



Horndean Parish Council

NOTICE OF MEETING

THE ANNUAL MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 13 MAY 2024 at 7.00 P.M IN JUBILEE HALL

Members are summoned to attend

A handwritten signature in black ink, appearing to read 'Carla Baverstock-Jones', written in a cursive style.

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

07 May 2024

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect a Vice Chairman.
3. To receive apologies for absence.
4. To receive any Declarations of Interest.
5. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
6. To approve the Minutes of the Council meeting held on 15 April 2024, and the Extraordinary Council meeting held on the 22 April 2024.
7. To receive and approve the Orders for Payment (April attached).
8. To consider and approve the reappointment of the Internal Auditor for 2024/25.
9. To review and approve the adoption of the Scope of Internal Audit.
10. To receive and consider the Conflict of Interest Declaration – BDO (External Auditors).
11. To receive and consider the Parish Plan 2024/25.
12. To receive and consider the proposed training in respect of Planning Applications/Reports.
13. Receipt of nomination to existing committees and election of Chairman to Committees

14. Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.
15. Review of delegation arrangements to committees, sub committees, employees and other local authorities.
16. Review the terms of reference for committees.
17. Review of adoption of appropriate standing orders and financial regulations.
18. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
19. Review of representation on or work with external bodies and arrangements for reporting back.
20. Confirmation of arrangements for insurance cover in respect of all insured risks.
21. Review of the Councils and/or employees' memberships of other bodies.
22. Review the Councils complaints procedure.
23. Review the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation.
24. Review the Councils policy for dealing with the Press/Media.
25. To confirm bank mandates and signatories for Accounts.
26. To note the total precept requirement in respect of 2024/25 being £469,786.
27. To review the Investment Strategy.
28. To note the next scheduled meeting of the Council being the 17 June 2024.



HORNDLEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 15 APRIL 2024 AT 7.00 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, S Freeman, K Jenkins, R Smith, R Sowden

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

PUBLIC ATTENDANCE: District Cllr D Evans
District Cllr E Woodard
District Cllr J Hogan (entered meeting at 7.38P.M)
1 x member of the public

HPC 001/24/25 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Beck, Cllr Redding, Cllr Hodgson and Cllr Prosser

District Cllr Sara Schillemore and County Cllr Marge Harvey gave apologies of absence for the meeting. District Cllr Hogan said he may have to give apologies, due to traffic on his way back from a meeting, but said he would try to attend.

HPC 002/24/25 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

HPC 003/24/25 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS

No report received. The Chairman informed members to report pot holes to HCC and to provide the report reference to County Cllr Marge Harvey, who can then chase for updates, on behalf of HPC.

HPC 004/24/25 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).

The Chairman said that Cllr Attlee and himself had attended a meeting with District Cllrs to look at Assets for LEOH development and how they were packaged. It was noted that HPC and District Cllrs, apart from District Cllr D Evans, would not be happy to take them on, in the way the Assets were currently packaged. There is currently no inclination of separating some of the Assets.

HPC 005/24/25 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

The meeting was duly opened to members of the public.

A member of the public stated that he had read the Council News, under the "LEOH - What's Happening" heading, with regards to the Sustainable drainage systems. He said that a Flood Risk Assessment was submitted with the Planning Application – Ref 53198/003. He raised concerns as to who would be responsible for maintaining the filtration systems.

HPC 006/24/25 TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11 MARCH 2024

It was **RESOLVED** that the minutes of the Council meeting held on 11 March 2024 be signed as a true record of the meeting.

All agreed.

HPC 007/24/25 TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (FEBRUARY & MARCH ATTACHED)

It was noted that the February Orders for Payment had been presented to Council, again this month, for clarification regarding the recorded VAT.

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

All agreed.

HPC 008/24/25 TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT

A report by the RFO was circulated and noted by members. The RFO said that the final accounts would be presented at the next Council meeting.

It was **RESOLVED** that item 13 of the agenda be brought forward (as below). All agreed.

HPC 009/24/25 TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF FUTURE ENGAGEMENT WITH HOUSING DEVELOPERS

A report by the Chairman was circulated. Cllr Lay said that there appears to be some misunderstanding in the report, as it had become apparent that HPC had previously engaged with housing developers.

The recommendations from the report were considered by members and the following was **RESOLVED**

- A short life working party be established to develop a Horndean Parish "shopping list" of amenities, for presentation to the June Parish Council meeting, with working party members being Cllr Attlee and Cllr Lay. It was agreed that Cllr Prosser would be invited to join the working party if he wishes.
- Any "shopping list" developed will be reviewed annually.
- Representatives of Horndean Parish Council, to include at least two members, should seek to engage with potential developers, to discuss their proposals and potential benefits for Horndean, driven by the adopted "shopping list". This includes Planning Committee members being able to attend such meetings.

HPC 010/24/25

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. The Chief Officer explained that two quotations had been obtained for both Napier and Jubilee, with both contractors assuring compliance, following an Electrical Installation Condition Report.

A short discussion took place and it was **RESOLVED** that

- Council proceeds with quotation 1 for Jubilee Hall, instructing KB Electrics to undertake the Electrical Installation Condition Report and necessary works to ensure compliance, total cost - £2,587 + VAT. This was proposed by Cllr Smith and seconded by Cllr Jenkins.
- Council proceeds with quotation 2 for Napier Hall, instructing KB Electrics to undertake the Electrical Installation Condition Report and necessary works to ensure compliance, total cost - £2,500 + VAT. This was proposed by Cllr Attlee and seconded by Cllr Sowden.

District Cllr Hogan entered the meeting.

HPC 011/24/25

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. It was noted that the 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 being considered again.

A discussion took place and it was **RESOLVED** that Council proceed with instructing the contractor of quotation 3 – Eric Jackson's Ltd, to undertake the replacement heater works at Jubilee Hall, total cost of £1,868.40 + VAT and an additional charge of £60 + VAT for disposal. This was proposed by Cllr Smith and seconded by Cllr Jenkins. 4 votes were counted, with 2 members abstaining.

HPC 012/24/25

TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS RECEIVED IN RESPECT OF THE STAFF SALARY REVIEW/EVALUATION

A report by the Chief Officer was circulated. A discussion took place and it was **RESOLVED** to proceed with instructing Local Council Consultancy (quotation 1), to undertake an independent job evaluation, total cost for phase 1 - £2,800 + VAT and expenses. This was proposed by Cllr Freeman and seconded by Cllr Lay.

HPC 013/24/25

TO RECEIVE AND CONSIDER THE PROPOSAL IN RESPECT OF THE IT PROVISION FOR MEMBERS

A report by the Chief Officer was circulated and a discussion took place. Queries were raised regarding the suggested setup. It was **RESOLVED** that the Document Control Guidelines document be agreed by Council before any decision is made regarding the IT provision for members. All agreed.

HPC 014/24/25

TO RECEIVE AND CONSIDER THE PARISH PLAN 2024-25

A report by the Chairman was circulated, along with the draft Parish Plan for 2024-25.

It was **RESOLVED** that the 2024-25 Draft Parish Plan be agreed with the following amendment, to be presented at the Annual Parish Meeting on Monday 22nd April 2024.

- Re-word No. 12, under "Project" heading, to read: "To engage positively with potential developers, to seek to influence their thinking before developer agreements are entered into with EHDC, whilst continuing to review all relevant documents and making representations in a timely manner through the HPC Planning Committee".

HPC 015/24/25

TO RECEIVE AND CONSIDER THE UPDATED FLEXIBLE WORKING POLICY

The Chief Officer informed members that the following updates had been made to the Flexible Working Policy, as per recent law changes.

- An employee can request changes from day 1 and not wait until 6 months into their employment to make a flexible working request.
- An employee can submit more than one flexible working application in a 12-month period.
- An employee does not have to specify how their flexible working request will impact the business.

It was **RESOLVED** that the updated Flexible Working Policy be agreed by Council. All agreed.

HPC 016/24/25

TO RECEIVE AND CONSIDER THE MENOPAUSE AT WORK POLICY

The Menopause at Work Policy was circulated, with the Chief Officer stating that it was not a legal requirement but said it was good practice to have one in place.

It was **RESOLVED** that the Menopause at Work Policy be agreed by Council with the following amendment

- Page 2, "Flexible Working" paragraph: Add the word "in" after the wording "which can be found". All agreed.

HPC 017/24/25

TO RECEIVE AND CONSIDER THE APPLICATION TO EHDC COMMUNITY FUND IN RESPECT OF THE JUBILEE ZIPWIRE REPLACEMENT

The application to EHDC Community Fund in respect of the Jubilee Zipwire replacement was circulated to members electronically before the meeting. It was **RESOLVED** that the application be agreed and sent to EHDC for consideration.

HPC 018/24/25

TO RECEIVE A REPORT AND CONSIDER THE WAY FORWARD IN RESPECT OF ALARM RESPONSE SYSTEM PERTAINING TO THE PARISH OFFICE/JUBILEE HALL

A report by the Chief Officer was circulated and a discussion took place. Members felt they were not comfortable with staff attending on their own, for a call-out, stating that staff welfare is a priority.

It was **RESOLVED** that Council agreed that the alarm response system being monitored by Goldcrest Guarding Security Services with the cost set out as follows

- Monthly key-holding fee: £40.00
- Call-out 1st hour: £60.00
- Call-out subsequent hours: £40.00

It was **RESOLVED** that Council would require Forward Control, Horndean Parish Council's Fire and Security Specialist contractor to pay the Goldcrest Guarding Security Services call-out fees, following 5x false alarm call-outs, due to an ongoing integrity loop fault on the system, that cannot yet be rectified.

This was proposed by Cllr Freeman and seconded by Cllr Smith. All agreed.

HPC 019/24/25

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** that the recommendation from the Grounds Committee on the 25 March 2024, in respect of the quotations received for the repairs to play area surfacing be agreed as follows

- 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.

HPC 020/24/25 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 Urban Place Labs are finalising their report and will present highlights to the Annual Parish Meeting.

HPC 021/24/25 TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATION:

- **Citizens Advice East Hampshire - £1,000.**

It was **RESOLVED** that

- £1,000 be awarded to Citizens Advice East Hampshire, pursuant to S137 Local Government Act 1972, to be used for providing advice, information and support to residents of Horndean.
- Citizens Advice East Hampshire look at hosting support sessions in Horndean.
- Horndean Parish Council would be happy to offer Napier Hall as a location to host Citizens Advice East Hampshire support sessions.

HPC 022/24/25 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.

The next scheduled meeting of the Council was noted as 13 May 2024. This meeting will be held in Jubilee Hall. The Annual Parish meeting was noted as 22 April 2024. This meeting will be held in Jubilee Hall.

HPC 023/24/25 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: 28 pm

HPC 024/24/25 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 11 MARCH 2024

It was **RESOLVED** that the confidential minutes of the Council meeting held on the 11 March 2024 be signed as a true record of the meeting.

All agreed.

The confidential meeting concluded at 8.30 pm

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Signed - The Chairman

.....
Date



HORNDDEAN PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD AT JUBILEE HALL ON 22nd APRIL 2024 AT 6.30 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, R Smith, K Jenkins, R Sowden, S Freeman

IN ATTENDANCE: Carla Baverstock-Jones - Chief Officer (Minute Taker).

PUBLIC ATTENDANCE: There were no members of the public present.

HPC 025/24/25 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs P Beck, D Prosser, A Redding, J Hodgson.

HPC 026/24/25 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

HPC 027/24/25 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

There were no members of the public present.

HPC 028/24/25 TO RECEIVE AND CONSIDER THE DESIGN SUBMISSION AND APPOINT THE CONTRACTOR TO COMPLETE THE WORKS AT JUBILEE PLAY AREA

The design drawings and quotation of £45,000 + VAT submitted by Sawscapes Play Ltd., was approved in the first instance. The option to amend the design was discussed reducing the quotation to £42,795. An alternative proposal was presented being the purchase of additional equipment increasing the quotation by £1-2k.

It was **RESOLVED** that the revised design is accepted being £42,795 plus the cost of the extra item (monkey bars). This was proposed by Cllr Freeman and seconded by Cllr Attlee. All agreed.

Meeting concluded at 06.45pm

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Signed - The Chairman

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Date

Item: 7

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: APRIL 2024			
Ref	Date	Payee/Payer	Net	VAT	Total	Details
EXPENDITURE						
1	28/03/2024	Auto Speed Watch	£1,767.00	£0.00	£1,767.00	3 Speed Watch Cameras
2	01/04/2024	British Gas - 603421231	£147.36	£7.36	£154.72	Jubilee Admin Electric: 16 Feb - 15 March 2024
3	01/04/2024	Grenke Leasing	£111.90	£22.38	£134.28	Photocopier Rental : 1 April - 31 March 2024
4	04/04/2024	Staff Expenses	£15.89	£0.00	£15.89	Staff Expenses: March 2024
5	28/03/2024	Aardvark Supplies Ltd	£143.84	£28.77	£172.61	Black sacks, Gloves, Filter Bags, Floor Polish, Toilet rolls, Air Freshener
6	31/03/2024	Beaver Tool Hire	£159.39	£31.88	£191.27	Heras Fencing (22 x Temporary Fence Panels): March 2024
7	05/04/2024	Blendworth Tree Care	£180.00	£36.00	£216.00	Maple felled - Yoells Copse
8	08/04/2024	HALC	£1,937.00	£0.00	£1,937.00	Affiliation Fees/NALC Levy 2024/25
9	26/03/2024	Initial Washroom Hygiene	£74.10	£14.82	£88.92	Jubilee Admin Annual Waste Collection 24/25
10	01/04/2024	Rialtas Business Solutions	£1,221.00	£244.20	£1,465.20	Omega Cashbook Annual Support 2024/2025
11	01/04/2024	Rialtas Business Solutions	£444.00	£88.80	£532.80	Bookings Software Annual Support 2024/2025
12	26/03/2024	Screwfix	£54.98	£10.99	£65.97	Wire Brush, Prep Brush, Black Metal Paint
13	04/04/2024	FSGR Gas, Heating & Plumbing	£120.00	£24.00	£144.00	Annual Boiler Service, New Burner Seal, Heat Exchanger Cleaned
14	09/04/2024	L & S Engineers Ltd	£24.53	£4.91	£29.44	Twist Lock for Stihl Chainsaw
15	09/04/2024	Screwfix	£5.82	£1.17	£6.99	Brush Cleaner
16	09/04/2024	Timpsons	£10.00	£0.00	£10.00	Key for Cupboard in Napier Hall
17	10/04/2024	The New Blendworth Centre	£304.50	£0.00	£304.50	Plants/Flowers for Village square and Planters
18	12/04/2024	Lycamobile	£3.90	£0.00	£3.90	SIM Card for Jubilee Caretaker
19	25/04/2024	Keter UK Ltd	£937.50	£187.50	£1,125.00	Shed for Countryside Team
20	01/04/2024	Elite Charity Solutions	£225.72	£45.14	£270.86	Photocopying: Q4 Jan - March 2024
21	15/04/2024	Lloyds Bank	£7.00	£0.00	£7.00	Charges from 10 Feb to 9 March
22	02/04/2024	Fuelgenie	£260.93	£52.18	£313.11	Fuel: March 2024
23	15/04/2024	Lloyds Bank	£7.00	£0.00	£7.00	Charges 10 Feb - 9 March 2024
24	04/04/2024	British Gas Lite - 156695	£125.43	£6.27	£131.70	Napier Gas: 4 Mar - 2 April
25	04/04/2024	British Gas - 603423926	£362.61	£18.13	£380.74	Jub Admin Gas: 3 Mar - 2 April
26	19/04/2024	Hordean Parish Council Employees	£17,859.39	£0.00	£17,859.39	Salaries: April 2024
27	02/04/2024	Cathedral Leasing Ltd	£224.25	£44.85	£269.10	Quarterly Hygiene Services in Jubilee Hall
28	12/04/2024	SLCC	£501.00	£0.00	£501.00	Membership Fee 1st May 2024 - 30 April 2025
29	08/04/2024	British Gas 154660	£226.12	£45.22	£271.34	Electric: Jubilee Hall 11 March - 8 April
30	19/04/2024	Aardvark Supplies Ltd	£55.09	£11.02	£66.11	Toilet Rolls, Washing Up Liquid, Soap, 2Ply Towels
31	16/04/2024	AVS Fencing Ltd	£309.91	£61.98	£371.89	Gates, Gravel Boards for Cath Down and Hazleton Lith
32	16/04/2024	B & Q	£5.97	£1.19	£7.16	Anchor Bolts for Five Heads
33	19/04/2024	B & Q	£6.88	£1.38	£8.26	Cup Square Bolts and Nuts
34	16/04/2024	Citizens Advice East Hants	£1,000.00	£0.00	£1,000.00	Grant Issued
35	13/03/2024	East Hampshire District Council	£1,110.28	£0.00	£1,110.28	Rates - Car Park at Lith Lane
36	13/03/2024	East Hampshire District Council	£4,495.49	£0.00	£4,495.49	Rates - Jubilee Hall/Admin
37	13/03/2024	East Hampshire District Council	£2,644.70	£0.00	£2,644.70	Rates - Napier Hall
38	16/04/2024	Focus	£241.28	£48.26	£289.54	Switchboard, BroadBand, Payphone, Alarm - March/May 2024
39	16/04/2024	MOT & Service World	£229.99	£46.00	£275.99	Investigate & Report - DPF Soot Content Too High
40	16/04/2024	Screwfix	£31.22	£6.23	£37.45	Ladder Tags, Goldscrews, Site Disposal Gloves
41	18/04/2024	Sound Advice Installations Ltd	£244.60	£48.92	£293.52	AV System Service/Phono to Phono Cable
42	17/04/2024	Ultra Pure Window Cleaning	£155.00	£0.00	£155.00	Ext/Int Windows Cleaned at Jubilee and Napier
43	17/04/2024	WEL Medical Ltd	£125.85	£25.17	£151.02	iPAD AED Pads for Defibrillator plus one spare
44	11/04/2024	Vodafone	£82.28	£16.45	£98.73	Mobiles: April 2024
45	31/03/2024	Veolia	£194.20	£38.84	£233.04	Waste Collection: March 2024
46	14/04/2024	British Gas - 242787	£109.16	£5.46	£114.62	Napier Electric: 11 Mar - 11 April
47	16/04/2024	British gas - 603421231	£96.42	£4.82	£101.24	Jub Admin Electric: 16 Mar - 15 April
48	30/04/2024	Hampshire Pension Fund	£5,762.59	£0.00	£5,762.59	Pensions: April 2024
49	30/04/2024	HMRC	£4,400.15	£0.00	£4,400.15	Tax/NI: April 2024
TOTAL EXPENDITURE			£48,763.22	£1,230.28	£49,993.50	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
INCOME						
50	various	Regular Hall Users	£2,218.54	£0.00	£2,218.54	Hire of Jubilee Hall - Regular
51	various	Regular Hall Users	£2,113.94	£0.00	£2,113.94	Hire of Napier Hall - Regular
52	various	Casual Hall Users	£49.93	£0.00	£49.93	Hire of Jubilee Hall - Casual
53	various	Casual Hall Users	-£700.00	£0.00	-£700.00	Deposits Refunded
54	various	Football Teams	£197.50	£0.00	£197.50	Hire of Football Pitches
55	30/04/2024	Cambridge & Counties	£832.84	£0.00	£832.84	Bank Interest
56	12/04/2024	HMRC	£8,799.12	£0.00	£8,799.12	VAT Reclaim
57	21/04/2024	East Hampshire District Council	£234,893.00	£0.00	£234,893.00	Precept
58	various	Miscellaneous Income	£19.00	£0.00	£19.00	Miscellaneous Income
TOTAL INCOME			£248,423.87		£248,423.87	

SIGNED:	
SIGNED:	
DATE:	13 MAY 2024

SCOPE OF INTERNAL AUDIT

The scope of the internal audit is focused on assessing the effectiveness of the Council's internal controls. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes. By applying the principles of internal auditing, outlined in the current Accounts and Audit Regulations 2015, and applying the approach to internal audit testing, every effort is made to ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

In accordance with DCLG Public Sector Internal Audit Standards, the auditor's report contains recommendations on identified corporate risks. Additional information, explanation, evidence, and examples as to where any risk is identified. Internal auditors must identify sufficient, reliable, relevant, and useful information and ensure sufficient information is factual, adequate, and convincing so that a prudent, informed person would reach the same conclusions as the auditor.

The internal audit activity must evaluate and contribute to the improvement of the Council's governance, risk management, and control processes using a systematic, disciplined, and risk-based approach. Internal audit credibility and value are enhanced when auditors are proactive, and their evaluations offer new insights and consider future impact, all of which my audit report has undertaken.

NB: It would be incorrect to view internal audit as the detailed inspection of all records and transactions of the Council in order to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be a day-to-day function of the staff and councillors and not left for internal audit. (Source: Governance and Accountability for Local Councils-A Practitioners' Guide – March 2020)

Accounts and Audit Regulations (SI 2006 No. 564) requires all local Councils to now review the effectiveness of the system of internal audit at least on an annual basis.

Independence

In accordance with DCLG Public Sector Internal Audit Standards, Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgements. The internal audit activity must be independent and internal auditors must be objective in performing their work. The internal audit activity must be free from interference in determining the scope of internal auditing, performing work, and communicating results.

Council members should be clear on their own responsibilities for the "protection of the public purse" and within the internal audit framework. The Council has a duty to consider the annual internal audit report and to demonstrate that consideration by inclusion in the minutes. Each item mentioned in the report should be fully addressed. There may be a need for councillor/Chief Officer/RFO training to ensure that all members fully understand this role and budget provision should be made where necessary.

Audit Planning and Reporting

The Council should properly take account of the corporate risk i.e., controls and procedures within the Council which minimise the risk of the body not being able to function or carry out what it sets out to do.

The internal audit usually comprises 2 parts done at different times of the year. The interim audit is usually done part way through the year and is an audit of the Councils processes and procedures.

The internal audit activity must evaluate the effectiveness and contribute to the improvement of risk management processes and must evaluate risk exposures relating to the Council's governance, operations and information systems regarding the: achievement of the Council's strategic objectives reliability and integrity of financial and operational information effectiveness and efficiency of operations and programmes safeguarding of assets, and compliance with laws, regulations, policies, procedures and contracts.

During consulting engagements, internal auditors must address risk consistent with the engagement's objectives and be alert to the existence of other significant risks. The internal audit activity must assist the Council in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement.

The full internal audit is undertaken after completion of the year-end, so that balances within the accounts may be verified, the auditor will submit written reports to the Council after the interim and final audit.

During the internal audit, the following will be checked:

- Proper Accounting Procedures
 - Cash book
- Financial Regulations
- Standing Orders
- Payment Controls
 - Estimates, quotes, tenders
 - Authority by the Council
 - Legal Powers
 - Approved Invoices
 - VAT
 - S137 Expenditure
- Risk Management including insurance
- Budgetary Controls
- Income controls
- Payroll and employee rights compliance
- Asset Control

- Bank Reconciliation
- Year End
- Governance and Safeguarding Policies of the Council

The internal auditor is appointed by and reports to the Council not the Chief Officer/RFO.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	HORNDEAN PARISH COUNCIL
---------------------------	--------------------------------

☐

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name



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 positively with potential developers, to seek to influence their thinking before developer agreements are entered into with EHDC, whilst continuing to review all relevant documents and making representations in a timely manner through the HPC Planning Committee.

Committee Interest 2024/2025 - Interest
--

Finance & General Purposes Committee Required: 7	Status
COMMITTEE SUSPENDED	

Planning & Public Services Committee Required: 8-10	Status

Staff Committee (to include Grounds Chairman) Required: 7	Status
Cllr S Freemann	
Cllr A Redding	

Grounds Committee Required: 7	Status
Cllr S Freeman	
Cllr J Lay	
Cllr A Redding	

Committees for 2024/2025

Finance and General Purposes Committee <u>Committee suspended temporarily</u>	Cllr J Lay, Cllr S Freeman
Planning & Public Services Committee 2 per ward	Cllr P Beck (Chairman) , Cllr D Prosser (Vice Chairman) Cllr T Attlee, Cllr K Jenkins, Cllr R Sowden
Grounds Committee	Cllr S Freeman (Chairman) Cllr A Redding (Vice Chair) , Cllr J Lay, Cllr D Prosser, Cllr R Sowden, Cllr John Hodgson, Cllr Ron Smith
Staff Committee	Cllr D Prosser (Chairman) , Cllr S Freeman (Vice Chairman) , Cllr A Redding, Cllr R Smith
Working Party (LEOH)	Cllr J Lay, Cllr T Attlee, Cllr John Hodgson
Horndean Green Trail Working Party	Cllr S Freeman, Cllr J Lay, Cllr A Redding
Future S106 Projects	Cllr J Lay, Cllr T Attlee, Cllr D Prosser
Parish Plan Working Party	Cllr J Lay, Cllr Attlee, Cllr S Freeman, Cllr A Redding
Horndean Neighbourhood Improvement Project WP	Cllr P Beck, Cllr S Freeman, Cllr R Smith, Cllr J Lay, Cllr T Attlee, Cllr D Prosser



POWERS AND DUTIES OF THE GROUNDS COMMITTEE

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- b) Where expenditure has been agreed in the Budget for a specific item then such expenditure can be incurred and that fact will be reported to the next meeting of full Council for noting.
- c) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
- d) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

GROUNDS COMMITTEE

- (a). Dealing with the provision, management and maintenance of countryside sites, other open spaces and amenity sites, recreation grounds, sports pitches and play areas and the closed Church Yard.
- (b). The annual making of recommendations to the Finance and General Purpose Committee and/ or Full Council in respect of budgetary requirements, rents and charges with regular monitoring of the budget.
- (c). The making of recommendations as and when necessary to Full Council in respect of management agreements, lease terms and similar.
- (d). The making of recommendations to the Staff Committee regarding matters relating to the Council's staff engaged on the countryside, open spaces and amenities.
- (e). Dealing with the provision and maintenance of street furniture and Council owned facilities including public seats, bus shelters, public notice boards and litter, salt, dog and grit bins.
- (f). The co-ordination and direction of the Council's environmental improvement programmes and related initiatives including the initiation and coordination of plans to increase the awareness of conservation and environmental matters in the Parish.
- (g). The promotion of the Council's recreational facilities, access to Open Spaces, the use and improvement of public and permissive rights, the active involvement of volunteers including tree wardens and conservation volunteers in enhancing the Council's objectives of protecting the natural environment and habitats of the Parish.



Staff Committee Terms of Reference

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- (b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
- (c) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

To act as the day to day employer contact for the Executive Officer

The Executive Officers appraisal to be undertaken by the Chairman of the Council and one other member of the Staff Committee.

To ensure that two members of the committee are available to individual members of staff should they wish to discuss matters of concern. Members should be gender sensitive.

To convene an appeal panel, which may be drawn from all Members of Council, when required to deal with any disciplinary or grievance issues.

To oversee the process for appointing new employees of the Council, save the position of the Executive Officer which would be subject to agreement by all Members. Interviewing panels for permanent staff shall include a representative from the appropriate committee.

To agree Job Descriptions and Skill requirements for all positions.

To promote the continuous professional development and training of staff.

To ensure that the Health and Safety Policy of the Council is fit for purpose and complies with current legislation.

To determine and recommend to Council pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law as well as good practice.

To determine and recommend to Council, policies and procedures for the line management of the Councils employees.

Adopted: FC 13/05/2019 Adopted: FC 23/05/2022

Adopted: FC 05/05/2021 Adopted: FC 15/05/2023



POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- (b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
- (c) In all respects be subject to the provisions of the determined by the Council, Council's Standing Orders and Financial Regulations except as otherwise

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

PLANNING AND PUBLIC SERVICES COMMITTEE

PURPOSE

- To act, on behalf of Horndean Parish Council, in matters concerning planning applications, public services, consultations and other areas where it is applicable for the Committee to act as such.
- To report to Horndean Parish Council on issues that fall within the remit of the Planning and Public Services Committee but are outside of its devolved powers.

PREREQUISITE

- Quorum for the meeting shall be one third of the number of Committee Members with a minimum number of 3.

POWERS

- To consider planning applications submitted to East Hampshire District Council and the South Downs National Park Authority, for work within the Horndean Parish Council area and make recommendations as to their acceptance or refusal.
- To make representations to the appropriate authority in matters including, but not necessarily limited to:
 - Planning applications and appeals
 - Highways matters
 - Public transport services

- Health care/service matters
- Local policing matters, including the establishment of joint partnership initiatives
- Licensing issues
- Consultations
- To make recommendations in matters concerning:
 - Street naming
 - Economic development initiatives for the benefit of the Parish and associated matters, liaising as appropriate with other agencies
- Dealing with or making recommendations to Horndean Parish Council on all other matters that directly affect the Parish, its residents and/or infrastructure.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a meeting, owing to lack of business, or in the event of an emergency, or failure to achieve quorum.



The Horndean Parish Council Finance and General Purposes Committee shall operate with the following Terms of Reference:

In the event of a conflict between these Terms of Reference and the Council's Finance Regulations, the Finance Regulations shall have precedence.

1. The Committee has responsibility within the terms laid out below for:
 - 1.1. The oversight of the Council's financial affairs.
 - 1.2. The oversight of the Council's Halls.
 - 1.3. Matters outside these Terms of Reference must be passed to Council for decision along with any matter within its scope that the committee considers should be dealt with by the Council.
2. The Committee will meet at least 4 times per civic year. The dates are to be set so that quarterly accounts can be reviewed.
3. The Committee may establish sub-committees or task and finish working parties when appropriate
4. The Committee shall produce an Annual Report on subjects within its remit for publication at the Annual Parish Meeting

Powers to act on behalf of the Council

Note: The RFO and/or the Clerk will prepare any reports needed by the Committee.

5. The Committee is delegated by the Council to carry out the following Council Functions:

6.1 At each meeting:

- 5.1.1. Prior to each quarterly meeting, a member of the committee is to verify the petty cash holding against records and report findings to the Committee.
- 5.1.2. To review and approve the quarterly management accounts and the progress against the current year's budget and to report to Council any variances that it deems require Council's attention.
- 5.1.3. To recommend to Council any actions it deems necessary to recover any serious adverse positions
- 5.1.4. To receive a report on the performance of investments and to approve changes.

5.2. At appropriate times:

- 5.2.1. To approve expenditure up to £2,000 providing funds remain in the budget for that class of expenditure.
- 5.2.2. To review Finance Regulations, at least once per year, and to approve changes
- 5.2.3. To receive and note a report from the RFO concerning changes to the Accounts system.
- 5.2.4. To consider and to approve virements within Halls and Admin budgets
- 5.2.5. To plan work on Halls, request quotations be obtained in accordance with Finance Regulations, and to decide on expenditure provided it is within budget or and earmarked reserve to a maximum of £5,000
- 5.2.6. To receive and note a report from the RFO concerning changes to the IT Systems.
- 5.2.7. To review and approve write off of non-recoverable debts in response to a report from the RFO
- 5.2.8. To consider and approve actions to recover monies owed upon recommendations of RFO or Clerk
- 5.2.9. To accept requests from Council to carry out, take action, and/or report back on issues as determined by Council
- 5.2.10. To seek grant aid wherever possible.
- 5.2.11. To consider additional sources of income such as providing services to neighbouring Councils and to make recommendations to Council
- 5.2.12. To review Internal Audit Reports and report conclusions and any recommendations to Council.

Adopted by: FC 13/05/2019 Adopted by: FC 23/05/2022

Adopted by: FC 05/05/2021 Adopted by: FC 15/05/2023

5.3. At least once per year:

- 5.3.1. To review and approve Insurance policies
- 5.3.2. To review and approve the Council's subscriptions to outside bodies and publications.
- 5.3.3. To review the Fixed Asset register and determine status.
- 5.3.4. To review annually and approve the Councils Financial Risk Assessment, prior to year-end¹.
- 5.3.5. To review and approve fees and charges for Halls. This shall be carried out in time for the results to be included in the next year's budget.
- 5.3.6. To consider and review new and existing loans and to report to Council.

Advisory Duties of the Committee include:

- 6. The Committee is delegated by the Council to carry out the following review functions:
 - 6.1. To review year-end accounts and issue a report to Council
 - 6.2. To review Council Policies and make recommendations to Council
 - 6.3. To review reserves and recommend changes to Council
 - 6.4. To consider all aspects of the Councils service delivery and recommend any changes to Council.
 - 6.5. In respect of major projects or capital purchases in excess of £10,000 value the committee will review Officers reports and:
 - 6.5.1. Consider the need and review the justification
 - 6.5.2. Review quotations
 - 6.5.3. Consider possible external funding e.g. grants from EHDC, HCC and national bodies.
 - 6.5.4. Consider use of Loans, options and costs
 - 6.5.5. Review viability, especially of projects, where this is appropriate, in order to support a business plan
 - 6.5.6. Review the business plan where appropriate
 - 6.5.7. Report to Council on all aspects of the proposal with a recommendation
 - 6.6. The Committee is delegated by the Council, with the assistance of the RFO, to oversee the preparation of the following year's Budget as follows:
 - 6.6.1. This committee has the key responsibility for examining all proposed income and expenditure forecasts when preparing the draft budget for the coming year.
 - 6.6.2. Review earmarked reserves and consider forward planning for the replacement of assets to reduce a precept burden in any one year
 - 6.6.3. Recommend a precept to Council
 - 6.7. The Committee may review any matter that affects Council finances.

Items marked ¹ are statutory duties that must be carried out

Horndean Parish Council Representatives 2023-2024

Association	Councillor Representatives
EH Association Town & Parish Council	Cllr Lay
Catherington Village Residents Association	Vacant
Horndean Community Association	Cllr Simon Freeman
Horndean Twinning Association	Vacant – Cllr Lay will attend if required.
Lovedean Village Residents Association	Cllr Paul Beck
Horndean Technical College	Cllr Simon Freeman
HCC Passenger Transport Forum	Vacant

Main Contact:

Robert.brown11@uk.zurich.com

**ZURICH**
Municipal

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

Select for Local Councils Policy Schedule

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

Policy Number	YLL-2720443753
Insured	Horndean Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 st October 2023
To	30 th September 2024
and any other period for which cover has been agreed.	

Renewal Premium	£ 5,480.97	£ 7,315.31
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	117724193
Long term agreement active until	01 st October 2026
Preparation Date	12 th August 2023
Prepared by	Mr Paul Moore
Policy Form Reference	MLAACG08

Policy Cover Declaration:

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

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

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

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

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Granary, Address, Catherington Lane, Waterlooville, Hampshire, PO8 0TB	£53,709.92	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Jubilee Hall, Address, Crouch Lane, Waterlooville, Hampshire, PO8 9SU	£466,635.65	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Napier Hall, Address, Portsmouth Road, Horndean, Waterlooville, Hampshire, PO8 9NL	£746,617.06	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Horndean Council Office, Address, Unit 1, Jubilee Hall, Crouch Lane, Waterlooville, Hampshire, PO8 9SU	£967,695.30	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3

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

For Premises: 4

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3 & 4

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

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£20,000	24	N/A		£52,000	24

For Premises: 1, 2, 3

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 4

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All Risks

Table Headings

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

Additional Items:

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

Item Description	Sum Insured	Excess
Office contents @ Jubilee Hall	£39,841.19	£100
General contents including stock @ Napier Hall & Jubilee Hall	£44,657.71	£100
Street Furniture	£51,743.81	£100
Gates & Fences	£28,825.37	£100
War Memorials	£136,638.99	£100
Playground equipment	£307,941.12	£100
Other Surfaces	£274,220.78	£100
Outdoor Machinery	£41,528.69	£100
AV Equipment @ Jubilee Hall	£14,347.09	£100
3 x Defibrillators	£6,632.96	£100
Speed Indicator Device	£5,253.83	£100
Gym Equipment	£31,880.05	£100
Australian War Memorial	£18,030.00	£100
laptops	£2,212.62	£100
Konica Minolta Bizhub C284e multifunctional copier/printer/scanner Lease agreement number: 113015619	£2,742.43	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Current Memberships

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

BANK MANDATES : 2024-25					
Surname	Forename	Designation	Co-operative	Lloyds	Cambridge & Counties
Lay	John	Councillor	✓	✓	✓
Tickell *	Elaine	Councillor	✓	✓	✓
Beck	Paul	Councillor	✓	✓	✓
Baverstock-Jones	Carla	Executive Officer	✓	✓	✓
Ritson	Simon	RFO	✓	✓	✓

* The Councillor has resigned and will be removed when the mandates are next updated



HORNDEAN PARISH COUNCIL INVESTMENT STRATEGY

1. INTRODUCTION

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

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

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

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

2. POLICY

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

3. INVESTMENT OBJECTIVES

3.1 The Council's investment priorities are:

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

3.2 All investments will be made in sterling.

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

4. SPECIFIED INVESTMENTS

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

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

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

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

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

5. NON SPECIFIED INVESTMENTS

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

6. LIQUIDITY OF INVESTMENTS

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

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

7. LONG TERM INVESTMENTS

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

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

8. END OF YEAR INVESTMENT REPORT

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

9. REVIEW AND AMENDMENT OF REGULATIONS

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

Date of Adoption:	15 May 2023
Review due:	Financial Year 2024-25
Adopted by FC:	TBC