

Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 02 DECEMBER 2024 AT 6.00pm in JUBILEE HALL.

Members of the Committee Cllr J Lay (Chairman), Cllr T Attlee, Cllr D Prosser, Cllr Redding, Cllr S Freeman, Cllr Hodgson are summoned to attend.

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

26 November 2024

AGENDA

1. To receive 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 open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
4. To approve the Minutes of the Finance and General Purposes Committee Meeting held on the 28 October 2024.
5. To note the comments submitted by David Evans to the Finance and General Purposes Committee on the 28 October 2024, and the subsequent response.
6. To receive and consider the Draft Budget 2025/2026.
7. To receive and consider the Strategic Planning proposal.
8. To receive and review the following Policies:
 - Out of Hours Working Arrangements Policy
 - Filming and Recording Meetings Policy
 - Child Protection Policy
 - Member/Officer Protocol Policy
9. To receive and consider the following grant application:
 - The Clanfield Centre – Communities First Wessex - £649.

10. To note the next meeting of the Finance and General Purposes Committee is yet to be confirmed.
11. **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).**
12. To approve the Confidential Minutes of the Finance and General Purposes Committee Meeting held on the 28 October 2024.



HORNDDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
MEETING HELD AT JUBILEE HALL ON
28 OCTOBER 2024 AT 6:00 PM

PRESENT: Cllr J Lay (Chairman), Cllr D Prosser, Cllr Attlee, Cllr S Freeman, Cllr A Redding.

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

PUBLIC ATTENDANCE: None present

F&GP 012/24/25 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies received from Cllr Hodgson

F&GP 013/24/25 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 014/24/25 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

None in attendance.

A written submission from David Evans was considered and noted.

F&GP 015/24/25 **TO ELECT A VICE CHAIRMAN TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Cllr A Redding was duly elected – proposed by Cllr S Freeman and seconded by Cllr D Prosser.

F&GP 016/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 23 SEPTEMBER 2024**

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee Meeting held on the 23 September 2024, be signed as a true record of the meeting. All agreed.

F&GP 017/24/25 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 30 SEPTEMBER 2024**

A discussion took place, it was noted that with the submission of a further quotation the cost of the tree works had reduced to £27,500, and therefore the overspend reduced accordingly to £37,000. The Accounts were noted and agreed.

F&GP 018/24/25 TO RECEIVE AND CONSIDER THE DRAFT BUDGET 2025/2026

A draft copy of the Budget was circulated and noted, to be discussed in detail at the Budget Workshop directly following this meeting.

F&GP 019/24/25 TO RECEIVE AND CONSIDER THE INTERIM STRATEGIC PLANNING PROPOSAL

A report was circulated outlining the proposals, councillors provided feedback. The Plan is to involve staff, and members of the public at the Annual Parish Meeting, Facebook, website, local publication by way of public consultation.

All agreed and for further work to be undertaken, and to return to the next meeting of the Finance and General Purposes Committee.

F&GP 020/24/25 TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATION

Item moved up the agenda.

Horndean Technology College Lunch Club submitted a grant application for £300. Members discussed the application; it was **RESOLVED** to recommend to Council that the grant be approved.

F&GP 021/24/25 TO RECEIVE AND REVIEW THE FOLLOWING POLICIES:

- Equality, Diversity and Inclusion Policy (amended version)
- Data Retention Policy
- Data Breach Policy
- Member/Officer Protocol Policy
- Dignity at Work Policy (amended version)

Copies of the policies were circulated and discussed with minor amendments being agreed.

It was **RESOLVED** to recommend to Council that the policies be adopted, with the exception of the Member/Officer Protocol which will return to the next meeting of the Finance and General purposes Committee.

F&GP 022/24/25 TO NOTE THE NEXT MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 02 DECEMBER 2024

Duly noted.

Item moved up the agenda.

F&GP 023/24/25 TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was **RESOLVED** to exclude the public from the meeting. No members present.

F&GP 024/24/25

**TO RECEIVE AND CONSIDER THE POTENTIAL REDUCTION IN EXPENDITURE
WITH REGARD TO STAFF STRUCTURE, AND THE SUBSEQUENT REDUCED
OPENING HOURS OF THE PARISH OFFICE**

A report by the Chief Officer was circulated and a discussion took place. There is currently a vacant administrative post with the option to recruit for less hours. The Parish Office could open for four days per week which would result in a predicted reduction in expenditure of £10,591 per annum.

It was **RESOLVED** to recommend to Council that the Parish Office closes on Fridays.

Public meeting concluded at 19:00PM

.....
Chairman

.....
Dated

Comments to HPC Finance & GP Committee re 28th October 2024 Agenda

David Evans, ex HPC Councillor 2011- 2023

I have studied the Agenda and supporting papers and would like to bring an number of matter pertaining to the attention of the Committee.

Item 6 page 7 quotes tree works costing £35,000 are needed in the coming months. I note from the Ground Committee of 16th September that under item 13 a quotation of £9,800 was to be recommended. Can you please explain where the figure of £35k came from?

Also, as a sum for £35k is clearly outside the budget, has the Council considered whether some of the land where dangerous trees are located could be roped off and public access prohibited so that at least some of the work can be spread over two or three years?

Item 7 Comments on the Draft Budget

Returning Staff to NJC contracts. I was surprised and disappointed, as both a resident and a long-serving Parish Councillor to see that this has been agreed. I regard this as an entirely retrograde and extremely expensive step.

As I had not previously been aware of that a return to NJC scales was being considered I looked through the records to find out how this had been decided. What I discovered is this.

April 15th 2024, HPC Full Council meeting Item 11.

The Background states that the Staff Committee at its meeting on 26th February agreed that "an independent review of staff salaries be undertaken" and that this was agreed by Full Council at its meeting on 11th March.

However, the Agenda for the **February 26th Staff Committee** mentions only items 6 and 7 pertaining to staff salaries for the current year and these were in the "exempt" section when the public were excluded

6. To receive a report and agree the recommendation to Council regarding any proposed changes to staff salaries for 2024/25.
7. To discuss any proposed changes to the Chief Officers salary for 2024/25.

As the minutes of this meeting are not available on the website it is not possible to see what transpired, however, if the Staff committee did discuss and decide that "an independent review of staff salaries be undertaken" this raises serious problems:

1. This was not mentioned in the agenda and therefore it should not have been discussed
2. As it was not an Agenda item, the Committee was not entitled to pass a resolution to recommend this to the Council.
3. In any case, a discussion on whether to carry out such a review should have taken place in public as it would not have met the conditions of Standing Order 1c for exclusion of the public

It appears therefore that such a resolution by the Staff Committee at its meeting on February 26th was not made correctly and is therefore not valid and should not have been presented to the Full Council meeting on 11th March with the phrase "and to seek quotations for a salary review" attached.

March 11th 2024 Full Council meeting

The item referred to in the "background" above that "an independent review of staff salaries be undertaken" is noted in item 21 which is in the section from which the public was excluded:

21. To receive the recommendation from the Staff Committee on the 26 February 2024, in respect of the proposed increases to staff salaries for 2024/25, and to seek quotations for a salary review.
22. To receive the recommendation from the Staff Committee on the 26 February 2024, in respect of the Chief Officer's salary for 2024/25.

This also has problems:

1. It refers to a resolution by the Staff Committee that was incorrectly made as it included the phrase "and to seek quotations for a salary review" that was not on the agenda
2. A discussion on whether to carry out such a review should have taken place in public as it would not have met the conditions of Standing Order 1c for exclusion of the public.

From the minutes of this meeting included in the papers for the 15th April Full Council meeting we have:

HPC 268/23/24

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

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

It was **RESOLVED**

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

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

Whilst the Council can resolve to carry out a salary review it is not satisfactory to do so in private without the public being able to ask questions. Considering what happened at the next meeting when a contract was awarded for a very large amount, the public might have sought, quite reasonably, to know the precise details for what was to be asked of consultants.

It does appear that over these three meetings, Councillors agreed to hold discussions about a Salary review in exempt sessions, excluding the public and presumably, based on what we now know about the proposal to change back to an NJC regimes, these discussions included whether to return to NJC. The public therefore knows nothing about why this proposal has been made and such very important decisions that impact Staff and taxpayers should not be discussed and made in private, behind closed doors. It is a derogation from acceptable democratic accountability and transparency of decision making. The only check on what Parish Councils do is at their public meetings, they do not have "Overview and Scrutiny Committees" like tier 1 and 2 Councils.

15th April Full Council meeting : Decision to award a contract for a salary review

Council considered three quotes for carrying out a staff salary review/evaluation. I attended that meeting however, according to my notes, the possibility of considering returning to NJC pay scales was not mentioned and I do not recall the debate.

Although HALC, which the Chief Officer reported had carried a similar review in 2022, had quoted £650, Council chose to award the contract to the Local Council Consultancy, part of the Society of Local Council Clerks for a sum of £2,800 + expenses for Phase 1. What Phase 1 entails was presumably in their quotation but this was not placed in the documents. The third quote was for £5-6k + expenses.

Clearly, a remit to carry out a "staff salary review/evaluation" would not have included an important Policy matter such as replacing the Council's tried and tested salary review system back to NJC scales.

The minutes do not explain why the much higher LLC quote was chosen, but does record that the contract was for "independent job evaluation" and thus limited the scope of the work to be undertaken.

Whilst the choice of suppliers is unequivocally the Council's to make, it is unusual for a Council to move from a supplier such as HALC, which the Council has been pleased to use before, to one that has quoted over four times as much for same work. The choice of LCC, an arm of the Society of Local Council Clerks is an odd one. SLCC exists to further the cause of Clerks whereas HALC is there to help Councillors perform their roles.

Some Background on HPC and the move away from NJC

When I joined the Council in September 2011 the finances were in a poor state, HPC had overspent the previous year and burnt through one third of its reserves and were heading a repeat in 2011/12 of consuming the same again. We spent a lot of time cutting back in order to remain financially secure. At that time all staff were on NJC contracts and enjoyed annual pay increases set by this regime.

When the previous Clerk left and Mrs Baverstock-Jones was appointed, we consulted the Hampshire Association of Local Councils (HALC) who were very clear in their advice that NJC contracts were not appropriate for Parish Councils.

The Council had to grapple with the negative effects of the NJC regime on the management of staff. There was no opportunity for the Council to recognize the efforts and contributions of staff in their pay packets. Some staff were able, effectively, to coast and do the minimum which was very bad for morale on those that worked hard. The overall effect was to dampen enthusiasm across all staff resulting in a poor quality of service to the public and labour costs completely unrelated to the quality and effectiveness of the staff that the Council employed.

It was quite clear to us why HALC advised against NJC. Parish Councils like Horndean have a small team and everyone was able to observe every day the work and contribution that their fellows were making and, naturally, it was clear to all that annual pay increments were enjoyed irrespective of the effort and effectiveness of staff.

NJC pay scales are negotiated between the Trades unions UNISON, GMB, and Unite and the National Employers on behalf of the 350 Local Authorities in England, Wales and Northern Ireland. Parish and Town Councils are not represented in these negotiations. The way these Scales are operated is complex and varies between Councils and is well outside the normal expertise of a Parish Council.

This article highlights some of the issues around NJC pay scales and amply demonstrates why they are not appropriate for Parish Councils:

NJC comes under scrutiny | Local Government Chronicle (LGC)

To quote:

The problem with national pay bargaining is that it cannot keep all of the people happy all of the time

It is worth noting that those that negotiate their own deals tend to award a higher increase than the NJC system (see graph below) - partly because many of those opt-out councils are in high-wage areas (see map, right) and quit because they wanted to pay more.

The main disadvantage of the NJC is a lack of control. While there is much local flexibility within the agreement, a council is ultimately one of 400-plus voices shouting in LGE's ear.

Another major advantage of the NJC is a beneficial effect on local industrial relations - the buck can be swiftly passed to the national negotiators.

From this letter

Employers rebuff union calls to increase local government pay offer - Community Care

we also see that Local authorities are under pressure from the Unions:

Council heads reiterate position that proposed pay rise of £1,290 or 2.5% is their "full and final" offer after union leaders urge fresh talks in light of superior deals handed out to other public sector workers

Therefore simply applying NJC scales to the Parish Council opens HPC to a pay regime under which they have no control and which the Labour Government could, by forcing Local Authorities to award their staff pay rises way in excess of inflation as they have conceded elsewhere in the public Sector, in effect, force HPC to raise its Precept to unaffordable levels. It's clear that Tier 1 and 2 Councils have may have the resilience to cope with this. HPC does not.

How is the Council able to justify spending £50,000 of tax payer's money to alter the salary Policy back to NJC from one that has been proven to provide better terms and conditions and is liked and accepted by the staff? And, of course, there is the unknown financial risk of being locked into NJC from now on.

NJC scales do not operate on job definitions that can readily map into those at HPC. For instance, EHDC does not have 50% of its staff employed on grounds maintenance, HPC does.

It is evident from the last 10 years that the ability of HPC to vary its terms and conditions in order to attract and retain staff in an ever fluctuating labour market has been of crucial importance to maintaining its operations and levels of service. Simply saying a job is NJC Scale x, 9-5 etc irrespective of whether or not there are any applicants who can do the job is clearly an impossible method of managing the organisation.

Any economist will tell you that "incentives matter". The Chief Officer must have the opportunity to reward performance in a straightforward and non-bureaucratic manner. It may be OK for District and County Councils to operate with detailed and strict policies but they have teams of administrators to do this which Parish Councils do not have. It's also the case that Local Government productivity is well recognised as being well below that of the private sector and that one aspect of this is its National pay scales. A Parish Council's flexibility to respond to the labour market is one of its key strengths.

The staff have been happy with the way pay reviews and salary rises have been carried out and a great and stable team has been built up by the Chief Officer. Changing to an NJC pay scale system presents a serious risk of returning to the bad old days and could well result in staff dissatisfaction and resignations and decreasing morale as performance recognition is removed from the system, along with the guidance for improvement and performance feedback that is part and parcel of how the Council has been improving.

I note that the Council has not made public any reasoning or justification for making this retrograde step back into the discredited (for this Council) NJC pay scale regime.

The report states that moving to NJC will cost the taxpayers an estimated £15,000 in the current year. Can you please explain why this has been back-dated, particularly as the Council is already forecasting an overspend against budget?

With respect to the list of EHDC Town and Parish Council's Precepts on page 14, I note your Finance Officer's comment about how these Councils differ in their services. As no other Parish Council has, for instance, 5 Local Nature Reserves and very large amount of public open space to maintain, it does seem that this list is not of much interest. Since comparing precepts is therefore a pointless exercise, at least without a detailed analysis and an accompanying narrative, can you please explain why it is there and what it is contributing to the understanding of the budget?

Full Council 7th October 2024

I am told that the decision to move to NJC Contracts was one of the recommendations in the Job Evaluation report that was adopted in the exempt session under Item 26

26. To receive and consider the feedback received from the working parties pertaining to the Job Evaluation report, and agree the way forward.

Rather like the comment above, this has a number of serious problems:

1. Whilst discussion of individual staff salaries is clearly only possible without the public being present, making very important decision about how to manage and review salaries is most certainly not something that the Council is permitted to make in private. Standing Order 1c does not apply to the introduction of NJC.
2. As noted above, the remit to carry out a "staff salary review/evaluation" would not have included an important Policy matter such as replacing the Council's tried and tested salary review system back to NJC scales.
3. If Councillors had, during the salary review process, wished to extend the remit that Council had agreed on 15th April to include anything beyond a "staff salary review/evaluation" such as considering changing Policy to move to NJC Scales regime, that could only have been done by bring the matter back to Council to decide. This does not appear to have been done.

4. The Evaluation Report, with any personal information removed, should be available for the public to study.

It appears, therefore, that since Standing Orders have not been complied with in a major degree, the passing of items 26 was not made correctly and is therefore not valid.

Regarding Strategic Planning on Page 30.

Parish Plan. It is noted that the Parish Plan, that was published in 2012 and took a large team several years to produce, has been removed from the HPC website. It was clearly out of date and needed a refresh but what the present Council is pleased to describe as a Parish Plan is not the same sort of document, as is recognised, to a small degree, in this page. It is disappointing, as names mean a great deal, that what has been produced is called a Parish Plan. A few seconds search on Google brings a whole host of Parish Plans (both Clanfield and Rowlands Castle also produced one) and every single one emphasises that these are community led documents. Without the community leading the production of a Parish Plan it is something else – and of much less value, in my opinion. A Parish Plan sets out the community's vision and hopes and has to have buy-in from the community to be capable of achieving what it sets out to do. I was on the steering group for the last years of the drafting of the Horndean Parish Plan so I know how difficult it is to get one produced, but I would strongly urge the Council to re-consider its approach and begin by setting up a new steering committee, outside the Parish Council, to work out how to do this.

I note from:

4. Many factors have contributed towards HPC wishing to take this next step. These included reviewing the planning processes already in place over the last two years, as well as sifting through many of the valuable recommendations from an Evaluation Review commissioned by HPC and undertaken in the summer by an entity called Local Council Consultancy.

that LCC person appears to have had an input into this. This was not in the Remit that the Council agreed so can you please explain how this came about and exactly what the LCC study said?

How has HPC assessed the capability of a reviewer asked to report on salaries and jobs to also provide advice on producing Parish Plans and Corporate Strategy? If what is being offered by LCC is just the opinion of one person, is it of any value?

The text in paragraph 10 is a gross and unhelpful steering by the LCC salary practitioner into areas that he or she had no business in investigating, let alone reporting upon. These are matters for Councillors to discuss in public and with the public. Furthermore, it seems to be advocating ways of working designed to blur the line between Councillors setting policy and officers implementing policy under the management of the Chief Officer. That would be extremely detrimental to the sound management of the organisation.

The following sentence is an egregious attempt to traduce the previous Council, of which I was a part. It absolutely does not represent anything approaching the reality of the relationship of the previous Council with the staff that I observed closely. I request that the Council deletes this travesty from the public record.

"It is clear in discussions that there have been frustrations in the past around the manner in which the council was led from a Councillor perspective. It is also absolutely the case that there is a recognition that recent changes in that regard are very much for the better. This has had the impact of almost freeing up staff and indeed the new group of leading Councillors to being far more pro-active in wanting to move the council forwards. There is absolutely no lack of ideas and thoughts from almost everybody and thought should be given on how to best utilise and harness those.

There appears to be a desire for a far more pro-active interaction between the officers and the key Councillors (and vice-versa) and this should be encouraged.

Section 10 should be deleted as it reads as nothing more than the jaundiced opinion of one person.

Equality and Diversity Policy

I note that the Equality and Diversity Policy, page 39, has not needed amending since 2011 so can you explain the reason for amending it now to become an Equality, Diversity and Inclusion Policy? It was due to be amended if relevant laws changed and if they have not been, why is it being amended?

Has the Council borne in mind that EDI is increasingly coming under intense scrutiny for its reported tendencies to create divisions? Is the Council aware that the previous Government commissioned a report that found that the majority of spending on EDI was a waste of money and the Chancellor urged Councils to cut "discredited" Diversity and Equality programmes to save money?

Has not Commitment No 5 to make decisions base on merit in the very important field of remuneration been negated by the proposed adoption of pay scales set by NJC rather than by annual performance reviews?

How does the Council intend to carry out its Commitment number 7 to Monitor the workforce regarding information including their ethnic background, sexual orientation, religion and belief? As there is no possible justification for the Council enquiring into such matters, on what basis does the Council justify these invasions of privacy? It is self-evident that even asking such questions and recording the answers could well be regarded as harassment and would clearly be counter to "promoting dignity" and thus contrary to Commitment No 2. Who would carry out the monitoring and annual reviews and how much time and therefore tax payers money will be spent?

Response to David Evans' "Comments to HPC Finance & GP Committee re 28th October 2024 Agenda"

Members of the F&GP Committee noted that you seem to be seeking to defend, and to maintain, HPC policies and practices that were employed over the 12 years that you were a member of the Council, but which were rendered increasingly inappropriate in that time, whether due to significant changes in government legislation and guidance, in case law, or simply due to falling out of date.

Over the last 18 months, HPC Councillors and Officers have been working hard to address outdated and obsolete policies and practices, in order to allow us to operate successfully and safely, in the best interests of Horndean residents. Unsurprisingly, given their number, we are having to address them in turn, as time permits and driven by relative urgency.

I will not seek to address your 6 pages of comments line by line, as you have – again – presented us with a document lacking paragraph numbers, which makes referencing difficult. I will instead respond to the topics you seem to have raised.

- Equality and Diversity Policy
- Tree works
- Return to NJC
- Strategic Planning

Equality and Diversity Policy

- a) Although you state that this policy *"has not needed amending since 2011"*, this is not so.
- b) It is important that we acknowledge change and respond appropriately and I hope that you will recognise the importance of heeding the advice issued by HALC's Employment Advice and HR advice service *"With an increase in discrimination claims and one of the highest compensation payments of £4.5million recently being awarded to a council employee, it is vital councils have got up to date Diversity, Equality and Inclusion (DEI) policies and training in place for employees and councillors. Everyone should have an awareness of types of disability including neurodiverse conditions, along with how to ensure the council is an inclusive organisation that treats everyone with dignity and respect."*
- c) Whilst acknowledging that there are dangers if any policy is implemented in a poor fashion, at least as many dangers lie in sticking with outdated policies, especially where such incredible compensation payments may result. With the current one approaching its 15th anniversary of drafting, its time had come.
- d) I am not sure whether your question *"Has not Commitment No 5 to make decisions based on merit in the very important field of remuneration been negated by the proposed adoption of pay scales set by NJC rather than by annual performance reviews?"* represents a genuine misunderstanding of how the NJC structure works, or is just mischief making.
- e) There is no conflict under the NJC regime. Posts are not placed on a single point, but on a scale, with progression up (or regression down) that scale being determined by the performance of the individual doing that job. Significantly, unlike the current scheme, the scale provides an upper cap.

- f) Monitoring of the workforce will, of course, be driven by declared information. It is to be hoped that this information will be offered, but even if incomplete, it should be informative.
- g) The same will apply to many other policies that were reviewed at your first meeting as a Parish Councillor, but never again in the ensuing 12 years – the Dignity At Work Policy, considered at this F&GP Committee, being a good example. Inevitably, more will be reviewed at future meetings.

Tree Works

- a) There are currently extensive tree works that we know need to be undertaken, for reasons of the future health of the trees and also for the safety of members of the public.
- b) The £35k quoted was an estimated total, with the second batch of work based on a single quote and I am pleased to see that alternative quotes have now been obtained, reducing the total to £27.5k
- c) You also asked *“whether some of the land where dangerous trees are located could be roped off and public access prohibited so that at least some of the work can be spread over two or three years”*.
 - a. As you must aware, roping off an area would not prove to be an adequate defence, should injury claims follow. It would be irresponsible to expose the Council to such a risk.
 - b. Delaying the work could also lead to damage to surrounding trees and possibly even higher expense.
 - c. It is, of course, to cover unforeseen expenditure that the Council holds reserves. It would be foolish not to deploy those reserves when we are aware of an important need and to build them back, as necessary, over – say – two or three years, rather than defer expenditure and risk further damage, higher expenditure and potential claims.

Return to NJC

- a) The most important thing to note here is that the unique system in place at HPC is no longer fit for purpose. For illustration:
 - a. The old system produced lower salary rates for a number of staff for 2024/25, but these fell below the level of the National Living Wage and so had to be over-ridden.
 - b. The overrides were resulting in removing differentials, compressing many roles into a narrowing band. This could only be addressed if all staff had their pay uplifted by the same percentage, leading to fewer and fewer being “on system”.
 - c. There was no true upper cap to individual salaries and some staff believed that they were being paid at a level that may be in excess of what seemed to be a going rate.
 - d. We have had difficulty recruiting to some posts, notably running with 50% of posts vacant in one team for a considerable period

- b) You question the Council's choice of supplier for the review, stating that *"The choice of LCC, an arm of the Society of Local Council Clerks is an odd one. SLCC exists to further the cause of Clerks whereas HALC is there to help Councillors perform their roles."* I find your choice of wording rather uncomfortable, stating that the first organisation exists to "further the cause", the second to "help..perform their roles". I would argue that both offer strong support to Clerks and to Councillors and hope that you are not implying that we were led to an organisation by an Officer, to somehow further their cause.
- c) The three quotes considered consisted, broadly, of a small desk exercise, one on a scale that was clearly beyond our requirements and a well judged middle ground, which we opted to select.
- d) Given that the unique system in place at HPC was no longer fit for purpose, the brief inevitably went beyond merely reporting where we were adrift on pay to require proposals for remedying the situation.
- e) We were fortunate to have the work undertaken, and peer reviewed, by two highly experienced consultants, who were able to offer further insights. I do not feel the need to go into more detail in writing, but would be happy to tell you of their backgrounds and experience, if you are ever willing to meet.
- f) There is no intention to pay back pay. You have simply misunderstood a line in the budget report that explains the elements of the step up from this year's budget (which will be overspent, despite a current vacancy).
- g) As you are quite aware, one of our Chief Officer's strengths is her knowledge of the Council law and of our Standing Orders. I have been, and continue to be, assured that every step of this process complies with HPC's Standing Orders.
 - a. There are many things within our Standing Orders, reviewed and approved whilst you were a Parish Councillor, that are permitted, but were not used. An example would be to move the type of resolutions you are now claiming fall outside SOs. Another is to move a resolution to set up a Working Party to consider a topic, project or task.

Strategic Planning

- a) You state that *"the Parish Plan, that was published in 2012 and took a large team several years to produce, has been removed from the HPC website. It was clearly out of date and needed a re-fresh but what the present Council is pleased to describe as a Parish Plan is not the same sort of document"*.
- b) The first document you refer to was, of course, the work of many over a long period and included actions that needed to be delivered by a wide range of agencies. For whatever reason, neither the Parish Council, nor the other agencies, saw fit to refresh it on either its 5th (2017) or 10th anniversary (2022). Like other policies and plans that the current Council inherited, it was significantly out of date and not fit for purpose.
- c) The newer document, that you say, in what appears to be a most derisory fashion, *"the present Council is pleased to describe as a Parish Plan"*, was never intended to do the same job but is, as you can see from the F&GP papers, an important first step to filling an important gap that had somehow been allowed to emerge.
 - a. We felt that we needed something to share with partners and potential Councillors that spelled out who HPC are and what we are seeking to achieve, and pulled together an initial (Councillor driven) document.

- i. It has been extraordinarily successful in doing those things and received considerable praise.
- b. As you will have seen in the F&GP papers, this year, and subsequently, we are proposing to increase input
 - i. Year 1
 - 1. Running a workshop including Councillors and officers
 - a. This is not “blurring the line” but recognising that it isn’t just Councillors who have ideas and knowledge
 - 2. Putting a Strategic Vision out to consultation, before and at the Annual Parish Meeting
 - ii. Year 2
 - 1. Enlarging the workshop to embrace partners, such as HCA, District Councillors, Residents Associations, Horndean Forum.
- d) You requote part of the Job Review document, stating that it is *“is an egregious attempt to traduce the previous Council, of which I was a part”* and that it *“it reads as nothing more than the jaundiced opinion of one person”*.
 - a. It is possible that you have misunderstood this section, but it is a summation of views expressed to the consultant.
 - b. Similar views have been privately expressed by others. I am sure that they would not wish to be named in this document, but I would be willing to allude to them if you are ever willing to meet again.

I must again emphasise that the offer to meet and talk, which you firmly declined 6 months ago, remains open. I always feel that it is more constructive to talk in a calm and controlled fashion, to seek to establish the truth, as working on assumptions that can prove to be incorrect, let alone placing them in the public domain as you have sought to do again here, can often do gratuitous damage on so many levels.



HORNDEAN PARISH COUNCIL DRAFT BUDGET FOR 2025-26

Update

Following the budget workshop that was held after the F&GP Meeting on Monday 28th October, the UK Government announced some changes that have had an impact on the Horndean Parish Council Budget for 2025-26.

There were changes announced to Employers National Insurance.

At the moment businesses pay a rate of 13.8% on employees' earnings above a threshold of £9,100 a year. In the Budget the Chancellor announced this rate would increase to 15% in April 2025, and the threshold would be reduced to £5,000.

The employment allowance, which allows smaller companies to reduce their NI liability, will increase from £5,000 to £10,500.

The financial impact of the change of threshold and change of rate has added £9,432 to the budget. As a Council we do not benefit from the employment allowance.

Additionally, following the appeal process of the staff evaluation process, there has been a small increase for one post adding a further £1,072 to the budget.

East Hampshire District Council have provided the tax base for 2025-26. It is 5,153.20. This is a 0.89% increase on last year.

Precept

A reminder that the precept was increased by 4.4% last year.

| Year | £££ | Change | |
|------------------------|--------|--------|------------|
| | | Annual | Cumulative |
| 2013-14 Band D Precept | £80.05 | n/a | n/a |
| 2014-15 Band D Precept | £80.05 | 0.0% | 0.0% |
| 2015-16 Band D Precept | £72.04 | -10.0% | -10.0% |
| 2016-17 Band D Precept | £72.04 | 0.0% | -10.0% |
| 2017-18 Band D Precept | £72.04 | 0.0% | -10.0% |
| 2018-19 Band D Precept | £72.04 | 0.0% | -10.0% |
| 2019-20 Band D Precept | £74.92 | 4.0% | -6.4% |
| 2020-21 Band D Precept | £74.92 | 0.0% | -6.4% |
| 2021-22 Band D Precept | £74.92 | 0.0% | -6.4% |
| 2022-23 Band D Precept | £76.42 | 2.0% | -4.5% |
| 2023-24 Band D Precept | £88.09 | 15.3% | 10.0% |
| 2024-25 Band D Precept | £91.97 | 4.4% | 14.9% |

1. Summary (spreadsheet attached).

At the foot of the page, shaded grey, there is a grand total income and expenditure and then transfers out of earmarked and general reserves. The tax base for 2025-26 shows the resultant Band d precept value of £99.14. An increase of 7.8%.

2. Staffing

With the exception of the adjustments following the Chancellor's Budget and those that emerged from the appeals of the staff evaluation process there have been no further changes.

A reminder of the assumptions:

- The Employer's Pension Rate for 2024-25 was confirmed by the Hampshire Pension Fund last autumn.
- 4% inflation for 2025-26.
- Reduction of one day per week on the vacant post and a reduction from one day to 4 hours per week in additional cover for leave and sick.
- A vacancy factor of 1% applied to both the Admin & Countryside Teams.

3. Reserves (spreadsheet attached).

There have been no further adjustments to this section. As can be seen, the brought forward general reserves stood at £183,168 and this is forecast to fall to £156,429 by the end of the year.

Column F is available, if desired, to adjust the level of General Reserves.


- A £5,000 reduction in reserves would reduce the precept by c1%
- A £10,000 increase adds about ¼ month to the running costs held.

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

As can be seen the forecast level of reserves sits within the range directed, albeit on the lower end. A reminder that the recommendation is to hold between 3 and 12 months. The smaller the Council the nearer to twelve months.

A further review of Reserves can be taken at the end of the financial year when actual figures are available.

Report Prepared by Simon Ritson, Responsible Finance Officer, 25th November 2024

|  Horndean Parish Council | FINAL BUDGET 2025-26 | SUMMARY | | | | |
|--|--|---|--|--|--|--|
| Cost Centre Code | Cost Centre Name | FULL YR ACTUAL 2023-24 | FULL YR BUDGET 2024-25 | YTD ACT APR-AUG 2024-25 | FULL YR BUDGET 2025-26 | Change |
| 201 222 | Central Costs Grants TOTAL EXPENDITURE | 209,803 4,950 214,753 | 224,016 7,000 231,016 | 87,056 1,000 88,056 | 234,168 7,000 241,168 | 10,153 0 10,153 |
| 201 | Central Costs TOTAL INCOME NET EXPENDITURE | -82,878 -82,878 131,875 | -11,904 -11,904 219,112 | -15,865 -15,865 72,191 | -11,904 -11,904 229,264 | 0 0 10,153 |
| 301 305 306 | Napier Hall Jubilee Hall Jubilee Admin TOTAL EXPENDITURE | 24,169 24,554 68,413 117,136 | 20,199 20,787 46,727 87,713 | 20,179 12,735 19,478 52,393 | 25,988 27,059 49,137 102,183 | 5,788 6,272 2,410 14,470 |
| 301 305 | Napier Hall Jubilee Hall TOTAL INCOME NET EXPENDITURE | -30,365 -22,085 -52,450 64,686 | -25,790 -23,911 -49,701 38,012 | -13,374 -10,002 -23,376 29,016 | -28,369 -26,302 -54,672 47,511 | -2,579 -2,391 -4,971 9,499 |
| 407 408 470 | Countryside Sites Amenity Sites Other Open Spaces Costs TOTAL EXPENDITURE | 37,607 69,362 165,487 272,457 | 1,110 16,353 189,107 206,570 | 8,683 57,013 73,355 139,050 | 1,110 16,353 215,663 233,126 | 0 0 26,557 26,557 |
| 407 408 | Countryside Sites Amenity Sites TOTAL INCOME NET EXPENDITURE | -26,331 -36,593 -62,924 209,532 | -9,942 -2,310 -12,252 194,318 | -1,681 -15,684 -17,364 121,686 | -8,522 -2,657 -11,179 221,948 | 1,420 -347 1,074 27,630 |
| Open Spaces | | | | | | |
| GRAND TOTAL EXPENDITURE | | 604,345 | 525,299 | 279,499 | 576,478 | 51,179 |
| GRAND TOTAL INCOME | | -198,251 | -73,857 | -56,605 | -77,754 | -3,897 |
| GRAND NET EXPENDITURE | | 406,094 | 451,442 | 222,893 | 498,723 | 47,282 |
| EARMARKED RESERVES | | | 17,500 | | 12,180 | -5,320 |
| GENERAL RESERVES | | | 844 | | 0 | -844 |
| GRAND TOTAL | | | 469,786 | | 510,903 | 41,117 |
| EHDC Allowance (tax Support Grant) | | | 0 | | 0 | 0 |
| Precept | | | 469,786 | | 510,903 | 510,903 |
| Tax Base | | | 5,107.98 | | 5,153.20 | 5,153.20 |
| 2023-24 / 2024-25 Band d precept | | | £91.97 | | £99.14 | 7.8% |

Horndean
Parish Council

| | | |
|-----|------------------------------------|--|
| 325 | IT Equipment EMR | Reserve for future IT upgrades |
| 326 | Vehicle Replacement EMR | Assumed Lifecycle 5 years. Funding being re-built. |
| 328 | Jubilee Hall Improvements EMR | Reserve for future maintenance on Jubilee Hall |
| 329 | Napier Hall Improvements EMR | Reserve for future maintenance on Napier Hall |
| 334 | The Granary Maintenance EMR | Reserve for future maintenance on the Granary |
| 338 | Lith Avenue/Lane EMR | Reserve for future maintenance on the Lith Re-surfacing |
| 341 | Playground Fund EMR | Reserve for maintenance/upgrades to existing Play area Equipment |
| 342 | Grounds Equipment EMR | Reserve for purchase of large pieces of equipment |
| 343 | Legal Costs EMR | Reserve for major legal and professional expenses |
| 344 | Election EMR | Funds for Parish Elections |
| 346 | Fencing EMR | Reserve for major fencing works |
| 347 | Tree Maintenance EMR | Reserve for major tree works |
| 348 | LychGate Repairs EMR | Funds to be increased year on year to prepare for any major project |
| 350 | Community Infrastructure Levy EMR | Funds Received stored here until projects to spend monies identified |
| 351 | Land East of Horndean EMR | Reserve for costs associated with Land East of Horndean |
| 354 | Future Development Facilities EMR | Reserve for costs associated with future developments |
| 355 | Green Trail & Heritage Network EMR | Reserve for costs associated with the Green Loop |

HORNDEAN PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE MEETING: 02 DECEMBER 2024

SUBJECT OF REPORT: STRATEGIC PLANNING

INTRODUCTION

The Parish Council meeting of 7 October 2024 approved the following proposals from Job Evaluation Review Working Party 2:

- That Council approves the Job Evaluation Review Recommendation 16.13. "Commence the process of creating and adopting a Corporate Plan for HPC, with initially a 5-year vision and with the involvement of all Councillors, staff, stakeholders and residents".
- This Working Party will adapt and adopt a suitable format and the process before Christmas.
- We adhere to a timeline for presenting the final Corporate Plan in time for consultation with stakeholders and residents at and around the time of the annual Parish Meeting and for adoption at the May 2025 Council".

Following discussion of a draft at the last Finance & General Purposes Committee, the Working Party (Cllrs Attlee, Lay and Redding) offer their final proposal to Finance & General Purposes Committee, for consideration, amendment and recommendation to the 09 December Parish Council meeting.

RECOMMENDATION:

That the Finance & General Purposes Committee consider the final proposal and approve it for presentation to Parish Council.

Horndean Parish Council

Strategic Planning Framework for Councillors and Staff

Introduction

1. HPC embarked on the Strategic Planning journey in the summer of 2023, adopting its first Parish Plan (for 2023/24) in September 2023. This Parish Plan concisely captured the Council's overall Vision of the role of the Parish Council, listed 8 enduring Key Priorities and 8 current year Projects.
2. Early in 2024, the Parish Plan was refreshed for 2024/25 and the achievements against the 2023/24 Project list were reviewed. This review of achievements, and a longer list of 12 Projects for the coming year, were presented to, and discussed at, a well attended Annual Parish Meeting in April 2024, before adoption by Full Council in May 2024.
3. The Parish Plan will continue to be used and remain relevant as now, but HPC believes it also needs to take a broader more strategic view of the Parish issues through involving Council staff as well as residents and key stakeholders to produce an overarching five-year strategic vision.
4. Many factors have contributed towards HPC wishing to take this next step. These included reviewing the planning processes already in place over the last two years, as well as sifting through many of the valuable recommendations from an Evaluation Review commissioned by HPC and undertaken in the summer by an entity called Local Council Consultancy.
5. This framework paper makes the case for HPC to design a five-year strategic vision and makes recommendations for how it might be created.

Strengths and Weaknesses of the Current Parish Planning process

6. Strengths

- a) Captured the ambitions of the new administration and gave added impetus and drive to the ambitions.
- b) Gave clarity of purpose.
- c) Ensured a wider spread of input and leadership across Councillors.
- d) Enabled a clearer message to be given to stakeholders and prospective Councillors.
- e) Gave valuable support to external funding bids

7. Weaknesses

- a) Only HPC Councillors shaped the Vision, Key Priorities and Projects
- b) There was no HPC officer input
- c) Beside the Annual Parish Meeting, there was no direct resident input
- d) There was no direct stakeholder input.

Addressing the Weaknesses

8. During informal discussions, especially during 2024, Councillors concluded that it would be desirable to start to address some of the Weaknesses of the Parish Planning process, without undermining its Strengths. An important ambition was to get full engagement of HPC staff, who it was felt had much to offer to the process.
9. At the same time that these thoughts were being developed, as noted above, HPC commissioned Local Council Consultancy (LCC) to undertake a Staff Job Evaluation Review. LCC made a number of observations, based on their engagement with all staff, and with several Councillors.
10. The following observations were of direct relevance to HPC Parish Planning:

"It is clear in discussions that there have been frustrations in the past around the manner in which the council was led from a Councillor perspective. It is also absolutely the case that there is a recognition that recent changes in that regard are very much for the better. This has had the impact of almost freeing up staff and indeed the new group of leading Councillors to being far more pro-active in wanting to move the council forwards. There is absolutely no lack of ideas and thoughts from almost everybody and thought should be given on how to best utilise and harness those.

There appears to be a desire for a far more pro-active interaction between the officers and the key Councillors (and vice-versa) and this should be encouraged.

HPC now needs to harness this and commence asap the process of drawing up a Corporate Plan. Aside from being best practice in any case, it is a foundation upon which the council will focus and reach its goals and aspirations, identifying as it will the council's aims and aspirations over a 5 year plus period, its vision and its key themes. LCC can assist with this if required.

It is important with this approach that everybody has an opportunity to contribute fully to its design – all Councillors, all staff, stakeholders and residents. Councillors are wanting staff to bring their thoughts and ideas to them, regardless of implications in the initial instance, for consideration as they recognise that staff will often be aware and see things which Councillors do not and of course vice-versa. This should really be encouraged as it breaks down barriers and creates more of a team feeling. It is also quite normal in a healthy, inclusive and embracing council".

Working Party High Level Proposals

11. This very encouraging message was enthusiastically received by the Parish Council and prompted the following proposal from one of the two the Working

Parties established to look at different elements of the report's recommendations:

"The working party recognises the need for an overarching five-year plan, and it believes that the findings from the Job Evaluation report make a compelling case for harnessing the enthusiasm of Officers and Staff of working together with Councillors to produce, implement and deliver it.

The Working Party proposes:

- a) That Council approves the Job Evaluation Review Recommendation 16.13. "Commence the process of creating and adopting a Corporate Plan for HPC, with initially a 5-year vision and with the involvement of all Councillors, staff, stakeholders and residents".
- b) This Working Party will adapt and adopt a suitable format and the process before Christmas.
- c) We adhere to a timeline for presenting the final Corporate Plan in time for consultation with stakeholders and residents at and around the time of the annual Parish Meeting and for adoption at the May 2025 Council".

12. This proposal was accepted by Parish Council on 7 October 2024.

Working Party Conclusions on the Approach

13. Early in its work, the Working Party concluded that:

- a) This overarching vision should sit above a modified, annual Parish Plan that should continue to include the current year Key Priorities and Projects.
- b) HPC is too small to adopt the name "Corporate Plan", so an alternative should be employed – Strategic Vision is proposed.
- c) The process to develop the Strategic Vision should avoid the complexities often associated with Planning in larger organisations and be simple to understand and to operate.
- d) In the first year, the initial development of the Strategic Vision should be undertaken by Councillors and staff alone, with a view to expanding the process to fully embrace residents and stakeholders in future years.
- e) In the first year, residents and stakeholders will be involved through seeking their written views and through discussion at the annual Parish Meeting in April 2025.
- f) This wider consultation will be promoted through the Council's website and Facebook page, direct advertising in Stay Local and through Parish Council Notice Boards.
- g) In subsequent years, stakeholders will be fully included in the Strategic Planning Session

Working Party Recommendations for the Timeline

14. The Working Party recommends the following timetable is adopted for 2025:
- a) February: Strategic Planning session, involving all Councillors and staff.
 - b) March: Strategic Planning output developed into the 5-year Strategic Vision and the 2025/26 Parish Plan (Key Priorities and Projects).
 - c) March: Strategic Vision and Parish Plan consultation begins.
 - d) April: Strategic Vision and Parish Plan discussed and considered at the Annual Parish Meeting.
 - e) May: Strategic Vision and Parish Plan adopted by HPC.
 - f) May: Timetable set for Monitoring and Review 2025-2030.

Working Party Recommendations for Format of the Strategic Planning Sessions

Year 1

15. For the initial session to be effective, inclusive and valuable, the process must be a simple one, that intimidates nobody.
16. Councillors and staff to be allocated to 3 tables, where they will work together throughout the event. To ensure maximum "freedom", neither Chairman nor Chief Officer will join a table, but will be available to answer any questions necessary to avoid any uncertainty.
17. A five-part process of Opening, SWOT, SWOT, SKIM, Close is proposed:
- 1) **Opening:** A critical start to the event, where the Chairman opens the session.
 - a. Open minds
 - b. Open to any thoughts or ideas
 - c. No comments are silly
 - d. Leave open space and silence so all can contribute
 - e. Explanation of SWOT, SWOT, SKIM
 - 2) **SWOT 1:** The Chief Officer introduces and facilitates a Strengths, Weaknesses, Opportunities and Threats Analysis of Horndean, the Parish
 - a. In order for the initial session to provide maximum value, whilst being effective and fully inclusive, it must be a simple and entirely non-intimidatory process for those doing their first SWOT
 - 3) **SWOT 2:** The Chairman introduces and facilitates a Strengths, Weaknesses, Opportunities and Threats Analysis of Horndean Parish Council
 - a. Moving on to deploy the same technique, but applying it to "us" – Councillors, staff, equipment, buildings, play areas, nature reserves, relationships with stakeholders – pretty much anything
 - b. Moving on to identify the key SWOTs
 - c. Listing some of the things that could be done to address the key outputs

- 4) **SKIM:** As output from the SWOTs is pulled together, each individual is invited to look at their own part to play in making things work better: "what should I:"
 - a. **Stop doing-** eliminate activities that waste time or resources
 - b. **Keep doing-** continue practices that are working well
 - c. **Improve-** pinpoint areas that have potential but need refinement
 - d. **More of-** identify activities that could be expanded or increased
- 5) **Close:** Chairman closes the session:
 - a. thanks everyone for their time, commitment and ideas
 - b. outlines the next steps
 - c. invites feedback on the session:
 - i. structure
 - ii. value

Subsequent Years

[Conclusions drawn from the first Session will modify this recommendation]

18. To continue to be effective, inclusive and valuable, the process must be a simple one, that allows a wider group of stakeholders to be involved.
19. Councillors and staff to again be allocated to 3 tables, where they will work together throughout the event. To ensure maximum "freedom", neither Chairman nor Chief Officer will join a table, but will be available to answer any questions necessary to avoid any uncertainty.
20. Other stakeholders (District and County Councillors, HCA, HPG, residents generally) are assigned to separate tables, assigned to ensure a mix of backgrounds, etc.
21. A five-part process of Opening, SWOT, SWOT, SKIM, Close is proposed:
 - 1) **Opening:** The Chairman opens the session.
 - a) We are seeking open minds
 - b) We are open to any thoughts or ideas
 - c) Open up, no comments are silly
 - d) Leave open space and silence so all can contribute
 - e) Explanation of SWOT, SWOT, SKIM
 - 2) **SWOT 1:** The Chief Officer introduces and facilitates a Strengths, Weaknesses, Opportunities and Threats Analysis of Horndean, the Parish
 - a) In order for the initial session to provide maximum value, whilst being effective and fully inclusive, it must be a simple and entirely non-intimidatory process for those doing their first SWOT
 - b) This SWOT will be more important in this session, as many stakeholders will be better able to comment on this, than on SWOT
 - 3) **SWOT 2:** The Chairman introduces and facilitates a Strengths, Weaknesses, Opportunities and Threats Analysis of Horndean Parish Council

- a) Moving on to deploy the same technique, but applying it to “us” – Councillors, staff, equipment, buildings, play areas, nature reserves, relationships with stakeholders – pretty much anything
 - b) Moving on to identify the key SWOTs
 - c) Listing some of the things that could be done to address the key outputs
 - d. This could tell us a lot about Stakeholders views, versus our own.
- 4) **SKIM:** As output from the SWOTs is pulled together, each individual is invited to look at their own part to play in making things work better: “What should I:”
- Stop doing- activities that waste time or resources
 - Keep doing- things that are working well
 - Improve- areas that have potential but may need refinement
 - More of- activities that could be expanded or increased
- 5) **Close:** The Chairman closes the session:
- a) thanks everyone for their time, commitment and ideas
 - b) outlines the next steps
 - c) invites feedback on the session:
 - i. structure
 - ii. value

In order for the initial session to provide maximum value, whilst being effective and fully inclusive, it must be a simple and entirely non-intimidatory process.



Horndean Parish Council

Out of Hours Working Arrangements Policy

1. Introduction

This policy sets out Horndean Parish Council's approach to dealing with situations which may arise outside of the normal office opening hours, and requires attention before the office reopens. It does not form part of employees' terms and conditions of employment, and may be subject to change at the discretion of the Council.

The circumstances where this may occur are:

- Matters effecting Parish Council land and property
- Staffing issues
- Alarm call outs from Southern Monitoring/Gold Crest Security
- Health and Safety concerns within the responsibility of the Parish Council.

In these circumstances, the contact details are as follows:

Chief Officer – Carla Baverstock-Jones
Mob: 0795 2642991 – 0787 2109046

Office Manager – Sarah Guy
Mob:

Community Halls

During periods of hire the Caretakers will usually be the first point of contact, outside of these periods, contact is as above.

The Caretakers details are on the notice boards within their respective halls as below:

Napier Hall - Ashley Webb
Mob: 0787 2109051

Jubilee Hall - Simon Worthington
Mob: 0740 5546148

Emergencies

The emergency contact details of the Chief Officer will be publicised on the Parish Councils website, notice boards, office answer phone, and provided to Councillors.

The Chief Officer may call upon the Office Manager, and depending on the nature of the emergency the Grounds Manager for assistance.

The Parish Council is not a crisis organisation, and therefore if the call requires the emergency services, then appropriate advice will be given to the caller.

Services that are the responsibility of other tiers of government (HCC, EHDC) do not fall within the remit of this policy.

Rates of Pay

Weekdays – Time up to 7.00pm and thereafter time and a half

Saturdays – Time and a half

Sundays and Bank Holidays – Double time

Minimum hours – Minimum of two hours for call out.

There are no standby payments as staff members are not designated as being formally on-call. It is therefore the case that there is no absolute guarantee that a named person will be available to respond if and when required.

However, the Chief Officer will ensure that appropriate assistance is provided proportionate to the circumstances at that time.

In the absence of the Chief Officer during periods of annual leave etc., alternative arrangements will be put in place, with the office manager providing point of contact cover.

Parish Office Opening Hours:

Monday – Thursday 8.30am – 4.30pm

Friday closed - Chief Officer working from home 8.00am – 11.00am.



HORNDLEAN PARISH COUNCIL

POLICY ON FILMING AND RECORDING MEETINGS

The Openness of Local Government Bodies Regulations 2014 provides that filming, photographing and making audio recording of all public meetings is permitted.

Any person attending a Council meeting with the intention of recording the meeting may use any communication method including the internet to publish, post or otherwise share the results of their reporting activities, provided it does not disrupt the conduct of the meeting.

The Council will provide reasonable facilities to the public and press to assist filming or recording of the meeting by the allocation of spaces within the designated public area for this purpose. All filming and recording must be undertaken in a non-disruptive manner and only from the designated area.

In the interests of privacy and safeguarding individuals, the Council will ensure spaces are also available in the public area for members of the public who do not wish to be filmed including vulnerable adults and children.

No prior permission is required for members of the public and press to film or record meetings to which they are permitted access. However, it would be desirable if individuals contact the Chief Officer who may provide appropriate advice and guidance. As a courtesy to those present anyone wishing to record a meeting should inform the Chief Officer in advance or at the latest at the beginning of the meeting.

At the beginning of any meeting, whereby it is known that filming, recording or photography will be taking place the Chairman will make an announcement to that effect.

Any action or activity which disrupts the conduct of the meeting or impedes other members of the public being able to see, hear or film the proceedings will be deemed disruptive, defined as the following:

- moving to areas outside the areas designated for the purpose of filming and recording.
- excessive noise in recording or the preparation of equipment during Council proceedings.
- ongoing audible commentary as recording is undertaken.

- requesting the repetition of statements for the purpose of recording.
- use of lighting and flash photography.

The Chairman has the capacity to stop a meeting and take appropriate action if any person is deemed to be filming or recording in a disruptive manner.

The regulations allow individuals to film and record all those taking part in the meeting including officers and any members of the public invited to address the meeting. However, if any such filming and recording apparently focuses on an individual, the Chairman may conclude that such action exceeds Article 8 of the Human Rights Act 1998 and may rule that this is not permissible.

The press and public may not film or record any part of the meeting from which they are excluded.

Any person choosing to film, record or broadcast any public meeting of the Council, is responsible for any claims or other liability resulting from them doing so.

The Council will publish the guidance on filming, recording and broadcasting of meetings on its website and make it available at its public meeting. Those undertaking these activities will be deemed to have accepted them whether they have read them or not.

HORNDEAN PARISH COUNCIL



CHILD PROTECTION POLICY

Horndean Parish Council is committed to ensuring that children and young people are protected and kept safe from harm whilst they are engaged in any activity associated with the Council and to establishing the following principles:

- ***Anyone under the age of 18 years is considered to be a child***
- The welfare of the child is paramount;
- All children and young people without exception, have the right to protection from abuse and for their rights, feelings and views to be respected.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

In line with these principles the Parish Council will aim to:

- Create a healthy and safe environment for all activities, where children and young people feel safe and secure
- Promote the general welfare, health and full development of children and young people during activities
- Promote and implement appropriate procedures to safeguard the well-being of children and young people and protect them from abuse.
- Respect the rights, wishes and feelings of children and young people and ensure that they are listened to.
- Ensure that any allegations made by a child are not allowed to go unchallenged, and that any allegations and suspicions are investigated, recorded and acted upon promptly.
- Ensure that councillors, staff and volunteers are well informed, supported and enabled to provide the best possible practice
- Ensure that all new employees/volunteers who will work with, or come into contact with, children and young people in the course of their work activities will complete a disclosure form from the Disclosure and Barring Service to ensure that there are no irregularities in their background that may give cause for concern
- Ensure that all new employees/volunteers will be provided with the Child Protection Policy and asked to sign to confirm that they understand it and will abide by it.
- ***The Parish Council will appoint a Child Protection Officer who will ensure that procedures are put in place to enable the aims of the Parish Council to be met and to initiate appropriate action should any allegation of improper conduct be made.***

The Council's Child Protection Officer is: The Chief Officer



HORNDLEAN PARISH COUNCIL

GUIDE TO GOOD PRACTICE WHEN WORKING WITH CHILDREN

When working with children **you should**:

- Always be publicly open. Avoid any situations where you and an individual child are completely unobserved.

When working with children **you should never**:

- Engage in rough, physical or sexually provocative games
- Allow or engage in any form of inappropriate contact
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that the child can do for itself

Work Experience Students

It is not good practice to take children alone on car journeys or be alone with them in a situation where you cannot be easily seen and this should be avoided if at all possible. However, this is sometimes unavoidable and Members of staff must be aware that they are in a position of trust and act accordingly. When a Member of Staff is going to be out with a student, they must make the office aware of where they are going to be and what tasks they are going to undertake.

Although it is right that Work Experience Students are made to feel "part of the team" members of staff must be aware that they are still considered to be children and should ensure that their behaviour and language is appropriate.

Supervision Ratios

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. Best practice guidance for other organisations is to have at least two adults present when working with or supervising children and young people.

The following adult to child ratios as the minimum numbers to help keep children safe:

- **under 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

If young people are helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

Should the risk assessment for the particular activity indicate a larger number of leaders/adults is required this will take precedence.

Keeping Records

An induction checklist and confidential details, including emergency contact numbers, will be completed for all Work Experience Students

At all Children's Events run by the Countryside Team a record of the children attending, their address and their age will be kept.



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. Officers and Members should dress smart casual when attending all public meetings. 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. Develop and set policies that will then be implemented by 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.

ii. **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

Save in exceptional circumstances, 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 public relations and press releases on behalf of the Council. 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.
- ii. 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 Grant Application Form

Please refer to the HPC Grant Policy 2023/24 before completing this form

Name of Organisation making the application: The Clanfield Centre- Communities First wessex

Charity Number (where applicable): 1147527

| | |
|---|---|
| <p>Person to whom correspondence should be addressed: Natasha Glover</p> <p>Role in the organisation: Centre Manager</p> | <p>Address for correspondence: The Clanfield Centre 2 Endal Way Clanfield PO8 0YF</p> |
| <p>Payee for Grant:</p> <p>Name of Bank:</p> <p>Sort Code:</p> <p>Account Number:</p> | <p>Email address: Natasha.glover@cfirst.org.uk</p> <p>Daytime Tel: 02394211650</p> |
| <ul style="list-style-type: none"> What does the organisation do? We host a wide range of activities and fitness classes that are suited to all ages and abilities. You can enjoy a multitude of activities in the sports hall, including badminton, pickleball, table tennis, short tennis, netball, and 5-a-side football. Or join our led and organised sessions of Walking Football and Netball with our Windmill Netball Club! Our studio plays host to a variety of different classes. Whatever your fitness goals may be, you will be able to find the right class for you! The social nature of the classes also means you can meet new people too. We cater to all ages and abilities with a welcoming space and friendly atmosphere. We are open 7 days a week to for classes, sporting activity, social groups and of course food and drink. We host 3 large birthday parties every weekend with our bouncy castle packages, alongside our bounce and play sessions for children! What is the reason for the Grant and what is the potential scale of who will benefit? (Give details of the Project including its proposed start and end dates – continue on a separate sheet if necessary). <p>We would love to be able to expand our current community activities by introducing a new inflatable race track! Currently, our bounce and play and childrens birthday parties, whilst are affordable, caters to only a small age range of children. However, after doing research, it is evident that incorporating play is essential to cognitive growth among many other benefits. By expanding our equipment, we can encourage children of ALL AGES to come along to a safe and secure environment to explore growing their social skills, resilience and interaction with others... And avoiding more screen time! This will have a great effect on the mental health of the children within the community.</p> | |
| <p>The cost of what we are asking for is £649.</p> | |
| <p>One of the main uses of this, would be for childrens birthday parties. We have many customers for this that come from the Horndean Parish as we are one of the closest assets offering these type of party packages. Our outreach through schools, word of mouth and social media means that we reach many areas of the nearby parishes, and we believe that we are a vital asset to our neighbours in Horndean. We ensure that our prices are accessible for most of those within this area for the fun filled activities that we host here.</p> | |
| <p>Please provide evidence of proposed spend e.g., quotes, estimates, minutes of meetings, photographs.</p> | |
| <p>Note that HPC will require a short report of how the Grant money has been spent within 12 months of the receipt of the Grant.</p> | |
| <p>https://www.better-bounce.co.uk/category/hopper-quad-and-zorb-tracks/2259/bbol-249-20x15x66ft-didicar-track-raceway-red-yellow-green-blue#BodyContent</p> <p>Photo's attached</p> | |

- What is the projected total cost of the Project? £649.00.....
- Amount of grant applied for from HPC. £ 649.00.....
- Amounts from any other body (if yes please give details). £N/A.....
- Specify the balance and how will this be funded. £

- What will be the impact if the Grant is not given?

If we do not receive the grant, it will be hard for us to continue to serve past the immediate area of The Clanfield Centre when it comes to attracting children and a wider demographic. Reaching out to further parishes to ensure that we can offer the best service is something we are striving for.

- How else does the organisation raise income? (Give details of subscriptions, fund raising, etc.– continue on a separate sheet if necessary).

We host a wide range of activities and fitness classes that are suited to all ages and abilities. You can enjoy a multitude of activities in the sports hall. We are open 7 days a week to for classes, sporting activity, social groups and of course food and drink. Alongside our usual running of The Clanfield Centre, we also host many large community events throughout the year. We host The Clanfield Summer Festival every year which is a free family event with live music, refreshments, local organizations and stall holders. We also host a large Christmas Market every year with over 60 stall sellers from small businesses, and a free Christmas family fun day! On each of these events we have a local charity chosen that we raise money for through a raffle.

- What is the state of the organisation's current financial health? Currently, community first is on the road to lose some funding through EHDC funding cuts in 2025. For this reason, The Clanfield Centre is a vital entity of the company in ensuring we can continue to offer all of the services that are utilized.
- Where relevant, what is the plan to replace or justify the need for grant funding for these goods or services in future years? The inflatables have a year of safety checks that come with them. Additionally, the staff at The Clanfield Centre will ensure that the asset is taken care of and safety checked annually by law, and weekly to ensure it is in good condition.

What age groups are catered for?
2-12 years for this application.
All demographics for the Centre in general.

Total Membership:
n/A

Where and when does the organisation meet?
Open 7 days a week.
Parties every weekend.

Please attach the following to your application:

- The organisation's most recent year's accounts
- The organisation's current business plan
- The minutes of the organisation's last AGM or similar
- Evidence of proposed Project spend

Signature of Responsible Person (e.g., Chair, Trustee, Leader):

Date: 30/10/24.....