

**NOTTH HORSHAM PARISH COUNCIL
THURSDAY 22nd JANUARY 2015 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

5. 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.

6. CHAIRMAN'S ANNOUNCEMENTS

At the time of writing the Report, there are no Chairman's Announcements

7. COUNCILLOR RESIGNATION – NICK GRANT

Members are advised that the Chairman of Council and the Parish Clerk received notification of Mr Grant's resignation from the Parish Council on 14th January 2015, as he is moving away from the Parish.

Members are asked to note that as the May elections are less than six months away –

- (a) S89(3) of the Local Government Act 1972 provides that a by-election will not be held. The Parish Council therefore, does not have to advertise this casual vacancy in the usual way; and
- (b) Under Rule 5(5) of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006; the Council may chose to fill the vacancy but this will only be up until the period of the election

RECOMMENDATION

Members' views are sought as to the filling of the Casual Vacancy

**8. RECOMMENDATIONS TO COUNCIL
FROM THE FINANCE AND ADMINISTRATION COMMITTEE –
18.12.2014**

(a) To note final amendments to and approve the Committee and Consolidated budget for 2015/2016

Members have previously been circulated with the Budget papers (with the papers from the F&A meeting of 18th December).

Members are advised that in the Budget setting process there have been a number of minor changes to the Property and Personnel Committee Budget expenditure figures.

Members are asked to note that the Budget has been formulated with careful consideration of day to day expenditure, particularly for the Community assets; together with inclusion of previously discussed works anticipated to take place in the next financial year (e.g. refurbishment of the Parish Office; acoustic panels at Holbrook Tythe Barn and North Heath Hall; and other works

Members are further advised that Horsham District Council (HDC) confirmed the Tax Base for the Parish at 8382.1 (8230.7 for 2013/2014) and the level of Council Tax Benefit Grant (CTBG) has reduced by 30%, rather than the 25% first indicated. The CTBG for 2015/2016 is £11,678, as opposed to the previous year's figure of £16,682).

RECOMMENDATION

That the Council and Committee Budget for 2015/2016 is approved

(b) Parish Precept for 2015/2016

Members are advised that based on the Budget setting process and the confirmation of the Tax Base CTBG award, the Finance and Administration Committee meeting recommends that Council approves a Precept requirement of £278,908, giving a 0.91% increase.

RECOMMENDATION

That the Parish Council's Precept for the financial year 2015/2016 be set at £278,908

(c) Bank Mandate

Members are asked to note that full discussion took place regarding the addition of the Parish Clerk as a full signatory to the Council's Lloyds Bank Accounts. Members are asked to note that this will facilitate easier communications with the Bank and for the operation of internet banking.

Members are advised that the Clerk will not have 'signing rights' to cheques and will, at this stage, not be the sole operator of internet banking. To protect the interests of the both the Clerk and the Council, safeguards will be built into the Council's systems and appropriate documentation.

Members are further advised that this Mandate only relates to the current Parish Clerk and will need to be reviewed/re-arranged for her successor

RECOMMENDATION

That formal approval is given to the addition of the current Parish Clerk as a signatory to the Council's Lloyds Bank Accounts

(d) Community Youth Work Grant provision

Members will, no doubt, recall that the Parish Council together with Denne, Forest and Trafalgar Neighbourhood Councils and HDC entered into a Partnership Agreement in April 2013 for the provision of Community Youth Work.

The Agreement period is from 1st April 2013 to 31st May 2016. There is no mid-Agreement break and termination of the three year Agreement requires 90 days' notice. The Agreement also provides that the Council (and other parties), if it intends to commit to further the Agreement beyond 2016/2017, the parties should consider this in January 2015

Following full discussion by the Finance and Administration Committee on 18th December 2014 a Recommendation to Council was formulated -

RECOMMENDATION

That the Agreement be terminated on the anniversary date of the Agreement, 31st May 2016, by giving 90 days' notice

9. EXAMINATION IN PUBLIC – PROPOSED DEVELOPMENT NORTH OF THE A264

Members are advised that Councillor Torn and other Councillors will give an up-date as to the current situation, at the meeting.

RECOMMENDATION

Members are asked to note the Report

10. LOCAL COUNCIL AWARDS SCHEME

Members are advised that the Quality Status Scheme ends on 31st January 2015. The Parish Council has been a Quality Parish Council since April 2008 and was re-accredited on 1st April 2012.

The Local Council Awards Scheme replaces the Quality Status Scheme with a 'three tier qualification' – Foundation Award, Quality Award and Quality Gold Award.

Those Councils who currently have Quality Status and who register interest in entering the Scheme at the Foundation level, retain 'Quality Status' until 31st January 2016, by which time the criteria of the Foundation should have been met and assessed by the accreditation panel.

The criteria for the Foundation Award are that a number of areas must be confirmed by a Resolution of Full Council that they are online. Members are advised that currently, there are one or two 'weak' areas in this regard. There are also a number of areas that also have to be confirmed by a further Resolution of Council (but not published on line) and of these there are two 'weak' areas.

The fees for the Award Scheme are £50 registration fee, which is paid to the National Association of Local Councils (NALC); and accreditation fees of £50, £100 or £200, depending on which Award is applied for.

Members are asked to note that whilst much of the information required of even the Foundation Award is already available online and in place. The 'weak areas' referred to will require some quite time-consuming work; together with checking through what is already available.

The purpose of the Scheme is to 'celebrate the successes of the very best local councils and to provide a framework to help all local councils improve and develop to meet their full potential. The Scheme offers councils the opportunity to meet the standards set by the sector, assessed by their peer and to put in place the conditions for continued improvement.

The Scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognizing councils that are at the cutting edge of the sector. It is only through the sector working together, to share best practice and drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach their full potential'.

(Note the last two paragraphs are taken from the NALC Magazine, Local Council Review)

RECOMMENDATION

Members' views are sought as to participation in the Scheme

11. COUNCIL MEETING DIARY – MAY 2015 to APRIL 2016

Members will find enclosed a draft Meeting Diary for meetings of Council, Committees and Working Groups; from May 2015 to April 2016.

RECOMMENDATION

That the Meeting Diary is approved

12. ANNUAL MEETING OF ELECTORS OF THE PARISH

This statutory meeting is to be held on Monday 27th April 2015 at Holbrook Tythe Barn. At this stage, Members are invited to consider who they may wish to invite to act as a speaker for the evening

RECOMMENDATION

Members' views are sought

13. REPORTS REGARDING OUTSIDE ORGANISATIONS

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

RECOMMENDATION

Members are asked to note this section of the Report

14. APPROVAL OF ACCOUNTS

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

RECOMMENDATION

That the payment of accounts is approved

15. DATE OF NEXT COUNCIL MEETING

Thursday 20th March 2014

16. EXCLUSION OF THE PRESS AND PUBLIC

To consider whether to exclude the Press and Public from the meeting during the consideration of the following items in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information

RECOMMENDATION

That the Press and Public are excluded

17. SALE OF LAND AT NORTH HEATH HALL

Members are advised that a Report will be available at the meeting

RECOMMENDATION

Members are asked to note the Report

Sue Kemp – Parish Clerk
15th January 2015