



Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ONLINE ON MONDAY 15 MARCH 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

09 March 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 receive a presentation from Highwood in respect of the planned Care Village and Care Home being part of the Land East of Horndean development.
7. To approve the Minutes of the Council Meeting held on the 08 February 2021.
8. To receive and approve the Orders for Payment (List 8 attached).
9. To receive and note the monthly finance report.
10. To receive a report in respect of the quotations pertaining to the Parish Office signage.
11. To receive and consider the application for CIL funding to replace the play equipment at Five Heads Recreation Ground.
12. To consider the rescheduling of HPC's Annual Meeting to a date within the first week of May 2021.
13. To consider the structure of the Staff Committee.

14. To confirm the process of delegated powers in the absence of formal meetings of the Parish Council.
15. To note the next scheduled meeting of the Council being the 19 April 2021.
16. **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).**
17. To approve the Confidential Minutes of the Council meeting held on the 08 February 2021.
18. To receive a report in respect of a contractual dispute and agree the way forward.
19. To receive the recommendation from the Staff Committee on the 08 March 2021, in respect of any proposed changes to staff salaries for 2021/22.
20. To receive the recommendation from the Staff Committee on the 08 March 2021, in respect of the Chief Officer's Appraisal.
21. To receive the recommendation from the Staff Committee on the 08 March 2021, in respect of any proposed changes to the Chief Officer's salary for 2021/22.

AGENDA ITEM: 3

SUBJECT OF REPORT: REPORT FROM COUNTY COUNCILLOR MRS M HARVEY

Dear residents

I do hope that you are all safe and well and as I am, looking forward to the end of restrictions. Hang in there, it's not too far away!!

I am still working on issues about the Gales development on Horndean Road and hope that we can resolve the cutting and replanting issues that have dogged this development since it was completed.

I have requested that parking enforcement visit on a more regular basis as I have had many complaints about parking, especially in the evening on Horndean Road next to the shops. I do not think that parking enforcement will come out in the evening, but I have asked if there is anything, apart from calling the police, who do not often come to these calls. I have spoken to Donna Jones, who is standing in the next election for the police and crime commissioner's job about the police being more visible on these occasions and she has told me that she intends to do this, so let's hope she does, if she is elected.

I have been working with the officers about the entrance and roads for the Portsmouth Water reservoir and hopefully they will consider our concerns.

When this lockdown ends, I will be starting my surgery again in the Blendworth Church Centre and look forward to seeing some of you there.

It is on the second Thursday of the month from 10-11am, so come along and let me know if there is anything that I can help with or perhaps signpost you to.

I am always happy to hear from you either by e mail or telephone. My e mail address is marge.harvey@hants.gov.uk and my phone number is 92413858 or a letter at my home address. 1 Glendale Rowlands Castle PO9 6EP

I look forward to hearing from you.

Keep safe

Marge



HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 08 FEBRUARY 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, P Little, B Raymond, Mrs E Tickell, R Veitch, I Weeks

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

PUBLIC ATTENDANCE: County Councillor Mrs Marge Harvey

HPC 144/20/21 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr J Lay and D Prosser.

HPC 145/20/21 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

HPC 146/20/21 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Mrs Marge Harvey was read out by The Chairman.

HPC 147/20/21 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No written update provided. Cllr Beck asked for an update regarding the encroachment at Blendworth. Cllr D Evans confirmed that the process was underway and said EHDC were attending Court to enforce an injunction. He said he would keep Council up to date with any progress.

HPC 148/20/21 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public. No questions were asked. County Cllr Mrs Marge Harvey exited the meeting (7.12pm).

HPC 149/20/21 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 18 JANUARY 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 18 January 2021 be signed as a true record of the meeting.

This was proposed by Cllr Beck and seconded by Cllr Veitch.

HPC 150/20/21 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 7 ATTACHED)**

Cllr D Evans informed Members that money was due to be refunded from the Forestry Commission, in relation to line 21 for tree guards and tree stakes.

It was **RESOLVED** that the Orders for Payment (List 7 attached) be approved and duly signed. All agreed.

HPC 151/20/21 **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CAMBRIDGE & COUNTIES AS AT THE 31 DECEMBER 2020**

It was **RESOLVED** that the bank reconciliation as at 31st December 2020 be approved and duly signed. All agreed.

HPC 152/20/21 **TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated and noted.

HPC 153/20/21 **TO RECEIVE AND REVIEW THE FINANCIAL RISK ASSESSMENT**

The Financial Risk Assessment was circulated and the Chief Officer confirmed that no amendments had been made from last year, with the Chairman stating that it had been accepted by the Auditor last year. The RFO stated that the Auditor had commended HPC on the document.

It was **RESOLVED** that the Financial Risk Assessment be reviewed at some point during a Finance and General Purposes Committee meeting, but was adopted at this stage for year end.

HPC 154/20/21 **TO RECEIVE AND CONSIDER THE HEALTH & SAFETY POLICY STATEMENT**

It was **RESOLVED** that the Health & Safety Policy Statement be adopted. All agreed.

HPC 155/20/21 **TO RECEIVE AND CONSIDER THE DRAFT MEETINGS SCHEDULE 2021/2022**

The draft Meetings Schedule for 2021/2022 was circulated and a discussion took place.

It was **RESOLVED** that the Meetings Schedule for 2021/2022 be adopted with the following amendments:

- Budget workshop colour to be changed to make it more visible.
- Spelling of “particularly” to be amended and spelt correctly.
- The November date of the 14th for Remembrance Day event to be moved into the correct position on the schedule, instead of being between the dates of the 1st and 8th.
- Wording in yellow highlighted text to be moved into the first sentence of text.

HPC 156/20/21 TO RECEIVE A REPORT AND CONSIDER THE SIGNAGE IN RESPECT OF THE NEW PARISH OFFICE

A report by the Operations Officer was circulated and a discussion took place. The general consensus was that a sign directly written onto the glass would be the preferred option, dependant on the costing.

It was **RESOLVED** for the Chief Officer to go back to the Sign Writer with the following request:

- A ballpark figure to be requested for a sign written directly onto the glass, as well as a vinyl sticker sign, both with the HPC logo and “Horndean Parish Council” wording.
- An idea to be given regarding the difference in pricing, looking at the following font colours- gold, green and white.

HPC 157/20/21 TO CONSIDER ANY APPROPRIATE CIL SPENDING PROJECTS FOR INCLUSION WITHIN THE LIST BEING PREPARED BY EHDC

Cllr D Evans said that he had tried to obtain money to improve Five Heads Recreation Ground. It was **RESOLVED** that Members were happy for Cllr D Evans and Cllr Little to draft a list of ideas, with the Chief Officer providing them with the original application.

HPC 158/20/21 TO RECEIVE AND NOTE THE COVID-19 RISK ASSESSMENT

A copy of the COVID-19 Risk Assessment was circulated and a discussion took place.

It was **RESOLVED** that

- The title of the document be amended to Hazard Control Policy.
- The end 3 columns be completed/filled in, otherwise removed.

HPC 159/20/21 TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE HANDING BACK OF TYFIELD HOUSE AND LUCKYLITE

The Chief Officer informed Members that Tyfield House had been repainted (interior) and the carpet cleaned and was ready to hand back on 11th February 2021. She said that Lucky Lite had been painted and handed back.

HPC 160/20/21 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

The recommendation from the Grounds Committee Meeting on the 25 January 2021 was circulated and it was **RESOLVED** to follow the recommendation as follows:

- Accept quotation 1 for the removal of trees at Jubilee suffering from Elm Disease.

- Remove only the trees we know belong to HPC and inform owners of the other trees not belonging to HPC.

HPC 161/20/21 TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 15 MARCH 2021

The next scheduled meeting of the Council is noted as 15 March 2021, presumably virtual.

HPC 162/20/21 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 8.05pm.

HPC 163/20/21 TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 14 DECEMBER 2020, AND THE 18 JANUARY 2021

It was **RESOLVED** that the minutes of the Council meeting held on 14 December 2020 and 18 January 2021 be signed as a true record of the meeting.

HPC 164/20/21 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

It was **RESOLVED** for HPC to review periodically.

Meeting concluded & recording ended at 8.20pm.

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Signed - The Chairman

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Date



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 15 March 2021

SUBJECT OF REPORT: Order of Payments

Line 5 – Jubilee Hall Electricity

The charge of £662.34 (+VAT) covers the period 27th October 2020 to the 12th January 2021. (76 days)
3,996 units were used.

This equates to an average of 52.6 units per day.

The hall was open during November but was closed from December 21st 2020.

The comparative invoice for the previous year covered the period 17th October 2019 to the 10th January 2020. (85 days)

The charge was £1,218.03 (+VAT) and 7,494 units were used.

This equates to an average of 88.2 units per day.

Therefore there has been a reduction of 40% year on year

Line 6 – Tyfield House Electricity

The charge of £621.80 (+VAT) covers the period 27th October 2020 to the 12th January 2021. (76 days)
4,343 units were used.

This equates to an average of 57.2 units per day.

The comparative invoice for the previous year covered the period 22nd October 2019 to the 10th January 2020. (80 days)

The charge was £685.03 (+VAT) and 4,853 units were used.

This equates to an average of 60.6 units per day.

Line 7 and Line 14 – Napier Hall Gas

The charge of £400.99 (+VAT) covers the period 27th November 2020 to the 29th December 2020. (32 days)
693 units were used.

This equates to an average of 21.7 units per day.

The comparative invoice for the previous year covered the period 3rd December 2019 to the 6th January 2020. (34 days)

The charge was £396.40 (+VAT) and 694 units were used.

This equates to an average of 20.4 units per day.

The hall was open during November but was closed from December 21st 2020 although the church used the Hall over the Christmas period.

The charge of £44.07 (+VAT) covers the period 30th December 2020 to 27th January 2021. (29 days)
66 units were used.

This equates to an average of 2.3 units per day.

The comparative invoice for the previous year covered the period 7th January 2020 to the 7th February 2020. (31 days)

The charge was £344.90 (+VAT) and 600 were used.

This equates to an average of 19.4 units per day.

Line 13 and Line 19 – Grenke

Grenke have replaced Annodata as the photocopier supplier.

The annual fee for renting the photocopier has reduced from £808pa to £460pa.

The one off fee of £100.00 (+VAT) is to set up the contract.

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			LIST 8 - 15-MAR-2021			BANK ENTRIES: 30 JAN-05 MAR 2020
Ref	Date	Payee/Payer	Net	VAT	Total	Details
DIRECT DEBITS			BANK ENTRIES: 30 JAN-05 MAR 2020			
1	19/01/2021	Castle Water (Tyfield)	£5.74	£0.00	£5.74	Water - Tyfield 1 Jan - 10 Feb 2021
2	19/01/2021	British Telecom	£42.60	£8.52	£51.12	Jubilee Payphone: 1 Jan - 31 March 2021
3	20/01/2021	Busines Stream	£59.03	£0.00	£59.03	Tyfield Waste Water: 10 September - 20 January 2021
4	21/01/2021	British Telecom	£190.62	£38.12	£228.74	Tyfield WI FJ/Jubilee Alarm -1 Jan - 31 March 2021
5	18/01/2021	SSE	£662.34	£132.46	£794.80	Jubilee Hall Electric: 27 Oct - 12 Jan 2021
6	18/01/2021	SSE	£621.80	£124.36	£746.16	Tyfield House Electric: 27 Oct - 12 Jan 2021
7	18/01/2021	SSE Gas	£400.99	£80.19	£481.18	Gas Napier Hall: 27 Nov -29 Dec 2020
8	07/02/2021	Plusnet	£-7.55	£-1.55	£-9.10	Refund 18/1/2021-3/2/2021
9	01/02/2021	Fuelgenie	£136.66	£27.34	£164.00	Fuel: January 2021
10	02/02/2021	British Gas	£327.35	£16.36	£343.71	Jubilee Office Electric 2 Nov - 1 Feb 2021
11	02/02/2021	British Gas	£352.95	£17.64	£370.59	Jubilee Office Gas 18 Nov - 31 Jan 2021
12	13/01/2021	UK Debt Management	£13,265.33	£0.00	£13,265.33	Loan Repayment (10 Aug- 09 Feb 2021) Pt 1 of 50
13	01/02/2021	Grenke	£88.28	£17.66	£105.94	Photocopier Rental 20/1/21-31/3/2021
14	23/02/2021	SSE Gas	£44.07	£2.20	£46.27	Gas Napier Hall: 30 Dec -27 Jan 2021
15	23/02/2021	Focus	£-1,500.00	£0.00	£-1,500.00	Cashback Incentive Against Contract
16	01/02/2021	Taylor Made (Peach)	£86.81	£17.36	£104.17	Feb Rent + Alarm. Jub/Nap WI FJ
17	11/02/2021	Vodafone	£161.20	£32.24	£193.44	Mobiles: 1 Feb - 28 Feb 2021
18	31/01/2021	Veolia	£144.00	£28.80	£172.80	Waste Collection: January 2021
19	01/02/2021	Grenke	£100.00	£20.00	£120.00	Photocopier Documentation Fee (one off)
B.A.C.S.			BANK ENTRIES: 30 JAN-05 MAR 2020			
20	27/01/2021	AVS Fencing	£120.84	£24.17	£145.01	3' 5 Bar Field Gate and Hinge Set - Hazleton
21	21/01/2021	B & Q	£49.53	£9.91	£59.44	Drawers, Wall Hooks for New Jubilee Building
22	20/01/2021	B & Q	£17.95	£3.58	£21.53	Rawl Plugs and Hooks for New Jubilee Building
23	26/01/2021	Blendworth Property Maintenance	£260.00	£0.00	£260.00	Remove Fixtures/Fittings and Refix New Jubilee Office
24	21/01/2021	Christie Intruders Alarm Ltd	£130.00	£26.00	£156.00	Removal of Safe from Tyfield to Jubilee Office
25	20/01/2021	Christie Intruders Alarm Ltd	£13.88	£2.77	£16.65	4 Keys/Caps for New Jubilee Building
26	26/01/2021	Connected IT	£507.00	£0.00	£507.00	Set Up/Configure Router, Office Move and Set Up
27	12/01/2021	Focus	£98.10	£19.62	£117.72	Jubilee office Line Rental Charges 1 Feb - 28 Feb 2021
28	26/01/2021	H Japp Decoration	£2,250.00	£0.00	£2,250.00	Decorate Tyfield House
29	21/01/2021	Southern Fire Protection	£13.50	£2.70	£16.20	3 x Fire Extinguisher I.D Signs
30	14/01/2021	Tichfield Tree Services	£1,350.00	£270.00	£1,620.00	Felling of Tree at Yoells Copse
31	04/02/2021	Staff Expenses	£140.80	£22.85	£163.65	Staff Expenses: January 2021
32	08/02/2021	Luckylite	£-70.00	£0.00	£-70.00	Refund of Keyfob
33	08/02/2021	Portal Plan Quest	£-114.00	£0.00	£-114.00	Partial Refund Planning App Fee - Jubilee Office Cladding
34	25/01/2021	National Telecoms Installations	£475.00	£95.00	£570.00	Move NEC Telephone System to new Office
35	08/02/2021	The Cumbria Clock Company	£185.00	£37.00	£222.00	Service of Holy Trinity Church Clock
36	04/01/2021	Aardark Supplies	£189.01	£37.80	£226.81	Janitorial Supplies - January 2021
37	29/01/2021	Viking	£33.25	£6.65	£39.90	3 x Wall Clocks
38	22/01/2021	Viking	£109.26	£21.85	£131.11	Noticeboard for Reception
39	01/02/2021	Screwfix	£27.49	£5.49	£32.98	Chuck & Adaptor, Drill Bit Set
40	01/02/2021	B & Q	£7.54	£1.51	£9.05	Nuts, Bolts, Screenwash
41	29/01/2021	HAGS	£749.50	£149.90	£899.40	Remove & Replace Deep Dell Roundabout Bearing
42	11/02/2021	Petty Cash (D Barham)	£57.95	£0.00	£57.95	Safety Boots
43	28/01/2021	UK Office Direct	£52.56	£10.50	£63.06	Stationery
44	02/02/2021	Cartridge Save	£30.08	£6.02	£36.10	1 x Black Printer for Chief Officer's Printer
45	19/02/2021	Horndean PC Employees	£14,515.84	£0.00	£14,515.84	Staff Salaries: February 2021
46	19/02/2021	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges: February 2021
47	09/02/2021	Focus	£83.45	£16.69	£100.14	Jubilee office Line Rental Charges 1 Mar - 31 Mar 2021
48	08/02/2021	B & Q	£2.78	£0.56	£3.34	Metal Gate Eye
49	08/02/2021	B & Q	£9.30	£1.86	£11.16	2 Ladder Hooks
50	03/02/2021	Screwfix	£8.33	£1.66	£9.99	Heavy Duty Hasp + Staples for Parsonage
51	03/02/2021	Screwfix	£17.48	£3.49	£20.97	Magnussen Club Hammer x 3
52	09/02/2021	Blendworth Property Maintenance	£150.00	£0.00	£150.00	Fit new Shelving, Notice Boards at Jubilee office
53	22/02/2021	East Hampshire District Council	£-1,053.91	£0.00	£-1,053.91	EHDC Tyfield/Luckylite Rates Refund
54	26/02/2021	Hampshire Pension Fund	£4,179.20	£0.00	£4,179.20	Pensions: February 2021
55	26/02/2021	HM Revenues & Customs	£3,867.28	£0.00	£3,867.28	NI/PAYE: February 2021
56	02/03/2021	Staff Expenses	£19.25	£0.00	£19.25	Staff Expenses: February 2021
57	17/02/2021	Forward Control	£220.00	£44.00	£264.00	Faulty Smoke Detector Call Out
58	05/02/2021	Landford Trees Ltd	£2,082.00	£416.40	£2,498.40	120 Trees for Lith (CIL Funding)
59	01/01/2021	Mackarness & Lunt	£90.00	£18.00	£108.00	Deeds Storage Charge
60	22/02/2021	Christie Intruders Alarm Ltd	£11.25	£2.25	£13.50	3 Additional Front Door Keys for Jubilee Office
61	15/09/2021	Blendworth Tree Surgeons	£980.00	£196.00	£1,176.00	28 Loads Waste Processed
62	01/02/2021	Luckylite Caravan Storage	£232.21	£0.00	£232.21	Electric at Unit 6 - FINAL Reading
63	01/03/2021	Glanvilles	£794.00	£158.80	£952.80	Legal Fees - Adverse Possession Application
64	17/02/2021	Luckylite Caravan Storage	£1,350.00	£270.00	£1,620.00	Decoration/Restoration Unit 6 Final Invoice
65	07/03/2021	Rialtas Business Solutions Ltd	£816.00	£163.20	£979.20	Annual Support & Maintenance
66	01/03/2021	PDP Architecture	£1,275.00	£255.00	£1,530.00	Arch. Services-Mechanical & Electrical Services
67	01/03/2021	B & Q	£4.56	£0.91	£5.47	Antifreeze/Coolant for Ford Ranger
68	27/02/2021	Wicksteed	£5,234.61	£1,046.92	£6,281.53	Toddler Double Swing Seat-Downs Park (CIL Funded)
69	05/03/2021	Zurich Insurance	£-404.17	£-80.83	£-485.00	Zurich Insurance Claim (Chainsaw stolen)
DEBIT CARD			BANK ENTRIES: 30 JAN-05 MAR 2020			
70	01/02/2021	Grisport	£65.00	£0.00	£65.00	Safety Boots
71	11/02/2021	Hampshire County Council	£30.00	£0.00	£30.00	Hampshire County Council Planters Licence
72	24/02/2021	Rigby Taylor	£388.75	£77.75	£466.50	Wildflower Seeds for Open Spaces
73	05/03/2021	W. T. Lynn Ltd	£23.30	£4.66	£27.96	3 Keys Cut for External W/C at Jubilee Office
TOTAL EXPENDITURE			£57,240.34	£4,026.18	£61,266.52	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 8 - 15-MAR-2021			BANK ENTRIES: 30 JAN-05 MAR 2020
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS		BANK ENTRIES: 30 JAN-05 MAR 2020				
74	various	Football Teams	£175.00	£0.00	£175.00	Hire of Football Pitches
75	28/02/2021	Bank interest	£163.95	£0.00	£163.95	Interest- February 2021
		TOTAL INCOME	£338.95		£338.95	

SIGNED:	
SIGNED:	
DATE:	LIST 8 - 15-MAR-2021



HORNDEAN PARISH COUNCIL

COUNCIL MEETING : 15 March 2021

SUBJECT OF REPORT: Finance Report

Internal Audit

The internal auditor has confirmed that the date for the audit of final accounts and transactions in the second half of the financial year will be carried out on Monday 24th May.

This is highly likely to be done remotely again.

Following this the AGAR will need to be signed off and the accounts sent to the external auditor.

Jubilee Hall Project

Once final accounts have been finalised a calculation needs to be made to ascertain the costs that were duplicated during the move from Tyfield House/Lucky Lite to Jubilee Hall.

This total can then be transferred from the Jubilee Project Reserve to General Reserves.

Report Prepared by Simon Ritson, Responsible Finance Officer

AGENDA ITEM:

SUBJECT OF REPORT

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

BACKGROUND

Following the meeting of Horndean Parish Council on 08 February 2021, quotations/ballpark figures were requested and sent to the Sign Writer as follows

- Costing for Signwriting onto the large panelled glass with the Logo incorporated but also a separate costing for the logo to be separate, next to the text.
- Costing for a vinyl type sticker with both the text and logo (both fitting into the large glass panel).
- Colour options ideas to be explored: gold or dark green, to match the colours in the HPC logo or white.

OPTIONS PROVIDED BY SIGN WRITER

Email received from the Sign Writer:

I have attached a very rough computer sketch to show a quick design that I can put some costs to as per your request.

The attached design could be Full Colour logo with Gold paint text, or with White Text or similar. or the Lettering and gold elements of the Name and logo could be gilded to the glass in Gold leaf, which gives a mirror like brilliance to the work, (i have attached some photo examples of this in use) As you can imagine, Costs will vary depending upon the method used, but as a rough guide:

- *To design and carry out logo and signwriting to glass in Painted signwriting and Gold leaf glass gilding - **£1400 plus vat***
- *To design and carry out logo and signwriting to glass in Painted signwriting and painted gold/ or a yellow colour/ white / or similar - **£1225.00 plus vat***
- *To design and carry out logo and signwriting to glass in adhesive vinyl with digital printed logo from your supplied artwork files - **£670.00 plus vat***

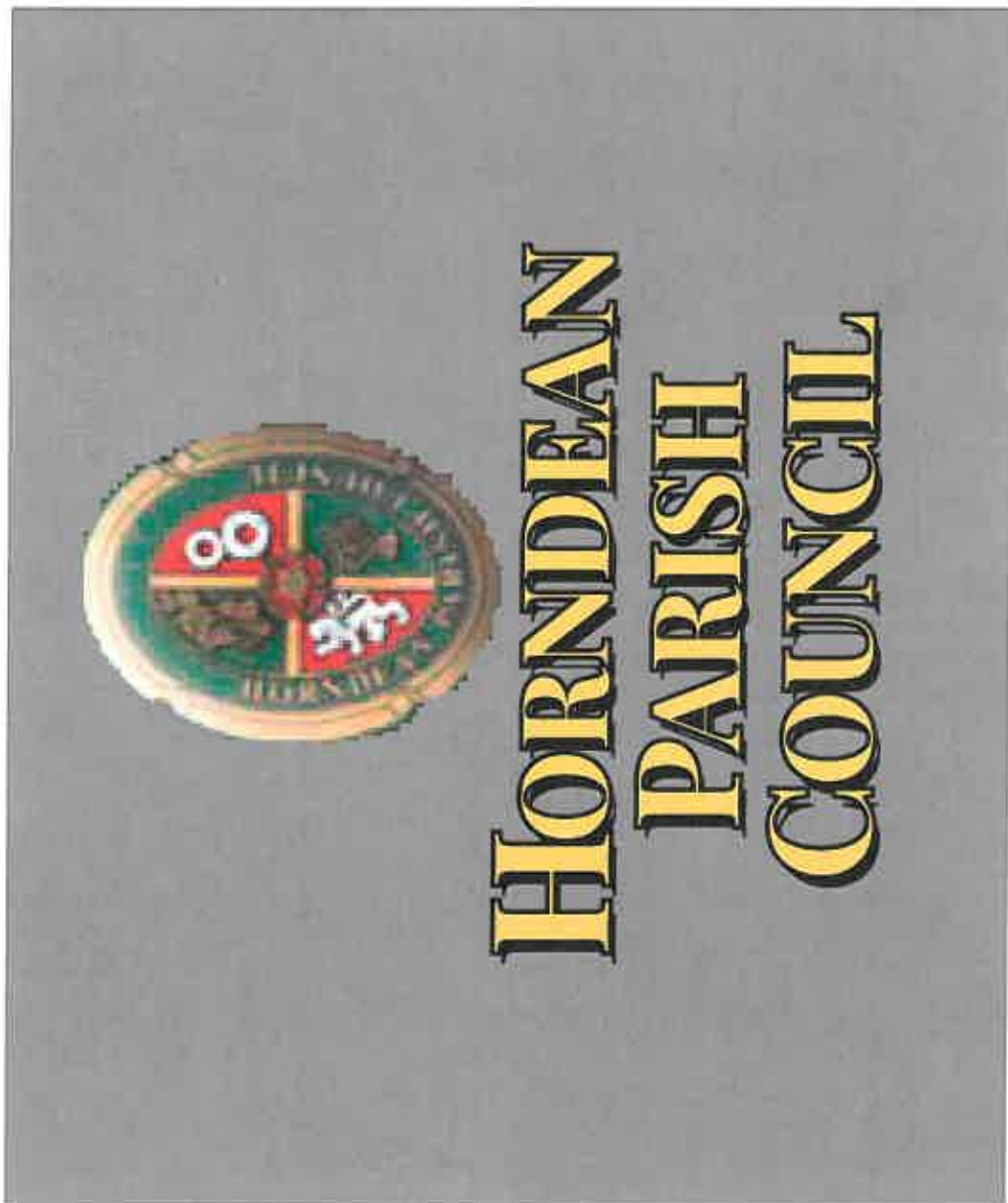
RECOMMENDATION

Council may wish to give consideration as to the above options, looking at either painted signwriting directly onto the glass with gold leaf glass gilding or painted gold/or a yellow colour/white or similar or an adhesive vinyl with digital printed logo from our supplied artwork.

However, please note that the HPC logo that we hold on file is not of a high resolution and this has been pointed out to us many times before, when ordering various signage. It may be that if Council consider the adhesive vinyl option, that they consider signage without the HPC logo.

Report prepared by:

**Sarah Guy
Operations Officer**



Traditional SIGNWRITING
www.osborne-signs.co.uk
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Sarah Guy

From: Osborne Signs <wayne@osbornesigns.co.uk>
Sent: 26 February 2021 12:50
To: Sarah Guy
Subject: Re: Office signage Quotation & ideas
Attachments: hornead parish council- quick idea.pdf

Dear Sarah,

Thank you for getting back to me with this,

As promised, I've attached a very rough computer sketch to show a quick design that I can put some costs to as per your request.

The attached design could be : Full Colour logo with Gold paint text, or with White Text or similar. or the Lettering and gold elements of the Name and logo could be gilded to the glass in Gold leaf, which gives a mirror like brilliance to the work, (i have attached some photo examples of this in use)

As you can imagine, Costs will vary depending upon the method used ,but as a rough guide :

To design and carry out logo and signwriting to glass in Painted signwriting and Gold leaf glass gilding - £1400 plus vat

To design and carry out logo and signwriting to glass in Painted signwriting and painted gold/ or a yellow colour/ white / or similar - £1225.00 plus vat

To design and carry out logo and signwriting to glass in adhesive vinyl with digital printed logo from your supplied artwork files - £670.00 plus vat

I hope this suits your needs but if you need anything further please let me know.

kind regards





