



## Fair Oak & Horton Heath Parish Council

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk

### SUMMONS

Dear Member

3 December 2019

You are hereby summoned to attend a meeting of FINANCE COMMITTEE at the Parish Offices, 2 Knowle Park Lane, Fair Oak on **9 December 2019 at 7.00 p.m.** \*or at the conclusion of the public participation period.

*Melanie Stephens*

Melanie Stephens  
Clerk

#### **PUBLIC PARTICIPATION:**

\*If required, the meeting will be preceded by a public participation period of up to 15 minutes, where members of the public are entitled to address the Committee on issues relevant to the business of the Parish Council.

### AGENDA

#### **APOLOGIES**

##### **1. DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

##### **2. MINUTES (PAPER A, PAGES 2-3)**

To agree the minutes of the meeting held on 25 November 2019 as a correct record.

##### **3. FINANCE REPORT (REPORT B, PAGES 4-12)**

To note the spend to date.

##### **4. BUDGET 2020/21 (REPORT C, PAGES 13-28)**

To consider the budget for 2020/21 and make recommendation to Full Council.

##### **5. GRANT REQUESTS (REPORT D, PAGES 29-36)**

To consider S137 grant applications.

##### **6. CARETAKING/IN-HOUSE CLEANING (VERBAL REPORT)**

To agree that in-house cleaning of sites commence from 2 January 2020 and make necessary budget adjustments.

#### **To: Committee Members**

Cllr P Barrett  
Cllr H Douglas (Chairman)  
Cllr N Couldrey  
Vacancy

Cllr H McGuinness  
Cllr P Spearey  
Cllr B Tennent  
Cllr T Higby

#### **Officers**

Mrs J Cahill (RFO)  
Ms M Stephens (Clerk)



# Fair Oak & Horton Heath Parish Council

# A

2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL

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**Minutes of the FINANCE COMMITTEE meeting  
held on Monday 25 November 2019 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

P – present, Ab – absent, Ap – apologies.

P	Cllr Barrett	P	Cllr McGuinness
Ap	Cllr Couldrey	P	Cllr Spearey
P	Cllr Douglas	P	Cllr Tennent
P	Cllr Higby (in the Chair)		Vacancy

**Officers in attendance:** Ms M Stephens, Clerk & Mrs J Cahill, Responsible Finance Officer

## PUBLIC PARTICIPATION

No members of the public were present.

### 1 DECLARATIONS OF INTEREST

No declarations of interest were made by members in connection with an agenda item.

### 2 MINUTES (PAPER A)

#### RESOLVED:

That the minutes of meeting held on 28 October 2019 be confirmed as a correct record.

### 3 DRAFT BUDGET 2020/21 (REPORT B)

The Committee considered the 2020/21 draft budget as set out in Appendix 1 to Report B to the Committee.

Members were informed that the net budget saving highlighted in paragraph 4.1 of Report B would reduce due to the increase in the music licence fees for both community centres and to account for a 3% rise in salaries which had not been applied when drafting the budget.

Members agreed that the identified savings should be allocated to the Meadowsweet Way Play Area which required improvements works.

Members supported the reduction in the budget codes where there had been historical underspends and supported the budget increases as highlighted in paragraph 6.1 table 2 to Report B.

The Committee requested further information on the human resources and health and safety support services contract as well as the water fountain project. However, these were supported as new budget requests.

Members discussed the seasonal cricket fee following representation from Fair Oak Cricket Club and agreed that a reduction from £3,000 to £2,500 be applied in next

years' budget following the reduction in the matches played this season. However, this fee would be reviewed on an annual basis.

Members supported the suggested that £30,000 of the ear marked reserves currently allocated to the Parish Office be transferred to the Horton Heath reserve to support the play area improvement project.

**RECOMMENDED:**

That following the amendments as highlighted above, the budget set out in Appendix 1 to Report B be approved by Full Council.

**6 WORK PROGRAMME (REPORT C)**

**RESOLVED:**

That the work programme be approved.

**7 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:**

“That, under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the public and the Press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature (staffing matter)”

**8 STAFF MATTERS**

Members considered proposals for salary adjustments as well as adjustments to current working hours and an additional post.

The Committee supported the proposals for submission in the 2020/21 budget.

Members also discussed and supported outsourcing the Groundstaff for small scale works in other parishes in order to general an income stream.

Signed ..... Chairman

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

**B**

3

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>								
1076 Precept	404,036	410,570	420,258	9,688			97.7%	
1090 Interest Received	3,005	2,094	2,000	(94)			104.7%	
1100 Grants	0	9,669	9,292	(377)			104.1%	
1120 Community Events Income	1,498	1,603	3,000	1,397			53.4%	
1200 Hiring Fees	0	0	500	500			0.0%	
1300 Football Income	7,064	1,733	4,300	2,568			40.3%	
1310 Cricket Income	2,497	2,984	3,000	16			99.5%	
1900 Other Income	92,717	(76,025)	500	76,525			(15204.9)	
Income :- Income	<u>510,817</u>	<u>352,627</u>	<u>442,850</u>	<u>90,223</u>			<u>79.6%</u>	<u>0</u>
4990 Sundry Expenses	0	44	0	(44)		(44)	0.0%	
Income :- Indirect Expenditure	<u>0</u>	<u>44</u>	<u>0</u>	<u>(44)</u>	<u>0</u>	<u>(44)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>510,817</u></b>	<b><u>352,583</u></b>	<b><u>442,850</u></b>	<b><u>90,267</u></b>				
<u>110 Administration</u>								
1900 Other Income	3,613	0	0	0			0.0%	
Administration :- Income	<u>3,613</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4000 Salaries	61,686	43,117	95,600	52,483		52,483	45.1%	
4010 Employer's Pension	12,907	10,255	25,000	14,745		14,745	41.0%	
4030 Sickness/Holiday Cover	0	0	3,000	3,000		3,000	0.0%	
4055 Insurance	10,442	9,050	11,500	2,450		2,450	78.7%	
4060 Audit	2,450	(500)	2,500	3,000		3,000	(20.0%)	
4070 Legal & Professional Fees	5,072	3,517	3,500	(17)		(17)	100.5%	
4075 Postage	125	0	450	450		450	0.0%	
4080 Stationery	312	449	600	151		151	74.8%	
4085 Printer Consumables	675	389	750	361		361	51.9%	
4090 Admin Maintenance	2,632	470	2,000	1,530		1,530	23.5%	
4095 Bank Charges	208	0	30	30		30	0.0%	
4100 Chairman's Allowance	233	95	300	205		205	31.6%	
4105 Conference/Training/Staffing	2,579	2,598	3,500	902		902	74.2%	
4110 Clothing	483	625	500	(125)		(125)	125.0%	
4115 Newsletter	3,476	1,645	1,500	(145)		(145)	109.7%	
4120 Telephone & Broadband	2,791	1,826	1,000	(826)		(826)	182.6%	
4125 Mobile Phone	227	620	650	30		30	95.4%	
4132 Subscriptions	1,668	2,222	1,900	(322)		(322)	117.0%	
4133 Software and support	2,042	3,182	3,000	(182)		(182)	106.1%	
4134 Members IT	0	4,036	7,050	3,014		3,014	57.3%	
4140 Card Payments	266	473	350	(123)		(123)	135.1%	
4150 Website	447	(373)	800	1,173		1,173	(46.6%)	

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Noticeboards	0	0	1,500	1,500		1,500	0.0%	
4400 Gas	0	543	0	(543)		(543)	0.0%	
4990 Sundry Expenses	1,517	941	800	(141)		(141)	117.7%	
Administration :- Indirect Expenditure	<b>112,236</b>	<b>85,180</b>	<b>167,780</b>	<b>82,600</b>	<b>0</b>	<b>82,600</b>	<b>50.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(108,623)</b>	<b>(85,180)</b>	<b>(167,780)</b>	<b>(82,600)</b>				
<u>Parish Office</u>								
150	861							
1200 Hiring Fees		4,475	0	(4,475)			0.0%	
Parish Office :- Income	<b>861</b>	<b>4,475</b>	<b>0</b>	<b>(4,475)</b>				<b>0</b>
Telephone & Broadband	0	58	800	742		742	7.2%	
4120 Business Rates	14,619	14,975	13,500	(1,475)		(1,475)	110.9%	
4395 Gas	592	498	800	302		302	62.3%	
4400 Electricity	782	732	2,500	1,768		1,768	29.3%	
4405 Water	0	322	500	178		178	64.5%	
4410 Repairs	155	0	100	100		100	0.0%	
4415 CCTV Maintenance	381	200	500	300		300	40.0%	
4420 Health & Safety	587	789	500	(289)		(289)	157.9%	
4425 Cleaning	363	226	300	74		74	75.5%	
4435 Contract cleaning	3,068	780	5,000	4,220		4,220	15.6%	
4440 Equipment - Internal	0	128	0	(128)		(128)	0.0%	
4450 Equipment - External	1,595	0	0	0		0	0.0%	
4455								
Parish Office :- Indirect Expenditure	<b>22,141</b>	<b>18,710</b>	<b>24,500</b>	<b>5,790</b>	<b>0</b>	<b>5,790</b>	<b>76.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,280)</b>	<b>(14,235)</b>	<b>(24,500)</b>	<b>(10,265)</b>				
6000 plus Transfer from EMR	1,595	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(19,685)</b>	<b>(14,235)</b>						
<u>200 Property Maintenance Staff</u>								
4000 Salaries	109,860	74,088	144,500			70,412		
4010 Employer's Pension	22,708	18,375	28,000	70,412		9,625	51.3%	
4030 Sickness/Holiday Cover	0	0	3,000	9,625		3,000	65.6%	
				3,000			0.0%	
Property Maintenance Staff :- Indirect Expenditure	<b>132,568</b>	<b>92,463</b>	<b>175,500</b>	<b>83,037</b>	<b>0</b>	<b>83,037</b>	<b>52.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(132,568)</b>	<b>(92,463)</b>	<b>(175,500)</b>	<b>(83,037)</b>				
<u>210 Machinery and Van</u>								
4300 Machinery - General Repairs	3,563	348	6,000	5,652		5,652	5.8%	
4305 Fuel	4,634	4,138	7,000	2,862		2,862	59.1%	
4310 Road Tax	500	520	500	(20)		(20)	104.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4315 Maintenance - Vans	622	960	1,250	290		290	76.8%	
4320 Vehicle Insurance	1,246	1,188	3,000	1,812		1,812	39.6%	
<b>Machinery and Van :- Indirect Expenditure</b>	<b>10,565</b>	<b>7,154</b>	<b>17,750</b>	<b>10,596</b>	<b>0</b>	<b>10,596</b>	<b>40.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,565)</b>	<b>(7,154)</b>	<b>(17,750)</b>	<b>(10,596)</b>				
<b>230 Crowdhill Community Building</b>								
1200 Hiring Fees	31,707	15,062	43,500	28,438			34.6%	
<b>Crowdhill Community Building :- Income</b>	<b>31,707</b>	<b>15,062</b>	<b>43,500</b>	<b>28,438</b>			<b>34.6%</b>	<b>0</b>
4120 Telephone & Broadband	1,459	512	1,000	488		488	51.2%	
4395 Business Rates	6,071	6,102	6,200	98		98	98.4%	
4400 Gas	2,230	438	4,000	3,562		3,562	11.0%	
4405 Electricity	10,488	2,080	8,000	5,920		5,920	26.0%	
4410 Water	40	49	500	451		451	9.8%	
4415 Repairs	435	288	1,000	712		712	28.8%	
4425 Health & Safety	1,287	2,006	1,500	(506)		(506)	133.7%	
4435 Cleaning	306	992	500	(492)		(492)	198.5%	
4440 Contract cleaning	2,700	3,419	8,000	4,581		4,581	42.7%	
4450 Equipment - Internal	15,355	179	2,500	2,321		2,321	7.2%	
4455 Equipment - External	16,765	600	1,000	400		400	60.0%	
4680 General Bin Emptying	486	645	500	(145)		(145)	129.0%	
4990 Sundry Expenses	344	38	50	13		13	75.0%	
<b>Crowdhill Community Building :- Indirect Expenditure</b>	<b>57,966</b>	<b>17,348</b>	<b>34,750</b>	<b>17,402</b>	<b>0</b>	<b>17,402</b>	<b>49.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,260)</b>	<b>(2,286)</b>	<b>8,750</b>	<b>11,036</b>				
6000 plus Transfer from EMR	6,373	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(19,887)</b>	<b>(2,286)</b>						
<b>240 Pavilion</b>								
1200 Hiring Fees	163	87	0	(87)			0.0%	
<b>Pavilion :- Income</b>	<b>163</b>	<b>87</b>	<b>0</b>	<b>(87)</b>				<b>0</b>
4120 Telephone & Broadband	641	499	1,000	501		501	49.9%	
4395 Business Rates	0	677	0	(677)		(677)	0.0%	
4400 Gas	397	0	500	500		500	0.0%	
4405 Electricity	266	567	500	(67)		(67)	113.4%	
4410 Water	0	0	500	500		500	0.0%	
4415 Repairs	7,662	1,897	3,000	1,103		1,103	63.2%	
4420 CCTV Maintenance	0	200	1,000	800		800	20.0%	
4425 Health & Safety	3,031	2,293	3,000	707		707	76.4%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Kitchen	0	0	500	500		500	0.0%	
4435 Cleaning	365	51	300	249		249	16.9%	
Pavilion :- Indirect Expenditure	<u>12,361</u>	<u>6,183</u>	<u>10,300</u>	<u>4,117</u>	<u>0</u>	<u>4,117</u>	<u>60.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(12,198)</u>	<u>(6,096)</u>	<u>(10,300)</u>	<u>(4,204)</u>				
<b>250 HHCC</b>								
1200 Hiring Fees	5,571	6,340	35,000	28,660			18.1%	
HHCC :- Income	<u>5,571</u>	<u>6,340</u>	<u>35,000</u>	<u>28,660</u>			<u>18.1%</u>	<u>0</u>
4055 Insurance	846	0	0	0		0	0.0%	
4120 Telephone & Broadband	567	499	400	(99)		(99)	124.7%	
4395 Business Rates	955	2,602	6,000	3,398		3,398	43.4%	
4400 Gas	958	629	2,000	1,371		1,371	31.4%	
4405 Electricity	3,801	0	3,000	3,000		3,000	0.0%	
4410 Water	0	32	700	668		668	4.6%	
4415 Repairs	1,553	0	500	500		500	0.0%	
4420 CCTV Maintenance	200	260	1,000	740		740	26.0%	
4425 Health & Safety	850	810	400	(410)		(410)	202.4%	
4435 Cleaning	0	270	300	30		30	90.0%	
4440 Contract cleaning	0	1,430	0	(1,430)		(1,430)	0.0%	
4595 General Maintenance	0	477	200	(277)		(277)	238.5%	194
4680 General Bin Emptying	0	428	0	(428)		(428)	0.0%	
HHCC :- Indirect Expenditure	<u>9,731</u>	<u>7,436</u>	<u>14,500</u>	<u>7,064</u>	<u>0</u>	<u>7,064</u>	<u>51.3%</u>	<u>194</u>
<b>Net Income over Expenditure</b>	<u>(4,160)</u>	<u>(1,096)</u>	<u>20,500</u>	<u>21,596</u>				
6000 plus Transfer from EMR	0	194						
<b>Movement to/(from) Gen Reserve</b>	<u>(4,160)</u>	<u>(901)</u>						
<b>280 Other Properties</b>								
4480 Bus Shelters	0	0	200	200		200	0.0%	
4485 Memorial	0	0	100	100		100	0.0%	
4490 Memorial Clock	200	0	200	200		200	0.0%	
4500 Speedwatch	0	0	200	200		200	0.0%	
4505 Village Flowers	1,923	1,972	1,950	(22)		(22)	101.1%	
Other Properties :- Indirect Expenditure	<u>2,123</u>	<u>1,972</u>	<u>2,650</u>	<u>678</u>	<u>0</u>	<u>678</u>	<u>74.4%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,123)</u>	<u>(1,972)</u>	<u>(2,650)</u>	<u>(678)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>290 General Grounds Maintenance</u>								
4530 Equipment - Purchases	2,648	6,300	9,500	3,200		3,200	66.3%	
4535 Equipment - Maintenance	1,043	424	2,000	1,576		1,576	21.2%	
4540 Materials	1,990	1,347	2,000	653		653	67.4%	
General Grounds Maintenance :- Indirect Expenditure	<u>5,681</u>	<u>8,071</u>	<u>13,500</u>	<u>5,429</u>	<u>0</u>	<u>5,429</u>	<u>59.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(5,681)</b>	<b>(8,071)</b>	<b>(13,500)</b>	<b>(5,429)</b>				
<u>300 Lapstone Playing Fields</u>								
4570 Equipment - Cricket Maint.	135	0	500	500		500	0.0%	
4575 Cricket (Winter)	450	895	500	(395)		(395)	179.0%	
4580 Football	1,851	1,327	500	(827)		(827)	265.4%	
4585 Tennis	0	0	500	500		500	0.0%	
4590 Pitch Maintenance	8,505	1,180	7,000	5,820		5,820	16.9%	
4595 General Maintenance	800	426	1,000	574		574	42.6%	
4600 Dog Bin Emptying	216	53	0	(53)		(53)	0.0%	
4680 General Bin Emptying	980	1,105	500	(605)		(605)	220.9%	
Lapstone Playing Fields :- Indirect Expenditure	<u>12,937</u>	<u>4,985</u>	<u>10,500</u>	<u>5,515</u>	<u>0</u>	<u>5,515</u>	<u>47.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(12,937)</b>	<b>(4,985)</b>	<b>(10,500)</b>	<b>(5,515)</b>				
<u>310 Knowle Park</u>								
4595 General Maintenance	1,723	6,390	6,200	(190)		(190)	103.1%	
4630 Fencing	306	208	500	292		292	41.7%	
4640 Water Supply -White Tree Close	0	0	100	100		100	0.0%	
4645 Seating/Bins	501	864	200	(664)		(664)	432.0%	
Knowle Park :- Indirect Expenditure	<u>2,530</u>	<u>7,463</u>	<u>7,000</u>	<u>(463)</u>	<u>0</u>	<u>(463)</u>	<u>106.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(2,530)</b>	<b>(7,463)</b>	<b>(7,000)</b>	<b>463</b>				
<u>320 New Century Park</u>								
4420 CCTV Maintenance	310	0	1,000	1,000		1,000	0.0%	
4595 General Maintenance	1,868	1,317	1,000	(317)		(317)	131.7%	
4670 Signs & Bins	15	0	200	200		200	0.0%	
4680 General Bin Emptying	64	0	0	0		0	0.0%	
New Century Park :- Indirect Expenditure	<u>2,257</u>	<u>1,317</u>	<u>2,200</u>	<u>883</u>	<u>0</u>	<u>883</u>	<u>59.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(2,257)</b>	<b>(1,317)</b>	<b>(2,200)</b>	<b>(883)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>330 Knowle Hill</b>								
4545 Fly tipping	0	0	50	50		50	0.0%	
4595 General Maintenance	805	0	250	250		250	0.0%	
4675 Signs	0	0	50	50		50	0.0%	
Knowle Hill :- Indirect Expenditure	<b>805</b>	<b>0</b>	<b>350</b>	<b>350</b>	<b>0</b>	<b>350</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(805)</b>	<b>0</b>	<b>(350)</b>	<b>(350)</b>				
<b>350 Lapstone Farm</b>								
4595 General Maintenance	914	0	250	250		250	0.0%	
4670 Signs & Bins	26	0	50	50		50	0.0%	
Lapstone Farm :- Indirect Expenditure	<b>940</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(940)</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<b>360 Oak Walk</b>								
4595 General Maintenance	101	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
Oak Walk :- Indirect Expenditure	<b>101</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(101)</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<b>370 Daisy Dip</b>								
4595 General Maintenance	0	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
Daisy Dip :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<b>380 Wyvern Meadow</b>								
4595 General Maintenance	16	58	250	192		192	23.2%	
4675 Signs	0	0	50	50		50	0.0%	
Wyvern Meadow :- Indirect Expenditure	<b>16</b>	<b>58</b>	<b>300</b>	<b>242</b>	<b>0</b>	<b>242</b>	<b>19.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(16)</b>	<b>(58)</b>	<b>(300)</b>	<b>(242)</b>				
<b>400 Play Areas General</b>								
4750 ROSPA Fees	344	485	1,000	515		515	48.5%	
Play Areas General :- Indirect Expenditure	<b>344</b>	<b>485</b>	<b>1,000</b>	<b>515</b>	<b>0</b>	<b>515</b>	<b>48.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(344)</b>	<b>(485)</b>	<b>(1,000)</b>	<b>(515)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>410 New Century Park Play Area</b>								
4595 General Maintenance	466	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
New Century Park Play Area :- Indirect Expenditure	<b>466</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(466)</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<b>420 Dean Road Play Area</b>								
4595 General Maintenance	0	0	250	250		250	0.0%	
4670 Signs & Bins	0	0	50	50		50	0.0%	
Dean Road Play Area :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(300)</b>	<b>(300)</b>				
<b>430 Meadowsweet Way Play Area</b>								
4420 CCTV Maintenance	90	0	0	0		0	0.0%	
4595 General Maintenance	932	0	500	500		500	0.0%	
4670 Signs & Bins	84	0	100	100		100	0.0%	
Meadowsweet Way Play Area :- Indirect Expenditure	<b>1,106</b>	<b>0</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,106)</b>	<b>0</b>	<b>(600)</b>	<b>(600)</b>				
<b>440 Knowle Park Play Area</b>								
4595 General Maintenance	17,565	717	500	(217)		(217)	143.5%	
4670 Signs & Bins	0	59	100	41		41	58.7%	
4770 Skatepark	984	0	1,000	1,000		1,000	0.0%	
Knowle Park Play Area :- Indirect Expenditure	<b>18,549</b>	<b>776</b>	<b>1,600</b>	<b>824</b>	<b>0</b>	<b>824</b>	<b>48.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18,549)</b>	<b>(776)</b>	<b>(1,600)</b>	<b>(824)</b>				
<b>500 Allotments</b>								
1500 Allotment Income	3,094	2,430	2,500	71			97.2%	
Allotments :- Income	<b>3,094</b>	<b>2,430</b>	<b>2,500</b>	<b>71</b>			<b>97.2%</b>	<b>0</b>
4410 Water	29	0	70	70		70	0.0%	
4800 Allotments - Knowle Park	1,771	0	1,000	1,000		1,000	0.0%	
4805 Allotments - Campbell Way	58	0	100	100		100	0.0%	
4810 Allotments - Knowle Lane Ditch	0	0	1,500	1,500		1,500	0.0%	
4815 Allotments - Pest Control	0	190	500	310		310	38.0%	
4820 Allotments - Toilet	0	611	1,000	389		389	61.1%	
Allotments :- Indirect Expenditure	<b>1,858</b>	<b>801</b>	<b>4,170</b>	<b>3,369</b>	<b>0</b>	<b>3,369</b>	<b>19.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,236</b>	<b>1,628</b>	<b>(1,670)</b>	<b>(3,298)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>510 Cemetery</b>								
1520 Burials Income	6,906	3,884	5,000	1,117			77.7%	
1530 Memorials Income	1,613	1,185	2,000	815			59.3%	
1540 Cremation Income	3,074	3,254	4,000	746			81.3%	
Cemetery :- Income	<b>11,593</b>	<b>8,323</b>	<b>11,000</b>	<b>2,677</b>			<b>75.7%</b>	<b>0</b>
4410 Water	243	4	200	196		196	2.2%	
4595 General Maintenance	1,615	153	500	347		347	30.6%	
Cemetery :- Indirect Expenditure	<b>1,858</b>	<b>157</b>	<b>700</b>	<b>543</b>	<b>0</b>	<b>543</b>	<b>22.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>9,735</b>	<b>8,166</b>	<b>10,300</b>	<b>2,134</b>				
<b>550 Trees</b>								
4825 Tree survey	1,500	(1,491)	2,500	3,991		3,991	(59.6%)	
4830 Trees - Lapstone Playing Field	400	0	500	500		500	0.0%	
4831 Trees - Knowle Park	1,380	800	1,500	700		700	53.3%	
4832 Trees - New Century Park	400	0	500	500		500	0.0%	
4833 Trees - Knowle Hill	400	0	500	500		500	0.0%	
4834 Trees - Lapstone Farm	400	0	500	500		500	0.0%	
4835 Trees - Oak Walk	400	0	500	500		500	0.0%	
4836 Trees - Daisy Dip	400	0	500	500		500	0.0%	
4837 Trees - Wyvem Meadow	490	0	500	500		500	0.0%	
4838 Trees - Fair Oak Cemetery	500	0	500	500		500	0.0%	
4839 Trees-HHCC open space	500	0	500	500		500	0.0%	
Trees :- Indirect Expenditure	<b>6,770</b>	<b>(691)</b>	<b>8,500</b>	<b>9,191</b>	<b>0</b>	<b>9,191</b>	<b>(8.1%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,770)</b>	<b>691</b>	<b>(8,500)</b>	<b>(9,191)</b>				
<b>600 Other Expenses</b>								
1600 Community Events Income	437	0	0	0			0.0%	
Other Expenses :- Income	<b>437</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4850 Section 137 - Grants	3,900	0	4,000	4,000		4,000	0.0%	
4855 Section 137 - Street Pastors	500	500	500	0		0	100.0%	
4865 Election Expenses	0	72	1,000	928		928	7.2%	
4870 Youth Project	25,000	25,000	25,000	0		0	100.0%	
4875 Community Events Expenditure	4,927	3,275	4,700	1,425		1,425	69.7%	
Other Expenses :- Indirect Expenditure	<b>34,327</b>	<b>28,847</b>	<b>35,200</b>	<b>6,353</b>	<b>0</b>	<b>6,353</b>	<b>82.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(33,890)</b>	<b>(28,847)</b>	<b>(35,200)</b>	<b>(6,353)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2019

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>900 Reserves Spend</b>								
4994 New Office&Compund General	7,442	0	0	0		0	0.0%	
4996 RBS Software from gen reserve	(314)	290	0	(290)		(290)	0.0%	
4997 Horton Heath Commmunity Centre	0	18,367	0	(18,367)		(18,367)	0.0%	18,378
Reserves Spend :- Indirect Expenditure	<b>7,128</b>	<b>18,657</b>	<b>0</b>	<b>(18,657)</b>	<b>0</b>	<b>(18,657)</b>		<b>18,378</b>
<b>Net Expenditure</b>	<b>(7,128)</b>	<b>(18,657)</b>	<b>0</b>	<b>18,657</b>				
6000 plus Transfer from EMR	8,475	18,378						
<b>Movement to/(from) Gen Reserve</b>	<b>1,347</b>	<b>(279)</b>						
<b>Grand Totals:- Income</b>	<b>567,855</b>	<b>389,344</b>	<b>534,850</b>	<b>145,506</b>			<b>72.8%</b>	
Expenditure	<b>457,367</b>	<b>307,418</b>	<b>534,850</b>	<b>227,432</b>	<b>0</b>	<b>227,432</b>	<b>57.5%</b>	
<b>Net Income over Expenditure</b>	<b>110,488</b>	<b>81,926</b>	<b>0</b>	<b>(81,926)</b>				
plus Transfer from EMR	<b>16,443</b>	<b>18,573</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>126,931</b>	<b>100,498</b>						

## FINANCE & STAFFING COMMITTEE – 9 DECEMBER 2019

### BUDGET 2020/21

#### 1. PURPOSE

- 1.1 To approve the draft budget for 2020/21 which will be agreed by full Council on 16 December for submission to Eastleigh Borough Council (EBC) in setting the level of Band D council tax.

#### 2. BACKGROUND

- 2.1 As part of the budget preparation process the Finance Committee on 25 November considered a draft budget. This included suggested budget reductions as a result of historic underspends totalling £81,483, as well as new budget requests amounting to £42,045, giving a net surplus of approximately £39,438.

- 2.2 At the meeting, members suggested alterations to include: -

- Adequate provision for music licence fees for both community centres
- Increase in staff pay of 3%
- Increase in Caretaker hours and incremental rise following the decision to undertake cleaning of sites in-house

Following these adjustments £30,136 was identified for inclusion in the Meadowsweet Way budget code.

- 2.3 In addition to this, the Finance Committee also recommended that £30,000 from the Parish Office Ear Marked Reserve be transferred to the Horton Heath Ear Marked Reserve to support the refurbishment of the Meadowsweet Way play area.

- 2.4 The Finance Committee also supported in principle (subject to further quotes and information being sought) the following new budget requests for inclusion in the budget: -

- Provision of Human Resources/Health and Safety advise and support
- Installation of 1-2 water fountains in the village to reduce the use of single-use plastic in the villages
- Provision for external support in developing corporate projects

#### 3. PLANNED USE OF RESERVES

- 3.1 Table 4 below shows the Council's Ear Marked Reserve funds following changes made in paragraph 2.3 above: -

ACCOUNT	BALANCE	COMMENTS
Knowle Park	£3,212.22	
Tennis Project	£4,035.00	Re-surfacing and fencing
Parish Office	£33,843.53	Need to keep £20k for Bargate final payment.
Lapstone Farm	£88,264.58	Possible changing room extension. Dependant on master planning for One Horton.
Horton Heath	£15,427.58 + £30,000 = £45,427.58	External improvements and possible toilet refurbishments and improvements works following structural condition survey.
Community Orchard	£500.00	General improvements
Election Expenses	£6,000.00	Rolling budget for elections
NCP	£40,000.00	Phase 2 improvements
KP Allotments	£4,500.00	
Village Signs	£8,000.00	New signs for village

Hall Maintenance	£4,000.00	Internal maintenance work (floors)
HHCC Flooring	£40,250.00	New hall floor
KP Maintenance	£6,750.00	
<b>Total</b>	<b>£284,782.61</b>	<b>Internal Auditor suggests regularly reviewing this fund, ensuring that projects are spent within designated timeframes.</b>

#### 4. BUDGET REQUIREMENTS FOR 2020/21

4.1 Details of the budget requirements for 2020/21 are set out in **Appendix 1** to this report. The proposed budget for 2020/21 is £525,169. This represents a balanced budget and a 0% increase in the precept.

#### 5. RECOMMENDATIONS

5.1 That the Council be recommended to approve the draft budget for 2020/21, as set out in Appendix 1 to this report.

##### **For further information:**

Melanie Stephens, Parish Clerk  
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Joanne Cahill, Responsible Finance Officer  
[finance@fairoak-pc.gov.uk](mailto:finance@fairoak-pc.gov.uk)

##### **Background papers:**

Report B, Finance Committee  
25/11/19.

Fair Oak and Horton Heath Parish Council  
Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>					
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
<b>100</b>	<b><u>Income</u></b>											
1076	404,036	404,036	0	0	420,258	0	420,258	410,570	419,172	0	0	
1090	1,000	3,005	0	0	2,000	0	2,000	2,094	3,000	0	0	
1100	0	0	0	0	9,292	0	9,292	9,669	4,597	0	0	
1110	100	0	0	0	0	0	0	0	0	0	0	
1120	600	1,498	0	0	3,000	0	3,000	1,603	1,000	0	0	
1200	0	0	0	0	500	0	500	0	0	0	0	
1300	1,000	7,064	0	0	4,300	0	4,300	1,733	4,000	0	0	
1310	1,700	2,497	0	0	3,000	0	3,000	2,984	2,500	0	0	
1900	500	92,717	0	0	500	0	500	-76,025	200	0	0	
	<b>408,936</b>	<b>510,817</b>	<b>0</b>	<b>0</b>	<b>442,850</b>	<b>0</b>	<b>442,850</b>	<b>352,627</b>	<b>434,469</b>	<b>0</b>	<b>0</b>	
4990	0	0	0	0	0	0	0	44	0	0	0	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b><u>Overhead Expenditure</u></b>											
	0	0	0	0	0	0	0	0	0	0	0	
	<b>408,936</b>	<b>510,817</b>	<b>0</b>	<b>0</b>	<b>442,850</b>	<b>0</b>	<b>442,850</b>	<b>352,583</b>	<b>434,469</b>	<b>0</b>	<b>0</b>	
	<b><u>Movement to/(from) Gen Reserve</u></b>											
<b>110</b>	<b><u>Administration</u></b>											
1900	0	3,613	0	0	0	0	0	0	0	0	0	
	<b>0</b>	<b>3,613</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4000	81,404	61,686	0	0	95,600	0	95,600	43,117	228,058	0	0	
4010	18,934	12,907	0	0	25,000	0	25,000	10,255	39,951	0	0	
4030	3,000	0	0	0	3,000	0	3,000	0	5,000	0	0	
4055	10,500	10,442	0	0	11,500	0	11,500	9,050	8,974	0	0	

Continued on next page

**Fair Oak and Horton Heath Parish Council  
Annual Budget - By Centre**

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4060 Audit	2,000	2,450	0	0	2,500	0	2,500	-500	2,500	0	0
4070 Legal & Professional Fees	2,000	5,072	0	0	3,500	0	3,500	3,517	8,500	0	0
4075 Postage	450	125	0	0	450	0	450	0	200	0	0
4080 Stationery	800	312	0	0	600	0	600	449	600	0	0
4085 Printer Consumables	750	675	0	0	750	0	750	389	750	0	0
4090 Admin Maintenance	2,000	2,632	0	0	2,000	0	2,000	470	2,500	0	0
4095 Bank Charges	30	208	0	0	30	0	30	0	30	0	0
4100 Chairman's Allowance	300	233	0	0	300	0	300	95	400	0	0
4105 Conference/Training/Staffing	2,500	2,579	0	0	3,500	0	3,500	2,598	4,000	0	0
4110 Clothing	1,000	483	0	0	500	0	500	625	600	0	0
4115 Newsletter	3,500	3,476	0	0	1,500	0	1,500	1,645	0	0	0
4120 Telephone & Broadband	1,000	2,791	0	0	1,000	0	1,000	1,826	2,000	0	0
4125 Mobile Phone	500	227	0	0	650	0	650	620	800	0	0
4132 Subscriptions	1,700	1,668	0	0	1,900	0	1,900	2,222	2,200	0	0
4133 Software and support	2,500	2,042	0	0	3,000	0	3,000	3,182	4,500	0	0
4134 Members IT	0	0	0	0	7,050	0	7,050	4,036	5,000	0	0
4135 Marketing	0	0	0	0	0	0	0	0	2,550	0	0
4140 Card Payments	300	266	0	0	350	0	350	473	700	0	0
4150 Website	800	447	0	0	800	0	800	-373	0	0	0
4160 Noticeboards	2,500	0	0	0	1,500	0	1,500	0	0	0	0
4400 Gas	0	0	0	0	0	0	0	543	0	0	0
4990 Sundry Expenses	1,500	1,517	0	0	800	0	800	941	1,000	0	0
<b>Overhead Expenditure</b>	<b>139,968</b>	<b>112,236</b>	<b>0</b>	<b>0</b>	<b>167,780</b>	<b>0</b>	<b>167,780</b>	<b>85,180</b>	<b>320,813</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(139,968)</b>	<b>(108,623)</b>			<b>(167,780)</b>		<b>(167,780)</b>	<b>(85,180)</b>	<b>(320,813)</b>		

Continued on next page

## Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>150 Parish Office</u></b>											
1200 Hiring Fees	0	861	0	0	0	0	0	4,475	7,000	0	0
<b>Total Income</b>	<b>0</b>	<b>861</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,475</b>	<b>7,000</b>	<b>0</b>	<b>0</b>
4120 Telephone & Broadband	0	0	0	0	800	0	800	58	0	0	0
4395 Business Rates	500	14,619	0	0	13,500	0	13,500	14,975	15,500	0	0
4400 Gas	1,000	592	0	0	800	0	800	498	700	0	0
4405 Electricity	800	782	0	0	2,500	0	2,500	732	1,000	0	0
4410 Water	500	0	0	0	500	0	500	322	350	0	0
4415 Repairs	0	155	0	0	100	0	100	0	100	0	0
4420 CCTV Maintenance	500	381	0	0	500	0	500	200	100	0	0
4425 Health & Safety	500	587	0	0	500	0	500	789	2,500	0	0
4435 Cleaning	300	363	0	0	300	0	300	226	300	0	0
4440 Contract cleaning	7,800	3,068	0	0	5,000	0	5,000	780	0	0	0
4450 Equipment - Internal	0	0	0	0	0	0	0	128	1,000	0	0
4455 Equipment - External	0	1,595	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>11,900</b>	<b>22,141</b>	<b>0</b>	<b>0</b>	<b>24,500</b>	<b>0</b>	<b>24,500</b>	<b>18,710</b>	<b>21,550</b>	<b>0</b>	<b>0</b>
<b>150 Net Income over Expenditure</b>	<b>-11,900</b>	<b>-21,280</b>	<b>0</b>	<b>0</b>	<b>-24,500</b>	<b>0</b>	<b>-24,500</b>	<b>-14,235</b>	<b>-14,550</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	1,595	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>(11,900)</b>	<b>(19,685)</b>			<b>(24,500)</b>		<b>(24,500)</b>	<b>(14,235)</b>	<b>(14,550)</b>		
<b><u>200 Property Maintenance Staff</u></b>											
4000 Salaries	114,223	109,860	0	0	144,500	0	144,500	74,088	0	0	0

Continued on next page

## Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4010 Employers's Pension	15,623	22,708	0	0	28,000	0	28,000	18,375	0	0	0
4030 Sickness/Holiday Cover	3,000	0	0	0	3,000	0	3,000	0	0	0	0
<b>Overhead Expenditure</b>	132,846	132,568	0	0	175,500	0	175,500	92,463	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(132,846)</u>	<u>(132,568)</u>			<u>(175,500)</u>		<u>(175,500)</u>	<u>(92,463)</u>			
<b>210 Machinery and Van</b>											
4300 Machinery - General Repairs	5,500	3,563	0	0	6,000	0	6,000	348	6,000	0	0
4305 Fuel	7,000	4,634	0	0	7,000	0	7,000	4,138	7,000	0	0
4310 Road Tax	500	500	0	0	500	0	500	520	550	0	0
4315 Maintenance - Vans	1,250	622	0	0	1,250	0	1,250	960	1,250	0	0
4320 Vehicle Insurance	3,000	1,246	0	0	3,000	0	3,000	1,188	2,000	0	0
<b>Overhead Expenditure</b>	17,250	10,565	0	0	17,750	0	17,750	7,154	16,800	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(17,250)</u>	<u>(10,565)</u>			<u>(17,750)</u>		<u>(17,750)</u>	<u>(7,154)</u>	<u>(16,800)</u>		
<b>230 Crowdhill Community Building</b>											
1200 Hiring Fees	25,000	31,707	0	0	43,500	0	43,500	15,062	40,000	0	0
<b>Total Income</b>	25,000	31,707	0	0	43,500	0	43,500	15,062	40,000	0	0
4120 Telephone & Broadband	1,000	1,459	0	0	1,000	0	1,000	512	1,000	0	0
4395 Business Rates	0	6,071	0	0	6,200	0	6,200	6,102	6,400	0	0
4400 Gas	1,200	2,230	0	0	4,000	0	4,000	438	1,000	0	0
4405 Electricity	800	10,488	0	0	8,000	0	8,000	2,080	5,000	0	0
4410 Water	500	40	0	0	500	0	500	49	400	0	0
4415 Repairs	500	435	0	0	1,000	0	1,000	288	1,000	0	0

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**Fair Oak and Horton Heath Parish Council  
Annual Budget - By Centre**

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4420 CCTV Maintenance	0	0	0	0	0	0	0	0	100	0	0
4425 Health & Safety	3,000	1,287	0	0	1,500	0	1,500	2,006	2,100	0	0
4435 Cleaning	300	306	0	0	500	0	500	992	500	0	0
4440 Contract cleaning	10,920	2,700	0	0	8,000	0	8,000	3,419	0	0	0
4450 Equipment - Internal	0	15,355	0	0	2,500	0	2,500	179	1,500	0	0
4455 Equipment - External	0	16,765	0	0	1,000	0	1,000	600	6,000	0	0
4680 General Bin Employing	1,000	486	0	0	500	0	500	645	900	0	0
4990 Sundry Expenses	0	344	0	0	50	0	50	38	100	0	0
<b>⊖ Overhead Expenditure</b>	<b>19,220</b>	<b>57,966</b>	<b>0</b>	<b>0</b>	<b>34,750</b>	<b>0</b>	<b>34,750</b>	<b>17,348</b>	<b>26,000</b>	<b>0</b>	<b>0</b>
<b>230 Net Income over Expenditure</b>	<b>5,780</b>	<b>-26,260</b>	<b>0</b>	<b>0</b>	<b>8,750</b>	<b>0</b>	<b>8,750</b>	<b>-2,286</b>	<b>14,000</b>	<b>0</b>	<b>0</b>
6000 plus Transfer from EMR	0	6,373	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<b>5,780</b>	<b>(19,887)</b>			<b>8,750</b>		<b>8,750</b>	<b>(2,286)</b>	<b>14,000</b>		
<b>240 Pavilion</b>											
1200 Hiring Fees	0	163	0	0	0	0	0	87	200	0	0
<b>Total Income</b>	<b>0</b>	<b>163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87</b>	<b>200</b>	<b>0</b>	<b>0</b>
4120 Telephone & Broadband	1,000	641	0	0	1,000	0	1,000	499	800	0	0
4395 Business Rates	0	0	0	0	0	0	0	677	800	0	0
4400 Gas	1,000	397	0	0	500	0	500	0	500	0	0
4405 Electricity	800	266	0	0	500	0	500	567	500	0	0
4410 Water	500	0	0	0	500	0	500	0	200	0	0
4415 Repairs	12,600	7,662	0	0	3,000	0	3,000	1,897	3,000	0	0
4420 CCTV Maintenance	1,000	0	0	0	1,000	0	1,000	200	100	0	0

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Fair Oak and Horton Heath Parish Council  
Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4425 Health & Safety	2,000	3,031	0	0	3,000	0	3,000	2,293	1,500	0	0
4430 Kitchen	500	0	0	0	500	0	500	0	500	0	0
4435 Cleaning	300	365	0	0	300	0	300	51	100	0	0
<b>Overhead Expenditure</b>	<b>19,700</b>	<b>12,361</b>	<b>0</b>	<b>0</b>	<b>10,300</b>	<b>0</b>	<b>10,300</b>	<b>6,183</b>	<b>8,000</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(19,700)</b>	<b>(12,198)</b>	<b>0</b>	<b>0</b>	<b>(10,300)</b>	<b>(6,096)</b>	<b>(10,300)</b>	<b>(7,800)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>250 HHCC</b>											
1200 Hiring Fees	0	5,571	0	0	35,000	0	35,000	6,340	30,000	0	0
<b>Total Income</b>	<b>0</b>	<b>5,571</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>	<b>6,340</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
4055 Insurance	0	846	0	0	0	0	0	0	0	0	0
4120 Telephone & Broadband	1,000	567	0	0	400	0	400	499	500	0	0
4395 Business Rates	0	955	0	0	6,000	0	6,000	2,602	3,000	0	0
4400 Gas	0	958	0	0	2,000	0	2,000	629	1,000	0	0
4405 Electricity	0	3,801	0	0	3,000	0	3,000	0	1,500	0	0
4410 Water	0	0	0	0	700	0	700	32	400	0	0
4415 Repairs	0	1,553	0	0	500	0	500	0	800	0	0
4420 CCTV Maintenance	200	200	0	0	1,000	0	1,000	260	100	0	0
4425 Health & Safety	0	850	0	0	400	0	400	810	1,000	0	0
4435 Cleaning	0	0	0	0	300	0	300	270	100	0	0
4440 Contract cleaning	0	0	0	0	0	0	0	1,430	0	0	0
4595 General Maintenance	0	0	0	0	200	0	200	477	1,000	0	0
4680 General Bin Emptying	0	0	0	0	0	0	0	428	1,000	0	0
<b>Overhead Expenditure</b>	<b>1,200</b>	<b>9,731</b>	<b>0</b>	<b>0</b>	<b>14,500</b>	<b>0</b>	<b>14,500</b>	<b>7,436</b>	<b>10,400</b>	<b>0</b>	<b>0</b>

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**Fair Oak and Horton Heath Parish Council**  
**Annual Budget - By Centre**

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>250 Net Income over Expenditure</b>	-1,200	-4,160	0	0	20,500	0	20,500	-1,096	19,600	0	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0	194	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,200)</u>	<u>(4,160)</u>			<u>20,500</u>		<u>20,500</u>	<u>(901)</u>	<u>19,600</u>		
<b><u>280 Other Properties</u></b>											
4480 Bus Shelters	200	0	0	0	200	0	200	0	100	0	0
4485 Memorial	100	0	0	0	100	0	100	0	50	0	0
4490 Memorial Clock	200	200	0	0	200	0	200	0	200	0	0
4500 Speedwatch	200	0	0	0	200	0	200	0	200	0	0
4505 Village Flowers	1,900	1,923	0	0	1,950	0	1,950	1,972	2,000	0	0
<b>Overhead Expenditure</b>	2,600	2,123	0	0	2,650	0	2,650	1,972	2,550	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(2,600)</u>	<u>(2,123)</u>			<u>(2,650)</u>		<u>(2,650)</u>	<u>(1,972)</u>	<u>(2,550)</u>		
<b><u>290 General Grounds Maintenance</u></b>											
4530 Equipment - Purchases	2,000	2,648	0	0	9,500	0	9,500	6,300	12,000	0	0
4535 Equipment - Maintenance	1,500	1,043	0	0	2,000	0	2,000	424	1,500	0	0
4540 Materials	1,500	1,990	0	0	2,000	0	2,000	1,347	2,000	0	0
<b>Overhead Expenditure</b>	5,000	5,681	0	0	13,500	0	13,500	8,071	15,500	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(5,000)</u>	<u>(5,681)</u>			<u>(13,500)</u>		<u>(13,500)</u>	<u>(8,071)</u>	<u>(15,500)</u>		
<b><u>300 Lapstone Playing Fields</u></b>											
4570 Equipment - Cricket Maint.	500	135	0	0	500	0	500	0	0	0	0
4575 Cricket (Winter)	500	450	0	0	500	0	500	895	800	0	0

## Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4580 Football	1,500	1,851	0	0	500	0	500	1,327	0	0	0
4585 Tennis	500	0	0	0	500	0	500	0	200	0	0
4590 Pitch Maintenance	8,000	8,505	0	0	7,000	0	7,000	1,180	6,000	0	0
4595 General Maintenance	1,000	800	0	0	1,000	0	1,000	426	800	0	0
4600 Dog Bin Emptying	200	216	0	0	0	0	0	53	0	0	0
4680 General Bin Emptying	1,000	980	0	0	500	0	500	1,105	1,500	0	0
4700 Water Fountain	0	0	0	0	0	0	0	0	5,000	0	0
<b>Overhead Expenditure</b>	<b>13,200</b>	<b>12,937</b>	<b>0</b>	<b>0</b>	<b>10,500</b>	<b>0</b>	<b>10,500</b>	<b>4,985</b>	<b>14,300</b>	<b>0</b>	<b>0</b>
<b>N Movement to/(from) Gen Reserve</b>	<b>(13,200)</b>	<b>(12,937)</b>			<b>(10,500)</b>		<b>(10,500)</b>	<b>(4,985)</b>	<b>(14,300)</b>		
<b>310 Knowle Park</b>											
4595 General Maintenance	2,000	1,723	0	0	6,200	0	6,200	6,390	2,000	0	0
4630 Fencing	500	306	0	0	500	0	500	208	2,000	0	0
4640 Water Supply -White Tree Close	100	0	0	0	100	0	100	0	100	0	0
4645 Seating/Bins	200	501	0	0	200	0	200	864	200	0	0
<b>Overhead Expenditure</b>	<b>2,800</b>	<b>2,530</b>	<b>0</b>	<b>0</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>	<b>7,463</b>	<b>4,300</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,800)</b>	<b>(2,530)</b>			<b>(7,000)</b>		<b>(7,000)</b>	<b>(7,463)</b>	<b>(4,300)</b>		
<b>320 New Century Park</b>											
4420 CCTV Maintenance	1,000	310	0	0	1,000	0	1,000	0	70	0	0
4595 General Maintenance	1,000	1,868	0	0	1,000	0	1,000	1,317	500	0	0
4670 Signs & Bins	200	15	0	0	200	0	200	0	0	0	0
4680 General Bin Emptying	0	64	0	0	0	0	0	0	200	0	0
<b>Overhead Expenditure</b>	<b>2,200</b>	<b>2,257</b>	<b>0</b>	<b>0</b>	<b>2,200</b>	<b>0</b>	<b>2,200</b>	<b>1,317</b>	<b>770</b>	<b>0</b>	<b>0</b>

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**Fair Oak and Horton Heath Parish Council  
Annual Budget - By Centre**

	<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(2,200)</u>	<u>(2,257)</u>			<u>(2,200)</u>		<u>(2,200)</u>	<u>(1,317)</u>	<u>(770)</u>		
<b>330 Knowle Hill</b>											
4545 Fly tipping	250	0	0	0	50	0	50	0	0	0	0
4595 General Maintenance	500	805	0	0	250	0	250	0	200	0	0
4675 Signs	100	0	0	0	50	0	50	0	0	0	0
<b>Overhead Expenditure</b>	<b>850</b>	<b>805</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>0</b>	<b>350</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<u>(850)</u>	<u>(805)</u>			<u>(350)</u>		<u>(350)</u>	<u>0</u>	<u>(200)</u>		
<b>350<sup>N3</sup> Lapstone Farm</b>											
4595 General Maintenance	500	914	0	0	250	0	250	0	200	0	0
4670 Signs & Bins	100	26	0	0	50	0	50	0	0	0	0
4790 Footpaths	500	0	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	<b>1,100</b>	<b>940</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<u>(1,100)</u>	<u>(940)</u>			<u>(300)</u>		<u>(300)</u>	<u>0</u>	<u>(200)</u>		
<b>360 Oak Walk</b>											
4595 General Maintenance	500	101	0	0	250	0	250	0	100	0	0
4670 Signs & Bins	100	0	0	0	50	0	50	0	0	0	0
<b>Overhead Expenditure</b>	<b>600</b>	<b>101</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<u>(600)</u>	<u>(101)</u>			<u>(300)</u>		<u>(300)</u>	<u>0</u>	<u>(100)</u>		
<b>370 Daisy Dip</b>											

## Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4595 General Maintenance	500	0	0	0	250	0	250	0	100	0	0
4670 Signs & Bins	100	0	0	0	50	0	50	0	0	0	0
<b>Overhead Expenditure</b>	600	0	0	0	300	0	300	0	100	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(600)</u>	<u>0</u>			<u>(300)</u>		<u>(300)</u>	<u>0</u>	<u>(100)</u>		
<b>380 <u>Wyvern Meadow</u></b>											
4595 General Maintenance	500	16	0	0	250	0	250	58	100	0	0
4675 Signs	100	0	0	0	50	0	50	0	0	0	0
<b>Overhead Expenditure</b>	600	16	0	0	300	0	300	58	100	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(600)</u>	<u>(16)</u>			<u>(300)</u>		<u>(300)</u>	<u>(58)</u>	<u>(100)</u>		
<b>400 <u>Play Areas General</u></b>											
4750 ROSPA Fees	1,000	344	0	0	1,000	0	1,000	485	600	0	0
<b>Overhead Expenditure</b>	1,000	344	0	0	1,000	0	1,000	485	600	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,000)</u>	<u>(344)</u>			<u>(1,000)</u>		<u>(1,000)</u>	<u>(485)</u>	<u>(600)</u>		
<b>410 <u>New Century Park Play Area</u></b>											
4595 General Maintenance	500	466	0	0	250	0	250	0	200	0	0
4670 Signs & Bins	100	0	0	0	50	0	50	0	0	0	0
<b>Overhead Expenditure</b>	600	466	0	0	300	0	300	0	200	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(600)</u>	<u>(466)</u>			<u>(300)</u>		<u>(300)</u>	<u>0</u>	<u>(200)</u>		
<b>420 <u>Dean Road Play Area</u></b>											

Fair Oak and Horton Heath Parish Council  
Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4595 General Maintenance	500	0	0	0	250	0	250	0	100	0	0
4670 Signs & Bins	100	0	0	0	50	0	50	0	0	0	0
<b>Overhead Expenditure</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(600)</b>	<b>0</b>			<b>(300)</b>		<b>(300)</b>	<b>0</b>	<b>(100)</b>		
<b>430 Meadowsweet Way Play Area</b>											
4420 CCTV Maintenance	0	90	0	0	0	0	0	0	0	0	0
4595 General Maintenance	1,000	932	0	0	500	0	500	0	30,386	0	0
4670 Signs & Bins	100	84	0	0	100	0	100	0	0	0	0
<b>Overhead Expenditure</b>	<b>1,100</b>	<b>1,106</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>0</b>	<b>30,386</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,100)</b>	<b>(1,106)</b>			<b>(600)</b>		<b>(600)</b>	<b>0</b>	<b>(30,386)</b>		
<b>440 Knowle Park Play Area</b>											
4595 General Maintenance	20,000	17,565	0	0	500	0	500	717	800	0	0
4670 Signs & Bins	100	0	0	0	100	0	100	59	100	0	0
4770 Skatepark	1,000	984	0	0	1,000	0	1,000	0	1,500	0	0
<b>Overhead Expenditure</b>	<b>21,100</b>	<b>18,549</b>	<b>0</b>	<b>0</b>	<b>1,600</b>	<b>0</b>	<b>1,600</b>	<b>776</b>	<b>2,400</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(21,100)</b>	<b>(18,549)</b>			<b>(1,600)</b>		<b>(1,600)</b>	<b>(776)</b>	<b>(2,400)</b>		
<b>500 Allotments</b>											
1500 Allotment Income	2,700	3,094	0	0	2,500	0	2,500	2,430	2,500	0	0
<b>Total Income</b>	<b>2,700</b>	<b>3,094</b>	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>2,430</b>	<b>2,500</b>	<b>0</b>	<b>0</b>
4410 Water	0	29	0	0	70	0	70	0	50	0	0

**Fair Oak and Horton Heath Parish Council**  
**Annual Budget - By Centre**

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4800 Allotments - Knowle Park	2,000	1,771	0	0	1,000	0	1,000	0	500	0	0
4805 Allotments - Campbell Way	100	58	0	0	100	0	100	0	50	0	0
4810 Allotments - Knowle Lane Ditch	1,500	0	0	0	1,500	0	1,500	0	1,000	0	0
4815 Allotments - Pest Control	0	0	0	0	500	0	500	190	400	0	0
4820 Allotments - Toilet	0	0	0	0	1,000	0	1,000	611	1,100	0	0
<b>Overhead Expenditure</b>	<b>3,600</b>	<b>1,858</b>	<b>0</b>	<b>0</b>	<b>4,170</b>	<b>0</b>	<b>4,170</b>	<b>801</b>	<b>3,100</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(900)</b>	<b>1,236</b>			<b>(1,670)</b>		<b>(1,670)</b>	<b>1,628</b>	<b>(600)</b>		
<b>510 Cemetery</b>											
1520 Burials Income	8,000	6,906	0	0	5,000	0	5,000	3,884	5,000	0	0
1530 Memorials Income	2,400	1,613	0	0	2,000	0	2,000	1,185	2,000	0	0
1540 Cremation Income	4,000	3,074	0	0	4,000	0	4,000	3,254	4,000	0	0
<b>Total Income</b>	<b>14,400</b>	<b>11,593</b>	<b>0</b>	<b>0</b>	<b>11,000</b>	<b>0</b>	<b>11,000</b>	<b>8,323</b>	<b>11,000</b>	<b>0</b>	<b>0</b>
4410 Water	200	243	0	0	200	0	200	4	0	0	0
4595 General Maintenance	500	1,615	0	0	500	0	500	153	1,500	0	0
<b>Overhead Expenditure</b>	<b>700</b>	<b>1,858</b>	<b>0</b>	<b>0</b>	<b>700</b>	<b>0</b>	<b>700</b>	<b>157</b>	<b>1,500</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>13,700</b>	<b>9,735</b>			<b>10,300</b>		<b>10,300</b>	<b>8,166</b>	<b>9,500</b>		
<b>550 Trees</b>											
4825 Tree survey	2,000	1,500	0	0	2,500	0	2,500	-1,491	2,500	0	0
4830 Trees - Lapstone Playing Field	500	400	0	0	500	0	500	0	500	0	0
4831 Trees - Knowle Park	1,500	1,380	0	0	1,500	0	1,500	800	500	0	0
4832 Trees - New Century Park	500	400	0	0	500	0	500	0	500	0	0

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4833	500	400	0	0	500	0	500	0	500	0	0
4834	500	400	0	0	500	0	500	0	500	0	0
4835	500	400	0	0	500	0	500	0	500	0	0
4836	500	400	0	0	500	0	500	0	500	0	0
4837	500	490	0	0	500	0	500	0	500	0	0
4838	500	500	0	0	500	0	500	0	500	0	0
4839	500	500	0	0	500	0	500	0	500	0	0
	<b>8,000</b>	<b>6,770</b>	<b>0</b>	<b>0</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>	<b>-691</b>	<b>7,500</b>	<b>0</b>	<b>0</b>
	<b>(8,000)</b>	<b>(6,770)</b>	<b>(8,500)</b>	<b>(8,500)</b>	<b>691</b>			<b>(7,500)</b>			
<b>500</b>											
<b>1600</b>											
	1,500	437	0	0	0	0	0	0	0	0	0
	1,500	437	0	0	0	0	0	0	0	0	0
	4,000	3,900	0	0	4,000	0	4,000	0	4,000	0	0
	500	500	0	0	500	0	500	500	700	0	0
	1,000	0	0	0	0	0	0	0	0	0	0
	1,000	0	0	0	1,000	0	1,000	72	1,000	0	0
	25,000	25,000	0	0	25,000	0	25,000	25,000	25,000	0	0
	4,700	4,927	0	0	4,700	0	4,700	3,275	7,000	0	0
	8,000	0	0	0	0	0	0	0	0	0	0
	<b>44,200</b>	<b>34,327</b>	<b>0</b>	<b>0</b>	<b>35,200</b>	<b>0</b>	<b>35,200</b>	<b>28,847</b>	<b>37,700</b>	<b>0</b>	<b>0</b>
	<b>(42,700)</b>	<b>(33,890)</b>	<b>(35,200)</b>	<b>(35,200)</b>	<b>(28,847)</b>			<b>(37,700)</b>			
<b>900</b>											

Fair Oak and Horton Heath Parish Council  
Annual Budget - By Centre

	<u>Last year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4994 New Office&Compound General	0	7,442	0	0	0	0	0	0	0	0	0
4996 RBS Software from gen reserve	0	-314	0	0	0	0	0	290	0	0	0
4997 Horton Heath Community Centre	0	0	0	0	0	0	0	18,367	0	0	0
<b>6000 Overhead Expenditure</b>	0	7,128	0	0	0	0	0	18,657	0	0	0
plus Transfer from EMR	0	8,475	0	0	0	0	0	18,378	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>1,347</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(279)</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Budget Income</b>	452,536	567,855	0	0	534,850	0	534,850	389,344	525,169	0	0
<b>Expenditure</b>	452,534	457,367	0	0	534,850	0	534,850	307,418	525,169	0	0
<b>Net Income over Expenditure</b>	<u>2</u>	<u>110,488</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>81,926</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	16,443	0	0	0	0	0	18,573	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>2</u>	<u>126,931</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100,498</u>	<u>0</u>	<u>0</u>	<u>0</u>

## FINANCE COMMITTEE: 9 DECEMBER 2019

## COMMUNITY GRANTS 2019/20

## 1. BACKGROUND

- 1.1 On 4 March 2019 (Minute 30 refers) the Finance Committee supported the introduction of revised criteria & process for the consideration of community grants. The Committee considered that in order to streamline the grant administration process and give a fair playing field for all applications, all applications should be considered at the same time, with a set deadline, as opposed to the Council receiving applications sporadically throughout the year.
- 1.2 The deadline for the receipt of Community Grant applications received for the 2019/2020 financial year was 31 October 2019. In total, 11 applications were received. The applications were measured against the Council's set eligibility criteria and all applications have been put forward for members consideration having met the criteria.

## 2. PROCESS

- 2.2 The Committee now has to consider all applications, as set against the Council's budget framework. The grant budget for 2019/20 is £4,000.
- 2.3 Officers have undertaken an initial review of the applications and recommendations, with reasons, for the determination of each of the grant requests, are set out in paragraph 4.1 below and in further detail in **Appendix 1**.
- 2.4 Upon determination of the applications the recommendations of the Finance Committee will be submitted to the Full Council for ratification on 16 December 2019. All applicants will be informed of the decision following this meeting and grant funds will be released in the weeks following.

## 3. FINANCIAL IMPLICATIONS

- 3.1 The total amount to be awarded, should the Council approve the recommendations set out in paragraph 4.1, is £4,000. The total amount requested is £5,250.

## 4. COMMUNITY GRANT APPLICATIONS: SUMMARY

## 4.1 Summary of Applications Received

ITEM	APPLICANT	AMOUNT REQUESTED	RECOMMENDATION
A	Age Concern	£500	£350
B	Butterflies Bereavement Support	£900	£700
C	Fair Oak Cricket Club	£500	£400
D	Fair Oak Gardening Club	£200	£150
E	Fair Oak Widows	£200	£150
F	Fair Oak Village Hall	£400	£350
G	Horton Heath Badminton Club	£200	£100
H	Knowle Park Allotment Association	£200	£150
I	Twynams Charities	£1000	£800
J	Victim Support	£150	£150
K	Wyvern Football Club	£1000	£700
<b>Total for grants</b>		<b>£5,250</b>	<b>£4,000</b>

## **5. RECOMMENDATION**

- 5.1 That the community grant awards as set out in paragraph 4.1, and in more detail in **Appendix 1**, be recommended to the Council for approval.

### **Further information:**

Melanie Stephens  
Parish Clerk  
[clerk@fairoak-pc.gov.uk](mailto:clerk@fairoak-pc.gov.uk)

### **Background Papers:**

Grant application forms

A	APPLICANT:	REASON FOR APPLICATION:
	Age Concern	Replacement storage shed holding medical equipment and saleable goods.

TOTAL COST	REQUEST	PREVIOUS AWARD
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£750	£500	£0
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**SUMMARY:**

Age Concern Fair Oak provides support to prevent loneliness via social events to senior citizens living in the parish.

**RECOMMENDATION:**

That a grant of £350 be paid.

**REASON:** The Parish Council Groundstaff could assist with the erection of the shed to reduce the cost. This amounts to 47% of the total project cost.

B	APPLICANT:	REASON FOR APPLICATION:
	Butterflies Bereavement Support	Training for local residents in basic counselling and bereavement support, raising awareness of the work in the village.

TOTAL COST	REQUEST	PREVIOUS AWARD
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£2,500	£900	£0
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**SUMMARY:**

Butterflies Bereavement Support is a community-based bereavement charity, offering advice and support, via counselling sessions, support groups, activities, and a café, to individuals and families following the passing of a loved-one.

**RECOMMENDATION:**

That a grant of £700 be paid.

**REASON:** To support the service to residents and their families during bereavement. This amounts to 28% of the total project cost.

C	APPLICANT:	REASON FOR APPLICATION:
	Fair Oak Cricket Club	To deliver the All-Star initiative for children and the W10 women's section.

**TOTAL COST                  REQUEST                  PREVIOUS AWARD**

£1,750                          £500                          £0

**SUMMARY:**

Fair Oak Cricket Club is a successful local cricket club. The All-Star programme and W10 has high proportion of parishioners attending. The aim of both schemes is to encourage new people into cricket.

**RECOMMENDATION:**

That a grant of £400 be paid.

**REASON:** To promote and encourage the participation of local sports. This amounts to 23% of the total project cost.

D	APPLICANT:	REASON FOR APPLICATION:
	Fair Oak Gardening Club	To fund speakers at group meetings.

**TOTAL COST                  REQUEST                  PREVIOUS AWARD**

£556                          £200                          £200 (in 2017/18)

**SUMMARY:**

Fair Oak Gardening Club was formed in 1988 and is a local organisation that meets every month for gardening enthusiasts. The grant request is for quality speakers. 90% of members are residents of the Parish.

**RECOMMENDATION:**

That a grant of £150 be paid.

**REASON:** To support this long-standing club. This amounts to 27% of the total project cost.

<b>E</b>	<b>APPLICANT:</b>	<b>REASON FOR APPLICATION:</b>
	Fair Oak Widows	To fund speakers at group meetings.

<b>TOTAL COST</b>	<b>REQUEST</b>	<b>PREVIOUS AWARD</b>
£400	£200	£200 in 2017/18

**SUMMARY:**

The organisation provides a monthly social club in Fair Oak village. This is regularly attended by 50-60 local residents from Fair Oak, Bishopstoke and Eastleigh. The Club provides entertainment by way of key speakers, provides tea and biscuits and social gathering for vulnerable elderly residents often living on their own.

**RECOMMENDATION:**

That a grant of £150 be paid.

**REASON:** To support the provision of key speakers for those often isolated and lonely. This amounts to 38% of the total project cost.

<b>F</b>	<b>APPLICANT:</b>	<b>REASON FOR APPLICATION:</b>
	Fair Oak Village Hall	To provide a pantomime for local residents.

<b>TOTAL COST</b>	<b>REQUEST</b>	<b>PREVIOUS AWARD</b>
£750	£400	£400 in 2018/19

**SUMMARY:**

Fair Oak Village Hall provides local hall facilities for the local community. They provide an annual professional pantomime for local residents at an affordable cost.

**RECOMMENDATION:**

That a grant of £350 be paid.

**REASON:** To continue to support the provision of the pantomime. This represents 47% of the total project cost.

<b>G</b>	<b>APPLICANT:</b>	<b>REASON FOR APPLICATION:</b>
	Horton Heath Badminton Club	To assist in the purchase of new equipment.

**TOTAL COST                  REQUEST                  PREVIOUS AWARD**

£200                                  £200                                  £0

**SUMMARY:**

The Badminton Club is a non-competitive club with the emphasis on keeping fit and enjoying the game. The members live locally, with a wide age spectrum.

**RECOMMENDATION:**

That a grant of £100 be paid.

**REASON:** The requested amount was 100% of the total project cost which does not meet the Council's eligibility criteria.

<b>H</b>	<b>APPLICANT:</b>	<b>REASON FOR APPLICATION:</b>
	Knowle Park Allotment Association	Booking of key speakers at the quarterly meetings.

**TOTAL COST                  REQUEST                  PREVIOUS AWARD**

£350                                  £200                                  £200 in 20198/19

**SUMMARY:**

The Allotment Association aims to promote enjoyment of allotments and improve knowledge of cultivation. Provides a friendly setting for allotment holders to share experience and practical help. The speakers aim to provide increase Knowle of horticulture and growing of fresh local produce as well as offering life skills and benefits of the natural environment.

**RECOMMENDATION:**

That a grant of £150 be paid.

**REASON:** To help promote the benefits of natural environment on health and well-being and maintain tenancy levels. This represents 43% of the total project.

I	APPLICANT:	REASON FOR APPLICATION:
	Twynams Charity	To assist with the cost of completing works to provide car parking to tenants.

TOTAL COST	REQUEST	PREVIOUS AWARD
£15,000	£1000	£0

**SUMMARY:**

The charity owns a terrace of 5 two-bedroomed properties for affordable let to residents of Fair Oak & Horton Heath. Parking in the vicinity is very difficult for residents, particularly at night. It is proposed to convert the garden land adjacent to the west side of the property to create a private car park.

**RECOMMENDATION:**

That a grant of £800 be paid.

**REASON:** To support the provision of essential parking to local residents. This represents 5% of the total project cost.

<b>J</b>	<b>APPLICANT:</b>	<b>REASON FOR APPLICATION:</b>
	Victim Support	To purchase security items free of charge to victims and their families such as personal alarms and small security items.

<b>TOTAL COST</b>	<b>REQUEST</b>	<b>PREVIOUS AWARD</b>
£800	£150	£150 in 2017/18

**SUMMARY:**

Victim Support offers free and confidential help to victims of crime. Residents of the parish are support by locally trained staff, offering confidential advice on police and court procedures, practical items such as personal alarms and small security items for the home.

**RECOMMENDATION:**

That a grant of £150 be paid.

**REASON:** To support residents who have been victims of crime. This represents 19% of the total project cost.

<b>K</b>	<b>APPLICANT:</b>	<b>REASON FOR APPLICATION:</b>
	Wyvern Football Club	Increase participation levels in local football and community opportunities to vulnerable children or hard to reach groups within Fair Oak & Horton Heath.

<b>TOTAL COST</b>	<b>REQUEST</b>	<b>PREVIOUS AWARD</b>
£1,500	£1000	£0

**SUMMARY:**

Wyvern Football Club wishes to increase participation levels in football to those children from low income families, children with physical disabilities and girls. Funds would be used to undertake marketing and set up costs for delivery of activities specifically aimed at these groups. Funds will also be used to subsidise cost of participation for those children from low income families to break down barriers preventing them from participating in local sports.

**RECOMMENDATION:**

That a grant of £700 be paid.

**REASON:** To support the participation of local sport, promoting health and well-being of hard to reach groups, particularly children in the community from low income families. This represents 47% of the total project cost.