



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 01 AUGUST 2022 AT 7.00pm in JUBILEE HALL.

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

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

26 July 2022

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 16 May 2022.
6. To receive and consider the quarterly Management Accounts for the period ending 30 June 2022.
7. To consider the costs pertaining to vandalism and future budget preparation.
8. To receive and consider the applications in respect of the following grants:
 - All Saints Church, Catherington - £1,000
 - 1st Horndean Scout Group - £500
 - Life Education Wessex - £700.



HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

**MINUTES OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE MEETING HELD AT JUBILEE HALL ON
16TH MAY 2022 AT 7:30 PM**

PRESENT: Councillors D Alexander (Chairman), Mrs L Evans, A Forbes (Vice Chairman), J Lay, B Raymond.

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

**PUBLIC
ATTENDANCE:** One member of the public present.

F&GP 001/22/23 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies of absence were received from Cllr Little and Cllr Prosser.

F&GP 002/22/23 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of interest were received.

F&GP 003/22/23 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

The meeting was duly opened to members of the public.

**F&GP 004/22/23 TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL
PURPOSES COMMITTEE MEETING HELD ON THE 7TH
FEBRUARY 2022**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 07 February 2022, are duly signed as a true record of the meeting.

All agreed.

**F&GP 005/22/23 TO RECEIVE AND CONSIDER THE FINAL 2021/2022
MANAGEMENT ACCOUNTS**

A report was circulated by the Responsible Finance Officer (RFO), a discussion took place in respect of the underspend accruing due to staff vacancies within the Countryside Team, and the income generated from hall hire income exceeding expectation.

F&GP 006/22/23

**TO CONSIDER FUNDING IN RESPECT OF THE PURCHASE OF
CCTV MONITORS, AND THE IT UPGRADE PROVISIONALLY
AGREED BY COUNCIL**

A report which had been previously circulated was discussed, insofar as the agreed purchase of CCTV equipment would be funded from the Jubilee Reserve.

In terms of the purchase and funding of the IT equipment, a discussion took place which focused upon the suitability of the system as per the quotation. A concern was raised regarding the server being more powerful than necessary for our purpose, and a cost reduction could be made if a smaller system was purchased.

Members considered the specification of the current equipment, and the requirements of the system. The consensus was that the upgrade was appropriate for our needs and to be funded from the IT EMR and the General Reserve.

It was agreed to recommend the quotation as presented to the next meeting of the Council.

F&GP 007/22/23

**TO RECEIVE A REPORT AND REVIEW THE CURRENT
EARMARKED AND GENERAL RESERVES**

The RFO circulated a report and informed Members that at this time of the year, there is an option to either amend or confirm the reserves in place. Members confirmed the position of the reserves as being acceptable, with one amendment pertaining to the IT expenditure requiring £3,000 from the General Reserve.

F&GP 008/22/23

**TO RECEIVE AND CONSIDER THE APPLICATION IN RESPECT
OF THE FOLLOWING GRANTS:**

- **HOLY TRINITY BLENDWORTH CHURCH - £1,000**
- **CITIZENS ADVICE EAST HAMPSHIRE - £1,000**
- **VICTIM SUPPORT - £200**

Members discussed the applications and it was agreed to recommend the above awards to Council.

Meeting closed at 20:45pm

.....
Chairman

.....
Dated

[illegible]

Expenditure:

The table below shows the lines in the accounts that have year to date variances in excess of £1,000.

INCOME AND EXPENDITURE TO JUNE 2022			Year to Date (APR-JUN)			Annual Budget
			Actual	Budget	Variance	
Central Costs						
2000	201	Admin Salaries	38,064	39,090	1,026	156,361
4035	201	Professional Fees	2,367	357	-2,010	1,430
6580	408	Play Equipment	2,175	750	-1,425	3,000
6500	470	Countryside Team Salaries	22,898	29,175	6,277	116,698
6648	470	Tree Work & Maintenance	0	1,251	1,251	5,000
TOTAL EXPENDITURE			22,898	30,426	7,528	121,698

- Admin Salaries: £1.0k (favourable) due to one week per day included in the budget that has not been called upon in Quarter 1.
- Professional Fees: £2.0k (unfavourable). This is due to three bills from Glanvilles. As can be seen the annual budget has already been exceeded.
- Play Equipment: £1.4k (unfavourable). The year to date expenditure includes a new piece of equipment at Deep Dell that cost £1.9k
- Countryside Salaries: £6.3k (favourable) due to a full time vacancy throughout the financial year.
- Tree Work: £1.3k (Favourable). No work undertaken in Quarter 1.

Balance Sheet (spreadsheet attached)

Current Assets

As at 30th June 2022, Current Assets totalled £445.5k

Cash balances totalled £436.8k

Debtors stood at £3.4k consisting of Hall Fees for June 2022.

VAT Debtors stood at £5.2k. The Quarter 1 claim has been submitted.

Liabilities

As at 30th June 2022 Current Liabilities totalled £9.2k.

This comprised of accruals (supplier invoices outstanding) of £8.5k and hall income deposits received that are due for return. (£0.6k)

Reserves (spreadsheet attached)

As at 30th June 2022, General Reserves stood at £257.5k, of which £144.0k are brought forward funds from 2021-22 with a further £178.8k in Earmarked Reserves (EMR).

It should be noted that the Earmarked reserves balance of £178.8k includes the following:

- Future Developments (£79.9k) - the funds retained from the Public Works Loan Board.
- Community Infrastructure Levy (£39.2k) – these funds can only be used on CIL projects.

Therefore, the balance in liquid earmarked reserves stood at £59.7k

INCOME AND EXPENDITURE TO JUNE 2022										Notes
Central Costs										
		Current Month (JUN)			Year to Date (APR-JUN)			Annual	To/From	
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMRs	
1000	201	0	0	0	0	195,909	195,908	-1	391,817	
1038	201	0	0	0	0	-55	0	55	0	
1049	201	0	0	0	0	6,975	0	-6,975	0	
1060	201	0	0	0	0	3,404	3,404	0	3,404	
1080	201	0	0	0	0	0	0	0	0	
1090	201	225	180	-45	558	540	-18	2,160		
1100	201	89	0	-89	89	0	-89	200		
1110	201	0	0	0	0	0	0	0		
		314	180	-134	206,880	199,852	-7,028	397,581	6,975	
2000	201	12,751	13,030	279	38,064	39,090	1,026	156,361		
2050	201	22	50	28	71	150	79	600		
2060	201	0	100	100	0	300	300	1,200		
2070	201	24	50	26	61	150	89	5,600		
2920	201	0	0	0	135	150	15	1,000		
3052	201	126	83	-43	126	249	123	1,000		
4011	201	0	197	197	65	591	526	2,360		
4022	201	0	8	8	0	24	24	100		
4024	201	-2	119	121	258	357	99	1,428		
4026	201	68	117	49	194	351	157	1,400		
4029	201	150	0	-150	2,854	2,668	-186	4,800		
4030	201	0	0	0	0	0	0	2,000		
4035	201	1,100	119	-981	2,367	357	-2,010	1,430	Glanvilles	
4040	201	0	0	0	0	0	0	8,500		
4062	201	45	20	-25	89	60	-29	5,220		
4072	201	0	42	42	0	126	126	500		
4078	201	92	55	-37	320	165	-155	660		
4079	201	1	0	-1	25	0	-25	0		
4080	201	7	6	-1	21	19	-2	78		
		14,384	13,996	-388	44,650	44,807	157	194,238	0	
S137 Grants										
5010	222	2,200	2,200	0	2,200	2,200	0	5,000		
		2,200	2,200	0	2,200	2,200	0	5,000		
Napier Hall										
1075	301	1,983	1,947	-36	5,982	5,841	-141	23,360		
		1,983	1,947	-36	5,982	5,841	-141	23,360		
2050	301	219	250	31	696	750	54	3,000		
3001	301	0	0	0	2,894	2,950	56	2,950		
3002	301	71	140	69	331	420	89	3,358		
3008	301	0	0	0	0	0	0	700		
3009	301	25	229	204	311	687	376	2,750		
3052	301	0	4	4	155	12	-143	50		
3055	301	906	778	-128	2,692	2,334	-358	9,341		
3060	301	63	60	-3	188	180	-8	721		
		1,284	1,461	177	7,267	7,333	66	22,870		

INCOME AND EXPENDITURE TO JUNE 2022										Notes	
Jubilee Hall											
		Current Month (JUN)			Year to Date (APR-JUN)			Annual Budget	To/From EMRs		
		Actual	Budget	Variance	Actual	Budget	Variance				
1075	305	1,498	1,860	362	5,011	5,580	569	22,320			
		1,498	1,860	362	5,011	5,580	569	22,320	0		
2050	305	0	0	0	0	0	0	0			
3001	305	0	0	0	1,747	1,780	33	1,780			
3002	305	217	150	-67	700	450	-250	3,606			
3008	305	0	0	0	0	0	0	575			
3009	305	639	1,125	486	2,757	3,375	618	13,500			
3052	305	0	8	8	0	24	24	100			
3055	305	0	0	0	0	0	0	0			
3056	305	15	68	53	44	204	160	814			
3060	305	97	92	-5	292	276	-16	1,107			
4035	305	0	0	0	0	0	0	0			
		968	1,443	475	5,540	6,109	569	21,481	0		
Jubilee Hall - Admin											
3001	306	0	0	0	2,146	2,190	44	2,190			
3002	306	193	172	-21	658	515	-143	4,121			
3009	306	409	115	-294	1,321	345	-976	1,384			
3010	306	0	0	0	848	0	-848	1,238			
3020	306	124	103	-21	371	309	-62	1,238			
3052	306	0	8	8	0	24	24	100			
3056	306	2,800	62	-2,738	2,800	186	-2,614	740	2,200	Goldsmith Security	
3060	306	137	139	2	404	417	13	1,673			
8000	306	0	0	0	0	0	0	26,531			
		3,663	599	-3,064	8,548	3,986	-4,562	39,215	2,200		
Countryside Sites											
1005	407	0	0	0	0	0	0	7,863			
1030	407	0	0	0	0	0	0	3,116			
1035	407	0	0	0	750	750	0	750			
1038	407	0	0	0	0	0	0	0			
1055	407	0	0	0	0	0	0	0			
1110	407	0	0	0	0	0	0	0			
		0	0	0	750	750	0	11,729	0		
6010	407	16	0	-16	16	0	-16	0			
6020	407	13	0	-13	13	0	-13	0			
6030	407	0	0	0	0	0	0	0			
6050	407	0	0	0	0	0	0	0			
6054	407	0	0	0	0	0	0	0			
6060	407	18	0	-18	18	0	-18	0			
6070	407	0	0	0	0	0	0	0			
6150	407	0	0	0	172	0	-172	0			
6160	407	0	83	83	6	249	243	1,000			

INCOME AND EXPENDITURE TO JUNE 2022										Current Month (JUN)			Year to Date (APR-JUN)			Annual	To/From	Notes			
										Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMRs				
Amenity Sites																					
1025	408	Football Pitches	175	175	0	525	525	0	2,100												
1038	408	Councillor Grants	1,000	0	-1,000	1,000	0	-1,000	0									Swing at Five Heads Rec.			
		TOTAL INCOME	1,175	175	-1,000	1,525	525	-1,000	2,100												
3001	408	Rates	0	0	0	1,223	1,247	24	1,247												
3099	408	Lith Avenue/Lith Lane	0	0	0	0	0	0	0												
3010	408	Vandalism	39	0	-39	39	0	-39	0												
3150	408	War Memorials	0	0	0	0	0	0	170												
6052	408	Deep Dell	0	0	0	0	0	0	0												
6054	408	Downs Park	0	0	0	0	0	0	0												
6070	408	Jubilee Field	291	0	-291	700	0	-700	0												
6115	408	Five Heads Recreation Ground	0	0	0	0	0	0	0												
6120	408	St Giles Churchyard	0	0	0	0	0	0	0												
6122	408	All Saints Church	0	0	0	0	0	0	0												
6130	408	Village Centre	0	42	42	73	126	53	500												
6160	408	Other Sites	0	100	100	42	300	258	1,200												
6180	408	Football Pitches Maintenance	50	292	242	50	876	826	3,500												
6205	408	Car Parks	0	0	0	0	0	0	300												
6580	408	Play Equipment	2,078	250	-1,828	2,175	750	-1,425	3,000												
6582	408	Playground Checks Salaries	0	0	0	0	0	0	0												
		TOTAL EXPENDITURE	2,458	684	-1,774	4,302	3,299	-1,003	9,917	0											
Open Spaces																					
3010	470	Vandalism	0	0	0	93	0	-93	0												
3060	470	Telephones	35	32	-3	104	96	-8	385												
4062	470	Public Events	0	0	0	0	0	0	600												
6500	470	Countryside Team Salaries	7,633	9,725	2,092	22,898	29,175	6,277	116,698									Full time vacancy			
6510	470	Litter Picking	0	185	185	0	555	555	2,220												
6530	470	Dog Waste Bins	1,512	1,512	0	1,512	1,512	0	6,047												
6590	470	Materials & Equipment Maintenance	24	167	143	744	501	-243	2,000												
6592	470	Rangers Equipment Hire	0	125	125	72	375	303	1,500												
6620	470	Vehicle Running Costs	179	375	196	483	1,125	642	4,500												
6624	470	Waste Removal	252	345	93	943	1,035	92	4,143												
6636	470	Grass Cutting	0	0	0	0	0	0	17,000												
6638	470	Fencing	257	167	-90	288	501	213	2,000												
6640	470	Training for Countryside Team	0	200	200	0	600	600	2,400												
6648	470	Tree Work & Maintenance	0	417	417	0	1,251	1,251	5,000												
6650	470	Uniform for Countryside Team	0	52	52	0	156	156	624												
6651	470	Personal Protection Equipment	0	104	104	0	312	312	1,248												
6661	470	Open Spaces, Capital Items	0	0	0	6,770	0	-6,770	0	6,770											
		TOTAL EXPENDITURE	9,892	13,406	3,514	33,907	37,194	3,287	166,365	6,770											
GRAND TOTAL INCOME										4,970	4,162	-808	220,148	212,548	-7,600	457,090	6,975				
GRAND TOTAL EXPENDITURE										34,896	33,872	-1,024	106,639	105,177	-1,462	460,087	6,770				
GRAND TOTAL NET EXPENDITURE OVER INCOME										-29,926	-29,710	216	113,509	107,371	-6,138	-2,997	205				

Horndean Parish Council Balance Sheet to the end of June 2022	
Current Assets	£££
Debtors - Sales Ledger	3,351
Debtors - Non Sales Ledger	
Prepayments	99
Debtors - VAT Control A/C	5,239
Co-op No. 1 Account	155,705
Cambridge & Counties Account	241,487
Lloyds Bank Current Account	39,640
Total Current Assets	445,521
Current Liabilities	
Creditors	0
Accruals	8,492
Hall Income Deposits	600
Receipts in Advance	91
Total Current Liabilities	9,183
Total Assets Less Current Liabilities	436,338

Horndean Parish Council Reserves	JUN	Notes
Represented By :-		
Current Year Fund	113,513	
General Funds	144,024	
General Funds	257,537	
IT Equipment EMR	2,500	
Vehicle Replacement EMR	10,000	
Jubilee Hall Improvements EMR	7,800	
Napier Hall Improvements EMR	2,000	
The Granary Maintenance EMR	2,000	
Lith Avenue/Lane EMR	3,000	
Jubilee Hall Project EMR	0	
New Playground Fund EMR	7,000	
Grounds Equipment EMR	2,500	
Legal Costs EMR	4,000	
Election EMR	2,000	
Fencing EMR	4,000	
Tree Maintenance EMR	4,000	
LychGate Repairs EMR	2,000	
Community Infrastructure Levy EMR	39,196	
Land East of Horndean EMR	1,900	
Five Heads Rec Playground EMR	5,000	
Future Development Facilities EMR	79,905	
Total Earmarked Reserves	178,801	
Total Equity	436,338	Must be spent on CIL projects



HORNDEAN PARISH COUNCIL

Grant Application Form

RECEIVED
30 MAY 2021

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 Joe Edwards (Church Warden)

Address for correspondence:

[Redacted Address]

Payee for Grant and Bank Details:

ALL SAINTS PAROCHIAL CHURCH
COUNCIL - CATHERINGTON

[Redacted Bank Details]

Email Address:

[Redacted Email Address]

Daytime Tel:

[Redacted Daytime Tel]

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, community fellowship and fundraising.

Period of Grant:

1 yr. - 2022

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

We are applying for a grant to help maintain the grounds of the parish church yard, assisting the development of the site as a community facility and nature reserve.

The PCC is an active partner in the Community Pay-Back Scheme and offers a number of placements.

Amount of Grant applied for:

£1,000

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):

Donation from parishioners by way of voluntary regular giving. We also receive donations from visitors to the church. Other sources of income derive from fees for weddings funerals and like church activities. We receive no income from outside bodies.

What age groups do you cater for?

All age groups.

Total Membership:

93

Where and when do you meet?

Regular weekly services, festivals, celebrations, funerals, weddings and monthly in the church yard for maintenance purposes.

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):

[Redacted Signature]

Date: 26/05/2022

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:

1st Horndean Scout Group

Name of Person to whom
correspondence should be addressed:

Richard Smith

Address for correspondence:

1st Horndean Scout Group, Queens Crescent, Horndean,
Hampshire

Post code. PO7 5XA

Daytime Tel

Payee for Grant Cheque:

1st Horndean Scout Group

Details of the organisation (What do you do?)

Youth organisation

Period of Grant:

1 year

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

Purchase an additional four more Vango Beta 350XL tents, as with the increase of numbers and engagement by our young people for overnight residential. We are now having to limit those who can attend due to limited amount of tent space we have.

Amount of Grant
applied for:

£500.00

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

N/A

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary)

10% of annual subscriptions

What age groups
do you cater for?

6-14 years old

Total
Membership:

112

Where and when do you meet?

Weeknights, Horndean Scout nHut

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)

R. Smith – Group Scout Leader

Date: 21/06/2022

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HORNDEAN PARISH COUNCIL

Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form.

Name of Organisation making the application:

Life Education Wessex

Name of Person to whom correspondence should be addressed:

John Clements

Address for correspondence:

[REDACTED]

[REDACTED]

[REDACTED]

Payee for Grant and Bank Details:

Life Education Wessex

[REDACTED]

[REDACTED]

Details of the organisation (What do you do?):

See separate sheet below

Period of Grant:

4 days in Nov 2022

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

Provision of an Educator and Resources for 4 days at Horndean Junior School seeing 501 children.

Amount of Grant applied for:

Up to £700

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

E Hants District Council

Hants CC

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary):

See separate sheet below

What age groups do you cater for?

3-13 yrs

Total Membership:

na

Where and when do you meet?

na

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):

[REDACTED]

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[REDACTED]