

NORTH HORSHAM PARISH COUNCIL

**MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 27TH APRIL 2017 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Present: Councillors P. Burgess, N. Butler*, S. Torn, R Knight, R. Wilton and Mrs S. Wilton.

* denotes absence

In attendance: Clerk, Pauline Whitehead BA(Hons) FILCM and Deputy Clerk, Vivien Edwards.

FA/135/17 Public Forum

There were no members of the public or press in attendance.

FA/136/17 Apologies

Cllr N Butler did not attend or send apologies.

FA/137/17 Minutes

The Minutes of the meeting held on 23rd February 2017 were agreed and signed by the Chairman as being a correct record.

FA/138/17 Declarations of Interest

There were no declarations of interest.

FA/139/17 Chairman's Announcements

Horsham District Council had not yet provided costs for the provision of cemeteries in Horsham or alternative management proposals. Invoices for £3,000 from 2016/17 remain unpaid until there is justification for the cost.

A bad debt for £236.34 from a former hirer of Roffey Millennium Hall will be pursued through the small claims court.

A presentation given by Mark Mulberry at the North Horsham Parish Council Legal and Finance Training on 3rd April 2017 and the Councillor Training and Awareness guidance notes from Ian Davison were circulated to all Councillors and relevant staff. (Mr Mulberry and Mr Davison are advisors for the Surrey and Sussex Association of Local Councils).

The District Valuation Office had been approached to seek quotations for valuing the Parish Council buildings. The last valuation was over 5 years ago.

The Annual Governance Statement 2016/17, Accounting Statement 2016/17 and Annual Internal Audit Report 2016/17 had been completed in readiness for presentation at the Annual Parish Council Meeting on 11th May 2017 and submission to PKF Littlejohn LLP on 12th June 2017. The proposed period to be included for exercising public rights to inspect the accounts will be 3rd July 2017

to 14th July 2017. The Parish Council had not been selected within the 5% for intermediate level review procedures. Copies of declarations of acceptance for all Councillors had been requested as additional documentation.

FA/140/17 Report from Internal Controls Working Party

The Committee received the notes of the Internal Controls Working Party held on 6th March 2017.

The Committee RESOLVED:-

1. To receive the notes from the Internal Controls Working Party held on 6th March 2017.
2. That the Internal Controls Working Party should sign the invoices paid by Direct Debit in the future as part of their scheduled activities.

FA/141/17 Financial Review to 31st March 2017

The Committee considered documents circulated with the agenda.

It was RESOLVED to:-

1. Note the Financial Report and the reserve balances at 31st March 2017. (Attached)
2. Note that the Committee Chairman had verified and signed the March 2017 bank reconciliation and bank statements for Lloyds Bank accounts.
3. Note the VAT information to 31st March 2017. (Attached)

FA/142/17 Internal Audit and effectiveness of the Audit

It was RESOLVED to recommend to full Council the review of the effectiveness of the Internal Audit for 2016/17 (Attached)

FA/143/17 Neighbourhood Plan Funding

It was RESOLVED to take £10,000 from General Reserves and set up an Ear Marked Reserve to undertake a Neighbourhood Plan.

FA/144/17 Business Plan

The Finance Committee reviewed the second version of the Business Plan circulated at the meeting and made some minor changes.

It was RESOLVED to recommend the attached Business Plan to full Council.

FA/145/17 Co-operative Bank Account

All UK-regulated current or savings accounts and cash ISAs in banks, building societies and credit unions are covered by the Financial Services Compensation Scheme (FSCS). From January 2017 the amount of compensation per financial institution is £85,000. The Parish Council holds £148,800 in the Co-operative Community Direct Plus Account.

The Committee **RESOLVED** that in order to reduce risk, another account should be opened with the bank or building society that is giving the highest interest at the current time. £85,000 will be left in the Co-operative Bank account and the surplus transferred to the new account. The new account will be 'topped up' to £85,000 with money from Lloyds Bank.

The Committee considered the risk of holding more than £85,000 in Lloyds Bank, but felt that recent reports that Lloyds Bank profits had doubled in the first quarter of 2017 were sufficient to conclude that the risk of holding more than £85,000 with that institution was low.

FA/146/17 Grant Applications

There is £10,000 in the budget for grants in 2017/18.

Horsham Town Community Partnership (HTCP) submitted an application for prizes for a Photographic Competition and Children's Treasure Hunt at the Annual Riverside Walk Event to be held on 15th July 2017. The request for £100 is a small proportion of the total project cost of £990. The project is being supported by West Sussex County Council (£730) and from reserved funds held by HTCP. The project is to encourage more people from the whole community to enjoy the Riverside Walk. It is estimated that 50 people will benefit however, the walk is free and open to all. The organisation holds modest reserves and had included all documentation. Grants have been awarded previously as below:-

February 2013	£500	Riverside Walk
August 2015	£180	Riverside Walk
February 2016	£150	Riverside Walk

It was **RESOLVED** to award £100 to the Horsham Town Community Partnership's Annual Riverside Walk Event as a large proportion of the Riverside Walk comes through North Horsham Parish and it is a facility enjoyed by many residents.

Kent, Surrey and Sussex Air Ambulance Trust submitted an application to cover ongoing running costs. It costs around £2,500 to fund one life-saving mission and the organisation attends over 2,000 missions per year. The request for £2,000 is a small proportion of the annual running costs. The Air Ambulance Trust is supported by donations and legacies and other fund raising activities. The service is available to everyone within North Horsham. The organisation holds reserves and had included all documentation. Grants have been awarded previously as below:-

July 2010	£1500	Ongoing work
March 2011	£1500	Ongoing work
October 2014	£1500	Ongoing work
October 2015	£2500	Ongoing work

It was RESOLVED to award £2,000 to the Kent, Surrey and Sussex Air Ambulance Trust to go towards ongoing costs in recognition of the valuable service that they provide.

Horsham in Bloom submitted an application to cover prizes and administration for the annual Allotment competition. The request for £400 is the full cost of the project although this is part of a larger activity that promotes horticulture for the benefit of the public throughout Horsham. The Charity relies on sponsorship and donations and has modest reserves. All documentation was included. Grants have been awarded previously as follows:-

March 2011	£400	Sponsorship
March 2012	£400	Sponsorship
January 2014	£400	Sponsorship (2013)
February 2014	£400	Sponsorship (2014)
February 2016	£400	Sponsorship (2016)

It was RESOLVED to award £400 to sponsor Horsham in Bloom’s annual Allotment competition to encourage those who hold an allotment in North Horsham to participate.

Victim Support submitted an application for funding for ongoing work. The request for £500 forms a small part of their overall running costs. The organisation relies on donations and fundraising to support its work. The organisation holds reserves and has included all documentation. Grants have been awarded previously as follows:-.

July 2006	£500	Ongoing work
July 2009	£500	Ongoing work
July 2010	£500	Ongoing work
June 2012	£500	Ongoing work
June 2013	£500	Ongoing work
July 2014	£500	Ongoing work
October 2014	£500	Ongoing work
June 2015	£500	Ongoing work
June 2016	£500	Ongoing work

It was RESOLVED to award £500 to Victim Support in recognition of the valuable service they provide.

FA/147/17 Date of next meeting

The next meeting is provisionally scheduled for 29th June 2017 at 7.30pm. This will be confirmed at the Annual Parish Meeting on 11th May 2017.

There being no other business, the Chairman closed the meeting at 7.55pm

..... ChairmanDated

Finance Report to 31st March 2017 (Year end final)

Actual funding, income and expenditure for 2016/17 showing annual budget for 2016/17 (set in January 2016 as part of the precept) and the forecast agreed as part of the precept calculation for 2017/18 on 5th January 2017.

Position at 31st March 2017

Funding

Precept	282,726
Council Tax Benefit	7,006
Environmental Grant	9,538
Total	299,270

Income

Cost Centre	Actual Income	Annual Budget	Proposed Forecast
Admin	1,518	600	150
Allotments	750	725	750
North Heath Hall	57,651	59,000	59,000
Holbrook Tythe Barn	27,068	25,000	25,686
Multi Court Lettings	17,921	12,000	12,000
Roffey Millennium Hall	73,845	73,750	72,600
Total	178,753	171,075	170,186

Expenditure

Cost Centre	Actual Expenditure	Annual Budget	Proposed forecast
Admin	52,278	67,460	57,527
Grants	8,577	17,000	10,000
Burial	3,000	6,000	3,000
Personnel	293,325	270,100	290,485
Planning, Env, Trans	0	4,000	2,000
Allotments	717	1,700	1,714
Amenity, Recs and Open Spaces	37,799	51,275	50,697
North Heath Hall	24,070	30,712	25,756
Holbrook Tythe Barn	17,582	26,294	21,553
Roffey Millennium Hall	32,564	45,410	37,213
Total	469,912	519,951	499,945

Net expenditure	291,159	339,376	329,759
------------------------	----------------	----------------	----------------

With a couple of exceptions income has exceeded the forecast and expenditure is below that which was forecast. Overall the net expenditure was £38,600 less than expected. A list of Earmarked Reserves is overleaf.

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st March 2017 (Year end final)

		BALANCE	TRANSFER	AT	EXPENDITURE	INCOME		RESERVES		EXPENDITURE	INCOME		NOTE
		31.3.2015	1.4.2015	1.4.2015	ACTUAL	ACTUAL	BALANCE	TRANSFER	BALANCE	ACTUAL	ACTUAL	BALANCE	
					31.3.2016	31.3.2016	31.3.2016	31.3.2016	1.4.2016	31.03.2017	31.03.2017	31.03.2017	
310/0	GENERAL RESERVES	178591	-77510	101081	477370	478033	101744	-24100	77644	470391	478024	85277	
	EARMARKED RESERVES												
320/0	REVENUE - VAT Contingency	7955	0	7955	0	0	7955	0	7955	0	0	7955	
321/0	REPAIRS & RENEWALS	121057	44150	165207	24541	0	140666	20100	160766	23736	0	137030	
322/0	ELECTION	16669	3331	20000	352	302	19950	0	19950	0	0	19950	
325/0	DAMAGE	4000	0	4000	0	0	4000	0	4000	0	0	4000	3
326/0	YOUTH PROVISION	5302	20000	25302	25302	0	0	0	0	0	0	0	
327/0	ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621	0	5621	0	0	5621	1
328/0	PLANNING	0	8000	8000	0	0	8000	4000	12000	3750	0	8250	
330/0	CAPITAL PROJECTS	1971	2029	4000	0	0	4000	0	4000	0	0	4000	3
335/0	CAPITAL RECEIPT	25000	0	25000	0	0	25000	0	25000	0	0	25000	2
		366166	0	366166	527565	478335	316936	0	316936	497877	478024	297083	

1 Roffey Youth Club

Monies held following the closure of Roffey Youth Club

2 Capital Receipt

Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only.

3 Damage/ Capital projects

Reserves will be moved to 321 Repairs and Renewals agreed by F&A.

Actual VAT records filed in VAT file.

CALCULATION FOR PARTIAL EXEMPTION ON VAT PAID - 2016/17

The table below shows the amount of VAT paid out on invoices. HMRC has agreed partial exemption rates as indicated in the table.

A total of up to £7,500 per annum can be reclaimed on exempt items.

		Standard Holbrook Tythe Barn	Standard North Heath Hall	Standard Multi courts	Fuel Holbrook Tythe Barn	Fuel North Heath Hall	Standard Admin	Column A Total amount of VAT paid on varying rates	Exempt VAT that can be reclaimed.	Standard Roffey Millennium Hall	Standard	Fuel	Column B Total amount of VAT paid on 100% reclaim categories	Total VAT paid - sum of columns A and B
	VAT percent applicable	20%	20%	20%	5%	5%	20%			20%	20%	5%		
Period 1	March - June 2016	548.68	653.22	99.00	6.99	8.44	685.45	2,001.78		1,656.54	1,690.87	8.52	3,366.93	5,367.71
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
	VAT that can be reclaimed	384.08	653.22	84.15	4.89	8.44	253.62	1,388.40		1,656.54	1,690.87	8.52	3,366.93	4,744.33
Period 2	July - September 2016	278.14	1,489.13	0.00	6.83	1.54	706.21	2,481.66		753.63	1,226.75	8.52	1,988.90	4,470.66
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
		194.70	1,489.13	0.00	4.64	1.54	261.30	1,961.31		753.63	1,226.75	8.52	1,988.90	3,940.21
Period 3	October - December 2016	2,670.47	466.24	35.20	0.00	18.47	1,233.20	4,423.58		819.43	2,076.03	8.52	2,903.98	7,327.66
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
		1,869.33	466.24	29.92	0.00	18.47	456.28	2,840.24		819.43	2,076.03	8.52	2,903.98	5,744.22
Period 4	January to March 2017	589.47	518.98	80.00	0.00	8.56	879.49	2,056.48		1,052.55	1,356.32	0.00	2,408.87	4,465.36
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
		398.63	518.98	68.00	0.00	8.56	325.41	1,319.66		1,052.55	1,356.32	0.00	1,356.32	2,675.68
	Cumulative Total	4,066.76	3,127.55	214.20	13.62	37.01	3,504.35	10,963.49		4,282.15	6,349.97	25.56	10,667.68	21,621.17
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
	VAT that can be reclaimed	2,846.73	3,127.55	182.07	9.53	37.01	1,298.61	7,499.61	7,499.61	4,282.15	6,349.97	25.68	10,667.68	18,157.19
	£7500 de minimis limit													
	Amendments													
	Cumulative Total b/f	4066.76	3127.55	214.20	13.62	37.01	3504.35	10963.49		4282.15	6349.97	25.56	10657.68	21621.17
	6833 Finance package						97.62				-97.62			
	6857 First aid						-24.66			24.66				
	7123 machine repair						-5.90			5.90				
	6854 BT						-11.54				11.54			
	6855 BT						-152.68				152.68			
	7023 BT						-152.16				152.16			
	7000 BT						-11.52				11.52			
	7190 BT						-107.28				107.28			
	7168 SSP Multi courts			80.00							-80.00			
	7047 SSP Multi courts			80.00							-80.00			
	British Gas	82.21	-82.21											
	Cumulative Total	4148.97	3045.34	374.20	13.62	37.01	3136.23	10963.49	0.00	4312.71	6527.53	25.56	10657.68	21621.17
	VAT reclaim percentage	0.70	1.00	0.85	0.70	1.00	0.37			1.00	1.00	1.00		
	VAT that can be reclaimed	2904.28	3045.34	318.07	9.53	37.01	1160.41	7474.84	7474.64	4312.71	6527.53	25.56	0.00	0.00

NORTH HORSHAM PARISH COUNCIL

Review of the Effectiveness of the Internal Audit 2016/17

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	HAS THIS STANDARD BEEN MET?
1. Scope of internal audit.	The scope of the audit work is set out in a letter dated 17.01.2017 and includes consideration of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), although the final responsibility of safeguarding the assets of the Council lies with the Council.	YES
2. Independence	The Internal Auditor completes a professional Independence and Competence Questionnaire with the Clerk and that is part of the Internal Audit Report (see page 10 of the 2016/17 report).	YES
3. Competence	The Internal Auditor is a professional with appropriate qualifications. He is also the financial advisor for the Sussex County Association and is highly regarded in the sector. The internal audit report is presented to the Parish Council for discussion. There is no evidence that the internal audit work hasn't been carried out professionally and thoroughly.	YES
4. Relationship with clerk and the authority	Responsibilities of the Council are set out in the engagement letter dated 17 th January 2017. The Internal Auditor involves the Clerk/RFO in all of the tests that are carried out and discusses all aspects of the report. The Internal Auditor has given training to the Council and there is a positive two-way relationship that has been strengthened over time. The Clerk is able to contact the Internal Auditor at any time to gain advice or guidance.	YES
5. Audit planning and reporting	There is a specific audit plan contained within the 2016/17 Internal Audit Report (see page 15) Any concerns are given in a report which are then presented to the Parish Council for action. The internal audit includes an inherent risk assessment.	YES

6. Internal audit work	The Internal Auditor visits twice a year and is available in between times if required. A review of the visits is included in the Internal Audit Report (see page 4). The tests that are undertaken are random, appropriate and documented in the Internal Audit Report (see page 17)	YES
7. Understanding the organisation, needs and objectives	The Internal Audit Report includes an overview of the Council (see page 9) and through discussion with the Clerk is aware of the activities that are current. The Internal Auditor provided training using the Parish Council's own figures and discussed possible future strategies with the Council.	YES
8. Being seen as a catalyst for change and forward looking	The Internal Auditor makes the Clerk/RFO aware of new legislation and current issues. The Internal Auditor gave training to outline the Parish Council's financial position and offer guidance.	YES
9. Be challenging	The internal audit focuses on different areas every year. These are not known in advance. Where issues exist the Internal Auditor offers guidance and looks to see improvement. The Internal Auditor has challenged the levels of General Reserve and suggested ways in which the Council can provide further services to the community.	YES
10. Ensure the right resources are available.	Funding is set aside in the Finance and Administration budget for the internal audit and members of staff are available when the internal audit takes place. The level of resources are discussed during the internal audit.	YES

Review undertaken for the Finance and Administration Meeting 27.04.2017

NORTH HORSHAM PARISH COUNCIL



BUSINESS PLAN 2017 -2022

First draft 30th June 2016 – Full Council

Version 2 April 2017 – Finance Committee

Version 3 May 2017 – Full Council

CONTENTS

	Page number
The Parish Council	3
Introduction to the Business Plan	3
Purpose of the Plan	4
Past achievements	4
Vision	5
Aims and Objectives	5
Other Considerations	6
Progress on individual projects 2017	6
2018 onwards	7
Financial considerations	8
Earmarked Reserves	9

The Parish Council

North Horsham Parish Council is made up of four wards, Roffey North, Roffey South, Holbrook East and Holbrook West. The nineteen councillors that make up the Council act as a body corporate and make decisions which are then carried out by the officers who are employed by the Council. Councillors are active within the community and bring issues to the attention of the council and help it make decisions on behalf of the local community.

In June 2016 the Parish Council resolved that it was eligible to use the General Power of Competence which means that the Council is not restricted by the limited powers granted to Parish Councils and can do anything that an individual can lawfully do. The Parish Council has robust financial management and there is a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

The Parish Council is responsible for three Community Halls in North Horsham, Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall. It is also responsible for play areas at Earles Meadow, Amberley Close, Birches Road and Holbrook Tythe Barn. The Parish Council looks after open space at Earles Meadow and allotments at Amberley Close. Bus shelters, litter bins, notice boards, dog bins and street lights are also part of the Parish Council's portfolio of assets. The Parish Council has a statutory right to be notified of Planning Applications in its area and submits comments to the Local Planning Authority (Horsham District Council) through a very active Planning, Environment and Transport Committee. There are also Committees to oversee Finance and Administration, Property and Personnel.

The Parish Council has a working relationship with West Sussex County Council (WSCC), Horsham District Council (HDC), Sussex Police and County and District Councillors. The Parish Council is represented on a number of local, district and county organisations.

The Parish Council Office, situated in the Roffey Millennium Hall on Crawley Road is open to the public between 9am and 5pm. Having an office offers residents the opportunity to drop in for information or to discuss issues. The office provides a photocopying service.

All Council and Committee Meetings convened by NHPC are open to the public. There is an opportunity for members of the public to ask questions, comment or raise issues within the first fifteen minutes of the meeting.

Meetings are generally held on Thursday evenings starting at 7.30pm in the Roffey Millennium Hall. A list of meetings is published on the Parish Council website www.northhorsham.gov.uk. Agendas are available on our website and displayed on all of our noticeboards.

Introduction to the Business Plan

In 2016 North Horsham Parish Council (NHPC) started the process of preparing their first business plan. This was to give focus on how the Council delivers its services and the need for future planning.

Two visioning events were held. At the first Councillors were encouraged to put forward any suggestions for the future of North Horsham Parish Council. At the second event Councillors and staff members were asked to indicate their support for or against the original suggestions and to prioritise the ideas. There was an opportunity to add comments and further projects.

Some improvements and projects could incur the need for additional expenditure. Whilst there may be a need to make an increase in the precept spread over a number of years to achieve a

project that is supported by the community, every effort will be made to work collaboratively and in partnership with other organisations where possible to achieve the maximum value for money.

Ultimately any project within the Plan will have an associated costing and list of objectives to enable the project to be monitored and evaluated.

Purpose of the Plan

The purpose of the North Horsham Business Plan is to:-

- To set out the Parish Council's vision, objectives and key priorities.
- To enable the Parish Council to represent the interests of the community working as a corporate body 'with perpetual succession.'
- To facilitate and recognise the value of partnership working with groups who share a common goal with the Parish Council.
- To promote a greater understanding of what the Parish Council does and ensure that residents have a clear understanding of how the Parish Council looks to develop into the future.
- To enable the Parish Council to operate in a more consistent and co-ordinated way.
- To encourage the community to become involved in the democratic process and the future of its parish.
- To help the Parish Council to focus on how services are delivered.
- To aid future budgeting.

NHPC Business Plan is a 'live' document which will be updated on an annual basis and reported against every six months. This will enable the Council to track and monitor its progress against key priorities.

Comments and feedback from residents are welcome and should be addressed to :-

The Parish Clerk,
Roffey Millennium Hall,
Crawley Road,
Horsham
Telephone 01403 750758
E-mail Parish.clerk@northhorsham-pc.gov.uk

Past achievements

The Parish Council has been successful in supporting its community over past years by engaging with residents and representing local views. This is especially relevant in respect of the development North of the A264, the Littlehaven railway crossing barriers and the opportunities for cycling along Parsonage Road. The Council has taken opportunities to get the best possible outcomes for local people by fostering good relationships with Horsham District Council and West Sussex County Council and other organisations and working together where possible.

Significant achievements for North Horsham Parish Council

- Maintaining three well appointed community halls, four play areas, open spaces, allotments and various street furniture.
- Roffey Friendship Group
- Improvements to buildings, play areas and the Riverside Walk including the addition of street furniture and improved access.
- Facilitating the move of the Horsham Bowls Club and a New Pavilion.
- Improvements at Roffey Corner
- Improving the environment by providing litter wardens.

Vision

To represent the views of those who live and work in North Horsham Parish and promote a strong, vibrant and inclusive community working in partnership with others.

Aims and Objectives

1. To engage with Horsham District Council, West Sussex County Council and developers to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.
2. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham.
3. To improve communications with Horsham District Council.
4. To continue working with West Sussex County Council and Horsham District Council to promote best use of resources and partnership working wherever possible especially in respect of highway matters.
5. To produce a Neighbourhood Plan focusing on adding an extra layer of protection on green spaces and building design in the parish.
6. To raise the profile of the Parish Council using Horsham Pages (North) and utilising other methods of communication and community engagement.
7. To encourage greater use of Parish Council facilities as part of activities already established in Horsham Town. For example, encouraging theatre groups to use space at North Heath Hall for performances.
8. To reopen Roffey Youth Club to provide opportunities for young people – maybe for NHPC to manage.
9. To support access to internet facilities.
10. To provide a Friendship Group in Holbrook.
11. To support the 'Think Family' project in Roffey
12. To facilitate the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.
13. Review traffic calming measures on Crawley Road.
14. To consider spaces for community events related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.
15. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work.
16. To hold a North Horsham Market with stalls and food vendors once a week.

17. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis)
18. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.
19. To strengthen the definition of North Horsham 'village' image.

Other considerations

The Parish Council also discussed taking responsibility for the Car Park in Godwin Way, Facilitating a 'dial a ride' scheme for the elderly and infirm, have electric car charging points at community halls powered by solar panels, an audit of personnel, make all halls vatable and contract out caretaking and cleaning duties. But these were all rejected at this time. The Parish Council wanted to help provide a new home for Horsham Football Club, possibly within the North Horsham Development, but a planning application for a ground at Hop Oast has been agreed by the Planning Authority.

Progress of individual projects

2017

1. To engage with Horsham District Council, West Sussex County Council and developers to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.

An approach has been made to start a dialogue with developers (April 2017) depending on the outcome of the planning application. This will be ongoing for up to ten years.

2. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham.

*An initial report has been commissioned from Phil Jones Associates on which to move forward with the developers and other agencies. **There was a cost of £2,000.** This will be ongoing over several years.*

3. To improve communications with Horsham District Council

The Clerk, Chairman and other Councillors have met with officers and councillors from HDC to discuss various issues as appropriate and ongoing efforts are being made to engage with HDC.

4. To continue working with West Sussex County Council and Horsham District Council to promote best use of resources and partnership working wherever possible especially in respect of highway matters.

There are ongoing discussions to promote this.

5. To produce a Neighbourhood Plan focusing on adding an extra layer of protection on green spaces and building design in the parish.

The Parish Council agreed to produce a NP focusing on Local Green Spaces and Building Design. A budget of £10,000 has been allocated. It is hoped that this can be completed in two years maximum.

6. To raise the profile of the Parish Council using Horsham Pages (North) and utilising other methods of communication and community engagement.

The Parish Council has set up a contract for a year (cost £560) to advertise in Horsham Pages (North) ie. six entries. The website has been updated and Facebook is used regularly. The Annual Parish Council was organised as a community event to raise the profile of the Parish Council.

7. To encourage greater use of Parish Council facilities as part of activities already established in Horsham Town. For example, encouraging theatre groups to use space at North Heath Hall for performances.

The Chairman and Clerk have spoken with HDC Economic and Visitor team to see if events held in Horsham Town can include North Horsham. Ongoing dialogue will be needed.

8. To reopen Roffey Youth Club to provide opportunities for young people – maybe for NHPC to manage.

This is being explored with West Sussex County Council. An initial question is being put at the Youth Horsham District Forum to ascertain what young people need.

9. To support access to internet facilities.

This is being explored with West Sussex County Council who are working with HDC, Horsham Matters and Age UK Horsham District on a Digital Inclusion project. It is unlikely that an Internet Café would be appropriate, but the Parish Council may be able to support the project in some way.

10. To provide a Friendship Group in Holbrook.

Following a meeting with WSCC a survey will be conducted in house to ascertain need. There could be a cost of around £1,000 over the year for a facilitator and speakers. This could be a partnership project with other agencies.

11. To support the 'Think Family' project in Roffey

This is winding down and not being replaced..

2018 onwards

12. To facilitate the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.

There is information on file to suggest this will not be possible for at least three to five years.

13. Review traffic calming measures on Crawley Road.

14. To consider spaces for community events related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.

15. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work.
16. To hold a North Horsham Market with stalls and food vendors once a week.
17. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis)
18. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.
19. To strengthen the definition of North Horsham 'village ' image.

Financial Considerations

The Parish Council is funded through the precept and has ongoing revenue costs. To complete the aims and objectives to achieve the vision the Parish Council will have to consider the budget over the next few years.

	2015/16 Actual	2016/17 Actual	2017/18* Budget	2018/19* Based on projects listed	2019/20* Based on projects listed
INCOME					
Finance	283	1,518	0	0	0
Allotments	500	750	765	765	765
NHH	56,362	57,651	60,200	60,200	60,200
HTB	26,397	27,068	26,200	26,200	26,200
Multi Courts	20,217	17,921	12,240	12,240	12,240
RMH	74,601	73,845	74,000	74,000	74,000
TOTAL	178,360	178,753	173,405	173,405	173,405
EXPENDITURE					
Finance	64,735	52,278	67,943	68,000	68,000
Grants	13,773	8,577	10,000	10,000	10,000
Burial	6,000	3,000	1,500	3,000	3,000
Planning	1,550	0	2,000	0	0
Allotments	1,179	717	1,318	1,000	1,000
Amenities	42,408	37,799	50,889	50,000	50,000
NHH	21,995	24,070	24,379	25,000	25,000
HTB	18,609	17,582	22,213	23,000	23,000
RMH	34,527	32,564	38,455	39,000	39,000
Personnel	287,220	293,325	277,325	280,000	283,000
TOTAL	491,996	469,912	496,022	499,000	502,000
NET EXPEND..	313,636	291,159	322,617	325,595	328,595
FUNDING					
Precept	278,908	282,726	293,552	296,500	299,465
Council Tax benefit	11,678	7,006	1,401	0	0
Environmental Grant	9,388	9,538	9,500	9,500	9,500
TOTAL	299,974	299,270	304,453	306,000	308,965

*Not based on any evidenced figures at this stage.

Earmarked Reserves

The level of Earmarked Reserves and General Reserves will be important to enable the Council to take on additional services like the Youth provision and Friendship Group. This is the next body of work to be undertaken for the next review of the Business Plan in October/ November 2017.