



Horndean Parish Council

NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD
ON MONDAY 10 FEBRUARY 2025 at 7.00 P.M. IN JUBILEE
HALL**

Members are summoned to attend

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

04 February 2025

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 13 January 2025.
7. To receive an update from Members representing the Parish Council within external organisations and Working Parties.
8. To receive an update in respect of the data received from the average speed cameras.
9. To receive and approve the Orders for Payment (December/January attached).
10. To receive and note the monthly finance report.
11. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at 31 December 2024.
12. To receive and consider the Financial Risk Assessment
13. To receive and consider the Health and Safety Policy Statement
14. To receive and consider the Meetings Schedule for 2025/2026.
15. To receive and consider the recommendation from the Finance and General Purposes Committee on the 20 January 2025, in respect of the revised Financial Regulations.
16. To receive and consider the recommendation from the Finance and General Purposes Committee on the 20 January 2025, in respect of the revised Member/Officer Protocol Policy.
17. To receive and consider the recommendation from the Finance and General Purposes Committee on the 20 January 2025, in respect of the grant application submitted by the King's Arms Youth Project - £1,000.

P2

18. To receive and consider the recommendation from the Grounds Committee on the 27 January 2025 in respect of a PitchPower Assessment of the football pitches at Five Heads Recreation Ground and Jubilee.
19. To receive and consider the recommendation from the Grounds Committee on the 27 January 2025, in respect of the removal of gym equipment at Five Heads Recreation Ground.
20. To receive and consider the recommendation from the Grounds Committee on the 27 January 2025, in respect of the repairs to be undertaken within Jubilee Play Area (playhouse ramp).
21. To receive and consider the recommendation from the Grounds Committee on the 27 January 2025, in respect of the repairs to be undertaken within Jubilee play area (swing).
22. To receive and consider the recommendation from the Grounds Committee on the 27 January 2025, in respect of the repairs to be undertaken at Deep Dell play area.
23. To receive and consider the recommendation from the Grounds Committee on the 27 January 2025, in respect of the projects eligible for Community Infrastructure Levy (CIL) funding
24. To note the next scheduled meeting of the Council being the 10 March 2025.
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 (Admissions to meetings) Act 1960).**
26. To approve the Confidential Minutes of the Council Meeting held on the 13 January 2025.

District Councillor Report for HPC Council Meeting – Cllr James Hogan and Cllr Elaine Woodard

Planning permission given to 109 house development at Land East of Catherington Lane

EHDC is under the terms of "tilted balance" where it cannot show a five-year housing land supply and so housing developments can only be refused if it can be shown there is significant harm caused by the development.

The development includes the following features:

- Around 15 acres of open space, which is proposed to be gifted to the Horndean Parish Council for community use
- The open space retains a "gap" between Horndean and Catherington
- 44 of homes on the site are "affordable"
- All the homes will have heat pumps and solar panels with high thermal insulation - far surpassing current building regulations.
- There is an on-site biodiversity net gain in excess of 10%
- New play space for children
- Improvements to the local bridleway with rear access gate and rear connections into Horndean Technology College
- Improved rear access/crossing point into Horndean Junior School
- Developer will contributions for a large number of road layout improvements for pedestrians and cyclists. Improvements to bus stops along Portsmouth road.

Apply for funding from Developer contributions available until 21 March 2025

Developer contributions are a fee paid by house-builders towards local infrastructure. Each area builds up a fund of money according to how much development it takes. There are two types of developer contribution schemes – Section 106 and the Community Infrastructure Levy.

Parish councils, schools, sports clubs and community groups can apply to the fund and a large variety of schemes can be supported.

Applications for developer contributions can be submitted until Friday 21 March 2025. Submit applications to cil@easthants.gov.uk

Kind Regards
James Hogan

Cllr James Hogan
Horndean Downs ward - East Hampshire District Council

DC Report for HPC Council Meeting 10th February 2025Item 4
(2nd report)Cllr David Evans 4th February 2025

EHDC Councillors have been briefed on the Government's proposals for the creation of Combined or Strategic Authorities with elected Mayors and Local Government Reorganisation (LGR).

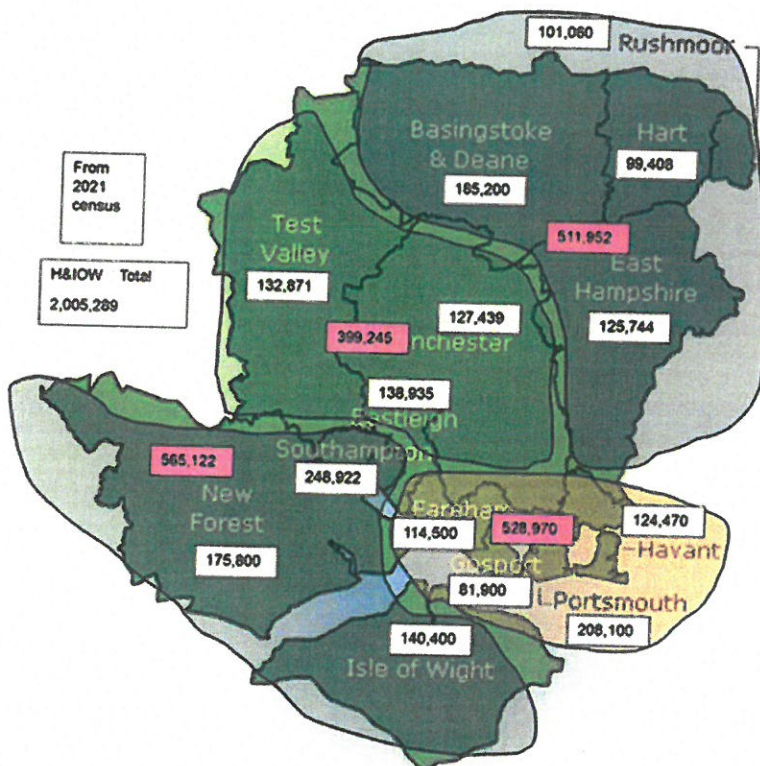
The Government's "English Devolution White Paper" was published on 16th December 2024 and can be found at:

https://assets.publishing.service.gov.uk/media/676028c9cfbf84c3b2bcfa57/English_Devolution_White_Paper_Web_Accessible.pdf

In the Deputy Prime Minister's introduction, she writes "We will give Mayors strong new powers over housing, planning, transport, energy, skills, employment support and more, backed up with integrated and consolidated funding."

These will be County Combined Authorities initially.

Linked to Devolution is LGR which will replace District, Borough and County Councils with large Unitary Authorities with populations of about 500,000. I was asked what this might look like in Hampshire, so I knocked this up as one possible outcome.



This is just one possible way of dividing Hampshire into Unitary Councils with populations of about 500,000 as wanted by the Government

Cllr David Evans EHDC, Horndean Kings & Blendworth 28 January 2025

Pure guesswork, but if I'm proved right I shall expect a Gold Star!

Will it save money? The House of Commons Library report: Is my council going to be abolished? published Wednesday, 18 December, 2024 says "It is not clear from available evidence whether unitary councils save money compared with a two-tier system. International

experience suggests that, when councils are merged, sometimes the merged council saves money and sometimes it does not”.

In an article in the Local Government Chronicle of 27th January, Steve Leach, emeritus professor of local government, De Montfort University and Colin Copus, emeritus professor of local politics, De Montfort University, and visiting professor, Ghent University say this is:

“The worst local government white paper in living memory. The system that emerges from reorganisation will be unfit to inherit the name ‘local government’”.

“The document claims the most appropriate population for new unitary authorities is a minimum of half-a-million people. Two recent parliamentary questions give some insight to the government’s thinking. In response to the first question no evidence was provided – only a recanting of the usual ‘bigger is better’ formula. The second answer, to a question about the evidence for the substantial cost savings estimated to come from reorganisation, was that it came from PWC consultants, commissioned and paid for by the County Councils Network.

This is not research commissioned by a neutral player in this game. Nor is there any recognition by the government that 50 years of independent academic research has shown no consistent evidence to demonstrate that the relationship between authority size and performance (efficiency and effectiveness) is conclusively proven. The clearer evidence of a negative relationship between size of authority and local democracy – as the former increases, the latter deteriorates – was, as always, ignored.”

(you can find this article through LinkedIn)

Listening to the Minister at the IfG Conference a few days ago he was quite clear that CA Mayoral Authorities will be introduced, and that County, Borough and District Councils will disappear, possibly by 2027, it seems.

You will gather that I am not in favour of these changes. They will destroy the “local” in Local Government!

As for what will happen to Town and Parish Councils, that is unclear. “Parish” is mentioned only 3 times in the 118 page White Paper and nothing is explained about the Government’s thinking. And Boroughs like Havant have no Parish Councils. When I reviewed in 2016 the creation of County Unitaries, I found that although the prospectuses typically promised devolving powers with money to Parish Councils and the creation of local Planning Committees, these were either not forthcoming or not long-lived, so I would not hold out much hope for it to be different this time.

At EHDC – whilst we are noting and taking part in discussions, it is “business as usual”. We will continue to provide and improve the services to our residents and keep you informed of developments as they happen.



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON 13 JANUARY 2025 AT 7.00 P.M.

PRESENT: Councillors J Lay (Chairman), T Attlee, S Freeman, D Prosser, N Smith, R Smith, B Sowden,

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

PUBLIC ATTENDANCE: 4x members of the public, 2x District Cllrs & residents of Havant Road.

HPC 175/24/25 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Councillors P Beck, J Hodgson & A Redding.

HPC 176/24/25 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 177/24/25 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Councillor Mrs M Harvey was circulated and noted.

HPC 178/24/25 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated and noted.

HPC 179 /24/25 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public. A representative from the residents of Havant Road group, circulated a brief summary, in relation to the Aldi Supermarket, proposed planning application. It was noted that the residents' group would be invited to address the Planning Committee, once a planning application had been submitted to EHDC.

A resident circulated a letter to members, that he had written to Highways and Waste at HCC, pertaining to the flooding on Havant Road, requesting a meeting on site with the head of their flood defence team. The resident said that the flooding issue seems to be due to the screen filter getting blocked by debris being washed down.

Residents of Havant Road left the meeting.

HPC 180/24/25 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 09 DECEMBER 2024, AND THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 02 DECEMBER 2024**

It was **RESOLVED** that

- the minutes of the Council meeting held on 09 December 2024 be signed as a true record of the meeting. All agreed.
- The minutes of the Extraordinary Council meeting held on 02 December 2024 be signed as a true record of the meeting. All agreed.

HPC 181/24/25 **TO RECEIVE AN UPDATE FROM MEMBERS REPRESENTING THE PARISH COUNCIL WITHIN EXTERNAL ORGANISATIONS AND WORKING PARTIES**

HNIP: Notes from the Horndean Neighbourhood Improvement Project Forum meeting on 16 December 2025 was circulated (as attached). Cllr R Smith updated members as follows

- The iron work had started around the Dr's Surgery.
- The Retirement Village has kindly agreed to sponsor the flower beds (7 small & 4 large).
- Flooding at Victory Avenue – HCC have been approached and said they were happy with the drainage in the surrounding area. This issue remains ongoing.

The King's Arms: Cllr Freeman informed members that there is an open invite for an event taking place on Saturday 18 January, 10am at Dragon Street in Petersfield.

Havant Thicket Reservoir – Advisory Group: Cllr Attlee provided an update, as attached.

HPC 182/24/25 **TO RECEIVE AN UPDATE IN RESPECT OF THE DATA RECEIVED FROM THE AVERAGE SPEED CAMERAS**

A report by Cllr Prosser was circulated (as attached). Cllr Prosser updated members as follows

- A meeting has been arranged with Bill Brown of Rowlands Castle Speedwatch, HPC and Hampshire Police.
- The Autospeedwatch cameras are designed to be used in conjunction with a SID.

HPC 183/24/25 **TO RECEIVE AND NOTE THE 2025/26 PRECEPT OF £510,903**

The precept of £510,903 was noted.

HPC 184/24/25 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (NOVEMBER ATTACHED)**

A question was raised as to if the payment to SSE Energy Solutions, on line 1, in relation to the electricity for the Christmas tree lighting should state 2024 and not 2023. The RFO confirmed that the Orders for Payment is correct, due to SSE taking a year to invoice HPC.

It was **RESOLVED** that the Orders for Payment (November) be approved and duly signed. All agreed.

HPC 185/24/25 **TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted by members. The RFO stated that the uncommitted balance on page 3, would be nearer to £4,100 next time the CIL figures are updated, as £17,500 has been earmarked for fencing at Dell Piece West and pond dipping platform at Catherington.

HPC 186/24/25 TO RECEIVE AND CONSIDER THE SPECIFIC PROJECT CONDITIONS IN RESPECT OF THE GRANT OF £12,000, AWARDED FOR THE GREEN TRAIL AND HERITAGE NETWORK PROJECT

It was **RESOLVED** that the project conditions, set out by EHDC, in respect of the grant of £12,000, awarded for the Green Trail and Heritage Network be agreed.

HPC 187/24/25 TO ELECT MEMBERS TO THE PLANNING AND PUBLIC SERVICES COMMITTEE

It was **RESOLVED** that the following 3 members would join the Planning Committee

- Cllr J Lay (will not be completing reports)
- Cllr A Redding (will not be completing reports)
- Cllr S Freeman

HPC 188/24/25 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 10 FEBRUARY 2025

The next scheduled meeting of the Council was noted as 10 February 2025. This meeting will be held in Jubilee Hall.

HPC 189/24/25 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

It was **RESOLVED** to exclude the public from the meeting. Members of the public left the meeting.

The public meeting concluded at 8.12pm.

HPC 190/24/25 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 09 DECEMBER 2024

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 09 December 2024 be signed as a true record of the meeting. All agreed.

HPC 191/24/25 TO RECEIVE AND CONSIDER THE PROPOSED CONTRACT OF EMPLOYMENT WHICH INCORPORATES GREEN BOOK TERMS AND CONDITIONS IN RESPECT OF THE CHIEF OFFICER

The proposed new contract was circulated by the Chief Officer, prior to the meeting. It was **RESOLVED** that the contract, which incorporates Green Book Terms and Conditions, in respect of the Chief Officer be implemented in April 2025, with agreed typo amendments.

The confidential meeting concluded at 8.15pm

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Signed - The Chairman

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Dated

Speed Device(s) Update For January 2025

Speed Indicator Device (SID)

We have now had two more quotes for a SID. These devices are approximately £2500 instead of our original quote of £4000. They are also 8kg in weight rather than the original 17kg. We are still exploring the costs for sign posts or for lamp post surveys to understand deployment and ongoing costs for the SID. We have a meeting with HCC to discuss options on 5th Feb.

Speeding on Five Heads Road

Also at the meeting with HCC on the 5th Feb we will discuss reducing speeding on Five Heads Road with both HCC and the Police. We have been contacted by the Local Police following an email to them from a resident. The police are looking into radar enforcement patrols in the area but have also suggested exploring a 20mph zone around the Primary School. We have also noted that the recent approval of the development between Five Heads Road and Catherington Lane comes with developer funded road safety improvement plans on each road, we are working to determine exactly what that is.

Auto Speedwatch Cameras – Catherington Lane – monthly update

We met with the Auto Speedwatch company and received information on the ongoing maintenance costs for the cameras and also advice on how to improve the performance of them. The performance improvement changes have been made and the cameras have been improved by this. The maintenance charges for the cameras are £179 per camera per year for the data connection and the cost of moving the cameras is approx £45 per camera per time (to a new location and £35 for a location we have already used).

This is our seventh month of operation. Due to the lack of sunlight the cameras are operating about 25% performance.

We enabled the average speed function for Catherington Lane but the results are patchy.

We have identified two companies to write to this month.

Data from the ASW Cameras on Catherington Lane this month showed....

- The fastest speed captured in Catherington Village was 45 MPH
- The fastest speed of 56MPH and the most offenders were detected by the camera nearest to the Lychgate Drive
- 6 out of the top 10 speeding offenders were commercial vehicles as were the persistent offenders
- We have identified over 650 speeders in total this month
- Average speed on Catherington Lane is 33.4 MPH overall but 15% of offenders are travelling in excess of 41.5MPH past Lychgate drive
- Vehicle marked with an asterisk also appeared in December's data

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			BANK ENTRIES: DECEMBER 2024			
Ref	Date	Payee/Payer	Net	VAT	Total	Details
EXPENDITURE						
1	18/11/2024	British Gas: 603421231	£210.91	£10.54	£221.45	Jubilee Admin Electric: 16 October to 15 November 2024
2	29/11/2024	Aardvark Supplies Ltd	£28.00	£5.60	£33.60	Latex Gloves/Disinfectant
3	25/11/2024	Headline Printers	£178.00	£0.00	£178.00	8 Page Carol Service Booklet x 200
4	29/11/2024	PJM Electrical	£161.06	£32.21	£193.27	Supply & Fit Sensors in Changing Room at Jubilee Admin Building
5	31/10/2024	Southern Fire Protection	£113.93	£22.78	£136.71	Napier Hall Annual Fire Inspection
6	30/11/2024	Staff Expenses	£38.37	£0.00	£38.37	Staff Expenses: November 2024
7	29/11/2024	Timberplay	£25,000.00	£5,000.00	£30,000.00	Zipwire Remedial Works at Jubilee Park
8	26/11/2024	Michael Jones	£2,250.00	£0.00	£2,250.00	Creation of 4 Sculptures, 15% Deposit (Green Trail, DEFRA funded)
9	14/11/2024	Rentokil Initial	£164.16	£32.83	£196.99	Napier Waste Collection: 1/12/2024 - 28/02/2025
10	09/12/2024	Lycamobile	£5.00	£0.00	£5.00	SIM Card for caretaker
11	12/11/2024	B & Q	£7.08	£1.42	£8.50	Pre Lawn Seed for Zipwire Area
12	06/12/2024	Idverde	£1,827.42	£365.48	£2,192.90	Emptying bins: 1/12/24-31/12/24
13	11/11/2024	Screwfix	£24.23	£4.84	£29.07	Adblue, Silicone Lubricant, Screenwash
14	02/12/2024	Screwfix	£3.82	£0.77	£4.59	Mechanical Plug-In & Plug-Through Timer
15	12/11/2024	Screwfix	£23.33	£4.66	£27.99	Fence Sprayer for Napier Hall
16	23/10/2024	SLCC	£30.00	£6.00	£36.00	Training Course-Chief Officer 18.3.25
17	06/12/2024	Landmark (Hornbeck)	£2,561.28	£512.26	£3,073.54	2 x Mortice Fixed Landscape Display Signs (Green Trail, DEFRA funded)
18	29/11/2024	The Play Inspection Company	£300.00	£60.00	£360.00	Outdoor Post Installation Inspection
19	02/12/2024	Fuelgenie	£124.66	£24.93	£149.59	Fuel: November 2024
20	08/12/2024	Beaver Tool Hire	£249.90	£49.98	£299.88	Flail Mower Hire
21	08/12/2024	Beaver Tool Hire	£798.08	£159.62	£957.70	35 Temporary Fence Panels-Zip Wire repair
22	12/12/2024	Denmead DIY	£90.00	£0.00	£90.00	Repair to Broken Curtain Pole/All Poles Cleaned and Adjusted
23	28/11/2024	Fenland Leisure (Online Playgrounds)	£42.83	£8.57	£51.40	4 x Half Logs for Deep Dell Play Area
24	05/12/2024	SLCC	£4,806.20	£961.24	£5,767.44	Job Evaluation Process
25	11/12/2024	Sound Advice	£605.50	£121.10	£726.60	Sound System for Carol Service
26	03/12/2024	Southern Fire Protection	£85.25	£17.05	£102.30	Vehicle Fire Extinguishers Service
27	13/12/2024	Ultra Pure Window Cleaning	£75.00	£0.00	£75.00	Windows Cleaned at Halls
28	10/12/2024	Watling & Hirst	£240.00	£48.00	£288.00	Q3 Payroll (Oct-Dec 2024)
29	17/12/2024	Horndean PC Employees	£18,241.26	£0.00	£18,241.26	Staff Salaries: December 2024
30	17/12/2024	Lloyds Bank	£8.50	£0.00	£8.50	Bank Charges
31	09/12/2024	British Gas Lite - 242787	£108.43	£5.42	£113.85	Napier Electric: 11 Nov - 9 Dec
32	08/12/2024	British Gas Lite - 156695	£108.79	£5.44	£114.23	Napier Gas: 4 Nov - 2 Dec
33	09/12/2024	British Gas - 603423926	£372.98	£18.64	£391.62	Jubilee Admin Gas: 3 Nov - 25 Dec 2024
34	12/12/2024	Vodafone	£68.00	£13.60	£81.60	Mobiles: December 2024
35	27/12/2024	HM Revenue & Customs	£5,351.19	£0.00	£5,351.19	PAYE/NI: December 2024
36	27/12/2024	Hampshire Pension Fund	£5,887.47	£0.00	£5,887.47	Pensions: December 2024
37	14/12/2024	British Gas Lite - 154660	£347.92	£69.58	£417.50	Jubilee Hall Elec: 11 Nov - 14 Dec
38	30/11/2024	Veolia	£300.34	£60.07	£360.41	Waste Collections: November 2024
39	14/12/2024	Castle Water	£7.72	£0.00	£7.72	Water for Trough at DPW 1 Oct-30 Nov 2024
TOTAL EXPENDITURE			£70,846.61	£7,622.61	£78,469.22	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
INCOME						
40	various	Regular Hall Users	£2,032.59	£0.00	£2,032.59	Hire of Jubilee Hall - Regular
41	various	Regular Hall Users	£2,170.55	£0.00	£2,170.55	Hire of Napier Hall - Regular
42	various	Casual Hall Users	£121.68	£0.00	£121.68	Hire of Jubilee Hall - Casual
43	various	Casual Hall Users	£26.79	£0.00	£26.79	Hire of Napier Hall - Casual
44	various	Casual Hall Users	£300.00	£0.00	£300.00	Deposits Received
45	various	Casual Hall Users	-£400.00	£0.00	-£400.00	Deposits Refunded
46	various	Football Teams	£197.50	£0.00	£197.50	Hire of Football Pitches
47	31/12/2024	Cambridge & Counties	£883.75	£0.00	£883.75	Bank Interest
48	05/12/2024	Rural Payments Agency	£5,915.55	£0.00	£5,915.55	Rural Payments Agency
49	30/12/2024	East Hampshire District Council	£2,561.28	£0.00	£2,561.28	Other Grants
TOTAL INCOME			£13,809.69		£13,809.69	

SIGNED:

SIGNED:

DATE:

10 FEBRUARY 2025

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS				BANK ENTRY P12 JANUARY 2025		
Ref	Date	Payee/Payer	Net	VAT	Total	Details
EXPENDITURE						
1	02/01/2025	Staff Expenses	£60.03	£0.00	£60.03	Staff Expenses: December 2024
2	17/12/2024	British Gas: 603421231	£239.79	£11.98	£251.77	Jubilee Admin Electric: 16 Nov - 15 Dec
3	06/01/2025	Lycamobile	£5.00	£0.00	£5.00	SIM card for caretaker
4	05/01/2025	Grenke Leasing	£111.90	£22.38	£134.28	Photocopier Rental: 1st January - 31st March 2025
5	19/12/2024	B & Q	£24.99	£5.00	£29.99	Step Ladder for Jubilee Hall
6	16/12/2024	Goldcrest	£40.00	£8.00	£48.00	Key Holding Premium - 15/12/24-14/01/25
7	23/12/2024	Titchfield Tree Services	£650.00	£130.00	£780.00	Attend Windblown Ash Tree at Wagtail Road
8	18/12/2024	Screwfix	£14.99	£3.00	£17.99	White Gloss Paint - Napier Committee Room Exterior Doors
9	19/12/2024	Screwfix	£19.97	£4.00	£23.97	Lithium Grease for Jubilee Curtain Poles
10	23/12/2024	St John Ambulance	£114.40	£22.88	£137.28	Provision of First Aid at Carol Service Event
11	17/10/2024	The Christmas Decorators	£642.50	£128.50	£771.00	Final payment-Installation of Christmas Tree
12	20/12/2024	Urban Place Lab	£2,500.00	£500.00	£3,000.00	1/3 Fee Invoice Inspection of Interpretation Boards & Sculpture Location
13	07/01/2025	Amazon	£18.32	£3.67	£21.99	Fluorescent Tube - Napier Hall
14	08/01/2025	Honey Brothers	£270.23	£54.05	£324.28	Telescopic Pole Saw
15	08/01/2025	Amazon	£6.21	£1.24	£7.45	Dehumidifier Packs x 5
16	02/01/2025	Fuelgenie	£193.21	£38.63	£231.84	Fuel: December 2024
17	13/01/2025	Aardvark Supplies Ltd	£62.59	£12.52	£75.11	Janitorial Supplies
18	06/01/2025	Cathedral Leasing Ltd	£224.25	£44.85	£269.10	Supply of Hygiene Services
19	12/12/2024	Viking	£35.33	£7.07	£42.40	Staples, Laminated Pouches, Paperclips, Files
20	19/12/2024	Viking	£31.92	£6.38	£38.30	Files and Dividers
21	10/01/2025	Broxap	£59.00	£11.80	£70.80	4 x Replacement Locks for Bins
22	01/01/2025	Elite Charity Solutions	£263.27	£52.66	£315.93	Photocopying: Oct - Dec 2024
23	13/12/2024	Focus	£245.42	£49.08	£294.50	Switchboard, BroadBand, Payphone, Alarm - Nov/Jan 2025
24	18/01/2025	Lloyds Bank	£8.50	£0.00	£8.50	Bank Charges
25	06/01/2025	British Gas - 156695	£165.10	£8.26	£173.36	Napier Gas: 2 Dec - 6 Jan 2025
26	20/01/2025	Horndean PC Employees	£17,755.96	£0.00	£17,755.96	Salaries: January 2025
27	07/01/2025	British Gas - 603423926	£532.94	£106.58	£639.52	Jubilee Admin Gas: 3 Dec - 2 Jan 2025
28	07/01/2025	B & Q	£43.33	£8.67	£52.00	Corrugated Sheets x 2
29	14/01/2025	Focus	£244.75	£48.95	£293.70	Switchboard, BroadBand, Payphone, Alarm - Dec 2024/Jan 2025
30	13/01/2025	Goldcrest	£40.00	£8.00	£48.00	Key Holding Premium 15/01/25 - 14/02/25
31	03/01/2025	Screwfix	£78.43	£15.69	£94.12	Ground Anchor, Log Splitter, Rawbolts, Concrete
32	19/12/2024	Sean Mason Electrical	£195.00	£39.00	£234.00	PAT Testing at Office and Halls
33	08/01/2025	Castle Water - 2103873	£6.70	£0.00	£6.70	Water - Trough End of Hollybank - December 2024
34	07/01/2025	British Gas - 603423926	£532.94	£106.58	£639.52	Jub Admin Gas: 3 Dec - 2 Jan 2025
35	21/01/2025	Barriers Direct	£68.96	£13.79	£82.75	Folding Bollard- Hazleton/Hollybank Close Entrance
36	21/01/2025	Honey Brothers	£291.89	£58.38	£350.27	Chainsaw, Strimmer Harness/Line, Shredder Blade
37	13/01/2025	British Gas - 154660	£580.25	£116.05	£696.30	Jubilee Hall Elec: 11 Nov - 6 Jan 2025
38	13/01/2025	British Gas - 242787	£140.07	£7.00	£147.07	Napier Elec: 9 Dec - 13 Jan 2025
39	13/01/2025	Vodafone	£68.00	£13.60	£81.60	Mobiles: January 2025
40	21/01/2025	Aardvark Supplies	£10.20	£2.04	£12.24	Washing Up Liquid
41	18/01/2025	AH Fabrications	£240.00	£0.00	£240.00	Railings Repair-Deep Dell/Spot Welding to Basketball Mesh-Jubilee
42	21/01/2025	AVS Fencing	£94.40	£18.88	£113.28	10 x Fence Posts
43	21/01/2025	Screwfix	£55.90	£11.19	£67.09	Concrete, Gloves, Tape Measure
44	21/01/2025	Top Notch Signs & Graphics Ltd	£56.05	£11.21	£67.26	Signs for Ext Toilet Door/Front Door
45	20/01/2025	Viking	£160.70	£32.14	£192.84	Shredder, Pens, Pads, Notepads, Highlighters, Pouches
46	28/01/2025	Ultra Pure Window Cleaning	£150.00	£0.00	£150.00	Ext/Int Window Cleaning at Office + Hall
47	31/12/2024	Veolia	£313.80	£62.76	£376.56	Waste Collections-December 2024
48	16/01/2025	British Gas - 603421231	£224.55	£11.22	£235.77	Jubilee Admin Elec: 16 Dec - 15 Jan 2025
49	31/01/2025	Hampshire Pension Fund	£5,829.24	£0.00	£5,829.24	Pensions: January 2025
50	31/01/2025	HM Revenue & Customs	£4,793.97	£0.00	£4,793.97	PAYE/NI: January 2025
TOTAL EXPENDITURE			£38,514.95	£1,817.67	£40,332.62	
Ref	Date	Payee/Payer	Net	VAT	Total	Details
INCOME						
51	various	Regular Hall Users	£1,363.96	£0.00	£1,363.96	Hire of Jubilee Hall - Regular
52	various	Regular Hall Users	£1,747.18	£0.00	£1,747.18	Hire of Napier Hall - Regular
53	various	Casual Hall Users	£211.26	£0.00	£211.26	Hire of Jubilee Hall - Casual
54	various	Casual Hall Users	£60.52	£0.00	£60.52	Hire of Napier Hall - Casual
55	various	Casual Hall Users	£500.00	£0.00	£500.00	Deposits Received
56	various	Casual Hall Users	-£400.00	£0.00	-£400.00	Deposits Refunded
57	various	Football Teams	£211.25	£0.00	£211.25	Hire of Football Pitches
58	31/01/2025	Cambridge & Counties	£879.78	£0.00	£879.78	Bank Interest
59	14/01/2025	HMRC	£15,412.77	£0.00	£15,412.77	VAT Reclaim
60	14/01/2025	East Hampshire District Council	£2,250.00	£0.00	£2,250.00	Other Grants
TOTAL INCOME			£22,236.72		£22,236.72	

SIGNED:	
SIGNED:	
DATE:	10 FEBRUARY 2025



Item 10

HORNDEAN PARISH COUNCIL

FULL COUNCIL MEETING: 10th February 2025

SUBJECT OF REPORT: Finance Report

General

The next triennial valuation of the Hampshire Pension Fund will take place as at 31 March 2025. The triennial valuation is an exercise where the current funding strategy is reviewed. Key outputs of the valuation are the review of each employers' funding level and to set new contribution rates for the Fund's participating employers for the period 1 April 2026 to 31 March 2029. The current rate for employer's pension contribution for Horndean Parish Council is 21.4%.

Funding

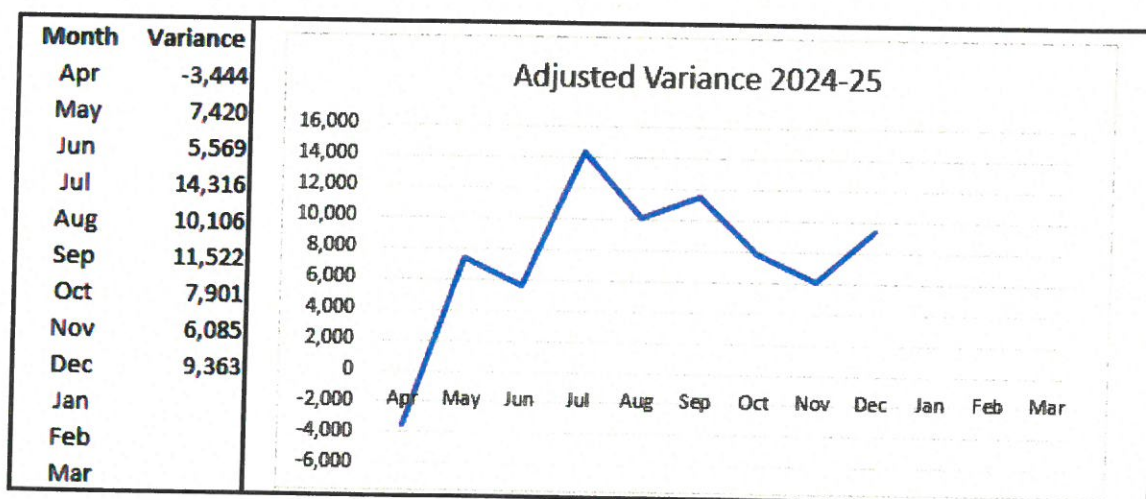
Since the last Finance report the following funds have been received:

- £15,412.77 has been received from HMRC for the Q3 VAT return (October-December).

December 2024 Management Accounts 2024-25 (Quarter 3)

Summary

The accounts have been reporting an overspend throughout this financial year and this continues to be the case as we reach the end of Quarter 3 (December). This month has seen an overspend of £3,281.



Income & Expenditure Month 9

As at the end of December there was an **unfavourable** variance, after adjusting for earmarked reserve movements, of £9,363.

This breaks down to

1. A favourable variance against our income target of £29,496.
2. An unfavourable variance against our expenditure budget of £38,859.

31/12/2024	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
Central & Grants	487,926	479,490	-8,436	174,709	172,748	-1,961
Property	39,207	37,269	-1,938	74,536	59,558	-14,978
Open Spaces	30,792	11,670	-19,122	182,150	160,230	-21,920
GRAND TOTAL	557,925	528,429	-29,496	431,395	392,536	-38,859

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

- **Central:** Bank interest received higher than budgeted plus additional un budgeted income re Wayleave Payment (£4,759) and Waterloo Gossell Hall Trust (£1,420) re the defibrillator.
- **Property:** £2,800 received from East Hampshire District Council to support the cost of the roof repair at Napier Hall.
- **Open Spaces:** £14,696 in Developer's Contribution re Jubilee Playground and £4,811 (to date) re DEFRA via East Hampshire District Council for the Green Trail.

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

- **Central:** Overspend on Health & Safety Equipment re the Defibrillator funded by additional income.
- **Property:** Unfavourable variances on Napier Hall Repairs & Maintenance (£10,740) re the roof repair and the EICR works and Jubilee Hall Repairs & Maintenance (£2,565) re the replacement heaters.
- **Open Spaces:** Unfavourable variance on Play Equipment (£16,454), although most of the play equipment overspend is offset by the additional Developer's contribution and Salaries (£4,216) mainly due to underbudgeting on a vacant post.

As noted previously there will be heavy expenditure on Tree Maintenance scheduled for February/March 2025 due to a significant number of trees showing signs of Ash Dieback and the annual tree inspection flagging a number of other issues at a cost of £27,390. Additionally, £5.5k has been added to the forecast for the purchase of a SID camera and an assumption has been made that the remaining £5k left in the Grants fund will be spent.

Therefore, the full year forecast outturn overspend is likely to be around £40k.

Balance Sheet

Horndean Parish Council Balance Sheet to the end of December 2024	
Current Assets	£££
Debtors - Sales Ledger	5,306
Prepayments	0
Debtors - VAT Control A/C	15,413
Co-op No. 1 Account	85,521
Co-op Business Select Account	51,094
Cambridge & Counties Account	262,523
Lloyds Bank Current Account	24,435
Total Current Assets	444,291
Current Liabilities	
Creditors	0
Accruals	8,649
Hall Income Deposits	600
Receipts in Advance	0
Total Current Liabilities	9,249
Total Assets Less Current Liabilities	435,042

Current Assets

As at 31st December, Current Assets totalled £444,291 with cash balances totalling £423,573 Debtors (£5,306) relate to December Hall hire. None are overdue.

Liabilities

As at 31st December 2024 Current Liabilities totalled £9,249. This comprised of accruals (supplier invoices outstanding) of £8,649 and hall income deposits received that are due for return. (£600)

Reserves

The table below shows the General Reserve and balances on Earmarked Reserves.

Horndean Parish Council Reserves	DEC
Represented By :-	
General Funds	310,691
Vehicle Replacement	10,000
Jubilee Hall Improvements	7,800
Napier Hall Improvements	2,000
The Granary	2,000
Lith Avenue re-surfacing	3,000
Playground Fund	2,500
Grounds Equipment	2,500
Legal Costs	4,000
Election	1,620
Fencing	4,000
Tree Maintenance	4,000
LychGate Repairs	2,000
Community Infrastructure Levy	24,027
Future Development Facilities EMR	54,905
Total Earmarked Reserves	124,352
Total Equity	435,042

Community Infrastructure Levy (CIL) Funding

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	Hazelton 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	
				Hazelton Common Footpath Improvements	£15,000.00	
2024-25	20/06/2024	20/06/2029	£3,016.49	Jubilee Playground Refurb	£25,454.50	
				Jubilee Playground Zip Wire	£25,000.00	
Income Received at 31-12-24			£129,322.67	Total Expenditure at 31-12-24		£105,296.01
				Balance at 31-12-24		£24,026.66
				Jubilee Playground Repair	£2,362.50	
				Fencing	£15,000.00	
				Pond Dipping Platform/Landscaping	£2,500.00	
				Total Committed	£19,862.50	
				Currently Uncommitted	£4,164.16	

The small balance re Jubilee Playground will be paid next summer.

The budget for 2025-26 assumed that expenditure on Fencing and the Pond would be funded from CIL funds.

Green Trail – DEFRA Grant

The table below details the committed expenditure that can be set against the £35,000 DEFRA grant to be reclaimed via East Hampshire District Council.

Green Trail & Heritage Network - DEFRA Grant					
Invoiced	Paid	Supplier	Details	CR	DR
26/11/2024	05/12/2024	Michael Jones	Deposit (15%) for creation of 4 Sculptures		£2,250.00
06/12/2024	12/12/2024	Landmark (Hornbeck)	2 x Mortice Fixed Landscape Display Signs		£2,561.28
16/12/2024	30/12/2024	East Hampshire District Council	Reclaim re Landmark invoice	-£2,561.28	
16/12/2024	14/01/2025	East Hampshire District Council	Reclaim re Michael Jones invoice	-£2,250.00	
20/12/2024	07/01/2025	Urban Place Lab	Inspection of board & sculpture locations, Board Production (1/3 Fee)		£2,500.00
02/01/2025	02/02/2025	East Hampshire District Council	Reclaim re Urban Place Lab invoice	-£2,500.00	
29/01/2025	tbc	English Woodlands Timber	Benches for Green Trail		£433.80
tbc	tbc	AVS Fencing	Hand Rails for Green Trail		£1,209.60
tbc	tbc	Michael Jones	Balance (85%) for creation of 4 Sculptures		£12,750.00
tbc	tbc	Urban Place Lab	Balance Board Production (2/3 Fee)		£5,000.00
tbc	tbc	JDC Outdoor Services	Footpath Restoration		£5,000.00
tbc	tbc	English Woodlands Timber	Timber Work Provision		£1,356.60
tbc	tbc		Contingency		£1,938.72
TOTAL				-£7,311.28	£35,000.00

Date : 03/02/2025

Horndean Parish Council

Page 1

Time: 13:04

Trial Balance for Month No: 9

User : SR

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
101	Debtors - Sales Ledger			5,305.67	
105	VAT Control A/C			15,412.77	
200	Co-op No. 1 Account			85,520.74	
201	Co-op Business Select 14 Day			51,093.68	
204	Cambridge & Counties Bank			262,522.64	
210	Lloyds Bank Current Account			24,435.00	
310	General Funds				184,160.80
326	Vehicle Replacement EMR				10,000.00
328	Jubilee Hall Improvements EMR				7,800.00
329	Napier Hall Improvements EMR				2,000.13
334	The Granary- Preserv&Maint EMR				2,000.00
338	Lith Avenue/Lane EMR				3,000.00
341	Playground & Recreational EMR				2,500.00
342	Grounds Equipment EMR				2,499.67
343	Legal Costs EMR				4,000.00
344	Election EMR				1,619.60
346	Fencing EMR				4,000.00
347	Tree Maintenance EMR				4,000.00
348	LychGate Repairs EMR				2,000.00
350	Community Infrastructure Levy				24,026.66
354	Future Developments Facilities				54,904.91
510	Accruals				8,648.52
530	Hall Income Deposits				600.00
1000	Precept	201	Central		469,786.00
1005	HLS Payments	407	Countryside Sites		5,915.55
1025	Football Pitches	408	Amenity Sites		1,777.50
1030	Rural Payments Scheme	407	Countryside Sites		1,861.51
1035	Catherington Down	407	Countryside Sites		750.00
1038	Councillor Grants	407	Countryside Sites		978.67
1049	CIL Neighbourhood Grant	201	Central		3,016.49
1050	Developer's Contribution	301	Napier Hall		2,800.00
1050	Developer's Contribution	408	Amenity Sites		14,696.00
1055	Other Grants	407	Countryside Sites		4,811.28
1060	Information Officer	201	Central		3,404.00
1075	Halls Income	301	Napier Hall		18,882.06
1075	Halls Income	305	Jubilee Hall		17,525.06
1080	Cabling Income	201	Central		4,758.72
1090	Interest Received	201	Central		8,557.05
1110	Miscellaneous Income	201	Central		1,420.00
2000	Admin Salaries	201	Central	131,735.15	
2050	Staff Travel & Expenses	201	Central	222.04	
2050	Staff Travel & Expenses	301	Napier Hall	27.00	

Continued over page

Date : 03/02/2025

Horndean Parish Council

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Time: 13:04

Trial Balance for Month No: 9

User : SR

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
2060	Staff Training	201	Central	1,000.00	
2070	Medical / Health & Safety Exp.	201	Central	2,364.99	
3001	Rates	301	Napier Hall	2,644.70	
3001	Rates	305	Jubilee Hall	2,017.21	
3001	Rates	306	Jubilee Hall - Admin	2,478.28	
3001	Rates	408	Amenity Sites	1,110.28	
3002	Utilities	301	Napier Hall	1,346.02	
3002	Utilities	305	Jubilee Hall	2,466.44	
3002	Utilities	306	Jubilee Hall - Admin	2,818.74	
3002	Utilities	407	Countryside Sites	65.94	
3008	Licensing	301	Napier Hall	993.60	
3008	Licensing	305	Jubilee Hall	349.92	
3009	Repairs and Maintenance	301	Napier Hall	12,989.58	
3009	Repairs and Maintenance	305	Jubilee Hall	5,264.97	
3009	Repairs and Maintenance	306	Jubilee Hall - Admin	3,022.97	
3020	Cleaning Salaries	306	Jubilee Hall - Admin	1,355.13	
3052	Janitorial Supplies	201	Central	1,328.02	
3055	Caretaker Salaries	301	Napier Hall	7,016.37	
3055	Caretaker Salaries	305	Jubilee Hall	8,994.10	
3056	Security	305	Jubilee Hall	488.56	
3056	Security	306	Jubilee Hall - Admin	4,687.00	
3060	Telephones	301	Napier Hall	491.35	
3060	Telephones	305	Jubilee Hall	512.15	
3060	Telephones	306	Jubilee Hall - Admin	1,306.93	
3060	Telephones	470	Open Spaces	163.11	
4011	IT Support	201	Central	3,105.89	
4022	Postage	201	Central		5.37
4024	Printing	201	Central	994.61	
4026	Stationery	201	Central	501.62	
4029	Subscriptions	201	Central	4,859.13	
4030	Audit	201	Central	530.00	
4035	Professional Fees	201	Central	7,058.20	
4035	Professional Fees	407	Countryside Sites	8,333.34	
4040	Insurance	201	Central	9,625.19	
4062	Public Events	201	Central	7,292.49	
4072	Members Expenses & Training	201	Central	1,625.72	
4078	Office Equipment	201	Central	577.57	
4079	Debit Card Fees	201	Central	55.44	
4080	Bank Fees	201	Central	67.50	
5010	Sundry Grants (Internal Grant)	222	S137 Grants	1,770.00	
6020	Catherington Lith	407	Countryside Sites	2,250.00	
6050	Dell Piece	408	Amenity Sites	3.05	

Continued over page

Date : 03/02/2025

Horndean Parish Council

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Time: 13:04

Trial Balance for Month No: 9

User : SR

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
6060	Hazleton Common	407	Countryside Sites	40.96	
6070	Jubilee Field	407	Countryside Sites	1,055.56	
6115	Five Heads Recreation Ground	408	Amenity Sites	1,444.54	
6120	St Giles Churchyard	407	Countryside Sites	33.62	
6130	Village Centre	408	Amenity Sites	304.50	
6160	Other Sites	407	Countryside Sites	2,571.28	
6160	Other Sites	408	Amenity Sites	10.56	
6180	Football Pitches Maintenance	408	Amenity Sites	55.00	
6500	Countryside Team Salaries	470	Open Spaces	102,658.48	
6530	Dog Waste Bins	470	Open Spaces	5,482.26	
6580	Play Equipment	408	Amenity Sites	80,409.47	
6590	Materials & Equipment	470	Open Spaces	1,343.89	
6592	Rangers Equipment Hire	470	Open Spaces	1,316.47	
6620	Vehicle Running Costs	470	Open Spaces	4,210.37	
6624	Waste Removal	470	Open Spaces	2,543.11	
6636	Grass Cutting	470	Open Spaces	18,261.54	
6638	Fencing	470	Open Spaces	3,833.64	
6640	Training for Countryside Team	470	Open Spaces	111.00	
6648	Tree Work & Maintenance	470	Open Spaces	7,619.00	
6650	Uniform for Countryside Team	470	Open Spaces	129.70	
6651	Personal Protection Equipment	470	Open Spaces	75.82	
7000	Transfers from EMR	407	Countryside Sites		8,333.34
7000	Transfers from EMR	408	Amenity Sites		54,954.50
7001	Transfers to EMR	201	Central	3,016.49	
8000	Loan Repayments	306	Jubilee Hall - Admin	13,265.33	
Trial Balance Totals :				941,993.39	941,993.39
Difference				0.00	

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

P24

Item 12

This Assessment was reviewed and adopted by the Council at the meeting on:

12th February 2024

Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council." Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment. This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Severity (S)	Likelihood (L)			Assessed Risk (R = L x S)
	Low	Medium	High	
Severe	1	2	3	
Moderate	3	6	9	Unacceptable : Further Mitigation Required
Minor	2	4	6	Acceptable : Monitoring Required
	1	2	3	No Problem Identified : Risks Managed

Ref.	Subject	Risks Identified			Management/control of risks			Review/Assess/Revise
		L	S	R				
1	Councillors & Staff		2	2	4	Loss of Key Councillors, Loss of Key Staff, Fraud by Councillors or Staff, inappropriate actions by Councillors or staff, Councillor numbers falling below quorums	Council Finance Regulations, Procedures, Standing Orders, Councillor and staff training all contribute to managing these risks	Existing procedures adequate.
2	Members Interest		1	1	1	a) Conflict of Interests b) Register of Members Interests out of date or incomplete	a) Members declare any interest in an agenda item at the start of the Council Meeting. b) Register of Members Interest forms should be reviewed regularly by Councillors and updated as necessary.	Existing procedure adequate. Members have responsibility to update their forms
3	Business		1	2	2	Risk of Council not being able to continue its business due to unexpected circumstances.	Temporary office could be set up in one of the Council-owned Halls as per the Business Continuity Plan (BCP).	Existing procedures adequate.
4	Precept		1	2	2	a) Precept Inadequate b) Precept not applied for c) Precept not received	a) To determine the precept amount required, the Parish Council follows the processes laid down in the Finance Regulations to establish the Budget and hence the Precept. b) This figure is submitted by the RFO in writing to EHDC. c) The Clerk informs Council when the monies are received	Existing procedures adequate.
5	Financial Records		1	1	1	a) Inadequate Records b) Inaccurate Records	Records are kept on Omega accounts package and monthly checks by Council verify Financial Regulations are adhered to.	Existing procedures adequate.
6	VAT		1	1	1	Failure to maintain proper VAT Records and reclaim VAT where appropriate	The Council's Finance Regulations, controls and procedure set out the requirements for VAT and the Clerk or RFO ensures that VAT is reclaimed when necessary	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
7	Banking	a) Inadequate Checks	1	1	1	a) to e) The Council's Finance Regulations, controls and procedure set out the requirements for banking, cheques, cash and the monthly reconciliation of accounts.	Existing procedures adequate.
		b) Bank errors	1	1	1		
		c) Loss of cheques/cash	1	1	1		
		d) unnecessary charges	1	1	1	f) Diversification of funds across multiple financial institutions.	
		e) loss of signatories	1	1	1		
		f) collapse of financial institution	1	1	1		
8	Cash	Loss through theft or dishonesty	1	1	1	The Council has controls and procedure in place to ensure requirements are met as defined in the Finance Regulations.	Existing procedures adequate.
9	Reporting & Auditing	a) Lack of information and communication	1	1	1	a) A financial statement is produce at every Parish Council Meeting as an agenda item and is approved at the meeting	Existing procedures adequate.
		b) Compliance				b) Council has appointed an Internal Auditor and audits are carried out regularly	
10	Costs, expenses and debts	a) Incorrect invoicing	1	1	1	a) & b) All invoices are checked by officers and are available to view by Councillors at a meeting. Invoices in excess of the Clerk's authorisation limit are approved by Councillors at that meeting. Cheques are signed by at least two Councillors	Existing procedures adequate.
		b) Cheques incorrect	1	1	1		
		c) Debts outstanding	1	1	1	c) Overdue debts are pursued by the Council	
11	Grants Receivable	Receipts of Grant	1	1	1	The Clerk or RFO maintains a record of grants expected and verifies timely arrival	Existing procedures adequate.
12	Grants and Support Payable	Power to pay. Authorisation of Council to pay	1	1	1	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedures adequate.
13	Payroll	a) Remunerations calculated and paid incorrectly	1	1	1	Payroll calculations, pensions and Tax and NI are dealt with by a specialist subcontractor using time sheet data supplied by the Clerk. These are then verified by the RFO. Payments are made by BACS according to these calculations	Existing procedures adequate.
		b) Tax, NI or pensions calculated and paid incorrectly					
14	Election costs	Risk of an election cost	2	1	2	Council builds an earmarked reserve for this purpose	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
15	Annual Return	Completion & Submission within time limits	1	2	2	Annual Return is completed in good time for approval and to be signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate.
16	Minutes/Agendas/Notices and Statutory Documents	a) Accuracy and legality	1	1	1	a) Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting.	Existing procedures adequate. Members to adhere to Code of Conduct
		b) Business conduct	1	1	1	b) Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman. Consideration is given by Council to Planning Applications and responses given within the required timescales	
17	Insurance	Adequacy and cost	1	2	2	An annual review is undertaken (before the time of the policy renewal) of all insurance cover and premiums	Existing procedures adequate.
18	Data Protection	Non Compliance with GDPR	1	2	2	The Council is registered with the ICO which is renewed annually	Existing procedures adequate.
19	Freedom of Information Act	Non Compliance with Law	1	2	2	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that FOI requests may require additional work.	Existing procedures adequate.
20	Assets	a) Loss or damage	1	1	1	a) All Assets are adequately insured at their replacement cost and cover is reviewed annually. Buildings are adequately secured and staff are trained in the use of tools and equipment as necessary. Re-building costs are reassessed on a regular basis. Assets such as building and power tools are inspected according to Council procedures	Existing procedures adequate.
		b) Risk/damage to third parties or their property	1	1	1	b) Insurance covers third party risks. Playground equipment is inspected for safety weekly.	
		c) inaccurate register of assets	1	1	1	c) Acquisitions and disposals of assets are recorded in the Asset Register	
		d) Poor performance of property or amenities	1	1	1	d) Caretakers and ground staff inspect property and equipment regularly and report shortcomings for action	
		e) Potential loss of income	1	1	1	e) Fees and charges are reviewed annually	
21	Notice Boards	Risk/damage/injury to third parties	1	1	1	Parish Council has notice boards sited around the Parish. All have approval by relevant parties, insurance cover and are inspected regularly by staff and repaired as required	Existing procedures adequate.

Ref.	Subject	Risks Identified	L	S	R	Management/control of risks	Review/Assess/Revise
22	Street Furniture	Risk/damage/injury to third parties	1	3	3	The Parish Council is responsible for various public seats which are covered by insurance. These are inspected regularly and maintained.	Existing procedures adequate.
23	Meeting Location	Inadequacy / Health & Safety	1	1	1	The Parish Council Meetings are generally held at Jubilee Hall. The facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects	Existing procedures adequate.
24	Council records, paper	Loss through a) theft b) fire or c) damage	1	1	1	The Parish Council historical records are archived with Hampshire County Council. Current records are at Jubilee Hall (Admin) which is protected by fire alarms	Existing procedures adequate.
25	Council records, electronic	Loss through a) theft b) fire or c) damage d) corruption of computer files	1	1	1	Access to Jubilee Hall (Admin) is secure. Access to computers is password protected. Access to Omega account package is password protected. Data is held on the office server and backups taken weekly on removable media and stored elsewhere	Existing procedures adequate.
26	Countryside Team Activity	a) Staff are injured while working b) members of the public injured by staff carrying out work c) members of public or their property injured/damaged as a result of faulty work by HPC staff	1	3	3	HPC recognises that its operations in the countryside can involve a degree of risk and operates strict safety procedures and rigorous training to ensure that accidents and damage do not a) Staff are trained to carry out their responsibilities correctly and safely. The equipment used is checked and maintained b) Staff work procedures ensure that public is not put at risk c) Staff are trained and work to a high standard	Existing procedures adequate.
27	Legal Powers	Illegal activity or payments	1	1	1	All activities and payments are within the powers of the Parish Council and are governed by its Standing Orders, Regulations and Procedures.	Existing procedures adequate.
28	Website	Website function lost, passwords lost a) Insufficient quotations required b) Work commissioned incorrectly c) Work goes over budget d) Conflicts of interest	2	1	2	Website administrator is a member of staff. Passwords held by the Office. Finance Regulations define how contracts shall be placed. One or more Councillors oversee and monitor project and costs	Existing procedures adequate.
29	Work Commissioned by Council		1	1	1		Existing procedures adequate.

HEALTH AND SAFETY POLICY STATEMENT



Horndean Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated, they will be minimised by substitution or reduction, the use of physical isolation controls, strict adherence to safe systems of work, and as a last resort the use of personal protective equipment.
- Maintain the discipline listed above by regular monitoring, review and enforcement.
- Ensure safe handling and use of substances

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: _____

Dated: _____

Chairman
Members of the Parish Council

Signed: _____
Chief Officer

Dated: _____

Horndean Parish Council Schedule of Meetings 2025-2026

Item 14

THIS PROGRAMME MAY BE SUBJECT TO CHANGE

	COUNCIL		ANNUAL PARISH MEETING
	FINANCE & GENERAL PURPOSE		ANNUAL MEETING
	GROUND'S		EVENTS
	PLANNING & PUBLIC SERVICES		BANK HOLIDAY

May 2025					
Mon	Mon	Mon	Mon		
5	12	19	26		
		19			

June 2025					
Mon	Mon	Mon	Mon	Mon	
2	9	16	23	30	

July 2025					
Mon	Mon	Mon	Mon		
7	14	21	28		

August 2025					
Mon	Mon	Mon	Mon		
4	11	18	25		

September 2025					
Mon	Mon	Mon	Mon	Mon	
1	8	15	22	29	

October 2025					
Mon	Mon	Mon	Mon		
6	13	20	27		

November 2025					
Mon	Sun	Mon	Mon	Mon	
3	9	10	17	24	

December 2025					
Mon	Mon	Tue	Mon	Mon	Mon
1	8	9	15	22	29
1					

January 2026					
Mon	Mon	Mon	Mon		
5	12	19	26		

February 2026					
Mon	Mon	Mon	Mon		
2	9	16	23		
			23		

March 2026					
Mon	Mon	Mon	Mon	Mon	
2	9	16	23	30	

April 2026					
Mon	Mon	Mon	Mon		
6	13	20	27		
		20			

ALL MEETINGS OF HORNDEAN PARISH COUNCIL AND ITS COMMITTEES START AT 7.00 PM AND ARE HELD AT JUBILEE HALL UNLESS OTHERWISE STATED ON HPC WEBSITE. TIMES MAY VARY PARTICULARLY WHEN 2 MEETINGS ARE HELD ON THE SAME DAY

Events:

Remembrance Day - 9th November 2025
Carol Service - 9th December 2025

Office Closure Dates:

29th December 2025
30th December 2025
31st December 2025

Bank Holiday Dates

Early May Bank Holiday - 5th May 2025
Spring Bank Holiday - 26th May 2025
Summer Bank Holiday - 25th August 2025
Christmas Day - 25th December 2025
Boxing Day - 26th December 2025
New Year's Day - 1st January 2026
Good Friday - 3rd April 2026
Easter Monday - 6th April 2026

BUDGET WORKSHOP

22-Sep-25

Adopted:

P30 HORNDEN PARISH COUNCIL

FINANCIAL REGULATIONS

Item 15

These Financial Regulations were adopted by the Council at the Meetings held on 22 April 2013, 18 May 2015, 17 August 2015, 16 May 2016, 21 August 2017, 23 April 2018, 21 May 2018, 13 May 2019 and 05 May 2021.
Record of subsequent changes:

Issue	Date	Adopted at:	Details of changes
1	22 April 2013	HPC 7748	First Issue.
2	19 May 2014	HPC 011/14	Addition to 6.6 and re-word of 5.2. Re-number paragraph 11 correctly.
3	15 December 2014	HPC FC 014	Increase in Chief Officers spending limit.
4	17 August 2015	HPC FC	Update in accordance with HALC.
5	16 May 2016	HPC FC	AGM.
6	21 August 2017	HPC FC	Creation of Capital Works Policy (3.7) & Filling Staff Vacancies (8).
7	23 April 2018	HPC FC	Revised Para 8 – Staff Vacancies
8			
9			

Introduction

These Regulations are based on the Model Financial Regulations (England) dated January 2016 issued by the National Association of Local Councils which have been amended where necessary to clarify or to codify practices adopted by the Council.

Terms used in these Regulations are defined in Appendix A.

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1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Responsible Financial Officer ('RFO') is a statutory office and shall be appointed by the Council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the Council. Details of these requirements are set out in Appendix B
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices by a Working Party of three Councillors.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
 - Setting the final budget or the precept (council tax requirement)
 - approving accounting statements
 - approving an annual governance statement
 - borrowing
 - writing off bad debts
 - declaring eligibility for the General Power of Competence: and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for full council only.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year. The process by which the Council will create its Budget and calculate its Precept is outlined in Appendix C.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council. The RFO shall identify the nature of expenditure, in particular, whether it is an overhead, a legal obligation of the Council,

or a discretionary item. Budget estimates should be as accurate as possible and contingency reserves should be included if required.

- 2.3 The Council shall review the budget not later than the end of December each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budget shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget. The budget must consider the effects of the three year plan and of the need to replace capital assets from time to time and should seek to build and maintain earmarked reserves specifically for these purposes.
- 2.6 The Council may not set a deficit budget but may draw on reserves for one-off purchases or non-recurring expenditure.
- 2.7 The Council should not set a budget that could, at any point in the year, result in Council funds falling below an amount equal to three months expenditure.

3. BUDGETARY CONTROL and AUTHORITY TO SPEND

- 3.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. Items that have been identified, costed and itemised in the Budget are thereby duly authorised. This authority is to be determined by:
 - the Council for all items over £5,000;
 - a duly delegated Committee of the Council for items over £1,000; or
 - the Chief Officer for any items below £1,000.

Such authority is to be evidenced by a Minute of an appropriate meeting or by a written Order signed by the Chief Officer. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 3.2 No expenditure should be authorised that will exceed the amount provided in the revenue budget for an individual cost centre by more than 5% or £2,000 (whichever is lower), after adjusting for transfers from earmarked reserves, other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved between cost centres or to an earmarked reserve as appropriate (virement).
- 3.3 The RFO shall provide the Council, at the end of each quarter of the municipal year, with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to date against that planned in the budget, and providing explanations of any actual or expected significant variances.
- 3.4 In cases of extreme risk to the delivery of Council services, the Chief Officer may authorise revenue expenditure on behalf of the Council which in the Chief Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure subject to a limit of £2,000. The Chief Officer shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

Officers shall ensure that all requests for quotation and contract negotiations consider each of the items below, and that contracts include, where necessary, terms to cover at least, but not only:

- a) What is to be delivered in sufficient detail that neither party shall be in any doubt about what is to be supplied, when it is to be supplied, for what price and by whom.
- b) The timescale for delivery, including start and finish dates that are compatible with Council objectives, weather and other considerations such as Council's contracts with Hall hirers. If time is of the essence, this must be clearly understood by both parties and written into the contract.
- c) The coordination of contractors, Council staff and other stakeholders such as statutory undertakers, community associations and local people in the planning and execution of works.
- d) The need for stage payments, the triggers for payment, the amounts, the evidence needed to support an invoice for a stage payment and the means of making funds available.
- e) Every contract shall contain a clause stating "It is the responsibility of the supplier to ensure that they are fully aware of all factors that may affect the delivery of the agreed supply, including their:
 - i) full skills and expertise to carry out the work to the agreed quality
 - ii) ability to provide any equipment needed
 - iii) understanding of the site where work is to be undertaken including taking account of sub-surface and overhead services that might affect the work,
- f) If, as part of a contract to supply public works, the contractor agrees to carry out any necessary public consultations, then the details should be agreed by the Council and written into the contract.
- g) Disclose and discuss with suppliers all information and history around a project to ensure that a supplier cannot subsequently maintain that any part of the contract is unreasonable due to a misrepresentation or withholding of information on the part of the council.

The contractor, having satisfied themselves that they fully understand the contract and all aspects of the supply for goods and/or services contained therein, shall verify that they are aware that the council will accept no responsibility, and will be liable for no payments if the contractor subsequently decides that are not able to complete a contract for whatever reason.

- 3.8 Projects using more than £1,000 of materials and/or 1 man-week of HPC labour should be discussed with both the Chairman of the Council and the Chairman of the Grounds Committee to determine whether Council should review a particular project. This will ensure that major projects that consume significant amounts of materials and/or HPC labour (usually the Countryside team) should be authorised by Council in advance so that Councillors can review both the nature and cost of the project before it is carried out.
- 3.9 The salary budgets are to be reviewed at least annually during the preparation of the Budgets for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Chief Officer and the Chairman of Council or relevant Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.
- 3.10 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year, but, in any event, no later than May 31st, and shall submit them and written report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 On a regular basis, at least once in each quarter and at each financial year end, a member other than the Chairman (or a cheque signatory) shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as

evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

4.5 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.6 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person if required by the Council, at the end of each quarter (or as agreed in advance between the Council and the Internal Auditor) and will provide an annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the Internal Auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council. In order that the Council can demonstrate the independence of the Internal Auditor, the same individual or company should hold the post for no more than eight years.

4.7 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council
- initiate or approve accounting transactions, or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

4.8 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.

4.9 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be reviewed annually by the Council for efficiency and security. To enable this review, the RFO will produce a report covering bank charges paid and interest rates together with any other details as requested by the Council.

5.2 A schedule of the payments, forming part of the agenda for the meeting, shall be prepared by the RFO and, together with relevant invoices, be presented to Council or a duly delegated committee. Policy and Resources is the duly delegated committee. If the schedule is in order it shall be authorised by a resolution of the Council or duly delegated committee and shall be initialled by the Chairman of the Meeting. If more appropriate the details may be shown in the Minutes of the Meeting.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council, and countersigned by the Chief Officer.

5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6. PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by BACS, debit card, cheque or other order drawn on the Council's bankers, except for utility supplies (energy, telephone and water) which may be made by variable Direct Debit provided that the instructions are signed in accordance with the Bank Mandate and payments are reported to Council as made.

Payments under the Chief Officer's delegated £1,000 (excluding VAT) authorisation limit will be paid on receipt and will be included on the Order of Payments under the 'invoices paid' section for information.

- 6.2 Cheques or orders for payment shall not normally be presented for signature other than at a council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.3 All invoices for payment shall be examined, verified and certified by the Chief Officer. The Chief Officer shall satisfy him/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.4 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading.
- 6.5 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Chief Officer certifies that there is no dispute or other reason to delay payment, the Chief Officer may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8. FILLING STAFF VACANCIES THAT ARISE WHEN A MEMBER OF STAFF LEAVES

It is in the interest of efficient management of the organisation, and its provision of a high quality of service to residents, that staff vacancies that arise because someone has left are filled as soon as possible. To that end, this provision delegates the necessary authority to the Chief Officer.

When a member of staff leaves the Council the Chief officer is delegated to fill the vacancy that arises without requiring a resolution from the Staff Committee or Full Council provided that:

- a. The post is a permanent one
- b. The terms and conditions are unchanged except where the Council has agreed a policy regarding new staff, such as NJC contracts no longer being offered to new staff.
- c. The job specification remains substantially the same
- d. Hours worked remain substantially the same although they may be adjusted by the Chief Officer to suit organisation requirements at the time
- e. Hourly pay rates remain substantially the same although they may be adjusted by the Chief Officer to suit organisation requirements at the time. An increase in the hourly rate for the job that is greater than 5% is considered to be significant and will therefore require approval by Council. The effect of any increase in the rate for the job shall be considered by the Chief Officer for its possible impact on the general pay structure of Council staff that could arise at subsequent general pay reviews.
- f. The Chief officer advertises the vacancy in the most appropriate manner.
- g. No offer to a candidate shall be made that could result in payments through allowances, expense claims, TOIL entitlements or otherwise, whether taxable or not, which would exceed the average such payments to existing staff without prior approval of Council. This provision is included to avoid unintentional drift in the Council's overall pay structure away from agreed Council policy.

- h. The Chief Officer completes a simple pro-forma record sheet that details the existing job title and description, hours worked, pay rates, holidays and other conditions alongside details to be offered to any candidate. This record shall be retained in HPC HR records so that it can be referred to for future similar vacancy replacements to ensure consistency of approach over time.

If the Chief Officer wishes, for reasons of organisation design or otherwise, to alter the post in such a way that the above stipulations are not met, the vacancy should be considered by the Staff Committee and placed before Full Council to make the final decision.

9. LOANS AND INVESTMENTS

- 9.1 All loans received and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 9.2 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 9.3 All investments of money under the control of the Council shall be in the name of the Council.
- 9.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually. Any borrowing must be authorised by a resolution of the full Council.
- 9.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

10. INCOME

- 10.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 10.2 Charges should be levied to cover the cost of all work done, services rendered or goods supplied by the Council and for the use of Council assets by third parties. The rates, which may differ for profit making hirers and non-profit making hirers and may include a supplement for Public Holidays to cover additional expenses, will be set annually by a resolution of the Council. The RFO shall be responsible for the collection of all amounts due to the Council.
- 10.3 The Council will review all fees and charges annually as part of the budgeting process, following a report of the Chief Officer. This report shall include the charges levied by the Council over the previous three years, for comparison, together with charges made by local providers of similar services if available.
- 10.4 The Chief Officer has authority to write off any sums considered to be irrecoverable up to £100. Any amount above this should be reported to Council for approval to write off.
- 10.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO with such frequency as the RFO considers necessary.
- 10.6 The origin of each receipt shall be entered on the paying-in slip.
- 10.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 10.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made quarterly with one claim coinciding with the financial year end.
- 10.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 10.10 The Chief Officer shall identify and report to Council opportunities to apply for grants or other funds, from other bodies e.g. East Hampshire District Council in respect of Developer Contributions under "Section 106" or CIL. The Chief Officer will present a report giving details of any proposed application for funds including

the uses and amounts to Council for its approval before submitting an application. Where time is of the essence, the Chief Officer will consult with the Chairman as to the best course of action who may agree to that an application be made and the Council notified as soon as possible.

11. ORDERS FOR WORK, GOODS AND SERVICES

- 11.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate such as goods purchased from a retailer. Orders shall carry a unique reference number and copies of orders shall be retained.
- 11.2 Order books shall be controlled by the RFO.
- 11.3 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in paragraph 12.1.
- 11.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.
- 11.5 The Chief Officer is authorised to place orders for work, goods and services that are included in the budget and do not exceed £1,000 or for items of expenditure shown in paragraph 11.1.

12. CONTRACTS

- 12.1 The Chief Officer shall have a delegated authority to enter into contracts for the following goods and services after ensuring that they represent the best value for money:
 - a The supply of gas, electricity, water, sewerage, telephone and broadband services,
 - b Specialist services provided by solicitors, accountants, surveyors and planning consultants.
 - c Repairs to, or replacement parts for, machinery, equipment or plant,
 - d Materials that constitute an extension to an existing contract.
 - e Additional work by the Auditor.
 - f Goods or materials that are proprietary articles and/or are only sold at a fixed price.
- 12.2 Contracts less than £1,000 shall be covered by Section 10.
- 12.3 Contracts greater than £1,000 and less than £3,000 require the following:
 - a The Chief Officer shall strive to obtain three estimates from suppliers setting out details of the work required, the price and a delivery or completion date as appropriate.
 - b For contracts that require approval by Council, the Chief Officer shall prepare a report with an evaluation and recommendation which shall be sent to Councillors one week before the meeting at which it will be presented for consideration and approval so that any requests for further details can be dealt with before the meeting.
 - c The Chief Officer shall enter into the contract selected and approved by the Council in accordance with its instructions.
- 12.4 Contracts over £3,000 and below the upper contract price limit as currently specified in Standing Order Section 30b requires, in addition to the provisions of 11.3 b, c, the following:
 - (a) The Chief Officer shall obtain at least 3 quotations (priced descriptions of the goods and/or service to be supplied).
 - (b) In respect of Contracts greater than £10,000, the Chief Officer shall present a Statement of Requirements to Council for approval before obtaining quotations from suppliers.

- 12.5 Where a contract is expected to exceed the upper contract price limit specified in Standing Order Section 30b and in addition to the provisions of 11.4, a formal tendering process is required as specified in Standing Order Section 30c, d and e.
- 12.6 The Council shall not be obliged to accept the lowest of any tender, quote or estimate.
- 12.7 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, or when fewer than 3 quotations or estimates have been obtained, the reason shall be embodied in a recommendation to the Council.

13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 13.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 13.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 13.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Chief Officer to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

14. STORES AND EQUIPMENT

- 14.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 14.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

15. ASSETS, PROPERTIES AND ESTATES

- 15.1 The Chief Officer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 15.2 No property, asset or estate shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 15.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4 Each Asset will be assigned a unique reference number and the following information will be recorded where relevant and available (see Governance Rules 2010 3.66):
 - a Date of Acquisition
 - b Description of Asset
 - c Cost of Acquisition
 - d Location
 - e Responsibility (Custodian)
 - f Present Use & Capacity
 - g Current Value

- h Charges for use
- i Expected remaining life
- j Expected cost of replacement if remaining expected life is less than 3 years.

16. INSURANCE

- 16.1 Following the annual risk assessment shown in paragraph 17, the Chief Officer shall effect all insurances and negotiate all claims on the Council's insurers
- 16.2 The Chief Officer shall identify all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances and shall promptly notify the Council's insurers and effect any changes to policies that are required.
- 16.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it. The RFO shall present a report to Council detailing the review, its result and any recommendations arising.
- 16.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 16.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17. RISK MANAGEMENT

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Chief Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council during March each year.
- 17.2 When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council at least once every 12 months. The Chief Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

Appendix A: Definition of Terms

Term	Definition
Internal Auditor	Independent Internal Auditor appointed by the Council "to review whether the systems of financial and other controls over a Council's activities and operating procedures are effective" (NALC Governance rules 2010 para 2.59)
Contract	An agreement between the Council and a supplier that sets out the terms for the procurement of goods or services.
Orders	A single and individual purchase of goods or services. <ul style="list-style-type: none"> • Goods may be supplied by retailers, wholesalers or distributors and the key characteristic is that they are standard off-the-shelf items that are offered at a published and essentially non-negotiable price. • Services cover one-off procurement such as vehicle servicing or painting a fence.
Project	A programme of work with a defined purpose and start and finish dates. It shall have a clear and agreed purpose and will generally be a new or one-off task.

Class of expenditure	Budget line item, generally a single nominal code item.
Fixed Asset	An asset intended to be used for more than one year costing at least £100.
Capital expenditure	Purchase of a fixed asset

Appendix B: Financial Information Required by the Council

The objectives of these requirements are to provide members with:

- A. A clear and complete explanation of the financial aspects of each part of the Council's operations so that decisions may be made in full knowledge of their financial effects.
- B. A clear means of monitoring the progress of the Council's finances against the Budget at all points during the year so that any trends that show a deviation from budget can be identified in time for remedial action to be taken.

The Budget will be entered into the Omega accounts system (or otherwise) as a phased or profiled budget showing the quarterly, six monthly and annual or other significant seasonal or project-related receipts and payments in the month that they will occur. Other receipts and payments that occur monthly, such as salaries, or general running costs will be spread equally across the year.

Costs associated specifically with one aspect of the Council's operations are to be reported within that area. For example:

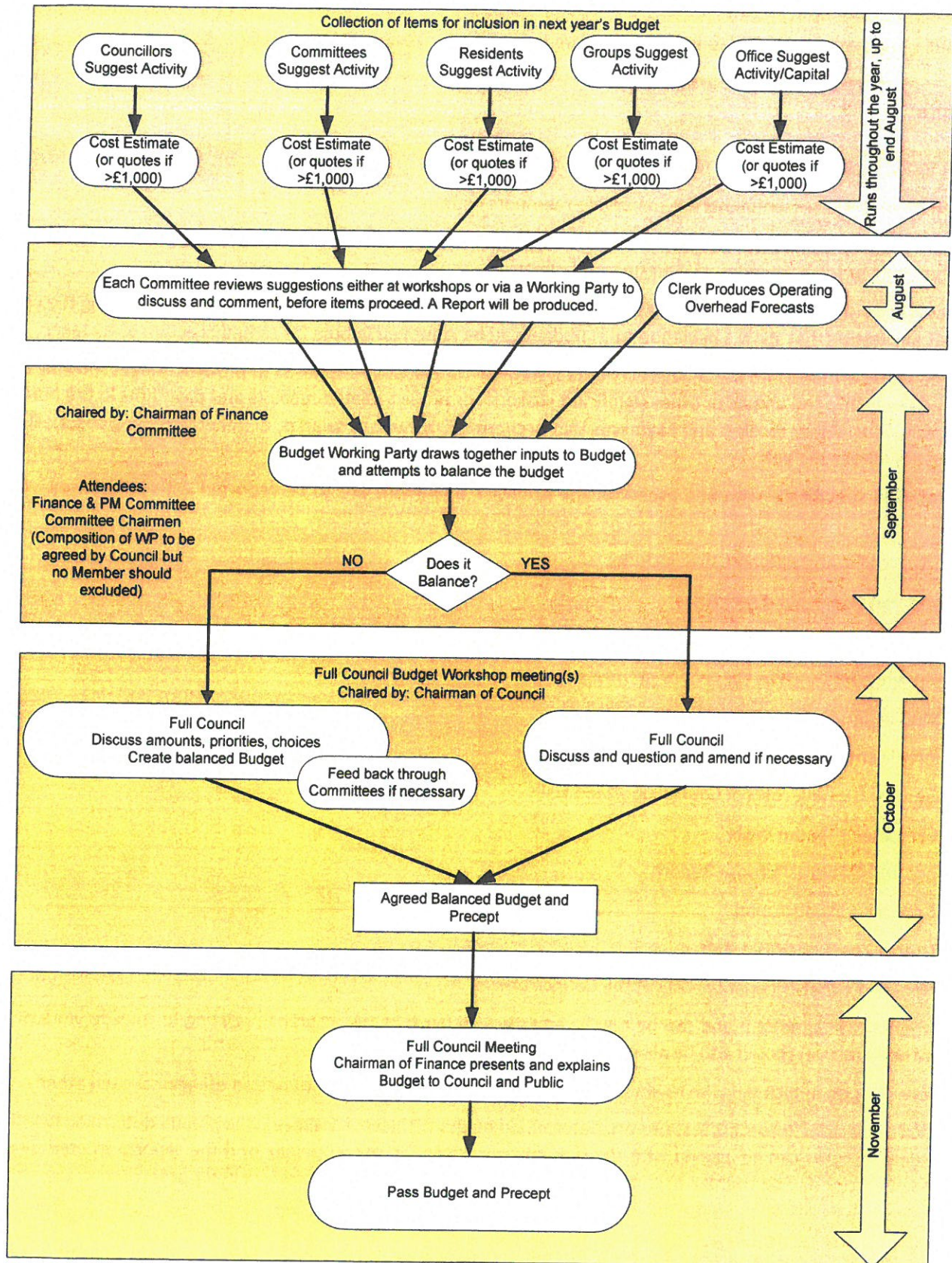
1. Open Spaces Financial Report shall include:
 - a) Material and other direct costs
 - b) Labour costs of all permanent and temporary staff engaged on Open Spaces work
 - c) Storage costs such as the rent of premises
 - d) Mobile phones or other indirect costs
2. Property Management Financial Report shall include:
 - a) General running costs of Council operated Halls
 - b) Caretaker's labour costs
3. Finance and General Purpose Report
 - a) General administration
 - b) Labour costs of admin staff
 - c) Rent and other occupancy costs of the Council offices

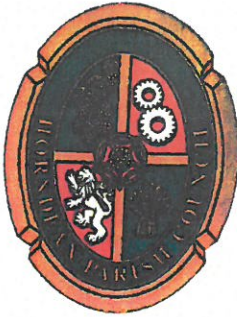
Costs that are both significant and can be readily apportioned (such as the insurance relating to outside work of an inherently risky nature) should also be allocated to the appropriate area..

Expenditure directly associated with revenue must be reported separately and not netted off against each other.

The Council's Financial Recording Systems are determined by the RFO (see 4.1 above) who should determine whether the recording systems can be aligned with the requirements stated in this Appendix or if the reports created by the accounts system need to be adapted to comply with these reporting requirements before being presented to Members.

Appendix C: Annual Budget and Precept setting Process





HORNDEAN PARISH COUNCIL

MEMBER/OFFICER PROTOCOL

1. INTRODUCTION

Horndean Parish Council exists to serve the interest of its Parish. Members and Officers have a joint responsibility to ensure that they work collaboratively to ensure an efficient, transparent and democratic Council focused on these interests.

Horndean Parish Council is determined to provide excellent local government for the people of Horndean. It has produced this Member/Officer Protocol in order to promote the highest standards in public life and harmonious working relationships.

Partnership, based on mutual trust and respect between politicians and paid officers, is essential in achieving good local government. However, this partnership will not be effective unless there is a clear understanding by all of the role and obligations of Members and the separate roles and duties of Officers. This protocol sets out these roles, obligations and duties and also the ground rules for all to observe. The standards of the protocol are binding and apply equally to elected Members and co-opted Members and to Officers where there is a joint responsibility.

The protocol is based upon legislation, Council Policies and documents deriving from legislation as well as guidance from a variety of sources, primarily:

- The Local Government Act 2000
- Standing Orders
- The Members' Code of Conduct
- Guidance from the Office of the Deputy Prime Minister
- Guidance from Hampshire Association of Local Councils
- Guidance from the Standards Board for England

Given the variety and complexity of such relations, this protocol cannot be prescriptive or cover all eventualities. However, it does aim to be instructive and offer guidance on some common issues and provide points of principle that can be applied to other issues that might arise.

The protocol is designed to supplement and offer local interpretation of these documents. The protocol refers extensively to Members' relationships with Officers and other staff directly in the service of the Council. The principles of the protocol also apply to Members' dealings with other people not directly employed by the Council but who are in an employment based relationship with the authority.

2. ROLES OF MEMBERS AND OFFICERS

- i. Members and Officers depend upon each other in carrying out the work of the Council.
- ii. There shall be mutual courtesy and respect between Members and Officers with regard to their respective roles.
- iii. Members and Officers shall each carry out their respective duties in the best interests of the whole community.

- iv. This protocol applies to all dealings between Members and Officers and not only at formal meetings.
- v. Members are responsible to their electorate for so long as their term of office lasts and have a duty to act in the best interests of the electorate and the Council. Officers are responsible to the Council.
- vi. Members ensure the Council and its Officers are aware of the concerns of the electorate and help decide the overall direction of the Council and, where appropriate, act in a supporting role in carrying out the work of the Council. Members have personal, individual and collective responsibility for the Council and its activities. They are responsible for ensuring that adequate management and financial arrangements are in place and they monitor the performance, development, continuity and overall well-being of the Council. Members may be designated to act in a certain role or as a positive focus for a particular section of the Council's activities. However, the Council is not entitled to delegate decision-making on behalf of the Council to individual Members. The Council is entitled to delegate certain decision-making and functions to an Officer or to committees of Members.
- vii. Officers give advice to the Members and carry out the decision and work of the Council. Officers manage and provide the services for which the Council has responsibility. They are accountable for the efficiency and effectiveness of those services and for proper professional practice in discharging their responsibilities and for taking decisions within agreed policy. They provide advice to the public and Members in respect of the services provided. They initiate policy proposals, implement agreed policy, ensure that the Council acts lawfully and in accordance with the principles of sound financial management and represent the Council on external bodies.

3. GENERAL OBLIGATION OF MEMBERS

Members must observe the Code of Conduct whenever they are conducting the business of the Council, conducting the business of their office and representing the Council.

4. RELATIONSHIP BETWEEN MEMBERS AND OFFICERS

- i. The relationship between Officers and Members should be characterised by mutual respect, courtesy, trust, honesty and understanding of each other's roles. This is essential to good local government. This should prevail in all meetings and contacts whether formal or informal; this protocol should also inform behaviour with external contacts, e.g. Partner Organisations to ensure that Members and Officers are conducting themselves in a way that is appropriate when representing the Council.
- ii. Neither Member nor Officer should seek to take unfair advantage of their position in their dealings with each other. Members should be aware that Officers, especially junior Officers, may sometimes be overawed and feel at a disadvantage. Such feelings are intensified given that Members make decisions that directly affect Officers.
- iii. Members should not apply pressure on Officers to do anything that they are unwilling to do or are not empowered to do. Similarly, Officers must not seek to use influence on an individual Member to make a decision in the personal favour, as opposed to in the interests of the Council.
- iv. Close personal familiarity between individual Members and Officers can damage the principle of mutual respect. It could also, intentionally or unintentionally, lead to the passing of confidential information which should not properly be passed between them, such as personal details. Such familiarity could also cause embarrassment to other Members and/or other Officers and could even give rise to suspicions of favouritism. It should therefore be avoided.

- v. Any close personal or family relationship (e.g. parent/child; spouse/partner) between Officers and Members should be disclosed to the Clerk who will then decide how far this needs to be disclosed to others. Members must also declare any such relationship with an Officer which might be seen as influencing their work.
- vi. Members must not sit on a Council body responsible for any employee who is a relative or a friend as defined by the code of conduct.
- vii. Officers and Members should address each other formally at meetings of Full Council, Committee Meetings and any other formal meetings that Officers attend that are open to the public.
- viii. When attending all public meetings, Officers and Members dress should be smart casual. Officers and Members should refer to Members by the office they hold: Chairman or Madam Chairman, Vice Chairman or Madam Vice Chairman, or Councillor. At no time should the term 'Chair' be used. Members should avoid excessive informality and should refer to Officers either by their title or by their full name.
- ix. The same degree of formality is not necessary at any social event that Members attend with Officers. Nevertheless, Members and Officers attending an event by virtue of their role with the Council should avoid close personal familiarity or any action which would embarrass others or damage their relationship with Staff or Members. Socialising between Members and Officers other than in an official capacity should be avoided.
- x. Inappropriate relationships can be inferred from language/style. Therefore Members and Officers should always seek to address each other with courtesy.
- xi. Members must not obstruct the work of Officers by unnecessarily taking up their time or in any way acting to impede their ability to proceed with their professional duties. Officers must equally respect the role of Members and will only request additional supporting work from Members where necessary or beneficial to the Council.
- xii. Members and Officers must conduct themselves in a way that is acceptable within a professional environment. They must afford dignity, trust and respect to everyone and themselves. They must have awareness of the effect of their behaviour on others and only make a reasonable and manageable demand. They must communicate honestly and openly, clearly stating what they mean and expect of others. They must provide honest feedback based on evidence and be open to constructive criticism. They must start from the assumption that everyone is working to the best of their ability, considering their current stage of personal and professional development.
- xiii. Members and Officers must not conduct themselves in an unacceptable manner. An equality policy has been adopted by the Council and should be adhered to.

5. THE ROLE OF MEMBERS

- i. Initiate, develop and set policies that will then be implemented by Members and/or Officers.
- ii. Monitor how those policies are being implemented.
- iii. Where their office allows them to do so, provide guidance to Officers on how those policies are to be implemented, either if Members wish to do so or if Officers ask for guidance.
- iv. Represent the views of their community and ward constituents, and deal with individual casework
- v. Recognise the statutory roles of the Clerk, as Proper Officer to the Council/Responsible Finance Officer, and the Countryside Ranger and of the significance attached to their advice.
- vi. Respect Officers' political impartiality.

- vii. Promote the highest standards of conduct and ethics.
- viii. Members must not insist that any Officer take any action, or not take action that the Officer considers unlawful or illegal, is in direct contradiction of any code or guidance, contrary to the Council's budget or policy framework, or which would be likely to amount to maladministration.
- ix. Any council information provided to a Member must only be used by that Member for the purpose for which it was provided, namely in connection with the Member's duties as a Member of the Council, unless the information is already in the public domain.
- x. Members must not disclose information given to them in confidence by anyone without the consent of the person authorised to give it, or unless they are required to do so. Equally, Members must not prevent other persons from gaining access to information to which those persons are entitled by law.
- xi. In order to safeguard against possible breaches of the General Data Protection Regulation (which applies to all information of a personal nature) Members should always seek advice from the Clerk before disclosing confidential information. Generally, personal information cannot be released without the consent of the person to whom it relates. Improper disclosure of confidential information can put the Member and the Council at legal and financial risk.
- xii. Regular contact between Members and senior Officers is necessary to ensure the efficient working of the Council and should occur on a planned and reasonable basis in order that it is constructive and not destructive to the ability of Officers to perform their duties on behalf of the Council. Planned appointments, where meetings are needed to further the interests of the Council, are the best way of arranging contact between Members and Officers. This protects the interests of the Council and its employment responsibilities by ensuring that the ability of the Officer to carry out the work of the Council is not impeded and to ensure that the Officer can set aside an appropriate amount of time to meet with and concentrate on a Member or group of Members.

6. THE ROLE OF OFFICERS

i. Officers:

- a. Implement the policies set by Members
- b. Will seek appropriate guidance on implementation of the policies set by Members if they are unclear about any aspect of those policies.
- c. Give professional advice to Members as may be required by them from time to time, recognising the different needs for advice Members may have in their different capacities as ward Members.
- d. Carry out their delegated functions to the best of their ability and in the interests of the Council.
- e. Must remember that he/she is employed by Horndean Parish Council as a whole and not by any particular part of the Council
- f. Are under a duty to help all Members and all parts of the Council equally
- g. Must take all relevant matters into account when formulating advice to Members.

Officers must not:

- a. Set policy other than for the smooth running of office procedures and processes and as may have been delegated through Standing Orders.

- b. Take any action, or not take action, which would be unlawful or illegal, is in direct contradiction of any code or guidance, contrary to the Council's budget or policy framework, or which would be likely to amount to maladministration.
- c. It is clearly important that there should be close working relationship between Members and the Officers who support and/or interact with them. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officers ability to deal impartially with other Members. Officers must ensure their neutrality in representing the Council is not compromised.
- d. Whilst Members might be consulted as part of the process of drawing up proposals for consideration on the agenda of a forthcoming meeting, it must be recognised that Officers are under a professional duty to provide an agenda.
- e. Officers also submit reports based on their professional judgement to the Council. The Clerk or other senior Officers will always be responsible for the contents of any reports submitted in their name. This means that any such report will be amended only where the amendment reflects the professional judgement of the author of the report. Any issues arising between a Member and the Clerk or other senior Officer should be resolved informally if possible using appropriate line management and, where appropriate progressing through relevant Council procedures where more formal resolution becomes necessary.
- f. Officer's advice must be full and impartial and should include all relevant options to enable a full considered decision of the Council.

7. MEMBERS ACCESS TO DOCUMENTS

- i. Members' right to inspect Council documents is restricted and will not apply to certain items, for example because they relate to individual employees. Officers will provide documents, which are, on the face of it, reasonably necessary to enable Members properly to perform their duties for the Council. This is often referred to as the 'need to know' principle. However, Members do not have a 'roving commission' to examine any documents nor access the computers of the Council. Mere curiosity is not sufficient.
- ii. A Member requesting access to documents should direct their enquiry to the Clerk or other relevant senior Officers. Officers will be concerned to furnish Council Members with such information, advice and access to documents which they require for the proper performance of their duties conducted for the Council. If disclosure of a document is in the Officer's view either not required or not appropriate, they will inform the Member and will give reasons why disclosure would not be appropriate.
- iii. Any dispute regarding a Member's access to a document should be referred for resolution using appropriate line management and, where needed, through formal council procedures.

8. REPRESENTING INTERESTS

Officers are neutral in that they serve the whole Council and not a particular sector or political group. Members might have an affiliation with a particular group within the public but should be making decisions based on the responsibility to the Council and its electorate as a whole. This does not exclude Members and Officers from reacting to a political issue where it affects the interests of the electorate in that area.

9. COMMUNICATION AND ADVICE

Unless agreed with the Proper Officer (Clerk), all letters and other communication on official Council business should be sent out in the name of the Proper Officer (The Clerk). Communications which create obligations or give instruction on behalf of the Council should never be sent out under the name of a Member.

10. PUBLIC RELATIONS AND PRESS RELEASES.

- i. The Clerk has overall responsibility for publishing public relations and press releases on behalf of the Council, whether in hard copy or electronic form or through Social Media channels. Such material may be developed by Members or Officers and could range from a meeting announcement to a Newsletter.
- ii. Political and lobby/action group press releases and publicity must not be issued at the initiative of individual Members or Officers using the resources of the Council. There is, of course, nothing to prevent any Member from communicating with the media, but they should bear in mind that they are not doing so on behalf of the Council and should not use Council facilities or resources for this purpose.
- iii. Subject to the provisions of the Freedom of Information Act 2000 correspondence between individual members and officers will be treated as confidential unless the Member or Officer indicates otherwise.

11. DISPUTES

With goodwill, respect and integrity on both sides there ought to be very few occasions when a disagreement between an Officer and a Member cannot be resolved amicably. If there is a serious dispute of substance it should be discussed in the first instance between the Member and the Clerk and dealt with using appropriate line management and, where needed, Council procedures. It should be noted that two frequent routes of action for unresolved disputes and behaviour issues are recourse to disciplinary/grievance procedures (and in some cases employment tribunals) and reports of breach of the Code of Conduct.

12. COMPLAINTS ABOUT OFFICERS OR SERVICES

- i. Members have the right to criticise reports or the actions taken by Officers, but they should always
 - Avoid personal attacks on Officers
 - Ensure that criticism is constructive and well-founded.
- ii. Members should avoid undermining respect for Officers at meetings, or in any public forum. This would be damaging, both to effective working relationships and to the public image of the Council. It would also undermine the mutual trust and courtesy that is an essential element of a well run authority.
- iii. Complaints about Officers or Council services should be made to the Clerk. Within three days the Clerk will
 - Acknowledge your complaint
 - Say if they intend to take action
 - Say how long they need to investigate.

- iv. Members have a right to know if action has been taken to correct a matter, but they must not, either,
 - Influence the level of disciplinary action to be taken against an Officer, nor
 - Insist (nor be seen to insist) that an employee is disciplined.
- v. Where appropriate Members will be told the outcome of the investigation.
- vi. If a Member is not satisfied that action has been taken to deal with the complaint it may be referred to the Clerk by the Member concerned.

13. COMPLAINTS ABOUT MEMBERS

- i. Complaints about Members behaviour by Officers should be made to the Monitoring Officer at East Hants District Council. Within three days, the Monitoring Officer will,
 - Acknowledge the complaint
 - Say if the monitoring Officer intends to take action
 - Say how long the Monitoring Officer needs to investigate
 - Where appropriate the Monitoring officer shall also advise the Chairman.
- ii. Where appropriate the Officer will be told the outcome of the investigations.
- iii. If an Officer is not satisfied that action has been taken to deal with the complaint it may be referred to the Clerk by the officer concerned.
- iv. Nothing within this provision shall attempt to circumvent the provisions of the Code of Conduct or members obligations under the Code.

14. FURTHER ADVICE

Advice on the application of this protocol should be sought from the Clerk.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 10 February 2025

AGENDA ITEM: 18

TO RECEIVE AND CONSIDER THE SUGGESTION OF A PITCHPOWER ASSESSMENT IN RESPECT OF HPC'S FOOTBALL PITCHES.

It was agreed to recommend to Council to undertake a PitchPower Assessment in respect of the football pitches at both Five Heads Recreation Ground and Jubilee, at a total cost of £100 per pitch.

Carla Baverstock-Jones

Subject:

FW: Hampshire FA workshop

Attachments:

Attachment 4 - Public Consultation (1).pdf; Parish Council Forum - East Hampshire (3).pdf

Thank you to everyone who attended the Hampshire FA workshop on Tuesday afternoon. As promised, please find attached the presentation, I hope you found the discussion with other parish/town councils helpful.

A number of things I will take away and look into how we can provide further guidance/support to you are below;

- Support for parish councils on pitch pricing and management of facilities
- Best practice examples - shared equipment, funding etc
- Masterplan for recreational sites/ parish/town areas
- Arrange yearly meetings to discuss sports provision
- Host other NGB workshops for Town and Parish Councils

PitchPower Report

If you haven't done a pitch power report, I would suggest this is put at the top of the list, as it's an opportunity to access funding to support improving your grass pitches.

What is PitchPower?

PitchPower is the Football Foundation's free pitch inspection web app for grass football and rugby pitches.

Once you've submitted your grass pitch inspections, you'll receive a bespoke assessment report with expert pitch maintenance advice and recommendations to get your pitch match fit.

PitchPower is your key to unlocking the advice, funding and support you need to get your pitch match fit.

Hampshire FA have an SPA (Sports Pitch Advisor) that can carry out the inspection on your behalf for £100 per site.

Grass Pitch Maintenance Fund

Get a six-year tapered maintenance to help enhance or sustain the quality of your grass pitches. You'll just need to complete a PitchPower inspection for each of the grass pitches you want funding for before you're able to apply.

Chloe Davanna

Wellbeing Officer (Sport & Leisure) | T: 07775404089

Community Team, East Hampshire District Council

HORNDEAN PARISH COUNCIL

AGENDA ITEM:

SUBJECT OF REPORT: PitchPower Assessment

BACKGROUND

The football pitches at Five Heads Recreation Ground and Jubilee have for in excess of a decade been leased to two local clubs for a modest monthly fee. The reason being is that the clubs both provide sporting opportunities to young children, and the fees have been set with this in mind.

The fee structure ensures accessibility for all, affordable facilities within the community with which children can engage. The focus being to offer children an opportunity to participate in a fun activity, promoting health and mental wellbeing.

Members may wish to consider carefully that independent assessments/advice regarding the pitches, notwithstanding the possibility of grants, will undoubtedly require a financial contribution from the Parish Council for any works to be undertaken.

It is of note that the pitches are for junior usage (grassroots) only and not adult games.

The pitches are currently maintained to a standard proportionate to the level of football played, to this end I have not received any complaints as to quality.

The risk of pursuing a higher level of maintenance will inevitably increase costs to families, possibly in the current financial climate becoming unaffordable.

Principal Councils actively promote sporting facilities which is of course commendable. However, consideration as to the actual requirements of our identified service user is key.

RECOMMENDATION

In essence is there a need to increase the quality of HPC pitches, incurring expenditure, and increasing fees to participants?

Alternatively, Members may consider that the current facilities are suffice and commensurate given all the circumstances.

Report prepared by



Carla Baverstock-Jones
Chief Officer

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 10 February 2025

AGENDA ITEM: 19

TO RECEIVE AND CONSIDER THE QUOTATIONS RECEIVED IN RESPECT OF THE REMOVAL OF GYM EQUIPMENT AT FIVE HEADS RECREATION GROUND.

It was agreed to recommend to Council to proceed with the removal of the gym equipment at Five Heads Recreation Ground, as per quotation 1, at a total cost of £605 + VAT.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 10 February 2025

AGENDA ITEM: 20

**TO RECEIVE AND CONSIDER THE QUOTATIONS RECEIVED IN RESPECT OF THE REPAIRS
TO BE UNDERTAKEN WITHIN JUBILEE PLAY AREA (PLAYHOUSE RAMP).**

It was agreed to recommend to Council to proceed with the repairs within Jubilee play area (playhouse ramp), as per quotation 1, at a total cost of £495 + VAT.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 10 February 2025

AGENDA ITEM: 21

TO RECEIVE AND CONSIDER THE QUOTATION RECEIVED IN RESPECT OF THE REPAIRS TO BE UNDERTAKEN WITHIN JUBILEE PLAY AREA (SWING).

It was agreed to recommend to Council to proceed with the repairs to the swing at Jubilee play area, but for further quotations to be obtained before the next Council meeting on 10 February 2025.

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 10 February 2025

AGENDA ITEM: 22

TO RECEIVE AND CONSIDER THE QUOTATIONS RECEIVED IN RESPECT OF THE REPAIRS TO BE UNDERTAKEN AT DEEP DELL PLAY AREA.

It was agreed to recommend to Council to proceed with the repairs at Deep Dell play area, at a total cost of £918 + VAT, with funds to be drawn down from the Neighbourhood CIL.

HORNDEAN PARISH COUNCIL**AGENDA ITEM****SUBJECT TITLE:** Repairs for Deep Dell**PURPOSE OF REPORT:**

We need to replace some ropes on the play Equipment at Deep Dell.

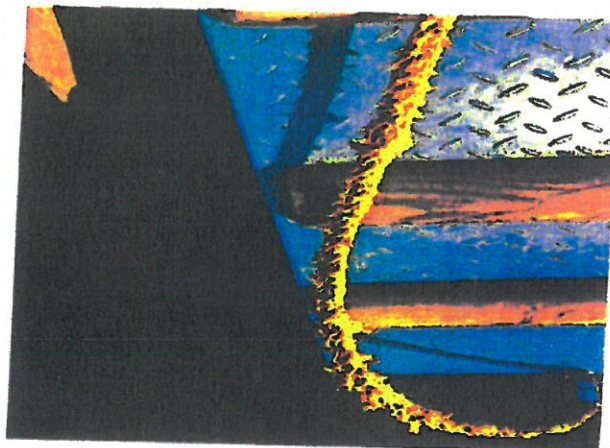
I sent away the dimensions to a company that provides ropes and below are is the quote. We use this company for most of our play area spare parts ordering.

SKU	Product	Price	Quantity	Value
WEBACCNET	Access Net manufactured from 16mm steelcore combination rope with top fixings and bottom chain tails. Side A: 1.28m Side B: 2.14m Colour: Green Black Connectors Fixing Type: M10 Shackles	835.00	1.00000	835.00
WEBCLIROP	Single 16mm steelcore combination ropes complete with two end fittings. Length - 2.83m Colour - Yellow End Fitting - M10 Shackle	65.00	1.00000	65.00
BOX20-A	Box delivery up to 20kg to UK mainland excluding GY, HS, IM, IV JE, KW, PA, TR21+, ZE Postcodes Delivered between 9am and 5.00pm.	18.00	1.00000	18.00

The access net (cargo net) was flagged up by Rospa last year and needed monitoring with a view to replace.

The Single Steelcore rope has deteriorated very badly over the last few months and is now showing exposed metal wire. This needs replacing.

Pic below:

**REPORT PREPARED BY:****Matthew Madill***Report*

HORNDEAN PARISH COUNCIL

COUNCIL AGENDA

Date: 10 February 2025

AGENDA ITEM: 23

TO RECEIVE AND CONSIDER THE PROJECTS ELIGIBLE FOR COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING, AND AGREE THE WAY FORWARD

It was agreed that the Grounds Committee would complete a composite application for CIL funding, for the following projects at Jubilee Hall, with quotations to be sought by the Grounds Manager

- A multi-use games area (MUGA), to replace the basketball court.
- Fitness/gym equipment replacement, due to the age of the current equipment, which is now obsolete
- Accessible path