

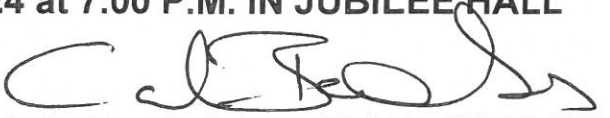


Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD
ON MONDAY 15 APRIL 2024 at 7.00 P.M. IN JUBILEE HALL

Members are summoned to attend


Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

09 April 2024

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 11 March 2024.
7. To receive and approve the Orders for Payment (February & March attached).
8. To receive and note the monthly finance report.
9. To receive a revised report and consider the quotations in respect of the electrical works to be undertaken at Jubilee and Napier Hall.
10. To receive a revised report and consider the quotations in respect of the replacement heating units within Jubilee Hall.
11. To receive a report and consider the quotations received in respect of the staff salary review/evaluation.
12. To receive a report and consider the proposal received in respect of the IT provision for Members.
13. To receive a report and consider the way forward in respect of future engagement with housing developers.
14. To receive and consider the Parish Plan 2024-25.
15. To receive and consider the updated Flexible Working Policy.
16. To receive and consider the Menopause at Work Policy.
17. To receive an update and consider the application to EHDC Community fund in respect of the Jubilee Zipwire replacement.

18. To receive a report and consider the way forward in respect the of alarm response system pertaining to the Parish Office/Jubilee Hall.
19. To receive the recommendation from the Grounds Committee on the 25 March 2024, in respect of the quotations received for the repairs to play area surfacing.
20. To receive an update from Members representing the Parish Council within external organisations and Working Parties.
21. To receive and consider the following grant application:
 - Citizens Advice East Hampshire - £1,000.
22. To note the next scheduled meeting of the Council being the 13 May 2024, being the Annual Meeting. The Annual Parish Meeting will be held on the 22 April 2024.
23. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**
24. To approve the Confidential Minutes of the Council Meeting held on the 11 March 2024

Item 4

DC Report for HPC Council Meeting 15th April 2024

Cllr David Evans 10th April 2024

“Land East of Horndean” (LEOH) Update

To re-cap: The Horndean District Councillors have been engaged with developers and with HPC since 2012. We managed to negotiate for a huge number of Community Assets to be offered free of charge to the Parish Council. HPC expressed the desire to accept these but could only make the final decision once all the details and obligations are fully known as there will inevitably be ownership and running costs that HPC will need to bear.

These assets included many things that the Parish Council was very keen to have such as a good number of Allotments, a skate park and 20ha of public open space. The large 1,300m² Community building was clearly a challenge so HPC commissioned a Business Case study which showed that it would have been affordable and eventually a positive revenue earner.

Moving on, the original developer bowed out and Bloor Homes took over and submitted outline plans in December 2018. Subsequently, the land north of Rowlands Castle Road was sold on and two of the three parcels have now been developed to provide a care home and a care village.

The Main Site was given Outline permission for 800 homes, 2ha of employment space and much else including a new S106 agreement on December 23rd 2021.

The new S106 agreement decrees that Horndean Parish Council will be offered, free of charge, ownership of a fabulous array of assets including 23ha (56 acres) of Public Open Space, 29 Allotments, Land for a Skate Park, a Sports Pitch and two LEAPs (Local Equipped Area for Play).

The jewel in the crown will be the £1.7m+ Community Building with a 220m² Hall and audio/lighting booth that can seat audiences of 200+. This will enable large events and things like community cinema, drama, streamed performances from the West End, live music and dance as well as local clubs. Retractable raked seating will be needed. That's over twice the size of any of the existing local public halls. A large foyer, bar and kitchen will cater for daytime community use, such as a community café, as well as evening events in the Hall. It's a building of a more modest size than the first S106, being maybe 550m², and although that may sound a diminished offering, it will be much more manageable for HPC.

This building is not intended to be a sports hall, as the Community Centre in Clanfield fulfils that function locally. Instead it will fill the gap in provision that was identified in the EHDC study of local leisure needs for a multi-purpose hall to seat 200+. (Local halls can seat 80-90 and Barton Hall 450 but none seat 200-250).

HPC with EHDC presented the idea of a hall of this sort at a public meeting and there was considerable support for the functions we sketched out as can be seen from the results reproduced below. It may be useful to repeat this survey but, with more people working from home and able to enjoy its facilities such as a community café during the day, it seems unlikely that the result would be much different.

Although these assets come free of charge, the Parish Council will need to provide funds from its Council Tax Precept to operate and maintain them.

That's no different in principle from the upkeep of the present HPC assets: the two halls which cost £38k and open spaces which cost £194k per year (24/25 Budget figures)

The new homes will eventually generate at least £50k Council Tax precepts for HPC which is comparable, for instance, to what the Millennium Hall in Liphook costs to run.

There are a couple of constraints on these assets.

The Community Building must be taken with the LEAPs, skate park land and the adjoining sports pitch which is set out in the S106 to be an adult artificial turf floodlit football pitch. This is a pity as the pitch will be fenced off and thus not available for general use plus 3G pitches are extremely expensive to maintain and need to be replaced every 8-10 years. Initial studies, however, indicate that its size and location may not be viable which could cause a re-assessment.

The second constraint is that if HPC takes on the 23ha of Informal Open Space it must also take on the upkeep of the Sustainable Urban Drainage Systems (SUDS). The regular tasks of landscape management should be within the scope of HPCs excellent Countryside team and the periodic servicing of any separators, pump stations & treatment plants etc would use a specialist contractor. What seemed at first to be a daunting responsibility is something that the Officers of HPC would be well able to learn how to deal with. It would have been preferable if the Informal Open Space were not linked to the SUDS, but EHDC officers made it clear, when we challenged this before the S106 was signed, that de-linking them was not possible.

As a District Councillor who has worked on LEOH for 12 years I have built a lot of knowledge and contacts. I have already offered to share all this with the new cohort of Parish Councillors as they begin to assess the huge opportunities these assets will provide for the people of Horndean and to balance them against to costs and responsibilities and I stand ready to provide any help I can.

It's also worth noting that, should HPC turn down the offers of these facilities, they will be passed to a Private Management Company and all decisions about hire fees, what amenities to provide and everything to do with 23ha of open spaces, playgrounds, skate park, Community building and sports pitch will be out of the hands of local people.

Coincidentally, the Competition & Markets Authority has just published (February 2024) its final report of a long and comprehensive Housebuilding Market Study which includes their research and recommendations into Private Management Companies.

Just to quote a few things:

3.80 The amount charged by estate management companies per household per year varies greatly, from just under £60 to just under £1,000 in 2022, with an average charge of £358. This is in addition to the council tax paid by those households.

3.81 Estate management charges can increase significantly year on year – we have heard of fees almost doubling over a single year, and of fees trebling when a new management company was appointed.

3.83 A significant proportion of the overall estate management charge may be allocated to management/administration fees, rather than maintenance work carried out,

5.13 The current estate management system:

- (a) causes an imbalance of power and misalignment of incentives between private companies managing amenities and those households that are required to pay for those amenities on an ongoing basis;

(b) means households are unable to oversee estate management companies effectively and, if necessary, remove/switch estate management companies, or to readily challenge poor service or unreasonable charges; and

(c) means households living in estates with private management arrangements suffer detriment by privately funding amenities which are open for wider public use.

5.14 We consider that these concerns should be addressed by the UK, Scottish, and Welsh governments each taking measures to:

(a) prevent the proliferation of private management arrangements for new housing estates; and

Basically, the CMA has come down firmly on the side of leaving these community assets in the ownership and control of the relevant Local Authority rather than handing them to a Private Management Company. For Horndean that means the Parish Council.

I am firmly of the belief that allowing these Community Assets to fall into the hands of a Private Management Company would be a very poor outcome for the people of Horndean, a view, I know, that is shared by EHDC officers.

You can download the report from

[Housebuilding market study final report \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

To conclude, the decision about whether or not to take ownership of these Community Assets rests entirely with the Parish Council and whilst I understand that taking on these facilitates and managing them for the benefit and enjoyment of all the people of Horndean in perpetuity will require additional funds and the development of new skills and staff I believe that it is well within the scope of the excellent team of officers to grow what will be an fantastic addition to HPC facilities and make the Parish a truly significant part of the area.

It will take courage, I don't deny that, but this is truly a once in a lifetime opportunity for the people of Horndean and their Parish Council.

Questionnaire Data from 23rd January 2016 Exhibition

Each response scored as: Never/blank = 0, Sometimes = 1, Often = 2, Regularly = 3

Ranked by Total Score for each activity

Group	Activity	
1 Cinema:	Recent Films	90
2 Live feed	West End Theatre productions	85
3 Live performances by:	Professional touring theatre companies	78
4 Live performances by:	Public lectures/presentations	75
5 Live performances by:	Local Theatre Groups	70
6 Community	Art exhibitions	68
7 Cinema:	Older Blockbusters	67
8 Live performances by:	Comedy	64
9 Live feed	Opera	65
10 Community	Antiques fairs	63
11 Community	Horticultural shows	59
12 Live feed	Ballet	60
13 Live performances by:	Classical Music	53
14 Cinema:	Classic or "Arthouse"	52
15 Community	Car Boot Sales	48
16 Live performances by:	Jazz	47
17 Community	Jumble sales	43
18 PH	Family Parties	41
19 Clubs	Art Classes	40
20 Live performances by:	Local bands	38
21 Clubs	Music Classes	37
22 Dances:	"Vintage" eg '60s, '70s, themed etc	35
23 Clubs	Dance Classes	35
24 Dances:	Ballroom or Latin	34
25 Live performances by:	Rock/pop bands	33
26 Dances:	Line/Country dancing	32
27 Clubs	Cubs/Scouts/Brownies/Guides	30
28 Dances:	Discos/pop/rock	28
29 Dances:	Zumba	27
30 Community	Pet shows	25
31 PH	Weddings	20
32 Clubs	Other	17



HORNDLEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 11 MARCH 2024 AT 7.00 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, S Freeman, J Hodgson, K Jenkins, D Prosser, A Redding, R Smith, R Sowden

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker)

PUBLIC ATTENDANCE: District Cllr J Hogan & D Evans
5 x members of the public

HPC 268/23/24 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Beck.

District Cllr Elaine Woodard gave her apologies of absence for the meeting.

HPC 269/23/24 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 270/23/24 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

No report received.

HPC 271/23/24 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Councillor D Evans and a joint report by District Councillor E Woodard & J Hogan were circulated (see attached), with the Chairman reading key points from both.

HPC 272/23/24 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public.

District Cllr D Evans commended the comments to the Local Plan, made by the Planning Committee, stating that it was an excellent report.

A member of the public said that he had no access to HPC minutes, as they were not displayed on noticeboards in the Parish and he did not have access to a PC.

Both comments were noted by members.

HPC 273/23/24 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 12 FEBRUARY 2024

It was **RESOLVED** that the minutes of the Council meeting held on 12 February 2024 be signed as a true record of the meeting with the following amendment.

- PC Rees name to be changed to PS Rees, as he is a Sergeant, not a PC.

All agreed.

HPC 274/23/24 TO ELECT CLLR SMITH TO THE GROUNDS COMMITTEE

It was **RESOLVED** that Cllr Smith be elected as a member of the Grounds Committee. This was proposed by Cllr Prosser and seconded by Cllr Freeman. All agreed.

HPC 275/23/24 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (JANUARY & FEBRUARY ATTACHED)

It was **RESOLVED** that the Orders for Payment (January attached) be approved and duly signed.

A query was raised re line 8, February Orders for Payment with the VAT appearing inaccurate. It was **RESOLVED** that the figures within the February Order for Payment be reviewed.

All agreed.

HPC 276/23/24 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and noted by members.

HPC 277/23/24 TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE ELECTRICAL WORKS TO BE UNDERTAKEN AT JUBILEE AND NAPIER HALL

A report by the Chief Officer was circulated, along with quotations obtained to date. A short discussion took place and it was **RESOLVED** that

- The item be deferred until the provision of an additional quotation for Napier Hall.
- The office to make sure all quotations are in date.

HPC 278/23/24 TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE REPLACEMENT HEATING UNITS WITHIN JUBILEE HALL

A report by the Chief officer was circulated, along with quotations obtained. A discussion took place and it was **RESOLVED** that Council proceed with instructing the contractor of quotation 1 – KB Electrics, to undertake the replacement heater works at Jubilee Hall, total cost of £1,924.00 (Inc VAT). This was proposed by Cllr Redding and seconded by Cllr Prosser. 1 member abstained from voting.

HPC 279/23/24 TO RECEIVE AND CONSIDER THE OFFER OF A DONATION FROM WATERLOOVILLE GOSPEL HALL TRUST

Information pertaining to the offer of a donation from Waterlooville Gospel Hall Trust was circulated. A discussion took place and ideas were put forward. It was **RESOLVED** that Council were delighted with the offer to receive a donation and gratefully accepted. It was suggested that they would like to use the donation as follows

1st Option: To either put towards the running costs involved with the management of the 3x defibrillators, installed by Horndean Parish Council, which would help towards the replacement of pads and batteries, as they expire, or alternatively to go towards the purchase of a 4th defibrillator/cabinet to house the defibrillator.

2nd Option: To be put towards the running costs involved with the Speed Indicator Device Initiative.

HPC 280/23/24 **TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF UPDATES TO THE IT POLICY, AND THE COMMUNICATIONS POLICY**

A report by the Chairman was circulated and a discussion took place as to who would be best placed to consider regular updates to the IT Policy and the Communications Policy.

It was **RESOLVED** that

- There is a need for an IT Policy update, to address the security and integrity of documents currently outside the Parish Council IT set up.
- The external IT contractor be contacted and asked to prepare an initial report on the possible ways forward, to ensure the security and integrity of documents currently outside the Parish Council IT set up.
- There is a need for Communications Policy update, to reflect recent changes and to more fully reflect the Parish Council Engagement Strategy.
- An update to the Communications Policy be allocated to the Parish Plan Working Party, to undertake. This was proposed by Cllr Freeman and seconded by Cllr Prosser. All agreed.
- The use of a shared calendar be explored, so that Councillors, have access to the same.

HPC 281/23/24 **TO RECEIVE AND CONSIDER THE UPDATED BUSINESS CONTINUITY PLAN**

It was **RESOLVED** that the updated Business Continuity Plan be agreed and accepted by Council.

HPC 282/23/24 **TO RECEIVE AND CONSIDER THE UPDATED EMERGENCY PLANNING FOR WORKING ARRANGEMENTS POLICY**

It was **RESOLVED** that the updated Emergency Planning for Working Arrangements Policy be agreed and accepted by Council.

HPC 283/23/24 **TO NOTE THE SUBMISSION OF A RESPONSE TO EHDC, IN RESPECT OF THE DRAFT LOCAL PLAN 2021-2040**

The submission of a response to EHDC, in respect of the draft Local Plan 2021-2040 was circulated and noted by members. The Chairman congratulated Cllr Attlee and Prosser, for producing a thorough document.

HPC 284/23/24 **TO RECEIVE AND CONSIDER THE QUOTATION FOR AN EXTENSION TO THE HORNDEAN GREEN TRAIL AND HERITAGE NETWORK – LAND EAST OF HORNDEAN**

The Chairman updated members, informing them that it had become apparent, following walking the routes, that the proposed Horndean Green Trail and Heritage Network (HGT&HN) needs to be extended Eastwards into and through the LEOH development towards Blendworth.

It was **RESOLVED** that the quotation for the extension to the HGT&HN from Urban Place Lab be accepted, total cost of £3,100 + VAT.

This was proposed by Cllr Freeman and seconded by Cllr Hodgson.

HPC 285/23/24

TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES

Horndean Green Trail and Heritage Network: The Chairman provided an update, informing members that he and Cllr Attlee had recently met with representatives from Rowlands and Clanfield Parish Council, who expressed interested in seeing links with HGT&HN. He said that the HGT&HN WP were pleased with the initial advice and feedback from the appointed consultants and would be meeting again this week. He said that there would a presentation delivered by the consultants at the Annual Parish meeting on 22 April 2024.

HPC Parish Plan: The Chairman explained that the draft Parish Plan for 2024/25 was taking shape. He said the proposal would be presented at the Annual Parish meeting on 22 April 2024.

Armed Forces Stakeholder Meeting: Cllr Redding said he had attended a recent meeting, which included a large group of attendees, both Veterans and Serving Armed Forces. He said that they run drop-in sessions, which host a variety of different organisations offering support. He said that a major event is underway and currently in the Planning stage - Armed Forces and Veterans Day.

Engagement & Outreach Approach: Cllr Freeman reported on a visit to the Kings Arms Project in Petersfield, with Cllr Lay.

LEOH: Cllr Attlee provided an update, informing members that she had been to various venues to look at how they are organised and said that enquiries had been made of EHDC to determine whether the bundles of assets could be disaggregated, but that this cannot be done. In one bundle, it was felt that HPC might consider taking on the informal open spaces, but that the SUDS were beyond our expertise and would need to be taken on by a specialist. The matter will be pursued, to determine whether it might be realistic for HPC to take on some of the assets.

Havant Thicket Reservoir: Cllr Attlee provided an update to say that she is keeping a watching brief and said she would circulate the minutes from the latest meeting she attended on 29 February once received.

SID/Speed Watch: Cllr Prosser informed members that HPC had received approval for the EHDC Speed Watch camera initiative and said we will be purchasing the cameras by the end of the month. He confirmed that a deployment list was being worked on for locations for the SID device, which will need approval from HCC.

Horndean Improvement Project: Cllr Prosser said that the first meeting had taken place, with ASB, graffiti cleaning up, broken paving stones, damage to walls, unattended planters and speeding being the main topics of discussion.

HPC 286/23/24

TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 15 APRIL 2024

The next scheduled meeting of the Council was noted as 15 April 2024. This meeting will be held in Jubilee Hall.

HPC 287/22/23

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

Members of the public left the meeting.

The public meeting concluded at 8: 43 pm

HPC 288/23/24

TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 26 FEBRUARY 2024, IN RESPECT OF THE PROPOSED INCREASES TO STAFF SALARIES FOR 2024/25, AND TO SEEK QUOTATIONS FOR A SALARY REVIEW

The Chairman of the Staff Committee – Cllr Prosser provided an update, following a discussion at the Staff Committee meeting on 26 February 2024.

It was **RESOLVED**

- That the proposed salary increases, as proposed, be agreed, ranging from 5 – 16.6% - This aligns with the comparative awards within the NJC.
- That a new review to be prepared, and for quotations to be sought. The review to be completed in readiness for next year’s salary negotiations.

This was proposed by Cllr Lay and seconded by Cllr Freeman.

HPC 289/23/24

TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 26 FEBRUARY 2024, IN RESPECT OF THE CHIEF OFFICER’S SALARY FOR 2024/25

The Chairman of the Staff Committee – Cllr Prosser provided an update, following a discussion at the Staff Committee meeting on 26 February 2024.

It was **RESOLVED** that the proposed salary increase of 5% for the Chief Officer be agreed.

The confidential meeting concluded at 8:52 pm

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Signed - The Chairman

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Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			List 12	11 MARCH 2024	BANK ENTRIES: FEBRUARY 2024	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS			BANK ENTRIES: FEBRUARY 2024			
1	15/01/2024	UK Debt Management	£13,265.33	£0.00	£13,265.33	Loan Repayment - part 6 of 50
2	01/02/2024	Fuelgenie	£154.31	£30.86	£185.17	Fuel: January 2024
3	05/02/2024	British Gas (156695)	£248.66	£49.73	£298.39	Napier Gas: 3 Jan - 5 Feb 2024
4	06/02/2024	British Gas (603423926)	£610.36	£122.07	£732.43	Jubilee Admin Gas: 3 Jan - 2 Feb 2024
5	12/02/2024	British Gas - 242787	£121.41	£6.07	£127.48	Napier Electric: 15 Jan - 12 Feb
6	14/02/2024	Vodafone	£76.28	£15.25	£91.53	Mobiles: February 2024
7	31/01/2024	Veolia	£297.04	£59.41	£356.45	Waste Collection: January 2024/Excess weight Surcharge
8	15/02/2024	British Gas (154660)	£291.72	£121.67	£413.39	Jubilee Hall Electric: 11 Dec - 15 Feb
B.A.C.S.			BANK ENTRIES: FEBRUARY 2024			
9	02/02/2024	Staff Expenses	£33.99	£0.00	£33.99	Staff Expenses; January 2024
10	29/01/2024	Forward Control	£174.00	£34.80	£208.80	Fire Alarm System Call Out - Jubilee Office
11	01/02/2024	Sound Advice Installations	£749.00	£149.80	£898.80	Microphone System Delivery, Set Up and Test
12	13/02/2024	Staff Expenses	£84.50	£0.00	£84.50	Uniform for New Countryside Team Staff Member
13	31/01/2024	Aardvark Supplies Ltd	£226.42	£45.28	£271.70	Various Janitorial/Compactor Sacks Returned
14	31/01/2024	Aquaid	£246.40	£49.28	£295.68	Annual Rental for Water Dispenser
15	31/01/2024	Beaver Tool Hire	£145.53	£29.11	£174.64	Heras Fencing (22 x Temporary Fence Panels): January 2024
16	31/01/2024	Chevron Management	£3,980.00	£796.00	£4,776.00	Traffic Management - Remembrance Day
17	01/02/2024	East Hampshire District Council	£650.00	£0.00	£650.00	Unspent Grant-SID Lamppost returned
18	02/02/2024	HALC	£48.00	£9.60	£57.60	Planning Training - Cllr K Jenkins
19	04/01/2024	Horndean Tyres	£7.50	£1.50	£9.00	3 x Fly Tipped Tyres
20	30/01/2024	Screwfix	£132.52	£20.50	£153.02	Safety Equipment/Clothing
21	01/02/2024	Screwfix	£28.27	£5.66	£33.93	Adhesive/3 - Way services key
22	01/02/2024	Screwfix	£5.41	£1.08	£6.49	Trailer Board Plug
23	10/01/2024	Private	£84.50	£0.00	£84.50	Countryside Trousers x 2 Pairs
24	20/12/2023	Tichfield Tree Services	£650.00	£130.00	£780.00	Safety Works at Heath Close
25	06/02/2024	Viking	£20.95	£4.19	£25.14	Laminated Pouches
26	14/02/2024	FSGR Gas Heating & Plumbing	£287.50	£57.50	£345.00	Supply & Fit Lagging to Pipework at Napier
27	08/02/2024	East Hampshire District Council	£51.45	£0.00	£51.45	Carol Service Sheets Printing
28	15/02/2024	Friends of Horndean Parish Footpaths	£1,000.00	£0.00	£1,000.00	Grant issued
29	13/02/2024	Blendworth Tyres	£81.90	£16.38	£98.28	Trailer Repair
30	09/02/2024	Sports & Play Consulting Ltd	£1,950.00	£0.00	£1,950.00	Admin Fee for Tender - Jubilee Play Area
31	14/02/2024	Phil Taylor Towbars Ltd	£240.00	£48.00	£288.00	Replace Trailer Electrics
32	08/02/2024	Forward Control	£174.00	£34.80	£208.80	Second call out for Faulty Alarm 5.2.24
33	19/02/2024	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges
34	14/02/2024	Focus	£218.66	£43.73	£262.39	Switchboard, BroadBand, Payphone, Alarm - Jan/Mar 2024
35	15/02/2024	Rocket Computer Services	£1,436.99	£287.40	£1,724.39	2 x Desktop PCs/HD Monitor
36	20/02/2024	Horndean PC Employees	£16,020.42	£0.00	£16,020.42	Staff Salaries: February 2024
37	22/02/2024	Horndean & Clanfield Foodbank	£65.00	£0.00	£65.00	Donation Agreed by Council
38	09/02/2024	Urban Place Lab Ltd	£8,333.33	£1,666.66	£9,999.99	Urban Design Consultancy Advice-Green Trail & Heritage
39	29/02/2024	HM Revenue & Customs	£3,613.91	£0.00	£3,613.91	Tax/NI: February 2024
40	29/02/2024	Hampshire Pension Fund	£4,965.11	£0.00	£4,965.11	Pensions: February 2024
DEBIT CARD			BANK ENTRIES: FEBRUARY 2024			
41	08/02/2024	Amazon	£23.83	£4.77	£28.60	Cable Protectors for Staff Desks in Office
42	07/02/2024	CPC (Premier Farnell Ltd)	£23.26	£4.65	£27.91	Ethernet Patch Lead for Jubilee Hall Sound System
43	12/02/2024	Lycamobile	£3.90	£0.00	£3.90	SIM Card for Jubilee Caretaker
44	13/02/2024	Blossoms of Portsmouth	£38.49	£0.00	£38.49	Floral Arrangement
45	26/02/2024	Royal British Legion Industries	£375.00	£0.00	£375.00	Lest We Forget Silhouettes
TOTAL EXPENDITURE			£61,241.85	£3,845.76	£65,087.61	
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			List 12	11 MARCH 2024	BANK ENTRIES: FEBRUARY 2024	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS			BANK ENTRIES: FEBRUARY 2024			
46	various	Regular Hall Users	£1,630.23	£0.00	£1,630.23	Hire of Jubilee Hall - Regular
47	various	Regular Hall Users	£2,148.92	£0.00	£2,148.92	Hire of Napier Hall - Regular
48	various	Casual Hall Users	£116.49	£0.00	£116.49	Hire of Jubilee Hall - Casual
49	various	Casual Hall Users	£83.21	£0.00	£83.21	Hire of Napier Hall - Casual
50	various	Casual Hall Users	£200.00	£0.00	£200.00	Deposits Received
51	various	Football Teams	£197.50	£0.00	£197.50	Hire of Football Pitches
52	26/02/2024	East Hampshire District Council	£237.00	£0.00	£237.00	Councillor Grants
53	29/02/2024	Cambridge & Counties	£799.83	£0.00	£799.83	Bank Interest
54	various	East Hampshire District Council	£11,133.33	£0.00	£11,133.33	Developer's Contributions
55	09/02/2024	Resident Contribution to Tree Felling	£200.00	£0.00	£200.00	Miscellaneous Income
TOTAL INCOME			£16,746.51	£0.00	£16,746.51	

SIGNED:	
SIGNED:	
DATE:	11 MARCH 2024



HORNDEAN PARISH COUNCIL

FULL COUNCIL MEETING: 15th April 2024

SUBJECT OF REPORT: Order of Payments

February

The British Gas invoices require some additional explanation to explain the different VAT rates. The amounts showing are the VAT appearing on the invoices in question.

Lines 3 and 4: The VAT element charged was the standard 20%
Line 5: The VAT element charged was at the reduced 5%.

Under a government concession, 'low usage' of electricity and gas for business or non-domestic purposes is chargeable at the reduced rate of VAT. The low usage thresholds are:

- electricity – at or below 33 kWh per day during the bill period
- gas – at or below 145 kWh per day during the bill period

There is no requirement for the customer to claim the reduced rate of VAT or exclusion from CCL on low usage as these concessions are applied automatically at the time of each billing. If consumption on a meter is close to the above thresholds, VAT charges may vary during different bill periods.

Line 8: This anomaly is caused by British Gas re-issuing a previous invoice with actual reading replacing estimates and miscalculating the VAT.

I have reported this back to British Gas previously (and SSE who also made a similar error when they were our suppliers) but the errors have continued.

The total of the restated bill is correct and, as we claim back the VAT, we are not out of pocket.

We are obliged to reclaim the VAT as stated on the invoice.

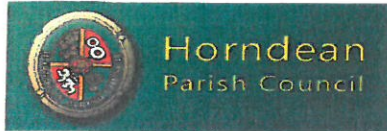
PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			15 APR 2024			BANK ENTRIES: MARCH 2024	
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
DIRECT DEBITS			BANK ENTRIES: MARCH 2024				
1	16/02/2024	British Gas - 603421231	£211.48	£10.57	£222.05	Jubilee Admin Electric: 16 Jan - 15 Feb	
2	09/02/2024	Initial Washroom Hygiene (Rentokil)	£149.23	£29.84	£179.07	Napier Hall Waste Collection: 01/03/24-31/5/24	
3	01/03/2024	Fuelgenie	£125.86	£25.17	£151.03	Fuel: February	
4	04/03/2024	British Gas Lite - 156695	£132.03	£6.60	£138.63	Napier Gas: 5 Feb - 4 Mar	
5	07/03/2024	British Gas - 603423926	£408.64	£20.43	£429.07	Jubilee Admin Gas: 3 Feb - 2 Mar	
6	11/03/2024	British Gas Lite - 154660	£219.51	£189.91	£409.42	Jubilee Hall Elec: 11 Dec - 11 Mar	
7	12/03/2024	Vodafone	£76.28	£15.25	£91.53	Mobiles: March 2024	
8	29/02/2024	Veolia	£358.30	£71.66	£429.96	Waste Collection: February 2024	
9	14/03/2024	British Gas Lite - 242787	£129.58	£6.48	£136.06	Napier Electric: 12 Feb - 11 Mar	
B.A.C.S.			BANK ENTRIES: MARCH 2024				
10	19/02/2024	ACAS	£125.00	£0.00	£125.00	Behaviours At Work Digital Training	
11	14/02/2024	Blendworth Tree Care Ltd	£140.00	£28.00	£168.00	Dead Oak Felled/Dismantled at Yoells Copse	
12	14/02/2024	Blendworth Tree Care Ltd	£300.00	£60.00	£360.00	Group of Field Maple Cut Down-Jubilee Park	
13	14/02/2024	Blendworth Tree Care Ltd	£400.00	£80.00	£480.00	2 x Oaks Monolithed at Yoells Copse	
14	14/02/2024	Blendworth Tree Care Ltd	£500.00	£100.00	£600.00	2 x Ash Cut Down at Yoells Copse	
15	07/02/2024	Engelbert Strauss	£268.80	£53.76	£322.56	Various Items of Uniform for Countryside Team	
16	22/02/2024	FSGR Gas, Heating & Plumbing	£126.31	£25.26	£151.57	Additional Lagging for Napier Hall Pipes	
17	20/02/2024	Hampshire County Council	£176.00	£0.00	£176.00	Speed Watch Camera Licence	
18	01/02/2024	Mackarness & Lunt	£108.00	£21.60	£129.60	Deeds Storage Charge 1 Jan - 31 Dec 2023	
19	21/02/2024	Screwfix	£25.83	£5.16	£30.99	Jerry Can 20 Ltr	
20	13/02/2024	Sparsholt College Hampshire	£788.00	£0.00	£788.00	Training in Use of Manually Fed Wood Chipper	
21	29/02/2024	Staff Expenses	£4.81	£0.00	£4.81	Staff Expenses: February 2024	
22	29/02/2024	Aardvark Supplies Ltd	£17.04	£3.41	£20.45	Liquid Soap Dispenser	
23	29/02/2024	Beaver Tool Hire	£145.53	£29.11	£174.64	Heras Fencing (22 x Temporary Fence Panels): February 2024	
24	29/02/2024	Beaver Tool Hire	£549.78	£109.96	£659.74	Flail Mower Hire for 2 Weeks 1 Day	
25	27/02/2024	Engelbert Strauss	£67.85	£13.57	£81.42	High-vis Forestry Rain Jacket	
26	05/03/2024	AVS Fencing	£27.68	£5.54	£33.22	Green Gravel Boards for Benches at Five Heads	
27	04/03/2024	B & Q	£27.43	£5.48	£32.91	3 x Blue Circle Quick Set Concrete	
28	30/11/2023	Blendworth Tree Care Ltd	£300.00	£60.00	£360.00	Snapped Oak Limb Cut Out at Cath Down	
29	07/03/2024	Blendworth Tree Care Ltd	£1,550.00	£310.00	£1,860.00	Tree Works-Wagtail Rd, Jays Close, Yoells Copse	
30	06/03/2024	Blendworth Tree Care Ltd	£950.00	£190.00	£1,140.00	Oak Cut Down - Yoells Copse	
31	29/02/2024	FSGR Gas, Heating & Plumbing	£241.50	£48.30	£289.80	Lagging Fitted to Toilet and Kitchen Areas at Jubilee Hall	
32	08/03/2024	HALC	£150.00	£30.00	£180.00	Annual Conference- Cllrs J Lay/S Freeman	
33	23/02/2024	KB Electrics	£645.00	£129.00	£774.00	Security Lighting at Napier Hall	
34	08/03/2024	MOT & Service World (Horndean)	£140.00	£28.00	£168.00	Gear Selection Issue on HY65 UVJ	
35	05/03/2024	Screwfix	£13.82	£2.76	£16.58	Toilet Indicator Bolts - Napier Hall	
36	05/03/2024	Screwfix	£9.16	£1.83	£10.99	MDF Primer Paint	
37	15/03/2024	Royal British Legion Industries	£-350.00	£0.00	£-350.00	Lest We Forget Silhouettes (Refund)	
38	19/03/2024	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges	
39	20/03/2024	Horndean Parish Council Employees	£16,588.19	£0.00	£16,588.19	Staff Salaries: March 2024	
40	19/03/2024	B & Q	£46.44	£9.30	£55.74	Bolts and Brackets	
41	19/03/2024	Cartridge Save	£150.68	£30.14	£180.82	Ink Cartridges	
42	05/03/2024	Engelbert Strauss	£59.85	£11.97	£71.82	3 x Body Warmers for Countryside Team	
43	14/03/2024	Focus	£234.19	£46.84	£281.03	Switchboard, BroadBand, Payphone, Alarm - Jan/Apr 2024	
44	13/03/2024	Forward Control	£340.00	£68.00	£408.00	Fire Alarm Investigation at Jubilee Office	
45	12/03/2024	HALC	£98.00	£19.60	£117.60	Knowledge & Core Skills - Cllr Reading	
46	12/03/2024	HALC	£98.00	£19.60	£117.60	Knowledge & Core Skills - Cllr Jenkins	
47	19/03/2024	MOT & Service World (Horndean)	£318.50	£63.70	£382.20	Service & MOT SN18 WBL	
48	20/03/2024	Positiv ID	£6.75	£1.35	£8.10	ID Badge for Cllr Hodgson	
49	20/03/2024	Positiv ID	£6.75	£1.35	£8.10	ID Badge for L Barnettson	
50	20/03/2024	Positiv ID	£14.25	£2.85	£17.10	5 x Badge Holders	
51	04/03/2024	Screwfix	£48.31	£9.66	£57.97	Wire Brush, Gauge, Restraint Strap	
52	19/03/2024	Screwfix	£9.58	£1.91	£11.49	Security Shear Nuts	
53	22/03/2024	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Windows Cleaned - Napier, Jubilee, Office	
54	11/03/2024	Urban Place Lab	£8,333.33	£1,666.66	£9,999.99	Consultancy Advice - 2nd Payment	
55	18/03/2024	Viking	£55.31	£11.06	£66.37	Jotta Pads, Scissors, Calculator	
56	19/03/2024	Wattling & Hirst	£230.00	£46.00	£276.00	Payroll Charges: Q4	
57	25/03/2024	WEIFX Windows & Doors	£95.00	£19.00	£114.00	Repair to Fire Door Window in Jubilee hall	
58	19/03/2024	AVS Fencing	£44.99	£9.00	£53.99	Gate for Lychgate Play Area	
59	28/03/2024	Hampshire Pension Fund	£5,153.93	£0.00	£5,153.93	Staff Pensions: March 2024	
60	28/03/2024	HM Revenue & Customs	£4,118.08	£0.00	£4,118.08	PAYE/NI: March 2024	
61	28/03/2024	Idverde	£1,664.32	£332.86	£1,997.18	Emptying of Bins: Jan - March 2024	
DEBIT CARD			BANK ENTRIES: MARCH 2024				
62	01/03/2024	EHDC	£10.50	£0.00	£10.50	Change of Address for Jubilee Hall Licence	
63	08/03/2024	Post Office	£15.45	£0.00	£15.45	Parcel Return Postage	
64	08/03/2024	Green Tech Ltd	£208.00	£41.60	£249.60	Wildflower Seeds	
65	13/03/2024	Lycamobile	£3.90	£0.00	£3.90	SIM Card for Jubilee Caretaker	
66	20/03/2024	Amazon	£16.79	£3.38	£20.17	2 Ultra Heavy Basketball Nets	
67	13/03/2024	B & Q	£260.50	£0.00	£260.50	25 Bags Quick Set Concrete	
68	12/03/2024	EHDC	£44.00	£0.00	£44.00	Replacement Bin for Jubilee Hall	
69	20/03/2024	Sustainability Centre	£480.00	£0.00	£480.00	Training for Countryside Staff	
70	20/03/2024	Amazon	£26.52	£5.31	£31.83	Lightbulbs for Napier and Jubilee Halls	
71	21/03/2024	Crown Decorating	£19.23	£3.85	£23.08	Paint for Napier Hall	
		TOTAL EXPENDITURE	£48,139.79	£4,141.62	£52,281.41		
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			15 APRIL 2024			BANK ENTRIES: MARCH 2024	
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
72	various	Regular Hall Users	£1,789.87	£0.00	£1,789.87	Hire of Jubilee Hall - Regular	
73	various	Regular Hall Users	£1,949.85	£0.00	£1,949.85	Hire of Napier Hall - Regular	
74	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Received	
75	various	Casual Hall Users	£-300.00	£0.00	£-300.00	Deposits Refunded	
76	various	Football Teams	£197.50	£0.00	£197.50	Hire of Football Pitches	
77	31/03/2024	Cambridge & Counties	£857.70	£0.00	£857.70	Bank Interest	
78	28/03/2024	East Hampshire District Council	£6,431.67	£0.00	£6,431.67	Developer's Contributions	
79	18/03/2024	East Hampshire District Council	£1,767.00	£0.00	£1,767.00	Other Grants	
		TOTAL INCOME	£12,993.59		£12,993.59		

SIGNED:

SIGNED:

DATE:

15 APRIL 2024



HORNDEAN PARISH COUNCIL

FULL COUNCIL MEETING: 15th April 2024

SUBJECT OF REPORT: Finance Report

Funding

Since the last Finance report the following funds have been received:

- £1,767 was received on the 17th March from East Hampshire District Council for the purchase of Three Auto Speed Watch Cameras.
- £8,333.33 was received on the 25th February from East Hampshire District Council and a further £6,431.67 was received on the 28th March bringing the total funding to £14,765. This has partially covered the cost of two invoices from Urban Place Lab for the initiation phase of the Green Trail & Heritage Network which totalled £16,667 (£20,000 including VAT). The balance of £1,901 was taken from Earmarked Reserves.

February 2024 Management Accounts 2023-24 (Month 11)

The position at the end of February 2024 showed a **favourable** variance, after adjusting for earmarked reserve movements, of £39,309.

This breaks down to:

1. A favourable variance against our income target of £20,068.
2. A favourable variance against our expenditure budget of £19,241.

Central Costs	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
Central & Grants	462,173	456,543	-5,630	195,440	200,631	5,191
Property	45,469	41,272	-4,197	87,218	91,546	4,328
Open Spaces	22,295	12,054	-10,241	171,878	181,600	9,722
GRAND TOTAL	529,937	509,869	-20,068	454,536	473,777	19,241

The favourable variance on the Income is *mainly* driven by the following:

- **Central:** Increased interest on our balances with Cambridge & Counties. The current interest rate now stands at 4.05%.
- **Property:** Increased Hall hire income. As at the end of February income was at 87.0% of pre COVID levels, although part of this will be due to the price increases.
- **Open Spaces:** East Hampshire District Council Councillor Grants for benches plus funding for the Green Trail & Heritage Network.

The favourable variance on the Expenditure is *mainly* driven by the following:

- **Central:** Admin Salaries (£2,779), IT Support (£1,956) and Professional Fees (£1,942).
- **Property:** Napier Staff Travel (£2,235 and Security (£2,068)
- **Open Spaces:** Staff Vacancies (£11,035).

Balance Sheet and Reserves

As can be seen in the table below, General Reserves stood at £217,293, with a further £187,517 in Earmarked Reserves (EMR).

Horndean Parish Council Balance Sheet to the end of February 2024		Horndean Parish Council Reserves		B/F	FEB
Current Assets	£££	Represented By :-			
Debtors - Sales Ledger	3,631	General Funds	141,888	217,293	
Prepayments	73	Vehicle Replacement	10,000	10,000	
Debtors - VAT Control A/C	4,657	Jubilee Hall Improvements	7,800	7,800	
Co-op No. 1 Account	62,356	Napier Hall Improvements	2,000	4,800	
Co-op Business Select Account	50,273	The Granary	2,000	2,000	
Cambridge & Counties Account	253,928	Lith Avenue re-surfacing	3,000	3,000	
Lloyds Bank Current Account	39,510	Playground Fund	7,000	7,000	
Total Current Assets	414,429	Grounds Equipment	2,500	2,500	
Current Liabilities		Legal Costs	4,000	4,000	
Creditors	0	Election	2,000	1,620	
Accruals	8,519	Fencing	4,000	4,000	
Hall Income Deposits	1,100	Tree Maintenance	4,000	4,000	
Receipts in Advance	0	LychGate Repairs	2,000	2,000	
Total Current Liabilities	9,619	Community Infrastructure Levy	39,196	71,465	
Total Assets Less Current Liabilities	404,810	Land East of Horndean	1,900	1,900	
		Five Heads Rec Playground EMR	6,000	28	
		Future Development Facilities EMR	79,905	54,905	
		Green Trail & Heritage Network EMR	6,500	6,500	
		Total Earmarked Reserves	183,800	187,517	
		Total Equity	325,688	404,810	

Future Development Facilities

The table below lists the expenditure that has been incurred against this reserve.

Future Development Facilities			
Date	£££	Balance	Notes
23/05/2022	£79,904.91	£79,904.91	Transfer from Jubilee Hall Project (re loan)
24/04/2023	-£2,500.00	£77,404.91	Deposits for Solar Panels
05/10/2023	-£22,500.00	£54,904.91	Balance for Solar Panels

Community Infrastructure Levy (CIL)

As can be seen in the table below, the current balance stands at £71,464.67 with a sum of £28,304 earmarked as a contribution towards the repair of the Jubilee Park playground.

Community Infrastructure Levy					
INCOME				EXPENDITURE	
Year	Banked	Elapse Date	£££	Expenditure	£££
2018-19	02/07/2018	02/07/2023	£7,567.47		
2019-20	13/05/2019	13/05/2024	£6,855.19		
	07/10/2019	07/10/2024	£6,576.95		
2020-21	29/05/2020	29/05/2025	£4,885.47	120 Trees - Catherington Lith	£2,082.00
	22/10/2020	22/10/2025	£14,404.42	Toddler Double Swing Set	£5,234.61
2021-22	18/05/2021	18/05/2026	£5,897.82	Carvings - Yoells Copse	£600.00
	02/12/2021	02/12/2026	£5,875.07	Hazleton Common Boardwalks	£5,155.40
2022-23	03/05/2022	03/05/2027	£6,975.18	Dell Piece West Boardwalks	£6,769.50
2023-24	09/05/2023	09/05/2028	£67,268.61	Contribution to Five Heads Rec Playground	£20,000.00
				Hazleton Common Footpath Improvements	£15,000.00
Income Received at 31-03-24			£126,306.18	Total Expenditure at 31-03-24	£54,841.51
				Balance at 31-03-24	£71,464.67
				Jubilee Playground Repair	£28,304.00
				Total Committed	£28,304.00
				Currently Uncommitted	£43,160.67

Year End Timetable

- Internal Audit will be visiting on Monday 20th May to review the end of year accounts.
- The Annual Governance and Accountability Return (AGAR) will be presented for signing at the Full Council Meeting scheduled for Monday 10th June.
- The AGAR and backing documentation will be sent to External Audit by Friday 28th June.
- The AGAR will be available on the website from Monday 1st July and the accounting records will be available for the public to request for the period of six weeks between Monday 1st July and Friday 9th August.
- The External Audit report will be received prior to the end of September.

Report Prepared by Simon Ritson, Responsible Finance Officer, 4th April 2024

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA**Date: 15 April 2024****AGENDA ITEM: 9****SUBJECT OF REPORT: Electrical Inspection****BACKGROUND**

Jubilee and Napier Hall both require works to be undertaken in order to comply with the recommendations within the recent electrical inspections.

The below quotations obtained to date are in respect of:

Jubilee Hall

Quotation 1: £2,587.00 + VAT. *Alternatively, £1,372 + VAT undertaking works to the minimum standard in accordance with the legislation pertaining to the age of the building.

Quotation 2: £2,600.70 + VAT.

Napier Hall

Quotation 1: £3,243.00 + VAT.

Quotation 2: £2,500 + VAT

I have researched as to whether all the advised works are necessary to comply with legislation, as we are seeking standard compliance, and not necessarily above and beyond. *To this end the amended quote is as above should Members be minded to follow this course of action.

Similarly, on seeking guidance from the provider of Jubilee Hall Quote 2, I have received the attached response for Member's to consider. In essence the electrical system could remain compliant, but not fully updated should Members decide not to undertake the entire list of recommendations.

Report prepared by



Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 15 April 2024

AGENDA ITEM: 16

SUBJECT OF REPORT: Jubilee Replacement Heaters

BACKGROUND

At the meeting of the Council on the 07 November 2022, it was agreed for the heating within Jubilee Hall to be replaced, and for a working party to research cost effective options.

The following quotations based on the recommendation from the working party have been received:

Quote 1: £1,924.00 + VAT

Quote 2: £1,732.00 + VAT

Quote 3: £1,868.40 + VAT. Additional charge of £60 + VAT for disposal.

Quote 4: £2,707.99 + VAT.

This item was considered by Council on the 11 March 2024, but due to the misinterpretation of a quotation submitted which has since been clarified, the matter is to be revisited.

Report prepared by:



Carla Baverstock-Jones
Chief Officer.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 15 April 2024

AGENDA ITEM: \\
\\

SUBJECT OF REPORT: Staff Salary Review

BACKGROUND

At the meeting of the Staff Committee on the 26 February, and subsequently agreed by Council on the 11 March 2024, for an independent review of staff salaries be undertaken.

The following quotations have been received:

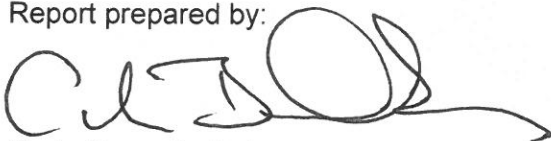
Quote 1: Phase 1 £2,800 + VAT and expenses

Quote 2: £650 + VAT

Quote 3: £5,212.50 - £6,255 + VAT and travelling expenses (if applicable).

In respect of Quote 2, Members will recall that a similar process was completed by this association in 2022.

Report prepared by:



Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 15 April 2024

AGENDA ITEM: 12

SUBJECT OF REPORT: IT System

BACKGROUND

At the meeting of the Council on the 11 March 2024, it was agreed to explore options to enable Members to share/save documents within a separate section of the Councils IT system.

I have met with our external IT provider in order to discuss the most appropriate way forward which will be cost effective, retain the security of the Council system, and meet the needs of Members.

The advice provided is attached, and whilst there will be a setup cost there will be no ongoing charges as incorporated within the current licensing fees.

A training session and written guidance can be provided to assist Members.

Report prepared by



Carla Baverstock-Jones
Chief Officer

The solution detailed below has been setup with your needs and budget in mind and we are sure this would work for you. The proposed solution is to create a Teams for the Councillors and assign their Horndean Parish Council email addresses access as members only but with permissions to upload/create and edit files within this Team. Below I will outline the features this solution will allow you to take advantage of:

- Licensing – you already have licensing allowing for Teams and online Office applications. Meaning no additional costs to licensing.
- Councillors already have email addresses for the Horndean Parish Council, so no additional email setups are required currently.
- Allows for collaboration work between the Councillors and Horndean Parish Council working with already created documents and new documents. The Team will also work as a file store and will be good for keeping a central place for all data created.
- Teams has great security measures too. To remove or add a member is a simple and quick process. It has attributes with files like last modified and a recycle bin (for up to 30 days) in case of accidental deletion.
- OneDrive Sync can be setup for onsite staff devices to allow them to have a way to collaborate and work within their usual file explorer environment.
- Remote working as staff can use the online Office applications.

Other solutions would incur more costs for additional software.

A shared calendar can be setup for the Councillors and permissions can be set for each member added to the calendar. The calendar will be separate to other calendar and therefore not merge with other calendars and will be clear to see.

As mentioned in the demo I can create guides and or provide screenshots or more demo documentation if required.



Alby Cleeve | Engineer
Email: AlbyC@rocketpeople.co.uk

Office: [02392 987 444](tel:02392987444)
Mobile: [07492066287](tel:07492066287)
Web: rocketpeople.co.uk



HORNDEAN PARISH COUNCIL

FULL COUNCIL MEETING: 15 April 2024

SUBJECT OF REPORT: Engagement with Developers

Background

For several years, Horndean Parish Council has followed the practice of limiting engagement with potential developers to inviting them to make a presentation to Full Council Meetings but offering only broad, written observations, until formal planning proposals come to the Planning Committee.

There are advantages to this approach insofar as we and the public have the opportunity to hear what the developer is thinking and the public have the opportunity to offer their support or challenge. There are also disadvantages, notably that the Parish Council excludes itself from the opportunity to input to their developing thinking.

This disadvantage can become more significant when it comes to "Developer Agreements", put together under S106 or CIL. Normally, these agreements are drawn up by the Planning Authority (or the Highways Authority), working with the developer. The Planning Authority will usually have clear ideas, that may be driven by policies, plans and ideas that fall outside the Horndean area, whilst the developer may come to the table with a relatively open mind, or may be influenced by those who have spoken to them.

A current example of this issue is the Land East of Horndean development. A few years ago, for a variety of reasons, HPC opted not to be party to discussions that shaped the S106 Agreements. The resulting agreements now appear to be virtually final, are not shaped in a way that we would like to see and seem to offer assets in such a way that we could not easily take on without a significant increase in staffing and significant additional expense to Council Tax payers.

Recent Developments

We are currently being approached by developers keen to talk to us about what they are seeking to do and to discuss any ideas of what we might like to see for Horndean in return, should they be successful.

Two likely developers of significant parcels of land listed in the EHDC draft Local Plan have presented their ideas to Parish Council meetings recently, and one of those is keen to return with their updated ideas. A third developer is keen to do the same in the next couple of months.

In order to allow the Parish Council to engage with these developers before a formal response to a formal planning application, with a view to influencing their thinking on matters from design to infrastructure - without in any way giving a “blessing”, it could be helpful to be able to present them with some form of Horndean “shopping list”. Both the developers’ plans and the “shopping list” could then be discussed.

A Possible Way Forward

We have recently submitted our very detailed response, developed by the Planning Committee, to the EHDC draft Local Plan. This submission addressed both specific sites and more general infrastructure issues. It should be possible for a short life Working Party to build on this work, to develop our “shopping list”, incorporating any public input gleaned from the April 22 Annual Parish Meeting and the outcomes of a meeting with EHDC Planners, to be held in May, which should help us to learn lessons from the LEOH experience.

Once developed, and adopted by Parish Council, it would be possible for Councillors (probably at least two, one being the Chairman) to meet with potential developers for discussions, without prejudicing the later planning process.

It should be noted that other parties, including District Councillors, will engage with developers, and offer their ideas, whether we do or not.

Recommendations

Members are asked to consider and determine whether:

- A short life Working Party be established to develop a Horndean Parish “shopping list” of amenities, for presentation to the June Parish Council meeting
 - and, if established, to agree the membership of that Working Party
- Any “shopping list” developed should be reviewed annually.
- Representatives of Horndean Parish Council, to include at least 2 Members, should seek to engage with potential developers, to discuss their proposals and potential benefits for Horndean, driven by the adopted “shopping list”
 - and, if agreed, to determine whether Planning Committee Members should, or should not, attend such meetings

John Lay
March 2023

HORNDEAN PARISH COUNCIL

FULL COUNCIL MEETING: 15 April 2024

SUBJECT OF REPORT: 2024/25 Parish Plan

Background

Alongside reviewing our performance against the 2023/24 Parish Plan, the Parish Plan Working Party (Cllrs Attlee, Freeman, Lay and Redding) has been drafting the 2024/25 Plan.

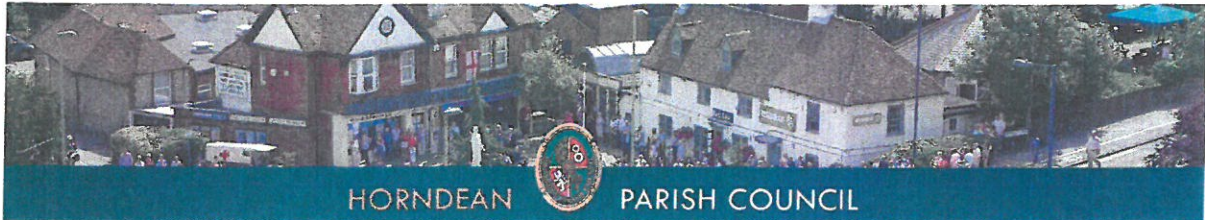
The draft 2024/25 Parish Plan is now offered to Council, as part of the following process:

- Draft presented to April Parish Council, for consideration.
- Key contents presented to the April Parish Meeting, for discussion and to receive feedback and suggestions.
- Revised draft presented to May Parish Council for consideration and adoption.

Recommendations

Members are asked to consider the draft 2024/25 Parish Plan and to agree any amendments at this stage.

Cllr John Lay
April 2023



PARISH PLAN 2024 - 2025

Our Vision

To help every resident experience an enhanced quality of life building upon the existing character and community spirit within the Parish and encouraging all sectors of the community to nurture an inclusive and vibrant community.

To provide effective, efficient, and accountable local government for the parish, actively seeking to involve residents in the decision-making process to ensure our actions reflect the aspirations of the community and its future development.

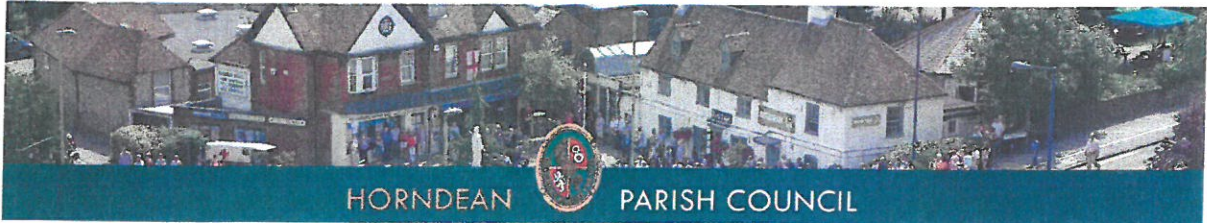
To be a strong voice for residents and local businesses, working to improve the overall parish area both built and natural, while preserving the uniqueness of heritage areas.

To actively engage with our colleagues at County and District Councils and where appropriate and beneficial, proactively collaborate across matters that are common across the Southern Parishes (Horndean, Clanfield and Rowlands Castle).

Key Priorities

Our key priorities are:

1. To continue the provision and enhancement of recreation facilities, other amenities, and our natural environment, to support and enhance the health, welfare and wellbeing of residents and visitors to Horndean.
2. To maintain and improve the environment within Horndean, including the reduction of vehicle pollution, speeding and anti-social behaviour such as vandalism, littering and graffiti.
3. To engage with relevant stakeholders to explain our role, to listen to their concerns and to represent their interests as appropriate.
4. As a statutory consultee, to respond to planning applications in a constructive, timely and professional manner.
5. To support eligible organisations through grants and advice.
6. To be well managed; providing sound governance and financial management.
7. To contain the cost of services to residents in Horndean Parish.
8. To continue to recruit further Councillors to fill current vacancies and to reach our full 15-member complement.



2024/25 Projects

Recreation Facilities

1. To complete the design and development of the replacement leisure and recreation facilities at Jubilee Hall play area.

Horndean Green Trail and Heritage Network. (HGT&HN)

2. To begin work on implementation of the HGT&HN and establish the HGT&HN Network Advisory Committee.

Neighbourhood Improvement Project

3. To continue to support and facilitate the Horndean Neighbourhood Improvement Project (a multi representational Forum).

Aquind Connector

4. To engage with the Southern Parishes, District and County councils concerning the Aquind Connector.

Land East of Horndean (LEOH)

5. To continue to review all relevant documents relating to the various development phases of LEOH and make representations in a timely manner through the planning committee.
6. To continue researching the desirability and viability of accepting the transfer of assets being offered under the s106 agreement. This will include liaising and consulting with all relevant parties, including with Rowlands Castle Parish Council, EHDC Officers and local district Councillors.
7. Working with EHDC Officers, put forward to Bloor Homes (the Developer), relevant proposals relating to the s106 assets.

Havant Thicket Reservoir Stakeholder Advisory Group (HTRSAG)

8. To continue the watching brief role as a member of the HTRSAG identifying any areas to make representations on behalf of Horndean residents.

Local Community Resilience Planning

9. To review and update local incident advice, with improved preparation and response recommendations, signposting and contact information.

Speeding Initiative

10. To deploy the speed indicator devices and cameras.

Earlier Developer Engagement

11. To develop a list of desired amenity and infrastructure outcomes from future developments, ranging from drainage to medical provision to open spaces.
12. To engage with potential developers, to seek to influence their thinking before developer agreements (notably CIL and s106) are entered into with EHDC, whilst continuing to review all relevant documents and making representations in a timely manner through the planning committee.



Flexible Working Policy

Introduction

Horndean Parish Council recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore, the Parish Council wishes to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests. The Parish Council is committed to considering any flexible working arrangements, provided that the needs and objectives of both the Council and the employee can be met.

It is the Council's policy to encourage open discussion with employees. An employee who thinks they may benefit from flexible working is encouraged to contact the Chief Officer to arrange an informal discussion to talk about the options.

What is flexible working?

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

The following flexible working options are considered to be the typical arrangements that employees will request but the Council recognises that there may be alternatives or a combination of options which are suitable to both the Council and the employee:

- Compressed hours
 - Flexitime
 - Home-working
 - Job-sharing
 - Part-time working
 - Term-time working
 - Start and finish times
 - Location – working from home.
- **Compressed hours** are where an employee works their usual full-time hours in fewer days by working longer blocks meaning that there is no reduction in their pay. For example, a five-day week is compressed into four days, or a 10-day fortnight into nine days
 - **Flexitime** allows an employee to choose, within certain limits, when to begin and end work. An employee is required to work during a core time and must work an agreed number of hours during the accounting period of a calendar week.
 - **Home-working** is when an employee regularly carries out all, or part of, their duties from home rather than the employer's

premises. The Parish Council can consider home-working on the basis of an occasional agreed day.

- **Job-sharing** is an arrangement where a full-time post is divided into two part-time roles. The two job holders then share the overall duties and responsibilities. Their skills and the hours each employee wishes to work must be compatible, and meet the needs of the Council. Pay and benefits are shared in proportion to the hours each works. Job sharing can be considered where the creation of a single part-time post is difficult, or where two individuals wish to work part-time.
- **Part-time working** covers any arrangement where an employee is contracted to work anything less than typical full time hours for the type of work in question. For example, an employee who only works Monday to Wednesday. The Parish Council will consider if the post is suitable to be undertaken on a part-time basis.
- **Term-time working** is where an employee reduces their hours or takes time off during any school holidays. Any weeks above their annual leave entitlement will be unpaid. Salary can be paid in 12 equal monthly instalments (although arrangements may be permitted where an employee is only paid for the time worked and receive no pay during the holidays apart from their entitlement to annual leave)

The needs of the Parish Council

The Council is committed to providing a range of appropriate working patterns. However, employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

Where a flexible working arrangement is proposed, the Council will need to take into account a number of criteria including (but not limited to) the following:

- the costs associated with the proposed arrangement
- the effect of the proposed arrangement on other staff
- the need for, and effect on, supervision
- the existing structure of the department
- the availability of staff resources
- details of the tasks specific to the role
- the workload of the role
- whether it is a request for a reasonable adjustment related to a disability
- health and safety issues

Eligibility

Any employee has a statutory right to request flexible working from the first day of their employment.

Submitting a flexible working request

An eligible employee is entitled to submit two flexible working requests in a twelve-month period (an employee is entitled to additional requests if they relate to a statutory entitlement e.g. the Equality Act 2010 right to request reasonable adjustments).

All requests must be made by email or letter. Any request made must include:

- the date of the application
- the changes that the employee is seeking to their terms and conditions
- the date from when the employee would like the proposed change to come into effect
- whether this is a statutory or non-statutory request
- whether a previous application for flexible working has been made
- the dates of any previous applications

If the employee is making the request in relation to the Equality Act, e.g. as a reasonable adjustment relating to a disability, this should be made clear in the application.

If an application does not contain all of the required information the Chief Officer will explain to the employee what additional or amended information they need to provide and ask the employee to resubmit the request.

Meetings regarding flexible working

Upon receiving a written request for flexible working the Chief Officer will consult with the employee to:

- discuss the request
- find out more about the proposed working arrangements
- how it could be of benefit to both the employee and Council.

If a meeting is arranged it will be held within 28 days of the Council receiving the request. This time limit may be extended with the agreement of both the employee and Chief Officer/Council, but will be within two months.

The employee will be given advance notice of the time, date and place of the meeting. If the initial date is problematic then one further date will be proposed.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague or a trade union representative.

If the employee fails to attend a meeting and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.

Where a request can, without further discussion, be approved as stated in the employee's written application a meeting to discuss the request may not be necessary. The employee will be informed of the Council's decision regarding the request by a confirmation letter as outlined in the section 'Responding to a flexible working request' within 28 days of the Council receiving the request. This time limit may be extended with the agreement of both the employee and Chief Officer/Council.

Responding to a flexible working request

The Chief Officer will consider the proposed flexible working arrangements, looking at the potential benefits, and adverse effects, to the employee and to the Parish Council in implementing the proposed changes.

Each request will be considered on a case-by-case basis, and the employee will be consulted. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

The employee will be informed in writing of the Council's decision as soon as is reasonably practicable, but no later than 14 days after the meeting.

The request may be granted in full, in part or refused. The Parish Council may propose a modified version of the request, the request may be granted on a temporary basis, or the employee may be asked to try the flexible working arrangement for a trial period. If the request is agreed then the employee will be sent a confirmation letter which will include details of the new arrangements.

If the Parish Council rejects the request, the reasoning behind the decision will be discussed with the employee, including the impact that the flexible working may have on the Council and how this could be limited.

The employee should contact the Chief Officer within 14 days if they wish to discuss the new arrangements further, or have any concerns.

Right to appeal decision

The employee has the right to appeal the decision if their request is refused or is only agreed in part.

The employee may lodge an appeal within 14 days of being notified of a decision on their application. This should be done in writing and clearly state the grounds on which they are appealing. The appeal will be heard by the Staff Committee within 14 days. The employee will then be informed of the outcome to their appeal within 14 days of the appeal meeting. These time limits may be extended with the agreement of both the employee and the Chief Officer/Council.

Trialling new working arrangements

Where there is some uncertainty about whether the flexible working arrangement is practicable for an employee and/or the Parish Council a trial period may be agreed. If a trial period is arranged the Parish Council will allow sufficient time for an employee and their manager to implement and become used to the new working practices before taking any decisions on the viability of a new arrangement.

Varying an employee's contract

Where flexible working practices are agreed as a permanent change, a variation will need to be made to the employee's contract of employment. A new contract of employment will be sent to the employee within 28 days of the change to the employee's working pattern being agreed.

If the employee has any questions or concerns about the new contract of employment, they should contact the Chief Officer to discuss the matter further.

Where a trial period has been arranged the Parish Council will provide the employee with a document that details their new working pattern and makes clear that it is only a temporary variation to the terms of the employee's contract. The employee will be informed in writing of the start and end dates of the trial period (although the Parish Council may reduce or lengthen the trial period where necessary with the agreement of the employee). The Council will reserve the right, at the end of the agreed trial period, to require the employee to revert to their previous working arrangement.

Complaints and further information

The Parish Council is strongly opposed to any form of victimisation of individuals who work, or request to work under flexible working arrangements.

If an employee feels that they have been treated unfairly or are dissatisfied with any stage of the flexible working process, they should raise their concerns informally with the Chief Officer.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under the Parish Council's grievance procedure.

For further information an employee should refer to the documents listed below and/or contact the Chief Officer.

Law relating to this document:
Employment Rights Act 1996
Equality Act 2010
Flexible Working Regulations 2014
Employments Rights Bill (Flexible Working)



Menopause At Work Policy

This policy is designed to support anyone experiencing challenges caused by the menopause, assist managers and colleagues to understand the effect it can have, and help Horndean Parish Council to recruit and retain employees experiencing the menopause by:

- raising wide awareness and understanding of menopausal symptoms, the impact of these symptoms and outlining the support available
- supporting managers in their awareness and understanding of how the menopause can affect team members, and how they can support those experiencing symptoms at work to continue to be effective in their jobs
- encouraging an environment in which colleagues can openly and comfortably instigate conversations, or engage in discussions about the menopause.

We want to ensure those experiencing menopausal symptoms (or are impacted by them) feel empowered to have open discussions, without embarrassment, to consider adjustments that may enable them to continue to safely and comfortably carry out their everyday roles.

What is this policy?

The following identifies our approach for colleagues, line managers and as an employer.

Line Managers will:

- take part in menopause awareness training
- be aware of the support available for colleagues
- be open and willing to have discussions around the menopause with members of their team, ensuring confidentiality where requested by the individual
- work with the individual to agree suitable support is provided, meeting both the individual and the Council's needs
- regularly review any support given to ensure it continues to meet the individuals and Council's needs.
- actively consider changes to the working environment or patterns which may support the individual
- ensure colleagues and team members are aware of the policy and where to find information and seek support

Colleagues are encouraged to:

- educate themselves about the menopause and become familiar with the support available
- be as open and honest as possible with line managers – reviewing the available options together, requesting any appropriate and reasonable measures to support their working environment
- agree to keep their line manager informed of any concerns, with the aim of ensuring that the right support is being provided
- support colleagues impacted by the menopause and its transitional stages

Those that do not wish to discuss the issue with their direct line manager may find it helpful to have an initial conversation with:

- a trusted colleague
- Menopause Support Group
- a Mental Health First Aider

Horndean Parish Council will:

- listen and work with colleagues, and Horndean Parish Council to champion an open and supportive culture for those experiencing perimenopause and menopause.

We encourage those impacted by menopausal symptoms to talk to their line manager to access the support services and systems available. This includes those who feel their ability to perform in their role is impacted as a result of supporting someone going through the menopause, for example, disturbed/lack of sleep affecting the ability to concentrate or operate machinery safely.

What support is available?

Medical Support

We encourage those experiencing adverse menopausal symptoms to speak to their GP in the first instance.

Occupational Health

Through an external Occupational Health provider, we can refer colleagues for an occupational health assessment. This will help to inform what support and assistance is required in order to enable an individual to do their role comfortably, and to safeguard against the physical environment, making the menopausal symptoms worse.

Flexible Working

Colleagues impacted by the menopause are able to request flexible working. Our Flexible Working Policy, which can be found Policies and Procedures (P145), allows colleagues to request a permanent or temporary change to their contracted working arrangements. Any requested changes should be discussed with line managers and if agreed, reviewed regularly to make sure they continue to meet the needs of both parties. The changes to working arrangements could include:

- earlier start and/or finish times to avoid peak travel when commuting into the office
- formalised breaks and time away from the computer (if applicable)
- a request to reduce/adjust working hours

Working Environment

Minor adjustments to an individual's working environment can make a difference. The following offers some suggestions of things which may be helpful to consider (but is not an exhaustive list):

- desk fans can be provided
- where possible, the flexibility to work in other areas of the office building eg cooler or quieter areas, being positioned near an opening window or away from heat source

- wearing noise reducing headphones in open plan offices or work spaces
- easy access to washroom facilities
- comfort breaks during meetings
- keeping camera off on a video call (where appropriate)
- requesting a walking meeting (if beneficial)

Sick Leave

An individual may feel unwell and unfit for work due to menopausal symptoms.

Full details of our Sickness Absence Policy can be found in the Staff Handbook.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 15 April 2024

AGENDA ITEM: 18

SUBJECT OF REPORT: Out of Hours Standby Allowance**BACKGROUND**

The Parish Office/Jubilee Hall intruder and fire alarms are monitored by an external provider, and should an incident be identified, this is reported to three members of staff (managers) depending on availability.

There have been a number of callouts fortunately mostly in relation to system errors, less frequently intruders in the changing room and broken windows.

However, due to personal circumstances one staff member no longer wishes to be party to the callout arrangement. To this end it has become considerably more onerous given just two staff members are available.

In essence staff will need to be on a standby rota to ensure availability, this would restrict movement/activities of staff at weekends, and outside of office hours during the week.

RECOMMENDATION

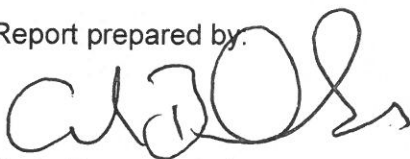
At this time the Chief Officer is the first contact, with the Office Manager the second point of call.

Members may wish to consider the way forward in terms of standby payments, or indeed the acceptability of lone females attending the site possibly late at night.

Alternatively, there is an option to engage a security company on an alarm response basis:

Quotation 1: Monthly key-holding fee - £40 + Callout 1st hour £60.00, subsequent hours £40.00

Report prepared by:



Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA**Date: 15 April 2024****AGENDA ITEM: 19**

SUBJECT OF REPORT: TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 25 MARCH 2024, IN RESPECT OF THE QUOTATIONS RECEIVED FOR THE REPAIRS TO PLAY AREA SURFACING

It was **RESOLVED** at the Grounds Committee meeting on 25 March 2024 to recommend to Council to proceed with the following repairs to play area surfacing

- To clean, repair and overlay existing rubber surfacing at Deep Dell Play Area – 68Lm perimeter – 103.5sqm surfacing for the following play equipment: Multiplay Junior Unit, Mushroom, Slide at a **total cost of £5,708 + VAT.**
- To remove and dispose of existing EPDM surfacing, approx. 6.5m², regrade existing subbase and add top up layer, supply and installation of black EPDM wet pour, approx. 6.5m² to a min depth of 40mm, in line with critical fall height, edges finish up to PCC edging where they are present, rolled into the Ground otherwise for the Rotar play equipment at Downs Park, at a **total cost of £820 + VAT.**



HORNDEAN PARISH COUNCIL
Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application:

Citizens Advice East Hampshire

Name of Person to whom correspondence should be addressed:

Helen Drake, Chief Executive

Payee for grant and bank details:

Citizens Advice East Hampshire CAF Bank

Sort Code: 40-52-40

Account Number: 00022479

Address for correspondence:

Forest Community Centre

Pinehill Road

Bordon GU35 0BS

Email Address: **ceo@caeasthants.org.uk**

Daytime Tel: **01420 477005**

Details of the organisation (What do you do?)

Provision of free, impartial and confidential advice and information to those in need across East Hampshire, whoever they are, whatever their problem..

Period of Grant:

1 year

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

Citizens Advice East Hampshire provides advice, information and support to residents of Horndean, primarily from our Petersfield office and currently by telephone, email and face to face.

Last year (2022/23) Citizens Advice helped approximately 304 Horndean residents with over 1000 different issues. In early April, we will review the 2023/24 figures but

we know from interim reviews that while employment issues have slightly lowered, cost of living impacts have been substantial with demand for energy advice and support, housing and debt problems rising rapidly (including Horndean - in particular Horndean Kings and Blendworth). We are expecting there to be a continual rise in debt and housing issues as a result of a very challenging year financially for local residents trying to make ends meet. We also know that relationship issues and mental and physical health problems are directly related to the stress of high levels of debt and financial insecurity and threatened homelessness. Our advice works to prevent and alleviate these pressures should they occur.

Over the last year we have continued to provide significant support to local residents suffering fuel poverty, distributing the Household Support scheme run by Hampshire County Council to those in most need as well as working with a range of partners locally around foodbank referral and development of community larders. As this support comes to an end in April 2024 we know that we will continue to need to provide support around energy and debt and have employed specific caseworkers in those areas to bolster our ability to meet demand.

We need Horndean Parish Council's ongoing generous help to sustain our organisation through these challenging times. We know that there continues to be a rising and urgent need for our advice and support to the public due to the cost of living rises and impacts of this for local residents that will continue for the next two to five years so we are asking for another grant of £1000 this year to support local residents in Horndean via our remote service by phone and email and face to face support in our Petersfield office.

This grant will help us to keep running the organisation, supporting up to 50 volunteers to give advice working from our offices as well as from home to help the more vulnerable deal with cost of living issues and impact. To continue to provide this level of support, we continue to urgently need town and parish council support.

Amount of Grant applied for:

£1000

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

We routinely are supported by town and parish councils across East Hampshire and we have a number of these already committing support in 2024 with applications into every parish. All town councils are supporting us. We have no other funder to support Horndean residents apart from our wider EHDC core contract which does not cover all our running costs. We

have also recently been funded to have targeted paid debt caseworker by EHDC as well as an outreach worker to help to meet the rising challenges of local residents but this does not fund our day to day delivery of advice to all local residents.

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

Core operating costs continue to be met from East Hampshire DC and other East Hampshire Town and Parish Councils, plus local fundraising activities, grants and donations.

Where and when do you meet?

We have an office in Petersfield supporting Horndean residents but also provide a robust service by phone, email and face to face.

What age groups do you cater for?
Over 18's

Total Membership:

N/A

You must attach the following to your application

- > Last year's accounts
- > Your current business plan, minutes of your last AGM or similar
- > Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult
(e.g. Chairman, President, Leader)

H Drake (CEO)

Date: 28/2/24

For Horndean Parish Council use only

HORNDEAN PARISH COUNCIL

Grants Application Procedure

- ALL Grants will be made from the Grants' Budget, set at the beginning of each financial year. The total amount of Grant money may vary from year to year.
- Request for Grants will only be accepted for consideration provided that the Council's "Application for Grants" form has been completed and appropriate supplementary information provided.
- The Council will not normally make Grants to organisations outside of the Parish, unless there are direct benefits to the Parish.
- Organisations employing staff must provide a full breakdown of staff and salaries.
- Horndean Parish Council requires all recipients of Grants in excess of **£500** to provide a written report of how the Grant money has been used within 12 months of receipt of the Grant. It may take the form of an annual report or set of accounts which clearly identify the manner of spending. The written report must be deposited with the Clerk to the Council, and hence becomes a document which members of the public have a right to inspect under the provision of section 228 of the Local Government Act 1972 (as amended).
- Grant recipient may be requested to provide evidence of purchase.
- Recipients may be asked to acknowledge Council support on stationery and promotional material.
- Grant cheques will normally be presented at the start of an appropriate meeting of the Council.

EXTENDED GRANTS

- In exceptional circumstances, a Grant may be approved to run over a maximum period of 3 years. In such cases, a business plan or a service plan will be required for that period.
- Representatives of Horndean Parish Council may request a presentation from organisations seeking an "Extended Grant".
- These "Extended Grants" will be determined at commencement, but may be stopped or varied if the organisation fails to meet the Council's specification.
- Existing "Extended Grants" will have priority over annual Grants.
- The yearly component of "Extended Grants" should not exceed 50% of the total Grants' budget.
- Successful "Extended Grants" applicants will be required to render a report 30 days prior to the completion of each Grants Year indicating the targets met within the approved business plan, without which subsequent payments will not be made. A further presentation may be required at this time.

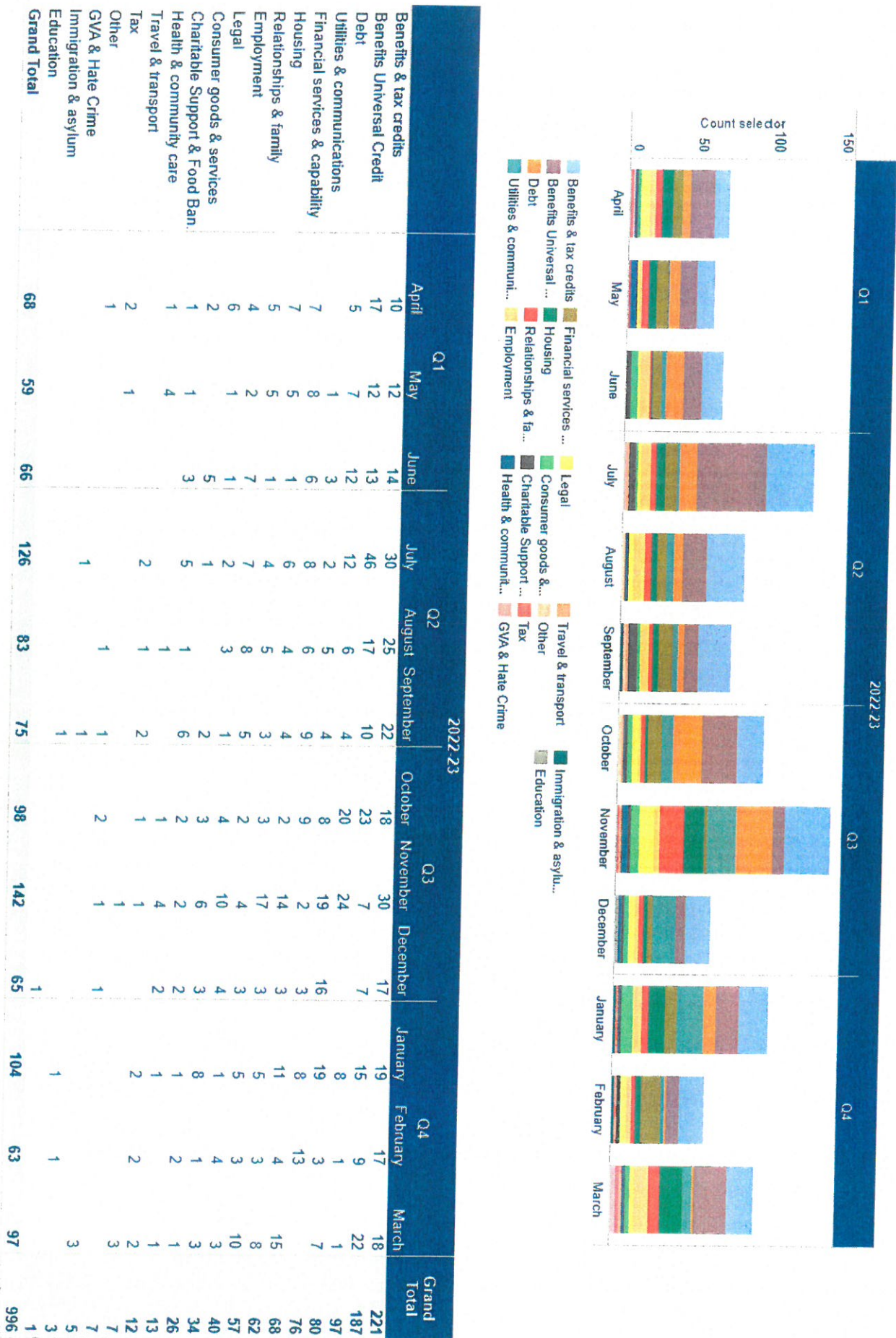
Citizens Advice support to Horndean Residents

In 2022/23 - 254 clients residing in the Horndean Ward were helped with 996 issues. It should be noted that a significant number of clients, district wide, chose not to give their details including place of residence (so chose anonymous status), which we estimate as at least 20% of the overall client and issue number, bringing the total to nearer **304 clients with 1194 issues**

Below are tables that outline the individual support for each client as well as issue based support. The final report shows Horndean Ward client profiles including gender, ethnicity, disability and age.

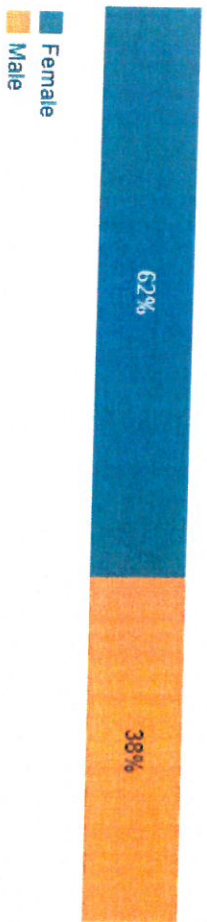
INDIVIDUAL HORNDEAN WARD CLIENT SUPPORT

	2022-23												Grand Total
	Q1			Q2			Q3			Q4			
	April	May	June	July	August	September	October	November	December	January	February	March	
Benefits & tax credits	7	5	9	14	12	11	8	11	11	14	7	11	93
Benefits Universal Credit	4	3	2	9	6	5	6	5	4	7	6	6	44
Utilities & communications		1	3	1	4	4	6	11	9	10	2	5	43
Financial services & capability	5	4	5	5	5	4	5	2	1	6	6	7	40
Housing	3	3	1	6	4	3	2	7	1	6	3	7	36
Relationships & family	3	2	1	3	3	2	2	10	2	4	2	4	35
Legal	4	1	1	2	3	1	2	6	3	1	4	2	29
Employment	3	2	3	5	4	2	1	2	3	1	3	5	29
Debt	4	3	6	3	2	3	7	2	1	3	3	5	29
Charitable Support & Food Ban	1	1	1	4	1	5	2	2	2	1	2	1	20
Consumer goods & services	1		2	1	1	2	3	3	2	4	1	1	19
Travel & transport				1	1	2	1	1	2	2	2	2	12
Other	1			2	1	1	2	1	1				6
Tax	2	1			1	1		1	1				5
Health & community care	1	1			1		1	1	1	1		1	5
GVA & Hate Crime				1	1	1	1	1	1	1		2	4
Immigration & asylum						1			1	1			4
Education									1				3
Grand Total	25	17	21	33	27	30	34	40	32	42	27	34	254

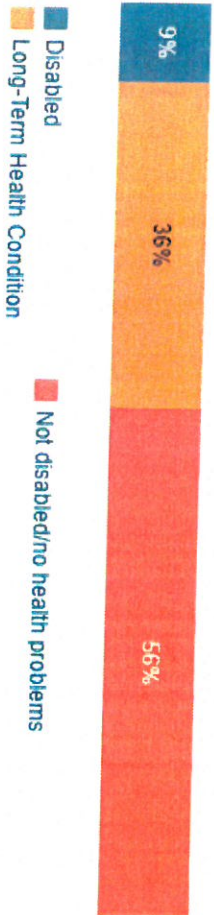


This reports shows the demographics for clients with selected AIC issues; we don't have profiles for all clients, percentages are based on clients with known profiles.

Gender



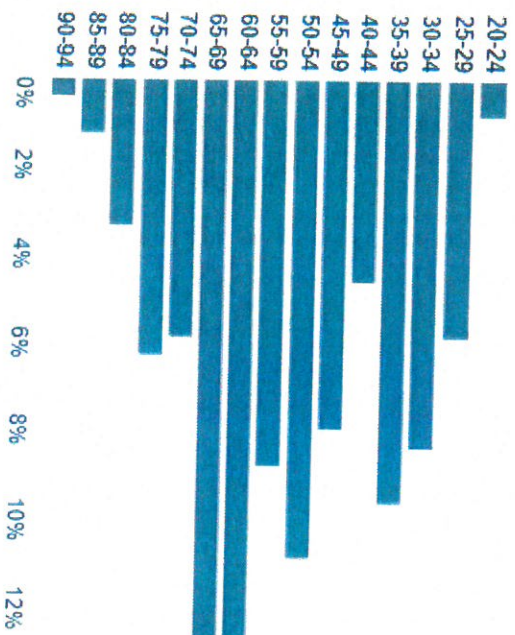
Disabled / Long term health condition



Type of disability (% of disabled clients)



Age



Ethnicity

