

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD ON THURSDAY 11TH JANUARY 2018 AT 7.30pm
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

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

* denotes absence.

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, Deputy Clerk – Vivien Edwards, West Sussex County Council (WSCC) Cllr. A. Baldwin, WSCC Cllr. Liz Kitchen and Horsham District Council (HDC) Cllr. Roy Cornell.

With the agreement of the Council, Vice Chairman Cllr. M Loates took the Chair due to the absence of Chairman, Cllr. A Britten.

FC/190/18 Public Forum

There were no members of the public present.

FC/191/18 Apologies for absence

The Council received apologies and reasons for absence from Cllr. A Britten, Cllr P Burgess, Cllr R Ginn and Cllr Miss A Smith.

FC/192/18 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 2nd November 2017 were agreed and signed by the Chairman as a true record.

FC/193/18 Declarations of interest

There were no declarations of interest.

FC/194/18 Committees and Working Parties

The following Committee Minutes were presented to Council –

- (a) Property Committee – 19th December 2017.
- (b) Planning, Environment and Transport Committee 26th October 2017, 23rd November 2017, and 21st December 2017.
- (c) Finance and Administration Committee – 14th December 2017.
- (d) Year of Culture 2019 working party meetings – 10th October 2017 and 31st October 2017.

It was RESOLVED that the Committee Minutes and Working Party notes listed above be received and adopted.

FC/195/18 Report from the Neighbourhood Plan Steering Group

Steering Group notes from meetings held on 22nd November 2017 and 12th December 2017 had been circulated to the Council.

It was AGREED to receive the notes of the Neighbourhood Plan Steering Group meetings held on 22nd November 2017 and 12th December 2017.

It was RESOLVED to appoint Cllr. M Loates and Cllr. J Davidson to the Neighbourhood Plan Steering Group.

FC/196/18 Reports from representatives on outside bodies

There were no reports from outside bodies.

The New Friends of Horsham Park had invited representation from North Horsham Parish Council at their meetings. The Surrey and Sussex Association of Local Councils (SSALC) had advised the Parish Council not to attend meetings as the New Friends of Horsham Park is a lobbying group, but to receive information.

It was RESOLVED to decline the offer of representation on the New Friends of Horsham Park as advised, but AGREED that the Clerk would receive and circulate information.

FC/197/18 Reports from District or County Councillors

Cllr. Cornell informed the Parish Council that his enquiries into the derelict land between 78 Crawley Road and Jewsons lower down Crawley Road, had revealed that it was owned by Surrey and Sussex Health Trust. He requested that the Parish Council raise the condition of the land and its suitability for development with the Trust.

Cllr. Cornell had reported an infestation of rats in Reeves Court and at South Holmes to HDC Environmental Health and will be pursuing the matter appropriately.

Cllr. Kitchen had attended the Gatwick Airport Noise Management Board Meeting earlier in the day. Cllr. Kitchen informed the Parish Council that pre-application discussions had taken place in relation to the proposed planning application for the recycling, recovery and renewable energy plant and ancillary infrastructure at the former Wealden Brickworks, Langhurstwood Road to be submitted for the second time by Britaniacrest Recycling Ltd.

Cllr. Baldwin informed the Parish Council that robust, new fencing would be erected at Northolmes School by March 2018. Utilities work would be progressed in Farhalls Crescent under a Traffic Regulation Order.

WSSC Cllr. Peter Catchpole gave his apologies for non-attendance at the meeting.

Cllr. J Day joined the meeting and gave apologies for his late arrival.

FC/198/18 Chairman's announcements

Appreciation was given to Cllr. Tony Rickett for donating a book entitled "Military Voices past and present – West Sussex veterans in the 20th Century" compiled by WSSC. The book had been presented to him at a veteran's event. The book will be available at the Parish Council office for use by Councillors and all members of the community.

FC/199/18 Financial matters

Payment schedules

Schedule of payments for November 2017 and December 2017.

The Parish Council RESOLVED to agree the payment schedule to 30th November 2017 for £38,122.00 and the payment schedule to 31st December 2017 for £41,776.61. (attached).

Precept for 2018/19

The Internal Auditor had raised concern at the interim Internal Audit that the budget relies on general reserves to top up any deficit. A warning was made that the predicted General Reserve at the year end was only around one months' running costs and that the Council could find itself in a position whereby it runs out of money and is referred to the Secretary of State. The Internal Auditor cautioned the Council against cutting costs as this will impact on the ability to provide valuable community services and advised that it was a better strategy to increase the precept.

The Finance Committee had put forward a forecast for 2017/18 as follows (for supporting papers see attached): -

Revenue expenditure	500,932	500,932
Income		
Precept	293,551	
Council Tax benefit Grant	1,403	
Environmental Grant	9,691	
Income from hall hires	178,515	483,160
Deficit		17,772

Whilst income/expenditure for the current year (2017/18) is forecast to be on target, the potential deficit of £17,787 results from lack of clarity in previous years' calculations.

The Parish Council **AGREED** to remove £5,000 for the Neighbourhood Plan from the budget for 2018/19. (For the supporting papers see attached).

Revenue expenditure	500,821	500,821
Income		
Income from hall hire	183,365	
Environmental Grant	9,691	193,056
Deficit		307,765

The amount required to run the Council for 2018/19 is £307,765. This does not include putting any funds into earmarked reserves or improving the General Reserve which is recommended by the Internal Auditor to be 50% of the Council's annual running costs i.e. £150,000.

The Council noted the forecast for 2017/18, agreed the budget for 2018/19 as above and RESOLVED to set a precept of £319,943 making an annual cost to Band D taxpayers in 2018/19 of £36.95 (up by 8% from £34.21). This will allow general reserves to be increased as recommended by the Internal Auditor.

Business Plan

Considering the changes made in the precept it was **AGREED that the Clerk would recast the figures in the Business Plan and take them back to the next Finance and Administration Committee Meeting.**

FC/200/18 Year of Culture 2019

The working party had recommended two projects for consideration: -

- A two-day pageant celebrating the motte and bailey at Chennells Brook, Horsham's only listed Ancient Monument. No costings are known at this point.
- A six-week photographic exhibition entitled Horsham Now and Then in 2019 using equipment and resources already available or available free of charge and to include a photographic competition.

It was suggested that the resources for the photographic exhibition could be used as part of the evidence base for the Neighbourhood Plan which could attract Locality funding. It was suggested that the pageant is organized to coincide with the Riverside Walk organized by the Horsham Town and Community Partnership every July if possible.

To Council RESOLVED to investigate further the facilitation of the two projects above to link North Horsham with the Horsham District Year of Culture 2019 as follows: -

- (a) To explore the staging of a two-day pageant celebrating the motte and bailey at Chennells Brook, Horsham's only listed**

Ancient Monument and to submit an application in the second round of funding to HDC for £10,000 for which the working party will provide the detail.

(b) To stage a six-week photographic exhibition entitled 'North Horsham Now and Then' at Roffey Millennium Hall in 2019 using equipment and resources already available or available free of charge, providing it doesn't interfere with the ability to hire out the rooms involved.

(c) To appoint Cllr R Knight to the working party.

FC/201/18 Holbrook and Roffey Friendship Groups

A taster 'Holbrook Friendship Club was held at North Heath Hall on 7th November 2017. Seven people were in attendance, four came from the Roffey Friendship Group. Despite significant advertising and talking to the Church the number that came was disappointing. If suitable transport were available, those who attended on 7th November indicated that they would travel to the Roffey Friendship Club.

Several changes have been put forward to try to build up the numbers that attend the Friendship Club at Roffey Millennium Hall and make the group more inclusive of the whole of the North Horsham community.

Staff Resources

The co-ordinator role for both clubs has been posted with the Horsham and Mid Sussex Volunteer Association but there has not been any interest.

Currently the Deputy Clerk and Facilities Officer prepare for, attend, and clear up after the Friendship Club session. Overseeing the Friendship Club takes the staff away from their daily duties and whilst both have committed to keeping the Friendship Club running, the role doesn't sit naturally with the skill sets required for their main roles. This will be put to the Personnel Committee.

It was RESOLVED: -

- (1) To express appreciation to the Deputy Clerk and Facilities Officer for stepping in to manage the Friendship Club service to the community.**
- (2) To change the name of the Roffey Friendship Club to North Horsham Friendship Club.**
- (3) To work to increase the numbers who attend Roffey**

Millennium Hall in the first instance and encourage interested residents from Holbrook to attend the Friendship Club at Roffey Millennium Hall.

(4) To hold the Friendship Club at North Heath Hall from time to time, subject to availability of the Hall.

FC/202/18 Hospital Transport

The CEO of Age UK Horsham District had explained to the Parish Council the difficulties that many local residents face when trying to get transport to attend hospital appointments. It was suggested that a small working party be appointed to work with Age UK Horsham District to explore ways of supporting a more accessible service and to look at issues highlighted in the report "Horsham District Older Peoples' Insight into Hospital Admissions" available at

<http://www.healthwatchwestsussex.co.uk/wp-content/uploads/2017/10/Horsham-District-Insight-on-Hospital-Admissions-Report-October-2017-1.2-published.pdf>.

The Council RESOLVED that Cllr R Turner would discuss this matter with Cllr A Britten as both had experience of local car schemes, and come back to the Clerk with some considerations to put to Age UK Horsham District.

FC/203/18 Crime in North Horsham

Local residents had raised concern regarding car crime and a burglary in Earles Meadow through Cllr. D Searle and Cllr. R Turner. Some residents would like to explore if it relates to WSCC's policy to turn off the street lights overnight.

It was RESOLVED to report the concern to the Police Crime Commissioner through the Surrey and Sussex Association of Local Councils; to ask the Sussex Police District Commander to attend a future meeting of the Council and to attend the next WSCC Local Committee in Horsham District to raise concerns in the public question section of the meeting.

Horsham District Councillor R Cornell would also raise concern on behalf of the Parish Council.

FC/204/18 Community Wardens

The Council received a comprehensive report on the Community Warden Scheme championed by Horsham District Council, however, it was **RESOLVED not to take up the Scheme for North Horsham parish as the Council does not have sufficient available funding.**

FC/205/18 Godwin Way Car park

The Council had received information regarding income received in respect of Godwin Way Car Park by HDC since 3rd April 2017 and two options for providing free car parking on the site. The first involved the Parish Council taking over the running of the car park and all associated costs. The second option offered a free 1-hour parking period for customers, paid for by a contribution from local businesses or the Parish Council. As the information had only been received the day before the meeting **it was RESOLVED to defer the item until the next Parish Council Meeting to enable all of the information to be collated and any relevant additional information to be obtained.**

FC/206/18 Policies

It was RESOLVED to adopt the following policies (attached): -

- **The Statement as to Community Engagement.**
- **Training and Development Policy**
- **Corporate Branding Policy**
- **Freedom of Information Publication Scheme**

FC/207/18 General Data Protection regulations (GDPR)

GDPR is scheduled to take effect from 25th May 2018, however, the Bill has not yet passed through Parliament and realistically there could be some change in date if Parliamentary time is not available.

The Information Commissioner's Office (ICO) has published a booklet 'Preparing for the GDPR 12 steps to take now: -

1. Awareness – GDPR has been reported to the Council previously and compliance measures will be ongoing.
2. Information held – an audit of information will be needed.
3. Communicating privacy information – review privacy notices and put plans in place to amend any that need changing by May 2018.
4. Individuals' rights – ensure policies and procedures support individuals rights to have personal information deleted and data provided electronically and in a commonly used format.
5. Subject Access requests – ensure that requests can be handled within legal timeframes.
6. Lawful basis for processing personal data – identify the lawful basis, document it and update the privacy notice to explain it.
7. Consent – review how you seek, record and manage consent and whether changes are required. Refresh existing consents.
8. Children – procedures should allow for parental or guardian consent for any data processing activity.
9. Data breaches – Procedures should be in place to detect, report and investigate a personal data breach.

10. Data Protection by Design and Data Protection Impact Assessments – how and when to implement the ICO’s code of practice on Privacy Impact assessments and guidance from the Article 29 Working Party.

11. Data Protection Officer – someone to take responsibility for data protection compliance and document where this role will sit within the organisation’s structure. SSALC has advised that for sound reasons of independence the Clerk cannot be the Data Protection Officer and it will be necessary for the Council – as Data Controller – to appoint someone with the appropriate skills and knowledge to act in that capacity.

12. International – for organisations that operate in more than one EU member state.

SSALC is working to provide a complete service to oversee the change to GDPR through an external provider and SSALC has asked that Surrey Hills Solicitors produce a pack for councils which should be available in January 2018.

The National Association of Local Councils (NALC) is providing a GDPR Guidance note offering practical action plans that will be available in January 2018. NALC is also seeking guidance on several options that they have offered to support and enable Parish Councils to comply with legislation.

It was RESOLVED to appoint Cllr. M Loates, Cllr. R Millington and Cllr. I Wassell to a working party to consider the options regarding GDPR for North Horsham Parish Council and to bring back recommendations to the Council.

FC/208/18 Correspondence

The Council received correspondence lists from 3rd November 2017 to 11th January 2018. (Copies attached).

FC/209/18 Date of next Council meeting

The next Parish Council Meeting will be held on Thursday 8th March 2018 (Scheduled)

There being no other business, the Chairman closed the meeting at 8.50pm.

..... Signed

..... Dated

2018/59

At : 16:18

LLoyds Bank Accounts

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/11/2017	SOS Systems	DD2	48.22		Printing * included in October c/b.
01/11/2017	CF Corporate Finance Ltd	DD	158.94		Lease rental photocopier
01/11/2017	Horsham District Council	DD1	161.85		Dog bins November 2017
01/11/2017	Horsham District Council	DD2	1,566.00		Rates Nov 17
01/11/2017	G. Burley & Sons Ltd.,	1011117	1,771.69		Grass cutting October 2017
01/11/2017	Eazzee.co.uk	2011117	110.10		PPE
01/11/2017	Essential Hygiene & Catering S	3011117	694.66		Cleaning materials
01/11/2017	RBS Software Solutions	4011117	1,086.00		Omega support and maintenance
01/11/2017	SSP Specialised Sports Product	5011117	480.00		Multi court maint service
01/11/2017	T C Maintenance	6011117	675.00		Internal decorating NHH
01/11/2017	West Sussex County Council	7011117	22,382.53		Salaries Oct 2017
01/11/2017	Woodstock IT Services	8011117	233.24		IT support
02/11/2017	British Gas Business	DD3	306.03		Electricity 14.09- 13.10.17
08/11/2017	Mr N. Simmonds,	1081117	165.00		Key holding services
08/11/2017	ELA Group	3081117	150.49		Contractural maintenance
08/11/2017	Mr Mark Stoner,	5081117	28.80		M Stoner expenses Oct 17
08/11/2017	Trafalgar Cleaning Equipment L	6081117	378.36		Repair to floor cleaner
08/11/2017	West Sussex County Council	7081117	471.55		Payroll admin charges 6 mths
09/11/2017	Scottish Water Business Stream	DD4	353.87		Water 13.09.17-24.10.17
10/11/2017	PITNEY BOWES FINANCE LTD	1101117	208.00		Postage
10/11/2017	Johnson Logistics	2101117	162.00		Replace broken fence
10/11/2017	Shaw & Sons Ltd	3101117	156.32		Glass repair
10/11/2017	Horsham District Council	4101117	54.17		Season ticket
10/11/2017	The Royal British Legion	8981	17.00		Remembrance wreath
10/11/2017	Pyzer Cleaning Services	8982	240.00		Floor strip, seal and buff.
10/11/2017	Essential Hygiene & Catering S	2101117	58.26		Purchase Ledger Payment
15/11/2017	British Gas Business	DD3	247.03		Gas 28.9.17-24.10.17
16/11/2017	British Gas Business	DD2	56.22		Gas 30.09.17-25.10.17
22/11/2017	Petty Cash	8980	147.31		
22/11/2017	Lloyds Bank	01231117	199.98		Credit card
22/11/2017	Lloyds bank	01231117A	34.99		Credit card
22/11/2017	Lloyds bank	01231117B	21.36		Credit card
22/11/2017	C Brewer & Sons Ltd	01081117	409.96		Internal decorations
22/11/2017	Scottish Water Business Stream	DD	918.34		Water 28.6.17-07.11.17
22/11/2017	EDF Energy 1 Ltd	DD1	116.68		Electricity Streetlighting
23/11/2017	Assurity Consulting Ltd	2311171	408.00		Fire Marshall training
23/11/2017	Servcom Services UK Ltd.,	23111710	112.19		Repair pressure fault / boiler
23/11/2017	Sutcliffe Play	23111711	138.00		Chain fixings
23/11/2017	T C Maintenance	23111712	675.00		Internal decorating
23/11/2017	N.Tucker Ltd	23111713	335.00		Notice board cleaning
23/11/2017	City Electrical Factors Ltd	2311172	424.76		Lamps
23/11/2017	Enterprise Services Group Ltd	2311173	160.02		Sanitary collection
23/11/2017	H Griffiths	2311174	18.90		Expenses October 2017
23/11/2017	HR Servies Partnership	2311175	252.00		HR Support
23/11/2017	Johnson Logistics	2311176	98.00		Fence repair Birches Playarea
23/11/2017	Mr Ross McCartney,	2311177	51.75		Expenses Aug - Nov 2017
23/11/2017	Mr N. Simmonds,	2311178	200.00		Replace starter and light

Continued on Page 2

Payment list Nov 17. ①

At : 16:18

LLoyds Bank Accounts

List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/11/2017	SSALC Ltd	2311179	132.00		Planning training
24/11/2017	British Gas Business	dd	320.28		Electricity 02.10 - 01.11.17
24/11/2017	British Gas Business	DD	515.41		Elec 02.-01.11.17
28/11/2017	SOS Systems	Ddb	10.74		Toner
Total Payments			<u>38,122.00</u>		

Payment list Nov 17 (2)

At : 10:46

LLOYDS Bank Accounts

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2017	Horsham Publications Ltd	DD-Dec17	56.10		Purchase Ledger Payment
01/12/2017	Horsham District Council	DD-Dec17	629.00		RATES-DEC17/7743/Horsham Distr
01/12/2017	Horsham District Council	DD-Nov 17	161.85		6608000/7744/Horsham District
01/12/2017	British Gas Business	DD-Nov17	377.01		Electricity 14.10-13.11.17
01/12/2017	Horsham District Council	DD=Dec17	937.00		Purchase Ledger Payment
04/12/2017	Mrs D. Lees	0412175	45.45		EXP-NOV17/7751/Mrs D. Lees
04/12/2017	Adrian Mobile Locksmith Ltd	412171	315.78		SI-3031/7745/Adrian Mobile Loc
04/12/2017	Southern Counties Tea & Coffee	4121710	81.60		200076/7759/Southern Counties
04/12/2017	Trafalgar Cleaning Equipment L	4121711	166.94		257969/7761/Trafalgar Cleaning
04/12/2017	Viking Direct	4121712	275.55		Stationery - refund
04/12/2017	Woodstock IT Services	4121713	232.20		16335/7764/Woodstock IT Servic
04/12/2017	G. Burley & Sons Ltd.,	412172	1,771.69		64487/7748/G. Burley & Sons Lt
04/12/2017	Forest View Tree Surgery,	412173	360.00		26485/7749/Forest View Tree Su
04/12/2017	Johnson Logistics	412174	200.00		HPV202017/7750/Johnson Logisti
04/12/2017	NETCOM	412176	45.00		11691/7752/NETCOM
04/12/2017	Pear Technology Ltd	412177	270.00		119218/7753/Pear Technology Lt
04/12/2017	Servcom Services UK Ltd.,	412178	1,840.82		31459/7754/Servcom Services UK
04/12/2017	Mr N. Simmonds,	412179	165.00		2017/12/02/7755/Mr N. Simmonds
04/12/2017	Scottish Water Business Stream	DD - BS RA	360.00		27511714/7742/Scottish Water
05/12/2017	Wordpress-P4MH1EAV50	CREDITCARD	84.00		Wordpress-P4MH1EAV50
05/12/2017	PITNEY BOWES FINANCE LTD	512173	208.00		BF121587/7766/PITNEY BOWES FIN
05/12/2017	Maltaward (Barriers) Ltd	512174	420.00		21427-17/7767/Maltaward (Barri
05/12/2017	City Electrical Factors Ltd	512176	119.94		HRS/250763/7769/City Electrica
05/12/2017	GRIGG & CO- Plumbing & Heating	5121785	240.00		5687/7768/GRIGG & CO- Plumbing
06/12/2017	Malcolm Senior	TRF-PC 81	40.00		81/7765/Malcolm Senior
07/12/2017	Screwfix DI RECT	CCARD	6.99		Screwfix DI RECT
07/12/2017	Cash Book - Amazon.co.uk	7.48	7.48		Cash book- cable
08/12/2017	EDF Energy 1 Ltd	0812172	115.23		00003585624/7774/EDF Energy 1
08/12/2017	Southern Counties Tea & Coffee	0812173	27.63		200162/7773/Southern Counties
08/12/2017	Woodstock IT Services	0812174	492.00		16407/7772/Woodstock IT Servic
08/12/2017	N.Tucker Ltd	0812175	410.00		NOV01/7771/N.Tucker Ltd
08/12/2017	DF Pro Installations Ltd	DD-812171	960.00		DFP021/7770/DF Pro Installatio
08/12/2017	EDF Energy 1 Ltd	812172	115.23		Purchase Ledger Payment
13/12/2017	C Brewer & Sons Ltd	1312171	37.84		HSM/375728/7775/C Brewer & Son
13/12/2017	G. Burley & Sons Ltd.,	1312172	240.00		64803/7776/G. Burley & Sons Lt
13/12/2017	Mr N. Simmonds,	1312173	65.00		2017/12/10/7777/Mr N. Simmonds
13/12/2017	Mr Mark Stoner,	1312174	70.20		EXPDEC17/7783/Mr Mark Stoner,
13/12/2017	West Sussex County Council	1312175	21,811.33		8001266951/7778/West Sussex Co
13/12/2017	British Gas Business	DD-221217	1,187.14		955297270/7779/British Gas Bus
13/12/2017	Amazon Marketplace	CB	7.48		Amazon Marketplace
14/12/2017	British Gas Business	DD-BGasNov	349.99		952341275/7740/British Gas Bus
15/12/2017	British Gas Business	Dd-BGasNov	110.73		961290322/7741/British Gas Bus
17/12/2017	Lloyds Bank- Credit Card	EXP DEC 17	106.71		Lloyds Bank- Credit Card
19/12/2017	Earles Meadow Conservation Gro	DD-CBDEC17	550.00		Earles Meadow Conservation Gro
19/12/2017	NETCOM	DD++FPO	30.00		11799/7787/NETCOM
19/12/2017	Horsham District Council	DD+FPO	1,500.00		6582796/7789/Horsham District
19/12/2017	H Griffiths	DD-FPO	12.60		DECEXP17/7786/H Griffiths

Continued on Page 2

Payment list Dec 17 (1)

At : 10:46

LLoyds Bank Accounts

List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/12/2017	HR Servies Partnership	DD=FPO	252.00		8147/7790/HR Servies Partnersh
19/12/2017	G. Burley & Sons Ltd.,	TRF-DD	1,771.69		65186/7788/G. Burley & Sons Lt
19/12/2017	SOS Systems	DD=Nov17	77.45		Printing
21/12/2017	Amazon Co UK	CARD PAY	21.48		Silver Steel Kettle
27/12/2017	City Electrical Factors Ltd	2712171	62.48		Electrical Maintenance
27/12/2017	Johnson Logistics	2712172	305.00		Amenity & Cleaning Cost
27/12/2017	Servcom Services UK Ltd.,	2712174	398.00		Radiator Repair & Fan Heater
27/12/2017	T C Maintenance	2712175	450.00		Paint & Decorate TBH
29/12/2017	British Gas Business	DD-BGT1217	311.16		987223077/7784/British Gas Bus
29/12/2017	British Gas Business	DD-Dec17	510.84		987223078/7785/British Gas Bus
Total Payments			41,776.61		

Payment list Dec 17 (2)



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2018/19

Forecast for 2017/18		
Revenue expenditure	500,932	500,932
Income		
Precept	293,551	
Council Tax Benefit Grant	1,403	
Environmental Grant	9,691	
Income from hall hires	178,515	483,160
	Deficit	-17,772

Budget for 2018/19		
Revenue expenditure	500,821	500,821
Income		
Council Tax Benefit Grant	0	
Environmental Grant	9,691	
Income from hall hires	183,365	193,056
	Deficit	-307,765

The Internal Auditor had raised concern at the interim Internal Audit that the budget relies on general reserves to top up any deficit. A warning was made that the predicted General Reserve at the year end was only around one months' running costs and that the Council could find itself in a position whereby it runs out of money and is referred to the Secretary of State. The Internal Auditor cautioned the Council against cutting costs as this will impact on the ability to provide valuable community services and advised that it was a better strategy to increase the precept.

The Council AGREED to set a precept of £139,943 to enable the general reserve to be increased as recommended by the Internal Auditor.

**BUDGET 2018/19
PROPERTY COMMITTEE**

		BUDGET 2017/18	ESTIMATED TO 31.03.2018	ESTIMATED DIFFERENCE AT 31.03.2018	BUDGET 2018/19
EXPENDITURE - REVENUE					
	HALLS SUMMARY				
4011	NNDR (Business Rates)	15,690	15,658	-32	16,112
4012	Water Rates	4,164	3,832	-332	3,661
4014	Electricity	11,500	10,500	-1,000	10,665
4015	Gas	9,500	9,250	-250	9,286
4016	Cleaning Materials	4,600	3,650	-950	3,690
4017	Refuse Clearance (HDC)	3,207	3,167	-40	3,285
4018	Sanitary Disposals	607	540	-67	555
4019	Window Cleaning	1,229	1,335	106	1,382
4020	Refreshment Sale Costs	750	500	-250	500
4034	Maintenance - electrical	6,000	6,000	0	6,000
4035	Maintenance - electrical insp.	4,000	5,020	1,020	2,640
4036	Maintenance - general	6,750	7,000	250	7,000
4037	Maintenance - fire alarm	1,500	3,260	1,760	1,821
4039	Maintenance - intruder alarm	2,727	3,359	632	3,385
4040	Maintenance - lift	909	1,500	591	750
4041	Maintenance - fire extinguishers	450	370	-80	450
4042	Maintenance - gas boiler	900	2,150	1,250	2,150
4044	Maintenance - partition wall	1,250	1,500	250	1,200
4061	Legionella Testing	900	690	-210	1,110
4062	Maintenance - air conditioning	354	300	-54	309
4063	Maintenance - plumbing	3,000	3,000	0	3,000
4064	Maintenance - lightning conductor	275	220	-55	227
4065	Fire Prevention Sundries	400	250	-150	250
4066	Keyholder Services	1,266	1,250	-16	1,278
4500	Re-decoration	3,000	3,000	0	5,000
		84,928	87,301	2,373	85,706

BUDGET 2018/19
PROPERTY COMMITTEE

		BUDGET 2017/18	ESTIMATED TO 31.03.2018	ESTIMATED DIFFERENCE AT 31.03.2018	NOTES ON 2017/18	BUDGET 2018/19	NOTES ON 2018/19
EXPENDITURE - REVENUE							
403	ROFFEY MILLENNIUM HALL						
4011	NNDR (Business Rates)	6,304	6,291	-13	Notified figure	6,473	2.9% inflation
4012	Water Rates	1,632	1,200	-432	Based on invoices	1,235	2.9% inflation
4014	Electricity	5,000	5,000	0	Based on invoices	5,000	
4015	Gas	6,000	6,000	0	Based on invoices	6,000	
4016	Cleaning Materials	1,800	1,350	-450	Cost efficiencies	1,390	Cost efficiencies
4017	Refuse Clearance (HDC)	1,591	1,575	-16	2016/17 figure based on invoices Plus 1%	1,621	2.9% inflation
4018	Sanitary Disposals	303	180	-123	2016/17 figure based on invoices Plus 1%	185	2.9% inflation
4019	Window Cleaning	606	675	69	2016/17 figure based on invoices Plus 1%	700	2.9% inflation
4020	Refreshment Sale Costs	750	500	-250	2016/17 figure based on invoices	500	Cost efficiencies
4034	Maintenance - electrical	2,000	2,000	0		2,000	
4035	Maintenance - electrical insp.	2,000	2,750	750	Periodic electrical test due March 2018 plus emergency lighting	750	PAT Tests + electrical inspections + EL
4036	Maintenance - general	2,750	3,000	250	Kept the same as unknown.	3,000	
4037	Maintenance - fire alarm	500	910	410	Remedial work	515	2.9% inflation
4039	Maintenance - intruder alarm	909	1,500	591	2016/17 figure based on invoices Plus 1%	1,500	Maintenance + 2.9% inflation
4040	Maintenance - lift	909	1,500	591	Urgent remedial work was required	750	Service visits
4041	Maintenance - fire extinguishers	150	70	-80	2016/17 figure based on invoices	150	To allow for remedial work
4042	Maintenance - gas boiler	500	1,000	500	Urgent remedial work was required	1,000	To allow for remedial work
4044	Maintenance - partition wall	550	500	-50	Annual service	500	Annual service
4061	Legionella Testing	400	240	-160	Testing	400	Testing + risk assessment
4062	Maintenance - air conditioning	354	300	-54	Based on invoices	309	2.9% inflation
4063	Maintenance - plumbing	1,500	1,500	0	2016/17 figure based on invoices and previous years	1,500	
4064	Maintenance - lightning conductor	275	220	-55	Based on invoices	227	2.9% inflation
4065	Fire Prevention Sundries	250	100	-150	2016/176 figure based on invoices and previous years	100	
4066	Keyholder Services	422	414	-8	2016/17 figure based on invoices Plus 2%	426	2.9% inflation
4500	Internal decorations	1,000	1,000	0	Lobby, kitchens and toilets to be done.	1,500	Corridors and halls
		38,455	39,775	1,320		37,731	

**BUDGET 2018/19
PROPERTY COMMITTEE**

			BUDGET 2017/18	ESTIMATED TO 31.3.2018	ESTIMATED DIFFERENCE AT 31.3.2018	NOTES	BUDGET 2018/19	NOTES
EXPENDITURE - REVENUE								
403	NORTH HEATH HALL							
4011	NNDR (Business Rates)	6,071	6,058	-13	Notified figure	6,234	2.9% inflation	
4012	Water Rates	900	1,000	100	Based on invoices.	926	2.9% inflation	
4014	Electricity	3,000	2,500	-500	Based on invoices.	2,575	2.9% inflation	
4015	Gas	2,000	2,000	0	Based on renewed contract	2,000		
4016	Cleaning Materials	1,800	1,300	-500	Changes in products to make efficiencies.	1,300	Cost efficiencies	
4017	Refuse Clearance (HDC)	808	796	-12	Based on invoices.	832	2.9% inflation	
4018	Sanitary Disposals	152	180	28	Based on invoices.	185	2.9% inflation	
4019	Window Cleaning	323	360	37	Based on invoices.	370	2.9% inflation	
4034	Maintenance - electrical	2,000	2,000	0		2,000		
4035	Maintenance - electrical insp.	250	520	270	PAT testing + monthly EL tests	1,360	PAT Tests + EL Periodic test due 2019	
4036	Maintenance - general	2,000	2,000	0	Kept the same as unknown.	2,000		
4037	Maintenance - fire alarm	500	750	250	Urgent remedial work	750	Call panel update	
4039	Maintenance - intruder alarm	909	950	41	Based on invoices.	950	Maintenance + 2.9% inflation	
4041	Maintenance - fire extinguishers	150	150	0	Based on invoices.	150		
4042	Maintenance - gas boiler	200	650	450	Based on invoices.	650		
4044	Maintenance - partition wall	700	1,000	300	Repair work required	700		
4061	Legionella Testing	250	250	0	Water testing	360	Water testing plus risk assessment	
4063	Maintenance - plumbing	750	750	0	Issues with boys toilets	750		
4065	Fire Prevention Sundries	75	75	0	Not known	75		
4066	Keyholder Services	422	414	-8	Based on invoices.	426		
4500	Internal decoration	1,000	1,000	0	Foyer and downstairs	1,500	Hall and kitchens	
		24,260	24,703	443		26,093		

**BUDGET 2018/19
PROPERTY COMMITTEE**

			BUDGET	ESTIMATED	ESTIMATED	NOTES	BUDGET	NOTES
			2017/18	TO	DIFFERENCE		2018/19	
				31.3.2018	AT			
					31.3.2018			
EXPENDITURE - REVENUE								
403	HOLBROOK TYTHE BARN							
	4011	NNDR (Business Rates)	3,315	3,309	-6	Notified figure	3,405	2.9% inflation
	4012	Water Rates	1,632	1,632	0	Leak increased costs	1,500	Normal consumption not known
	4014	Electricity	3,500	3,000	-500	Based on invoices.	3,090	2.9% inflation
	4015	Gas	1,500	1,250	-250	Based on renewed contract	1,286	2.9% inflation
	4016	Cleaning Materials	1,000	1,000	0		1,000	
	4017	Refuse Clearance (HDC)	808	796	-12	Based on invoices.	832	2.9% inflation
	4018	Sanitary Disposals	152	180	28	Based on invoices.	185	2.9% inflation
	4019	Window Cleaning	300	300	0	Based on invoices.	312	2.9% inflation
	4034	Maintenance - electrical	2,000	2,000	0	Kept the same as unknown.	2,000	
	4035	Maintenance - electrical insp.	1,750	1,750	0	Periodic electrical inspection due July 2017	530	PAT Tests + electrical inspections + EL
	4036	Maintenance - general	2,000	2,000	0	Gutter work	2,000	
	4037	Maintenance - fire alarm	500	1,600	1,100	Remedial repair work	556	
	4039	Maintenance - intruder alarm	909	909	0	Remedial work required	935	Maintenance + 2.9% inflation
	4041	Maintenance - fire extinguishers	150	150	0	2016/17 figure based on invoices .	150	
	4042	Maintenance - gas boiler	200	500	300	Additional work required	500	
	4061	Legionella Testing	250	200	-50	Water testing	350	Water testing +risk asesment
	4063	Maintenance - plumbing	750	750	0	Improvements to water heater	750	
	4065	Fire Prevention Sundries	75	75	0	Based on invoices.	75	
	4066	Keyholder Services	422	422	0	Based on invoices.	426	
	4500	Internal decoration	1,000	1,000	0	Foyer and kitchen	2,000	Barn and Wallace Room
			22,213	22,823	610		21,882	

**BUDGET 2018/19
PROPERTY COMMITTEE**

			BUDGET 2017/18	ESTIMATED TO 31.03.2018	ESTIMATED DIFFERENCE AT 31.03.2018	NOTES ON 2017/18	BUDGET 2018/19	NOTES ON 2018/19
EXPENDITURE - REVENUE								
AMENITIES - ALLOTMENTS								
301	4012	Water Rates	218	200	-18	Based on invoices	200	
	4102	Rent to WSCC - Harwood Rd	250	250	0		300	Renew contract?
	4200	Grounds Maintenance	750	750	0	Grass and hedge cutting	750	
	4259	Allotment Maintenance	100	100	0	Tree work	100	
			1,318	1,300	-18		1,350	

OTHER AMENITIES								
302	4200	Grounds Maintenance	18,870	18,870	0	Plus 2%	19,417	2.9% inflation
	4019	Bus shelter cleaning	2,280	2,280	0	Previously incorporated in bus shelter maintenance	2,346	2.9% inflation
	4250	Bus Shelter Maintenance	2,000	2,000	0	Rolling programme of maintenance	2,000	
	4251	Play Area Maintenance	8,000	8,000	0		8,000	
	4252	Open Space Maintenance	9,000	9,000	0		9,000	
	4253	Litter Warden Equipment	650	200	-450		650	Litter trolley repairs?
	4254	Dog Bin Emptying - HDC	1,853	1,945	92	Based on invoices	2,000	2.9% inflation
	4255	Street Lighting Maint/Supply	4,500	4,500	0	Some work to be done in 2015/16	4,500	
	4258	Multi Courts Maintenance	2,424	2,424	0	2016/17 invoices plus 1%	2,494	2.9% inflation
	4260	Workshop	100	54	-46	Security	100	
	4302	Notice Board Maintenance	1,212	1,000	-212	2016/17 invoices plus 1%	1,000	
TOTAL			50,889	50,273	-616		51,507	

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

			BUDGET 2017/18	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	0
	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	6,000	3,000	Under investigation	6,500
			79,443	82,833	1,890	0	74,215

**BUDGET 2017/18
PERSONNEL COMMITTEE**

			BUDGET	ESTIMATED TO	BALANCE	NOTE	BUDGET
			2017/18	31.03.2018	31.03.2018		2018/19
EXPENDITURE - REVENUE							
106	4001	Salaries/NI/Pensions	272,565	272,565		1% increase + pay awards	280,533
	4003	Payroll Administration Charge	360	360		Capita	360
	4009	Staff Expenses	2,500	2,750		Increase in hires requires more journeys	2,750
	4010	Staff Training	1,500	1,500		To ensure that statutory requirements are met.	1,500
	4030	Recruitment Advertising	400	50		Nominal sum	250
		Staff Personal Protective Clothing	0	0		Additional polo shirts and sweatshirts and any other necessary protective clothing.	400
			277,325	277,225			285,793

**BUDGET 2017/18
PET COMMITTEE**

			BUDGET	ESTIMATED	BALANCE	NOTE	BUDGET
			2017/18	TO	AT		2018/19
				31.03.18	31.03.18		
EXPENDITURE - REVENUE							
201	4305	Planning Consultant Fees	2,000	2,000	0	Increased in 18/19 to include items that may be required by the tree wardens	2,250
	4306	Motte and Bailey	0	0	0		0
	4307	Emergency Planning	0	0	0		0
	4308	Highway Enhancements	0	0	0		0
			2,000	2,000	0		2,250

**BUDGET 2018/19
INCOME**

			BUDGET 2017/18	ESTIMATED TO 31.3.2018	ESTIMATED DIFFERENCE AT 31.3.2018	NOTES 2017/18	BUDGET 2018/19	NOTES 2018/19
INCOME								
401	1000	Hall Lettings	60,200	60,000	-200	NHH - 2%	61,400	NHH - 3% except nurseries 1.5%
402	1000	Hall Lettings	26,200	28,000	1,800	HTB - 2%	28,840	HTB - 3%
	1010	Multi Court Income	12,240	17,000	4,760	HTB MC - 2%	17,510	HTB MC - 3%
403	1000	Hall Lettings	71,400	70,000	-1,400	RMH - 2%	72,100	RMH - 3%
	1004	Miscellaneous Income	600	600	0	Copying, equip hire etc.	600	Keep as previously
	1006	Sale of Beverages	2,000	2,000	0		2,000	Keep as previously
101	1196	Interest Received	50	150	100	F&A Except precept	150	
301	1050	Allotment Rents	765	765	0	2%	765	3%
			173,455	178,515	5,060		183,365	

**BUDGET 2018/19
SUMMARY**

	2017/18								2018/19	
	EXPENDITURE				INCOME				BUDGET	
	BUDGET 2017/18	ACTUAL 31.3.2018	ESTIMATED 31.3.2018	TOTAL	BUDGET 2017/18	ACTUAL 31.3.2018	ESTIMATED 31.3.2018	TOTAL	EXPENDITURE	INCOME
Roffey Millennium Hall	38,455	0	39,775	39,775	74,000	0	72,600	72,600	37,731	74,700
North Heath Hall	24,260	0	24,703	24,703	60,200	0	60,000	60,000	26,093	61,400
Holbrook Tythe Barn	22,213	0	22,823	22,823	38,440	0	45,000	45,000	21,882	46,350
Amenities	52,207	0	51,573	51,573	765	0	765	765	52,857	765
F & A (exc. Precept)	79,443	0	82,833	82,833	50	0	150	150	74,215	150
PERSONNEL	277,325	0	277,225	277,225	0	0	0	0	285,793	0
PET	2,000	0	2,000	2,000	0	0	0	0	2,250	0
	495,903	0	500,932	500,932	173,455		178,515	178,515	500,821	183,365

	FUNDING			
	BUDGET 2017/18	ACTUAL 31.3.2017	ESTIMATED 31.3.2018	TOTAL
F & A - precept *	293,552		293,551	293,551
Council Tax Benefit Gt*	1,401		1,403	1,403
Environmental Grant*	9,500		9,691	9,691
Total Funding	299,232		304,645	304,645

Correspondence List 1 from 3rd November 2017 to 4th January 2018.
 Below is a list of correspondence received at the Parish Council Office.
 Circulated to all Councillors.

- | | |
|----|--|
| 1. | <ul style="list-style-type: none"> • West Sussex County Council • Planned roadworks in West Sussex • Resulting actions from West Sussex County Council - Our Shared Future Health & Wellbeing Events • Consultation on School Admissions Arrangements 2019/2020 • Slides of presentations given at a Highways Team Liaison event on 16th November 2017 with opportunity to give feedback on Love West Sussex and the event. • Spotting the Signs of Child Sexual Exploitation – poster. • Public Rights of Way Routine Maintenance – opportunity to report issues to WSCC. • County News: Horsham district December 2017 • Adult Social Care - Cabinet Member newsletter December 2017. • Temporary TRO – Pondtail Road. • Temporary TRO – Farhalls Crescent • Horsham Town Centre – contraflow cycling consultation – PET Cttee. |
|----|--|

- | | |
|----|---|
| 2. | <p>Horsham District Council</p> <ul style="list-style-type: none"> • What's On in Horsham. • Horsham Business Masterclass Network - Social Media Strategy & Raising Finance • Voluntary and Community Service Event - Monday 13th November 2017 - 10.00 to 14.00 • Neighbourhood Wardens • Press release - Horsham District Council presses Government to reassess plans for hundreds of extra homes in district. 14.11.17. • Early Warning Notice - Temporary Traffic Regulation Order - Farhalls Crescent, Horsham - 22/01/2018 • HDC Response to Government consultation 'Planning for the Right Homes in the Right Places' • Visitor Information • Consultation on application to Planning Obligation Panel Dec 17 • Information pack relating to North Horsham PC NP. • The Planning Obligation Panel agreed to fund the Roffey Recreation ground play area enhancement project for the £25,107 which was requested as well as the £13,122 prescribed use funding. • Notification of New Chief Executive – Glen Chip. • Upfront – Neighbourhood Planning December edition. • Presentation from a Planning Training Event 19.12.2017. • Young Horsham District Forum Minutes 13th December 2017. |
|----|---|

- | | |
|----|-------------------------|
| 3. | Resident correspondence |
|----|-------------------------|

	<ul style="list-style-type: none"> • E-mail of concern regarding two traveller caravans on Holbrook Tythe Barn Car Park. • Concern about traffic and smell from shops on Lambs Farm Road – forwarded to Cllr Andrew Baldwin and WSCC Highways officer. • Concern about trees on Harwood Road Allotments which the Parish Council leases from WSCC. • Invitation to mulled wine and mince pies at Westlake House - 5th December. • Concern from resident at South Holmes regarding issues relating to flats rented from London and Quadrant – reported to HDC Environmental Health.
4.	<p>NALC</p> <ul style="list-style-type: none"> • Chief Executive's Bulletin 39 - 3 November 2017. • Chief Executive's Bulletin 40 - 10 November 2017 • Chief Executive's Bulletin 42 - 24 November 2017 • Chief Executive's Bulletin 44 - 8 December 2017 • Chief Executive's Bulletin 45 - 15 December 2017 • Chief Executive's Bulletin 46 - 19 December 2017 - Local government finance settlement • NALC Newsletter – 8 November 2017 to 21 December 2017
5.	<p>SALC</p> <ul style="list-style-type: none"> • The Sussex Local Policing Model • Watch Out magazine – Sussex - November 2017 • Legal Briefings GDPR – LO8 -17 / LO9/17 • GDPR Compliancy Training Day and updates. • Newsletter November/ December 2017 • First Aid Course – Warnham Park – 13th January 2017 10am start. • Sussex Watch Out magazine.
6.	<p>HALC</p> <ul style="list-style-type: none"> • Minutes 18th September 2017. • Annual Meeting of HDC and HALC 13th November 2017 - The Capitol Horsham. • HALC Update – Minutes of 13th November and CiL Presentation. • Agenda 9th January 2018. Cllr Alicia Smith and Cllr Alan Britten are the representatives.
7.	<p>Sussex Police</p> <ul style="list-style-type: none"> • In the Know and updates on scams.
8.	<p>Horsham and Mid Sussex CCG</p> <ul style="list-style-type: none"> • CCG Patient Roundup weeks October 30th 2017 to December 29th 2017.
9.	<p>Horsham and Mid Sussex Volunteering Agency</p> <ul style="list-style-type: none"> • HAMSVA Business bulletin • E Bulletin – 15 November 2017 – 3 January 2018
10.	<p>Horsham District Cycle Forum</p> <ul style="list-style-type: none"> • Horsham contraflows meeting minutes October 17th which includes Godwin Way and Fitzalan Road.
11.	<p>Age UK Horsham District</p> <p>Press release outlining the difficulties experienced by older people accessing hospital services due to the availability of transport.</p>

12.	Older Peoples Forum Agenda for Meeting 6th December at Beeson House, Lintot Square, Southwater and mobility scooter training project.
13.	Charter for Trees, Woods and People Copy of the Charter and an identification disc to put near to the wild cherry planted off North Heath Lane plus e-mail of appreciation.
14.	Smaller Authorities Audits Appointments Notification that the appointed external auditors for West Sussex for the five year period commencing 1/4/17 is Moore Stephens.
15.	Planning Aid England UpFront: Tackling transport issues in a neighbourhood plan (Nov 2017)
16.	Horsham Community Town Partnership Report to December 2017.
17.	Storm Eleanor Guidance from UK Power Networks.
18.	Horsham District Dementia Action Alliance Plea for volunteers to take roles within the alliance.

North Horsham Parish Council Meeting 11th January 2018 Item 19 Annex C

Correspondence List 2 from 5th January 2018 to 11th January 2018.
Below is a list of correspondence received at the Parish Council Office.
Circulated to all Councillors.

1.	West Sussex County Council Planned roadworks in West Sussex
2.	NALC Chief Executive's Bulletin 1 - 5 January 2018 and New Year message.
3.	SALC <ul style="list-style-type: none">• Training opportunities in 2018.• NALC's Local Councillor Census Survey.• Sussex Watch Out magazine.
4.	Sussex Police <ul style="list-style-type: none">• In the Know/ neighbourhood alert updates• National Fraud Survey - From The Neighbourhood Watch Network 04/01/2018 14:20:35
5.	Older Peoples Forum MP question time 10.30am - 1pm on Friday 2nd March 2018 at the Council Offices, ground floor, Parkside, Chart Way, Horsham with Jeremy Quin MP for Horsham. E-mail contained e-mail address for booking.