



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD
ON MONDAY 03 OCTOBER 2022 at 7.00 P.M. IN JUBILEE
HALL

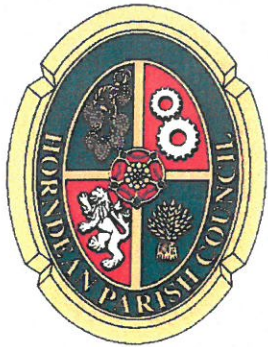
Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

27 September 2022

AGENDA

1. To receive and approve apologies for absence.
2. ***Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.***
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council Matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. ***To open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.***
6. To approve the Minutes of the Council Meeting held on the 05 September 2022.
7. To receive and approve the Orders for Payment (List 6 attached).
8. To receive and note the monthly finance report.
9. To receive and note the External Auditor Report for the year ended 2021/22.
10. To receive a report and consider the update provided from the Hampshire LGPS in respect of the option arising to opt in/out of the TPC pension pool.
11. To receive and consider the request to place a Platinum Jubilee Time Capsule, and bench within Old School Field, Catherington.
12. To consider the proposed 10% increase in respect of hall and football pitch hire charges.
13. To receive an update in respect of the tendering process/project and contract management, of the replacement play equipment at Five Heads Recreation Ground
14. To receive and consider the additional information received in respect of the independent staff salary review, and agree the way forward.
15. To receive and consider signing up to the Civility and Respect Pledge.
16. To note the next scheduled meeting of the Council on the 07 November 2022.



HORNDEAN PARISH COUNCIL *Item 6*

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 5TH SEPTEMBER 2022 AT 7.00 P.M.

PRESENT: Councillors Mrs L Evans (Chairman), D Alexander, T Attlee, D Evans, S Freeman, J Lay, P Little, D Prosser, B Raymond, R Veitch, Mrs I Weeks

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker) & Simon Ritson, Responsible Finance Officer.

PUBLIC ATTENDANCE: No members of the public were present.

HPC 106/22/23 TO RECEIVE AND APPROVE APOLOGIES

Apologies were received from Cllr Beck, Cllr Forbes and Cllr Mrs E Tickell.

HPC 107/22/23 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

HPC 108/22/23 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS

No update received.

HPC 109/22/23 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS

No update received.

A discussion took place regarding the bottle bank not being emptied in the HPC owned Car Park at Clanfield. It was agreed that photos would be sent into the office so enquiries could be made.

HPC 110/22/23 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

No members of the public were present.

HPC 111/22/23 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 15 AUGUST 2022

It was **RESOLVED** that the minutes of the Council meeting held on 15 August 2022 be signed as a true record of the meeting. All agreed.

HPC 112/22/23 TO RECEIVE A REPORT AND CONSIDER THE OPTION TO OPT-OUT OF THE SMALLER AUTHORITIES AUDIT (SAAA) ARRANGEMENTS – CENTRAL PROCUREMENT EXTERNAL AUDITOR SCHEME.

A report by the RFO was circulated and it was **RESOLVED** to remain 'opted-in' to the central procurement audit regime managed by SAAA.

HPC 113/22/23 TO CONSIDER THE FUTURE FUNDING IN RESPECT OF THE ONGOING ENGAGEMENT OF A SECURITY COMPANY TO UNDERTAKE DAILY PATROLS

A verbal update was provided by the Chief Officer. She said that the ASB appeared to have decreased and suggested that Council may wish to consider continuing with the engagement of the security company until the end of the month with the view to reinstating next summer.

It was **RESOLVED** that the security company continue their daily patrols until the end of September. This was proposed by Cllr Veitch and seconded by Cllr D Evans.

HPC 114/22/23 TO RECEIVE AND CONSIDER THE QUOTATION RECEIVED IN RESPECT OF THE POTENTIAL CIL PROJECT – HAZLETON COMMON FOOTPATH IMPROVEMENTS, AND AGREE THE WAY FORWARD

A report by the Chief Officer was circulated and a discussion took place. It was **RESOLVED** to

- Proceed with the footpath improvements at Hazleton Common as per the work tendered for, at a total cost of £13,247.
- Fund the project using the CIL Neighbourhood Portion.
- Incorporate the additional section of footpath in the improvement works, on the proviso that the total cost doesn't exceed £15,000.

This was proposed by Cllr Lay and seconded by Cllr Veitch. All agreed.

HPC 115/22/23 TO RECEIVE AND CONSIDER THE QUOTATIONS RECEIVED IN RESPECT OF THE TENDERING PROCESS/PROJECT AND CONTRACT MANAGEMENT, OF THE REPLACEMENT PLAY EQUIPMENT AT FIVE HEADS RECREATION GROUND

A report by the Chief Officer and Cllrs Mrs Tickell and Little were circulated and a lengthy discussion took place.

There were concerns regarding the contract management of the project, with some Cllrs preferring the option to employ an external provider.

A vote was taken and 4 members voted for employing an external provider to undertake the Contract Management, with 5 members voting against employing an external provider, instead opting for Horndean Parish Council to undertake the Contract Management of the project.

It was **RESOLVED** that

- Horndean Parish Council undertake the Contract Management in relation to the replacement play equipment at Five Heads Recreation Ground.
- A working Party be set up to proceed with the procurement, tendering and evaluation process, consisting of the Chief Officer, Cllrs Mrs E Tickell, P Little, R Veitch and J Lay.

HPC 116/22/23

**TO RECEIVE AND CONSIDER THE QUOTATIONS RECEIVED IN RESPECT OF
THE INDEPENDENT STAFF SALARY REVIEW**

A report by the Chief Officer was circulated. The Chairman confirmed that Staff were no longer under the NJC Local Government pay scheme, but said pay increments were managed partly by way of performance and cost of living.

It was **RESOLVED** that the Chief Officer obtain clarification as to the manner in which the review would be undertaken and the total cost.

HPC 117/22/23

**TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE
03 OCTOBER 2022**

The next scheduled meeting of the Council is noted as 03 October 2022. This meeting will be held in Jubilee Hall.

Meeting closed at 20:23pm

.....
Signed - The Chairman

.....
Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			List 6	03 OCTOBER 2022		BANK ENTRIES: AUGUST 2022
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS			BANK ENTRIES: AUGUST 2022			
1	13/07/2022	UK Debt Management Office	£13,265.33	£0.00	£13,265.33	Loan Repayment (part 3 of 50)
2	01/08/2022	Fuelgenie	£105.84	£21.17	£127.01	Fuel: July 2022
3	08/08/2022	British Gas Lite 156695	£14.28	£0.71	£14.99	Napier Gas: 4 July - 2 Aug
4	08/08/2022	British Gas Lite 154660	£418.96	£83.79	£502.75	Jubilee Hall Electric: 11 July - 8 Aug
5	11/08/2022	Vodafone	£173.70	£34.74	£208.44	Mobiles: Aug 2022
6	28/07/2022	Veolia	£4.40	£0.88	£5.28	Surcharge Fuel - June
7	31/07/2022	Veolia	£207.22	£41.44	£248.66	Waste Collection: July 2022
8	14/08/2022	British Gas Lite -242787	£57.30	£2.86	£60.16	Napier Electric: 11 July - 11 Aug
B.A.C.S.			BANK ENTRIES: AUGUST 2022			
9	29/07/2022	Ardvark Supplies	£206.04	£41.22	£247.26	Janitorial Supplies
10	06/06/2022	Cartridge Save	£36.86	£7.37	£44.23	Yellow Toner Cartridge
11	22/07/2022	Denmead DIY	£60.00	£0.00	£60.00	Check Guttering at Jubilee/Adjust Skylight & Door Handle at Napier
12	18/07/2022	Goldcrest	£420.00	£84.00	£504.00	Mobile Patrols: 4/7/22 - 18/7/22
13	31/07/2022	Goldcrest	£490.00	£98.00	£588.00	Mobile Patrols: 18/7/22 - 1/8/22
14	27/07/2022	Hampshire County Council	£171.28	£34.26	£205.54	8 Boxes A4 White Paper
15	02/08/2022	J F Goodwillie Ltd	£89.98	£18.00	£107.98	2 x Softwood Sleepers for Jubilee Play Area Repairs
16	24/06/2022	Microsoft	£1,620.00	£324.00	£1,944.00	Online Services: 24/6/21 - 23/6/22
17	26/07/2022	Online Playgrounds (Fenland)	£54.22	£10.84	£65.06	2 x Maintenance Keys for Lychgate Play Area
18	20/07/2022	SLCC	£195.00	£39.00	£234.00	Training: Managing Cyber Security Event
19	01/08/2022	Staff Expenses	£21.23	£0.00	£21.23	Expenses: July 2022
20	22/07/2022	Ultra Pure Window Cleaning	£175.00	£0.00	£175.00	Window Cleaning: Jubilee Hall, Napier Hall, Office
21	04/07/2022	Viking	£26.76	£5.35	£32.11	Mousepad, Post It Notes
22	01/08/2022	VisionICT	£231.13	£46.23	£277.36	Website Hosting & Support - Oct 22 to Sept 23
23	08/08/2022	Denmead DIY	£110.00	£0.00	£110.00	Replace Taps/Electrical Socket at Napier/ Repair Carpet Strip
24	28/07/2022	Green Fox	£589.58	£117.91	£707.49	Monthly Cleaning in Jubilee Hall
25	22/07/2022	Hampshire Assoc of Local Councils	£20.00	£4.00	£24.00	Chairs Networking Event- Clirs Freeman and Attlee
26	05/08/2022	PPL/PRS	£1,494.52	£298.91	£1,793.43	Annual Music Licence for Napier and Jubilee Halls
27	03/08/2022	Screwfix	£54.98	£11.00	£65.98	Padlocks for Napier Car Park Chain
28	19/08/2022	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges 10 June - 9 July
29	10/08/2022	Focus	£183.73	£36.75	£220.48	Switchboard, Broadband, Payphone, Alarm - July 2022
30	12/08/2022	Screwfix	£87.47	£17.49	£104.96	Fencing - Hollybank Temporary Fence
31	09/08/2022	Screwfix	£7.49	£1.50	£8.99	SOM Tape Measure
32	11/08/2022	Steven Rogers Landscapes	£860.00	£172.00	£1,032.00	Path Repairs in Yoells Copse
33	19/08/2022	Horndean PC Employees	£13,799.70	£0.00	£13,799.70	Staff Salaries: August 2022
34	18/08/2022	1st Horndean Scout Group	£500.00	£0.00	£500.00	Grant
35	18/08/2022	All Saints Church	£1,000.00	£0.00	£1,000.00	Grant
36	16/08/2022	Glanvilles	£200.00	£40.00	£240.00	Professional Charges- Ongoing Dispute
37	15/08/2022	Goldcrest	£490.00	£98.00	£588.00	Mobile Patrols: 1/8/22-15/8/22
38	15/08/2022	Initial	£135.66	£27.13	£162.79	Napier Hall Waste Collection: 1/9/22-30/11/22
39	11/08/2022	JM Decorating	£320.00	£0.00	£320.00	Decorate Stationery Cupboard
40	31/08/2022	HMRC	£3,682.74	£0.00	£3,682.74	PAYE/NI: August 2022
	31/08/2022	Hampshire Pension Fund	£4,356.19	£0.00	£4,356.19	Pensions: August 2022
DEBIT CARD			BANK ENTRIES: AUGUST 2022			
41	08/08/2022	Land Registry	£12.00	£0.00	£12.00	Search Re: Land lying to West of Wessex Rd/17-47 First Ave
42	11/08/2022	Amazon	£9.56	£1.91	£11.47	Batteries for Dorgards (Fire Doors) in Jubilee Office
TOTAL EXPENDITURE			£45,965.15	£1,720.46	£47,685.61	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			List 6	03 OCTOBER 2022		BANK ENTRIES: AUGUST 2022
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS			BANK ENTRIES: AUGUST 2022			
43	various	Regular Hall Users	£1,552.27	£0.00	£1,552.27	Hire of Jubilee Hall - Regular
44	various	Regular Hall Users	£1,949.34	£0.00	£1,949.34	Hire of Napier Hall - Regular
45	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches
46	31/08/2022	Cambridge & Counties	£353.44	£0.00	£353.44	Bank Interest
TOTAL INCOME			£4,030.05		£4,030.05	

SIGNED:	
SIGNED:	
DATE:	03 OCTOBER 2022



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 03 OCTOBER 2022

SUBJECT OF REPORT: Finance Report

General

The second part of the precept (£195,909) for the period October-March has been received.

Budget 2023-24

The budget workshop took place on Monday 26th September and the discussions that took place will result in an updated version being presented to the Finance & General Purposes Meeting on Monday 17th October, with an update for Full Council on Monday 7th November.

Hall Income

The budget was set at 80% of pre COVID income. The table below has been populated with actual figures for April to August. As can be seen, the August figure is considerably lower, as it often is, and the cumulative percentage has fallen under 75%.

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	2,189	1,417								9,587
	YTD VAR	261	-365	-36	-242	530	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	1,552	1,443								8,006
	YTD VAR	180	27	362	308	417	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	3,741	2,860	0	0	0	0	0	0	0	17,593
	YTD VAR	441	-338	326	66	947	3,807	3,807	3,807	3,807	3,807	3,807	3,803	
	CUM. YTD VAR	441	103	429	495	1,442	5,249	9,056	12,863	16,670	20,477	24,284	28,087	
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%	90.0%	58.2%	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%	66.8%	62.1%	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%	78.6%	60.1%								
	CUM. ACT%	70.7%	78.9%	77.0%	77.4%	73.9%								

Management Accounts – August 2022

Income & Expenditure

The August accounts have been closed and the summary income and expenditure, following adjustments to Earmarked reserves, can be seen below.

Income is showing a virtual breakeven and expenditure is showing a £4.2k favourable variance. However, it should be noted that the vacancies in the Countryside team are contributing a favourable variance of £10.5k.

The main areas of overspending are on Security (Jubilee Field), Professional Fees (Solicitors), and Play Equipment repair. The latter two have corresponding Earmarked Reserves that could be utilised. The Quarter 2 accounts (April-September) will be reviewed in detail at the next Finance & General Purposes Meeting.

Accounts to 31/08/22	YEAR TO DATE INCOME			Notes	YEAR TO DATE EXPENDITURE			Notes
	ACT	BGT	VAR		ACT	BGT	VAR	
Central Costs	200,523	200,212	-311		78,390	73,645	-4,745	Professional Fees (£4.7k)
Grants	0	0	0		3,700	3,700	0	
Napier Hall	9,587	9,735	148		10,945	10,955	10	
Jubilee Hall	8,007	9,300	1,293		8,403	9,570	1,167	
Jubilee Hall - Admin	0	0	0		23,272	18,450	-4,822	Security (£2.6k)
Countryside Sites	2,239	2,250	11		1,093	415	-678	
Amenity Sites	1,875	875	-1,000	Councillor Grant (£1k)	7,615	4,667	-2,948	Play Equipment (£2.9k)
Open Spaces	0	0	0		44,774	60,982	16,208	Staff Vacancies (£10.5k)
GRAND TOTAL	222,231	222,372	141		178,192	182,385	4,193	

Balance Sheet

As can be seen, General Reserves stood at £186.1k, of which £144.0k were brought forward funds from 2021-22 with a further £178.8k in Earmarked Reserves (EMR).

Although it should be noted that £39.2k is ring fenced for CIL projects and a further £79.9k for Future Developments, leaving £59.7k in free reserves.

Horndean Parish Council Balance Sheet to the end of August 2022		Horndean Parish Council Reserves		JUL	Notes
Current Assets	£££	Represented By :-			
Debtors - Sales Ledger	2,846	General Funds	186,076		
Prepayments	51	IT Equipment EMR	2,500		
Debtors - VAT Control A/C	4,086	Vehicle Replacement EMR	10,000		
Co-op No. 1 Account	85,661	Jubilee Hall Improvements EMR	7,800		
Cambridge & Counties Account	242,105	Napier Hall Improvements EMR	2,000		
Lloyds Bank Current Account	39,626	The Granary Maintenance EMR	2,000		
Total Current Assets	374,375	Lith Avenue/Lane EMR	3,000		
Current Liabilities		Jubilee Hall Project EMR	0		
Creditors	0	New Playground Fund EMR	7,000		
Accruals	9,037	Grounds Equipment EMR	2,500		
Hall Income Deposits	400	Legal Costs EMR	4,000		
Receipts in Advance	61	Election EMR	2,000		
Total Current Liabilities	9,498	Fencing EMR	4,000		
Total Assets Less Current Liabilities	364,877	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	364,877		

Year End Forecast

As at the end of August, the year to date small favourable variance is forecast to continue to year end. This is based on

- the staff vacancies being filled by December
- hall income to remain at broadly the level it has been for the first five months
- security to be discontinued at the end of September and not restarted during the financial year
- expenditure on legal fees and play equipment to return to a lower level.

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 and the one off cost of the installation of the new cameras.

VANDALISM		
EXPENDITURE 2022-23		
Month	£££	Description
May	£848.00	Broken Window Replacement -Jubilee Office
May	£53.90	Treated Gravel Boards
June	£38.78	Fencing
June	£38.78	Graffiti Cleaning Equipment
July	£20.85	Rails-Vandalised Picnic Bench
TOTAL	£1,000.31	
Apr-Aug	£2,910.00	Security Patrols - June-August 2022
TOTAL	£2,910.00	
June	£2,200.00	Installation of Cameras
TOTAL	£2,200.00	
GRAND TOTAL	£5,110.00	

Report Prepared by Simon Ritson, Responsible Finance Officer, September 26th 2022

Item 9



Mr Simon Riston
 Horndean Parish Council
 Horndean Parish Council
 Tyfield House
 Blendworth Lane
 Horndean
 Hampshire
 PO8 0AA

DDI:

+44 (0)20 7516 2200

Email:

sba@pkf-l.com

Date:

14 September 2022

Our Ref:

HA0136

SAAA Ref:

SB04465

Horndean Parish Council**Completion of the limited assurance review for the year ended 31 March 2022**

Dear Mr Ritson

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Horndean Parish Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.
Please include the reference HA0136 or Horndean Parish Council as a reference when paying by BACS.

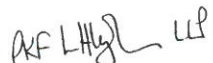
Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Horndean Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Horndean Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Horndean Parish Council on application to:</p> <p>(a) <u>SIMON RITSON</u> <u>RESPONSIBLE FINANCE OFFICER</u> <u>JUBILEE HALL</u> <u>CROUCH LANE. HORNDEAN. PO8 9SU</u></p> <p>(b) <u>MONDAY 1000-1600</u> <u>THURSDAY 1000-1300</u></p> <p>3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>SIMON RITSON</u></p> <p>Date of announcement: (e) <u>15-SEPTEMBER-2022</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

HORNDEAN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/06/2022

and recorded as minute reference:

HPC 049/22/23

<http://www.horndeanpc-hants.gov.uk/>

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2021/22 for

HORNDEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	408,785	332,418	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	381,541	380,265	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	556,346	79,591	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	288,406	259,484	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	13,265	26,531	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	712,583	183,435	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	332,418	322,824	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	325,250	316,671	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,850,633	1,861,426	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	492,585	477,493	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

S. Pitts

Date

24/06/2022

20 M 88

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2022

20 M 88

as recorded in minute reference:

HPC 049/22/23

Signed by Chairman of the meeting where the Accounting Statements were approved

M 88

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Horndean Parish Council – HA0136

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

13/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 3 October 2022

SUBJECT OF REPORT: Hampshire Pension Fund: Option to opt out of the Town & Parish Council pool.

Background

Historically the Hampshire Pension Fund (HPF) grouped employers together for funding purposes with each employer in the group paying a common rate. At the 2019 valuation, the scheduled body group was disbanded and instead all long-term secure scheduled body employers were given their own contribution rate. Town and Parish Councils tend to have a very small employee membership and the Actuary advised that their contributions could be **very** variable over time if they all had their own individually assessed contribution rate. It was therefore decided to put in place a Town and Parish Councils (TPC) group such that these relatively small employers could continue to benefit from sharing funding costs/risks with a wider pool. This will help keep contributions for TPCs more stable, which is one of the key objectives of our funding strategy.

This was a significant change to the way in which employer contribution rates were calculated and HPF committed to providing TPCs with an option to leave the group and instead have their own rate calculated. **No TPC took up this option at the 2019 valuation.**

Timetable for 2022 valuation

Whilst the default is that TPCs will be grouped in the actuarial valuation, the current Funding Strategy Statement (FSS) states that TPCs do not have to remain in the Group and will be given an opportunity in each valuation cycle to leave the Group and have an individual rate calculated. The individual rate will not be calculated for a TPC unless the irrevocable decision to leave the Group is taken – this is to ensure that the decision is being taken on principle and is not swayed by a short term view of contribution rates.

Following feedback in 2019, HPF has agreed with the Fund Actuary that TPCs will be able to make their decision on remaining in the Group after receiving the Group contribution result for the 2022 valuation in the Autumn. It is the intention that the group result (in terms of employer contributions from 1 April 2023 to 31 March 2026) will not be recalculated should any individual TPCs leave at this valuation, although this will need to be kept under review.

The 2022 valuation timetable is set out below.

Date	Event
12 Oct 2022 – am	Annual Employer Meeting for all employers
12 Oct 2022 – pm	TPC session with Fund Actuary
4 Nov 2022	Deadline for Fund Actuary to provide draft TPC group contribution rate
2 Dec 2022	Deadline for TPC to notify us if you wish to leave the TPC Group
31 Dec 2022	Confirmation of employer contribution rate for TPC group/individual TPC rates

Timetable for 2022 valuation

Whilst the default is that TPCs will be grouped in the actuarial valuation, the current Funding Strategy Statement (FSS) states that TPCs do not have to remain in the Group and will be given an opportunity in each valuation cycle to leave the Group and have an individual rate calculated. The individual rate will not be calculated for a TPC unless the irrevocable decision to leave the Group is taken – this is to ensure that the decision is being taken on principle and is not swayed by a short term view of contribution rates.

Following feedback in 2019, HPF has agreed with the Fund Actuary that TPCs will be able to make their decision on remaining in the Group after receiving the Group contribution result for the 2022 valuation in the Autumn. It is the intention that the group result (in terms of employer contributions from 1 April 2023 to 31 March 2026) will not be recalculated should any individual TPCs leave at this valuation, although this will need to be kept under review.

The 2022 valuation timetable is set out below.

Date	Event
24 August 2022	This email to TPCs with outline timetable for valuation
12 October 2022 – am	AEM for all employers
12 October 2022 – pm	TPC session with Fund Actuary
4 November 2022	Deadline for Fund Actuary to provide draft TPC group contribution rate
2 December 2022	Deadline for TPC to notify us if you wish to leave the TPC Group
31 December 2022	Confirmation of employer contribution rate for TPC group and any individual TPC rates

Carla Baverstock-Jones

Subject:

FW: FW: Catherington Village Time Capsule

Dear Lyn and Carla

Matt was very helpful in our discussions about burying a Time Capsule in honour of the Queen's Jubilee adjacent to the Old Granary. However, he pointed out that the cable to the Electricity Sub-Station directly behind the Granary appears to run under that area to the left of the Granary. Given our increasing reliance on electricity in the coming 70 years, it is very likely the ground would need to be disturbed. And this could be the case almost anywhere in Catherington.

We wondered if Catherington Village Residents Association could be permitted to put the "Capsule" inside the Granary secured to the floor? Because the building is so close to the road it is not possible to put steps in place to allow public access, so no one is ever allowed in there. Depending on the volume of contents, we are contemplating obtaining a small metal Security Box which could be painted in sympathetic colours.

You will remember that we are contemplating finding 70 items representing the years of the Queen's reign (e.g. a coronation crown coin, a "kipper" tie, a wind up wristwatch, an old mobile 'phone please feel free to add your suggestions) so they will not be of great value. We would probably put a list of the items on the outside with a note that the box should be opened in 2092.

The Lord Lieutenant is happy to preside at the occasion and has suggested some dates in October - we would obviously hope that you will be able to be there to represent the Parish Council - and we would invite some children from the schools in the hope that some of them might be alive in 2092 when the box is unlocked.

I do hope the Council will be able to give their permission?

Many thanks

Adrian

(Ven Adrian Harbidge, Hon Sec. CVRA)



Click to open expanded view

42 Litre 7042 Plastic Waterproof Airtight Watertight Storage Keg Drum Barrel - UN Approved Open Top Wide Mouth Jar - Food Liquid Oil Storage - Kayak Caving Canoeing Watersports Time Capsule

Brand: Curtec

★★★★★ 4 ratings

£60⁴⁵

Get £5 extra when you top up £60. *Terms and conditions apply. [Learn more](#)

- 41.5 Litre UN Approved Airtight Storage Keg Drum
- Air and watertight through use of O-Ring rubber gasket and screw top lid
- Manufactured from HDPE - Food Grade Material suitable for food applications
- Height 416mm x Diameter 410mm - Opening 282mm - Weight 2.4 kg
- Ideal for Water related activities such as Storage Barrels / Darren Drums, Kayak, Canoe, Water Sports, Boating, Yachting, Storage Barrels, Darren Drums, Caving, Outdoor Activities, Food and Chemical Storage, Time Capsules etc.

Specifications for this item

Brand Name	Curtec
Colour	White Base/Red Lid
Ean	3668520002170
Item Volume	41.50 litres
Item Weight	2.40 kilograms
Material	HDPE
Model Number	7042

- Smoking
Shelters
- Indoor & Outdoor
Furniture
- Cycle Shelters &
Storage
- Facilities
Management
- Shelters, Walkways &
Canopies
- New
Products
- Cigarette
Bins

Home » Indoor & Outdoor Furniture » Benches & Seating » Recycled Plastic Seating » Park Seat With Back



Park Seat With Back

As Low As **£345.00**

Description	Specifications	Configuration
	<ul style="list-style-type: none">• Built to last and completely maintenance free• Manufactured from 100% recycled plastic• Does not splint or splinter & resistant to insect• Made to withstand harsh weather conditions not rot• Strong, durable and wear resistant• Resistant to the elements and chemicals• Will not break, <u>even in extremely hot or cold</u>	

Carla Baverstock-Jones

Subject:

FW: Bench Info

From: Matthew Madill**Sent:** 20 September 2022 15:02**To:** Carla Baverstock-Jones <Carla.baverstock-jones@horndeanpc-hants.gov.uk>**Subject:** Bench Info

Just looking at benches to recommend to the CVRA as a possible bench. This is a recycled furniture type bench we purchase for Jubilee Hall earlier this year. Would this be suitable for Old School Field over the Time Capsule?

Price has gone up a little since we purchase one – now £580 + Vat but in keepin with our urban benches.

HR Team (Hampshire Association of Local Councils Member Area)

7 MAY 2022 10:51:03

Hello Carla

The review will be undertaken using the individuals job descriptions in order to determine the level/type of work they undertake and their responsibilities. This will then be measured against similar roles in the local area to ensure your roles are either being paid correctly or to recommend competitive local market rates for the council to consider whether they are able to increase the rates.

I hope this covers what you need but do let me know if you need anymore information or have any questions.

Kind Regards
Sharon

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA**05 September 2022****AGENDA ITEM:****SUBJECT OF REPORT: Staff Salary Review****BACKGROUND**

At the meeting of the Council on the 18 July 2022, it was agreed to undertake a review of staff salaries, and for quotations to be sought.

A similar review was completed in 2013, and more recently, the internal auditor recommended a further review.

The recruitment for an Estate Warden as proved unsuccessful, albeit this can be contributed to many factors, the starting salary appears to fall within the lowest range for comparable roles.

In order to address the discrepancy, salaries across all staff need to be independently evaluated.

Members may wish to consider the below quotations:

Quotation 1: To undertake a review of each job role and recommend salaries for each - £500

Quotation 2: To undertake a review of each job role (excluding the Countryside Team) - £2010.

Quotation 3: To undertake a review of each job role £2600 - £3900.

RECOMMENDATION

Members may wish to consider the depth of information required, as there are significant variances between the above quotations. This is due to the manner in which the details are obtained, ranging from interviewing staff individually, to a paper exercise of analysing job descriptions.

It is of note that the review will provide recommendations as to informal pay grades, which can provide Council with guidance as to the financial worth of a role. This may be of assistance when considering performance related salary increases, as there needs to be a ceiling commensurate with the role.

Report prepared by:



Carla Baverstock-Jones
Chief Officer

Report

Carla Baverstock-Jones

Subject:

FW: Hampshire ALC - Request updated



HR Team (Hampshire Association of Local Councils Member Area)

Hello Carla

I hope you are well. Apologies for the delay in getting back to you.

To undertake a review of each job role using the current job descriptions to understand the roles and responsibilities and to provide recommendations for salaries for each role will be £500.

I do hope you find this of interest to you. If you have any questions or need anything else please let me know.

I look forward to hearing from you.

Kind Regards

Sharon



Civility & Respect For the local council sector

- IS top of the
agenda

Definition of civility & respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



**Civility &
Respect**

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

For more information about how
to get involved, visit:

www.nalc.gov.uk or www.slcc.co.uk

Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.



How will this culture change be achieved?

- ✓ Council signs up to Civility & Respect Pledge
- ✓ Undertake recommended training for clerks, councillors and chairpersons
- ✓ Good employment practices
- ✓ Good governance
- ✓ Continued lobbying for change in legislation (including sanctions)
- ✓ Dignity at work policy
- ✓ Seek professional help at early stages of problem
- ✓ Learning from best practice
- ✓ Being a role model/champion council (Local Council Award Scheme)
- ✓ Calling out bullying and harassment when it happens



The Civility and Respect Project is an ongoing and evolving project committed to improving standards for all involved in local councils.



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

WE INVITE COUNCILS TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE



Unfortunately, as we know only too well in our sector there is, and has, been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge.

Visit our dedicated webpages for more information -

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

CIVILITY AND RESPECT TRAINING

Our project team has worked with key partners across the sector to create a brand-new series of virtual workshops designed to address many of the civility and respect issues our sector is facing. We are delighted to share the first range of this training with you. The cost for attendance is supplemented by the project until Dec 2022, and the prices advertised are 50% of the usual delegate fees.

Breakthrough Communication are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.

Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.



**BREAKTHROUGH
COMMUNICATION**
SPECIALIST TRAINING FOR LOCAL COUNCILS
AND COMMUNITIES

There are separate packages for officers and councillors, to book your place visit www.breakthroughcomms.co.uk/civility-respect/

****[Resilience and Emotional Intelligence - What it means in practice for clerks and council officers](#)****

Delegate fee: £30

Develop a better understanding of where our behaviour comes from, what resilience means for us in the context of our different local council roles, and explore role-focused scenarios. Take away strategies to manage and deal with different situations effectively, including a useful resource pack for building your own resilience and emotional intelligence.

****[Leadership in Challenging Situations - Dealing with challenging situations & working with others effectively](#)**** *Delegate fee: £30*

Explore how to deal with a range of role-focused challenging situations and how we can work with others more effectively. Consider different leadership styles and approaches in the context of your role, which styles we personally 'default' to and how to lead effectively for different situations. We'll also consider how to build, support, and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Delegate fee: £30

Explore different methods and strategies for dealing with negative attacks on social media and methods to keep control of social media output. We will consider how we come across on social media as councils and individuals, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media, depending on our role. For councillors, there are suggested dos and don'ts and how to be effective on social media, whilst considering issues around the Code of Conduct. For officers will explore how the council can demystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



BECKYWALSH

There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****Civility and respect — Uncovering the issues for the public sector****

Delegate fee: £15

Condescending comments, demeaning emails, disrupting meetings, reprimanding publicly, talking behind someone's back, the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. Explore the issues we face in our council role, the impact and how to handle these types of situations.

****What makes people become challenging?****

Delegate fee: £15

Dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand. Explore real situation scenarios and what to do in each of them.

****Personal resilience and self-protection****

Delegate fee: £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations.

Each of the webinars will give real situation scenarios and what to do in each of them.

****Understanding psychopathic and narcissistic behaviour****

Delegate fee: £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. Real situation scenarios and what to do in each of them will help you spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd

There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****The (New) Code of Conduct****

Delegate fee: £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, how to effectively implement the code at a local level, the practical implications of working with it and look at the guidance which sits alongside it. This is an interactive session and you are invited to ask questions about any aspect of the code.

Please visit our dedicated civility and respect pages for details on booking and for lots more information and support

[SLCC | Civility and Respect Project](#) and [NALC | Civility and Respect Project](#)