



HORNDDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 25TH APRIL 2022 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), D Alexander, T Attlee, A Forbes, S Freeman, D Prosser, B Raymond, Mrs E Tickell, R Veitch, Mrs I Weeks

IN ATTENDANCE: Sarah Guy, Office Manager (Minute Taker) & Simon Ritson, Responsible Finance Officer.

PUBLIC ATTENDANCE: No members of the public were present.

The meeting was duly opened at 19:05pm.

HPC 001/22/23 **TO RECEIVE AND APPROVE APOLOGIES**

Apologies were received from Cllr Beck, Cllr D Evans, Cllr Lay & Cllr Little

HPC 002/22/23 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 003/22/23 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR
MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No update received. PMN: This was later received and is appended to these minutes.

HPC 004/22/23 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS
REGARDING DISTRICT COUNCIL MATTERS**

No report received.

HPC 005/22/23 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

No members of the public were present.

HPC 006/22/23 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE
21ST MARCH 2022**

It was **RESOLVED** that the minutes of the Council meeting held on 21st March 2022 be signed as a true record of the meeting. All agreed.

HPC 007/22/23 **TO ELECT CLLR TERESA ATTLEE TO THE PLANNING AND PUBLIC SERVICES COMMITTEE**

It was **RESOLVED** that Cllr Teresa Attlee be elected as a member of the Planning and Public Services Committee. This was proposed by Cllr Mrs Weeks and seconded by Cllr Freeman.

HPC 008/22/23 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 12 ATTACHED)**

It was **RESOLVED** that the Orders for Payment (List 12 attached) be approved and duly signed. All agreed. It was agreed that the RFO would obtain clarification as to what line 27 – ‘Barrier Orange Netting – Yoells Copse Resident’ related to.

HPC 009/22/23 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS, AND CAMBRIDGE & COUNTIES AS AT 31 MARCH 2022**

It was **RESOLVED** to approve the bank reconciliation –Co-Operative, Lloyds and Cambridge & Counties as at 31st March 2022.

HPC 010/22/23 **TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the Responsible Financial Officer was circulated and noted by Members.

The RFO explained the following:

There were two statements that appear to be contradictory, both contained in page 2 of the Finance Report:

1. Overall, the Council ended the financial year with a favourable variance against budget of £71.0k, after adjusting for movements to/from Earmarked Reserves
2. Overall Reserves fell year on year by £9.6k as per the table below.

| RESERVE BALANCES | B/F at 01.04.21 | C/F at 31.03.22 | Change |
|------------------|--------------------|--------------------|---------|
| General | 94,191 | 153,962 | 59,771 |
| Earmarked | 238,227 | 168,859 | -69,368 |
| Total | 332,418 | 322,821 | -9,597 |

The factors that explain the contradiction are as follows:

1. The budget that was set for 2021-22 contained a deficit of £43.3k, so the Council was planning to see a fall in the level of reserves. (i.e. if we had hit the budget spot on total reserves would have fallen by that amount)
2. Some of the expenditure incurred (£49.1k) was spent out of Earmarked Reserves. (i.e. spent from reserves built up in previous years)
3. Some of the income received (£11.8k) was transferred to Earmarked Reserves (i.e. to be used in future years)
- 4.

The table below shows the reconciliation between the two statements.

| INOCOME & EXPENDITURE FOR 2021-22 | RAW DATA | | | TRF TO/FROM EMR | ADJUSTED FOR EMR MOVEMENT | | |
|--------------------------------------|----------|---------|---------|-----------------------|---------------------------|---------|---------|
| | BGT | ACT | VAR | | BGT | ACT | VAR |
| Income | 416,388 | 459,857 | -43,469 | -11,773 | 416,388 | 448,084 | -31,696 |
| Expenditure | 459,648 | 469,454 | -9,806 | -49,105 | 459,648 | 420,349 | 39,299 |
| Total | -43,260 | -9,597 | -33,663 | | -43,260 | 27,735 | -70,995 |

In summary, the Council's finances are in a healthier position as at 31st March 2022 then they had planned to be.

HPC 011/22/23 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATION IN RESPECT OF ADDITIONAL CCTV MONITORS**

A verbal update was given by the Office Manager. It was explained that the reason for obtaining a quotation for additional CCTV cameras was due to the extensive levels of vandalism and anti-social behaviour experienced at Jubilee.

It was **RESOLVED** that Forward Control install 2 new cameras and move 2 existing cameras at Jubilee, as per the quotation from Forward Control, at a total cost of £2,200 + VAT, under the proviso that the F&GP Committee look at where the funds will come from.

HPC 012/22/23 **TO RECEIVE A REPORT AND CONSIDER THE QUOTATION IN RESPECT OF AN UPGRADE TO THE IT SYSTEM**

A report by the Office Manager was circulated and a discussion took place.

It was **RESOLVED** that

- The office would seek clarification and a break-down of each item listed within the quotation and report back to Council.
- The agenda item would be brought back to the next Council meeting for consideration, following an update from the ICT Contractor.
- The Finance Committee would decide from where funds could be made available.

HPC 013/22/23 **TO CONSIDER ELIGIBLE LOCAL PROJECTS APPROPRIATE FOR FUNDING FROM THE COMMUNITY INFRASTRUCTURE LEVY FUND (CIL)**

A list of project suggestions were circulated and a discussion took place. It was agreed for this agenda item to be put on the next Grounds Committee agenda on 16 May 2022, for eligible local projects to be discussed.

HPC 014/22/23 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 23RD MAY 2022, BEING THE ANNUAL MEETING OF THE COUNCIL.**

The next scheduled meeting of the Council is noted as 23rd May 2022. This meeting will be held in Jubilee Hall. Cllr Veitch gave his apologies for this meeting.

HPC 015/22/23 **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.**

No members of the public or press were present.

Meeting closed at 20:08pm.

HPC 016/22/23

**TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING
HELD ON THE 21ST MARCH 2022**

It was **RESOLVED** that the confidential minutes of the Council meeting held on 21st March 2022 be signed as a true record of the meeting. All agreed.

Confidential meeting closed at 20:11pm.

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Signed - The Chairman

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Date