



## NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2019/20

<b>Forecast for 2018/19</b>		
Revenue expenditure	486,969	<b>486,969</b>
Income		
Precept	319,943	
Council Tax Benefit Grant	0	
Environmental Grant	9,836	
Income from hall hires	200,085	<b>529,864</b>
	<b>Excess</b>	<b>42,895</b>

<b>Budget for 2018/19</b>		
Revenue expenditure	515,599	<b>515,599</b>
Income		
Council Tax Benefit Grant	0	
Environmental Grant	9,836	
Income from hall hires	205,356	<b>215,192</b>
	<b>Deficit</b>	<b>300,407</b>

<b>General Reserve Considerations for 2019/20</b>	
General Reserve at 31.3.18	106,513
Predicted excess at 31.3.19	42,895
<b>Predicted General Reserve at 31.3.19</b>	<b>149,408</b>

<b>Precept requirement for 2019/20</b>	<b>300,407</b>
Amount to make General Reserve to £150,000.	592
Addition to R&R EMR for Boardwalk repair, Street lights and HTB	26,770
<b>Final precept requirement for 2019/20</b>	<b>327,769</b>

A precept of £327,589 represents a rise of around 2.5% on last year.

Band D draft tax base	8705.2
Proposed Band D figure 2019/20	37.65 (1.9% increase)
Band D figure 2018/19	36.95

Agreed PCM 10.1.19

**BUDGET 2019/20  
PROPERTY COMMITTEE**

		<b>BUDGET 2018/19</b>	<b>ESTIMATED TO 31.03.2019</b>	<b>BUDGET 2019/20</b>
<b>EXPENDITURE - REVENUE</b>				
	<b>HALLS SUMMARY</b>			
4011	NNDR (Business Rates)	16,112	16,128	16531
4012	Water Rates	3,661	3,635	3635
4014	Electricity	10,665	10,825	11015
4015	Gas	9,286	9,786	10212
4016	Cleaning Materials	3,690	4,190	4332
4017	Refuse Clearance (HDC)	3,285	3,254	3335
4018	Sanitary Disposals	555	600	615
4019	Window Cleaning	1,382	2,025	2076
4020	Refreshment Sale Costs	500	600	500
4034	Maintenance - electrical	6,000	6,000	6,000
4035	Maintenance - electrical insp.	2,640	2,515	1,680
4036	Maintenance - general	7,000	7,250	7,000
4037	Maintenance - fire alarm	1,821	1,821	1,835
4039	Maintenance - intruder alarm	3,385	2,322	2,382
4040	Maintenance - lift	750	750	750
4041	Maintenance - fire extinguishers	450	450	450
4042	Maintenance - gas boiler	2,150	2,150	2,150
4044	Maintenance - partition wall	1,200	1,500	1,200
4061	Legionella Testing	1,110	1,090	691
4062	Maintenance - air conditioning	309	300	308
4063	Maintenance - plumbing	3,000	3,000	3,000
4064	Maintenance - lightning conductor	227	220	227
4065	Fire Prevention Sundries	250	500	750
4066	Keyholder Services	1,278	540	555
4500	Re-decoration	5,000	5,503	6,000
		<b>85,706</b>	<b>86,954</b>	<b>87,229</b>

Agreed PCM 10.1.19

BUDGET 2019/20  
PROPERTY COMMITTEE

BUDGET 2019/20 PROPERTY COMMITTEE		BUDGET 2018/19	ESTIMATED TO 31.03.2019	NOTES ON 2018/19	BUDGET 2019/20	NOTES ON 2019/20
<b>EXPENDITURE - REVENUE</b>						
403	<b>ROFFEY MILLENNIUM HALL</b>					
4011	NNDR (Business Rates)	6,473	6,480	2.9% inflation	6642	2.5% increase
4012	Water Rates	1,235	1,235	2.9% inflation	1235	
4014	Electricity	5,000	5,000		5125	2.5% increase
4015	Gas	6,000	6,000		6150	2.5% increase
4016	Cleaning Materials	1,390	1,390		1425	2.5% increase
4017	Refuse Clearance (HDC)	1,621	1,622	2.9% inflation	1663	2.5% increase
4018	Sanitary Disposals	185	200	2.9% inflation	205	2.5% increase
4019	Window Cleaning	700	990	2.9% inflation	1015	2.5% increase
4020	Refreshment Sale Costs	500	600	New crockery required	500	
4034	Maintenance - electrical	2,000	2,000		2000	
4035	Maintenance - electrical insp.	750	580	PAT Tests + electrical inspections + EL	590	
4036	Maintenance - general	3,000	3,000		3000	
4037	Maintenance - fire alarm	515	515	2.9% inflation	515	
4039	Maintenance - intruder alarm	1,500	774	Maintenance + 2.9% inflation	794	2.5% increase
4040	Maintenance - lift	750	750	Service visits	750	
4041	Maintenance - fire extinguishers	150	150	To allow for remedial work	150	
4042	Maintenance - gas boiler	1,000	1,000	To allow for remedial work	1000	
4044	Maintenance - partition wall	500	500	Annual service	500	
4061	Legionella Testing	400	400	Testing + risk assessment	250	No risk assessment required. 2 x water testing only.
4062	Maintenance - air conditioning	309	300	2.9% inflation	308	2.5% increase
4063	Maintenance - plumbing	1,500	1,500		1500	
4064	Maintenance - lightning conductor	227	220	2.9% inflation	227	2.5% increase
4065	Fire Prevention Sundries	100	200	New fire notices required	100	
4066	Keyholder Services	426	180	2.9% inflation	185	2.5% increase
4500	Internal decorations	1,500	2,000	Corridors and halls	2000	
		<b>37,731</b>	<b>37,586</b>		<b>37,829</b>	

Agreed PCM 10.1.19

BUDGET 2019/20 PROPERTY COMMITTEE		BUDGET 2018/19	ESTIMATED TO 31.3.2019	NOTES 2018/19	BUDGET 2019/20	NOTES 2019/20
<b>EXPENDITURE - REVENUE</b>						
401	<b>NORTH HEATH HALL</b>					
4011	NNDR (Business Rates)	6,234	6,240	2.9% inflation	6,396	2.5% increase
4012	Water Rates	926	900	2.9% inflation	900	
4014	Electricity	2,575	2,575	2.9% inflation	2,640	2.5 increase
4015	Gas	2,000	2,500		2,562	2.5% increase
4016	Cleaning Materials	1,300	1,300	Cost efficiencies	1,332	2.5% increase
4017	Refuse Clearance (HDC)	832	816	2.9% inflation	836	2.5% increase
4018	Sanitary Disposals	185	200	2.9% inflation	205	2.5% increase
4019	Window Cleaning	370	720	2.9% inflation	738	2.5% increase
4034	Maintenance - electrical	2,000	2,000		2,000	
4035	Maintenance - electrical insp.	1,360	1,360	PAT Tests + EL Periodic test due 2019	500	No periodic testing
4036	Maintenance - general	2,000	2,000		2,000	
4037	Maintenance - fire alarm	750	750	Call panel update	750	
4039	Maintenance - intruder alarm	950	774	Maintenance + 2.9% inflation	794	2.5% increase
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	650	650		650	
4044	Maintenance - partition wall	700	1,000	Service plus new metal plate	700	
4061	Legionella Testing	360	340	Water testing plus risk assessment	236	No risk assessment required. 2 x water testing only.
4063	Maintenance - plumbing	750	750		750	
4065	Fire Prevention Sundries	75	150	New fire notices required	75	
4066	Keyholder Services	426	180		185	2.5% increase
4500	Internal decoration	1,500	1,500	Hall and kitchens	2,000	
		<b>26,093</b>	<b>26,855</b>		<b>26,399</b>	

Agreed PCM 10.1.19

BUDGET 2019/20 PROPERTY COMMITTEE			BUDGET 2018/19	ESTIMATED TO 31.3.2019	NOTES 2018/19	BUDGET 2019/20	NOTES 2019/20
<b>EXPENDITURE - REVENUE</b>							
402		<b>HOLBROOK TYTHE BARN</b>					
	4011	NNDR (Business Rates)	3,405	3,408	Actual amount	3,493	2.5% increase
	4012	Water Rates	1,500	1,500	Normal consumption not known	1,500	
	4014	Electricity	3,090	3,250	increased usage	3,250	Increase as greater use
	4015	Gas	1,286	1,286	increased usage	1,500	increased usage
	4016	Cleaning Materials	1,000	1,500	Cleaner cover due to lack of caretaker.	1,575	2.5% increase
	4017	Refuse Clearance (HDC)	832	816	2.9% inflation	836	2.5% increase
	4018	Sanitary Disposals	185	200	Increased collection H&S	205	2.5% increase
	4019	Window Cleaning	312	315	2.9% inflation	323	2.5% increase
	4034	Maintenance - electrical	2,000	2,000		2,000	General electrical maintenance
	4035	Maintenance - electrical insp.	530	575	PAT Tests + electrical inspections + EL	590	PAT Tests and emergency light inspections
	4036	Maintenance - general	2,000	2,250		2,000	
	4037	Maintenance - fire alarm	556	556		570	2.5% increase
	4039	Maintenance - intruder alarm	935	774	Maintenance + 2.9% inflation	794	2.5% increase
	4041	Maintenance - fire extinguishers	150	150	Due March 2019	150	
	4042	Maintenance - gas boiler	500	500	Temporary repair undertaken - could need further work.	500	
	4061	Legionella Testing	350	350	Water testing +risk assessment	205	No risk assessment required. 2 x water testing only.
	4063	Maintenance - plumbing	750	750		750	
	4065	Fire Prevention Sundries	75	150	New fire notices required	575	Fire risk assessment £500 April 2019
	4066	Keyholder Services	426	180		185	2.5% increase
	4500	Internal decoration	2,000	2,003	Barn and Wallace Room	2,000	Wallace Room and touch up other areas.
			<b>21,882</b>	<b>22,513</b>		<b>23,001</b>	

Agreed PCM 10.1.19

BUDGET 2019/20  
PROPERTY COMMITTEE

BUDGET 2018/19	ESTIMATED TO 31.03.2019	NOTES ON 2018/19	BUDGET 2019/20	NOTES ON 2019/20
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EXPENDITURE - REVENUE

		AMENITIES - ALLOTMENTS					
301	4012	Water Rates	200	100	Based on invoices	100	
	4102	Rent to WSCC - Harwood Rd	300	250	Renew contract	250	Contract due for renewal Feb 2019.
	4200	Grounds Maintenance	750	750	Grass and hedge cutting	750	
	4259	Allotment Maintenance	100	100	Small maintenance	100	Small maintenance.
			<b>1,350</b>	<b>1,200</b>		<b>1,200</b>	

OTHER AMENITIES

302	4200	Grounds Maintenance	19,417	15,416	2.9% inflation	20,000	New contractor - more areas covered.
	4019	Bus shelter cleaning	2,346	900	Bus shelters	925	2.5% increase
	4250	Bus Shelter Maintenance	2,000	2,000	Rolling programme of maintenance	2,000	Rolling programme of maintenance
	4251	Play Area Maintenance	8,000	8,000	Areas of wet pour and repairs	8,000	Wet pour repairs and equipment repair.
	4252	Open Space Maintenance	9,000	9,000	Includes tree work	9,000	Includes H&S tree work
	4253	Litter Warden Equipment	650	650	The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again.	850	New trolley with litter segregation capability.
	4254	Dog Bin Emptying - HDC	2,000	2,019	2.9% inflation	2,069	2.5% inflation
	4255	Street Lighting Maint/Supply	4,500	3,500	Contract to save money	3,500	Includes maintenance and some painting
	4258	Multi Courts Maintenance	2,494	2,494	2.9% inflation	2,556	2.5% inflation
	4260	Workshop	100	100	Security	100	2.5% inflation
	4302	Notice Board Maintenance	1,000	1,000		1,000	Some notice boards are small. Larger ones would be of benefit.
			<b>51,507</b>	<b>45,079</b>		<b>50,000</b>	

Agreed PCM 10.1.19

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**BUDGET 2019/20  
F & A COMMITTEE**

			<b>BUDGET 2018/19</b>	<b>ESTIMATED TO 31.03.19</b>	<b>NOTES</b>	<b>BUDGET 2019/20</b>
<b>EXPENDITURE - REVENUE</b>						
101	4006	Conferences	0	0		
	4007	Councillors' Training	750	250	Additional training may be required after the elections for new councillors.	1,500
	4008	Councillors' Expenses	5,100	4,670	18/19 = 10 Cllrs @£467.00 Potentially 19/20 = 19 Cllrs @£476.34 Allowing for a 2% increase)	9,050
	4021	Telephone	5,000	4,000	Improved rates saw lower bills in 2017/18, it looks like the trend will be repeated in 18/19	3,750
	4022	Postage	2,000	1,500	Reduced rate for franking machine and increased use of e-mail to send out invoices resulted in lower costs in 2017/18. The trend continues for 2018/19	1,500
	4023	Stationery and Printing	2,000	1,750	Less printing and hard copies reduces the printing costs	1,750
	4024	Subscriptions	3,100	3,100	The SALC increase is likely to be higher than in recent years.	3,500
	4025	Insurance	12,205	9,000	A change of provider has reduced costs significantly. There is a query over an engineering cost for 2018/19, 2% increase has been allowed for 2019/20.	9,200
	4026	Publications	50	17	LCR	20
	4028	IT Costs (Software)	2,400	2,400		2,400
	4029	Website Maintenance (hosting)	160	0	Not due until 2019/20	300
	4031	Other Advertising	200	0	Not used for the last 2 years	0
	4032	Publicity/Marketing	1,000	100	Nothing has been considered for 2018/19, the Year of Culture in 2019 has £1,000 sponsorship from HDC, there may be funding needed to supplement that.	1,000
	4033	Newsletter	1,200	681	The current contract with Horsham Pages allows for one page articles every two months.	700
	4038	Office Equipment Maintenance	1,500	1,000	Computers etc.	1,000
	4051	Bank Charges	200	100	Internet banking has reduced costs.	100
	4053	PWLB Loan Charges	13,700	13,200	Principal £4,807.70, interest on remaining sum ends 2025.	12,700
	4057	External Audit Fees	1,500	1,420		1,500
	4058	Professional Services	3,000	3,000	GDPR, eviction, HR services	3,000
	4059	Internal Audit Fees	500	600		600
	4100	Chairman's Allowance	400	400		400
	4103	Parish Plan/ Neighbourhood Plan	0	0	Not applicable	0
	4120	RMH Equipment (for hire)	750	300	Projectors, flasks, flip charts etc.	750
	4122	Office Equipment	1,000	1,000	Photocopier	1,000
102	4150	S137 Grants	0	0	Not applicable	0
103	4155	Grants	10,000	10,000		10,000
104	4101	Burial Charges	6,500	6,750	Annual report given	6,750
			<b>74,215</b>	<b>65,238</b>		<b>72,470</b>

Agreed PCM 10.1.19

BUDGET 2019/20 PERSONNEL COMMITTEE			BUDGET 2018/19	ESTIMATED TO 31.03.2019	NOTE	BUDGET 2019/20
<b>EXPENDITURE - REVENUE</b>						
106	4001	Salaries/NI/Pensions	280,533	280,533	2% increase, average caretaker holiday cover, pay awards and additional admin cover.	<b>296,500</b>
	4003	Payroll Administration Charge	360	800	Capita	800
	4009	Staff Expenses	2,750	3,000	Increase in hires requires more journeys	3,000
	4010	Staff Training	1,500	1,500	To ensure that statutory requirements are met.	1,500
	4030	Recruitment Advertising	250	15	Nominal sum	250
	4031	Staff Personal Protective Clothing	400	400	Additional polo shirts and sweatshirts and any other necessary protective clothing.	400
			<b>285,793</b>	<b>286,248</b>		<b>302,450</b>

Agreed by the Personnel Committee 04.10.18

Whilst only 1% was included in the budget for 2018/19 rather than the average 2% awarded by NALC (this was not announced until after the budget was set), the lack of a caretaker at HTB for 6 months has meant that it is unlikely that the salaries for 2018/19 will exceed the forecast. The increase in salaries 2019/20 reflects an agreed 2% NALC pay increase from April 2019. (This is slightly more for the caretakers) It also allows for some holiday cover for the caretakers, contractual pay awards, and additional admin cover to reflect the increase in hires.

Agreed PCM 10.1.19



**BUDGET 2019/20  
PET COMMITTEE**

			<b>BUDGET 2018/19</b>	<b>ESTIMATED TO 31.03.19</b>	<b>NOTE</b>	<b>BUDGET 2019/20</b>
<b>EXPENDITURE - REVENUE</b>						
201	4305	Planning Consultant Fees	2,250	2,250	Increased in 18/19 to include items that may be required by the tree wardens	<b>2,250</b>
	4306	Motte and Bailey	0	0		<b>0</b>
	4307	Emergency Planning	0	0		<b>0</b>
	4308	Highway Enhancements	0	0		<b>0</b>
			<b>2,250</b>	<b>2,250</b>		<b>2,250</b>

Agreed PCM 10.1.19

BUDGET 2019/20 INCOME			BUDGET 2018/19	ESTIMATED TO 31.3.2019	NOTES 2018/19	BUDGET 2019/20	NOTES 2019/20
<b>INCOME</b>							
401	1000	Hall Lettings	61,400	63,400	NHH - 3% except nurseries 1.5%	64,873	Increase 3% except nurseries 1.5%
402	1000	Hall Lettings	28,840	33,000	HTB - 10%	34,110	10% for ad hoc parties at the weekend. 3% for all other hires.
	1010	Multi Court Income	17,510	21,510	HTB MC - 3%	22,035	HTB MC increase 3%
403	1000	Hall Lettings	72,100	79,100	RMH - 3%	81,263	RMH increase 3%
	1004	Miscellaneous Income	600	200	Fewer photocopies as digital methods are more cost effective.	200	
	1006	Sale of Beverages	2,000	2,000	Keep as previously	2,000	
101	1196	Interest Received	150	100	Interest rates are very low	100	Assuming low interest rates.
301	1050	Allotment Rents	765	775	3%	775	Increase 3%
			<b>183,365</b>	<b>200,085</b>		<b>205,356</b>	

Agreed PCM 10.1.19

2019/20  
SUMMARY

	2018/19								2019/20	
	EXPENDITURE				INCOME				BUDGET	
	BUDGET 2018/19	ACTUAL 31.3.2019	ESTIMATED 31.3.2019	TOTAL	BUDGET 2018/19	ACTUAL 31.3.2019	ESTIMATED 31.3.2019	TOTAL	EXPENDITURE	INCOME
Roffey Millennium Hall	37,731	0	37,586	37,586	74,700	0	81,300	81,300	37,829	83,463
North Heath Hall	26,093	0	26,855	26,855	61,400	0	63,400	63,400	26,399	64,873
Holbrook Tythe Barn	21,882	0	22,513	22,513	46,350	0	54,510	54,510	23,001	56,145
Amenities	52,857	0	46,279	46,279	765	0	775	775	51,200	775
F & A (exc. Precept)	74,215	0	65,238	65,238	150	0	100	100	72,470	100
PERSONNEL	285,793	0	286,248	286,248	0	0	0	0	302,450	0
PET	2,250	0	2,250	2,250	0	0	0	0	2,250	0
	<b>500,821</b>	<b>0</b>	<b>486,969</b>	<b>486,969</b>	<b>183,365</b>		<b>200,085</b>	<b>200,085</b>	<b>515,599</b>	<b>205,356</b>

F & A - precept \*

Council Tax Benefit Gt\*

Environmental Grant\*

Total Funding

FUNDING			
BUDGET 2018/19	ACTUAL 31.3.2019	ESTIMATED 31.3.2019	FUNDING 2019/20
319,943		319,943	Precept
0		0	0
9,691		9,836	9,836
<b>329,634</b>		<b>329,779</b>	<b>9,836</b>

Agreed PCM 10.1.19

NORTH HORSHAM PARISH COUNCIL  
SUGGESTED RESERVE BALANCES - from 31.03.16

	BALANCE 31.3.2016	RESERVES TRANSFER 31.3.2016	BALANCE 1.4.2016	ACTUAL	ACTUAL	RESERVES TRANSFER 1.4.2017	BALANCE 1.4.2017	ACTUAL	ACTUAL	BALANCE 31.03.2018	ESTIMATED	ESTIMATED	BALANCE 31.03.2019	
				EXPENDITURE 31.03.2017	INCOME 31.03.2017			EXPENDITURE 31.03.2018	INCOME 31.03.2018		EXPENDITURE 31.03.2019	INCOME 31.03.2019		
310/0 GENERAL RESERVES	101,744	-24,100	77,644	470,391	478,024	85,277	-10,000	75,277	468,953	500,189	106,513	515,599	215,192	-193,894
													559,086	150,000
<b>EARMARKED RESERVES</b>														
320/0 VAT Contingency	7,955	0	7,955			7,955		7,955			7,955			7,955
321/0 Repairs and Renewals	140,666	20,100	160,766	23,736		137,030	8,000	145,030	1900		143,130			143,130
322/0 Election costs	19,950	0	19,950			19,950	0	19,950			19,950			19,950
325/0 Damage	4,000	0	4,000			4,000	-4,000	0			0			0
327/0 Roffey Youth Club	5,621	0	5,621			5,621		5,621			5,621			5,621
328/0 Planning	8,000	4,000	12,000	3,750		8,250		8,250	215		8,035			8,035
330/0 Capital Projects	4,000	0	4,000			4,000	-4,000	0			0			0
331/0 Neighbourhood Plan							10,000	10,000			10,000			10,000
335/0 Capital projects associated with NHPC Business Plan	25,000	0	25,000			25,000		25,000			25,000			25,000
	<b>316,936</b>	<b>0</b>	<b>316,936</b>	<b>497,877</b>	<b>478,024</b>	<b>297,083</b>	<b>0</b>	<b>297,083</b>	<b>471,068</b>	<b>500,189</b>	<b>326,204</b>	<b>515,599</b>	<b>774,278</b>	<b>175,797</b>

559,086.00 This figure represents the estimated income for 2019/20; proposed precept figure, predicted excess from 2018/19 and amount to be put into EMRs.  
 215,192.00  
 327,769.00  
 42,895.00  
 -26,770

Agreed PCM 10.1.19

### Summary of Precepts

Year	Precept	Tax Base	Tax at Band D	% increase at Band D
2019/20	<b>327,769</b>	8705.2	37.65	<b>1.90</b>
2018/19	<b>319,943</b>	8658.80	36.95	<b>8.00</b>
2017/18	<b>293,552</b>	8580.90	34.21	<b>1.90</b>
2016/17	<b>282,726</b>	8421.40	33.57	<b>0.90</b>
2015/16	<b>278,908</b>	8382.10	33.27	<b>0.91</b>
2014/15	<b>271,405</b>	8230.70	32.97	<b>0.91</b>
2013/14	<b>267,040</b>	8172.30	32.68	<b>0.90</b>
2012/13	<b>288,106</b>	8894.30	32.39	<b>0.87</b>
2011/12	<b>285,531</b>	8894.80	32.10	<b>0.91</b>

Agreed PCM 10.1.19