

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 5TH JANUARY 2017 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

To be read in conjunction with the Agenda.

- 1. 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.
- 2. Apologies for Absence.**
Apologies and reasons for absence to be given to the Clerk.
- 4. 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 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.
- 5. Committees and Working Parties**
The notes from the Internal Controls Working Party will be reported back to the Finance Committee. The notes from the Development North of Horsham Working Parties will be reported back to the Planning Committee.
- 8. Chairman's Report**
There is nothing to report.
- 9. Car Park in Godwin Way.**
The Parish Council has received copies of Horsham District Council's Notices of Proposals, Amendment Orders and Schedules for the Godwin Way Car Park plus the Council's Statement of Reasons for making the Amendments. The statutory consultation ends on 15th January 2017. Notes of a meeting between Horsham District Council and North Horsham Council on 9th December 2016 have been circulated to all Councillors along with a revised breakdown of the running costs of Godwin Way Car

Park and the results of a survey conducted among local retailers.

The breakdown of costs includes

£4,032 for business rates

£1,447 for Insurance

£5,000 for Enforcement that would be undertaken by HDC

£1,816 for landscape works (this is mainly hedge trimming).

£975 for repairs.

£6,000 for ongoing capital works ie resurfacing and relining on a ten year rolling programme.

If the Parish Council take responsibility for the running of the Car Park will it remain free of charge, if so when will this be reviewed and how often?

The Council is invited to give guidance to staff on how to deal with issues such as inconsiderate parking, flooding or antisocial behavior which currently, in general, go unreported. If the Parish Council is responsible for the car park, residents are more likely to report locally and expect some resolution.

Horsham District Council has drafted lease Heads of Terms for the car park for consideration by the Council. (To follow)

There is a major issue with flooding from the car park which impacts on local shops. HDC are undertaking a drainage survey to ascertain if there are broken pipes. The white lining is in need of refreshing within the next six months. These items are likely to increase the capital costs, but there could be some negotiation to encourage HDC to attend to these prior to any hand over.

10. Financial Matters.

See Annex 1.

Should the Council agree to take responsibility for the Godwin Way Car Park the source of the funding in 2017/18 will need to be identified. HDC has suggested adding £2.25 per Band D elector to the precept. ((8,581) This would add another £19,307 to the precept making it £312,859 and increasing it by 10.65% on 2016/17. Alternatively £19,307 could be transferred from Repairs and Renewals as there are no specific allocations as yet.

11. Consultations

Horsham District Economic Strategy – preliminary draft –

Page 9 of the document states that inward investment will focus on North Horsham and Novartis, both within this parish. Potential possible comments based on remarks made by the 'North of Horsham Development' working parties :-

Whilst the 'loss of existing business due to the shortage of commercial space and outdated employment accommodation' (page 5) is appreciated, the 'positive focus on providing new commercial sites and premises' (page 3), and the need for 'new strategic sites providing employment floorspace' (page 5) makes the proposed business park on the site north of Horsham extremely attractive. However, this significantly affects the residents of North Horsham due to the 'pressure on infrastructure with negative impact on the Horsham District'(Page 5) which is identified as a threat to the

Economic Strategy.

In the Economic Strategy 'Infrastructure' (page 7) refers to enabling access to digital sector business which is extremely important, but so is the practical development of physical access to areas where potential business sites are to be developed, so as to cause as few issues to local residents as possible. NHPC has already identified issues with access from Horsham to the new development and the need for significant improvements to enable motorists, pedestrians and cyclists to travel easily from Roffey to the proposed business site in North Horsham. A copy of the comments in the initial response to planning application DC/16/1677 are included.

It is therefore, very important that North Horsham Parish Council is included in discussions relating to the business park and Novartis sites in the future. especially when 'developing business cases for investment in transport infrastructure improvements and pursuing external funding to deliver the priority schemes' (page 19)

North Horsham Parish Council supports 'Priority 5 – Promoting the District Offer' (page 21) and the need to encourage people to visit Horsham. It is, therefore, important to keep the key routes into Horsham Town attractive and free flowing. Working with WSCC to keep the grass verges through North Horsham cut in a timely way to promote this vision is of key importance.

The Parish Council is already in discussion with HDC regarding the management of off street car parks across the district (page 25).

Whilst the economic strategy deals with the 'bigger picture' there is also a need to encourage smaller pockets of retail and service provision for those in the community who cannot travel into the town centre.

Reference to working at grass roots level with organisations such as the Parish Council seem to be omitted from the strategy.

NALC Dependent Carer's Allowance Survey

The underlying purpose of the survey is to ascertain if not being paid a Dependent Carer's allowance impacts on people putting themselves forward as Councillors and therefore excluding a section of the community from being involved in the democratic process.

Three people responded to the request for views. A suggested response is attached at Annex 2 for consideration.

12. Policy documents

All policies will be e-mailed to Councillors.

Code of Conduct – adapted from HDC's Code of Members' Conduct. Proposed amendments highlighted in yellow.

Dispensation Scheme – NALC guidance is for the Parish Council to delegate the issuing of Dispensations to the Proper Officer. This is indicated in the newly adopted Standing Orders Section 13. There needs to be a formal resolution which states that "The Council delegates the

power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).”

Grievance Policy – based on NALC template.

Disciplinary Policy – based on NALC template.

Complaints Policy –Based on NALC Legal Topic Note 9E (June 2014).The existing terms of reference for the Complaints Panel states that the panel consist of any three Members of the Council, with confirmation of appointment by the Chairman of the Council. This could leave the Chairman open to criticism of bias, therefore, an amendment to standing orders is suggested in line with the policy ie to nominate the Chair or Vice Chair of the Council and four Standing Committees.

Communications Policy – A suite of three policies, Use of Internet, email and IT Policy (Updated from originally adopted policy), Media Policy (based on NALC template) and Social Media Policy (based on SLCC template).

Data Protection – based on NALC Legal Topic Note 38 (January 2013)

Retention of Documents – based on NALC Legal Topic Note 40 (November 2016)

13. Correspondence
See Annex 3.

Pauline Whitehead
Clerk to North Horsham Parish Council
28th December 2016

Report to Parish Council Meeting 5th January 2017**Item 10 Financial Matters****Internal Audit**

A copy of the North Horsham Parish Council Interim Internal Audit Report for year end 31st March 2017 undertaken on 9th December 2016 has been e-mailed to all Members.

The report concluded that there are no significant matters that require attention but suggested some minor amendments for improving financial control as follows:-

Observation	Action
Cash books and bank reconciliations should be filed separately and in numerical order to that it is clear if any are missing.	The relevant documents have been refiled accordingly.
The Code of Conduct should be reviewed as it was adopted in 2012.	The review of the Code of Conduct has been put onto the agenda for January 2017.
Review the arrangements should a married couple be on the Finance and Administration Committee where there is a quorate of three, as this could allow those members to influence significant control over the committee.	Review the risk. If it is considered low – minute the review and indicate there is no action. If the Council consider there is a risk put measures in Standing Orders to reduce the risk eg to make the quorate number 4 or 5.
To ensure that policies recommended by SALC are in place and up to date. Grievance Disciplinary Complaints E-mail, social media Data Protection Retention of Documents	Either the review or adoption of the Policies has been put onto the agenda for January 2017.
It was recommended that the General Reserve is increased to £100,000 transferring money from non specific Ear Marked Reserves.	The Finance Committee agreed to keep the EMR as is and to use the General Reserve to balance the budget to achieve the requisite precept amount.
The EMRs appear to be in excess when compared to the Business Plan.	The Finance Committee agreed £25,000 be set aside for capital projects associated with the Business Plan but currently did not want to allocate money to specific projects.

Forecast 2016/17; Budget 2017/18 and Precept 2017/18

The accompanying sheets bring together the budget forecast (estimated) figures for 2016/17, the budget for 2017 and the precept calculation for 2017/18 and are recommended for adoption by the Finance and Administration Committee .

Forecast 2016/17 and budget 2017/18**Revenue****Expenditure budget**

Page 1 (Halls summary) brings together the information for the individual halls which is shown on pages 2, 3 and 4.

Expenditure budget on Allotments and other amenities can be found on page 5.

Page 6 shows the expenditure budget on Finance and Administration, Page 7 Personnel and Page 8 Planning.

Income

Page 9 gives a summary of budget income. Income is based on an increase in fees of 2%.

Revenue summary

All of the above information is summarised on page 10

- **Forecast expenditure for 2016/17 is £500,245.**
- **Forecast income (excluding the precept) is £170,186.**
- **The proposed expenditure budget for 2017/18 is £486,023.**
- **The proposed income budget (excluding the precept) is £173,515.**

Reserves

Page 11 gives a review of Reserves recommended by the Finance and Administration Committee. The Earmarked Reserves have been reviewed and redefined. The Internal Auditor recommended keeping net expenditure for 4 months within the General Reserve (£100,000) and to take money from the Ear Marked Reserve to achieve this. The Committee has recommended reducing the General Reserve figure put forward in the precept calculation to achieve the desired precept figure and to keep the amount in Ear Marked Reserves as is.

Precept

All of the above information has been drawn together into the precept calculation for 2017/18 on page 12. Part 1 of the calculation relates to the forecast for 2016/17. Part 2 relates to the budget proposals for 2017/18.

The precept in 2016/17 was £282,726, Band D equivalent £33.57. (A summary of previous precept amounts and Band D equivalents are on page 13).

The proposed figure of £293,552 recommended by the Finance and Administration Committee represents a 1.9% increase at Council Tax Band D.

BUDGET 2017/18

		BUDGET	ACTUAL TO	ESTIMATED TO	DIFFERENCE AT	NOTES	BUDGET
		2016/2017	31.03.17	31.3.2017	31.3.2017		2017/18
EXPENDITURE - REVENUE							
HALLS SUMMARY							
4011	NNDR (Business Rates)	15,914		14,811	-1,103		15,690
4012	Water Rates	5,000		4,200	-800		4,284
4014	Electricity	14,637		11,500	-3,137		11,500
4015	Gas	14,210		9,500	-4,710		9,500
4016	Cleaning Materials	5,750		4,600	-1,150		4,600
4017	Refuse Clearance (HDC)	3,750		3,175	-575		3,207
4018	Sanitary Disposals	950		600	-350		607
4019	Window Cleaning	2,000		1,310	-690		1,229
4020	Refreshment Sale Costs	1,250		750	-500		750
4034	Maintenance - electrical	7,500		7,500	0		6,000
4035	Maintenance - electrical insp.	1,050		750	-300		4,000
4036	Maintenance - general	6,750		6,750	0		6,750
4037	Maintenance - fire alarm	2,500		2,500	0		1,500
4039	Maintenance - intruder alarm	3,240		2,700	-540		2,727
4040	Maintenance - lift	900		900	0		909
4041	Maintenance - fire extinguishers	650		450	-200		450
4042	Maintenance - gas boiler	715		1,609	894		900
4044	Maintenance - partition wall	1,250		1,250	0		1,250
4061	Legionella Testing	900		900	0		900
4062	Maintenance - air conditioning	350		350	0		354
4063	Maintenance - plumbing	4,250		3,000	-1,250		3,000
4064	Maintenance - lightning conductor	275		275	0		275
4065	Fire Prevention Sundries	800		400	-400		400
4066	Keyholder Services	825		1,242	417		1,266
4500	Re-decoration	7,000		3,500	-3,500		3,000
		102,416		84,522	-17,894		85,048

BUDGET 2017/18

EXPENDITURE - REVENUE		BUDGET	ACTUAL TO	ESTIMATED TO	DIFFERENCE AT	NOTES	BUDGET
		2016/2017	31.03.2017	31.3.2017	31.3.2017		2016/17
403	ROFFEY MILLENNIUM HALL						
4011	NNDR (Business Rates)	6,460		5,929	-531	Notified figure	6,304
4012	Water Rates	1,600		1,600	0	Plus 2%	1,632
4014	Electricity	5,725		5,000	-725	Based on invoices.	5,000
4015	Gas	7,560		6,000	-1,560	Based on invoices.	6,000
4016	Cleaning Materials	2,500		1,800	-700	Changes in products to make efficiencies.	1,800
4017	Refuse Clearance (HDC)	1,800		1,575	-225	2016/17 figure based on invoices Plus 1%	1,591
4018	Sanitary Disposals	500		300	-200	2016/17 figure based on invoices Plus 1%	303
4019	Window Cleaning	1,000	Reduced service	750	-250	2016/17 figure based on invoices Plus 1%	606
4020	Refreshment Sale Costs	1,250		750	-500	2016/17 figure based on invoices.	750
4034	Maintenance - electrical	2,500		2,500	0		2,000
4035	Maintenance - electrical insp.	350		250	-100	Periodic electrical test due March 2018	2,000
4036	Maintenance - general	2,750		2,750	0	Kept the same as unknown.	2,750
4037	Maintenance - fire alarm	820		820	0	Take testing back in house	500
4039	Maintenance - intruder alarm	1,080		900	-180	2016/17 figure based on invoices Plus 1%	909
4040	Maintenance - lift	900		900	0	Plus 1%	909
4041	Maintenance - fire extinguishers	200		150	-50	2016/17 figure based on invoices.	150
4042	Maintenance - gas boiler	315		500	185	2016/17 figure based on invoices additional work was required	500
4044	Maintenance - partition wall	550		550	0	Kept the same as unknown.	550
4061	Legionella Testing	400		400	0	Kept the same as unknown.	400
4062	Maintenance - air conditioning	350		350	0	Plus 1%	354
4063	Maintenance - plumbing	2,750		1,500	-1,250	2016/17 figure based on invoices and previous years	1,500
4064	Maintenance - lightning conductor	275		275	0	Kept the same as unknown.	275
4065	Fire Prevention Sundries	500		250	-250	2016/176 figure based on invoices and previous years	250
4066	Keyholder Services	275		414	139	2016/17 figure based on invoices Plus 2%	422
4500	Internal decorations	3,000		1,000	-2,000	2016/17 limited time to organise re-painting due to bookings. Lobby and some re-touching. Schedule of decoration to be drawn up.	1,000
		45,410		37,213	-8,197		38,455

BUDGET 2017/18

EXPENDITURE - REVENUE		BUDGET 2016/2017	ACTUAL TO 31.3.2017	ESTIMATED TO 31.3.2017	DIFFERENCE AT 31.3.2017	NOTES	BUDGET 2016/17
403	NORTH HEATH HALL						
4011	NNDR (Business Rates)	6,000		5,687	-313	Notified figure	6,071
4012	Water Rates	1,800		1,000	-800	Plus 2%	1,020
4014	Electricity	3,812		3,000	-812	Based on invoices.	3,000
4015	Gas	4,550		2,000	-2,550	Based on renewed contract	2,000
4016	Cleaning Materials	2,000		1,800	-200	Changes in products to make efficiencies.	1,800
4017	Refuse Clearance (HDC)	975		800	-175	2016/17 figure based on invoices Plus 1%	808
4018	Sanitary Disposals	200		150	-50	2016/17 figure based on invoices Plus 1%	152
4019	Window Cleaning	550	Reduced service	320	-230	2016/17 figure based on invoices Plus 1%	323
4034	Maintenance - electrical	2,500		2,500	0		2,000
4035	Maintenance - electrical insp.	350		250	-100	Just PAT testing - periodic due 2019	250
4036	Maintenance - general	2,000		2,000	0	Kept the same as unknown.	2,000
4037	Maintenance - fire alarm	820		820	0	Take testing back in house	500
4039	Maintenance - intruder alarm	1,080		900	-180	2016/17 figure based on invoices Plus 1%	909
4041	Maintenance - fire extinguishers	250		150	-100	2016/17 figure based on invoices	150
4042	Maintenance - gas boiler	200		690	490	2016/17 figure based on invoices additional work was required	200
4044	Maintenance - partition wall	700		700	0	Kept the same as unknown.	700
4061	Legionella Testing	250		250	0	Kept the same as unknown.	250
4063	Maintenance - plumbing	750		750	0	2016/17 figure based on invoices and previous years	750
4065	Fire Prevention Sundries	150		75	-75	2016/17 figure based on invoices and previous years	75
4066	Keyholder Services	275		414	139	2016/17 figure based on invoices Plus 2%	422
4500	Internal decoration	1,500		1,500	0	Some re-decorating already undertaken.	1,000
		30,712		25,756	-4,956		24,380

BUDGET 2017/18

EXPENDITURE - REVENUE		BUDGET	ACTUAL TO	ESTIMATED TO	DIFFERENCE AT	NOTES	BUDGET
		2016/2017	31.3.2017	31.3.2017	31.3.2017		2017/18
403	HOLBROOK TYTHE BARN						
4011	NDR (Business Rates)	3,454		3,195	-259	Notified figure	3,315
4012	Water Rates	1,600		1,600	0	Plus 2%	1,632
4014	Electricity	5,100		3,500	-1,600	Based on invoices.	3,500
4015	Gas	2,100		1,500	-600	Based on renewed contract	1,500
4016	Cleaning Materials	1,250		1,000	-250	Changes in products to make efficiencies.	1,000
4017	Refuse Clearance (HDC)	975		800	-175	2016/17 figure based on invoices Plus 1%	808
4018	Sanitary Disposals	250		150	-100	2016/17 figure based on invoices Plus 1%	152
4019	Window Cleaning	450	Reduced service	240	-210	2016/17 figure based on invoices Plus 1%	300
4034	Maintenance - electrical	2,500		2,500	0	Kept the same as unknown.	2,000
4035	Maintenance - electrical insp.	350		250	-100	Periodic electrical inspection due July 2017	1,750
4036	Maintenance - general	2,000		2,000	0		2,000
4037	Maintenance - fire alarm	860		860	0	Take testing back in house	500
4039	Maintenance - intruder alarm	1,080		900	-180	2016/17 figure based on invoices Plus 1%	909
4041	Maintenance - fire extinguishers	200		150	-50	2016/17 figure based on invoices .	150
4042	Maintenance - gas boiler	200		419	219	2016/17 figure based on invoices additional work was required	200
4061	Legionella Testing	250		250	0	Kept the same as unknown.	250
4063	Maintenance - plumbing	750		750	0	2016/17 figure based on invoices and previous years	750
4065	Fire Prevention Sundries	150		75	-75	2016/17 figure based on invoices and previous years	75
4066	Keyholder Services	275		414	139	2016/17 figure based on invoices Plus 2%	422
4500	Internal decoration	2,500		1,000	-1,500	2016/17 limited time to organise re-painting due to bookings.	1,000
		26,294		21,553	-4,741		22,213

BUDGET 2017/18

		BUDGET	ACTUAL TO	ESTIMATED TO	DIFFERENCE AT	NOTES	BUDGET
		2016/2017	31.3.2017	31.3.2017	31.3.2017		2017/18
EXPENDITURE - REVENUE							
AMENITIES - ALLOTMENTS							
301	4012	Water Rates	200	214	14	Plus 2%	218
	4102	Rent to WSCC - Harwood Rd	250	250	0		250
	4200	Grounds Maintenance	750	750	0	Grass and hedge cutting	750
	4259	Allotment Maintenance	500	500	0	Tree work	100
			1,700	1,714	14		1,318
OTHER AMENITIES							
302	4200	Grounds Maintenance	18,500	18,500	0	Plus 2%	18,870
	4019	Bus shelter cleaning	0	1,710	1,710	Previously incorporated in bus shelter maintenance	2,280
	4250	Bus Shelter Maintenance	5,000	2,000	-3,000	Unknown	2,000
	4251	Play Area Maintenance	8,850	8,850	0	Work from ROSPA report	8,000
	4252	Open Space Maintenance	9,000	9,000	0		9,000
	4253	Litter Warden Equipment	675	650	-25		650
	4254	Dog Bin Emptying - HDC	2,000	1,833	-167	2016/17 invoices plus 1%	1,853
	4255	Street Lighting Maint/Supply	4,500	4,500	0	Some work to be done in 2015/16	4,500
	4258	Multi Courts Maintenance	2,500	2,400	-100	2016/17 invoices plus 1%	2,424
	4260	Workshop	0	54	54	Security	100
	4302	Notice Board Maintenance	250	1,200	950	2016/17 invoices plus 1%	1,212
			51,275	50,697	-578		50,889
TOTAL				52,411	-564		52,207

BUDGET 2017/18

		BUDGET 2016/2017	ACTUAL TO 31.03.2017	ESTIMATED TO 31.03.2017	BALANCE AT 31.03.2017	NOTE	BUDGET 2017/18
EXPENDITURE - REVENUE							
101	4006	500		0	-500		0
	4007	1,000		750	-250		750
	4008	5,600		5,505	-95		5,850
	4021	5,000		5,000	0	upgrade to system - 3 year rental	5,500
	4022	2,000		2,000	0		2,000
	4023	2,500		2,500	0		2,000
	4024	3,250		3,000	-250	Reduce through streamlining systems and more economical printing arrangements	3,060
	4025	12,000		11,918	-82	Plus 2%	12,040
	4026	500		100	-400	Plus 1% LCR	100
	4028	1,000	Agreed by Finance Ctee	2,500	1,500	Costs associated with upgrading IT facilities	2,133
	4029	160		140	-20		160
	4031	500		200	-300		200
	4032	500		200	-300		1,000
	4033	7,000		1,000	-6,000		1,000
	4038	2,250		1,500	-750		1,500
	4051	1,500		500	-1,000		500
	4053	14,250		14,114	-136	Principal £4,807.70, interest on remaining sum ends 2025.	13,400
	4057	1,300		1,300	0		1,500
	4058	3,000		3,000	0	Including Sage for processing salaries in house	3,000
	4059	500		450	-50		500
	4100	400		400	0		400
	4103	1,000		0	-1,000		0
	4120	750		750	0		750
	4122	1,000		1,000	0	Photocopier	600
102	4150	2,000		0	-2,000		0
103	4155	15,000		10,000	-5,000		10,000
104	4101	6,000	Under investigation	3,000	-3,000	Under investigation	1,500
		90,460	0	70,827	-19,633		69,443

BUDGET 2017/18

		BUDGET 2016/2017	ACTUAL TO 31.03.2017	ESTIMATED TO 31.03.2017	BALANCE 31.03.2017	NOTE	BUDGET 2017/18
EXPENDITURE - REVENUE							
106	4001	265,000		285,231	20,231		272,565
						In house for 2017/18 - cost for Sage	
	4003	1,200		854	-346		360
	4009	2,000		2,500	500		2,500
	4010	1,500		1,500	0		1,500
	4030	400		400	0		400
		270,100		290,485	20,385		277,325

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BUDGET 2017/18

	BUDGET	ACTUAL TO 31.03.2017	ESTIMATED TO 31.03.2017	BALANCE AT 31.03.2017	NOTE	BUDGET 2017/18
	2016/2017					
EXPENDITURE - REVENUE						
201	4305	4,000	2,000	-2,000		2,000
	4306	0	0	0		0
	4307	0	0	0		0
	4308	0	0	0		0
		4,000	2,000	-2,000		2,000

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**BUDGET 2017/18
INCOME**

		BUDGET 2016/2017	ACTUAL TO 31.3.2016	ESTIMATED TO 31.3.2017	BALANCE 31.3.2016	NOTES	BUDGET 2017/18
	INCOME						
401	1000 Hall Lettings	59,000		59,000	0	2%	60,200
402	1000 Hall Lettings	25,000		25,686	686	2%	26,200
	1010 Multi Court Income	12,000		12,000	0	2%	12,240
403	1000 Hall Lettings	70,000		70,000	0	2%	71,400
	1004 Miscellaneous Income	750		600	-150	Photocopying	600
	1006 Sale of Beverages	3,000		2,000	-1,000		2,000
101	1196 Interest Received	600		150	-450		150
301	1050 Allotment Rents	725		750	25	2%	765
		171,075		170,186	-889		173,555

North Heath Hall
Tythe Barn
Tythe Barn
RMH
RMH
RMH
F&A Except precept
Amenities

**BUDGET 2017/18
SUMMARY**

	2016/17				2017/18			
	EXPENDITURE		INCOME		EXPENDITURE		INCOME	
	BUDGET 2016/17	ACTUAL 31.3.2016	ESTIMATED 31.3.2016	TOTAL	BUDGET 2016/17	ACTUAL 31.3.2016	ESTIMATED 31.3.2016	TOTAL
Roffey Millennium Hall	45,410	0	37,213	37,213	73,750	0	72,600	72,600
North Heath Hall	30,712	0	25,756	25,756	59,000	0	59,000	59,000
Holbrook Tythe Barn	26,294	0	21,553	21,553	37,000	0	37,686	37,686
Amenities	52,975	0	52,411	52,411	725	0	750	750
F & A (exc. Precept)	90,460	0	70,827	70,827	600	0	150	150
PERSONNEL	270,100	0	290,485	290,485	0	0	0	0
PET	4,000	0	2,000	2,000	0	0	0	0
	519,951	0	500,245	500,245	171,075		170,186	170,186

FUNDING			
BUDGET 2016/17	ACTUAL 31.3.2016	ESTIMATED 31.3.2016	TOTAL
282,726		282,726	282,726
7,006		7,006	7,006
9,500		9,500	9,500
299,232		299,232	299,232

F & A - precept *

Council Tax Benefit Gt*

Environmental Grant*

Total Funding

* Actual in 2016/17

Colour codes refer to Precept Calculation on page 13

NORTH HORSHAM PARISH COUNCIL
SUGGESTED RESERVE BALANCES - from 31.3.2015 to 1.4.17

	BALANCE 31.3.2015	TRANSFER 1.4.2015	AT 1.4.2015	EXPENDITURE ACTUAL 31.3.2016	INCOME ACTUAL 31.3.2016	BALANCE 31.3.2016	RESERVES TRANSFER 31.3.2016	BALANCE 1.4.2016	FORECAST EXPENDITURE 31.03.2017	FORECAST INCOME 31.03.2017	BALANCE 31.03.2017	TRANSFER 1.4.17	AT 1.4.17	NOTES
310/0 GENERAL RESERVES	178,591	-77,510	101,081	477,370	478,033	101,744	-24,100	77,644	500,245	469,418	46,817	38,762	85,579	
EARMARKED RESERVES														
320/0 VAT Contingency	7,955	0	7,955	0	0	7,955	0	7,955			7,955		7,955	
321/0 Repairs and Renewals	121,057	44,150	165,207	24,541	0	140,666	20,100	160,766	23,736		137,030	8,000	145,030	From 325 and 330 2016/17 RMH Roof repairs £1,192 2017/18 nets at MC - no cost as yet
322/0 Election costs	16,669	3,331	20,000	352	302	19,950	0	19,950			19,950	0	19,950	
325/0 Damage	4,000	0	4,000	0	0	4,000	0	4,000			4,000	-4,000	0	To R & R 321
327/0 Roffey Youth Club	5,621	0	5,621	0	0	5,621	0	5,621			5,621		5,621	For starting a Youth service
328/0 Planning	0	8,000	8,000	0	0	8,000	4,000	12,000	3,750		8,250		8,250	To cover professional support in association with large development
330/0 Capital Projects	1,971	2,029	4,000	0	0	4,000	0	4,000			4,000	-4,000	0	To R & R 321
335/0 Capital projects associated with NHPC Business Plan	25,000	0	25,000	0	0	25,000	0	25,000			25,000		25,000	
	360,864	-20,000	340,864	502,263	478,335	316,936	0	316,936	527,731	469,418	258,623	38,762	297,385	

Updated after F&A 15.12.16

Colour codes refer to precept calculation on page 13



PRECEPT REQUIREMENT - 2017/18

Part 1 2016/17		Notes
General Reserves	General Reserve at 31.03.16 Reserves transfer 21.3.2016	101,744 -24,100
General Reserves Funding 2016/17	General Reserves at 1.4.2016 Precept Council Tax Benefit Grant (1177/101) Environmental Grant	77,644 282,726 7,006 9,500
Funding 2016/17		299,232
Income and Expenditure	Income estimated for 2016/17 Expenditure (revenue) estimated for 2016/17	170,186 -500,245
Net expenditure 2016/17		-330,059
BALANCE FROM 2016/17		46,817
Part 2 2017/18		
General Reserves	Estimated General Reserve at 31.03.17	46,817
General Reserves	General Reserves at 1.4.2017	46,817
Funding 2017/18	Council Tax Benefit Grant (1177/101) -notified figure Environmental Grant	1401 9500
Funding 2017/18		10,901
Income and Expenditure	Income estimated for 2017/18 Expenditure (revenue) estimated for 2017/18	173,515 486,023
Net expenditure 2016/17		312,508
4 months projected net expenditure	Annual net expenditure = £312,508 ; 4 months expenditure = £104,169; Less existing predicted General Reserve 46,817- recommended by Internal Auditor = £57,352. To balance to 1.9% increase, reduce by 18,590	38,762
Deficit/ Precept		38,762
		-293,552

Precept 2017/18	Amount in pounds	Band D equivalent	Figures from HDC
Tax base for 2017/18			8,580.90
2017/18 Council Tax Benefit Grant	1,401		
Increase at Band D of 1.9%	293,552	34,211	F&A recommend an increase of 1.9%

Summary of Precepts

Year	Precept	Tax Base	Tax at Band D	% increase
2017/18	290,635	8580.90	34.21	1.90
2016/17	282,726	8421.40	33.57	0.90
2015/16	278,908	8382.10	33.27	0.91
2014/15	271,405	8230.70	32.97	0.91
2013/14	267,040	8172.30	32.68	0.90
2012/13	288,106	8894.30	32.39	0.87
2011/12	285,531	8894.80	32.10	0.91

TBC

NALC DEPENDENT CARERS ALLOWANCE SURVEY

Thank-you to all Councillors who submitted their views on this subject.

The National Association has adopted a longstanding policy position that parish councillors should have the same rights as principal authority councillors to be able to claim the Dependants' Carers' allowance. At the moment parish councillors cannot reclaim monies under this allowance to pay for childcare and similar to attend parish council meetings. This is unfair as the same allowance is currently available to principal authority councillors and not to parish councillors.

The formal NALC position is that it seeks amendment of the Local Authorities (Members' Allowances) (England) Regulations, 2003 so that the provisions of paragraph 7 apply equally to local councils as to principal authorities. This position was adopted by the National Association in 2011 based on intelligence received from the Cumbria Association of Local Councils. This has also been an issue for parish councils in areas as disparately located as Yorkshire and Hampshire.

The National Association, having received queries from the parish sector about whether there was likely to be any legal change to this predicament, wrote to DCLG in September, 2012 and August, 2016. In August 2016 the Department for Communities and Local Government wrote back to NALC asking for evidence of costings and case study evidence which would assist the Minister in considering the matter seriously. This survey is the best mechanism available to gather such information and relay it to DCLG by late January, 2017.

County Officers are accordingly asked to please forward this survey link onto all member councils in their areas and strongly encourage them to complete the survey (County Associations themselves are also warmly encouraged to complete the survey) – thanks.

Respondents are strongly encouraged to complete the following survey by at the latest 17:00 on 18 January, 2017.

ALL COUNCILLORS WERE GIVEN THE OPPORTUNITY TO SUBMIT THEIR THOUGHTS ON THIS SURVEY. FROM INFORMATION GIVEN THESE ARE THE PROPOSED RESPONSES

* 1. What is the name of your parish council or county association?

NORTH HORSHAM PARISH COUNCIL.

* 2. Do any of your parish councillors find attendance at parish council meetings difficult because of childcare or caring for dependants?

Yes

No

* 3. Is your parish council in favour of parish councillors being able to claim Dependents' Carers' Allowance in the same way as principal authority councillors?

- Yes The comment was made that the calendar of meetings is published in advance, therefore the councillor could organise accordingly.
- No. Where would the money come from?

* 4. How much money does your parish council think an individual parish councillor should be able to claim from the Allowance per meeting as a range to cover childcare and other dependant care costs to enable your councillors to attend parish council meetings?

- £0-14 Depends on going rate for childminding.
- £15-30 Existing legislation about claiming mileage within the parish prohibits payment to councillors - how would this work.
- £31-45
- £46-60 Where would the money come from?
- Other (please specify)

UP TO £15

* 5. Has the current exclusion of parish councillors from being able to claim the Dependents' Carers' Allowance been a disincentive to any of your residents from standing as parish councillors to your knowledge?

- Yes There is no evidence of this, but the potential is acknowledged;
- No this could be one of a number of factors that discourages engagement in Parish Councils.

6. Please feel free to include any short anonymised anecdotal case study evidence in this box which will help the Department build up a picture as to why Allowance extension is needed.

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North Horsham Parish Council – Parish Council Meeting 5th January 2017

<p>Correspondence List from 11th November 2016 to 28th December 2016 Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.</p>	
1.	<p>SALC DIS Extra 895. UK Parliament Week Free introduction to social media course – 31st January 2016 Request To Complete & Promote Dependant Carers' Survey To Member Councils In Your Areas By 18/1/17 – taken to January 2017 PCM Minutes from the meeting with the Chief Constable plus Q&A Watch Out Magazine - Sussex Edition Newsletter January 2017. WSALC Board Meeting 19 January 2017 West Sussex ALC Spring Conference Thursday 30th March 2017 at The Lodge Hill Centre, Watersfield, Nr Pulborough, West Sussex.</p>
2.	<p>NALC Bulletin on national developments and meetings - 11 November 2016, 25th November 2016, 2 December 2016, 16 December 2016. Voting for councillors and clerks to Larger Councils' Committee. Update 18th November 2016. Newsletter – 29th November 2016 DIS 896, DIS 897. Results of Elections held at NALC - 13 December 2016</p>
3.	<p>Earles Meadow Conservation Group Letter of appreciation for grant funding . 11.11.16 – copied to Finance Cttee.</p>
4.	<p>West Sussex County Council Permission has been granted to advertise a proposed permanent Traffic Order the effect of which will be to introduce lengths of prohibition of waiting at any time (double yellow lines) at the junction of Primrose Copse and Holbrook School Lane. TRO/HON8024/RC. Planned roadworks. Traffic regulation Jackdaw Lane and Rusper Road with minor changes on Littlehaven Lane. Proposed Submission Draft West Sussex Joint Minerals Local Plan – Update. For further information on the West Sussex Joint Minerals Local Plan, please visit www.westsussex.gov.uk/mwdf County News: Horsham district November 2016 County Local Committee (CLC) 28th November 2016.</p>
5.	<p>Sussex Police In the Know Updates Sussex Fraud newsletter. 23.11.16 Horsham Police Weekly Updates</p>
6.	<p>Horsham District Council CIL Statement of Modifications Consultation (P&NC) Code of Conduct training slides from 23rd November 2016 and a flowchart regarding declarations of interest. December Events in Horsham</p>

	<p>Winter Wellness Newsletter</p> <p>Notification of proposals to fund floodlighting at the tennis courts in Horsham Park with S106 money allocated to North Horsham - £30,000.</p> <p>Letter to Mr Gavin Barwell, Minister of State for Housing & Planning 13/12/16.</p> <p>Business newsletter Winter 2016</p> <p>Notice of car park charges for Godwin Way Car Park amongst other rural car parks.</p> <p>Neighbourhood Plan Conference on 25 January 2017, 2pm – 5pm at the Billingshurst Conference Centre.</p>
7.	<p>West Sussex Mediation Service</p> <p>Newsletter November 2016</p>
8.	<p>Riverside Walk Improvements</p> <p>Update on funding opportunities, publicising the project and progress</p>
9.	<p>Horsham and Mid Sussex Voluntary Action</p> <p>E Bulletin No 35 No. 36</p> <p>Annual accounts.</p>
10.	<p>Horsham District Older Peoples Forum</p> <p>Agenda for meeting on Thursday 8th December 2016</p>
11.	<p>Horsham District Cycling Forum</p> <p>Details of Meeting on 6th December 2016</p> <p>Minutes of the meeting of 6th December 2016 and notification of the next meeting on Tuesday 7th February at 7:30pm in the Hastings Room, WSCC, County Hall North, Parkside, Horsham.</p>
12.	<p>Three Southern Counties Devolution</p> <p>Update on the Three 3SC Digital Proposition</p>
13.	<p>Resident's letters</p> <p>E-mail expressing concern regarding the proposals by HDC to charge for parking in the Godwin Way Car Park.</p>
14.	<p>Gatwick Airport</p> <p>Gatwick Airport Revised Noise Complaints Handling Policy 2016</p>