

Minutes of the Full Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 7th December 2020 to which Councillors are summoned to attend by video conferencing via Microsoft Teams.

Present: Cllr Chris Farrance (Chair), Cllr Diana Harvey, Cllr Steve Airton, Cllr Sarah Craig, Cllr Stuart Elborn, Cllr Dorothy Harvey, Cllr Roger Robertson, Cllr Ian Wilson, Cllr Becky Moss, Cllr Fiona Sutton and Cllr Peter Gee

In attendance: Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture and Amenities Officer), Megan Spiers (Support and Communications Officer), District Councillors Tim Southern and Anne Crampton plus one member of the public.

20/21PC

40. OPEN FORUM

No members of the public were present.

20/21PC

41. APOLOGIES FOR ABSENCE & DECLARATIONS OF INTEREST

Apologies were received from County Cllr David Simpson and District Cllr Spencer Farmer.

No interests were declared.

20/21PC

42. WARD MEMBERS REPORT

District Cllr Crampton reported that the HDC budget will be in deficit. Council Tax is predicted to go up, but some restraint has been requested. Hart Voluntary Action (HVA) has £40,000 of grants available for small projects and support activities in the district – the focus being parishes. District Cllr Crampton recommended that HWPC speak to HVA regarding possible grants. Electric vehicle charging points were to be installed in all council owned car parks. However, a survey has found that they are not used enough to provide a return for HDC. If HWPC wants to install charging points, this should be pursued but most people charge their vehicles at home and only tend to use charging points on long journeys.

District Cllr Southern reported that there had been a meeting with HDC representatives and the owners of The Lamb. The current situation has been escalated with the HDC Head of Place. Any update will be passed to the Executive Clerk for circulation.

20/21PC

43 APPROVAL OF MINUTES

Cllr Dorothy Harvey proposed approval of the main & confidential minutes of the Full Council meeting on 2nd November 2020; seconded by Cllr Wilson.

AGREED by all.

20/21PC

44. ACTIONS LOG & PARISH OFFICE REPORT

19/20PC 211 – this matter is ongoing

20/21PC 33 – the new HWPC committee membership has been circulated. Cllr Diana Harvey also requested the list of HWPC representatives on various groups/matters of interest be circulated.

ACTION: Executive Clerk to circulate updated list of HWPC representatives.

20/21PC 37 – Cllr Robertson reported that the Heritage Society view is that the naming of Hartley Row was done in the proper manner and that there is little that can be done now. They suggested the placement of a noticeboard at the entrance to the development with the history of Hartley Row. No further action was felt necessary. Cllr Robertson will draft a letter to the director of the developers to request that 'Row' is dropped from the name so that it reads 'Hartley Park'.

ACTION: Cllr Robertson to draft a letter regarding the name of Hartley Row Park and circulate to the Executive Clerk.

There was no Parish Office report. Instead, the Executive Clerk will draft a summary of achievements of HWPC over the past 12 months to circulate to Parish and District Councillors and to put on the HWPC website. The Parish Office will close at 1pm on Friday 18th December for the Christmas break.

ACTION: Executive Clerk to produce and circulate a summary of HWPC achievements over the past 12 months.

20/21PC

45. PARISH COUNCIL FINANCE

i) Income & expenditure, bank reconciliation & cashbook reports for October 2020

Cllr Gee proposed approval of the income & expenditure, bank reconciliation & cashbook reports for October 2020; seconded by Cllr Dorothy Harvey.

AGREED by all.

ii) Payments listings

Cllr Wilson proposed approval of the payments listing; seconded by Cllr Gee.

AGREED by all.

20/21PC

46. PLANNING APPLICATIONS

Case: 20/02712/HOU

Proposal: Erection of a single storey rear extension

Location: 2 Verandah Cottages, Cricketers Green, Hartley Wintney, Hook RG27 8QE

NO OBJECTION

Case: 20/02706/HOU

Proposal: Erection of two storey rear extension following demolition of existing

Location: Grooms Cottage, West Green Road, Hartley Wintney, Hook RG27 8JW

NO OBJECTION but Councillors would support the request of the Ecology Officer requesting that a survey be carried out by a licensed bat ecologist.

20/21PC

47. 2021/2022 BUDGET

Cllr Farrance invited Committee Chairs to summarise their part of the budget. Overall, there is currently a £47,000 overspend, based on the current precept. Cllr Robertson felt that HWPC should not ask for an increase to the precept due to current circumstances. The precept should be kept the same and with the budget in deficit due to substantial reserves and a probable underspend.

Cllr Farrance requested a vote for no increase in the precept for 2021/2022.

ALL IN FAVOUR.

Cllr Farrance asked whether the £47,000 deficit should be accepted or reduced – either by during the meeting or by deferring to the next Finance Committee.

Councillors accepted the £47,000 deficit and Finance Committee were tasked with assessing whether any budget lines could be reduced. Once this review is complete, the draft 2021/2022 budget will be tabled at Full Council in January for approval.

20/21PC

48. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS

Councillors received approved minutes from Committees since last meeting.

20/21PC

49. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK

Cllr Farrance – the Executive and Deputy Clerk were noted for their work in organising the upcoming Late Night Christmas Shopping event. All Councillors were urged to attend.

Cllr Dorothy Harvey – there have been lots of comments from people to say that they are grateful for the Christmas trees and Snow Windows.

Cllr Sutton – there have been several complaints regarding the surgery and people not getting the care that they should. Dead rabbits have been spotted up on the heath and there is an ongoing need for an extra dog poo bin.

Cllr Wilson – endorsed the good feeling around the village for the Christmas trees and Snow Windows.

Cllr Gee – Victoria Hall is up and running again. Some performances are scheduled before Christmas.

Cllr Elborn – requested an update on the Taplins Farm planning application as this has been withdrawn and it is an issue of concern for residents on St Mary's Park. Cllr Diana Harvey had no further update and Cllr Airtton suggested convening a meeting to look at a map of the area and ascertain how the application might work with St Mary's Park.

Cllr Robertson – noted some issues with people having difficulty finding the St Mary's Park playing field. Some travel from a wide radius to play at the new venue and end up driving around the development to locate the field. The following potential solutions were noted:

Tag the St Mary's Park sports field on Google
Have signposts on the A30 and on Dilly Lane
Upload a location map on the HWPC website so sports coaches can refer away teams to it

20/21PC 50. DATES OF MEETINGS

The 2021 Calendar was received.

The meeting closed at 8.57pm.

.....Chairman

.....Date

Appendices

- Actions log
- Monthly finance documents
- Draft budget 2021/22
- 2021 calendar of meetings

*Abbreviations used in these minutes: Cllr ~ Councillor HCC ~Hampshire County Council
HDC ~ Hart District Council HWPC ~ Hartley Wintney Parish Council NHP ~ Neighbourhood
Plan HAO ~ Horticulture and Amenities Officer*

Actions Log – Full Council

Date/ Minute Ref. Action

PARISH COUNCIL ACTIONS

06.07.20

19/20PC 211

PG: Confirm estimated costs of Victoria Hall roof repair.

07.09.20

20/21PC 11

KR: Circulate the Community Engagement Statement to the Policy Committee for review. **UPDATE** – item to be addressed as part of a wider project.

04.12.20

20/21PC 33.

KR: to circulate committee membership spreadsheet. **COMPLETED** (included with meeting paperwork on Teams)

04.12.20

20/21PC 37.

KR: speak to Adam Green regarding tree works at Hatton's Pond. **COMPLETED** & update sent to SA/RR/CF

RR: submit a written proposal regarding the naming of Hartley Row. **N/A**

PT: staff delete recorded minutes from meetings once minutes have been approved. **COMPLETED** & added to internal process.

DATE	SUPPLIER	AMOUNT	
07.12.20	HTM	£ 726.00	Bus Hire
07.12.20	PID	£ 596.57	Pavilion security
07.12.20	CJH Cleaning	£ 536.76	Public toilets clean
07.12.20	Blucando AV	£ 168.00	IT Support
07.12.20	HELEN KING	£ 140.00	Events & other design work
07.12.20	AMAZON	£ 88.00	Office and PPE
07.12.20	COPY CARE	£ 51.00	Office printer hire & useage
07.12.20	TRAVIS PERKINS	£ 180.00	Barrier hire
07.12.20	CASTLE WATER	£ 180.00	Water rates for AHall & Office
07.12.20	PHASE 2 GENERATION	£ 492.00	Elec. Work A Hall & Parish Office
07.12.20	PG&KS	£ 780.00	Burial grounds safety works and maintenance
07.12.20	LAMPS & TUBES	£ 2,448.00	Christmas light installaton
07.12.20	CH CLEANING	£ 390.40	Office weekly clean and AHall deep clean
07.12.20	COMMS UK	£ 163.70	Headset for SCO
07.12.20	COLIN HORWOOD	£ 755.00	Nov works
07.12.20	SNOW WINDOWS	£ 11,400.00	Community project
07.12.20	HORTUS LOCI	£ 124.20	Planters
07.12.20	HARTLEY SERVICES	£ 352.00	External AHall lighting

**2021 CALENDAR OF HARTLEY WINTNEY PARISH COUNCIL MEETINGS
JANUARY**

MON 4th Parish Council (7.30pm)
MON 11th Planning & Infrastructure (7pm)
MON 18th Environment & Amenities Committee (7.30pm)
MON 25th Policy Committee (7pm)

FEBRUARY

MON 1st Parish Council (7.30pm)
MON 8th Planning & Infrastructure Committee (7pm)
MON 15th Finance Committee (7pm)

MARCH

MON 1st Parish Council (7.30pm)
MON 8th Planning & Infrastructure Committee (7pm)
MON 15th Environment & Amenities Committee (7.30pm)
MON 23rd Policy Committee (7pm)
THUR 25th Staffing Committee (11.30am)

APRIL

MON 12th Parish Council (7.30pm)
TUES 13th Planning & Infrastructure Committee (7pm)
MON 19th Environment & Amenities Committee (7.30pm)
THUR 22nd Finance Committee (7pm)

MAY

MON 10th Annual General Meeting of the Parish Council (7.30pm)
FRI 14th Annual Parish Meeting (6.30pm) & Community Awards
MON 17th Planning & Infrastructure Committee (7pm)

JUNE

MON 7th Parish Council (7.30pm)
MON 14th Planning & Infrastructure Committee (7pm)
MON 21st Environment & Amenities Committee (7.30pm)
MON 28th Policy Committee (7pm)

JULY

MON 5th Parish Council (7.30pm)
MON 12th Planning & Infrastructure Committee (7pm)
MON 19th Environment & Amenities Committee (7.30pm)
THUR 22nd Finance Committee (7pm)

AUGUST

MON 2nd Parish Council (7.30pm)
MON 9th Planning & Infrastructure Committee (7pm)

SEPTEMBER

MON 6th Parish Council (7.30pm)
MON 13th Planning & Infrastructure Committee (7pm)
MON 20th Environment & Amenities Committee (7.30pm)
THUR 23rd Policy Committee (7pm)

OCTOBER

MON 4th Parish Council (7.30pm)
MON 11th Planning & Infrastructure Committee (7pm)
MON 18th Finance Committee (7pm)
THUR 21st Environment & Amenities Committee (7.30pm)

NOVEMBER

MON 1st Parish Council (7.30pm)
MON 8th Planning & Infrastructure Committee (7pm)
MON 15th Policy Committee (7pm)
THUR 18th Staffing Committee (11.30am)
MON 22nd Environment & Amenities Committee (7.30pm)

DECEMBER

MON 6th Parish Council (7.30pm)
MON 13th Planning & Infrastructure Committee (7pm)
THUR 16th Finance Committee (11.30am)

HWPC - DRAFT BUDGET 2021/22

2018/19		2019/20		2020/21		2021/22	Comments
BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL 30.09.20	DRAFT BUDGET	

FULL COUNCIL (& STAFFING COMMITTEE)

100 COUNCIL ADMINISTRATION

4000 STAFF SALARIES	75,500	65,044	80,300	£ 87,726.00	85,685	46,668	93,000	Includes new staff & additional resources
4005 HMRC & PAYROLL COSTS			-	£ -	10,000	5,680	10,000	New line added to separate salary cost from Employer liability costs
4030 INSURANCES	4,750	3,055	3,900	£ 4,338.00	4,250	3,874	5,000	
4051 OFFICE IT UPGRADE	2,000	270	4,000	£ 11,862.00	2,500	5,266	7,500	Annual licensing and IT Technical Support plus £5000 for audio/visual equipment
4120 OFFICE SUPPLIES/ ADMIN COSTS	5,000	4,204	5,000	£ 6,070.00	5,000	915	5,000	Includes telephone/broadband, printer charges, stationery and general office supplies.
Total Expenditure	87,250	72,573	93,200	109,996	107,435	62,403	120,500	

STAFFING COMMITTEE

4010 STAFF TRAINING & RECRUITMENT	1,700	1,059	2,000	£ 1,655.00	3,000	£ 325.00	3,000	
4020 COUNCILLOR TRAINING	500	15	500	£ -	3,000	£ -	3,000	
4040 PENSIONS	4,500	3,294	5,300	£ 2,349.00	2,500	£ 841.00	2,500	
Total Expenditure	6,700	4,368	7,800	4,004	8,500	1,166	8,500	

100 Net Expenditure

	93,950	76,941	101,000	114,000	115,935	63,569	129,000	
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FULL COUNCIL

110 SPECIAL PROJECTS

4025 WAR MEMORIAL WORK	0	5,750	0	£ -	0	£ -	0	Annual maintenance paid as required from EMR
4055 QPS CHARTER/ ELECTION COSTS	1,000	0	3,000	£ 98.00	1,000	£ -	-	
4060 WEBSITE COSTS	900	870	700	£ 25.00	1,500	£ 1,340.00	350	?
4065 PARKING BAYS (RED)	8,500	8,500	8,500	£ 8,500.00	8,500	£ -	8,500	
4090 VILLAGE HISTORY BOOK	0	1,110	0	£ -	0	£ -	0	
4085 COVID RESPONSE	0	-	0	£ -	0	£ 237.00	0	
Total Expenditure	10,400	16,230	12,200	8,623	11,000	1,577	8,850	

1200 GRANTS INC. NEIGHBOURHOOD P.	0	0	0	£ -	0	£ -	0	
1600 VILLAGE HISTORY BOOK SALES	0	540	0	£ 10.00	0	£ -	0	
Total Income	0	540	0	10	0	0	0	

110 Net Expenditure

	10,400	15,690	12,200	8,613	11,000	1,577	8,850	
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Full Council - Expenditure

	104,350	93,171	113,200	122,623	126,935	65,146	137,850	
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Full Council - Income

	-	540	-	£ 10.00	-	£ -	-	
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Net Expenditure over Income

	104,350	92,631	113,200	122,613	126,935	65,146	137,850	
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FINANCE COMMITTEE

200 GENERAL FINANCE

4100 PUBLIC WORKS LOAN REPAYMT	6,100	3,082	5,833	5,833	5,570	2,817	4,835	Set amount not to be changed
4105 GRANTS & DONATIONS (S137)	3,000	1,500	2,000	1,000	3,000	-	5,000	
4115 COUNCILLORS' EXPENSES	500	67	500	-	500	-	500	
4125 CHAIRMAN'S ALLOWANCE	500	-	500	205	500	-	500	
4130 ACCOUNTANCY & AUDIT	2,150	1,650	2,150	1,650	1,750	850	1,750	
4135 BANK CHARGES	600	442	600	479	600	125	600	
4140 ANNUAL SUBSCRIPTIONS	1,500	1,157	1,500	1,773	1,500	1,571	2,000	
4150 PALE LANE UNIT RENTAL	2,900	3,609	2,900	2,615	3,200	1,234	3,360	5% increase on previous year
4300 LEGAL/ PROFESSIONAL SERVICES	2,600	1,883	2,000	825	2,000	438	5,000	Additional contracts and legal advise for projects this year
Total Expenditure	19,850	13,390	17,983	14,380	18,620	7,035	23,545	

1076 PRECEPT	205,738	205,738	212,299	212,299	212,299	212,299	-	
1090 INTEREST RECEIVED	150	961	250	1,389	900	267	150	
1200 GRANTS INC. NEIGHBOURHOOD PLAN	0	4,500	0	0	0	0	0	
1201 GRANT INCOME S106	0	0	0	0	0	0	0	
1241 DONATIONS	0	10,010	0	0	0	0	0	
Total Income	205,888	221,209	212,549	213,688	213,199	212,566	150	

200 Net Expenditure

	-	186,038	-	207,819	-	194,566	-	199,308	-	194,579	-	205,531	23,395
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Finance - Expenditure

	19,850	13,390	17,983	14,380	18,620	7,035	23,545
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Finance - Income

	205,888	221,209	212,549	213,688	213,199	212,566	150
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Net Expenditure over Income

	-	186,038	-	207,819	-	194,566	-	199,308	-	194,579	-	205,531	23,395
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ENVIRONMENT & AMENITIES COMMITTEE

400 GENERAL ENVIRONMENTAL

4400 HIGH STREET PLANTERS	800	689	800	708	1,000	341	1,000	Hattons Pond railings, 4 tier one all year, tubs summer only and proposed 'displays' on 3 entries to the village (A30 x 2 plus Fleet Road)
4405 ENVIRONMENTAL MAINTENANCE	2,500	1,825	3,000	4,706	-	561	2,000	
4410 PARISH VEHICLE	2,000	1,383	3,000	1,579	1,800	624	1,800	Insurance, fuel and maintenance costs of new truck
4415 STREET FURNITURE	800	373	800	681	500	3	500	Benches & notice boards. NB see project Improve HW Appearance & Appeal as this may result in this budget needing to increase in future years.
4420 STREET LIGHTING	7,500	11,768	8,000	8,000	8,500	4,413	8,500	Includes lights & electricity. This is primarily a charge from HCC - we receive 2 invoices per year.
4425 CHRISTMAS LIGHTING	5,600	6,022	7,150	2,306	7,000	30	20,000	Amend to Seasonal events with Christmas lighting included.
4435 TENNIS COURT	4,000	1,090	800	-	Zero	-	-	Courts are being refurbished but will be funded from earmarked reserve
4440 PLAY AREA	2,000	1,524	2,000	234	1,000	5,920	1,000	Reduced figure is to cover standard maintenance. There is a capital project on the list to cover substantial upgrades.
4450 DOG FOULING BIN EMPTYING	800	761	800	727	800	977	1,000	Charge from HDC at end of year. Potential of increased costs due to Patrols, if needed.
4455 OLDER PERSON WELLBEING	2,100	2,047	2,000	1,669	2,000	-	20,000	Combined account line Community Wellbeing inc. 4050, 4460 & market research
4050 COMMUNITY EVENTS	7,000	5,890	5,000	£ 8,158.00	6,000	£ 70.00	-	as above
4460 YOUTH PROVISION	4,000	2,052	3,500	5,063	5,000	-	-	as above
4475 GRASS CUT - ALL AREAS (OTHER SMP)				21,000	17,052	10,785	17,000	Orchard, Grave Yard, etc. but not St Mary's Park
4700 ORCHARD DEVELOPMENT	10,000	-	3,000	-	-	-	-	All expenditure funded from reserves.
4710 ST. MARY'S SPORTS GROUND	6,000	-	3,000	20,221	6,000	2,982	6,000	The intention is to ultimately cover all costs via "Contracts" with football, cricket, croquet, etc. but these are not likely to be in place by April 2021 so we need to budget in the meantime.
MARKET RESEARCH	-	-	-	-	2,000	-	-	as above
Total Expenditure	55,100	35,424	42,850	75,052	58,652	26,706	78,800	

1000 HIGH ST MARKET INCOME	2,800	4,937	3,000	4,115	3,000	1,815	3,000	Possible increase?
1005 FOOTBALL CLUB RENTAL	1,560	1,560	1,560	1,560	1,560	780	1,560	Budget needs to reflect lease agreements - E&A to decide in year whether discounts are to apply
1010 TENNIS CLUB RENTAL	1,200	900	1,200	-	1,200	-	1,200	As above
1020 EVENT INCOME - YOUTH	0	820	300	1,934	2,000	-	-	
1445 SOLAR FARM HW/ WINCHFIELD	1,500	1,764	1,500	-	2,000	1,786	1,800	Annual payment due December
Total Income	7,060	9,981	7,560	7,609	9,760	4,381	7,560	

400 Net Expenditure	48,040	25,443	35,290	67,443	48,892	22,325	71,240	
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410 BURIAL GROUND

4490 MAINT. - BURIAL GD	15,000	11,654	14,000	-	-	-	-	General maintenance included in 4475 as above.
Total Expenditure	15,000	11,654	14,000	-	-	-	-	

1410 INTERMENT INCOME	8,000	17,300	9,000	22,250	15,000	6,596	15,000	Possible increase?
Total Income	8,000	17,300	9,000	22,250	15,000	6,596	15,000	

410 Net Expenditure	7,000	- 5,646	5,000	- 22,250	- 15,000	- 6,596	- 15,000	
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420 ALLOTMENTS

4500 ALLOTMENTS WATER SUPPLY	400	3,670	400	-	600	77	600	
4505 ALLOTMENTS MAINTENANCE	1,710	1,743	1,300	1,726	2,000	85	2,000	Want to tidy up and mgmt of Vicarage Hill
Total Expenditure	2,110	5,413	1,700	1,726	2,600	162	2,600	

1420 ALLOTMENT INCOME	1,200	1,335	1,900	1,169	1,900	1,427	2,000	Plot fees increased from 20/21 onwards. Must at least break-even
Total Income	1,200	1,335	1,900	1,169	1,900	1,427	2,000	

420 Net Expenditure	910	4,078	- 200	557	700	- 1,265	600	
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E & A - Expenditure	72,210	52,491	58,550	76,778	61,252	26,868	81,400	
E & A - Income	16,260	28,616	18,460	31,028	26,660	12,404	24,560	
Net Expenditure over Income	55,950	23,875	40,090	45,750	34,592	14,464	56,840	

PLANNING COMMITTEE

430 COMMUNITY BUILDINGS

4540 RATES/UTILITIES	7,000	6,413	10,500	11,505	10,500	3,042	10,500	Extra £3,500 for St. Mary's pavilion, Public toilets exempt from bus rates 2020 - Appleton Hall VHC
4545 MAINTENANCE & REPAIRS	3,500	2,219	10,000	18,919	4,000	2,676	4,000	
4550 PUBLIC TOILETS	7,800	7,451	12,800	11,821	7,500	411	3,500	
4600 PARISH OFFICE RENOVATION	2,000	370	3,000	293	1,450	-	-	Transfer from reserves or S106 if required
4650 PARISH OFFICE CLEANING	700	610	1,400	1,912	1,400	876	1,400	Includes St. Mary's pavilion cleaning
Total Expenditure	21,000	17,063	37,700	44,450	24,850	7,005	19,400	

1430 APPLETON HALL INCOME	8,000	13,331	0	12,142	0	0	0	
Total Income	8,000	13,331	0	12,142	0	0	0	

430 Net Expenditure	13,000	3,732	37,700	32,308	24,850	7,005	19,400	
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440 COMMUNITY BUS

4000 STAFF SALARIES	39,000	33,053	37,000	33,418	37,100	16,969	28,000	
4580 COMMUNITY TRANSPORT ADMIN	3,000	1,777	2,800	3,799	2,500	781	2,500	
4590 COMMUNITY TRANSPORT VEHICLE	16,500	16,664	16,500	12,211	12,000	3,419	2,500	Purchase bus with no ongoing lease costs
4530 COMMUNITY BUS FUEL	-	-	-	2,500	8,000	916	5,000	Estimate
4535 COMMUNITY BUS INSURANCE	-	-	-	776	1,200	1,041	2,500	Increase in bus value - increase in insurance charge
COMMUNITY BUS VEHICLE SINKING FUND							5,000	
Total Expenditure	58,500	51,494	56,300	52,704	60,800	23,126	45,500	

1440 FARE INCOME	11,000	12,600	11,000	11,635	12,000	831	7,500	Reduced services
1441 COMMUNITY BUS TENDER GRANT	28,000	28,403	28,000	25,547	28,000	18,469	-	N/A
1443 BUS SERVICE OPERATORS GRANT	1,000	1,017	1,000	2,652	1,000	-	1,100	Figures remain unchanged
1444 CONCESSIONARY FARES	6,000	8,246	7,000	10,140	7,000	4,872	4,000	50% reduction in service
ROSIE MINIBUS CONTRIBUTION							6,250	TBA
PRIVATE HIRE							2,000	Est.
OTHER SOURCES							3,500	HPC identified £11,500 - spread over 3 years
Total Income	46,000	50,266	47,000	49,974	48,000	24,172	24,350	

440 Net Expenditure	12,500	1,228	9,300	2,730	12,800	- 1,046	21,150	
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450 COMMUNITY PLANS

4610 CONSERVATION AREA REVIEW CONSULTANCY FEES / PROJECT	-	-	-	-	1,000	-	1,000	If more funding required, transfer from general reserves £5000 TO BE MOVED FROM RESERVES
Total Expenditure	-	-	-	-	1,000	-	1,000	

450 Net Expenditure	-	-	-	-	1,000	-	1,000	
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PLANNING - Expenditure	79,500	68,557	94,000	97,154	86,650	30,131	65,900	
PLANNING - Income	54,000	63,597	47,000	62,116	48,000	24,172	24,350	
Net Expenditure over Income	25,500	4,960	47,000	35,038	38,650	5,959	41,550	

Total Budgeted Expenditure	275,910	227,609	283,733	310,935	293,457	129,180	308,695	
Total Budgeted Income	276,148	313,962	278,009	306,842	287,859	249,142	49,060	

Net Budgeted Expenditure over Income	- 238	- 86,353	5,724	4,093	5,598	- 119,962	259,635	
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212,299
47,336

HWPC FULL COUNCIL DRAFT BUDGET - 2021/22

	2018/19		2019/20		2020/21		2021/22	Comments
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL AT 30.09.20	DRAFT	

FULL COUNCIL (& STAFFING COMMITTEE)

100 COUNCIL ADMINISTRATION

4000 STAFF SALARIES	75,500	65,044	80,300	£ 87,726.00	85,685	46,668	93,000	Includes new staff & additional resources
4005 HMRC & PAYROLL COSTS			-	£ -	10,000	5,680	10,000	New line added to separate salary cost from Employer liability costs
4030 INSURANCES	4,750	3,055	3,900	£ 4,338.00	4,250	3,874	5,000	
4051 OFFICE IT UPGRADE	2,000	270	4,000	£ 11,862.00	2,500	5,266	7,500	Annual licensing and IT Technical Support plus £5000 for audio/visual equipment
4120 OFFICE SUPPLIES/ ADMIN COSTS	5,000	4,204	5,000	£ 6,070.00	5,000	915	5,000	Includes telephone/broadband, printer charges, stationery and general office supplies.
Total Expenditure	87,250	72,573	93,200	109,996	107,435	62,403	120,500	

STAFFING COMMITTEE

4010 STAFF TRAINING & RECRUITMENT	1,700	1,059	2,000	£ 1,655.00	3,000	£ 325.00	3,000	
4020 COUNCILLOR TRAINING	500	15	500	£ -	3,000	£ -	3,000	
4040 PENSIONS	4,500	3,294	5,300	£ 2,349.00	2,500	£ 841.00	2,500	
Total Expenditure	6,700	4,368	7,800	4,004	8,500	1,166	8,500	
100 Net Expenditure	93,950	76,941	101,000	114,000	115,935	63,569	129,000	

FULL COUNCIL

110 SPECIAL PROJECTS

4025 WAR MEMORIAL WORK	0	5,750	0	£ -	0	£ -	0	Annual maintenance paid as required from EMR
4055 QPS CHARTER/ ELECTION COSTS	1,000	0	3,000	£ 25.00	1,500	£ -	-	
4060 WEBSITE COSTS	900	870	700	£ 8,500.00	8,500	£ 1,340.00	350	?
4065 PARKING BAYS (RED)	8,500	8,500	8,500	£ -	0	£ -	8,500	
4090 VILLAGE HISTORY BOOK	0	1,110	0	£ -	0	£ -	0	
4085 COVID RESPONSE	0	-	0	£ -	0	£ 237.00	0	
Total Expenditure	10,400	16,230	12,200	8,525	10,000	1,577	8,850	

1200 GRANTS INC. NEIGHBOURHOOD P.	0	0	0	£ -	0	£ -	0	
1600 VILLAGE HISTORY BOOK SALES	0	540	0	£ 10.00	0	£ -	0	
Total Income	0	540	0	10	0	0	0	

110 Net Expenditure	10,400	15,690	12,200	8,515	10,000	1,577	8,850	
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Full Council - Expenditure	104,350	93,171	113,200	122,525	125,935	65,146	137,850	
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Full Council - Income	-	540	-	£ 10.00	-	£ -	-	
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Net Expenditure over income	104,350	92,631	113,200	122,515	125,935	65,146	137,850	
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HWPC FINANCE DRAFT BUDGET - 2021/22

2018/19		2019/20		2020/21		2021/22	Comments
BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL AT 30.09.20	DRAFT	

FINANCE COMMITTEE

200 GENERAL FINANCE

4100 PUBLIC WORKS LOAN REPAYMT	6,100	3,082	5,833	5,833	5,570	2,817	4,835	Set amount not to be changed
4105 GRANTS & DONATIONS (S137)	3,000	1,500	2,000	1,000	3,000	-	5,000	
4115 COUNCILLORS' EXPENSES	500	67	500	-	500	-	500	
4125 CHAIRMAN'S ALLOWANCE	500	-	500	205	500	-	500	
4130 ACCOUNTANCY & AUDIT	2,150	1,650	2,150	1,650	1,750	850	1,750	
4135 BANK CHARGES	600	442	600	479	600	125	600	
4140 ANNUAL SUBSCRIPTIONS	1,500	1,157	1,500	1,773	1,500	1,571	2,000	
4150 PALE LANE UNIT RENTAL	2,900	3,609	2,900	2,615	3,200	1,234	3,360	5% increase on previous year
4300 LEGAL/ PROFESSIONAL SERVICES	2,600	1,883	2,000	825	2,000	438	5,000	Additional contracts and legal advise for projects this year
Total Expenditure	19,850	13,390	17,983	14,380	18,620	7,035	23,545	

1076 PRECEPT	205,738	205,738	212,299	212,299	212,299	212,299	-	
1090 INTEREST RECEIVED	150	961	250	1,389	900	267	150	
1200 GRANTS INC. NEIGHBOURHOOD PLAN	0	4,500	0	0	0	0	0	
1201 GRANT INCOME S106	0	0	0	0	0	0	0	
1241 DONATIONS	0	10,010	0	0	0	0	0	
Total Income	205,888	221,209	212,549	213,688	213,199	212,566	150	

200 Net Expenditure	- 186,038	- 207,819	- 194,566	- 199,308	- 194,579	- 205,531	23,395	
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Finance - Expenditure	19,850	13,390	17,983	14,380	18,620	7,035	23,545	
Finance - Income	205,888	221,209	212,549	213,688	213,199	212,566	150	
Net Expenditure over Income	- 186,038	- 207,819	- 194,566	- 199,308	- 194,579	- 205,531	23,395	

HWPC E&A DRAFT BUDGET - 21/22

	2018/19		2019/20		2020/21		2021/22		Comments
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL AT 30.09.20	DRAFT BUDGET		
ENVIRONMENT & AMENITIES COMMITTEE									
400 GENERAL ENVIRONMENTAL									
4400 HIGH STREET PLANTERS	800	689	800	516	1,000	341	1,000		Hattons Pond railings, 4 tier one all year, tubs summer only and proposed 'displays' on 3 entries to the village (A30 x 2 plus Fleet Road)
4405 ENVIRONMENTAL MAINTENANCE	2,500	1,825	3,000	1,241	-	561*	2,000		*taken from reserves 20/21
4410 PARISH VEHICLE	2,000	1,383	3,000	754	1,800	624	1,800		Insurance, fuel and maintenance costs of new truck
4415 STREET FURNITURE	800	373	800	-	500	-	500		Benches & notice boards. NB see project Improve HW Appearance & Appeal as this may result in this budget needing to increase in future years.
4420 STREET LIGHTING	7,500	11,768	8,000	-	8,500	4,413	8,500		Includes lights & electricity. This is primarily a charge from HCC - we receive 2 invoices per year.
4425 CHRISTMAS LIGHTING	5,600	6,022	7,150	92	7,000	30	20,000		Amend to Seasonal events with Christmas lighting included.
4435 TENNIS COURT	4,000	1,090	800	-	-	-	-		Courts are being refurbished but will be funded from earmarked reserve
4440 PLAY AREA	2,000	1,524	2,000	234	1,000	5920*	1,000		Reduced figure is to cover standard maintenance. There is a capital project on the list to cover substantial upgrades.
4450 DOG FOULING BIN EMPTYING	800	761	800	-	800	930	1,000		Charge from HDC at end of year. Potential of increased costs due to Patrols, if needed.
4455 OLDER PERSON WELLBEING	2,100	2,047	2,000	394	2,000	-	20,000		Combined account line Community Wellbeing inc. 4050, 4460 & market research
4050 COMMUNITY EVENTS	7,000	5,890	5,000	3480	6,000	£ 70.00	-		as above
4460 YOUTH PROVISION	4,000	2,052	3,500	4,742	5,000	-	-		as above
4475 GRASS CUT - ALL AREAS (OTHER SMP)					17,052	10,785	17,000		Orchard, Grave Yard, etc. but not St Mary's Park
4700 ORCHARD DEVELOPMENT	10,000	-	3,000	-	-	-	-		All expenditure funded from reserves.
4710 ST. MARY'S SPORTS GROUND	6,000	-	3,000	1,826	6,000	2,989	6,000		The intention is to ultimately cover all costs via "Contracts" with football, cricket, croquet, etc. but these are not likely to be in place by April 2021 so we need to budget in the meantime.
4720 SMP LEGAL / PROF SERVICES	-	-	-	39	-	-	-		costs associated with grounds will be moved from Reserves and/or S106 funds
MARKET RESEARCH	-	-	-	-	2,000	-	-		as above
Total Expenditure	55,100	35,424	42,850	13,318	58,652	20,182	78,800		
1000 HIGH ST MARKET INCOME	2,800	4,937	3,000	1,815	3,000	1,750	3,000		
1005 FOOTBALL CLUB RENTAL	1,560	1,560	1,560	780	1,560	780	1,560		Budget needs to reflect lease agreements - E&A to decide in year whether discounts are to apply
1010 TENNIS CLUB RENTAL	1,200	900	1,200	-	1,200	-	1,200		As above
1020 EVENT INCOME - YOUTH	0	820	300	1,856	2,000	-	-		
1445 SOLAR FARM HW/ WINCHFIELD	1,500	1,764	1,500	-	2,000	1,764	1,800		Annual payment due December
Total Income	7,060	9,981	7,560	4,451	9,760	4,294	7,560		
400 Net Expenditure	48,040	25,443	35,290	8,867	48,892	15,888	71,240		
410 BURIAL GROUND									
4490 MAINT. - BURIAL GD	15,000	11,654	14,000	3,155	-	3,155	-		General maintenance included in 4475 as above.
Total Expenditure	15,000	11,654	14,000	3,155		3,155			
1410 INTERMENT INCOME	8,000	17,300	9,000	8,600	15,000	6,596	15,000		
Total Income	8,000	17,300	9,000	8,600	15,000	6,596	15,000		
410 Net Expenditure	7,000	- 5,646	5,000	- 5,445	- 15,000	- 3,441	- 15,000		
420 ALLOTMENTS									
4500 ALLOTMENTS WATER SUPPLY	400	3,670	400	-	600	162	600		
4505 ALLOTMENTS MAINTENANCE	1,710	1,743	1,300	536	2,000	-	2,000		Want to tidy up and mgmt of Vicarage Hill
Total Expenditure	2,110	5,413	1,700	536	2,600	162	2,600		
1420 ALLOTMENT INCOME	1,200	1,335	1,900	820	1,900	1,427	2,000		Plot fees increased from 20/21 onwards. Must at least break-even
Total Income	1,200	1,335	1,900	820	1,900	1,427	2,000		
420 Net Expenditure	910	4,078	- 200	- 284	700	- 1,265	600		

E & A - Expenditure
E & A - Income

72,210	52,491	58,550	17,009	61,252	23,499	81,400	
16,260	28,616	18,460	13,871	26,660	12,317	24,560	

HWPC DRAFT PLANNING BUDGET 21/22

2018/19		201
BUDGET	ACTUAL	BUDGET

PLANNING COMMITTEE

430 COMMUNITY BUILDINGS

4540 RATES/UTILITIES	7,000	6,413	10,500
4545 MAINTENANCE & REPAIRS	3,500	2,219	10,000
4550 PUBLIC TOILETS	7,800	7,451	12,800
4600 PARISH OFFICE RENOVATION	2,000	370	3,000
4650 PARISH OFFICE CLEANING	700	610	1,400
Total Expenditure	21,000	17,063	37,700

1430 APPLETON HALL INCOME	8,000	13,331	0
Total Income	8,000	13,331	0

430 Net Expenditure	13,000	3,732	37,700
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440 COMMUNITY BUS

4000 STAFF SALARIES	39,000	33,053	37,000
4580 COMMUNITY TRANSPORT ADMIN	3,000	1,777	2,800
4590 COMMUNITY TRANSPORT VEHICLE	16,500	16,664	16,500
4585 COMMUNITY BUS FUEL		-	-
4595 COMMUNITY BUS INSURANCE	-	-	-
COMMUNITY BUS VEHICLE SINKING FUND			
Total Expenditure	58,500	51,494	56,300

1440 FARE INCOME	11,000	12,600	11,000
1441 COMMUNITY BUS TENDER GRANT	28,000	28,403	28,000
1443 BUS SERVICE OPERATORS GRANT	1,000	1,017	1,000
1444 CONCESSIONARY FARES	6,000	8,246	7,000
ROSIE MINIBUS CONTRIBUTION			
PRIVATE HIRE			
OTHER SOURCES			
Total Income	46,000	50,266	47,000

440 Net Expenditure	12,500	1,228	9,300
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450 COMMUNITY PLANS

4610 CONSERVATION AREA REVIEW	-	-	-
CONSULTANCY FEES / PROJECT			
Total Expenditure	-	-	-

450 Net Expenditure	-	-	-
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PLANNING - Expenditure	79,500	68,557	94,000
PLANNING - Income	54,000	63,597	47,000
Net Expenditure over Income	25,500	4,960	47,000

19/20	2020/21		2021/22
ACTUAL	BUDGET	ACTUAL AT 30.09.20	DRAFT BUDGET

4,820	10,500	3,042	10,500
14,562	4,000	2,676	4,000
9,636	7,500	411	3,500
-	1,450	-	-
360	1,400	876	1,400
29,378	24,850	7,005	19,400

4943	0	0	0
4,943	0	0	0

24,435	24,850	7,005	19,400
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13,692	37,100	16,969	28,000
810	2,500	781	2,500
3,212	12,000	3,419	2,500
2,500	8,000	916	5,000
776	1,200	1,041	2,500
	-		5,000
20,990	60,800	23,126	45,500

5,124	12,000	831	7,500
7,940	28,000	18,469	-
2,209	1,000	-	1,100
3,105	7,000	4,872	4,000
			6,250
			2,000
			3,500
18,378	48,000	24,172	24,350

2,612	12,800	-	1,046	21,150
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-	1,000	-	1,000
-	1,000	-	1,000

-	1,000	-	1,000
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50,368	86,650	30,131	65,900
23,321	48,000	24,172	24,350
27,047	38,650	5,959	41,550

Comments

Extra £3,500 for St. Mary's pavilion, Public toilets exempt from bus rates 2020 - Appleton Hall VHC

Transfer from reserves or S106 if required

Includes St. Mary's pavilion cleaning

Future income to be retained under management arrangement with Victoria Hall Charity

Does NOT contain any salary costs

Maintenance costs only

Est.

Increase due to higher value of vehicle

Based 7 year for bus value of £35,000

Reduced services

N/A

Figures remain unchanged

50% reduction in service

TBA

Est.

HPC identified £11,500 - spread over 3 years

If more funding required, transfer from general reserves

£5000 TO BE MOVED FROM RESERVES

RESERVES STATEMENT AT 30.09.19

	2017/18 Actual	2018/19 Actual	2019/20 Year To Date	2020/21
GENERAL RESERVES (ACCRUED FROM SURPLUS PRECEPT / OPERATING BUDGET)	148,851	219,994	292,190	202,029
CAPITAL RESERVES / PROJECTS				
EMR CAPITAL PROJECTS	50,000	50,000	50,000	50,000
EMR PLAYGROUNDS	7,083	7,083	7,083	7,083
EMR IT UPGRADE	1,700	1,700	1,700	-
Planning / Campaign Funds (e.g Shapley Heath)	0	0	0	30,000
Community Bus contingency fund	0	0	0	20,000
Housing Needs Assessment	0	0	0	5,000
EMR RESERVES (E.G. S106, LEGACY, DONATIONS, ACCRUAL)				
VAUGHAN MILL ORCHARD	45,513	45,513	45,513	45,513
TENNIS CLUB	16,915	16,915	16,915	16,915
EMR SPORTS FACILITY	105,000	105,000	105,000	-
EMR APPLETON HALL/ OFFICES	12,500	12,500	12,500	-
EMR WAR MEMORIAL	1,000	1,000	4,260	4,260
Reserves Total	388,562	459,705	535,161	380,800

*FUNDS SPENT - TO TRANSFER 19/20

EMR SPORTS FACILITY	105,000
EMR APPLETON HALL/ OFFICES	12,500
EMR IT UPGRADE	1,700

S106 STATEMENT - CURRENTLY HELD AT HDC

Balance	Victoria Hall, Including Jubilee and Appleton	£20k Multi Purpose Grass Pitch at Church View and Open space at Springfield Avenue and Sports Phub Facility in HW	£17k + £35k St Marys Church Phase 2 and Community Room within Appleton Hall or any other scheme id by HW	£20k Leisure & Open Space in HW - Community Open Space	£10k Leisure Facilities - 7 Acre sports facility
18,086	18,086				
24,575		24,575.07			
819				819	
20,887			20,887		
3,514					3,514
4,267					4,267
72,148	18,086	24,575	20,887	8,599	0

Additional EMR to consider

Planning / Campaign Funds £30,000 (e.g Shapley Heath)
Community Bus contingency fund £20,000
Housing Needs Assessment £5000