



# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 19 MAY 2025 AT 6.00pm in JUBILEE HALL.**

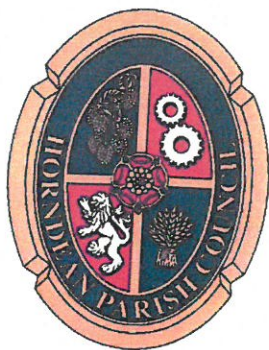
Members of the Committee Cllr J Lay (Chairman), Cllr T Attlee, Cllr D Prosser, Cllr Redding, Cllr Tyler are summoned to attend.

Carla Baverstock-Jones GCILEx, FSLCC, MCMI  
Chief Officer

13 May 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 elect a Vice Chairman to the Finance and General Purposes Committee.
5. To approve the Minutes of the Finance and General Purposes Committee Meeting held on the 20 January 2025.
6. To receive and consider the final quarterly Management Accounts for the period ending 31 March 2025.
7. To receive and consider the amended Lone Working Policy.
8. To receive and consider the EHDC Community Buildings Assessment Facility Survey.
9. To receive and consider the following grant application:
  - Citizens Advice East Hampshire - £1,000
  - Friends of Horndean Parish Footpaths - £1,000.
10. To note the next meeting of the Finance and General Purposes Committee on the 28 July 2025.



# HORNDEAN PARISH COUNCIL

## FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
MEETING HELD AT JUBILEE HALL ON  
20 JANUARY 2025 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:**

No members of the public present.

**F&GP 042/24/25**

**TO RECEIVE APOLOGIES FOR ABSENCE**

All in attendance

**F&GP 043/24/25**

**TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

**F&GP 044/24/25**

**TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

None in attendance.

**F&GP 045/24/25**

**TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE  
02 DECEMBER 2024**

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 02 December 2024, be signed as a true record of the meeting. All agreed.

**F&GP 046/24/25**

**TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS  
FOR THE PERIOD ENDING 31 DECEMBER 2024**

A report was circulated and a discussion took place regarding the forecast of a likely £40,000 overspend which for the most part, is due to heavy expenditure pertaining to tree safety maintenance works, and Ash Dieback. Duly noted.

**F&GP 047/24/25**

**TO RECEIVE AND CONSIDER THE MODEL FINANCIAL REGULATIONS  
TEMPLATE PRODUCED BY THE NATIONAL ASSOCIATION OF LOCAL  
COUNCILS (NALC)**

The current HPC Financial Regulations and the NALC Model were both circulated and discussed. It was agreed for the Chief Officer's authorised spending limit to be increased from £750 to £1,000.

It was **RESOLVED** to recommend to Council for the current Financial Regulations to be amended and adopted.



## HORNDEAN PARISH COUNCIL

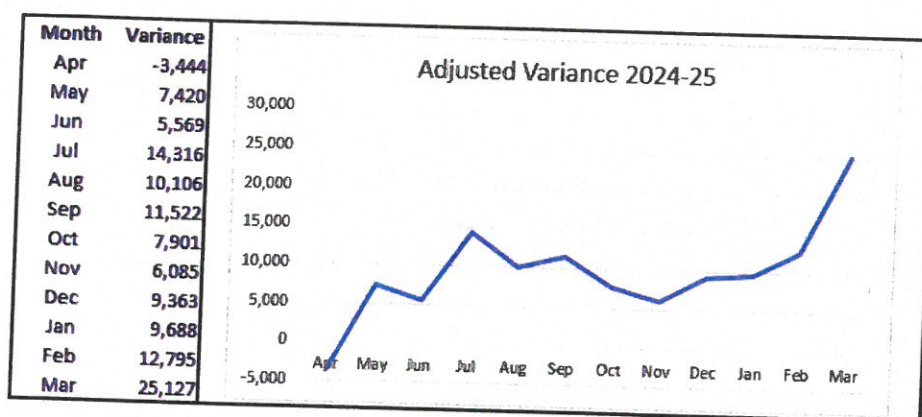
**FINANCE & GENERAL PURPOSES MEETING:**  
**Monday 19<sup>th</sup> May 2025**

**SUBJECT OF REPORT:** Finance Report

### Final Management Accounts 2024-25

#### Summary

The accounts were reporting an overspend throughout this financial year and this continued to year end with the final outturn reporting an overspend of £25,127.



#### Income & Expenditure Month 12 (4 page spreadsheet attached)

As at the end of March 2025 there was an **unfavourable** variance, after adjusting for earmarked reserve movements, of £25,127.

This breaks down to

1. A favourable variance against our income target of £61,392.
2. An unfavourable variance against our expenditure budget of £88,409.

31/03/2025	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
<b>Central &amp; Grants</b>	490,296	481,690	-8,606	226,274	231,017	4,743
<b>Property</b>	53,098	49,702	-3,396	101,424	87,713	-13,711
<b>Open Spaces</b>	61,642	12,252	-49,390	286,011	206,570	-79,441
<b>GRAND TOTAL</b>	<b>605,036</b>	<b>543,644</b>	<b>-61,392</b>	<b>613,709</b>	<b>525,299</b>	<b>-88,409</b>

Income:

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

- **Central:** Bank interest received higher than budgeted plus additional un budgeted income re Wayleave Payment (£4,759) and Waterloo Gossell Hall Trust (£1,420) re the defibrillator.

## Reserves

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

Horndean Parish Council Reserves		MAR
<b>Represented By :-</b>		
<b>General Funds</b>		<b>177,376</b>
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		22,137
Future Development Facilities EMR		54,905
<b>Total Earmarked Reserves</b>		<b>122,462</b>
<b>Total Equity</b>		<b>299,837</b>

## 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	Hazleton Common Boardwalks £5,155.40
2022-23	03/05/2022	03/05/2027	£6,975.18	Dell Piece West Boardwalks £6,769.50
2023-24	09/05/2023	09/05/2028	£67,268.61	Contribution to Five Heads Rec Playground £20,000.00
				Hazleton Common Footpath Improvements £15,000.00
2024-25	20/06/2024	20/06/2029	£3,016.49	Jubilee Playground Refurb £27,344.50
				Jubilee Playground Zip Wire £25,000.00
Income Received at 31-03-25			£129,322.67	Total Expenditure at 31-03-25 £107,186.01
				Balance at 31-03-25 £22,136.66

Removal of Gym Equipment at 5 Heads (Eibe)	£605.00
Repair Playhouse Ramp at Jubilee (Eibe)	£495.00
Repair to Jubilee Play Area Swing (estimate)	£1,000.00
Repair to Rope in Deep Dell Play Area (Eibe)	£918.00
Fencing	£15,000.00
Pond Dipping Platform/Landscaping	£2,500.00
<b>Total Committed</b>	<b>£20,518.00</b>
<b>Currently Uncommitted</b>	<b>£1,618.66</b>

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

- The AGAR will be available on the website from Friday 1<sup>st</sup> July and the accounting records will be available for the public to request for the period of six weeks between Tuesday 1<sup>st</sup> July and Monday 11<sup>th</sup> August.
- The External Audit report will be received prior to the end of September.

### **NJC Pay Negotiations 2025-26**

In the budget for 2025-26 a 4% pay award was included as a best estimate.

The NJC unions' claim, made in January, was for the following:

- *An increase of at least £3,000 across all NJC spinal column points*
- *A clear plan to reach a minimum pay rate of £15 an hour*
- *One extra day of annual leave for all staff*
- *A reduction in the working week by two hours, with no loss of pay*

The National Employers for Local Government Services have rejected this claim and have made a counter-offer, in April, of a flat 3.2% increase with no amendments to the working week or annual leave entitlement.



INCOME AND EXPENDITURE TO MARCH 2025												
		Current Month (MAR)			Year to Date (APR-MAR)			Annual Budget	To/From EMRs	Restate Actual	Restate Variance	Notes
		Actual	Budget	Variance	Actual	Budget	Variance					
301	2050											
301	3001				0	0	0	27	0		27	-27
301	3002				0	0	0	2,645	2,777		2,645	132
301	3008				225	399	174	2,273	3,109		2,273	836
301	3009				0	0	0	994	1,055		994	61
301	3052				626	250	-376	14,085	3,000		14,085	-11,085
301	3055				0	18	18	0	150		0	150
301	3056				770	785	15	9,076	9,398		9,076	322
301	3060				0	0	0	21	0		21	-21
305	2050				61	61	0	709	710		709	1
305	3001				0	0	0	0	0		0	0
305	3002				0	0	0	2,017	1,926		2,017	-91
305	3008				251	479	228	3,866	3,879		3,866	13
305	3009				0	0	0	350	603		350	253
305	3052				208	300	92	5,871	3,600		5,871	-2,271
305	3055				0	12	12	0	100		0	100
305	3056				966	785	-181	11,912	9,398		11,912	-2,514
305	3060				21	54	33	569	714		569	145
306	3001				66	51	-15	745	568		745	-177
306	3002				0	0	0	2,478	2,366		2,478	-112
306	3009				513	800	287	5,241	5,447		5,241	206
306	3010				205	250	45	3,399	3,000		3,399	-399
306	3020				0	163	163	0	2,000		0	2,000
306	3052				170	140	-30	1,826	1,746		1,826	-80
306	3056				0	12	12	0	100		0	100
306	3060				40	307	267	4,847	3,640		4,847	-1,207
306	8000				172	160	-12	1,942	1,898		1,942	-44
PROPERTY					0	0	0	26,531	26,531		26,531	0
TOTAL EXPENDITURE					4,294	5,026	732	101,424	87,713	0	101,424	-13,711
301	1050				0	0	0	2,800	0		2,800	-2,800
301	1075				2,447	2,151	-296	25,978	25,790		25,978	-188
305	1075				2,318	1,999	-319	24,320	23,911		24,320	-409
PROPERTY					4,765	4,150	-615	53,098	49,702	0	53,098	-3,396
TOTAL INCOME					4,765	4,150	-615	53,098	49,702	0	53,098	-3,396

301	1050											
301	1075											
305	1075											
PROPERTY		4,765	4,150	-615	53,098	49,702	-3,396	49,702	0	53,098	-3,396	
TOTAL INCOME		4,765	4,150	-615	53,098	49,702	-3,396	49,702	0	53,098	-3,396	

301	1050											
301	1075											
305	1075											
PROPERTY		4,765	4,150	-615	53,098	49,702	-3,396	49,702	0	53,098	-3,396	
TOTAL INCOME		4,765	4,150	-615	53,098	49,702	-3,396	49,702	0	53,098	-3,396	

301	1050											
301	1075											
305	1075											
PROPERTY		4,765	4,150	-615	53,098	49,702	-3,396	49,702	0	53,098	-3,396	
TOTAL INCOME		4,765	4,150	-615	53,098	49,702	-3,396	49,702	0	53,098	-3,396	



INCOME AND EXPENDITURE TO MARCH 2025													
		Current Month (MAR)			Year to Date (APR-MAR)			Annual Budget	To/From EMRs	Restate Actual	Restate Variance	Notes	
		Actual	Budget	Variance	Actual	Budget	Variance						
PRIOR TO ADJUSTING FOR EMR's MOVEMENTS		GRAND TOTAL INCOME	14,482	5,148	-9,334	608,052	543,644	-64,408	543,644	3,016	605,036	-61,392	Transfer CIL funds to EMR  Green Trail Fees Jubilee Playground Jubilee Playground Jubilee Playground Jubilee Playground
		GRAND TOTAL EXPENDITURE	68,501	44,953	-23,548	676,996	525,299	-151,697	525,299	65,178	611,818	-86,519	
		NET INCOME OVER EXPENDITURE	-54,019	-39,805	14,214	-68,944	18,344	87,288	18,344	-62,162	-6,782	25,126	
ADJUSTMENT FOR EARMARKED RESERVES													
201	1049	CIL Neighbourhood Grant			3,016			350	3				
407	4035	TOTAL INCOME	0	0	0	3,016	0	0					
408	6580	Professional Fees				8,333			355	2			
408	6580	Play Equipment				4,500			341	5			
408	6580	Play Equipment				25,455			350	5			
408	6580	Play Equipment				25,000			350	9			
408	6580	Play Equipment	1,890			1,890			350	12			
		TOTAL EXPENDITURE	1,890	0	0	65,178	0	0					
RESTATE AFTER ADJUSTING FOR EMR's													
		GRAND TOTAL INCOME	14,482	5,148	-9,334	605,036	543,644	-61,392	543,644				
		GRAND TOTAL EXPENDITURE	66,611	44,953	-21,658	611,819	525,299	-86,519	525,299				
		NET INCOME OVER EXPENDITURE	-52,129	-39,805	12,324	-6,783	18,344	25,127	18,344				



## **HORNDLEAN PARISH COUNCIL**

### **LONE WORKING POLICY**

#### **Purpose of this policy and procedure**

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

#### **The scope of this policy**

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

#### **Policy**

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

#### **Definition**

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- An estate warden tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

#### **Responsibilities**

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:



### **Ways in which lone working risks can be reduced**

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact

### **Health and wellbeing**

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

### **Reporting incidents**

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager or colleague to let them know (or ask someone to do so on your behalf).

# **Horndean Parish Council**

## **Lone Working Policy**

**The policy does not form part of your contract of employment and Horndean Parish Council may amend it at any time.**

### **1. Introduction**

The Council recognises that some staff are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Council has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

### **2. Scope of the policy**

This policy applies to all situations involving lone working arising in connection with the duties and activities of Council staff.

'Lone workers' includes:

Those working at their main place of work where:

- Only one person is working on the premises.
- People work separately from each other, e.g. in different locations.
- People working outside normal office hours, e.g. cleaners.

Those working away from their fixed base where:

- One worker is visiting third party premises or meeting venue.
- One worker is making a home visit to an individual.
- One worker is working from their own home.

### **3. Aims of the Policy**

The aim of the policy is to: -

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;



## **5. Guidance for Risk Assessments of Lone Working**

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

## **6. Good Practice for Lone Workers**

- During their working hours, all staff leaving the workplace (or home) should leave written details of where they are going and their estimated time of arrival back at base.
- If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague is advisable.
- Staff should avoid meeting customers alone at the workplace
- When this is unavoidable staff must make a risk assessment and obtain the prior agreement of their line manager who will make any arrangements to ensure their safety.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first-aid kit suitable for treating minor injuries.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- Occasionally risk assessment may indicate that lone workers need training in first aid.

### **Children and Vulnerable Adults**

- In general, staff should never work alone with a child or vulnerable adult.
- Staff should never transport a child on their own and should assess any risk before transporting a vulnerable adult alone.

## **7. Monitoring safety issues**

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, in the Council's accident book.
- This includes incidents of verbal abuse and harassment.
- During supervision meetings Team Leaders will ask people working on their own whether there are any safety concerns that are not being addressed.
- Lone workers are encouraged to seek help and advice if any safety concerns arise.

**Issued November 2010**

## EHDC Community Buildings – Facility Survey

This document will walk through the Community Buildings Survey which we are asking site managers to complete as part of our ongoing Community Buildings Assessment.

If, after reviewing the guidance below, you have any questions about how to complete the survey, please contact [Jack@continuumleisure.co.uk](mailto:Jack@continuumleisure.co.uk) and he would be happy to help.

**Before completing the survey we recommend collecting the following information to assist with answering all questions.**

- **EPC Rating of your building**
- **Site plan / floor plan of your building**
- **Number of paid, part time, and volunteer staff**
- **Annual maintenance costs**
- **Annual income and expenditure of the building**
- **Pictures of all facilities, including pictures of any facility issues, saved on the device which you are completing the survey on**

### Page 3. Basic Information

<p><b>Contact Name</b></p> <input type="text"/> <p><b>Contact Email</b></p> <input type="text"/> <p><b>Contact Phone Number</b></p> <input type="text"/>	<p>Please enter your contact details here so we can contact you if there is any information submitted in the survey which we would like to clarify or discuss with you. This information will not be shared outside of the project team.</p>
<p><b>Site Name*</b></p> <p><small>If your site is not listed below, please search for and select the option labelled '[Site Name Not listed]'</small></p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px;">       -Please select-     </div>	<p>Please select the text box and begin typing the name of your building. If your building is not listed, begin typing and select the option '[Site Name Not Listed]'. You will then be prompted to enter the name of your building.</p>
<p><b>Primary Site Usage*</b></p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px;">       -Please select-     </div>	<p>Please select the primary use which best describes your building. This is used later to filter questions which may or may not be relevant to your building type.</p>



## East Hampshire District Council – Community Buildings Assessment – Facility Survey

Facilities Recorded		
<input type="checkbox"/> Bike storage	<input type="checkbox"/> Car parking	<input type="checkbox"/> Entrance way / reception
<input type="checkbox"/> EV charging	<input type="checkbox"/> External building	<input type="checkbox"/> External signposting
<input type="checkbox"/> External storage	<input type="checkbox"/> Function room	<input type="checkbox"/> Hall
<input type="checkbox"/> Internal storage	<input type="checkbox"/> Kitchen / drinks area	<input type="checkbox"/> Meeting space
<input type="checkbox"/> Outdoor space	<input type="checkbox"/> Playground	<input type="checkbox"/> Seating / waiting room
<input type="checkbox"/> Sports facilities	<input type="checkbox"/> Staff Room	<input type="checkbox"/> Toilets
<input type="checkbox"/> Other		

This is a read-only checklist which records the facilities you have answered questions for to help you keep track of which facilities you have recorded. Please ensure that you have recorded and answered the questions for all facilities available at your building.

### Page 5. Operations and Maintenance

Facility Maintenance (5)		
<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 5	
Please answer the questions below for each of the facilities previously recorded. Click through the numbers above to answer questions for each facility. Please ensure that the maintenance of all facilities recorded is assessed.		
Facility		
<input type="radio"/> Bike storage	<input type="radio"/> Car parking	<input type="radio"/> Entrance way / reception
<input type="radio"/> EV charging	<input type="radio"/> External building	<input type="radio"/> External signposting
<input type="radio"/> External storage	<input type="radio"/> Function room	<input type="radio"/> Hall
<input type="radio"/> Internal storage	<input type="radio"/> Kitchen / drinks area	<input type="radio"/> Meeting space
<input type="radio"/> Outdoor space	<input type="radio"/> Playground	<input type="radio"/> Seating / waiting room
<input type="radio"/> Sports facilities	<input type="radio"/> Staff Room	<input type="radio"/> Toilets
<input type="radio"/> Other		

This is the second 'repeating question' in the survey and asks you to record any maintenance issues with the facilities you answered questions for on the previous page. The numbers represent each of the facilities you recorded on page 4, so please answer the maintenance questions for each of these facilities.

Select one of the facilities available at your building and answer the questions below. Once you have answered the questions, select the next number along to answer questions about the next facility available at your building.

## Page 7. Financial Matters

<p>Average yearly income of [Site Name Not Listed]</p> <input type="text"/> <p>Average yearly expenditure of [Site Name Not Listed]</p> <input type="text"/> <p>Average yearly operating balance of [Site Name Not Listed]</p> <input type="text"/>	<p>Please enter your buildings average yearly income and expenditure. The 'operating balance' will update automatically based on the values entered for income and expenditure.</p> <p>Please limit this to only the income and expenditure generated by the building in isolation. If you manage multiple buildings, please attempt to separate the finances for the building you are answering the survey for.</p>
<p>Average yearly income of [Site Name Not Listed]</p> <input type="text" value="150000"/> <p>Average yearly expenditure of [Site Name Not Listed]</p> <input type="text" value="100000"/> <p>Average yearly operating balance of [Site Name Not Listed]</p> <input type="text" value="50000"/> <p>As [Site Name Not Listed] operates at a surplus, how is this surplus used?</p> <p><input type="checkbox"/> General maintenance</p> <p><input type="checkbox"/> New / capital projects</p> <p><input type="checkbox"/> Reserved for future investment</p> <p><input type="checkbox"/> Additional service provision</p> <p><input type="checkbox"/> Re-invested into service delivery</p>	<p>Depending on if your building is operating at a surplus or deficit, the question below will change. This is an example of if your building is operating at a surplus.</p>
<p>Average yearly income of [Site Name Not Listed]</p> <input type="text" value="150000"/> <p>Average yearly expenditure of [Site Name Not Listed]</p> <input type="text" value="200000"/> <p>Average yearly operating balance of [Site Name Not Listed]</p> <input type="text" value="-50000"/> <p>As [Site Name Not Listed] operates at a loss, how is this made up to allow the site to continue operating?</p> <p>Grants/donations from:</p> <p><input type="checkbox"/> Parish / Town Council</p> <p><input type="checkbox"/> Local trusts / charities</p> <p><input type="checkbox"/> East Hampshire District Council</p> <p><input type="checkbox"/> Church funds</p> <p><input type="checkbox"/> Hampshire County Council</p>	<p>This is an example if your building is operating at a loss.</p>





17th: 9

# HORNDEAN PARISH COUNCIL

## Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form.

Name of Organisation making the application:

FRIENDS OF HORNDEAN PARISH FOOTPATHS

Name of Person to whom correspondence should be addressed:

JULIUS MACH

Address for correspondence:

Payee for Grant and Bank Details:

Email Address:

Daytime Tel:

Details of the organisation (What do you do?):

CLEAR OVERGROWN FOOTPATHS, BRIDLEWAYS AND BYWAYS

Period of Grant:

ONE YEAR

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

CONTRIBUTION TOWARDS THE COST OF A HEDGE TRIMMER AND BATTERIES AND OTHER MINOR AND SAFETY EQUIPMENT

Amount of Grant applied for:

£1,000

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

NOT YET, BUT WILL BE APPROACHING A DISTRICT COUNCILLOR FOR A GRANT.

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

WE WRITE TO LOCAL TRADERS AND PROMOTE OURSELVES ON FACEBOOK.

What age groups do you cater for?

18+

Total Membership:

20

Where and when do you meet?

ON SITE USUALLY MONDAY MORNINGS.

You must attach the following to your application

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

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

Date:

02 MAY 2025

For Horndean Parish Council use only

## **Friends of Horndean Parish Footpaths**

**Background:** The Friends of Horndean Parish Footpaths (FoHPF) was constituted in April 2023 in order to formalise what a small informal group had been doing. Of the routes we clear, some are used by schoolchildren in going to and returning from school, some are nationally named paths such as the Monarch's Way, many are used by runners, and most, if not all, are used by dog walkers. Initially we used hand tools such as garden shears, loppers, secateurs, pruning saw, sickle and small bow saws and although effective these were not sufficient to keep up with the growth. We needed something more efficient and were fortunate to obtain grants with which we were able to purchase a hedge trimmer, a wheeled strimmer and a brush cutter as well training members to use them safely and accessing relevant insurance. Volunteers provide their own personal protective equipment (PPE) other than the safety helmets for use with the powered equipment.

Since start up we have been able to cover our running costs and the purchase of two additional batteries by donations from businesses, other organisations and individuals. We keep in touch with Hampshire County Council (HCC) through Megan Cledwyn, Community Engagement Ranger of the Hampshire Countryside Service and the Ramblers Association through Len Lovis of the South East Hampshire Group to ensure we do not duplicate our efforts. In addition to time spent supporting HCC and the Ramblers Association the FoHPF have done clearance work for some 450 hours in the last 12 months. The majority of members are elderly so typically can only manage between 2 and 4 hours work on any one day. We have a facebook presence where there are many photographs of what we have achieved.

We have found the hedge trimmer to be the most versatile and safe piece of equipment, and there is a clear case for a second one to maximise the clearance work that can be done on a given day.

The group will this year receive training in installing gates to replace stiles and hope to install two within Horndean Parish funded by Hampshire County Council.

**Beneficiaries:** There are some 17 miles of footpaths and bridleways and a further 7 miles of byways (Statistic provided by John Merrell, a former Parish Councillor) and there are also some roadside pavements which had become totally overgrown. These are available for use by all residents of Horndean as well as visitors to the parish. There are clear health and wellbeing benefits to users as well as some benefits to local hospitality businesses with the potential for more benefits if the routes are well maintained. There is also the hope that easily passable off-road routes may persuade people to use these rather than travel by car.

**Use of grant:** We would like to purchase an additional battery powered quality hedge trimmer with two batteries and charger, and basic personal protection equipment. This would be a Stihl HSA 100 hedge trimmer using the AP battery system currently available for about £700. A couple of safety helmets with ear defenders and protective mesh would also be required and these are currently available at around £25 each. An additional trained person to use the brush cutter would be useful but we would need to identify a frequent attendee willing to take the course; course fees are in the region of £260-300. We would also like to obtain some warning signs and high visibility vests the costs of which would depend on the funds available which would also affect quantities and sizes.

**Fall back position if no grants are forthcoming:** The group will continue to do what it can using our current equipment and hand tools.

**Timescale:** We would expect to be able to order the equipment within two weeks of grant approval. Training courses are run monthly but frequently are fully booked.



## Friends of Horndean Parish Footpaths

### Payments 2023-2024 (APRIL 2023 - OCT 2024)

#### Equipment

	Budget	Actual	Variance
Wheeled trimmer mower effectively a brush cutter on wheels using nylon cord to cut but safer than a brush cutter as it stays on the ground. A DR machine is the only one with enough power but will consider the Weibang equivalent when it becomes available.	£800	973.24	-173.24

Bought Hyundai wheeled trimmer and Stihl brushcutter plus AP200 battery to cover the full range of the no longer available DR. Weibang was too heavy to be able to be lifted into a car by one person.

Stihl HSA 100 cordless hedge trimmer, A301 charger, 2 X AP200 batteries	£665	611.99	53.01
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2 X AP200S batteries		260.98	-260.98
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Bought to enable full day operating

Safety Helmet with Protective Ear Muff and Mesh Visor X 2	£40	56.85	-16.85
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Three bought to cover use of three machines.

#### Other one-off costs

Initial training (two people)	£620	514.00	106.00
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Two people LANTRA trained on brushcutter

Total set-up costs	£2,125	2,417.06	-292.06
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#### Annual Expenses

Insurance	£140	129.60	10.40
Training – one person per year	£310	260.00	50.00
Replacement cutting cord & replacement parts	£25	28.26	-3.26

Brush cutter training

Lubricants and fuel	£50	30.50	19.50
Repairs		20.00	

Total annual costs	£525	468.36	56.64
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Total payments	£2,650	2,885.42	-235.42
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Friends of Horndean Parish Footpaths.

Minutes of the AGM held at the Farmer Inn at 7:30pm on 28th November 2024.

Present: Garry(chair); Julius(treasurer); Chris(sec.); Steve; Neil and Len(ramblers).

1.Apologies.

Alan and Chris L unable to attend.

2.Minutes of first AGM(20th November2023.

Minutes accepted as read.

3.Chairman's report.

A successful year's work clearing most paths in the parish. There were a minority of moans from a few members of the public but these were resolved diplomatically!

4.Secretary's report.

Nothing to report for the past year. However this year the secretary will contact local businesses with a view to obtain some sort of financial sponsorship.

5.Treasurer's report.

- a) With grants from Horndean Parish Council and HCC we have purchased a Hyundai wheeled trimmer, a Stihl 100 cordless hedge trimmer, a Stihl brush cutter, three batteries and three safety helmets with ear muff and visor and training three people for use of brush cutter. We have purchased two additional batteries which are as yet unfunded.
- b) Other expenses include insurance, replacement cutting cord, lubricants and fuel and repairs.
- c) We received grants totalling £2,650.
- d) Income = £2,650: Expenditure = £2,885.42 giving a deficit of -£235.42

6.Election of officers and committee members.

Agreed that Garry continues as Chairman, Julius as Treasurer and Chris as Secretary. Steve was elected as committee member. Alan re-elected as committee member.

7.Future of group.

Aim to carry out work not just on Mondays but on Wednesdays too though no one is expected to do both days.

We will coordinate with Megan for any future work outside our area.

Needless to say if we find a local path that needs attention then we can get on with doing it.

Through Len we can coordinate joint work with the Ramblers in south east Hants.

If the Monday/Wednesday doesn't work then go back to Mondays only.

8.Funding Applications.

Grant applications to Horndean Parish Council and HCC for coming year.

This year we hope to purchase warning safety signs whilst working, gloves, loppers, shears and other equipment rather than using our own personal tools.

Also need to design and obtain signs that we can affix to footpath posts saying FOHPF responsible plus any sponsors so the public know what we are doing.

9. Member subscriptions.

We will not apply any subscriptions from members at present.

Meeting closed at 8:15pm.





# **HORNDEAN PARISH COUNCIL** **Grant Application Form**

*Please refer to Grants Procedure Notes overleaf before completing this form*

Name of Organisation making the application:  
**Citizens Advice East Hampshire**

Name of Person to whom correspondence should be addressed:  
**Helen Drake, Chief Executive**

Payee for grant and bank details:  
**Citizens Advice East Hampshire CAF Bank**  
**Sort Code:**  
**Account Number:**

Address for correspondence:  
**Forest Community Centre**  
**Pinehill Road**  
**Bordon GU35 0BS**

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

Daytime Tel: **01420 477005**

Details of the organisation (What do you do?)  
**Provision of free, impartial and confidential advice and information to those in need across East Hampshire, whoever they are, whatever their problem.**

Period of Grant:  
**1 year**

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

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

Last year (2023/24) Citizens Advice helped approximately 282 Horndean residents with over 900 different issues. In early April, we will review the 2024/25 figures but we know from interim reviews that while employment issues have slightly lowered, cost of living impacts have continued to be substantial with demand for energy advice and support, housing and debt problems rising rapidly (including Horndean - in particular Horndean Kings and Blendworth). We are expecting there to be a continual rise in debt and housing issues as a result of a very challenging year financially for local residents trying to make ends meet. We also know that

Where and when do you meet?

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

What age groups  
do you cater for?

**Over 18's**

Total  
Membership:

**N/A**

You must attach the following to your application

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

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

*H Drake (CEO)*

Date: 11/3/25

**For Horndean Parish Council use only**



## Citizens Advice support to Horndean Residents

In 2023/24 - 236 clients residing in the Horndean Ward were helped with 815 issues. It should be noted that a significant number of clients, district wide, chose not to give their details including place of residence (so chose anonymous status), which we estimate as at least 20% of the overall client and issue number, bringing the total to nearer **282 clients with 977 issues**

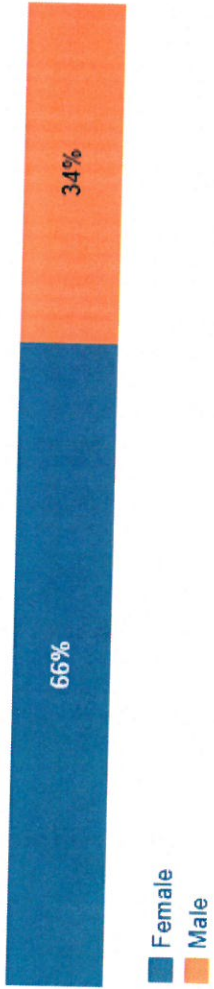
Below are tables that outline the individual support for each client as well as issue based support. The final report shows Horndean Ward client profiles including gender, ethnicity, disability and age.

## INDIVIDUAL HORNDEAN WARD CLIENT SUPPORT

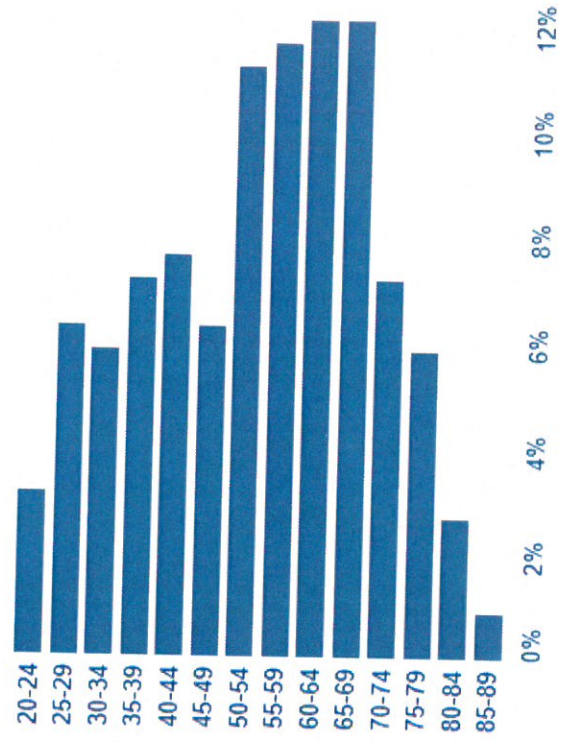
	2023-24												Grand Total
	Q1			Q2			Q3			Q4			
	April	May	June	July	August	September	October	November	December	January	February	March	
Benefits & tax credits	11	6	9	11	12	9	11	4	5	8	9	7	69
Relationships & family	3	6	2	5	1	4	6	6	2	2	1	8	42
Benefits Universal Credit	7	8	4	5	2	2	6	6	1	2	1	4	37
Financial services & capability	2	1	3	1	6	3	9	4	4	3	5	4	34
Employment	5	4	4	1	4	2	4	4	2	2	5	3	30
Housing	7	5	4	5	2	2	5	7	1	3	1	2	28
Debt	3		3	3	2	4	8	3	2	2	1	3	26
Utilities & communications	1	2	1	3	3	3	4	2	3	2	3	3	22
Legal		3	3	2	1		2	5	1	4	3	1	22
Consumer goods & services	1	1		1	3	1		1	2	3	3	2	17
Travel & transport	3	2		2	1	1	1	1	1	3	1	2	16
Charitable Support & Food Ban.	2	1	1	3	2	1	1	2	1	3	1	2	12
Health & community care	2	1	1		1	1	1			1			7
Immigration & asylum			1				2		1		1		4
GVA & Hate Crime			1						1				4
Other	1		1	1					1		1	1	4
Education			1							1			3
Tax				1				1					2
Grand Total	28	25	29	30	27	25	39	32	18	31	28	29	236

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

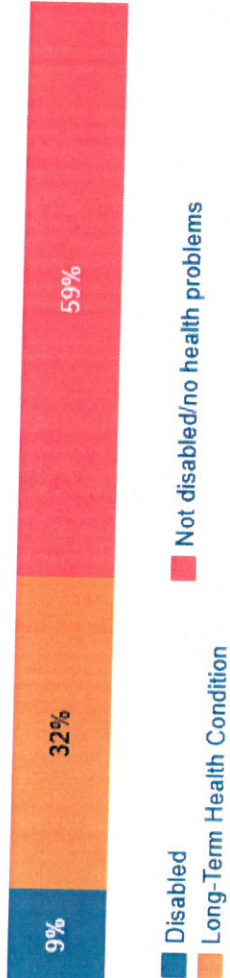
### Gender



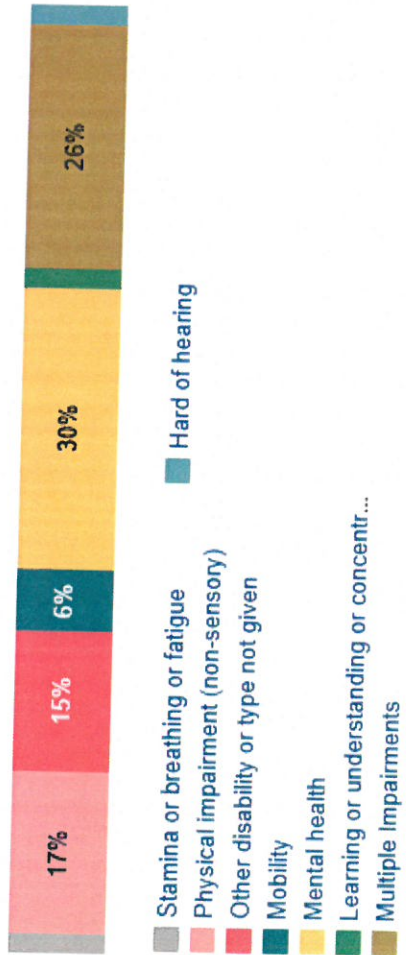
### Age



### Disabled / Long term health condition



### Type of disability (% of disabled clients)



### Ethnicity

