

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 11TH MAY 2017 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

- 1. Election of Chairman**
Nominations taken at the meeting.
- 2. Election of Vice Chairman**
Nominations taken at the meeting.
- 3. 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.
- 4. Apologies for Absence.**
Apologies and reasons for absence to be given to the Clerk.
- 5. Minutes**
Circulated separately and on website.
- 6. 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.
- 7. Co-option of Councillor for Holbrook East**
There have been five applications for the vacancy for a Councillor in Holbrook East. The applications have been circulated separately (Annex 1) The Co-option process will be conducted in open session. The Council does not have to co-opt the applicant, if it chooses not to. (SALC advice). The applicants have been invited to attend the Council meeting. The meeting will be adjourned and the applicants will be invited to make a brief

presentation about themselves (maximum 3 minutes) and answer any questions that Members may have.

Once the meeting has resumed, voting will be by way of a show of hands. Members are advised that the successful candidate must receive an absolute majority vote of those present and voting (Para. 39, Schedule 12 of the Local Government Act 1972).

Should an applicant be successful they will be required to sign a Declaration of Acceptance of Office.

At the end of the meeting, arrangements will be made for the new Councillor to meet with the Clerk to deal with further administrative matters.

8. Committees and Working Parties

Minutes of the:-

(a) Property Committee 6th April 2017

(b) Planning, Environment and Transport Committee 13th April 2017.

(c) Personnel Committee – 27th April 2017

(d) Finance and Administration Committee – 27th April 2017.

Circulated separately.

The Planning, Environment and Transport Meeting scheduled for 4th May 2017 was cancelled as it clashed with the County Council elections.

9. Annual Meeting of the Electors of the Parish

(Annex 2)

10. Reports from Representatives on Outside Bodies.

None submitted.

11. Reports from District or County Councillors

None submitted.

12. Chairman's Announcements

The Chairman, Clerk and Deputy Clerk met with West Sussex County Council Officer Kath Brooks on 25th April 2017 to discuss items included in the Parish Council's Business Plan Ms Brooks will pass on information that may be used to support grant applications for the proposed Holbrook Friendship Club, however, her advice was for the Parish Council to circulate a flyer explaining its idea to ascertain if there would be interest. The Clerk will pursue this. Ms Brooks explained that Horsham Matters, Horsham District Council and Age UK Horsham District are all working on digital inclusion and working with residents to encourage use of the internet. Therefore, the idea of the Parish Council providing an internet café would probably not be appropriate, there is however, possibilities for working with other agencies to support digital inclusion in the future. The Young Horsham District Forum will be asked to consider what provision for young people in Roffey is needed to help the Parish Council decide what support is available and how best to provide it.

13. Calendar of Meetings

Page 1.

There have been three changes to the calendar of meeting presented at the Parish Council Meeting on 16th March 2017.

1. The Personnel Committee Meeting scheduled for 18th May 2017 has been moved to 6.30pm on 25th May 2017.
2. The Property Meeting scheduled for 8th June has been moved to 15th June.
3. The Meeting of the Electors of the Parish scheduled for 22nd April 2018 has been moved from North Heath Hall to Roffey Millennium Hall to give more scope for interactive displays.

14. Appointments to Council Committees and Outside Bodies.

See list at Page 2.

15. Financial Matters.

Financial Report, Expenditure List for March 2017, Expenditure List for April 2017 (to follow), Final Report from Internal Auditor, Effectiveness of the Internal Audit and Business Plan (See Annex 3)

Creditors paid by direct debit to be approved at the meeting: -

British Gas – energy supplies

British Telecommunications Ltd – telephone charges

CF Corporate Finance Ltd – Lease of photocopier

Horsham District Council – waste collection, rates.

Public Works Loan Board – loan for Roffey Millennium Hall

SOS Systems – printing

Horsham Publications- article in Horsham Pages (North)

Horsham District Council – rates, dog bins.

Business Stream – water

16. Annual Return and public inspection of the 2016/17 accounts

The following documents are included: -

The Annual Return, Evidence base for Section 1, Working papers for Section 2, an explanation of the significant differences, cash and investment reconciliation as at 31st March 2017, The reconciliation for Reserves (boxes 7 and 8 on the Annual Return), the income and expenditure summary for 2016/17, a signed copy of the confirmation of the dates for the period of exercise of public rights. (See Annex 4)

The Council is also required to submit a copy of the internal audit report, copies of the declarations of acceptance of office forms for all members holding office at 31st March 2017 and copies of the minutes from the March 2017 meeting.

17. Standing Orders and Financial Regulations

Following discussion with the Internal Auditor the following amendments to Standing Orders are recommended: -

Section 4 Committees (d xii) Remove 'Vice Chairman' to read "The

Chairman of the Council may not chair any other Committee or sub-Committee meeting, with the exception of the Personnel Committee.”

Terms of Reference for the Finance and Administration Committee

1(i) Amend to read “Initial review of the Annual Accounts.”

1(ii) amend to read “Initial review of Financial Regulations and Financial Policy.”

1(iii) Amend to read “Initial review of internal and external audits.”

19 (b) Amend to read “Absence from work will be reported in line with the Parish Council’s absence from work policy. An overview of absence from work will be reported to the Personnel Committee annually unless circumstances dictate it should be more frequently.”

The following two changes to Financial Regulations were recommended by the Finance Committee at their February Committee meeting: -

3 a. Amend (5.2) Sentence 3 to read ‘The approved schedule shall be initialled by the Chairman of the Meeting’.

3 b. Financial Regulation 5.5 gives delegated power for the RFO to transfer money to cover payments. To Change Section c) to read ‘£25,000’ rather than ‘£10,000’ to cover transfers for salary payments.

18. Policies

Lone worker Policy attached. (Page 3)

19. Neighbourhood Wardens

Horsham District Council Community Safety Partnership promote Neighbourhood Wardens (NW) whose key objectives are to support communities and manage the natural and built environs, promote ways of reducing anti-social behavior and work to increase the safety of residents. They adopt a low tolerance of environmental crime.

Working in partnership with Sussex Police they provide a highly visible and reassuring uniform patrolling presence across the Parish deterring low level criminality and anti-social behavior, promoting community cohesion, resilience and solidarity to encourage communities to identify and solve their own problems. They work in partnership to tackle anti-social behavior, promote social inclusion by undertaking a range of community development functions and improve access to local authority functions (source: HDC NW Operating Schedule- April 2016). Mr. N Worth from HDC Community Safety Partnership also explained that NWs can be professional witnesses, promote drug awareness, undertake home safety fire inspections and help if there is an emergency.

Currently NWs operate through HDC in Ashington, Steyning, Bramber and Upper Beeding (as a three-village cluster) and Pulborough. Haywards Heath are employing a Retail Warden and Forest Row has a Community Warden who is employed direct.

The annual cost of providing 2 NW working 30 hours each through the

HDC scheme is £60,000. The Parish Council would be expected to fund 95% of the cost with HDC contributing 5% plus training costs and a vehicle. HDC prefer a 3-year contract but this is negotiable and would in effect be the NW's employer. HDC would provide equipment but the NWs would need a base preferably in the Parish Office.

The NWs work would be directed by a Steering Group on which there would be representatives of the Parish Council, the Community Safety Team and other agencies.

No money has been allocated in the 2017/18 budget for an initiative such as this.

20. Neighbourhood Plan

In the first instance a group of Councillors will be required to establish a NP Steering Group. Eventually this will include members of the public. The Steering Group will forward the Plan on behalf of the Parish Council in line with terms of reference and membership, a basic time line and basic budget. This will be developed over time.

See Annex 5 for an overview of the Neighbourhood Plan, Terms of Reference (to follow) and Membership a project plan and budget.

21. Correspondence

List from 17th March to 3rd May 2017 attached. List from 4th May to 11th May 2017 will be available at the meeting.

22. Date of next meeting

6th July 2017

Pauline Whitehead
Clerk to North Horsham Parish Council
5th May 2017