



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 27 OCTOBER 2025 AT 6.30pm 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.

Sarah Guy
Interim Proper Officer

21 October 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 28 July 2025.
5. To receive and consider the Asset Register.
6. To receive and consider the quarter 2 Management Accounts for the period ending 30 September 2025.
7. To begin the formal 2026/27 Budget Process.
8. Proposal for revision of HPC Grant Scheme.
9. To receive and consider the Neonatal Leave Policy
The Neonatal Care (Leave and Pay) Act 2023 came into effect on April 6, 2025
10. To receive and consider the following grant applications:
 - Home-Start Butser- £500.00
 - Horndean Community Association - £1,000
 - Life Education Wessex & Thames Valley - £580
 - Horndean Technology College, Lunch Club - £250
11. To note the next meeting of the Finance and General Purposes Committee on the 08 December 2025.



HORNDEAN PARISH COUNCIL *Item 4*

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
MEETING HELD AT JUBILEE HALL ON
28 JULY 2025 AT 7:00 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:** One member of the public attended for part of the meeting.

F&GP 011/25/26 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr J Tyler.

F&GP 012/25/26 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 013/25/26 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

None in attendance at this stage.

F&GP 014/25/26 **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON THE
19 MAY 2025**

It was **RESOLVED** that the Minutes of the Finance and General Purposes Committee meeting held on the 19 May 2025, be signed as a true record of the meeting. All agreed.

F&GP 015/25/26 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS
FOR THE PERIOD ENDING 31 MAY 2025**

A report was circulated and a discussion took place. The Future Development EMR (£54,905), and the CIL NP (£2,245) balance remain unallocated to any specific project. Duly noted.

The Asset Register to be reviewed and returned to the next meeting of the Finance and General Purposes Committee on the 27 October 2025.

F&GP 016/25/26 **TO CONSIDER THE BUDGET SETTING PROCESS AND THE APPROPRIATE
TIMELINE**

The process was discussed and it was agreed that an additional Budget Workshop to be held on the 17 November 2025. The first draft of the budget to be presented to Members on the 22 September 2025, and to the Finance and General Purposes Committee on the 27 October 2025.

F&GP 017/25/26 TO RECEIVE AND CONSIDER THE FOLLOWING GRANT APPLICATIONS:

- Holy Trinity Blendworth Church - £1,000
- All Saints Church, Catherington - £1,000.

A discussion took place.

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

F&GP 018/25/26 TO NOTE THE NEXT MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 27 OCTOBER 2025

Duly noted.

Meeting concluded at 7:40 pm

.....
Chairman

.....
Dated



HORNDEAN PARISH COUNCIL

Item 5

FINANCE & GP MEETING: 27th October 2025

SUBJECT OF REPORT: Asset Register

The Joint Panel on Accountability and Governance (JPAG) contains the following with regards to fixed assets:

An asset register is the starting point for any system of financial control over tangible assets as it:

- facilitates the effective physical control over assets
- provides the information that enables the authority to make the most cost-effective use of its capital resources
- supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held
- forms a record of assets held for insurance purposes.

The key information needed in the asset register is: date of acquisition, cost of acquisition, useful life estimate and location.

Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. This minimum level is to be minuted and reviewed at least annually.

Assets should be first recorded in the asset register at their actual purchase cost.

Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register. For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

As at the end of the last financial year the total value of assets reported in the AGAR was £1,914,638 as per the summary below.

TOTAL ASSET REGISTER AS AT 31-03-2025									
Sht No.	Description	£££ at 31/3/24	Additions	Disposals	Transfers	£££ at 31/3/25	Change	%	Notes
1	Buildings & Land	£1,205,536.00	£0.00	£0.00	£0.00	£1,205,536.00	£0.00		
2	Jubilee Admin	£26,174.23	£474.00	£449.00	£0.00	£26,199.23	£25.00		
3	Jubilee Hall	£52,956.80	£0.00	£0.00	£0.00	£52,956.80	£0.00		
4	Napier Hall	£15,003.30	£0.00	£0.00	£0.00	£15,003.30	£0.00		
5	Machinery (Countryside Team)	£19,509.20	£270.23	£634.50	£0.00	£19,144.93	-£364.27		
6	Vehicles	£42,374.88	£0.00	£0.00	£0.00	£42,374.88	£0.00		
7	Playground Equipment	£202,871.19	£19,551.00	£31,270.02	£0.00	£191,152.17	-£11,719.02		
8	Street Furniture & Bins	£58,472.18	£19,381.38	£380.27	£0.00	£77,473.29	£19,001.11		
9	Gates and Fences	£29,521.83	£0.00	£0.00	£0.00	£29,521.83	£0.00		
10	War Memorials	£49,481.00	£0.00	£0.00	£0.00	£49,481.00	£0.00		
11	Other Surfaces	£186,217.00	£15,150.00	£900.00	£0.00	£200,467.00	£14,250.00		
12	Other	£2,635.75	£2,692.00	£0.00	£0.00	£5,327.75	£2,692.00		
	TOTAL	£1,890,753.36	£57,518.61	£33,633.79	£0.00	£1,914,638.18	£23,884.82	1.3%	

Currently, Horndean Parish Council has a threshold of £250 for an asset to be included on the register. This has been the value for the last ten years and it maybe appropriate to increase this.

If the threshold for an asset is increased any assets valued under this will be removed.

An audit is currently underway to verify the data contained within the asset register and the intention is to report back to the next Finance & General Purposes Meeting scheduled for December 8th.



HORNDEAN PARISH COUNCIL

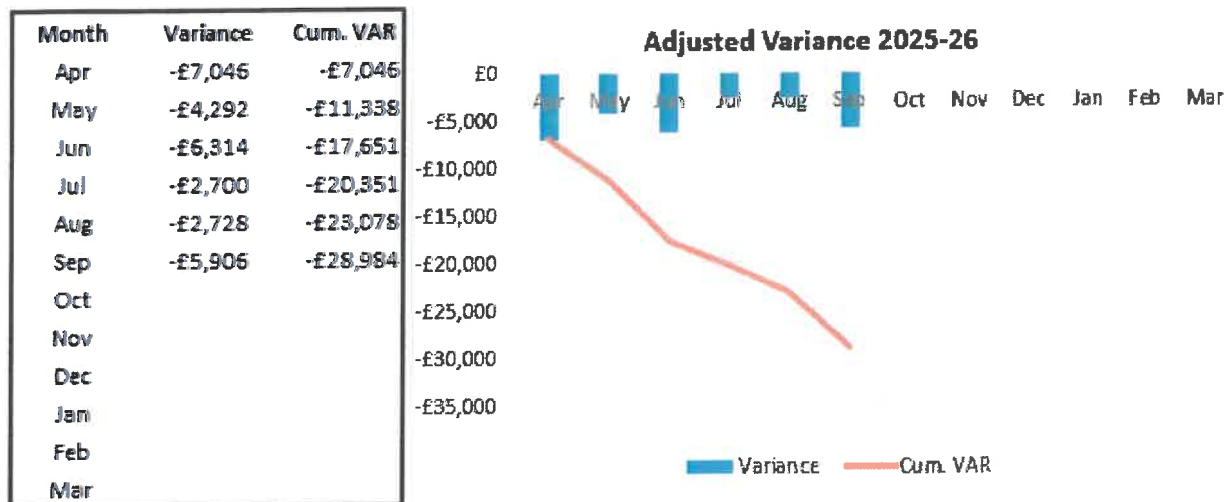
Item 6

FINANCE & GP MEETING: 27th October 2025

SUBJECT OF REPORT: Management Accounts Quarter 2 (April-September) 2025-26

Summary

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



Income & Expenditure (4-page spreadsheet attached)

The position at the end of September 2025 showed a favourable variance, after adjusting for earmarked reserve movements, of £28,984.

This breaks down to

1. A favourable variance against our income target of £17,296.
2. A favourable variance against our expenditure budget of £11,688.

30/09/2025	YEAR TO DATE INCOME			YEAR TO DATE EXPENDITURE		
	ACT	BGT	VAR	ACT	BGT	VAR
Central & Grants	518,674	518,507	-167	116,984	123,149	6,165
Property	28,232	27,336	-896	48,438	53,318	4,880
Open Spaces	19,234	3,001	-16,233	108,289	108,932	643
GRAND TOTAL	566,140	548,844	-17,296	273,711	285,399	11,688

Income:

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

- **Central:** No significant variances.
- **Property:** No significant variances.

- **Open Spaces:** £7,500 (Community Climate Action Fund) and a further £7,750 (Active Travel Grant) have been received from East Hampshire District Council for the Green Trail and Heritage Network.

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

- **Central:** Underspend on salaries (Clerk vacancy) and professional fees offsets the overspend on Health & Safety Equipment re the Speed Indicator Device.
- **Property:** Underspend on salaries, utilities (Jubilee Admin building) and security (Jubilee) offsets the overspend on security (Napier – alarm installation).
- **Open Spaces:** Favourable variance on Staffing (£7,699) and Tree Maintenance (£4,100), offset by the Green Trail Expenditure (£15,250) although this is fully grant funded.

Balance Sheet

Horndean Parish Council Balance Sheet to the end of September 2025	
Current Assets	£££
Debtors - Sales Ledger	4,838
Debtors - VAT Control A/C	6,515
Co-op No. 1 Account	338,147
Cambridge & Counties Account	218,849
Lloyds Bank Current Account	29,359
Total Current Assets	597,707
Current Liabilities	
Creditors	0
Accruals	7,231
Hall Income Deposits	600
Total Current Liabilities	7,831
Total Assets Less Current Liabilities	589,876

Current Assets

As at 30th September 2025, Current Assets, boosted by the second tranche of precept, totalled £597,707 with cash balances totalling £586,355.

Other outstanding debtors (£4,838) relate to September Hall hire. None are overdue.

Liabilities

As at 30th September 2025 Current Liabilities totalled £7,831.

This comprised of accruals (supplier invoices outstanding) of £7,231 and hall income deposits received that are due for return. (£600).

Reserves

Horndean Parish Council Reserves	SEP
Represented By :-	
General Funds	455,726
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	589,876

As at 30th September 2025, General Reserves stood at £455,726. There is a further £134,151 in Earmarked Reserves (EMR).

Community Infrastructure Levy (CIL)

Community Infrastructure Levy					
INCOME				EXPENDITURE	
Year	Banked	Elapse Date	£££	Expenditure	£££
2019-19	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 - Yoell's 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 30-09-25			£129,322.67	Total Expenditure at 30-09-25	£109,577.01
				Balance at 30-09-25	£19,745.66
				Fencing	£15,000.00
				Pond Dipping Platform/Landscaping	£2,500.00
				Total Committed	£17,500.00
				Currently Uncommitted	£2,245.66

A further £68,524 of CIL funding is due to be received in the next few weeks.

Green Trail & Heritage Network

The current position with regards to income and expenditure on the Green Trail and Heritage Network is shown in the table below.

Green Trail & Heritage Network Funding 2025-26										
Invoiced	Supplier	Details	Funding	DR	Paid	EHDC INV	Invoiced	Dated	Received	Paid
	East Hampshire DC	Active Travel Grant (via Hampshire CC)	£17,808.00							
19/05/2025	Urban Place Lab	Engagement Activities with Interest Groups		£7,500.00	10/06/2025	INV-80	£7,500.00	30/05/2025	£7,500.00	15/06/2025
	East Hampshire DC	Community Climate Action Fund	£12,000.00							
09/07/2025	Urban Place Lab	Green Trail Tasks 1 & 5		£3,000.00	04/08/2025	INV-85	£3,000.00	26/07/2025	£3,000.00	03/08/2025
09/07/2025	Urban Place Lab	Green Trail Tasks 2 & 3		£4,750.00	04/08/2025	INV-85	£4,750.00	26/07/2025	£4,750.00	03/08/2025
23/09/2025	Urban Place Lab	Green Trail Tasks 1 to 4		£9,000.00	14/10/2025	INV-87	£4,250.00	06/10/2025	£4,250.00	12/10/2025
23/09/2025	Urban Place Lab	Green Trail Tasks 2		£2,623.90	14/10/2025	INV-88	£7,373.90	06/10/2025		
	East Hampshire DC	UKSPF Active Travel Capital Project	£25,401.00							
		TOTAL	£55,209.00	£26,873.90			£26,873.90		£19,500.00	

Report Prepared by Simon Ritson, Responsible Finance Officer, 13th October 2025

INCOME AND EXPENDITURE TO SEPTEMBER 2025			Current Month (SEP)			Year to Date (APR-SEP)			Annual	To/From	Restate	Restate	Notes
			Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMRS	Actual	Variance	
201	2000	Admin Salaries	10,794	15,542	4,748	87,744	93,252	5,508	186,504		87,744	5,508	Clerk vacancy
201	2050	Staff Travel & Expenses	29	50	21	174	300	126	600		174	126	
201	2060	Staff Training	0	100	100	219	600	381	1,200		219	381	
201	2070	Medical / Health & Safety Exp.	71	50	-21	3,862	300	-3,562	600		3,862	-3,562	SID purchased
201	2920	Recruitment	0	92	92	0	552	552	1,110		0	552	
201	3052	Janitorial Supplies	61	167	106	645	1,002	357	2,000		645	357	
201	4011	IT Support	0	322	322	2,487	1,932	-555	3,866		2,487	-555	
201	4022	Postage	0	4	4	-6	24	30	48		-6	30	
201	4024	Printing	0	121	121	658	726	68	1,450		658	68	
201	4026	Stationery	25	120	95	428	720	292	1,440		428	292	
201	4029	Subscriptions	0	0	0	4,816	5,015	199	5,347		4,816	199	
201	4030	Audit	0	0	0	0	0	0	2,365		0	0	
201	4035	Professional Fees	764	675	-89	1,014	4,050	3,036	8,100		1,014	3,036	
201	4040	Insurance	10,033	9,914	-119	10,033	9,914	-119	9,914		10,033	-119	
201	4062	Public Events	201	25	-176	568	150	-418	8,397		568	-418	
201	4072	Members Expenses & Training	0	42	42	268	252	-16	500		268	-16	
201	4078	Office Equipment	0	50	50	0	300	300	600		0	300	
202	4079	Debit Card Fees	6	4	-2	23	24	1	48		23	1	
201	4080	Bank Fees	9	6	-3	51	36	-15	78		51	-15	
222	5010	Sundry Grants (Internal Grant)	0	0	0	4,000	4,000	0	7,000		4,000	0	
CENTRAL & GRANTS			21,993	27,284	5,291	116,984	123,149	6,165	241,167	0	116,984	6,165	
201	1000	Precept	255,452	255,451	-1	510,903	510,903	0	510,903		510,903	0	
201	1038	Councillor Contributions	0	0	0	0	0	0	0		0	0	
201	1049	CIL Neighbourhood Grant	0	0	0	0	0	0	0		0	0	
201	1060	Information Officer	0	0	0	3,404	3,404	0	3,404		3,404	0	
201	1080	Cabling Income	0	0	0	8	0	-8	0		8	-8	
201	1090	Interest Received	583	700	117	4,323	4,200	-123	8,400		4,323	-123	
201	1100	Recycling Income	0	0	0	36	0	-36	100		36	-36	
201	1110	Miscellaneous Income	0	0	0	0	0	0	0		0	0	
CENTRAL & GRANTS			256,035	256,151	116	518,674	518,507	-167	522,807	0	518,674	-167	

INCOME AND EXPENDITURE TO SEPTEMBER 2025			Current Month (SEP)			Year to Date (APR-SEP)			Annual Budget	To/From EMRs	Restate Actual	Restate Variance	Notes
			Actual	Budget	Variance	Actual	Budget	Variance					
301	2050	Staff Travel & Expenses	3	0	-3	7	0	-7	0		7	-7	
301	3001	Rates	0	0	0	2,645	2,720	75	2,720		2,645	75	
301	3002	Utilities	87	250	163	556	850	294	2,807		556	294	
301	3008	Licensing	0	0	0	808	1,023	215	1,023		808	215	
301	3009	Repairs and Maintenance	388	333	-55	1,356	1,998	642	4,000		1,356	642	
301	3052	Janitorial Supplies	0	12	12	0	72	72	150		0	72	
301	3055	Caretaker Salaries	947	1,212	265	5,685	7,273	1,588	14,545		5,685	1,588	unpaid leave
301	3056	Security	48	0	-48	1,430	0	-1,430	0		1,430	-1,430	installation of intruder alarm
301	3060	Telephones	106	62	-44	373	372	-1	742		373	-1	
305	3001	Rates	0	0	0	2,495	2,080	-415	2,080		2,495	-415	
305	3002	Utilities	125	350	225	1,050	1,660	610	4,460		1,050	610	
305	3008	Licensing	0	0	0	109	360	251	360		109	251	
305	3009	Repairs and Maintenance	230	300	70	1,517	1,800	283	3,600		1,517	283	
305	3052	Janitorial Supplies	0	8	8	0	48	48	100		0	48	
305	3055	Caretaker Salaries	1,208	1,211	3	7,233	7,269	36	14,535		7,233	36	
305	3056	Security	83	102	19	698	612	-86	1,229		698	-86	
305	3060	Telephones	111	58	-53	403	348	-55	695		403	-55	
306	3001	Rates	0	0	0	3,124	2,602	-522	2,602		3,124	-522	
306	3002	Utilities	197	400	203	10	1,700	1,690	5,464		10	1,690	over accrual in 2024-25
306	3009	Repairs and Maintenance	1,130	258	-872	2,821	1,548	-1,273	3,100		2,821	-1,273	
306	3010	Vandalism	0	167	167	0	1,002	1,002	2,000		0	1,002	
306	3020	Cleaning Salaries	176	242	66	1,037	1,452	415	2,907		1,037	415	
306	3052	Janitorial Supplies	0	8	8	0	48	48	100		0	48	
306	3056	Security	52	372	320	639	2,232	1,593	4,460		639	1,593	no patrols in summer 2025
306	3060	Telephones	372	164	-208	1,177	984	-193	1,973		1,177	-193	
306	8000	Loan Repayment	0	0	0	13,265	13,265	0	26,531		13,265	0	
PROPERTY TOTAL EXPENDITURE			5,263	5,509	246	48,438	53,318	4,880	102,182	0	48,438	4,880	
301	1075	Halls Income	2,298	2,364	66	13,859	14,184	325	28,369		13,859	325	
305	1075	Halls Income	2,441	2,192	-249	14,373	13,152	-1,221	26,302		14,373	-1,221	
PROPERTY TOTAL INCOME			4,739	4,556	-183	28,232	27,336	-896	54,671	0	28,232	-896	

INCOME AND EXPENDITURE TO SEPTEMBER 2025			Current Month (SEP)			Year to Date (APR-SEP)			Annual	To/From	Restate	Restate	Notes
			Actual	Budget	Variance	Actual	Budget	Variance	Budget	EMRs	Actual	Variance	
407	3002	Utilities	7	0	-7	41	0	-41	0		41	-41	
407	4035	Professional Fees	0	0	0	15,250	0	-15,250	0		15,250	-15,250	Green Trail Expenditure
407	6060	Hazleton Common	8	0	-8	42	0	-42	0		42	-42	
407	6160	Other Sites	0	92	92	0	552	552	1,110		0	552	
408	3001	Rates	0	0	0	1,110	1,166	56	1,166		1,110	56	
408	3150	War Memorials	0	205	205	0	205	205	205		0	205	
408	6130	Village Centre	0	0	0	151	882	731	882		151	731	
408	6160	Other Sites	0	100	100	80	600	520	1,200		80	520	
408	6180	Football Pitches Maintenance	125	50	-75	325	300	-25	600		325	-25	
408	6205	Car Parks	0	0	0	0	0	0	300		0	0	
408	6580	Play Equipment	983	1,000	17	3,457	6,000	2,543	12,000	1,455	2,002	3,998	
470	3060	Telephones	18	20	2	108	120	12	236		108	12	
470	4062	Public Events	0	50	50	0	300	300	600		0	300	
470	6500	Countryside Team Salaries	13,188	13,328	140	72,264	79,963	7,699	159,931		72,264	7,699	vacancy at the start of the financial year
470	6530	Dog Waste Bins	0	0	0	3,811	1,882	-1,929	1,882		3,811	-1,929	new bins purchased
470	6590	Materials & Equipment Maintenance	1,363	200	-1,163	3,666	1,200	-2,466	2,400		3,666	-2,466	
470	6592	Rangers Equipment Hire	268	100	-168	714	600	-114	1,200		714	-114	
470	6620	Vehicle Running Costs	762	438	-324	1,309	2,628	1,319	5,260		1,309	1,319	
470	6624	Waste Removal	382	400	18	2,265	2,400	135	4,800		2,265	135	
470	6636	Grass Cutting	0	0	0	0	0	0	19,083		0	0	
470	6638	Fencing	0	333	333	1,672	1,998	326	4,000		1,672	326	
470	6640	Training for Countryside Team	460	200	-260	1,491	1,200	-291	2,400		1,491	-291	
470	6648	Tree Work & Maintenance	800	1,000	200	1,900	6,000	4,100	12,000		1,900	4,100	
470	6650	Uniform for Countryside Team	0	52	52	700	312	-388	624		700	-388	
470	6651	Personal Protection Equipment	0	104	104	324	624	300	1,248		324	300	
COUNTRYSIDE			18,364	17,672	-692	110,680	108,932	-1,748	233,127	1,455	109,225	-293	
407	1005	HLS Payments	0	0	0	0	0	0	5,922		0	0	
407	1030	Rural Payments Scheme	0	0	0	894	925	31	1,850		894	31	
407	1035	Gatheringing Down	0	0	0	750	750	0	750		750	0	
407	1038	Councillor Contributions	990	0	-990	990	0	-990	0		990	-990	Grant for Waterproof Jackets
407	1055	Other Grants	0	0	0	15,250	0	-15,250	0		15,250	-15,250	Green Trail CCAF Funding
408	1025	Football Pitches	225	221	-4	1,350	1,326	-24	2,657		1,350	-24	
408	1038	Councillor Contributions	0	0	0	0	0	0	0		0	0	
408	1050	Developer's Contribution	0	0	0	0	0	0	0		0	0	
COUNTRYSIDE			1,215	221	-994	19,234	3,001	-16,233	11,179	0	19,234	-16,233	

INCOME AND EXPENDITURE TO SEPTEMBER 2025		Current Month (SEP)			Year to Date (APR-SEP)			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	261,989	260,928	-1,061	566,140	548,844	-17,296	588,657	0	566,140	-17,296	
	GRAND TOTAL EXPENDITURE	45,620	50,465	4,845	276,102	285,399	9,297	576,476	1,455	274,647	10,752	
	NET INCOME OVER EXPENDITURE	216,369	210,463	-5,906	290,038	263,445	-26,593	12,181	-1,455	291,493	-28,048	

ADJUSTMENT FOR EARMARKED RESERVES		Current Month (SEP)			Year to Date (APR-SEP)			EMRs	PER	Notes
408	6580			0	0	0	0	350	1	Playground Repairs Playground Repairs
408	6580							350	2	
	TOTAL EXPENDITURE	0	0	0	2,391	0	0			

RESTASTED AFTER ADJUSTING FOR EMR's	GRAND TOTAL INCOME	261,989	260,928	-1,061	566,140	548,844	-17,296	588,657	
	GRAND TOTAL EXPENDITURE	45,620	50,465	4,845	273,711	285,399	11,688	576,476	
	NET INCOME OVER EXPENDITURE	216,369	210,463	-5,906	292,429	263,445	-28,984	12,181	

HORNDEAN PARISH COUNCIL DRAFT BUDGET FOR 2026-27

Update

Following the budget workshop that was held on Monday 22nd September a number of adjustments were provisionally agreed. They are listed below.

REF	CHANGES BETWEEN VERSIONS 1 and 2	Change
1	Summer Event	2,500
2	Neighbourhood Plan Earmarked Reserve	10,000
3	Increase in Playground EMR	15,000
4	Increase in Vehicle Replacement EMR	15,000
5	Increase in Fencing EMR for Hazleton Common	15,000
6	Increase in Trees EMR	5,000
7	Jubilee Field EMR - Access Path to MUGA	5,000
8	Jubilee Field EMR - Walking/Running Path Feasibility Study	3,000
9	Jubilee Field EMR - HPC Support to MUGA construction	3,500
10	Jubilee Security	-2,000
11	Increase Hall Prices by 5%	-2,734
12	Reduce Additional Admin Support following re-structuring	-3,784
Total of Changes		65,482

Outstanding Data

We are still waiting for the following information that will inform the budget for 2026-27:

- **Hampshire Pension Fund** – Every three years an actuarial valuation of the Hampshire Pension Fund is undertaken and we are informed of the contribution for rate for the following three years. We should be in receipt of this data shortly.
- **Tax Base** – East Hampshire District Council will provide the figures for 2026-27 and historically these have been made available in mid to late November.

The narrative below is a repeat of the notes for the budget workshop updated where appropriate

General

The August 2025 (Month 5) management accounts have just been closed and the year to date position after adjusting for earmarked reserve is a £23.1k favourable variance.

With the current Clerk vacancy, this is forecast to increase to a likely full year underspend against budget of c£40k and a corresponding increase in reserves of c£28k.

This year, for the first time, I have not taken the liberty of amending the budget, other than with likely/known changes. I have instead included a table with possible adjustment to be discussed at the workshop.

Summary

The draft budget has been built from the bottom up by considering the full year income and expenditure for 2024-25 and year to date April to July for 2025-6.

The enclosed spreadsheets show the detailed back up to the budget and consists of the following pages:

1. **Summary.** The sheet summarises the data in the supporting documents. At the foot of the page, shaded grey, there is a grand total for income and expenditure and then proposed transfers out

of earmarked and general reserves. The tax base is assumed to be as per last year until we receive the data from East Hampshire District Council, resulting in a Band d precept value.

2. **Staffing.** Assumptions detailed later in this document.
3. **Reserves.** The funds are referenced in the first column and the columns are referenced A to G (in orange).
 - Column A shows the brought forward reserve levels as at 31st March 2025
 - Column B shows the levels of General and Earmarked Reserves at the end of August 2025.
 - Column C shows the forecast levels of General and Earmarked Reserves at the end of March 2026 extrapolated from the August 2025 management accounts. Obviously, these figures could go up or down.
 - Column D shows proposed changes in Earmarked Reserves agreed in a previous year.
 - Column E shows changes to Earmarked reserves provisionally agreed at the budget workshop.
 - Column F is to be used for a possible adjustment to general reserves in order to change the levels or to adjust a precept increase.
 - Column G shows the revised forecast levels of reserves and the number of months of running costs is shown in yellow as at 1st April 2026.
4. Detailed cost centre analysis (A3 documents). Cost Centre 201, 222, 301, 305, 306, 407, 408 and 470.

Precept

A reminder that the precept was increased by 8.2% last year.

Year	£££	Change	
		Annual	Cumulative
2013-14 Band D Precept	£80.05	n/a	n/a
2014-15 Band D Precept	£80.05	0.0%	0.0%
2015-16 Band D Precept	£72.04	-10.0%	-10.0%
2016-17 Band D Precept	£72.04	0.0%	-10.0%
2017-18 Band D Precept	£72.04	0.0%	-10.0%
2018-19 Band D Precept	£72.04	0.0%	-10.0%
2019-20 Band D Precept	£74.92	4.0%	-6.4%
2020-21 Band D Precept	£74.92	0.0%	-6.4%
2021-22 Band D Precept	£74.92	0.0%	-6.4%
2022-23 Band D Precept	£76.42	2.0%	-4.5%
2023-24 Band D Precept	£88.09	15.3%	10.0%
2024-25 Band D Precept	£91.97	4.4%	14.9%
2025-26 Band D Precept	£99.51	8.2%	24.31%

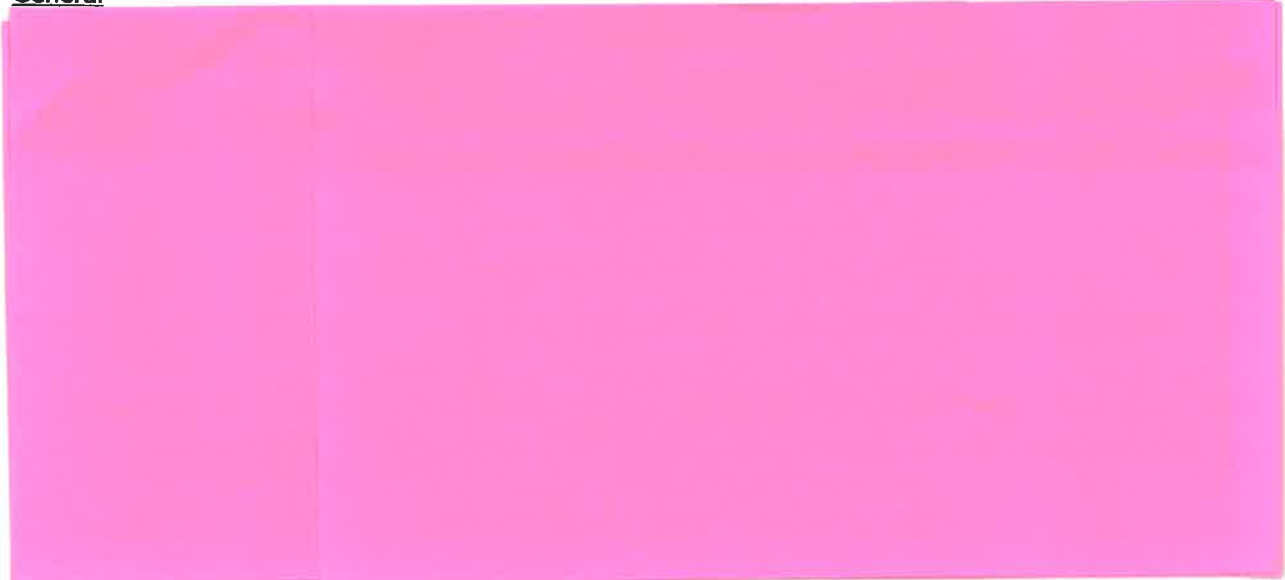
Note: A 1% increase in the precept, given the current tax base, would result in an additional c£5k in funds being generated.

1. Summary

As you can see on the Summary page, the result is a (draft) 15.56% precept increase, although this will increase when point 4 is discussed.

2. Staffing – not for public disclosure

General



This proposed new structure offers better office coverage and results in a saving of c£5.5k compared to the previous structure had it been in place. (c£2k)

3. Reserves

The forecast for levels of reserves as at 01.04.25 has been based on an extrapolation on the August 2025 management accounts.

It has been assumed that Earmarked Reserves will not be called upon during this financial year given the projected underspend.

However, we are aware that East Hampshire District Council are due to pass over £68,524 in CIL funds in October. I have also assumed that, as per the 25-26 budget, £17,500 of CIL will be used during the financial year (Fencing/Pond Dipping Platform)

The following assumptions have been made in the levels of income and expenditure in the remainder of the 2025-26 financial year

1. Hall income remains at the levels received between April and August until the end of the financial year.
2. Clerk vacancy Admin vacancy filled by January and one additional day of admin cover in the interim.
3. Planning post filled without a gap.
4. Costs of recruitment of Clerk.
5. Other categories of expenditure stay broadly in line with budget.

In previous budgets it had been the intention to increase some specific earmarked reserves over a time scale to reach a required level. This intention has been fed into Column D on the Reserves document and adds £6.5k to Earmarked reserve.

Column E has been populated with the adjustments discussed at the workshop.

Column F is available to adjust the level of General Reserves. £10,000 adds about ¼ month to the running costs held.

As can be seen the brought forward general reserves stood at £177,376 and this is forecast to increase to £204,821.

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

As can be seen the forecast level of general reserves, sits within the range directed, albeit on the lower end.

A reminder that the recommendation is to hold between 3 and 12 months. The smaller the Council the nearer to twelve months.

4. Cost Centre by Cost Centre Detailed Analysis

There is a sheet for each of the seven cost centres in the same format as previous years. This is for information only and has been discussed at the workshop.

5. How could the precept be reduced?

- A c£5k reduction in general (or earmarked) reserves would reduce the precept by c1%.

Timetable

- Full Council update – Monday 3rd November. (public)
- Budget Workshop - Monday 17th November.
- Finance & General Purposes Meeting – Monday 8th December. (public)
- The Budget is due to be signed off at Full Council on Monday 15th December. (public)



FINAL BUDGET 2026-27		SUMMARY						
Cost Centre Code	Cost Centre Name	FULL YR ACTUAL 2024-25	FULL YR BUDGET 2025-26	YTD ACT APR-JUL 2025-26	FULL YR BUDGET 2026-27	Change	%	Notes
201 222	Central Costs	222,505	234,167	74,035	236,493	2,326	0.99%	Reduction in interest rate
	Grants	3,770	7,000	2,000	7,000	0	0.00%	
	TOTAL EXPENDITURE	226,275	241,167	76,035	243,493	2,326	0.96%	
201	Central Costs	-23,526	-11,904	-6,551	-9,504	2,400	-20.16%	Increased security, defib
	TOTAL INCOME	-23,526	-11,904	-6,551	-9,504	2,400	-20.16%	
	NET EXPENDITURE	202,749	229,263	69,484	233,989	4,726	2.06%	
301 305 306	Napier Hall	29,829	25,988	9,868	28,426	2,439	9.38%	
	Jubilee Hall	25,332	27,059	9,682	27,853	794	2.93%	
	Jubilee Admin	46,264	49,137	5,805	49,319	183	0.37%	
	TOTAL EXPENDITURE	101,425	102,183	25,354	105,598	3,415	3.34%	
301 305	Napier Hall	-28,778	-28,369	-9,835	-29,788	-1,418	5.00%	
	Jubilee Hall	-24,320	-26,302	-9,679	-27,617	-1,315	5.00%	
	TOTAL INCOME	-53,098	-54,672	-19,514	-57,405	-2,734	5.00%	
	NET EXPENDITURE	48,326	47,511	5,840	48,193	682	1.43%	
407 408 470	Countryside Sites	42,760	1,110	15,303	1,110	0	0.00%	salaries
	Amenity Sites	86,880	16,353	4,006	16,331	-22	-0.14%	
	Other Open Spaces Costs	219,622	215,663	54,196	223,947	8,283	3.84%	
	TOTAL EXPENDITURE	349,263	233,126	73,505	241,387	8,261	3.54%	
407 408	Countryside Sites	-44,506	-8,522	-16,000	-8,522	0	0.00%	
	Amenity Sites	-17,135	-2,657	-900	-2,657	0	0.00%	
	TOTAL INCOME	-61,640	-11,179	-16,900	-11,179	0	0.00%	
	NET EXPENDITURE	287,623	221,948	56,605	230,209	8,261	3.72%	
Open Spaces	GRAND TOTAL EXPENDITURE	676,963	576,478	174,894	590,479	14,002	2.43%	see 'Reserves'
	GRAND TOTAL INCOME	-138,264	-77,754	-42,965	-78,088	-334	0.43%	
	GRAND NET EXPENDITURE	538,698	498,723	131,929	512,391	13,668	2.74%	
	EARMARKED RESERVES		12,180		78,000	65,820	540.39%	
	GENERAL RESERVES		0		0	0		to be updated
	GRAND TOTAL		510,903		590,391	79,487	15.56%	
	Precept		510,903		590,391			
	Tax Base		5,153.20		5,153.20			
2025-26 / 2026-27 Band d precept			£99.14		£114.57	15.56%		



RESERVES

Code	RESERVES	A B/F Mar-25	B AUG Aug-25	C Q4 FCAST Mar-26	D Other Adj.	E Other Adj.	F General Adj.	G Forecast Apr-26	Notes
310	GENERAL RESERVES	177,376	239,353	204,821				204,821	
		177,376	239,353	204,821	0	0	0	204,821	
	No. of Months Running Costs							4.8	Forecast GR at 01/04/26 divided by Net Expenditure Budget (Expenditure less income)
	No. of Months Running Costs							4.2	Forecast GR at 01/04/26 divided by Expenditure Budget
	EARMARKED FUNDS								
325	IT Equipment EMR	0	1,000	1,000	1,000			2,000	building reserve back at £1,000 per annum
326	Vehicle Replacement EMR	10,000	15,000	15,000	5,000	15,000		35,000	build reserve to level to purchase new vehicle
328	Jubilee Hall Improvements EMR	7,800	2,500	2,500				2,500	
329	Napier Hall Improvements EMR	2,000	2,500	2,500				2,500	
334	The Granary Maintenance EMR	2,000	2,000	2,000				2,000	
338	Lith Avenue/Lane EMR	3,000	3,000	3,000				3,000	
341	Playground Fund EMR	2,500	12,500	12,500		15,000		27,500	increase annually for planned renewals/maintenance
342	Grounds Equipment EMR	2,500	2,500	2,500				2,500	
343	Legal Costs EMR	4,000	4,000	4,000				4,000	
346	Fencing EMR	4,000	4,000	4,000		15,000		19,000	
347	Tree Maintenance EMR	4,000	8,000	8,000		5,000		13,000	
348	LychGate Repairs EMR	2,000	2,500	2,500	500			3,000	
350	Community Infrastructure Levy EMR	22,137	19,746	70,770				70,770	increased pa by £500 to reach £5k for possible for repair works in 2027/28
354	Future Development Facilities EMR	54,905	54,905	54,905				54,905	Includes £68,524 due in October 2025, expenditure committed as per July 2025 accounts
355	Green Trail & Heritage Network EMR	0	0	0				0	could be reallocated into other EMR's
TBC	Neighbourhood Plan EMR					10,000		10,000	building reserve up to £40,000 at £10,000 per annum
TBC	Jubilee Field Improvements EMR					11,500		11,500	Access path to MUGA (£5,000), Running Track Feasibility Study (£3,000), plus £3,500 to support MUGA
	TOTAL OF EARMARKED FUNDS	122,462	134,151	185,175	6,500	71,500	0	263,175	
	GRAND TOTAL	299,838	373,504	389,996	6,500	71,500	0	467,996	
	No. of Months Running Costs								
	No. of Months Running Costs							11.0	Forecast Total Reserves at 01/04/26 divided by Net Expenditure Budget
								9.5	Forecast Total Reserves at 01/04/26 divided by Expenditure Budget

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

COST CENTRE : 201											
COST CENTRE : FINANCE AND GENERAL PURPOSES											
Ref	CC	Nominal	Description	Additional Information	FULL YR ACTUAL 2024-25	FULL YR BUDGET 2025-26	YTD ACT APR-JUL 2025-26	FULL YR BUDGET 2026-27	Change	Infl.	Notes
43	FIXED		CAMPAIGN TO PROTECT RURAL	Annual Membership	0	60		60	0	0%	
44	FIXED		CHARTERED MANAGEMENT INSTITUTE	Annual Membership Subscription	210	235		221	-14	5%	
45	FIXED		HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS	Annual Affiliation Fee	1,937	2,000	1,988	2,048	48	3%	
46	FIXED		HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS	Annual HR Consultancy Fee	0	210	210	221	11	5%	
47	FIXED		INFORMATION COMMISSIONER'S OFFICE	Annual Data Protection Fee	35	35	47	49	14	5%	
48	FIXED		RUALTAS BUSINESS SOLUTIONS LTD	Bookings - Annual Support	444	460	472	496	36	5%	
49	FIXED		RUALTAS BUSINESS SOLUTIONS LTD	Finance: Mgt Accts, Annual Btgs (1-5 users)	555	570	589	618	48	5%	
50	FIXED		RUALTAS BUSINESS SOLUTIONS LTD	Finance: Phased Budgets (1-5 users)	222	230	235	247	17	5%	
51	FIXED		RUALTAS BUSINESS SOLUTIONS LTD	Finance: Sales Ledger (1-5 users)	222	230	235	247	17	5%	
52	FIXED		RUALTAS BUSINESS SOLUTIONS LTD	Finance: Purchase Ledger (1-5 users)	222	230	235	247	17	5%	
53	FIXED		SOCIETY OF LOCAL CLERKS	Full Membership SLCC	501	520	505	530	10	5%	
54	FIXED		SOCIETY OF LOCAL CLERKS	Chief Officer - Membership Fee	0	37		39	2	5%	
55	FIXED		SEE EMPLOYERS	Associate Membership: 1Apr-31Mar	280	290	300	315	25	5%	
56	FIXED		VISION ICT	VisionICT Annual Website Hosting	211	240		350	110	5%	New contract. TBC.
	201	4030	Audit		5,396	5,347	4,816	6,239	893		
57	FIXED		AUDITING SOLUTIONS LTD	Internal Audit	1,040	1,000	0	1,092	92	5%	
58	FIXED		PKF LITTLEJOHN/AN OTHER	External Audit	1,365	1,365	0	1,365	0	5%	fixed amount based on turnover
	201	4035	Professional Fees		2,405	2,365	0	2,457	92		
59	FIXED		MACKARNESS & LUNT SOLICITORS	Deeds Storage Charge	0	110	0	116	6	5%	
60	FIXED		WATLING & HIRST LTD	Payroll Services	960	990	250	1,030	40	5%	
61	VARIABLE		HM LAND REGISTRY	Land Searches	12	0	0	0	0		
62	VARIABLE		GLANVILLES	Property	0	3,500	0	3,500	0	0%	
63	NON RECURRING		SPORTS & PLAY CONSULTING LTD	Tender Fee for Jubilee Play Area	1,250		0	0	0		
64	NON RECURRING		HAMPSHIRE COUNTY COUNCIL	STD Application Fee	270		0	0	0		
65	NON RECURRING		SOCIETY OF LOCAL CLERKS	Job Evaluation Process	4,806	3,500	0	0	-3,500		
	201	4040	Insurance		7,298	8,100	250	4,646	-3,454		
66	FIXED		ZURICH	Parish Council (Rural) - Agricultural Vehicles	1,639	1,689	0	1,807	119	10%	Based on 2024 actual + 2 years Inflation
67	FIXED		ZURICH		7,986	8,225	0	8,804	579	10%	Based on 2024 actual + 2 years Inflation
	201	4062	Public Events		9,625	9,914	0	10,612	698		
68	VARIABLE		OTHER	Catering (Milk, Coffee, Volunteers Party etc)	377	300	167	300	0	0%	
			Summer Event (11 July 2026)								
			TBC								
69			Remembrance Day (November)					2,500	2,500	0%	New Summer Event
70	FIXED		SOUND ADVICE INSTALLATIONS	PA System	998	1,027	0	1,100	72	5%	
71	FIXED		ROYAL BRITISH LEGION	Wreaths	80	82	0	88	6	5%	
72	FIXED		ROYAL BRITISH LEGION INDUSTRIES	Popples for Lamp posts	138			152	152	5%	
73	FIXED		EAST HAMTS DISTRICT COUNCIL	Printing Services	168	100	0	185	85	5%	
74	FIXED		CHEVRON TRAFFIC MANAGEMENT	Traffic Management	4,765	4,599	0	4,702	103	5%	
75			Carol Service (December)								
76	FIXED		SOUND ADVICE INSTALLATIONS	PA System	606	624	0	661	44	5%	Based on 2024 actual + 2 years Inflation
77	VARIABLE		OTHER	Sweets & Glowsticks for Children	20	30	0	22	-8	5%	
78	VARIABLE		OTHER	Christmas Decorations	0	35	0	40	5		
79	VARIABLE		SCOTTISH AND SOUTHERN ENERGY	Christmas Lighting	70	128	0	77	-51	5%	
80	FIXED		ST JOHN AMBULANCE	First Aid	114	118	0	126	8	5%	
81	FIXED		THE CHRISTMAS DECORATORS	Fir Tree and Lights/Star for Christmas Tree	1,285	1,300	0	1,860	560	5%	Based on 2024 actual + 2 years Inflation
82	FIXED		EAST HAMTS DISTRICT COUNCIL	Printing Services	178	54	0	196	142	5%	New Quote
					8,298	8,397	167	12,016	3,619		

P22

COST CENTRE : 222		COST CENTRE : GRANTS		Description		Additional Information		FULL YR ACTUAL 2024-25	FULL YR BUDGET 2025-26	YTD ACT APR-JUL 2025-26	FULL YR BUDGET 2026-27	Change	Notes
Ref	CC	Nominal											
1	222	5010			Sundry Grants (Internal Grant)		3,770	7,000	2,000	7,000	0		
					TOTAL EXPENDITURE		3,770	7,000	2,000	7,000	0		

222	5010	Sundry Grants (Internal Grant)											
2	VARIABLE				CITIZENS ADVICE BUREAU		1,000			1,000		0	
3	VARIABLE				HOMESTART BUTSER		470					0	
4	VARIABLE				HORDEAN TECHNOLOGY COLLEGE		300					0	
5	VARIABLE				THE KINGS ARMS (YOUTH PROJECT)		1,000					0	
6	VARIABLE				HORDEAN COMMUNITY ASSOCIATION		1,000					0	
7	VARIABLE				FRIENDS OF HORDEAN PARISH FOOTPATHS				1,000			0	
8	VARIABLE											0	
9	VARIABLE				OTHER			7,000			7,000	0	
							3,770	7,000	2,000	7,000	0		

COST CENTRE : 301				Additional Information		FULL YR ACTUAL 2024-25	FULL YR BUDGET 2025-26	YTD ACT APR-JUL 2025-26	FULL YR BUDGET 2026-27	Change	Notes
Ref	CC	Nominal	Description								
1	301	1050	Developer's Contribution			-2,800	0	0	0	0	Raise Prices by 5% and assume activity remains the same
2	301	1075	Halls Income			-25,978	-28,369	-9,835	-29,788	-1,418	
			TOTAL INCOME			-28,778	-28,369	-9,835	-29,788	-1,418	
3	301	2050	Staff Travel & Expenses			27	0	0	0	0	See Below for Detail
4	301	3001	Rates			2,645	2,720	2,645	2,720	0	
5	301	3002	Utilities			2,273	2,807	390	2,700	-107	
6	301	3008	Licensing			994	1,023	808	832	-191	See Below for Detail
7	301	3009	Repairs and Maintenance			14,085	4,000	946	5,120	1,120	See Below for Detail
8	301	3062	Janitorial Supplies			0	150	0	150	0	See Below for Detail
9	301	3065	Caretaker Salaries			9,076	14,545	3,639	15,265	720	See STAFF sheet
10	301	3066	Security			21	0	1,192	870	870	See Below for Detail
11	301	3060	Telephones			709	742	249	769	26	See Below for Detail
			TOTAL EXPENDITURE			29,829	25,988	9,868	28,436	2,439	
			TOTAL NET			1,051	-2,382	33	-1,362	1,020	

12	301	1075	Halls Income			-7,303		-2,523		0	P24
13		VARIABLE	HORNDEAN BAPTIST CHURCH			-3,399		-1,136		0	
14		VARIABLE	LOVEDAN KARATE CLUB			-1,861		-701		0	
15		VARIABLE	AMS4FITNESS			-2,086		-423		0	
16		VARIABLE	FIONA BIRD DOG TRAINING			-857				0	
17		VARIABLE	PRIVATE BOOKING (CASUALS)			583				0	
18		VARIABLE	MESSY MADNESS			-545				0	
19		VARIABLE	AHK DRAMA			-2,421		-946		0	
20		VARIABLE	HOMESTART BUTSER			-1,619		-526		0	
21		VARIABLE	JIGGY WRIGGLERS			-1,255		-896		0	
22		VARIABLE	HOMESTEAD DOG TRAINING (BARK & RIDE)			552				0	
23		VARIABLE	EAST HAMPSHIRE DISTRICT COUNCIL			-834				0	
24		VARIABLE	HORNDEAN DRAMA GROUP			-539				0	
25		VARIABLE	BUTSER LACE			0		-876		0	
26		VARIABLE	KINGS ARMS YOUTH PROJECT			-2,068	-20,369	-1,809	-28,369	0	
			OTHER (<£500)			-25,943	-28,369	-9,835	-28,369	0	
27	301	3001	Rates			2,645	2,720	2,645	2,720	0	2025-26 actual + 3% Inflation
		FIXED	EAST HANTS DISTRICT COUNCIL			2,645	2,720	2,645	2,720	0	
28	301	3002	Utilities			1,066	1,200	89	1,200	0	
29		FIXED	SCOTTISH AND SOUTHERN ENERGY			1,114	1,300	243	1,300	0	
30		FIXED	SCOTTISH AND SOUTHERN ENERGY			93	307	58	200	-107	
			CASTLE WATER			2,273	2,807	390	2,700	-107	
31	301	3008	Licensing			994	1,023	808	832	-191	Based on 25-26 actual +3% Inflation
		VARIABLE	PPL PMS LTD			994	1,023	808	832	-191	
32	301	3009	Repairs and Maintenance			345	289	0	383	94	Based on 25-26 actual plus inflation at 3%
33		FIXED	SOUTHERN FIRE PROTECTION			642	615	164	676	62	
34		FIXED	INITIAL WASHROOM HYGIENE			463	413	100	425	12	
35		VARIABLE	ULTRA PURE			349	137	169	152	15	
36		VARIABLE	BRITISH MAIDS/BLITZ N GLITZ			263	0	0	0	0	
37		VARIABLE	GAS CONTRACTING SERVICES			444	0	403	0	0	
38		VARIABLE	SEAN MASON ELECTRICS			120	0	0	0	0	
39		VARIABLE	FSGR			8,350	0	0	0	0	
40		VARIABLE	MD PAYNE ROOFING			2,547	0	0	0	0	
41		VARIABLE	KB ELECTRICS			562	2,547	0	0	0	to include new Debt (£920)
			OTHER			14,085	4,000	946	5,120	1,120	

[illegible]

COST CENTRE : 305											
COST CENTRE : JUBILEE HALL				Additional Information		FULL YR ACTUAL 2024-25	FULL YR BUDGET 2025-26	YTD ACT APR-JUL 2025-26	FULL YR BUDGET 2026-27	Change	Notes
Ref	CC	Nominal	Description								
1	305	1075	Halls Income			-24,320	-26,302	-9,679	-27,617	-1,315	Raise Prices by 5% and assume activity remains the same
			TOTAL INCOME			-24,320	-26,302	-9,679	-27,617	-1,315	
2	305	2050	Staff Travel & Expenses			0	0	0	0	0	
3	305	3001	Rates			2,017	2,080	2,495	2,570	490	See Below for Detail
4	305	3002	Utilities			3,866	4,460	706	4,191	-269	See Below for Detail
5	305	3008	Licensing			350	360	109	112	-248	See Below for Detail
6	305	3009	Repairs and Maintenance			5,871	3,600	1,287	3,600	0	See Below for Detail
7	305	3052	Janitorial Supplies			0	100	0	100	0	
8	305	3055	Caretaker Salaries			11,912	14,535	4,647	15,200	665	See 'STAFF' sheet
9	305	3056	Security			569	1,229	169	1,249	20	See Below for Detail
10	305	3060	Telephones			745	695	269	810	136	See Below for Detail
			TOTAL EXPENDITURE			25,332	27,059	9,682	27,853	794	
			TOTAL NET			1,012	756	3	235	-521	
	305	1075	Halls Income								
11	VARIABLE		SLIMMING WORLD			-9,748		-3,686		0	
12	VARIABLE		BUZY BEE QUILTERS			6,244		-2,330		0	
13	VARIABLE		JIGGY WRIGGLERS			-1,258		-643		0	
14	VARIABLE		PRIVATE			2,725		-1,040		0	
15	VARIABLE		AMBCT			-526		-827		0	
16	VARIABLE		HORNDEN POSITIVE LIVING			-981		-504		0	
17	VARIABLE		BURLESQUE			-881				0	
18	VARIABLE		EAST HAMPSHIRE DISTRICT COUNCIL			-507				0	
19	VARIABLE		U3A			919				0	
20	VARIABLE		OTHER (<£500)			-530	-26,302	-641	-26,302	0	
						-24,320	-26,302	-9,679	-26,302	0	
21	305	3001	Rates			2,017	2,080	2,495	2,570	490	2025-26 actual + 3% Inflation
	FIXED		EAST HANTS DISTRICT COUNCIL			2,017	2,080	2,495	2,570	490	
22	305	3002	Utilities								
22	FIXED		SCOTTISH AND SOUTHERN ENERGY			2,549	3,134	266	3,134	0	
23	FIXED		CASTLE WATER-JUBILEE			495	498	166	397	-101	
24	FIXED		BUSINESS STREAM - JUBILEE HALL			822	827	275	660	-168	
						3,866	4,460	706	4,191	-269	
25	305	3008	Licensing								
	FIXED		PPL PRS LTD			350	360	109	112	-248	2025-26 actual + 3% Inflation
						350	360	109	112	-248	
26	305	3009	Repairs and Maintenance								
27	FIXED		CATHEDRAL LEASING LIMITED			897	977	449	1,006	29	Based on 25-26 actual +3% Inflation
28	FIXED		ULTRA PURE			403	333	100	413	79	
29	VARIABLE		BLITZ & GLITZ/GREEN FOX			68	0	101	0	0	
30	VARIABLE		AMBASSADOR CLEANING				554		615	61	
31	VARIABLE		KB ELECTRICS			740			0	0	
32	VARIABLE		OTHER			1,591	1,380	117	1,566	186	
33	VARIABLE		SOUND ADVICE INSTALLATIONS			245	0	519	0	0	
	NON RECURRING		ERIC JACKSONS LTD			1,928			0	0	
						5,871	3,244	1,287	3,600	356	
	305	3056	Security								
34	FIXED		FOCUS GROUP LIMITED			239	245	64	265	20	Based on 25-26 actual +3% Inflation
35	FIXED		GOLDCREST SECURITY					105			
36	FIXED		FORWARD CONTROL UK				680		680	0	split 50:50 with CC305
37	FIXED		FORWARD CONTROL UK			330	304		304	0	
			OTHER			0					
						569	1,229	169	1,249	20	
39	305	3060	Telephones								
39	FIXED		VODAFONE/LYCA MOBILE			250	187	92	285	98	Based on 25-26 actual +3% Inflation
40	FIXED		FOCUS GROUP LIMITED			495	507	176	545	38	
						745	695	269	830	136	

COST CENTRE : 306										Additional Information	FULL YR ACTUAL 2024-25	FULL YR BUDGET 2025-26	YTD ACT APR-JUL 2025-26	FULL YR BUDGET 2026-27	Change	Notes
COST CENTRE : JUBILEE ADMIN																
Ref	CC	Nominal	Description													
1	306	3001	Rates							2,478	2,602	3,124	3,218	616	See Below for Detail	
2	306	3002	Utilities							5,241	5,464	-329	5,402	18		See Below for Detail
3	306	3009	Repairs and Maintenance							3,399	3,100	1,399	4,120	1,020		
4	306	3010	Vandalism							0	2,000	0	2,000	0	See 'STAFF' sheet	
5	306	3020	Cleaning Salaries							1,826	2,907	681	3,040	133		See Below for Detail
6	306	3052	Janitorial Supplies							0	100	0	100	0		
7	306	3056	Security							4,847	4,460	141	2,460	-2,000	See Below for Detail	
8	306	3060	Telephones							1,942	1,973	788	2,368	395		See Below for Detail
9	306	8000	Loan Repayment							26,531	26,531	0	26,531	0		
TOTAL EXPENDITURE										46,264	49,137	5,805	49,319	183		

COST CENTRE : 407				COST CENTRE : COUNTRYSIDE SITES				Additional Information				Change				Notes	
Ref	CC	Nominal	Description	FULL YR ACTUAL 2024-25	FULL YR BUDGET 2025-26	YTD ACT APR-JUL 2025-26	FULL YR BUDGET 2026-27										
1	407	1005	HLS Payments	-5,916	-5,922	0	-5,922					0					as per Natural England Agreement
2	407	1030	Rural Payments Scheme	-1,862	-1,850	0	-1,850					0					
3	407	1035	Catherington Down	-750	-750	-750	-750					0					
4	407	1038	Councillor Contributions	979	0	0	0					0					
5	407	1050	Developer's Contribution	0	0	0	0					0					
6	407	1055	Other Grants	-35,000	0	-15,250	0					0					
7	407	1110	Miscellaneous Income	0								0					
			TOTAL INCOME	-44,506	-8,522	-16,000	-8,522					0					
8	407	3002	Utilities	107	0	26	0					0					
9	407	3056	Security	0	0	0	0					0					
10	407	3100	Granary	0	0	0	0					0					Mobile Patrols Five Heads
11	407	4035	Professional Fees	20,673	0	15,250	0					0					Consultancy Advice
12	407	6010	Catherington Down	0	0	0	0					0					
13	407	6020	Catherington Lith	17,793	0	0	0					0					
14	407	6030	Catherington Pond	0	0	0	0					0					
15	407	6040	Causeway Copse	0	0	0	0					0					Pond Dipping Platform/Landscaping from CIL
16	407	6050	Dell Piece	0	0	0	0					0					
17	407	6054	Downs Park	0	0	0	0					0					Installation of Water Trough
18	407	6060	Hazleton Common	0	0	0	0					0					
19	407	6070	Jubilee Field	47	0	26	0					0					Footpath Walkways (CIL Funded)
20	407	6090	Old School Field	1,056	0	0	0					0					Benches (Grant Funded)
21	407	6110	Parsonage Field	0	0	0	0					0					
22	407	6115	Five Heads Recreation Ground	0	0	0	0					0					Benches (Grant Funded)
23	407	6140	Wagtail Copse	0	0	0	0					0					
24	407	6150	Yoells Copse	0	0	0	0					0					
25	407	6160	Other Sites	3,085	1,110	0	1,110					0					
			TOTAL EXPENDITURE	42,760	1,110	15,303	1,110					0					centralised budget
			TOTAL NET	-1,745	-7,412	-697	-7,412					0					

P28

26	407	1005	HLS Payments	-5,916	-5,922	0	-5,922					0					Grant reduced as no longer covers Woodlands (tbc)
		FIXED	RURAL PAYMENTS AGENCY	-5,916	-5,922	0	-5,922					0					
27	407	1030	Rural Payments Scheme	-1,862	-1,850	0	-1,850					0					variable claim, funding reducing
		VARIABLE	RURAL PAYMENTS AGENCY	-1,862	-1,850	0	-1,850					0					
28	407	1035	Catherington Down	-750	-750	-750	-750					0					
		FIXED	HAMPSHIRE COUNTY COUNCIL	-750	-750	-750	-750					0					
29	407	1038	Councillor Contributions	-979													
		NON RECURRING	EAST HAMTS DISTRICT COUNCIL	-979								0					
30				-979	0	0	0					0					
31	407	1055	Other Grants	-35,000								0					
		NON RECURRING	EAST HAMTS DISTRICT COUNCIL	-35,000								0					
			TOTAL NET	-35,000	0	-15,250	0					0					

COST CENTRE : 408				Additional Information					Notes	
COST CENTRE : AMENITY SITES										
Ref	CC	Nominal	Description	FULL YR ACTUAL 2024-25	FULL YR BUDGET 2025-26	YTD ACT APR-JUL 2025-26	FULL YR BUDGET 2026-27	Change		
1	408	1025	Football Pitches	-2,439	-2,657	-900	-2,657	0	Raise Prices?	
2	408	1038	Councillor Contributions	0	0	0	0	0		
3	408	1049	CIL Neighbourhood Grant	0	0	0	0	0		
4	408	1050	Developer's Contribution	-14,696	0	0	0	0		
			TOTAL INCOME	-17,135	-2,657	-900	-2,657	0		
5	408	3001	Rates	1,110	1,166	1,110	1,144	-22		
6	408	3099	Lith Av/Lith Lane/Cath Rd Pond	0	0	0	0	0		
7	408	3010	Vandalism	0	0	0	0	0		
8	408	3150	War Memorials	195	205	0	205	0	Annual Clock Service	
9	408	6052	Deep Dell	0	0	0	0	0		
10	408	6054	Downs Park	0	0	0	0	0		
11	408	6070	Jubilee Field	0	0	0	0	0		
12	408	6050	Dell Piece	3	0	0	0	0		
13	408	6115	Five Heads Recreation Ground	1,445	0	0	0	0	Noticeboard	
14	408	6120	St Giles Churchyard	0	0	0	0	0		
15	408	6206	Bus Shelters	0	0	0	0	0		
16	408	6130	Village Centre	394	882	151	882	0		
17	408	6160	Other Sites	11	1,200	80	1,200	0		
18	408	6180	Football Pitches Maintenance	55	600	200	600	0		
19	408	6205	Car Parks	0	300	0	300	0		
20	408	6580	Play Equipment	83,667	12,000	2,465	12,000	0		
			TOTAL EXPENDITURE	86,880	16,353	4,006	16,331	-22		
			TOTAL NET	69,745	13,696	3,106	13,674	-22		

P29

21	407	1025	Football Pitches	-1,256	-1,328	-460	-1,328	0		
22		FIXED	HORNDEAN HAWKS	-1,183	-1,328	-440	-1,328	0		
		FIXED	HORNDEAN FC	-2,439	-2,657	-900	-2,657	0		
	408	3001	Rates	1,110	1,166	1,110	1,144	-22	2025-26 actual + 3% inflation	
23		FIXED	EAST HAMTS DISTRICT COUNCIL	1,110	1,166	1,110	1,144	-22		
	408	6180	Football Pitches Maintenance	55	600	200	600	0		
24		VARIABLE	ALSOWLS/RIGBY TAYLOR	55	600	200	600	0		
25	NON RECURRING		Top Soil			200		0		
26	NON RECURRING		Football Pitch Survey					0		
			Overseeding of the Football Pitches					0		
	408	6560	Play Equipment	55	600	200	600	0		
27	FIXED		PLAYSAFETY LTD	560	588		600	12		
28	NON RECURRING		TIMBERPLAY LTD	25,000	0		0	0		
29	NON RECURRING		SAWSCAPES PLAY LTD	46,778	0		0	0	Funded from EMR	
30	NON RECURRING		SPORTS & PLAY CONSULTING LTD	1,250	0		0	0		
31	VARIABLE		OTHER	10,079	11,412	2,465	11,400	-12	Increase?	
			General Repairs and Equipment replacement	83,667	12,000	2,465	12,000	0		

Item 8

**Horndean Parish Council
Finance and General Purposes Committee
26 October 2025**

Proposal for Revision of the Horndean Parish Council Grant Scheme

Introduction

As a result of new residential developments within its boundaries, Horndean Parish Council anticipates being able to draw a considerable amount of "Neighbourhood CIL" (Community Infrastructure Levy) funding over the next few years, with £1m being a feasible working figure. That figure would increase if a Neighbourhood Plan were developed and "made" (adopted) for Horndean, as having a current Plan would increase the share of CIL allocated as the Neighbourhood portion.

Although HPC will be aware of many of the infrastructure needs of Horndean - from paths to fencing, play areas to crossings and cycle paths to health facilities - and will seek public input on the use of the Neighbourhood CIL money - this paper proposes that access to a proportion of it is opened up more widely.

How it would work

10% of all incoming Neighbourhood CIL money (therefore an assumed £100k+ over the next few years) would be ringfenced for bids from formal Horndean organisations and bodies, for infrastructure work that would create, or maintain, assets for Horndean residents.

This new Grants pot would operate alongside our existing scheme, allowing its emphasis to be more clearly focussed on bids for contributions to qualifying organisations' running costs.

Proposal

Finance & General Purposes Committee are asked to agree that the following is proposed to full Council:

- That HPC top slice 10% of incoming Neighbourhood CIL funding to create a bidding pot, from 2026/27.
- That this be reflected in the 2026/27 budget.
- That suitable rules and forms applying to both schemes are drawn up for Council approval, with a view to introduction from April 2026.

John Lay
Chairman F&GP

Item 9



Neonatal Care Leave Policy



Introduction

This policy sets out the rights of employees to neonatal care leave and pay following the birth of their child.

If you have adopted a child, both partners in an adoption, or a single adopter, are eligible if the baby is placed with you and receives 7 or more consecutive days of neonatal care.

We understand that having a child in neonatal care is an extremely stressful and challenging experience. As council, we are committed to supporting you and doing what we can to help ensure that you are able to be by your child's side while looking after your own health and wellbeing.

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

Scope

This policy applies to employees employed by the council. It does not apply to workers, contractors, consultants or any self-employed individuals working for the council.

What is neonatal care leave?

Neonatal care leave is designed to assist new parents of babies who are admitted into neonatal care.

In this policy, neonatal care means:

- medical care that your child receives in a hospital;
- medical care that your child receives in any other place providing:
- your child was previously admitted to a hospital as an inpatient and needs continuing care after leaving the hospital;
- the care is under the direction of a consultant; and
- the care involves ongoing monitoring and visits from healthcare professionals arranged by the hospital where your child was an inpatient; or
- palliative or end-of-life care.



Requesting support

If you are finding it difficult to cope at work because your child is in neonatal care, you are encouraged to speak to your manager or member of the council.

We realise that this may not be an easy subject to talk about. However, we urge you to be as open as possible about any particular issues that you are experiencing to ensure that you are provided with the right level of support.

Any information disclosed by you during discussions will be treated sensitively and in strict confidence.

Entitlement to neonatal care leave

Whatever your length of service, you have a statutory right to take neonatal care leave if at the date of the child's birth:

- you are the child's parent and have responsibility for the upbringing of the child; or
- you are the partner of the child's mother and have main responsibility for the upbringing of the child (apart from the mother).

In this policy, partner includes someone, of whatever sex, who lives with the mother or the child in an enduring family relationship but who is not their child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

Additionally, the following conditions must be satisfied:

- your child was born on or after 6 April 2025;
- your child started receiving neonatal care within 28 days after the date on which they were born (the 28 days are counted from the day after the child is born);
- the neonatal care has lasted seven days or longer without interruption (the seven days are counted from the day after the neonatal care started);
- you are taking the leave to care for your child (however, see If you suffer a bereavement below); and
- you have complied with the relevant notice and declaration requirements set out in this policy (see Notice to take neonatal care leave below).



Amount of neonatal care leave you can take

The amount of neonatal care leave that you can take is one week for every week your child has spent in neonatal care without interruption. A week is defined as a period of seven days starting from the day after the neonatal care began.

The maximum number of weeks that you can take as neonatal care leave is capped at 12 weeks.

Any neonatal care leave must be taken in blocks of at least one week.

You can take only up to 12 weeks' neonatal care leave, even if multiple children from the same pregnancy require neonatal care.

Timing of neonatal care leave

You can start your leave on any day after your child has received seven days of uninterrupted neonatal care.

The seven days are counted from the day after the neonatal care started. For example, if your child's started receiving neonatal care on 7 April, the seven-day count begins on 8 April. This means that you can start your neonatal care leave on any day from 15 April.

Any neonatal care leave must end within 68 weeks of your child's date of birth.

The right to neonatal care leave is in addition to any other statutory leave that you may be entitled to, such as maternity, adoption, paternity, ordinary parental, parental bereavement or shared parental leave (see Other statutory leave below).

How neonatal care leave may be taken

Neonatal care leave is available to take in two tiers:

- The "tier 1 period" begins when your child starts receiving neonatal care and ends on the seventh day after your child is discharged. If you take neonatal care leave in the tier 1 period, you can take it in one continuous block or a number of non-continuous blocks of a minimum of one week at a time.



- The "tier 2 period" is any remaining period (within 68 weeks after your child's date of birth) that is not part of the tier 1 period. If you take neonatal care leave during the tier 2 period, you must take the leave in one continuous block.

You should be aware that the relevant notice requirements differ depending on whether you take your leave in the tier 1 or tier 2 period (see Notice to take neonatal care leave below).

Notice to take neonatal care leave

Notice during the tier 1 period

For each week of neonatal care leave that you wish to take in tier 1, you should notify the Parish Clerk by telephone or email, preferably before your first day of absence in that week. However, we understand that this is likely to be a challenging time for you, so please give notice as soon as is reasonably practicable for you to do so.

You are also required to give notice of your intention and entitlement to take neonatal care leave using our Form to provide notice of intention and entitlement to take neonatal care leave (birth). This form contains a declaration that will need to be signed by you.

There is no expectation on you to complete this form straightaway while your child is receiving neonatal care. However, we do request that the form is sent to us within 28 days of the first day of your neonatal care leave, or if this is not possible, as soon as it is reasonably practicable.

Notice during the tier 2 period

If you wish to take neonatal care leave in the tier 2 period, you will need to give notice in writing of your intention and entitlement to take neonatal care leave using our Form to provide notice of intention and entitlement to take neonatal care leave (birth). This form contains a declaration that will need to be signed by you.

If you are taking a single week of neonatal care leave, your notice should be received by us at least 15 days before the first date that you have chosen for your leave to start, or if this is not possible, as soon as it is reasonably practicable.

If you are taking two or more consecutive weeks of neonatal care leave, your notice should be received by us at least 28 days before the first date that you have chosen for your leave to start, or if this is not possible, as soon as it is reasonably practicable.



Changing your neonatal care leave plans

If you have submitted a notice of intention and entitlement to take neonatal care leave during the tier 2 period but wish to cancel your leave, you must inform the Parish Clerk in writing.

If you intended to take a single week of neonatal care leave, you must notify us at least 15 days before the first date that you had chosen for your leave to start.

If you intended to take two or more consecutive weeks, you must notify us at least 28 days before the first date that you had chosen for your leave to start.

Late notice

We understand that having a child in neonatal care is an incredibly difficult time for parents. Please be assured that if it is not possible for you to meet the timeframes for giving or withdrawing notice as set out in this policy, we will accept later notice than this and, in some cases, we may waive the requirement for you to give notice altogether.

Starting your neonatal care leave

Your neonatal care leave will start on the date that is specified in your notice.

Alternatively, if you give notice on the same day that you want to begin your leave and you are already in work on that day, your neonatal care leave will start on the following day.

If we have agreed to waive the notice requirements, your neonatal care leave will begin on a day that is mutually agreed between us.

Other statutory leave

You are entitled to take neonatal care leave in addition to any other statutory leave that you may be entitled to, including maternity, adoption, paternity, ordinary parental, parental bereavement and shared parental leave

If you have already started a period of statutory leave, but subsequently become eligible for neonatal care leave, you can take your neonatal care leave after completing the other statutory leave, provided that your neonatal care leave is taken within 68 weeks of your child's birth date.



If you have already started a period of neonatal care leave during the tier 1 period but need to begin another type of statutory leave, your neonatal care leave will be temporarily paused immediately before the other statutory leave begins. You can then resume the remaining weeks of your neonatal care leave in one of two ways:

- if you are still within the tier 1 period - immediately after the end of the other period of statutory leave; or
- if you have transitioned into the tier 2 period - immediately after any other neonatal care leave taken during the tier 2 period.

You cannot take neonatal care leave in the tier 2 period if, at the time of giving notice, you are aware that the leave will overlap with another type of statutory leave.

Neonatal care pay

Option 1 - statutory neonatal care pay

Statutory neonatal care pay is payable during your neonatal care leave period, provided that you are entitled to it.

The rate of statutory neonatal care pay is set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower).

You will qualify for statutory neonatal care pay if:

- you are entitled to take neonatal care leave;
- you have at least 26 weeks' continuous employment with us at the end of the relevant week;
- you remain in continuous employment from the end of the relevant week (or from the child's birth if they were born before the relevant week);
- your average weekly earnings are not less than the lower earnings limit for national insurance contributions;
- you have complied with the relevant notice and evidential requirements and are able to provide the declarations as set out in this policy; and
- you have confirmed when you wish to start receiving statutory neonatal care pay within your Form to provide notice of intention and entitlement to take neonatal care leave (birth).



In this policy "relevant week" means the 15th week before the expected week of childbirth if you are entitled to statutory maternity or paternity pay. In all other cases, it means the week before the neonatal care begins.

Neonatal care pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Option 2 - enhanced neonatal care pay

Commented [SN1]: Delete if you do not want to offer this

You will continue to be paid your normal rate of pay while taking neonatal care leave provided]:

- you are entitled to take neonatal care leave;
- you have at least 26 weeks' continuous employment with us at the end of the relevant week;
- you remain in continuous employment from the end of the relevant week (or from the child's birth if they were born before the relevant week);
- your average weekly earnings are not less than the lower earnings limit for national insurance contributions;
- you have complied with the relevant notice and evidential requirements and are able to provide the declarations as set out in this policy; and
- you have confirmed when you wish to start receiving statutory neonatal care pay within your Form to provide notice of intention and entitlement to take neonatal care leave (birth).

Payment of enhanced neonatal care pay includes any entitlement to statutory neonatal care pay that may be due to you for the same period.

Changes affecting your entitlement to neonatal care leave and pay

You must keep the Parish Clerk informed about the date that your child's neonatal care ends as soon as reasonably practicable after the care has ended.

If your child starts receiving neonatal care again, after you have informed us that the care has ended, you must keep the Parish Clerk informed of the new start and end dates.

If you suffer a bereavement

Employees who have accrued entitlement to neonatal care leave can still take the neonatal care leave that they have accrued if their child passes away.



Employees may also be entitled to parental bereavement leave in these circumstances, under our Parental bereavement leave policy.

If you have suffered a bereavement, please contact the Parish Clerk so that we can discuss other support that we may be able to offer you.

Your rights during neonatal care leave

During neonatal care leave, all the terms and conditions of your contract except normal pay will continue. Your pay will be replaced with [statutory/enhanced] neonatal care pay if you are eligible for it. However, other benefits such as holiday entitlement will continue to accrue and pension contributions will continue as set out below.

Commented [SN2]: Delete as appropriate

Holiday entitlement

You will continue to accrue your holiday entitlement during your neonatal care leave.

Any statutory holiday entitlement that has not been taken because of neonatal care leave can be carried over into the next holiday year.

Pension contributions

We will continue to make pension contributions based on your normal pay during any period of paid neonatal care leave. The contributions that you make will be based on the actual pay that you receive during your neonatal care leave.

The council's pension contributions will cease during any period of unpaid neonatal care leave.

Contact during neonatal care leave

We reserve the right to maintain reasonable contact with you during your neonatal care leave. This may be to discuss your plans for taking leave, to discuss any special arrangements to ease your time away from work, or to update you on developments at work during your absence.

Returning to work after neonatal care leave

You have the right to resume working in the same job and on the same terms and conditions if returning to work from a period of isolated neonatal care leave.



If you return from a period of neonatal care leave that follows on immediately from another period of statutory leave (such as maternity, adoption, paternity, parental bereavement or shared parental leave) and your total time on leave is more than 26 weeks, you have the right to return to the same job wherever possible. However, if this is not reasonably practicable, we will offer you a suitable alternative job on terms and conditions that are no less favourable.

This also applies if you have taken neonatal care leave consecutively with a single period of more than four weeks of ordinary parental leave.



HORNDEAN PARISH COUNCIL

Grant Application Form

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

Name of Organisation making the application:

home-start Butser

Name of Person to whom correspondence should be addressed:

usa walsh

Address for correspondence:

Winton House Centre
18 High Street, Petersfield
GU32 3JL

Payee for Grant and Bank Details:

home-start Butser

Email Address: office@homestart-butser.org.uk

Daytime Tel: 01730 233755

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

Family Support Charity (Pls see attached)

Period of Grant:

1 Year

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

Christmas celebration at group for attending families to include, venue hire, food, craft & entertainment
Plus running costs at group with any surplus for normal group offering – food, venue, craft supplies.

Amount of Grant applied for:

500.00

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):

Personal giving, 100 club membership, Big give, Parish, District, County Councils, Grants & Trusts, children in need, fundraising events.

What age groups do you cater for?

0-5 yrs

Total Membership:

Where and when do you meet?

Horndean Little Steps, Tuesday
9.30-11.30 am - Napier Hall.

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):

For Horndean Parish Council use only

Date:

Annual General Meeting 2025

Last year was a record breaking year, with our team of 7 part-time staff, equivalent to 4 full time, and 80 volunteers we broke all our records and supported our highest ever number of local families in need.

262 families and **371** children engaged with Home-Start Butser's services.

81 families were supported with home-visiting volunteers.

111 were supported in our 3 **Little Steps Family Groups**.

41 children took part in our **After School Clubs** in local infant schools.

6 families engaged with our **School Readiness** programme.

7 parents took part in our **Baby Massage** sessions.

32 parents attended our **Nurture Parenting Courses**.

The **Young Families Counselling** continues to offer vital face to face counselling.

The heart of our work is parent to parent support – releasing the deep rooted knowledge that comes from personal parenting experience to benefit parents who are facing challenges.

Social isolation and poor mental health continue to be the main reasons families seek our help, coupled with other needs including domestic abuse, disability, depression, housing issues, poverty or children with learning difficulties.

53% of families referred identified mental health as an issue they needed help with.

21% of parents had experienced domestic abuse.

The support families receive makes a real difference: **20%** of families with volunteer support were stepped down or moved off Children's Services plans during their time with Home-Start Butser.

“Looking back, I can't imagine having made it through those early months without her. The support, guidance, and friendship were life changing.”

WE WOULD LIKE TO THANK ALL THOSE WHO SUPPORT OUR FUNDRAISING

Awards 4 All
Buriton Parish Council
Cheeky Rascals
Children In Need
Churcher's College
Clanfield Parish Council
Clanfield Voluntary Support Group
Clavio Lounge
Ditcham Park School
East Hampshire District Council
East Hants Community Lottery
Garfield Weston
Hampshire County Council
Hawkley Parish Council
Horndean Parish Council
Horndean Voluntary Group
Home-Start UK
John Lewis/Waitrose Partnership
KJ Smith Solicitors
Liss Parish Council
Little Leaf Cafe, Petersfield
LMS Security Consultants
Masonic Charitable Foundation
Morgans Butchers
National Lottery Community Fund
Northern Slice
Open Garden Plant Sale
PACT
PASRIN
Petersfield Community Choir
Petersfield Lions
Petersfield Town Council
PHA Homes Ltd
Probus
Queen Elizabeth Country Park
Rock Choir
Rowlands Castle Parish Council
SGN
Sheet Parish Council
Sir James Scott Fund
St Mary Magdalen, Sheet
The Broyst Foundation
The Folly Market
The Foyle Foundation
The Half Moon, Sheet
The Petersfield School
The William Brake Foundation
Winton House Centre
Winton Players

All our 100 Club members, JustGiving donors, Big Give donors, sponsors and all those friends, families, volunteers, ambassadors and trustees who have generously supported events, donated time, money and goods in kind.

P44

FINANCIAL REPORT 2024/25

Income

Donations and Legacies	£46,883
Grants	£91,250
Fundraising	£9,230
Investments	£1,697
Total Income	£149,060

Expenditure

Raising funds	£21,746
Charitable activities	£165,795
Total Expenditure	£187,541

Total funds carried forward £95,865

A full set of accounts is available upon request

BOARD OF TRUSTEES as at 16.07.25

Linda Bazant (Chair)
Fiona Smart (Vice Chair)
Murray Whewell (Treasurer & Company Secretary)
Derek Judd
Abby Parker
Forbes Campbell
David Butler
Marcus Newton
Jo Wright
Vanessa Beech

STAFF as at 16.07.25

Nicola Winter - Scheme Manager
Kim Steele - Senior Coordinator
Kat Butler - Coordinator
Lucia Smith - Community Development Coordinator
Sue Gillard - Family Group Leader
Lisa Walsh - Administrator & Family Group Worker
Tory Cover - Administrator

VOLUNTEERS as at 16.07.25

Gaye, David, Emma, Christine, Laura, Sylvia, Annie, Gill, Clare B, Gabrielle, Ann, Rachael, Heidi, Cindy, Sophie, Jenny C, Nicole, Caroline Ea, Caroline Ed, Sarah E, Judy, Marianne, Sandra, Sharron, Janet, Tamara, Peter, Pat, Nina, Bill H, Olena, Robert, Cecily, Judith, Pauline, Charlotte, Linda, Isy, Anne, Clare L, Rachel M, Denise, Maryna, Andrea, Vanessa N, Carol, Bill O, Sara, Rachel P, Jess, Sarah P, Sarah R, Dawn, Iva, David, Nicola, Susie, Natalie, Jane R, Amanda, Raquel, Faye, Sammy, Katie, Jenny S, Aaron, Alex, Shannon, Karen, Jane W, Debbie, Jacquie, Amelia, Jo W

***"The groups have been a lifesaver
for me over the last few years"***



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: Life Education Wessex & Thames Valley

Charity Number (where applicable): 1071094

Person to whom correspondence should be addressed: John Clements Role in the organisation: Administrative Assistant	Address for correspondence: 2, Barnes Croft, Coles Lane, Milborne St Andrew, Dorset DT11 0LG
Payee for Grant: Name of Bank: Sort Code: Account Number:	Daytime Tel: 01258 837417
- What does the organisation do? - Helping Children Make Healthy Choices	
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).	
Please see attached letter.	
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? £ ...2160..... - Amount of grant applied for from HPC. £ ...580..... - Amounts from any other body (if yes please give details). £ ...1580 From Horndean Junior School. - Specify the balance and how will this be funded. £ nil..... - What will be the impact if the Grant is not given? We will cover the shortfall	
How else does the organisation raise income? (Give details of subscriptions, fund raising, etc.– continue on a separate sheet if necessary). Ongoing fundraising activities across the region may have an indirect impact. We seek donations and grants from councils, together with applications to trusts, local community groups, companies and we have our own programme of community fundraising events.	
- What is the state of the organisation's current financial health? good - Where relevant, what is the plan to replace or justify the need for grant funding for these goods or services in	

future years?

What age groups are catered for?
3yrs – 11yrs

Total Membership:
n/a

Where and when does the
organisation meet?
n/a

Please attach the following to your application:

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

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



Date: ...26/8/25



Life Education

Wessex & Thames Valley

Helping children make healthy choices

19/08/25

2 Barnes Croft
Coles Lane
Milborne St Andrew
Blandford Forum
DT11 0LG
01258 837417
enquiries@lifeeducationwessex.org.uk
www.lifeeducationwessex.org.uk

Patrons:
Susan Hampshire CBE
Tracy Edwards MBE
Martin Baker QPM
Erin Kennedy OBE

President:
Sir John Evans QPM DL

Vice Presidents:
David Foot
Diana Sale

Chairman:
Gary Hepburn

Vice Chairman:
Andrew Lovell

Company Secretary:
Paul Petrides

Dear Councillors

We are writing to request that you kindly consider Life Education Wessex & Thames Valley (LEW&TV) for a grant towards our work of providing health and wellbeing workshops to approximately 496 children at Horndean CE Junior School on the 04/11/25 for 4 day(s).

Background

LEW&TV is a local not for profit children's charity delivering vital workshops in primary schools for children aged 3 to 11. We are linked to the national charity Coram, the leading children's charity for Health & Drug education in the UK.

Our mission is to empower children and young people to make safe, healthy, and informed life choices. We focus on the development of the whole person, promoting physical, emotional, and social well-being.

Costs and funding

The cost to deliver our project into schools is £540 per day; schools contribute approximately 70% of the cost, so we need to fundraise for the shortfall. We will be delivering workshops to the school for 4 days, which equates to a shortfall of **£580**. We do not expect your Council to contribute the whole of the difference, but obviously that would be fantastic if you were able. Nevertheless, any contribution you could make would make a real difference to outcomes for local children and families.

Subsidising the cost to the school means that we can reach more children with our message of healthy living.

We receive no direct government funding so we hope that you will be able to help us change these outcomes for our children. With your donation, we can give more children the opportunity to benefit from our 'skills for life' programme, helping to keep them safe, healthy, happy and achieving their very best.

100% of staff agreed that the workshops were well delivered
100% of staff agreed that the workshops met children's needs
100% of staff would recommend Coram Life Education & SCARF to another school

We believe that early intervention education lays the foundations to key life skills for lifelong learning, behaviour, and social & emotional health thus reducing gaps in inequality.

The need

- 41% of boys and 35% of girls aged 10-11 were either overweight or obese (5)
- 31% of pupils reported that they had been offered drugs (2)
- 9% of children aged 8-15 have ever used e-cigarettes or vaping devices (1)
- 20% of children aged 8-16 were identified as having a probable mental disorder (4)
- 28% of 8-11 year olds who go online say they have seen something worrying or nasty (3)

1. Health Survey for England 2021
2. Smoking, drinking and drug use amount young people in England 2022
3. OFCOM Media use and attitude report 2024
4. Mental Health of children and young people in England 2023
5. Office of health improvement and disparities 2021/2022

Reg. Charity No. 1071094. A company limited by Guarantee.
Registered in England No. 3585850
Life Education Wessex & Thames Valley is a trading name of Life Education Wessex

coram  **Life Education** | Delivery Partner

Our work

We deliver workshops with highly trained educators in schools around these current topics:

1. **Physical Health and Wellbeing:** *drug education, nutrition, exercise, personal health choices*
2. **Mental Wellbeing:** *'5 ways to wellbeing', resilience, self-worth and positive mental attitude*
3. **Online Behaviours:** *online safety, digital literacy and managing on and offline behaviours*
4. **Relationship Education:** *bullying, tolerance, diversity, personal boundaries and healthy relationships with their peers and the wider community.*

Research shows that **children who have better health and emotional well-being do better in life.**

Quotes from children

- "I cannot choose a favourite part. I liked it all so much".
- "We all have different talents, and everyone is special".
- "I think it is really important to learn about not having too much screen time".
- "Happiness is good".
- "I listened to some of the suggestions for mental health."
- "I know I can make my own decisions and to stand up for what I think."
- "It will help me to say no; make my own decisions; be more resilient; be more assertive and have more confidence in myself."
- "We learnt how to look after our body, stay healthy and help people."



"I know firsthand how important this work is from the little ones in Reception who are figuring out what makes them who they are, helping them with their emotions and self-regulating, all the way up to year 6 where they are learning about health and drug education. In this ever-changing world this work is so important to help educate these young minds. Life Education Wessex & Thames Valley make a huge difference in the community, and it wouldn't be possible without their fundraising efforts." **Erin Kennedy OBE, Trustee for Life Education Wessex & Thames Valley, Para Olympian & World Champion**

We look forward to hearing from you and hope that ***you will be able to help your local children make healthy choices.***

Yours sincerely,

John Clements
Administrative Assistant
john@lifeeducationwessex.org.uk

For further details visit:

www.lifeeducationwessex.org.uk

or click

[Our latest accounts 2023-24](#)

[Annual overview 2023-24](#)

[Outcomes Evaluation 2023-24.](#)



HORNDEAN PARISH COUNCIL

Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form

Name of Organisation making the application: **Horndean Community Association**

Name of Person to whom
correspondence should be addressed:
Carol Cockett, Chairperson of Trustees

Address for correspondence:

**Merchistoun Hall
106 Portsmouth Road
Horndean
Waterlooville.
Hampshire. P08 9LJ**

Payee for grant and bank details:



Email Address: **bcharles106hca@gmail.com**

Daytime 07586955823

Details of the organisation (What do you do?) **Community Association to encourage and promote education, social welfare, and recreation for the inhabitants of Horndean. To manage a community centre (Merchistoun Hall and it Park. (Grade II listed)**

Period of Grant:
1 year

What is the Grant for? (Give details of the project – continue on separate sheet if necessary)
Repainting the windows will help to ensure that the building (A local heritage landmark) is kept in good condition for the local community to use for the range of activities, services and events we provide.

It will protect the longevity & sustainability of the wooden frames and retain their unique looks. The painting will protect them from the elements and enhance their appearance.

Amount of Grant
applied for:

£2500

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

Cllr E Woodard EHDc for £1000 – supported by Cllr Woodard

Cllr C Hatter EHDC for £1000 - supported by Cllr Hatter

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

Annual memberships to the association - hiring of rooms - fundraising and donations - weddings and functions - events & activities - weekly attendance fees charged

What age groups
do you cater for?

All ages

Total
Membership
**HCA: 7
S/Stars: 41**

Where and when do you meet?

Merchistoun Hall

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)



+ DELETED

For Horndean Parish Council use only

Horndean Community Association

Registered Charity 301854

Minutes of Annual General Meeting

Monday 12th March 2025 at 7pm

Present: Members (including trustees of HCA) as follows

John Topley (Chairman)
Margaret Plumridge (Treasurer)
Yvonne Sprack
Carol Cockett

In attendance

Cllr E Woodward & Janet Marsh

Association Manager & Trustee Brendan Charles (Minute Taker)

1. Chairman's Welcome

John Topley, Chairman, welcomed the attendees.

2. Apologies for non-attendance

None received.

3. Minutes do AGM 22/5/23

Agreed and signed

4. Annual Report

Received

5. Annual Accounts

Received

MP guided the meeting through the report:

- What had been spent on the building
- What we had achieved this reporting year
- Balance sheet reflects value of the building
- MP explained about the intended land sale where some of the monies realised will be used in order to improve cash reserves in the long term
- Balance sheet showed loss of £4000: legal fees and bad debts. If these are taken out then HCA had not made a loss that year

An overview of the land sale actions to date was given to those present which included:

- Change of Solicitor and contractor by HCA but HCA still realises same amount from sale
- That development now be for supported housing rather than private dwellings

6. Election of Honorary Officers

Treasurer/Trustee: Margaret Plumridge – proposed by B Charles and seconded by Y Sprack

Brendan Charles assumed the role of Secretary on behalf of the trustees – proposed by C Cockett and seconded by J Topley.

7. Appointment of persons appointed / elected to serve as trustees

Yvonne Sprack - Proposed by B Charles and seconded by M Plumridge

John Topley - Proposed by B Charles and seconded by M Plumridge

Carol Cockett – Proposed by B Charles seconded by J Topley

Brendan Charles – proposed by c Cockett and seconded by J Topley

M Plumridge – Prposed by B Charles and seconded by Y Sprack

8. Appointment of I dependent Examiners for the coming Year

Communities First Wessex to be appointed.

9. To consider and vote on proposals to alter the constitution.

None

10. Any Other Business

None

Close of Meeting

Signed (Chairman)

Date.....

Horndean Technology College,
Barton Cross, Horndean PO8 9PQ

t 023 9259 4325

www.horndeantc.hants.sch.uk

general@horndeantc.hants.sch.uk

■ Headteacher Julie Summerfield

11 September 2025

Dear Councillors

Application from Horndean Technology College Lunch Club

On Wednesday 3 December 2025 we are planning to hold the 25th Christmas Lunch for local residents and members of various senior citizens clubs in the Horndean, Rowlands Castle and Clanfield areas. Last year we sent out invitations and approximately 120 people enjoyed a superb two course festive lunch with wine, beer and soft drinks included. We also held a free raffle, with the majority of the prizes being donated by staff and local companies. Students from the college served the lunch and then entertained everyone by playing musical instruments and carol singing.

The cost of the event will be £16.00 per head, and we ask for a donation of £10.00 from the attendees. All other expenses are then hopefully met by Grants and the College.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

Linda

Linda Miles
Community Facilities Manager



facebook.com/HorndeanTechnologyCollege





P53
HORNDEAN PARISH COUNCIL
Grant Application Form

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

Name of Organisation making the application:

Horndean Technology College Lunch Club

Name of Person to whom correspondence should be addressed:

Linda Miles

Address for correspondence:

*Horndean Technology College
Barton Cross
Horndean
Hants.*

Payee for Grant and Bank Details:

Horndean Technology College

Email Address:

Daytime Tel:

Period of Grant:

*2025/
2026*

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

Senior Citizens Lunch Club

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

The grant would be used to help towards the total cost of providing senior citizens with an amazing Christmas lunch event. This event also includes entertainment and a free raffle. This year will be the 25th year of holding this event and we hope to make it even more special.

Amount of Grant applied for:

£250

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

*Clanfield Parish Council - £150-00
Rawlands Castle Parish Council - £60-00
E.H.D.C. - £300-00*

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

All attendees will contribute £10 towards the cost of food for this event.

What age groups do you cater for?

55+

Total Membership:

100

Where and when do you meet?

Horndean Technology College every Wednesday culminating in a larger event at Christmas

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):

For Horndean Parish Council use only

Date: *12 September 2025*