



Horndean Parish Council

NOTICE OF MEETING

THE ANNUAL MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 23 MAY 2022 at 7.00 P.M IN JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

17 May 2022

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect a Vice Chairman.
3. To receive apologies for absence.
4. To receive any Declarations of Interest.
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. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
6. To approve the Minutes of the Council meeting held on 25 April 2022.
7. To receive and approve the Orders for Payment (List 1 attached).
8. Review of delegation arrangements to committees, sub committees, employees and other local authorities.
9. Review the terms of reference for committees.
10. Receipt of nomination to existing committees and election of Chairman to Committees
11. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate substitute councillors) and receipt of nominations to them.
12. Review of adoption of appropriate standing orders and financial regulations.
13. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

14. Review of representation on or work with external bodies and arrangements for reporting back.
15. Confirmation of arrangements for insurance cover in respect of all insured risks.
16. Review of the Councils and/or employees' memberships of other bodies.
17. Review the Councils complaints procedure.
18. Review the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation.
19. Review the Councils policy for dealing with the Press/Media.
20. To consider bank mandates and signatories for Accounts.
21. To note the total precept requirement in respect of 2022/23 being £391,817.
22. To review the Investment Strategy.
23. To receive the recommendation from the Finance and General Purposes Meeting on the 16 May 2022, in respect of upgrading the IT equipment, namely the server.
24. To Note the next scheduled meeting of the Council being the 20 June 2022.



HORNDEN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 25TH APRIL 2022 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), D Alexander, T Attlee, A Forbes, S Freeman, D Prosser, B Raymond, Mrs E Tickell, R Veitch, Mrs I Weeks

IN ATTENDANCE: Sarah Guy, Office Manager (Minute Taker) & Simon Ritson, Responsible Finance Officer.

PUBLIC ATTENDANCE: No members of the public were present.

The meeting was duly opened at 19:05pm.

HPC 001/22/23 TO RECEIVE AND APPROVE APOLOGIES

Apologies were received from Cllr Beck, Cllr D Evans, Cllr Lay & Cllr Little

HPC 002/22/23 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

HPC 003/22/23 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 004/22/23 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS

No report received.

HPC 005/22/23 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

No members of the public were present.

HPC 006/22/23 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 21ST MARCH 2022

It was **RESOLVED** that the minutes of the Council meeting held on 21st March 2022 be signed as a true record of the meeting. All agreed.

HPC 007/22/23

TO ELECT CLLR TERESA ATTLEE TO THE PLANNING AND PUBLIC SERVICES COMMITTEE

It was **RESOLVED** that Cllr Teresa Attlee be elected as a member of the Planning and Public Services Committee. This was proposed by Cllr Mrs Weeks and seconded by Cllr Freeman.

HPC 008/22/23

TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 12 ATTACHED)

It was **RESOLVED** that the Orders for Payment (List 12 attached) be approved and duly signed. All agreed. It was agreed that the RFO would obtain clarification as to what line 27 – 'Barrier Orange Netting – Yoells Copse Resident' related to.

HPC 009/22/23

TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS, AND CAMBRIDGE & COUNTIES AS AT 31 MARCH 2022

It was **RESOLVED** to approve the bank reconciliation –Co-Operative, Lloyds and Cambridge & Counties as at 31st March 2022.

HPC 010/22/23

TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

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

The RFO explained the following:

There were two statements that appear to be contradictory, both contained in page 2 of the Finance Report:

1. Overall, the Council ended the financial year with a favourable variance against budget of £71.0k, after adjusting for movements to/from Earmarked Reserves
2. Overall Reserves fell year on year by £9.6k as per the table below.

| RESERVE BALANCES | B/F at 01.04.21 | C/F at 31.03.22 | Change |
|------------------|--------------------|--------------------|---------|
| General | 94,191 | 153,962 | 59,771 |
| Earmarked | 238,227 | 168,859 | -69,368 |
| Total | 332,418 | 322,821 | -9,597 |

The factors that explain the contradiction are as follows:

1. The budget that was set for 2021-22 contained a deficit of £43.3k, so the Council was planning to see a fall in the level of reserves. (i.e. if we had hit the budget spot on total reserves would have fallen by that amount)
2. Some of the expenditure incurred (£49.1k) was spent out of Earmarked Reserves. (i.e. spent from reserves built up in previous years)
3. Some of the income received (£11.8k) was transferred to Earmarked Reserves (i.e. to be used in future years)
- 4.

The table below shows the reconciliation between the two statements.

| INOCOME & EXPENDITURE FOR 2021-22 | RAW DATA | | | TRF TO/FROM EMR | ADJUSTED FOR EMR MOVEMENT | | |
|--------------------------------------|----------|---------|---------|-----------------------|---------------------------|---------|---------|
| | BGT | ACT | VAR | | BGT | ACT | VAR |
| Income | 416,388 | 459,857 | -43,469 | -11,773 | 416,388 | 448,084 | -31,696 |
| Expenditure | 459,648 | 469,454 | -9,806 | -49,105 | 459,648 | 420,349 | 39,299 |
| Total | -43,260 | -9,597 | -33,663 | | -43,260 | 27,735 | -70,995 |

In summary, the Council's finances are in a healthier position as at 31st March 2022 then they had planned to be.

HPC 011/22/23 TO RECEIVE A REPORT AND CONSIDER THE QUOTATION IN RESPECT OF ADDITIONAL CCTV MONITORS

A verbal update was given by the Office Manager. It was explained that the reason for obtaining a quotation for additional CCTV cameras was due to the extensive levels of vandalism and anti-social behaviour experienced at Jubilee.

It was **RESOLVED** that Forward Control install 2 new cameras and move 2 existing cameras at Jubilee, as per the quotation from Forward Control, at a total cost of £2,200 + VAT, under the proviso that the F&GP Committee look at where the funds will come from.

HPC 012/22/23 TO RECEIVE A REPORT AND CONSIDER THE QUOTATION IN RESPECT OF AN UPGRADE TO THE IT SYSTEM

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

It was **RESOLVED** that

- The office would seek clarification and a break-down of each item listed within the quotation and report back to Council.
- The agenda item would be brought back to the next Council meeting for consideration, following an update from the ICT Contractor.
- The Finance Committee would decide from where funds could be made available.

HPC 013/22/23 TO CONSIDER ELIGIBLE LOCAL PROJECTS APPROPRIATE FOR FUNDING FROM THE COMMUNITY INFRASTRUCTURE LEVY FUND (CIL)

A list of project suggestions were circulated and a discussion took place. It was agreed for this agenda item to be put on the next Grounds Committee agenda on 16 May 2022, for eligible local projects to be discussed.

HPC 014/22/23 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE 23RD MAY 2022, BEING THE ANNUAL MEETING OF THE COUNCIL.

The next scheduled meeting of the Council is noted as 23rd May 2022. This meeting will be held in Jubilee Hall. Cllr Veitch gave his apologies for this meeting.

HPC 015/22/23 TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

No members of the public or press were present.

Meeting closed at 20:08pm.

HPC 016/22/23

**TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING
HELD ON THE 21ST MARCH 2022**

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

Confidential meeting closed at 20:11pm.

.....
Signed - The Chairman

.....
Date

Ref HPC 003/22

Sarah Guy

From: Harvey, Cllr M <Marge.Harvey@hants.gov.uk>
Sent: 24 April 2022 19:34
To: Sarah Guy
Subject: Report

As the weather has improved, I am hoping that lining for my division will take place.

The crossing on London Road, I have been assured will take place very soon and it will be in front of the Gales flats opposite where the Doctors surgery can be accessed.

I have been asked to find out who owns the white fencing on White Dirt Lane and I am waiting for a reply from the officers at the moment.

I am still trying to get an answer to the question about the traffic build up before the Catherington Lane lights and why the bus lane cannot be shortened to try and shorten the length of traffic build up at very busy times.

Your chairman and I tried to sort this out a few years ago, to no avail, but I will continue to ask the question.

I am happy to answer any questions that you may have.

Marge

| PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS | | | | List 2 | 23 MAY 2022 | BANK ENTRIES: APRIL 2022 |
|--|------------|-------------------------------------|-------------|-----------|-------------|--|
| Ref | Date | Payee/Payer | Net | VAT | Total | Details |
| DIRECT DEBITS | | BANK ENTRIES: APRIL 2022 | | | | Item 7 |
| 1 | 22/03/2022 | Grenke Leasing | £111.90 | £22.38 | £134.28 | Rental of Photocopier: 01 Apr - 30 June |
| 2 | 10/03/2022 | PHS Group | £208.49 | £41.70 | £250.19 | Jubilee Waste Collection: 14 Apr to 13 July |
| 3 | 01/04/2022 | Fuelgenie | £153.89 | £30.77 | £184.66 | Fuel: March 2022 |
| 4 | 04/04/2022 | British Gas Lite | £120.83 | £6.04 | £126.87 | Napier Hall Gas: 03 March - 04 April |
| 5 | 01/04/2022 | Elite Charity Solutions | £272.86 | £54.57 | £327.43 | Photocopier usage: 01 Jan to 31 Mar 2022 |
| 6 | 10/04/2022 | British Gas Lite (Jub Hall) | £151.87 | £7.59 | £159.46 | Jubilee Electric: 10 Mar - 10 Apr 2022 |
| 7 | 06/04/2022 | SSE (Napier) | £90.22 | £4.51 | £94.73 | Napier Electric 22 Dec - 03 Mar |
| 8 | 12/04/2022 | Vodafone | £173.70 | £34.74 | £208.44 | Mobiles: April 2022 |
| 9 | 14/04/2022 | British Gas Lite (1st Direct Debit) | £157.28 | £7.86 | £165.14 | Napier Electric: 03 Mar - 06 Apr |
| 10 | 31/03/2022 | Veolia | £252.20 | £50.44 | £302.64 | Waste Collection: March 2022 |
| B.A.C.S. | | BANK ENTRIES: APRIL 2022 | | | | |
| 11 | 04/04/2022 | Staff Expenses | £29.49 | £0.00 | £29.49 | Staff Expenses: March 2022 |
| 12 | 08/04/2022 | AVS | £30.80 | £6.16 | £36.96 | 4 Gravel Boards - Vandalism at Jubilee |
| 13 | 05/04/2022 | AVS | £97.00 | £19.40 | £116.40 | Timber to Repair Play Areas & General Repairs at Several Sites |
| 14 | 29/03/2022 | B & Q | £73.82 | £14.76 | £88.58 | Ready Mix Concrete/Bolts/Brackets |
| 15 | 04/04/2022 | Countryside Jobs Service | £135.00 | £27.00 | £162.00 | Recruitment Advert for Estate Warden |
| 16 | 31/03/2022 | Drayton Medical Services | £185.00 | £0.00 | £185.00 | Occupational Health Report |
| 17 | 15/03/2022 | EHDC | £2,894.20 | £0.00 | £2,894.20 | Rates - Napier Hall |
| 18 | 15/03/2022 | EHDC | £3,892.20 | £0.00 | £3,892.20 | Rates - Jubilee Hall/ Jubilee Office |
| 19 | 15/03/2022 | EHDC | £1,222.55 | £0.00 | £1,222.55 | Rates - Car Park Lith View |
| 20 | 29/03/2022 | F R Jones | £164.34 | £32.86 | £197.20 | Pruner/Battery, Chainsaw Filing Kit, Chain, Multitool |
| 21 | 28/03/2022 | Green Fox | £812.40 | £162.48 | £974.88 | Monthly Hall Cleaning/Carpet Clean - March 2022 |
| 22 | 04/04/2022 | HALC | £1,836.60 | £0.00 | £1,836.60 | Affiliation Fees/NALC Levy 2022/23 |
| 23 | 30/03/2022 | Hillier | £67.50 | £13.50 | £81.00 | Prunus Avium - Bare Root/5 Tree Straps |
| 24 | 23/03/2022 | Initial | £74.10 | £14.82 | £88.92 | Jubilee Admin Annual Waste Collection 12 Apr 22 - 11 Apr 23 |
| 25 | 06/04/2022 | Screwfix | £55.06 | £11.01 | £66.07 | Drill Bits/Screws, Staples |
| 26 | 30/03/2022 | SSE (South East Employers) | £231.00 | £46.20 | £277.20 | Subscription Renewal 2022/23 |
| 27 | 08/04/2022 | SMS (Southern Mower Services) | £71.81 | £14.36 | £86.17 | Toro Repair & Sharpen Blade/Drive Cable |
| 28 | 31/03/2022 | Steven Rogers | £280.00 | £56.00 | £336.00 | Digging hole for New Tree/Remove Tree Stump |
| 29 | 24/12/2022 | St Johns Ambulance | £96.00 | £19.20 | £115.20 | Provision of First Aid at Carol Service 2022 |
| 30 | 31/03/2022 | Working Planet | £249.00 | £49.80 | £298.80 | Estate Warden Advertisement |
| 31 | 11/04/2022 | Kennings Building Supplies Ltd | £1,407.00 | £281.40 | £1,688.40 | 420 Black Anti Slip Decking Strips |
| 32 | 07/04/2022 | Value Products Ltd | £36.70 | £7.34 | £44.04 | Fire Assembly Point Sign |
| 33 | 19/04/2022 | Lloyds Bank | £7.00 | £0.00 | £7.00 | Bank Charges: April 2022 |
| 34 | 20/04/2022 | Direct Fabrics | £97.33 | £19.47 | £116.80 | Partial Refund on Curtains - Jubilee Hall |
| 35 | 20/04/2022 | Hordean PC Employees | £13,684.22 | £0.00 | £13,684.22 | Staff Salaries: April 2022 |
| 36 | 19/04/2022 | Gas Contracting Services Ltd | £85.00 | £17.00 | £102.00 | Repair to Leaking Toilet at Jubilee Hall |
| 37 | 06/04/2022 | Jewson | £117.28 | £23.46 | £140.74 | Steel and Sleeper to Repair Steps at The Yews |
| 38 | 20/04/2022 | Fenland Leisure | £27.17 | £5.43 | £32.60 | Gate Replacement Spring - Jubilee Play Area |
| 39 | 25/04/2022 | Denmead DIY | £270.00 | £0.00 | £270.00 | Fix 7 Poles and Hang 7 Pairs Curtains in Jubilee Hall |
| 40 | 29/04/2022 | HM Revenue & Customs | £3,979.44 | £0.00 | £3,979.44 | PAYE/NI: April 2022 |
| 41 | 29/04/2022 | Hampshire Pension Fund | £4,071.01 | £0.00 | £4,071.01 | Pensions: April 2022 |
| DEBIT CARD | | BANK ENTRIES: APRIL 2022 | | | | |
| 42 | 08/04/2022 | DIY Spare Parts | £10.80 | £2.16 | £12.96 | Stihl Stud and Valve |
| 43 | 19/04/2022 | Harrison Flagpoles | £72.95 | £14.59 | £87.54 | 2 Yard St George Sewn Flag |
| 44 | 27/04/2022 | T J Waste & Recycling | £282.57 | £56.51 | £339.08 | Skip Hire Jubilee Hall |
| 45 | 26/04/2022 | Dropbox | £360.00 | £0.00 | £360.00 | Dropbox Business Plan - 3 Licences 26 Apr 22 to 26 Apr 23 |
| TOTAL EXPENDITURE | | | £38,604.92 | £1,136.59 | £39,741.51 | |
| RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS | | | | List 2 | 23 MAY 2022 | BANK ENTRIES: APRIL 2022 |
| Ref | Date | Payee/Payer | Net | VAT | Total | Details |
| 46 | various | Regular Hall Users | £1,988.16 | £0.00 | £1,988.16 | Hire of Jubilee Hall - Regular |
| 47 | various | Regular Hall Users | £2,277.99 | £0.00 | £2,277.99 | Hire of Napier Hall - Regular |
| 48 | various | Casual Hall Users | £60.50 | £0.00 | £60.50 | Hire of Napier Hall - casual |
| 49 | various | Casual Hall Users | £500.00 | £0.00 | £500.00 | Deposits Received |
| 50 | various | Casual Hall Users | £300.00 | £0.00 | £300.00 | Deposits Refunded |
| 51 | various | Football Teams | £175.00 | £0.00 | £175.00 | Hire of Football Pitches |
| 52 | 30/04/2022 | Cambridge & Counties | £147.92 | £0.00 | £147.92 | Bank Interest |
| 53 | 26/04/2022 | HMRC | £10,253.21 | £0.00 | £10,253.21 | VAT Reclaim |
| 54 | 04/04/2022 | East Hampshire District Council | £195,908.50 | £0.00 | £195,908.50 | Precept |
| 55 | 29/04/2022 | Hampshire County Council | £750.00 | £0.00 | £750.00 | Contribution to Land Management QE Country Park |
| TOTAL INCOME | | | £211,640.28 | | £211,640.28 | |

| | |
|---------|-------------|
| SIGNED: | |
| SIGNED: | |
| DATE: | 23 MAY 2022 |

Committee Interest 2022/2023

✓ Confirmed Interest Item 10

| Finance & General Purposes Committee Required: 7 | Status |
|---|---------------|
| Cllr D Alexander | ✓ |
| Cllr Mrs L Evans | ✓ |
| Cllr A Forbes | ✓ |
| Cllr J Lay | ✓ |
| Cllr P Little | ✓ |
| Cllr B Raymond | ✓ |
| Cllr T Attlee | ✓ |

| LEOH Working Party | Status |
|---------------------------|---------------|
| Cllr Mrs L Evans | ✓ |
| Cllr D Evans | ✓ |
| Cllr R Veitch | ✓ |
| Cllr J Lay | ✓ |
| Cllr T Attlee | ✓ |
| Cllr Mrs E Tickell | ✓ |
| Cllr S Freeman | ✓ |

| Planning & Public Services Committee Required: 8-10 | Status |
|--|---------------|
| Cllr P Beck | ✓ |
| Cllr Mrs L Evans | ✓ |
| Cllr P Little | ✓ |
| Cllr D Prosser | ✓ |
| Cllr Mrs E Tickell | ✓ |
| Cllr R Veitch | ✓ |
| Cllr T Attlee | ✓ |
| Vacancy | |
| Vacancy | |

| Staff Committee (to include Grounds Chairman) Required: 7 | Status |
|--|---------------|
| Cllr Mrs L Evans | ✓ |
| Cllr A Forbes | ✓ |
| Cllr J Lay | ✓ |
| Cllr S Freeman | ✓ |
| Cllr D Prosser | ✓ |
| Cllr Mrs E Tickell | ✓ |
| Cllr R Veitch | ✓ |

| Grounds Committee Required: 7 | Status |
|--|---------------|
| Cllr S Freeman | ✓ |
| Cllr Mrs L Evans | ✓ |
| Cllr J Lay | ✓ |
| Cllr B Raymond | ✓ |
| Cllr Mrs E Tickell | ✓ |
| Cllr A Forbes | ✓ |
| Cllr D Prosser | ✓ |

Horndean Parish Council Representatives 2021-2022

| Association | Councillor Representatives |
|--|-----------------------------------|
| EH Association Town & Parish Council | Cllr Lynn Evans |
| Catherington Village Residents Association | Cllr Elaine Tickell |
| Horndean Community Association | Cllr Lynn Evans |
| Horndean Twinning Association | Cllr Andy Forbes |
| Horndean Older peoples Enabling Forum | Cllr Lynn Evans |
| Lovedean Village Residents Association | Cllr Paul Beck |
| East Hampshire Passenger Transport Forum | Cllr David Alexander |



Mrs Carla Baverstock-Jones
 Horndean Parish Council
 Tyfield House
 Blendworth Lane
 Horndean
 Waterlooville
 Hampshire
 PO8 0AA

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

| | |
|---|---------------------------------|
| Policy Number | YLL-2720443753 |
| Insured | Horndean Parish Council |
| Business | Parish / Town Council |
| Period of Insurance | |
| From | 01 st October 2021 |
| To | 30 th September 2022 |
| and any other period for which cover has been agreed. | |

| | |
|-----------------|------------|
| Renewal Premium | £ 7,256.29 |
|-----------------|------------|

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

| | |
|----------------------------------|---------------------------------|
| Schedule Number | 89475617 |
| Long term agreement active until | 01 st October 2023 |
| Preparation Date | 08 th September 2021 |
| Prepared by | Mr Vincent Liu |
| Policy Form Reference | MLAACD05 |

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Lines of Cover applying

Part A – Material Damage

Table Headings

| | |
|--------------|---|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements |
| Contents (b) | Other contents and consumable stock not specified below including printed books and unused stationery |
| Contents (c) | Computer equipment, other office equipment and sports equipment |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco |
| Contents (f) | Camcorders, videos and gaming machines |
| Contents (g) | Civic Regalia |

Sums Insured

| Premises Address | Buildings Sum Insured | Loss of Rent | Contents (a) | Contents (b) | Contents (c) | Contents (d) | Contents (e) | Contents (f) | Contents (g) |
|--|--------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 1. The Granary, Catherington Lane, Waterlooville, Hampshire, PO8 0TB | £44,591.05 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 2. Jubilee Hall, Crouch Lane, Waterlooville, Hampshire, PO8 9SU | £387,410.26 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 3. Napier Hall, Portsmouth Road, Horndean, Waterlooville, Hampshire, PO8 9NL | £619,856.42 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 4. Horndean Council Office, Unit 1, Jubilee Hall, Crouch Lane, Waterlooville, Hampshire, PO8 9SU | £803,400.00 | N/A | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |

For Premises: 1, 2, 3

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 4

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

| | |
|--|------|
| Accidental Damage | £100 |
| Theft | £100 |
| Riot civil commotion and Malicious Persons | £250 |

Part C – All Risks**Table Headings**

| | |
|--------------|---|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements |
| Contents (b) | Other Contents and consumable stock not specified below including printed books and unused stationery |
| Contents (c) | Computer Equipment, other office equipment and sports equipment |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco |
| Contents (f) | Camcorders, videos and gaming machines |
| Contents (g) | Civic Regalia |

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

| Item Description | Sum Insured | Excess |
|--|-------------|--------|
| Office contents @ Jubilee Hall | £35,164.33 | £100 |
| General contents including stock @ Napier Hall & Jubilee Hall | £39,415.46 | £100 |
| Street Furniture | £45,669.74 | £100 |
| Gates & Fences | £25,441.63 | £100 |
| War Memorials | £120,599.28 | £100 |
| Playground equipment | £271,792.69 | £100 |
| Other Surfaces | £242,030.70 | £100 |
| Outdoor Machinery | £36,653.74 | £100 |
| AV Equipment @Jubilee Hall | £12,662.92 | £100 |
| 3 x Defibrilators | £5,854.33 | £100 |
| Speed Indicator Device | £4,637.10 | £100 |
| Gym Equipment | £28,137.73 | £100 |
| Australian War Memorial | £15,913.50 | £100 |
| laptops | £1,952.88 | £100 |
| Konica Minolta Bizhub C284e multifunctional copier/printer/scanner Lease agreement number: 113015619 | £2,420.50 | £100 |

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

REVIEW OF THE COUNCIL AND OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

Current Memberships

- Hampshire Association of Local Councils (HALC) and additional facility with South East Employers for HR and Employment Law Advice.
- Society for Local Council Clerks.
- Campaign for Protection of Rural England.
- Hampshire Playing Fields Association.
- Chartered Management Institute.
- The Institute of Local Council Management

BANK MANDATES : 2022-23

| Surname | Forename | Designation | Co-operative | Lloyds | Cambridge & Counties |
|------------------|----------|-------------------|--------------|--------|----------------------|
| Evans | Lynn | Chairman | ✓ | ✓ | ✓ |
| Evans | David | Councillor | ✓ | ✓ | ✓ |
| Beck | Paul | Councillor | ✓ | ✓ | ✓ |
| Forbes | Andrew | Councillor | x | ✓ | ✓ |
| Tickell | Elaine | Councillor | ✓ | x | x |
| Baverstock-Jones | Carla | Executive Officer | ✓ | ✓ | x |
| Ritson | Simon | RFO | x | ✓ | x |
| Mandate | | | 3 | 3 | 2 |

Table Prepared by Simon Ritson, Responsible Finance Officer
16th May 2022



HORNDEAN PARISH COUNCIL INVESTMENT STRATEGY

1. INTRODUCTION

Horndean Parish Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15 (1) (a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2016.

The Local Government Act 2003 states that a local authority may invest:

- for any purpose relevant to its functions under any enactment
- for the purpose of prudent management of its financial affairs

The Council defines its treasury management activities as *"the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks."*

2. POLICY

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks

3. INVESTMENT OBJECTIVES

3.1 The Council's investment priorities are:

- the security of its reserves, and
- the adequate liquidity of its investments, and
- the return on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity

3.2 All investments will be made in sterling.

3.3 Investments will be spread over different providers where appropriate to minimise risk.

4. SPECIFIED INVESTMENTS

4.1 Specified investments are those offering high security and high liquidity. Such short term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.

4.2 The Council, for prudent management of its treasury balances may use

- Treasury Deposits with UK clearing banks
- Local Authorities or other Public Authorities
- Other approved public sector investment funds

4.3 The choice of institution and length of deposit will be recommended to Full Council by the Finance and General Purposes Committee.

4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

5. NON SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

6. LIQUIDITY OF INVESTMENTS

6.1 The Finance and General Purposes Committee in consultation with the Responsible Finance Officer will recommend to Full Council the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7. LONG TERM INVESTMENTS

7.1 Long Term Investments are defined as greater than 36 months.

7.2 The Council does not currently hold any funds in long term investments

8. END OF YEAR INVESTMENT REPORT

Investment forecasts for the coming year are accounted for when the budget is prepared. At the end of the financial year the Responsible Finance Officer will report on investment activity to the Finance & General Purposes Committee

9. REVIEW AND AMENDMENT OF REGULATIONS

The Investment Strategy must be reviewed annually and revised if considered necessary.

Date of Adoption: 23rd August 2021

Review due: Financial Year 2022-23



QUOTE NO 2110000036742
 DATE 16/02/22
 CUSTOMER ID
 EXPIRY 23/02/22

CONTACT INFO:

Rocket Computer Services Ltd
 58 Buckland Close
 Waterlooville
 Hants
 PO7 6EE
 02392 987 444
info@rocketpeople.co.uk
 COMPANY #: 06387586

| | JOB TITLE | DELIVERY TERMS | | |
|------|--|----------------|------------------|-----------|
| Chay | | | | |
| 1 | HPE ProLiant ML350 Gen10 Tower Intel Xeon-S 4210 10-Core (2.20GHz 14MB) 16GB (1 x 16GB) PC4-2933Y-R DDR4 RDIMM 8 x Hot Plug 2.5in Small Form Factor Smart Carrier Smart Array P408i-a SR 800W 3yr Next B | | £2,200.00 | £2,200.00 |
| 1 | HPE ML350 Gen10 Intel Xeon-S 4210 10-Core (2.20GHz 14MB L3 Cache) Processor Kit | | £612.00 | £612.00 |
| 3 | HPE 16GB 1Rx4 PC4-2933Y-R Smart Kit | | £120.00 | £360.00 |
| 4 | HPE Enterprise - Hard drive - 2.4 TB - hot-swap - 2.5" SFF - SAS 12Gb/s - 10000 rpm - with HPE SmartDrive carrier | | £249.00 | £996.00 |
| 1 | HP 9.5mm SATA DVD-RW 1b Gen9 Kit | | £120.00 | £120.00 |
| 1 | HPE Slimline ODD Bay and Support Cable Kit - Storage drive cage - for ProLiant ML350 Gen10 | | £35.00 | £35.00 |
| 1 | HPE - Power supply - hot-plug / redundant (plug-in module) - Flex Slot - 80 PLUS Platinum - AC 100-240 V - 800 Watt - 908 VA | | £110.00 | £110.00 |
| 1 | Configuration and Installation | | £1,200.00 | £1,200.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| | | | | £0.00 |
| 1 | Delivery | | £9.99 | £9.99 |
| | | | SUBTOTAL | £5,642.99 |
| | | | VAT (20%) | £1,128.60 |
| | | | TOTAL | £6,771.59 |

All parts and supplies are covered by the Original Manufacturers Warranty only
 Original Manufacturers Warranty may require activation/registration with the manufacturer
 and is the responsibility of the end user, else the Manufacturer may void warranty
 Packaging such as boxes, plastics, wooden pallets etc. will be the responsibility

Update from current ICT Provider – 28.04.2022

Please see below a breakdown of the lines in the quote for your perusal, effectively it is for the whole server but in the interests of transparency we always break down the components. This server is spec'd to give you future expansion and longevity:

Line 1 - Server Chassis (with 1st Processor / 16GB Ram)
Line 2 - Processer Kit #2 (making up a dual processer server)
Line 3 - Additional Ram Kits (64GB total) - for VMs / future proofing
Line 4 - 4 x SAS Hard drives for storage / Array
Line 5 - DVD Drive
Line 6 - DVD Drive bay kit to fit to Chassis
Line 7 - Second PSU for fault tolerance
Line 8 - Install Costs / Migration

Further, yes after the migration the users will have all the same settings and documents / experience,

I trust this helps.

Regards,

Simon

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 25 April 2022

AGENDA ITEM:

SUBJECT OF REPORT:

TO RECEIVE A REPORT AND CONSIDER THE QUOTATION IN RESPECT OF AN UPGRADE TO THE ICT SYSTEM

A quotation has been received from our current ICT Provider, for the replacement of the current server hardware and Operating System at Horndean Parish Council office (please see quotation attached).

- The current server hardware is 6/7 years of age and out of warranty.
- The current Virtual Machine (VM) software is running version Windows Server 2012 R2 (Windows 8.1).
- The current Operating System on both the physical and VM server is out of date and ideally needs to be updated to Windows 2019 minimum.
- Back-ups are done daily, by changing the back-up disc in the office, which is taken off-site each evening. Our ICT Provider also takes a copy of a full back-up when doing their monthly visit.
- If the current server was to fail, our ICT Provider would have to rebuild the Server Operating System from scratch.
- With the spec on the new hardware, there would be scope to add services and future proof the ICT provision.

The total cost for the upgrade to the ICT System is £5,642.99 + VAT

RECOMMENDATION

Council may wish to consider proceeding with the ICT System upgrade, to ensure the Server Hardware and Operating System is up to date and in-warranty in order to future proof the ICT Provision.

Report prepared by: Sarah Guy, Office Manager