

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS				List 4	18 JULY 2022	BANK ENTRIES: JUNE 2022
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS		BANK ENTRIES: JUNE 2022				Item 7
1	31/05/2022	Castle Water	£95.01	£0.00	£95.01	Napier Hall Water: 1 April - 30 Sept
2	31/05/2022	Castle Water	£16.02	£0.00	£16.02	St Cath Cotts Water: 1 April - 30 Sept
3	31/05/2022	Castle Water	£17.60	£0.00	£17.60	The Trough, Hollybank Close water: 1 Apr - 30 Sept
4	01/06/2022	Fuelgenie	£101.17	£20.23	£121.40	Fuel: May 2022
5	06/06/2022	British Gas (Jub Admin Gas)	£429.56	£21.47	£451.03	Jubilee Admin Gas: 31 Jan - 31 May
6	08/06/2022	British Gas (Napier Gas)	£11.62	£0.58	£12.20	Napier Gas: 6 - 30 May
7	09/06/2022	British Gas (Jub Electric)	£124.48	£6.22	£130.70	Jubilee Hall Electric: 9 May - 9 June
8	09/06/2022	British Gas (Napier Electric)	£53.48	£2.67	£56.15	Napier Electric: 11 May - 7 June
9	13/06/2022	Vodafone	£173.70	£34.74	£208.44	Mobiles: June 2022
10	31/05/2022	Veolia	£204.26	£40.85	£245.11	Waste Collection: May 2022
B.A.C.S.		BANK ENTRIES: JUNE 2022				
11	25/05/2022	Eibe	£1,865.50	£373.10	£2,238.60	Giraffe Spring Rocker-Deep Dell
12	26/05/2022	Forward Control	£133.00	£26.60	£159.60	Attended to Faulty Main Door Opener at Jubilee Office
13	09/06/2022	Staff Expenses	£16.78	£0.00	£16.78	Staff expenses: May 2022
14	31/05/2022	Aardvark Supplies Ltd	£125.57	£25.12	£150.69	Stationery
15	30/05/2022	B & Q	£38.78	£7.76	£46.54	Bucket, Sponge, Brush, Graffiti Cleaning Fluid
16	07/06/2022	FR Jones & Son	£16.99	£3.40	£20.39	Stihl Filling System for Fuel
17	28/05/2022	Green Fox	£611.76	£122.35	£734.11	Monthly Cleaning of Jubilee Hall/Window Frame Clean
18	31/05/2022	Glanvilles	£1,100.00	£220.00	£1,320.00	Dispute with Hollybank, Lith Lane
19	07/06/2022	Screwfix	£6.66	£1.33	£7.99	Parallel Pin Punch Set
20	31/05/2022	SLCC	£30.00	£0.00	£30.00	Chief Officer Membership Fee
21	01/06/2022	SLCC	£120.00	£24.00	£144.00	Chief Officer Qualification Fee
22	07/06/2022	Ultra Pure Windows	£75.00	£0.00	£75.00	Jubilee Hall/Office/Napier Window Clean
23	23/05/2022	Viking	£91.97	£18.39	£110.36	Office Chair
24	19/06/2022	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges: 10 April to 9 May 2022
25	20/06/2022	Horndean PC Employees	£13,652.68	£0.00	£13,652.68	Staff Salaries: June 2022
26	20/06/2022	Alsoils	£50.00	£10.00	£60.00	1 Tonne Top Soil for Five Heads Football Pitch/Play Area
27	15/06/2022	AVS Fencing	£42.45	£8.49	£50.94	4 Green Treated Timber Posts
28	27/05/2022	CIA	£12.50	£2.50	£15.00	Change of Padlock Code Key
29	16/06/2022	Denmead DIY	£30.00	£0.00	£30.00	Attend Jubilee Office to install 3 Drawers to new Desk
30	14/06/2022	Focus	£172.93	£34.59	£207.52	Switchboard, Broadband, Payphone, Alarm - May 2022
31	16/06/2022	Forward Control	£2,200.00	£440.00	£2,640.00	Installed 2 New Cameras and Moved 2 Existing Cameras
32	15/06/2022	Gas Contracting Services Ltd	£211.00	£42.20	£253.20	Remove Sanitary Ware from Jubilee Toilet/Install Outside Tap
33	12/05/2022	IGS Fencing Ltd	£215.00	£43.00	£258.00	Repairs to Storm Damaged Fence in Loxwood Road
34	14/06/2022	Fenland Leisure (Online Playgrounds)	£11.20	£2.24	£13.44	Torx Flange Screws for Play Areas
35	14/06/2022	Fenland Leisure (Online Playgrounds)	£201.60	£40.32	£241.92	Chains, Swingseat, Bolts-Lychgate Play Area
36	10/06/2022	Premier Group Recycling Ltd	£67.50	£13.50	£81.00	Confidential Shredding
37	15/06/2022	SSE (Christmas Tree Lighting)	£28.40	£1.42	£29.82	Christmas 2021 Tree Supply Charges
38	24/06/2022	CAB	£1,000.00	£0.00	£1,000.00	Grant
39	24/06/2022	Holy Trinity Blendworth Church Council	£1,000.00	£0.00	£1,000.00	Grant
40	24/06/2022	Victim Support	£200.00	£0.00	£200.00	Grant
41	30/06/2022	HMRC	£3,979.83	£0.00	£3,979.83	Grant
42	30/06/2022	Hampshire Pension Fund	£4,076.21	£0.00	£4,076.21	PAYE/NI: June 2022
DEBIT CARD		BANK ENTRIES: JUNE 2022				Pensions: June 2022
43	08/06/2022	Hedges Direct	£291.25	£58.25	£349.50	50 Red Column Pyracantha for Jubilee Hedgerow
44	15/06/2022	SafetySigns4Less (Value Products)	£5.95	£1.19	£7.14	First Aid Sign for Drinking Water for Jubilee Outside Tap
45	17/06/2022	Screwfix	£1.91	£0.38	£2.29	1 x 3-Way Services Cabinet Key-Jub Hall Bins
46	15/06/2022	Top Notch	£18.35	£3.67	£22.02	CCTV Sign-Jubilee Play Area
47	27/06/2022	Amazon	£9.57	£1.92	£11.49	4 Industrial Alkaline batteries
TOTAL EXPENDITURE			£32,944.24	£1,652.50	£34,596.74	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS				List 4	18 JULY 2022	BANK ENTRIES: JUNE 2022
Ref	Date	Payee/Payer	Net	VAT	Total	Details
48	various	Regular Hall Users	£1,991.35	£0.00	£1,991.35	Hire of Jubilee Hall - Regular
49	various	Regular Hall Users	£1,960.02	£0.00	£1,960.02	Hire of Napier Hall - Regular
50	various	Casual Hall Users	£110.86	£0.00	£110.86	Hire of Napier Hall - casual
51	various	Casual Hall Users	-£200.00	£0.00	-£200.00	Deposits Refunded
52	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches
53	05/06/2022	East Hampshire District Council	£1,000.00	£0.00	£1,000.00	Grant for Swing at Five Heads Rec Ground
54	30/06/2022	Cambridge & Counties	£225.18	£0.00	£225.18	Bank Interest
55	07/06/2022	Eco Friendships	£89.00	£0.00	£89.00	Funds from Clothes Recycling Bin
TOTAL INCOME			£5,351.41		£5,351.41	

SIGNED:	
SIGNED:	
DATE:	18 JULY 2022

Horndean Parish Council

Bank - Cash and Investment Reconciliation as at 1 July 2022

Confirmed Bank & Investment BalancesBank Statement Balances

30/06/2022	Co-op No 1 acc	155,705.21
31/01/2016	Clydesdale Bank	0.00
31/03/2021	Petty Cash	0.00
30/06/2022	Cambridge & Counties Bank	241,487.00
30/06/2017	Co-op Business Select 14 Day	0.00
30/06/2022	Lloyds Bank Current Account	39,639.50

436,831.71

Other Cash & Bank Balances

0.00

436,831.71

Receipts not on Bank Statement

0.00

Closing Balance

436,831.71

All Cash & Bank Accounts

1	Co-op No. 1 Account	155,705.21
2	Clydesdale Bank Current Account	0.00
3	Petty Cash	0.00
4	Cambridge & Counties Bank	241,487.00
5	Co-op Business Select 14 Day	0.00
6	Lloyds Bank Current Account	39,639.50
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	436,831.71



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 18 July 2022

SUBJECT OF REPORT: Finance Report

General

Since the last Finance Report for the Council Meeting held on the 20th June there are the following items to note.

- A payment of £3,404 was received from East Hampshire District Council on the 19th May 2022. This was the annual grant for the Information Officer.
- A payment of £1,000 was received from East Hampshire District Council on the 5th June. This is a Councillor Grant (Cllr Woodard) to support the costs of a swing at Five Heads Recreation Ground.
- The Quarter 1 (Apr-Jun 2022) VAT reclaim has been sent to HMRC.

Internal Audit Report

The Internal Audit Report for 2021-22 was presented to Council at the previous Council meeting on the 20th June with Recommendation 2 as per the extract below.

Rec. No.	Recommendation	Response
Review of Expenditure and VAT		
R1	Consideration should be given to closure of the Lloyds bank account with the possibility of placing funds in another banking institution where no monthly fee is payable for retaining the funds.	<i>Members have declined to act on this recommendation.</i>
R2	The councillor checking bank reconciliations periodically should, ideally, also be confirming agreement of the month-end cashbook balances, ideally, signing-off the printed month-end Trial Balance accordingly in addition to the bank reconciliations and statements.	<i>Agreed and implemented.</i>

Following feedback from Councillors the Internal Auditor was asked to amend the wording in the report. Here is the revised extract.

Rec. No.	Recommendation	Response
Review of Expenditure and VAT		
R1	Consideration should be given to closure of the Lloyds bank account with the possibility of placing funds in another banking institution where no monthly fee is payable for retaining the funds.	<i>Members have declined to act on this recommendation.</i>
R2	The councillor checking bank reconciliations periodically should, ideally, also be confirming agreement of the month-end cashbook balances, ideally, signing-off the printed month-end Trial Balance accordingly in addition to the bank reconciliations and statements.	<i>Agreed and implemented in part, although members do not consider it necessary to evidence their confirmation of cashbook balances by signing-off the cashbooks or Trial Balance.</i>

Vandalism

The table below lists the direct costs incurred from vandalism since the start of the financial year plus the additional cost of security that has been put in place as a result.

VANDALISM		
EXPENDITURE 2022-23		
Date	£££	Description
27/04/2022	£848.00	Broken Window Replacement -Jubilee Office
05/05/2022	£53.90	Treated Gravel Boards
05/05/2022	£38.78	Fencing
30/05/2022	£38.78	Graffiti Cleaning Equipment
TOTAL	£979.46	
30/06/2022	£600.00	Security Patrols - June 2022
TOTAL	£600.00	
GRAND TOTAL	£1,579.46	

Hall Income

The budget was set at 80% of pre COVID income. The table below has been populated with actual figures for April to June.

Hall		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Napier Hall	BGT	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,943	23,360
	ACT	1,686	2,312	1,983										5,981
	YTD VAR	261	-365	-36	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,947	1,943	
Jubilee Hall	BGT	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	22,320
	ACT	1,680	1,833	1,498										5,011
	YTD VAR	180	27	362	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	1,860	
Combined Halls	BGT	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,803	45,680
	ACT	3,366	4,145	3,481	0	0	0	0	0	0	0	0	0	10,992
	YTD VAR	441	-338	326	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,807	3,803	
	CUM. YTD VAR	441	103	429	4,236	8,043	11,850	15,657	19,464	23,271	27,078	30,885	34,688	
Napier Hall %	BGT %	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	79.8%	
	ACT %	69.3%	95.0%	81.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Jubilee Hall %	BGT %	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	
	ACT %	72.3%	78.8%	64.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Combined Halls %	BGT %	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	79.9%	
	ACT %	70.7%	87.1%	73.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Management Accounts – June 2022

Income & Expenditure

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

Accounts to 30/06/22	YEAR TO DATE INCOME			Notes	YEAR TO DATE EXPENDITURE			Notes
	ACT	BGT	VAR		ACT	BGT	VAR	
Central Costs	199,905	199,852	-53		44,650	44,807	157	
Grants	0	0	0		2,200	2,200	0	
Napier Hall	5,982	5,841	-141		7,267	7,333	66	
Jubilee Hall	5,011	5,580	569		5,540	6,109	569	
Jubilee Hall - Admin	0	0	0		6,348	3,986	-2,362	Security, Vandalism
Countryside Sites	750	750	0		225	249	24	
Amenity Sites	1,525	525	-1,000	Councillor Grant (£1k)	4,302	3,299	-1,003	Play Equipment
Open Spaces	0	0	0		27,137	37,194	10,057	Staff Vacancies (£6.3k)
GRAND TOTAL	213,173	212,548	-625		97,669	105,177	7,508	

Balance Sheet

As can be seen, 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).

Horndean Parish Council Balance Sheet to the end of June 2022		Horndean Parish Council Reserves		JUN	Notes
Current Assets	£££	Represented By :-			
Debtors - Sales Ledger	3,351	General Funds	257,537		
Prepayments	99	IT Equipment EMR	2,500		
Debtors - VAT Control A/C	5,239	Vehicle Replacement EMR	10,000		
Co-op No. 1 Account	155,705	Jubilee Hall Improvements EMR	7,800		
Cambridge & Counties Account	241,487	Napier Hall Improvements EMR	2,000		
Lloyds Bank Current Account	39,640	The Granary Maintenance EMR	2,000		
Total Current Assets	445,521	Lith Avenue/Lane EMR	3,000		
Current Liabilities		Jubilee Hall Project EMR	0		
Creditors	0	New Playground Fund EMR	7,000		
Accruals	8,492	Grounds Equipment EMR	2,500		
Hall Income Deposits	600	Legal Costs EMR	4,000		
Receipts in Advance	91	Election EMR	2,000		
Total Current Liabilities	9,183	Fencing EMR	4,000		
Total Assets Less Current Liabilities	436,338	Tree Maintenance EMR	4,000		
		LychGate Repairs EMR	2,000		
		Community Infrastructure Levy EMR	39,196		Must be spent on CIL projects
		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		

The Management Accounts will be presented in full at the Finance & General Purposes Meeting to be held on 1st August. .

HORNDEAN PARISH COUNCIL**COUNCIL AGENDA****Date: 18 July 2022****AGENDA ITEM: 13**

SUBJECT OF REPORT: To receive a report and consider the quotation in respect of the repairs to play equipment, namely the roundabout at Deep Dell

Background

Following completion of the annual Playground Inspections by ROSPA, during May 2021, in relation to the DDA Roundabout at Deep Dell Play Area, it was noted "There is wear in the bearings, monitor and replace when necessary- item difficult to operate". Prior to this inspection, the bearings were replaced and fitted with new ones in mid-January, 2021, so we were surprised to note, that in the short space of 4 months, the new bearings were already showing some wear.

I went back to the Playground Equipment Manufacturer, who had fitted new bearings in January to confirm the work had originally been done. It was confirmed that new bearings had been fitted. I expressed concern as to the excessive wear to the bearings, in such a short space of time, especially given that the 4 month-period coincided with a Lockdown due to Covid. I requested an Engineer from the Playground Equipment Manufacturer to attend site; and provide us with an update as to what they thought had happened/why the bearings had excessively worn.

An Engineer attended site 4 months after extensive chasing and informed us that the bearings had been worn into the spindle, which is what is causing the movement on the roundabout and unfortunately, even with new bearings being fitted again, would not stop the movement. They recommended we look at alternatives as follows:

1. *Replace the spindle, which involves breaking out old spindle and is costly but you would have to renew the bearings as now they have been on a worn shaft they will not fit snug to a new shaft.*
2. *If we have the budget- Replace the unit, which would be more cost effective in the end.*

I requested a quotation on 10 September 2021, for the spindle and bearings to be replaced. Following numerous emails and phone calls chasing them, I finally received a quotation 8 months later for repair and maintenance works to the DDA Roundabout at Deep Dell Play Area. Details as follows:

- *Strip down item, break out existing spindle, supply & fit new spindle, reassemble roundabout.*
NOTE: We have allowed supply of new bearings for the roundabout as a goodwill gesture.

Total Cost: £2,488.50 + VAT

A second quotation has been received.

UPDATE AS OF 28 JUNE 2022

New Roundabout: [Integration carousel Basis Ø 175 \(eibe.co.uk\)](https://www.eibe.co.uk/) – picture included.

Equipment: £5,253 + 10% Discount (£4727.70)

Installation: £6,500

10% Delivery: £525

Totals: £11,752.70

- *2 days required*
- *We would need to remove fence panel for access*
- *Includes wetpour repair around equipment*
- *Includes plant hire, muck away + telehandler*

Repair Existing Bearing and Spindle

Bearings, Spindle and puller: £1,450

Installation: £3,200

Delivery: £150

Totals £4,800

- *1.5 day install*

Repair Existing Bearing and Puller

Bearings and puller: £580

Installation: £1,800

Delivery: £20

Totals: £2,500

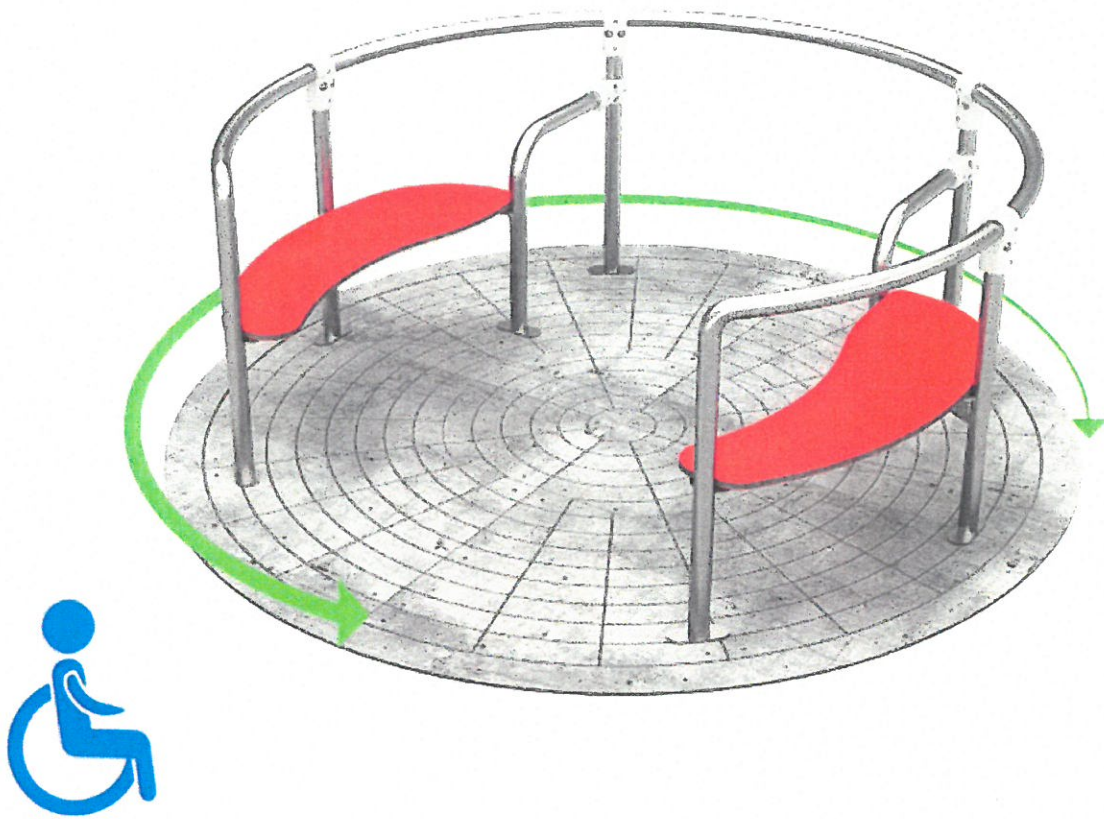
- *day install – minor works*

Recommendation

Council may wish to consider the repair of the roundabout, as per the quotations received, alternatively they may wish to consider replacing the existing roundabout with a new one.

Report prepared by: Sarah Guy

New Roundabout



HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 18 July 2022

AGENDA ITEM: 15

SUBJECT OF REPORT: To receive the recommendation from the Staff Committee on the 27 June 2022, in respect of the Alcohol and Substance Misuse Policy

SC 005/22/23

TO RECEIVE AND CONSIDER THE DRAFT ALCOHOL AND SUBSTANCE MISUSE POLICY

The draft policy prepared by HALC was circulated to Members, a discussion took place, and it was agreed to delete the fourth paragraph including the bullet points. It was **RESOLVED** to recommend the Policy to Council.



HORNDEAN PARISH COUNCIL

Alcohol and Substance Misuse Policy

The Council is committed to ensuring the health, safety and welfare of its employees, officers and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees, officers and all persons coming onto the Council's premises and land.

The Council will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of all work activities undertaken by the Council (in particular any safety critical operations) to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees and, where relevant, contractors, customers and the public.

The Council prohibits the drinking of alcohol by employees, officers and contractors at any time in the workplace or on Council business.

The Council will take all reasonable steps to prevent employees, officers and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse. This could include suspension from the workplace and disciplinary action.

The Council expressly prohibits the use of any illegal drugs (including psychoactive substances, including those formerly known as "legal highs") or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess with intent to supply psychoactive substances. If any such incidents take place on Council premises, in Council vehicles or at a Council function, they will be regarded as serious, will be investigated by the Council, and may lead to disciplinary action and possible reporting to the police.

No employee or other person under the Council's control shall, in connection with any work-related activity:

- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render them unfit and/or unsafe for work;
- consume or be under the influence of drugs or alcohol while on duty [unless, in the case of alcohol, with the agreement of line management/officers for the purposes of official Council entertaining];
- store drugs or alcohol in personal areas such as lockers and desk drawers; or
- attempt to sell or give drugs or alcohol to any other employee or other person on the Council premises.

Employees must inform their manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and the Council will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence.

Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA**Date: 18 July 2022****AGENDA ITEM: 16**

SUBJECT OF REPORT: To receive the recommendation from the Staff Committee on the 27 June 2022, in respect of the revised Job Description/Person Specification – Estate Warden

SC 006/22/23

**TO RECEIVE AND REVIEW THE JOB DESCRIPTION/PERSON
SPECIFICATION IN RESPECT OF THE POSITION OF ESTATE
WARDEN**

A draft document was circulated, a discussion took place, and it was **RESOLVED** that the revised documents be recommended to Council. Additionally, the advertisement could include the option for the position to be offered as a 'job share'. A salary review to be scheduled in due course.



HORNDEAN PARISH COUNCIL

Estate Warden

Responsible to: Grounds Manager

Job Description

Overall Purpose of the job:

To undertake duties relating the daily management and maintenance of Parish Council sites. The Parish Council is responsible for managing and maintaining 60 hectares of public land serving a population of 13,000 residents. Sites include woodlands, heathland, chalk downland, ponds, parks, play areas, rec grounds, community halls and other local open spaces.

About the role/main responsibilities

- Undertake a range of activities across all Parish owned sites including general maintenance such as mowing, strimming, infrastructure repairs, minor tree works, managing shrub and flower beds, co-ordinating with our weekly conservation volunteer group, site inspections, litter picking and bin emptying.
- Able to deal with enquiries and health and safety issues as they arise.
- Make sure our sites are clean and all facilities are kept in a safe useable condition.
- Assist with conservation tasks including seasonal grazing, heathland and woodland improvement works, downland management, invasive species control.
- Carry out all duties with an awareness and understanding of safety requirements.

Other responsibilities include:

- To represent the Parish Council in all areas of its open space provisions, as required, to the highest possible standard.
- To take responsibility for site presentation to a high standard, through litter picking, cleaning of signage and repair of defective structures onsite. Facilitating visitor access, helping with general enquiries and protecting assets from theft or damage.
- Carry out day to day practical site management and maintenance in order to comply with site management plans aims and objectives.
- To maintain Parish Council infrastructure and outdoor furniture, (fences, boardwalks, notice boards, seats, etc.) ensuring that they are kept clean, tidy and in a good state of repair.
- Ensure sites are inspected at regular intervals, for security reasons, and to ensure all appropriate safety checks are undertaken, all in order to ensure safe and well managed sites.
- To maintain records, inventories and safety inspections for tools and equipment to comply with health and safety.
- To ensure that all Horndean Parish Council vehicles and machinery are maintained, to undertake vehicle checks. Working Procedures and good Health and Safety Practice

- To recognise and be aware of the requirements of the Health and Safety at Work act as well as Fire and Safety regulations and ensure that these are observed and regularly carried out.
- To maintain routine paperwork and records in accordance with council policy. This will include check on vehicles, machinery and premises, as well as the daily task management system.
- To maintain tools, vehicles and machinery to a high standard.
- To be prepared to undertake physically demanding manual labour and work outside in adverse weather conditions.

The hours of work for contractual purposes are 37 hours per week. Working hours are 08:30 to 16:30 Monday to Thursday 08:30 to 16:00 on a Friday.

Evening and weekend working is occasionally required (2-3 occasions per year) for which compensatory time off will be given.

This job description is not a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified the Estate Warden will also be required to undertake any other duties commensurate with the status of the post. The Estate Warden will be required to pursue a programme of continuous professional development