



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 26 JULY 2021 at 7.00 P.M. in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

20 July 2021

AGENDA

1. To receive and approve apologies for absence.
2. ***Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.***
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council Matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. ***To open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.***
6. To approve the Minutes of the Council Meeting held on the 21 June 2021.
7. To receive and approve the Orders for Payment (List 3 attached).
8. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at the 30 June 2021.
9. To receive and note the monthly finance report.
10. To receive a report and consider changing the Internal Auditor, as discussed previously within the meeting of the Council on the 09 November 2020
11. To note the next scheduled meeting of the Council on the 23 August 2021.
12. ***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).***
13. To approve the Confidential Minutes of the Council Meeting held on the 21 June 2021.
14. To receive the recommendation from the Grounds Committee on the 12 July 2021, in respect of the Australian War Memorial site.



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 21ST JUNE 2021 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Evans, 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), Simon Ritson, Responsible Financial Officer

PUBLIC ATTENDANCE: There were no members of the public present. County Councillor Mrs Marge Harvey was present.

HPC 037/21/22 TO RECEIVE AND APPROVE APOLOGIES

Apologies of absence were received from Cllrs D Alexander, P Beck and J Lay.

HPC 038/21/22 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

HPC 039/21/22 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS

A report by County Councillor Mrs Marge Harvey was circulated.

Cllr Mrs I Weeks said that the bottom of Blendworth Lane had been resurfaced, but the white lines had not yet been reinstated. She also suggested that a Stop sign would be useful at the bottom part of Blendworth Lane at the point of the junction. County Cllr Mrs Marge Harvey asked if an email could be sent to her so she could speak with Officers at HCC.

HPC 040/21/22 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS

A report by District Cllr D Evans was circulated and noted.

HPC 041/21/22 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

The meeting was duly opened.

HPC 042/21/22 TO APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 05 MAY 2021

It was **RESOLVED** that the minutes of the Annual Council meeting held on 05 May 2021 be signed as a true record of the meeting.

This was proposed by Cllr A Forbes and seconded by Cllr B Raymond. All agreed.

HPC 043/21/22 TO RECEIVE AND APPROVE THE ORDER FOR PAYMENT (LIST 2 ATTACHED)

The Orders for Payment (List 2) was circulated.

It was **RESOLVED** that the Orders for Payment (List 2 attached) be approved and duly signed. All agreed.

HPC 044/21/22 TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 2020/2021

The Internal Audit Report for the year ended 2020/2021 was circulated and it was noted that the report was exemplary.

HPC 045/21/22 TO RECEIVE AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2020/2021

- SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2020/2021
- SECTION 2 – ACCOUNTING STATEMENTS 2020/2021

It was **RESOLVED** to sign the Annual Governance and Accountability Return for 2020/2021.

HPC 046/21/22 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and duly noted.

The RFO asked Councillors to note that he had made an error on page 1, under the heading 'Management Accounts', stating that the figures within the Budget and Actual columns were the wrong way around.

HPC 047/21/22 TO RECEIVE AND NOTE THE AMENDMENTS TO THE COUNCILLORS' CODE OF CONDUCT, ADOPTED ON THE 19 APRIL 2021

The Councillors Code of Conduct, adopted on the 19 April 2021 was circulated and the following amendments were made.

- Under Part A, heading 'General Provisions', 'Introduction and Interpretation', 3b has been struck out, therefore needing to re label the points.
- Under the heading '6 Offences' remove paragraph e in its entirety.
- Remove paragraph 3v, last paragraph of the document.
- A note to be added to highlight that the 'Monitoring Officer' refers to staff at EHDC.

HPC 048/21/22 TO RECEIVE A REPORT AND CONSIDER THE DRAFT POLICY/PROTOCOL TO MARK THE DEATH OF THE SOVEREIGN/SENIOR ROYAL OR NATIONAL FIGURE

The draft Policy/Protocol to mark the death of the Sovereign/Senior Royal or National Figure was circulated. It was **RESOLVED** that it be agreed with the following amendments.

- 1f- Amend the spelling of 'Prince' as it is currently spelt incorrectly.
- 1i & 1j- Chief Officer to check if The Duke & The Duchess of Sussex are to remain within the Policy/Protocol.
- 1p- Amend the wording to read 'East Hampshire' rather than 'Hampshire East'.

HPC 049/21/22 TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE PURCHASE OF WINDOW BLINDS WITHIN THE PARISH OFFICE

This item was deferred, due to awaiting quotations.

HPC 050/21/22 TO CONSIDER AND AGREE THE WAY FORWARD IN RESPECT OF FUTURE COUNCIL AND COMMITTEE MEETINGS GIVEN THE REQUIREMENT TO MEET IN PERSON

A short discussion took place and It was **RESOLVED** that Horndean Parish Council continue to hold Council and Committee Meetings at Jubilee Hall, with socially distanced desks and continue to monitor as and when changes occur.

It was also suggested that the purchase of additional microphones could be looked into.

County Councillor Mrs Marge Harvey left the meeting at 7:40pm.

HPC 051/21/22 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE REPLACEMENT OF THE TREE TO COMMEMORATE THE QUEENS GOLDEN JUBILEE

The recommendation from the Grounds Committee on the 17 May 2021 was circulated.

It was **RESOLVED** to purchase a replacement Oak Tree, to commemorate the Queens Golden Jubilee and Platinum Jubilee and to install 2 plaques on the tree, detailing the commemoration.

HPC 052/21/22 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE IMPLEMENTATION OF A FILE NAMING PROCESS

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

It was **RESOLVED** that all documentation sent to Cllr's would be presented in the following format:

- [Meeting Name][Document type][Date]

This was proposed by Cllr R Veitch and seconded by Cllr D Evans.

HPC 053/21/22 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE DUPLICATE COSTS PERTAINING TO TYFIELD HOUSE/LUCKY LITE, BEING CHARGED TO THE JUBILEE HALL EARMARKED RESERVES

The recommendation from the Grounds Committee on the 17 May 2021 was circulated.

It was **RESOLVED** that the duplicate costs pertaining to Tyfield House and Lucky Lite be charged to the Jubilee Hall earmarked reserve. All agreed.

HPC 054/21/22 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE APPLICATIONS FOR THE FOLLOWING GRANTS:

- ALL SAINTS CHURCH, CATHERINGTON - £1,000

It was **RESOLVED** that All Saints Church, Catherington be awarded £1,000.

- **1ST HORNDEAN SCOUT GROUP - £500**

It was **RESOLVED** that 1st Horndean Scout Group be awarded £500.

- **CITIZENS ADVICE EAST HAMPSHIRE - £1,000**

A short discussion took place and It was **RESOLVED** unanimously that Citizens Advice East Hampshire be awarded £500. This was proposed by Cllr Mrs I Weeks and seconded by Cllr Mrs E Tickell.

HPC 055/21/22 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE
26 JULY 2021

The next scheduled meeting of the Council is noted as 26 July 2021. This meeting will be held in Jubilee Hall.

HPC 055/21/22 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.

Public meeting closed at 8:00PM.

HPC 056/21/22 TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS
COMMITTEE ON THE 17 MAY 2021, IN RESPECT OF THE BOUNDARY
PERTAINING TO A PROPERTY WITHIN CATHERINGTON LITH

It was **RESOLVED** that the suggestions of where the boundary should be is accepted and agreed. It is noted that the resident will plant a hedge to demark the boundary.

Confidential meeting closed at 8:15PM.

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Signed - The Chairman

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Date



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 26 July 2021

SUBJECT OF REPORT: Finance Report

Income and Expenditure

Since the last Finance Report for the Council Meeting held on the 21st June there are the following items to note.

1. A claim was made to HMRC for £3,413.08 on 24th May for the Quarter 1 (April to June 2021) VAT return.

Hall Income

The budget was set 30% of pre COVID income. The table below will be populated with actual figures as the year progresses.

As can be seen June income was considerably in excess of target and has taken the year to date position into a surplus of £1.8k.

Hall		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Napier Hall	BGT	730	730	730	730	730	730	730	730	730	730	730	730	8,760
	ACT	193	1,167	1,771	0	0	0	0	0	0	0	0	0	3,131
	YTD VAR	537	-437	-1,041	-311	419	1,149	1,879	2,609	3,339	4,069	4,799	5,529	
Jubilee Hall	BGT	698	698	698	698	698	698	698	698	698	698	698	692	8,370
	ACT	144	1,032	1,785	0	0	0	0	0	0	0	0	0	2,961
	YTD VAR	554	-334	-1,087	-389	309	1,007	1,705	2,403	3,101	3,799	4,497	5,189	
Combined Halls	BGT	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,428	1,422	17,130
	ACT	337	2,199	3,556	0	0	0	0	0	0	0	0	0	6,092
	YTD VAR	1,091	-771	-2,128	-700	728	2,156	3,584	5,012	6,440	7,868	9,296	10,718	
Total Income	CUM. YTD VAR	1,091	320	-1,808										

Management Accounts

The June accounts have been closed and the summary income and expenditure headlines are as follows:

Accounts to 30/06/2021	YEAR TO DATE INCOME			Notes	YEAR TO DATE EXPENDITURE			Notes
	ACT	BGT	VAR		ACT	BGT	VAR	
Central Costs	194,141	193,927	-214		44,872	45,769	897	
Grants	0	0	0		2,000	2,000	0	
Napier Hall	3,131	2,190	-941	Hall Income returning	5,642	7,013	1,371	B/F Credit balance -estimated bills in 2020-1
Jubilee Hall	2,961	2,094	-867	Hall Income returning	6,356	6,290	-66	
Jubilee Hall - Admin	0	0	0		3,421	6,384	2,963	Rates bill lower than expected
Countryside Sites	1,107	750	-357		422	249	-173	
Amenity Sites	438	525	87		2,174	3,005	831	
Open Spaces	0	0	0		29,861	39,511	9,650	Staff Vacancy since Apr 1 (£7.2k)
GRAND TOTAL	201,778	199,486	-2,292		94,748	110,221	15,473	

As can be seen from the summary table above, hall income, which was set at 30% of pre COVID levels, has started to return and year to date income is above the target by £1.8k.

Expenditure is running considerably below budget due mainly to a staff vacancy in the countryside team since the start of the financial year and a second part time vacancy since the middle of June.

Balance Sheet and Reserves as at 30th June 2021

Horndean Parish Council Balance Sheet to the end of June 2021		Notes
Current Assets	£££	
Debtors - Sales Ledger	3,160	
Debtors - Non Sales Ledger	2,169	Rural Payments Agency claim
Debtors - VAT Control A/C	3,413	VAT to be reclaimed at the end of Q1
Prepayments	0	
Co-op No. 1 Account	155,595	
Cambridge & Counties Account	239,406	
Lloyds Bank Current Account	39,724	
Total Current Assets	443,467	
Current Liabilities		
Accruals	8,653	
Hall Income Deposits	1,000	
Receipts in Advance	68	
Total Current Liabilities	9,721	
Total Assets Less Current Liabilities	433,746	

Horndean Parish Council Reserves	B/F	APR	MAY	JUN	Liquid	Notes
Represented By :-						
Total General Funds	94,191	248,675	251,782	233,256	233,256	
IT Equipment EMR	6,000	6,000	2,500	2,500	2,500	
Vehicle Replacement EMR	382	382	4,495	4,495	4,495	
Jubilee Hall Improvements EMR	0	0	10,000	10,000	10,000	
Napier Hall Improvements EMR	13,043	13,043	1,000	1,000	1,000	
The Granary Maintenance EMR	6,000	6,000	2,000	2,000	2,000	
Lith Avenue/Lane EMR	3,838	3,838	3,000	3,000	3,000	
Jubilee Hall Project EMR	125,483	125,483	119,283	110,304	0	Final balance maybe returned to PWL in 2021-22
New Playground Fund EMR	7,000	7,000	7,000	7,000	7,000	
Grounds Equipment EMR	4,517	4,517	2,500	2,500	2,500	
Legal Costs EMR	10,000	10,000	4,000	4,000	4,000	
Election EMR	5,522	5,522	2,000	2,000	2,000	
Fencing EMR	5,000	5,000	4,000	4,000	4,000	
Tree Maintenance EMR	0	0	4,000	4,000	4,000	
LychGate Repairs EMR	1,500	1,500	1,500	1,500	1,500	
South Downs National Park EMR	6,569	6,569	6,569	6,569	0	Must be spent on Tree Carvings as per Grant
Community Infrastructure Levy EMR	32,973	32,973	38,871	33,472	0	Must be spent on CIL projects
Land East of Horndean EMR	6,650	6,650	1,900	1,900	1,900	
Wagtail Road EMR	3,750	3,750	250	250	250	
Total Earmarked Reserves	238,227	238,227	214,868	200,490	50,145	
Total Equity	332,418	486,902	466,650	433,746	283,401	

The Quarter 1 Accounts (April-June 2021) will be presented in detail at the next Finance & General Purposes Meeting on the 2nd August 2021.

Jubilee Hall Construction Project

An update will be presented in detail at the next Finance & General Purposes Meeting on the 2nd August 2021.

Community Infrastructure Levy

The table below shows the summary position as at 30th June 2021

Community Infrastructure Levy Summary
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INCOME			
£££	Banked	Elapse Date	Balance
£7,567.47	02/07/2018	02/07/2023	£0.00
£6,855.19	13/05/2019	13/05/2024	£1,707.49
£6,576.95	07/10/2020	07/10/2025	£6,576.95
£4,885.47	29/05/2020	29/05/2025	£4,885.47
£14,404.42	22/10/2020	22/10/2025	£14,404.42
£5,897.82	18/05/2021	18/05/2026	£5,897.82
£46,187.32			£33,472.15
EXPENDITURE			
£££	Spent	Description	
£2,082.00	March 2021	120 Trees - Cath Lith	
£5,234.61	March 2021	Toddler Double Swing Set	
£600.00	June 2021	Carvings - Yoells Copse	
£4,798.56	June 2021	Boardwalks - Hazelton Common	
£12,715.17			
£33,472.15	Balance at 30-06-21		

Report Prepared by Simon Ritson, Responsible Finance Officer, July 19th 2021

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 26 July 2021

SUBJECT OF REPORT: Internal Auditor

Horndean Parish Council changed Internal Auditors from Do the Numbers to Auditing Solutions in the autumn of 2016. As laid out in the Governance and Accountability for Smaller Authorities in England document it is considered good practise to review internal auditors every few years to ensure that the Council are continuing to receive independent reports.

With that in mind I have reviewed the Internal Auditors used by the biggest Town and Parish Councils within the East Hampshire District Council ranked by the 2020-21 tax base.

Parish Council (within East Hampshire District Council)	Rank	20/21 Tax Base	Internal Auditor
Alton Town Council	1	7,173.41	Tim Light, Lightatouch
Petersfield Town Council	2	5,757.61	Eleanor Green, Do the Numbers
Horndean Parish Council	3	5,092.66	Auditing Solutions
Whitehill Town Council	4	4,710.38	Tim Light, Lightatouch
Bramshott and Liphook Parish Council	5	4,122.31	IAC Audit & Consultancy
Headley Parish Council	6	2,675.16	Mulberry & Co
Liss Parish Council	7	2,584.64	Tim Light, Lightatouch
Clanfield Parish Council	8	2,299.16	Tim Light, Lightatouch
Four Marks Parish Council	9	2,103.70	Auditing Solutions
Medstead Parish Council	10	1,497.69	Auditing Solutions
Rowlands Castle Parish Council	11	1,426.61	Eleanor Green, Do the Numbers
Grayshott Parish Council	12	1,279.37	Tim Light, Lightatouch
Lindford Parish Council	13	1,059.82	Auditing Solutions
Binsted Parish Council	14	979.92	Tim Light, Lightatouch

As can be seen in the table above, the five marked in red are audited by our current or previous internal auditor. That leaves three internal auditors.

1. **Lightatouch** (based in Chandlers Ford) currently audit six of the top 14. Quote: £1,600 per annum based on two interim mid-year visits and a year end visit.
2. **I&C Audit & Consultancy** (based in Godalming) currently audit one. Quote: £770 per annum based on one interim and one year end visit. This will be reduced by 5% for a three year contract.
3. **Mulberry & Co.** currently (based in Melksham, Wiltshire) audit one. Quote: Estimate £360-£420 per annum based on one interim and one year end visit. This is based on 6-7 hours at £60 per hour.

A fourth option is to remain with our current auditors **Auditing Solutions**. They visit twice a year and the current cost per annum is £890. The company is based in Wiltshire and has eight consultant internal auditors who work with them. Horndean Parish Council could request a change to our assigned auditor as they themselves have suggested.

It is best practise to engage a new Internal Auditor after the previous one has completed the year end report and so it is now time to change if Council see fit to do so.