

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 31ST AUGUST 2017 AT 7.30pm**

COMMITTEE REPORT

To be considered in conjunction with the agenda for this meeting.

1. Public Forum.

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcement's.

The detailed balance sheet provided for Month 3 at the last Finance and Administration Meeting showed a difference between the Total Assets less current liabilities and total equity. RBS (the financial software provider) has advised that the difference is due to software error when the report "including Stock Movement" is selected. In future, this option will not be used and the figures should balance.

The Parish Council has initiated a claim in the small claims court for non payment of an invoice for £261.34 and was awarded judgement on 7th July 2017. The cost of bringing the claim was £25. An application for a warrant of control for which there was an additional fee of £77 has been submitted.

The Clerk, Deputy Clerk and Chairman of Property met with Horsham District Council's Grants and Funding Officer and Planning Obligations Officer on 7th August 2017 to gain a better understanding of how Section 106 monies are allocated and to clarify how much money was available for North Horsham

parish. The unallocated amounts at 7th August 2017 were:-

Community Facilities General Funds - £433.36

Community Facilities Named project - £3,960 (Millennium Hall) plus £24,371 from Novartis.

Open space general funds - £19,925.17.

Money has already been allocated to other projects in north Horsham, for example the upgrading of Manor Fields Recreation Ground and Roffey Recreation Ground.

The Property Committee has identified that money allocated to Roffey Millennium Hall would provide greater community value if it were spent on improvements to North Heath Hall and has agreed to approach Horsham District Council to ask for a variation. This will be put before the Parish Council in September 2017. The Property Committee is working to put forward projects to Horsham District Council, but it must be noted that applications for funding can be submitted by community groups as well as the Parish Council.

Three year fixed rate contracts for gas supplies have been taken out at Roffey Millennium Hall and Holbrook Tythe Barn. Two year fixed rate contracts have been taken out for electricity supplies at all three Halls. A breakdown of costs is attached to the agenda.

6. Financial Review to 31st July 2017

The Financial Report, Earmarked Reserves breakdown and Balance Sheet to 31st July 2017 are attached.

The bank statements, cash book and bank reconciliation at 31st July 2017 will be available at the meeting.

The VAT Summary to 31st July 2017 is attached.

7. External Audit

The external audit on the Annual Return for the year ended 31 March 2017 has been completed and is unqualified, therefore there are no ongoing matters for consideration. The necessary conclusion of audit notices have been displayed on notice boards and on the Parish Council website in compliance with the Accounts and Audit Regulations 2015 (SI 2015/234).

Once work on the 2016/17 Annual Returns has been completed, a new framework contract with sector-led body 'Smaller Authorities' Audit Appointments Ltd (SAAA) will commence. PK Littlejohn will still be the External Auditors and they have set a submission deadline for the 2017/18 Annual Return of 11th June 2018.

8. Valuation of buildings

Report from District Valuer attached. The Asset Register has been amended to reflect the figures in the report.

9. Asset Register and Insurance Review

Attached. Currently, the play areas do not have insurance cover. Zurich has given a quotation of £608.45 for the full year.

10. Roffey Cemetery

In response to a letter from the Parish Council offering £3,000 per year as a contribution towards the upkeep of the jointly owned Roffey Cemetery there have been two proposals from Horsham District Council's Parks and Countryside Manager. One whereby the Parish Council takes sole responsibility for litter picking and grounds maintenance in the jointly owned section of Roffey cemetery or alternatively that North Horsham Parish Council takes full responsibility for the whole cemetery and recharges Horsham District Council for a small proportion of the running costs.

11. Business Continuity Policy and Plan

Document attached. A Business Continuity Policy and Plan is a requirement for the Fire Risk Assessment.

12. Infrastructure Delivery Plan (IDP)

Horsham District Council has requested Parish Council to identify infrastructure or services that are required to support the delivery of the Council's Horsham District Planning Framework and Neighbourhood Development Plans. Some of the projects listed are included in the North Horsham Parish Council Business Plan. The list has already been considered by the Property Committee and Planning, Environment and Transport Committee and will be put forward to the full Council in September 2017.

14. Date of next Meeting

12th October 2017 (Scheduled)

Pauline Whitehead BA(Hons) FILCM
18th August 2017

Breakdown of unit costs

Electricity Supplies				
	End of contract date	Prices	End of contract date	Prices
Roffey Millennium Hall	To 27.08.2017	S/C 49.99p per day Day 12.54p per kwh Night 7.510 per kwh CCL 0.559p per kwh	To 27.08.2019	S/C 43.66 per day Day 13.96 per kwh Night 9.12 per kwh
North Heath Hall	To 27.08.17	S/C 49.99p per day Day 12.54p per kwh Night 7.510 per kwh RSEC 0.559p per kwh	To 27.08.2019	S/C 43.66 per day Day 13.96 per kwh Night 9.12 per kwh
Holbrook Tythe Barn	To 27.08.17	S/C 29.060 per day Day 12.54p per kwh RSEC 0.559p per kwh	To 27.08.2019	S/c 24.38 per day Day 13.42 per kwh
Gas supplies				
Roffey Millennium Hall	To 10.10.2017	S/C zero Unit 3.963p per kwh CCL 0.195p per kwh	To 07.08.2020	S/c zero Unit 4.188p per kwh
North Heath Hall	To 01.08.2018	S/C 142.427 per day Unit 2.758 p per kwh CCL 0.195p per kwh		
Holbrook Tythe Barn	To 08.08.2017	S/C 50.283p per day Unit 3.878p per kwh CCL 0.195p per kwh	To 07.08.2020	S/C 116.871p per day Unit 3.187p per day

RSEC Renewable Source Electricity Charge

Finance Report to 31st July 2017

Funding

Precept	146,776
Council Tax Benefit	701
Environmental Grant	4,846
Total	152,323

Income

Cost Centre	Actual Income	Annual Budget
Admin	122	150
Allotments	765	765
North Heath Hall	20,270	60,200
Holbrook Tythe Barn	13,128	26,200
Multi Court Lettings	4,337	12,240
Roffey Millennium Hall	24,604	74,000
Total	63,226	173,555

Expenditure

Cost Centre	Actual Expenditure	Annual Budget
Admin	23,015	*67,943
Grants	4,980	10,000
Burial	0	1,500
Personnel	92,966	277,325
Planning, Env, Trans	0	2,000
Allotments	17	1,318
Amenity, Recs and Open Spaces	12,269	50,889
North Heath Hall	6,901	24,380
Holbrook Tythe Barn	6,541	22,213
Roffey Millennium Hall	10,291	38,455
Total	156,980	496,023

Net expenditure	93,754	322,468
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*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income is higher than anticipated and expenditure lower. There has been no response to a letter sent to Horsham District Council regarding burial charges following the last Finance Meeting on 29th June 2017.

**NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES -31st July 2017**

		RESERVES		EXPENDITURE		INCOME		EXPENDITURE	INCOME		NOTE	
		BALANCE 31.3.2016	TRANSFER 31.3.2016	BALANCE 1.4.2016	ACTUAL 01.04.2017	ACTUAL 31.03.2017	BALANCE 31.03.2017		TRANSFER 01.04.2017	ACTUAL 31.07.2017		ACTUAL 31.07.2017
310/0	GENERAL RESERVES	101744	-24100	77644	470391	478024	85277	-10000	0	0	75277	
											0	
	EARMARKED RESERVES										0	
											0	
320/0	REVENUE - VAT Contingency	7955	0	7955	0	0	7955		0	0	7955	
											0	
321/0	REPAIRS & RENEWALS	140666	20100	160766	23736	0	137030			8000	145030	
											0	
322/0	ELECTION	19950	0	19950	0	0	19950		0	0	19950	
											0	
325/0	DAMAGE	4000	0	4000	0	0	4000		4000	0	0	3
											0	
326/0	YOUTH PROVISION	0	0	0	0	0	0		0	0	0	
											0	
327/0	ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621		0	0	5621	1
											0	
328/0	PLANNING	8000	4000	12000	3750	0	8250		0	0	8250	
											0	
330/0	CAPITAL PROJECTS	4000	0	4000	0	0	4000		4000	0	0	3
											0	
331/0	NEIGHBOURHOOD PLAN	0	0	0	0	0	0	10000	0	0	10000	4
											0	
335/0	CAPITAL RECEIPT	25000	0	25000	0	0	25000		0	0	25000	2
											0	
		316936	0	316936	497877	478024	297083	0	8000	8000	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 moved to 321 Repairs and Renewals agreed by F&A. (Jnl1 19.05.17)
- 4 Neighbourhood Plan Fund created for the NP (Jnl 2 19.05.17) Money taken from the General Reserve. The balance sheet will not reflect this until the year end.

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 31st July 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<i><u>Current Assets</u></i>				
101	Debtors	10,989	0	10,989
105	Vat Refunds	855	0	855
201	Lloyds Bank Accounts	168,485	0	168,485
202	Co-op Community Directplus A/c	108,800	0	108,800
203	Nationwide	60,000	0	60,000
210	Petty Cash	150	0	150
Total Current Assets		349,279	0	349,279
<i><u>Current Liabilities</u></i>				
501	Creditors	7,541	0	7,541
Total Current Liabilities		7,541	0	7,541
Net Current Assets		341,738	0	341,738
Total Assets less Current Liabilities		341,738	0	
<i><u>Represented By :-</u></i>				
301	Curent Year Fund	34,655	0	34,655
310	General Reserve	85,277	0	85,277
320	Earmarked Reserves - VAT Con	7,955	0	7,955
321	Earmarked Reserves - R&R Fund	145,030	0	145,030
322	Earmarked Reserves - Election	19,950	0	19,950
327	Ear Marked Res-Yth Charity Bal	5,621	0	5,621
328	Ear marked Reserve Planning	8,250	0	8,250
331	Earmarked Reserve - NP	10,000	0	10,000
335	Ear Marked Res Capital Receipt	25,000	0	25,000
Total Equity		341,738	0	341,738

CALCULATION FOR PARTIAL EXEMPTION ON VAT PAID - 2017/18

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

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

		Standard Holbrook Tythe Barn	Standard North Heath Hall	Standard Multi courts	Fuel Holbrook Tythe Barn	Fuel North Heath Hall	Standard Admin	Column A Total amount of VAT paid on varying rates	Exempt VAT that can be reclaimed.	Standard Roffey Millennium Hall	Standard	Fuel	Column B Total amount of VAT paid on 100% reclaim categories	Total VAT paid - sum of columns A and B
	VAT percent applicable	20%	20%	20%	5%	5%	20%			20%	20%	5%		
Period 1	March - June 2017	296.43	571.19	163.65	7.38	2.09	95.00	1,135.74		1,035.23	2,513.15	0.00	3,548.38	4,684.12
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
	VAT that can be reclaimed	207.50	571.19	139.10	5.17	2.09	35.15	960.20		1,035.23	2,513.15	0.00	3,548.38	4,508.58
Period 2	July - September 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Period 3	October - December 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Period 4	January to March 2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
	Cummulative Total	296.43	571.19	163.65	7.38	2.09	95.00	1,135.74		1,035.23	2,513.15	0.00	3,548.38	4,684.12
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
	VAT that can be reclaimed	207.50	571.19	139.10	5.17	2.09	35.15	960.20	960.20	1,035.23	2,513.15	0.00	3,548.38	4,508.58
	£7500 de minimis limit													

Agrees with VAT Return Summary to 30/6/17 Total inputs

Westminster Valuation Office
Wingate House
93-107 Shaftesbury Avenue
London W1D 5BU

Pauline Whitehead BA (Hons) FILCM
Clerk to North Horsham Parish Council

Our Reference : 1641897
Your Reference :

Roffey Millennium Hall
Crawley Road
Horsham
West Sussex
RH12 4DT

Please ask for : James McLearn
Tel : 03000 502949
Fax :
Mobile : 07795 367623
E Mail : james.c.mclearn@voa.gsi.gov.uk

Date : 09 August 2017

Dear Pauline

**Re: Roffey, Holbrook and North Heath Halls
Reinstatement Cost Assessment (RCA) for Insurance Purposes**

Further to your instruction I enclose a schedule setting out our Reinstatement Cost Assessment for Insurance Purposes of the above sites.

This should be read in conjunction with the Standard Terms and Conditions of the Insurance Assessment attached to this correspondence

Our Day One Reinstatement Cost Assessment of Roffey hall is **£2,164,000 (Two Million One hundred and sixty four thousand pounds)** (which excludes VAT).

Our Day One Reinstatement Cost Assessment of North Heath hall **£1,550,000 (One Million Five hundred and fifty thousand pounds)** (which excludes VAT).

Our Day One Reinstatement Cost Assessment of Holbrook hall **£969,000 (Nine hundred and sixty nine thousand pounds)** (which excludes VAT). This excludes the external, play areas, which are assessed separately at **£184,000 (One hundred and eighty four thousand pounds)**.

A breakdown for each property for insurance reinstatement has also been attached to this correspondence. In addition please note the following points pertinent to this assessment:

1. The assessment has been produced based on complete loss and subsequent reinstatement of the relevant buildings.
2. The GIA for each building has been taken from the information provided, and these have not been verified on site.
3. The following items have been specifically excluded from the assessment: Tenant's fixtures and fittings, process machinery and plant.
4. The Insurance figure as stated above does not include for the consequential costs that are associated with possible flooding, i.e. temporary re-location. Advice on this factor should be sort from your insurance broker concerning the additional risk that this poses.
5. No allowance has been made for undertaking works within a contracted period, such as school holidays, nor for out of hours or weekend working.

In order to ensure that the portfolio is adequately insured I recommend that you speak with your Insurers regarding the extent and cover that is required. I also recommend that a copy of our Standard Terms and Conditions be made available to them.

If, as a result, of these discussions or upon review of the enclosed you require further assistance I will be happy to assist.

Yours Sincerely

J McLearn

James McLearn MRICS | Built Environment and Minerals Surveyors, National Specialist Unit | Valuation Office Agency (VOA)

Building number	Building Name	Building Description	Area (GIA)	Estimated rebuild cost building excl. demolition & fees	Estimated rebuild cost external works excl. demolition & fees	Demolition %	Demolition £	Professional Fees %	Professional Fees £	DAY ONE FIRE REINSTATEMENT ASSESSMENT	Anticipated build period (months)	Notes/ Comments: TPI @ 291, LF @ 1.17 Specific terms and conditions apply VAT is to be excluded.
1	Holbrook Hall	Part timber framed and clad with cavity brick extension, tiled pitched roof. Includes external works, other than play equipment and MUGA	274	£ 783,659	£ 50	8%	£ 58,778	15%	£ 126,373	£ 969,000	0	Rate used a higher rate from BCIS for similar sized halls to reflect quality, an average of the rate for timber framed and brick built to reflect the actual build. Added an allowance for site specifics and possibility of any asbestos. Area includes extensions of circa 25m2 and the workshop, attached and similar construction of approx 12m2.
2	Holbrook Hall - external play areas	Wooden play equipment--: zip wire, log walk, bench and wastepaper bins, 2 no. MUGA courts	1	£ 161,843	£ -	5%	£ 8,092	8%	£ 13,595	£ 184,000	0	Uplifted previous, which was built up from the elements making up these areas.
3	North Heath Hall	Cavity brick with pitched tiled roof. Includes external works	516	£ 1,253,573	£ 49	8%	£ 94,022	15%	£ 202,147	£ 1,550,000	0	Rate used a median rate from BCIS for similar sized halls. Added an allowance for site specifics and possibility of any asbestos.
4	Roffey Millenium Hall	Cavity brick with pitched tiled/ flat roof. Includes external works (minimal)	747	£ 1,750,033	£ 23	8%	£ 131,254	15%	£ 282,197	£ 2,164,000	0	Rate used a median rate from BCIS for similar sized halls. Added an allowance site restriction factors and for limited air conditioning and lift.
Portfolio totals			1538	GIA					Grand-Total	£ 4,867,000.00		

THE VALUATION OFFICE AGENCY – DISTRICT VALUER SERVICES

STANDARD TERMS OF INSURANCE ASSESSMENT

This document details the standard terms upon which the Valuation Office Agency provide Reinstatement Cost Assessment for Insurance Purposes. The RICS Guidance notes on reinstatement cost assessments Buildings, *Second Edition*, will apply to the assessment of replacement cost.

1. **Inspection**

An inspection was carried out in July 2017.

The assessment is based upon the gross internal areas provided by the Client and we have relied upon that area information to produce our assessment.

2. **Basis of Assessment**

Reinstatement costs are based on replacement costs of buildings at day of assessment ("Day 1 Basis") to include for typical building services installations (normally included in a building contract) with appropriate allowances for demolition and site clearance.

No allowance has been made within the costings for any inflation during the policy year, planning or rebuilding periods. The client is therefore advised to discuss with their insurers as to what allowances, if any, may need to be included over and above the figures to cover for inflation.

Consequential costs or losses including the provision of alternative accommodation during any planning or rebuilding periods will be excluded.

The costs are based on a forecast tender price index (TPI) as published by BCIS of the Royal Institution of Chartered Surveyors for the **3rd Quarter 2017**.

Costs are based on total loss and reconstruction of the properties in the form, construction (subject to current legislation) and extent existing at the assessment date. The costs relate to the buildings, outbuildings and external work at the properties for which this assessment is being sought.

Building costs are calculated using the gross internal area (GIA) as agreed with the Client.

The costs will generally be based on published rates generally and adjusted to the appropriate date using a forecasted tender price index (TPI) as published by BCIS of the Royal Institution of Chartered Surveyors. For historic or listed properties we will where necessary undertake a more rigorous approach to the reinstatement cost assessment. This might include additional research into specific costs and the use of cost build ups on a partial or full elemental basis.

It will be assumed that the project is procured using a traditional competitive tendering route and will not take into account savings that might be accrued through alternative procurement routes. Similarly no allowance will be made for any savings that might be accrued through PFI or other arrangements. The cost assessment figure is an estimate, and may not, in all circumstances, reflect the lowest competitive tender price available.

Costs are based on total loss and reconstruction of the properties to the original design, form, extent and use existing at the valuation date using modern materials

and techniques to a standard equal, but not exceeding, that of the existing property in compliance with current legislation and statutory requirements.

The cost assessments do not include any allowance for meeting current NHS, educational or other enhanced design standards or for meeting enhanced BREEAM requirements above those required to meet the minimum standards in the Building Regulations.

We have not made any enquiries into specific requirements that might be imposed by the Local Planning Authority.

An allowance has been included for Professional fees likely to be included in the reconstruction of the properties.

The costs relate to the buildings, outbuildings and external works at the properties for which this quotation is being sought. External works may be included as a separate calculation or based on a percentage of the total building costs.

Building costs will be calculated using the gross internal area (GIA). The RICS guidance is that floor areas should be verified by site measurement, sketch plans made and schedule of accommodation noted. We have/ not included for these as part of our fee estimate.

Unless you do require us to undertake a measurement exercise as part of the inspection then we will require details of the relevant Gross Floor Areas (GIA's) as part of the instruction process. We will also require a current site plan that we can relate to the schedule of areas. These details will then form the basis of our valuation and no site measurements will be taken.

It must be noted that reinstatement cost assessments for insurance purposes do not relate to asset valuations or market valuations in any way.

3. Process Plant & Machinery

The assessment excludes process plant, machinery and equipment except where it is considered to be an integral part of any building or structure and is essential for its effective use, i.e. building services installations.

4. Assumptions

When reporting the following assumptions will be made which the Agency shall be under no duty to verify unless they are prima facie incorrect or unreasonable.

- An allowance has been made for demolition of the building(s), which assumes that a tipping area would be available within a 10-mile radius of the site. No allowance has been made for the value of reclaimed materials arising from the demolitions. In assessing the cost of demolition the location and any special features of the site including access will be taken into consideration.
- Demolition costs for the same building may vary considerably depending upon the particular circumstances appertaining when the work is carried out. (e.g. the ready availability of a market for reclaimed materials and the proximity of tipping facilities).
- Loose fittings, office furniture and furnishings are excluded whether fixed or unfixed together with specialist or computer equipment, fixed or otherwise and subsequently installed for specific activities.

- All costs rely upon the full quantities of materials required for the site, in particular stone, slate, suitable hardwoods and the like being reasonably available to suit the construction programme.
- Costs rely upon the fact that the jointing and fixing of the component members within the construction, where concealed from view (i.e. in floors, roof spaces and the like) are made using appropriate modern techniques rather than the original style.
- Certain buildings may be identified as being possibly of such age and/or obsolete construction that the client may wish to consider adopting a special basis for insurance by agreement with the insurer.
- No allowance will be made for any abnormal conditions or foundations unless we are specifically made aware of such a requirement to the contrary.
- Professional fees have been included at **15%**.
- No investigation or allowance for remediation works which may be required as part of the rebuilding process (in order to comply with legislation) will be included. This should be drawn to your Insurers attention. If it is known that the land is contaminated this should also be brought to your insurers attention, because this cost will not be covered by a standard building insurance policy.
- The removal of deleterious material (including Asbestos) has been allowed on a fixed percentage basis depending on the age and type of building. If specific information relating to deleterious materials within a building is made available to us as part of the valuation then an alternative allowance will be made. Please be advised that on arrival to site for any inspection we will require access to your asbestos register to assist us in our valuation and to comply with our health and safety protocols.
- No environmental assessment of the property will be provided to or by the Agency, or is the Agency instructed to arrange consultants to investigate any matters with regard to contamination or presence of radon gas. It will be assumed that the property (including its site) and neighbouring properties are free of radon gas and not contaminated and no search of contaminated land registers will be made. However if an inspection is made and obvious signs of contamination are visible this will be reported to you and further instructions will be requested from you. In such circumstances it is recommended that further investigations be undertaken. *The Agency's Environmental Specialists are available to undertake assessments subject to a separate fee*
- That no access audit will be undertaken to ascertain compliance with the Disability Discrimination Act 1995 and 2005 or the Equality Act 2010 and that the premises are compliant.
- It is our normal practice to **exclude VAT** from our reported figures. This may or may not be applicable and the client should discuss this with their insurer to determine whether applicable to all properties on their estate and include it if necessary.

5. Publication

The report has been produced for the use of **North Horsham Parish Council** for insurance purposes only and should not be used for any other purposes nor published in any way without written approval as to its form and context in which it is to appear. No responsibility is accepted to any third party.

6. **Freedom of Information**

The Freedom of Information Act 2000 or Environmental Information Regulations 2004, and subordinate legislation, may apply to some or all of the information exchanged between yourself and the Valuation Office Agency under this engagement. Therefore the Valuation Office Agency's duty to comply with the Freedom of Information Act may necessitate, upon request, the disclosure of information provided by you unless an exemption applies.

The Valuation Office Agency undertakes to make reasonable endeavours to discuss the appropriateness of disclosure, or the applicability of any exemptions allowed by the Act, with you prior to responding to any third party requests. However, the Valuation Office Agency reserves the right to comply with its statutory obligations under the Act in such manner, as it deems appropriate.

The Valuation Office Agency requires you to make all reasonable endeavours to discuss with us the appropriateness of disclosure, or the applicability of any exemptions allowed by the Act, prior to your responding to any third party requests for information provided to you by the Valuation Office Agency.

7. **VOA's Complaints Handling Procedure**

The Agency has a comprehensive complaints handling procedure. If you have a complaint it may be best to speak to the person you have been dealing with or their manager. If you remain dissatisfied you should be offered a copy of our brochure "Putting things right for you". If it is not offered to you, please request a copy or access it on our website www.voa.gov.uk.

8. **Currency**

Unless otherwise stated, all prices or values are stated in pounds sterling.

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
HOLBROOK TYTHE BARN

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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BUILDINGS AND LAND

1	Holbrook Tythe Barn, Pondtail Road, Horsham, RH12 5JF	17.11.1995		594,000	969,137		Replacement cost per DV - 10.8.2012 Refurbished - 2014
2	Car park	17.11.1995					Part sold to Horsham Bowls Club
3	Bowls Green	17.11.1995					Sold to Horsham Bowls Club - 2013
4	Multi Courts and Play Area			209,000			Replacement cost per DV - 10.8.2012
5	Open Space						
			1	803,000	969,137		

INTEGRAL FEATURES

A	Light Fittings - internal	N/K	1				
B	Floor Covering (vinyl)	N/K	1	9,000			
C	External Lighting	N/K	1				
D	Velux Opening System	N/K	1				
E	Gas boiler	7.12.2009	1,960	2,200			
F	Fitted Kitchen	1.8.2010	10,327	10,000			Fitted oven replaced 2012 (£150)
G	Fitted Kitchen (WR)	2014	1				Part of external refurbishment
H	Floor Covering (vinyl)	2016	7200	7200			Replacement for main hall, kitchen and toilet
I	Patio doors and windows	01.09.2016	11,138	11,138.34			Replacements
			30,630	28,400			

BUILDINGS AND LAND

VAT at 20% (70%)

TOTALS

	831,400		
	116,396		70% VAT not recoverable
1	947,796	939,137	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
HOLBROOK TYTHE BARN**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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A	FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS
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FURNITURE

1	Folding tables (x 14)	22.4.2014	0	1,750		Replacements - see Disposals - HTB
2	Folding chairs (x 72)	22.4.2014	0	1,500		Replacements - see Disposals - HTB
			0	3,250		

FIXTURES AND FITTINGS

3	Benches/Hooks	N/K	0	0		See Disposals - HTB
4	Roller blinds (x 6)	2010	0	0		See Disposals - HTB
4a	Roller blinds (x2)	2016	528	528		Replacement cost 2016
5	External Awning	2010	3,191	4,000		
			3,719	4,528		

IMPROVEMENTS

6	Alarm system	N/K	2,119	7,000		Alarm systems replaced - 2010
7	Acoustic Panels (WR)	11.3.2015	3,047	5,000		
			5,166	12,000		

CONTENTS (A)	8,885	19,778	
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VAT @ 20% (70%)		2,769	70% VAT not recoverable
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TOTAL CONTENTS (A)	8,885	22,547	21,038
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**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
HOLBROOK TYTHE BARN**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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B	OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK					
1	Cleaning hand tools	N/K	1	100		
2	Soap Dispensers (x 6)	N/K	1	180		
3	Electric Hand Driers (x 5)	N/K	1	1,000		
4	Clocks (x 1)	N/K	1	20		
5	Fire Blanket (x 1)	N/K	1	25		
6	Internal signage	N/K	1	500		
7*	External Notice Board (road)	N/K	1	800		
8*	External Notice Board (road)	N/K	1	800		
9	Fire extinguishers (x 5)	17.11.1995	654	460		
10	Noticeboards - internal (x 2)	1995	90	150		
11*	External Notice Board (wall)	1996	591	500		For re-location
12	Crockery/Cutlery	1.7.2001	377	220		
13	Henry Vacuum cleaner	1.7.2001	85	80		
14	Floor cleaning machine	2011	992	1,000		
15	Temporary Shed for storage	28.11.2013	0	0		See Disposals - HTB
16	Assistance Ramp	17.11.2014	292	325		
17	Literature Display Holder	25.3.2015	143	175		
18	Picnic Tables (x 3)	4.9.2014	600	750		
19	Stored Cleaning Materials	Various	500	750		

CONTENTS (B)
VAT @ 20% *
VAT @ 20% (70%)
TOTAL CONTENTS (B)

4,332	7,835	
	420	*All VAT recoverable
	6,165	70% VAT not recoverable
4,332	14,000	6,587

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
HOLBROOK TYTHE BARN**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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C	SPORTS EQUIPMENT					
1	Court Floodlights (x 4)	1996	10,452	10,000	10,000	
2	Multi Courts Fencing	1996	1	30,000	30,000	
3	Multi Courts Surface	1996	36,595	50,000	50,000	
4	Netball posts (x 2)	8.2.2007	0	0		See Disposals - HTB
5	Tennis posts (x 2)/winder	2009	0	0		See Disposals - HTB
6	Tennis nets (x 2)	2009	0	0		See Disposals - HTB
7	5-a-side football posts (x 4)	2009	2,258	3,000		Replaced 2014
8	Football Nets (x 4)/fixings	Various	361	900		Replaced 2014

CONTENTS (C)	49,667	93,900	6,912	Items under Category C Insurance only
VAT @ 20% (85%)		15,963		85% VAT not recoverable
TOTAL CONTENTS (C)	49,667	109,863	96,912	

D	TOOLS AND GARDENING EQUIPMENT					
1	Wheelbarrow	Various	1	75		
2	Various small hand tools	Various	5	628		

CONTENTS (D)	6	703		
VAT @ 20% (70% only)		98		70% VAT not recoverable
TOTAL CONTENTS (D)	6	801	2,325	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
HOLBROOK TYTHE BARN**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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NET TOTALS

VAT @ 20%

VAT at 20% (70%)

VAT @ 20% (85%)

GROSS TOTALS

62,891	953,616				
	420				All VAT recoverable
	125,428				70% VAT not recoverable
	15,963				85% VAT not recoverable
62,891	1,095,427			1,065,999	

New items

Disposals

Disposals to 31st March 2018 shown on a separate sheet and accounted for in the 2018 figures.

* Further work required to complete these columns

**NORTH HORSHAM PARISH COUCIL ASSET REGISTER 2017
DISPOSALS - HOLBROOK TYTHE BARN**

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
A3	Benches/Hooks	2013	1	0	Changing Rooms converted to new Hall. No useful life remaining
BUILDING AND LAND					
	Car Park	18.12.2013	0	0	Part sold to Horsham Bowls Club - by way of barter
	Bowls Green	18.12.2013	0	0	Part sold to Horsham Bowls Club - by way of barter
C4	2 Netball Posts	1.3.2014	462	0	Unable to sell - given away
			463	0	

2014/2015					
A1	Tables (x 20)	22.4.2014	2140	0	Unable to sell/donate - disposed of
A2	Chairs (x 72)	22.4.2014	1547	0	Unable to sell/donate - disposed of
B15	Shed	July 2014	333	0	Poor condition unable to sell - given away as a donation.
C4	2 Netball Posts	July 2014	462	0	Poor condition unable to sell - given away as a donation.
C5	Tennis Posts	July 2014	556	0	Poor condition unable to sell - given away as a donation.
C6	Tennis Nets	July 2014	195	0	Poor condition unable to sell - given away as a donation.
			5,233		

2016/17					
A4	Roller blinds (x 6)	40452	597	0	Unable to sell/donate - disposed of
			597		

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
ROFFEY MILLENNIUM HALL

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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A	FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS
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FURNITURE

1*	Hanging File Trolleys (x 1)	N/K	0	0	2012	See Disposals - RMH
2	Roller Blinds	N/K	1	0		
3	Folding Tables (x 33)	2000	1	2,427		
4	Fixed Leg Chairs (x 34)	2000	1	1,846		
5	Fixed Leg Tables (x 19)	2000	1	2,625		
6	Flooring (carpet tiles)	2000	11,995	17,500		Replaced 2014
7	Free Standing Cookers (x 2)	2000	875	940		
8	Free Standing Fridges (x 3)	2000	1	780		
9	Vertical Blinds (IT Room)	8.3.2002	133	400		
10	Curtains	19.12.2006	1,712	3,000		
11*	Office Desk/Hutch/Pedestal	12.3.2008	676	500		
12*	Sofa type seating and unit	12.3.2008	855	895		
13	Folding Chairs (x 300)	21.7.2008	6,447	7,551		
14	Chair Trolleys (x 6)	21.7.2008	990	1,126		
15*	Bookcases - standard (x 7)	9.2.2010	360	355		
16*	Cupboard Racking/Shelving	12.2.2010	882	1,000		
17	Vertical Blinds	2010	4,177	4,500		
18*	Lockable Cupboard	2012	149	160		
19*	Office Desks/Pedestals (x 2)	Various	830	700		
20*	Office Chairs (x 4)	Various	480	700		
21*	Office Tables (x 3)	Various	435	648		
	Carry Forward		31,001	47,653		

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
ROFFEY MILLENNIUM HALL

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
A contd./brought forward		31,001	47,653			
22* Other Chairs (x 8)	Various	480	512			
23* Miscellaneous Furniture	Various	1	300			
24* Metal Filing Cabinets (x 3)	Various	0	0		2012	See Disposals - RMH
24a Photocopier	2017	1		7,500		Leased
		31,482	48,465			

IMPROVEMENTS

25 Air conditioning Units (x 1)	N/K	1	1,500			Internal
26 Partition Wall	2000	5,000	10,000			
27 Sound System	2000	5,000	9,000			
28 Acoustic Panels	2005	5,457	7,500			
29 Magnetic Door Closures	26.4.2007	1,371	1,550			
30 Air Conditioning Units (x 3)	19.1.2009	3,855	4,500			Internal
31 Alarm systems	2010	11,050	15,000			Alarm systems replaced - 2010
32 AC Unit Members Room (x1)	6.2016	998	998			
		32,732	50,048			

TOTAL CONTENTS (A)

VAT at 20%

VAT at 20% (37%) *

TOTALS

64,214	98,513	116,021	Contents under category A insurance only
	18,549		ALL VAT recoverable
	427		37% not recoverable
64,214	98,940	123,521	

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
ROFFEY MILLENNIUM HALL

	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
B	OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK						
1	Coat Racks (x 4)	N/K	1	740			
2*	Safe	N/K	1	1,800			
3	Internal Noticeboards (x 2)	N/K	1	600			
4	Telephone Handsets (x 4)	Various	1	500			
5	Waste Paper Bins (x 20)	Various	1	100			
6	Coffee Percolators (x 3)	Various	1	1,000			
7	Kettles (x 5)	Various	1	225			
8	Crockery/Cutlery	Various	1	900			
9	Paper Towel Dispensers (x 10)	Various	1	300			
10	Cleaning Hand Tools	Various	1	100			
11	Extension Leads (x 2)	Various	1	50			
12	Clocks (x 10)	2000	70	110			
13	Fire Extinguishers (x 17)	2000	1	1,665			
14	Fire Blankets (x 3)	2000	1	75			
15*	External Letter Box	2000	371	400			
16*	Leaflet Carousel	2001	107	147			
17	Internal Signage	6.4.2001	79	550			
18	Tea Trolley	14.5.2001	145	70			
19	Tea Urns (x 4)	14.5.2001	180	480			
20	Numatic Floor Washer	29.2.2004	740	1,125			
21*	External Noticeboard (x 1)	2005	550	700			
22	Numatic Floor Polisher	9.12.2005	700	485			
23	Henry Vacuum Cleaner	31.1.2006	140	80			
24	Numatic Cleaning Trolley	11.4.2006	146	109			
	Carry Forward		3,241	12,311			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
ROFFEY MILLENNIUM HALL**

	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
	B contd./brought forward		3,241	12,311			
25	Hot Water Jugs (x 3)	14.6.2006	84	90			
26	Baby Changing Unit (x 2)	17.7.2006	370	300			
27	50L Nappy Bin (x 3)	17.7.2006	254	225			
28*	Framed scenic prints (x 6)	13.6.2007	282	350			
29	Convactor Heaters (x 2)	2010	100	100			
30	Karcher Power Washer	2010	275	350			
31	Hose and Reel	2010	60	75			
32*	Table Top Display Boards	10.3.2011	300	600			
33*	Table Top Display Boards	14.5.2012	182	210			
34	Vax Carpet Cleaner	25.5.2012	280	300			
35	Hand held Steam Cleaner	11.12.2012	0	0			See Disposals - RMH. Believed stolen
36	Free standing Dishwasher	20.6.2013	150	175			
37*	CD Players x 2 (public)	15.5.2014	210	250			
38	Free standing Dishwasher	12.11.2014	180	180			
39*	Pop Up Advert Display	19.3.2015	105	130			
40*	Table Top Display Boards	25.3.2015	120	150			
41	Stored Refreshments	Various	500	250			
42*	Stored Stationery	Various	1,500	2,180			
43	Stored Cleaning Materials	Various	1,000	1,250			
44	Defibrilator	01.03.2017	1	1,000	1,030		Donation
	TOTAL CONTENTS (B)		9,194	19,476	18,623		Items under Category B insurance only
	VAT at 20%			2,712			All VAT recoverable
	VAT at 20% (37%) *			512			37% not recoverable
	TOTALS		9,194	19,988	19,653		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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C	COMPUTER AND OFFICE EQUIPMENT
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1	HP Scanjet scanner	N/K	1	150		
2	ABC Docuseal laminator	18.9.2001	89	200		
3	HP laserjet printers (x 3)	2006	528	450		
4	Fellowes Shredder	1.4.2008	150	200		
5	Siemens Monitors (x2)	16.7.2008	234	300		2 Kept from older computers
6	HP colour laserjet printer	16.7.2008	0	0		See Disposals - RMH
7	Brother A3 deskjet printer	18.11.2009	220	400		
8	Samsung laptop (PM)	1.6.2010	500	400		
9	Lenovo Computers (x 3)	22.3.2012	1,023	1,500		
10	BenQ Monitor (x 1)	1.5.2012	97	120		
11	Sony Digital camera	15.8.2012	127	150		
12	Samsung laptop (PC)	6.12.2012	336	400		
13	MultiMedia Projector (office)	26.11.2013	347	400		See D1 below
14	QNAP Network Storage	20.12.2013	291	291		
15	Fujitsu laptop (PM)	10.6.2014	319	350		
16	HP Colour Printer	1.3.2015	533	585		See C6 above and disposals
17	Tower & Monitors (Members Roo	01.03.2016	428	428		
TOTAL CONTENTS (C)			5,223	6,324	6,000	

TOTAL CONTENTS (C)
VAT at 20% (37%)*
TOTALS

5,223	6,324	
	468	
5,223	6,792	6,000

37% not recoverable

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
ROFFEY MILLENNIUM HALL

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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D	TVs, AUDIO-VISUAL ITEMS AND TOOLS
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1	TV/Video (x 1)	2001	0	0		See Disposals - RMH
2	Recording Equipment	2003	0	0		See Disposals - RMH
3	Multimedia Projector (public)	27.6.2006	490	400		See C12 above. Hire only
4	Flip Chart Stands (x 4)	6.3.2007	330	300		
5	Projector Screens (x 2)	23.9.2009	320	384		
6	Litter Wardens Cart	18.8.2009	551	500		
7	Whiteboards (x 2)	10.12.2009	214	242		
8	Projector Screens (x 4)	26.11.2013	247	300		Wall Mounted
9	Projector Screens (x 2)	25.4.2014	172	200		
TOTAL CONTENTS (D)			2,324	2,326	2,019	

TOTAL CONTENTS (D)
VAT at 20%
TOTALS

2,324	2,326	
	465	
2,324	2,326	2,019

All VAT recoverable

G	CIVIC REGALIA
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1	Union Flag	N/K	1	85		
2	Chairman's Chain of Office	1990	319	500	500	
3	Mallet and striking plate	2002	31	75		
TOTAL CONTENTS (G)			351	660	0	

TOTAL CONTENTS (G)
VAT at 20%
TOTALS

351	660	0
	132	
351	660	500

Items insured in Category G only

All VAT recoverable

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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NET TOTALS		1,051,444	2,321,141			
VAT AT 20%			460,626			All VAT recoverable
VAT at 20% (37%)			1,407			37% not recoverable
GROSS TOTALS		1,051,444	2,783,174	2,744,341		

New items

There were no disposals in financial year to 31st March 2017

* Further work required to complete these columns

DISPOSALS - ROFFEY MILLENNIUM HALL

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS £	NOTE
A24	4 x Metal Filing Cabinets	2012	189	0	Surplus to requirements. Donated to other organisations
A1	1 x Hanging File Trolley	2012	50	0	Surplus to requirements. Donated to other organisations
C	Siemens Computers (x 3)	2012	1	0	End of working life, Secure disposal
C	Siemens Monitors (x 1)	2012	120	0	End of working life. Safe disposal
C	Logitech keyboards (x 3)	2012	1	0	End of working life. Safe disposal
C	Fujitsu laptop	2012	1	0	End of working life. Secure disposal
C	HP Digital camera	2012	1	0	End of working life. Safe disposal
D	OHP Projectors/Trolleys (x 2)	2012	1	0	End of working life.
B35	Hand held Steamer	2013	50	0	Believed stolen. To be replaced
			414	0	

2014/2015

DI	TV/Video (x 1)	2014	661	0	End of working life. Safe disposal
D2	Recording equipment	7.5.2014	750	0	Proceeds of £75 donated to Age UK Horsham
C6	HP Colour Printer	1.3.2015	377		End of working life. Safe disposal
			1,788	0	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
NORTH HEATH HALL**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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BUILDINGS AND LAND

1	North Heath Hall, St Marks Lane, Horsham, RH12 5PU	1988	1	1,051,000	1,731,193		Replacement cost per DV - 10.8.2012
			1	1,051,000	1,731,193		

INTEGRAL FEATURES

A	Under Floor Heating system						
B	Gas Boiler	13.1.2010	3,839	4,500			
C	Light Fittings						
D	Toilets (x 5)						
E	Fitted Kitchen	12.3.2009	9,478	10,000			Replacement from original
F	Fitted Kitchenette	9.7.2009	1,522	1,750			Replacement from original
G	Floor Covering (vinyl)	2003	3,927	12,000			
H	Floor Covering (vinyl) - lower	28.7.2013	1	2,970			Replacement from original
I	External Lighting						
J	Velux opening mechanism		1	866			Replaced with activators
K	Stage						
L	Stage Storage Cupboards		500	500			
M	Floor covering	01.08.2015	9000	9000			Replacement for kitchen, hall and toilets
			28,268	41,586			

BUILDINGS AND LAND

VAT at 20%

TOTALS

1	1,051,500		
	210,300		No VAT recoverable
1	1,261,800	1,731,193	

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
NORTH HEATH HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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A	FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS
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FURNITURE

1	Folding Tables (x 25)	25.4.2012	2,186	2,603			Replacement
2	Folding Chairs (x 200)	21.7.2008	4,298	4,530			
3	Chair Trolleys (x 4)	21.7.2008	660	751			
			7,144	7,884			

FIXTURES AND FITTINGS

4	Entrance Matting (x 5)	N/K	1	500			
5	Waiting Bench	2001	127	250			
6	Window Curtains	2011	4,947	3,000			
			5075	3750			

IMPROVEMENTS

7	Noise Limiter System	1991	6,690	8,000			
8	Stage Lighting system	1991	1	0			7, 8 & 9 inclusive purchase cost
9	Sound system	1991	1	9,000			
10	Stage Curtains	2006	949	3,500			
11	Partition Wall	17.8.2009	8,800	10,000			Replacement from original
12	Alarm system	2012	2,119	7,000			Alarm systems replaced - 2012
13	Roof Window Openers	17.12.2014	866	1,000			
			19,426	38,500			

CONTENTS (A)	31,645	50,134	
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VAT @ 20%		10,027	No VAT recoverable
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TOTAL CONTENTS (A)	31,645	60,161	67,981
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NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
NORTH HEATH HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
B	OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK						
1	Coat Racks (x 1)	N/K	1	555			
2	Internal Signage	N/K	224	224			
3	Clocks (x 2)	N/K	1	20			
4	Kettles (x 3)	N/K	90	135			
5	Paper Towel Dispensers (x 2)	N/K	1	60			
6	Kitchen Swing Bins (x 3)	N/K	1	30			
7	Internak Notice Boards (x 2)	1991	138	800			
8	Fire Blankets (x 2)	1995	1	50			
9	External Notice Boards	10.2015	485	485			Replacement - see disposals
10	Henry Vacuum Cleaner	1.7.2001	86	80			
11	Crockery/Cutlery etc.	1.7.2001	377	675			
12	Numatic Floor Polisher	30.7.2004	0	0			See Disposals - NHH
13	Fire Extinguishers (x 10)	2006	827	900			
14	120L Nappy Bin	17.7.2006	78	300			
15	Numatic Floor Washer	5.3.2007	990	1,118			
16	Range Oven	2009	1,200	1,500			
17	Tea Urn	26.3.2009	148	160			
18	Free Standing Fridge	9.7.2009	168	260			
19	Dishwasher	6.8.2013	230	250			
20	Karcher Floor Polisher	28.1.2015	703	850			Replacement - see B12
20	Cleaning Hand Tools	Various	1	120			
21	Stored Cleaning Materials	Various	800	1,050			
			6,550	9,622			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
NORTH HEATH HALL**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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CONTENTS (B)			6,550	9,622			
VAT @ 20%				1,924			No VAT recoverable
TOTAL CONTENTS (B)			6,550	11,547	10,715		

NET TOTALS			38,196	1,111,256			
VAT AT 20%				222,251			No VAT recoverable
GROSS TOTALS			38,196	1,333,508	1,809,889		

New items

Disposals

Disposals to 31st March 2018 shown on a separate sheet and accounted for in the 2018 figures.

* Further work required to complete these columns

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
NORTH HEATH HALL DISPOSALS

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
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2014/2015

B12	Numatic Floor Polisher	28.1.2015	340	0	End of working life. Include in 2016/17
			340		

2016/17

B9	External Notice Boards	10.2015	492	0	End of working life
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**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
PLAY AREAS**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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AMBERLEY CLOSE

1	Cradle Swings	May 2005	1,251	1,628		
2	Junior Swings	May 2005	1,095	1,577		
3	Junior Multi Play Unit	May 2005	12,974	12,048		
4	Toddler Multi Play Unit	May 2005	5,915	4,276		
5	Cone Climber	May 2005	2,695	3,355		
6	Spinner	May 2005	843	1,053		
7	Springer	May 2005	1,293	1,507		
8	Adventure Trail (x 5)	May 2005	2,083	2,064	5,854	Insured item
9	Game Panels (x 3)	May 2005	3,467	3,350		
10	Delivery/Installation	May 2005	8,615	9,966		
11	Safety Surfacing	May 2005	7,500	12,000		
12	Seats (x 2)	Sept. 2005	498	600		
13	Litter Bin (x 1)	May 2005	176	300		
14	Fencing/Gates	28.9.2005	839	900		
15	Signage (x 2)	2005	228	400		
			49,472	55,024	5,854	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
PLAY AREAS**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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BIRCHES ROAD

1	Junior Multi Play Unit	June 2004	11,325	15,619		
2	Toddler Multi Play Unit	June 2004	3,230	5,518		
3	Roundabout	June 2004	1,900	3,006		
4	Adventure Trail	June 2004	3,080	4,070		
5	Ancillary Costs	June 2004	1,000	600		
6	Delivery/Installation	June 2004	4,294	8,281		
7	Safety Surfacing	June 2004	12,900	14,000		
8	Fencing/Gates	June 2004	1	8,000		
9	Litter Bin (x 1)	June 2004	300	300		
10	Signage (x 2)	June 2004	154	400		
11	Seats (x 2)	1.9.2005	498	1,600		
12	Mixed Swing Set	20.9.2013	3,723	4,500		Replacement of original
			42,405	65,894	0	

EARLES MEADOW

1	Mixed Swing Set	N/K	1,100	1,500		
2	Seats (x 1)	N/K	1	800		
3	Fencing/Gate	N/K	1	4,000		
4	Litter Bin (x 1)	1.8.2001	252	300		
5	Signage	2005	229	200		
6	Toddler Multi Play Unit	2011	6,460	8,000		Replacement of original
7	Ancillary Costs	2011	1	150		
8	Delivery/Installation	2011	1	4,000		
9	Safety Surfacing	31.10.2012	2,143	3,000		
			10,188	21,950	0	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2017
PLAY AREAS**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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HOLBROOK TYTHE BARN

1	Picnic Tables (x 2)	N/K	1	0		
2	Litter Bin x 1	N/K	379	450		Replacement for wooden litter bin
3	Signage	N/K	460	500		
4	Junior Swing Set	14.3.2008	1,213			
5	Cradle Swing Set	14.3.2008	1,386			
6	Delivery/Installation etc	14.3.2008	938			
7	Safety Surfacing	Various	1			
8	Zip Line	2011	8,000		10,537	Insured item
9	Spinner	2011	2,000			
10	Delivery/Installation etc	2011	1,000			
11	Toddler Multi Play Unit	1.4.2012	3,798			
12	Junior Multi Play Unit	1.4.2012	11,255			
13	Delivery/Installation etc	1.4.2012	2,132			
14	Safety Surfacing	Various	15,000			Estimated cost over time
15	Fencing/Gates	1.4.2012	11,280			
16	Wavy Mirror Panel	29.8.2012	533			Additional item
17	Seats (x 2)	12.7.2013	1,150	1,750		Replacement for wooden seats
			60,526	2,700	10,537	

NET TOTALS
VAT AT 20%
GROSS TOTALS

162,591	145,568	16,391
	29,114	
162,591	145,568	16,391

All VAT recoverable

*Further work required to complete these columns

No disposals in financial year to 31st March 2017

**NORTH HORSHAM PARIS COUNCIL ASSET REGISTER 2017
STREET FURNITURE**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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BUS SHELTERS

1	North Heath Lane(Blenheim Way)	1983	2,492	3,750		Replaced 2007
2	Lambs Farm Road (Greenfields Rd)	1994	3,264	3,750		
3	Church Road	13.7.2004	3,264	3,750		
4	Lambs Farm Road (Rusper Rd)	18.11.2004	0	0		See Disposals
5	Lambs Farm Rd (Southdown Cl.)	18.11.2004	0	0		See Disposals
6	Manor Fields	18.11.2004	3,510	3,750		
7	North Heath Lane (Coltsfoot Dve)	21.2.2007	3,067	3,750		
8	North Heath Lane (Amundsen Rd)	21.2.2007	3,067	3,750		
9	Jackdaw Lane	21.2.2007	2,719	3,750		
10	Crawley Road	22.11.2007	3,112	3,750		
11	Perch Seat for (5) above	1.8.2013	99	100		
12	Bartholomew Way	2008	1	5,500		
			24,595	35,600		

STREET LIGHTS

1	Amundsen Road (x 6)	N/K	1	650		
2	Cook Road (x 10)	N/K	1	650		
3	Peary Close (x 3)	N/K	1	650		
4	Pixies Hollow (x 1)	N/K	0	0		Passed to WSCC
5	St Marks Lane (x 4)	N/K	1	650		
6	Cottingham Avenue (x 1)	N/K	1	650		
7	Giblets Lane (x 1)	N/K	1	650		
8	Heather Close (x 1)	N/K	1	650		
			7	4,550	0	

**NORTH HORSHAM PARIS COUNCIL ASSET REGISTER 2017
STREET FURNITURE**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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ROADSIDE SEATS

1	Roffey Corner (x 1)	N/K	1	800		
2	Rusper Road/Kings Road (x 1)	24.10.2010	395	500		
			396	1,300		

OTHER SEATS

1	Birches Road (x 1)	N/K	1	800		
2	Picnic Tables (x 1) - HTB	N/K	0	0		Disposed of
3	Picnic Tables (x 2) - NHH		1	0		
4	Amberley Close - commemorative	17.12.2001	471	800		
5	Amberley Close Open Space (x 2)	2007	1,116	1,600		
6	Octagonal Picnic Tables (x 3)	4.9.2014	600	900		
			2,189	4,100		

NOTICEBOARDS

1	Coltsfoot Drive	N/K	563	550		
2	Bartholomew Way	01.10.2015	365	365		Replace - see disp
3	Lambs Farm Road (Shops)	12.10.2005	563	750		
4	Church Road	01.10.2015	365	365		Replace - see disp
5	North Heath Lane (R'side Walk)	01.10.2015	598	598		Replace - see disp
6	Roundel - Crawley Road	10.7.2008	4,238	5000	5,854	Insured item
7	Godwin Way	25.1.2010	1,046	1,046		
			7,738	8,674	5,854	

**NORTH HORSHAM PARIS COUNCIL ASSET REGISTER 2017
STREET FURNITURE**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 01.06.2017	DISPOSAL DATE	NOTE
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OTHER ITEMS

1	Earles Meadow Boardwalks	N/K	1	20,000	21,430		Insured item
2	Roadside Sign - HTB	N/K	1	500			
3	Fencing - Harwood Rd allotments	2001	1,609	8,000			
4	Handrail - Manor Fields	1.8.2003	713	0			
5	Flagpole	2003	593	500			
6	Butterworth Seat Memorial Plaque	2007	97	4,000			
7	Scaffold Tower	7.10.2011	1,955	2,225			
8	Salt Bins (x 3) and locks	8.11.2012	484	600			
9	Sack Barrow	14.5.2012	53	60			
10	Information Stone - Earles Meadow	18.10.2013	1700	500			
11	Telescopic Ladder	7.6.2013	0	0			
12	Street Light Counter Balance	22.8.2013	1,285	1,500			
13	Safety Harnesses (2)	24.10.2013	140	175			
14	Manual Salt Spreader	8.11.2013	986	1,200			
15	PA Testing equipment	21.1.2014	649	649			
16	Stihl Leaf Blower	29.8.2014	0	0			
17	Small Litter Warden Trolley	10.12.2014	239	350			
			10,505	40,259	21,430		

NET TOTALS

VAT at 20%

45,430	94,483	
	18,897	
45,430	113,380	27,284

All VAT recoverable

TOTAL

45,430

New items

Disposals

Disposals to 31st March 2017 shown on a separate sheet and accounted for in the 2017 figures.

* Further work required to complete these columns

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTR 2017
LAND HOLDINGS**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2017*	INSURED VALUE 31.03.2017*	DISPOSAL DATE	NOTE
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LAND						
1	Birches Road	N/K	1			Community Land
2	Heath Way	1976	1			Community Land - small parcel
3	Amberley Close	1980	1			Community Land
4	North Heath Hall	1989	1			Not building
5	Holbrook Tythe Barn	1995	1			Not building/multi courts/play area
6	Earles Meadow	1998	1			Community Land - 13 acres
7	Pixies Hollow	1990	1			Land along part length BW 1583
			7	0	0	

* further work required to complete these columns.

No disposals in financial year to 31st March 2017

This list has been considered by the Property Committee and Planning, Environment and Transport Committee any amendments will be notified at the Finance Meeting.

Infrastructure Schedule

North Horsham Parish Council

E-mail Parish.clerk@northhorsham-pc.gov.uk Telephone 01403 750786

Purpose:- To identify the infrastructure or services that are required to support the delivery of the Council's Horsham District Planning Framework specifically in North Horsham. This could include infrastructure required to cope with capacity issues, co-location of services or upgrades to existing facilities. HDC encourages the Parish Council to engage with community groups in the area.

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Transport	To improve non-vehicular access across the A264 to link the development north of the A264 and beyond with the existing residential areas of North Horsham and Horsham town	A264	Report from Phil Jones Associates (to be attached) HDPF objective 3.12 "Opportunities for non car based transport...will be supported" Objective 11.4 – "Transport access and ease of movement is a key factor in the performance of the local economy" Policy SD9 'Transport Infrastructure development north of Horsham'.	West Sussex County Council	?	?	2020

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Community	Provision of a youth facility for those in Roffey – possibly using the WSCC Family Centre on Godwin Way.	Roffey	Area of depravation. No existing facility. New development on Parsonage Road within walking distance of Roffey. Higher density, lower cost, housing. HDPF policy 42 “Positive measures which help create a socially inclusive and adaptable environment for a range of occupiers and users to meet their long term needs will be encouraged and supported. Particular account will be given to....The co-ordination of services to fulfil the needs of young people”	Possibly Parish Council in partnership with WSCC/ HDC?	?	?	2018

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Community	Opportunities to access internet facilities. To promote science, technology, engineering and mathematics and the growing digital creative industry.	North Horsham	HDC is running a Digital Inclusion programme. There is a greater need to access the internet in order to engage with services.	WSSC/ HDC/ Age UK/ Horsham Matters	?	?	Now and ongoing
Infrastructure	Upgrade to Roffey Centre	Fitzalan Road/ Crawley Road	There is potential for Roffey to provide a larger number of facilities. Could link with the growing digital creative industry in providing space for business that wish to move into the district also creating employment opportunities. HDPF Policy 7 3 “....encouraging provision of small units through development proposals.”	WSSC/HDC/ Parish Council	?	?	2027

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Transport	Review traffic calming measures on Crawley Road	Crawley Road	The traffic calming measures do not work properly. Cars park within the traffic calming and as there is room for two cars to pass, it is largely ignored unless there is a large bus or lorry.	WSCC	?	?	2020
Heritage	To provide an exhibition area to promote local heritage and a sense of place.	North Horsham	No existing facility. Could be an outreach of Horsham Museum to enable young people to engage with local heritage.	HDC/ Parish Council	?	?	2027
Transport	To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane.	North Horsham / Horsham Town	Poor public transport links in Holbrook.	WSCC	?	?	2020

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Open spaces	Roffey Recreation Ground	Roffey Recreation Ground	Lack of security. Reduced public use because of existing sport.	HDC	?	?	2020
Open spaces	Manor Fields Recreation Ground	Manor Fields Recreation Ground	Existing facility old and in need of refurbishment	HDC	?	?	2017
Open spaces	Oak Tree Way Playground	Redkilyn Way	Existing facility overgrown and in need of refurbishment	HDC	?	?	2017
Transport	Electric car charging points	Godwin Way Car Park	Increase in the production of and promotion of using electric cars. HDPF 10 – Policy 40. 4 “Includes opportunities for sustainable transport which reduce the need for major infrastructure and cut carbon emissions.”	WSCC/ HDC	?	?	2020
Transport	Improve parking for Littlehaven Rail Station.	Littlehaven Lane	Cars parked in nearby residential roads	WSCC	?	?	2020

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Community	Accessible health facilities	North Horsham	There will be a need for increased access to health facilities as the population increases and ages. HDPF Policy 42 Inclusive Communities.	WSSCC/ GPs	?	?	2020
Open Space, Sport & Recreation	To provide outdoor Fitness Equipment	Amberley Road open space	To provide easily accessible equipment to encourage the increasing older population as well as younger people to keep fit. HDPF Policy 42 Inclusive Communities.	HDC/PC	£3,500	None	2018
Open Space, Sport & Recreation	To provide outdoor Fitness Equipment	Birches Road open space	To provide easily accessible equipment to encourage the increasing older population as well as younger people to keep fit. HDPF Policy 42 Inclusive Communities.	HDC/PC	£3,500	None	2018
Open Space, Sport & Recreation	Provide a new bench	Amberley Road open space	To enhance existing facilities for the elderly or those who have physical limitations. HDPF Policy 42 Inclusive Communities.	HDC/PC	£800	None	2018

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Open Space, Sport & Recreation	Enhance and extend boardwalks	Earles Meadow	To improve and extend the boardwalks so that they are more accessible and safer for users of all ages and those with physical limitations. Members of the public come from all over Horsham to use the facilities. HDPF Policy 42 Inclusive Communities.	HDC/PC	£13,000	None	2020
Community Halls and Buildings	Enhance and extend the toilet facilities	North Heath Hall	The venue is used by two Nursery Schools who have identified that the toilets and washrooms provided are not really suitable for young children particularly those with disabilities. With an increasing population locally and increasing free hours available there will be a greater demand for nursery places hence the facilities need to be upgraded to cope with this. HDPF Policy 42 Inclusive Communities.	HDC/PC	£20,000	None	2019

Infrastructure Type	Infrastructure Project	Location	Evidence	Delivered by	Cost	Existing Committed Funding	Delivery Timescale
Community Halls and Buildings	Enhance the kitchen facilities in rooms 15 and 16	North Heath Hall	These rooms are used almost exclusively by a nursery school who have identified that the kitchen facilities provided are minimal and cause safety concerns. With an increasing population locally and increasing free hours available there will be a greater demand for nursery places hence the facilities need to be upgraded to cope with this.	HDC/PC	£5,000 - £8,000	None	2019
Community Halls and Buildings (Money specifically for improvement of Roffey Millennium Hall)	Provision of air conditioning units in some rooms	Roffey Millennium Hall	There is additional need for facilities suitable for hire for the elderly and those with health issues. Some of our rooms which are hired out to Friendship Groups (60+) , NCT, Bariatric exercise classes etc would benefit from having air conditioning. HDPF Policy 42 Inclusive Communities.	HDC/PC	£3,000	None	2018

To be returned to Horsham District Council by 8th September 2017

E-mail: cil@horsham.gov.uk