



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

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SUMMONS

Dear Member

24 November 2023

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** held on Friday, 01 December 2023 at 10.00 a.m at the Parish Office, 2 Knowle Park Lane, Fair Oak.

Melanie Stephens

Melanie Stephens, Parish Clerk

PUBLIC PARTICIPATION: This meeting is open to members of the public. If you wish to speak at the meeting, you should submit a request by email to clerk@fairoak-pc.gov.uk by 4pm on Thursday 30 November 2023.

AGENDA

PART I – PUBLIC SESSION

APOLOGIES

1 DECLARATIONS OF INTEREST

To receive declarations of interest and dispensation requests.

2 MINUTES (PAPER A, PAGE 3)

To note the minutes of the meeting held on 4 September 2023.

3 COMMUNITY GRANTS (REPORT B, PAGES 4-8)

To approve the grant requests for 2023/24.

4 BUDGET TASK & FINISH GROUP (REPORT C, PAGES 9-26)

To receive final recommendations of the Group and make recommendations to the Full Council on the precept for 2024/25.

5 WORK PROGRAMME (REPORT D, PAGE 27)

To note the work programme.

6 EXCLUSION OF THE PUBLIC AND THE PRESS

At the conclusion of this part of the Agenda, the Chairman will move the following resolution: -

“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 matters)”

PART II – PRIVATE SESSION

Members are reminded that reports and information relating to this session are not for publication and should be treated as strictly confidential.

7 STAFF SALARIES (REPORT E, CONFIDENTIAL)

To agree the staff salaries for 2024/25.

To: Councillors

Cllr P Barrett

Cllr H Douglas (Chairman)

Cllr W Chivuchi

Cllr N Couldrey

Cllr K Forfar

Cllr T Higby

Cllr M Marsh

Cllr B Tennent

Officers

Mrs J Cahill (RFO)

Ms M Stephens (Clerk)



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Minutes of the INQUORATE FINANCE Committee Meeting

held on Monday 4 September 2023 at 10.00 am

Parish Offices, Fair Oak

P = present, Ab = absent, Ap = apologies

Committee:

Ab Cllr Barett
Ap Cllr Douglas (Chairman)
Ab Cllr Chivuchi
P Cllr Couldrey

Ap Cllr Forfar
Ab Cllr Higby
Ap Cllr Marsh
Ab Cllr Tennent

Officers in Attendance:

Melanie Stephens, Clerk, Michelle Leadbitter-Allen, Deputy Clerk and Jo Cahill, Finance Officer.

12. INQUORATE MEETING

The Clerk commented that a formal notice had been issued to all members of the Committee in accordance with the relevant legislation.

It was further explained that the Council's Constitution states that the quorum at a meeting of a committee will be the greater of 3 or one-quarter of the whole of the membership.

If at the start of the meeting, there is not a quorum present, then if after a period of five minutes, there is still not a quorum, the meeting will be abandoned, and all items deferred to the next Full Council meeting.

As there were insufficient members present for a quorum, the meeting was abandoned and all items with reports on the agenda were deferred to the September Full Council meeting.

COMMUNITY GRANTS 2023/24

1. RECOMMENDATION

- 1.1 That the community grant allocations as set out in paragraph 7.1, and in more detail in **Appendix 1**, be approved.

2. BACKGROUND

- 2.1 The Council's Community Grants Policy was updated in June 2023 by Full Council to reflect the Council's commitment to a sustainable future and to improving the social, economic, and environmental well-being of the community by aligning the Grants Policy with the Objectives outlined in the Corporate Plan 2023-2026, namely People, Planet & Place.
- 2.2 The deadline for the receipt of Community Grant applications received for the 2023/2024 financial year was 31 October 2023. After advertising the grant process on the Council's website and Facebook page.
- 2.3 As with previous years, all the applications were measured against the Council's eligibility criteria and all applications having met the criteria have been put forward for members' consideration.

3. PROCESS

- 3.1 The Committee must consider all applications, as set against the Council's budget framework. The grant budget for 2023/24 is £4,000.
- 3.2 A total of eight applications were received within the grant application period, with a total value of £4,850.
- 3.3 Officers have undertaken an initial review of the applications, and recommendations, with reasons, for the determination of each of the grant request, are set out in paragraph 7.1 below and in further detail in Appendix 1.
- 3.4 Allocations were considered on a case-by-case basis with the Council's core objectives in mind. Where a successful award was made, the full amount has not been awarded in every case.
- 3.5 Applicants will be informed of the Committee's decision following the meeting, and grant awards will be paid in January 2024.

4. FINANCIAL IMPLICATIONS

- 4.1 The total amount to be awarded, should the Council approve the recommendations set out in paragraph 7.1, is £4,000.

5. EQUALITY & DIVERSITY IMPLICATIONS

- 5.1 The grant application process is available to all relevant bodies meeting the Council's eligibility criteria. By including social value and environmental criteria it is hoped that this will have a positive impact on equality and diversity in the community.

6. ENVIRONMENTAL/SUSTAINABILITY IMPLICATIONS

- 6.1 To ensure that the grant process is more aligned to the Council's corporate priorities, this awarding year, the Council has asked all applicants to demonstrate how their project

supports/protects the environment.

7. COMMUNITY GRANT APPLICATIONS: SUMMARY

- 7.1 The below table gives a summary of applications received and recommended award:

ITEM	APPLICANT	Grant REQUEST	Total Project Cost	% of project cost	AWARD
A	Cricket Club	£500	£600	83	£500
B	Community Library	£1,000	£1,000	100	£600
C	Fountain Café	£500	£1,800	28	£350
D	Friends of FO Infant School	£1,000	£5,200	19	£1,000
E	Fair Oak Squash Club	£500	£960	52	£250
F	St Toms Church	£500	£1,000	50	£500
G	Fair Oak Village Hall	£750	£1,000	75	£700
H	Victim Support	£100	£1,000	10	£100
Total		£4,850			£4,000

8. CONCLUSION

- 8.1 The Council has the power to award grants to organisations under Section 137 of the Local Government Act 1972.
- 8.2 The Council's Community Grants Scheme supports local community and voluntary organisations to deliver activities that benefit residents in the area.

For further information, please contact:

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

APPENDIX 1

A	APPLICANT:	REASON FOR APPLICATION:
	Fair Oak Cricket Club	To support coaching for the junior section of the club.

TOTAL COST	REQUEST	PREVIOUS AWARD
£600	£500	£100

SUMMARY:

To increase junior participation in cricket, the project aims to train under 17s to assist with the coaching of younger players. The train the trainer approach will be supervised by an ECB core coach. The cost of the course is £300 per person. With two under 17s being put forward for the course. Both players have been playing cricket since age 7 and are fully committed to supporting their younger peers.

RECOMMENDATION:

That a grant of £500 be awarded.

REASON: To support the provision of sport to younger participants in the parish. Support the learning and developing of two young persons in the parish whose knowledge will further support growing junior section of cricket.

B	APPLICANT:	REASON FOR APPLICATION:
	Community Library	Large advertising board showcasing their sponsors

TOTAL COST	REQUEST	PREVIOUS AWARD
£1,000	£1,000	£1,000

SUMMARY:

The community library is a charitable run venture, offering a core library service to residents in Fair Oak. The library has a number of local sponsors and the library wish to showcase these sponsors on an external noticeboard in the hope that it might attract other sponsors.

RECOMMENDATION:

That a grant of £600 be awarded.

REASON: To support the advertising of the community library to attract further funding supporters. Note that this application requested 100% of the project fund which is contrary to the Council's criteria.

C	APPLICANT:	REASON FOR APPLICATION:
	Fountain Community Café	Purchase of two visual displays and sound systems to provide local information to residents.

TOTAL COST	REQUEST	PREVIOUS AWARD
£1,800	£500	£0

SUMMARY:

The community café has been built to provide a community hub for local residents particularly those most vulnerable and isolated. Hosting members of the community will provide an opportunity to provide local information and services as well as support the Parish Council in showcasing local good news stories. The large visual displays and sound systems will provide a digital platform for this.

RECOMMENDATION:

That a grant of £350 be awarded.

REASON: To support the provision of digital and audio displays and sounds system to impart local information and services to visitors of the café.

D	APPLICANT:	REASON FOR APPLICATION:
	Friends of Fair Oak Infant School	To fund the installation of sunshades adjacent to play equipment in the playground.

TOTAL COST	REQUEST	PREVIOUS AWARD
£5,200	£1,000	£0

SUMMARY:

Friends of Fair Oak Infant School has actively raised a substantial sub for the school to enable the new installation of playground equipment. The school does not have any grass area or playing field, so the children are actively using this equipment during break times, lunchtimes. The grounds have little or no shade from the sun and this is preventing play for long periods of time. Once installed, the areas will be able to be used for longer periods of times and will also encourage the children to be more active.

RECOMMENDATION:

That a grant of £1,000 be awarded.

REASON: To support the protection of children from the effects of the sun when playing outside in the summer months.

E	APPLICANT:	REASON FOR APPLICATION:
	Fair Oak Squash Club	To contribute to the purchase of new bar stools

TOTAL COST	REQUEST	PREVIOUS AWARD
£959.92	£500	£600

SUMMARY:

To update bar stools in the club social lounge for the comfort of club members, visitors and their families.

RECOMMENDATION:

That a grant of £250 be awarded.

REASON: To support the improvement of facilities at the club.

F	APPLICANT:	REASON FOR APPLICATION:
	St Toms Church	To support a volunteer garden maintenance service to elderly/vulnerable residents free of charge by purchasing garden

	machinery.
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TOTAL COST	REQUEST	PREVIOUS AWARD
£1,000	£500	£0

SUMMARY:

The project will support a team of volunteers offering free garden maintenance service to elderly/vulnerable residents meaning that they have continued access to their gardens. This will promote health and wellbeing of those residents being able to provide access to their gardens.

RECOMMENDATION:

That a grant of £500 be awarded.

REASON: To support the delivery of this free volunteer run project which aims to promote the health and wellbeing of vulnerable residents.

G	APPLICANT:	REASON FOR APPLICATION:
	Fair Oak Village Hall	To provide the annual pantomime for the children (and their families) in the village.

TOTAL COST	REQUEST	PREVIOUS AWARD
£1,000	£750	£750

SUMMARY:

The funding will enable the village hall to continue to provide a Christmas pantomime.

RECOMMENDATION:

That a grant of £700 be awarded.

REASON: To support the provision of community performance for local children and their families.

H	APPLICANT:	REASON FOR APPLICATION:
	Victim Support	To purchase security/personal alarms offered to keep people and their homes safe in the community.

TOTAL COST	REQUEST	PREVIOUS AWARD
£1,000	£100	£750

SUMMARY:

Equipment is purchased for victims of and to protect service users from being victims of crime.

RECOMMENDATION:

That a grant of £100 be awarded.

REASON: To support the safety of residents.



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Report of the Budget Task and Finish Group

November 2023

Introduction and background

The Parish Council's ambitions, operations and achievements are underpinned by the budget it sets. The Council's Investment Strategy specifically sets out a priority aim of becoming 'a financially secure council' reflecting the ongoing financial pressures facing local government and the community at large.

The Finance Committee undertakes a scrutiny role in relation to the budget, with the Committee receiving quarterly finance reports. The Full Council, at its monthly meetings, reviews monthly spending and account balances.

Effective budget scrutiny arrangements are expected as part of a robust budget setting process to provide an additional layer of challenge to ensure that budget setting processes and assumptions are robust. To achieve this over recent years the Council has undertaken scrutiny of the annual budget setting process through the establishment of a Budget Task and Finish group that leads on the budget setting process.

Budget Task and Finish Group

In line with this established approach Budget Task & Finish Group met twice during November 2023 with the Clerk, Finance Officer and Operations Manager.

The Task and Finish Group membership consists of Cllrs Couldrey, Douglas and Chivuchi.

Scope

The Group, in undertaking this years' budget setting process to establish if the process aimed to:

- Examine the current staffing levels, future resource need and salary increases in line with national trend;
- Identify and consider the key budget pressures and strategic financial issues for the Council and how these are being considered and managed;
- Consider the draft budget proposals for 2024-25, including the main areas of proposed growth and savings, key budgetary risks and the extent to which the budget proposals reflect the Council's priorities.

Members recognised that this piece of work had to be condensed into a short time frame. There was also an acknowledgement that whilst an increase in budget requirement was needed to deliver new services and safeguard existing provision, the increase should be kept to a minimum to protect the taxpayer. Where large scale projects were agreed, members reviewed other funding sources, other than the precept, such as grants, ear marked reserves and the Council's CCLA public sector deposit fund account.

The Review

Over the course of two meetings, members were given comprehensive presentations from officers setting out in the first instance the business planning and budget setting process that had been adopted for the 2024/25 budget and then leading on to consideration of funding bids (both growth and savings) for 2024/25.

The business planning and budget setting process for 2024/25

At their first meeting members of the group were given a detailed walk through of the budget setting process including:

- Staff budget with a proposed staffing increase of one part time post and 2% pay rise;
- Fees and charges with proposed increases of 6% in line with RPI;
- Any opportunities for savings;
- Justifications for any budget increases;
- New budget lines and justifications for these

As in previous years, the budget setting process also included consultation with key staff such as the Operations Manager and wider Operations team as well as the Deputy Clerk in relation to climate change projects/proposals.

2024/25 draft budget proposals

The Group were given the opportunity to review the draft budget proposals, showing a total budget requirement of £529,343. This was an increase of £34,017 on the previous year. The increase would reflect an increase in the precept of 6% or in real terms £6.62 per annum/13p per week on a Band D property.

In terms of income generation, members were informed that there was scope to raise some funds through general fees and charges by increasing these overall by 6% in line with retail price index (RPI). The Finance Officer also predicted a continuation of high interest rates, which would also provide higher income than in previous years through its public sector deposit account.

In terms of salary costs and resources, members consider a request to increase the Operations team by appointing a full-time seasonal staff member. The staff salary award was also proposed at 2%. As the Council had in the last three years gone above the national salary increase, it was felt that this was appropriate, but that any increase through national pay negotiations could be met through general reserves if necessary.

New budget proposals/requests were also considered, these included: -

1. Cemetery access path repairs - £33,957 (funded through Ear Marked Reserve, agreed by Full Council)
2. Cemetery fencing repairs - £6,500 (Council determined a more sustainable and cost-effective option via natural hedging at a cost of £TBC).
3. Resurfacing Pembers Hill Drive Play Area tunnel - £2,400 (funded in main precept)
4. Library roof - £1,500 (funded in main precept)
5. Knowle Park pond/bridge - £45,000 (not approved for 2024/25 financial year)
6. Parish Office second phase solar installation - £10,000 (not approved for 2024/25 financial year)

All the above budget proposals were agreed, except for the pond redesign/bridge as it was felt that future scoping work including a project/business case with timeframes was needed and the phase 2 solar installation at the parish office with this being deferred by a year.

New budget lines were also considered and agreed, namely: -

1. Crowdhill Green trees - £500

2. Community Orchard - £1,200 (to support much needed improvements works)
3. Café general maintenance - £500 (in line with Library building)
4. Splashpad provision - £7625 (to support the maintenance and cost)
5. Environmental enhancements - £1,000 (to support small scale project(s))

Budget requests rolled to next year for consideration included: -

• Compound storage unit	£6,000
• NCP carpark	£10,000
• Library roof	£18,000
• Tower unit for Christmas lights	£2,000
• LED Internal lighting HH	£3,000
• Internal doors	£3,000
• PO Phase 2 Solar	£10,000

Budget pressures and risks

Members of the Group asked several questions about budgetary pressures throughout the review process and identified some key issues that were having to be managed as part of budget setting process for 2024/24, these included:

- Increase in costs for goods and services – whilst officers have made every effort to get indicative quotes for proposed new services, these could fluctuate between budget setting and commencement of project. Most projects such as the cemetery path, include a contingency fund to mitigate and overspend risks. Projects going over their agreed budget, which are outside the Council's control, will need to be taken out of the Council's public section deposit fund.
- Rising energy costs – the Finance Officer has increased the budget for next year following an energy audit review undertaken with the Deputy Clerk and Operations Manager. It is hoped that with the solar installation projects at the Parish Office and Woodland Community Centre (should the HCC Grant application being successful), the Council will see a reduction in the costs at these premises.
- Increase in national pay – the proposed budget included an uplift in staff salaries by 2%. Should the national pay negotiations, which normally concluded after the budget has been set i.e October/November, be above this amount, the Council will need to pay for any difference through its general reserves.

Concluding comments

The Task and Finish Group have had the opportunity to review the process that has been followed to develop the draft budget proposals for 2024/25. They have been able to identify some of the key budget pressures and issues for the Council and consider how these are being managed.

In scrutinising the specific draft budget proposals for 2024/25 members have been able to query some perceived budgetary risks and the extent to which the budget proposals reflect the Council's priorities. Where budget proposals had not been fully supported by a robust business

case, these were not approved.

The Budget Task & Finish Group ask the Council to support its recommendation not to support any supplementary budget requests throughout this financial year, unless it is to support an unforeseen failing that poses a health and safety risk.

At this point in time, the Task and Finish Group are satisfied that the process to develop the draft budget proposals for 2024/25 has been robust and that many budget pressures and risks are being adequately identified and managed.

For ease of reference, the main 2024/25 budget proposals recommended by the Group include: -

General:

- That the proposed budget (attached at Appendix 1) be approved.
- That the precept of £529,343 be approved.

Precept & Fees & Charges:

- That there be 6% increase in the 2024/25 precept representing a £6.62 increase per Band D property.
- That the fees and charges attached at Appendix 2 be approved with a 6% increase.

Staffing budget:

- That staff salaries increase by 2%.
- That the staff budget set out in Appendix 3 be approved (confidential paper) to include an additional seasonal grounds post.

Use of Ear Marked Reserves:

- That the Ear Marked Reserves, as set out in Appendix 4 be agreed.

These recommendations will be reported to the Finance Committee on 1 December. The budget will be formally approved at the Full Council meeting on 18 December 2023 for submission to Eastleigh Borough Council as part of setting the Council tax base.

Appendix 1 – Full budget book 2024/25

Appendix 2 – Fees and Charges 2024/25

Appendix 3 – Staff budget 2024/25 (strictly confidential)

Appendix 4 – Ear Marked Reserves

Appen

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Funds Available	% Spent	Transfer to/from E	2024/25 Budget	
Administration										
	4000 Salaries	£ 299,938	£ 155,727	£ 288,493	132766	132766	54.0%		328534	Based on 2 per cent uplift
	4010 Employer's Pension	£ 75,179	£ 36,861	£ 65,366	28505	28505	56.4%		66000	Carly changing from 50/50 scheme.
	4030 Sickness/Holiday Cover	1795	841	2000	1159	1159	42.1%		1500	
	4055 Insurance	10456	15145	16000	855	855	94.7%		17000	Increased due to additional sites
	4060 Audit	2100	1400	2200	800	800	63.6%		3207	BDO audit fee increased
	4070 Legal & Professional Fees	12344	3237	5000	1763	1763	64.7%		5000	
	4075 Postage	2	0	100	100	100	0.0%		100	
	4080 Stationery	1268	161	500	339	339	32.2%		500	
	4085 Printer Consumables	956	604	1380	776	776	43.8%		1100	
	4090 Admin Maintenance	1001	695	1000	305	305	69.5%		1000	
	4095 Bank Charges	62	30	50	20	20	60.0%		50	
	4100 Chairman's Allowance	321	0	400	400	400	0.0%		400	
	4105 Conference/Training/Staffing	2692	2003	2500	497	497	80.1%		2500	
	4110 Clothing	1286	735	1000	265	265	73.5%		1000	
	4120 Telephone & Broadband	3469	1726	5500	3774	3774	31.4%		5500	
	4125 Mobile Phone	312	154	1000	846	846	15.4%		500	
	4132 Subscriptions	1957	482	1000	518	518	48.2%		1000	
	4133 Software and support	9006	10759	7734	(3,025)	(3,025)	139.1%		10900	Based on Neils breakdown
	4134 Members IT	5471	531	9900	9369	9369	5.4%		0	code amalgamated above
	4140 Card Payments	72	0	0	0	0	0.0%		0	
	4990 Sundry Expenses	721	302	700	398	398	43.2%		500	
	Total Expenditure	430408	231393	411823	183455	183455	0	0	446291	
Parish Office										
	4395 Business Rates	15220	17216	16320	(896)	(896)	105.5%		17500	
	4400 Gas	2430	1347	2800	1453	1453	48.1%		3000	
	4405 Electricity	1496	6406	2800	(3,606)	(3,606)	228.8%		6500	
	4410 Water	350	505	700	195	195	72.2%		750	
	4415 Repairs	1605	445	500	55	55	89.0%		500	
	4425 Health & Safety	4498	1624	3200	1576	1576	50.8%		3200	
	4435 Cleaning	514	772	500	(272)	(272)	154.4%		800	
	4450 Equipment - Internal	222	13	500	487	487	2.6%		500	
	4680 General Bin Emptying	875	507	1000	493	493	50.7%		1000	
	4990 Sundry Expenses	235	125	100	(25)	(25)	125.0%		100	
	Total Expenditure	27445	28960	28420	4259	4259	0	0	33850	

Machinery and Van

210 Machinery and Van									
4300 Machinery - General Repairs	2515	1859	2000	141	141	93.0%	3000	Due to Additional vehicles	
4305 Fuel	4998	3547	5000	1453	1453	70.9%	5000		
4310 Road Tax	580	640	600	(40)	(40)	106.7%	700		
4315 Maintenance - Vans	7591	1085	2500	1415	1415	43.4%	2500		
4320 Vehicle Insurance	3642	3863	3000	(863)	(863)	128.8%	4000	Due to Additional vehicles	
Total Expenditure	19326	10994	13100	3009	3009	0	0	15200	

Crowdhill Community Building

4120 Telephone & Broadband	973	604	700	96	96	86.2%	700	
4395 Business Rates	7111	8177	7500	(677)	(677)	109.0%	8500	
4400 Gas	5741	1742	2000	258	258	87.1%	2500	
4405 Electricity	4037	2405	3000	595	595	80.2%	3000	
4410 Water	282	0	350	350	350	0.0%	350	
4415 Repairs	951	684	1000	316	316	68.4%	1000	
4420 CCTV Maintenance	0	0	100	100	100	0.0%	100	
4425 Health & Safety	6477	4504	4500	(4)	(4)	100.1%	4500	
4435 Cleaning	1152	800	500	(300)	(300)	159.9%	500	
4450 Equipment - Internal	724	0	500	500	500	0.0%	500	
4455 Equipment - External	964	0	500	500	500	0.0%	500	
4680 General Bin Emptying	(1,351)	963	1100	137	137	87.6%	1500	
4990 Sundry Expenses	63	0	100	100	100	0.0%	100	
Total Expenditure	28475	19879	21850	2952	2952	0	0	23750

Pavilion

4120 Telephone & Broadband	700	255	700	445	445	36.4%	700	
4400 Gas	1373	454	1000	546	546	45.4%	1000	
4405 Electricity	442	0	1000	1000	1000	0.0%	1000	
4410 Water	41	837	300 (537)	(537)		278.9%	1000	
4415 Repairs	1850	610	1000	390	390	61.0%	1000	
4420 CCTV Maintenance	70	0	100	100	100	0.0%	100	
4425 Health & Safety	2480	1043	2500	1458	1458	41.7%	2500	
4435 Cleaning	0	125	100 (25)	(25)		125.0%	200	
4680 General Bin Emptying	947	733	1000	267	267	73.3%	1000	
Total Expenditure	7903	4057	7700	4206	4206	0	0	8500

HHCC

4120 Telephone & Broadband	606	18	700	682	682	2.6%	700	
4395 Business Rates	2645	2502	3060	558	558	81.8%	3000	
4400 Gas	3876	(6,600)	1500	8100	8100	(440.0%)	1500	
4405 Electricity	2634	3551	1500	(2,051)	(2,051)	236.7%	3500	

4410 Water	523	179	400	221	221	44.8%	400	
4415 Repairs	2261	460	800	340	340	57.5%	800	
4425 Health & Safety	3001	532	3282	2750	2750	16.2%	3282	
4435 Cleaning	100	25	100	75	75	25.0%	100	
4450 Equipment - Internal	0	0	50	50	50	0.0%	50	
4595 General Maintenance	0	0	300	300	300	0.0%	300	
4680 General Bin Emptying	976	534	1000	466	466	53.4%	1000	
Total Expenditure	16622	7801	12692	13542	13542	0	0	14632
Other Properties								
4480 Bus Shelters	266	0	100	100	100	0.0%	100	
4485 Memorial	0	0	50	50	50	0.0%	50	
4490 Memorial Clock	860	0	500	500	500	0.0%	600	
4505 Village Flowers	2354	1510	3000	1490	1490	50.3%	3000	As advised by Martin. More hanging baskets needed (a
Total Expenditure	3480	1510	3650	2140	2140	0	0	3750
General Grounds Maintenance								
4530 Equipment - Purchases	65265	14032	26000	11968	11968	54.0%	5000	
4535 Equipment - Maintenance	493	1099	1000 (99)	(99)		109.9%	2000	
4540 Materials	4653	3079	3000 (79)	(79)		102.6%	4000	
Total Expenditure	70411	18210	30000	11968	11968	0	0	11000
Lapstone Playing Fields								
4575 Cricket (Winter)	0	585	800	215	215	73.1%	800	
4580 Football	291	581	500	(81)	(81)	116.3%	800	
4585 Tennis	30	0	300	300	300	0.0%	300	
4590 Pitch Maintenance	2004	4936	4500	(436)	(436)	109.7%	4500	
4595 General Maintenance	670	200	800	600	600	25.0%	800	
4600 Dog Bin Emptying	653	250	600	350	350	41.7%	600	
4670 Signs & Bins	0	0	50	50	50	0.0%	50	
4675 Signs	36	0	0	0	0	0.0%	0	
4680 General Bin Emptying	55	0	500	500	500	0.0%	500	as advised by Martin - black bags
Total Expenditure	3739	6552	8050	2015	2015	0	0	8350
Knowle Park								
4595 General Maintenance	6774	3348	7000	3652	3652	47.8%	7000	
4630 Fencing	128	234	500	266	266	46.8%	500	
4635 Security	0	0	50	50	50	0.0%	1310	
4640 Water Supply -White Tree Close	0	0	100	100	100	0.0%	100	
4645 Seating/Bins	2206 (130)		2000	2130	2130	(6.5%)	2000	

4670 Signs & Bins	209	40	100	60	60	40.0%	100	
4675 Signs	100	0	0	0	0	0.0%	0	this code will drop off as no prior year
4676 Pond redesign and bridge	0	0	0	0	0	0	0	new code £45000??
Total Expenditure	9417	3622	9750	6258	6258	0	0	11010
New Century Park								
4420 CCTV Maintenance	70	0	70	70	70	0.0%	70	
4595 General Maintenance	139	654	500	(154)	(154)	130.8%	500	
4680 General Bin Emptying	0	0	200	200	200	0.0%	200	as advised by Martin - black bags
Total Expenditure	209	654	770	270	270	0	0	770
Knowle Hill								
4595 General Maintenance	235	0	300	300	300	0.0%	100	
Total Expenditure	235	0	300	300	300	0	0	100
Oak Walk								
4595 General Maintenance	0	0	10	10	10	0	0	100
Total Expenditure	0	0	10	10	10	0	0	100
Daisy Dip								
4595 General Maintenance	0	0	100	100	100	0.0%	100	
Total Expenditure	0	0	100	100	100	0	0	100
Wyvern Meadow								
4595 General Maintenance	0	0	100	100	100	0.0%	0	100
Total Expenditure	0	0	100	100	100	0	0	100
Play Areas General								
4595 General Maintenance	340	0	600	600	600	0.0%	600	
4750 ROSPA Fees	473	0	500	500	500	0.0%	600	Potential increase in ROSPA fees
Total Expenditure	813	0	1100	1100	1100	0	0	1200
New Century Park Play Area								
4595 General Maintenance	0	137	200	63	63	68.3%	200	
4993 New Century Park Playarea	465	473	500	28	28	94.5%	500	
Total Expenditure	465	610	700	91	91	0	0	700
Dean Road Play Area								
4595 General Maintenance	0	118	100	(18)	(18)	118.3%	100	
Total Expenditure	0	118	100	0	0	0	0	100
Meadowsweet Way Play Area								

4595 General Maintenance	353	41	500	459	459	8.3%		500	
Total Expenditure	353	41	500	459	459	0	0	500	
Knowle Park Play Area									
4595 General Maintenance	1370	0	2000	2000	2000	0.0%		1500	
4670 Signs & Bins	0	119	100	(19)	(19)	119.1%		100	
4675 Signs	22	0	50	50	50	0.0%		50	
4770 Skatepark	0	0	500	500	500	0.0%		500	
Total Expenditure	1392	119	2650	2550	2550	0	0	2150	
Pembers Hill Church Yard									
4595 General Maintenance	0	0	100	100	100	0.0%		100	
Total Expenditure	0	0	100	100	100	0	0	100	
Pembers Hill Drive									
4595 General Maintenance	0	358	1000	643	643	35.8%		2900	£500 plus £2400 tunnel resurfacing
Total Expenditure	0	358	1000	643	643	0	0	2900	
Upper Barne Copse									
4595 General Maintenance	177	543	1000	458	458	54.3%		500	
Total Expenditure	177	543	1000	458	458	0	0	500	
Crowdhill Drive									
4595 General Maintenance	744	371	1000	629	629	37.1%		500	
Total Expenditure	744	371	1000	629	629	0	0	500	
Fair Oak Library									
4395 Business Rates	(1,551)	0	0	0	0	0.0%		0	
4420 CCTV Maintenance	70	0	0	0	0	0.0%		0	
4425 Health & Safety	497	290	500	210	210	58.0%		500	
4595 General Maintenance	4362	2633	3000	367	367	87.8%		2000	includes £1500 for library roof
Total Expenditure	4929	2923	3500	577	577	0	0	2500	
Allotments									
4410 Water	133	0	300	300	300	0.0%		300	
4800 Allotments - Knowle Park	0	412	500	88	88	82.4%		500	
4805 Allotments - Campbell Way	0	0	50	50	50	0.0%		50	
4810 Allotments - Knowle Lane Ditch	0	0	1000	1000	1000	0.0%		500	
4815 Allotments - Pest Control	190	0	400	400	400	0.0%		400	
4820 Allotments - Toilet	951	611	1100	489	489	55.6%		1100	
Total Expenditure	1274	1023	3350	2327	2327	0	0	2850	
Cemetery									

	4410 Water	165	0	115	115	115	0.0%	115	
	4595 General Maintenance	857	0	500	500	500	0.0%	0	includes £6.5k for fencing and access path
	Total Expenditure	1022	0	615	615	615	0	0	115
Trees									
	4825 Tree survey	1750	1800	2000	200	200	90.0%	2000	
	4830 Trees - Lapstone Playing Field	518	380	500	120	120	76.0%	500	
	4831 Trees - Knowle Park	1454	0	500	500	500	0.0%	500	
	4832 Trees - New Century Park	350	2112	500	(1,612)	(1,612)	422.4%	500	
	4833 Trees - Knowle Hill	420	0	500	500	500	0.0%	500	
	4834 Trees - Lapstone Farm	2930	0	500	500	500	0.0%	500	
	4835 Trees - Oak Walk	0	0	500	500	500	0.0%	500	
	4836 Trees - Daisy Dip	0	0	500	500	500	0.0%	500	
	4837 Trees - Wyvern Meadow	311	320	500	180	180	64.0%	500	
	4838 Trees - Fair Oak Cemetery	470	0	500	500	500	0.0%	500	
	4839 Trees-HHCC open space	0	1078	500	(578)	(578)	215.6%	500	
	4840 Trees-Crowdhill	0	0	0	0	0	0	500	new code
	4841 Trees - Community Orchard	0	0	0	0	0	0	1000	new code
	Total Expenditure	8203	5690	7000	3500	3500	0	0	8500
Other Expenses									
	4850 Section 137 - Grants	4200	0	4000	4000	4000	0.0%	4500	
	4855 Section 137 - Street Pastors	700	0	700	700	700	0.0%	700	
	4860 Village Centre Project	91	0	0	0	0	0.0%	0	
	4865 Election Expenses	0	0	500	500	500	0.0%	500	
	4870 Youth Project	0	25000	25000	0	0	100.0%	25000	
	4875 Community Events Expenditure	4424	1901	4000	2100	2100	47.5%	4500	
	4876 Bishopstoke PC Y zone	180	0	0	0	0	0.0%	0	
	Total Expenditure	9595	26901	34200	7300	7300	0	0	35200
Community Café									
	4595 General Maintenance	0	0	0	0	0	0	500	New code
	Total Expenditure	0	0	0	0	0	0	0	500
Splashpad									
	4595 General Maintenance	0	0	0	0	0	0	500	New code
	4596 Winterization	0	0	0	0	0	0	1065	New code
	4597 summerization	0	0	0	0	0	0	2060	New code
	4598 Electricity	0	0	0	0	0	0	2000	New code
	4599 water	0	0	0	0	0	0	1500	New code
	4600 Splashpad toilets	0	0	0	0	0	0	500	New code
	Total Expenditure	0	0	0	0	0	0	0	7625

Environmental Enhancements

4595 General Maintenance	0	0	0	0	0	0	0	0	1000	New code
4601 Phase 2 funding Solar PO	0	0	0	0	0	0	0	0	0	New code Michelles request, £30000 split over 3 years
4602 Phase 1 funding Solar Woodland	0	0	0	0	0	0	0	0	0	Michelles request
Total Expenditure	0	0	0	0	0	0	0	0	1000	
Total Budget 2024/25			605,130						644,443	

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	% Spent	2024/25 Budget		
Income	1076 Precept	469918	495019		11	100.0%		529343	34324
	1090 Interest Received	7647	9759	3000	(6,759)	325.3%	14000		
	1300 Football Income	6081	363	4500	4137	8.1%	4500		
	1310 Cricket Income	2500	0	2600	2600	0.0%	2600		
	1550 Tennis Income	1837	1404	2000	596	70.2%	2000		
	1900 Other Income	18460	31005	500	(30,505)	6201.0%	500		
	1905 Section 106 Income	810975	0	0	0	0.0%	0	0 section 106 income cant budget for.	
	1200 Hiring Fees Parish office	7726	3600	8000	4400	45%	8000		
	1200 Hiring Fees Crowdhill	29125	18451	40000	21549	46.10%	40000		
	1200 Hiring Fees Pavillion	239	95	500	405	19%	500		
	1200 Hiring Fees Horton Heath	30510	11281	30000	18719	37.60%	25000		
	1500 Allotment Income	3710	3021	4000	979	75.50%	4000		
	1520 Burials Income	5508	4354	7500	3146	58.10%	7500		
	1530 Memorials Income	915	449	3500	3051	12.80%	3500		
	1540 Cremation Income	1100	362	4000	3638	9.10%	3000		
Total income Excluding precept				110100			115100		

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/25
Precept	404,036	419,172	420,258	431,417	495,030	490,296	529,343
Precept increases as per l	2.0%	0.0%	0.0%	2.0%	3.0%	3.0%	6.0%

4541 Compound storage unit	6,000
4595 NCP carpark	10,000
Library roof	20,000
Tower unit -x mas light	2,000
Led Internal lighting HH	3,000
Internal doors	3,000
internal fencing - cemetery	6,000

4602 Phase 1 funding Solar Woodland £7000 will come out of EMR

New code Phase 2 funding Solar PO 10,000 Michelles request, £30000 split over 3 years

Appendix 2

Cost Centre	2019/20	2020/21 (1.7%)	2022/23	2023/24 *CIP 4% then round up!	2024/2025 CIP 6% then round up!
Allotments					
Campbell Way	14.5	14.75	£ 15.5	16.0	17.0
KP Full	51.5	52.38	£ 53.5	56.0	60.0
KP Half	25.75	26.19	£ 27.0	28.0	30.0
Admin Fee	25	25.43	£ 26.0	27.0	29.0
Bookings - per hour					
Oak Regular	16	16.27	£ 17.0	21.0	23.0
Oak Ad Hoc	20	20.34	£ 21.0	26.0	28.0
Acorn Regular	13	13.22	£ 14.0	18.0	19.0
Acorn Ad Hoc	18	18.31	£ 19.0	24.0	26.0
Leaf Regular	7	7.12	£ 8.0	10.0	11.0
Leaf Ad Hoc	9	9.15	£ 9.5	12.0	13.0
Rsmith Main	12	12.20	£ 13.0	14.0	15.0
Rsmtih Small	6	6.10	£ 6.5	7.0	8.0
Rsmith All	20	20.34	£ 21.0	22.0	24.0
Horton Regular	13	13.22	£ 14.0	15.0	16.0
Horton Ad Hoc	18	18.31	£ 19.0	20.0	22.0
Horton Committee	6	6.10	£ 7.0	7.5	8.0
Pavilion Club Room	7.8	7.93	£ 9.0	9.5	11.0
34					
Juniors	28	28.48	£ 30.0	31.50	34.0
Seniors	62	63.05	£ 65.0	70.00	75.0
Cemetery					
Internment Over 18	198.5	201.87	£ 206.0	214	227.0
Internment ashes	134	136.28	£ 139.0	145	154.0
ERB Over 18	392	398.66	£ 407.0	423	449.0
ERB Crem Plot	258	262.39	£ 268.0	279	296.0
Headstone	133	135.26	£ 138.0	144	153.0
Vases	102	103.73	£ 106.0	110	117.0
Transfer ERB	25.2	25.63	£ 27.0	50	53.0

Benches	2022	2023	2024
delivery and installation	70	73.00	77.0
bench	369	384.00	407.0
plaque	30	31.00	33.0

look at latest bench costs

Tennis	2022	2023	2024
Annual pass	35	43.00	46.0
Pay and play	6	10.00	11.0

ask carly

Cricket	19/20/21	22/23	22/23	24/25
Seasonal fee	2,500	2,500	2600	2600
Maintenance	500	800	830	850

Appendix 3

Staffing budget

Strictly confidential – to follow

Appendix 4

Fair Oak & Horton Heath Parish Council Earmarked Reserves

Account	Balance	Comments
EMR - Village Enhancements	£ -	Expecting £11,923 from EBC
EMR - Community Library	£ 1,487	Use for library roof with top up funding in next year's budget
EMR - Community Development Pas	£ 128,822	CDO post holder's salary, training etc
EMR- Community Development Pro	£ 67,210	Community development project fund
EMR - Crowdhill Green	£ -	Delete this historical budget line
EMR - Knowle Park	£ 387	Move into another EMR?
EMR - Knowle Park Office & comp	£ 10,209	5Kw solar for £8,755 commissioned for PO. This will leave £1,453.88 for PO
EMR - Lapstone Farm	£ 60,273	Council has agreed £33,957 for cemetery path improvements. Remaining to be used to fund female changing facility improvements.
EMR - Horton Heath CC	£ 2,708	To be used for LED lighting at community centre
EMR - Election expenses	£ -	Delete this historical budget line
EMR -New Century Park	£ 40,377	Remaining café build project funds
EMR - HHCC Flooring	£ 40,250	Replacement hall flooring in approx 3 years time?
EMR - Onsite Maint Knowle Park	£ 6,106	Ditch clearance works along Knowle Lane
EMR- Woodland Play Area	£ 29,400	Council agreed £6,476 towards community centre solar. Remaining for wider POS enhancements targeting 12+ year olds
EMR - Greening Campaign	£ 251	Use for enironment project artwork?
EMR- Brookfield Carpark	£ 18,000	Retain for resurfacing/renning project in 2025/26. Parish to allocate £10K in 2025 budget
Total	£405,480.7	

NB New EMR to be created for Public Art £ 10,038 Expecting funds from EBC for New Century Park Public Art Installations

FINANCE COMMITTEE – WORK PROGRAMME (2024/25)

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ITEM	OBJECTIVE	METHOD	LEAD OFFICER
1 MARCH 2024			
Finance Monitoring Report	To receive an update from the RFO including EOY progress	Report	Mel Stephens/Joanne Cahill
Allocation of Capital Reserves	To agree allocation of capital reserves	Report	Mel Stephens
Fixed Asset Register	To note the fixed asset register	Report	Joanne Cahill
Investment Strategy	To review the Strategy	Report	Mel Stephens/Joanne Cahill
Business Continuity Plan	To review the plan	Report	Mel Stephens/Michelle Leadbitter-Allen
JULY 2024			
Finance Monitoring Report	To review the quarterly accounts	Report	Joanne Cahill
Financial Risk Assessment	To review the Financial Risk Assessment	Report	Mel Stephens
Finance Regulations	To review the regulations	Report	Mel Stephens/Joanne Cahill
DECEMBER 2024			
Budget 2025/26 (including Budget T&F recommendations)	To review the draft budget prior to being submitted for final approval by Full Council	Report	Mel Stephens/Joanne Cahill
Grant Applications	To review applications received during the application deadline	Report	Mel Stephens
Staff salaries 2025/26	To agree staff salaries/resource for inclusion in the budget. (This report will be confidential)	Report	Mel Stephens/Joanne Cahill

NB Budget Task & Finish Group in Oct & Nov 24