



Horndean Parish Council

NOTICE OF MEETING

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
WILL BE HELD ON MONDAY 17 MAY 2021 AT 7.45pm in JUBILEE HALL.**

Members of the Committee Cllr D Alexander (Chairman), Cllr Mrs L Evans, Cllr A Forbes (Vice Chairman), Cllr J Lay, Cllr B Raymond, Cllr D Prosser, Cllr P Little are summoned to attend.

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

11 May 2021

AGENDA

1. To receive 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 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.*
4. To elect a Vice Chairman to the Finance and General Purposes Committee
5. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 01 February 2021.
6. To receive and consider the final 2020/2021 Management Accounts.
7. To receive a report and review the current Earmarked and General Reserves.
8. To receive a report and consider the duplicate costs pertaining to the Parish Offices.
9. To consider the implementation of a File Naming process in respect of the documentation presented to Members.

10. To receive and consider the applications in respect of the following Grants:

- All Saints' Church, Catherington - £1,000
- 1st Horndean Scout Group - £4,000
- Citizens Advice East Hampshire - £1,000.



HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD VIRTUALLY ON MONDAY 1st FEBRUARY 2021 AT 7:00 PM WITH MICROSOFT TEAMS

PRESENT: Cllr D Alexander (Chairman), Cllr Mrs. L Evans, Cllr A Forbes, Cllr J Lay, Cllr B Raymond, Cllr D Prosser, Cllr P Little

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: There was no members of the public or the press present.

F&GP 014/20/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

All committee members were in attendance.

F&GP 015/20/21 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 016/20/21 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

There were no members of the public or the press present.

F&GP 017/20/21 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 7th DECEMBER 2020**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 7th December 2020 are duly signed as a true record of the meeting.

This was proposed by Cllr D Alexander and seconded by Cllr B Raymond. All agreed.

F&GP 018/20/21 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31st DECEMBER 2020**

The quarterly management accounts were circulated prior to the meeting. A brief discussion took place.

Cllr J Lay raised a concern that the general reserve position has dropped below the recommended 3 months operating costs.

The quarterly management accounts were duly noted.

**TO RECEIVE A FINANCIAL UPDATE IN RESPECT OF THE JUBILEE
HALL CONSTRUCTION PROJECT**

The RFO informed members that 2.5% of the overall budget has been retained for a period of 12 months to cover any snagging issues which may arise.

The RFO drew members' attention to Page 9 of the Contingency analysis. It is noted that the remainder of the contingency funds will be released back to the general reserves at the end of the financial year.

Cllr D Alexander requested that the terms of the loan agreement be checked to ensure that Council will not be paying any penalty charges.

Meeting closed at 7:26 pm

.....
Chairman

.....
Dated



HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 17th May 2021

SUBJECT OF REPORT: Reserves Re-alignment

In the 2021-22 budget, agreed by Council in December 2020, there was a re-alignment of Reserves proposed to ensure that the precept was frozen and that there was an adequate level of General reserves as at 1st April 2021.

The adjustments were based on a forecast level of reserves as at 31st March 2021 that can now be reviewed as the 2020-21 financial year has closed.

The accompanying spreadsheet has six columns.

Column A shows the forecast reserves as year end made in the budget signed off in December 2020.

Column B is the outturn reserves as at 31st March 2021.

Column C is the recurring annual adjustments that were agreed in a prior year budget.

Column D is the adjustments proposed and agreed in the 2021-22 budget that allowed a freeze on the precept and a realignment between earmarked and General reserves.

Column E assumes that any excess funds from the project, after further adjustments made in 2021-22, are returned to the Public Works Loan Board. The balance of £10,000 is the agreed new funds

Column F is the new levels of reserves if these adjustments are agreed.

The 2020-21 budget contains a total expenditure budget of £459,646.

As can be seen the re-alignment proposed would leave the Council holding approximately 3.1 months of running costs in General Reserves and 5.4 months of running costs in Total Reserves.

RECOMMENDATION

The adjustments that were agreed by Council during the budget process would leave General Reserves in excess of 3 months so Council may wish to confirm that these adjustments should be made.

RESERVES

RESERVES		A	B	C	D	E	F
Code		Q4 FCAST Mar-21	Q4 ACT Mar-21	F&GP 21-22	SRR 21-22	Loan Returned	Forecast Apr-21
310	GENERAL FUNDS	89,119	94,192	-9,500	32,557		117,249
325	IT Equipment	6,000	6,000		-3,500		2,500
326	Vehicle Replacement	0	382	5,000	-887		4,495
329	Napier Hall Improvements	13,043	13,043		-12,043		1,000
334	The Granary	6,000	6,000		-4,000		2,000
338	Lith Roads re-surfacing	3,838	3,838		-838		3,000
340	Jubilee Hall Project	100,000	125,483		10,000	-125,483	10,000
341	Playgrounds	7,000	7,000				7,000
342	Grounds Equipment	4,517	4,517		-2,017		2,500
343	Legal & Professional Costs	10,000	10,000		-6,000		4,000
344	Election	5,522	5,522		-3,522		2,000
346	Fencing	5,000	5,000		-1,000		4,000
347	Tree Maintenance	0	0	4,000			4,000
348	LychGate Repairs	1,500	1,500	500	-500		1,500
349	SDNP Grant		6,569				6,569
350	Community Infrastructure Levy	40,290	32,973				32,973
351	Land East of Horndean	6,650	6,650		-4,750		1,900
352	Wagtail Road Grass Cutting	3,500	3,750		-3,500		250
	TOTAL OF EARMARKED FUNDS	212,860	238,227	9,500	-32,557	-125,483	89,687
	GRAND TOTAL	301,979	332,419	0	0	-125,483	206,936
	Expenditure Budget in 21-22						459,646
	No. of Months Running Costs						3.1
	No. of Months Running Costs						5.4
							General Reserves
							Total Reserves

Reserve held for possible replacement of IT equipment

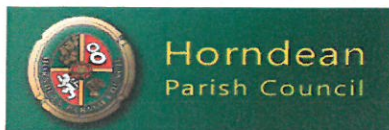
reduced as refurbishment undertaken in 2019-20, to be built up in coming years

£10,000 reserve for new build

increased pa by £500 to reach £5k for possible for repair works in 2027/28 ; defer 21-22 transfer

DESCRIPTION OF FUNDS

325	IT Equipment	Reserve for future IT upgrades
326	Vehicle Replacement	Assumed Lifecycle 5 years. Fund to be re-built.
329	Napier Hall Improvements	Reserve for future maintenance on Napier Hall
334	The Granary	Reserve for future maintenance on the Granary
338	Lith Roads re-surfacing	Reserve for future maintenance on the Lith Re-surfacing
340	Jubilee Hall Project	Reserve for unexpected costs associated with the move to Jubilee Hall.
341	Playgrounds	Reserve for maintenance/upgrades to Play areas
342	Grounds Equipment	Reserve for purchase of large pieces of equipment
343	Legal & Professional Costs	Reserve for major legal and professional expenses
344	Election	Funds for parish Elections
346	Fencing	Reserve for major fencing works
347	Tree Maintenance	Reserve for major tree works
348	LychGate Repairs	Funds to be increased year on year to prepare for any major project
349	SDNP Grant	Funds Received stored here until project completed. (Carvings)
350	Community Infrastructure Levy	Funds Received stored here until projects to spend monies identified
351	Land East of Horndean	Reserve for costs associated with Land East of Horndean



HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 17th May 2021

SUBJECT OF REPORT: Final Accounts 2020-21

Income & Expenditure (3-page spreadsheet attached)

The final position at the end of March 2021 showed an unfavourable variance, after adjusting for earmarked reserve movements of £42.3k.

This breaks down to

1. An underachievement against our income target of £50.5k
2. An underspend against our expenditure budget of £8.2k

Income:

The underachievement of £50.5k is mainly due to the following:

- i) An underachievement of hall income of £48.1k (Napier, £25.3k, Jubilee £22.8k).
- ii) A underachievement of football pitch income of £0.8k

Expenditure:

The budget that was set back in the autumn of 2019 was based on the assumption that we would be in the new Jubilee building by April 1st 2020 so some of the budgets are out of line with actual expenditure incurred.

Headlines are as follows:

- i) Medical/Health & safety Equipment: £4.4k (favourable) due to not spending the £5k set aside in the budget for a new SID machine.
- ii) Audit: £1.5k (unfavourable) due to the turnover of the Council tipping into a higher band (Jubilee hall development) for External audit charging for two years. This will revert back to the lower fee in 2021-22
- iii) Public Events: £3.7k (favourable) due to the cancellation of Remembrance Day and Carol Service.
- iv) Staff Travel: £2.5k (favourable) due to the closure of halls during the year and no face to face meetings.
- v) Utilities: (Jubilee Hall) : £1.0k (unfavourable) partly due to the increased cost due to construction that has been reclaimed through the 'variations' from Spelthams
- vi) Repairs & Maintenance: £1.6k Napier (favourable) and £1.8k Jubilee (favourable).
- vii) Play Equipment: £2.9k (unfavourable)
- viii) Countryside Salaries: £17.2k (favourable) due to vacancy since October 2020
- ix) Litter Picking: £2.3k (favourable) due to the suspension of the New Blendworth contract
- x) Dog Waste Bins; £1.4k (unfavourable) due to an increase in the contract price. This has been reflected in the budget for 2021-22.
- xi) Staff Training (Admin & Countryside) : £3.4k (favourable)
- xii) Tree Maintenance: £26.5k (unfavourable) mainly due to a large invoice for Ash Die back.

Balance Sheet (spreadsheet attached)

Current Assets

As at 31st March 2021, Current Assets totalled £343.6k

Cash balances totalled £325.3k

Debtors stood at £2.7k representing a claim to the Rural Payment Agency.

VAT Debtors stood at £16.1k. The Quarter 4 claim has been submitted.

Liabilities

As at 31st March Current Liabilities totalled £11.1k.

This comprised of accruals (supplier invoices outstanding) of £11.0k

Hall Income deposits received that are due for return.

Reserves (spreadsheet attached)

As at March 31st 2021:

Earmarked Reserves stood at £238.2k and General Reserves a further £94.2k giving total funds available of £332.4k

It should be noted that the Earmarked reserves balance of £238.2k includes the following:

Jubilee Hall Project (£125.5k) - after final adjustments, the funds maybe returned during 2021-22 to the Public Works Loan Board to reduce interest payments made over the period of the 25 year loan.

Community Infrastructure Levy (£33.0k) – these funds can only be used on CIL projects.

South Downs National Park (£6.6k) – this balance is a grant that was received in 2020-21 that will be spent as per the conditions of the grant on Tree Carvings in 2021-22.

Therefore, the balance in liquid earmarked reserves stood at £73.2k

Asset Register

The table below shows the summary position as at 31st March 2021.

TOTAL ASSET REGISTER AS AT 31-03-2021									
Sht No.	Description	£££ at 31/3/20	Additions	Disposals	Transfers	£££ at 31/3/21	Change	%	Notes
1	Buildings & Land	£711,262.66	£494,273.34	£0.00	£0.00	£1,205,536.00	£494,273.34		Linked building completed in 2021
2	Jubilee Hall Admin	£24,622.09	£848.17	£416.00	£0.00	£25,054.26	£432.17		
3	Jubilee Hall	£27,291.80	£0.00	£0.00	£0.00	£27,291.80	£0.00		
4	Napier Hall	£14,629.13	£0.00	£0.00	£0.00	£14,629.13	£0.00		
5	Machinery (Countryside Team)	£19,460.86	£487.50	£480.00	£0.00	£19,468.36	£7.50		
6	Vehicles	£29,584.88	£26,000.00	£13,210.00	£0.00	£42,374.88	£12,790.00		New Countryside Vehicle
7	Playground Equipment	£232,576.50	£2,121.00	£27,739.45	£0.00	£206,958.05	£-25,618.45		Removal of Merchistoun Equipment
8	Street Furniture & Bins	£47,226.91	£294.16	£0.00	£0.00	£47,521.07	£294.16		
9	Gates and Fences	£23,465.89	£0.00	£0.00	£0.00	£23,465.89	£0.00		
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		
TOTAL		£1,368,454.47	£524,024.17	£41,845.45	£0.00	£1,850,633.19	£482,178.72	35.2%	
Once recorded on the asset and investments register, the recorded value of assets and investments must not change from year to year until disposal. Commercial concepts of depreciation, impairment adjustments, etc. are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will stay constant throughout their life until disposal.									

Community Infrastructure Levy

The table below shows the summary position as at 31st March 2021.

Community Infrastructure Levy Summary

INCOME			
£££	Banked	Elapse Date	Balance
£7,567.47	02/07/2018	02/07/2023	£250.86
£6,855.19	13/05/2019	13/05/2024	£6,855.19
£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
£40,289.50			£32,972.89

EXPENDITURE		
£££	Spent	Description
£2,082.00	05/02/2021	120 Trees - Cath Lith
£5,234.61	27/02/2021	Toddler Double Swing Set
£7,316.61		

£32,972.89	Balance at 31-03-21
-------------------	----------------------------

Report Prepared by Simon Ritson, Responsible Finance Officer, 26th April 2021

INCOME AND EXPENDITURE TO MARCH 2021			Year to Date (APR-MAR)			To/From	Notes
			Actual	Budget	Variance	EMRs	
Central Costs							
1000	201	Precept	381,541	381,541	0		
1010	201	Public Works Loan	500,000	0	-500,000	500,000	
1049	201	CIL Neighbourhood Grant	19,290	0	-19,290	19,290	
1060	201	Information Officer	3,404	3,404	0		
1080	201	Cabling Income	8	0	-8		
1090	201	Interest Received	1,902	1,900	-2		
1100	201	Recycling Income	65	200	135		
1110	201	Miscellaneous Income	50	0	-50		
		TOTAL INCOME	906,260	387,045	-519,215	519,290	
2000	201	Admin Salaries	154,310	155,609	1,299		
2050	201	Staff Travel & Expenses	284	600	316		
2060	201	Staff Training	525	1,200	675		
2070	201	Medical / Health & Safety Exp.	1,264	5,600	4,336		Budget includes £5,000 for new SID
2920	201	Recruitment	0	1,000	1,000		
3052	201	Janitorial Supplies	1,383	1,000	-383		
4011	201	IT Support	2,732	2,360	-372	507	
4022	201	Postage	30	300	270		
4024	201	Printing	1,675	1,916	241		
4026	201	Stationery	1,438	1,200	-238	35	
4029	201	Subscriptions	4,613	4,500	-113		
4030	201	Audit	3,490	1,960	-1,530		
4035	201	Professional Fees	2,500	1,800	-700		
4040	201	Insurance	8,388	9,240	852		
4062	201	Public Events	1,338	5,100	3,762		No Carol Service or Remembrance Day
4072	201	Members Expenses & Training	60	500	440		
4078	201	Office Equipment	1,759	660	-1,099	387	
4079	201	Debit Card Fees	15	0	-15		
4080	201	Bank Fees	262	78	-184	175	
		TOTAL EXPENDITURE	186,066	194,623	8,557	1,104	
S137 Grants							
5010	222	Sundry Grants (Internal Grant)	2,275	7,000	4,725		
		TOTAL EXPENDITURE	2,275	7,000	4,725		
Napier Hall							
1075	301	Halls Income	3,947	29,200	25,253		Halls closed for much of the year
		TOTAL INCOME	3,947	29,200	25,253		
2050	301	Staff Travel & Expenses	552	3,000	2,448		Limited caretaker travel due to halls closure
3001	301	Rates	2,894	2,900	6		
3002	301	Utilities	2,129	2,500	371		
3008	301	Licensing	286	490	204		
3009	301	Repairs and Maintenance	1,166	2,750	1,584	1,350	
3052	301	Janitorial Supplies	0	50	50		
3055	301	Caretaker Salaries	7,780	8,571	791		
3060	301	Telephones	603	496	-107		
		TOTAL EXPENDITURE	15,410	20,757	5,347		
Jubilee Hall							
1075	305	Halls Income	5,082	27,900	22,818		Halls closed for much of the year
		TOTAL INCOME	5,082	27,900	22,818	0	
2050	305	Staff Travel & Expenses	323	720	397		
3001	305	Rates	1,747	1,750	3		
3002	305	Utilities	3,143	2,130	-1,013		
3008	305	Licensing	354	280	-74		
3009	305	Repairs and Maintenance	2,182	4,000	1,818		
3052	305	Janitorial Supplies	18	100	82		
3055	305	Caretaker Salaries	9,454	11,832	2,378		
3056	305	Security	2,064	670	-1,394	1,545	
3060	305	Telephones	963	708	-255		
4035	305	Professional Fees	507,244	0	-507,244	507,244	
		TOTAL EXPENDITURE	527,492	22,190	-505,302	508,789	
Jubilee Hall - Admin							
3001	306	Rates	429	4,460	4,031		
3002	306	Utilities	1,906	1,990	84		
3009	306	Repairs and Maintenance	1,173	2,000	827	717	
3020	306	Cleaning Salaries	173	0	-173		
3052	306	Janitorial Supplies	0	100	100		
3056	306	Security	25	700	675	14	
3060	306	Telephones	56	1,940	1,884	1,197	Early termination fees, less £1,500 cash back
4035	306	Professional Fees	277	0	-277	277	Skip Hire
8000	306	Loan Interest	13,265	25,110	11,845		
		TOTAL EXPENDITURE	17,304	36,300	18,996	2,205	
Tyfield House							
3001	310	Rates	3,845	0	-3,845		
3002	310	Utilities	1,457	0	-1,457		
3009	310	Repairs and Maintenance	3,127	0	-3,127	2,295	
3012	310	Rent	14,107	0	-14,107		
3020	310	Cleaning Salaries	285	0	-285		
3052	310	Janitorial Supplies	0	0	0		
3056	310	Security	1,018	0	-1,018		
3060	310	Telephones	1,761	0	-1,761		
		TOTAL EXPENDITURE	25,600	0	-25,600	2,295	

INCOME AND EXPENDITURE TO MARCH 2021			Year to Date (APR-MAR)			To/From EMRs	Notes
			Actual	Budget	Variance		
Lucky Lite							
3001	315	Rates	2,237	0	-2,237		
3002	315	Utilities	185	0	-185		
3009	315	Repairs and Maintenance	1,315	0	-1,315	1,350	
3012	315	Rent	6,160	0	-6,160		
4035	315	Professional Fees	237	0	-237	237	
		TOTAL EXPENDITURE	10,134	0	-10,134	1,587	
Countryside Sites							
1005	407	HLS Payments	7,742	7,863	121		
1030	407	Rural Payments Scheme	5,918	3,116	-2,802		
1035	407	Catherington Down	750	750	0		Contribution to Land Management of Catherington Down
1038	407	EHDC Grants	0	0	0		
1055	407	Other Grants	6,876	0	-6,876	6,569	South Downs National Park (Tree Carvings at Cath Lith)
		TOTAL INCOME	21,286	11,729	-9,557	6,569	
3100	407	Granary	0	0	0		
6010	407	Catherington Down	69	0	-69		
6020	407	Catherington Lith	322	0	-322		
6030	407	Catherington Pond	0	0	0		
6050	407	Dell Piece	0	0	0		
6054	407	Downs Park	0	0	0		
6060	407	Hazleton Common	0	0	0		
6110	407	Parsonage Field	0	0	0		
6150	407	Yoells Copse	0	0	0		
6160	407	Other Sites	1,273	1,000	-273		
		TOTAL EXPENDITURE	1,664	1,000	-664		
Amenity Sites							
1025	408	Football Pitches	1,313	2,100	787		
1050	408	Developer's Contributions	0	0	0		
		TOTAL INCOME	1,313	2,100	787		
3001	408	Rates	1,223	1,227	4		
3099	408	Lith Avenue/Lith Lane	628	0	-628		
3150	408	War Memorials	185	170	-15		
6052	408	Deep Dell	-12	0	12		
6120	408	St Giles Churchyard	0	0	0		
6130	408	Village Centre	1,185	500	-685		
6160	408	Other Sites	0	1,200	1,200		
6180	408	Football Pitches Maintenance	46	500	454		
6205	408	Car Parks	0	300	300		
6580	408	Play Equipment	19,085	3,000	-16,085	13,235	
6582	408	Playground Checks Salaries	1,690	1,711	21		
		TOTAL EXPENDITURE	24,030	8,608	-15,422	13,235	
Open Spaces							
3060	470	Telephones	279	144	-135		
4062	470	Public Events	0	600	600		
6500	470	Countryside Team Salaries	113,554	130,747	17,193		
6510	470	Litter Picking	-105	2,220	2,325		New Blendworth Centre contract suspended
6530	470	Dog Waste Bins	6,261	4,900	-1,361		
6590	470	Materials & Equipment Maintenance	1,174	2,200	1,026		
6592	470	Rangers Equipment Hire	265	1,500	1,235		
6620	470	Vehicle Running Costs	25,203	4,000	-21,203	19,978	Insurance Payouts (£4,550 + £2,097)
6624	470	Waste Removal	3,505	3,600	95		
6636	470	Grass Cutting	16,520	16,600	80		
6638	470	Fencing	2,894	1,000	-1,894		
6640	470	Training for Countryside Team	-2	2,400	2,402		
6648	470	Tree Work & Maintenance	33,375	4,000	-29,375	2,839	Large invoice for Ash Die back
6650	470	Uniform for Countryside Team	184	624	440		
6651	470	Personal Protection Equipment	1,137	1,248	111		
6661	470	Open Spaces, Capital items	34	0	-34		
		TOTAL EXPENDITURE	204,278	175,783	-28,495	22,817	

GRAND TOTAL INCOME	937,888	457,974	-479,914	525,859
GRAND TOTAL EXPENDITURE	1,014,253	466,261	-547,992	549,827
GRAND TOTAL NET EXPENDITURE OVER INCOME	-76,365	-8,287	68,078	-23,968

ADJUSTMENTS FOR EMRs	Year to Date (APR-MAR)		
TOTAL EXPENDITURE	-556,222		556,222
TOTAL INCOME	530,408		-530,408
NET TRANSFER	25,814		

Notes
see EMR Analysis
see EMR Analysis
see EMR Analysis

RESTATE AFTER ADJUSTMENTS				
GRAND TOTAL INCOME	407,480	457,974		50,494
GRAND TOTAL EXPENDITURE	458,031	466,261		8,230
GRAND TOTAL NET EXPENDITURE OVER INCOME	-50,551	-8,287		42,264

ADJUSTMENTS FOR EMRS							Full Year 2020-21		Notes
NC	CC	EMR	EMR Description	Supplier	£££	£££			Description
6620	470	326	Vehicle Replacement	Ideal Commercials Ltd	-26,265				Purchase of Countryside Vehicle
6620	470	326		Managed Fleet Services	2,097	-24,168			Trailer Insurance Claim
4035	305	340	Jubilee Hall Project	Spelthams	-487,292				Contract Payments
4035	305	340		PDP Architecture LLP	-11,440				Contract Payments
4035	305	340		Harry Japp	-5,600				Cladding for Jubilee Hall (materials)
3009	310	340		Harry Japp	-2,250				Decorate Tyfield House
3009	315	340		Lucky Lite	-1,350				Redecoration of Lucky Lite (Unit 6)
various	various	340		Various	-7,448	-515,380			Other Jubilee Project related costs
6580	408	341	Playground Fund	Steven Rogers	-8,000	-8,000			Remove Playground Equipment at Merchistoun Hall
6648	470	347	Tree Maintenance	Blendworth Tree Surgeons	-757	-757			Yoells Copse Tree Works (partial)
6580	408	350	Community Infrastructure Levy	Wicksteed	-5,235				Toddler Double Swing Set (CIL)
6648	470	350		Landford Trees Limited	-2,082	-7,317			120 Trees at Lith (CIL)
4035	308	351	Land East of Horndean	PDP Layout Drawings	-600	-600			Land East of Horndean Drawings
TOTAL EXPENDITURE					-556,222	-556,222			
6620	470	326	Vehicle Replacement	Managed Fleet Services	4,550	4,550			Vehicle Insurance Claim
1010	201	340	Jubilee Hall Project	Public Works Loan	500,000	500,000			25 Year Loan for Jubilee Construction
1049	201	350	Community Infrastructure Levy	East Hampshire District Council	19,289	19,289			CIL Funds Q1 2020-21
1005	407	349	SDNP Grant	South Downs National Park	6,569	6,569			Grant for Tree Carvings
TOTAL INCOME					530,408	530,408			
NET TRANSFER					25,814				

Horndean Parish Council Balance Sheet to the end of March 2021		Notes
Account Description	£££	
Current Assets		
Debtors - Sales Ledger	0	
Debtors - Non Sales Ledger	2,169	Rural Payments Agency claim
Debtors - VAT Control A/C	16,145	VAT Quarter4 return - reclaimed in April
Prepayments	0	
Co-op No. 1 Account	46,640	
Cambridge & Counties Account	238,872	
Lloyds Bank Current Account	39,738	
Petty Cash	0	
Total Current Assets	343,564	
Current Liabilities		
Creditors	0	
Accruals	11,046	
Hall Income Deposits	100	
Receipts in Advance	0	
Total Current Liabilities	11,146	
Total Assets Less Current Liabilities	332,418	

Horndean Parish Council Reserves	B/F	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Liquid	Notes
Represented By :-															
Current Year Fund	-12,361	127,718	92,573	59,999	-97,361	285,519	319,891	243,998	148,938	87,365	87,365	-28,682	-76,367		
General Funds	157,106	165,899	169,014	169,014	303,917	-116,623	-33,282	13,711	80,260	113,380	113,380	166,965	170,558		
Total General Funds	144,745	293,617	261,587	229,013	206,556	168,896	286,609	257,709	229,198	200,745	200,745	138,283	94,191	94,191	
IT Equipment EMR	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
Vehicle Replacement EMR	20,000	20,000	20,000	20,000	20,000	20,000	20,000	24,550	26,647	382	382	382	382	382	
Napier Hall Improvements EMR	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	13,043	
The Granary- Preserv&Maint EMR	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
Lith Avenue/Lane EMR	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	3,838	
Jubilee Hall Project EMR	140,864	119,710	119,710	119,710	-15,194	405,346	322,605	256,658	188,012	181,156	181,157	128,329	125,483		Final balance maybe returned to PWL in 2021-22
New Playground Fund EMR	15,000	15,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	
Equipment Replacement EMR	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	4,517	
Legal Costs EMR	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
Election EMR	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	5,522	
Fencing EMR	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Tree Maintenance EMR	757	757	757	757	757	757	757	757	757	757	757	0	0	0	
LychGate Repairs EMR	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
South Downs National Park EMR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Community Infrastructure Levy EMR	21,000	21,000	25,885	25,885	25,885	25,885	25,885	40,290	40,290	40,290	40,290	40,290	32,973		Must be spent on Tree Carvings as per Grant
Land East of Horndean EMR	7,250	7,250	7,250	7,250	7,250	7,250	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	
Wagtail Road EMR	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	
Total Earmarked Reserves	264,041	242,887	239,772	239,772	104,868	525,408	442,067	395,075	328,526	295,405	295,406	241,821	238,227	73,202	
Total Equity	408,786	536,504	501,358	468,783	311,424	694,304	728,676	652,783	557,723	496,149	496,150	380,103	332,418	167,393	

HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING : 17th May 2021

SUBJECT OF REPORT: Jubilee Hall Project Duplicate Costs

In the budget that was set for the construction of the Jubilee Hall extension there was an estimate of potential duplicate costs to cover items when we were incurring costs at Jubilee Office whilst still in situ at Tyfield House.

The budget set aside was £8,984.

The vast majority of costs were captured at source and immediately charged to the project code.

However, the loan (of £500,000) was taken out in August 2020 and repayments are charged twice a year (February and August).

The first of these repayments was paid in February 2021 and related to capital repayment & interest for the period August 2020 to February 2021, therefore it seems right that the rent that we were paying for Tyfield House and Lucky Lite from last summer until our moving in date should be recharged to the project.

This totals £8,979.

The latest forecast for the Jubilee Project Earmarked Reserve is as follows:

JUBILEE HALL EARMARKED RESERVE

BROUGHT FORWARD RESERVE AS AT 01.04.2021	125,483.20
-------------------------------------------------	-------------------

FORECAST EXPENDITURE OUTSTANDING:

SPELTHAMS

Turfing beneath scaffolding	2,054.98
Balance of Contract held back for 12 months	19,687.43

PDP

Balance of Contract held back for 12 months	1,722.50
KSP Consultancy (final payment)	500.00

OTHER

H Japp Decoration Limited (balance)	6,200.00
-------------------------------------	----------

TOTAL / BALANCE	30,164.91	95,318.29
------------------------	------------------	------------------

DUPLICATE COSTS (already incurred)

Tyfield Rent (date of loan until move out date)	6,179.31
Lucky Lite Rent (date of loan until move out date)	2,800.00

TOTAL / BALANCE	8,979.31	86,338.98
------------------------	-----------------	------------------

RECOMMENDATION

Council may wish to consider charging the cost of the rent at Tyfield and Lucky Lite to the Project fund thus increasing General Reserves by an equivalent amount.

Report Prepared by Simon Ritson, Responsible Finance Officer, 26th April 2021

Suggested File Naming Convention for Council Papers

Councillors typically receive multiple files each month named “Agenda” or “Meeting Pack” which has the potential to be confusing. A formal naming convention for files would be simple to implement and make identifying the correct file much easier.

Suggested format:

[DateID][MeetingName][Document][Type][VersionNumber(optional)]

Where:

[DateID] For ease of sorting use YYMMDD – this is the date of the meeting

[MeetingName] i.e. Full, Planning, Finance, Grounds, Staff, etc.

[Document] i.e. Agenda, Minutes, Papers, etc

[Type] i.e. Draft, Final, etc.

[VersionNumber(optional)] e.g. V1, V2, or Item 21, etc.

Examples:

Draft agenda for Finance meeting on 17 May 2021: 210517FinanceAgendaDraft

(Could add delimiters such as 210517-Finance-Agenda-Draft)

Meeting pack for Annual Meeting on 5 May: 210505AnnualPapersFinal

Agenda for next full council meeting on 21 June: 210621FullAgendaFinal

Prepared by Cllr David Alexander



The Parish of All Saints' Church, Catherington, Hampshire

Please reply to: 35 South Road
Horndean
Waterlooville
Hampshire PO8 0EW

10 March 2021

The Clerk
Horndean Parish Council
Jubilee Hall
Crouch Lane
Horndean
Waterlooville
Hampshire
PO8 9SU

Dear Sirs

We petition the Parish Council to consider an application for a grant towards the upkeep of the Parish churchyard.

For some years the Parochial Church Council has engaged with the Blendworth Beneficial Centre to maintain the churchyard for the benefit of the wider community of the parish. We have a 'Churchyard Working Party' of volunteers, who meet on a regular monthly basis but the overall task is bigger than that. We are pleased to report that a great deal of effort has been expended in the latter part of 2020 and the churchyard is presently a joy to behold. There is an obvious, yet necessary, cost to our involvement with the Beneficial Centre. The application to the Council for a grant will only partially cover this expense.

We had enjoyed our partnership with the Parish Council, through the continued grant funding we had received until two years ago. We would very much like to re-institute that working relationship and would welcome the Parish Council in joining with us in our plans to create a couple of areas (on a rotational basis) that could be left untended each year, to promote wildlife habitats. We stress in our application this aspect of partnership and we do hope that there is full appreciation of what the churchyard is to the whole community; after all it has to be remembered that it is the Parish Churchyard.

As Churchwarden, I wish to support this application in person and I will make myself available at any meeting of the council, where this matter is to be raised. I will be very happy to answer any questions that members may have. Our application contains some further supporting information that committee members may find helpful.

Thank you for your time and consideration.

Yours sincerely

C. D. Keech

Chris Keech
Churchwarden
All Saints Church, Catherington



HORNDEAN PARISH COUNCIL

Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application:

The Parochial Church Council, All Saints Church, Catherington

Name of Person to whom correspondence should be addressed:

Mr. Chris Keech
Churchwarden

Address for correspondence:

35, South Road,
Horndean,
Waterlooville,
Hampshire

Post code. PO8 0EW

Daytime Tel:

07837 564524

Payee for Grant Cheque:

All Saints Parochial Church
Council - Catherington

Details of the organisation (What do you do?) We are the Governing Council for activities of All Saints Parish Church including worship, maintenance of premises, fellowship for the whole community and fundraising

Period of Grant:

1 yr. - 2021

What is the Grant for? (Give details of the project - continue on separate sheet if necessary)

We apply to the Parish Council for a grant to help us maintain the grounds of the Parish churchyard.

Amount of Grant applied for:

£1,000.00

Have you applied to any other body for a grant towards this project? (if Yes please give details)

No.

How else do you raise income? (Give details of subscriptions, fund raising etc. - continue on separate sheet if necessary) We only receive donations from parishioners in the form of voluntary regular giving or 'one-off' donations. We also receive through the plate from those who attend services. One other form of income is derived through the fees for weddings and funerals. We receive no income from outside bodies.

What age groups do you cater for?

All age groups through life

Total Membership:

98 attending members on ELECTORAL ROLL

Where and when do you meet?

Regular weekly services. (Restricted due to Coronavirus pandemic) Festivals, celebrations, funerals, weddings and fundraising events. (Approx. 12 events p.a. are open events to the wider congregation)

You must attach the following to your application

- Last year's accounts
- Your current business plan, minutes of your last AGM or similar
- Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult
(e.g. Chairman, President, Leader)

C.D. Keech CHURCHWARDEN

Date: 10.03.2021

For Horndean Parish Council use only



HORNDEAN PARISH COUNCIL Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

RECEIVED

25 FEB 2021

ITEM:

Name of Organisation making the application:

1st Horndean Scout Group

Name of Person to whom
correspondence should be addressed:

Adrian Judge

Address for correspondence:

42 Whiteland Way
Clanfield
Hants

Post code. PO8 0ZF

Payee for Grant Cheque:

Daytime Tel: 02393-078053

Details of the organisation (What do you do?)

We are the local Scout Group.

Period of Grant:

What is the Grant for? (Give details of the project – continue on separate sheet if necessary)

We are making major changes to our Hut, both internally and externally. Doc. 1 (£21,975.00) shows the scope of works
Doc 2 (£6,679.90) Solar Panels

Amount of Grant
applied for:

£4,000

Have you applied to any other body for a grant towards this project? (if Yes please give details)

Yes - please see Doc. 3

How else do you raise income? (Give details of subscriptions, fund raising etc. – continue on separate sheet if necessary) We raise funds mainly by subscriptions and fund raising such as Quiz Nights and Bag Packing at local supermarkets. We also rent out the Hut to local business when appropriate.

What age groups
do you cater for?

5-19

Total
Membership:

105

Where and when do you meet?

Horndean Scout Hut
7 Queens Crescent
Horndean PO8 9ND

You must attach the following to your application

- Last year's accounts - See Doc 5
- Your current business plan, minutes of your last AGM or similar Doc. 4
- Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult
(e.g. Chairman, President, Leader)

AM JUDGE

CHAIRMAN

Date: 24/2/21

For Horndean Parish Council use only



HORNDEAN PARISH COUNCIL

Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application:

Citizens Advice East Hampshire

Name of Person to whom correspondence should be addressed:

Helen Drake, Chief Executive

Payee for grant and bank details:

Citizens Advice East Hampshire CAF Bank

Sort Code: 40-52-40

Account Number: 00022479

Address for correspondence:

Forest Community Centre

Pinehill Road

Bordon GU35 0BS

Email Address: **ceo@caeasthants.org.uk**

Daytime Tel: **01420 477005**

Details of the organisation (What do you do?)

Provision of free, impartial and confidential advice and information to those in need across East Hampshire, whoever they are, whatever their problem..

Period of Grant:

1 year

What is the Grant for? (Give details of the project – continue on separate sheet if necessary)

Citizens Advice East Hampshire provides advice, information and support to residents of Horndean, primarily from our Petersfield office and currently by telephone, email and webchat. Last year (2019/20) we helped 288 Horndean residents with over 820 different issues - shortly we will review 2020/21 figures but expect this year to be similar (as no face to face but increased phones) but with more focus on employment and claiming Universal Credit.

Over the past year we have provided a blended advice service to local residents - primarily by phone, email and webchat but opening when we can for face to face delivery in all our three offices (Petersfield, Alton and Bordon). We have had over 50 volunteers working mostly at home to help people supported by a small team of staff.

When government restrictions and support ease, we are expecting a rise in people needing our help due to the impact of the pandemic and closure of businesses, retail and catering impacts on individuals' lives, financial security, mental health and relationships. All indications from both national government commissioned research as well as Citizens Advice has shown that the next couple of years will be particularly difficult even for people who have never struggled before with a need for our advice in particular with debt, housing, unemployment, relationship issues and employment such as redundancy.

We need Horndean Parish Council's help to sustain our organisation through these challenging times. We continue to provide a front line response to people's problems as the country recovers from the pandemic and its full impact is felt with likely detriment on mental health, financial ruin, debt and homelessness. We know that there will be an urgent need for our advice and support to the public due to the impacts of the pandemic for the next two to five years so we are asking for another grant of £1000 this year to support local residents in Horndean via our remote service and face to face support in Petersfield.

This grant will help us to keep running the organisation, supporting up to 50 volunteers to give advice working from home, while some will move back to office bases to help the more vulnerable with face to face advice and also deal with complex issues. To continue to provide both of these supports, we urgently need town and parish council support.

Amount of Grant applied for:

£1000

Have you applied to any other body for a grant towards this project? (if Yes please give details)

We routinely are supported by town and parish councils across East Hampshire and we have a number of these already supporting us this year with applications into every parish. All town councils are supporting us. We have no other funder to support Horndean residents apart from our wider EHDC core contract which does not cover all our running costs.

How else do you raise income? (Give details of subscriptions, fund raising etc.-

continue on separate sheet if necessary)

Core operating costs continue to be met from East Hampshire DC and other East Hampshire Town and Parish Councils, plus local fundraising activities, grants and donations.

Where and when do you meet?

While we have offices in Petersfield, Alton and Bordon, these will open for appointments only in April so we continue to run our organisation remotely and advising by phone and digitally

What age groups do you cater for?

Over 18's

Total Membership:

N/A

You must attach the following to your application

- Last year's accounts
- Your current business plan, minutes of your last AGM or similar
- Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult
(e.g. Chairman, President, Leader)

H Drake (CEO)

Date:

For Horndean Parish Council use only