

NORTH HORSHAM PARISH COUNCIL

**MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 31st AUGUST 2017 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

Present: Cllr. A. Britten, Cllr. P. Burgess, Cllr M. Loates*, Cllr J. Smithurst, Cllr S. Torn (Chairman) and Cllr. Mrs S. Wilton.

* denotes absence

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

FA/161/17 Public Forum

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

FA/162/17 Apologies

The Committee received apologies and reasons for absence from Cllr M Loates.

FA/163/17 Minutes

The Minutes of the meeting held on 29th June 2017 were agreed and signed by the Chairman as being a correct record.

FA/164/17 Declarations of Interest

There were no declarations of interest.

FA/165/17 Chairman's Announcements

Mr N Butler had resigned from the Parish Council on 29th August 2017 leaving a vacancy on this Committee and for the post of Vice Chairman.

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. Rural Business Solutions (RBS) (the financial software provider) had advised that the difference was due to a software error which is triggered when the report "including Stock Movement" is selected. In future, this option will not be used and the figures should balance.

The Parish Council had 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 had been submitted.

The Clerk, Deputy Clerk and Chairman of Property had met with Horsham District Council's (HDC) 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 had 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 had identified that money allocated to Roffey Millennium Hall would provide greater community value if it were spent on improvements to North Heath Hall and had recommended an approach to HDC to ask for a variation. This will be put before the Parish Council in September 2017. The Property Committee was working to put forward projects to HDC, 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 had been taken out for Roffey Millennium Hall and Holbrook Tythe Barn. Two year fixed rate contracts had been taken out for electricity supplies at all three Halls. Councillors had been given a breakdown of costs for information.

FA/166/17 Financial Review to 31st July 2017

The Committee considered documents circulated with the agenda.

It was **RESOLVED** to:-

- 1. Note the Financial Report, the reserve balances and balance sheet at 31st July 2017. (Attached)**
- 2. Note that the Committee Chairman had verified and signed the July 2017 cash book, bank reconciliation and bank statements for Lloyds Bank accounts.**
- 3. Note the VAT Summary to 31st July 2017**

The Reserve Balances at 31st July 2017 was £297,083. The amount shown on the Balance Sheet at 31st July 2017 was £341,738. The difference of £44,655 was the Current Year Fund which represents the sum total of money transferred in and out of income and expenditure and which is deposited at the year-end into the General Reserve. The Clerk suggested that any Councillor who wished to speak to RBS for further clarification of this process should contact her.

FA/167/17 External Audit

The external audit on the Annual Return for the year ended 31 March 2017 had been completed and was unqualified, therefore there were no ongoing matters for consideration. The necessary conclusion of audit notices had 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. The submission deadline for the 2017/18 Annual Return will be 11th June 2018.

The Council RESOLVED:-

- 1. To note that the accounts for 2016/17 had been audited by PKF Littlejohn LLP and were unqualified.**
- 2. To note that a notice of the conclusion of the external auditor's limited assurance review of the Annual Return, together with relevant accompanying information was published (including on the authority's website) in accordance with the requirements of Regulation 16 of the Accounts and Audit Regulations 2015.**

FA/168/17 Valuation of Buildings

The District Valuation Office had provided a reinstatement cost assessment for insurance purposes for Roffey Millennium Hall, North Heath Hall and Holbrook Tythe Barn.

The Council RESOLVED to note the report from the District Valuation Office. (Attached)

FA/169/17 Asset Register and Insurance Review

Revised valuations for all buildings had been included in the asset register. Insurance cover was still adequate. The Committee acknowledged that currently, the majority of the playground equipment does not have insurance cover. Zurich had given a quotation of £608.45 to insure the playground equipment for the full year. Excesses on the policy applicable for accidental damage and theft were £100. For malicious damage, storm or flood and escape of water the policy excess was £250. Whilst there had been minor damage in the playgrounds over the last twelve months, the cost of repairs did not exceed the excess.

It was RESOLVED not to take out insurance cover on playground equipment not already covered in the insurance policy as the potential cost of repairs were unlikely to exceed the excess.

FA/170/17 Roffey Cemetery

The HDC Parks and Countryside Manager had been invited to attend this meeting to explain some proposals for the future management of Roffey Cemetery but he was unable to attend, therefore, there was not sufficient information for the Committee to make any decisions.

The Committee resolved to defer this item until further information was available.

FA/171/17 Business Continuity Policy and Plan.

It was RESOLVED to recommend the Business Continuity and Plan (attached) to full Council.

FA/172/17 Infrastructure Delivery Plan.

HDC had requested that the Parish Council identify infrastructure or services that are required to support the delivery of their Horsham District Planning

Framework and Neighbourhood Development Plans. The proposed list was populated by projects included in the North Horsham Parish Council Business Plan and those identified through the Property Committee. The list had 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.

It was RESOLVED to recommend the list of Infrastructure Projects circulated with the agenda to be included on HDC's Infrastructure Delivery Plan to full Council.

FA/173/17 Date of next meeting

The next meeting is scheduled for Thursday 12th October 2017

There being no other business, the Chairman closed the meeting at 8.05 p.m.

..... Chairman

.....Dated

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	TRANSFER	BALANCE	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	
		31.3.2016	31.3.2016	1.4.2016	01.04.2017	31.03.2017	31.03.2017	01.04.2017	31.07.2017	31.07.2017	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>Current Assets</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>Current Liabilities</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>Represented By :-</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%	86%	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.mclearon@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

Business Continuity Policy and Plan

Business Continuity Policy Statement

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption. North Horsham Parish Council's policy is to maintain the continuity of its critical core functions and where these are disrupted by any event to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

Scope of the Policy and Plan

This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an emergency.

Responsibilities

North Horsham Parish Council as a corporate body is responsible for the Business Continuity Plan, however, the Chairman and Vice Charman are first responders in an emergency with the Clerk or Deputy Clerk and jointly will be responsible for initiating actions included in the Business Continuity Plan.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff.

The Council will be responsible for ensuring there is adequate training for staff and ensuring that activities are completed through a monitoring system.

Aim of the Plan

This Plan provides the framework in preparation for the Council to cope with the effects of an emergency.

Objectives

- To define and prioritise the Critical Core Functions of the business
- To identify the emergency risks to the business and assess likelihood and impact
- To detail the agreed response to an emergency including first reactions, recovery objectives, structure for implementation, monitoring, follow up procedures and communication processes.
- To identify key contacts during an emergency.
- To keep the information within the Business Continuity Plan updated and to review procedures at least bi-annually.

Critical Core Functions of the business

- Roffey Millennium Hall which includes the Parish Office
- North Heath Hall
- Holbrook Tythe Barn
- Multi Courts

Other services that could be affected

- Amberley Close allotments
- Amberley Close play area
- Holbrook Tythe Barn play area
- Birches Road play area
- Earles Meadow play area
- Earles Meadow open space
- Bus shelters
- Street lights
- Notice boards
- Litter and dog bins
- Litter picking.
- Roffey Friendship Club

Emergency Risks to the business

- Fire
- Flood
- Theft/ break in.
- Equipment failure
- Staff illness (epidemic)
- Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death
- Death or Serious injury to member of staff whilst carrying out Council duties

Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Loss of building due to fire.		Low/ High	Fire alarm with frequent tests/ Insurance	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Insurance.	
Loss of important documents due to fire, flood or theft.		Low/ Medium	Electronic documents backed up and back up kept off site. Land registry documents etc. can be sourced from national repositories.	Continue with a programme of scanning documents to be kept electronically.
Loss of Council computer files due to fire, flood, breakdown or theft.		Low/ Medium	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site.	
Staff illness.		Low/ High		
Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death		Low/ Medium	Sussex Association of Local Councils or Horsham District Council may provide support.	
Death or Serious injury to member of staff whilst carrying out Council duties.		Low/ High	Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.	

Business Impact Analysis - North Horsham Parish Council Response to an Emergency including a timeframe of responses, recovery objectives, a structure for implementation, monitoring and follow up procedures.

TIMELINE		24 hours	Within 7 days	Within 1 month	Within 3 months
Area V	Recovery steps >	Immediate Response and Actions	Management Response	Business Continuity Rebuild Confidence	
Loss of building due to fire.		Inform the Council, staff and appropriate hirers. Inform the insurance company. Relocate hires if possible. Relocate Parish Office if appropriate.	Set up temporary office including communication systems if necessary.	Hold a meeting of the full Council. Review the position. Work with the insurance company to rebuild the facility.	Action any recommendations from the review and continue to review progress.
Loss of equipment due to fire, flood, equipment failure or theft		Inform the Council. Inform the insurance company. Report theft to Police. Decide if equipment needs instant replacement.	Purchase new equipment. Ascertain what has been lost.	Report to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of important documents due to fire, flood or theft.		Inform the Council.	Review the position. Put steps in place to recover the documents if possible.	Report incident to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of Council computer files due to fire, flood, breakdown or theft.		Inform the Council. Retrieve the back up files from the Deputy Clerk.	Install back-up files on temporary or replacement equipment.	Report incident to Full Council Meeting and review position.	Action any recommendations following the review.
Staff illness.		Inform the Council. Decide on temporary cover strategy.	Provide temporary cover.	Provide cover and support whilst staff return to work.	Review the process and action any recommendations.
Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death.		Inform the Council. Decide on temporary cover strategy.	Provide temporary cover.	Provide replacement and/ or begin recruitment process	Review position and procedure for continuity.
Death or Serious injury to member of staff whilst carrying out Council duties.		Inform the Council. Inform the insurance company. Inform HSE.	Decide on temporary cover strategy. Investigate how the injury/ death occurred to respond to HSE.	Provide temporary cover then recruitment. Review position and procedure for continuity. Provide support to existing staff.	Provide support to existing clerk if/when they return to work or to the new clerk.

Should an emergency occur the following checklist should be used.

Emergency Response Checklist
For use during an emergency

- Start a log of actions taken:

- Liaise with Emergency Services:

- Identify any damage:

- Identify Functions disrupted:

- Convene your Response / Recovery Team:

- Provide information to staff:

- Decide on course of action:

- Communicate decisions to staff and business partners:

- Provide public information to maintain reputation and business:

- Arrange a Debrief:

- Review Business Continuity Plan:

Communication processes

When an emergency situation arises **the Clerk/ Deputy Clerk/ Chairman of the Council or Vice Chairman of the Council** is the first point of contact.

Their first priority is to summon the relevant **Emergency Services** if necessary.

The **Clerk/ Deputy Clerk** should then inform **staff, hirers** and other **Councillors** and report to the **HSE** if necessary.

The **Clerk/ Deputy Clerk** may need to contact the **insurance company, hirers, IT providers, Horsham District Council, West Sussex County Council, Sussex Association of Local Councils, the Bank, suppliers or contractors.**

Key contacts

Council contacts

Position	Name	Address	Telephone Number
Council Chairman	Cllr Alan Britten	32 Brushwood Road RH12 4PE	01403 272226
Council Vice Chairman	Cllr Martin Loates	10, Bryce Close RH12 4EF	01403 269465
Clerk to the Council	Pauline Whitehead	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786
Deputy Clerk to the Council	Vivien Edwards	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786

Emergency Contacts

Contact For/ Work	Name	Company/ Location	Telephone Number
Report of crime or need for emergency services		Sussex Police/ Fire / Ambulance	999
Insurance Company		Zurich Munciple	0800 335500 – new claim
Health and Safety Executive		HSE	0345 3009923
Gas		Emergency number	0800 111999
Electricity		Emergency number	0800 3163 105 or 105 – power cuts or emergency
Water		Business Stream Southern Water	0330 1232000 Mon – Fri 9am -5pm 01903 264444 Out of hours
Telephone		BT	0800 800154

Boarding up		Crawley Double Glazing Repair	0800 0546508
Emergency Repairs		Jack Augetta Ltd. 74 Brockham Lane Betchworth Surrey	01737841048 07796440000
		Concept Building Solutions The Mill Brookes Green Road Partridge Green	0800 1571020
Boilers		ServCom Unit 5 Beeding Court Business Park Shoreham Road Upper Beeding Steyning	01273 820998
Lift		ELA Lifts	07432 737849
Keys		Adrian the Locksmith	07736 441717
Key holder		Nick Simmonds Electrical	07745 790018
IT Support		Woodstock IT 5 The Courtyard Holmbush Farm Crawley Road Faygate	01403 290321
HR Support/ Recruitment		HR Services Quadrant House North Heath Lane Industrial Estate Horsham RH12 5QE	01403 240205
		Sussex Association of Local Councils	01273 830200

Update and review

This Policy and Plan shall be updated as appropriate and reviewed annually by full Council.

31st August 2017

