



Horndean Parish Council

NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD
ON MONDAY 07 November 2022 at 7.00 P.M. IN JUBILEE
HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

01 November 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 03 October 2022.
7. To receive a presentation from Lucia Smith - Home-Start Butser
8. To consider Councillor Freemans application to join the Finance and General Purposes Committee.
9. To receive and approve the Orders for Payment (List 7 attached).
10. To receive and note the monthly finance report.
11. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at 30 September 2022.
12. To receive the recommendation from the Finance and General Purposes Committee on the 17 October 2022, in respect of the revised Budget 2023/24.
13. To receive the recommendation from the Finance and General Purposes Committee on the 17 October 2022, in respect of the following grant applications:
 - Home-Start Butser - £500
 - Community Lunch Club - £250.

14. To receive an update in respect of the tendering process/project and contract management, of the replacement play equipment at Five Heads Recreation Ground.
15. To receive and consider a report and quotations in respect of replacement heating and an alternative energy source within Jubilee Hall.
16. To receive the recommendation from the Grounds Committee on the 24 October 2022, in respect of the repairs to play equipment to be funded by the EMR – New Playground Equipment.
17. To receive the recommendation from the Grounds Committee on the 24 October 2022, in respect of an application for CIL funding to complete a Green Trail Loop.
18. To note the next scheduled meeting of the Council on the 12 December 2022.
19. **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 (Admissions to meetings) Act 1960).**
20. To note the expiry of the fixed term contract in respect of a member of staff, and the ongoing position.



HORNDEAN PARISH COUNCIL *Item 6*

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 3RD OCTOBER 2022 AT 7.00 P.M.

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

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

PUBLIC ATTENDANCE: County Cllr Sara Schillemore and 2 members of the public were present.

HPC 118/22/23 **TO RECEIVE AND APPROVE APOLOGIES**

Apologies were received from Cllr D Evans, Cllr Lay and Cllr Veitch.

HPC 119/22/23 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 120/22/23 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCILLOR MATTERS**

No update received.

It was queried if the two large potted planters on London Road would be put back in position following the completion of the road works, as these had been installed by the developers, as per the S106 Agreement.

The Chairman confirmed that District Cllr D Evans was currently investigating a review of the redirection in place, for the road closure of the B2149, as the signage was currently not broad enough.

HPC 121/22/23 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No update received.

HPC 122/22/23 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting to members of the public was duly opened and the Chairman confirmed to those present, that they would have a chance to speak during agenda item 11 – “To receive and consider the request to place a platinum Jubilee time capsule, and bench within Old School Field, Catherington”.

HPC 123/22/23

**TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE
05 SEPTEMBER 2022**

It was **RESOLVED** that the minutes of the Council meeting held on 05 September 2022 be signed as a true record of the meeting. All agreed.

HPC 124/22/23

TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 6 ATTACHED)

The orders for payment (list 6) was circulated. The RFO said that the annual cost of the PPL/PRS Music Licence for Napier and Jubilee Hall (line 26) had increased in price, due to the previous year being part of the pandemic/lockdown.

HPC 125/22/23

TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report was circulated by the RFO. It was noted that the hall hire income usually drops during the month of August due to some regular hirers taking a break with their classes during the summer. The RFO stated that the hall income is currently sitting at an average of 74.4% as of September.

HPC 126/22/23

**TO RECEIVE AND NOTE THE EXTERNAL AUDITOR REPORT FOR THE YEAR
ENDED 2021/22**

The External Auditor report from PKF Littlejohn LLP, for the year ended 2021/22 was circulated and noted by members. The RFO stated that no recommendations or inaccuracies had been noted.

Cllr Freeman thanked the RFO and said he had done an excellent job.

HPC 127/22/23

**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**

A report by the RFO was circulated and a short discussion took place. It was **RESOLVED** that HPC remain in the Town & Parish Council (TPC) pension pool.

HPC 128/22/23

**TO RECEIVE AND CONSIDER THE REQUEST TO PLACE A PLATINUM JUBILEE
TIME CAPSULE, AND BENCH WITHIN OLD SCHOOL FIELD, CATHERINGTON**

Information was circulated and an update provided by the CVRA Chair and District Cllr Sara Schillemore.

It was **RESOLVED** that

- A Platinum Jubilee Time Capsule be placed within Old School Field by the CVRA, at the Southern edge, with the Grounds Manager arranging for the hole to be dug.
- The CVRA propose a bench for consideration by Council.

HPC 129/22/23

**TO CONSIDER THE PROPOSED 10% INCREASE IN RESPECT OF HALL AND
FOOTBALL PITCH HIRE CHARGES**

It was **RESOLVED** that the proposed 10% increase in respect of hall and football pitch hire charges be agreed.

HPC 130/22/23

**TO RECEIVE AN UPDATE IN RESPECT OF THE TENDERING
PROCESS/PROJECT AND CONTRACT MANAGEMENT, OF THE
REPLACEMENT PLAY EQUIPMENT AT FIVE HEADS RECREATION GROUND**

Cllr Tickell updated members, explaining that the tendering document had been prepared and was waiting approval from the Working Party. She said they were in the process of looking into insurance.

The Chairman said that all documentation pertaining to the tendering process/project would be transferred to the office and stored on the Council system.

HPC 131/22/23

**TO RECEIVE AND CONSIDER THE ADDITIONAL INFORMATION RECEIVED IN
RESPECT OF THE INDEPENDENT STAFF SALARY REVIEW, AND AGREE THE
WAY FORWARD**

Additional information from HALC was circulated.

It was **RESOLVED** to proceed with the Staff Salary Review as per the quotation received from HALC, total cost of £500.

HPC 132/22/23

**TO RECEIVE AND CONSIDER SIGNING UP TO THE CIVILITY AND RESPECT
PLEDGE**

Information was circulated and it was **RESOLVED** to decline signing up to the Civility and Respect Pledge. All agreed. It was noted that neither staff nor Councillors were aware of the existence of any problems within HPC regarding civility and respect.

HPC 133/22/23

**TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL ON THE
07 NOVEMBER 2022**

The next scheduled meeting of the Council is noted as 07 November 2022. This meeting will be held in Jubilee Hall.

Meeting closed at 19:59pm

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Signed - The Chairman

.....
Date

| PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS | | | List 7 | 07 NOVEMBER 2022 | BANK ENTRIES: SEPTEMBER 2022 | |
|--|------------|---------------------------------|-------------------------------------|------------------|------------------------------|---|
| Ref | Date | Payee/Payer | Net | VAT | Total | Details |
| DIRECT DEBITS | | | BANK ENTRIES: SEPTEMBER 2022 | | | |
| 1 | 01/09/2022 | Fuelgenie | £135.48 | £27.09 | £162.57 | Fuel: August 2022 |
| 2 | 02/09/2022 | British Gas (603421231) | £565.79 | £28.28 | £594.07 | Jubilee Admin Elec: 2 May - 31 Aug |
| 3 | 02/09/2022 | British Gas (603423926) | £74.05 | £3.70 | £77.75 | Jubilee Admin Gas: 1 June - 30 Aug |
| 4 | 08/09/2022 | British Gas (BGL156695) | £14.32 | £0.72 | £15.04 | Napier Gas: 2 Aug - 1 Sept |
| 5 | 12/09/2022 | British Gas (242787) | £61.14 | £3.06 | £64.20 | Napier Electric: 11 Aug - 12 Sept |
| 6 | 09/09/2022 | British Gas (154660) | £113.14 | £5.66 | £118.80 | Jubilee Hall Electric: 8 Aug - 9 Sept |
| 7 | 26/08/2022 | PHS Group Ltd | £79.80 | £15.96 | £95.76 | Jubilee Hall Annual Duty of Care: 01 Oct 2022 - 30 Sep 2023 |
| 8 | 14/09/2022 | Vodafone | £173.70 | £34.74 | £208.44 | Mobiles: Sept 2022 |
| 9 | 31/08/2022 | Veolia | £255.40 | £51.08 | £306.48 | Waste Collection: Aug 2022 |
| B.A.C.S. | | | BANK ENTRIES: SEPTEMBER 2022 | | | |
| 10 | 31/08/2022 | Aardvark Supplies | £183.68 | £36.74 | £220.42 | Janitorial Supplies |
| 11 | 02/08/2022 | CIA | £47.50 | £9.50 | £57.00 | 5 Keys Cut (Master Padlock) |
| 12 | 05/09/2022 | Denmead DIY | £30.00 | £0.00 | £30.00 | Repair Damaged Projector Screen Brackets and Re Hang Screen |
| 13 | 29/08/2022 | EMF | £450.00 | £0.00 | £450.00 | Repairs to Deep Dell Park Railings |
| 14 | 02/09/2022 | Glanvilles | £172.40 | £5.00 | £222.40 | Ongoing Dispute |
| 15 | 28/08/2022 | Green Fox | £700.48 | £140.09 | £840.57 | Monthly Cleaning of Jubilee hall+ Window Frames |
| 16 | 29/08/2022 | Goldcrest | £490.00 | £98.00 | £588.00 | Mobile Patrols: 15/08/22 - 29/08/22 |
| 17 | 31/07/2022 | Rocket Computer Services | £5,642.99 | £1,128.60 | £6,771.59 | Server Hardware/Config & Install |
| 18 | 31/07/2022 | Rocket Computer Services | £97.50 | £19.50 | £117.00 | 1.5 Hour callout: 19/07/22 |
| 19 | 26/08/2022 | Screwfix | £42.86 | £8.57 | £51.43 | 5 Packs Screws/ 2 Packs Dust Masks |
| 20 | 31/08/2022 | Staff Expenses | £43.93 | £0.00 | £43.93 | Staff Expenses: August 2022 |
| 21 | 22/08/2022 | Stonerite Memorials | £60.00 | £12.00 | £72.00 | Repair Lettering on Horndean War Memorial |
| 22 | 23/08/2022 | Timberplay | £914.00 | £182.80 | £1,096.80 | 1 Zip Wire + Seat Repairs |
| 23 | 02/09/2022 | ALS Lock & Security | £119.42 | £23.88 | £143.30 | Replace lock on Outside Toilet |
| 24 | 09/09/2022 | Private Contribution | -£1,542.50 | £0.00 | -£1,542.50 | 50% Contribution towards new fence at Cath Down |
| 25 | 09/09/2022 | B & Q | £5.62 | £1.13 | £6.75 | Caustic Soda |
| 26 | 05/09/2022 | Denmead DIY | £275.00 | £0.00 | £275.00 | Covert former Jubilee Hall Toilet into Stationery Cupboard |
| 27 | 19/08/2022 | Gartec Ltd | £520.00 | £104.00 | £624.00 | Lift Service Contract Renewal: 01.10.22-30.09.23 |
| 28 | 25/08/2022 | Oak Leaf Garden Services | £3,085.00 | £0.00 | £3,085.00 | Installation of New Fence at Cath Down/Kissing Gate Repair |
| 29 | 12/09/2022 | Staff Expenses | £22.64 | £0.00 | £22.64 | Staff Expenses: September 2022 (part 1) |
| 30 | 05/09/2022 | Ultra Pure Cleaning | £75.00 | £0.00 | £75.00 | Exterior Window Cleaning of Jubilee Admin Building |
| 31 | 06/09/2022 | Working Planet | £249.00 | £49.80 | £298.80 | Estate Warden Advert |
| 32 | 04/05/2021 | NALC (Eventbrite) | £32.44 | £6.49 | £38.93 | Workshop for Office Manager: 04.05.21 |
| 33 | 24/08/2022 | Wilkinson Garage Services | £160.58 | £0.00 | £160.58 | Oil Change HY65 UVJ |
| 34 | 12/09/2022 | Acas | £115.00 | £0.00 | £115.00 | Mock Employment Tribunal-Digital Event for Chief Officer |
| 35 | 13/09/2022 | Countryside Jobs Service | £125.00 | £25.00 | £150.00 | Estate Warden Advert |
| 36 | 12/09/2022 | Focus | £182.80 | £36.56 | £219.36 | Switchboard, Broadband, Payphone, Alarm - Aug 2022 |
| 37 | 12/09/2022 | Goldcrest | £525.00 | £105.00 | £630.00 | Mobile Patrols: 29/08/22 to 12/09/22 |
| 38 | 14/09/2022 | PKF Littlejohn | £1,000.00 | £200.00 | £1,200.00 | External Audit 2021-22 |
| 39 | 14/09/2022 | Watling & Hirst | £220.00 | £44.00 | £264.00 | Payroll Charges Quarter 2 |
| 40 | 15/09/2022 | Denmead DIY | £45.00 | £0.00 | £45.00 | Cleared Napier Guttering/Repaired Toilet Lock at Jubilee |
| 41 | 19/09/2022 | Lloyds Bank | £7.00 | £0.00 | £7.00 | Bank Charges: 10 July to 9 August 2022 |
| 42 | 20/09/2022 | Horndean PC Employees | £14,298.99 | £0.00 | £14,298.99 | Staff salaries: September 2022 |
| 43 | 16/09/2022 | B & Q | £6.67 | £1.33 | £8.00 | Hasp and Staple - Catherington Car Park Lock |
| 44 | 15/09/2022 | Blendworth Tree Surgeons | £700.00 | £140.00 | £840.00 | Emergency Call Out to a Fallen Oak |
| 45 | 18/08/2022 | Zurich Municipal | £123.97 | £0.00 | £123.97 | Insurance Cover for Remembrance Service event |
| 46 | 16/09/2022 | The Christmas Decorators | £565.00 | £113.00 | £678.00 | 50% Deposit - Install Christmas Lights/Star |
| 47 | 20/09/2022 | Speedy Spanners | £45.00 | £0.00 | £45.00 | MOT Test HY65 UVJ |
| 48 | 23/09/2022 | CartridgeSave | £37.85 | £7.57 | £45.42 | Yellow Toner |
| 49 | 23/09/2022 | CartridgeSave | £68.38 | £13.68 | £82.06 | Black/Cyan Toners |
| 50 | 16/09/2022 | East Hampshire District Council | £140.00 | £0.00 | £140.00 | Surplus Grant Returned |
| 51 | 12/08/2022 | MOT & Service World | £98.00 | £19.60 | £117.60 | Door Window Switch for Ford Transit Vehicle |
| 52 | 30/09/2022 | HMRC | £3,255.89 | £0.00 | £3,255.89 | PAYE/NI: September 2022 |
| 53 | 30/09/2022 | Hampshire Pension Fund | £4,411.88 | £0.00 | £4,411.88 | Pensions: September 2022 |
| DEBIT CARD | | | BANK ENTRIES: SEPTEMBER 2022 | | | |
| 54 | 16/09/2022 | Royal British Legion | £51.00 | £0.00 | £51.00 | 3 Poppy Wreaths for Remembrance Sunday |
| 55 | 20/09/2022 | Morrisons | £7.00 | £0.00 | £7.00 | AA batteries for Dymo Labels |
| 56 | 21/09/2022 | East Hampshire District Council | £15.63 | £3.12 | £18.75 | Planning Pre-Application Fees |
| 57 | 23/09/2022 | DVLA | £290.00 | £0.00 | £290.00 | 12 Months Road Tax - HY65 UVJ |
| TOTAL EXPENDITURE | | | £39,395.42 | £2,750.23 | £42,145.65 | |
| RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS | | | List 7 | 07 NOVEMBER 2022 | BANK ENTRIES: SEPTEMBER 2022 | |
| Ref | Date | Payee/Payer | Net | VAT | Total | Details |
| RECEIPTS | | | BANK ENTRIES: SEPTEMBER 2022 | | | |
| 58 | various | Regular Hall Users | £1,443.27 | £0.00 | £1,443.27 | Hire of Jubilee Hall - Regular |
| 59 | various | Regular Hall Users | £1,431.93 | £0.00 | £1,431.93 | Hire of Napier Hall - Regular |
| 60 | various | Casual Hall Users | £0.00 | £0.00 | £0.00 | Hire of Jubilee Hall - Casual |
| 61 | various | Casual Hall Users | £160.88 | £0.00 | £160.88 | Hire of Napier Hall - casual |
| 62 | various | Casual Hall Users | £100.00 | £0.00 | £100.00 | Deposits Received |
| 63 | various | Casual Hall Users | -£200.00 | £0.00 | -£200.00 | Deposits Refunded |
| 64 | various | Football Teams | £175.00 | £0.00 | £175.00 | Hire of Football Pitches |
| 65 | 30/09/2022 | Cambridge & Counties | £368.25 | £0.00 | £368.25 | Bank Interest |
| 66 | 20/09/2022 | East Hampshire District Council | £195,908.50 | £0.00 | £195,908.50 | Precept |
| TOTAL INCOME | | | £199,387.83 | | £199,387.83 | |

| | |
|---------|------------------|
| SIGNED: | |
| SIGNED: | |
| DATE: | 07 NOVEMBER 2022 |

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 07 NOVEMBER 2022

SUBJECT OF REPORT: Finance Report

Internal Audit Visit

The interim visit is scheduled for Monday 31st October and a report will be produced for Full Council in due course.

Hampshire Pension Fund

We have recently received the draft results of the three yearly review of the Hampshire Pension Fund which has been carried out by AON Solutions UK Limited. The Employer's contribution rate will remain unchanged at 21.4% for the next three financial years. (2023/34, 2024/25, 2025/26). We will receive confirmation of these rates by the beginning of December.

I can also confirm that we have remained in the pool of Town & Parish Councils for the purposes of the calculation of the Employer's contribution rate.

Hall Income

The budget was set at 80% of pre COVID income. The table below has been populated with actual figures for April to September. As can be seen, income levels in September have bounced back following a dip in August.

| 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 | 2,177 | | | | | | | 11,764 |
| | YTD VAR | 261 | -365 | -36 | -242 | 530 | -230 | 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 | 1,615 | | | | | | | 9,621 |
| | YTD VAR | 180 | 27 | 362 | 308 | 417 | 245 | 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 | 3,792 | 0 | 0 | 0 | 0 | 0 | 0 | 21,385 |
| | YTD VAR | 441 | -338 | 326 | 66 | 947 | 15 | 3,807 | 3,807 | 3,807 | 3,807 | 3,807 | 3,803 | |
| | CUM. YTD VAR | 441 | 103 | 429 | 495 | 1,442 | 510 | 5,249 | 4,317 | 9,056 | 8,124 | 12,863 | 11,927 | |
| 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% | 89.5% | 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% | 69.5% | 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% | 79.7% | | | | | | | |
| | CUM. ACT% | 70.7% | 78.9% | 77.0% | 77.4% | 73.9% | 74.9% | | | | | | | |

Management Accounts – September 2022

Income & Expenditure

The Quarter 2 accounts (April-September) were reviewed in detail at the Finance & General Purposes meeting held on the 17th October 2022.

For the first time this financial year, the year to date position has slipped into an overspend position. This is despite significant underspends in the Countryside Staffing budget due to vacancies.

The position at the end of September 2022 showed an unfavourable variance, after adjusting for earmarked reserve movements, of £1.6k.

This breaks down to

1. A unfavourable variance against our income target of £0.1k
2. A unfavourable variance against our expenditure budget of £1.5k

| Accounts to 30/09/22 | YEAR TO DATE INCOME | | | Notes | YEAR TO DATE EXPENDITURE | | | Notes |
|-------------------------|---------------------|----------------|------------|------------------------|--------------------------|----------------|---------------|---|
| | ACT | BGT | VAR | | ACT | BGT | VAR | |
| Central Costs | 396,799 | 396,301 | -498 | | 105,696 | 97,167 | -8,529 | Professional Fees (£5.0k), IT (£4.7k) |
| Grants | 0 | 0 | 0 | | 3,700 | 3,700 | 0 | |
| Napier Hall | 11,764 | 11,682 | -82 | | 12,359 | 12,556 | 197 | |
| Jubilee Hall | 9,622 | 11,160 | 1,538 | | 9,730 | 11,163 | 1,433 | Repairs & Maintenance (£1.2k) |
| Jubilee Hall - Admin | 0 | 0 | 0 | | 25,765 | 19,220 | -6,545 | Security (£3.6k), Repairs & Maintenance (£2.1k) |
| Countryside Sites | 2,099 | 2,250 | 151 | | 1,140 | 498 | -642 | |
| Amenity Sites | 2,050 | 1,050 | -1,000 | Councillor Grant (£1k) | 7,675 | 5,351 | -2,324 | Play Equipment (£2.7k) |
| Open Spaces | 0 | 0 | 0 | | 76,466 | 91,388 | 14,922 | Staff Vacancies (£12.2k) |
| GRAND TOTAL | 422,335 | 422,443 | 108 | | 242,531 | 241,044 | -1,487 | |

Balance Sheet

As at 30th September 2022, General Reserves stood at £321.8k, inflated by the recent arrival of the 2nd tranche of the precept to cover October to March 2023.

£142.0k of the General Reserves are brought forward from 2021-22.

There is a further £176.3k in Earmarked Reserves (EMR).

It should be noted that the Earmarked reserves balance includes the following:

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

| Horndean Parish Council Balance Sheet to the end of September 2022 | | Horndean Parish Council Reserves | | SEP | Notes |
|---|----------------|-------------------------------------|----------------|-----|-------------------------------|
| Current Assets | £££ | Represented By :- | | | |
| Debtors - Sales Ledger | 3,542 | General Funds | 321,837 | | |
| Debtors - VAT Control A/C | 6,836 | IT Equipment EMR | 0 | | |
| Co-op No. 1 Account | 242,248 | Vehicle Replacement EMR | 10,000 | | |
| Cambridge & Counties Account | 242,474 | Jubilee Hall Improvements EMR | 7,800 | | |
| Lloyds Bank Current Account | 39,619 | Napier Hall Improvements EMR | 2,000 | | |
| Total Current Assets | 534,719 | The Granary Maintenance EMR | 2,000 | | |
| Current Liabilities | | Lith Avenue/Lane EMR | 3,000 | | |
| Creditors | 0 | Jubilee Hall Project EMR | 0 | | |
| Accruals | 36,280 | New Playground Fund EMR | 7,000 | | |
| Hall Income Deposits | 300 | Grounds Equipment EMR | 2,500 | | |
| Receipts in Advance | 0 | Legal Costs EMR | 4,000 | | |
| Total Current Liabilities | 36,580 | Election EMR | 2,000 | | |
| Total Assets Less Current Liabilities | 498,138 | Fencing EMR | 4,000 | | |
| | | 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 | 176,301 | | |
| | | Total Equity | 498,138 | | |

Full Year Forecast

The following assumptions have been made in the levels of income and expenditure in the remainder of the 2022-23 financial year:

1. Hall income remains at the levels received between April and September until the end of the financial year.
2. 2 x Countryside vacancies both filled by December.
3. A reduction in spending on volatile lines (e.g. Legal Expenses, Playground Equipment, Tree Maintenance), of expenditure back to lower levels.

This would result in a **small overspend position of c£5k** at year end.

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 | £3,470.00 | Security Patrols - June-September 2022 |
| TOTAL | £3,470.00 | |
| June | £2,200.00 | Installation of Cameras |
| TOTAL | £2,200.00 | |
| GRAND TOTAL | £5,670.00 | |

Report Prepared by Simon Ritson, Responsible Finance Officer, October 20th 2022

COUNCIL AGENDA

Date: 07 November 22

AGENDA ITEM: 12

SUBJECT OF REPORT: TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 17 OCTOBER 2022, IN RESPECT OF THE REVISED BUDGET 2023/24

F&GP 022/22/23 TO RECEIVE AND CONSIDER THE REVISED DRAFT BUDGET FOR 2023/2024

A report was circulated by the RFO and a discussion took place within which the RFO advised that the employers' pension contribution rate remains unchanged, and the tax base figure is yet to be received. The budget lines in respect of professional fees, playgrounds, and tree maintenance are volatile, and difficult to predict but if required could be reduced.

The EMR – Future Development Facilities £79,905 was discussed at length insofar as the funds should be included within the General Reserves, and not protected. Members are of the view that the fund does not form part of the Public Works Loan funding, and as such should be made available for general usage. The Chief Officer advised that it is a matter for Council and not within the remit of the RFO, and referred to Standing Orders as to the correct process.

The draft budget includes a precept rise of 8.6% which was approved by members. It was **RESOLVED** to recommend to Council the Draft Budget 2023/24 with a precept rise of 8.6%

HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 07 NOVEMBER 2022

SUBJECT OF REPORT: Budget 2023-24

A Recap

The draft budget has been built from the bottom up by considering the full year income and expenditure for 2021-22 and year to date April to August for 2022-23 with updates made when data for September has clarified the position.

The budget workshop took place on Monday 26th September and the discussions resulted in an updated version being presented and discussed at the Finance & General Purposes (F&GP) Meeting on Monday 17th October.

Summary : Key assumptions contained in the Budget

Income:

- Hall Income target set at 75% of pre-COVID 2019-20 outturn. *(For the period April to September 2022 the actual % has been 74.9%.)*
- Hall Income – assumed that the prices increased of 10% agreed at Full Council on the 3rd October 2022 will not have a detrimental effect on the demand for the halls.

Expenditure: Staffing:

- The Admin staffing budget remains as it is including an additional day and overtime.
- The Countryside staffing budget remains at 4.0 WTE
- A cost of living inflation rate of 5% has been applied, which is approximately half of the current rate of inflation as at the end of September 2022.
- A performance related inflation rate of 2% has been applied to all admin and countryside staff.
- Employer's National Insurance Rate has been reduced back to 13.80% following the mini budget.
- Assumed that the minimum wage will be set at £10.14 per hour *(this is based on the government's current plans to increase the minimum wage every year in line with average earnings. However, the actual minimum wage rates in 2023 could be different if the government changes its plans)*. I have adjusted the Caretaker's Salary to this new threshold resulting in an increase of 6.7% to his salary. I have also increased the three Estate Warden Posts to this base level.
- The (draft) Employer's Pension Rate for 2023-24 from the Hampshire Pension Fund has been confirmed at 21.4%. This will be ratified by December 2022. (No change from 2022-23).

Reserves

The table below shows the level of Reserves held at the end of each of the last 7 financial years. As can be seen General Reserves were at their highest at the end of March 2018 when they stood at £274.9k but fell as low as £94.2k at the end of March 2021 following the closure of halls due to COVID. The bounce back during 21-22 was due to a higher level of hall income (c70% v a budget of 30% per COVID levels) and Countryside Staff vacancies.

| Horndean Parish Council Reserves | Mar-16 | Mar-17 | Mar-18 | Mar-19 | Mar-20 | Mar-21 | Mar-22 |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Total General Funds | 222,497 | 241,883 | 274,906 | 177,461 | 144,745 | 94,192 | 153,965 |
| War Memorials EMR | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| IT Equipment EMR | 2,595 | 1,500 | 3,000 | 4,500 | 6,000 | 6,000 | 2,500 |
| Vehicle Replacement EMR | 9,508 | 5,000 | 10,000 | 15,000 | 20,000 | 382 | 4,495 |
| Play Equipment EMR | 13,500 | 0 | 0 | 0 | 0 | 0 | 0 |
| Jubilee Hall Improvements EMR | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 |
| Napier Hall Improvements EMR | 17,050 | 27,350 | 21,699 | 19,669 | 13,043 | 13,043 | 1,000 |
| Staff Contingency EMR | 5,000 | 0 | 6,438 | 0 | 0 | 0 | 0 |
| The Granary Maintenance EMR | 4,910 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 2,000 |
| Lith Avenue/Lane EMR | 5,920 | 7,000 | 7,000 | 3,838 | 3,838 | 3,838 | 3,000 |
| Jubilee Hall Project EMR | 30,825 | 41,125 | 39,351 | 149,345 | 140,864 | 125,483 | 79,905 |
| New Playground Fund EMR | 32,574 | 36,858 | 36,858 | 0 | 15,000 | 7,000 | 7,000 |
| Grounds Equipment EMR | 10,000 | 10,000 | 10,000 | 4,517 | 4,517 | 4,517 | 2,500 |
| Legal Costs EMR | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 4,000 |
| Election EMR | 3,000 | 4,000 | 5,000 | 6,000 | 5,522 | 5,522 | 2,000 |
| Lovedean Solar Farm EMR | 0 | 5,000 | 541 | 0 | 0 | 0 | 0 |
| Fencing EMR | 0 | 0 | 5,000 | 5,000 | 5,000 | 5,000 | 4,000 |
| Tree Maintenance EMR | 0 | 0 | 4,000 | 0 | 757 | 0 | 4,000 |
| LychGate Repairs EMR | 0 | 0 | 500 | 1,000 | 1,500 | 1,500 | 1,500 |
| South Downs National Park EMR | 0 | 0 | 0 | 0 | 0 | 6,569 | 69 |
| Community Infrastructure Levy EMR | 0 | 0 | 0 | 7,567 | 21,000 | 32,973 | 38,990 |
| Land East of Horndean EMR | 0 | 0 | 0 | 7,250 | 7,250 | 6,650 | 1,900 |
| Wagtail Road EMR | 0 | 0 | 0 | 4,000 | 3,750 | 3,750 | 0 |
| Total Earmarked Reserves | 144,882 | 153,833 | 165,387 | 243,686 | 264,041 | 238,227 | 168,859 |
| Total Reserves | 367,379 | 395,716 | 440,293 | 421,147 | 408,786 | 332,419 | 322,824 |
| Total Funds Less Jubilee Hall Project & CIL | 336,554 | 354,591 | 400,942 | 264,235 | 246,922 | 173,963 | 203,929 |

The forecast for levels of reserves as at 01.04.23 has been complicated this year by the inflationary pressures and the vacancies in the Countryside team.

The following assumptions have been made in the levels of income and expenditure in the remainder of the 2022-23 financial year and have been updated following the closure of the September accounts:

1. Hall income remains at the levels received between April and September until the end of the financial year.
2. 2 x Countryside vacancies filled by December.
3. A reduction in spending on volatile lines (e.g. Legal Expenses, Playground Equipment, Tree Maintenance), of expenditure back to lower levels.

This would result in a **small overspend position of c£5k** at year end (after adjusting for earmarked reserve movements).

In previous budgets it had been the intention to increase some specific earmarked reserves over a time scale to reach a required level. This intention has been fed into Column C on the Reserves document and would add £6.5k to Earmarked reserves.

In Column D some Earmarked Reserves are replenished.

A further review of Reserves is taken at the end of the financial year when actual figures are available. This is the opportunity to fine tune reserve levels between Earmarked and General in light of the outturn as at 31st March 2023.

Column F shows, in yellow, the (draft) number of months running costs held in General Reserves and Total Reserves based on two figures, total expenditure and net expenditure.

As can be seen the forecast level of reserves sits at the lower end, but within, the suggested range.

Awaiting information:

- Tax base – usually available around the end of November.

Precept:

If this version of the budget is agreed (pending the tax base figures) the band D precept will increase by 8.6% to £82.99.

Horndean Parish Council will start the next financial year (2023-24) with a forecast of between 2.9 and 3.7 months running costs in General Reserves (depending on the basis of the calculation).

This is at the lower end, albeit within the recommended 3-12 months.

(Note: The smaller the Council is, the greater the need to hold a larger reserve in terms of months).

Risks:

- A new outbreak of COVID could jeopardise the income for hall hire.
- The result of the staff pay review.
- Future energy price rises as the fixed term contracts expire.

Timetable:

Finance and General Purposes Meetings: 21st November, 5th December 2022.

Full Council Meeting: 12th December 2022

Report Prepared by Simon Ritson, Responsible Finance Officer, October 20th 2022

| FINAL BUDGET (DRAFT) 2023-24 | | SUMMARY | | | | | |
|---------------------------------|---|------------------------------|------------------------------|-------------------------------|------------------------------|-------------------------|-------|
| Cost Centre Code | Cost Centre Name | FULL YR ACTUAL 2021-22 | FULL YR BUDGET 2022-23 | YTD ACT APR-AUG 2022-23 | FULL YR BUDGET 2023-24 | Change | Notes |
| 201 222 | Central Costs Grants | 181,005 2,845 | 194,237 5,000 | 78,389 3,700 | 207,124 5,000 | 12,886 0 | |
| | TOTAL EXPENDITURE | 183,850 | 199,237 | 82,089 | 212,124 | 12,886 | |
| 201 | Central Costs | -20,221 | -5,764 | -11,589 | -7,704 | -1,940 | |
| | TOTAL INCOME | -20,221 | -5,764 | -11,589 | -7,704 | -1,940 | |
| | NET EXPENDITURE | 163,630 | 193,473 | 70,500 | 204,420 | 10,946 | |
| 301 305 306 | Napier Hall Jubilee Hall Jubilee Admin | 21,363 63,276 36,718 | 22,870 21,481 37,976 | 10,944 8,402 25,472 | 23,474 19,258 49,999 | 604 -2,224 12,024 | |
| | TOTAL EXPENDITURE | 121,356 | 82,328 | 44,818 | 92,731 | 10,404 | |
| 301 305 | Napier Hall Jubilee Hall | -19,718 -18,973 | -23,360 -22,320 | -9,587 -8,007 | -24,090 -20,925 | -730 1,395 | |
| | TOTAL INCOME | -38,691 | -45,680 | -17,594 | -45,015 | 665 | |
| | NET EXPENDITURE | 82,665 | 36,648 | 27,223 | 47,716 | 11,069 | |
| 407 408 470 | Countryside Sites Amenity Sites Other Open Spaces Costs | 12,931 5,533 145,780 | 1,000 9,917 166,364 | 1,091 7,614 51,543 | 1,000 11,778 172,560 | 0 1,861 6,195 | |
| | TOTAL EXPENDITURE | 164,243 | 177,281 | 60,248 | 185,338 | 8,057 | |
| 407 408 | Countryside Sites Amenity Sites | -18,667 -2,013 | -11,729 -2,100 | -2,239 -1,875 | -9,942 -2,310 | 1,787 -210 | |
| | TOTAL INCOME | -20,680 | -13,829 | -4,114 | -12,252 | 1,577 | |
| | NET EXPENDITURE | 143,564 | 163,452 | 56,133 | 173,086 | 9,634 | |
| | GRAND TOTAL EXPENDITURE | 469,450 | 458,847 | 187,154 | 490,193 | 31,346 | |
| | GRAND TOTAL INCOME | -79,591 | -65,273 | -33,298 | -64,971 | 302 | |
| | GRAND NET EXPENDITURE | 389,859 | 393,574 | 153,856 | 425,222 | 31,648 | |
| | EARMARKED RESERVES | | 12,005 | | 17,800 | 5,795 | |
| | GENERAL RESERVES | | -13,763 | | -17,500 | -3,737 | |
| | GRAND TOTAL | | 391,816 | | 425,522 | 33,706 | |
| | EHDC Allowance (tax Support Grant) | | 0 | | 0 | | |
| | Precept | | 391,816 | | 425,522 | | |
| | Tax Base | | 5,127.28 | | 5,127.28 | | |
| | 2022-23 / 2023-24 Band d precept | | £76.42 | | £82.99 | 8.60% | |

RESERVES

| Code | RESERVES | A ACT Aug-22 | B Q4 FCAST Mar-23 | C F&GP 22-23 | D Other Adj. | E Precept Adj. | F Forecast Apr-23 | Notes |
|------|------------------------------------|--------------------|-------------------------|--------------------|--------------------|----------------------|-------------------------|---|
| 310 | GENERAL RESERVES | 144,024 | 135,281 | | | -17,500 | 117,781 | |
| | | 144,024 | 135,281 | 0 | 0 | -17,500 | 117,781 | |
| | No. of Months Running Costs | | | | | | 3.3 | Forecast GR at 01/04/23 divided by Net Expenditure Budget (Expenditure less income) |
| | No. of Months Running Costs | | | | | | 2.9 | Forecast GR at 01/04/23 divided by Expenditure Budget |
| | No. of Months Running Costs (JPAG) | | | | | | 3.7 | Forecast GR at 01/04/23 as defined by JPAG (NRE Less Transfers to EMR Less Loan Payments) |
| | EARMARKED FUNDS | | | | | | | |
| 325 | IT Equipment EMR | 2,500 | 0 | | 1,000 | | 1,000 | building reserve back at £1,000 per annum |
| 326 | Vehicle Replacement EMR | 10,000 | 10,000 | 5,000 | | | 15,000 | building reserve back to £25,000 at £5k per annum |
| 328 | Jubilee Hall Improvements EMR | 7,800 | 7,800 | | | -3,800 | 4,000 | |
| 329 | Napier Hall Improvements EMR | 2,000 | 2,000 | 1,000 | | -3,000 | 0 | removed |
| 334 | The Granary Maintenance EMR | 2,000 | 2,000 | | | | 2,000 | |
| 338 | Lith Avenue/Lane EMR | 3,000 | 3,000 | | | | 3,000 | |
| 341 | Playground Fund EMR | 7,000 | 0 | | 7,000 | | 7,000 | top up may not be required in entirety |
| 342 | Grounds Equipment EMR | 2,500 | 2,500 | | | | 2,500 | |
| 343 | Legal Costs EMR | 4,000 | 0 | | 4,000 | | 4,000 | top up may not be required in entirety |
| 344 | Election EMR | 2,000 | 2,000 | | | | 2,000 | |
| 346 | Fencing EMR | 4,000 | 0 | | 4,000 | | 4,000 | top up may not be required in entirety |
| 347 | Tree Maintenance EMR | 4,000 | 0 | | 4,000 | | 4,000 | top up may not be required in entirety |
| 348 | LychGate Repairs EMR | 2,000 | 2,000 | 500 | | | 2,500 | increased pa by £500 to reach £5k for possible for repair works in 2027/28 |
| 350 | Community Infrastructure Levy EMR | 39,196 | 10,000 | | | | 10,000 | |
| 351 | Land East of Horndean EMR | 1,900 | 1,900 | | | -1,900 | 0 | removed |
| 353 | Five Heads Rec Playground EMR | 5,000 | 0 | | | | 0 | |
| 354 | Future Development Facilities EMR | 79,905 | 79,905 | | | | 79,905 | |
| | TOTAL OF EARMARKED FUNDS | 178,801 | 123,105 | 6,500 | 20,000 | -8,700 | 140,905 | |
| | GRAND TOTAL | 322,825 | 258,386 | 6,500 | 20,000 | -26,200 | 258,686 | |
| | No. of Months Running Costs | | | | | | 7.3 | Forecast Total Reserves at 01/04/23 divided by Net Expenditure Budget |
| | No. of Months Running Costs | | | | | | 6.3 | Forecast Total Reserves at 01/04/23 divided by Expenditure Budget |

| Code | DESCRIPTION OF FUNDS | Notes |
|------|-----------------------------------|--|
| 325 | IT Equipment EMR | Reserve for future IT upgrades |
| 326 | Vehicle Replacement EMR | Assumed Lifecycle 5 years. Funding being re-built. |
| 328 | Jubilee Hall Improvements EMR | Reserve for future maintenance on Jubilee Hall and unexpected costs associated with the move to Jubilee Hall |
| 329 | Napier Hall Improvements EMR | Reserve for future maintenance on Napier Hall |
| 334 | The Granary Maintenance EMR | Reserve for future maintenance on the Granary |
| 338 | Lith Avenue/Lane EMR | Reserve for future maintenance on the Lith Re-surfacing |
| 341 | Playground Fund EMR | Reserve for maintenance/upgrades to existing Play area Equipment |
| 342 | Grounds Equipment EMR | Reserve for purchase of large pieces of equipment |
| 343 | Legal Costs EMR | Reserve for major legal and professional expenses |
| 344 | Election EMR | Funds for Parish Elections |
| 346 | Fencing EMR | Reserve for major fencing works |
| 347 | Tree Maintenance EMR | Reserve for major tree works |
| 348 | LychGate Repairs EMR | Funds to be increased year on year to prepare for any major project |
| 350 | Community Infrastructure Levy EMR | Funds Received stored here until projects to spend monies identified |
| 351 | Land East of Horndean EMR | Reserve for costs associated with Land East of Horndean |
| 353 | Five Heads Rec Playground EMR | Reserve for upgrade of Play facilities at Five Heads Recreation Ground |
| 354 | Future Development Facilities EMR | Reserve for costs associated with future developments |

SUBJECT OF REPORT: TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 17 OCTOBER 2022, IN RESPECT OF THE FOLLOWING GRANT APPLICATIONS

F&GP 023/22/23

TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:

- **COMMUNITY LUNCH CLUB - £250**
- **HOME-START BUTSER - £500**

The applications and supporting paperwork were circulated, and following a discussion Members approved the grants, and it was agreed to recommend to Council for the awards to be approved as per the applications.

AGENDA ITEM: 15

SUBJECT OF REPORT: Solar Energy

BACKGROUND

The heating system within Jubilee Hall is approximately 20 years old, and is in need of replacement albeit the night storage heaters continue to function, are not particularly efficient/cost effective.

The system heats during the night and releases warmth during the day, with the temperature regulated on each individual heater.

In the absence of a caretaker, it is precarious to manage, as hall hirers are at liberty to adjust the temperature accordingly. This being the case at the end of the hire period the setting remains at a level higher than required, which results in the hall becoming excessively warm. The next hirer then opens both doors and windows, which is highly uneconomic and contrary to current expectations in terms of energy saving.

There are a number of alternative heating solutions appropriate for a community hall:

- Heat retention radiators
- Quartz halogen heaters
- Infrared heaters
- Radiant cassettes – please see quotation.
- Storage heaters.

It is important for the heating to have a programmable thermostat or can be remotely controlled in order to address the issues outlined above.

In terms of power supply there is the option of solar panels which at this time is appropriate for consideration. A feasibility study would need to be undertaken to ensure that solar energy is appropriate for the building. This entails checking the position of the building, roofing stability, electricity required, and returns to the grid, etc,. In essence, this appears to have been included within the quotations.

There are small grants available for this type of project, which would be significantly insufficient given the budget constraints for 2023/24.

Alternatively, Members may wish to consider the partial utilisation of the EMR - Future Development Facilities £79,905.

I have explored as to whether a project of this nature would be eligible for Community Infrastructure Levy funding (CIL), and received the following response from EHDC:

The over-arching answer to your enquiry is: Yes, the installation of solar panels/ alternative energy efficient heating would be eligible works to which a Strategic CIL application could be submitted when the window opens again in February 2023, as it would fall under “provision, improvement, replacement, operation, or maintenance of infrastructure needed to support the development of the area”(please note my emphasis.)

While the works would meet the definition of infrastructure, you would need to prove/show the link as to how the addition of solar panels/ alternative energy efficient heating would support the development in the area – the application would likely not go far if the link to development is not there; you would need to show that installation of solar panels/ alternative energy options would increase capacity of the community building/ there would be an increase of use from development. If the installation of solar panels/ alternative energy efficient heating would only benefit the use as is (as in no further usage/ would only benefit existing users), then it may require more information to support the application when submitted/ be more appropriate to other funding streams, such as CIL Neighbourhood Portion.

We also state in our Spending Protocol that “CIL receipts are intended to provide new infrastructure and should not be used to remedy pre-existing deficiencies unless they will be made more severe by new development, and then should be proportionate to the growth it supports. It is important to recognise that CIL receipts can only be spent on capital projects, although associated revenue spending to maintain those capital items is also permissible. It can be used to increase the capacity of existing infrastructure (such as extending a school) or to repair failing infrastructure (such as a community building) if that is necessary to support additional development (assessed on a case by case basis).”

You would also need to ensure that the works can be considered “improvement of infrastructure” as EHDC have identified that Maintenance of Infrastructure considered a grey area/ not supported unless there is clear evidence that delivering the maintenance will increase capacity/usage.

I must state that this is an informal officer opinion and that this email should not be taken as an indication towards any Strategic CIL outcome as the process is a bidding process and funding cannot be assured.

SOLAR

I have approached numerous contractors for advice/quotations, and have received the following information:

Quotation 1: £29,995.00, including battery storage

Quotation 2: £22,375.00, including battery storage

Quotation 3: £13,942, including battery storage. This contractor informed me that it was not beneficial or necessary to place solar panels on both sides of the roof given the northerly position, hence the reduced cost in comparison.

Additional quotation obtained for comparative interest which includes the new office building - £78,900

Funding applications for CIL open in February 2023, and awards are announced in July. The application process is lengthy and time consuming with no clear direction in terms of eligibility, as per the above.

It is noteworthy that the current utility tariff for Jubilee Hall is fixed until 31 January 2026.

HEATING

In terms of replacement heaters, I have approached a supplier with experience of providing appropriate heating options for community halls, and the recommendation is as follows:

Radiant Cassettes - £3,457, (please see attached) manufacturers quotation – distributors quotation £2,371.56, which does not include installation for which a quotation is being sought.

Members may wish to consider the following options:

- To continue with the existing heating system for the foreseeable as remains functional, particularly given the fixed tariff
- To replace the heaters with an updated version in due course - possibly future budget proposal
- To additionally explore alternative sources of both energy and heating whereby grants/CIL may be available

The heating could be upgraded as a standalone project or the system in its entirety to include new heaters, and solar panels.

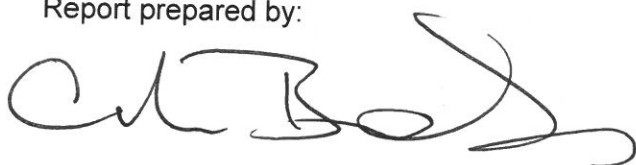
RECOMMENDATION

This proposal is in its infancy and put forward merely as an item to trigger a thought process, with the view to forming a working party.

Members may wish to consider the way forward given the budget constraints balanced with the need to become energy efficient, and benefits to the community:

- Demonstrates leadership to decarbonise
- Clean, pollution free heating and electricity
- Low annual maintenance cost
- Generates a sense of wellbeing living in a more sustainable community.

Report prepared by:



Carla Baverstock-Jones
Chief Officer