

Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 20 JANUARY 2025 AT 6.00pm in JUBILEE HALL.

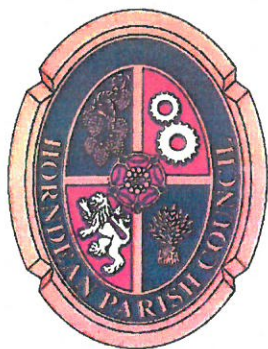
Members of the Committee Cllr J Lay (Chairman), Cllr T Attlee, Cllr D Prosser, Cllr Redding, Cllr S Freeman, are summoned to attend.

Carla Baverstock-Jones GCILEx, FSLCC, MCMI
Chief Officer

14 January 2025

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 02 December 2024.
5. To receive and consider the quarterly Management Accounts for the period ending 31 December 2024.
6. To receive and consider the Model Financial Regulations template produced by the National Association of Local Councils (NALC).
7. To receive and consider the amended Member/Officer Protocol Policy.
8. To receive and consider the following grant application:
 - The King's Arms Youth Project - £1,000.
9. 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 02 December 2024.



HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
MEETING HELD AT JUBILEE HALL ON
02 DECEMBER 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:** One member of the public left on commencement.

F&GP 027/24/25 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hodgson

F&GP 028/24/25 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of interest were received.

F&GP 029/24/25 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

None in attendance.

**F&GP 030/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE
28 OCTOBER 2024**

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 28 October 2024, be signed as a true record of the meeting. All agreed.

**F&GP 031/24/25 TO NOTE THE COMMENTS SUBMITTED BY DAVID EVANS TO THE FINANCE
AND GENERAL PURPOSES COMMITTEE ON THE 28 OCTOBER 2024, AND THE
SUBSEQUENT RESPONSE**

Duly noted.

F&GP 032/24/25 TO RECEIVE AND CONSIDER THE DRAFT BUDGET 2025/2026

A draft copy of the Budget was circulated and considered. A discussion took place and it was agreed that no further adjustments were required, therefore the proposed precept rise of 7.8% to be recommended to Council.

It was **RESOLVED** to recommend to Council that the Budget be agreed and finalised.

F&GP 033/24/25 TO RECEIVE AND CONSIDER THE STRATEGIC PLANNING PROPOSAL

The proposed document was circulated outlining the timeline for implementation with a public consultation in April 2025, at the Annual Parish Meeting. All agreed

It was **RESOLVED** to recommend the document in its entirety to Council for adoption.

F&GP 034/24/25 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

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

A working party to be agreed at the next meeting of the Council to consider the amalgamation of the Child Protection Policy and the Safeguarding Policy.

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

F&GP 035/24/25 TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATIONS:

- The Clanfield Centre – Communities First Wessex - £649

The application was circulated and considered; Members were not minded to award a grant to the applicant as rather confused as to the reason that other funding sources had not been explored.

Members were content to consider joint funding and for the applicant to be informed accordingly.

F&GP 036/24/25 TO NOTE THE NEXT MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE IS YET TO BE CONFIRMED

A discussion took place and the next meeting date was confirmed as being the 20 January 2025 at 6.00pm, prior to the meeting of the Planning and Public Services Committee. Duly noted.

F&GP 037/24/25 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 038/24/25 TO APPROVE THE CONFIDENTIAL MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 28 OCTOBER 2024

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 28 October 2024, be signed as a true record of the meeting. All agreed.

Public meeting concluded at 19:15pm

.....
Chairman

.....
Dated



HORNDEAN PARISH COUNCIL

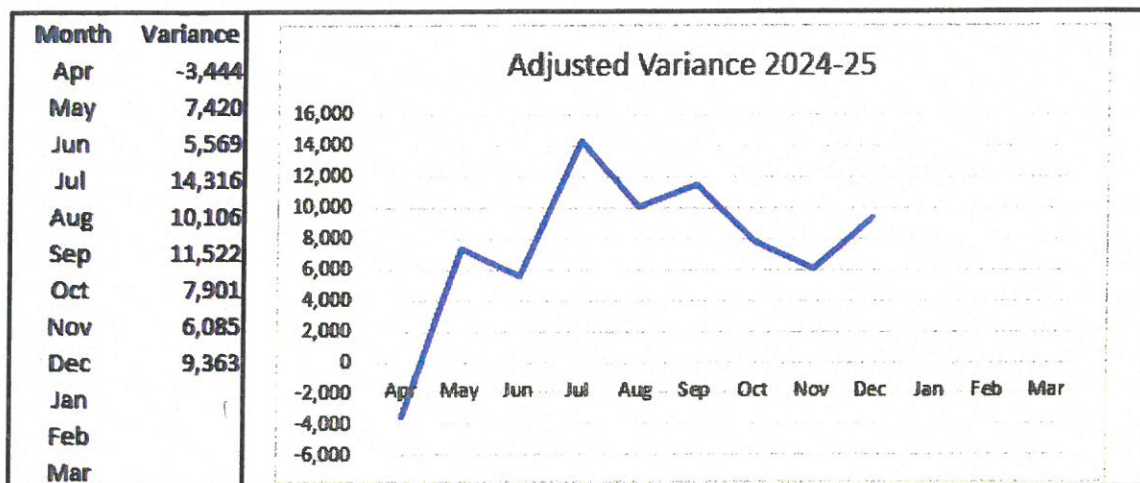
FINANCE & GENERAL PURPOSES MEETING:
Monday 20th January 2025

SUBJECT OF REPORT: Finance Report

December 2024 Management Accounts 2024-25 (Quarter 3)

Summary

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



Income & Expenditure Month 9 (4 page spreadsheet attached)

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

This breaks down to

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

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

Income:

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

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

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

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

As noted previously there will be heavy expenditure on Tree Maintenance scheduled for February/March 2025 due to a significant number of trees showing signs of Ash Dieback and the annual tree inspection flagging a number of other issues at a cost of £27,390.

Additionally, £5.5k has been added to the forecast for the purchase of a SID camera and an assumption has been made that the remaining £5k left in the Grants fund will be spent.

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

Balance Sheet

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

Current Assets

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

Liabilities

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

Reserves

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

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

Community Infrastructure Levy (CIL) Funding

Community Infrastructure Levy					
INCOME				EXPENDITURE	
Year	Banked	Elapse Date	£££	Expenditure	£££
2018-19	02/07/2018	02/07/2023	£7,567.47		
2019-20	13/05/2019	13/05/2024	£6,855.19		
	07/10/2019	07/10/2024	£6,576.95		
2020-21	29/05/2020	29/05/2025	£4,885.47	120 Trees - Catherington Lith	£2,082.00
	22/10/2020	22/10/2025	£14,404.42	Toddler Double Swing Set	£5,234.61
2021-22	18/05/2021	18/05/2026	£5,897.82	Carvings - Yoells Copse	£600.00
	02/12/2021	02/12/2026	£5,875.07	Hazelton Common Boardwalks	£5,155.40
2022-23	03/05/2022	03/05/2027	£6,975.18	Dell Piece West Boardwalks	£6,769.50
2023-24	09/05/2023	09/05/2028	£67,268.61	Contribution to Five Heads Rec Playground	£20,000.00
				Hazelton Common Footpath Improvements	£15,000.00
2024-25	20/06/2024	20/06/2029	£3,016.49	Jubilee Playground Refurb	£25,454.50
				Jubilee Playground Zip Wire	£25,000.00
Income Received at 31-12-24			£129,322.67	Total Expenditure at 31-12-24	£105,296.01
				Balance at 31-12-24	£24,026.66
				Jubilee Playground Repair	£2,362.50
				Fencing	£15,000.00
				Pond Dipping Platform/Landscaping	£2,500.00
				Total Committed	£19,862.50
				Currently Uncommitted	£4,164.16

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

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

Green Trail – DEFRA Grant

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

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

INCOME AND EXPENDITURE TO DECEMBER 2024										Current Month (DEC)			Year to Date (APR-DEC)			Annual Budget	To/From ENRs	Restate Actual	Restate Variance	Notes
										Actual	Budget	Variance	Actual	Budget	Variance					
201	2000	Admin Salaries	14,629	14,830	201	131,735	133,470	1,735	177,959					131,735	177,959					
201	2050	Staff Travel & Expenses	25	50	25	222	450	228	600					222	600					
201	2060	Staff Training	30	100	70	1,000	900	-100	1,200					1,000	1,200					
201	2070	Medical / Health & Safety Exp.	0	50	50	2,365	450	-1,915	600					2,365	600				Defibrillator	
201	2920	Recruitment	0	92	92	0	828	828	1,110					0	1,110					
201	3052	Janitorial Supplies	28	133	105	1,328	1,197	-131	1,600					1,328	1,600					
201	4011	IT Support	0	310	310	3,106	2,790	-316	3,720					3,106	3,720					
201	4022	Postage	-6	4	10	-5	36	41	48					-5	48					
201	4024	Printing	112	104	-8	995	936	-59	1,252					995	1,252					
201	4026	Stationery	0	120	120	502	1,080	578	1,440					502	1,440					
201	4029	Subscriptions	0	0	0	4,859	4,904	45	5,666					4,859	5,666					
201	4030	Audit	0	0	0	530	536	6	2,238					530	2,238					
201	4035	Professional Fees	5,046	672	-4,374	7,058	6,048	-1,010	8,071					7,058	8,071				Consultation Fee (Playground) + Job Eval.	
201	4040	Insurance	0	0	0	9,625	8,943	-682	8,943					9,625	8,943					
201	4062	Public Events	669	1,004	335	7,292	7,492	200	8,342					7,292	8,342					
201	4072	Members Expenses & Training	784	42	-742	1,626	378	-1,248	500					1,626	500					
201	4076	Election	0	0	0	0	0	0	0					0	0					
201	4078	Office Equipment	0	50	50	578	450	-128	600					578	600					
202	4079	Debit Card Fees	15	4	-11	55	36	-19	50					55	50					
201	4080	Bank Fees	9	6	-3	68	54	-14	78					68	78					
222	5010	Sundry Grants (Internal Grant)	0	0	0	1,770	1,770	0	7,000					1,770	7,000					
CENTRAL & GRANTS										21,341	17,571	-3,771	172,748	174,709	231,017	-1,961	0	174,709	-1,961	
201	1000	Precept	0	0	0	469,786	469,786	0	469,786					469,786	469,786					
201	1038	Councillor Contributions	0	0	0	0	0	0	0					0	0					
201	1049	CIL Neighbourhood Grant	0	0	0	3,016	0	-3,016	0				3,016	0	0					
201	1060	Information Officer	0	0	0	3,404	3,404	0	3,404					3,404	3,404					
201	1080	Cabling Income	0	0	0	4,759	0	-4,759	0					4,759	0					
201	1090	Interest Received	884	700	-184	8,557	6,300	-2,257	8,400					8,557	8,400				Wayleave Payment	
201	1100	Recycling Income	0	0	0	0	0	0	100					0	100					
201	1110	Miscellaneous Income	0	0	0	1,420	0	-1,420	0					1,420	0				Waterlooville Gospel Hall Trust (Defib)	
CENTRAL & GRANTS										884	700	-184	490,942	479,490	481,690	-11,452	3,016	487,926	-8,436	
TOTAL INCOME										884	700	-184	490,942	479,490	481,690	-11,452	3,016	487,926	-8,436	

INCOME AND EXPENDITURE TO DECEMBER 2024				Current Month (DEC)			Year to Date (APR-DEC)			Annual Budget	To/From EMRs	Restate Actual	Restate Variance	Notes
				Actual	Budget	Variance	Actual	Budget	Variance					
301	2050	Staff Travel & Expenses		0	0	0	27	0	-27	0	0	27	-27	
301	3001	Rates		0	0	0	2,645	2,777	132	2,777		2,645	132	
301	3002	Utilities		297	400	103	1,346	1,910	564	3,109		1,346	564	
301	3008	Licensing		0	0	0	994	1,055	61	1,055		994	61	
301	3009	Repairs and Maintenance		348	250	-98	12,990	2,250	-10,740	3,000		12,990	-10,740	Napier Roof Repair
301	3052	Janitorial Supplies		0	12	12	0	108	108	150		0	108	
301	3055	Caretaker Salaries		767	783	16	7,016	7,047	31	9,398		7,016	31	
301	3060	Telephones		17	59	42	491	531	40	710		491	40	
305	2050	Staff Travel & Expenses		0	0	0	0	0	0	0		0	0	
305	3001	Rates		0	0	0	2,017	1,926	-91	1,926		2,017	-91	
305	3002	Utilities		738	475	-263	2,466	2,450	-16	3,879		2,466	-16	
305	3008	Licensing		0	0	0	350	603	253	603		350	253	
305	3009	Repairs and Maintenance		128	300	172	5,265	2,700	-2,565	3,600		5,265	-2,565	Replacement Heaters
305	3052	Janitorial Supplies		0	8	8	0	72	72	100		0	72	
305	3055	Caretaker Salaries		973	783	-190	8,994	7,047	-1,947	9,398		8,994	-1,947	
305	3056	Security		0	60	60	489	540	51	714		489	51	
305	3060	Telephones		22	47	25	512	423	-89	568		512	-89	
306	3001	Rates		0	0	0	2,478	2,366	-112	2,366		2,478	-112	
306	3002	Utilities		814	700	-114	2,819	3,200	381	5,447		2,819	381	
306	3009	Repairs and Maintenance		161	250	89	3,023	2,250	-773	3,000		3,023	-773	Window Repair/Insurance
306	3010	Vandalism		0	167	167	0	1,503	1,503	2,000		0	1,503	
306	3020	Cleaning Salaries		151	146	-5	1,355	1,314	-41	1,746		1,355	-41	
306	3052	Janitorial Supplies		0	8	8	0	72	72	100		0	72	
306	3056	Security		0	303	303	4,687	2,727	-1,960	3,640		4,687	-1,960	
306	3060	Telephones		17	158	141	1,307	1,422	115	1,898		1,307	115	
306	8000	Loan Repayment		0	0	0	13,265	13,265	0	26,531		13,265	0	
PROPERTY				4,433	4,909	476	74,536	59,558	-14,978	87,713	0	74,536	-14,978	
TOTAL EXPENDITURE														
301	1050	Developer's Contribution		0	0	0	2,800	0	-2,800	0		2,800	-2,800	Napier Roof Repair
301	1075	Halls Income		1,676	2,149	473	18,882	19,341	459	25,790		18,882	459	
305	1075	Halls Income		1,514	1,992	478	17,525	17,928	403	23,911		17,525	403	
PROPERTY				3,190	4,141	951	39,207	37,269	-1,938	49,702	0	39,207	-1,938	
TOTAL INCOME														



HORNDEAN PARISH COUNCIL

MEMBER/OFFICER PROTOCOL

1. INTRODUCTION

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

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

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

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

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

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

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

2. ROLES OF MEMBERS AND OFFICERS

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

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

3. GENERAL OBLIGATION OF MEMBERS

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

4. RELATIONSHIP BETWEEN MEMBERS AND OFFICERS

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

information which should not properly be passed between them, such as personal details. Such familiarity could also cause embarrassment to other Members and/or other Officers and could even give rise to suspicions of favouritism. It should therefore be avoided.

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

5. THE ROLE OF MEMBERS

- i. Initiate, develop and set policies that will then be implemented by Members and/or Officers.
- ii. Monitor how those policies are being implemented.
- iii. Where their office allows them to do so, provide guidance to Officers on how those policies are to be implemented, either if Members wish to do so or if Officers ask for guidance.
- iv. Represent the views of their community and ward constituents, and deal with individual casework

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

6. THE ROLE OF OFFICERS

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

Officers must not:

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

7. MEMBERS ACCESS TO DOCUMENTS

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

8. REPRESENTING INTERESTS

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

9. COMMUNICATION AND ADVICE

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

10. PUBLIC RELATIONS AND PRESS RELEASES.

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

11. DISPUTES

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

12. COMPLAINTS ABOUT OFFICERS OR SERVICES

- i. Members have the right to criticise reports or the actions taken by Officers, but they should always
 - Avoid personal attacks on Officers
 - Ensure that criticism is constructive and well-founded.
- ii. Members should avoid undermining respect for Officers at meetings, or in any public forum. This would be damaging, both to effective working relationships and to the public image of the

Council. It would also undermine the mutual trust and courtesy that is an essential element of a well run authority.

- iii. Complaints about Officers or Council services should be made to the Clerk. Within three days the Clerk will
 - Acknowledge your complaint
 - Say if they intend to take action
 - Say how long they need to investigate.
- iv. Members have a right to know if action has been taken to correct a matter, but they must not, either,
 - Influence the level of disciplinary action to be taken against an Officer, nor
 - Insist (nor be seen to insist) that an employee is disciplined.
- v. Where appropriate Members will be told the outcome of the investigation.
- vi. If a Member is not satisfied that action has been taken to deal with the complaint it may be referred to the Clerk by the Member concerned.

13. COMPLAINTS ABOUT MEMBERS

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

14. FURTHER ADVICE

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



HORNDEAN PARISH COUNCIL Grant Application Form

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

Name of Organisation making the application: The King's Arms Youth Project

Charity Number (where applicable): 1087176

<p>Person to whom correspondence should be addressed: Caroline Aeschliman</p> <p>Role in the organisation: Chief Executive Officer</p>	<p>Address for correspondence: 20 Dragon Street Petersfield Hampshire GU31 4JJ</p>
<p>Payee for Grant:</p> <p>Name of Bank:</p> <p>Sort Code</p> <p>Account Number:</p>	<p>Email address: caroline@thekingsarms.org.uk</p> <p>Daytime Tel: 01730 231292</p>

- What does the organisation do?

The King's Arms is a well-established youth charity, founded in 2000 in Petersfield, Hampshire, with a mission to empower and support young people in the community. We provide a comprehensive range of services designed to meet the diverse needs of local youth, including open-access after-school clubs, one-on-one mentoring, and targeted programs for Young Carers and young people with additional needs.

In addition to our core youth work, we collaborate closely with churches and schools to help deliver high-quality, faith-based youth services that make a positive impact in the lives of young people.

We are now exploring an exciting opportunity to expand our reach by launching new youth work in the Horndean area. We are working in partnership with Hampshire County Council (HCC), East Hampshire District Council (EHDC), and the local community to assess the scope of this initiative, with the goal of establishing our third youth centre in the near future to serve the young people of Horndean, Clanfield and Rowlands Castle.

Our vision is to ensure that young people across our communities have access to the support, guidance, and the opportunities they need to thrive.

- 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).

Since early 2024, there has been a growing call from the local community, including the local church, Horndean Parish Council (HPC), the district council, and Horndean Technology College, for the establishment of a dedicated youth service in Horndean. In response, The King's Arms (KA) was approached to consider leading this initiative. Following months of collaboration with local community groups and statutory agencies, significant funding has been pledged to support the project. However, despite these promising developments, we have not yet been successful in securing a building from Hampshire County Council (HCC) to operate from.

Nevertheless, KA remains committed to exploring alternative options for establishing a youth centre and/or delivering youth services in the Horndean area. This grant application to HPC seeks to secure further financial support to allow KA to continue progressing the project forward.

One key area of focus for KA is the development of a bespoke mentoring service aimed at supporting young people at Horndean Technology College. This service will offer a combination of group and one-to-one mentoring sessions, with meetings held either at our Petersfield youth centre (with transportation provided for the young people) or within the school premises. This initiative will require careful planning and management, for which additional funding has now been obtained to deliver the full programme.

In addition to this, KA will continue working with EHDC and HPC to identify alternative venues locally, facilitate fundraising efforts, and engage with the community to ensure the long-term success and sustainability of the youth service.

The funding request outlined in this application is for the equivalent of one hour of work per week for one year, which will be allocated to support the ongoing coordination, planning, and development of these activities. The requested funds will allow KA to make significant strides in delivering these much-needed services to young people in Horndean, and we are grateful for your consideration of this application.

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.

- What is the projected total cost of the Project? £1042.80
- Amount of grant applied for from HPC. £1000
- Amounts from any other body (if yes please give details). £
- Specify the balance and how will this be funded. £42.80 (funded from existing budget)
- What will be the impact if the Grant is not given?

Without this funding it will be difficult to justify any additional management time being spent on the project in Horndean. Previously, staff time was funded from a community pot that has now been spent. With all staff managing multiple projects and job roles it feels unlikely that, without dedicated and funded time KA will be able to easily progress our opportunities in Horndean.

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

KA raises income from a range of Grants and Trust Fund, Individual and business donations, fundraising and through funding contracts with a range of statutory agencies, schools and other sources.

- What is the state of the organisation's current financial health?

KA currently holds a good financial position with free reserves of £141,435. In recent years with rising core costs and increasing pressure on grant making bodies it has been challenging to fund our work, but we pride ourselves on delivering a wide ranging and enormously impactful service for almost twenty five years in the East Hants area.

- Where relevant, what is the plan to replace or justify the need for grant funding for these goods or services in future years?

We would hope that over the course of 2025 we will have established our first bit of youth work in Horndean through group and one-to-one mentoring sessions in the school. This work will then form the subject of subsequent funding bids which will include core management and planning time.

What age groups are catered for? KA caters for young people aged 11-18 years (8 years+ for young carers).	Total Membership: In 2023-24 academic year KA had 8515 attendances representing 466 individual young people.	Where and when does the organisation meet? We work from our two existing youth centres in Alton and Petersfield over 52 weeks each year. This project is intended to eventually establish an additional youth centre in Horndean where we would expect (when fully operational) to cater to a similar number.
Please attach the following to your application: <ul style="list-style-type: none">➤ 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): C. Aeschliman

Date: 4/12/2024

