

NORTH HORSHAM PARISH COUNCIL

**MINUTES OF A MEETING OF THE
FINANCE AND ADMINISTRATION COMMITTEE
HELD ON THURSDAY 12TH OCTOBER 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/174/17 Election of Vice Chairman

As there were no volunteers from those present, this item was deferred to the next meeting.

FA/175/17 Public Forum

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

FA/176/17 Apologies

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

FA/177/17 Minutes

The Minutes of the meeting held on 31st August 2017 were agreed and signed by the Chairman as being a correct record.

FA/178/17 Declarations of Interest

Cllr P Burgess and Cllr S Torn declared a prejudicial interest in item FA/179/17, Roffey Cemetery, as they are both Horsham District Councillors.

Cllr S Torn declared a pecuniary interest in a grant application considered under item FA/187/17, Grants, as he is the treasurer of Horsham, Crawley and Mid Sussex Home Start.

With the agreement of the Committee, the meeting was adjourned for a brief presentation from Horsham District Council's (HDC) Parks and Countryside Manager who outlined the background of existing charges made to North Horsham Parish Council regarding Roffey Cemetery and the possible future management of the Cemetery.

Cllr Peter Burgess arrived during this item and extended his apologies.

FA/179/17 Roffey Cemetery

With the agreement of the Committee, the Chairman brought forward this item on the agenda.

Cllr P Burgess and Cllr S Torn declared prejudicial interests. Whilst they made

representations, they left the room during the final discussion and voting process.

Following election by fellow Councillors, Cllr Sally Wilton took the Chair for the final discussion and vote.

The Parish Council had queried the justification behind a charge of £6,000 per year levied by HDC for maintenance of Roffey Cemetery, a portion of which is owned by North Horsham Parish Council. The charge of £6,000 had started in 2002 but no written agreement could be found. It was suggested that the figure was arbitrary and not necessarily based on actuals. The Committee accepted the charge of £6,000 up to 30th November 2017.

It was RESOLVED to pay four outstanding invoices totalling £6,000 for 2016/17 in respect of maintenance at Roffey Cemetery.

The Parks and Countryside Manager suggested that the cost for maintaining the Parish Council's portion of Roffey Cemetery amounted to around £4,500 per year to include memorial testing. The Committee wished to explore how the maintenance of the cemetery could be managed most cost effectively for both HDC and the Parish Council with effect from 1st December 2017. The HDC Parks and Countryside Manager would get more accurate costings for maintenance (specifically litter picking, inspections and strimming) and he invited the Parish Council to do the same with a view to a discussion regarding partnership working at the next meeting.

It was RESOLVED that the Parish Council would get costings for maintaining the portion of land at Roffey Cemetery owned by North Horsham Parish Council and progress discussions with HDC.

FA/180/17 Chairman's Announcements

£100 had been received from the County Court in Worthing against an outstanding debt of £236.34 and a notification has been received that an additional £238.34 will be forwarded after clearance by the Court's bank. The money received will cover the debt and the £102 cost of taking the matter through the courts.

FA/181/17 Notes from the Internal Controls Working Party

The Committee received the notes of the Internal Controls working party held on 2nd October 2017 and noted that in future, rather than checking and verifying direct debits against the cash book, they would be authorised by two Councillors and signed. A checking process whereby five direct debits are checked at random would be included in the Expenditure (Purchase) Testing and Procedures.

FA/182/17 Financial Review to 30th September 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**

30th September 2017 (attached). An amendment was made to the expenditure on the reserves sheet circulated with the agenda as Ear Marked Reserves had been included twice.

2. **Note that the Committee Chairman had verified and signed the September 2017 cash book, bank reconciliation and bank statements for Lloyds Bank accounts.**
3. **Note the VAT Summary to 30th September 2017 (attached).**

Following recommendation by the Internal Controls working party, the Committee reviewed the reserves, noting that the recommendation from the Internal Auditor was for the General Reserve to be 50% of the precept (£146,775) or 6 months running costs (£150,000). The General Reserve is £230,901 at 30th September 2017.

FA/183/17 Forecast for 2017/18 and Budget for 2018/19

The Committee **RECOMMENDED** that the attached forecast for 2017/18 and budget for 2018/19 in respect of the Finance and Administration Committee be put forward into the precept setting process.

(The forecast for 2017/18 was £82,833 and the budget for 2018/19 was £77,215.)

FA/184/17 Precept for 2018/19

The Committee noted that:-

- The Planning, Transport and Environment Committee had put forward £2,000 for the 2017/18 forecast and £2,250 for the 2018/19 budget.
- The Personnel Committee had put forward a forecast of £277,715 for the 2017/18 forecast and £283,557 for the budget for 2018/19.

The Property Committee will be agreeing figures to put forward into the precept at their meeting next week. At this point there doesn't appear to be any significant increases required in the precept. The Chairman of Finance suggested a rise of up to 1.9% would be acceptable.

FA/185/17 Business Plan 2017-2022 - Review

The Committee reviewed the updated Business Plan and **RECOMMENDED** that it be put before the Council subject to removing item 11 'To support the 'Think Family' project in Roffey, as it is coming to a close and item 19 to strengthen the definition of North Horsham 'village' image as there is no evidence that this has the support of the local community.

FA/186/17 Grant Policy

The Committee reviewed the Grants Policy circulated with the agenda and **RECOMMENDED** that it be put before the Parish Council.

FA/187/17 Grant Applications

There remained £5,020 in the budget for 2017/18 for grant funding.

First Holbrook Brownies submitted an application for sponsorship of a Young Leader who has been selected to represent Horsham Division and the Sussex Central County Girlguiding on an international service project. The project is to build 2 houses, sanitation and water for two families in South Africa.

The application for £300 is a small proportion of the total cost of the project which is £2,600. Additional funding has been sought from Horsham Lions and Horsham Rotary Club and there have been a significant number of small fundraising activities undertaken by the Horsham Division Brownies.

The benefit to the local community is from the opportunity the young leader will have to better equip her to extend the contribution that she currently makes to Girlguiding and the community in North Horsham. This could encourage others to take up leadership roles within the Girlguiding organisation. The skills learnt could be transferred to helping other community initiatives.

The organisation holds limited reserves and has included all documentation. Records show that the First Holbrook Brownies have not received any grant funding from North Horsham Parish Council in the last ten years.

It was RESOLVED to award £300 to the First Holbrook Brownies to sponsor a Young Leader to take part in an international service project in recognition of the benefits and encouragement this could bring to her peers.

Cruse Bereavement Care submitted an application to support the organisation's core work of providing one-to-one support to bereaved adults, children and young people living in north Horsham parish either at home or in school. The sessions aim to help the client express their feelings and explore ways of dealing with their loss.

The request for £500 is a small proportion of the £70,000 annual cost of running the project. Additional funding of around £8,000 has been secured from other sources and the organisation also relies on donations and grants. The service can benefit any member of the local community.

The organisation holds limited reserves and has included all documentation.

The only grant given to Cruse Bereavement Care in the last ten years was £500 in June 2014 for ongoing work.

It was RESOLVED to award £500 to Cruse Bereavement Care in recognition of the benefits the service can provide to a high proportion of the community.

Cllr S Torn declared a pecuniary interest and left the room for the entirety of this item.

Crawley, Horsham and Mid-Sussex Home Start submitted an application to

support the organisation's core work of providing non-judgemental, practical and emotional support to vulnerable young families. Referrals to the service outstrip the ability to provide support. In an average West Sussex classroom of 30 reception children, 3 are suspected of neglect or abuse, 4 require additional support services and around 45% are starting reception class with levels of development below the national average. Home-Start CHAMS is committed to improving children's future life chances by supporting them and their families within their early years.

The request for £700 is a small proportion of the cost of supporting one family (£11,200). Additional grants and funding activities are taking place. The service benefits those living in north Horsham.

The organisation holds modest reserves and has included all documentation. North Horsham Parish Council has previously supported Crawley, Horsham and Mid-Sussex Home Start as follows:-

Crawley & Horsham Home Start	March 2008	£1000	Ongoing work
	July 2009	£1000	Ongoing work
	February 2011	£1500	Ongoing work
	October 2015	£1500	Ongoing work
	October 2016	£1500	Service Provision

It was RESOLVED to award £700 to Crawley, Horsham and Mid-Sussex Home Start to support ongoing costs in recognition of the valuable service that they provide.

West Sussex Mediation Service submitted an application to support the organisation's core work of providing a range of free mediation services to those suffering conflicts in their lives including neighbour disputes, family disputes, support for issues relating to older people and conflict coaching. The request for £500 is a small proportion of the cost of providing the service and the organisation has secured grant funding, donations, earned income and engages in fundraising activities.

The organisation has a reserves policy which states that the cash position is monitored to ensure that sufficient funds are available to meet all known liabilities in the current financial year. The reserves held reflect that position. All documentation has been included.

North Horsham Parish Council has previously supported West Sussex Mediation Service as follows:-

Mediation Service (West Sussex)	July 2005	£300	Ongoing work
	September 2008	£150	Ongoing work
	March 2010	£175	Ongoing work
	June 2011	£200	Ongoing work
	June 2012	£200	Ongoing work
	June 2013	£250	Ongoing work
	June 2014	£250	Ongoing work
	June 2015	£400	Ongoing work
	July 2016	£400	Service Provision

It was RESOLVED to award £500 to West Sussex Mediation Service to go towards ongoing costs and to reflect the benefit that the service provides to the local community.

FA/188/17 Date of next meeting

The next meeting is scheduled for Thursday 14th December 2017

There being no other business, the Chairman closed the meeting at 9.10 p.m.

..... Chairman

.....Dated

Finance Report to 30th September 2017

The Financial Year runs from 1st April 2017 to 31st March 2018.

Funding

Full funding is paid by Horsham District Council in 2 six monthly instalments.

Precept (full funding for 2017/18 received).	293,551
Council Tax Benefit (full funding for 2017/18 received).	1,403
Environmental Grant (full funding for 2017/18 received).	9,691
Total	304,645

Income to 30th September 2017

Cost Centre	Actual Income	Annual Budget
Admin	160	150
Allotments	765	765
North Heath Hall	29,024	60,200
Holbrook Tythe Barn	17,221	26,200
Multi Court Lettings	7,214	12,240
Roffey Millennium Hall	34,563	74,000
Total	88,947	173,555

Expenditure to 30th September 2017

Cost Centre	Actual Expenditure	Annual Budget
Admin	33,856	*67,943
Grants	4,980	10,000
Burial	0	1,500
Personnel	137,730	277,325
Planning, Env, Trans	2,000	2,000
Allotments	392	1,318
Amenity, Recs and Open Spaces	18,523	50,889
North Heath Hall	10,537	24,380
Holbrook Tythe Barn	11,538	22,213
Roffey Millennium Hall	16,297	38,455
Total	235853	496,023

Net expenditure	(146,906)	(322,468)
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*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

All funding for 2017/18 has been received from Horsham District Council. Income for the first six months was expected to be in the region of £86,775. Expenditure for the same period was expected to be in the region of £248,000.

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES -30th September 2017

Revised following Finance Meeting 12.10.17

		RESERVES		EXPENDITURE	INCOME			EXPENDITURE	INCOME		NOTE	
		BALANCE	TRANSFER	BALANCE	ACTUAL			ACTUAL	BALANCE			TRANSFER
		31.3.2016	31.3.2016	1.4.2016	01.04.2017	31.03.2017	31.03.2017	01.04.2017	30.09.2017	30.09.2017	30.09.2017	
310/0	GENERAL RESERVES	101744	-24100	77644	470391	478024	85277	-10000	-235852	393591	233016	
											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	1900	0	143130	
											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	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		215	0	8035	
											0	
330/0	CAPITAL PROJECTS	4000	0	4000	0	0	4000	-4000	0	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	-233737	393591	452707	

Agrees with balance sheet

- 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.
- 4 Neighbourhood Plan Fund created for the NP

North Horsham Parish Council 17/18

Income and Expenditure Account for Year Ended 30th September 2017

31st March 2017

30th September 2017

31st March 2017		30th September 2017
	Income Summary	
282,726	Precept	294,954
163	Interest Received	10
<u>282,889</u>	Sub Total	<u>294,964</u>
	Operating Income	
17,899	Administration	150
750	Allotments	765
0	Amenity, Recs & Open Sp	9,691
57,651	North Heath Hall	29,024
44,989	Holbrook Recreation Centre	24,435
73,845	Roffey Millennium Hall	34,563
<u>478,024</u>	Total Income	<u>393,591</u>
	Running Costs	
52,278	Administration	33,856
0	Section 137	0
8,577	Grants	4,980
3,000	Burial	0
293,325	Personnel	137,730
0	Planning, Env & Transport	2,000
717	Allotments	392
37,799	Amenity, Recs & Open Sp	18,523
24,070	North Heath Hall	10,537
17,582	Holbrook Recreation Centre	11,538
32,564	Roffey Millennium Hall	16,297
27,966	Earmarked Reserves	2,115
<u>497,877</u>	Total Expenditure	<u>237,967</u>
	General Fund Analysis	
101,744	Opening Balance	85,277
478,024	Plus : Income for Year	393,591
<u>579,768</u>		<u>478,869</u>
497,877	Less : Expenditure for Year	237,967
<u>81,891</u>		<u>240,902</u>
-3,386	Transfers TO / FROM Reserves	10,000
<u>85,277</u>	Closing Balance	<u>230,902</u>

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6 30th September 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<i>Current Assets</i>				
101	Debtors	15,845	0	15,845
105	Vat Refunds	1,544	0	1,544
201	Lloyds Bank Accounts	268,979	0	268,979
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		455,318	0	455,318
<i>Current Liabilities</i>				
501	Creditors	2,611	0	2,611
Total Current Liabilities		2,611	0	2,611
Net Current Assets		452,708	0	452,708
Total Assets less Current Liabilities		452,708	0	
<i>Represented By :-</i>				
301	Curent Year Fund	145,625	0	145,625
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		452,708	0	452,708

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	548.72	365.75	80.00	774.85	3.39	270.00	2,042.71		0.00	1,718.92	27.63	1,746.55	3,789.26
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
		384.10	365.75	68.00	542.40	3.39	99.90	1,463.54		0.00	1,718.92	27.63	1,746.55	3,210.09
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	845.15	936.94	243.65	782.23	5.48	365.00	3,178.45		1,035.23	4,232.07	27.63	5,294.93	8,473.38
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
	VAT that can be reclaimed	591.61	936.94	207.10	547.56	5.48	135.05	2,423.74	2,423.74	1,035.23	4,232.07	27.63	5,294.93	7,718.67
	£7500 de minimis limit													

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

Agrees with VAT Return Summary to 30/9/17 Total inputs

**BUDGET 2018/19
F & A COMMITTEE**

			BUDGET 2017/18	ACTUAL TO 31.03.2018	ESTIMATED TO 31.03.2018	BALANCE AT 31.03.2018	NOTE	BUDGET 2018/19
EXPENDITURE - REVENUE								
101	4006	Conferences	0		0	0		0
	4007	Councillors' Training	750		750	0		750
	4008	Councillors' Expenses	5,850		5,150	-700		5,100
	4021	Telephone	5,500		5,000	-500		5,000
	4022	Postage	2,000		2,000	0		2,000
	4023	Stationery and Printing	2,000		2,000	0		2,000
	4024	Subscriptions	3,060		3,060	0	Plus 1%	3,100
	4025	Insurance	12,040		12,085	45	Plus 1%	12,205
	4026	Publications	100		0	-100	LCR	50
	4028	IT Costs (Software)	2,133		2,400	267		2,400
	4029	Website Maintenance (hosting)	160		160	0		160
	4031	Other Advertising	200		200	0		200
	4032	Publicity/Marketing	1,000		500	-500		1,000
	4033	Newsletter	1,000		1,200	200		1,200
	4038	Office Equipment Maintenance	1,500		1,500	0	Computers etc.	1,500
	4051	Bank Charges	500		200	-300		200
	4053	PWLB Loan Charges	13,400		13,928	528	Principal £4,807.70, interest on remaining sum ends 2025.	13,700
	4057	External Audit Fees	1,500		1,300	-200		1,500
	4058	Professional Services	3,000		3,000	0		3,000
	4059	Internal Audit Fees	500		500	0		500
	4100	Chairman's Allowance	400		400	0		400
	4103	Parish Plan/ Neighbourhood Plan	10,000		10,000	0	Put surplus in an EMR	5,000
	4120	RMH Equipment (for hire)	750		500	-250	Projectors/ flasks etc	750
	4122	Office Equipment	600		1,000	400	Photocopier	1,000
102	4150	S137 Grants	0		0	0		0
103	4155	Grants	10,000		10,000	0		10,000
104	4101	Burial Charges	1,500	Under investigation	6,000	3,000	Under investigation	4,500
			79,443	0	82,833	1,890	0	77,215

NORTH HORSHAM PARISH COUNCIL



BUSINESS PLAN 2017 -2022

First draft 30th June 2016 – Full Council

Version 2 April 2017 – Finance Committee

Version 3 May 2017 – Full Council

Version 4 October 2017 – Finance Committee

Version 5 November 2017 – Full Council

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The Parish Council

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

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

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

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

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

All Council and Committee Meetings convened by NHPC are open to the public. There is an opportunity for members of the public to ask questions, comment or raise issues within the first fifteen minutes of the meeting. Members of the public are encouraged to join topic specific working parties to bring expertise and local knowledge.

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

Introduction to the Business Plan

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

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

Some improvements and projects could incur the need for additional expenditure. Whilst there may be a need to make an increase in the precept spread over a number of years to achieve a project that is supported by the community, every effort will be made to work collaboratively and in partnership with other organisations where possible to achieve the maximum value for money.

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

Purpose of the Plan

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

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

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

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

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

Past achievements

The Parish Council has been successful in supporting its community over past years by engaging with residents and representing local views. This is especially relevant in respect of the development North of the A264, transport and environment issues and opportunities that will benefit the community. The Council works to get the best possible outcomes for local people by fostering good relationships with Horsham District Council, West Sussex County Council and other organisations and promoting partnership working where possible.

Significant achievements for North Horsham Parish Council

- Maintaining three well appointed community halls, four play areas, open spaces, allotments and various street furniture.
- Roffey Friendship Group.
- Improvements to buildings, play areas and the Riverside Walk including the addition of street furniture and improved access.
- Facilitating the move of the Horsham Bowls Club and a New Pavilion.
- Improvements at Roffey Corner.
- Improving the environment by providing litter wardens.
- Initial engagement with Horsham District Council and developers with regard to the new development north of the A264.
- Regular articles in North Horsham pages to promote the Parish Council.

Vision

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

Aims and Objectives

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

15. To hold a North Horsham Market with stalls and food vendors once a week.
16. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis)
17. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

Other considerations

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

*The Parish Council has entered into negotiations with Horsham District Council to lease the Car Park funded by contributions from local retailers. There may be a need for a small contribution from the Parish Council. (See financial considerations).

Progress of individual projects

2017

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

Quarterly Parish Liaison Group meetings will be organised by the Parish Council. Invitees will be Councillors, Liberty Property Trust, HDC, community organisations, the CCG, churches, members of the community and neighbouring Parish Councils.

There is an opportunity to be part of six weekly HDC, Developer Liaison Meetings held every six weeks, organised by HDC and starting in January 2018. The representative will be nominated at the Planning Meeting on 26th October 2017.

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

An initial report has been commissioned from Phil Jones Associates on which to move forward with the developers and other agencies. This will be ongoing over several years.

3. To improve communications with Horsham District Council

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

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

There are ongoing discussions to promote this.

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

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

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

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

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

The Chairman and Clerk have spoken with HDC Economic and Visitor team to see if events held in Horsham Town can include North Horsham. Ongoing dialogue will be needed. The HDC Year of Culture 2019 should be an opportunity to address this. A working group has been set up to explore different activities.

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

This is being explored with West Sussex County Council. HDC has suggested engaging a third party such as Horsham Matters to do some work with young people to understand the issues.

9. To support access to internet facilities.

West Sussex County Council are working with HDC, Horsham Matters and Age UK Horsham District on a Digital Inclusion project. They are aware that the Parish Council is willing to support their initiative where appropriate and within resources.

10. To provide a Friendship Group in Holbrook.

A 'taster' session will be held in November.

2019 onwards

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

There is information on file to suggest this will not be possible for at least three to five years. This is a major project and would need buy in from HDC, WSCC and other agencies.

12. Review traffic calming measures on Crawley Road.

West Sussex County Council has no plans to make any amendments to Crawley Road.

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

HDC do a buildings audit on an annual basis and are aware of the facilities that the Parish Council can offer.

14. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work.

Information is required to ascertain what schools already do and how best to offer information to complement the work already done in schools. There could be opportunities to exhibit work at Roffey Millennium Hall.

15. To hold a North Horsham Market with stalls and food vendors once a week.

The logistics of setting up stall in terms of space , access to toilets, electricity etc. would be needed in the first instance.

16. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis)

Improvements could come with the new development north of the A264.

17. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

The Council may have the opportunity to become involved in community assets on the development north of Horsham.

Financial Considerations

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

	2015/16 Actual	2016/17 Actual	2017/18* Actual	2018/19* Based on projects listed	2019/20* Based on projects listed
INCOME					
Finance	283	1,518	150	200	200
Allotments	500	750	765	765	765
NHH	56,362	57,651	60,200	61,000	61,000
HTB	26,397	27,068	26,200	28,000	28,000
Multi Courts	20,217	17,921	12,240	13,000	13,000
RMH	74,601	73,845	74,000	74,000	74,000
TOTAL	178,360	178,753	173,555	176,965	176,965
EXPENDITURE					
Finance	64,735	52,278	67,943	75,715	68,000
Grants	13,773	8,577	10,000	10,000	10,000
Burial	6,000	3,000	1,500	3,000	3,000
Planning	1,550	0	2,000	2,225	2,225
Allotments	1,179	717	1,318	1,000	1,000
Amenities	42,408	37,799	50,889	50,000	50,000
NHH	21,995	24,070	24,380	25,000	25,000
HTB	18,609	17,582	22,213	23,000	23,000
RMH	34,527	32,564	38,455	39,000	39,000
Personnel	287,220	293,325	277,715	283,557	285,000
TOTAL	491,996	469,912	496,413	512,497	506,225
NET EXPEND.	313,636	291,159	322,858	335,532	329,260
FUNDING					
Precept	278,908	282,726	293,552	296,500	299,465
Council Tax benefit	11,678	7,006	1,401	0	0
Environmental Grant	9,388	9,538	9,691	9,691	9,691
TOTAL	299,974	299,270	304,644	306,191	309,156

*Not based on any evidenced figures at this stage.

Earmarked Reserves

The level of Earmarked Reserves and General Reserves will be important to enable the Council to take on additional services like the Youth provision and Friendship Group. Due to higher income than expected and lower expenditure than expected it is forecast that the level of reserves will rise.



North Horsham Parish Council

GRANTS POLICY

Policy Statement

North Horsham Parish Council recognises the importance of the valuable contributions by all organisations to the enhancement, improvement and wellbeing of the local community.

To support the wellbeing of the local community, the Parish Council will provide monies within the Council's annual Budget for the purpose of grant funding.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of North Horsham.

Key Principles

North Horsham Parish Council's Grants Policy is based on the following principles –

- Grants are payments made by the Parish Council to an organisation for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the wellbeing of the local community.
- The Grants Policy will be administered within the criteria set down in the Grants Policy Guidance Note for Applicants.
- Each application for a grant will be treated on its own merit.
- Organisations that apply should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by the organisation.
- Projects must demonstrate sustainability and long term value for money.
- Applications must be made on the official application form and supported by evidence that is asked for.

Review of the Policy

The Grants Policy is scheduled to be reviewed in October 2019 subject to change in legislation or requirements of the Parish Council.

North Horsham Parish Council

GRANTS POLICY - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from North Horsham Parish Council. Please read them carefully before completing the Application Form.

Who may apply for a grant.

Applications will be considered from the following –

- Not for profit organisations, including voluntary organisations.
- Religious groups, where it is demonstrated that there is a clear benefit to the local community, irrespective of their religious beliefs.
- Education, health or social service establishments, where it is demonstrated that there is a clear benefit to the local community and that the establishment is working in partnership with other groups.

Who is not eligible to apply for a grant?

Applications will not be considered from the following –

- Organisations supporting or opposing any political party.
- Organisations showing any discrimination (in line with the Equality Act 2010)
- Private organisations operating as a business for profit.
- 'Upward Funders' – groups or organisations whose fund raising is sent to a central office for redistribution.
- National organisations or groups with access to funds from a national 'umbrella' or 'parent' organisation, unless funds are not available from the national body or are inadequate for a specified project.
- Individuals.

The Application.

The application form is available from the Parish Clerk (contact details below) or from the Parish Council website www.northhorsham-pc.gov.uk

All applications:-

- Must be made by an organisation with clearly written aims and objectives and a written constitution.
- Must demonstrate clearly how a grant will benefit the local community of North Horsham.
- Must be made on the Parish Council's Application Form.
- Must be signed with a 'hard' signature.
- Must include all the supporting documentation that is requested (see the Checklist on the Application Form).

How the application is determined.

Each application for grant funding will be considered on its own merit

- Account will be taken of –
 - The level of the organisation's own fund-raising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Applications will be considered at each meeting of the Parish Council's Finance and Administration Committee (for details of the dates of meetings, please see the Parish notice boards or visit the Parish Council's website).
- The Parish Council will not commit to ongoing grant funding – a fresh application must be made each year.
- The Parish Council may attach conditions to the award of a grant, if it is considered appropriate.

Following determination of the application.

- Successful applicants will be notified in writing shortly after the meeting granting the application.
- Successful applicants will be sent a letter of confirmation in which there will be a request for written details of the bank account into which the award will be deposited.
- Successful applicants will be required to acknowledge the Parish Council's contribution on any publicity.
- The Parish Council will request that confirmation that the funding has been spent for the purpose for which it was granted within six months of the grant being awarded.
- In the event that grant is not used, either in part or in full; or the grant is not used for the purpose specified in the application, the Parish Council reserves the right to reclaim the amount of the grant paid, in full.

Data

The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision making meeting. Any award will be published on the Parish Council's website. www.northhorsham-pc.gov.uk

Should you have any questions or require additional support to complete the application form please contact

The Parish Clerk
Roffey Millennium Hall,
Crawley Road,
Horsham,
West Sussex, RH12 4DT

Tel. 01403 750786

E-mail - Parish.clerk@northhorsham-pc.gov.uk