

**MINUTES OF THE ANNUAL MEETING OF NORTH HORSHAM PARISH COUNCIL  
HELD ON THURSDAY 11<sup>th</sup> MAY 2017 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

**Present:** Councillors:- A. Britten, Mrs K. Burgess, P. Burgess, N. Butler, J. Day, Mrs R. Ginn, Mrs F. Haigh, R. Knight, M. Loates, R. Millington\*, T. Rickett\*, D. Searle, Miss A Smith, S. Torn, R. Turner, I. Wassell, R. Wilton\* and Mrs S. Wilton\*.

\* denotes absence.

**In attendance:** Parish Clerk - Pauline Whitehead BA(Hons) FILCM, Deputy Clerk – Vivien Edwards, five candidates for the casual vacancy in Holbrook East and Cllr P Catchpole, County Councillor for Holbrook.

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**FC/120/17 Election of Chairman**

There were two nominations for Chairman. Following nomination from Cllr P Burgess and being seconded by Cllr Mrs K Burgess, Cllr A Britten was elected as Chairman of the Council.  
Cllr Britten signed his acceptance of office.

The Parish Council expressed their appreciation for the service that Cllr R. Wilton had given over several years as Chairman and wished him well in the future.

**FC/121/17 Election of Vice Chairman**

Following nomination from Cllr N Butler and being seconded by Cllr R Knight, Cllr M Loates was elected as Vice Chairman of the Council.  
Cllr Loates signed his acceptance of office.

**FC/122/17 Public Forum**

There were no members of the public present.

**FC/123/17 Apologies for absence**

The Council received apologies and reasons for absence from Cllr. R. Millington, Cllr T Rickett, Cllr R Wilton and Cllr Mrs S Wilton.

**FC/124/17 Minutes of the previous meeting**

The minutes of the Parish Council Meeting held on 16<sup>th</sup> March 2017 were agreed and signed by the Chairman as a true record.

**FC/125/17 Declarations of interest**

There were no declarations of interest.

**FC/126/17 Co-option of a Councillor for Holbrook East**

The meeting was adjourned whilst all five candidates gave a brief presentation in support of their application for the casual vacancy in Holbrook East.

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Following a vote, Mr John Smithurst was co-opted to the Council. Cllr

Smithurst signed his declaration of office.

**FC/127/17 Committees and Working Parties**

The following Committee Minutes were presented to Council –

- (a) Property Committee – 6<sup>th</sup> April 2017.
- (b) Planning, Environment and Transport Committee 13<sup>th</sup> April 2017  
(The meeting scheduled for 4<sup>th</sup> May 2017 was cancelled as it clashed with the County Council elections)
- (c) Personnel Committee – 27<sup>th</sup> April 2017
- (d) Finance and Administration Committee – 27<sup>th</sup> April 2017

**It was RESOLVED that the Committee Minutes listed above be received and adopted.**

**FC/128/17 Annual Meeting of the Electors of the Parish**

**It was RESOLVED to note the Annual Report for 2016/17 and the minutes of the Annual Meeting of the Electors held on 24<sup>th</sup> April 2017.**

**FC/129/17 Reports from representatives on outside bodies**

Cllr Searle informed the Council that planning application WSCC/062/16/NH - Former Wealden Brickworks, Langhurstwood Road, Recycling, Recovery and Renewable Energy and Ancillary Infrastructure submitted by Britaniacrest Recycling Ltd is likely to be put forward for decision in July 2017.

**FC/130/17 Reports from District or County Councillors**

Cllr P Burgess, Horsham District Councillor for Holbrook West, gave a brief update on planning application DC/16/1677 – development north of Horsham. The site has been agreed, the application is for outline planning which includes decisions on infrastructure. The application was considered by Horsham District Council's(HDC) Planning Committee (North) on 28<sup>th</sup> April 2017 and will be considered by full Council at an Extraordinary Council Meeting called for Monday 22<sup>nd</sup> May 2017. The Parish Council has been invited to speak at the meeting.

Cllr S Torn, Horsham District Councillor for Roffey South, reported that the Regional Portfolio Holder of the Co-operative Society Ltd. Estates Department had shown an interest in exploring ways to reduce parking costs for their customers using the Godwin Way Car Park. Cllr Britten would take this up with HDC.

Cllr Andrew Baldwin, County Councillor for Roffey had offered his apologies for the meeting.

**FC/131/17 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 and 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.

**FC/132/17 Calendar of Meetings**

**It was RESOLVED to agree the attached calendar of meetings for 2017/18.**

**FC/133/17 Appointments to Council Committees and Outside Bodies.**

**It was RESOLVED to agree the attached list of Appointments to Council Committees and Outside bodies.**

**FC/134/17 Financial matters**

**The Parish Council RESOLVED:-**

- 1. To note the Financial Report including the Ear Marked Reserves to 31<sup>st</sup> March 2017 (attached).**
- 2. To agree the expenditure list of £65,678.04 to 31<sup>st</sup> March 2017 and £44,303.94 for April 2017 (attached).**
- 3. To note the final report from the Internal Auditor, the points raised and the actions in response.**
- 4. To agree the review of the effectiveness of the internal audit recommended by the Finance and Administration Committee.**
- 5. To agree the following list of creditors to be paid by direct debit:-**

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

- 6. The updated Business Plan was noted.**

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**FC/135/17 Annual Return and public inspection of the 2016/17 accounts**

**The Council RESOLVED:-**

- 1. To agree the Annual Governance Statement 2016/17. (Section 1 of the Annual Return)**
- 2. To agree that the Annual Governance Statement 2016/17 be signed by the Chairman and the Clerk.**
- 3. To agree the Accounting Statements 2016/17. (Section 2 of the Annual Return)**
- 4. To agree that the Accounting Statements 2016/17 be signed by the Chairman.**
- 5. To note that the internal audit report, copies of the declarations of acceptance of office forms for all members holding office at 31<sup>st</sup> March 2017 and copies of the minutes from March 2017 meeting will be sent to the external auditor in support of the Annual Return 2016/17 by the submission date of 12<sup>th</sup> June 2017.**
- 6. To adopt the public inspection period for the 2016/17 accounts of 5<sup>th</sup> June 2017 to 14<sup>th</sup> July 2017.**

**FC/136/17 Standing Orders and Financial Regulations**  
The Council RESOLVED to agree the attached Standing Orders and Financial Regulations.

**FC/137/17 Policies**  
The Council RESOLVED to adopt the Lone Working Policy attached.

**FC/138/17 Neighbourhood Wardens**  
The Clerk reported that 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 behaviour 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 behaviour, promoting community cohesion, resilience and solidarity to encourage communities to identify and solve their own problems. They work in partnership to tackle anti-social behaviour, 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). During a meeting with the Clerk and Deputy Clerk, Mr. N Worth from HDC Community Safety Partnership had 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

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Upper Beeding (as a three-village cluster) and Pulborough only. 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.

**It was RESOLVED that the Chairman would approach HDC to find out more about the Community Warden Scheme.**

**FC/139/17 Neighbourhood Plan**

**The Parish Council RESOLVED:-**

- 1. To appoint Cllr N. Butler, Cllr Miss A. Smith and Cllr J. Smithurst to form a Neighbourhood Plan Steering Group to facilitate the making of North Horsham Neighbourhood Plan**
- 2. To delegate authority in exercise of all relevant plan making functions within an agreed budget.**
- 3. To agree terms of reference and membership.**
- 4. To agree a basic time line**
- 5. To agree a basic budget plan.**
- 6. To agree that the Neighbourhood Plan Steering Group reports progress to full Council on an ongoing basis.**

**FC/140/17 Correspondence**

The Council received correspondence lists from 17<sup>th</sup> March 2017 to 11<sup>th</sup> May 2017. (Copies attached).

**FC/141/17 Date of next Council meeting**

The next Parish Council Meeting will be held on Thursday 6<sup>th</sup> July 2017 (Scheduled)

There being no other business, the Chairman closed the meeting at 9.12pm.

..... Signed

.....Dated



## Finance Report to 31<sup>st</sup> 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 5<sup>th</sup> January 2017.

### Position at 31<sup>st</sup> March 2017

#### Funding

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

#### 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
<b>Total</b>	<b>178,753</b>	<b>171,075</b>	<b>170,186</b>

#### 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
<b>Total</b>	<b>469,912</b>	<b>519,951</b>	<b>499,945</b>

<b>Net expenditure</b>	<b>291,159</b>	<b>339,376</b>	<b>329,759</b>
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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	
	<b>EARMARKED RESERVES</b>												
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.



Date: 04/04/2017

## North Horsham Parish Council 16/17

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Cash Book 1

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Lloyds Bank Accounts

For Month No : 12

Expenditure list March 2017

## Payments for Month 12

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
24/11/2016	NHPC	8965A	-126.40			4020 403	-126.40	Petty Cash
01/03/2017	Horsham District Council	Direct deb	152.70	152.70		501		Dog bins
02/03/2017	Action in Rural Sussex	0203171	144.00	144.00		501		Subscription 2017/18
02/03/2017	City Electrical Factors Ltd	0203172	37.53	37.53		501		Recycling lights
02/03/2017	Forest View Tree Surgery,	0203173	380.00	380.00		501		Tree surgery Whitehorse Rd
02/03/2017	PITNEY BOWES FINANCE LTD	0203174	208.00	208.00		501		Postage
02/03/2017	P.T. PLUMBING	0203175	55.00	55.00		501		Lavatory repair
02/03/2017	Mr N. Simmonds,	0203176	165.00	165.00		501		Emergency light tes
02/03/2017	T C Maintenance	0203177	948.00	948.00		501		Earles Meadow bridge
02/03/2017	Woodstock IT Services	0203178	453.60	453.60		501		IT support and Office 365
02/03/2017	Action in Rural Sussex	0203171A	-144.00	-120.00	-24.00	501		Invoice 314
06/03/2017	Public Works Loan Board	DD4	7,025.24	7,025.24		501		PWLB
10/03/2017	Lloyds Bank	10031711	61.44			4063 402	7.09	Drain cleaning
						4034 401	5.88	Lamps
						4500 403	14.80	Clocks
						4020 403	12.18	Parking disc
						4020 403	21.49	Refreshments
10/03/2017	Action in Rural Sussex	1003171	144.00	144.00		501		Subscription 2017/18
10/03/2017	West Sussex County Council	10031710	23,008.35	23,008.35		501		Salaries Feb 2017
10/03/2017	C Brewer & Sons Ltd	1003172	239.63	239.63		501		Decorating material
10/03/2017	Hitek Calibration Servs	1003173	39.00	39.00		501		Calibration of thermometer
10/03/2017	Horsham District Council	1003174	519.98	519.98		501		Car park season tickets 17/18
10/03/2017	Mrs D. Lees	1003175	44.10	44.10		501		EXPSFEB17/7306/17 D. Lees
10/03/2017	Servcom Services UK Ltd,	1003176	149.04	149.04		501		Emergency repair to heating
10/03/2017	Mr N. Simmonds,	1003177	180.00	180.00		501		Lighting repairs
10/03/2017	T C Maintenance	1003178	450.00	450.00		501		Internal decorating
10/03/2017	N. Tucker Ltd	1003179	340.00	340.00		501		Window cleaning
10/03/2017	Dyno	10031711	600.00	600.00		501		Emergency repair to leak
15/03/2017	West Sussex County Council	1503171	24,186.14	24,186.14		501		Salaries Jan 2017
15/03/2017	SSP Specialised Sports Product	1503172	480.00	480.00		501		Maintenance
15/03/2017	SSALC Ltd	1503173	66.00	66.00		501		Training
15/03/2017	Dyno	1503174	576.00	576.00		501		Emergency repair to leak
17/03/2017	British Gas Business	DD1	179.71	179.71		501		Gas Jan- Feb 17
17/03/2017	British Gas Business	dd2	340.48	340.48		501		Gas jan- Feb 17
23/03/2017	British Gas Business	DD	2,313.56	2,313.56		501		Gas Nov16 - Feb 17
28/03/2017	British Gas Business	DD5	141.31	141.31		501		Electricity 14.2.17- 01.03.17
28/03/2017	British Gas Business	DD6	450.31	450.31		501		Electricity 02.02.17- 01.03.17

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North Horsham Parish Council 16/17

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Cash Book 1

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Lloyds Bank Accounts

For Month No : 12

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/03/2017	British Gas Business	DD7	36.88	36.88		501		Electricity
28/03/2017	British Gas Business	DD8	318.64	318.64		501		Electricity
28/03/2017	British Gas Business	DD9	392.46	392.46		501		Electricity
28/03/2017	Southern Water	DD	1,122.34	1,122.34		501		Water
<b>Total Payments for Month</b>			65,678.04	65,767.00	-24.00		-64.96	
<b>Balance Carried Fwd</b>			162,723.87					
<b>Cash Book Totals</b>			<u>228,401.91</u>	<u>65,767.00</u>	<u>-24.00</u>		<u>162,658.91</u>	

Expenditure list for March 2017 - £65,678.04

(includes two salary payments)

Date 09/05/2017

## North Horsham Parish Council 17/18

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Cash Book 1

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LLoyds Bank Accounts

EXPENDITURE LIST APRIL 17

For Month No : 1

## Payments for Month 1

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/04/2017	British Gas Business	DD10	329.16	329.16		501		Electricity 14.2 - 13.3.17
01/04/2017	Southern Water	DD11	769.94	769.94		501		Water charge
01/04/2017	British Gas Business	DD13	348.06	348.06		501		Gas 24.02.17 - 24.03.17
01/04/2017	British Gas Business	DD14	146.64	146.64		501		Gas 14.02.17 - 14.03.17
01/04/2017	Horsham District Council	DD3	329.60	329.60		501		Rates April 2017
01/04/2017	Horsham District Council	DD4	604.00	604.00		501		Rates April 2017
01/04/2017	Horsham District Council	DD5	630.00	630.00		501		Rates April 2017
01/04/2017	Horsham District Council	DD6	397.80	397.80		501		Refuse collection 04-09 2017
01/04/2017	Horsham District Council	DD7	397.80	397.80		501		Refuse collection 04-09 2017
01/04/2017	Horsham District Council	DD8	786.76	786.76		501		Refuse collection 04-09 2017
01/04/2017	Horsham District Council	DD9	161.85	161.85		501		Dog bin emptying April 2017
03/04/2017	Mr Mark Stoner,	03041710	23.40	23.40		501		Expenses Feb 2017
03/04/2017	T C Maintenance	03041711	855.00	855.00		501		Cler gutters , internal dec
03/04/2017	Trafalgar Cleaning Equipment L	03041712	138.31	138.31		501		Repair to floor cleaner
03/04/2017	Wolseley UK Ltd	03041713	16.94	16.94		501		Lavatory seat
03/04/2017	G Burley & Sons Ltd	0304172	1,771.69	1,771.69		501		Grass cutting contract
03/04/2017	Adrian Mobile Locksmith Ltd	0304173	43.20	43.20		501		Keys for NHH
03/04/2017	City Electrical Factors Ltd	0304174	398.18	398.18		501		Purchase Ledger
03/04/2017	BT Payment Services Ltd	03041741	363.37	363.37		501		Telephone NHH
03/04/2017	VIV EDWARDS	0304175	29.25	29.25		501		Expenses January to March 2017
03/04/2017	Extinguere Ltd	0304176	95.65	95.65		501		Fire safety equipment
03/04/2017	Pear Technology Ltd	0304177	90.00	90.00		501		Land tiles layer
03/04/2017	Mr N. Simmonds,	0304179	715.00	715.00		501		Install emer alarm and sounder
04/04/2017	P.T. PLUMBING	3004178	65.00	65.00		501		RMH tap failure
04/04/2017	City Electrical Factors Ltd	0404171	4.80	4.80		501		Electrical part
04/04/2017	N Tucker Ltd	04041710	410.00	410.00		501		Window cleaning
04/04/2017	Woodstock IT Services	04041712	226.80	226.80		501		PC support
04/04/2017	Mrs D. Lees	0404173	70.65	70.65		501		Expenses March 2017
04/04/2017	Mr Ross McCartney,	0404174	8.10	8.10		501		Expenses March 2017
04/04/2017	PITNEY BOWES FINANCE LTD	0404175	208.00	208.00		501		Postage
04/04/2017	Shaw & Sons Ltd	0404176	177.31	177.31		501		Repair velux window
04/04/2017	Mr N. Simmonds,	0404177	200.00	200.00		501		Repair damage to socket
04/04/2017	Mr Mark Stoner,	0404178	57.60	57.60		501		Expenses March 2017
05/04/2017	Surrey Hills Solicitors	040417	180.00	180.00		501		Legal training

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Date: 09/05/2017

## North Horsham Parish Council 17/18

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Cash Book 1

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LLoyds Bank Accounts

For Month No : 1

## Payments for Month 1

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
05/04/2017	Fidelis Security Ltd	040417	842.40	842.40		501		Monitoring service
11/04/2017	Mr N Simmonds,	1104171	85.00	85.00		501		Adjust timers at MC
11/04/2017	MULBERRY & CO	1104172	539.16	539.16		501		Finance training April 2017
11/04/2017	Adrian Mobile Locksmith Ltd	1104173	60.00	60.00		501		Adjust door
11/04/2017	RBS Software Solutions	1104174	626.40	626.40		501		Year end closedown
11/04/2017	West Sussex ALC Ltd.,	100417	2,785.55	2,785.55		501		WSALC subscription
18/04/2017	West Sussex County Council	11042017	22,929.56	22,929.56		501		March salary payments
27/04/2017	Adrian Mobile Locksmith Ltd	2704171	123.60	123.60		501		Repair fire exit mechanism
27/04/2017	City Electrical Factors Ltd	2704172	7.96	7.96		501		Socket
27/04/2017	Essential Hygiene & Catering S	2704173	1,090.80	1,090.80		501		Cleaning materials
27/04/2017	Forest View Tree Surgery,	2704174	380.00	380.00		501		Tree surgery 15 Cherry Tree Wa
27/04/2017	Horsham Association of Local C	2704175	20.00	20.00		501		HALC Conference fee
27/04/2017	Society of Local Council Clerk	2704176	250.00	250.00		501		CiLCA Reg R McCartney
27/04/2017	PITNEY BOWES FINANCE LTD	2704177	36.67	36.67		501		Franking machine lease
27/04/2017	Mr N Simmonds,	2704178	110.00	110.00		501		eMERGENCY LIGH- TEST
27/04/2017	Pear Technology Ltd	2704179	450.00	450.00		501		Training
27/04/2017	T C Maintenance	27041710	175.00	175.00		501		Play area repairs
27/04/2017	Miss Alex Vallance,	27041711	36.00	36.00		501		Expenses Feb - Mar 2017
27/04/2017	Viking Direct	27041712	158.84	158.84		501		Stationery
27/04/2017	Phil Jones Associates	27041714	2,400.00	2,400.00		501		Technical advice DC/16/1677
30/04/2017	SOS Systems	dd2	77.08	77.08		501		Printing
03/05/2017	SOS Systems	DD1	70.06	70.06		501		Printing
<b>Total Payments for Month</b>			<b>44,303.94</b>	<b>44,303.94</b>	<b>0.00</b>		<b>0.00</b>	
<b>Balance Carried Fwd</b>			<b>288,494.30</b>					
<b>Cash Book Totals</b>			<b>332,798.24</b>	<b>44,303.94</b>	<b>0.00</b>		<b>288,494.30</b>	

Expenditure list April 2017 = £44,303.94

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

NORTH HORSHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	
		N/A	

This annual governance statement is approved by this smaller authority on:

\_\_\_\_\_

and recorded as minute reference:

\_\_\_\_\_

Signed by Chair at meeting where approval is given:

\_\_\_\_\_

Clerk:

\_\_\_\_\_

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

North Horsham Parish Council - Annual Governance Statement 2016/17 evidence – Council Meeting 11<sup>th</sup> May 2017

1.	We have put in place arrangements for effective financial management during the year and for the preparation of accounting statements.	<p>The Finance and Administration Committee oversee the financial management of the Council and has put in place an Internal Controls Working Party to test the systems in place.</p> <p>A budget has been prepared and approved in a timely manner and actual performance against budget monitored throughout the year.</p> <p>The Council has employed a qualified Responsible Finance Officer who has determined a system of financial controls. There are procedures in place to record accurately and promptly all financial transactions and up to date accounting records are in place.</p> <p>The bank reconciliation is undertaken on a monthly basis, reported and verified by on behalf of the Council.</p> <p>There is an investment policy in place and the Council are invited to review investments on a regular basis.</p> <p>The statement of accounts has been prepared in compliance with statutory obligations and proper practice.</p>
2.	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<p>Standing Orders and Financial Regulations are up to date and reviewed at least annually.</p> <p>A risk assessment has identified the controls in place to safeguard public money.</p> <p>In compliance with Section 105 of the Local Government Act 1972 payments are signed by two Councillors.</p> <p>Bank mandates have been reviewed and updated during the last twelve months. Credit cards have defined limits and are cleared monthly.</p> <p>Staff pay is authorised annually and there are robust controls on the payroll system to check accuracy and legitimacy of payments.</p> <p>VAT, PWLB payments and a register of assets is in place and regularly reviewed. A review of the effectiveness of the internal audit has been undertaken.</p>
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or	<p>The Parish Council has the <i>General Power of Competence</i> and acts <i>within</i> its powers. All meetings of the Parish Council and Committees have been</p>

	potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	properly convened to ensure that all decisions are legitimate. The latest models of Standing Orders and Financial Regulations have been adopted to ensure compliance with the latest regulations.
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Electors Rights are displayed on all parish notice boards and on the website. The Annual Return, end of year financial statements and external auditor's review are published on the Parish Council website in compliance with the Local Authority Transparency Code 2015.
5.	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and /or external insurance cover where required.	The Parish Council agreed a risk management scheme that included Fire Safety Risk Assessments, Health and Safety Risk assessments, Legionella risk assessments and Financial Risk Assessments. Insurance cover is reported to the Council as part of the asset register.
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	An independent and competent internal auditor visits the council twice a year to undertake an audit. All necessary documentation is made available to him and officers contact the internal auditor with any queries that arise throughout the year.
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Any matters brought the attention of the Council have been actioned and this has been noted in the Internal Audit Report.
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end have a financial impact on this smaller authority and, where appropriate have included them in the accounting systems.	There are no significant events that need to be reflected In the statement of accounts. An increase in the personnel budget brought about by a change in staff was dealt with at the time when the 2017/18 budget and precept were set.

## Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

NORTH HORSHAM PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	366,166	316,936	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	278,908	282,726	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	199,427	195,298	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	281,349	291,367	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	14,666	14,174	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	231,549	192,336	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	316,936	297,083	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	307,673	311,674	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	1,358,083	1,315,129	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	91,346	81,731	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td></td> <td>X</td> </tr> </tbody> </table>		Yes	No		X	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions
Yes	No						
	X						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

P. Whitehead

Date 05/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:





# North Horsham Parish Council

## STANDING ORDERS

Taken from NALC model Standing Orders 2016.  
Agreed by the Parish Council 11<sup>th</sup> May 2017

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# North Horsham Parish Council

## Standing Orders

Individual Standing Orders in bold are mandatory.

### **1. Rules of debate at meetings**

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. To speak on an amendment moved by another councillor;
  - ii. To move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. To make a point of order;
  - iv. To give a personal explanation; or
  - v. In exercise of a right of reply
- p. During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except
  - i. To amend the motion;
  - ii. To proceed to the next business;
  - iii. Adjourn the debate;
  - iv. To put the motion to a vote;
  - v. To ask a person to be no longer heard or to leave the meeting;
  - vi. To refer a motion to a committee or sub-committee for consideration;
  - vii. To exclude the public and press;
  - viii. To adjourn the meeting; or
  - ix. To suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t. Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed (15) minutes unless directed by the chairman of the meeting.

- g. Subject to standing order 3(f) above, a member of the public shall not speak for more than (3) minutes.
- h. In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

■ l. **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted, provided that it is done in a non-disruptive manner and from the public area only. The filming or recording of members of the public is prohibited in circumstances where they are not making representations to the meeting and the Council will take such action as it considers appropriate against any person found to be contravening this restriction.**

■ m. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

■ n. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice -Chairman of the Council (if any).**

■ o. **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

■ p. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**

■ q. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*

- r. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s. The minutes of a meeting shall include an accurate record of the following:
  - i. The time and place of the meeting;
  - ii. The names of councillors present and absent;
  - iii. Interests that have been declared by councillors and non-councillors with voting rights;
  - iv. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. If there was a public participation session; and
  - vi. The resolutions made.
- t. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- u. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(vi) below for the quorum of a committee or sub-committee meeting.*

- v. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w. A meeting shall usually start at 7.30pm unless agreed otherwise and shall not exceed a period of (2.5) hours.

## **4. Committees and sub-committees**

- a. **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

- c. **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The council may appoint standing committees or other committees as may be necessary, and:
- i. Shall determine their terms of reference;
  - ii. Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. Shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. Shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. Shall permit a committee, to appoint its own chairman at the first meeting of the committee;
  - vi. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - vii. Shall determine if the public may participate at a meeting of a committee;
  - viii. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - ix. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - x. May dissolve a committee.
  - xi. Shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting.
  - xii. It is recommended that Members sit on at least one (1) Committee, and not sit on more than two (2)
  - xiii. No Member may hold the office of chairman of more than one Committee or sub -Committee.
  - xiv. The Chairman of the Council may not chair any other Committee or sub-Committee, with the exception of the Personnel Committee
  - xv. All Committee and sub-Committee meetings shall start at 7.30pm, unless, exceptionally, the Committee determines otherwise.

**The terms of Reference of the Standing Committees** and working parties of North Horsham Parish Council are as follows:-

### **1. FINANCE AND ADMINISTRATION COMMITTEE**

Has delegated authority and should consist of 7 members including the Chairman and Vice-Chairman of the Council, with a quorum of 3. To meet as required, but at least bi-monthly and to be responsible for –

- (i) Initial review of the Annual Accounts
- (ii) Initial review of Financial Regulations and Financial Policy
- (iii) Initial review of Internal and External Audits
- (iv) Budget Preparation
- (v) Monitoring of Budgets
- (vi) Insurance



- (vii) Administrative Office Equipment
- (viii) Banking arrangements
- (ix) Payment authorization
- (x) Grants
- (xi) Corporate Business Plan

## **2. PROPERTY COMMITTEE (PROPERTY OWNED BY NHPC)**

Has delegated authority and shall consist of 7 members, with a quorum 3. To meet bi-monthly and to be responsible for the following –

- (i) Committee Budget preparation.
- (ii) Monitoring Committee Budget
- (iii) All property assets owned by the Council
- (iv) Property Maintenance through the Repairs & Renewals Fund
- (v) Health & Safety

## **3 PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE**

Has delegated authority and shall consist of 12 members, three from each of the four Wards, with a quorum of 4, one from each Ward. To meet every month and to be responsible for the following –

- (i) Committee Budget preparation
- (ii) Monitoring Committee Budget
- (iii) All planning applications within the Parish
- (iv) Planning policy
- (v) Environmental matters
- (vi) Local waste policy
- (vii) Transport matters
- (viii) Local transport provision

## **4 PERSONNEL COMMITTEE**

Has delegated authority and shall consist of the Chairman and Vice Chairman of Council and the Chairman of the Finance & Administration Committee and two other Members, with a quorum of 3. To meet at least four times a year and to be responsible for the following -

- (i) Committee Budget preparation.
- (ii) Monitoring of Committee budget
- (iii) Disciplinary matters involving members of staff
- (iv) Grievances from members of staff
- (v) General staff matters
- (vi) Staff Training
- (vii) Staff appraisals
- (viii) Establishment numbers
- (ix) Employment legislation

## **5. INTERNAL CONTROLS WORKING GROUP**

Has no delegated authority. A Working Group of the Finance & Administration Committee. To consist of three members from that Committee, with a quorum of two and to allow for additional members from the Finance & Administration Committee from time to time with voting rights. Meetings shall be held at least four times per year to consider the following –

- (i) Accounting procedures of the Council
- (ii) Banking procedures
- (iii) Adherence to Financial Regulations
- (iv) Internal procedural spot checks

## **6. COMPLAINTS PANEL**

Responsible to full Council. To consist of any three Members of Council, with confirmation of appointment by the Chairman of Council.

To meet as required; and to consider and report findings/Recommendations on the following to Council –

- (i) Complaints from members of the public in accordance with the Council's Procedure for handling complaints from the public.

## **7 OTHER WORKING GROUPS**

The Council, or its Committees are empowered to set up short term working groups made up of a number of members or an individual. Their functions would be -

- (i) To undertake a task or tasks delegated to it from Council or its Committees
- (ii) To undertake research and investigative work into a specific project
- (iii) To put forward alternative suggestions as a means of dealing with the project for consideration
- (iv) To put forward a series of Recommendations.

It is important to the effectiveness of a Working Group that it is able to meet as and when required during the "life" of the Group.

The transactions of all the above Committees, sub-Committees and Panels, but not Working Groups, shall be recorded in Minutes, which must go as a matter of report to the Council. Any matter requiring the approval of the Council shall be worded as a Recommendation and the Minutes of proceedings should be sent out within two (2) weeks of the meeting or, if this is not possible, the Recommendations should be specifically listed in the Council meeting agenda. Minutes should state the principal arguments for and against proposals and record the vote.

Working Groups will not require formal agendas and Minutes, but they will be required to give notes and Reports to their "parent" Committee or Council.

## **5. Ordinary council meetings**

- a. **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c. **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**

- d. **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e. **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g. **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:
  - (i) **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
  - (ii) Confirmation of the accuracy of the minutes of the last meeting of the council;
  - (iii) Receipt of the minutes of the last meeting of a committee;
  - (iv) Consideration of the recommendations made by a committee;
  - (v) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - (vi) Review of the terms of reference for committees;
  - (vii) Appointment of members to existing committees;
  - (viii) Appointment of any new committees in accordance with standing order 4 above;
  - (ix) Review and adoption of appropriate standing orders and financial regulations;

- (x) Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- (xi) Review of representation on or work with external bodies and arrangements for reporting back;
- (xii) In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- (xiii) Review of inventory of land and assets including buildings and office equipment;
- (xiv) Confirmation of arrangements for insurance cover in respect of all insured risks;
- (xv) Review of the council's and/or staff subscriptions to other bodies;
- (xvi) Review of the council's complaints procedure;
- (xvii) Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- (xviii) Review of the council's policy for dealing with the press/media; and
- (xix) Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

k. The terms of reference of the Council is as follows:-

To consist of 19 Members, with a quorum of seven, and any Co-opted Members in attendance. To meet bi-monthly (but not August) and to be responsible for the normal statutory responsibilities of the Council, including, but not limited to –

- (i) Setting the overall Budget and Precept
- (ii) Standing Orders
- (iii) Code of Conduct for Members
- (iv) Councillor Training
- (v) Emergency organisation
- (vi) Major Projects
- (vii) Complaints and Grievances (via the Complaints Panel)
- (viii) Partnership Initiatives
- (ix) Parish Plan
- (x) Liaison with Outside Organisations
- (xi) Byelaws
- (xii) Council Structure

## **6. Extraordinary meetings of the council and committees and sub-committees**

- a. **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b. **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public**

**notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**

- c. The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

- d. If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within (14) days of having been requested by to do so by (2) members of the committee [or the sub-committee], any ( 2 ) members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## **7. Previous resolutions**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (two thirds of all ) councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

- a. Where more than two 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 number of 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. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

- a. A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least ( 7 ) clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## **10 Motions at a meeting that do not require written notice**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer;
  - (i) To correct an inaccuracy in the draft minutes of a meeting;
  - (ii) To move to a vote;
  - (iii) To defer consideration of a motion;
  - (iv) To refer a motion to a particular committee or sub-committee;
  - (v) To appoint a person to preside at a meeting;
  - (vi) To change the order of business on the agenda;
  - (vii) To proceed to the next business on the agenda;
  - (viii) To require a written report;
  - (ix) To appoint a committee or sub-committee and their members;
  - (x) To extend the time limits for speaking;
  - (xi) To exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - (xii) To not hear further from a councillor or a member of the public;
  - (xiii) To exclude a councillor or member of the public for disorderly conduct;
  - (xiv) To temporarily suspend the meeting;
  - (xv) To suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - (xvi) To adjourn the meeting; or
  - (xvii) To close a meeting.

## **11. Handling confidential or sensitive information**

- a. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## **12. Draft minutes**

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## **13. Code of conduct and dispensations**

*See also standing order 3(t) above.*

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer.
- f. A dispensation request shall confirm:
  - (i) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - (ii) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - (iii) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - (iv) an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
  - (i) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - (ii) **granting the dispensation is in the interests of persons living in the council's area or**
  - (iii) **it is otherwise appropriate to grant a dispensation.**

## 14. Code of conduct complaints

- a. Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it



has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.

- c. The council may:
  - (i) Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - (ii) Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
  
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. Proper Officer

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
  
- b. The Proper Officer shall:
  - (i) **At least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda. In addition at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda and any additional papers.**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*
  
  - (ii) **Give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
  
  - (iii) Subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least ( 4 ) days before the meeting confirming his withdrawal of it;
  
  - (iv) **Convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

- (v) Facilitate inspection of the minute book by local government electors;
  - (vi) **Receive and retain copies of byelaws made by other local authorities;**
  - (vii) Retain acceptance of office forms from councillors;
  - (viii) Retain a copy of every councillor's register of interests;
  - (ix) Assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
  - (x) Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - (xi) Manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
  - (xii) Arrange for legal deeds to be executed;
- See also standing order 22 below.*

- (xii) Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- (xiv) Record every planning application notified to the council and the council's response to the local planning authority in the minutes of the Planning, Environment and Transport Committee Meetings;
- (xv) Refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Planning, Environment and Transport Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning, Environment and Transport Committee;
- (xvi) Manage access to information about the council via the publication scheme; and
- (xvii) Retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

*See also standing order 22 below.*

## **16. Responsible Financial Officer**

- a. The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. Accounts and accounting statements**

- a. "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b. All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - (i) The council's receipts and payments for each quarter;
  - (ii) The council's aggregate receipts and payments for the year to date;
  - (iii) The balances held at the end of the quarter being reportedand which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - (i) Each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
  - (ii) To the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June

## **18. Financial controls and procurement**

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and

- v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - (i) A specification for the goods, materials, services or the execution of works shall be drawn up;
  - (ii) An invitation to tender shall be drawn up to confirm
    - (i) the council's specification
    - (ii) the time, date and address for the submission of tenders
    - (iii) the date of the council's written response to the tender and
    - (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - (iii) The invitation to tender shall be advertised in a local newspaper or in any other manner that is appropriate;
  - (iv) Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - (v) Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - (vi) Tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.**
- g. **The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).**

## **19. Handling staff matters**

- a. A matter personal to a member of staff that is being considered by a meeting of council OR the Personnel Committee is subject to standing order 11 above.
- b. 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.
- c. The chairman of the Council shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee.
- d. Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman of the Council or in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed informally by the Clerk and reported to the Personnel Committee.
- e. Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman of the Council, this shall be communicated to the vice chairman of the council and progressed to the Personnel Committee.
- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk and Deputy Clerk and the Chairman of the Council (as in 6.11 of the Financial Regulations).

## **20. Requests for information**

- a. Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. The Council and committees with delegated powers shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000

## **21. Relations with the press/media**

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **22. Execution and sealing of legal deeds**

See also standing orders 15(b)(xii) and (xvii) above.

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b. **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

## **23. Communicating with District and County or Unitary councillors**

- a. An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council.
- b. Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

## **24. Restrictions on councillor activities**

- a. Unless authorised by a resolution, no councillor shall:
  - (i) Inspect any land and/or premises which the council has a right or duty to inspect; or
  - (ii) Issue orders, instructions or directions.

## **25. Standing orders generally**

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two thirds of councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



# NORTH HORSHAM PARISH COUNCIL

## FINANCIAL REGULATIONS

Based on NALC Model Financial Regulations 2016.

Agreed at the Annual Parish Council Meeting 11<sup>th</sup> May 2017

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## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000 and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Administration Committee for recommendation to the Council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items up to £2,000;

- the Finance and Administration Committee for items between £2,000 and £5,000;

Authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

The Property Committee has the responsibility for the Property Repairs and Renewals Fund. A rolling 'Repairs and Maintenance Plan' will be reviewed by the Property Committee and Finance and Administration Committee as part of the annual budget process, in order to determine the annual funding requirement. The Repairs and Renewals Fund will have a base level of £10,000 and will not be used for the funding of new Capital projects.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by request for Supplementary Budget. Supplementary Budgets will only be validated by resolution of the Finance and Administration Committee for all amounts over £2,000. Requests for a Supplementary Budget of over £5,000 must also be approved by resolution of the Council. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Virements between Revenue and Capital projects must be approved as follows:-

Up to £2,000 by the responsible Committee.

Over £2,000 by the Finance and Administration Committee.

Over £5,000 by the Finance and Administration Committee and the Council.

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is

satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
  - c) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.



- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council and countersigned by the RFO or Deputy Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened

other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations. The Council's preference will be for a two stage authentication process.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and Deputy Clerk and shall have a maximum limit of £750 and shall be subject to automatic payment in full at each

month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £150 - Reduce petty cash to reflect having a credit card for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or

- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in

accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable

that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 28, <sup>4</sup> and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall usually obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,500 and above £1,000 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

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<sup>3</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

<sup>4</sup> Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

## **12. (PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS))**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually and for maintaining appropriate inventories.
- 13.5. No equipment shall be leased, sold or otherwise disposed of without the authority of the appropriate Committee, save where the estimated value of one item does not exceed £500 or a transaction value of £1,000.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted,



rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the appropriate Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500 or a transaction value of £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall give prompt notification to the Council's insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

## **16. RISK MANAGEMENT**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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## **Relevant notes to the Model.**

Stated dates or months have been changed to suit local circumstances.

[square brackets] Those parts not relevant have been deleted. An alternative may have been provided.

Where the word “regularly” is used in the text the council has set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(a) and (b)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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## NORTH HORSHAM PARISH COUNCIL

### POLICY STATEMENT ON LONE WORKING

#### Legislation

The primary requirement of the Health and Safety at Work etc Act 1974 imposes a 'duty of care' on organisations for all its employees. This duty is reinforced by various other acts and regulations, such as the Management of Health and safety at Work regulations 1999 (MHSWR) which stresses the requirement for risk assessments. The 1999 regulations also impose a duty on organisations to exchange health and safety information with contractors, particularly where lone workers are involved.

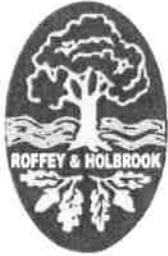
Several hazards present themselves to staff working alone, ranging from personal accident to personal attack.

North Horsham Parish Council has identified that all of its staff may be required to work on their own as part of their employment and has endeavoured to minimise as far as is reasonable practicable, risks or hazards that may exist.

- All employees are encouraged to follow safe systems of working.
- All employees are encouraged to contact the office regularly and to make sure someone knows their movements or plans so that an alarm can be raised if they do not return.
- Lone workers have access to either mobile phones or a land phone line for use in an emergency.
- First aid boxes are available at all buildings where employees are based and there is an opportunity for staff to attend basic First Aid training.
- Regular risk assessments are undertaken at all sites and employees are encouraged to report areas of concern that they may have.
- Lone workers should report any new or unrecorded hazards or risks to the Clerk at the first opportunity, to enable the initiation of appropriate safe working arrangements and amend risk assessment records as required.
- Lone workers are required under the Health and safety Act 1974 to take all reasonable safety precautions when undertaking their work.
- Employees who operate alone should inform the Clerk of any change to their personal circumstances, including health, which might have a bearing on their safe working arrangements.
- Staff members have an opportunity to talk with their line managers in order that any well being issues can be raised.
- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident to the Clerk as soon as possible.
- Employees working alone in any building are instructed to lock the doors.
- Employees have the right to refuse entry to a building if there is any concern.
- It is encouraged to be extra vigilant after dark and to park in a well lit area and try to leave with other people if possible.

11<sup>th</sup> May 2017

Review date May 2019



## **North Horsham Parish Neighbourhood Plan (NHNP).**

### **Working Groups and Steering Group**

#### **Terms of Reference and Membership – draft document**

Initially the NHNP Steering Group could consist of three Councillors who role it is to play an active part in setting up a meeting to launch the NP.

Once members of the public are involved all volunteers could be divided into Working Groups and given clear guidance on what research is required. The working groups could include:- Green spaces; local design; demographics; infrastructure; Leisure and recreation; transport.

### **Working Group Specification**

Each working group has the following objectives to support their given theme:

- To assess and analyse the responses received from residents and businesses to the consultation.
- To detail and identify any questions which need further input and responses.
- To assemble data and reports which support the theme, including identifying previous documents produced for the Horsham Area that are still relevant and identifying best practice from other areas which could contribute towards a vision for North Horsham Parish.
- To draft a vision for North Horsham Parish in relation to their theme.
- To draft planning policies for the Neighbourhood Plan in relation to the theme using the evidence gathered and the expertise of the working group members.

To identify projects that could be delivered by the community alongside the Neighbourhood Plan.

Process:

1. Each group will have a chair who is a member of the Steering Group.
2. The group should meet as often as the group chair considers necessary until the final projects and policies are produced.
3. Minutes should be kept of the meetings, especially with regard to any decisions, conclusions or recommendations that are made.
4. The working group will be supplied with all existing evidence and documentation relating to their theme, and with ongoing evidence that is received.
5. The group may contribute questions for surveys.
6. The group may approach any other organisations and individuals, or other North Horsham Parish working groups who could assist with achieving the objectives.
7. Projects may be identified as deliverable by new or existing community groups alongside the planning process or may be subsequent to the Plan being made and financed by CIL/S106 contributions.

8. Any expenses incurred by the working group in undertaking the objectives should be authorised by the Treasurer and Chair of the Steering Group.

## **Steering Group Specification**

### **Name**

The name of the organisation shall be the North Horsham Parish Neighbourhood Plan Steering Group [NP].

### **Purpose**

The purpose of the Steering Group is to produce a sound and sustainable Neighbourhood plan for North Horsham Parish. This activity will encompass but not be limited to the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Identify sources of funding.
  - Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the parish council on these matters.
- Build and maintain links with the Local Planning Authority, Statutory Authorities and relevant organisations as necessary.
- Identify and implement ways of involving the whole community.
- Gather the views and opinions of as many groups and organisations in the community as possible.
- Identify all the important aspects of life in the parish for which are to be considered in planning for the future.
- Bring forward proposals which will enhance the quality of life in the Parish in the years to come.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, the production and distribution of the final report.
- Identify priorities and timescale for local action in the Action Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the Parish Council and local community on progress, issues arising and outcomes from the exercise.

### **Membership**

The NP Steering Group will be made up from a representative wide cross-section of the community, including parish councillors nominated by the parish council and representatives from working groups and relevant community groups. The Steering Group should have up to 3 Parish Councillors. The overall Steering Group will have a minimum of 6 members and a maximum of 12 members. The full Steering Group will be formed at an open public meeting.

If a member of the Steering Group fails to attend steering Group meetings for a 3 month period the member will be deemed to have resigned from the Steering Group unless otherwise agreed by the Steering Group. This provision does not prevent any member

from resigning from the Steering Group by providing the Chairperson with written notice of their resignation. This provision is in place to ensure all members actively and positively contribute to the Steering Group. Any person who wishes to become a member of the Steering Group after the commencement of the Neighbourhood Planning process shall apply to the Steering Group who shall resolve whether they shall be admitted to the Steering Group.

## **Roles**

At the first meeting, the Steering Group will elect a Chairperson, a secretary, and Finance Co-ordinator.

## **Roles & Relationships**

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but steering group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.
- The Finance Coordinator will be responsible for examining all possible sources of funding and management of grants. Define and manage an appropriate accounting system which is compliant with grant funded work. They should coordinate fundraising activities to support the programme.
- The Steering Group will provide a regular report to the parish council, for endorsement.
- The parish council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the full Steering Group, which may include:- Data Gathering, Consultations, Making recommendations
  - The make-up and purpose of working groups will be regularly reviewed by the full Steering Group.
- It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

## **Meetings**

- The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required.
- Meetings shall be quorate when 5 members including either the Chairperson or Operations lead are present.
- At least three clear working days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member. • Whenever possible, notices of meetings should detail the matters to be discussed. • The secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods.
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites.
- A simple majority will be required to support any motion. • The Chairperson shall have one casting vote.

- All meetings should be held in public and be open to the public.
- Copies of the Parish Council's Code of Conduct will be available at all NP meetings.

#### Finance

- All grants and funding will be applied for and held by the parish council, who will ring-fence the funds for NP purposes only.
- Notification of all planned expenditure will be given to the parish council before actual costs are incurred.
- The Finance Officer shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.
- The Finance Co-ordinator in partnership with the parish clerk, will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Steering Group and the parish council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the parish council who will pay them at their next scheduled parish council meeting.
- Members of the community who are involved as volunteers with any of the working groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the NP. This could include postage and stationery, telephone calls, travel cost.
- Expenditure should be agreed at an NP Steering Group meeting.
- Suitable evidence must be provided to substantiate any expenses claim submitted.
- All expenses claim must be approved by the Chairperson and Finance Coordinator before submission for payment.

#### **Changes to the Terms of Reference**

Amendments to the terms of reference may be made at Steering Group meetings. Any amendments may be added with the consent of (two thirds) of the group present

#### **Dissolving the Steering Group**

At the conclusion of the NP project the parish council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the parish council.

**10<sup>th</sup> May 2017**



# NEIGHBOURHOOD PLAN PROJECT PLANNER

PROJECT/EVENT      NORTH HORSHAM NEIGHBOURHOOD  
PLAN

ORGANISER            NORTH HORSHAM PARISH COUNCIL



PROJECT PHASE	PROPOSED START DATE	PROPOSED END DATE	ACTUAL START DATE	ACTUAL END DATE	ANY COMMENTS
<b>GETTING STARTED</b>					
Clarify if a plan is needed	[Select Date]	[Select Date]	08/01/2015	16/03/2017	The Parish Council agreed to undertake a plan in January 2015 but resources were not in place to start the plan at that time. The Parish Council worked with HDC to get further clarification on how best a NP could benefit North Horsham and as a result it was agreed to produce a NP focusing on local green space and housing design on 16 <sup>th</sup> March 2017.
Publicise the intention to produce a plan and contact key local partners	[Select Date]	[Select Date]	23/03/2017	[Select Date]	The minutes of the January 2015 Parish Council Meeting are in the public domain so residents have had the opportunity to be aware of the

Parish Council's intention to produce a NP from that date. However, following the Parish Council's agreement to produce a NP focusing on Local Green Space and Housing Design on 16<sup>th</sup> March 2017 the Parish Council contacted potential local partners such as Horsham Blueprint and HDC - this is ongoing.

Speak to the Local Planning Authority

[Select Date]

[Select Date]

05/12/2016

[Select Date]

The Parish Council has met with the NP Officer at HDC since his appointment in December 2016. This will be ongoing.

## NEIGHBOURHOOD AREA

Consult on and determine neighbourhood area

[Select Date]

[Select Date]

26/08/2016

01/09/2016

The Parish Council has determined the whole parish based on advice from HDC and with agreement from Councillors who represent wards that cover the whole parish. Green spaces occur in all areas of the parish and guidance on

					housing design would be applicable to the whole parish. It would not be appropriate to divide the parish.
Submit Neighbourhood Area application to the Local Planning Authority	04/01/2017	24/02/2017	21/04/2017	02/06/2017	Working with NP Officer.
Decision on Neighbourhood Area by Local Planning Authority	10/06/2017	10/06/2017	[Select Date]	[Select Date]	To be confirmed
<b>EARLY STAGE PLAN DEVELOPMENT ACTIVITIES</b>					
Initial meetings/discussions with Local Planning Authority to identify scope of their support to the neighbourhood plan group (i.e. establishing remit of duty to support)	03/02/2017	[Select Date]	03/02/2017	[Select Date]	
Develop a community engagement strategy	[Select Date]	[Select Date]	[Select Date]	[Select Date]	
Engagement Annual Parish Meeting	24/04/2017	24/04/2017	24/04/2017	24/04/2017	Stand at Annual Parish Meeting to engage with local residents and recruit volunteers.  Display materials will be required along with sheets to record names of any volunteers and some contact details to give out. There could be a flyer condensing some of the information on the display stand. Key message is that there will be a launch meeting in late May at the Millennium Hall

					possibly June 2017.
Article in Horsham Pages	10/04/2017		10/04/2017		Initial article asking for local volunteers
Establish plan scope and formulate draft vision and objectives, agree constitution and make up of Steering Group	11/05/2017	11/05/2017	[Select Date]	[Select Date]	The scope of the Plan, draft vision and objectives, constitution and make up of the Steering Group will be considered by the Parish Council at their meeting on 11 <sup>th</sup> May 2017 in readiness for the Steering Group to adopt.
Launch meeting of the Parish Council and volunteers	June 2017				Initial launch meeting to bring the Parish Council and volunteers together with an aim of forming a Steering Group and to elect the key roles.  Publicity will be required for the launch plus flyers - article in the County Times. Notices on the Parish Notice Boards.

#### BUILDING THE EVIDENCE BASE

Meetings/discussions with Local Planning Authority on types of evidence already	02/06/2017	01/08/2017	[Select Date]	[Select Date]
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available and where this can be accessed or contact details of agencies who hold the data.

Review existing evidence and Identify and develop further evidence required (either because there is no existing up to date evidence or because the data is only available at a much larger geographic level than the local neighbourhood).	01/08/2017	03/10/2017	[Select Date]	[Select Date]	
Meetings/discussions with Local Planning Authority to discuss whether <u>Strategic Environmental Assessment</u> or <u>Habitats Regulation Assessments</u> are required for the plan.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	Unlikely to be required for this type of focused NP.
<b>WRITING THE PLAN</b>					
Further develop and refine the issues, vision, aims and objectives as result of the ongoing engagement programme and evidence gathering.	02/10/2017	05/12/2017	[Select Date]	[Select Date]	
Translate the vision and aims in to policies and proposals. See the <u>RTPI</u> toolkit for further guidance on policy writing.	05/12/2017	08/01/2018	[Select Date]	[Select Date]	
Check that your neighbourhood plan policies are in general conformity with the strategic policies in the local plan and the <u>National Planning Policy Framework</u> . If not in conformity with the strategic policies in the local plan arrange a meeting to discuss with your local planning authority.	08/01/2018	29/01/2018	[Select Date]	[Select Date]	
If Strategic Environmental Assessment is required- production of associated environmental report (this should be consulted on during the pre-submission consultation of the draft plan). This may need to be updated at a later date if there are substantial changes to the content of the draft plan.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	Not likely to be required.
Update draft plan if required following the outcomes of the strategic environmental assessment.	[Select Date]	[Select Date]	[Select Date]	[Select Date]	Not likely to be required.

**PRE-SUBMISSION CONSULTATION, MODIFICATIONS & PREPARING THE PLAN FOR SUBMISSION TO LOCAL PLANNING AUTHORITY**

Pre-submission consultation	05/02/2018	[Select Date]	[Select Date]	[Select Date]
Consider responses to consultation	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Make relevant amendments to plan as a result of pre-submission consultation	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Prepare <u>basic conditions statement</u>	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Prepare <u>consultation statement</u>	[Select Date]	[Select Date]	[Select Date]	[Select Date]
<u>Submit plan and associated documents required to the Local Planning Authority</u>	[Select Date]	[Select Date]	[Select Date]	[Select Date]

**INDEPENDENT EXAMINATION**

Meet with Local Planning Authority to discuss appointment of examiner and timescales for referendum	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Regulation 16 consultation (minimum 6 weeks and led by the Local Planning Authority)	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Examination	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Examiners report published	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Meetings/discussions with Local Planning Authority on the suggested recommendations and modifications to the plan (if any) within the examiner's report and next steps	[Select Date]	[Select Date]	[Select Date]	[Select Date]

**REFERENDUM**

Publication of pre-Referendum information and documents	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Referendum	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Publication of Referendum decision	[Select Date]	[Select Date]	[Select Date]	[Select Date]
Neighbourhood plan is 'made'	[Select Date]	[Select Date]	[Select Date]	[Select Date]



## North Horsham Neighbourhood Plan

### Budget Proposals

The Parish Council has allocated £10,000 from General Reserve to undertake a Neighbourhood Plan. This is to be supplemented with outside funding as appropriate.

*Note-*

Meetings will be held at Roffey Millennium Hall where possible to reduce room hire costs.

Printing will be done in house where possible to reduce costs.

### Budget

#### Community engagement

Printing flyers, surveys, display materials, offering incentives? (ie prize draw) - £6,000

#### Professional consultancy costs

To critique a local green space audit  
£3,000

#### Contingency

£1,000

### Risks and possible mitigation proposals

**Insufficient evidence** – evidence must be proportionate to the plan. Hard copies of the surveys could be sent with Parish Council correspondence and local organisations could be asked to circulate surveys to their membership. Cascading information through partner organisations could be an option. Including surveys in Horsham Pages (North) is also an option. The Neighbourhood Plan Steering Group could attend events in Horsham Town to try to increase the opportunity to interview residents.

**Costs exceed budget** – An application for Locality money could give additional funding.

**Lack of manpower/ volunteers** – Use of professional consultants, working with partner organisations such as Horsham Blueprint, Horsham Society etc.

**Changes in NPPF or HDPF or other policies** – building good relationships with HDC will help to mitigate the risk of this as changes will be highlighted.

**Managing expectations** – supply clear literature explaining what a NP is and the focus of the plan by NHPC with a clear vision, aim and objectives.

Horsham Parish Council – Parish Council Meeting 11<sup>th</sup> May 2017

Correspondence List from 17 <sup>th</sup> March 2017 to 3 <sup>rd</sup> May 2017 Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.	
1.	<p>West Sussex County Council Suicide prevention consultation. County Council – Notice of Election. Traffic Regulation- Primrose Copse. CLC Minutes 6.3.17. County News Horsham District. Planned roadworks Early notification of work at Parsonage Road level crossing in July 2017. A Dog Walker's Guide to West Sussex - FREE EVENT. Tuesday 16<sup>th</sup> May 6pm – 8pm and Saturday 20<sup>th</sup> May 10am – 12 noon – Brinsbury College</p>
2.	<p>Horsham District Council Horsham Town Meeting to Discuss Visitor Economy and Strategy. 5th April 2017. Community Safety e-newsletter Local Plan Mapping Portal – initial testing. Horsham Town Tourism Strategy Meeting 5/4/17 – notes supplied by Cllr Alicia Smith. Cllr F Haigh also attended. Horsham Business Support – the Economic Development Team are establishing a programme of free training for businesses through the University of Chichester. Consultation on Gypsy, Traveller and Travelling Showpeople Draft Site Allocations DPD- no proposed sites within the parish. Forthcoming Events in Horsham. Horsham District Visitor Economy Strategy - consultation survey</p>
3.	<p>Sussex Police In the Know – weekly updates Fraud And Elder Exploitation 23/03/2017 – listen live event. Law Abiding Citizen Alert 03/04/201 Fraud newsletter April 2017</p>
4.	<p>Gatwick Airport Management Board Gatwick Arrivals Review – report from meeting on 31<sup>st</sup> January 2017 which Cllr T Rickett attended as the nominated representative.</p>
5.	<p>NALC Chief Executive's Bulletin 10 - 17 March 2017; Bulletin 11- 24 March 2017, Bulletin 12 - 31 March 2017 Bulletin 13 - 7 April 2017, Bulletin 14 – 13 April 2017, Bulletin 15 - 21 April 2017; Bulletin 16 - 28 April 2017 Newsletter 21<sup>st</sup> March 2017, 28<sup>th</sup> March 2017, 4 April 2017, 11<sup>th</sup> April 2017, 18<sup>th</sup> April 2017 Information regarding a new Tree Charter which will set out how our local communities and trees can best benefit one another. It will serve as a resource which local councils can use in support of their efforts to look after the trees in their area. DIS 905 Digital Councils event - 25 May 2017</p>



6.	<p>SALC  WSALC Minutes 19/1/17  Invitation to forward unresolved or strategic issues to be raised with the Chief Constable of Sussex Police.  Health and Safety Training and Risk Assessment workshop.  SSALC new staffing arrangements  Health and Wellbeing Report for Town and Parish Councils in West Sussex  Slides and presentations from Employer briefing and awareness training 6<sup>th</sup> April 2017.  Invitation to attend local ambulance service event - Surrey &amp; West Sussex – two dates available.  Direct Information Service (DIS) 906  Parish Online - Training Day- 19<sup>th</sup> June in partnership with WSCC</p>
7.	<p>HALC  HALC Conference Agenda – notes from Cllr Alicia Smith who attended this event.</p>
8.	<p>HTCP  Invitation to attend meeting with consultants working on research to implement Horsham's Visitor Strategy on 5<sup>th</sup> April 2017, 5<sup>th</sup> September 2017 and 1<sup>st</sup> November 2017.</p>
9.	<p>West Sussex Mediation service  March 2017 and April 2017 newsletters.</p>
10.	<p>St. John Ambulance  Essential First Aid for Adults event - Warnham Park on Tuesday 9th May 2017.</p>
11.	<p>Horsham and Mid Sussex Voluntary Action  Newsletters.  Our Shared Future Health and Wellbeing Event - 23rd May 2017 – The Hawth, Crawley.</p>
12.	<p>UK Power Networks  Quarterly newsletter.</p>
13.	<p>Horsham Cycling Forum  Horsham Cycle Debate Friday 21st April. A full report is available at:- <a href="http://www.hdcf.org.uk/horsham-cycle-debate-full-report/">http://www.hdcf.org.uk/horsham-cycle-debate-full-report/</a>  Horsham Town Centre contra flow cycling reports from the Cycling Forum.</p>
14.	<p>Warnham Brickworks Community Liaison Committee  Papers for the Warnham Brickworks CLC - Monday 10th April at 6pm</p>
15.	<p>Horsham and Mid Sussex Clinical Commissioning Group  Newsletter</p>
16.	<p>Gatwick Airport  Gatwick Airmail - Spring Edition</p>
17.	<p>Surrey Hills Solicitors  Invitation to Launch 11<sup>th</sup> May 2017</p>
18.	<p>Local business community  Statement that will be given to West Sussex County Times regarding changes in car parking at Godwin Way Car Park.</p>
19.	<p>Horsham Older Peoples Forum  Consultation on Horsham Park outdoor gym equipment</p>

Horsham Parish Council – Parish Council Meeting 11<sup>th</sup> May 2017

Correspondence List from 4<sup>th</sup> May 2017 to 11<sup>th</sup> May 2017  
Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.

1.	Horsham and Mid Sussex Voluntary Action Newsletter April 2017 E Bulletin - May 2017
2.	NALC Newsletter 3 <sup>rd</sup> May 2017; Newsletter - 9 May 2017 Chief Executive's Bulletin 17 - 5 May 2017 Battle's Over – A Nation's Tribute Request to contribute to NALC/LGC supplement - health and well being
3.	West Sussex County Council List of road works. Temporary traffic regulation order for work at the level crossing on Rusper Road. Maps to support work of Tree Wardens.
4.	Horsham Community Town Partnership. Horsham's 4th Annual Riverside Walk on Sat 15th July
5.	Resident correspondence E-mail regarding the planning process surrounding DC/16/1677- development north of the A264. E-mail regarding bollards outside One Stop at Lambs Farm Road.
6.	Sussex Police Tourists Targeted By Fake Police Officers 04/05/2017
7.	Horsham District Council Think Before You Throw Campaign launched 8 <sup>th</sup> May 2017 Dementia Friends Training – working to arrange training for staff and Councillors. Young Horsham District Forum – 21 <sup>st</sup> June at 10am- opportunity to ascertain gaps in services in the North Horsham Parish. Annual Reception for Chairmen on Wednesday 24th May 2017 at 7pm
8.	Fields in Trust Updates.
9.	Carers Support West Sussex. Carer Update from Carers Support West Sussex
10.	St Andrews Methodist Church Open Day to celebrate the opening of a community garden 24th June 2017.