

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 13TH DECEMBER 2018 AT 7.30pm**

COMMITTEE REPORT

To be considered in conjunction with the agenda for this meeting. Numbers relate to the item numbers on the agenda.

There will be an opportunity to ask questions regarding pensions in an informal setting prior to the meeting from 7pm to 7.30pm.

1. Public Forum.

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

4. Declarations of Interest.

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

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

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

5. Chairman's Announcements.

5.1. A report entitled 'How Local Authorities in West Sussex could be affected by Council Tax Referendum Principles' written by Andy Beams (October 2018) and commissioned by West Sussex Association of Local Councils has been circulated to all Councillors.

5.2 The Public Works Loan Board approved a loan of £250,000 for the construction of Roffey Millennium Hall in September 1999, repayable over 26 years. Payments are made on 6th March and 6th September every year. The

principal amount of each instalment is £4,807.70 and the interest rate is 5.125%. The last payment was made on 6th September 2018 and the amount currently outstanding is £67,307.40.

6. Financial Review and bank mandates to 30th November 2018

Some information to follow.

Budget Monitoring Report to 30th November 2018 including reserve balances to follow. A copy of the VAT de minimus analysis to 30th November 2018 is attached.

The bank reconciliation and cash book to 30th November 2018 will be available at the meeting.

A copy of the trial balance and bank statements for the Co-operative Bank will be available at the meeting.

7. VAT – Making Tax Digital

Local Authority participation in Making Tax Digital for VAT has been deferred for six months. Councils will not have to submit VAT returns digitally until after 1st October 2019, but may join the pilot scheme from 1st April 2019 if they wish. Rialtas Business Solutions Ltd. has upgraded its software and will charge £59 per annum to provide this service. Should the Parish Council decide not to take part in the pilot scheme, the cost will be pro rata of the full amount.

8. Phased budgeting for 2019

The Finance Committee agreed to start using phased budgeting from April 2019, however, when the decision was made, it was assumed the cost of providing the service was within the existing fee structure. To operate phased budgeting will cost an additional £536 for the first year for an outright purchase of the software and ongoing costs of £141 per annum. All costs are subject to VAT. The current cost of support and maintenance of the financial package is £951 per annum.

9. Financial Regulations

The Internal Auditor has observed that Financial Regulation 4.1 is too restrictive and affects the day to day working of the Council. The changes highlighted in yellow below have been recommended by the Internal Auditor.

The Committee are requested to review the wording in grey as there are times when capital items are required and the Property Committee do not have another budget from which to take funds, for example when there was a need for the height barrier at Holbrook Tythe Barn.

BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

This authority is to be determined by:

- the council for all items over ~~£5,000;~~£25,000
- a duly delegated committee of the council for items ~~up to £2,000;~~ between £2,000 and £25,000
- ~~the Finance and Administration Committee for items between £2,000 and £5,000;~~
- The RFO for amounts up to £2,000.

Authority is to be evidenced by a minute for items over £2,000 and for items not within the budget authorised by the RFO under £2,000.

~~must be or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.~~

Contracts may not be disaggregated to avoid controls imposed by these regulations.

The Property Committee has the responsibility for the Property Repairs and Renewals Fund. A rolling 'Repairs and Maintenance Plan' will be reviewed by the Property Committee and Finance and Administration Committee as part of the annual budget process, in order to determine the annual funding requirement. The Repairs and Renewals Fund will have a base level of £10,000 and will not be used for the funding of **new Capital projects.**

10 Internal Audit.

1. The Interim Internal Audit Report is attached to the agenda.
2. Extract from Minute FA/248/18 30th August 2018.

"To note that Signatories for the Lloyds Bank Account are:- Cllr A. Britten, Cllr P. Burgess, Cllr R. Knight, Cllr M. Loates, Cllr S. Torn, Cllr R. Turner and Cllr S. Wilton. The Clerk and Deputy Clerk are also signatories for administration purposes. The Administration Clerk can access bank statements as part of his work." A copy of the official list of signatories from Lloyds Bank will be available at the meeting.

3. Following the payment of the October 2018 instalment of the precept there was £350,000 in the Lloyds business account, £85,000 in the Co-operative Bank and £85,000 in the Nationwide Building Society. This makes a total of £520,000 held in all bank accounts. At the end of November 2018 there was £485,000. Money cover within the insurance policy is currently £250,000.
4. A copy of the asset register indicating insurance values and insurance policy for 2018/19 is attached to the agenda.
5. The Internal Controls working party monitors the reserves as part of their schedule during the year. The reserves are also considered when

setting the precept.

6. In future the cashbook value of any bank reconciliation will be noted within the minutes of the meeting.

11 Property Portfolio

It was recommended by the Finance and General Administration Committee that a Property Portfolio is considered on an annual basis.

Reserves have not yet reached the amount recommended by the Internal Auditor and there is a body of work to be undertaken on ascertaining if existing assets have sufficient money set aside in Ear Marked Reserves. This has started and will be presented at the next Finance and Administration Committee Meeting.

12. Forecast for 2018/19, Budget for 2019/20 and Precept for 2019/20.

1. A list of projects in priority order has been put forward by the Property Committee. At the end of October 2018, £131,240.00 was available in the Repairs and Renewals Ear-marked Reserve.
2. The Property Committee recommended setting up an Ear-Marked Reserve to purchase a new boiler at Roffey Millennium Hall as it is likely to need replying in a few years' time. An approximate cost of £40,000 has been quoted. To replace the boiler in 4 years time requires an amount of £10,000 to be set aside for the next four years. An amount of £10,000 could be moved from the Repairs and Renewals fund to start off the fund.
3. North Horsham Parish Council undertakes annual risk assessments and ensures that public liability insurance is in place. The most recent risk assessment undertaken in May 2018 highlighted that further measures could be put into place to mitigate the risk of injury from falling tree branches and it was recommended to continue to work to producing a full inventory of trees along with commissioning a tree survey from an arboricultural expert. Following that process it was recommended that a prioritised list of tree work to be addressed over a period of years was compiled. No money has been allocated to that recommendation. Whilst the Tee Wardens have started the process of producing a full inventory, supplementary work will be required.

The Arboricultural Officer at Horsham District Council (HDC) has notified all Parish Councils that a recent Court of Appeal judgement had found Witley Parish Council guilty following an incident when a Parish Council owned tree fell across the highway almost killing a bus driver.

The appeal centred on how often landowners are obliged to check their trees, for fear of 'missing signs' that a particular tree might have an increased likelihood of failure, thereby possibly causing injury. The final decision (*Witley Parish Council v Cavanagh [2018], EWCA Civ 2232*) was based on Witley Parish Council's tree inspection regime

being judged inadequate.

This has been reported at the Property Committee (6th December 2018) and a full report will be given to the Property Committee in due course, but it is recommended that money is put into an Earmarked Reserve to start a programme of proactive work on Tree Management.

4. The Property Committee has recommended fee increases for hires as follows:-

North Heath Hall- 3% (nurseries 1.5%)

Holbrook Tythe Barn – 10% for ad hoc weekend parties 3% for all other hires.

Multi Courts – 3% increase.

Roffey Millennium Hall – 3%

Allotments – 3%

A full fee list will be brought to the February 2019 Finance and Administration Committee Meeting for final approval.

5. Forecast for 2018/19, budget for 2019/20, Reserves and draft of precept calculation attached.

Website

In response to concern raised by the Data Protection Officer, a quotation has been obtained to migrate the North Horsham website from Wordpress hosting. The cost to migrate the website is £192.50 plus VAT. The ongoing annual hosting charge is £75.00. (Currently £84.00 per annum with Wordpress).

14. Pension Provision.

1. The Principal Pensions Consultant for West Sussex County Council has advised that whilst North Horsham Parish Council has resolved to enrol all employees in the Local Government Pensions Scheme, the resolution can be changed.
2. NALC Legal Topic Note 79 states that local councils can choose to contribute to a qualifying scheme such as the Local Government Pension Scheme (LGPS). Town and Parish Councils do not have a statutory obligation to participate in the LGPS but can choose whether or not to designate an employee for LGPS membership NALC highlight the National Employment Savings Trust (NEST) Scheme set up by the government.
3. HR Services have advised that employers can offer different pension schemes to different groups of staff, if they wish, and many do. This would not be seen as discriminatory.
4. There are six caretakers. Not all are opted into the pension scheme.

Examples of pension providers.

LGPS

Career Average Revalued Earnings Scheme

Employer contributions - 21.7% of pensionable pay.

Employee contributions range from 5.5% to 8.5% of pensionable pay.

Statutory eligibility rights apply.

NEST

Government Backed Workplace Scheme.

Minimum joint contribution of 5%. A minimum of 2% from the employer, 2.4% from the employee, 0.6% from the government. The employer can pay more.

From April 2019 the minimum joint contribution goes up to 8%. A minimum of 3% from the employer, 4% from the employee and 1% from the government.

Qualifying earnings for the scheme is salary, wages, overtime and statutory payments over £6,032 and up to £46,350 per year. The contribution is based on everything paid over the lower level and up to the upper level.

The employer has to collect and send the employers contribution to NEST.

This needs to be checked with Capita.

AVIVA

Employer pension.

There is a charge to run the scheme and provide support services.

Employer contribution is a minimum of 2% of employers salary up to April 2019 when the minimum contribution rises to 3%.

Qualifying earnings are over £10,000 per year, but employees must be offered an opportunity to join if they earn less.

15. Grant Applications

West Sussex Mediation Service's application is to support the organisation's core work of preventing and resolving disputes between neighbours, within families and communities by providing advice, guidance and mediation services to people and organisations in West Sussex.

The award will benefit North Horsham parish by improved health and well-being, reduced crime and antisocial behaviour, reduced fear of crime, reduced isolation, homelessness prevention, family work and improved community relations/cohesion.

The request for £500 is a small proportion of the £26,000 required to provide the free service for a year.

The organisation holds modest reserves and has included all documentation.

North Horsham Parish Council has previously supported West Sussex

Mediation Service as follows: -

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
October 2017	£500	Service provision

- 16. Date of next meeting**
Thursday 14th February 2018 (Scheduled).

Pauline Whitehead BA(Hons) FSLCC
04.12.18

CALCULATION FOR PARTIAL EXEMPTION ON VAT PAID - 2018/19

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 2018	790.16	371.14	83.00	7.31	5.19		1,268.80		741.04	1,833.66	16.60	2,591.30	3,848.10
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
	VAT that can be reclaimed	553.11	371.14	70.55	5.12	5.19	0.00	1,006.11		741.04	1,833.66	16.60	2,591.30	3,596.41
Period 2	July - September 2018	1,258.75	401.27	83.00	11.89	5.02	28.00	1,785.93		1,177.02	1,501.73	40.40	2,719.15	4,505.08
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
		881.13	401.27	70.55	8.32	5.02	9.62	1,375.91		1,177.02	1,501.73	40.40	2,719.15	4,095.06
Period 3	October - December 2018							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 2019							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
	Cumulative Total	2,048.91	772.41	166.00	19.20	10.21	28.00	3,042.73		1,918.06	3,335.39	57.00	5,310.45	8,353.18
	VAT reclaim percentage	70%	100%	85%	70%	100%	37%			100%	100%	100%		
	VAT that can be reclaimed	1,434.24	772.41	141.10	13.44	10.21	9.62	2,381.02	2,381.02	1,918.06	3,335.39	57.00	5,310.45	7,691.47
	£7500 de minimis limit													

Agrees with VAT Return Summary to 30 06 18 Total inputs

Agrees with VAT Return Summary to 30 09 18 Total inputs

Marked "To Follow"
on agenda Clerk's Report
of Finance Cited 13.12.18

Finance Report to show expenditure to 30th November 2018

Period covering 1st April 2018 to 30th November 2018

Funding at 30th November 2018

Precept (full year)	319,943
Environmental Grant (full year).	9,836
Total	329,779

Income to 30th November 2018

Cost Centre	Actual Income	Annual Budget	Expected income from 1 st April 2018 – 30 th November 2018 le budget divided by 3, multiplied by 2.
Admin	-121**	150	100
Allotments	525	765	765*
Bus shelter payment	150	0	150
North Heath Hall	42,468	61,400	40,933
Holbrook Tythe Barn	24,721	28,840	19,226
Multi Court Lettings	14,525	17,510	11,673
Roffey Millennium Hall	58,287	74,700	49,800
Total	140,555	183,365	122,647

Expenditure to 30th November 2018

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure from 1 st April 2018 – 30 th November 2018 le budget divided by 3, multiplied by 2.
Admin	30,927	57,715	38,476
Grants	4,300	10,000	6,666
Burial	5,048	6,500	4,333
Personnel	***189,867	285,793	190,528
Planning, Env, Trans	0	2,250	1,500
Allotments	488	1,350	900
Amenity, Recs and Open Spaces	18,331	51,507	34,338
North Heath Hall	15,778	26,093	17,395
Holbrook Tythe Barn	14,369	21,882	14,588
Roffey Millennium Hall	21,650	37,731	25,154
Total	300,758	500,821	333,878

Net expenditure	(160,203)	(317,456)	(211,231)
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Income

All buildings have exceeded the income that was expected by this stage in the year. The halls remain busy, with the most bookings being for Holbrook Tythe Barn. Having a full complement of staff enables more bookings to be taken. There tends to be a lull during the Christmas break and the beginning of January, but enquiries for the New Year are constant. The income from the multicourts is also above target. Bookings are generally consistent through to April the following year, but there is a lull over Christmas and New Year and when the weather is exceptionally bad.

** At the end of 2017/18 £237.89 interest was recorded twice. This was reversed out in 2018/19. The actual interest received from 1st April 2018 to 30th November 2018 from the Lloyds business account is £94.54. There will be additional interest from the Nationwide Building Society and Co-operative Bank accounts paid as a one off payment later in the financial year. The additional income in the administration cost centre is from photocopying.

*All allotment invoices are sent on 1st April, therefore the full income is expected in one hit and has now been included for the year. There could be additional income from relinquished allotments that are re-let during the year. The re-charge for the lease of Harwood Road Allotments to the Harwood Road Allotment Society was billed twice in the 2017/18 period, so that has reduced the potential income for this year by £252. Income is around £18,000 more than expected at this stage in the financial year.

Expenditure

Expenditure for the eight month period is £300,758 against a budget of £500, 821. This is lower than the anticipated expenditure of £333,878.

The reasons for the difference are largely due to phasing, however there will be a saving of around £10,000 on grass cutting, as the contract ended in October 2018 and a new contract will start in March 2019. That is reflected in the Amenity, Recs and Open Spaces budget. There is a large amount of money in the Amenity, Recs and Open Spaces budget, but maintenance is now being organised for early 2019.

Admin is likely to save around £4,000 as insurance costs were cheaper than budgeted as are telephone charges. However, professional charges are likely to be more than budgeted as there has been spending on GDPR, eviction charges, the financial package and personnel advice.

Burial charges are paid quarterly to HDC, three invoices have been received for this year so far. It is projected that the full cost for the year will be £6,730. There has been a steady flow of requests for Grants so far this year.

The Personnel expenditure includes all salaries and expenses to 30th November 2018 (£23,203 for November 2018)***. Expenditure remains lower than expected, especially in light of only setting aside 1% rather than 2% for pay increases in the budget. This is due to a staff vacancy from May 2018 to November 2018, but the perceived reduction will catch up with actual expenditure as the year progresses.

Pauline Whitehead 07.12.18

Month No : 8

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Administration					
4007	Councillors Training	172	750	578		578
4008	Councillors Expenses	3,592	5,100	1,508		1,508
4021	Telephone/Fax/Internet	1,221	5,000	3,779		3,779
4022	Postage	694	2,000	1,306		1,306
4023	Stationery and Printing	947	2,000	1,053		1,053
4024	Subscriptions	3,172	3,100	-72		-72
4025	Insurance	8,567	12,205	3,638		3,638
4026	Publications/Magazines	17	50	33		33
4028	IT Costs	1,582	2,400	818		818
4029	Website Maintenance	84	160	76		76
4031	Other Advertising	0	200	200		200
4032	Publicity/Marketing	12	1,000	988		988
4033	Newsletter	681	1,200	519		519
4038	Office Equipment Maint.	437	1,500	1,063		1,063
4051	Bank Charges	64	200	136		136
4053	PWLB Loan Charges	6,656	13,700	7,044		7,044
4057	External Audit Fees	-1,361	1,500	2,861		2,861
4058	Professional Services	3,331	3,000	-331		-331
4059	Internal Audit Fees	108	500	392		392
4100	Chairman's Allowance	104	400	296		296
4103	Parish Plan	300	0	-300		-300
4120	Roffey Hall Equipment	209	750	541		541
4122	Office Equipment	338	1,000	662		662
	Administration :- Expenditure	30,927	57,715	26,788	0	26,788
1008	Miscellaneous Income	35	0	35		0
1176	Precept	319,943	319,943	0		0
1196	Interest Received	94,514 156	150	-306		0
	Administration :- Income	319,822	320,093	-271		
	Net Expenditure over Income	-288,895	-262,378	26,517		
103	Grants					
4155	Other Grants and Donations	4,300	10,000	5,700		5,700
	Grants :- Expenditure	4,300	10,000	5,700	0	5,700
	Net Expenditure over Income	4,300	10,000	5,700		
104	Burial					
4101	Burial Charges	5,048	6,500	1,452		1,452
	Burial :- Expenditure	5,048	6,500	1,452	0	1,452
	Net Expenditure over Income	5,048	6,500	1,452		

Month No : 8

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
106	<u>Personnel</u>					
4001	Salaries/NII/Pensions	162,587	280,533	117,946		117,946
4002	Childcare Vouchers	1,016	0	-1,016		-1,016
4003	Payroll Admin Charge	535	360	-175		-175
4009	Staff Expenses/Mileage	2,224	2,750	526		526
4010	Staff Training	288	1,500	1,212		1,212
4030	Recruitment Advertising	15	250	236		236
4067	Protective Clothing	0	400	400		400
	Personnel :- Expenditure	166,664	285,793	119,129	0	119,129
	Net Expenditure over Income	166,664	285,793	119,129		
201	<u>Planning, Env & Transport</u>					
4305	Planning Consultant Fees	0	2,250	2,250		2,250
	Planning, Env & Transport :- Expenditure	0	2,250	2,250	0	2,250
	Net Expenditure over Income	0	2,250	2,250		
301	<u>Allotments</u>					
4012	Water Rates	63	200	137		137
4102	Allotment Rent	-13	300	313		313
4200	Grass cutting	437	750	313		313
4259	Allotment Maintenance	0	100	100		100
	Allotments :- Expenditure	488	1,350	862	0	862
1050	Allotment Rents	525	765	-240		0
	Allotments :- Income	525	765	-240		
	Net Expenditure over Income	-37	585	622		
302	<u>Amenity, Recs & Open Sp</u>					
4019	Window Cleaning	400	2,346	1,946		1,946
4200	Grass cutting	8,759	19,417	10,658		10,658
4250	Bus Shelter Repairs	108	2,000	1,892		1,892
4251	Play Area & M Crts Maint	926	8,000	7,074		7,074
4252	Open Spaces	3,881	9,000	5,119		5,119
4253	Litter Warden/Clearance	0	650	650		650
4254	Community Services - Dog Bins	1,515	2,000	485		485
4255	Street Lighting - Maint/Supply	1,378	4,500	3,122		3,122
4258	Multicourts Maintenance	1,245	2,494	1,249		1,249
4260	Workshop	0	100	100		100

Month No : 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4302 Notice Board Maintenance	120	1,000	880		880
Amenity, Recs & Open Sp :- Expenditure	18,331	51,507	33,176	0	33,176
1008 Miscellaneous Income	150	0	150		0
1100 Grants Received	9,836	9,691	145		0
Amenity, Recs & Open Sp :- Income	9,986	9,691	295		
Net Expenditure over Income	8,344	41,816	33,472		
401 North Heath Hall					
4011 NNDR	5,616	6,234	618		618
4012 Water Rates	312	926	614		614
4014 Electricity	1,609	2,575	966		966
4015 Gas	766	2,000	1,234		1,234
4016 Cleaning Materials	702	1,300	598		598
4017 Refuse Bin Clearance	816	832	16		16
4018 Sanitary Waste	155	185	30		30
4019 Window Cleaning	240	370	130		130
4034 Maintenance - Electrical	867	2,000	1,133		1,133
4035 Maintenance - Elect Eqp Insp	0	1,360	1,360		1,360
4036 Maintenance - General	705	2,000	1,296		1,296
4037 Maintenance - Fire Alarm Syt	410	750	340		340
4039 Maint - Intruder Alarm	774	950	176		176
4041 Maintenance - Fire Extg Insp	0	150	150		150
4042 Maintenance - Gas Boiler etc	187	650	464		464
4044 Maintenance - Partition Wall	600	700	100		100
4061 Legionella Testing	115	360	245		245
4063 Maintenance - Plumbing	285	750	465		465
4065 Fire Prevention Sundries	0	75	75		75
4066 Keyholder Services	120	426	306		306
4500 Internal Redecorations	1,500	1,500	0		0
North Heath Hall :- Expenditure	15,778	26,093	10,315	0	10,315
1000 Hall Lettings	42,468	61,400	-18,932		0
North Heath Hall :- Income	42,468	61,400	-18,932		
Net Expenditure over Income	-26,689	-35,307	-8,618		
402 Holbrook Recreation Centre					
4011 NNDR	3,067	3,405	338		338
4012 Water Rates	653	1,500	847		847
4014 Electricity	1,980	3,090	1,110		1,110

Month No : 8

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4015	Gas	295	1,286	991		991
4016	Cleaning Materials	864	1,000	136		136
4017	Refuse Bin Clearance	816	832	16		16
4018	Sanitary Waste	146	185	39		39
4019	Window Cleaning	185	312	127		127
4034	Maintenance - Electrical	1,329	2,000	671		671
4035	Maintenance - Elect Eqp Insp	0	530	530		530
4036	Maintenance - General	1,278	2,000	723		723
4037	Maintenance - Fire Alarm Syt	410	556	146		146
4039	Maint - Intruder Alarm	774	935	161		161
4041	Maintenance - Fire Extg Insp	0	150	150		150
4042	Maintenance - Gas Boiler etc	260	500	240		240
4061	Legionella Testing	100	350	250		250
4063	Maintenance - Plumbing	35	750	715		715
4065	Fire Prevention Sundries	0	75	75		75
4066	Keyholder Services	175	426	251		251
4500	Internal Redecorations	2,003	2,000	-3		-3
	Holbrook Recreation Centre :- Expenditure	14,369	21,882	7,513	0	7,513
1000	Hall Lettings	24,721	28,840	-4,119		0
1010	Multi Court Lettings	14,525	17,510	-2,985		0
	Holbrook Recreation Centre :- Income	39,246	46,350	-7,104		
	Net Expenditure over Income	-24,877	-24,468	409		
403	<u>Roffey Millennium Hall</u>					
4011	NNDR	5,832	6,473	641		641
4012	Water Rates	813	1,235	422		422
4014	Electricity	2,824	5,000	2,176		2,176
4015	Gas	1,834	6,000	4,166		4,166
4016	Cleaning Materials	1,097	1,390	293		293
4017	Refuse Bin Clearance	1,622	1,621	-1		-1
4018	Sanitary Waste	350	185	-165		-165
4019	Window Cleaning	475	700	225		225
4020	Refreshment Sale Cost/Sundries	405	500	95		95
4034	Maintenance - Electrical	1,076	2,000	924		924
4035	Maintenance - Elect Eqp Insp	0	750	750		750
4036	Maintenance - General	1,429	3,000	1,571		1,571
4037	Maintenance - Fire Alarm Syt	410	515	105		105
4039	Maint - Intruder Alarm	774	1,500	726		726
4040	Maintenance - Elevator	383	750	368		368

Month No : 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4041	Maintenance - Fire Extg Insp	115	150	35	35
4042	Maintenance - Gas Boiler etc	886	1,000	114	114
4044	Maintenance - Partition Wall	250	500	250	250
4061	Legionella Testing	120	400	280	280
4062	Air Conditionaig Maintenance	270	309	39	39
4063	Maintenance - Plumbing	345	1,500	1,155	1,155
4064	Lightning Conductor Works	220	227	7	7
4065	Fire Prevention Sundries	0	100	100	100
4066	Keyholder Services	120	426	306	306
4500	Internal Redecorations	0	1,500	1,500	1,500
	Roffey Millennium Hall :- Expenditure	21,650	37,731	16,081	0
1000	Hall Lettings	55,344	72,100	-16,756	0
1004	Equipment Sale/Sundry Income	1,095	600	495	0
1006	Refreshment Sale Income	1,136	2,000	-864	0
1008	Miscellaneous Income	713	0	713	0
	Roffey Millennium Hall :- Income	58,287	74,700	-16,413	
	Net Expenditure over Income	-36,638	-36,969	-331	
901	<u>Earmarked Reserves</u>				
4900	Repairs & Renewals Reserve	8,646	0	-8,646	-8,646
	Earmarked Reserves :- Expenditure	8,646	0	-8,646	0
	Net Expenditure over Income	8,646	0	-8,646	

At :- 13:19

Nominal Ledger Details

Nominal A/c 1196 Interest Received
Centre 101 Administration

Annual Budget 150.00
Committed Exp 0.00

Month	Date	Reference	Source	Transaction	Debit	Credit
				Opening Balance	0.00	0.00
1	09/04/2018	Interest	Cashbook	Interest Paid		7.00
2	09/05/2018	Interest R	Cashbook	Interest received - May 18		8.59
3	11/06/2018	Interest	Cashbook	Lloyds Bank - Interest Receive		12.52
3	30/06/2018	31032018	Cashbook	Interest Entered Twice	237.89	
3	11/07/2018	Interest	Cashbook	Lloyds Bank - Interest Receive		12.52
3	11/07/2018	Interest	Cashbook	Lloyds BK- Interest Reverse	12.52	
4	09/07/2018	Interest	Cashbook	Lloyds Bank- Interest Income		9.94
5	09/08/2018	Interest	Cashbook	Interest Income - Aug 18		10.55
6	10/09/2018	Interest	Cashbook	Interest Income		9.44
7	09/10/2018	Interest	Cashbook	Interest Received - Oct 18		10.16
8	09/11/2018	Interest	Cashbook	Interest Received - Nov 18		13.82
				Account Totals	250.41	94.54
				Net Balance Month 9	155.87	

North Horsham Parish Council

Income and Expenditure Account for Year Ended 31st March 2019

31st March 2018		31st March 2019
	Income Summary	
293,551	Precept	319,943
520	Interest Received	-156
<u>294,071</u>	Sub Total	<u>319,787</u>
	Operating Income	
1,762	Administration	35
1,015	Allotments	525
9,691	Amenity, Recs & Open Sp	9,986
62,013	North Heath Hall	42,468
57,416	Holbrook Recreation Centre	39,246
74,222	Roffey Millennium Hall	58,287
<u>500,189</u>	Total Income	<u>470,334</u> ✓
	Running Costs	
52,327	Administration	30,927
0	Section 137	0
8,800	Grants	4,300
9,183	Burial	5,048
275,643	Personnel	166,664
2,000	Planning, Env & Transport	0
1,009	Allotments	488
42,712	Amenity, Recs & Open Sp	18,331
23,303	North Heath Hall	15,778
20,777	Holbrook Recreation Centre	14,369
33,200	Roffey Millennium Hall	21,650
5,359	Earmarked Reserves	8,646
<u>474,312</u>	Total Expenditure	<u>286,200</u>
	General Fund Analysis	
85,277	Opening Balance	106,513
500,189	Plus : Income for Year	470,334
585,466		576,848
474,312	Less : Expenditure for Year	286,200
111,154		290,647
-3,386	Transfers TO / FROM Reserves	-8,646
<u>114,540</u>	Closing Balance	<u>299,293</u> ✓

North Horsham Parish Council

At : 12:48

Balance Sheet as at - 31st March 2019

31st March 2018

31st March 2019

Current Assets			
21,554	Debtors	23,828	
1,095	Vat Refunds	-1,130	
3,018	Prepayments	0	
161,487	Lloyds Bank Accounts	318,788	
85,000	Co-op Community Directplus A/c	85,000	
84,038	Nationwide	84,038	
150	Petty Cash	150	
356,341			510,673
	356,341 Total Assets		510,673
Current Liabilities			
30,095	Creditors	3,580	
3,286	Accruals	0	
33,381			3,580
	322,960 Total Assets Less Current Liabilities		507,094
Represented By			
106,513	General Reserve		299,293
7,955	Earmarked Reserves - VAT Con		7,955
139,886	Earmarked Reserves - R&R Fund		131,240
19,950	Earmarked Reserves - Election		19,950
5,621	Ear Marked Res-Yth Charity Bal		5,621
8,035	Ear marked Reserve Planning		8,035
10,000	Earmarked Reserve - NP		10,000
25,000	Ear Marked Res Capital Receipt		25,000
322,960			507,094 J

The above statement represents fairly the financial position of the authority as at 31st March 2019 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 30th November 2018

	RESERVES		EXPENDITURE		INCOME		BALANCE		TRANSFER		EXPENDITURE		INCOME		NOTE
	BALANCE 31.3.2016	TRANSFER 31.3.2016	BALANCE 1.4.2016	ACTUAL 01.04.2017	ACTUAL 31.03.2017	ACTUAL 31.03.2017	BALANCE 31.03.2017	ACTUAL 01.04.2017	BALANCE 31.03.2017	ACTUAL 01.04.2017	ACTUAL 31.03.2018	ACTUAL 31.03.2018	BALANCE 31.03.18	ACTUAL 30.11.18	
310/0	101744	-24100	77644	470391	478024	478024	85277	-10000	468953	500189	106513	277554	470334	299293	
EARMARKED RESERVES															
320/0	7955	0	7955	0	0	0	7955	0	0	0	7955	0	7955	7955	
321/0	140666	20100	160766	23736	0	137030	8000	0	5144	0	139886	9646	131240	131240	
322/0	19950	0	19950	0	0	19950	0	0	0	0	19950	0	19950	19950	
325/0	4000	0	4000	0	0	4000	-4000	0	0	0	0	0	0	0	3
376/0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
327/0	5621	0	5621	0	0	5621	0	0	0	0	5621	0	5621	5621	1
328/0	8000	4000	12000	3750	0	8250	0	215	0	8035	8035	0	8035	8035	
330/0	4000	0	4000	0	0	4000	-4000	0	0	0	0	0	0	0	3
331/0	0	0	0	0	0	0	10000	0	0	0	10000	0	10000	10000	4
335/0	25000	0	25000	0	0	25000	0	0	0	0	25000	0	25000	25000	2
	316936	0	316936	497877	478024	297085	0	474312	500189	322960	470334	206200	507094	507094	

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



MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

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w www.mulberryandco.co.uk

Our Ref: MARK/NOR002

Mrs P Whitehead
North Horsham Parish Council
Roffey Millennium Hall
Crawley Road
Horsham
West Sussex
RH12 4DT

5 November 2018

Dear Pauline

Re: North Horsham Parish Council
Internal Audit Year Ended 31st March 2019

Following completion of our interim internal audit on 29 October 2018 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Recommendations for future action are shown in the table at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of Bank Reconciliations
- Compliance with Regulations
- Testing of Income from Hires

It is our opinion that the systems and internal procedures at North Horsham Parish Council are very well established, regulated and followed. The clerk ensures the council follows best practice regulations and has over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice. I would like to thank Pauline and her team for their assistance and hard work.

A. BOOKS OF ACCOUNT

Interim Audit

The Council continues to use RBS, an industry specific accounting package. The RBS system is used daily to report and record the financial transactions of the Council and a review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed. I reviewed the cashbook and confirmed that it was up to date. My audit testing showed that supporting documentation could be readily located from records recorded on RBS. I make no recommendation to change in this system.

I tested opening balances as at 1.4.18 and confirmed they could be agreed back to the audited accounts for 2017-18.

I confirmed that the Council's last VAT return was for the quarter ended 30th September 2018, the council's returns are up to date. VAT balances on the return were supported by transaction listings from RBS.

I am of the opinion that the council is keeping appropriate books of account.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS

Interim Audit

I confirmed by sample testing that Councillors have all signed "Acceptance of Office" forms and register of members' interests, in line with regulations.

The Council is required by law to follow the 2015 Transparency Code, a review of the web site shows that the code is being followed, and that significant improvements have been made to the Council website to demonstrate compliance with the Transparency Code since my 2017-18 audit. All relevant information is displayed, and I confirmed by testing that transactional information is up to date.

I confirmed that the Financial Regulations were approved at the May 2018 Parish Meeting. I understand that the clerk is working on a further update to the Financial Regulations, and I provided advice regarding appropriate thresholds for delegated powers to authorise expenditure. I confirmed by sample testing that completed declaration of office forms are in place for councillors.

I checked that the audited 2017-18 annual return has been reported to Full Council and an appropriate minute recorded. The annual return and conclusion of audit notice is properly published on the Council website. Internal Audit reports are being properly considered at Council meetings.

Financial regulation 5 & 6 deal with authorisation and making of payments. The payments list and the minutes show beyond doubt what is being approved. I tested a random sample of payments from the first six months of the 2018-19 financial year, and for all transactions tested I was able to confirm the following:

- Entry on the ledger could be agreed back to invoice
- VAT accounting correct
- Evidence that the invoice had been checked by 2 councillors and this check evidenced by signature
- The payment was traced to a payment list approved at a meeting of the Council.

The council makes payments electronically through the Lloyds current account. The payment system has a natural segregation of duties insofar as the same user cannot both create and authorise the same transaction. The payments are entered into the bank system by the Clerk, and a bank payment schedule is then signed off by

2 Councillors. Payment approval is then actioned by the deputy clerk. This system provides proper segregation of duties, and councillor scrutiny of payments.

I was able to view bank signatory listings for the Co-op and Nationwide bank accounts. These are up to date. I recommend that the Clerk obtains a bank signatory listing from Lloyds bank and reviews to ensure these signatories are also up to date.

The Council has a robust process for authorising expenditure in place and my testing confirmed financial regulations are being followed.

C. RISK MANAGEMENT & INSURANCE (INTERIM AUDIT)

Interim Audit

I have confirmed that the Council has a valid insurance certificate, with the policy with Axa Insurance in date until 31 May 2018. I reviewed the policy, and asset cover appears adequate for a Council of this size, at more than £5.5m. Money cover is a little low at £250K. I suggest this is increased to cover the highest level of cash held by the Council at any one time (generally after receipt of precept).

I recommend that the Finance Committee are informed annually of the value of assets insured. This is due to the high value of assets owned by the Council, such a process provides assurance to councillors that insurance cover is adequate.

The Council has a well-developed risk management process, which covers both a financial risk assessment, and building risk assessments, which are managed on an on-going basis. These are all brought together each May, and a detailed minute records Full Council's review of risk assessments. I confirmed that this review occurred at the May 2018 Full Council meeting, this is sufficient to meet the Council's obligations in the Annual Governance Statement.

D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

Interim Audit

In accordance with financial regulation 3, I confirmed that the 2018-19 budget and precept setting process was well underway at the time of our interim audit, with initial budget meetings complete. The 2018-19 budget and precept will be approved by the end of January 2019, so all precepting authority deadlines will be met.

The Council was able to demonstrate that budget monitoring reporting to members is comprehensive, and is appropriately minuted. Budget reports are produced for members every 2 months. At 30 September, total non-precept income was £101,753 (Annual budget £183,365). Expenditure £228,431 (Annual budget £500,821). Income and expenditure is broadly in line with budget. I note a small surplus is planned for 2018-19.

I note that the Council has a target to increase the general reserve to £150K, in line with the recommendation I raised last year, and that this will be considered as part of budget setting for 2019-20. I recommend that the Council continues to monitor the level of the general reserve and the repairs and renewal reserves to ensure that there is adequate funding to cover future buildings expenditure and any unforeseen changes to the Council's financial position.

I note that the Council has a Treasury management policy in place, as required by regulation. This is published on the Council's website.

E. INCOME (INTERIM & FINAL AUDIT)

Interim Audit

Financial regulations state fees must be reviewed annually. I confirmed that fees and charges were approved at the meeting of the Finance Committee in February 2018. I recommend that financial regulations are amended to ensure this delegation to Finance Committee is made explicit.

I test a random sample of facility hires from the Council's booking system. For all transactions tested, I was able to confirm that the supplier was invoiced at the approved hire rate, and that VAT was charged correctly.

Debt collection also appears effective. At the time of my audit, debtors stood at £26K. However, only £2K of this was more than 28 days old, and the older debts appeared collectable (Government Departments or local groups not in significant arrears)

Income collection processes as tested are satisfactory.

F. PETTY CASH (FINAL AUDIT)

Test at final accounts

G. PAYROLL (INTERIM & FINAL AUDIT)

Test at final accounts

H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

Test at final accounts

I. BANK RECONCILIATIONS

Interim Audit

I have tested that the bank accounts are being reconciled promptly at the end of each month. I also re-performed the September bank reconciliation. I found no error in the reconciliation. I was able to confirm that Councillors review all bank reconciliations and that this is evidenced on both the reconciliation and the bank statement. I have one minor recommendation. The meeting minutes recording councillor review of the bank reconciliation should state the cashbook value of the reconciliation.

Bank reconciliations appear to function satisfactorily.

J. YEAR END ACCOUNTS

Year-end task

K. TRUSTEESHIP

No trusts.

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Kind regards

Yours sincerely

Mark Mulberry

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
Check Lloyds Bank account signatories up to date	I recommend that the Clerk obtains a bank signatory listing from Lloyds bank and reviews to ensure these signatories are also up to date.	List obtained and put before F+A 13.12.18.
Money cover is a little low at £250K.	I suggest this is increased to cover the highest level of cash held by the Council at any one time (generally after receipt of precept).	Put before F+A 13.12.18
I recommend that the Finance Committee are informed annually of the value of assets insured.	This is due to the high value of assets owned by the Council, such a process provides assurance to councillors that asset cover is adequate.	Put before F+A 13.12.18
I note that the Council has a target to increase the general reserve to £150K, in line with the recommendation I raised last year, and that this will be considered as part of budget setting for 2019-20.	I recommend that the Council continues to monitor the level of the general reserve and the repairs and renewal reserves to ensure that there is adequate funding to cover future buildings expenditure and any unforeseen changes to the Council's financial position.	Included in 2019/20 budget process and put before F+A 13.12.18
I was able to confirm that Councillors review all bank reconciliations and that this is evidenced on both the reconciliation and the bank statement.	I have one minor recommendation. The meeting minutes recording councillor review of the bank reconciliation should state the cashbook value of the reconciliation	To commence at F+A 13.12.18.

NORTH HORSHAM PARISH COUNCIL
ASSET REGISTER
SUMMARY - MARCH 2019

	GROSS TOTAL
	18/19
HTB	62,739
RMH	1,052,629
NHH	38,435
PLAY AREAS	163,841
STREET FURNITURE	45,980
TOTAL	1,363,624

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
NORTH HEATH HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
BUILDINGS AND LAND							
1	North Heath Hall, St Marks Lane, Horsham, RH12 5PU	1988	1	1,550,000	1,731,193		Replacement cost per DV - 09.08.2017
			1	1,550,000	1,731,193		

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

BUILDINGS AND LAND
VAT at 20%
TOTALS

1	1,550,500		
	310,100		
1	1,860,600	1,731,193	No VAT recoverable

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
NORTH HEATH HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
-----	-------------	---------------	--------------------------------	------------------------	------------------------	---------------	------

A FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS

FURNITURE

1	Folding Tables (large)	25.4.2012	2,186	2,603			
1A	Folding Tables (small)	01.3.18	240	240			
2	Folding Chairs	21.7.2008	4,298	4,530			
3	Chair Trolleys	21.7.2008	660	751			
			7,384	8,124			

FIXTURES AND FITTINGS

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

IMPROVEMENTS

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

CONTENTS (A)

VAT @ 20%

TOTAL CONTENTS (A)

31,885	50,374		
	10,075		No VAT recoverable
31,885	60,449	67,981	

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
NORTH HEATH HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
B	OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK						
1	Coat Racks	N/K	0	0			Previously disposed of
2	Internal Signage	N/K	224	224			
3	Clocks	N/K	1	20			
4	Kettles	N/K	90	135			
5	Paper Towel Dispensers	N/K	1	60			
6	Kitchen Swing Bins	N/K	1	30			
7	Internal Notice Boards	1991	138	800			
8	Fire Blankets	1995	1	50			
9	External Notice Boards	10.2015	485	485			Replacement - see disposals
10	Henry Vacuum Cleaner	1.7.2001	86	80			
11	Crockery/Cutlery etc	1.7.2001	377	675			
12	Numatic Floor Polisher	30.7.2004	0	0			See Disposals - NHH
13	Fire Extinguishers)	2006	827	900			
14	120L Nappy Bin	17.7.2006	78	300			
15	Numatic Floor Washer	5.3.2007	990	1,118			
16	Range Oven	2009	1,200	1,500			
17	Tea Urn	26.3.2009	148	160			
18	Free Standing Fridge	9.7.2009	168	260			
19	Dishwasher	6.8.2013	230	250			
20	Karcher Floor Polisher	28.1.2015	703	850			Replacement - see B12
20	Cleaning Hand Tools	Various	1	120			
21	Stored Cleaning Materials	Various	800	1,050			
			6,549	9,067			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
NORTH HEATH HALL**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
	CONTENTS (B)		6,549	9,067			
	VAT @ 20%			1,813			No VAT recoverable
	TOTAL CONTENTS (B)		6,549	10,881	10,715		
	NET TOTALS		38,435	1,609,941			
	VAT AT 20%			321,988			No VAT recoverable
	GROSS TOTALS		38,435	1,931,930	1,809,889		

New items
Disposals 18 - 19
Insurance values to be checked

No disposals to 31st March 2018
* Further work required to complete these columns

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
NORTH HEATH HALL DISPOSALS**

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
2014/2015					
B12	Numatic Floor Polisher	28.1.2015	340	0	End of working life. Include in 2016/17
			340		
2016/17					
B9	External Notice Boards	10.2015	492	0	End of working life

No disposals in financial year to 31st March 2018

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
HOLBROOK TYTHE BARN

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
-------------	---------------	--------------------------------	------------------------	------------------------	---------------	------

BUILDINGS AND LAND

1	Holbrook Tythe Barn, Pondtail Road, Horsham, RH12 5JF	17.11.1995		969,000	969,137		Replacement cost per DV - 09.08.2017 Refurbished - 2014
2	Car park	17.11.1995					
3	Bowls Green	17.11.1995					Part sold to Horsham Bowls Club
4	Multi Courts and Play Area			184,000			Sold to Horsham Bowls Club - 2013
5	Open Space						Replacement cost per DV - 09.08.2017
			1	1,153,000	969,137		

INTEGRAL FEATURES

A	Light Fittings - internal	N/K	1				
B	Floor Covering (vinyl)	N/K	1	9,000			
C	External Lighting	N/K	1				
D	Velux Opening System	N/K	1				
E	Gas boiler	7.12.2009	1,960	2,200			
F	Fitted Kitchen	1.8.2010	10,327	10,000			
G	Fitted Kitchen (WR)	2014	1	1			Fitted oven replaced 2012 (£150)
H	Floor Covering (vinyl)	2016	7200	7200			Part of external refurbishment
I	Patio doors and windows	01.09.2016	11,138	11,138			Replaced 2016 - main hall, kitchen and toilet
J	New water heater	30.04.18	2036	2036			Replaced 2016 To supply main kitchen and toilets
			32,666	41,575			

BUILDINGS AND LAND

VAT at 20% (70%)

TOTALS

	1,153,000		
	161,420		
1	1,314,420	939,137	70% VAT not recoverable

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
HOLBROOK TYTHE BARN

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
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**A FURNITURE, FIXTURES
FITTINGS AND TENANT'S
IMPROVEMENTS**

FURNITURE

1	Folding tables (large)	22.4.2014	0	1,750		
1A	Folding tables (small)	01.03.18	240	240		Replacements - see Disposals - HTB
2	Folding chairs	22.4.2014	0	1,500		
2A	Arm Rest Chairs	01.11.17	200	200		Replacements - see Disposals - HTB
			440	3,690		

FIXTURES AND FITTINGS

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

IMPROVEMENTS

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

CONTENTS (A)

VAT @ 20% (70%)

TOTAL CONTENTS (A)

	9,325	20,218			
		2,831			70% VAT not recoverable
	9,325	23,049	21,038		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
HOLBROOK TYTHE BARN**

	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
B	OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK						
1	Cleaning hand tools	N/K	1	100			
2	Soap Dispensers	N/K	1	180			
3	Electric Hand Driers	N/K	1	1,000			
4	Clocks	N/K	1	20			
5	Fire Blanket	N/K	1	25			
6	Internal signage	N/K	1	500			
7*	External Notice Board (road)	N/K	1	800			
8*	External Notice Board (road)	N/K	1	800			
9	Fire extinguishers	17.11.1995	654	460			
10	Noticeboards - internal	1995	90	150			
11*	External Notice Board (wall)	1996	0	0			See disposals - HTB
12	Crockery/Cutlery	1.7.2001	377	220			
13	Henry Vacuum cleaner	1.7.2001	85	80			
14	Floor cleaning machine	2011	992	1,000			
15	Temporary Shed for storage	28.11.2013	0	0			See Disposals - HTB
16	Assistance Ramp	17.11.2014	292	325			
17	Literature Display Holder	25.3.2015	143	175			
18	Picnic Tables	4.9.2014	600	750			
19	Stored Cleaning Materials	Various	500	750			
20	Height Barrier	03.08.18	3,950	3,950			
21	Handrail at front of building	15.08.18	600	600			
22	Nappy Bin	01.08.18	95	95			
	CONTENTS (B)		8,386	11,980			
	VAT @ 20% *			320			*All VAT recoverable
	VAT @ 20% (70%)			803			70% VAT not recoverable
	TOTAL CONTENTS (B)		8,386	13,103	6,587		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
HOLBROOK TYTHE BARN**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
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C SPORTS EQUIPMENT						
1	Court Floodlights (x 4)	1996	10,452	10,000	10,000	
2	Multi Courts Fencing	1996	1	30,000	30,000	
3	Multi Courts Surface	1996	36,595	50,000	50,000	
4	Netball posts (x 2)	8.2.2007	0	0		See Disposals - HTB
5	Tennis posts (x 2)/winder	2009	0	0		See Disposals - HTB
6	Tennis nets (x 2)	2009	0	0		See Disposals - HTB
7	5-a-side football posts (x 4)	2009	2,258	3,000		Replaced 2014
8	Football Nets (x 4)/fixings	Various	361	900		Replaced 2014

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

D TOOLS AND GARDENING EQUIPMENT						
1	Wheelbarrow	Various	0	0		See Disposals - HTB
2	Various small hand tools	Various	5	628		

CONTENTS (D)	5	628		
VAT @ 20% (70% only)		88		70% VAT not recoverable
TOTAL CONTENTS (D)	5	716	2,325	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
HOLBROOK TYTHE BARN**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
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NET TOTALS

VAT @ 20%

VAT at 20% (70%)

VAT @ 20% (85%)

GROSS TOTALS

67,384	1,279,726					
	320					All VAT recoverable
	165,141					70% VAT not recoverable
	15,963					85% VAT not recoverable
67,384	1,461,150	1,065,999				

New items

Disposals 18 -19

Disposals to 31st March 2019 shown on a separate sheet and accounted for in the 2019 figures.

Insurance values to be checked

* Further work required to complete these columns

**NORTH HORSHAM PARISH COUCIL ASSET REGISTER 2019
DISPOSALS - HOLBROOK TYTHE BARN**

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

2014/2015

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

2016/17

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

2017/18

B11	External Notice Board (wall)	1996	591	0	Disposed off
D1	Wheelbarrow	Various	1	0	Disposed off
			593	0	

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
ROFFEY MILLENNIUM HALL

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.2019	DISPOSAL DATE	NOTE
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BUILDING AND LAND

Roffey Millennium Hall, Crawley Road Horsham, RH12 4DT	2000	970,138	2,164,000	2,592,648		125-year Lease from HDC PWLB Loan Replacement cost per DV - 09.08.2017
		970,138	2,164,000	2,592,648		

INTEGRAL FEATURES

A	Heating/Water/AHU Plant					
B	Air conditioning Units (x 2)					
C	Light Fittings					
D	Toilets (x 6)					
E	Fitted Kitchens (x 3)					
F	Floor Covering in Halls (vinyl)			9,135		Replaced 2014
G	Floor Covering - other (vinyl)			2,390		Replaced 2014
H	Floor Covering - kitchens (vinyl)			2,700		Replaced 2014
I	Fire Escape					
J	Roof Access Ladder					
K	Lift					
L	External Lighting					
M	Telephone System					Replaced 2017 - see A33
				14,225		

BUILDING AND LAND	
VAT at 20%	
TOTALS	

970,138	2,164,000	
	432,800	
970,138	2,164,000	2,592,648

All VAT recoverable

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.2019	DISPOSAL DATE	NOTE
A FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS						
FURNITURE						
1*	Hanging File Trolleys	N/K	0	0	2012	See Disposals - RMI
2	Roller Blinds	N/K	0	0		Disposed of - date unknown
3	Folding Tables (large)	2000	1	2,427		
3A	Folding Tables (small)	01.03.18	240	240		
4	Fixed Leg Chairs	2000	1	1,846		
5	Fixed Leg Tables	2000	1	2,625		
6	Flooring (carpet tiles)	2014	11,995	17,500		Replaced 2014
7	Free Standing Cookers (x2)	2000	875	940		
8	Free Standing Fridges (x 3)	2000	1	780		
9	Vertical Blinds (IT Room)	8.3.2002	133	400		
10	Curtains	19.12.2006	1,712	3,000		
11*	Office Desk/Hutch/Pedestal	12.3.2008	676	500		
12*	Sofa type seating and unit	12.3.2008	855	895		
13	Folding Chairs	21.7.2008	6,447	7,551		
14	Chair Trolleys (x 6)	21.7.2008	990	1,126		
15*	Bookcases - standard	9.2.2010	360	355		
16*	Cupboard Racking/Shelving	12.2.2010	882	1,000		
17	Vertical Blinds	2010	4,177	4,500		
18*	Lockable Cupboard	2012	149	160		
19*	Office Desks/Pedestals	Various	830	700		
20*	Office Chairs	Various	480	700		
21*	Office Tables	Various	435	648		
	Carry Forward		31,240	47,893		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.2019	DISPOSAL DATE	NOTE
A contd./brought forward		31,240	47,893			
22* Other Chairs	Various	480	512			
23* Miscellaneous Furniture	Various	1	300			
24* Metal Filing Cabinets	Various	0	0		2012	See Disposals RMH
24a Photocopier	2017	0	0	7,500		Leased
		31,721	48,705			

IMPROVEMENTS						
25 Air conditioning Units (x 1)	N/K	1	1,500			Internal
26 Partition Wall	2000	5,000	10,000			
27 Sound System	2000	5,000	9,000			
28 Acoustic Panels	2005	5,457	7,500			
29 Magnetic Door Closures	26.4.2007	1,371	1,550			
30 Air Conditioning Units (x 3)	19.1.2009	3,855	4,500			Internal
31 Alarm systems	2010	11,050	15,000			Alarm systems replaced - 2010
32 AC Unit Members Room (x1)	6.2016	998	998			
33 Telephone System	4.17	1953	1953			New system with 4 handsets purchased April 2017 - £1953
		32,732	52,001			

TOTAL CONTENTS (A)	64,453	100,706	116,021	Contents under category A insurance only
VAT at 20%		18,987		ALL VAT recoverable
VAT at 20% (37%)*		427		37% not recoverable
TOTALS	64,453	101,133	123,521	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
ROFFEY MILLENNIUM HALL**

	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.2019	DISPOSAL DATE	NOTE
B	OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK						
1	Coat Racks (x 4)	N/K	1	740			
2*	Safe	N/K	1	1,800			
3	Internal Noticeboards	N/K	1	600			
4	Cordless Telephone Handset	10.04.17	61	61			
5	Waste Paper Bins	Various	1	100			
6	Coffee Machines	Various	1	1,000			
7	Kettles	Various	1	225			
8	Crockery/Cutlery	Various	1	900			
9	Paper Towel Dispensers (x 10)	Various	1	300			
10	Cleaning Hand Tools	Various	1	100			
11	Extension Leads (x 4)	Various	1	80			
12	Clocks	Various	70	110			
13	Fire Extinguishers	2000	1	1,665			
14	Fire Blankets (x 3)	2000	1	75			
15*	External Letter Box	2000	371	400			
16*	Leaflet Carousel	2001	107	147			
17	Internal Signage	6.4.2001	79	550			
18	Tea Trolleys	14.5.2001	145	240			
19	Tea Urns	14.5.2001	180	480			
20	Numatic Floor Washer	29.2.2004	740	1,125			
21*	External Noticeboard (x 1)	2005	550	700			
22	Numatic Floor Polisher	9.12.2005	700	800			
23	Henry Vacuum Cleaner	31.1.2006	140	120			
24	Numatic Cleaning Trolley	11.4.2006	146	300			
	Carry Forward		3,301	12,618			

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
ROFFEY MILLENNIUM HALL

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.2019	DISPOSAL DATE	NOTE
B contd./brought forward		3,301	12,618			
25 Hot Water Jugs (x 3)	14.6.2006	84	90			
26 Baby Changing Unit (x 2)	17.7.2006	370	300			
27 50L Nappy Bin (x 3)	17.7.2006	254	225			
28* Framed scenic prints (x 6)	13.6.2007	282	350			
29 Convector Heaters (x 2)	2010	100	100			
30 Karcher Power Washer	2010	275	350			
31 Hose and Reel	2010	60	75			
32* Table Top Display Boards	10.3.2011	300	600			
33* Table Top Display Boards	14.5.2012	182	210			
34 Vax Carpet Cleaner	25.5.2012	280	300			
35 Hand held Steam Cleaner	11.12.2012	0	0		2013	See Disposals RMH. Believed stolen
36 Free standing Dishwasher	20.6.2013	150	175			
37* CD Players x 2 (public)	15.5.2014	210	250			
38 Free standing Dishwasher	12.11.2014	180	180			
39* Pop Up Advert Display	19.3.2015	105	130			
40* Table Top Display Boards	25.3.2015	120	150			
41 Stored Refreshments	Various	500	250			
42* Stored Stationery	Various	1,500	2,180			
43 Stored Cleaning Materials	Various	1,000	1,250			
44 Defibrilator	01.03.2017	1	1,000	1,030		Donation
45 Geroge Vacuum Cleaner	31.08.18	209	209			
TOTAL CONTENTS (B)		9,463	20,992	18,623		Items under Category B insurance only
VAT at 20%			2,773			All VAT recoverable
VAT at 20% (37%) *			512			37% not recoverable
TOTALS		9,463	21,504	19,653		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.2019	DISPOSAL DATE	NOTE
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C COMPUTER AND OFFICE EQUIPMENT						
1	HP Scanjet scanner	N/K	0	0	2018	See Disposals RMH
2	ABC Docuseal laminator	18.9.2001	89	200		
3	HP laserjet printers (x 1)	2006	175	180	2018	See Disposals RMH x 2 Kept 1
4	Fellowes Shredder	1.4.2008	150	200		
5	Siemens Monitors (x2)	16.7.2008	234	300		2 Kept from older computers (CC,AC)
6	HP colour laserjet printer	16.7.2008	0	0	2015	See Disposals RMH
7	Brother A3 deskjet printer	18.11.2009	0	0	2018	See Disposals RMH
8	Samsung laptop (PM)	1.6.2010	0	0	Unknown	Missing assumed previously dsiposed off
9	Lenovo Computers (x 3)	22.3.2012	1,023	1,500		C,CC,AC
10	BenQ Monitor (x 1)	1.5.2012	97	120		C
11	Sony Digital camera	15.8.2012	127	150		
12	Samsung laptop (PC)	6.12.2012	336	400		FG
13	MultiMedia Projector (office)	26.11.2013	347	400		
14	QNAP Network Storage	20.12.2013	291	291		
15	Fujitsu laptop (PM)	10.6.2014	319	350		DC
16	HP Colour Printer	1.3.2015	533	585		CC
17	Tower & Monitors (Members Room)	01.03.2016	428	428		
18	Iiyama Monitors (2)	Variuos	200	200		C,FO
19	Lenovo Carbon Laplop	12.2017	350	350		FO
20	CCTV	2.2017	1,410	1,410		
TOTAL CONTENTS (C)			6,109	7,064	6,000	

TOTAL CONTENTS (C)	6,109	7,064	
VAT at 20% (37%)		523	37% not recoverable
TOTALS	6,109	7,587	6,000

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
ROFFEY MILLENNIUM HALL

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.2019	DISPOSAL DATE	NOTE
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D TVs, AUDIO-VISUAL ITEMS AND TOOLS

1	TV/Video (x 1)	2001	0	0	2014	See Disposals RMH
2	Recording Equipment	2003	0	0	2014	See Disposals RMH
3	Multimedia Projector (public)	27.6.2006	490	400		
4	Flip Chart Stands (x 4)	6.3.2007	330	300		
5	Projector Screens (x 2)	23.9.2009	320	384		
6	Litter Wardens Cart	18.8.2009	551	800		
7	Whiteboards (x 2)	10.12.2009	214	242		
8	Projector Screens Fixed (x 4)	26.11.2013	247	300		
9	Projector Screens (x 2)	25.4.2014	172	200		
TOTAL CONTENTS (D)			2,324	2,626	2,019	

TOTAL CONTENTS (D)	2,324	2,626	
VAT at 20%		525	
TOTALS	2,324	2,626	2,019

All VAT recoverable

G CIVIC REGALIA

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

TOTAL CONTENTS (G)	351	660	0
VAT at 20%		132	
TOTALS	351	660	500

Items insured in Category G only

All VAT recoverable

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.2019	DISPOSAL DATE	NOTE
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NET TOTALS		1,052,838	2,296,048			
VAT AT 20%			455,218			All VAT recoverable
VAT at 20% (37%)			1,462			37% not recoverable
GROSS TOTALS		1,052,838	2,752,727	2,744,341		

New items

Disposals 18-19

Disposals to 31st March 2019 shown on a separate sheet and accounted for in the 2019 figures.

Insurance values to be checked

* Further work required to complete these columns

DISPOSALS - ROFFEY MILLENNIUM HALL

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

2014/2015

D1	TV/Video (x 1)	2014	661	0	End of working life. Safe disposal
D2	Recording equipment	7.5.2014	750	0	Proceeds of £75 donated to Age UK Horsham
C6	HP Colour Printer	1.3.2015	377	0	End of working life. Safe disposal
			1,788	0	

2017/2018

C1	HP Scanjet scanner	1.2018	1	0	End of working life. Safe disposal
C3	HP laserjet printers (x 2)	1.2018	175	0	End of working life. Safe disposal
C7	Brother A3 deskjet printer	1.2018	220	0	End of working life. Safe disposal
			396	0	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
PLAY AREAS AND OPEN SPACES**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
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AMBERLEY CLOSE

1	Cradle Swings	May 2005	1,251	1,628		
2	Junior Swings	May 2005	1,095	1,577		
3	Junior Multi Play Unit	May 2005	12,974	12,048		
4	Toddler Multi Play Unit	May 2005	5,915	4,276		
5	Cone Climber	May 2005	2,695	3,355		
6	Spinner	May 2005	843	1,053		
7	Springer	May 2005	1,293	1,507		
8	Adventure Trail (x 5)	May 2005	2,083	2,064	5,854	Insured item
9	Game Panels	May 2005	3,467	3,350		
10	Delivery/Installation	May 2005	8,615	9,966		
11	Safety Surfacing	May 2005	7,500	12,000		
12	Seats	Sept. 2005	498	600		
13	Litter Bins	May 2005	176	300		
14	Fencing/Gates	28.9.2005	839	900		
15	Signage	2005	228	400		
			49,472	65,024	5,854	

**AMBERLEY CLOSE
RECREATION AREA**

1	Basket Ball Hoop	NK	350	350		
2	Goal Posts	NK	600	600		
			950	950	0	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
PLAY AREAS AND OPEN SPACES**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
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BIRCHES ROAD

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

EARLES MEADOW

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

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
PLAY AREAS AND OPEN SPACES**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
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HOLBROOK TYTHE BARN

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

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
PLAY AREAS AND OPEN SPACES**

**HOLBROOK TYTHE
BARN OPEN SPACE
RECREATION AREA**

1	Goal Posts	27.06.17	300	300	0					
			300	300	0					

NET TOTALS
VAT AT 20%
GROSS TOTALS

163,841	146,818	16,391
163,841	146,818	16,391

All VAT recoverable

*Further work required to complete these columns

No disposals in financial year to 31st March 2018

New items

Insurance values to be checked

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
STREET FURNITURE**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
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BUS SHELTERS

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

STREET LIGHTS

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

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
STREET FURNITURE

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
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ROADSIDE SEATS

1	Roffey Corner (x 1)	N/K	1	800		
2	Rusper Road/Kings Road (x 1)	24.10.2010	395	500		
			396	1,300	0	

OTHER SEATS

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

NOTICEBOARDS

1	Coltsfoot Drive	N/K	563	550		
2	Bartholomew Way	01.10.2015	365	365		Replaced - see disposals
3	Lambs Farm Road (Shops)	12.10.2005	563	750		
4	Church Road	01.10.2015	365	365		Replaced - see disposals
5	North Heath Lane (R'side Walk)	01.10.2015	598	598		Replaced - see disposals
6	Roundel - Crawley Road	10.7.2008	4,238	5,000	5,854	Insured item
7	Godwin Way	25.1.2010	1,046	1,046		
			7,738	8,674	5,854	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
STREET FURNITURE**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019	INSURED VALUE 31.03.19	DISPOSAL DATE	NOTE
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OTHER ITEMS

1	Earles Meadow Boardwalks	N/K	1	20,000	21,430		Insured item
2	Roadside Sign - HTB	N/K	1	500			
3	Fencing - Harwood Rd allotments	2001	1,609	8,000			
4	Handrail - Manor Fields	1.8.2003	713	0			
5	Flagpole	2003	593	500			
6	Butterworth Seat Memorial Plaque	2007	97	4,000			
7	Scaffold Tower	7.10.2011	1,955	2,225			
8	Salt Bins (x 3) and locks	8.11.2012	484	600			
9	Sack Barrow	14.5.2012	53	60			
10	Information Stone - Earles Meadow	18.10.2013	1700	500			
11	Telescopic Ladder	7.6.2013	0	0			See disposals
12	Street Light Counter Balance	22.8.2013	1,285	1,500			
13	Safety Harnesses (2)	24.10.2013	140	175			
14	Manual Salt Spreader	8.11.2013	986	1,200			
15	PA Testing equipment	21.1.2014	649	649			
16	Stihl Leaf Blower	29.8.2014	0	0			See disposals
17	Small Litter Warden Trolley	10.12.2014	239	350			
18	Bosch Leaf Blower	21.11.18	200	200			Replacement see 16
19	Bollards (various)	Various	350	350			
			11,055	40,809	21,430		

NET TOTALS
VAT at 20%

45,980	95,033
45,980	114,040
	27,284

All VAT recoverable

New items

Insurance values to be checked

No disposals in financial year to 31st March 2018.

* Further work required to complete these columns

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2019
STREET FURNITURE

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
BUS SHELTERS					
6	Lambs Farm Road (Rusper Road)	2011	3510	0	Vandalised. No insurance claim made
7	Lambs Farm Rd (Southdown Cl.)	18.12.2013	2504	0	Vandalised. Donated to Findon PC
			6014	0	

2016/17

OTHER ITEMS

11	Telescopic Ladder	7.6.2013	75	0	Disappeared	Included in 2016/17
16	Stihl Leaf Blower	29.8.2014	371	0	Disappeared	Included in 2016/17

NOTICEBOARDS

2	Bartholomew Way	12.10.2005	685	0	Disposed of	Included in 2016/17
4	Church Road	2007	849	0	Disposed of	Included in 2016/17
5	North Heath Lane (R'side Walk)	2007	938	0	Disposed of	Included in 2016/17
			2,918	0		

No disposals in financial year to 31st March 2018

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTR 2018
LAND HOLDINGS**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2019*	INSURED VALUE 31.03.2019*	DISPOSAL DATE	NOTE
LAND						
1 Birches Road	N/K	1				Community Land
2 Heath Way	1976	1				Community Land - small parcel
3 Amberley Close	1980	1				Community Land
4 North Heath Hall	1989	1				Not building
5 Holbrook Tythe Barn	1995	1				Not building/multi courts/play area
6 Earles Meadow	1998	1				Community Land - 13 acres
7 Pixies Hollow	1990	1				Land along part length BW 1583
		7	0	0		

* further work required to complete these columns.

No disposals in financial year to 31st March 2019



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2019/20

Forecast for 2018/19		
Revenue expenditure	490,970	490,970
Income		
Precept	319,943	
Council Tax Benefit Grant	0	
Environmental Grant	9,836	
Income from hall hires	184,085	513,864
	Excess	22,894

Budget for 2018/19		
Revenue expenditure	513,940	
Additional amount for phased budgeting	536	514,476
Income		
Council Tax Benefit Grant	0	
Environmental Grant	9,836	
Income from hall hires	189,356	199,192
	Deficit	315,284

General Reserve Considerations for 2019/20	
General Reserve at 31.3.18	106,513
Predicted excess at 31.3.19	22,894
Predicted General Reserve at 31.3.19	129,407

Precept requirement for 2019/20	315,284
Amount to make up General Reserve to £150,000 as recommended by the Internal Auditor.	20,593
Final precept requirement for 2019/20	335,877

A precept of £335,877 represents a rise of around 4.9% on last year.

Band D draft tax base	8705.2
Proposed Band D figure 2019/20	38.58 (4.5% increase)
Band D figure 2018/19	36.95

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	74,300	74,300	37,829	76,463
North Heath Hall	26,093	0	26,855	26,855	61,400	0	61,400	61,400	26,399	62,873
Holbrook Tythe Barn	21,882	0	22,513	22,513	46,350	0	47,510	47,510	23,001	49,145
Amenities	52,857	0	50,280	50,280	765	0	775	775	51,200	775
F & A (exc. Precept)	74,215	0	65,238	65,238	150	0	100	100	72,720	100
PERSONNEL	285,793	0	286,248	286,248	0	0	0	0	300,541	0
PET	2,250	0	2,250	2,250	0	0	0	0	2,250	0
	500,821	0	490,970	490,970	183,365		184,085	184,085	513,940	189,356

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
329,634		329,779	9,836

**BUDGET 2019/20
PROPERTY COMMITTEE**

		BUDGET 2018/19	ESTIMATED TO 31.03.2019	BUDGET 2019/20
EXPENDITURE - REVENUE				
	HALLS SUMMARY			
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
		85,706	86,954	87,229

**BUDGET 2019/20
PROPERTY COMMITTEE**

		BUDGET 2018/19	ESTIMATED TO 31.03.2019	NOTES ON 2018/19	BUDGET 2019/20	NOTES ON 2019/20
EXPENDITURE - REVENUE						
403	ROFFEY MILLENNIUM HALL					
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	
		37,731	37,586		37,829	

BUDGET 2019/20
PROPERTY COMMITTEE

			BUDGET	ESTIMATED	NOTES	BUDGET	NOTES
			2018/19	TO	2018/19	2019/20	2019/20
				31.3.2019			
EXPENDITURE - REVENUE							
401	NORTH HEATH HALL						
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	
		26,093	26,855			26,399	

BUDGET 2019/20
PROPERTY COMMITTEE

		BUDGET 2018/19	ESTIMATED TO 31.3.2019	NOTES 2018/19	BUDGET 2019/20	NOTES 2019/20
EXPENDITURE - REVENUE						
402	HOLBROOK TYTHE BARN					
	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
		21,882	22,513		23,001	

**BUDGET 2019/20
PROPERTY COMMITTEE**

			BUDGET 2018/19	ESTIMATED TO 31.03.2019	NOTES ON 2018/19	BUDGET 2019/20	NOTES ON 2019/20
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.
			1,350	1,200		1,200	

OTHER AMENITIES							
302	4200	Grounds Maintenance	19,417	19,417	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
			51,507	49,080		50,000	

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

			BUDGET 2018/19	ESTIMATED TO 31.03.19	NOTES	BUDGET 2019/20
EXPENDITURE - REVENUE						
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	4,000
	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
			74,215	66,238		72,720

Preliminary draft accepted by Finance and Administration Committee 11.10.18

**BUDGET 2019/20
PERSONNEL COMMITTEE**

			BUDGET	ESTIMATED TO	NOTE	BUDGET
			2018/19	31.03.2019		2019/20
EXPENDITURE - REVENUE						
106	4001	Salaries/NI/Pensions	280,533	280,533	2% increase, average caretaker holiday cover, pay awards and additional admin cover.	294,591
	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
			285,793	286,248		300,541

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.

**BUDGET 2019/20
PET COMMITTEE**

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

**BUDGET 2019/20
INCOME**

			BUDGET 2018/19	ESTIMATED TO 31.3.2019	NOTES 2018/19	BUDGET 2019/20	NOTES 2019/20
INCOME							
401	1000	Hall Lettings	61,400	61,400	NHH - 3% except nurseries 1.5%	62,873	Increase 3% except nurseries 1.5%
402	1000	Hall Lettings	28,840	30,000	HTB - 10%	31,110	10% for ad hoc parties at the weekend 3% for all other hires.
	1010	Multi Court Income	17,510	17,510	HTB MC - 3%	18,035	HTB MC increase 3%
403	1000	Hall Lettings	72,100	72,100	RMH - 3%	74,263	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%
			183,365	184,085		189,356	

NORTH HORSHAM PARISH COUNCIL
SUGGESTED RESERVE BALANCES - from 31.03.18

	BALANCE 31.3.2016	RESERVES TRANSFER 31.3.2016	BALANCE 1.4.2016	ACTUAL EXPENDITURE 31.03.2017	ACTUAL INCOME 31.03.2017	BALANCE 31.03.2017	RESERVES TRANSFER 1.4.2017	BALANCE 1.4.2017	ACTUAL EXPENDITURE 31.03.2018	ACTUAL INCOME 31.03.2018	BALANCE 31.03.2018	ESTIMATED EXPENDITURE 31.03.2018	ESTIMATED INCOME 31.03.2018	BALANCE 31.03.2018
3100 GENERAL RESERVES	101,744	-24,100	77,644	470,301	478,024	65,277	10,000	75,277	469,053	500,189	106,513	514,470	150,162	209,771
EARMARKED RESERVES														
3200 VAT Contingency	7,955	0	7,955			7,955		7,955			7,955			7,955
3210 Repairs and Renewals	140,665	20,100	160,765	23,738		137,030	8,000	145,030	1900		143,130			143,130
3220 Election costs	19,950	0	19,950			19,950	0	19,950			19,950			19,950
3280 Damage	4,000	0	4,000			4,000	-4,000	0			0			0
3270 Ruffey Youth Club	5,621	0	5,621			5,621		5,621			5,621			5,621
3280 Planning	8,000	4,000	12,000	3,750		8,250		8,250	215		8,035			8,035
3300 Capital Projects	4,000	0	4,000			4,000	-4,000	0			0			0
3310 Neighbourhood Plan							10,000	10,000			10,000			10,000
3350 Capital projects associated with NHPC Business Plan	25,000	0	25,000			25,000		25,000			25,000			25,000
	316,938	0	316,938	497,877	478,024	297,083	0	297,083	471,068	500,189	326,204	514,470	757,155	160,920

557,983.00 This figure represents the estimated income for 2019/20; proposed precept figure and predicted excess from 2018/19
189,192.00
335,877.00
22,884.00

Summary of Precepts

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

Parish tax base 2019/20

PARISH	2019/20 taxbase £	2018/19 taxbase £
Amberley	329.1	317.7
Ashington	1,136.7	1,125.6
Ashurst	148.5	147.2
Billingshurst	4,156.8	3,904.2
Bramber	409.4	418.0
Broadbridge Heath	2,271.3	2,123.4
Coldwaltham	470.0	464.7
Colgate	1,353.3	1,240.9
Cowfold	843.1	829.0
Henfield	2,699.1	2,611.4
Itchingfield	757.5	744.1
Lower Beeding	541.7	535.6
North Horsham	8,705.2	8,658.8
Nuthurst	1,056.2	1,033.1
Parham	124.7	122.9
Pulborough	2,527.5	2,520.7
Rudgwick	1,394.6	1,365.3
Rusper	907.5	813.6
Shermanbury	288.3	287.5
Shipley	676.0	665.8
Slinfold	892.1	880.3
Southwater	4,484.4	4,351.3
Steyning	2,565.5	2,573.4
Storrington & Sullington	3,283.7	3,219.2
Thakeham	1,007.1	949.3
Upper Beeding	1,447.3	1,424.5
Warnham	989.5	980.1
Washington	1,083.9	1,082.3
West Chiltington	2,189.1	2,194.1
West Grinstead	1,308.3	1,309.6
Wiston	108.0	101.9
Woodmancote	272.6	276.0
Horsham Town	11,750.5	11,575.1
	<u>62,178.5</u>	<u>60,846.5</u>

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