



Horndean Parish Council

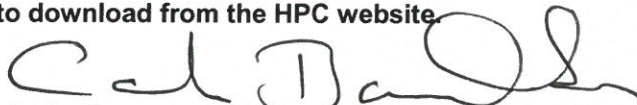
NOTICE OF MEETING

THE ANNUAL MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ONLINE ON WEDNESDAY 05 MAY 2021 at 7.00 P.M

Members are summoned to attend

Members of the public can login – please follow the link on the website.

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


Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

27th April 2021

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect a Vice Chairman.
3. To receive apologies for absence.
4. To receive any Declarations of Interest.
5. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
6. To approve the Minutes of the Council meeting held on 19 April 2021.
7. Review of delegation arrangements to committees, sub committees, employees and other local authorities.
8. Review the terms of reference for committees.
9. Receipt of nomination to existing committees and election of Chairman to Committees
10. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate substitute councillors) and receipt of nominations to them.
11. Review of adoption of appropriate standing orders and financial regulations.
12. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

13. Review of representation on or work with external bodies and arrangements for reporting back.
14. Confirmation of arrangements for insurance cover in respect of all insured risks.
15. Review of the Councils and/or employees' memberships of other bodies.
16. Review the Councils complaints procedure.
17. Review the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation.
18. Review the Councils policy for dealing with the Press/Media.
19. To consider bank mandates and signatories for Accounts.
20. To note the total precept requirement in respect of 2021/22 being £380,265.
21. To review the Investment Strategy.
22. To Note the next scheduled meeting of the Council being the 21 June 2021.



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 19TH APRIL 2021 AT 7.00 P.M. WITH MICROSOFT TEAMS

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

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Sarah Guy, Operations Officer (Minute Taker & Meeting Facilitator)

PUBLIC ATTENDANCE: No members of the public present.

HPC 001/21/22 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies were received.

HPC 002/21/22 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 003/21/22 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No written update provided.

HPC 004/21/22 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No written update provided. There were no questions from members for District Councillors.

HPC 005/21/22 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or press present.

HPC 006/21/22 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 15TH MARCH 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 15th March 2021 be signed as a true record of the meeting.

HPC 007/21/22 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 1 ATTACHED)

Cllr Forbes queried item 24 and 25 (Call out Charge to Establish Water Leak at Jubilee Admin Building & Replacement Water Tank for Immersion Boiler). The Chief Officer explained that item 24 was a call out charge from Spelthams for investigating a leak in the new building. It had been assumed to be a problem caused by Speltham but they established that the leak had been caused by the burst immersion heater in the attic space of Jubilee Hall and not the new office building, therefore, it was the responsibility of HPC to pay for the works and a replacement Water Tank, as per item 25.

It was **RESOLVED** that the Orders for Payment (List 1 attached) be approved and duly signed. All agreed

This was proposed by Cllr P Beck and seconded by Cllr P Little.

HPC 008/21/22 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS, AND CAMBRIDGE & COUNTIES AS AT 31ST MARCH 2021

It was **RESOLVED** to approve the bank reconciliation –Co-Operative, Lloyds and Cambridge & Counties as at 31st March 2021.

HPC 009/21/22 TO RECEIVE AND AGREE THE REVISED CODE OF CONDUCT FOR COUNCILLORS

A copy of the previously adopted HPC Code of Conduct was circulated, along with the EHDC adopted Code of Conduct.

The Chairman suggested that the EHDC Code of Conduct be adopted by HPC.

A brief discussion took place and It was **RESOLVED** that HPC adopt the EHDC Code of Conduct and amend as follows.

- Striking out information specific to EHDC but keeping exactly the same rules and clauses as EHDC.
- Adding the HPC logo to the revised document.

This was proposed by Cllr Mrs L Evans and seconded by Cllr Little. Once the amendments have been made, the document is to be returned to Council for approval.

HPC 010/21/22 TO RECEIVE A REPORT AND CONSIDER THE FINAL LAYOUT IN RESPECT OF THE PARISH OFFICE SIGNAGE

A report by the Operations Officer was circulated and a discussion took place.

Signwriting directly onto the glass seemed to be the preference for the design, due to it being more permanent and durable.

It was **RESOLVED** that

- The Parish Office Signage be directly sign written onto the large glass window in gold leaf glass gilding by Osborne Signs (£1,400 + VAT), with the HPC logo above and Horndean Parish Council written underneath.

- The Chief Officer instruct a Graphic Designer (as per the 3 quotations received) to recreate the HPC logo and provide all industry standard logo files. A request be made to the graphic designer for something to be put into writing to say that HPC have title ownership once the re-creation of the HPC logo has been completed.

HPC 011/21/22 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 22 MARCH 2021, IN RESPECT OF THE MEMORIAL BENCHES POLICY

A draft Memorial Bench Policy was circulated and a brief discussion took place. It was **RESOLVED** that the Policy be accepted and agreed with the following amendment.

- The paragraph stating “Memorial plaques must be purchased by the applicant” to be removed and replaced with wording stating the HPC will purchase the Memorial plaques.

HPC 012/21/22 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE ANNUAL MEETING ON THE 5TH MAY 2021

The next scheduled meeting of the Council is noted as the Annual Meeting on 5th May 2021. This meeting will be held virtually.

HPC 013/21/22 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.

Recording of meeting ended at 8.02pm.

HPC 014/21/22 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 15TH MARCH 2021

The Chairman stated that a minor amendment had been made to minute HPC 182/20/21 by changing the wording “us unfair” to “is unfair”.

It was **RESOLVED** that the minutes of the Council meeting held on 15 March 2021 be signed as a true record of the meeting.

This was proposed by Cllr Mr R Veitch and seconded by Cllr P Little. All agreed.

Meeting concluded at 08.03pm.

.....
Signed - The Chairman

.....
Date

Committee Interest 2021/2022

- ✓ Confirmed
 ? Unconfirmed
 😊 Possibility

Finance & General Purposes Committee Required: 7	Status
Cllr D Alexander	✓
Cllr Mrs L Evans	✓
Cllr A Forbes	✓
Cllr J Lay	✓
Cllr P Little	✓
Cllr D Prosser	✓
Cllr B Raymond	✓

Planning & Public Services Committee Required: 8-10	Status
Cllr P Beck	✓
Cllr Mrs L Evans	✓
Cllr P Little	✓
Cllr D Prosser	✓
Cllr Mrs E Tickell	✓
Cllr R Veitch	✓
Cllr Mrs I Weeks	?
Vacancy	
Vacancy	

Grounds Committee Required: 8	Status
Cllr D Alexander	✓
Cllr Mrs L Evans	✓
Cllr J Lay	✓
Cllr B Raymond	✓
Cllr Mrs E Tickell	✓
Vacancy	
Vacancy	

Staff Committee (to include Grounds Chairman) Required: 8	Status
Cllr Mrs L Evans	✓
Cllr A Forbes	✓
Cllr J Lay	😊
Cllr P Little	✓
Cllr D Prosser	✓
Cllr Mrs E Tickell	✓
Cllr R Veitch	✓
Cllrs Mrs I Weeks	?

Item: 13

Horndean Parish Council Representatives 2021-2022

Association	Councillor Representatives
EH Association Town & Parish Council	Cllr Lynn Evans
Catherington Village Residents Association	Cllr Elaine Tickell
Horndean Community Association	Cllr Lynn Evans
Horndean Twinning Association	Cllr Andy Forbes
Horndean Older peoples Enabling Forum	Cllr Lynn Evans
Lovedean Village Residents Association	Cllr Paul Beck
East Hampshire Passenger Transport Forum	Cllr David Alexander



Mrs Carla Baverstock-Jones
 Horndean Parish Council
 Tyfield House
 Blendworth Lane
 Horndean
 Waterlooville
 Hampshire
 PO8 0AA

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720443753
Insured	Horndean Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 st October 2020
To	30 th September 2021
and any other period for which cover has been agreed.	
Renewal Premium	£ 6,002.44

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	76950601
Long term agreement active until	01 st October 2023
Preparation Date	09 th September 2020
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACC03

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.



Mrs Carla Baverstock-Jones
 Horndean Parish Council
 Tyfield House
 Blendworth Lane
 Horndean
 Waterlooville
 Hampshire
 PO8 0AA

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720443753
Insured	Horndean Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 st December 2020
To	30 th September 2021
and any other period for which cover has been agreed.	
Adjustment Premium	£ 901.71

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	81597443
Long term agreement active until	01 st October 2023
Preparation Date	02 nd December 2020
Prepared by	Mr Vincent Liu
Policy Form Reference	MLAACC03

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Granary, Catherington Lane, Waterlooville, Hampshire, PO8 0TB	£43,292.28	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Jubilee Hall, Crouch Lane, Waterlooville, Hampshire, PO8 9SU	£376,126.47	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Napier Hall, Portsmouth Road, Horndean, Waterlooville, Hampshire, PO8 9NL	£601,802.35	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Horndean Council Office, Unit 1, Jubilee Hall, Crouch Lane, Waterlooville, Hampshire, PO8 9SU	£780,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 4

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage

£100

Theft

£100



Part C – All Risks Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Office contents @ Tyfield house	£34,140.13	£100
General contents including stock @ Napier Hall & Jubilee Hall	£38,267.44	£100
Street Furniture	£44,339.55	£100
Gates & Fences	£24,700.61	£100
War Memorials	£117,086.68	£100
Playground equipment	£263,876.40	£100
Other Surfaces	£234,981.26	£100
Outdoor Machinery	£35,586.16	£100
AV Equipment @Jubilee Hall	£12,294.10	£100
3 x Defibrilators	£5,683.82	£100
Speed Indicator Device	£4,502.04	£100
Gym Equipment	£27,318.18	£100
Australian War Memorial	£15,450.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a communicable disease; or

Item: 15

REVIEW OF THE COUNCIL AND OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

Current Memberships

- Hampshire Association of Local Councils (HALC) and additional facility with South East Employers for HR and Employment Law Advice.
- Society for Local Council Clerks.
- Campaign for Protection of Rural England.
- Hampshire Playing Fields Association.
- Chartered Management Institute.
- The Institute of Local Council Management

BANK MANDATES : 2021-22					
Surname	Forename	Designation	Co-operative	Lloyds	Cambridge & Counties
Evans	Lynn	Chairman	✓	✓	✓
Evans	David	Councillor	✓	✓	✓
Beck	Paul	Councillor	✓	✓	✓
Forbes	Andrew	Councillor	x	✓	✓
Tickell	Elaine	Councillor	✓	x	x
Baverstock-Jones	Carla	Executive Officer	✓	✓	x
Ritson	Simon	RFO	x	✓	x
Mandate			3	3	2

Table Prepared by Simon Ritson, Responsible Finance Officer
25th March 2021



HORNDEAN PARISH COUNCIL INVESTMENT STRATEGY

1. INTRODUCTION

Horndean Parish Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15 (1) (a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2016.

The Local Government Act 2003 states that a local authority may invest:

- for any purpose relevant to its functions under any enactment
- for the purpose of prudent management of its financial affairs

The Council defines its treasury management activities as *"the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks."*

2. POLICY

2.1 This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks

3. INVESTMENT OBJECTIVES

3.1 The Council's investment priorities are:

- the security of its reserves, and
- the adequate liquidity of its investments, and
- the return on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity

3.2 All investments will be made in sterling.

3.3 Investments will be spread over different providers where appropriate to minimise risk.

4. SPECIFIED INVESTMENTS

4.1 Specified investments are those offering high security and high liquidity. Such short term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.

4.2 The Council, for prudent management of its treasury balances may use

- Treasury Deposits with UK clearing banks
- Local Authorities or other Public Authorities
- Other approved public sector investment funds

4.3 The choice of institution and length of deposit will be at the approval of the Finance and General Purposes Committee.

4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

5. NON SPECIFIED INVESTMENTS

5.1 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

6. LIQUIDITY OF INVESTMENTS

6.1 The Finance and General Purposes Committee in consultation with the Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7. LONG TERM INVESTMENTS

7.1 Long Term Investments are defined as greater than 36 months.

7.2 The Council does not currently hold any funds in long term investments

8. END OF YEAR INVESTMENT REPORT

8.1 Investment forecasts for the coming year are accounted for when the budget is prepared. At the end of the financial year the Responsible Finance Officer will report on investment activity to the Finance & General Purposes Committee

9. REVIEW AND AMENDMENT OF REGULATIONS

9.1 The Investment Strategy must be reviewed annually and revised if considered necessary.

Date of Adoption: 12th February 2018

Revision Due Date: February 2019