



FAIR OAK & HORTON HEATH PARISH COUNCIL

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

(023) 8069 2403 ✉ enquiries@fairoak-pc.gov.uk

www.fairoak-pc.gov.uk 🌐 @fairoakandhortonheathparishcouncil

SUMMONS

Dear Member

12 January 2021

You are hereby summoned to attend a meeting of the FULL COUNCIL held on **Monday, 18 January 2021 at 7.00 p.m.**

Please note that this meeting will be held virtually via Zoom.

Melanie Stephens

Melanie Stephens, Parish Clerk

PUBLIC PARTICIPATION: This meeting is open to members of the public. If you wish to speak at a meeting or ask a question, you should submit a request by email to clerk@fairoak-pc.gov.uk including your email address up to one hour before the meeting. You will then receive an invite from the Council to take part in the online meeting.

AGENDA

APOLOGIES

1 MINUTES (PAPER A, PAGES 2-10)

- a) To approve the minutes of the Council meeting held on 21 December 2020 as a correct record;
- b) To note the minutes of the Finance Committee meeting held on 15 December 2020 and approve the minutes of the 12 January 2021; and
- c) To note the planning comments made w/e 11 December 2020.

2 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

3 BUDGET & PRECEPT 2021/22 (REPORT B, PAGES 11-34)

To agree the budget and precept rate for 2021/22.

4 RESPONSIBLE FINANCE OFFICER REPORT (REPORT C, PAGES 35-41)

To approve BACS payments and note the report.

5 FAIR OAK LIBRARY BUILDING (REPORT D, PAGES 42-72)

To consider the options regarding the library building.

6 WORK PROGRAMME (REPORT E, PAGES 73-75)

To note the work programme.

To: Councillors

Vacancy
S Anderson
P Barrett
C Bird
N Couldrey

H Douglas (Chairman)
K Forfar
T Higby
M Marsh
H McGuinness

T Mignot
D Scott
P Spearey (Vice-Chairman)
B Tennent
G Warrillow

Officers

J Cahill (Finance Officer)
L Greenslade (Deputy Clerk)
M Johnson (Ops Manager)
M Stephens (Clerk)



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Minutes of the FULL COUNCIL “virtual” meeting held on Monday 21 December 2020 at 7.00 pm

P – present, Pt – part of the meeting, Ab – absent, Ap – apologies.

Ab	Cllr Abbott	Pt	Cllr Douglas (from item 72)	Pt	Cllr Mignot (from item 71)
P	Cllr Anderson	Pt	Cllr Forfar (from item 68)	Ab	Cllr Scott
Ap	Cllr Barrett	P	Cllr Higby	P	Cllr Spearey (Vice-Chairman)
P	Cllr Bird	P	Cllr Marsh	P	Cllr Tennent
P	Cllr Couldrey	P	Cllr McGuinness	Ap	Cllr Warrillow

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & Mrs J Cahill, Responsible Finance Officer.

PUBLIC SESSION

No members of the public were “live” at the meeting. There were no Q&A’s.

65 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

- That the minutes of the Full Council meeting held on 16 November 2020 be signed by the Chairman as a correct record; and
- That the planning delegated decisions of w/e 6 & 20 November and 4 December 2020 be noted.

66 DECLARATIONS OF INTEREST

Cllr Couldrey raised interests in Minute item 68.

67 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)

Members considered the report of the Responsible Financial Officer (RFO). No questions were raised.

RESOLVED:

- That the contents of the report be noted; and
- That the cheque and BACS payments be authorised.

68 COMMUNITY ENGAGEMENT SURVEY (REPORT C)

Cllr Couldrey disclosed a pecuniary interest in items relating to the Fair Oak Community Library on the grounds that he was a Trustee of the Charity. He did not participate in the discussion and did not vote.

As part of the Corporate Plan development, the Parish Council undertook a community survey in during November/December 2020 to help the Council understand the needs and demands of residents with a view to using the results to help shape a five-year action plan.

The Clerk thanked the public for their input into the consultation saying that the Parish Council value their views. She then gave a verbal report on the initial results from the survey saying that 320 residents and completed the consultation. These would now be analysed for the development of our corporate plan and action plan. Residents will be consulted on the draft plan in the new year.

RESOLVED:

- a) That the Council notes the interim survey results; and
- b) That the Clerk commences the development of the Corporate Action Plan to the timescales as set out in the report.

69 MEADOWSWEET WAY PLAY AREA (REPORT D)

The Clerk provided an update on the progress of the installation of the new play equipment at Meadowsweet Way, Horton Heath. She reported that following the play area opening, several parents have contacted the Council to request additional wet pour surfacing due to the mudding and wet grassed area in the park. As the play area location is surrounded by trees, it does tend to stay damp and mosey, even in the summer months. As such members are asked to consider extending the surfacing using £5,000k of the remaining budget.

Approval for the supplementary budget request for the installation of a 'talking' bench, trees, flowers and planters for the public open space adjacent to the Community Centre was also requested.

RESOLVED:

- a) That the progress of the Meadowsweet Way play area and public open space project be noted;
- b) That £5,000 be taken from the remaining budget to install additional wet pour surfacing in the play area; and
- c) That members noted the planned enhancements works as outlined in paragraph 5 of the report to the public open space.

70 WORK PROGRAMME (REPORT E)

The Clerk advised that a major planning application had been submitted for One Horton and would be discussed in January and at Full Council in February 2020

RESOLVED:

That the work programme be amended as outlined in the report and noted.

71 EXCLUSION OF THE PUBLIC AND THE PRESS

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 (commercial

matter).

72 POLICY FOR THE AWARD OF RECOGNITION PAYMENTS (REPORT F)

At the Council meeting on 19 October 2020 the Clerk requested that, in recognition of the dedication and hard work of staff particularly in the face of the COVID-19 pandemic, the Council consider adopting a special recognition award.

RESOLVED:

- a) That the Policy be adopted as set out in the report; and
- b) That the recommendations of the Clerk on awarding special recognition payments to staff be taken out of the 2019/2020 staffing salary budget code.

73 SCOUT LEASE

The Clerk gave a verbal report on progress so far in connection with the existing lease on the Scout building at Shorts Road.

RESOLVED

That the report be noted.

This was all the business and the meeting closed at pm.

Signed..... Chairman

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Minutes of the FINANCE COMMITTEE “virtual” meeting held on Tuesday 15 December 2020 at 10.00am

P – present, Pt – part of the meeting, Ab – absent, Ap – apologies.

Ap	Cllr Barrett	P	Cllr Marsh
P	Cllr Couldrey (in the Chair)	A	Cllr McGuinness
P	Cllr Douglas	Ap	Cllr Spearey
P	Cllr Higby (Part)	P	Cllr Tennent

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

PUBLIC SESSION

No members of the public were “live” at the meeting. There were no Q&A’s.

43 ELECTION OF CHAIRMAN

As Cllr Douglas was experiencing some technical difficulties during the meeting, it was:

RESOLVED:

That Cllr Couldrey be elected as Chairman.

(Cllr Couldrey in the Chair)

44 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the meeting held on 9 March 2020 be noted.

45 DECLARATIONS OF INTEREST

Cllrs Couldrey and Douglas raised interests in Minute item 46.

46 COMMUNITY GRANTS (REPORT B)

Cllr Couldrey disclosed a pecuniary interest in the Community Library application on the grounds that he was a Trustee of the Charity. He did not participate in the discussion and did not vote.

Cllr Douglas disclosed a pecuniary interest in the Squash Club application as her husband was the applicant. She did not participate in the discussion and did not vote.

Members considered the suggested allocation for the applications received and following discussion, it was: -

RESOLVED:

That the grant allocations as set out in paragraph 4.1 of the report be approved, namely: -

- a) That the Cricket Club be awarded £500;
- b) That the Community Library be awarded £1,000;
- c) That the MHA Communities be awarded £400;
- d) That the Morelands Camping be awarded £500;
- e) That the Squash Club be awarded £500;
- f) That Victim Support be awarded £100; and
- g) That the Village Hall be awarded £1,000.

47 BUDGET TASK & FINISH GROUP (REPORT C)

The Committee considered the findings report of the Budget Task & Finish Group. The new process of examining the budget with a smaller number of members had worked well.

The Committee was happy to support the proposed budget, to be put to January Full Council, for final decision subject to the following amendments: -

That as the Council will have delivered a water fountain at Lapstone Playing fields this financial year, the £5k allocated to a water fountain be re-allocated to support drainage works at Knowle Park.

In relation to the issue of staff salaries, the Committee agreed that a special meeting be arranged in January to look at this issue in more detail, including benchmarking against other Towns and Parish Councils.

RECOMMENDED:

That subject to the amendments set out above, the budget proposals put forward by the Budget Task & Finish Group and the final budget as set out in Appendix 1 to the report be approved.

48 WORK PROGRAMME (REPORT D)

RESOLVED:

That the work programme be noted.

49 EXCLUSION OF THE PUBLIC AND THE PRESS

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).

50 STAFF SALARIES 2021/22 (REPORT E)

The Committee considered the proposed staff salaries for 2021/22.

Members discussed whether staff should receive a salary rise (suggested 2%), some felt that staff salaries should stay in line with the Government sector workers who would receive 0% increase, others felt that given the pandemic and the hard work of the team, a rise should be applied.

Members requested that the Clerk undertake benchmarking and budget scenarios for discussion at an extra Finance Committee meeting.

As such, it was: -

RESOLVED:

That a special Finance Committee be held on Tuesday 12 January 2021 at 9.00am to determine this matter.

Signed..... Chairman

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Minutes of the FINANCE COMMITTEE “virtual” meeting held on Tuesday 12 January 2021 at 09.00am

P – present, Pt – part of the meeting, Ab – absent, Ap – apologies.

Ap	Cllr Barrett	P	Cllr Marsh
P	Cllr Couldrey	Ab	Cllr McGuinness
P	Cllr Douglas (Chairman)	P	Cllr Spearey
P	Cllr Higby (Vice Chairman)	P	Cllr Tennent

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

PUBLIC SESSION

No members of the public were present.

51 MINUTES OF MEETINGS (PAPER A)

RESOLVED:

That the minutes of the meeting held on 15 December 2020 be signed by the Chairman as a correct record. Or noted for approval at Full Council.

52 DECLARATIONS OF INTEREST

No declarations of interest were raised.

53 EXCLUSION OF THE PUBLIC AND THE PRESS

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).

54 STAFF SALARIES 2021/22 (REPORT B)

As requested at the previous meeting, the Clerk had circulated benchmarking and budget scenarios for consideration.

Members discussed whether staff should receive a salary rise.

Following discussion, it was:

RESOLVED:

- a) That staff receive a 1% pay award for 2021/22, costing £1,499; and

- b) That the Clerk and RFO reduce the staff training budget from £4k to £2.5k to fund this increase.

55 STAFFING DURING LOCKDOWN

The Clerk gave a verbal update on the staffing structure during lockdown including furlough scheme.

RESOLVED:

That the Clerk examine whether the Council is eligible for the scheme.

Signed..... Chairman

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PLANNING APPLICATION

Comments made with delegated authority, by the chairman in consultation with the committee, to planning applications received during the coronavirus.

Planning application to w/e 11 December 2020

Application No: [F/20/89354](#)

Address: Steading, Winchester Road, Fair Oak SO50 7HD

Description: Erection of a detached two storey chalet bungalow incorporating existing garage

Comments: No objection

Planning Specialist Contact Details

Email: craig.morrison@eastleigh.gov.uk

Application No: [H/20/89370](#)

Address: 46 Ormond Close, Fair Oak, SO50 8FG

Description: Removal of existing hedge and erection of 1.8m fencing and replacement planting scheme.

Comments: No objection

Planning Specialist Contact Details

Email: stuart.walburn@eastleigh.gov.uk

BUDGET 2021/22 – PARISH PRECEPT**1. PURPOSE**

- 1.1 To agree the budget and precept request for the financial year 2021/22.

2. BACKGROUND

- 2.1 As part of the budget preparation process, this year, the Council established a Budget Task & Finish Group to review the budget requirements for the forthcoming year. The findings of the Budget Task & Finish Group were submitted to the Finance Committee on 15 December 2020 and is attached at **Appendix 1**.
- 2.2 The Finance Committee agreed the recommendations set out in the report, with the exception of the staff salaries, which it reviewed at a special meeting held on 12 January.
- 2.3 A special Finance Committee was held on 12 January to discuss staffing salaries where the Committee agreed a 1% increase in staff salaries.
- 2.4 The Finance Committee recommends the Council approve the budgets proposals set out paragraph 3 below.

3. SUMMARY OF PROPOSALS**3.1 General:**

- That all Councillors should receive the Council's budget in advance of the publication of the January 2021 Full Council papers;
- That the process of budget scrutiny through the Task & Finish Group should be continuous;
- That Officers examine public engagement in the budgeting process;
- That the proposed budget (attached at **Appendix 2**) be approved;

3.2 Precept & Fees & Charges:

- That there be no increase in the 2021/22 precept;
- That there be no increase in the 2021/22 fees and charges;

3.3 Staffing budget:

- Increase of 1%;
- That a summer groundsman be appointed to assist with the maintenance of additional land assets in the 2021/22 financial year; and

3.4 Use of Ear Marked Reserves:

- That the Ear Marked Reserves as set out in **Appendix 3** be approved.

3.5 The above proposals indicate a budget requirement of £542,019 and precept of £432,417 for the 2021/22 financial year.

4. RECOMMENDATIONS

- 4.1 That Full Council approve the budget requirement of £542,019 for 2021/22 as set out in **Appendix 2**;
- 4.2 That the Full Council approve the precept request of £432,417; and
- 4.3 That the Budget Task & Finish Group (current membership) be established as a standing Group to meet annually to examine the budget.

For further information:	Background papers:
Melanie Stephens, Parish Clerk clerk@fairoak-pc.gov.uk Joanne Cahill, Responsible Finance Officer finance@fairoak-pc.gov.uk	Finance Committee report 15 December 2020

Appendix 1



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Report of the Budget Review Task and Finish Group

December 2020

1. Introduction and Background

The Budget Review Task and Finish Group was established by the Full Council to consider the following terms of reference:

- To perform the scrutiny role in relation to the proposed Parish Council budget for the 2021-2022 financial year;
- To report risks that, in the view of the Task and Finish Group, may hinder the Council in achieving its objectives (as directed by the recent community survey);
- To similarly report any suggestions for efficiencies or savings for consideration; and
- To highlight any priority projects that should remain in the budget.

The Task and Finish Group consisted of:

Cllr N Couldrey
Cllr H Douglas (Chair)
Cllr T Higby

Assisted by the Clerk and Finance Officer.

The Group met virtually three times between October and December 2020.

The Group were provided with an electronic copy of a detailed budget book with narrative to any underspends, suggestion savings and essential budget codes. The Group were also provided with a detailed staff salary budget sheet.

Reporting and decision timetable is as follows: -

Finance Committee – 15 December 2020 (to make recommendations)
Full Council - 18 January 2020 (to formally set the precept/budget)

2. Work undertaken in this review

The Group worked through several questions over the three meetings, including: -

How is the budget developed?

The Council has a robust and clearly defined process for the preparation of its annual budget.

The process can be broken down into the following stages: -

1. Planning – including preparation of income and expenditure reports, identifying key areas of under and overspend in the current year. Liaising with the Operations manager regarding budget requests.

2. Detailed preparation - incorporating the submission and collation of savings bids, business cases for project and capital works and the calculation of expected income.
3. Consultation – with the Budget Task and Finish Group as well as the Clerk, Finance Officer and Operations Manager
4. Reporting and approval - involving consideration of the formal budget by the Finance Committee for final recommendation to Full Council for approval.

As part of the budget development process the Clerk and the Finance Officer requested key Officers identify any gaps in service provision and where appropriate provide business case(s) for proposed project work for the forthcoming year.

The Task & Finish Group requested that the Clerk and Finance Officer look to set a budget with 0% increase in the precept and the fees and charges. This would mean that the Parish Council would have achieved a 0% precept increases two years in a row. This has been achieved by careful budgeting, streamlining of all work streams and use of general reserves and ear marked reserves for community projects.

The Task & Finish Group strongly advised against any precept increases in the 2021/22 financial year due largely to the detrimental financial impact COVID-19 has had on local business and residents. In addition, the Group were also mindful of adverse changes in the financial market due to Brexit.

The budget will aim to underpin the Parish Council's Corporate Action Plan, and ultimately exists to deliver the Plan. The Group were given interim results of the community survey which showed a large number of residents requesting improvements to green open spaces, additional planting around the village, sustainability projects and crime and disorder initiatives. This has been reflected in the budget through the allocation of monies towards additional hanging baskets, installation of solar panels at the Woodland Community Centre and upgrades in the Council's CCTV system at New Century Park and Lapstone Playing Fields. The budget also includes a roving CCTV camera to cover crime hot spots.

The Group noted that in recent years, the Council has underspent on its budget. Attempting to analyse underspend is not simple: budgets roll forward, and there have been lots of changes. The approach has been to not salami slice (regularly shave a little off each budget) but to be more realistic and pragmatic, and sometimes radical, about actual budget needs and expenditure.

Previous decisions have enabled the Council to be in the current financial position, including the decision to protect the Council's precept burden on local residents.

All Officer budget bids are reviewed and scrutinised including discussions about benefits and risks.

What about contingency planning for slippage?

The Council's Finance Officer continually monitors expenditure:

- Issuing monthly budget reports, enabling the public and members to continuing monitor the Council's spending and income streams;
- the process of looking at a revised budget part way through the year was introduced two years ago and this allows further checking (and not all Parish Councils adopt this approach);
- the Clerk, Operations Manager and Finance Officer discuss the budget on a regular basis to review spending;
- this new process of Scrutiny monitoring through its task and finish group will provide additional checking from financial year 2020 onwards.

What is the policy on reserves?

The Council has two forms of reserve – general and earmarked. The earmarked reserve is those for specific projects which may have received monies (including from elsewhere such as Section 106 monies) but expenditure will run across financial years. The earmarked reserve is currently £240,637

The Council also has a policy of retaining six months precept (£200k) in its general reserve. This is to mitigate against any finance risks such as any unexpected financial liabilities which have not been budgeted for.

What is the policy on capital assets?

The investment strategy is reviewed on an annual basis and was last approved by the Finance Committee in January 2020. The Council also has an Asset Committee which looks at issues associated with capital assets.

What about checks and balances?

For additional checks and balances the Council had an internal audit process and is regularly externally audited.

The Responsible Finance Officer is the Section 151 Officer.

The Budget Consultation

The Group considered the draft budget. Discussions were around:

- the parish precept element particularly a strong view for no increases in the 2021/22 financial year whilst recognising that future years might have to see and increase;
- whether the corporate engagement survey results should have bearing on the capital projects;
- the process of being realistic when estimating income in light of the COVID-19 pandemic;
- similarly, whether the precept and fees and charges should be increased in light of the pandemic and survey results;

- proposed staff salaries for 2021/22 including the recruitment of a summer groundsman needed to assist with managing new sites coming forward in 2021/22 (Upper Barn Copse, Pembers Hill Drive & Crowdhill).
- The level of support for the proposed community library (£5k per annum).

The Group suggested that this report with recommendations including the full budget be sent directly sent to all Councillors (not just the Finance Committee), encouraging them to give early consideration and review to the proposed budget ahead of the final approval date in January 2021.

3. Recommendations

The Task and Finish Group recommendations are as follows:

General:

- That all Councillors should receive the Council's budget in advance of the publication of the January 2021 Full Council papers;
- That the process of budget scrutiny through the Task & Finish Group should be continuous;
- That Officers examine public engagement in the budgeting process;
- That the proposed budget (attached at appendix 1) be approved;

Precept & Fees & Charges:

- That there be no increase in the 2021/22 precept;
- That there be no increase in the 2021/22 fees and charges;

Staffing budget:

- That there be no increase to staff salaries for 2021/22 as per the Government's pay freeze for public sector workers;
- That a summer groundsman be appointed to assist with the maintenance of additional land assets in the 2021/22 financial year; and

Use of Ear Marked Reserves:

- That the Ear Marked Reserves (as set out below) be approved.

Account	Opening Balance	Net Transfers	Closing Balance
EMR - Crowdhill Green	0.00	-2,600.00	-2,600.00
EMR - Knowle Park	3,212.22		3,212.22
EMR - Tennis Project	4,035.00		4,035.00
EMR - Cricket Roller	0.00		0.00
EMR - Knowle Park Office & comp	33,683.76	-4,777.96	28,905.80
EMR - Lapstone Farm	88,264.58		88,264.58
EMR - Horton Heath CC	44,777.30	-210.00	44,567.30
EMR - Dean Road play area	0.00		0.00

EMR - Community orchard	500.00		500.00
EMR - Election expenses	6,000.00		6,000.00
EMR - Footpath Leaflet	0.00		0.00
EMR -New Century Park	40,000.00		40,000.00
EMR - Knowle park allotments	4,500.00		4,500.00
EMR - Village Name Plates	8,000.00		8,000.00
EMR - Community Halls Maint	4,000.00		4,000.00
EMR - HHCC Flooring	40,250.00		40,250.00
EMR - Onsite Maint Knowle Park	6,750.00		6,750.00
	283,972.86	-7,587.96	276,384.90

These recommendations will be reported to the Finance Committee on 15 December. The budget will be formally approved at the Full Council meeting on 18 January 2021 for submission to Eastleigh Borough Council as part of setting the Council tax base.

4. Conclusion

The Budget Review Task and Finish Group has completed its work. Its task was to review the current process and set a balanced budget for 2021/22. While the Group has found the acquisition of knowledge and understanding gained through the process to be particularly useful, it also recognised that the new process of scrutinising the budget through a smaller task & finish group resulted in a more streamlined and efficient process.

The recommendation to establish a standing group to continue the work begun will allow a more comprehensive assessment and scrutiny of the budget setting process.

Appendix 2

12/01/2021

10:52

Fair Oak & Horton Heath Parish Council Annual Budget - By Centre (Actual YTD Month 10)

Page 1

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Income</u>									
1076	Precept	420,258	410,570	419,172	419,172	0	0	432,417	0	0
1090	Interest Received	2,000	3,643	3,000	726	0	0	2,000	0	0
1100	Grants	9,292	9,669	4,597	4,957	0	0	0	0	0
1120	Community Events Income	3,000	1,603	1,000	0	0	0	0	0	0
1200	Hiring Fees	500	0	0	-26	0	0	0	0	0
1300	Football Income	4,300	3,626	4,000	28	0	0	4,000	0	0
1310	Cricket Income	3,000	3,000	2,500	1,100	0	0	2,500	0	0
1900	Other Income	500	553	200	97,175	0	0	1,000	0	0
	Total Income	442,850	432,662	434,469	523,132	0	0	441,917	0	0
4990	Sundry Expenses	0	44	0	0	0	0	0	0	0
	Overhead Expenditure	0	44	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	442,850	432,618	434,469	523,132	0		441,917		
110	<u>Administration</u>									
1300	Football Income	0	0	0	764	0	0	0	0	0
	Total Income	0	0	0	764	0	0	0	0	0
4000	Salaries	95,600	65,408	228,058	163,059	0	0	258,778	0	0
4010	Employer's Pension	25,000	14,989	39,951	30,921	0	0	39,504	0	0
4030	Sickness/Holiday Cover	3,000	520	5,000	332	0	0	3,500	0	0
4055	Insurance	11,500	10,470	8,974	9,325	0	0	9,000	0	0
4060	Audit	2,500	1,950	2,500	2,150	0	0	2,200	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4070	Legal & Professional Fees	3,500	6,148	8,500	9,050	0	0	6,500	0	0
4075	Postage	450	0	200	69	0	0	100	0	0
4080	Stationery	600	516	600	434	0	0	500	0	0
4085	Printer Consumables	750	707	750	390	0	0	750	0	0
4090	Admin Maintenance	2,000	1,626	2,500	1,631	0	0	2,000	0	0
4095	Bank Charges	30	0	30	1	0	0	30	0	0
4100	Chairman's Allowance	300	192	400	63	0	0	400	0	0
4105	Conference/Training/Staffing	3,500	3,842	4,000	731	0	0	2,500	0	0
4110	Clothing	500	653	600	-7	0	0	600	0	0
4115	Newsletter	1,500	2,958	0	0	0	0	0	0	0
4120	Telephone & Broadband	1,000	2,610	2,000	2,247	0	0	2,000	0	0
4125	Mobile Phone	650	726	800	253	0	0	800	0	0
4132	Subscriptions	1,900	2,722	2,200	2,316	0	0	700	0	0
4133	Software and support	3,000	4,431	4,500	2,853	0	0	3,000	0	0
4134	Members IT	7,050	6,076	5,000	3,830	0	0	4,500	0	0
4135	Marketing	0	0	2,550	1,382	0	0	0	0	0
4140	Card Payments	350	707	700	643	0	0	550	0	0
4150	Website	800	196	0	0	0	0	0	0	0
4160	Noticeboards	1,500	0	0	0	0	0	0	0	0
4990	Sundry Expenses	800	1,114	1,000	937	0	0	700	0	0
Overhead Expenditure		167,780	128,560	320,813	232,611	0	0	338,612	0	0
110 Net Income over Expenditure		-167,780	-128,560	-320,813	-231,847	0	0	-338,612	0	0
6000	plus Transfer from EMR	0	23	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(167,780)</u>	<u>(128,537)</u>	<u>(320,813)</u>	<u>(231,847)</u>	<u>0</u>		<u>(338,612)</u>		
150	<u>Parish Office</u>									
1200	Hiring Fees	0	6,371	7,000	1,262	0	0	7,000	0	0
	Total Income	<u>0</u>	<u>6,371</u>	<u>7,000</u>	<u>1,262</u>	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>0</u>	<u>0</u>
4120	Telephone & Broadband	800	603	0	0	0	0	0	0	0
4395	Business Rates	13,500	14,975	15,500	15,220	0	0	16,000	0	0
4400	Gas	800	859	700	699	0	0	700	0	0
4405	Electricity	2,500	931	1,000	369	0	0	800	0	0
4410	Water	500	606	350	704	0	0	350	0	0
4415	Repairs	100	485	100	554	0	0	500	0	0
4420	CCTV Maintenance	500	270	100	0	0	0	100	0	0
4425	Health & Safety	500	1,118	2,500	2,026	0	0	2,500	0	0
4435	Cleaning	300	106	300	994	0	0	500	0	0
4440	Contract cleaning	5,000	1,154	0	13	0	0	0	0	0
4450	Equipment - Internal	0	128	1,000	0	0	0	500	0	0
4680	General Bin Emptying	0	234	0	914	0	0	1,000	0	0
4990	Sundry Expenses	0	0	0	59	0	0	0	0	0
	Overhead Expenditure	<u>24,500</u>	<u>21,470</u>	<u>21,550</u>	<u>21,551</u>	<u>0</u>	<u>0</u>	<u>22,950</u>	<u>0</u>	<u>0</u>
	150 Net Income over Expenditure	<u>-24,500</u>	<u>-15,098</u>	<u>-14,550</u>	<u>-20,289</u>	<u>0</u>	<u>0</u>	<u>-15,950</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	137	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(24,500)</u>	<u>(14,961)</u>	<u>(14,550)</u>	<u>(20,289)</u>	<u>0</u>		<u>(15,950)</u>		

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
200	<u>Property Maintenance Staff</u>									
4000	Salaries	144,500	112,608	0	0	0	0	0	0	0
4010	Employer's Pension	28,000	27,014	0	0	0	0	0	0	0
4030	Sickness/Holiday Cover	3,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	175,500	139,622	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(175,500)	(139,622)	0	0	0		0		
210	<u>Machinery and Van</u>									
4300	Machinery - General Repairs	6,000	1,268	6,000	2,687	0	0	2,000	0	0
4305	Fuel	7,000	4,856	7,000	2,568	0	0	5,000	0	0
4310	Road Tax	500	520	550	530	0	0	550	0	0
4315	Maintenance - Vans	1,250	1,840	1,250	1,146	0	0	2,500	0	0
4320	Vehicle Insurance	3,000	1,188	2,000	1,196	0	0	1,200	0	0
	Overhead Expenditure	17,750	9,671	16,800	8,127	0	0	11,250	0	0
	Movement to/(from) Gen Reserve	(17,750)	(9,671)	(16,800)	(8,127)	0		(11,250)		
230	<u>Crowdhill Community Building</u>									
1200	Hiring Fees	43,500	36,523	40,000	4,270	0	0	35,000	0	0
	Total Income	43,500	36,523	40,000	4,270	0	0	35,000	0	0
4055	Insurance	0	0	0	-1,607	0	0	0	0	0
4120	Telephone & Broadband	1,000	814	1,000	893	0	0	1,000	0	0
4395	Business Rates	6,200	6,102	6,400	7,360	0	0	7,500	0	0
4400	Gas	4,000	4,195	1,000	510	0	0	1,000	0	0

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Fair Oak & Horton Heath Parish Council
Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4405	Electricity	8,000	2,080	5,000	185	0	0	2,500	0	0
4410	Water	500	445	400	454	0	0	400	0	0
4415	Repairs	1,000	925	1,000	443	0	0	1,000	0	0
4420	CCTV Maintenance	0	70	100	0	0	0	100	0	0
4425	Health & Safety	1,500	4,235	3,305	1,953	0	0	3,305	0	0
4435	Cleaning	500	513	500	666	0	0	500	0	0
4440	Contract cleaning	8,000	4,304	0	0	0	0	0	0	0
4450	Equipment - Internal	2,500	179	1,500	0	0	0	800	0	0
4455	Equipment - External	1,000	600	6,000	3,132	0	0	1,000	0	0
4680	General Bin Emptying	500	862	900	399	0	0	900	0	0
4990	Sundry Expenses	50	107	100	59	0	0	100	0	0
Overhead Expenditure		34,750	25,432	27,205	14,446	0	0	20,105	0	0
Movement to/(from) Gen Reserve		8,750	11,092	12,795	(10,175)	0		14,895		
240	Pavilion									
1200	Hiring Fees	0	87	200	-140	0	0	100	0	0
1300	Football Income	0	504	0	0	0	0	0	0	0
Total Income		0	591	200	-140	0	0	100	0	0
4120	Telephone & Broadband	1,000	667	800	454	0	0	700	0	0
4395	Business Rates	0	677	800	0	0	0	0	0	0
4400	Gas	500	83	500	323	0	0	500	0	0
4405	Electricity	500	744	500	398	0	0	500	0	0
4410	Water	500	0	200	0	0	0	200	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4415	Repairs	3,000	3,042	3,000	2,643	0	0	2,000	0	0
4420	CCTV Maintenance	1,000	270	100	70	0	0	17,500	0	0
4425	Health & Safety	3,000	3,070	1,500	2,982	0	0	2,500	0	0
4430	Kitchen	500	0	500	0	0	0	0	0	0
4435	Cleaning	300	546	100	0	0	0	100	0	0
4440	Contract cleaning	0	248	0	0	0	0	0	0	0
4680	General Bin Emptying	0	0	0	242	0	0	600	0	0
Overhead Expenditure		10,300	9,347	8,000	7,112	0	0	24,600	0	0
Movement to/(from) Gen Reserve		(10,300)	(8,756)	(7,800)	(7,252)	0		(24,500)		
250	HHCC									
1200	Hiring Fees	35,000	17,535	30,000	5,383	0	0	26,002	0	0
Total Income		35,000	17,535	30,000	5,383	0	0	26,002	0	0
4120	Telephone & Broadband	400	667	500	609	0	0	700	0	0
4395	Business Rates	6,000	2,602	3,000	2,645	0	0	3,000	0	0
4400	Gas	2,000	1,523	1,000	2,190	0	0	1,000	0	0
4405	Electricity	3,000	0	1,500	-3,872	0	0	1,000	0	0
4410	Water	700	63	400	580	0	0	400	0	0
4415	Repairs	500	713	800	80	0	0	500	0	0
4420	CCTV Maintenance	1,000	330	100	327	0	0	100	0	0
4425	Health & Safety	400	4,689	3,282	359	0	0	3,282	0	0
4435	Cleaning	300	146	100	75	0	0	100	0	0
4440	Contract cleaning	0	1,625	0	0	0	0	0	0	0

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Fair Oak & Horton Heath Parish Council
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4450	Equipment - Internal	0	0	0	23	0	0	50	0	0
4595	General Maintenance	200	477	1,000	0	0	0	500	0	0
4680	General Bin Emptying	0	645	1,000	513	0	0	1,000	0	0
4990	Sundry Expenses	0	21	0	0	0	0	0	0	0
Overhead Expenditure		14,500	13,500	12,682	3,530	0	0	11,632	0	0
250 Net Income over Expenditure		20,500	4,035	17,318	1,853	0	0	14,370	0	0
6000	plus Transfer from EMR	0	194	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		20,500	4,229	17,318	1,853	0		14,370		
280	<u>Other Properties</u>									
4480	Bus Shelters	200	100	100	0	0	0	100	0	0
4485	Memorial	100	0	50	0	0	0	50	0	0
4490	Memorial Clock	200	200	200	0	0	0	200	0	0
4500	Speedwatch	200	0	200	0	0	0	0	0	0
4505	Village Flowers	1,950	1,972	2,000	4,200	0	0	4,200	0	0
Overhead Expenditure		2,650	2,272	2,550	4,200	0	0	4,550	0	0
6000	plus Transfer from EMR	0	0	0	2,000	0	0	0	0	0
Movement to/(from) Gen Reserve		(2,650)	(2,272)	(2,550)	(2,200)	0		(4,550)		
290	<u>General Grounds Maintenance</u>									
4530	Equipment - Purchases	9,500	8,624	12,000	10,138	0	0	0	0	0
4535	Equipment - Maintenance	2,000	485	1,500	422	0	0	1,000	0	0
4540	Materials	2,000	2,314	2,000	1,946	0	0	2,000	0	0

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Fair Oak & Horton Heath Parish Council
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		13,500	11,422	15,500	12,506	0	0	3,000	0	0
Movement to/(from) Gen Reserve		(13,500)	(11,422)	(15,500)	(12,506)	0		(3,000)		
300	<u>Lapstone Playing Fields</u>									
4570	Equipment - Cricket Maint.	500	0	0	0	0	0	0	0	0
4575	Cricket (Winter)	500	895	800	508	0	0	800	0	0
4580	Football	500	1,327	0	0	0	0	500	0	0
4585	Tennis	500	0	200	0	0	0	200	0	0
4590	Pitch Maintenance	7,000	2,075	6,000	5,026	0	0	6,500	0	0
4595	General Maintenance	1,000	778	800	191	0	0	800	0	0
4600	Dog Bin Emptying	0	53	0	0	0	0	400	0	0
4680	General Bin Emptying	500	1,595	1,500	1,115	0	0	1,500	0	0
4700	Water Fountain	0	0	5,000	0	0	0	0	0	0
Overhead Expenditure		10,500	6,723	14,300	6,840	0	0	10,700	0	0
Movement to/(from) Gen Reserve		(10,500)	(6,723)	(14,300)	(6,840)	0		(10,700)		
310	<u>Knowle Park</u>									
4595	General Maintenance	6,200	6,413	2,000	3,310	0	0	7,000	0	0
4630	Fencing	500	208	2,000	1,128	0	0	2,000	0	0
4640	Water Supply -White Tree Close	100	0	100	0	0	0	100	0	0
4645	Seating/Bins	200	438	200	53	0	0	2,900	0	0
Overhead Expenditure		7,000	7,059	4,300	4,490	0	0	12,000	0	0
Movement to/(from) Gen Reserve		(7,000)	(7,059)	(4,300)	(4,490)	0		(12,000)		

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Fair Oak & Horton Heath Parish Council
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
320	<u>New Century Park</u>									
4420	CCTV Maintenance	1,000	70	70	70	0	0	70	0	0
4595	General Maintenance	1,000	1,317	500	1,025	0	0	500	0	0
4670	Signs & Bins	200	33	0	0	0	0	0	0	0
4680	General Bin Emptying	0	23	200	0	0	0	200	0	0
	Overhead Expenditure	2,200	1,444	770	1,095	0	0	770	0	0
	Movement to/(from) Gen Reserve	(2,200)	(1,444)	(770)	(1,095)	0		(770)		
330	<u>Knowle Hill</u>									
4545	Fly tipping	50	0	0	0	0	0	0	0	0
4595	General Maintenance	250	0	200	0	0	0	200	0	0
4675	Signs	50	0	0	0	0	0	0	0	0
	Overhead Expenditure	350	0	200	0	0	0	200	0	0
	Movement to/(from) Gen Reserve	(350)	0	(200)	0	0		(200)		
350	<u>Lapstone Farm</u>									
4595	General Maintenance	250	0	200	0	0	0	0	0	0
4670	Signs & Bins	50	0	0	0	0	0	0	0	0
	Overhead Expenditure	300	0	200	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(300)	0	(200)	0	0		0		
360	<u>Oak Walk</u>									
4595	General Maintenance	250	0	100	0	0	0	100	0	0

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Fair Oak & Horton Heath Parish Council
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4670	Signs & Bins	50	0	0	0	0	0	0	0	0
	Overhead Expenditure	300	0	100	0	0	0	100	0	0
	Movement to/(from) Gen Reserve	(300)	0	(100)	0	0		(100)		
370	<u>Daisy Dip</u>									
4595	General Maintenance	250	0	100	63	0	0	100	0	0
4670	Signs & Bins	50	0	0	0	0	0	0	0	0
	Overhead Expenditure	300	0	100	63	0	0	100	0	0
	Movement to/(from) Gen Reserve	(300)	0	(100)	(62)	0		(100)		
380	<u>Wyvern Meadow</u>									
4595	General Maintenance	250	58	100	0	0	0	100	0	0
4675	Signs	50	0	0	0	0	0	0	0	0
	Overhead Expenditure	300	58	100	0	0	0	100	0	0
	Movement to/(from) Gen Reserve	(300)	(58)	(100)	0	0		(100)		
400	<u>Play Areas General</u>									
4750	ROSPA Fees	1,000	485	600	0	0	0	600	0	0
	Overhead Expenditure	1,000	485	600	0	0	0	600	0	0
	Movement to/(from) Gen Reserve	(1,000)	(485)	(600)	0	0		(600)		
410	<u>New Century Park Play Area</u>									
4595	General Maintenance	250	0	200	100	0	0	200	0	0

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Fair Oak & Horton Heath Parish Council
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4670	Signs & Bins	50	0	0	0	0	0	0	0	0
4993	New Century Park Playarea	0	76,489	0	0	0	0	0	0	0
	Overhead Expenditure	300	76,489	200	100	0	0	200	0	0
	Movement to/(from) Gen Reserve	(300)	(76,489)	(200)	(100)	0		(200)		
420	<u>Dean Road Play Area</u>									
4595	General Maintenance	250	0	100	0	0	0	100	0	0
4670	Signs & Bins	50	0	0	0	0	0	0	0	0
	Overhead Expenditure	300	0	100	0	0	0	100	0	0
	Movement to/(from) Gen Reserve	(300)	0	(100)	0	0		(100)		
430	<u>Meadowsweet Way Play Area</u>									
4595	General Maintenance	500	440	26,899	26,899	0	0	500	0	0
4670	Signs & Bins	100	0	0	0	0	0	0	0	0
	Overhead Expenditure	600	440	26,899	26,899	0	0	500	0	0
	Movement to/(from) Gen Reserve	(600)	(440)	(26,899)	(26,899)	0		(500)		
440	<u>Knowle Park Play Area</u>									
4595	General Maintenance	500	717	800	338	0	0	800	0	0
4670	Signs & Bins	100	95	100	0	0	0	100	0	0
4770	Skatepark	1,000	0	1,500	0	0	0	1,500	0	0
	Overhead Expenditure	1,600	812	2,400	338	0	0	2,400	0	0
	Movement to/(from) Gen Reserve	(1,600)	(812)	(2,400)	(338)	0		(2,400)		

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Fair Oak & Horton Heath Parish Council
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
450	<u>Pembers Hill Church Yard</u>									
4595	General Maintenance	0	0	0	0	0	0	500	0	0
	Overhead Expenditure	0	0	0	0	0	0	500	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(500)		
460	<u>Pembers Hill Drive</u>									
4595	General Maintenance	0	0	0	0	0	0	1,500	0	0
	Overhead Expenditure	0	0	0	0	0	0	1,500	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(1,500)		
470	<u>Upper Barne Copse</u>									
4595	General Maintenance	0	0	0	0	0	0	1,800	0	0
	Overhead Expenditure	0	0	0	0	0	0	1,800	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(1,800)		
480	<u>Crowdhill Drive</u>									
4595	General Maintenance	0	0	0	0	0	0	2,400	0	0
	Overhead Expenditure	0	0	0	0	0	0	2,400	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(2,400)		
490	<u>Fair Oak Library</u>									
4595	General Maintenance	0	0	0	0	0	0	7,000	0	0

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Fair Oak & Horton Heath Parish Council
Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		0	0	0	0	0	0	7,000	0	0
Movement to/(from) Gen Reserve		0	0	0	0	0		(7,000)		
500	<u>Allotments</u>									
1500	Allotment Income	2,500	2,547	2,500	2,924	0	0	3,000	0	0
	Total Income	2,500	2,547	2,500	2,924	0	0	3,000	0	0
4410	Water	70	0	50	55	0	0	50	0	0
4800	Allotments - Knowle Park	1,000	0	500	0	0	0	500	0	0
4805	Allotments - Campbell Way	100	0	50	0	0	0	50	0	0
4810	Allotments - Knowle Lane Ditch	1,500	0	1,000	0	0	0	1,000	0	0
4815	Allotments - Pest Control	500	285	400	114	0	0	400	0	0
4820	Allotments - Toilet	1,000	1,023	1,100	769	0	0	1,100	0	0
	Overhead Expenditure	4,170	1,308	3,100	937	0	0	3,100	0	0
	Movement to/(from) Gen Reserve	(1,670)	1,239	(600)	1,987	0		(100)		
510	<u>Cemetery</u>									
1520	Burials Income	5,000	5,025	5,000	4,803	0	0	5,000	0	0
1530	Memorials Income	2,000	1,659	2,000	202	0	0	2,000	0	0
1540	Cremation Income	4,000	5,546	4,000	2,291	0	0	4,000	0	0
	Total Income	11,000	12,230	11,000	7,295	0	0	11,000	0	0
4410	Water	200	4	0	330	0	0	50	0	0
4595	General Maintenance	500	516	1,500	0	0	0	1,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		700	520	1,500	330	0	0	1,550	0	0
Movement to/(from) Gen Reserve		10,300	11,710	9,500	6,965	0		9,450		
550	<u>Trees</u>									
4825	Tree survey	2,500	1,500	2,500	0	0	0	2,000	0	0
4830	Trees - Lapstone Playing Field	500	270	500	1,350	0	0	500	0	0
4831	Trees - Knowle Park	1,500	800	500	520	0	0	500	0	0
4832	Trees - New Century Park	500	0	500	300	0	0	500	0	0
4833	Trees - Knowle Hill	500	0	500	1,090	0	0	500	0	0
4834	Trees - Lapstone Farm	500	1,247	500	-1,392	0	0	500	0	0
4835	Trees - Oak Walk	500	1,190	500	240	0	0	500	0	0
4836	Trees - Daisy Dip	500	0	500	360	0	0	500	0	0
4837	Trees - Wyvern Meadow	500	0	500	0	0	0	500	0	0
4838	Trees - Fair Oak Cemetery	500	2,526	500	240	0	0	500	0	0
4839	Trees-HHCC open space	500	0	500	0	0	0	500	0	0
Overhead Expenditure		8,500	7,533	7,500	2,708	0	0	7,000	0	0
Movement to/(from) Gen Reserve		(8,500)	(7,532)	(7,500)	(2,708)	0		(7,000)		
600	<u>Other Expenses</u>									
4850	Section 137 - Grants	4,000	4,000	4,000	2,850	0	0	4,000	0	0
4855	Section 137 - Street Pastors	500	500	700	0	0	0	700	0	0
4865	Election Expenses	1,000	72	1,000	0	0	0	1,000	0	0
4870	Youth Project	25,000	25,000	25,000	0	0	0	25,000	0	0
4875	Community Events Expenditure	4,700	4,361	7,000	8,632	0	0	4,000	0	0

Continued on next page

Fair Oak & Horton Heath Parish Council
Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		35,200	33,933	37,700	11,482	0	0	34,700	0	0
Movement to/(from) Gen Reserve		(35,200)	(33,933)	(37,700)	(11,482)	0		(34,700)		
900	<u>Reserves Spend</u>									
4992	Meadowsweet way Play Area	0	0	0	34,401	0	0	0	0	0
4994	New Office&Compund General	0	0	0	6,432	0	0	0	0	0
4996	RBS Software from gen reserve	0	290	0	0	0	0	0	0	0
4997	Horton Heath Commmunity Centre	0	19,017	0	210	0	0	0	0	0
4998	Website from Gen reserve	0	0	0	-800	0	0	0	0	0
Overhead Expenditure		0	19,307	0	40,243	0	0	0	0	0
6000	plus Transfer from EMR	0	19,028	0	41,043	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(279)	0	800	0		0		
Total Budget Income		534,850	508,460	525,169	544,890	0	0	524,019	0	0
Expenditure		534,850	517,451	525,169	399,606	0	0	524,019	0	0
Net Income over Expenditure		0	-8,990	0	145,284	0	0	0	0	0
plus Transfer from EMR		0	19,382	0	43,043	0	0	0	0	0
Movement to/(from) Gen Reserve		0	10,392	0	188,327	0		0		

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Crowdhill Green	0.00	0.00	0.00
325 EMR - Knowle Park	3,212.22		3,212.22
330 EMR - Tennis Project	4,035.00		4,035.00
335 EMR - Cricket Roller	0.00		0.00
340 EMR - Knowle Park Office &comp	33,683.76	-9,232.29	24,451.47
345 EMR - Lapstone Farm	88,264.58		88,264.58
350 EMR - Horton Heath CC	44,777.30	-34,611.00	10,166.30
355 EMR - Dean Road play area	0.00		0.00
360 EMR - Community orchard	500.00		500.00
365 EMR - Election expenses	6,000.00		6,000.00
370 EMR - Footpath Leaflet	0.00		0.00
375 EMR -New Century Park	40,000.00		40,000.00
380 EMR - Knowle park allotments	4,500.00		4,500.00
385 EMR - Village Name Plates	8,000.00		8,000.00
389 EMR - Community Halls Maint	4,000.00		4,000.00
390 EMR - HHCC Flooring	40,250.00		40,250.00
395 EMR - Onsite Maint Knowle Park	6,750.00		6,750.00
	<u>283,972.86</u>	<u>-43,843.29</u>	<u>240,129.57</u>

Financial Statement Summary

- Total cash held across all bank accounts as at 31st December is £806,865
- Total Petty cash held as at 31st December is £160.78
- Total receipts for December into the current account was £139,023
£70,452 relates to funds received from Eastleigh borough council for the new play area at Woodlands.
- Total current account payments for December totalled £33,260
(see attached for breakdown)
- Total BACS invoice payments outstanding is £16,201
- There are no cheques that require signing this month.

Appendix 1

Fair Oak & Horton Heath Parish Council

Bank - Cash and Investment Reconciliation as at 1 January 2021

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/12/2020	Current Account	160,520.23	
31/12/2020	Premier Account	337,572.48	
31/12/2020	Public Sector Deposit Fund	308,611.62	
31/12/2020	Petty Cash	160.78	
			806,865.11
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			806,865.11
<u>All Cash & Bank Accounts</u>			
1	Current Account	149,255.30	
2	Premier Account	337,572.48	
3	Public Sector Deposit Fund	308,611.62	
4	Petty Cash	160.78	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances	795,600.18	

Appendix 2

01/01/2021

Fair Oak & Horton Heath Parish Council

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PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

User: JOANNA

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
30/11/2020	0784	MALC	MALCOLM	100.00	0.00	100.00	100.00
02/12/2020	77245	EBC001	EBC	29.20	5.84	35.04	35.04
07/12/2020	0795	MALC	MALCOLM	507.00	0.00	507.00	507.00
07/12/2020	3034	QIC	QIC	227.40	45.48	272.88	272.88
07/12/2020	3035	QIC	QIC	555.00	111.00	666.00	666.00
07/12/2020	3036	QIC	QIC	540.00	108.00	648.00	648.00
08/12/2020	14162	FIREC	FIREC	282.00	56.40	338.40	338.40
08/12/2020	14163	FIREC	FIREC	327.00	65.40	392.40	392.40
08/12/2020	14164	FIREC	FIREC	70.00	14.00	84.00	84.00
08/12/2020	14186	FIREC	FIREC	210.00	42.00	252.00	252.00
09/12/2020	14187	FIREC	FIREC	229.00	45.80	274.80	274.80
01/01/2021	001	EASIER	EASIER	185.99	37.20	223.19	223.19
01/01/2021	101	ROD	ROD GASK	1,245.40	249.08	1,494.48	1,494.48
01/01/2021	0619	ICTHUS	ICTHUS	5,557.00	1,111.40	6,668.40	6,668.40
01/01/2021	0747	LUBBE	LUBBE	550.00	110.00	660.00	660.00
01/01/2021	1415	SMAR001	SMART	413.00	82.60	495.60	495.60
01/01/2021	3124	QIC	QIC	233.40	46.68	280.08	280.08
01/01/2021	3174	METRO	METRO	205.08	41.02	246.10	246.10
01/01/2021	4860	HORTON	HORTON GATE	147.00	29.40	176.40	176.40
01/01/2021	5463	EBC001	EBC	620.00	124.00	744.00	744.00
01/01/2021	6932	CARTER	CARTER	975.00	195.00	1,170.00	1,170.00
01/01/2021	7458	CWM001	CWM	22.50	4.50	27.00	27.00
01/01/2021	8068	EBC001	EBC	28.45	5.69	34.14	34.14
01/01/2021	20207	FOX001	FOX	25.00	0.00	25.00	25.00
01/01/2021	21917	JRB	JRB	53.05	10.61	63.66	63.66
01/01/2021	32680	ACE001	ACE	197.50	39.50	237.00	237.00
01/01/2021	78374	ACE001	ACE	71.43	14.29	85.72	85.72
TOTAL INVOICES				13,606.40	2,594.89	16,201.29	16,201.29

Appendix 3

Date: 11/01/2021

Fair Oak & Horton Heath Parish Council

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Time: 12:08

Cashbook 1

User: JOANNA

Current Account

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	54,757.80					54,757.80	
	Banked: 01/12/2020	2,145.00						
	Sales Recpts Page 143	2,145.00	2,145.00		100			Sales Recpts Page 143
	Banked: 01/12/2020	65.00						
	Sales Recpts Page 144	65.00	65.00		100			Sales Recpts Page 144
	Banked: 01/12/2020	65.00						
	Sales Recpts Page 145	65.00	65.00		100			Sales Recpts Page 145
	Banked: 03/12/2020	36.00						
	Sales Recpts Page 146	36.00	36.00		100			Sales Recpts Page 146
	Banked: 04/12/2020	60,000.00						
trans	Premier Account	60,000.00			210		60,000.00	current act top up
	Banked: 04/12/2020	81.25						
	Sales Recpts Page 147	81.25	81.25		100			Sales Recpts Page 147
	Banked: 04/12/2020	81.25						
	Sales Recpts Page 148	81.25	81.25		100			Sales Recpts Page 148
	Banked: 04/12/2020	65.00						
	Sales Recpts Page 149	65.00	65.00		100			Sales Recpts Page 149
	Banked: 05/12/2020	468.00						
	Sales Recpts Page 150	468.00	468.00		100			Sales Recpts Page 150
	Banked: 07/12/2020	60.00						
	Sales Recpts Page 151	60.00	60.00		100			Sales Recpts Page 151
	Banked: 07/12/2020	70,451.75						
	EBC	70,451.75			1900	100	70,451.75	Playarea - crowdhill
	Banked: 11/12/2020	32.50						
	Sales Recpts Page 152	32.50	32.50		100			Sales Recpts Page 152
	Banked: 11/12/2020	5.99						
	amazon	5.99			4990	110	5.99	Batteries
	Banked: 15/12/2020	-11.97						
	Mrs S	-11.97			1200	230	-11.97	correction
	Banked: 17/12/2020	50.75						
	Mr P	50.75			1500	500	50.75	Allomtnet C01
	Banked: 18/12/2020	5.60						
	SSE	5.60			1900	100	5.60	Feed in tariff
	Banked: 21/12/2020	3,213.00						
	HISCOX	3,213.00			4055	230	3,213.00	Insurance
	Banked: 21/12/2020	13.00						
	Mrs B	13.00			1200	230	13.00	Hall Hire woodlands

Continued on Page 2

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 22/12/2020	590.50						
	Eastleigh funeral direc	590.50			1520	510	590.50	Burial
	Banked: 22/12/2020	392.00						
	J Terry	392.00			1520	510	392.00	Burial
	Banked: 23/12/2020	397.00						
	Johnson Funeral dire	397.00			1520	510	397.00	Burial
	Banked: 24/12/2020	816.00						
	Sales Recpts Page 153	816.00	816.00		100			Sales Recpts Page 153
<hr/>								
	Total Receipts for Month	139,022.62	3,915.00	0.00			135,107.62	
	Cashbook Totals	<u>193,780.42</u>	<u>3,915.00</u>	<u>0.00</u>			<u>189,865.42</u>	

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/04/2020	Fair Oak widows	101993	-150.00			4850	600	-150.00	Fair Oak widows - Grant
01/12/2020	EBC	4811	150.08	150.08		500			Sweep at Halls
01/12/2020	FIRECARE &SECURITY	4812	78.00	78.00		500			Intruder alarm repair
01/12/2020	Fox Bishops Waltham	4813	99.00	99.00		500			3 strimmer heads
01/12/2020	QIC systems	4814	272.88	272.88		500			Monthly Licence
01/12/2020	SMART MARKETING	4815	78.00	78.00		500			Marketing support
01/12/2020	ACELIFTAWAY	77711	102.85	102.85		500			allotment toilets
01/12/2020	Conserve Hygiene Solutions	77712	888.00	888.00		500			Sanitary disposal units
01/12/2020	CWM AGGREGATES	77713	102.00	102.00		500			Gravel
01/12/2020	DAVID BOWEN	77714	2,800.00	2,800.00		500			meadowseet way - consultancy
01/12/2020	EBC	77715	464.02	464.02		500			tarde refuse - Parish office
01/12/2020	FIRECARE &SECURITY	77716	249.60	249.60		500			Fire extinguisher install
01/12/2020	instant fabrications	77717	569.82	569.82		500			post repair - campbell way
01/12/2020	CF Corporate finance	DD	256.46		42.74	4990	110	213.72	copier rental
01/12/2020	southern electric	DD	53.00		8.83	4405	240	44.17	electricity pavillion
01/12/2020	trade uk	VISA	388.91		64.82	4540	290	324.09	Misc materials
03/12/2020	ACE LIFTAWAY	BACS	411.00		68.50	4875	600	342.50	skip hire - carnival
04/12/2020	amazon	VISA	7.99			4990	110	7.99	amazon prime subscription
07/12/2020	allstar	DD	135.33		22.56	4305	210	112.77	Fuel
07/12/2020	Payzone	DD	228.00		38.00	4140	110	190.00	card payment terminal
08/12/2020	Hampshire pensions	BACS	3,067.10			4010	110	3,067.10	Pensions
08/12/2020	HMRC	BACS	3,670.55			4000	110	3,670.55	PAYE
08/12/2020	Peninsula	DD	21.60		3.60	4030	110	18.00	EAP
08/12/2020	Bank charges	ATM	0.99			4095	110	0.99	Bank charges
08/12/2020	Petty Cash	TRANS	100.00			250		100.00	Petty cash top up
10/12/2020	barclaycard	DD	18.00		3.00	4140	110	15.00	Card payment terminal
11/12/2020	Overline	DD	166.15		27.69	4120	110	138.46	Tel and broadband Parish offi
11/12/2020	Overline	DD	63.79		10.63	4120	230	53.16	Tel and broadband woodland
11/12/2020	British Gas	DD	499.19		83.20	4400	150	415.99	Gas - Parish Office
14/12/2020	o2	DD	40.60		6.77	4125	110	33.83	Mobiles
14/12/2020	southern electric	DD	99.55		16.59	4405	150	82.96	electricity - Office
14/12/2020	SSE Gas	DD	180.61		30.10	4400	230	150.51	Gas - woodland
14/12/2020	C and B property Maint	BACS	980.00			4415	240	980.00	maintenance work
14/12/2020	adbobe	VISA	12.64			4132	110	12.64	adbobe
15/12/2020	payroll	BACS	13,713.06			4000	110	13,713.06	payroll
15/12/2020	Payzone	DD	18.00		3.00	4140	110	15.00	card terminal
15/12/2020	Peninsula	DD	356.50		59.42	4070	110	297.08	Employee services
16/12/2020	British Gas	DD	31.67		5.28	4400	150	26.39	Gas - Parsh office
16/12/2020	sage payroll	DD	20.40		3.40	4132	110	17.00	payroll ssoftware
17/12/2020	Bi fold Rolfe Ltd	BACS	1,927.80		321.30	4994	900	1,606.50	Bi Fold doors
17/12/2020	Kaspersky	VISA	49.99			4090	110	49.99	anti virus security
22/12/2020	Survey monkey	DD	384.00			4135	110	384.00	Water
22/12/2020	BRSA	DD	15.85			4410	510	15.85	Water
22/12/2020	BRSA	DD	11.72			4410	510	11.72	Water
29/12/2020	Siemans Financial	DD	534.57		89.10	4120	110	445.47	Telephone rental
30/12/2020	BT	DD	1.87		0.31	4120	110	1.56	Tel and Broadband

Continued on Page 4

Date: 11/01/2021

Fair Oak & Horton Heath Parish Council

Page: 4

Time: 12:08

Cashbook 1

User: JOANNA

Current Account

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/12/2020	BRSA	DD	89.05			4410	510	89.05	water
Total Payments for Month			33,260.19	5,854.25	908.84			26,497.10	
Balance Carried Fwd			160,520.23						
Cashbook Totals			193,780.42	5,854.25	908.84			187,017.33	

FULL COUNCIL – 18 JANUARY 2021

FAIR OAK LIBRARY, CAMPBELL WAY, FAIR OAK – CONSIDERATION OF ASSET TRANSFER FROM HAMPSHIRE COUNTY COUNCIL TO PARISH COUNCIL

1. PURPOSE

- 1.1 To consider the potential transfer of Fair Oak Library building from Hampshire County Council (HCC) to Fair Oak & Horton Heath Parish Council in order to support the continuation of a (informal) library service in Fair Oak.

2. BACKGROUND

- 2.1 In July 2020, HCC's Executive Member Recreation and Heritage through portfolio holder decision agreed the closure of Fair Oak Library following a lengthy and robust consultation. On 31 December 2020, HCC formally removed their service and closed the building to the public.
- 2.2 A group of volunteers, led by Cllr Couldrey set up a Charitable Incorporated Organisation (CIO), to Fair Oak Community Library, to run a library in the current library premises after it is closed by HCC. In December 2020, the library received formal charitable status from the Charity Commission.
- 2.3 HCC have indicated that they are prepared to transfer, the building, the stock and the furniture of the library but will not transfer any IT used for managing the library. They intend to transfer the freehold to the Parish Council under a Heads of Terms (draft attached at **Appendix 1**).
- 2.4 On 16 November 2020, the Council whilst agreeing that it would not take over responsibility for the running of the library service, that it would support the newly formed charity in running the library. Subsequently, the Council requested that the Clerk investigate the risks surrounding the building acquisition and financial annual financial liabilities and deferred formal decision on this matter until these were known. Results of these investigations are set out further in the report and are put forward for the Council's consideration.

3. NEW LIBRARY MODEL IN FAIR OAK

- 3.1 Fair Oak Community Library Charity, as the independent community library – that is no involvement from HCC has the statutory library service provider.
- 3.2 The Library requests that the Parish Council accept freehold transfer from HCC and finance the repair and maintenance of the building. The Parish Council's Clerk has given some administrative support to the Charity.
- 3.3 Fair Oak Community Library will: -
 - Short Term – lease the building from HCC prior to formal transfer to the Parish
 - Medium Term – non-repairing licence to occupy from Parish once building has been formally transferred to the Parish Council
 - Long Term – consider its long- term sustainability, by evolving its offer, enabling its financial security and thereby being in a position to accept Community Asset

Transfer of the building from the Parish. The Library will need to be enterprising and open to the diversification of income streams if it is to thrive into the future.

4. THE BUILDING

- 4.1 Fair Oak Library was building c.1970 and is of brick-built construction with a flat roof. The external and interior of the building appears to be structurally sound but requires some re-decoration and repair.
- 4.2 HCC have provided location and site plans of the building attached at **Appendix 2**.
- 4.3 HCC submitted a condition survey to the Parish Council. In order to verify and ascertain the condition of the building the Parish Council instructed its own Surveyor to undertake a survey. This was undertaken on 3 December 2020. HCC's condition survey is attached at **Appendix 3**. The Parish Council's survey report is confidential.
- 4.4 The conclusion of the HCC survey is that: -
- Externally the Building envelope is in good order, although some minor maintenance items should be considered.
 - Internally the Library is in good order, carpets have some relatively minor stains near the front door but could easily remedied, paint work throughout is in good condition. There is some minor hairline cracking in both ceilings and some of the walls, these are aesthetic rather than structural.
 - Outside of the main Library space the staff WC white goods are dated but still fully functional. There is sign of historic leaking from the waste pipe from the sink to the stack pipe, I would recommend in the medium term the WC facility could do with being updated.
 - The back of house office/kitchenette is functional, the kitchenette is slightly dated but functional suggested upgraded in the medium term.
 - Externally the accessible areas are in generally good condition, some consideration could be made to redecoration of the handrail to the ramp as it is showing signs of corrosion.
 - Externally behind the building the area has become unmaintained and from the limited access vantage point there seems to be some failure of the rainwater goods leaving water staining to the brick work. I would recommend the rainwater goods are repaired and cleared of any organic debris.
- 4.5 The Surveyor has identified that in Year 1 the following need urgent repair/investigation:
1. Access to roof to access condition.
 2. Repair/replace and clear rainwater goods.
 3. Clear back alley of overgrown plants
 4. Rub down and repaint handrail and window frames.
 5. Investigations of the staff WC floor structure.
- 4.6 Medium term repair in the next 2-5 years include the redecoration of the internal critical windows.

- 4.7 The Surveyor has given a cost breakdown for the building a summary of which is given below: -

Urgent <1 year	Years 1-2	Years 2-5	Years 5-10
£800	£1,500	£0	£1,000

- 4.8 As an additional property asset the building would form part of the Council's asset portfolio. This would increase the areas of responsibility for the Operations Manager who oversees the maintenance of the Council's buildings such as annual statutory checks i.e. fire, health and safety, legionnaires etc. The cost of additional officer time has not been factored into account when estimating financial impact to the Council.

- 4.9 The following financial estimates for servicing and maintenance are based on current annual expenditure with existing service providers at other Parish Council premises.

- Fire risk assessment £400-£450 one time cost with annual reviews (legal requirement)
 - Service of Fire alarm* and emergency lights 6 monthly £80 each (legal requirement)
 - Service of Fire Extinguishers and Fire blankets £20 visit plus £4 per item (legal requirement)
 - Legionella testing £160 6-monthly
 - Boiler service £200 annually
 - Waste collection general/recyclables 240 litre bin £6 weekly
 - Caretaker/Cleaning approx £500-£600 annually
 - General maintenance and repairs £500 annually
 - Current fire alarm provision are domestic type detectors £tbc
- Total: - approximately £2,800

5. LEGAL IMPLICATIONS

- 5.1 There are a number of powers which could be used when assisting in the delivery of the community library, for example:

- Under section 133 of the LGA, parish councils have the power to provide, or "contribute towards the expenses of" the provision of "buildings to be used for public meetings and assemblies". If this use is part of a multi-purpose building including a library, then this power could be used to support a community organisation which could then run the library service and other services from the facility;
- Under section 144 of the LGA, parish councils may provide facilities for conferences, trade fairs, and exhibitions, or may encourage any other person to do so;
- Under section 19 of the Local Government (Miscellaneous Provisions) Act 1976, a parish council may provide "such recreational facilities as it thinks fit" including the power to charge (or not) for such provision, and to supply "assistance of any kind". There is a specific power to provide either grant or loan support to "any voluntary organisation" providing such facilities under this section, and to provide grant support to any other local authority doing so (including any other parish council).

- 5.2 Whilst the Council has several powers to run a facility, it has no powers in the absence of the general power of competence to run a library. If the CIO fails to successfully deliver the library (through lack of funds/volunteers), the Parish Council will not be able to continue running the library and the service will have to close. This in essence means that the difficult decision of closing a service provision will move from HCC to the Parish.
- 5.3 Legal transfer issues to consider: -
- 5.4 The Parish Council will need to facilitate two transactions: (1) the transfer of the premises to the Council and (2) some kind of arrangement between the Council and the Charity. As HCC do not intend to transfer direct to the CIO presumably on two grounds: HCC regards the CIO as financially unsound and lacks confidence that the CIO would have the ability to maintain the building. In essence, considers the Parish Council a 'safer bet' from both points of view.
- 5.5 As far as the transfer from HCC to the Council is concerned, the heads of terms whilst skeletal, contain a positive covenant to use the premises for community and ancillary uses. Even if this were a negative covenant, such a restriction on a building where the future of the library function is in doubt could severely constrain the future beneficial use of the building e.g. commercial letting or redevelopment. The Council would want to see the full terms of any proposed transfer and hope that the transfer is as straightforward as suggested. That is that HCC do not seek to tie down the use of the premises so tightly that the Parish is not capable of alternative beneficial use. It is also hoped that HCC also do not seek rights of pre-emption or overages, imposing maintenance obligations – i.e. often treating a “transfer” more in the way of a lease.
- 5.6 The use provisions are particularly important where the future library use might be in doubt or the CIO (charity) might have aspirations to turn the premises into a community hub whether or not including a library.
- 5.7 Given all these factors, the Parish Council would need to insist to HCC that the transfer be as straightforward as possible, free of restriction and restrictive covenants.
- 5.8 The Council's Solicitor has examined the title to the library site including the register and plan, transfer and a deed. He has ascertained that the site was taken out of the title to the whole estate. The retained land now comprises the subsoil of the highways. The significance of the old title is that there is a restrictive covenant affecting the land imposed on the transfer of the surgery (now the library) in 1968 restricting the use of the land to a surgery or private dwelling and surgery taken for the benefit of the retained land. HCC would have to explain how it overcame this restrictive covenant. A search undertaken at Companies House shows that L H Bratcher Ltd seems no longer to exist, so there might be doubt about the enforceability of the restrictive covenant.
- 5.9 Issues to consider the CIO & the Parish Council: -
- 5.10 The second element of the project is the relationship between the Council and the CIO. The Council would want to be assured that the CIO had a robust business plan to maintain the facilities and to provide and to develop the services. The Council needs to consider the risk that the CIO might not be able to raise sufficient finance and might fall back on the Council to grant aid it and/or the initial enthusiasm may wane or the CIO runs out of the active volunteers. I would also be concerned about the future of the library service as such which seems from your draft report to be in doubt. If the

CIO fails, then the Council would be left with an empty community building not only to maintain but also to manage. The ability to use the premises for a beneficial use could be constrained by the conditions HCC seeks to impose upon the building's acquisition. In addition to the issue of premises, the matter of long-term support by the Council to the CIO needs addressing for example would the Council be expected to provide financial and/or administrative support?

6. FINANCIAL IMPLICATIONS

6.1 An estimated annual budget is set out below: -

Year 1	
Repairs	1,500
CCTV	600
Health & Safety	1,500
Insurance	600
Cleaning/maintenance	2800
Total	7,000

6.2 The new maintenance figures from the Operations Manager mean that the Council is currently £2k short in the annual budget. To fund this shortfall will mean reallocating funds from another budget code. The RFO has suggested the Community Events budget, to be reduced from £6k to £4k.

6.3 Cost of instructing the Council's Solicitor to facilitate the legal freehold transfer will cost approximately £3,250. The Council has budgeted £6.5k for legal and professional fees for 2021/22. Whilst this covers the cost of the fees, members will need to bear in mind that the Council will incur legal fees associated with the Scout lease/Shorts Road site.

7. OPTIONS AND ANALYSIS

7.1 The various options available to the Council and analysis of these are set out in the tables below.

Option 1 Accept transfer of the Library building	
Explanation	Accept the transfer of the building under the heads of terms set out in Appendix x. This means the asset will form part of the Council's asset portfolio. The Council will own and be legally & financially responsible for the building.
Risks	<ul style="list-style-type: none"> That given the age of the building (c. 1970's) and construction, the facilities will require repairs, become not fit for purpose with high running costs. Leaving the Council to annual raise its precept to cover these costs. NB: the Parish Council's surveyor suggests the roof will need replacing in 5 years' time. Lack of community use – footfall of the library/community hub might continue to decline leaving the building surplus to requirements. As part of the heads of terms/covenant, the building can only be used for community use. Meaning it cannot be sold for commercial gain. But it could be transferred to a charity dissolving the Council of financial burden. Library charity dissolves – for varying reasons (lack of volunteers, funds, participation) the charity dissolves leaving the Council with sole responsibility of the venue and also a difficult decision to close the community library. Raising funds through the precept, meaning tax-payers' subsidise this service. In essence the Council would be left with the responsibility for managing and financing an empty building.

Benefits	The Parish Council would assist in the retention of the library service in the centre of the village. The Community Library Charity would be supported to enable residents (particularly children) to not only access free books and reading material but also assist with digital enablement and provide a community hub for the most vulnerable residents to meet.
Estimated Costs	The annual costs of maintaining the building and external area are set out above – the total estimated costs are £7,000 p.a. The legal costs to facilitate the transfer are estimated at £3,250

Option 2 Refuse transfer of the Library building	
Explanation	The Parish Council refuses acceptance of the freehold transfer
Risks	<ul style="list-style-type: none"> It is unlikely that the Fair Oak Community Library Charity would be able to accept Community Asset Transfer (CAT) from HCC due to lack of funds. The provision of a library in Fair Oak would cease altogether. Lack of community asset in the centre of the Village Building could be sold by HCC for commercial use.
Benefits	No financial costs or legal liabilities.
Estimated Costs	£0 there would be no costs to the Parish Council or their tax-payers'.

8. RECOMMENDATIONS

- 8.1 That the Council considers the options set out in paragraph 7 of this report; and
- 8.2 That the Council undertake a community poll/consultation exercise regarding its preferred in principle decision/option; and
- 8.3 That the results of the survey and formal decision be made at February Council.

For further information please contact:

Melanie Stephens
Parish Clerk
clerk@fairoak-pc.gov.uk

Appendix 1

HEADS OF TERMS IN RESPECT OF X LIBRARY
Subject to Contract

Seller:	Hampshire County Council Three Minsters House, 76 High Street, Winchester, SO23 8UL Contact: David T. Jones Tel: 0370 779 3466 Email: david.t.jones@hants.gov.uk
Seller's Solicitors	Hampshire County Council, Corporate Services, The Castle, Winchester, SO23 8UJ Contact: Linda Heron Tel: 0370 779 2896 Email: linda.heron@hants.gov.uk
Purchaser:	TBC Contact: TBC Tel: TBC Email: TBC
Purchaser's Solicitors	To be confirmed
Property:	Library at X . The site is shown edged in black on drawing number x
Tenure	Freehold
Third Party Rights	The property is sold subject to: i. The tenancy at will dated xxx to x Community Library
Consideration:	£1
Condition:	The buyer accepts the property in its current condition.
User covenant:	The parties to the transfer will enter into a covenant binding the purchaser and successors in title to use the Property solely for community and ancillary uses. This covenant to be subject to section 33 of the Local Government (Miscellaneous Provisions) Act 1982
Costs:	Each party to bear their own legal and other costs.

--	--

We hereby agree to these Heads of Terms.

Signed:

Dated:

.....
For and on behalf of x

.....

Signed:

Dated:

.....
For and on behalf of Hampshire
County Council

.....

DRAFT



FAIR OAK LIBRARY



Hampshire
County Council

Property
Services

50

PLAN NO.

A / 09 / 1107

FILE REF.

09/L/019.000.000

DATE

October 2020

SCALE

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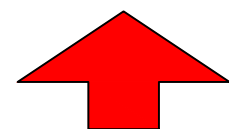
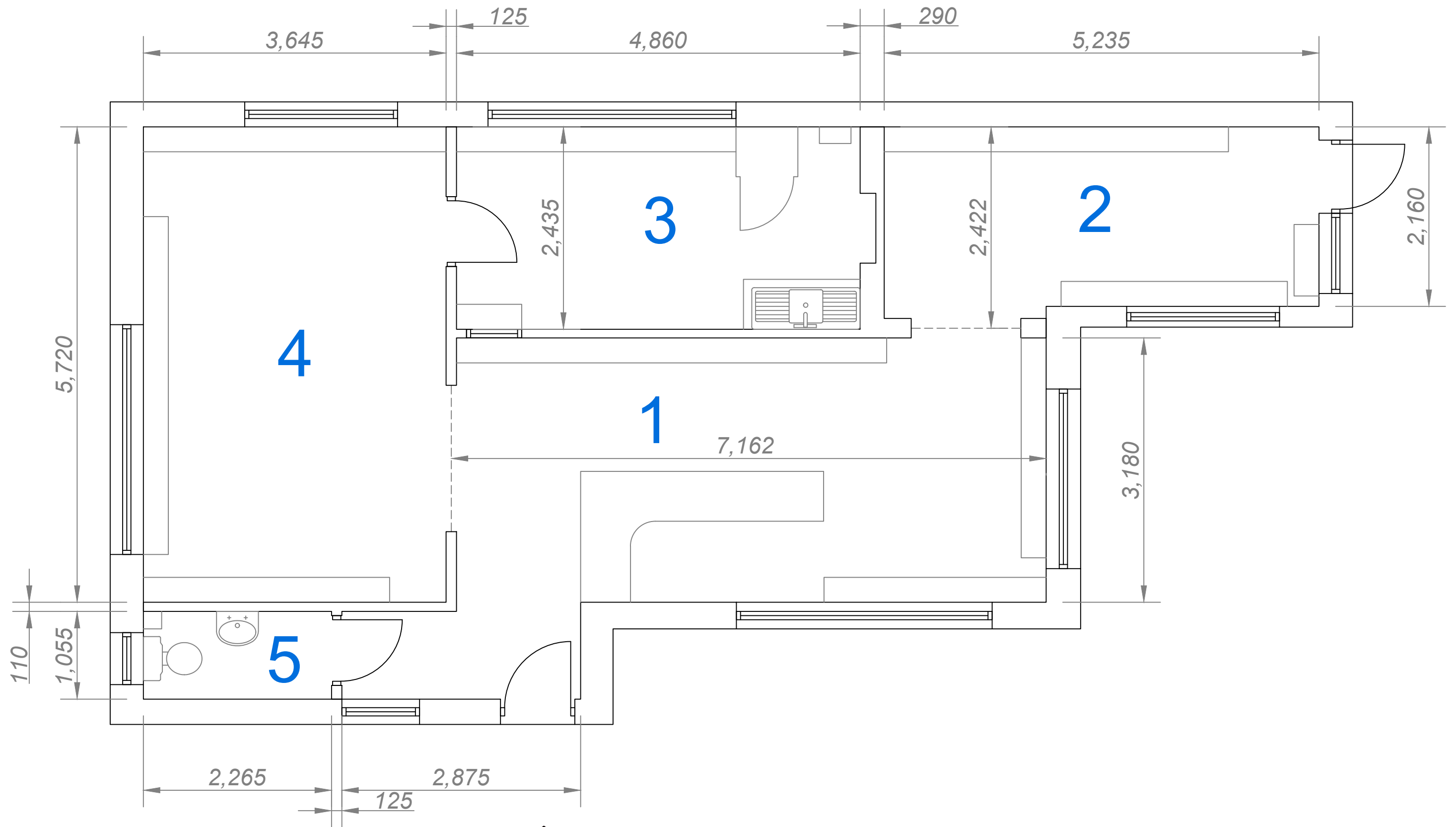
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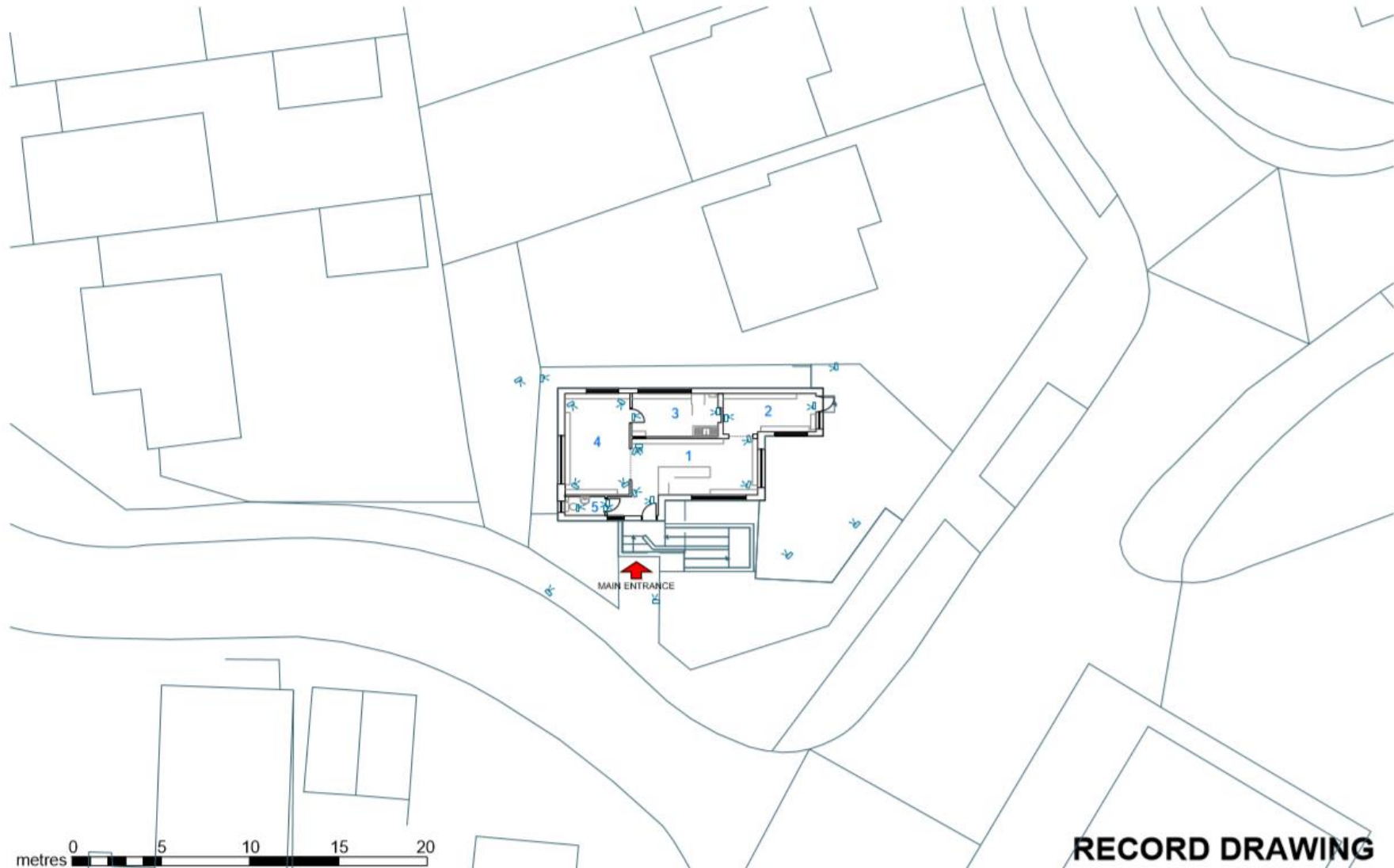
MAIN ENTRANCE

Appendix 3

CONDITION SURVEY

HCC Building Surveyor: Mike Dines
HCC Building Engineer: Douglas Walsby





HCC Property Services,
Three Ministers House,
76 High Street, Winchester SO23 8UL.
Tel: (01962) 647801

Notes	
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2 No dimensions are to be scaled from this drawing	

REV	DESCRIPTION	DATE	BY
A	Initial Supply	09/12/11	CC
B	Specification Update	27/01/12	CC
C	HSS amendments added.	12/06/19	HJP

PROJECT Fair Oak Library Eastleigh, SO50 7AX 10008000693				SHEET CONTENTS Property Records Ground Floor Plan Page 2 of 2			
SCALE 1:100@A1 1:200@A3	DATE 27/01/12	DRAWN CADCAP	CHKD. ARB	DRAWING No. 01_Rec/002	REVISION C	FILE REF. 10008000693-FairOakLibrary.dwg	



Establishment Name:	Fair Oak Library		
Establishment Address:	2 Campbell Way, Fair Oak, Eastleigh SO50 7AX		
Unit Reference:	01_Rec/002	Unit(s) Description:	Ground Floor
Surveyed By:	Michael Dines and Doug Walsby	Of: Hampshire County Council	HCC
Survey Date:	28/08/2020	No. of Storeys	1
Floor Area:	76 sq/m	Year Built:	Circa 1980
Construction Group:	Traditional	Construction Type:	Traditional facing brick cavity walls with flat roof with felt covering and single glazed steel crital windows.
Synopsis of 01_Rec/002			
<p>Fair Oak Library is a purpose-built Library.</p> <p>Externally the Building envelope is in good order, although some minor maintenance items should be considered.</p> <p>Internally the Library is in good order, carpets have some relatively minor stains near the front door but could easily remedied, paint work throughout is in good condition. There is some minor hairline cracking in both ceilings and some of the walls, these are aesthetic rather than structural.</p> <p>Outside of the main Library space the staff WC white goods are dated but still fully functional. There is sign of historic leaking from the waste pipe from the sink to the stack pipe, I would recommend in the medium term the WC facility could do with being updated.</p> <p>The back of house office/kitchenette is functional, the kitchenette is slightly dated but functional suggested upgraded in the medium term.</p>			

Externally the accessible areas are in generally good condition, some consideration could be made to redecoration of the hand rail to the ramp as it is showing signs of corrosion.

Externally behind the building the area has become unmaintained and from the limited access vantage point there seems to be some failure of the rainwater goods leaving water staining to the brick work. I would recommend the rainwater goods are repaired and cleared of any organic debris.

Very limited access to the roof and could only be assessed from ground level

Summary of Recommendations for Fair Oak Library	
Urgent repair & investigation/ Year 1 <ul style="list-style-type: none">- Access to roof to access condition.- Repair/replace and clear rainwater goods.- Clear back alley of overgrown plants- Rub down and repaint handrail and window frames.- Investigations of the staff WC floor structure.	Medium Term Repairs/ Years 2-5 <ul style="list-style-type: none">- Redecoration of internal crittal windows

Condition Survey (Building Fabric) of Fair Oak Library

2 Campbell Way, Fair Oak, Eastleigh SO50 7AX



Property Services

Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Roofs	<p>All roofs are flat with felt roof covering, with GRP edge trim finish. A fascia with intermediate vents to allow ventilation of the ceiling void.</p> <p>There are three separate roofs all look to be of the same age and condition.</p> <p>One the site the staff did suggest repairs had been carried out to one section of the roof in the past. This seems to have remedied the issue.</p>	<p>No Works required. Patch repairs in the past. Recommend full access for inspection</p>					1,2
Drainage / Rain-water goods	<p>The external guttering and rainwater pipe is UPVC, there are signs of issues to the rear of the building obvious signs of water staining on the brick work elevation and sections of broken gutter stop ends.</p>	<p>Remedial works required, new sections required and existing rainwater good</p>	£300				3

Condition Survey (Building Fabric) of Fair Oak Library

2 Campbell Way, Fair Oak, Eastleigh SO50 7AX



Property Services

Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
		cleared of debris.					
Cavity walls	Facing cavity brickwork with single glazed steel crittal windows and solid timber paint grade doors. Brickwork has been repointed circa 5-10 years there are some examples of localised cracking around the rear fire door and window, yet it is not substantial and would recommend monitoring.						4
External Decoration	Metal handrails showing signs of corrosion rust starting to grin through. One timber windowsill paint starting to flake could do with being rubbed down and decorated	Last redecoration was circa 2013. Localised decs short term, full external dec medium term	£500	£1500			5,6
Internal Decoration	Some minor shrinkage and movement cracking on walls. But the						7,8

Condition Survey (Building Fabric) of Fair Oak Library

2 Campbell Way, Fair Oak, Eastleigh SO50 7AX



Property Services

Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	level of decoration is of a good standard.						
Ceiling Finishes	Most ceilings are solid plasterboard or fibreboard finished in good condition, there are some minor Issues on ceiling between jointing in plasterboard, issue is minor. All electrical light fittings are surface fixed and in good order.						9
Floors	<p>The property appears constructed with a suspended floor due to the existence of vents on the external walls.</p> <p>It is hard to determine the full construction i.e whether timber or suspended block and beam.</p> <p>Member of staff suggested that there</p>						

Condition Survey (Building Fabric) of Fair Oak Library

2 Campbell Way, Fair Oak, Eastleigh SO50 7AX



Property Services

Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	was a historic leak in the staff WC which had been remedied further investigation would help determine if any damage had occurred to the timber floor structure.						
Floor finishes	<p>Most of the library is carpeted throughout, with only the staff WC with a vinyl sheet finish.</p> <p>All floor finishes are in good condition there is some minor staining on the carpets near the main entrance that could be remedied via a professional carpet clean.</p>						
Internal doors and joinery	Doors are painted. Timber fire doors that separate internal kitchenette are in good condition and of a sound level of decoration.	No Work required.					

Condition Survey (Building Fabric) of Fair Oak Library

2 Campbell Way, Fair Oak, Eastleigh SO50 7AX



Property Services

Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Sanitary Services Fittings & Cubicles	Sanitaryware in the staff WC does appear to be dated but is in good working order. The waste pipe from the sink to the stack pipe appears to have some historic leak which has since been remedied.						10
Kitchens	Existing kitchen is in good condition, although the room has been utilised as a storage space.	Replace in the long term.					11
Windows	All windows throughout the building are single glazed steel crittal windows with a safety film. Although dated and not energy efficient, they are in relatively good state of repair with no signs of excessive rust. It would be advised In the medium						12


Condition Survey (Building Fabric) of Fair Oak Library


2 Campbell Way, Fair Oak, Eastleigh SO50 7AX





Property Services


Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	term a programme of redecoration be carried out, noted above.						
Fire precautions.	<p>The library is fitted with a domestic type fire alarm system.</p> <p>It is hard to access the fire protection between the kitchenette and the main library space to ensure appropriate protection as there was no access to the ceiling void.</p> <p>There is a glazed screed between room 3 and room 1. There was no kite marking highlighting the level of fire protection.</p> <p>Further investigation required.</p>						14,15
Asbestos	Some asbestos is present on the register behind the existing fascia which is highlighted to be in good					£1000	13

	Condition Survey (Building Fabric) of Fair Oak Library 2 Campbell Way, Fair Oak, Eastleigh SO50 7AX						 Property Services
Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	condition. Some areas have not been accessed so further investigation is required.						
	Cost Summary		£800	£1500	£0	£1000	

Condition Survey (Mechanical & Electrical) of Fair Oak Library 2 Campbell Way, Fair Oak, Eastleigh SO50 7AX							 Property Services
Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
Incoming Mechanical Services	The incoming Mains Cold Water Service appears to enter the building via the kitchenette. From here mains water distributes around the building, serving the kitchenette and toilet only.						
Space Heating	<p>Heating is via an 'Worcester' gas fired boiler, which appears to have been installed within the last 5-10 years.</p> <p>The buildings space heating provision comprises of wall mounted water fed radiators which have been installed throughout.</p> <p>Additionally, there are wall mounted electric fan heaters installed at high level providing additional instant heat to rooms.</p>						16, 22
Hot and Cold-Water Services	Domestic hot water services are sourced from an electric 'Santon' instant hot water boiler situated within						18

Condition Survey (Mechanical & Electrical) of Fair Oak Library 2 Campbell Way, Fair Oak, Eastleigh SO50 7AX							 Property Services
Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	the kitchenette. Additionally, there is a Santon heating unit within the toilet.						
Ventilation	Ventilation is via wall and window mounted extract fans, with local controllers.						19, 20
Main Intake	The library is supplied with a three phase, 230V 50Hz, 100A supply.						
Distribution Boards	<p>The existing distribution boards are Hager, all of which have been replaced within the last 5-10 years.</p> <p>All boards are current and offer RCD protection to final circuits.</p>						17
Final Circuit Wiring & Containment	<p>Due to the age of the building, it is understood that there is a mixture of new and old type cabling with different colours coding.</p> <p>Where new services have been installed, cabling is new LSF T&E</p>						

Condition Survey (Mechanical & Electrical) of Fair Oak Library 2 Campbell Way, Fair Oak, Eastleigh SO50 7AX							 Property Services
Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	Where older cabling still exists, it is believed that the cable installation is approx. in excess of 30 years old.						
Outlets & Accessories	The installation generally consists of white PVC surface mounted socket outlets and accessories which is believed to original.						
Lighting Installation	<p>The lighting installation generally consists of surface mounted linear fluorescent luminaires. All of which appear to be in good condition.</p> <p>Replacement fluorescent tubes are readily available making this lighting system maintainable.</p>						21
Emergency Lighting Installation	The emergency lighting installation generally consists of standalone emergency bulkhead luminaires with integral 3hr battery backup via key-						

Condition Survey (Mechanical & Electrical) of Fair Oak Library 2 Campbell Way, Fair Oak, Eastleigh SO50 7AX							 Property Services
Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	test switch.						
External Lighting Installation	<p>The external lighting installation generally consists of wall mounted compact fluorescent flood lights.</p> <p>Due to the age of the luminaires, replacement lights are not readily available, therefore these fittings would not be considered as maintainable.</p>	Operational, replacement required once failed					
Fire Alarm Installation	This building does not have a dedicated fire alarm system, instead standalone 'domestic' style smoke detectors have been installed throughout.	Detectors need battery replacement every year, complete detector replacement every 10 years.					14
Intruder Alarm Installation	No intruder alarm system.						


	Condition Survey (Mechanical & Electrical) of Fair Oak Library 2 Campbell Way, Fair Oak, Eastleigh SO50 7AX						 Property Services
Element	Condition	Comments	Urgent < 1 Year	Years 1-2	Years 2-5	Years 5-10	Image Reference
	Cost Summary of M & E		£0	£0	£0	£0	

Image Appendix (Images1-6) of 01_Rec/002

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Image Appendix (Images 7-10) of 01_Rec/002

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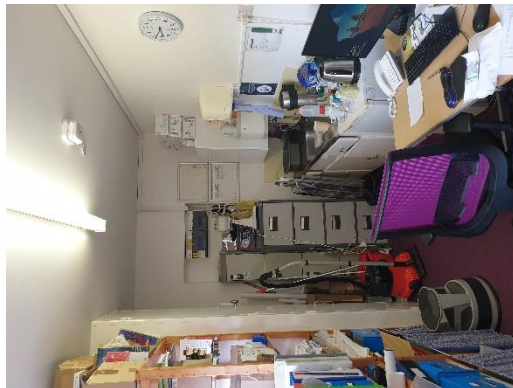
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Image Appendix (Images1-6) of 01_Rec/002

1 3



1 4



1 5



1 6



1 7



1 8



1 9



2 0



2 1



2 2



2 3

2 4

FULL COUNCIL – WORK PROGRAMME (2021/2022)

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
JANUARY 2021			
Precept/Annual Budget	To set the annual precept and budget for 2021/22	Report	Clerk/Finance Officer
Annual Budget	To set the budget for the 2021/22 financial year	Report	Clerk/Finance Officer
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Fair Oak Library	To consider the freehold transfer of the building	Report	Clerk
FEBRUARY 2021			
Internal Auditor Interim Report	To receive the internal auditor's report and approve the audit action plan	Report	Clerk
One Horton Heath	To consider the planning application and submit comments to EBC	Planning Application & Supporting documents	All
Pemblers Hill Drive Public Open Space	To receive an update on this parcel of land.	Report	Clerk
Corporate Action Plan	To set a corporate action plan for next 5 years	Presentation	Clerk

HR Policies	To approve various HR policies contained in new employee handbook	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Village Signs	To agree designs and commence commissioning.	Report	Clerk/Deputy Clerk
Cemetery Rules & Regulations	To approve the reviewed Cemetery Rules & Regulations	Report	Deputy Clerk
Café Task & Finish Group	To consider the findings of the Group	Report	Clerk
MARCH 2021			
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
Data Protection Annual Audit	To receive the annual audit	Report	Clerk
Health & Safety	To update the Council on progress with Health & Safety matters following internal audit	Report	Operations Manager
Village Centre	To consider interim findings of the Group	Report	Chairman of the Group
APRIL 2021			
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer
MAY 2021			

Governance documents	To approve adoptions of governance documents – council constitution/standing orders, financial regulations	Report	Clerk
Finance Report	To approve the monthly finance report	Report	Clerk/Finance Officer