



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ONLINE ON MONDAY 08 FEBRUARY 2021 at 7.00 P.M.

Members of the public can login via the website link.

Documents pertaining to the meeting are available to download from the HPC website.

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

02 February 2021

AGENDA

1. To receive and approve 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 receive a written update from County Councillor Mrs M Harvey regarding County Council Matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. ***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. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.***
6. To approve the Minutes of the Council Meeting held on the 18 January 2021.
7. To receive and approve the Orders for Payment (List 7 attached).
8. To receive and approve the bank reconciliation – Cambridge & Counties as at the 31 December 2020.
9. To receive and note the monthly finance report.
10. To receive and review the Financial Risk Assessment.
11. To receive and consider the Health & Safety Policy Statement.
12. To receive and consider the draft Meetings Schedule 2021/2022
13. To receive a report and consider the signage in respect of the new Parish Office.
14. To consider any appropriate CIL spending projects for inclusion within the list being prepared by EHDC.

15. To receive and note the COVID-19 Risk Assessment.
 16. To receive a verbal update in respect of the handing back of Tyfield House and Luckylite.
 17. To receive the recommendation from the Grounds Committee on the 25 January 2021, in respect of the quotation for the removal of trees at Jubilee suffering from Elm disease.
 18. To note the next scheduled meeting of the Council being the 15 March 2021.
 19. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**
 20. To approve the Confidential Minutes of the Council meeting held on the 14 December 2020, and the 18 January 2021.
 21. To receive the recommendation from the Grounds Committee on the 25 January 2021, in respect of obtaining legal advice regarding a boundary dispute within Catherington Lith.
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HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 18th JANUARY 2021 AT 7.00 P.M. WITH MICROSOFT TEAMS

PRESENT: Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Alexander, P Beck, D Evans, J Lay, P Little, B Raymond, Mrs E Tickell, R Veitch

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Sarah Guy, Operations Officer (Meeting Facilitator); Simon Ritson, Responsible Finance Officer

**PUBLIC
ATTENDANCE:** None

Recording of the meeting started at 7:03pm

HPC 127/20/21 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr D Prosser. No apologies received from Cllr Mrs I Weeks.

HPC 128/20/21 TO RECEIVE ANY DECLARATIONS OF INTEREST

No declarations of pecuniary interest were received.

HPC 129/20/21 TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS

No report received.

HPC 130/20/21 TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS

A report by District Cllr David Evans was received and noted. Cllr Mrs E Tickell queried the reference made to the S106 application for Five Heads Recreation Grounds. Cllr D Evans explained that a new application will need to be made and that a separate meeting can be arranged to discuss the resubmission. There were no other questions for District Councillors

HPC 131/20/21 TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC

There were no members of the public or press present at the time of this agenda item.

HPC 132/20/21

TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 14th DECEMBER 2020 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON THE 30th NOVEMBER 2020

It was **RESOLVED** that the minutes of the Council meeting held on 14th December 2020 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr D Alexander. All agreed.

It was **RESOLVED** that the minutes of the Extraordinary Council meeting held on 30th November 2020 be signed as a true record of the meeting.

This was proposed by Cllr A Forbes and seconded by Cllr B Raymond. All agreed.

HPC 133/20/21

TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 6 ATTACHED)

Cllr Forbes queried Item 21 – Zurich insurance in that the new premises is incorporated under the insurance. The RFO confirmed that the annual insurance covers the new premises with effect from 18th January 2021 and that there was no additional premium required.

Cllr Forbes queried Item 33 – H Japp Decorating. The RFO explained that this was the materials ordered for the cladding of Jubilee Hall. Due to the delay in the planning permission the contractor had already purchased the materials and was reimbursed for that.

Cllr Lay queried line 2 – Peach. The CO explained that due to a clause in the previous contract we were automatically in a 12 month rolling contract and not a monthly contract following the expiry of the initial 5 year contract. This meant that we had to pay a termination fee to Peach.

It was **RESOLVED** that the Orders for Payment (List 6 attached) be approved and duly signed.

This was proposed by Cllr Mrs L Evans and seconded by Cllr B Raymond. All agreed.

HPC 134/20/21

TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS, AND CAMBRIDGE & COUNTIES AS AT 31st DECEMBER 2020

It is noted that the statement from Cambridge & Counties has not been received.

It was **RESOLVED** to approve the bank reconciliation –Co-Operative and Lloyds. This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes. All agreed.

The RFO left the meeting at 7:35pm

HPC 135/20/21

TO RECEIVE AND CONSIDER THE DRAFT MEETING SCHEDULE 2021/2022

The draft meeting schedule was received.

Cllr D Alexander queried that lack of scheduled Staff Committee Meetings. The Chairman explained that Staff Committee meetings are scheduled as and when necessary. Cllr Alexander suggested therefore that the legend be removed from the Meeting Schedule.

The Chairman noted a discrepancy in the dates on the schedule and Events box.

Cllr J Lay noted the omission of the Annual Parish Meeting.

A number of Cllrs noted that the colours seemed indistinct. This is due to the high compression scanning.

An amended version is to be presented at the next scheduled Council meeting.

HPC 136/20/21 TO RECEIVE A REPORT AND CONSIDER THE SIGNAGE IN RESPECT OF THE NEW PARISH OFFICE

The quotations for this is not currently available. The item was therefore deferred.

HPC 137/20/21 TO RECEIVE A REPORT AND CONSIDER THE PURCHASE OF AN EXTERNAL NOTICEBOARD FOR THE PARISH OFFICE

A report by the Office Manager was circulated prior to the meeting and a discussion took place.

It was **RESOLVED** to wall mount the notice board on the North face of the existing Jubilee Hall and to add stepping stones over the turf for accessibility.

This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes. All agreed.

HPC 138/20/21 TO RECEIVE A REPORT FROM CLLR LITTLE IN RESPECT OF THE AQUIND PROJECT

The report by Cllr Little was circulated prior to the meeting and a brief discussion took place.

Cllr Little explained that following his report submission he has had contact with Winchester City Council and been invited to a virtual meeting to take place on the 12th February 2021. Other attendees to this meeting will be Aquind, Denmead Parish Council and EHDC.

Cllr Mrs L Evans proposed that all public enquiries and complaints are routed through the office to record the history.

Cllr P Beck proposed that an update from the virtual meeting on the 12th February 2021 is added to the next scheduled Planning Committee Meeting on 15th February 2021. All agreed.

HPC 139/20/21 TO RECEIVE THE AQUIND INTERCONNECTOR – NOTICE OF A COMPULSORY ACQUISITION REQUEST IN RESPECT OF ADDITIONAL LAND AND COMMENT ACCORDINGLY

Cllr P Little explained that the additional land is required to address the impact of Ash Dieback and the effects of the change in landscape once the interconnector and converter station is in place. Aquind will be planting trees and creating a woodland to eventually provide screening.

HPC 140/20/21 TO RECEIVE A REPORT AND CONSIDER THE PROVISION OF NAPIER HALL (COMMITTEE ROOM) WITHOUT CHARGE, FOR THE PURPOSE OF PREPARING SUPPLIES FOR THE FOOD BANK

A report by Cllr Mrs L Evans was circulated prior to the meeting and a brief discussion took place.

All agreed with the proposal.

HPC 141/20/21 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 8th FEBRUARY 2021

The next scheduled meeting of the Council is noted as 8th February 2021.

HPC 142/20/21 TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

No members of the public or press were present.

Recording of meeting ended at 8:00pm.

Confidential part of the meeting.

HPC 143/20/21 TO CONSIDER AN AMENDMENT TO THE FOOTBALL PITCH HIRE AGREEMENTS

A report by the Chief Officer was circulated prior to the meeting. A brief discussion took place.

It was **RESOLVED** that the Existing Football Pitch Hire agreements is kept and no amendments made. The Chief Officer is to set a completion date to the clubs for the agreements to be signed. All agreed.

Meeting concluded at 8.33pm

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Signed - The Chairman

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Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			LIST 7 - 08-FEB 2021			BANK ENTRIES: 09 JAN - 29 JAN 2021	
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
DIRECT DEBITS			BANK ENTRIES: 09 JAN - 29 JAN 2021				
1	10/12/2020	PHS Group	£189.75	£37.95	£227.70	Jubilee Waste Collection: 14/01/21-13/04/21	
2	04/01/2021	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFi: 04/01/21 - 03/02/21	
3	04/01/2021	Fuelgenie	£67.50	£13.50	£81.00	Fuel: December 2020	
4	01/01/2021	Taylor Made (Peach)	£86.81	£17.36	£104.17	Tyfield Line-Dec Calls, Jan Rent + Alarm. Jub/Nap Wi Fi	
5	05/01/2021	Castle Water	£6.35	£0.00	£6.35	Water - Tyfield 1 Dec-31 Dec 2020	
6	13/01/2021	Vodafone	£158.35	£31.67	£190.02	Mobiles: 1 Jan - 31 Jan 2021	
7	31/12/2020	Veolia	£252.50	£50.50	£303.00	Waste Collection: December 2020	
B.A.C.S.			BANK ENTRIES: 09 JAN - 29 JAN 2021				
8	12/12/2020	Happy Days	£110.00	£0.00	£110.00	Jubilee, Tyfield/Napier Windows	
9	08/01/2021	F R Jones	£517.76	£103.55	£621.31	2 Pairs Safety Boots/Chainsaw trousers	
10	11/01/2021	SLCC	£68.00	£0.80	£68.80	Employment Law Handbook	
11	02/12/2020	Wei Medical	£13.61	£2.73	£16.34	Door Stickers-Defib Cabinet-Nicos and Napier	
12	04/01/2021	Speltham Contracts Ltd	£42,746.72	£8,549.33	£51,296.05	Cert Of Appl. Number 14-Jubilee Project	
13	14/01/2021	Collisons (Eurolink)	£250.00	£0.00	£250.00	Refund of Vehicle Hire deposit	
14	13/01/2021	CIA	£134.30	£26.86	£161.16	2 High Security Padlocks-Jubilee Compound	
15	13/01/2021	Blendworth Tree Surgeons	£900.00	£180.00	£1,080.00	Yoells Copse Tree Works	
16	13/01/2021	Blendworth Tree Surgeons	£300.00	£60.00	£360.00	Pollarded dying Oak at Yoells Copse	
17	11/01/2021	AVS Fencing	£280.72	£56.15	£336.87	Fence Repairs at Dell Piece West and the Lith	
18	12/01/2021	AVS Fencing	£33.61	£6.72	£40.33	Gate Hinge/Latch - Dell Piece West	
19	04/01/2021	MOT & Service World	£60.00	£12.00	£72.00	Vehicle Health Check SN18WBL	
20	15/12/2020	Focus	£54.21	£10.84	£65.05	Jubilee office Line Rental Charges 1 Jan - 31 Jan 2021	
21	07/01/2021	Amenity Land Solutions	£1,375.50	£275.10	£1,650.60	35 Tree Guards/800 Tree Stakes (Forrestry Commission)	
22	15/01/2021	PDP Architecture	£3,445.00	£689.00	£4,134.00	Architectural Services No 7.	
23	18/01/2021	Lloyds Bank	£8.00	£0.00	£8.00	Bank Charges: January 2021	
24	20/01/2021	Horndean PC Employees	£14,756.99	£0.00	£14,756.99	Staff Salaries: January 2021	
25	29/01/2021	Hampshire Pension Fund	£4,179.94	£0.00	£4,179.94	Pensions: January 2021	
26	29/01/2021	HM Revenue & Customs	£3,878.95	£0.00	£3,878.95	NI/PAYE: January 2021	
DEBIT CARD			BANK ENTRIES: 09 JAN - 29 JAN 2021				
27	21/01/2021	Wayfair	£186.66	£37.33	£223.99	Table & Chairs for Jubilee office Kitchen	
28	21/01/2021	TJ Waste & Recycling	£237.00	£47.40	£284.40	6 Yard Skip Luckylite 21/1/21-4/2/21	
29	25/01/2021	UK Office Direct	£36.91	£7.38	£44.29	5 Document Holders	
30	22/01/2021	Very	£200.83	£40.17	£240.99	3 Drawer Units for Countryside Team (Jubilee Office)	
31	21/01/2021	The Range	£66.43	£12.47	£78.90	Office Wall Clocks, Coasters and Placemats	
32	29/01/2021	Amazon	£73.31	£14.66	£87.97	Doorstops/Shelving for office & sensor light for Countryside Team office	
		TOTAL EXPENDITURE	£74,190.70	£10,286.48	£84,477.19		
33	various	Regular Hall Users	£116.87	£0.00	£116.87	Hire of Jubilee Hall	
34	various	Regular Hall Users	£297.68	£0.00	£297.68	Hire of Napier Hall	
35	26/01/2021	HMRC	£36,119.44	£0.00	£36,119.44	Q3 2020-21 VAT Return	
36	26/01/2021	Rural Payments Agency	£7,741.55	£0.00	£7,741.55	Higher Level Stewardship	
		TOTAL INCOME	£44,275.54		£44,275.54		

SIGNED:	
SIGNED:	
DATE:	LIST 7 - 08-FEB 2021

Our Ref: 15005743\X200\PROC
Date: 31st December 2020
DDI: 0344 225 3939
Fax: 0116 254 4637
Email: savings@ccbank.co.uk

Strictly Private & Confidential
Horndean Parish Council
Mrs ML Evans
Tyfield House, Blendworth Lane
Horndean
Hants
PO8 0AA

Statement of Account

Account name: Horndean Parish Council
Account number: 15005743
Sort code: 60-95-86
Product Description: 45 Day Notice Business Savings Account Issue 1 Monthly 0.896%
FSCS Eligibility: Non-eligible
Sheet Number: 58
Statement Period: 01/12/2020 to 31/12/2020

Date	Description	Debits £	Credits £
01/12/2020	Brought forward		
31/12/2020	Interest credited gross 15005743		181.24

Interest Rate Summary During Statement Period

From	To	Interest Rate
1st December 2020	31st December 2020	0.896 %

Message Board

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.fscs.org.uk.
The FSCS Information sheet and Exclusions list can be found at www.ccbank.co.uk/fscs.

Date: 04/01/2021

Horndean Parish Council

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Time: 11:38

User: KH

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 4 - Cambridge & Counties Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cambridge & Counties Bank	31/12/2020	55	-
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	-
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	-
Balance per Cash Book is :-			
Difference is :-			0.00



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 1 February 2021

SUBJECT OF REPORT: Finance Report

Income and Expenditure

Since the last Finance Report provided for the Council meeting on the 14th December there are the following items to note.

1. We received our annual payment of £3,722 for the Basic Payments Scheme from the Rural Payments Agency on the 1st December 2020.
2. We received our annual payment of £7,742 for the Higher Level Stewardship from the Rural Payments Agency on the 26th January 2021.
3. The halls were open in October but were forced to close again when national restrictions came back into place at midnight on Thursday 5th December. It now seems very unlikely that we will be in receipt of any further income this financial year. The grid below shows the monthly and cumulative shortfall against the budget for each hall and in total to date. The full year forecast is for a £48.1k shortfall in hall income during 2020-21. A reminder that the budget for 2021-22 was set assuming that we would be in receipt of 30% of our pre COVID annual income.

Hall		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Napier Hall	BGT	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,433	2,433	29,200
	Hall Income ACT	0	0	0	269	555	943	1,194	221	734	0	0	0	3,947
	YTD VAR	2,433	4,866	7,299	9,463	11,330	12,820	14,059	16,271	17,950	20,383	22,816	25,253	
Jubilee Hall	BGT	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	2,325	27,900
	Total Income ACT	0	-41	0	14	1,070	1,931	1,540	192	425	0	0	0	3,082
	YTD VAR	2,325	4,691	7,016	9,327	10,582	11,026	11,811	13,944	15,842	18,168	20,493	22,818	
Combined Halls	BGT	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,758	4,758	57,100
	Total Income ACT	0	-41	0	283	1,536	2,924	2,734	413	1,190	0	0	0	9,029
	YTD VAR	4,758	9,557	14,315	19,790	21,912	23,846	25,870	30,215	33,793	38,551	43,309	48,071	

Management Accounts

The Quarter 3 accounts (April-December 2020) were presented in detail at the Finance and General Purposes (F&GP) Meeting held on Monday 1st February. The headlines are as follows:

Income & Expenditure

The year to date position at the end of December 2020 showed an unfavourable variance, after adjusting for earmarked reserve movements of £26.6k.

Reserves

As at December 31st Earmarked Reserves stood at £295.4k and General Reserves a further £200.7k giving total funds available of £496.1k.

Forecast

The full year forecast has posed considerable challenges this year mainly due to the uncertainties around COVID-19 and the Jubilee Hall Project delays, however with assumptions detailed for the F&GP Meeting the latest forecast indicates an unfavourable outturn of £48.7k against budget and £57.0k in cash terms (as £8.3k was taken from reserves to balance the budget).

In this forecast, General Reserves would stand at £87.8k at the end of the financial year.

Earmarked reserves are forecast to be at £196.2k although it should be noted that £90.0k of this total is the projected surplus on the loan for Jubilee Hall, which may be returned to the Public Works Loan Board, and an additional £33.0k is CIL monies that have restrictions on what they can be used for, leaving £73.2k in liquid reserves.

Jubilee Hall Construction

A detailed report was presented at the Finance and General Purposes (F&GP) Meeting held on Monday 1st February. The headlines as at the end of December 2020 were as follows:

Income

Total Funds (Maximum) = £980,931 (£279,722 from East Hampshire District Council, £201,209 from Reserves, £500,000 (maximum) loan from the Public Works Board.
Any unspent funds to be returned at the end of the project.

Expenditure to date

As at the end of December 2020 the following has been spent against the budget:

PDP Contract £53,982 against a contract of £61,700

Spelthams Contract £761,398 against the contract of £763,455. (It should be noted that 2.5% of the contract fee is being held back for 12 months.)

Spelthams variations £26,099 above the contract.

Other Costs £22,504.

Report Prepared by Simon Ritson, Responsible Finance Officer, February 1st 2021

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

This Assessment was reviewed and adopted by the Council at the meeting on: TBC

Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council." Risk assessment is a systematic, general examination of working conditions, work activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the tasks or processes. Based on a recorded assessment, the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment. This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify what the risk may be;
- Identify what the risk may be;
- Evaluate the management and control of the risk and record all findings;
- Review, assess and revise if required.

Risk (R) Matrix		Likelihood (L)			Assessed Risk (R = L x S)
		Low	Medium	High	
Severity (S)	Severe	3	6	9	Unacceptable - Further Mitigation Required
	Moderate	2	4	6	Acceptable - Monitoring Required
	Minor	1	2	3	No Problem Identified - Risks Managed

Ref.	Subject	Risks Identified			L	S	R	Management/Control of risks	Review/Assess/Revise
1	Councillors & Staff	Loss of Key Councillors, Loss of Key Staff, Fraud by Councillors or Staff, Inappropriate actions by Councillors or staff, Councillor numbers falling below quorums			1	2	2	Council Finance Regulations, Procedures, Standing Orders, Councillor and staff training all contribute to managing these risks	Existing procedures adequate.
2	Members Interest	a) Conflict of Interests b) Register of Members Interests			1	1	1	a) Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. b) Register of Members interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members have responsibility to update their forms
3	Business	Risk of Council not being able to continue its business due to unexpected circumstances.			1	2	2	Temporary office could be set up in one of the Council-owned Halls as per the Business Continuity Plan (BCP).	Existing procedures adequate.
4	Precept	a) Precept inadequate b) Precept not applied for c) Conflict of Interests			1	2	2	a) Precept inadequate b) Precept not applied for c) Conflict of Interests	a) To determine the precept amount required, the Parish Council follows the processes laid down in the Finance Regulations to establish the Budget and hence the Precept. b) This figure is submitted by the RFO in writing to EHDC. c) The Clerk informs Council when the monies are received
5	Financial Records	a) Inadequate Records b) Register of Members Interests			1	1	1	Records are kept on Omega accounts package and monthly checks by Council verify Financial Regulations are adhered to	Existing procedures adequate.
6	VAT	Failure to maintain proper VAT Records and reclaim VAT where appropriate			1	1	1	The Council's Finance Regulations, controls and procedure set out the requirements for VAT and the Clerk or RFO ensures that VAT is reclaimed when necessary	Existing procedures adequate.

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

This Assessment was reviewed and adopted by the Council at the meeting on: TBC

Risk (R) Matrix		Likelihood (L)			Assessed Risk (R = L x S)
		Low	Medium	High	
Severity	Severe	3	3	9	Unacceptable - Further Mitigation Required
	Moderate	2	2	4	Acceptable - Monitoring Required
	Minor	1	1	1	No Problem Identified - Risks Managed

Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council." Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Ref.	Subject	Risks Identified			Management/control of risks			Review/Assess/Revise
		a)	b)	c)	L	S	R	
7	Banking	a) Inadequate Checks			1	1	1	Existing procedures adequate.
		b) Bank errors			1	1	1	
		c) Loss of cheques/cash			1	1	1	
		d) unnecessary charges			1	1	1	
		e) loss of signatories			1	1	1	
		f) collapse of financial institution			1	1	1	
8	Cash	Loss through theft or dishonesty			1	1	1	Existing procedures adequate.
9	Reporting & Auditing	a) Lack of information and communication			1	1	1	Existing procedures adequate.
		b) Register of Members Interests			1	1	1	
10	Costs, expenses and debts	a) Incorrect Invoicing			1	1	1	Existing procedures adequate.
		b) Cheques incorrect			1	1	1	
		c) Debts outstanding			1	1	1	
11	Grants Receivable	Receipts of Grant			1	1	1	Existing procedures adequate.
12	Grants and Support Payable	Power to pay. Authorisation of Council to pay			1	1	1	Existing procedures adequate.

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

This Assessment was reviewed and adopted by the Council at the meeting on: TBC

Risk (R) Matrix	Likelihood (L)			Assessed Risk (R = L x S)
	Low	Medium	High	
Severe	3	6	9	Unacceptable - Further Mitigation Required
Moderate	2	4	6	Acceptable - Monitoring Required
Minor	1	2	3	No Problem Identified - Risks Managed

Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed;
- Identify what the risk may be;
- Evaluate the management and control of the risk and record all findings;
- Review/ assess and revise if required

Ref.	Subject	Risks Identified			Management/control of risks	Review/Assess/Revise
		L	S	R		
13	Payroll	a) Remunerations calculated and paid incorrectly b) Tax, NI or pensions calculated and paid incorrectly		1 1 1	Payroll calculations, pensions and Tax and NI are dealt with by a specialist subcontractor using time sheet data supplied by the Clerk. These are then verified by the RFO. Payments are made by BACS according to these calculations	Existing procedures adequate.
14	Election costs	Risk of an election cost		2 1 2	Council builds an earmarked reserve for this purpose	Existing procedures adequate.
15	Annual Return	Completion & Submission within time limits		1 2 2	Annual Return is completed in good time for approval and to be signed by the Council, submitted to the Internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate.
16	Minutes/Agendas/Notices and Statutory Documents	a) Accuracy and legality b) Business conduct	1 1 1		a) Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. b) Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chairman. Consideration is given by Council to Planning Applications and responses given within the required timescales.	Existing procedures adequate. Members to adhere to Code of Conduct
17	Insurance	Adequacy and cost		1 2 2	An annual review is undertaken (before the time of the policy renewal) of all insurance cover and premiums	Existing procedures adequate.
18	Data Protection	Non Compliance with GDPR		1 2 2	The Council is registered with the ICO which is renewed annually	Existing procedures adequate.

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

This Assessment was reviewed and adopted by the Council at the meeting on: TBC

Risk (R) Matrix		Likelihood (L)			Assessed Risk (R = L x S)
		Low	Medium	High	
Severity	Severe	3	3	3	Unacceptable - Further Mitigation Required
	Moderate	2	2	2	Acceptable - Monitoring Required
	Minor	1	1	1	No Problem Identified - Risks Managed

Notes:
 "The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council."
 Risk assessment is a systematic process of examination of working conditions, activities, facilities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or process. Based on a recorded assessment the employer should take all practical and necessary steps to reduce or eliminate the risk, insofar as is practicable. Making sure that all employees are made aware of the results of the risk assessment.
 This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:
 1. Identify what the risk may be.
 2. Evaluate the management and control of the risk and record all findings.
 3. Review, assess and revise if required.

Ref.	Subject	Risks Identified			Management/control of risks			Review/Assess/Revise
19	Freedom of Information Act	Policy and Provision	1	2	2	The Council has a model publication scheme for Local Councils in place. The Clerk is aware that FOI requests may require additional work.	Existing procedures adequate.	
20	Assets	a) Loss or damage	1	1	1	a) All Assets are adequately insured at their replacement cost and cover is reviewed annually. Buildings are adequately secured and staff are trained in the use of tools and equipment as necessary. Re-building costs are reassessed on a regular basis. Assets such as building and power tools are inspected according to Council procedures	Existing procedures adequate.	
		b) Risk/damage to third parties or their property	1	1	1	b) Insurance covers third party risks. Playground equipment is inspected for safety weekly.		
		c) Inaccurate register of assets	1	1	1	c) Acquisitions and disposals of assets are recorded in the Asset Register		
		d) Poor performance of property or amenities	1	1	1	d) Caretakers and ground staff inspect property and equipment regularly and report shortcomings for action		
		e) Potential loss of income	1	1	1	e) Fees and charges are reviewed annually		
21	Notice Boards	Risk/damage/injury to third parties	1	1	1	Parish Council has notice boards sited around the Parish. All have approval by relevant parties, insurance cover and are inspected regularly by staff and repaired as required	Existing procedures adequate.	
22	Street Furniture	Risk/damage/injury to third parties	1	3	3	The Parish Council is responsible for various public seats which are covered by insurance. These are inspected regularly and maintained.	Existing procedures adequate.	
23	Meeting Location	Inadequacy / Health & Safety	1	1	1	The Parish Council Meetings are generally held at Jubilee Hall. The facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects	Existing procedures adequate.	
24	Council records, paper	Loss through a) theft b) fire or c) damage	1	1	1	The Parish Council historical records are archived with Hampshire County Council. Current records are at Tyfield House which is protected by fire alarms	Existing procedures adequate.	

HORNDEN PARISH COUNCIL - RISK ASSESSMENT

This Assessment was reviewed and adopted by the Council at the meeting on: TBC

Risk (R) Matrix		Likelihood (L)			Assessed Risk (R = L x S)
		Low	Medium	High	
Severity	Severe	3	3	9	Unacceptable - Further Mitigation Required
	Moderate	2	2	4	Acceptable - Monitoring Required
	Minor	1	1	1	No Problem Identified - Risks Managed

Notes

"The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council." Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment. This document has been produced to ensure the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the risks to be reviewed.
- Identify the management and control of the risk and record all findings.
- Review, assess and revise if required

Ref.	Subject	Risks Identified			L	S	R	Management/control of risks	Review/Assess/Revise
25	Council records, electronic	Loss through a) theft			1	1	1	Access to Tyfield House is secure. Access to computers is password protected. Access to Omega account package is password protected. Data is held on the office server and backups taken weekly on removable media and stored elsewhere	Existing procedures adequate.
		b) fire or			1	1	1		
		c) damage			1	1	1		
		d) corruption of computer files			1	1	1		
26	Countryside Team Activity	a) Staff are injured while working			1	3	3	HPC recognises that its operations in the countryside can involve a degree of risk and operates strict safety procedures and rigorous training to ensure that accidents and damage do not	Existing procedures adequate.
		b) members of the public injured by staff carrying out work			1	3	3	a) Staff are trained to carry out their responsibilities correctly and safely. The equipment used is checked and maintained	
		c) members of public or their property injured/damaged as a result of faulty work by HPC staff			1	2	2	b) Staff work procedures ensure that public is not put at risk c) Staff are trained and work to a high standard	
27	Legal Powers	Illegal activity or payments			1	1	1	All activities and payments are within the powers of the Parish Council and are governed by its Standing Orders, Regulations and Procedures.	Existing procedures adequate.
28	Website	Website function lost, passwords lost			2	1	2	Website administrator is a member of staff. Passwords held by the Office.	Existing procedures adequate.
		a) Insufficient quotations required			1	1	1		
29	Work Commissioned by Council	b) Work commissioned incorrectly			2	1	2	Finance Regulations define how contracts shall be placed. One or more Councillors oversee and monitor project and costs	Existing procedures adequate.
		c) Work goes over budget			2	1	2		
		d) Conflicts of interest			1	1	1		

HEALTH AND SAFETY POLICY STATEMENT

Horndean Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated, they will be minimised by substitution or reduction, the use of physical isolation controls, strict adherence to safe systems of work, and as a last resort the use of personal protective equipment.
- Maintain the discipline listed above by regular monitoring, review and enforcement.
- Ensure safe handling and use of substances

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

**Chairman
Members of the Parish Council**

Signed:

Dated:

Chief Officer

Adopted 20.01.2020

Horndean Parish Council Schedule of Meetings 2021-2022

THIS PROGRAMME MAY BE SUBJECT TO CHANGE

	COUNCIL		ANNUAL PARISH MEETING
	FINANCE & GENERAL PURPOSE		ANNUAL MEETING
	GROUNDS		EVENTS
	PLANNING & PUBLIC SERVICES		BANK HOLIDAY

May 2021						June 2021						July 2021					
Mon	Mon	Mon	Mon	Mon		Mon	Mon	Mon	Mon			Mon	Mon	Mon	Mon		
3	10	17	24	31		7	14	21	28			5	12	19	26		
		17															
August 2021						September 2021						October 2021					
Mon	Mon	Mon	Mon	Mon		Mon	Mon	Mon	Mon			Mon	Mon	Mon	Mon		
2	9	16	23	30		6	13	20	27			4	11	18	25		
November 2021						December 2021						January 2022					
Mon	Sun	Mon	Mon	Mon	Mon	Mon	Mon	Tue	Mon	Mon		Mon	Mon	Mon	Mon	Mon	
1	14	8	15	22	29	6	13	14	20	27		3	10	17	24	31	
			15			5							10				
February 2022						March 2022						April 2022					
Mon	Mon	Mon	Mon			Mon	Mon	Mon	Mon			Mon	Mon	Mon	Mon		
7	14	21	28			7	14	21	28			4	11	18	25		
													11				

ALL MEETINGS OF HORNDEAN PARISH COUNCIL AND ITS COMMITTEES START AT 7.00 PM AND ARE HELD AT JUBILEE HALL

(Unless otherwise stated on HPC Website. Times may vary particularly when 2 meetings are held on the same day)

Events:
Remembrance Day - 14th November 2021
Carol Service - 14th December 2021

Office Closure Dates:
29th December 2021
30th December 2021
31st December 2021

Bank Holiday Dates
Early May Bank Holiday - 3th May 2021
Spring Bank Holiday - 31th May 2021
Summer Bank Holiday - 30th August 2021
Christmas Day Holiday - 27th December 2021
Boxing Day Holiday - 28th December 2021
New Year's Day - 1st January 2021
New Year's Day Bank Holiday - 3rd January 2022
Good Friday - 15th April 2022
Easter Monday - 18th April 2022

BUDGET WORKSHOP

DRAFT

AGENDA ITEM: 13

SUBJECT OF REPORT

To receive a report and consider the signage in respect of the new Parish Office

BACKGROUND

Ideas have been suggested for a Parish Council sign for the new office, mainly a vinyl sticker sign to be placed on the front of the building, design idea as attached (Design 1). The general feeling from Councillors was that they liked the idea of a vinyl sticker sign, saying "Horndean Parish Council Office" with the HPC logo.

I have made contact with two professional Sign Writers one of which has replied to date (please see attached email). The Sign Writer in question has suggested that costing depends on many variables, such as size, colours, materials and the work involved, such as the design, the making of the sign, painting or signwriting etc. They have stated that they are very happy to show us some examples of their work and some approximate costings, dependent on what type of signage is required.

Suggested options and points made by the Sign Writer

- They could sign write directly to the reverse side of the glass, either in simple colour or using glass gilding.
- Lighter colours always work best on glass, unless it is always brightly lit from the inside, when darker colours can be used.
- They could combine the HPC logo into one cohesive design with the text.

RECOMMENDATION

Council may wish to give consideration as to the following:

- Font and colour of the signage
- Placement of the signage.
- Type of sign (vinyl sticker, timber, aluminium, Perspex signboard or signwriting directly onto the glass etc.).

Council may also wish to ask Officers to obtain quotations for their preferred option and specification.

Report prepared by:

Sarah Guy
Operations Officer





HORNDÉAN PARISH COUNCIL

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to Parish Office and Community Halls • Contractors • Vulnerable groups: Elderly, those with existing underlying health conditions 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p> <p>Posters, leaflets and other materials are available for display.</p>			

	<ul style="list-style-type: none"> • Anyone else who physically comes in contact with you in relation to Council business 	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings. Virtual Meetings where appropriate.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Desks moved to ensure compliance with the 2 metre distance rule.</p> <p>Work schedule in place which currently includes: All staff working reduced hours/days to ensure least possible numbers on site at any one time. Additionally, staff work partially from home, with one person based entirely at home, with another employee stood down until further notice.</p> <p>The Community Halls remain closed and in person meeting of the Council/Committees are suspended until further notice.</p>		
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			<p>Social distancing also to be adhered to during lunch breaks etc.,</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. Test for infection to be booked online. If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	

COUNCIL AGENDA

Date: 8th February 2021

AGENDA ITEM: 17

SUBJECT OF REPORT: TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 25 JANUARY 2021, IN RESPECT OF THE QUOTATION FOR THE REMOVAL OF TREES AT JUBILEE SUFFERING FROM ELM DISEASE

G 026/20/21

TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE REMOVAL OF TREES SUFFERING FROM ELM DISEASE AT JUBILEE

Cllr Mrs E Tickell provided members with a verbal update.

The Grounds Manager is to contact EHDC to establish who owns the Ash trees along the eastern boundary.

The Grounds Manager's report and quotations were circulated prior to the meeting, and a brief discussion took place.

Cllr Mrs E Tickell proposed to accept Quote 1 with the instruction that the ash tree works are not to be undertaken until ownership has been established. This was seconded by Cllr B Raymond.

It was **RESOLVED** to recommend to Council to accept Quote 1 for the removal of trees at Jubilee suffering from Elm Disease. All agreed.