



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD
ON MONDAY 21 FEBRUARY 2022 at 7.00 P.M. in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

15 February 2022

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 consider the co-option of Teresa Attlee to represent Blendworth and Kings Ward.
7. To elect Cllr Freeman to the Land East of Horndean Development working party.
8. To approve the Minutes of the Council Meeting held on the 17 January 2022.
9. To receive a report from Lisa Clements, EHDC Community Development Officer in respect of the promotion of Horndean Heritage/QR Code via the Parish Councils website.
10. To receive and approve the Orders for Payment (List 10 attached).
11. To receive and note the monthly finance report.
12. To receive and consider the virement of £5,000 for the purchase of a Speed Indicator Device (SID).
13. To receive and consider the Community Infrastructure Levy (CIL) funding application, in respect of the replacement of Five Heads Play Area, and the contribution of £20,000 CIL Neighbourhood Portion.
14. To receive and consider the Meetings Schedule for 2022/2023.
15. To receive a report in respect of the purchase of curtains for Jubilee Hall, and agree the way forward.
16. To receive and consider feedback pertaining to the Horndean Infrastructure Delivery Plan.

17. To receive and consider the briefing and draft motion in respect of the campaign for lower speed limits – 20mph zones.
18. To receive the recommendation from the Finance and General Purposes Committee on the 07 February 2022, in respect of the following grant application:
 - Horndean Football Club - £645
19. To note the next scheduled meeting of the Council on the 21 March 2022.
20. **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).**
21. To approve the Confidential Minutes of the Council Meeting held on the 17 January 2022.
22. To note the correspondence received pertaining to plots of land within Catherington Lith.



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 17TH JANUARY 2022 AT 7.00 P.M.

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

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker) & Simon Ritson, Responsible Finance Officer.

PUBLIC ATTENDANCE: One member of the public was present.

HPC 162/21/22 TO RECEIVE AND APPROVE APOLOGIES

Apologies of absence were received from Cllr D Alexander. No apologies received from Cllr Mrs I Weeks.

HPC 163/21/22 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

HPC 164/21/22 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS

No report received.

HPC 165/21/22 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS

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

HPC 166/21/22 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

The meeting was duly opened to the public.

HPC 167/21/22 TO CONSIDER THE CO-OPTION OF SIMON FREEMAN TO REPRESENT DOWNS WARD

It was **RESOLVED** that Simon Freeman be co-opted to represent Downs Ward for Horndean Parish Council. This was proposed by Cllr Mrs L Evans and seconded by Cllr Beck.

HPC 168/21/22 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 13TH DECEMBER 2021

Mr Freeman, member of the public said that his name had been missed from the public attendance, but it was found subsequently that he had attended the November meeting. The December minutes are therefore accepted as correct.

It was **RESOLVED** that the minutes of the Council meeting held on 13th December 2021 be signed as a true record of the meeting.

HPC 169/21/22 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 9 ATTACHED)

It was **RESOLVED** that the Orders for Payment (List 9 attached) be approved and duly signed. All agreed.

HPC 170/21/22 TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS, AND CAMBRIDGE & COUNTIES AS AT 31 DECEMBER 2021

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

HPC 171/21/22 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

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

HPC 172/21/22 TO RECEIVE AND CONSIDER THE INTERNAL AUDIT REPORT (INTERIM) FOR THE YEAR ENDING 2021/2022

The Audit report was circulated and a discussion took place. It Was **RESOLVED** that the recommendations of the Auditor be agreed as follows

| Rec No. | Recommendations | Council Response |
|--------------------------------|--|---|
| Review of Expenditure & VAT | | |
| R1 | Consideration should be given to closure of the Lloyds bank account with the possibility of placing funds in another banking institution where no monthly fee is payable for retaining the funds. | Council Declined |
| R2 | The Councillor checking bank reconciliations periodically should, ideally, also be confirming agreement of the month-end cashbook balances, ideally, signing off the printed month-end Trial Balance accordingly in addition to the bank reconciliations and statements. | Council Agreed |
| Review of Corporate Governance | | |
| R3 | The appropriate power(s) relied on for approval of donations and grants should be formally recorded in the approving minute. | Council Agreed |
| Review of Expenditure & VAT | | |
| R4 | The previously in operation process whereby a nominated Councillor formally reviews and signs-off the purchase invoices should be reintroduced. | Council Declined |
| Review of Income | | |
| R5 | Consideration should be given to ensuring that all hirers sign a formal hire agreement confirming their understanding and acceptance of the Council Terms and Conditions of hire. | Council agreed to add a sentence to the T&C of hire and the booking form, under the Deposit section- this will apply to new hirers, as follows. <i>'In providing payment of the hall hire deposit it is deemed to be your acceptance of the Terms & Conditions.'</i> |

HPC 173/21/22 **TO RECEIVE AND CONSIDER THE REQUEST TO HOST A STREET PARTY/COMMUNITY LUNCH AT DEEP DELL**

A resident request was circulated and a discussion took place.

It was **RESOLVED** that The Chairman respond to the resident to ascertain the date of their event and planned location, as one end of the Hazleton Estate falls under Havant Borough Council and would likely require an application/licence to use their land.

HPC 174/21/22 **TO RECEIVE A REPORT IN RESPECT OF THE PURCHASE OF CURTAINS FOR JUBILEE HALL, AND AGREE THE WAY FORWARD**

An update by the Chairman was circulated and a discussion took place.

It was noted that the quotations did not include the fitting/hanging of the curtains and a preference for the Interlined Fleece Acoustic curtains was noted.

It was **RESOLVED** that

- A quotation be obtained for the fitting/hanging of the curtains.
- Samples of the curtain material be sourced.
- An investigation be done by the RFO to determine the impact lined curtains would have in reducing the heating costs.

HPC 175/21/22 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 21ST FEBRUARY 2022.**

The next scheduled meeting of the Council is noted as 21st February 2022. This meeting will be held in Jubilee Hall.

HPC 176/21/22 **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.**

The member of the public was excused from the meeting.

Meeting closed at 20:00pm

HPC 177/21/22 **TO CONSIDER AND AGREE THE WAY FORWARD IN RESPECT OF THE LEGAL ADVICE RECEIVED REGARDING THE BOUNDARY DISPUTE PERTAINING TO A PROPERTY WITHIN CATHERINGTON LITH**

A report by the Chief Officer was circulated.

It was **RESOLVED** that the letter be sent to the property owner and failing a response, Council move forward with possession proceedings.

HPC 178/21/22

TO RECEIVE AND CONSIDER THE PROPOSAL TO AMEND THE CONTRACT IN RESPECT OF THE CONSTRUCTION OF THE PARISH OFFICE, INsofar AS TO REMOVE THE PLANTING OBLIGATION

A discussion took place and it was **RESOLVED** that the Chief Officer respond to PDP to ask for a more preferable offer, otherwise accept the current offer, with a saving on £632.34 on the contract.

HPC 179/21/22

TO RECEIVE AND CONSIDER THE WAY FORWARD IN RESPECT OF A CLAIM FOR DAMAGES ARISING FROM A TREE WITHIN THE OWNERSHIP OF THE PARISH COUNCIL

A discussion took place and it was **RESOLVED** that the claimant be advised to contact their insurance company if they wish to pursue a claim.

Confidential meeting closed at 20:20pm.

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Signed - The Chairman

.....
Date

Item 10

| PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS | | | LIST 10 - 21 FEB -2022 | | | BANK ENTRIES: JANUARY 2022 |
|---|------------|--|------------------------|------------------|-------------------|---|
| Ref | Date | Payee/Payer | Net | VAT | Total | Details |
| DIRECT DEBITS | | | | | | |
| BANK ENTRIES: JANUARY 2022 | | | | | | |
| 1 | 17/12/2021 | Grenke Leasing | £111.90 | £22.38 | £134.28 | Rental of Photocopier 1 Jan - 31 March |
| 2 | 22/12/2021 | Southern Electric | £264.72 | £13.23 | £277.95 | Napier Hall Electric 29 Sep - 21 Dec |
| 3 | 10/12/2021 | Personal Hygiene Supplies (PHS) | £208.49 | £41.70 | £250.19 | Jubilee Waste Collection: 14/01/22 to 13/4/22 |
| 4 | 04/01/2022 | Fuelgenie | £200.62 | £40.11 | £240.73 | Fuel: December 2021 |
| 5 | 01/01/2022 | Elite Charity Solutions | £232.64 | £46.53 | £279.17 | Photocopier Charges: 1/10/22 - 31/12/2022 |
| 6 | 04/01/2022 | Castle Water | £34.98 | £0.00 | £34.98 | Napier Water: 1 Nov - 31 Mar |
| 7 | 12/01/2022 | Vodafone | £160.55 | £32.11 | £192.66 | Mobiles: January 2022 |
| 8 | 31/12/2022 | Veolia | £239.70 | £47.94 | £287.64 | Waste Collection: December 2021 |
| 9 | 12/01/2022 | SSE Gas | £272.65 | £54.53 | £327.18 | Napier Gas: 27 Nov - 29 December |
| B.A.C.S. | | | | | | |
| BANK ENTRIES: JANUARY 2022 | | | | | | |
| 10 | 20/11/2021 | Viking | £42.12 | £8.42 | £50.54 | Floor Cleaner |
| 11 | 16/12/2021 | Fenland Leisure | £82.80 | £16.56 | £99.36 | Playground Equipment Parts |
| 12 | 09/12/2021 | Focus | £165.04 | £33.01 | £198.05 | Switchboard,BroadBand,Payphone,Alarm |
| 13 | 22/12/2021 | Idverde | £1,511.64 | £302.32 | £1,813.96 | Emptying Bins: 1 Oct - 31 Dec 2021 |
| 14 | 07/01/2022 | Staff Expenses | £84.62 | £0.00 | £84.62 | Staff Expenses: December 2021 |
| 15 | 15/11/2021 | Lizard | £295.83 | £59.17 | £355.00 | Carol Service PA |
| 16 | 31/12/2021 | Ardvark Supplies | £9.95 | £1.99 | £11.94 | Toilet Rolls |
| 17 | 16/12/2021 | East Hampshire District Council | £116.10 | £0.00 | £116.10 | Printing of Carol Service Sheets |
| 18 | 13/12/2021 | Engelbert Strauss | £53.18 | £10.64 | £63.82 | Fleece Jacket for Countryside Team |
| 19 | 14/12/2021 | Campaign to Protect Rural England (CPRE) | £36.00 | £0.00 | £36.00 | Annual membership 2022 |
| 20 | 22/12/2021 | Viking | £41.23 | £8.25 | £49.48 | Black Toner Cartridge |
| 21 | 09/12/2021 | Rocket Computer Services | £660.00 | £132.00 | £792.00 | Annual Retainer (IT Contract) |
| 22 | 05/01/2022 | Forward Control | £470.00 | £94.00 | £564.00 | Sensor Installed to Main office door |
| 23 | 15/12/2021 | Viking | £27.20 | £5.44 | £32.64 | Lever Arch Files |
| 24 | 11/01/2022 | Homestart Butser | £263.61 | £0.00 | £263.61 | Donation from Christmas Carol Proceeds |
| 25 | 18/01/2022 | Lloyds Bank | £7.00 | £0.00 | £7.00 | Bank Charges: January 2022 |
| 26 | 06/01/2022 | Screwfix | £64.41 | £12.88 | £77.29 | Work Platform, Barrier Tape, Drill Bit |
| 27 | 08/01/2022 | Oak Leaf Garden Services | £830.00 | £0.00 | £830.00 | Remove and Install New Shed at Napier Hall (Grant Funded) |
| 28 | 20/01/2022 | Horndean PC Employees | £17,339.81 | £0.00 | £17,339.81 | Salaries: January 2022 |
| 29 | 11/01/2022 | Man & His Dog Carvings | £6,500.00 | £0.00 | £6,500.00 | Tree Carvings at Cath Lith (SDNP Grant Funded) |
| 30 | 28/11/2021 | Gas Contracting Services | £185.00 | £37.00 | £222.00 | Boiler Breakdown Napier/Safety Check at Jubilee/Napier |
| 31 | 11/01/2022 | H Japp Decoration Ltd | £5,695.20 | £0.00 | £5,695.20 | Jubilee Hall Decoration |
| 32 | 17/01/2022 | F R Jones | £132.75 | £26.55 | £159.30 | Gear Housing, Chainsaw Chain, Screws, Plugs |
| 33 | 18/01/2022 | Hampshire County Council | £39.18 | £7.84 | £47.02 | Stationery |
| 34 | 20/01/2022 | Screwfix | £62.63 | £12.52 | £75.15 | Digital Detector,Broom,Hex Key Set |
| 35 | 18/01/2022 | Screwfix | £23.12 | £4.62 | £27.74 | Washers, Coach Bolts - Dell Piece Boardwalk |
| 36 | 13/01/2022 | Focus | £166.80 | £33.36 | £200.16 | Switchboard,BroadBand,Payphone,Alarm |
| 37 | 31/01/2022 | HM Revenue & Customs | £3,861.60 | £0.00 | £3,861.60 | PAYE/NI: January 2022 |
| 38 | 31/01/2022 | Hampshire Pension Fund | £4,015.15 | £0.00 | £4,015.15 | Pensions: January 2022 |
| DEBIT CARD | | | | | | |
| BANK ENTRIES: JANUARY 2022 | | | | | | |
| 39 | 21/01/2022 | No Butts Bin Company Ltd | £550.00 | £110.00 | £660.00 | Replacement of Vandalised Bench-Jubilee |
| 40 | 24/01/2022 | Wolseley | £34.47 | £6.89 | £41.36 | Thermostat cover for Napier Hall |
| TOTAL EXPENDITURE | | | £45,092.69 | £1,221.98 | £46,314.67 | |
| RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS | | | | | | |
| LIST 10 - 21 FEB -2022 | | | | | | |
| BANK ENTRIES: JANUARY 2022 | | | | | | |
| Ref | Date | Payee/Payer | Net | VAT | Total | Details |
| 41 | various | Regular Hall Users | £377.43 | £0.00 | £377.43 | Hire of Jubilee Hall |
| 42 | various | Regular Hall Users | £1,541.36 | £0.00 | £1,541.36 | Hire of Napier Hall |
| 43 | various | Casual Hall Users | £0.00 | £0.00 | £0.00 | Hire of Jubilee Hall |
| 44 | various | Casual Hall Users | £45.37 | £0.00 | £45.37 | Hire of Napier Hall |
| 45 | various | Casual Hall Users | £200.00 | £0.00 | £200.00 | Deposits Received |
| 46 | various | Casual Hall Users | -£300.00 | £0.00 | -£300.00 | Deposits Refunded |
| 47 | various | Football Teams | £175.00 | £0.00 | £175.00 | Hire of Football Pitches |
| 48 | 20/01/2022 | East Hampshire District Council | £1,000.00 | £0.00 | £1,000.00 | Councillor Grants (Evans) Yoells Copse Footpath |
| 49 | 31/01/2022 | Cambridge & Counties Bank | £152.57 | £0.00 | £152.57 | Bank Interest |
| 50 | 20/01/2022 | HMRC | £7,932.91 | £0.00 | £7,932.91 | Q3 VAT Return 2021-22 |
| 51 | 07/01/2022 | Public Collection | £263.61 | £0.00 | £263.61 | Carol Concert Collection |
| TOTAL INCOME | | | £11,388.25 | | £11,388.25 | |

| | |
|---------|------------------------|
| SIGNED: | |
| SIGNED: | |
| DATE: | LIST 10 - 21 FEB -2022 |

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 21 February 2022

SUBJECT OF REPORT: Finance Report

Income and Expenditure

Since the last Finance Report for the Council Meeting held on the 17th January, there are the following items to note.

1. A payment of £1,000 from East Hampshire District Council was received on 20th January 2022. This was a Councillor Grant (David Evans) for the repair and improvement of footpaths at Yoells Copse.
2. A payment of £7,932.91 was received on the 20th January 2022 from HMRC re the Quarter 3 VAT reclaim.

Hall Income

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

As can be seen January has seen a bounce back in income although not back to the September to November levels yet.

| 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 | 1,564 | 1,624 | 2,058 | 1,810 | 1,853 | 1,486 | 1,902 | 0 | 0 | 15,428 |
| | YTD VAR | 537 | -437 | -1,041 | -834 | -894 | -1,328 | -1,080 | -1,123 | -756 | -1,172 | 730 | 730 | |
| Jubilee Hall | BGT | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 692 | 8,370 |
| | ACT | 144 | 1,032 | 1,785 | 1,908 | 1,847 | 2,186 | 2,248 | 2,037 | 654 | 1,486 | 0 | 0 | 15,327 |
| | YTD VAR | 554 | -334 | -1,087 | -1,210 | -1,149 | -1,488 | -1,550 | -1,339 | 44 | -788 | 698 | 692 | |
| 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 | 3,472 | 3,471 | 4,244 | 4,058 | 3,890 | 2,140 | 3,388 | 0 | 0 | 30,755 |
| | YTD VAR | 1,091 | -771 | -2,128 | -2,044 | -2,043 | -2,816 | -2,630 | -2,462 | -712 | -1,960 | 1,428 | 1,422 | |
| | CUM. YTD VAR | 1,091 | 320 | -1,808 | -3,852 | -5,895 | -8,711 | -11,341 | -13,803 | -14,515 | -16,475 | | | |
| Napier Hall % | BGT % | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | |
| | ACT % | 7.9% | 48.0% | 72.8% | 64.3% | 66.7% | 84.6% | 74.4% | 76.2% | 61.1% | 78.2% | | | |
| Jubilee Hall % | BGT % | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 29.8% | |
| | ACT % | 6.2% | 44.4% | 76.8% | 82.1% | 79.4% | 94.0% | 96.7% | 87.6% | 28.1% | 63.9% | | | |
| Combined Halls % | BGT % | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 30.0% | 29.9% | |
| | ACT % | 7.1% | 46.2% | 74.7% | 73.0% | 72.9% | 89.2% | 85.3% | 81.8% | 45.0% | 71.2% | | | |

Management Accounts – January 2022

Income & Expenditure

The January accounts have been closed and the summary income and expenditure can be seen below.

Hall income, which was set at 30% of pre COVID levels is above the year to date target by £16.5k.

Expenditure continues to run considerably below budget due mainly to staff vacancies in the countryside team since the beginning of the year.

Overall, the Council is showing a year to date favourable variance of £63.9k at the end of December and this is forecast to increase to c£65-70k by year end (31st March 2022).

| Accounts to 31/01/22 | YEAR TO DATE INCOME | | | Notes | YEAR TO DATE EXPENDITURE | | | Notes |
|-------------------------|---------------------|----------------|----------------|------------------------------|--------------------------|----------------|---------------|--------------------------------------|
| | ACT | BGT | VAR | | ACT | BGT | VAR | |
| Central Costs | 386,773 | 384,969 | -1,804 | | 151,146 | 160,083 | 8,937 | New staff configuration |
| Grants | 0 | 0 | 0 | | 2,200 | 2,200 | 0 | |
| Napier Hall | 15,427 | 7,300 | -8,127 | Hall Income returning | 18,830 | 17,310 | -1,520 | |
| Jubilee Hall | 15,326 | 6,980 | -8,346 | Hall Income returning | 20,099 | 17,386 | -2,713 | |
| Jubilee Hall - Admin | 0 | 0 | 0 | | 22,543 | 23,976 | 1,433 | Rates bill lower than expected |
| Countryside Sites | 17,593 | 11,729 | -5,864 | SDNP Grant, Private Donation | 3,206 | 830 | -2,376 | |
| Amenity Sites | 1,663 | 1,750 | 87 | | 5,298 | 7,577 | 2,279 | |
| Open Spaces | 0 | 0 | 0 | | 113,999 | 147,831 | 33,832 | Staff Vacancies since Apr 1 (£31.7k) |
| GRAND TOTAL | 436,782 | 412,728 | -24,054 | | 337,321 | 377,193 | 39,872 | |

Balance Sheet

As can be seen in the table below, General Reserves stood at £225.7k, with a further £191.6k in Earmarked Reserves (EMR).

The final invoices from Spelthams and PDP have recently been received and will be taken from the Jubilee Hall Project EMR allowing the fund to be closed at the end of the financial year.

| Horndean Parish Council Balance Sheet to the end of January 2022 | | Horndean Parish Council Reserves | | JAN | Notes |
|---|----------------|-------------------------------------|--|----------------|---|
| Current Assets | £££ | Represented By :- | | | |
| Debtors - Sales Ledger | 3,342 | Current Year Fund | | 84,879 | |
| Debtors - Non Sales Ledger | 0 | General Funds | | 140,811 | |
| Prepayments | 0 | Total General Funds | | 225,690 | |
| Debtors - VAT Control A/C | 1,222 | IT Equipment EMR | | 2,500 | |
| Co-op No. 1 Account | 138,155 | Vehicle Replacement EMR | | 4,495 | |
| Cambridge & Counties Account | 240,639 | Jubilee Hall Improvements EMR | | 10,000 | |
| Lloyds Bank Current Account | 39,675 | Napier Hall Improvements EMR | | 1,000 | |
| Total Current Assets | 423,032 | The Granary Maintenance EMR | | 2,000 | |
| Current Liabilities | | Lith Avenue/Lane EMR | | 3,000 | |
| Creditors | 0 | Jubilee Hall Project EMR | | 102,654 | Balance to be reclassified and EMR closed |
| Accruals | 5,635 | New Playground Fund EMR | | 7,000 | |
| Hall Income Deposits | 100 | Grounds Equipment EMR | | 2,500 | |
| Receipts in Advance | 0 | Legal Costs EMR | | 4,000 | |
| Total Current Liabilities | 5,735 | Election EMR | | 2,000 | |
| Total Assets Less Current Liabilities | 417,297 | Fencing EMR | | 4,000 | |
| | | Tree Maintenance EMR | | 4,000 | |
| | | LychGate Repairs EMR | | 1,500 | |
| | | South Downs National Park EMR | | 69 | |
| | | Community Infrastructure Levy EMR | | 38,990 | Must be spent on CIL projects |
| | | Land East of Horndean EMR | | 1,900 | |
| | | Wagtail Road EMR | | 0 | |
| | | Total Earmarked Reserves | | 191,608 | |
| | | Total Equity | | 417,297 | |

Horndean Parish Council Schedule of Meetings 2022-2023

Item 14

THIS PROGRAMME MAY BE SUBJECT TO CHANGE

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

| May 2022 | | | | | |
|----------|-----|-----|-----|-----|--|
| Mon | Mon | Mon | Mon | Mon | |
| 2 | 9 | 16 | 23 | 30 | |
| | | 16 | | | |

| June 2022 | | | | | |
|-----------|-----|-----|-----|--|--|
| Mon | Mon | Mon | Mon | | |
| 6 | 13 | 20 | 27 | | |
| | | | | | |

| July 2022 | | | | | |
|-----------|-----|-----|-----|--|--|
| Mon | Mon | Mon | Mon | | |
| 4 | 11 | 18 | 25 | | |
| | | | | | |

| | | | | | | | | | | | | | | | | | |

| August 2022 | | | | | |
|-------------|-----|-----|-----|-----|--|
| Mon | Mon | Mon | Mon | Mon | |
| 1 | 8 | 15 | 22 | 29 | |
| | | | | | |

| September 2022 | | | | | |
|----------------|-----|-----|-----|--|--|
| Mon | Mon | Mon | Mon | | |
| 5 | 12 | 19 | 26 | | |
| | | | | | |

| October 2022 | | | | | |
|--------------|-----|-----|-----|-----|--|
| Mon | Mon | Mon | Mon | Mon | |
| 3 | 10 | 17 | 24 | 31 | |
| | | | | | |

| November 2022 | | | | | |
|---------------|-----|-----|-----|-----|--|
| Mon | Sun | Mon | Mon | Mon | |
| 7 | 13 | 14 | 21 | 28 | |
| | | | 21 | | |

| December 2022 | | | | | |
|---------------|-----|-----|-----|-----|--|
| Mon | Mon | Tue | Mon | Mon | |
| 5 | 12 | 13 | 19 | 26 | |
| 5 | | | | | |

| January 2023 | | | | | |
|--------------|-----|-----|-----|-----|--|
| Mon | Mon | Mon | Mon | Mon | |
| 2 | 9 | 16 | 23 | 30 | |
| | | | | | |

| | | | | | | | | | | | | | | | | | |

| February 2023 | | | | | |
|---------------|-----|-----|-----|--|--|
| Mon | Mon | Mon | Mon | | |
| 6 | 13 | 20 | 27 | | |
| | | | | | |

| March 2023 | | | | | |
|------------|-----|-----|-----|--|--|
| Mon | Mon | Mon | Mon | | |
| 6 | 13 | 20 | 27 | | |
| | | | | | |

| April 2023 | | | | | |
|------------|-----|-----|-----|--|--|
| Mon | Mon | Mon | Mon | | |
| 3 | 10 | 17 | 24 | | |
| | | | 24 | | |

ALL MEETINGS OF HORNDEAN PARISH COUNCIL AND ITS COMMITTEES START AT 7.00 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 - 13th November 2022 |
| Carol Service - 13th December 2022 |

| Office Closure Dates: |
|-----------------------|
| 28th December 2022 |
| 29th December 2022 |
| 30th December 2022 |

| Bank Holiday Dates |
|--|
| Early May Bank Holiday - 2nd May 2022 |
| Spring Bank Holiday - 2nd June 2022 |
| Platinum Jubilee Bank Holiday - 3rd June 2022 |
| Summer Bank Holiday - 29th August 2022 |
| Boxing Day - 26th December 2022 |
| Christmas Day Holiday - 27th December 2021 |
| New Year's Day Bank Holiday - 2nd January 2023 |
| Good Friday - 7th April 2023 |
| Easter Monday - 10th April 2023 |

| BUDGET WORKSHOP |
|---------------------|
| 26th September 2022 |

Adopted 08.02.2021