



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 28 JULY 2025 AT 7.00pm 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

22 July 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 19 May 2025.
5. To receive and consider the quarterly Management Accounts for the period ending 31 May 2025.
6. To consider the Budget setting process and the appropriate timeline.
7. To receive and consider the following grant applications:
 - Holy Trinity Blendworth Church - £1,000
 - All Saints Church, Catherington - £1,000
8. To note the next meeting of the Finance and General Purposes Committee on the 27 October 2025.



HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
MEETING HELD AT JUBILEE HALL ON
19 MAY 2025 AT 6:00 PM

PRESENT: Cllr J Lay (Chairman), Cllr D Prosser, Cllr Attlee, 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 001/25/26 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr J Tyler.

F&GP 002/25/26 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 003/25/26 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

None in attendance.

F&GP 004/25/26 **TO ELECT A VICE CHAIRMAN TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Cllr Redding was elected as Vice Chairman – unanimous vote.

F&GP 005/25/26 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE 20 JANUARY 2025**

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 20 January 2025, be signed as a true record of the meeting. All agreed.

F&GP 006/25/26 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 MARCH 2025**

A report was circulated. The Future Development EMR was clarified as to its origin, and reiterated that it remains unallocated to any specific project. Duly noted.

F&GP 007/25/26 **TO RECEIVE AND CONSIDER THE AMENDED LONE WORKING POLICY**

The current HPC Lone Working Policy and the amended version were both circulated. The policy has been updated to accord with the advice provided by external bodies.

It was **RESOLVED** to recommend to Council for the amended policy to be adopted.

F&GP 008/25/26 TO RECEIVE AND CONSIDER THE EHDC COMMUNITY BUILDINGS ASSESSMENT FACILITY SURVEY

The survey template was circulated, a discussion took place as to the information to be provided in terms of the full hall costs/expenditure, and the requirements of both Napier and Jubilee Hall in respect of improvements.

It was **RESOLVED** that the survey be completed and submitted by the Chief Officer in conjunction with the Chairman.

F&GP 009/25/26 TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATIONS:

- Citizens Advice East Hampshire - £1,000
- Friends of Horndean Parish Footpaths - £1,000.

A discussion took place.

It was **RESOLVED** to recommend to Council that both grants be approved as per the applications.

F&GP 010/25/26 TO NOTE THE NEXT MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 28 JULY 2025

Duly noted.

Meeting concluded at 6:40 pm

.....
Chairman

.....
Dated

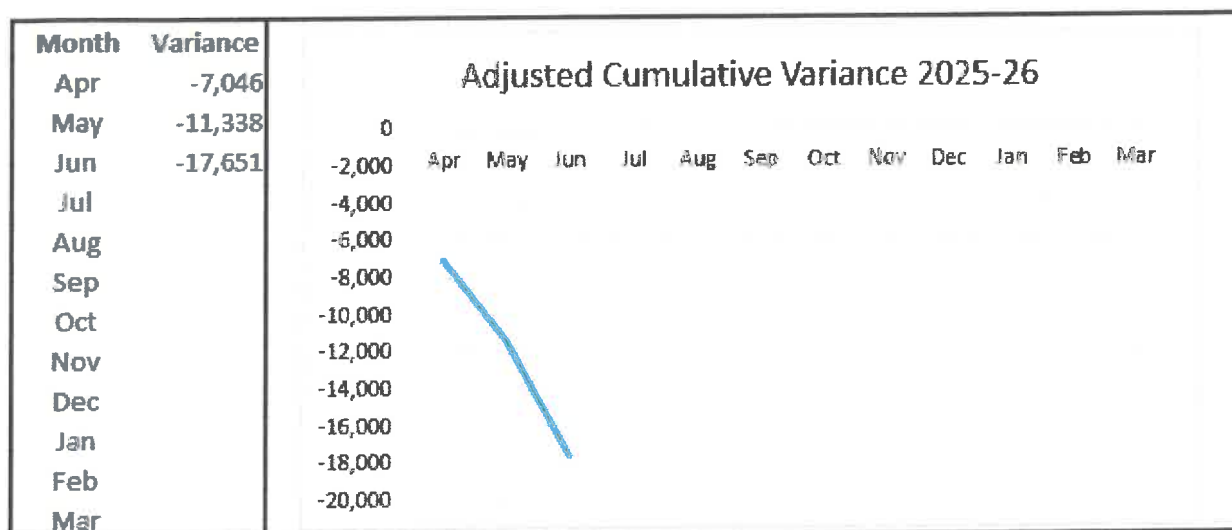
HORNDEAN PARISH COUNCIL

FINANCE & GP MEETING: 28th July 2025

SUBJECT OF REPORT: Management Accounts Quarter 1 (April-June) 2025-26

Summary

The accounts have been reporting an underspend in each of the first three months of this financial year.



Income & Expenditure (4-page spreadsheet attached)

The position at the end of June 2025 showed an favourable variance, after adjusting for earmarked reserve movements, of £17,651.

This breaks down to

1. A favourable variance against our income target of £8,658.
2. A favourable variance against our expenditure budget of £8,993.

30/06/2025	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
Central & Grants	257,991	257,552	-440	58,468	57,571	-897
Property	14,374	13,668	-706	19,998	22,795	2,797
Open Spaces	8,925	1,413	-7,512	48,083	55,176	7,093
GRAND TOTAL	281,290	272,633	-8,658	126,549	135,542	8,993

Income:

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

- **Central:** No significant variances at this stage.
- **Property:** No significant variances at this stage.

- **Open Spaces:** £7,500 received from East Hampshire District Council (Community Climate Action Fund) for the Green Trail and Heritage Network.

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

- **Central:** Overspend on Health & Safety Equipment re the Speed Indicator Device (£3,411), offset by an underspend on professional fees.
- **Property:** No significant variances at this stage.
- **Open Spaces:** Favourable variance on Staffing (£7,122) and Tree Maintenance (£1,900), offset by the Green Trail Expenditure (£7,500) although this is fully grant funded.

Balance Sheet

Horndean Parish Council Balance Sheet to the end of June 2025	
Current Assets	£££
Debtors - Sales Ledger	4,713
Debtors - VAT Control A/C	9,824
Co-op No. 1 Account	221,917
Cambridge & Counties Account	217,066
Lloyds Bank Current Account	9,384
Total Current Assets	462,904
Current Liabilities	
Creditors	0
Accruals	9,716
Hall Income Deposits	1,000
Receipts in Advance	0
Total Current Liabilities	10,716
Total Assets Less Current Liabilities	452,188

Current Assets

As at 30th June 2025, Current Assets totalled £462,904 with cash balances totalling £448,367. The Quarter 1 VAT return (April-June) has been submitted. Other outstanding debtors (£4,713) relate to June Hall hire. None are overdue.

Liabilities

As at 30th June 2025 Current Liabilities totalled £10,716. This comprised of accruals (supplier invoices outstanding) of £9,716 and hall income deposits received that are due for return. (£1,000).

Reserves

Horndean Parish Council Reserves		JUN
Represented By :-		
Current Year Fund		152,350
General Funds		165,687
General Funds		318,037
IT Equipment		1,000
Vehicle Replacement		15,000
Jubilee Hall Improvements		2,500
Napier Hall Improvements		2,500
The Granary		2,000
Lith Avenue re-surfacing		3,000
Playground Fund		12,500
Grounds Equipment		2,500
Legal Costs		4,000
Fencing		4,000
Tree Maintenance		8,000
LychGate Repairs		2,500
Community Infrastructure Levy		19,746
Future Development Facilities EMR		54,905
Total Earmarked Reserves		134,151
Total Equity		452,188

As at 30th June 2025, General Reserves stood at £318,037. There is a further £134,151 in Earmarked Reserves (EMR).

Community Infrastructure Levy

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	£3,234.61
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
2025-26				Removal of Gym Equipment at 5 Heads	£605.00
				Repair to Jubilee Play Area Swing	£850.00
				Repair to Rope in Deep Dell Play Area (Elbe)	£936.00
Income Received at 30-06-25			£129,322.67	Total Expenditure at 30-06-25	£109,577.01
				Balance at 30-06-25	£19,745.66
Fencing					£15,000.00
Pond Dipping Platform/Landscaping					£2,500.00
Total Committed					£17,500.00
Currently Uncommitted					£2,245.66

Report Prepared by Simon Ritson, Responsible Finance Officer, 21st July 2025

INCOME AND EXPENDITURE TO JUNE 2025										Notes						
Current Month (JUN)			Year to Date (APR-JUN)			Annual Budget	To/From EMRs	Restate Actual	Restate Variance							
Actual	Budget	Variance	Actual	Budget	Variance											
CENTRAL & GRANTS			TOTAL INCOME			625	700	75	257,991	257,552	-440	522,807	0	257,991	-440	
301	3001					0	0	0	2,645	2,720	75	2,720		2,645	75	
301	3002					58	120	62	313	360	47	2,807		313	47	
301	3008					0	0	0	0	0	0	1,023		0	0	
301	3009					535	333	-202	873	999	126	4,000		873	126	
301	3052					0	12	12	0	36	36	150		0	36	
301	3055					916	1,178	262	2,750	3,534	784	14,545		2,750	784	Unpaid leave
301	3056					0	0	0	1,122	0	-1,122	0		1,122	-1,122	Installation of Intruder Alarm
301	3060					62	62	0	187	186	-1	742		187	-1	
305	3001					0	0	0	2,495	2,080	-415	2,080		2,495	-415	
305	3002					160	250	90	543	810	267	4,460		543	267	
305	3008					0	0	0	0	0	0	360		0	0	
305	3009					323	300	-23	498	900	402	3,600		498	402	
305	3052					0	8	8	0	24	24	100		0	24	
305	3055					1,160	1,177	17	3,487	3,531	44	14,535		3,487	44	
305	3056					0	102	102	43	306	263	1,229		43	263	
305	3060					67	58	-9	202	174	-28	695		202	-28	
306	3001					0	0	0	3,124	2,602	-522	2,602		3,124	-522	
306	3002					-581	200	781	-406	900	1,306	5,464		-406	1,306	over accrual in previous year
306	3009					760	258	-502	877	774	-103	3,100		877	-103	
306	3010					0	167	167	0	501	501	2,000		0	501	
306	3020					170	242	72	510	726	216	2,907		510	216	
306	3052					0	8	8	0	24	24	100		0	24	
306	3056					101	372	271	141	1,116	975	4,460		141	975	
306	3060					193	164	-29	594	492	-102	1,973		594	-102	
306	8000					0	0	0	0	0	0	26,531		0	0	
PROPERTY			TOTAL EXPENDITURE			3,924	5,011	1,087	19,998	22,795	2,797	102,182	0	19,998	2,797	
301	1075					2,509	2,364	-145	7,436	7,092	-344	28,369		7,436	-344	
305	1075					2,242	2,192	-50	6,938	6,576	-362	26,302		6,938	-362	
PROPERTY			TOTAL INCOME			4,751	4,556	-195	14,374	13,668	-706	54,671	0	14,374	-706	

INCOME AND EXPENDITURE TO JUNE 2025			Current Month (JUN)			Year to Date (APR-JUN)			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		13,851	6,227	-7,624	281,290	272,633	-8,658	588,657	0	281,290	-8,658	Playground Repairs Playground Repairs
	GRAND TOTAL EXPENDITURE		44,798	43,489	-1,309	128,940	135,542	6,602	576,476	1,455	127,485	8,057	
	NET INCOME OVER EXPENDITURE		-30,947	-37,262	-6,315	152,350	137,091	-15,260	12,181	-1,455	153,805	-16,715	

ADJUSTMENT FOR EARMARKED RESERVES			Current Month (JUN)			Year to Date (APR-JUN)			EMRS	PER	Notes
		TOTAL INCOME		0	0	0	0	0			
408	6580	Play Equipment				1,455			350	1	
408	6580	Play Equipment				936			350	2	
		TOTAL EXPENDITURE	0	0	0	2,391	0	0			

RESTASTED AFTER ADJUSTING FOR EMR's	GRAND TOTAL INCOME	13,851	6,227	-7,624	281,290	272,633	-8,658	588,657
	GRAND TOTAL EXPENDITURE	44,798	43,489	-1,309	126,549	135,542	8,993	576,476
	NET INCOME OVER EXPENDITURE	-30,947	-37,262	-6,315	154,741	137,091	-17,651	12,181

received
29/5/25.

ITEM: 7



HORNDEAN PARISH COUNCIL

Grant Application Form

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

Name of Organisation making the application:

HOLY TRINITY BLENDWORTH

Name of Person to whom correspondence should be addressed:

VALERIE GRIFFITHS

Address for correspondence:

Payee for Grant and Bank Details:

Holy Trinity Blendworth

Email Address:

Daytime Tel:

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

CHURCH

Period of Grant:

1YR

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

UPKEEP OF THE CHURCH YARD

Amount of Grant applied for:

£1000.00

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

No

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

Donations, church collections on Sundays,
Fund raising

What age groups do you cater for?

ALL

Total Membership:

Where and when do you meet?

SUNDAYS AND WHEN REQUEST BY
MEMBERS OF THE PUBLIC

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):

TREASURER

Date: 29.5.25

For Horndean Parish Council use only

BCI Churches

Financial Activities

January - December 2024

	TOTAL
Income	
Charities	
Bishop Lent Appeal	796.30
Church of England Childrens Soc	31.00
Mothers Union (2)	185.47
Total Charities	1,012.77
Collection Plate (E56)	2,537.04
Donations (E58)	454.03
Anna Chaplaincy (E58)	290.56
Baptisms (E56)	582.76
Christmas Tree (E58)	74.50
Church Centre (E81)	472.00
Clothing Bank (E57)	500.00
Consumables(E58)	26.90
Funerals (E56)	637.66
In Memorium (E57)	3,000.00
Sum-up (E58)	522.47
Toddler Gp (E55)	250.00
Weddings (E56)	49.00
Total Donations (E58)	6,859.88
Fees (E92)	
Funeral	821.00
Weddings	457.00
Total Fees (E92)	1,278.00
Fund Raising(E88)	50.00
Bike Ride (E89)	200.00
Books & Puzzles	48.80
Cards (E88)	10.00
Church Coffee(E88)	473.57
Coffee Shop (E83)	1,050.00
Draw (E81)	770.00
Easy Fundraising(E89)	324.47
Fete E89	1,949.69
Raffle (E89)	300.00
Roof (E87)	1,016.10
Band Concert (E87)	765.50
Buy A Tile (E87)	120.00
Plants Sales (E87)	1,059.33
Total Roof (E87)	2,960.93
Shrove Tuesday (E89)	385.50
Table Tennis (E89)	245.00
Xmas Market (E89)	1,400.51
Total Fund Raising(E88)	10,168.47

BCI Churches

Financial Activities

January - December 2024

	TOTAL
Gift Aid Envelopes (E53)	1,198.90
Gift Aid Tax Refund (E51)	5,635.65
Regular Giving	0.00
Gift Aided (E53)	3,679.38
Non - Gift Aided (E52)	1,383.95
Parish Giving Scheme (E53)	11,461.83
Total Regular Giving	16,525.16
Revaluation of shares (E98)	1,501.97
Total Income	£46,717.84
TOTAL	£46,717.84
Expenditures	
Bank Service Charges (E130)	25.51
Charitable Giving	
Bishops Lent Appeal	796.00
C of E Childrens Soc	31.00
Mothers Union (1)	185.47
Total Charitable Giving	1,012.47
Church Running Expense	
Admin D128	2,666.87
Church Yard (D117)	1,301.45
Electricity (D114)	2,021.90
Fire Extinguishers (D115)	747.80
Insurance (D121)	3,882.98
Repairs (D115)	978.07
Total Church Running Expense	11,599.07
Fund Raising Expenses (D125)	316.57
Music (D113)	183.30
Organ	361.00
Organist	260.00
Total Music (D113)	804.30
Quota (D101)	39,722.00
Shared Admin	
Computer	0.00
Website	0.00
Total Computer	0.00
House For Duty	0.00
Licence	0.00
Misc (2)	0.00
Office Supplies	0.00
Parish Office	0.00
Photocopier	0.00
Telephone	0.00
Total Shared Admin	0.00

BCI Churches

Financial Activities

January - December 2024

	TOTAL
Worship	
Consumables (D109)	132.37
Total Worship	132.37
Total Expenditures	£53,612.29
NET OPERATING INCOME	£ -6,894.45
Other Income	
Interest Income	883.15
Total Other Income	£883.15
NET OTHER INCOME	£883.15
NET INCOME/(EXPENDITURE)	£ -6,011.30



HORNDEAN PARISH COUNCIL

Grant Application Form

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

Name Of Organisation Making Application:

The Parochial Church Council of All Saints Catherington
Reg Charity 1176928

Person to whom correspondence should be addressed: Reverend Richard Hutchins Role in the organisation: Vicar and chair of trustees.	Address for correspondence: The Vicarage 330 Catherington Lane Waterlooville PO8 0TD Email address: revrichardhutchins@gmail.com Daytime Tel:
Payee for Grant: Name of Bank: All Saints PCC Catherington Sort Code: Account Number:	

- What does the organisation do?
The PCC is the governing council for all activities of All Saints Parish Church; including worship, maintenance of premises (grade II* listed) and churchyard, community fellowship and fundraising.

- 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).
The grant is intended towards the cost of maintenance of the churchyard (please see accompanying letter). This historic site provides both a community facility and a nature reserve. Previous grants have covered the cost of maintaining the north and east sides of the churchyard. It is the intention to continue with this and also to include the cost of hedge and tree maintenance over the whole site. The PCC has allocated £2600 towards this for the year and asks HPC for a grant towards this total.

Please provide evidence of proposed spend e.g., quotes, estimates, minutes of meetings, photographs.

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? £ 2600 pa
- Amount of grant applied for from HPC. £ 1000
- Amounts from any other body (if yes please give details). £ nil
- Specify the balance and how will this be funded. £ 1600 - to be met from PCC funds.
- What will be the impact if the Grant is not given? The churchyard will become unkempt and overgrown.

- How else does the organisation raise income? (Give details of subscriptions, fund raising, etc.– continue on a separate sheet if necessary). All Saints is a parish church with income derived from voluntary regular giving and occasional donations. Some income derives from investments, other from fees for funerals and weddings (nb. The PCC does not benefit directly from these fees). No income derives from outside bodies (HPC grants excepted).
- What is the state of the organisation's current financial health? Please see accounts. Although appearing to have healthy capital reserves, these funds cannot be converted to routine revenue expenditure and are substantially designated for major capital outlay on the church building. The underlying trend is a deficit budget.
- Where relevant, what is the plan to replace or justify the need for grant funding for these goods or services in future years? All Saints' budget will remain dependent on the generosity of the congregation, visitors and (to the extent it is able to help) Horndean Parish Council.

What age groups are catered for?

All age groups.

Total Membership:

76 (as of May 2024)

Where and when does the organisation meet?

Regular Sunday and some weekday services, festivals and special services.

Please attach the following to your application:

- The organisation's most recent year's accounts - attached.
- The organisation's current business plan - as annual report, attached (not a business)
- The minutes of the organisation's last AGM or similar - attached
- Evidence of proposed Project spend - as stated

Signature of Responsible Person (e.g., Chair, Trustee, Leader): [R F Hutchins](#)

Date: 14 July 2025