



# Horndean Parish Council

## NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD  
ON MONDAY 25 APRIL 2022 at 7.00 P.M. in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI  
Chief Officer

19 April 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 approve the Minutes of the Council Meeting held on the 21 March 2022.
7. To elect Cllr Teresa Attlee to the Planning and Public Services Committee.
8. To receive and approve the Orders for Payment (List 12 attached).
9. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at 31 March 2022.
10. To receive and note the monthly finance report.
11. To receive a report and consider the quotation in respect of additional CCTV monitors.
12. To receive a report and consider the quotation in respect of an upgrade to the IT system.
13. To consider eligible local projects appropriate for funding from the Community Infrastructure Levy fund (CIL).
14. To note the next scheduled meeting of the Council on the 23 May 2022, being the Annual Meeting of the Council.
15. ***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).***
16. To approve the Confidential Minutes of the Council Meeting held on the 21 March 2022.



# HORNDEAN PARISH COUNCIL *Item 6*

## MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 21<sup>ST</sup> MARCH 2022 AT 7.00 P.M.

**PRESENT:** Councillors Mrs L Evans (Chairman), D Alexander, T Attlee, D Evans, S Freeman, 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, Office Manager (Minute Taker) & Simon Ritson, Responsible Finance Officer.

**PUBLIC ATTENDANCE:** 2 members of the public were present.

**HPC 203/21/22** **TO RECEIVE AND APPROVE APOLOGIES**

Apologies were received from Cllr Beck and Cllr Forbes.

**HPC 204/21/22** **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 205/21/22** **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 206/21/22** **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS  
REGARDING DISTRICT COUNCIL MATTERS**

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

**HPC 207/21/22** **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to the public. A member of the public asked Council to clarify when Planning matters were discussed. The Chairman stated that HPC have a separate Committee for planning matters, which are looked at by the Planning Committee. She confirmed the date of the next Planning Committee meeting as being on Monday 28<sup>th</sup> March 2022.

The 2 members of the public left the meeting.

**HPC 208/21/22** **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE  
21<sup>ST</sup> FEBRUARY 2022**

It was **RESOLVED** that the minutes of the Council meeting held on 21<sup>st</sup> February 2022 be signed as a true record of the meeting, following the removal of the first bullet point in minute HPC 191/21/22 – “The virement of £5k be agreed – 2022/2023 – 2021/2022”. All agreed.



**HPC 209/21/22      TO ELECT CLLR TERESA ATTLEE TO THE LAND EAST OF HORNDEAN DEVELOPMENT WORKING PARTY**

It was **RESOLVED** that Cllr Teresa Attlee be elected to the LEOH Development Working Party.

**HPC 210/21/22      TO RECEIVE A REPORT FROM LISA CLEMENTS, EHDC COMMUNITY DEVELOPMENT OFFICER IN RESPECT OF THE PROMOTION OF HORNDEAN HERITAGE/QR CODE VIA THE PARISH COUNCIL WEBSITE**

Item deferred until a report is received from Lisa Clements.

**HPC 211/21/22      TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 11 ATTACHED)**

It was **RESOLVED** that the Orders for Payment (List 11 attached) be approved and duly signed. All agreed.

**HPC 212/21/22      TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the Responsible Financial Officer was circulated and it was noted that the final payments had been made to PDP Architects and Spelthams, following the completion of the Jubilee extension.

**HPC 213/21/22      TO RECEIVE AND CONSIDER THE MEETINGS SCHEDULE FOR 2022/23**

The meeting schedule for 2022-2023 was circulated.

It was **RESOLVED** that the schedule be adopted following the suggested spelling and formatting amendments.

**HPC 214/21/22      TO RECEIVE AND CONSIDER THE HEALTH AND SAFETY POLICY STATEMENT**

The Chief Officer informed members that the Health and safety Policy Statement had been reviewed and updated last year. It was **RESOLVED** that the Policy be accepted.

**HPC 215/21/22      TO RECEIVE AND CONSIDER THE CONSULTATION IN RESPECT OF THE PROPOSED NEW BOUNDARY LINES AND CONSTITUENCY NAMES**

The Chairman informed members that information had previously been circulated and invited members to comment individually, rather than as HPC since the Parish boundaries are not changing.

**HPC 216/21/22      TO RECEIVE AND CONSIDER THE FUTURE CLEANING OF THE HORNDEAN WAR MEMORIAL, AND THE POSSIBLE RESTORATION OF INSCRIPTIONS**

A quotation was sourced by the Grounds Manager and circulated to members. A short discussion took place and it was suggested that War Memorials Trust would be able to assist with recommending approved contractors for the cleaning of the War Memorial and restoration of inscriptions.

It was **RESOLVED** that

- Further quotations be sourced for the cleaning of the Horndean War Memorial.
- The missing letters/names be restored on the Horndean War Memorial as soon as convenient.

**HPC 217/21/22**                    **TO RECEIVE AND CONSIDER THE TWO REQUESTS RECEIVED IN RESPECT OF MOBILE CATERING FACILITIES BEING LOCATED ON LAND WITHIN THE OWNERSHIP OF THE PARISH COUNCIL**

Two requests were circulated and it was **RESOLVED** that the requests be declined due to locations within the parish being unsuitable.

**HPC 218/21/22**                    **TO RECEIVE AN UPDATE IN RESPECT OF THE PURCHASE OF CURTAINS FOR JUBILEE HALL**

Information was circulated and it was noted that the overall cost of the curtains project, for the curtains, poles and fitting came in at £338 more than what was agreed by Council on 21<sup>st</sup> February 2022. This was due to the original quote having been incorrect- the width and length measurements were recorded incorrectly by the supplier.

**HPC 219/21/22**                    **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 14 MARCH 2022, IN RESPECT OF THE PURCHASE OF A SPRING TOY AT DEEP DELL - £1,865.00 + VAT**

It was **RESOLVED** that Council agreed with the recommendation from the Grounds Committee on 14<sup>th</sup> March 2022- to proceed with the purchase of a Spring Toy at Deep Dell Play Area, at a total cost of £1,865.00 + VAT, as per quotation 3- Eibe Play Ltd.

**HPC 220/21/22**                    **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 14 MARCH 2022, IN RESPECT OF THE HAZLETON COMMON MANAGEMENT PLAN**

It was **RESOLVED** that the Hazleton Common Management Plan be agreed, bar the two noted errors, as per the recommendation from the Grounds Committee on 14<sup>th</sup> March 2022.

**HPC 221/21/22**                    **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 14 MARCH 2022, IN RESPECT OF THE CONSULTATION REGARDING BOAT'S AND THE GLOVER REPORT**

It was **RESOLVED** to proceed with the recommendation from the Grounds Committee on 14<sup>th</sup> March 2022 by way of submitting the drafted response to the consultation regarding BOAT's and the Glover Report.

**HPC 222/21/22**                    **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 25<sup>TH</sup> APRIL 2022.**

The next scheduled meeting of the Council is noted as 25<sup>th</sup> April 2022. This meeting will be held in Jubilee Hall.

**HPC 223/21/22**                    **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.**

It was **RESOLVED** that the public be excluded for the confidential part of the meeting. The 2 members of the public left the meeting, following agenda item HPC 207/21/22.

*Meeting closed at 19:56pm.*

**HPC 224/21/22                    TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING  
HELD ON THE  
21<sup>ST</sup> FEBRUARY 2022**

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

**HPC 225/21/22                    TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE  
07 MARCH 2022, IN RESPECT OF THE ONGOING EMPLOYMENT OF A MEMBER  
OF STAFF**

It was **RESOLVED** that Council agreed the recommendation from the staff Committee on the 7<sup>th</sup> March 2022, in respect of the ongoing employment of a member of staff.

**HPC 226/21/22                    TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE  
07 MARCH 2022, IN RESPECT OF ANY CHANGES TO STAFF SALARIES FOR  
2022/23**

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

It was **RESOLVED** to increase salaries for all staff, as per the recommendation from the Staff Committee on 7<sup>th</sup> March 2022, for the year 2022/23.

**HPC 227/21/22                    TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE  
07 MARCH 2022, IN RESPECT OF ANY CHANGES TO THE CHIEF OFFICER'S  
SALARY FOR 2022/23**

It was **RESOLVED** that the Chief Officer's salary be increased, as per the recommendation from the Staff Committee on 7<sup>th</sup> March 2022, for the year 2022/23.

*Confidential meeting closed at 20:19pm.*

.....  
Signed - The Chairman

.....  
Date



At last, as some of you will see, the roundabout at Morrisons is being planted. It isn't what I asked for, but then the powers that be decided that this was the best idea. At least something is being done!!  
I have heard from a number of residents about people parking on the verge, but after speaking to the officers, it is allowed.

I find this to be a backward step because, when it is turned to mud, we perhaps have to do something about it, which I find a little strange. I am going to ask the head of ETE to give me a definitive answer, so that I am up to date and can advise residents.

I do hope that you will all join in with the celebrations for the Platinum Jubilee to celebrate the Queen having been on the throne for all of these years.

I would just like to thank all of the residents that have been in touch about Ukraine and for those of you who want advice, it would be best to donate money for medical equipment and also money to look after the refugees from Ukraine. Apparently clothing etc is no longer needed, but money is.

Back to Horndean. I have today reported many pot holes throughout Horndean and if you see one, please report it to HCC at [roads@hcc.gov.uk](mailto:roads@hcc.gov.uk).

The speed of traffic in Horndean is really fast and I have asked the police if they can come and do some spot checks, not sure if it will do any good but at least I have tried and I would ask everyone to also contact the police about speeding until they get fed up with us!!

I have also asked again about the lines being repainted and now it is coming in to the better weather, perhaps we will get it done.

As always, I am happy to answer questions.

Kind regards

Marge

Ref - HPO 205/21/22



Item 8

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			List 1	25 APRIL 2022		BANK ENTRIES: MARCH 2022
Ref	Date	Payee/Payer	Net	VAT	Total	Details
<b>DIRECT DEBITS</b>		<b>BANK ENTRIES: MARCH 2022</b>				
1	14/02/2022	SSE (Jub Hall Electric)	£534.78	£26.73	£561.51	Jubilee Hall: 19 Oct-1 Feb 2022
2	21/02/2022	SSE Gas	£207.27	£10.35	£217.62	Napier Gas: 30 Dec - 1 Feb 2022 (Final)
3	01/03/2022	Fuelgenie	£122.24	£24.44	£146.68	Fuel: February 2022
4	03/03/2022	British Gas Lite (Napier)	£194.66	£31.99	£226.65	Napier Gas: 1 Feb - 3 March (New)
5	10/03/2022	British Gas Lite	£205.40	£10.27	£215.67	Jubilee Electric: 1 Feb - 10 Mar 2022
6	11/03/2022	Vodafone	£160.55	£32.11	£192.66	Mobiles: March 2022
7	28/02/2022	Veolia	£204.26	£40.85	£245.11	Waste Collection: February 2022
<b>B.A.C.S.</b>		<b>BANK ENTRIES: MARCH 2022</b>				
8	03/03/2022	Staff Expenses	£18.63	£0.00	£18.63	Staff Expenses: February 2022
9	04/03/2022	Horndean Football Club Grant	£645.00	£0.00	£645.00	Grant
10	28/02/2022	Aardvark Supplies Ltd	£121.72	£24.35	£146.07	Janitorial Supplies
11	03/03/2022	ACAS	£75.00	£0.00	£75.00	Employment Law Update Training
12	02/03/2022	ACD Environmental	£880.00	£176.00	£1,056.00	Annual Tree Inspection
13	28/02/2022	Alsoils	£50.00	£10.00	£60.00	Premium Topsoil
14	25/02/2022	Brandit Right	£68.00	£13.60	£81.60	Composite Signs for Platinum Jubilee Tree
15	04/03/2022	Blendworth Tree Surgeons	£900.00	£180.00	£1,080.00	Fallen Beech Cleared from Yoells Close
16	04/03/2022	Blendworth Tree Surgeons	£400.00	£80.00	£480.00	Leaning Oaks cut out of Gardens at Avocet way
17	04/03/2022	Blendworth Tree Surgeons	£700.00	£140.00	£840.00	Damaged Trees removed from Cath Lith
18	04/03/2022	Blendworth Tree Surgeons	£380.00	£76.00	£456.00	Fallen Trees cleared from Catherington Lane
19	25/02/2022	Cartridge Save	£64.30	£12.86	£77.16	Toners for Chief Officer's printer
20	20/02/2022	Connected IT	£60.00	£0.00	£60.00	2 year Domain renewal
21	28/02/2022	Green Fox	£567.40	£113.48	£680.88	Monthly Cleaning/Window frames
22	27/08/2020	HAGS	£652.50	£130.50	£783.00	Tyre Swing Replacement Parts
23	27/08/2020	HAGS	£448.50	£89.70	£538.20	Zip Wire Replacement Parts
24	14/02/2022	Horndean Tyres	£225.84	£45.16	£271.00	Puncture Repair - HY65 UVJ/Disposal Fly Tipped Tyre
25	07/03/2022	Rialtas	£816.00	£163.20	£979.20	Software Support & Maintenance
26	25/02/2022	Screwfix	£30.72	£6.14	£36.86	Nuts & Bolts
27	04/03/2022	Screwfix	£29.16	£5.83	£34.99	Barrier Orange Netting - Yoells Copse Resident
28	25/02/2022	SLCC	£105.00	£21.00	£126.00	Community Event Training - Office Manager
29	25/02/2022	SLCC	£105.00	£21.00	£126.00	Community Event Training - Admin Assistant
30	28/02/2022	The Cumbria Clock Company	£185.00	£37.00	£222.00	Service of Clock at Holy Trinity
31	28/02/2022	Ultra Pure Window Cleaning	£50.00	£0.00	£50.00	Jubilee Hall/Office inside windows cleaned
32	23/02/2022	WEFIX Windows & Doors	£179.00	£35.80	£214.80	Supply & Install Glazed Unit at Jubilee Hall
33	02/03/2022	Titchfield Tree Services	£1,100.00	£220.00	£1,320.00	Pollard 2 trees @ Wells Copse/Tidy Clematis & Ivy
34	16/03/2022	Direct Fabrics	£3,170.00	£634.00	£3,804.00	7 Pairs Curtains Made To Measure for Jubilee Hall
35	19/03/2022	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges: February 2022
36	08/03/2022	Hampshire County Council	£90.42	£18.08	£108.50	A4 Copier Paper
37	25/02/2022	Hillier Nurseries	£1,508.00	£301.60	£1,809.60	Platinum Jubilee Tree/2 x Cherry Trees
38	10/03/2022	Positiv ID	£19.25	£3.85	£23.10	Lanyards, Card Holders, ID Badge for new Cllr
39	09/03/2022	Oak Leaf Garden Services	£243.00	£0.00	£243.00	Repair Shed at Avocet Way due to Storm Damage
40	18/03/2022	Horndean PC Employees	£13,068.66	£0.00	£13,068.66	Staff Salaries: March 2022
41	11/03/2022	B & Q	£18.74	£3.75	£22.49	Fence Panel-Wagtail Copse
42	20/03/2022	Beaver Tool Hire	£350.18	£70.04	£420.22	Hire of Hydraulic Chipper
43	15/03/2022	Focus	£168.41	£33.68	£202.09	Switchboard, Broadband, Payphone, Alarm
44	01/03/2022	Keydell Nurseries	£4.16	£0.83	£4.99	1 Pack of Tree Ties
45	01/03/2022	Keydell Nurseries	£18.54	£3.71	£22.25	5 x Nippon Wasp Foam
46	16/03/2022	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Exterior Window Cleaning
47	11/03/2022	Viking	£43.69	£8.74	£52.43	Stationery
48	24/03/2022	Watling & Hirst Ltd	£210.00	£42.00	£252.00	Payroll Charges: Q4
49	23/03/2022	Glanvilles	£680.00	£120.00	£800.00	Professional Charges re: land dispute
50	23/03/2022	Glanvilles	£700.00	£140.00	£840.00	Professional Charges re: land dispute
51	31/03/2022	Hampshire Pension Fund	£3,637.59	£0.00	£3,637.59	Pension: March 2022
52	31/03/2022	HMRC	£3,251.91	£0.00	£3,251.91	PAYE/Ni: March 2022
53	28/03/2022	Aardvark Supplies Ltd	£63.14	£12.63	£75.77	Janitorial Supplies
54	28/03/2022	English Woodlands Timber	£182.98	£36.60	£219.58	Oak Lengths for Bench
55	28/03/2022	Idverde Ltd	£1,511.64	£302.32	£1,813.96	Emptying Bins: Jan - Mar 2022
56	25/03/2022	N.W Adams Engineering Design Servs	£570.00	£114.00	£684.00	Playground Inspection Training (1 renewal/2 new candidates)
<b>DEBIT CARD</b>		<b>BANK ENTRIES: MARCH 2022</b>				
57	10/03/2022	Timpson	£13.50	£0.00	£13.50	2 Chubb Keys for Jubilee Hall
58	24/03/2022	Grumbolds (L & D Academy)	£59.00	£0.00	£59.00	Minute Taking Training (16th May)
59	30/03/2022	Rigby Taylor	£416.79	£83.36	£500.15	Wildflower Seeds
<b>TOTAL EXPENDITURE</b>			<b>£40,667.63</b>	<b>£3,707.65</b>	<b>£44,375.28</b>	
<b>RECEIPTS</b>		<b>BANK ENTRIES: MARCH 2022</b>				
60	various	Regular Hall Users	£1,559.96	£0.00	£1,559.96	Hire of Jubilee Hall - Regular
61	various	Regular Hall Users	£1,736.68	£0.00	£1,736.68	Hire of Napier Hall - Regular
62	various	Casual Hall Users	£151.24	£0.00	£151.24	Hire of Napier Hall - casual
63	various	Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
64	various	Casual Hall Users	£100.00	£0.00	£100.00	Deposits Refunded
65	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches
66	08/03/2022	East Hampshire District Council	£999.40	£0.00	£999.40	Cllr Gottleib-Towards Five Heads Rec Playground
67	10/03/2022	East Hampshire District Council	£650.00	£0.00	£650.00	Cllr Schillimore-Temporary Lamppost re SID
68	14/03/2022	Hampshire County Council	£999.00	£0.00	£999.00	Cllr Marge Harvey contribution to SID
69	31/03/2022	Cambridge & Counties	£152.76	£0.00	£152.76	Bank Interest
<b>TOTAL INCOME</b>			<b>£6,524.04</b>		<b>£6,524.04</b>	

SIGNED:	
SIGNED:	
DATE:	25 APRIL 2022

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## Horndean Parish Council

### Bank - Cash and Investment Reconciliation as at 31 March 2022

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/03/2022	Co-op No 1 acc	36,081.26
31/01/2016	Clydesdale Bank	0.00
31/03/2021	Petty Cash	0.00
31/03/2022	Cambridge & Counties Bank	240,929.46
30/06/2017	Co-op Business Select 14 Day	0.00
31/03/2022	Lloyds Bank Current Account	39,660.50

316,671.22

##### Other Cash & Bank Balances

0.00

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316,671.22

##### Receipts not on Bank Statement

0.00

##### **Closing Balance**

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316,671.22

##### All Cash & Bank Accounts

1	Co-op No. 1 Account	36,081.26
2	Clydesdale Bank Current Account	0.00
3	Petty Cash	0.00
4	Cambridge & Counties Bank	240,929.46
5	Co-op Business Select 14 Day	0.00
6	Lloyds Bank Current Account	39,660.50
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>316,671.22</b>

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## **HORNDEAN PARISH COUNCIL**

**COUNCIL MEETING : 25 April 2022**

**SUBJECT OF REPORT:** Finance Report

### **General**

Since the last Finance Report for the Council Meeting held on the 21<sup>st</sup> March, there are the following items to note.

- Grants have been received from Cllr Harvey (£999) and Cllr Schillemore (£650) towards the purchase and installation of the Speed Indicator Device
- A grant has been received from Cllr Gottlieb (£999) towards the playground facilities at Five Heads Recreation Ground.
- The first part of the precept for 2022-23 (£195,909) was received on the 7<sup>th</sup> April 2022.

### **Pay Award**

The Budget for 22-23 agreed by Council in December 2021 contained a general 3% cost of living and an average 2% performance across the staff.

The actual increases awarded resulted in the budget being exceeded by £994.

### **Asset Register**

The Asset Register has been updated as part of the year end process and the table below shows the summary as at 31<sup>st</sup> March 2022.

<b>TOTAL ASSET REGISTER AS AT 31-03-2022</b>									
Sht No.	Description	£££ at 31/3/21	Additions	Disposals	Transfers	£££ at 31/3/22	Change	%	Notes
1	Buildings & Land	£1,205,536.00	£0.00	£0.00	£0.00	£1,205,536.00	£0.00		Linked building completed in 2021
2	Jubilee Hall Admin	£25,054.26	£0.00	£0.00	£0.00	£25,054.26	£0.00		
3	Jubilee Hall	£27,291.80	£3,465.00	£2,800.00	£0.00	£27,956.80	£665.00		Curtains
4	Napier Hall	£14,629.13	£374.17	£0.00	£0.00	£15,003.30	£374.17		Shed
5	Machinery (Countryside Team)	£19,468.36	£0.00	£0.00	£0.00	£19,468.36	£0.00		
6	Vehicles	£42,374.88	£0.00	£0.00	£0.00	£42,374.88	£0.00		
7	Playground Equipment	£206,958.05	£0.00	£0.00	£0.00	£206,958.05	£0.00		
8	Street Furniture & Bins	£47,521.07	£9,060.00	£0.00	£0.00	£56,581.07	£9,060.00		Tree Carvings, Cath Lith Signs
9	Gates and Fences	£23,465.89	£3,100.50	£2,407.06	£0.00	£24,159.33	£693.44		Hazleton Common Boardwalk
10	War Memorials	£49,481.00	£0.00	£0.00	£0.00	£49,481.00	£0.00		
11	Other Surfaces	£186,217.00	£0.00	£0.00	£0.00	£186,217.00	£0.00		
12	Other	£2,635.75	£0.00	£0.00	£0.00	£2,635.75	£0.00		
<b>TOTAL</b>		<b>£1,850,633.19</b>	<b>£15,999.67</b>	<b>£5,207.06</b>	<b>£0.00</b>	<b>£1,861,425.80</b>	<b>£10,792.61</b>	<b>0.6%</b>	



## Hall Income

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

March income saw the highest total of the financial year and c95% of what was being banked in a month pre COVID.

The full year income banked was approximately 68% of a pre COVID year.

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	1,775	2,515	19,718
	YTD VAR	537	-437	-1,041	-834	-894	-1,328	-1,080	-1,123	-756	-1,172	-1,045	-1,785	
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	1,615	2,032	18,974
	YTD VAR	554	-334	-1,087	-1,210	-1,149	-1,488	-1,550	-1,339	44	-788	-917	-1,340	
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	3,390	4,547	38,692
	YTD VAR	1,091	-771	-2,128	-2,044	-2,043	-2,816	-2,630	-2,462	-712	-1,960	-1,962	-3,125	
	CUM. YTD VAR	1,091	320	-1,808	-3,852	-5,895	-8,711	-11,341	-13,803	-14,515	-16,475	-18,437	-21,562	
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%	72.9%	103.4%	
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%	69.5%	87.4%	
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%	71.2%	95.6%	67.8%

## Management Accounts – March 2022 (Year End)

### Income & Expenditure

The March 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, ended the year £21.6k above the target.

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

Overall, the Council ended the financial year with a favourable variance against budget of £71.0k, after adjusting for movements to/from Earmarked Reserves.

Accounts to 31/03/22	YEAR TO DATE INCOME			Notes	YEAR TO DATE EXPENDITURE			Notes
	ACT	BGT	VAR		ACT	BGT	VAR	
Central Costs	388,713	385,429	-3,284		181,008	191,266	10,258	New staff configuration
Grants	0	0	0		2,845	5,000	2,155	
Napier Hall	19,718	8,760	-10,958	Hall Income returning	21,363	20,073	-1,290	
Jubilee Hall	18,973	8,370	-10,603	Hall Income returning	27,183	20,388	-6,795	
Jubilee Hall - Admin	0	0	0		36,215	38,477	2,262	Rates bill lower than expected
Countryside Sites	18,667	11,729	-6,938	SDNP Grant, Private Donation	5,523	1,000	-4,523	
Amenity Sites	2,013	2,100	87		5,533	8,737	3,204	
Open Spaces	0	0	0		140,679	174,707	34,028	Staff Vacancies since Apr 1 (£33.5k)
GRAND TOTAL	448,084	416,388	-31,696		420,349	459,648	39,299	

## Balance Sheet

As can be seen in the table below, General Reserves stood at £154.0k, with a further £168.9k in Earmarked Reserves (EMR).

It should be noted that the Council had planned for expenditure to exceed income in the financial year so overall, although there was a favourable variance against the budget, overall Reserves fell year on year by c£9.6k.



Horndean Parish Council Balance Sheet to the end of March 2022		Horndean Parish Council Reserves	MAR	Notes
<b>Current Assets</b>	<b>£££</b>	<b>Represented By :-</b>		
Debtors - Sales Ledger	4,446	<b>Total General Funds</b>	<b>153,965</b>	
Debtors - VAT Control A/C	10,253	IT Equipment EMR	2,500	
Co-op No. 1 Account	36,081	Vehicle Replacement EMR	4,495	
Cambridge & Counties Account	240,929	Jubilee Hall Improvements EMR	10,000	
Lloyds Bank Current Account	39,661	Napier Hall Improvements EMR	1,000	
<b>Total Current Assets</b>	<b>331,370</b>	The Granary Maintenance EMR	2,000	
<b>Current Liabilities</b>		Lith Avenue/Lane EMR	3,000	
Creditors	0	Jubilee Hall Project EMR	79,905	Balance to be reclassified and EMR closed
Accruals	8,446	New Playground Fund EMR	7,000	
Hall Income Deposits	100	Grounds Equipment EMR	2,500	
Receipts in Advance	0	Legal Costs EMR	4,000	
<b>Total Current Liabilities</b>	<b>8,546</b>	Election EMR	2,000	
<b>Total Assets Less Current Liabilities</b>	<b>322,824</b>	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	
		<b>Total Earmarked Reserves</b>	<b>168,859</b>	
		<b>Total Equity</b>	<b>322,824</b>	

### Year End Timetable

- Internal Audit will be visiting on Monday 9<sup>th</sup> May to review the end of year accounts.
- The detailed management accounts will be presented at the Finance & General Purposes Meeting to be held on Monday May 16<sup>th</sup>.
- The Annual Governance and Accountability Return (AGAR) will be presented for signing at the Full Council Meeting scheduled for Monday June 20<sup>th</sup>.
- The AGAR and backing documentation will be sent to External Audit by Thursday 30<sup>th</sup> June.
- The AGAR will be available on the website from Friday 1<sup>st</sup> July and the accounting records will be available for the public to request for the period of six weeks between Friday 1<sup>st</sup> July and Thursday 11<sup>th</sup> August.

## POTENTIAL PROJECTS FOR HORNDEAN

### Convert the Jubilee Basketball area into a Muga – Multi Use Games Area.

This will provide a better more varied all weather play/sport facility for local children/teens etc.



### Footpath Improvement around Hazleton Common

In the most recent management plan for Hazleton Common I made mention to the potential impact of increased visitor numbers from Land East of Horndean on the nature reserve. The main perimeter track around Hazleton is just a grass path that becomes very wet and muddy over winter. Putting in a hard surface could potential reduce potential long term damage to the nature reserve from the increased footfall.

This would be a large project.

### Footpath Improvement at Cath Lith

A section of footpath at Cath Lith between the Donkey House and the equine fields (heading towards the Church – North section of the Lith) is in need of an upgrade.



#### Purchase the land where the Colonial Bar Stood

This is an eye sore and nothing has happened here as long as I have worked with the Parish. This area could be used for a number of things. Examples are:

1. extend car parking for Napier Hall
2. create a public garden
3. move the war memorial as the current location is becoming too small for the number of people that attend Rem Parade
4. skate park/bmx for local children
5. Community allotments
6. Crazy golf course.

#### Improve the surround area around the car park at the top of Horndean/London Rd.

Landscape the surrounding car park to make it more aesthetically pleasing. It would improve the look of the village.

#### Purchase a plot of Land for the Countryside Team to have a fire site

The Parish Council spend approx. £2000 a year on burning green waste. Purchasing an area could in the long run save the council money.

#### Tarmac a complete circular path around Jubilee Playing Field

Half of the park has a tarmac surface. Creating a circular route could be something beneficial to people with disabilities/wheelchair access etc

#### Improve Lith Lane