26 **TO CONSIDER THE GROUNDS COMMITTEE'S RECOMMENDATION OF 2ND FEBRUARY 2026 REGARDING A WAYLEAVE REQUEST FROM CITYFIBRE AT LAND AT CATHERINGTON LITH AND STUBBINS DOWN [TITLE NO. HP528224] IN RESPECT OF THE UK GOVERNMENT'S PROJECT GIGABIT**

Project Gigabit is a UK Government funded initiative to deliver ultrafast full-fibre broadband infrastructure to 'hard to reach' and underserved rural communities across the country, including Horndean and the surrounding area, which are not considered viable by commercial operators.
In Hampshire, the network rollout is being implemented by CityFibre. The network is designed to use public land as much as possible, however in some cases it inevitably crosses private land. CityFibre have therefore requested that HPC grant them a wayleave to install infrastructure at land owned by HPC at Catherington Lith and Stubbins Down. The Clerk's report on the matter had been circulated prior to the meeting, recommending that UpConnect, CityFibre's contractor, pay a visit to site prior to the commencement of works in the view of the footpath designations and single track pathway.
Brief discussion took place on whether access would be compromised. Contractor to confirm that they will reinstaint as before.

*It was **RESOLVED** to approve the requested grant of wayleave for signature, subject to Up Connect's confirmation that a site visit will take place before works are scheduled.*

HPC/233/25/26 **TO CONSIDER THE GROUNDS COMMITTEE'S RECOMMENDATION OF 2ND FEBRUARY 2026 REGARDING OPTIONS, AS ADVISED BY THE LANDOWNER HAMPSHIRE COUNTY COUNCIL, FOR THE LEASE NEGOTIATIONS IN RESPECT OF HPC'S MANAGEMENT OF LAND AT CATHERINGTON DOWN**

Horndean PC has leased Catherington Down from Hampshire County Council since 2006, renewing the agreement in 2016. HPC receive £750 per year towards maintenance of the land from HCC, which is managed in accordance with HCC's Site Management Plan 2004-2009, which was appended to the 2016 lease agreement, although not updated. The lease is due to expire in April 2026 and HPC have been in contact with HCC regarding the options for renewal over the past year. Following a meeting with a member of the HCC Countryside Team, attended by the Grounds Manager, the Clerk and Cllrs Redding and Prosser, at which possible options for the way forward were discussed, HCC has now outlined three possible options for future management of the Down: 1. Do not renew lease, HCC's Countryside Service to carry out site management going forward; 2. Relinquish ownership of the site to HPC; 3. Extend current lease by 2 years. A meeting took place with Steve Peach from Hampshire County Council on 4th Feb 2026 and a report had been circulated by the Clerk.

*It was **RESOLVED** that Council will explore option 3; Extend current lease by 2 years through negotiations with HCC. The 2-year lease would reflect the same terms and conditions as the previous 10-year lease, however there would be an increase in the annual payment from £750 per annum to £1500, subject to agreement.*

HPC 234/25/26 **TO RECEIVE AND APPROVE THE EHDC S106 FUNDING AGREEMENT FOR £48,479.24 REGARDING THE HORNDEAN PARISH FOOTPATH ACCESSIBILITY AND ROAD SAFETY AND IMPROVEMENT PROJECT**

*It was **RESOLVED** to approve the EHDC S106 funding agreement for £48,479.24 regarding the Horndean Parish Footpath Accessibility and Road Safety and Improvement Project, as per the circulated agreement.*

HPC 235/25/26 **TO RECEIVE AND APPROVE THE EHDC REQUEST FOR NEW STREET NAMES AT LAND NORTH OF 233 CATHERINGTON LANE**

The suggested street names at Land North of 233 Catherington Lane were circulated and a short discussion took place.

*It was **RESOLVED** to agree in favour of Parsonage Farm Close. Cllr Lay abstained.*

HPC 236/25/26 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT FROM 1ST TO 31ST DECEMBER 2025.**

The Orders for Payment as listed had been previously circulated by the RFO (attached as Appendix 4 to the minutes).

*It was **RESOLVED** that the Orders for Payment from 1st to 31st December 2025 be approved and duly signed.*

HPC 237/25/26 **TO RECEIVE AND NOTE THE RFO'S MONTHLY FINANCE REPORT (DATA TO 31ST DECEMBER 2025**

A report by the RFO was circulated and an update provided. This was **noted** and thanks given to the RFO and team.

HPC 238/25/26 **TO RECEIVE AND NOTE THE 2025/26 QUARTER 3 (1ST SEPTEMBER TO 31ST DECEMBER 2025) BANK RECONCILIATION**

The bank reconciliations to 31st December 2025 had been previously circulated by the RFO. These were **noted**. The Clerk informed members that the bank reconciliation will need to be signed by Council, going forward – This will happen from now on, every quarter.

HPC 239/25/26 **TO RECEIVE AND ADOPT NEW FINANCIAL REGULATIONS BASED ON THE MODEL ISSUED BY NALC IN MARCH 2025**

The Clerk had identified that the current Financial Regulations did not meet the requirements of the Accounts and Audit Regulations 2015. The Council's financial practices had been incorporated into the model issued by the National Association of Local Councils in March 2025.

*It was **RESOLVED** to review the new Financial Regulations based on the model issued by NALC in March 2025. The review will be undertaken by a working party, consisting of Cllrs Lay and Tyler and brought back to Council for adoption.*

HPC 240/25/26 **TO APPOINT TWO COUNCILLORS AS THE INTERNAL SCRUTINY MEMBERS TO CONDUCT AN INTERNAL REVIEW OF THE ACCOUNTING PROCESS PRIOR TO 31ST MARCH 2026**

*It was **RESOLVED** that Cllrs Beck and Prosser be appointed as the Internal Scrutiny Members for the financial year 2025/26.*

HPC 241/25/26 **TO CONSIDER A RESPONSE IN RESPECT OF THE UKGOV CONSULTATION ON THE NATIONAL PLANNING POLICY FRAMEWORK – CONSULTATION ENDS 10TH MARCH 2026**

*It was **RESOLVED** that HPC will not offer a response, being neither an expert body or a statutory consultee.*

HPC 242/25/26 **TO RECEIVE AND NOTE THE SPEEDING DATA REPORT FOR DECEMBER 2025 AND JANUARY 2026**

This was noted.

HPC 243/25/26 **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** to exclude the public from the meeting. Members of the public left the meeting and a short recess took place.

The public meeting concluded at 8:27 pm.

HPC 244/25/26 **TO RECEIVE AND CONSIDER RECOMMENDATIONS FROM THE STAFFING COMMITTEE OF 19TH JANUARY 2026 REGARDING INTERNAL STAFFING MATTERS.**

*It was **RESOLVED** that the recommendations from the Staffing Committee on 19th January 2026, as outlined in the accompanying report regarding internal staffing matters, be agreed.*

HPC 245/25/26 **TO RECEIVE AND CONSIDER THE CONSULTANTS REPORT REGARDING OUTCOMES OF THE PROCUREMENT PROCESS FOR IMPROVEMENTS AT JUBILEE FIELD**

A report by the consultant was circulated and It was **RESOLVED** that Play Innovations be awarded the contract for improvements at Jubilee Field (MUGA & Outdoor Fitness equipment), total cost of £93,917 (ex VAT), following the procurement process.

The confidential part of the meeting concluded at 8:51 pm.

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Signed - The Chairman

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Dated

Officer Report to Full Council Meeting of 9th March 2026

Emerging Community Issues/Matters Arising
There are no matters arising which do not already appear on the meeting agenda.

Recommendations
All relevant Committee recommendations appear as separate items on the agenda.

Recruitment
The recruitment process for the post of RFO as been agreed with our consultant and the advert was published on 5th March 2026 with an interview date set for 16th April 2026. The interview panel will comprise the Chair of Staffing, Chair of Finance & General Purposes and the Clerk, with the Finance Assistant and the recruitment consultant sitting in for input and assistance.

Events
LincFest – 11th July 2026 – this is a community led event which will take place on Jubilee Field and a licence application has been submitted to East Hants District Council. The organiser, Mr S Burridge, will be attending the Grounds Committee on 20th April 2026 to give an update.

Community Initiatives
As part of my role I have been reviewing the various community groups and organisations which the Council gives support to against the Council's own objectives . Having assessed recent activities, I will be attending the next meeting of the Horndean Improvement Forum to discuss the current Terms of Reference. The next meeting of the Forum will be taking place in the Committee Room at Napier Hall at 6.30pm on Thursday 12th March 2026.

East Hants District Council continues to pilot it's Asset Based Community Development scheme in Horndean (as well as Medstead & Four Marks) which focusses on social assets such as people, groups, heritage and culture as well as physical assets such as buildings and public open space. A stewardship group has been established and is well attended by local stakeholders including the parish council and it is proving a useful forum for strengthening partner links and examining new opportunities.
https://www.easthants.gov.uk/community-and-living/asset-based-community-development

Youth Provision
I'm pleased to confirm that a student from Horndean Technology College will be joining HPC for a work experience placement from 6th to 16th July 2026. He will spend the majority of his time on practical work with the Countryside Team, attending the various sites we manage and engaging a wide range of activities with colleagues and our volunteer team. He will also spend some time in the office to understand how Council policy, including land management strategies, affect the team's approach to work and the Council's overall objectives. The student contacted us on his own initiative because he is keen to gain practical work experience in something that relates to looking after the environment because he feels that it is growing increasingly vital for the planet's longevity as technology rapidly develops.

We continue to build a strong relationship with The King's Arms as they look to expand their range of youth provision within Horndean Parish and examine opportunities to establish a permanent base.
https://www.thekingsarms.org.uk/

Becky White
Clerk to the Council
5th March 2026

Officer Report on Catherington Down to Full Council Meeting of 9th March 2026

Grounds Manager and Cllr Prosser met with Steve Peach, Strategic Manager for Hampshire County Council on Wednesday 25th February to discuss the future management of Catherington Down.

During the site visit, we looked at sections of fencing, some trees and the overall condition of the Down, which was only really focused on scrub/blackthorn management as this has started to take hold and spread.

Summary explanation of what was discussed:

Fencing: Steve Peach did allude to the fact that the fencing would need replacing on the Down, and that his team would look to replace/repair the fencing over the next two years. In our previous meetings, he stated that HCC would only manage the road side fencing and HPC would be expected to take on the remaining fence line (over 1km) – so this is a difference in the original stance taken and presented to Council.

Trees: It was acknowledged that HPC are not equipped to tackle appropriate tree works and therefore needed to contract out at significant cost whereas HCC can complete inhouse.

General Condition of the Down: Steve Peach has concerns with the condition of the Down, the site is being taken over by blackthorn. HPC use volunteers, strimmer's and hire a flail mower (when ground conditions allow) which is very labour intensive way of working. If HCC took the land back inhouse, it was made clear that they would hire a Robo Mower (remote controlled heavy duty forestry flail mower) for 2 weeks a year at a cost of nearly £2000 and hit the site hard. HPC's tool hire budget for all 5 nature reserves and parks was only £3000 per annum so this was beyond we can do.

Options Going Forward:

1 - If HPC do not have the tools and budgets available to manage the Down then it was mooted that it should be returned to HCC. Off the back of that, HCC would be open to creating a consulting group which could meet up every 4 to 6 months to discuss the Down. This would allow HPC to still have some involvement with the site and the lease could be looked at again in a couple of years. In that time, HCC would look to improve the condition of the down, improve the infrastructure and maintain all the trees.

2 - HPC could also renew the lease on a two year contract, however this would likely be under stricter criteria and HCC would need to see the blackthorn/scrub areas being massively reduced (not possible with current budgets and equipment) and the overall condition improve.

Something that HPC needs to consider is that we do receive Countryside Stewardship grant money to manage the Down. We can terminate this agreement and stop taking payment for the Down, but Steve did advise that Natural England could (but not necessarily will) claim back the money they have given us to manage the site.

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: FEBRUARY 2026			
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			EXPENDITURE			
1	19/01/2026	British Gas - 603421231	£216.36	£10.82	£227.17	Jub Admin Elec: 16 Dec - 16 Jan
	02/02/2026	Lycamobile	£5.00	£0.00	£5.00	SIM Card for Jubilee Mobile
	03/02/2026	Staff Expenses	£27.06	£0.00	£27.06	Staff Expenses: January 2026
	18/12/2025	Sparsholt College	£423.00	£0.00	£423.00	Safe Use of Brushcutters & Trimmers C & G Course
	26/01/2026	Screwfix	£103.27	£20.67	£123.94	Torch, Pliers, Secateurs,
	28/01/2026	Fenland Leisure (Online Playgrounds)	£53.00	£10.60	£63.60	Gate Spring Replacement
	03/02/2026	Sam Turner & Sons	£791.66	£158.33	£949.99	Cordless Telescopic Pole Pruner
	04/02/2026	Amazon	£22.12	£4.42	£26.54	Makita Rubber Backing Pad
	06/02/2026	Amazon	£14.98	£3.00	£17.98	Red Light Bulbs for Napier Hall
	06/02/2026	United Kingdom Debt Management Office	£13,265.33	£0.00	£13,265.33	Loan Repayment (Part 10 of 50)
	06/02/2026	Castle Water - 3177681	£18.95	£0.00	£18.95	Water-Trough at DPW January 2026
	16/02/2026	St John Ambulance	£410.00	£82.00	£492.00	First Aid at Work Course for Grounds Team Member
	31/01/2026	Aquaid	£266.40	£53.28	£319.68	Annual Rental of Water Cooler
	08/02/2026	Automatic Gate Systems	£300.00	£60.00	£360.00	Annual Service of Gate/Replace Damaged Armature
	09/02/2026	Fenland Leisure (Online Playgrounds)	£31.00	£6.20	£37.20	4 U Bolts for Bumper Seat with Nut, Washer and Cap
	31/01/2026	Goldcrest	£40.00	£8.00	£48.00	Key-Holding Premium February 2026
	08/02/2026	M/D Payne Roofing	£180.00	£36.00	£216.00	New Down Pipe, Unblock Rear Guttering, Remove Waste
	11/02/2026	Screwfix	£11.65	£2.33	£13.98	Screenwash for Countryside Vehicles
	31/01/2026	Smart Marketing	£35.00	£7.00	£42.00	Monthly Website Update & Maintenance
	04/02/2026	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Exterior Window Cleaning-Napier and Jubilee Halls
	13/02/2026	Focus	£284.83	£56.97	£341.80	Switchboard, BroadBand, Payphone, Alarm - Jan 2026/Mar 2026
	06/02/2026	Sean Mason Electrical	£205.00	£41.00	£246.00	PAT Testing at Halls and Jubilee Office
	03/02/2026	Castle Water - 2103873	£21.30	£0.00	£21.30	Water at Trough (Hollybank) January 2026
	04/02/2026	Castle Water - 2104210	£23.65	£0.00	£23.65	Napier Water - January 2026
	05/02/2026	British Gas - 603423926	£250.72	£12.53	£263.25	Jub Admin Gas: 3 Jan - 2 Feb
	19/02/2026	Lloyds Bank	£8.50	£0.00	£8.50	Bank Charges
	19/02/2026	Amazon	£17.69	£3.54	£21.23	Wonderdry Mop for Napier Hall
	20/02/2026	Horndean PC Employees	£17,645.59	£0.00	£17,645.59	Salaries: February 2026
	08/02/2026	British Gas - 156695	£310.26	£62.05	£372.31	Napier Gas: 5 Jan - 2 Feb
	18/02/2026	Castle Water - 3164036	£6.74	£0.00	£6.74	Water: Jubilee Admin January 2026
	13/02/2026	Screwfix	£11.82	£2.37	£14.19	Coach Bolts to Repair Gate at Jubilee
	09/02/2026	Goldcrest	£40.00	£8.00	£48.00	Jubilee Hall Key-holding Premium 15/2 - 14/3
	20/02/2026	Viking	£145.63	£29.14	£174.77	Paper, Post It Notes, Whitebaord Cleaning Spray,Sellotape
	11/02/2026	Vodafone	£67.01	£13.40	£80.41	Mobiles: February 2026
	24/02/2026	Amazon	£29.96	£6.00	£35.96	Graffitti Clean Up Spray
	24/02/2026	Harrison Flagpoles	£89.89	£0.00	£89.89	New Flag for Square
	12/02/2026	British Gas: 242787	£105.09	£5.25	£110.34	Napier Elec: 12 Jan - 9 Feb
	13/02/2026	British Gas - 154660	£326.06	£75.21	£401.27	Jub Hall Elec: 8 Jan - 10 Feb
	27/02/2026	HM Revenue & Customs	£5,338.48	£0.00	£5,338.48	PAYE/NI: February 2026
	27/02/2026	Hampshire Pension Fund	£5,789.96	£0.00	£5,789.96	Pensions: February 2026
		TOTAL EXPENDITURE	**£47,007.96**	**£778.12**	**£47,786.07**	
Ref	**Date**	**Payee/Payer**	**Net**	**VAT**	**Total**	**Details**
			INCOME			
	various	Regular Hall Users	£2,237.10	£0.00	£2,237.10	Hire of Jubilee Hall - Regular
	various	Regular Hall Users	£2,079.62	£0.00	£2,079.62	Hire of Napier Hall - Regular
	various	Casual Hall Users	£303.10	£0.00	£303.10	Hire of Jubilee Hall - Casual
	various	Casual Hall Users	£0.00	£0.00	£0.00	Hire of Napier Hall - Casual
	various	Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
	various	Casual Hall Users	-£400.00	£0.00	-£400.00	Deposits Refunded
	various	Football Teams	£225.00	£0.00	£225.00	Hire of Football Pitches
	26/02/2026	East Hampshire District Council	£1,510.00	£0.00	£1,510.00	Councillor Grants
	28/02/2026	Cambridge & Counties	£502.11	£0.00	£502.11	Bank Interest
		TOTAL INCOME	**£6,656.93**		**£6,656.93**	

SIGNED:	
SIGNED:	
DATE:	

Finance & General Purposes Recommendations to Council Meeting of 9th March 2026

Item 12 Improvement Of Broadband Services At Jubilee Hall

Feedback from hirers and the Council's own experience in holding meetings at the Jubilee Hall facilities had indicated that the broadband service, in terms of both speed and capacity, was not adequately meeting demand. The Deputy Clerk had contacted the Council's contracted IT provider and their quotation had been previously circulated. The Clerk/Interim RFO advised that approximately £500 remained in the Jubilee Hall maintenance budget for 2025/26 with a £2500 Jubilee Hall Maintenance Earmarked Reserve. The Committee were asked to consider, should it support the upgrade, whether to allow a budget overspend, with the excess coming from the overall revenue budget or the use of reserves, with the latter then being subject to a recommendation to the forthcoming Council meeting. This was noted.

It was RESOLVED to accept the quotation for the Jubilee Hall broadband improvement.

It was further RESOLVED to **recommend to Council that the Jubilee Hall Improvements Earmarked Reserve be used, to a maximum limit of £2,000, to support the overspend.**

Item 13 Acquisition Of A Pedestrian Tractor

Council had previously supported the submission of a grant application to EHDC regarding the acquisition of a pedestrian flail tractor to improve countryside management at several key sites including Catherington Down and Catherington Liff. Although the grant application had been unsuccessful, the strength of the business case had been acknowledged by Council and discussions had taken place with the Grounds Team regarding the benefits of the equipment and an advice note regarding the opportunities for internal funding had been prepared by the Clerk/Interim RFO. This covered the potential use of either the Neighbourhood CIL or Future Improvements Earmarked Reserves. Updated quotations for the tractor, including a collecting deck and coupling accessories, indicated that an allocation of £10k (excl. VAT) would be sufficient. The Clerk/Interim RFO confirmed that a full report, with updated quotations, would be put forward to Council to support decision making.

It was RESOLVED to **recommend to Council to make a provision of £10k from the Future Developments EMR for the acquisition of a pedestrian flail tractor.**

Item 15 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**

The Deputy Clerk read out an advice note from the Clerk/Interim RFO describing how the suite of policy documents put forward for review relate to HPC's approach to audit (both internal and external), internal control, financial risk and governance. It was noted that to support the Council's completion of the Annual Governance & Accountability Return (the external audit process), the policies must be in place before the end of the financial year. The Financial Regulations and the Internal Scrutiny report, both referenced in the policies, were due for approval and/or noting at the forthcoming Council meeting of 9th March 2026. In a response to a query raised by the Chair, it was confirmed that an explanation to the Committee's minute

number FGP/3/25/26, regarding the interim IA report's comments, would be included within the report to Council. Committee members contributed notes on typos and minor corrections and amendment which were recorded by the Clerk/Interim RFO for inclusion before the policies were put forward to Council.

It was that the Clerk/Interim RFO be directed to action the amendments of the Committee and that subject to these, the policies, as noted separately above, met with the Committee's approval and would be **recommended to Council for adoption**.

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		Yes/~~No~~	
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~~	HPC 236/25/26
Quarterly bank reconciliations completed & bank statements signed by F&P Committee Chairman	Yes/No		Yes/~~No~~	HPC 238/25/26
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~~	Q3 £19289.36 Rcvd
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~~	HPC 237/25/26
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 P BECK Signed PBeck Date 26/2/26

ISM No 2 – Year End: Name D PROSSER Signed D Prosser Date 20/2/26

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 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 seven 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 & General Purposes 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 Parish 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/Clerk/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 Clerk or 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 [in electronic or other formats]
- 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. 2. Internal Audit work takes into account Risk Management processes and wider internal control (Standing Orders, Financial Regulations, STC Risk and Financial Risk Assessments). 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). 2. Reports made by Internal Auditor directly to Council (including, where appropriate, a report detailing issues and recommendations). 3. Internal Auditor does not have any other role within the Council.	
Competence	1. Internal Audit work carried out ethically, with integrity and objectively. 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. 2. Responsibilities of officers and Internal Auditor defined in relation to internal control, risk management and fraud and corruption matters (Financial Regulations). 3. Responsibilities of Council Members are understood. 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. 2. The HPC Risk Assessment approved by Council annually. 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. 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. 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. 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

HORNDEAN PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 9th February 2026.

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1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**

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- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

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3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;

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- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. The draft budget with any committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & General Purposes Committee and a recommendation made to the council.

4.6. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.7. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

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4.8. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £29,999 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £1000 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the council's officers shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

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i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £5,000 excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of community grants issued by the council, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £2,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

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5.20. An official order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with The Co-operative Bank, Lloyds Bank plc and Cambridge & Counties Bank Ltd. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. any payments of up to £3,000 excluding VAT, within an agreed budget.

ii. payments of up to £2,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other

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reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

iv. Fund transfers within the councils banking arrangements up to the sum of £35,000 provided that a list of such payments shall be submitted to the next appropriate meeting of council.

v. A full list of all payments made in a month shall be provided to the next council meeting and published to the council's website.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors [bank signatories] who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be solely involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator and/or the Finance Assistant shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two authorised signatories, one of which must be a councillor, shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online.

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories, one of which must be a councillor. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised signatories, one of which must be a councillor, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved

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online by signed/approved online by two authorised signatories, one of which must be a councillor, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO or the RFO and the Finance Assistant. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories, one of which must be a councillor.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to designated officers and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by designated officers and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be except for expenses of up to £50 including VAT which must be approved in advance by the Clerk or RFO.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

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11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the RFO to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

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13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each team shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

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16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed the limits set out for capitalisation under the council's Fixed Asset Policy. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

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Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the publi authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
  The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.
-

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

- Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

HORNDEAN PARISH COUNCIL
ICO PUBLICATION SCHEME & INFORMATION AVAILABLE

Information to be published	**How the information can be obtained**
Class 1 – Who we are and what we do *(Organisational information, structures, locations and contacts)*	
Who's Who on the Council and its Committees	Hard copy and Website
Contact details for Clerk/RFO and Council members	Hard copy and Website
Council representation on outside bodies	Hard copy and Website
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure	Hard copy and Website
Class 2 – What we spend and how we spend it *(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)*	
Annual Governance & Accountability Return and Internal Auditor reports	Hard copy and Website
Finalised budget	Hard copy and Website
Precept	Hard copy and Website
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy and Website
List of current contracts awarded and value of contract	Hard copy and Website
Members' expenses	Hard copy
Items of expenditure of £100	Hard copy and Website

Class 3 – What our priorities are and how we are doing *(Strategies and plans, performance indicators, audits, inspections and reviews)*	
Council Vision and Key Strategies	Hard copy and Website
Annual Report to Town Meeting	Hard copy and Website
Quality status	Hard copy
Class 4 – How we make decisions *(Decision making processes and records of decisions)*	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website
Agendas of meetings (as above)	Hard copy and Website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as exempt from disclosure.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as exempt from disclosure.	Hard copy and Website
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and District Planning Website
Bye-laws	Hard copy
Class 5 – Our policies and procedures *(Current written protocols, policies and procedures for delivering our services and responsibilities)*	
Policies and procedures for the conduct of council business: Procedural standing orders	Hard copy and Website

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy and Website Hard copy and Website Hard copy and Website Hard copy and Website
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy Hard copy and Website Hard copy and Website Hard copy and Website Hard copy and Website Hard copy and Website
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy and Website
Schedule of charges (for the publication of information)	Hard copy and Website
Class 6 – Lists and Registers *Currently maintained lists and registers only*	
Any publicly available register or list	Hard copy
Asset Register	Hard copy and Website
Register of members' interests	Hard copy and Wesbite
Register of gifts and hospitality	Hard copy

Class 7 – The services we offer *(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)*	
Community centres and village halls	Hard copy and Website
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Website

Contact details:

Clerk to the Council: Becky White
Horndean Parish Council, The Council House, North Street, Chichester, PO19 1LQ.
Email: contact@horndeanpc-hants.gov.uk
Tel: 02392 597766

SCHEDULE OF CHARGES

One copy of any available document will be supplied free of charge to any resident within the Parish

(i) Multiple copies of any available document will be supplied to any resident within the Civic Parish on payment of the actual cost of copying and postage.

(ii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

Adopted: 9th March 2026
Minute ref: xxx
Date of next review: March 2027

HORNDEAN PARISH COUNCIL
INFORMATION TECHNOLOGY POLICY

Introduction	1
Purpose of the IT Policy	**ERROR! BOOKMARK NOT DEFINED.**
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Use of the internet	9
Use of social media	10

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer use

1.1 Hardware

1.1.1 Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the Clerk. Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

1.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

1.1.6 Equipment should not be dismantled or reassembled without seeking advice.

1.1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

1.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers.

1.1.9 The council has a number of wireless networks. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.

1.1.10 Any faults or necessary repairs must be reported to the Deputy Clerk.

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Equipment

2.1 Portable equipment

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disenabled or removed.

2.1.5 Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.

2.1.6 If an item of portable equipment is lost or damaged this should be reported to the Deputy Clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £100 of the loss/damage.

2.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the Clerk. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.8 Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from

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2.2 Use of own devices

2.2.1 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's network or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.2 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties (such as external stakeholders) must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.3 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.4 In cases of legal proceedings against the council or external stakeholders, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

2.2.5 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.6 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a 6-digit pin, strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or finger print/facial recognition technology (preferably the latter) to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after three of failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than 5 minutes;

- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.2.7 Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers (e.g. iCloud) as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

2.2.8 Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time. The following data must never be accessed or processed on a personal device: any data relating to employment including payroll and pension information.

2.2.9 If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

2.2.10 Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The Council's IT provider will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

2.2.11 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the Council's IT provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.12 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors,

staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

Health and safety

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's health & safety policy.

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to their team leader.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Clerk.

Password and Authentication Policy

4.1.1 All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: NCSC Password Guidance

4.1.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy, in a sealed envelope, given to the Chair only to be accessed in an emergency.

4.1.3 Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

4.1.4 Password Change Requirements

- Immediately change password if compromise is suspected.

4.1.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

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5.1.10 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

5.1.11 The council has software and systems in place that can monitor and record all internet usage. A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. Records of internet use and sites visited will normally be retained for a period of six months.

5.1.12 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

5.1.13 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

5.1.14 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Remote working

6.1.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at an external stakeholder place of business or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the devise does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at third party premises unless arrangements have been made with a responsible person at those premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be

taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;

- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the Council's IT policy rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5 Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

Use of the Internet

8.1 Copyright

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs

and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything and professional advice will be sought if necessary.

Trademarks, links and data protection

8.1.6 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the council.

8.1.7 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is available via the following link: https://horndeanpc-hants.gov.uk/policies/

Accuracy of information

8.1.8 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

8.2 Use of social media

8.2.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

8.2.2 Personal use of social networking/media and chat sites are not permitted during working hours.

8.2.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and

interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable. However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about third parties could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

8.2.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing any kind of site or writing a blog that will mention the council, must inform the council that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current, past or potential staff, including employees, councillors, clerks, and any third party authorised user and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.

- Inappropriate conversations should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the Clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor,

member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

8.2.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

8.2.6 It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

9. Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Adopted 9th March 2026
Review Date: March 2027

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Purpose of Processing	Categories of Personal Data	Categories of Recipients	Categories of Processors (data processors on behalf of data controller)	Names of third countries or international organisations that personal data are transferred to (if applicable)	Retention Schedule	Article 6 Lawful Basis for Processing Personal Data	Article 9 Condition for Processing Special Category Data.
Minutes	Identity, Contact Information	N/a	Cloud Storage Provider, Website Provider	European Union	Indefinite	Legal Obligation	N/A
Accounts	Identity, Contact Information, Bank Details	HMRC	Accounts Software Provider, Cloud Storage Provider	European Union	7 years after current year	Legal Obligation	N/A
Correspondence and Casework	Identity, Contact Information, Special Category Data	Other Local Authority, Law Enforcement & similar competent authorities	Cloud Storage Provider	European Union	7 years after current year	Public Task	Substantial Public Interest Conditions
Payroll and Pensions	Identity, Contact Information, Bank Details	HMRC, Pension Provider, Payroll Provider	Accounts Software Provider, Payroll Provider, Cloud Storage Provider	European Union	7 years after current year	Legal Obligation	N/A
HR Files	Identity, Contact Information, Special Category Data	N/A	Cloud Storage Provider, HR Consultants	European Union	7 years after current year	Contract	Employment, Social Security and Social Protection
Facilities Hiring	Identity, Contact Information, Bank Details	N/A	Cloud Storage Provider	European Union	6 years after current year	Legal Obligation	N/A

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1. Purpose

This policy sets out how the Parish Council handles *special category data* in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Special category data includes information relating to:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic or biometric data
- Health data
- Sex life or sexual orientation

The Council recognises that this data requires additional protection due to its sensitive nature.

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2. Lawful Basis and Conditions for Processing

The Parish Council will only process special category data when:

- A lawful basis under Article 6 UK GDPR applies **and**
- A specific condition under Article 9 UK GDPR is met (e.g. explicit consent, employment obligations, safeguarding interests, or substantial public interest).

Where processing relies on **explicit consent**, consent must be freely given, specific, informed, and recorded.

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3. How Special Category Data Is Used

Special category data may be processed for limited purposes, including:

- Managing employment, payroll, health and safety, or equality monitoring
- Handling safeguarding concerns
- Delivering community services where health or vulnerability information is relevant
- Responding to statutory obligations (e.g., electoral matters, legal claims)

The Council will not collect more data than necessary for the specific purpose.

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4. Storage, Security and Access

- Special category data is held securely (password protection, restricted access, encrypted storage where appropriate).
- Only authorised councillors, employees or processors may access this data.
- Paper records are kept in locked storage.
- Digital files are stored on secure, access-controlled systems.

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5. Sharing and Retention

Special category data will only be shared when legally required or with the individual's explicit consent.
Retention periods are kept as short as necessary and follow the Council's adopted retention schedule. Data is securely destroyed when no longer required.

6. Rights of Individuals

Individuals have rights to:

- Access their data
- Request correction or deletion
- Restrict or object to processing
- Withdraw consent (where applicable)

Requests will be handled in line with statutory timescales.

7. Data Breaches

Any suspected breach involving special category data must be reported immediately to the Clerk or Data Protection Officer. Serious breaches will be reported to the ICO within 72 hours as required.

8. Review

This policy will be reviewed annually or sooner if legislation or Council practices change.

Adopted: 09/03/2026

Review Date: March 2027

Accessibility Statement for Horndean Parish Council Website

This accessibility statement applies to the Horndean Parish Council website at https://horndeanpc-hants.gov.uk/.

This website is managed by Horndean Parish Council. We want as many people as possible to be able to use this website.

How Accessible This Website Is

We understand accessibility is important to our users. Here's what works well and what doesn't on this website:

What you can do:

- A 'skip to content' link is provided on every page, allowing keyboard users to bypass the navigation
- The viewport allows user scaling and zooming
- Keyboard navigation works logically with no keyboard traps detected
- Zoom in up to 400% without the text spilling off the screen (content reflows correctly at narrow viewport widths)
- Navigate most of the website using just a keyboard

What you cannot do:

- Access some images and visual content without text alternatives
- Navigate some interactive elements using keyboard alone
- Easily understand some complex instructions or form labels
- Use assistive technology with some advanced features

Compliance Status

This website is partially conformant with the Web Content Accessibility Guidelines (WCAG) version 2.2 Level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard.

An accessibility audit was conducted in February 2026 by Smart Marketing using a combination of automated testing tools and manual verification. The audit examined all 35 pages of the website. Of the 54 WCAG 2.2 Level AA success criteria, the website fully meets 27 criteria (50%), partially meets 5 (9%), fails 9 (17%), 12 are not applicable (22%), and 1 advisory criterion is included as a best practice recommendation (2%). The non-conformances are listed below.

Non-accessible Content

The content listed below is non-accessible for the following reasons.

Non-compliance with the Accessibility Regulations

Issue	WCAG Criterion	Priority	Target Date
Empty Links (no accessible text)	2.4.4	Critical	TBD
Links opening new windows without warning	3.2.5	High	TBD
PDF links missing format indicator	2.4.4	High	TBD

Heading hierarchy violations	1.3.1	High	TBD
Generic/missing page titles	2.4.2	High	TBD
Colour contrast failures on homepage sections	1.4.3	High	TBD
Empty or missing alt text on informative images	1.1.1	Critical	TBD
Missing autocomplete attributes on contact form	1.3.5	High	TBD
Multiple CSS rules removing focus outlines	2.4.7	Medium	TBD
Multiple form labels on some inputs	1.3.1	Medium	TBD

The full details of each issue, including affected pages and specific recommendations, are provided below.

Perceivable

- **Empty alt text on informative images:** Multiple pages have empty alt text (alt="") on images that are clearly informative content, not decorative. Screen readers skip these images entirely, so users have no indication of what the images show. The worst affected pages are: Photo Gallery (14 of 45 images have empty alt text), Green Trail & Heritage Network (9 of 14 images), and Latest News and Events (8 of 12 images). Some additional images have alt text derived from filenames rather than meaningful descriptions. This fails WCAG 1.1.1 (Non-text Content).
- **Heading structure:** Heading levels are skipped on approximately 16 of the 35 pages (for example, jumping from h1 to h4, or h2 to h5). This can make it harder for screen reader users to understand the page structure and navigate between sections. Affected pages include: Homepage, Planning & Public Services Committee, Finance & General Purposes Committee, Policies, Housing Development Engagement, Halls for Hire, Open Spaces, Conservation Areas, Planning, Green Trail & Heritage Network, Staff Committee, Grounds Committee, Annual Parish Meeting, Staff, Local Government Reorganisation, and Proposed Developments. This fails WCAG 1.3.1 (Info and Relationships).
- **Autocomplete attributes:** The contact form fields for Name, Email, and Phone do not have autocomplete attributes. This prevents browser autofill from working, which is particularly important for users with cognitive or motor disabilities. This fails WCAG 1.3.5 (Identify Input Purpose).
- **Colour contrast:** Some text on the homepage and contact page does not have sufficient colour contrast against its background. On the homepage, headings in the feature sections have contrast ratios as low as 1.52:1 (the minimum required is 3:1 for large text and 4.5:1 for normal text). On the contact page, form labels and the page heading have contrast ratios as low as 1.03:1. Contrast was confirmed as passing on three additional pages tested (Meetings & Minutes, Councillors, Policies), indicating the issue is localised to specific template sections. This fails WCAG 1.4.3 (Contrast Minimum).
- **Form labels:** On the contact page, some form inputs have missing, empty, or duplicate labels. The WAVE accessibility tool detected 1 missing form label, 1 empty form label, and 2 inputs with multiple form labels. The homepage also has 2 inputs with multiple form labels. This makes forms harder to use with assistive technology. This fails WCAG 1.3.1 (Info and Relationships) and WCAG 3.3.2 (Labels or Instructions).

Operable

- **Empty links:** Many links across the site have no accessible text. This means screen reader users cannot determine where the link will take them — they hear only 'link' with no description. This affects every page on the site, with between 5 and 46 empty links per page. The Photo Gallery page is the worst affected with 46 empty links. Most of these appear to be social media icons and image-based links in the header and footer areas. This fails WCAG 2.4.4 (Link Purpose in Context).

- **PDF link indicators:** Approximately 471 links to PDF documents across the site do not indicate the file format. Users are not warned that clicking a link will download or open a PDF rather than navigate to a web page. This is particularly significant on document-heavy pages such as Parish Council Meetings (396 PDF links), Finance & General Purposes Committee, and Policies. This fails WCAG 2.4.4 (Link Purpose in Context).
- **Page titles:** Six pages have generic page titles showing only 'Horndean Parish Council' rather than describing the specific page content. The affected pages are: Housing Development Engagement, Horndean Neighbourhood Improvement Plan, Local Government Reorganisation, Speedwatch, Proposed Developments, and Report a Problem. This makes it harder for users to identify pages in browser tabs, bookmarks, or search results. This fails WCAG 2.4.2 (Page Titled).

Understandable

- **Form error messages:** When the contact form is submitted with errors, the error messages are generic ('This field is required') rather than specifying what information is needed in each field. For example, the email field should say 'Please enter a valid email address' rather than simply 'This field is required'. The page does scroll to the first error and errors appear under the relevant fields, which is positive. This fails WCAG 3.3.3 (Error Suggestion).

Robust

- **Untitled iframes:** Embedded content (iframes) on three pages lacks title attributes, meaning screen reader users cannot identify what the embedded content contains. The affected pages are: Halls for Hire (3 untitled iframes), Contact Us (2 untitled iframes, likely embedded maps), and Maps & Cycle Routes (1 untitled iframe). This fails WCAG 4.1.2 (Name, Role, Value).

Additional Observations

The following observations do not represent formal WCAG failures but are noted as areas for improvement:

- **Focus indicators:** 14 CSS rules in the site's stylesheet remove focus outlines (outline:none or outline:0) on interactive elements. Manual testing confirmed that keyboard focus is currently visible via browser default styles, but these CSS rules could cause problems in some browsers or future browser updates. We recommend replacing these rules with visible custom focus indicators.
- **Alt text quality:** While all images across the site have alt text attributes (which is positive), some alt text values appear to be derived from filenames rather than meaningful descriptions (e.g., 'Christmas-Closure-Heading-image-WEBSITE'). We recommend reviewing alt text across the site to ensure descriptions are meaningful and useful to screen reader users.
- **Links opening in new windows:** Links on every page open in new browser windows or tabs without informing the user beforehand. Between 5 and 11 links per page behave this way. This can disorient users, particularly those using screen readers. This relates to WCAG 3.2.5 (Change on Request) which is a Level AAA criterion — not required at AA level, but considered best practice. We recommend adding '(opens in new window)' warnings as part of the Phase 2 improvements.
- **Broken page:** The Grant Funding page (https://horndeanpc-hants.gov.uk/grant-funding/) returns a 404 error but remains in the site navigation. This should either be restored or the link removed from the menu.

What Works Well

The audit also identified several areas where the website performs well for accessibility:

- A 'skip to content' link is provided on every page, allowing keyboard users to bypass the navigation
- Most images have alt text attributes, though some informative images have empty alt text which is being addressed as a priority
- Proper landmark regions (navigation, main, footer, header, search) are used throughout the site
- The HTML language attribute is correctly set to English
- The viewport allows user scaling and zooming
- Keyboard navigation works logically with no keyboard traps detected
- No auto-playing media or animations were found
- Content reflows correctly at narrow viewport widths without requiring horizontal scrolling (WCAG 1.4.10 Reflow)
- Form errors display under the relevant fields and the page scrolls to the first error

What We Are Doing to Improve Accessibility

We are committed to making this website accessible to all users. Following the accessibility audit conducted in February 2026, we have developed the following improvement plan:

Phase 1 — Critical fixes (target: March 2026)

- Add accessible text to all empty links — this affects every page and makes the site very difficult to navigate with a screen reader. Most empty links appear to be social media icons and image links in the header/footer. Adding aria-label attributes is the quickest fix.
- Add meaningful alt text to all informative images — multiple pages have empty alt text (alt="") on content images that are clearly not decorative. Worst affected: Photo Gallery (14 of 45 images), Green Trail & Heritage Network (9 of 14), Latest News (8 of 12). Screen readers skip these images entirely.
- Fix colour contrast failures on the homepage and contact page — headings and form labels are essentially invisible against their backgrounds with ratios as low as 1:1. Contrast was confirmed as passing on three additional pages (Meetings & Minutes, Councillors, Policies), so this is localised to specific template sections. Use white text on dark backgrounds or substantially lighten the background.
- Fix form labelling issues — the contact form has missing, empty, and duplicate labels. Each input must have exactly one clear, associated label.

Phase 2 — High-priority fixes (target: May 2026)

- Add '(PDF)' format indicators to all PDF links — approximately 471 PDF links across the site lack format indication. This is particularly important on document-heavy pages like Parish Council Meetings (396 links).
- Fix heading hierarchy on 16 pages — headings skip levels (e.g., h1 to h4), breaking the document structure for screen reader users. Restructure to use sequential levels. This is primarily a Beaver Builder template fix.
- Create unique page titles for 6 pages currently showing only 'Horndean Parish Council'. Each page should have a descriptive title describing its content.
- Add new window warnings to links with target='_blank' — affects 5-11 links on every page. Use visible text or aria-label to indicate opening in new window.
- Add autocomplete attributes to the contact form — the Name, Email, and Phone fields lack autocomplete attributes, preventing browser autofill for users with cognitive or motor disabilities. Add autocomplete='name', autocomplete='email', and autocomplete='tel'.

Phase 3 — Medium-priority fixes (target: August 2026)

- Replace CSS outline:none rules with visible focus indicators — 14 CSS rules detected removing focus outlines on various interactive elements. While manual testing confirmed focus is currently visible via browser defaults, these rules could cause problems in certain browsers.

- Add title attributes to untitled iframes on Halls for Hire (3 iframes), Contact Us (2), and Maps & Cycle Routes (1). Estimated effort: content updates, 30 minutes.
- Improve form error messages — currently generic ('This field is required'). Change to specific messages such as 'Please enter your name' or 'Please enter a valid email address'.

Ongoing

- Remove or restore the Grant Funding page — currently returns a 404 error but remains in the navigation menu. Either restore the page or remove the navigation link.

Disproportionate Burden

We are not currently claiming that any accessibility issues present a disproportionate burden to fix. We believe all identified issues can be reasonably addressed within the timescales outlined above.

Content That Is Not Within the Scope of the Accessibility Regulations

The following content is exempt from the accessibility regulations:

- PDF documents published before 23 September 2018, unless they are essential to the services we provide
- Third-party content that is not funded by, or under the control of, Horndean Parish Council (for example, embedded Google Maps or social media feeds)

What to Do If You Cannot Access Parts of This Website

If you need information from this website in a different format, you can request it from us. We will consider your request and aim to provide the information to you within 10 working days. Alternative formats may include:

- Large print
- Easy read format
- Audio recording
- Accessible PDF
- Braille

To request information in an alternative format, please contact us:

- **Email: contact@horndeanpc-hants.gov.uk**
- **Phone: 02392 597766**
- **Post: Horndean Parish Council, Jubilee Hall, Crouch Lane, Horndean PO8 9SU**

If you have difficulty accessing this website, you can also get help and advice from AbilityNet at https://mcmw.abilitynet.org.uk/

Reporting Accessibility Problems with This Website

We are committed to making this website accessible. If you find any accessibility issues that are not listed on this page, or if you believe we are not meeting our accessibility obligations, please let us know by reporting the problem to us.

How to report an accessibility problem

- **Email: contact@horndeanpc-hants.gov.uk**
- **Phone: 02392 597766**
- **Post: Horndean Parish Council, Jubilee Hall, Crouch Lane, Horndean PO8 9SU**

We aim to respond to all accessibility reports within 5 working days. If you are not satisfied with our response, you can contact the Equality Advisory and Support Service (EASS) at https://www.equalityadvisoryservice.com/

Feedback and Contact Information

We welcome feedback on the accessibility of this website. If you have any suggestions for improvements or general feedback, please contact us:

- **Email: contact@horndeanpc-hants.gov.uk**
- **Phone: 02392 597766**
- **Post: Horndean Parish Council, Jubilee Hall, Crouch Lane, Horndean PO8 9SU**

Enforcement Procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations').

If you are not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS): https://www.equalityadvisoryservice.com/

Technical Information About This Website's Accessibility

Horndean Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This website is required to be accessible under these regulations.

Platform and Technology

This website is built using WordPress 6.9.1 as the content management system, with the Beaver Builder theme (bb-theme) and a child theme for customisation. Page layouts are built using Beaver Builder page builder (version 2.10.0.7) with Beaver Themer (version 1.5.2.1). Forms are managed using the WPForms plugin. The website uses HTML5, CSS3, JavaScript, and PHP, and is designed to be compatible with modern web browsers including Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge.

Accessibility Features Implemented

- A 'skip to content' link is provided on every page, allowing keyboard users to bypass the navigation
- Most images have alt text attributes, though some informative images have empty alt text which is being addressed as a priority
- Proper landmark regions (navigation, main, footer, header, search) are used throughout the site
- The HTML language attribute is correctly set to English
- The viewport allows user scaling and zooming
- Keyboard navigation works logically with no keyboard traps detected
- No auto-playing media or animations were found
- Content reflows correctly at narrow viewport widths without requiring horizontal scrolling (WCAG 1.4.10 Reflow)
- Form errors display under the relevant fields and the page scrolls to the first error

Known Limitations

- Some third-party content and embedded widgets may not be fully accessible
- PDF documents published before 23 September 2018 may not be fully accessible
- Some Beaver Builder template components require remediation to improve accessibility

Template-Level Improvements

Many of the identified accessibility issues are related to the Beaver Builder theme templates and layout modules, meaning they can be addressed through theme-level updates rather than page-by-page changes. This is significant because it means a relatively small number of template changes will benefit all 35 pages simultaneously.

How This Statement Was Prepared

This statement was prepared on 20 February 2027.

It was prepared based on findings from an accessibility audit conducted by Smart Marketing in February 2026. The audit examined all 35 pages of the website using:

- Automated browser testing using custom JavaScript analysis scripts to check page structure, heading hierarchy, link text, image alt text, form labels, ARIA attributes, colour contrast, and embedded content
- Manual testing using the WAVE accessibility evaluation tool on key pages
- Manual keyboard navigation testing to verify focus visibility and tab order
- Visual inspection for images of text, colour-only information, and auto-playing content

The full audit report is available from Horndean Parish Council on request.

This statement will be reviewed and updated by 20 February 2027, or sooner if significant changes are made to the website.

Speed Device(s) Update For February 2026

Speed Indicator Device (SID)

The SID has been moved from Havant Road to Hazleton Way. We have had a technical issue. The coin battery that powers the time/date function has run out resulting in the latest data having the wrong date/time stamps. This has now been fixed by the Grounds Team and the device is back up now. A non timestamp specific graph is attached.

Key data for Hazleton Way (Ten days in February 2026) – Fastest speed recorded 45MPH. 9 instances of overall. An average of 2000 Vehicles per day going towards Deep Dell from London Road . Approximately 5% of vehicles exceed the 30 mph speed limit. 6-10 cars per day exceeding 35mph. Well done to the residents for obeying the speed limit!

The two new SIDs are being ordered by the office

Community Speedwatch

I was involved in three SOB Speedwatch sessions on Chalton Lane, London Road (near The Yews) and Drift Road (opposite Charity Farm). Numbers caught and sent letters were 20, 5 and 2 respectively. I have 4 sessions in the coming month.

We have yet to hear more about the additional roadside locations I have submitted for consideration.

Auto Speedwatch Cameras – monthly update.

I have now completed archiving the data to my PC, I will load it on to a shared drive. Our license expires in 35 days.

Hampshire PCC Road Safety Summit – 3rd March

The summit was large with around 300 delegates and police present.

The key pillars of the PCC and Police's road safety strategy are

- Reducing Fatalities
- Drink and drug driving
- Stopping Car Meets
- Focus on e-scooters (used in crimes)
- Community Engagement

Big ticket projects funding items on road safety are/have been average speed work on A272 and A32 and shortly starting this work on Portsdown Hill Road. Donna's funding from before Christmas has resulted in various groups bidding for funding 1 yellow box camera, 28 SIDs, 14 lots of Speedwatch kit and a number of other things all totalling approx £341k.

Reference was made to there being 105 Community Speedwatch teams with over 1000 volunteers. Apparently over 22900 warning letters being sent out.

There was a lot of focus on Motorcycle safety with presentations from a Charity called DocBike and also from the Police's own Bikesafe initiative. The emphasis being on advanced rider training for both young riders and mature riders returning to motorcycling in later life.

HCC presented on road safety education and some of the engineering solutions that they carry out to modify junctions etc.

Hants snap is an initiative for people to send in dashcam and helmetcam footage to the police. In reality this is review by a third party company who then get the police involved if they think there is an offence committed. I know members of cycle clubs locally have submitted footage and not heard anything. The sense I got is that offence needs to be pretty blatant to result in action and they don't generally give status updates to the senders.

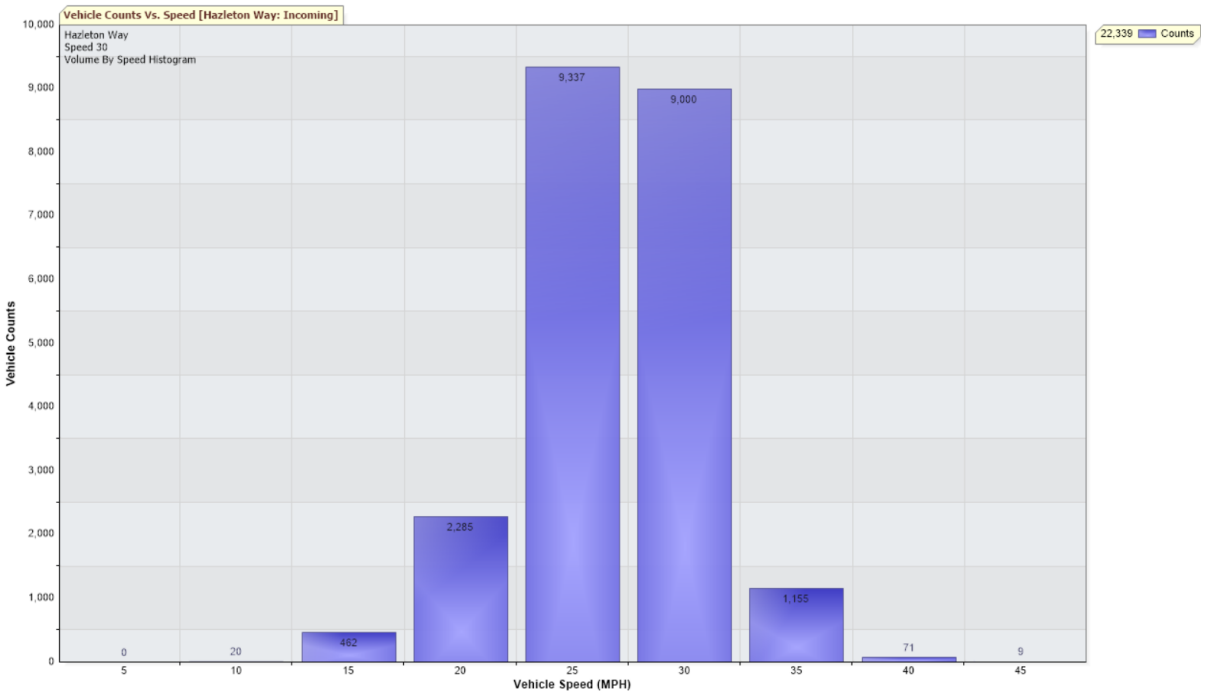
There were also presentations about e-scooter safety, horse riders, young drivers(eg graduated licences) and older drivers (medical tests and self-certification). E-scooters, while generally illegal, are now too prevalent for the police to stop. They focus on those gangs using them for crime and they are waiting for government to legislate on the rest….unlikely. There a lot of talk about the police intervening more and testing older drivers involved in accidents as to whether they are fit to drive. Statistic given was 24% of road deaths involve older drivers (meaning over 70s)

Lastly Roads Policing gave a presentation on their new teams, motorcycles, vans etc. What was not apparent was how you get their interest locally. It seems that their patrols are based on KSI statistics (Killed or Seriously Injured). They are interested in speeding but only those locations where it is extreme and persistent. They suggested visual deterrents for other speeding eg CSW, SIDs or road furniture. 20mph limits were raised by the audience as an approach but the police felt that this was unenforceable. The police and Donna Jones once again stated that they do not support the ASW cameras, they believe that legally the data gathering is unenforceable….this was not popular with the EH parishes present though I think that are gradually moving to our approach.

In conclusion, there is a lot of effort going into road safety from the police in areas where the KSI stats indicate, there are a wide range of initiatives dealing with drink, drugs, car meets and other vehicle ASB. There is a focus on driver/rider education. What I missed was engagement….if we have a dangerous road and the data to prove it…how can we get the attention of the police before someone is killed rather than after. I asked this question….and was given a mailbox as an answer…..which I have no faith will actually get looked at. In community speedwatch we lost our police co-ordinator months ago and he has not been replaced…so we can get no additional roadside sites agreed currently. Police officers seem to move roles a lot (some of them mentioned this)…it is difficult to keep track of who to contact and there is always a lag in getting a replacement.

THE JOURNEY CONTINUES…..

Vehicle Nos. Hazleton Way by Speed 10 days in February 2026



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