

**NOTTH HORSHAM PARISH COUNCIL
THURSDAY 12th MAY 2016 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

1. ELECTION OF CHAIRMAN

Sections 15(1) and (2) of the Local Government Act 1972 provide that the Chairman is elected annually and does not provide any limitation on the number of years that a person may serve as the Chairman;

Members are asked to again note that no Resolution has ever been made by Council confirming or otherwise the previously established 'custom and practice' of the Chairman only serving for two years; and that the Vice-Chairman was a 'Chairman in Waiting'. Further, that there is no reference to the 'custom and practice' within the Council's Standing Orders. (see Reports for this meeting for the past four years)

Two nominations have been received to date – Councillors Karen Burgess and Roger Wilton.

Further nominations may be tabled at the meeting and should be duly proposed and seconded.

RECOMMENDATION

That a Chairman to the Parish Council is elected

2. DECLARATION OF ACCEPTANCE OF OFFICE - CHAIRMAN

The newly elected Chairman is required, by virtue of S.83(4)(a) of the Local Government Act 1972, to sign a prescribed Declaration of Acceptance of Office in the presence of a Councillor(s) and which is witnessed by the Parish Clerk. The appropriate form will be available at the meeting.

3. ELECTION OF VICE-CHAIRMAN

Section 15(6) of the Local Government Act provides that a Council may appoint a Vice Chairman and Members' attention is drawn to the comments in the Report for the first agenda item.

Three nominations have been received to date – Councillors Knight, Turner and Roger Wilton

Further nominations may be tabled at the meeting and should be duly proposed and seconded.

RECOMMENDATION

That a Vice-Chairman to the Parish Council is elected

4. DECLARATION OF ACCEPTANCE OF OFFICE – VICE-CHAIRMAN

It is not a legal requirement for the newly elected Vice-Chairman to sign a Declaration of Acceptance of Office. It is, however, historical to the Council that this is done. The appropriate form will be available at the meeting.

5. PUBLIC FORUM

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person

8. DECLARATIONS OF INTEREST

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

10. ANNUAL MEETING OF ELECTORS OF THE PARISH

The Minutes of the Annual Meeting of the Electors of the Parish held on Monday 25th April 2016, are available on the Council's website. These Minutes will be signed at the next Annual Meeting of Electors in 2017.

RECOMMENDATION

Members are asked to note this section of the Report

11. CHAIRMAN'S ANNOUNCEMENTS

Members are asked to note that at the time of writing the Report there are no Chairman's Announcements

12. CASUAL VACANCIES TO THE PARISH COUNCIL

As Members are aware there remains two casual vacancies (one each in Roffey North and Roffey South) following the May election.

Members are advised that there has been an expression of interest in filling one of the vacancies but at the time of writing the Report, nothing further has been heard from the applicant.

Members are further advised that the vacancies continue to be advertised.

RECOMMENDATION

Members are asked to note this section of the Report

13. APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES

Members are reminded of Standing Order 15.5. as follows –
'It is recommended that Members sit on at least one (1) Committee and not sit on more than two (2)'.

Members are advised that in the event of an 'over-subscription' to any of the Council's Committees there will be a vote by way of a paper ballot of the whole Council, as prescribed by Standing Order 12 –

"Where two or more persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least votes shall be struck off the list and a fresh vote taken.

This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote".

(a) Finance and Administration Committee

The Council's Standing Orders (SO15.9-2) of 11.11.2010, last amended May 2015, provide that this Committee shall consist of **seven** Members, including the Chairman and Vice-Chairman of Council, with a quorum of three.

Committee membership for 2015/2016 was – Councillors P. Burgess, Butler, Torn, together with the Chairman and Vice-Chairman of Council.

Following the invitation to Members to select their Committee choices and at the time of writing the Report, Members are asked to note that all previous Committee members have signified this Committee as their first or second choice, with the exception of Councillor Butler, **thus leaving one vacancy**.

Members are asked to note that the Committee will be invited to elect a Committee Chairman and Vice-Chairman at the next Finance and Administration Committee meeting on 2nd June 2016.

Members are also asked to note that, at that meeting, appointments will be made to the Internal Controls Working Group, in accordance with SO15.9-7

RECOMMENDATION

That appointments are made to the Finance and Administration Committee, as required

(b) Property Committee

The Council's Standing Orders (SO15.9-3) of 11.11.2010, last amended May 2015, provide that this Committee shall consist of **seven** Members, with a quorum of three.

Committee membership for 2015/2016 was – Councillors Britten, Mrs Burgess, Knight, Loates, Searle, Torn and R. Wilton

Following the invitation to Members to select their Committee choices and at the time of writing the Report, Members are asked to note that all previous Committee members have signified this Committee as their first or second choice, with the exception of Councillor Britten; with Councillors Loates and Torn indicating this Committee as their third choice, **thus leaving four vacancies**

Members are asked to note that the Committee will be invited to elect a Committee Chairman and Vice-Chairman at the next Property Committee meeting on 9th June 2016.

RECOMMENDATION

That appointments are made to the Property Committee, as required

(c) **Planning, Environment and Transport Committee**

The Council's Standing Orders (SO15.9-4) of 11.11.2010, amended May 2015, provide that this Committee shall consist of a **maximum of twelve Members, three from each of the four Wards**, with a quorum of four.

Committee membership for 2015/2016 was –

Holbrook East – Councillors Mrs Ginn, Mrs Haigh and Rickett

Holbrook West – Councillors Knight, Ms Ralston and Wassell

Roffey North – Councillors Loates, Searle and Butler

Roffey South – Councillor Millington and Mrs Wilton

Following the invitation to Members to select their Committee choices and at the time of writing the Report, Members are asked to note that all previous Committee members have signified this Committee as their first or second choice, with the exception of Councillors Butler, Millington and Wassell.

Councillor Turner has signified that he would wish to return to this Committee at Roffey South, **thus leaving three vacancies**

Members are asked to note the following points –

- (a) any Parish Councillor who was also elected as a District Councillor is unable to sit on this Committee
- (b) the 'distribution' of Members among the Wards can be addressed by the Committee.

Members are asked to note that the Committee will be invited to elect a Committee Chairman and Vice-Chairman at the next meeting of the Planning, Environment and Transport Committee on 16th June 2016

RECOMMENDATION

That appointments are made to the Planning, Environment and Transport Committee, as required

(d) **Personnel Committee**

The Council's Standing Orders (SO15.9-5) of 11.11.2010, last amended May 2015, provide that this Committee shall consist of the Chairman and Vice-Chairman of Council and the Chairman of the Finance and Administration Committee; and **two** other Members; with a quorum of three.

Committee membership for 2015/2016 was – Councillors Loates and Rickett., both of whom have signified they wish to remain on this Committee.

Members are asked to note that the Committee will be invited to confirm that the Council Chairman and Vice-Chairman will be the Committee Chairman and Vice-Chairman (SO15.9 at the next meeting of the Personnel Committee on 30th June 2016.

RECOMMENDATION

That appointments are made to the Personnel Committee, as required

(e) Local Plan Committee

The Council's Standing Orders (SO15.9-6) of 11.11.2010, last amended June 2014, provide that this Committee shall consist of the Chairman and Vice-Chairman of Council and the Chairmen of the Finance and Administration and Planning, Environment and Transport Committee; and **one** other Member; with a quorum of three.

Standing Order 15.9-6(v) provides that a review of the existence of this Committee take place in January 2015, when it was Resolved that there be a further review of the continuation of the Committee in May 2016.

Members are asked to note that Councillor Haigh is the 'other Member' of the Committee but has not signified her intention to carry on.

RECOMMENDATION

- (a) That Members consider whether the Local Plan Committee continues to exist**
- (b) That if the Committee continues, an appointment is made to the Committee as appropriate**

14. REPRESENTATIVES TO OUTSIDE BODIES

- (a) BIFFA Brookhurst Wood Landfill Site Liaison Group**
Previous Council year – Councillor Searle
Current nominations – Councillor Searle

- (b) **Horsham District Association of Local Councils**
Two representatives – generally Chairman and Vice-Chairman of Council

- (c) **Horsham District Burial Advisory Group**
Previous Council year – Councillor Searle
Current nominations – Councillor Searle

- (d) **Sussex Association of Local Councils**
Note – generally the Chairman of Council

- (e) **Horsham in Bloom**
Previous Council year – Mrs Ginn
Current nomination – Mrs Ginn

Further nominations in respect of any of the above may be taken at the meeting.

RECOMMENDATION

That appointments and nominations are made, as required

- (f) **Parish Council Invitation to nominate a Community Noise Group representative for the Gatwick Airport Noise Management Board (NMB)**
Members are advised that the following is from a letter from the proposed Chairman of the Noise Management Group –
‘There have been particular issues related to noise from aircraft arriving at Gatwick. In August 2015, based on Gatwick’s assessment that more could be done to meet the concerns of local communities about noise from aircraft arriving at the airport, Gatwick Airport Limited (GAL) commissioned an Independent Arrivals Review.
The findings and recommendations of this Review were published at the end of January this year (www.gatwickairport.com/noise). The report has made clear, as had been expected, that there is scope for the improvement of the present situation through the greater utilisation of a number of established techniques, and through a closer collaboration on noise planning, noise mitigation and noise communication issues between the stakeholders.
GAL has, in response to the Review, published its proposed Action Plan (www.gatwickairport.com/noise), announcing its response to the recommendations of the review, which is currently subject to a

six week period of community and stakeholder engagement ending on May 16th.

In relation to noise planning, management and coordination matters, the complex structure of air transport policy, regulation, operation and oversight creates a naturally fragmented environment within which misunderstandings and occasionally organisational conflict can develop.

The Review recommendation to create an NMB is therefore an important initiative intended to improve coordination and to build consensus on noise matters related to Gatwick, across a broad representative group.

As a part of Gatwick's proposed Action Plan, dates have been set to prepare for the establishment and first meeting of the NMB. It is intended to conduct a planning meeting on 18th May 2016 at Gatwick for invited organisations, at which terms of reference and the constitution of the NMB will be discussed.

The NMB will comprise members from each of the key aviation stakeholders, as well as County Councils and Community Groups. Two seats at the NMB have been allocated for Community Noise Groups, one for East and one for West of Gatwick. Items proposed for inclusion in the terms of reference of the NMB and other matters for consideration are attached to this letter.

Each Parish and Town Council is invited to nominate, and formally endorse, its proposed Community Noise Group candidate for the NMB seats, representing both East and West of Gatwick. For those Councils wishing to nominate a Community Noise Group to represent their interests, the closure date for nominations is May 16th 2016 at 18:00 local time. Please send nominations to arrivalsreview@gatwickairport.com. (The Community Noise Groups are also being asked for nominations). These are: GON, CAGNE, PAGNE, GACC, ESCAAN, WAGAN, CAGNE East, Bi-Plane, TWAANG, GANG, SPAAG, APCAAG, HWCAAG

The first formal meeting of the NMB will be held on June 21st.

RECOMMENDATION

Members' views are sought as to the appointment of a representative to the Gatwick Airport Noise Management Board

15. REPORTS FROM OUTSIDE ORGANISATIONS

At the time of writing the Report, there are no advance Reports

16. FINAL REPORT OF INTERNAL AUDITOR – 2015/2016

Members are advised that changes to the Accounts and Audit Regulations 2015 require that **agenda items 16 to 20** have to be considered in the order shown, with a Resolution being made on each item before progressing to the next.

Members are asked to note that the Internal Auditor completed his Report for 2015/2016 on 25th May 2016. Members will find enclosed both the Summary and Audit Findings.

RECOMMENDATION

To note the final Report of the Internal Auditor for 2015/2016

17. COUNCIL'S SYSTEM OF INTERNAL CONTROL

Members will find enclosed the Parish Council's Consolidated Risk Assessment, last reviewed in May 2014, which has been up-dated.

RECOMMENDATION

To approve the Council's Consolidated Risk Assessment

18. ANNUAL GOVERNANCE STATEMENT - SECTION 1 OF THE ANNUAL RETURN

Members are advised that under the new Accounts and Audit Regulations 2015, the Annual Governance Statement must be approved prior to the Accounting Statements and by Resolution, either at a separate meeting or in the same meeting, which shows the correct order of business.

Members are asked to note that the Statement will be completed at the Council meeting; and a blank part of the form is enclosed for Members' attention

RECOMMENDATION

That the Annual Governance Statement is completed as appropriate; and signed by the Chairman and Clerk of the Council

19. ACCOUNTING STATEMENTS – SECTION 2 OF THE ANNUAL RETURN

Members are advised that under the new Accounts and Audit Regulations 2015, the Accounting Statements must –

- (a) be signed by the Responsible Financial Officer (RFO), before they are presented to Council. Members are asked to note that this has been done, with a date of 4th May 2016

- (b) be considered by the meeting as a whole
- (c) be approved by means of Resolution
- (d) be signed and dated by the person presiding at the meeting at which approval, (c) above, is given

Members will find enclosed a copy of the completed Accounting Statements

RECOMMENDATION

Members are asked to approve the Accounting Statements

20. PUBLIC INSPECTION PERIOD OF ACCOUNTS

Members are advised that under the new Accounts and Audit Regulations 2015, the external (appointed auditor) no longer has the authority to set an appointed date for public inspection. That said, however, it is suggested that the inspection period runs from Monday 6th June to Friday 15th July 2016.

Members are asked to note that the completed Annual Return and other documentation must be submitted to the external auditor by 13th June 2016. It is the intention of the current Clerk/RFO that all external audit year end matters will be concluded much before that date.

RECOMMENDATION

- (a) **That the Inspection period of Monday 6th June to Friday 15th July 2016 be approved**
- (b) **That the Clerk's Report be noted**

21. EXTERNAL AUDIT – OTHER DOCUMENTATION

Members will be circulated at the meeting with copies of other documentation as required to be sent with the Annual Return as follows –

- (a) Bank Reconciliation at 31.3.2016
- (b) Reconciliation between Box 7 and 8 in Section 2
- (c) Explanation of Variances in Section 2

Other documentation required to be submitted (as the Council's income or expenditure is over £200,000) is –

- (a) Bank statements at 31.3.2016
- (b) Details of the Public Works Loan Board (PWLB) loan
- (c) Detailed Budget detailing correct budgeting for loan repayments

Members are asked to note that these documents are not provided but will be available either prior to or at the meeting

RECOMMENDATION

Members are asked to note this section of the Clerk's Report

22. BUDGET MONITORING – at 31.3.2016

Members will find enclosed the internal Budget Monitoring spreadsheets as at 31st March 2016. Also enclosed is a Balance Sheet at 31.3.2016

RECOMMENDATION

Members are asked to note this section of the Clerk's Report

23. DIRECT DEBITS AND STANDING ORDERS

Members are advised that Financial Regulations require that the Councils approve annually all payees to whom payment is made by way of Direct Debit (FR 6.7.) or Standing Order.

The following payees are paid by Direct Debit (there are no payments made by Standing Order) –

BNP Paribas	Photocopier Rental
British Gas	Gas and Electricity
Horsham District Council	National Non-Domestic Rates (NNDR) Trade Refuse Collections Dog Bin Emptying
Information Commissioner	Data Protection Registration
Principal	Photocopies made
Public Works Loan Board	Loan Repayment (Roffey Millennium Hall)
Southern Water	Water

RECOMMENDATION

That the payees paid by Direct Debit listed above are approved

24. INDEPENDENT INTERNAL AUDITOR

Regulation 6 of the Account and Audit Regulations 2006 require that the Council appoints an independent Internal Auditor. Council itself determined in May 2006, that the appointment be made every May thereafter.

The current Internal Auditor is Mulberry and Co. who has undertaken the duties of the Internal Auditor since May 2012. The service offered is in two parts – the first on the systems and procedures in place, in the autumn; and financial processes in the spring.

RECOMMENDATION

That the appointment of Mulberry and Co. is confirmed, as the Council's internal auditor, for the year 2016/2017

25. DRAFT POLICY AND CONDITIONS OF HIRE IN RELATION TO THE MULTI COURTS AT HOLBROOK TYTHE BARN

Members are advised that following one or two recent issues, the question of Block Bookings for the Multi Courts (which has VAT implications) has been re-visited. The last time this was reviewed was at a VAT Inspection in 2003/2004. At this time, the Parish Council was required to make a payment to HMRC in respect of unpaid VAT by Court users.

Members may wish to consider that Court usage is such that a Policy, separate from that relating to the hire and use of the buildings is the way forward. A draft Policy is attached for Members' consideration.

Members are asked to note that if the Policy is approved, all Court users will be required to complete a questionnaire as to their status as a hirer. Further that there is potentially a number of customers that may, as a result of the questionnaire, be required to make an additional payment to cover unpaid VAT; and it is anticipated that further details on this latter point will be available for the meeting.

RECOMMENDATION

Members' views are sought –

- (a) as to the approval of the draft Policy and Terms and Conditions of Hire in relation to the hire of the Multi Courts at Holbrook Tythe Barn**
- (b) the repayment of any unpaid VAT that may arise**

26. REVIEW OF COUNCIL POLICIES

Listed below are the current Council Policies, all of which are available to view on the Council's website –

Legionella Control Policy (March 2015)
Grants Policy (March 2013/last reviewed May 2014)
Open Spaces Policy (January 2013/last reviewed May 2014)
Corporate Branding Policy (May 2012/last reviewed May 2014)
Community Engagement Strategy (March 2012/last reviewed May 2014)
Statement of Intent as to Training (March 2012/last reviewed May 2014)
Health and Safety – General Statement of Policy (September 2011/last reviewed May 2014)

Fire Safety Policy (October 2010/last reviewed May 2014)
Code of Practice for handling Complaints from Members of the
Public (2003/last reviewed May 2014)

At the current time, there are no suggested amendments to be made to any of the Policies listed above. Further, Members are invited to consider that these Policies continue to be relevant to the Council's business and none require to be made 'redundant'.

RECOMMENDATION

Members are asked to continue approval of the listed Council Policies without amendment

The following Policies are all contained within the Staff Handbook (not on the website), of which all members of staff have a copy and is available in the Parish Office for Members to view if they wish.

General Information and Workplace Rules and Guidelines

Terms and Conditions of Service (general information)

Absence Management Policy including Continued and Frequent Sickness

Absence procedures

Staff Performance and Development Policy

Training Policy

Use of the Internet, Email and IT Equipment Policy

Secondary Employment, Volunteering and Political Work Policy

Dignity at Work Policy

Standards of Behaviour at Work Policy

Disciplinary Policy and Procedures

Grievance Policy and Procedures

Pensions Policy

Members are advised that, at the current time, there are no suggested amendments to be made to any of the Policies listed above. Further, Members are invited to consider that these Policies continue to be relevant to the Council's business and none require to be made 'redundant'.

RECOMMENDATION

Members are asked to continue approval, without amendment, of the listed Council Policies contained within the Staff Handbook

27. STANDING ORDERS

(a) SO 28.5 – Financial Matters

Members are asked to approve an amendment to the statutory reference - to the Public Contracts Regulations 2015 (S.I. 2015/102) which is now applicable. The monetary value threshold is now £164,176 and is applicable until 31.12.2017

RECOMMENDATION

That Standing Order 28.5 is amended in the manner as described above as to monetary value

(b) Standing Orders – Other amendments

Members are asked to note that other amendments will be made as a consequence of Resolutions made (or not) earlier in the meeting – agenda item 13(e).

RECOMMENDATION

Members' views are sought

28. FINANCIAL REGULATIONS

Members are advised that Financial Regulation 18.1 requires that Council review Financial Regulations annually. Members are advised that, at the current time, there are no suggested amendments to be made to Financial Regulations and they continue to be relevant.

RECOMMENDATION

Members are asked to continue approval, without amendment, of Financial Regulations.

29. APPROVAL OF ACCOUNTS

The schedule of accounts for payment will be tabled at the meeting

RECOMMENDATION

That the schedule payment of accounts is approved and signed by the Chairman

30. DATE OF NEXT COUNCIL MEETING

Thursday 25th June 2016

Sue Kemp – Parish Clerk
5th May 2016