

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 18TH APRIL 2019 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.

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. Horsham Green Gym sent a letter of appreciation for the recent donation of £70 for work they had done on the Riverside Walk.

5.2. Guidance was given at a recent Clerk's Networking Day organised by Surrey and Sussex Association of Local Councils (SSALC) regarding the Accessibility Regulations for websites. A hand out with notes taken at the meeting has been circulated to Councillors. The Parish Council must include an Accessibility Statement on the website by September 2020. Initially, an approach will be made to Word Press to ascertain what their Accessibility Statement is and as the Parish Council is using a Word Press hosted site and

a Word Press standard template, whether their Accessibility Statement can be used by the Parish Council.

5.3 The Internal Working Controls Working Party Meeting scheduled for 8th April 2019 was cancelled.

6. End of Year Accounts 31st March 2019

The year end closedown will take place on Friday 12th April 2019. The end of year statement of accounts will be circulated as soon as they are available.

10 Aviva Pension.

At the Parish Council Meeting on 10th January 2019 it was agreed to offer new caretakers starting work after that date a pension with AVIVA. It had been suggested that the Parish Council offers an employers' contribution of up to 6% if this were matched by the employee.

Aviva advise that they can accept any level of contribution, the scheme accepts contributions on a monthly basis alongside additional one off payments. The information, alongside employee information when someone is to join the scheme will be uploaded via Aviva's online Billing System.

From 1st April 2019 the minimum contribution from the employer is 3% of employee's salary and the minimum combined total input is 8% of an employee's salary.

The proposal:-

The employer will contribute a minimum of 4% of the employee's salary and will match the employee's contribution up to a proposed 7% (or whatever the Council decides).

The minimum combined contribution from the employer and the employee must be at least 8% of the employee's salary.

The employee must put in at least 4% of their salary (which satisfies the 8% lower limit) and can put in as much as they wish above the lower limit of 4%.

Employee	Employer	Total
4%	4%	8%
5%	5%	10%
6%	6%	12%
7%	7%	14%
8%	7%	15%
9%	7%	16%
10% and upwards	7%	17% and upwards

11. Grant applications

Horsham Town Community Partnership – request for contribution to Riverside Walk on 8th July 2019 -£180. The Riverside Walk will be used to promote the Parish Council's 'Now and Then' project and part of the walk goes through Parish Council land. The full cost of the project is £720 and equal contributions are coming from the three town Neighbourhood Councils as the Riverside Walk goes through their parishes. All accompanying documents have been sent and circulated.

Previous grant awards from the Parish Council:-

February 2013	£500	Riverside Walk
August 2015	£180	Riverside Walk
February 2016	£150	Riverside Walk
April 2017	£100	Riverside Walk
February 2018	£170	Riverside Walk

Horsham in Bloom – request for sponsor the Allotment Challenge as part of Horsham in Bloom 2019 - £350. This is the full cost of the project. Allotments in North Horsham will be included. Only the application form was sent. Horsham in Bloom disbanded in 2018 and a new group has started for 2019.

The money allocated by the Parish Council last year was returned (£400).

Previous grant awards from the Parish Council:-

March 2011	£400	Sponsorship
March 2012	£400	Sponsorship
January 2014	£400	Sponsorship (2013)
February 2014	£400	Sponsorship (2014)
February 2016	£400	Sponsorship (2016)
April 2017	£400	Sponsorship Allotment competition (2017)
February 2018	£400 - returned	Sponsorship Allotment competition (2018)

No incinerator 4 Horsham – request for £2,000 towards technical expert reports and a barrister to represent No Incinerator 4 Horsham Community Group as a Rule 6 Party at the three week Public Inquiry. The full cost of the project is £50,000. £3,377.61 has been raised so far. All accompanying

documents have been included with the application and circulated.

The Surrey and Sussex Association of Local Councils has produced guidance on how to engage with lobbying groups and advises against being aligned with them as it may impact on the Parish Council's ability to represent the whole of its electorate. The guidance has been circulated.

There have been no applications previously from No Incinerator 4 Horsham.

15. Date of next meeting

Thursday 18th April 2018 (Scheduled).

Pauline Whitehead BA(Hons) FSLCC
06.02.19

HOLBROOK TYTHE BARN PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES
YEAR ENDING 31st MARCH 2020

	DESCRIPTION	AMOUNT	DATE ACQUIRED	PURCHASE VALUE	REPLACEMENT COST	INSURED VALUE	LIFE EXPECTANCY	STAGE IN LIFECYCLE	POTENTIAL REPLACEMENT YEAR	PHASED AMOUNT REQUIRED FOR REPLACEMENT AT 31.3.20	AMOUNT IN EMR
1	Picnic Tables	1	N/K	1	1,000	0	20	12	2028	600.00	0
2	Litter bin	1	N/K	379	496.00	0	20	12	2028	297.00	0
3	Signage	1	N/K	460	602.00	0	20	12	2028	361.00	0
4	Junior Swing Set	1	Mar 2008	1,213	1,590.00	0	20	12	2028	954.00	0
5	CradleSwing Set	1	Mar 2008	1,386	1,816	0	20	12	2028	1,089.00	0
6	Delivery/ Installation	1	Mar 2008	938	1,228	0	20	12	2028	1,229.00	0
7	Safety Surfacing	1	Various	1	6,000	0	20	12	2028	3,600.00	0
8	Zip Line	1	2011	8,000	9,577	0	20	9	2031	4,309.00	0
9	Spinner	1	2011	2,000	2,394	0	20	9	2031	1,077.00	0
10	Delivery/Installation	1	2011	1,000	1,197	0	20	9	2031	538.00	0
11	Toddle Multi Play Unit	1	April 2012	3,798	4,405	0	20	8	2032	1,762.00	0
12	Junior Multi Play Unit	1	April 2012	11,255	13,055	0	20	8	2032	5,222.00	0
13	Delivery Installation	1	April 2012	2,132	2,473	0	20	8	2032	2,473.00	0
14	Safety Surfacing	1	Various	15,000.00	15,000	0	20	8	2032	6,000.00	0
15	Fencing/ Gates	1	April 2012	11,280.00	13,084	0	20	8	2032	5,233.00	0
16	O &X Panel	1	Aug 2012	533.00	618	0	20	8	2032	247.00	0
17	Seats	1	July 2013	1,150.00	1,295	0	20	7	2033	453.00	0
				60,526	75,831					35,444.00	

HOLBROOK TYTHE BARN PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES
YEAR ENDING 31st MARCH 2020

1	Goal Posts	1	June 2017	300	310		1	6	2026	£ 310.00	
				300	310					£ 310.00	

Notes

* The Ancillary costs and delivery /installation costs will always be applicable.

** The Insured value forms part of the Asset Register, therefore this hasn't been filled in at this stage. As the piece of work progresses this can be reviewed.

*** Ultimately a figure could be inserted in this column to indicate the provision of funding, but this will be reviewed as the piece of work develops.

**** The date of acquisition is not known, therefore the start date has been given as 2019.

The replacement cost has been calculated in the main using compound Consumer Price Index inflation - the method to be agreed by the Finance and Administration Committee at their meeting on 14th February 2019

The life expectancy has been calculated using an educated guess but there are many factors that will influence this and some pieces of equipment will inevitably last longer than others.
As this piece of work progresses further refinements can be made as necessary.

EARLES MEADOW PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES
YEAR ENDING 31st MARCH 2020

	DESCRIPTION	AMOUNT	DATE ACQUIRED	PURCHASE VALUE	REPLACEMENT COST	INSURED VALUE**	LIFE EXPECTANCY	STAGE IN LIFECYCLE	POTENTIAL REPLACEMENT YEAR	PHASED AMOUNT REQUIRED FOR REPLACEMENT AT 31.3.20	AMOUNT IN EMR***
1	Mixed Swing set	1	N/K	1,100	1,317	0	20	9	2031	593.00	0
2	Seats (x 2)	1	N/K	1	680	0	20	9	2031	306.00	0
3	Fencing/Gate	1	N/K	1	1,000	0	20	9	2031	450.00	0
4	Litter Bin (x 1)	1	Aug 2001	252	409	0	30	19	2031	260.00	0
5	Signage	1	2005	229	336	0	26	15	2031	194.00	0
6	Toddler Multi Play Unit	1	2011	6,460	7,734	0	20	9	2031	3,480.00	0
7	Ancillary Costs*	1	2011	1	1,000	0			2031	1,000.00	0
8	Delivery/Installation*	1	2011	1	3,000	0			2031	3,000.00	0
9	Safety Surfacing	1	Oct 2012	2,143	2,486	0	19	10	2031	1,308.00	0
				10,188	17,962					10,591.00	

Notes

- * The Ancillary costs and delivery /installation costs will always be applicable.
 - ** The Insured value forms part of the Asset Register, therefore this hasn't been filled in at this stage. As the piece of work progresses this can be reviewed.
 - *** Ultimately a figure could be inserted in this column to indicate the provision of funding, but this will be reviewed as the piece of work develops.
 - **** The date of acquisition is not known, therefore the start date has been given as 2019.
- Costs using the other playgrounds as a basis.
- The replacement cost has been calculated in the main using compound Consumer Price Index inflation - the method to be agreed by the Finance and Administration Committee at their meeting on 14th February 2019
- The life expectancy has been calculated using an educated guess but there are many factors that will influence this and some pieces of equipment will inevitably last longer than others.
- As this piece of work progresses further refinements can be made as necessary.

AMBERLEY ROAD PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES
YEAR ENDING 31st MARCH 2020

	DESCRIPTION	AMOUNT	DATE ACQUIRED	PURCHASE VALUE	REPLACEMENT COST	INSURED VALUE**	LIFE EXPECTANCY	STAGE IN LIFECYCLE	POTENTIAL REPLACEMENT YEAR	PHASED AMOUNT REQUIRED FOR REPLACEMENT AT 31.3.20	AMOUNT IN EMR***
1	Cradle swings	1	May 2005	1,251	1,835	-	20	14	2025	1,284	0
2	Junior swings	1	May 2005	1,095	1,606	-	20	14	2025	1,124	0
3	Junior Multi Play Unit	1	May 2005	12,974	19,030	-	20	14	2025	13,321	0
4	Toddler Multi Play Unit	1	May 2005	5,915	8,676	-	20	14	2025	6,073	0
5	Cone Climber	1	May 2005	2,595	3,953	-	20	14	2025	2,767	0
6	Spinner	1	May 2005	843	1,236	-	20	14	2025	865	0
7	Springer	1	May 2005	1,293	1,896	-	20	14	2025	1,327	0
8	Adventure Trail	5	May 2005	2,083	3,055	-	20	14	2025	2,138	0
9	Game Panels	1	May 2005	3,467	5,085	-	20	14	2025	3,559	0
10	Delivery/ installation*		May 2005	6,615	12,636	-	20	14	2025	12,636	0
11	Safety Surfacing		May 2005	7,500	11,000	-	20	14	2025	7,700	0
12	Seats		Sept 2005	498	730	-	20	14	2025	511	0
13	Litter Bins	2	May 2005	176	258	-	20	14	2025	180	0
14	Fencing / gates	2	Sept 2005	839	1,230	-	20	14	2025	861	0
15	Signage	3	May 2005	228	334	-	20	14	2025	233	0
				49,472	72,560					54,579	

AMBERLEY ROAD RECREATION AREA - REPLACEMENT COSTS AND TIMEFRAMES
YEAR ENDING 31st MARCH 2020

1	Basket Ball Hoop****		N/A	350	394	-	6	1	2025	394	0
2	Goal Posts*****		N/A	600	675	-	6	1	2025	675	0
				950	1,069					1,069	

Notes

- * The Ancillary costs and delivery /installation costs will always be applicable.
- ** The Insured value forms part of the Asset Register, therefore this hasn't been filled in at this stage. As the piece of work progresses this can be reviewed.
- *** Ultimately a figure could be inserted in this column to indicate the provision of funding, but this will be reviewed as the piece of work develops.
- **** The date of acquisition is not known, therefore the start date has been given as 2019.
- ***** The replacement cost has been calculated in the main using compound Consumer Price Index inflation - the method to be agreed by the Finance and Administration Committee at their meeting on 14th February 2019. The life expectancy has been calculated using an educated guess but there are many factors that will influence this and some pieces of equipment will inevitably last longer than others. As this piece of work progresses further refinements can be made as necessary.

BIRCHES ROAD PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES
 YEAR ENDING 31st MARCH 2020

	DESCRIPTION	AMOUNT	DATE ACQUIRED	PURCHASE VALUE	REPLACEMENT COST	INSURED VALUE***	LIFE EXPECTANCY	STAGE IN LIFECYCLE	POTENTIAL REPLACEMENT YEAR	PHASED AMOUNT REQUIRED FOR REPLACEMENT AT 31.3.20	AMOUNT IN EMR****
1	Junior Multi Play Unit	1	June 2004	11,325	15,827	0	20	15	2024	11,870.00	0
2	Toddler Multi Play Unit	1	June 2004	3,230	4,514	0	20	15	2024	3,385.00	0
3	Roundabout	1	June 2004	1,900	2,655	0	20	15	2024	1,991.00	0
4	Adventure Trail	1	June 2004	3,080	4,304	0	20	15	2024	3,223.00	0
5	Ancillary Costs*		June 2004	1,000	1,397	0		15		1,397.00	
6	Delivery/Installation*		June 2004	4,294	6,001	0		15		6,001.00	
7	Safety Surfacing	Yes	June 2004	12,900	18,028	0	20	15	2024	13,521.00	0
8	Fencing/Gates	Fence and 2 gates	June 2004	**1	**8000	0	20	15	2024	6,000.00	0
9	Litter Bin (x 1)	2	June 2004	300	419	0	20	15	2024	314.00	0
10	Signage (x 2)	2	June 2004	154	215	0	20	15	2024	161.00	0
11	Seats (x 2)	3	Sept 2005	498	680	0	20	14	2025	476.00	0
12	Mixed Swing Set	1	Sept 2013	3,723	4,038	0	20	6	2033	1,211.00	0
	TOTALS			42,404	58,078					49,550.00	



North Horsham Parish Council

INVESTMENT POLICY

This policy has been prepared using:-

Department of Communities and Local Government (DCLG): (2010): Guidance on Local Government Investments.

Joint Practitioners' Advisory Group (2016): Governance and Accountability for Smaller Authorities in England.

INTRODUCTION

Both the CIPFA Code and the DCLG Guidance require the Council to invest its funds prudently, and to have as its objectives security (protecting the capital sum from loss) and then liquidity (keeping the money readily available for expenditure when needed). Once proper levels of security and liquidity are determined it will then be reasonable to consider what yield can be obtained consistent with those priorities. The Council is ultimately responsible for its investments.

POLICY STATEMENT

North Horsham Parish Council will make investments in line with current, published guidance from the Department of Communities and Local Government, Chartered Institute of Public Finance and Accountancy and the Joint Practitioners' Advisory Group. Consideration will be given to security of the original capital sum, liquidity and yield in that order of priority.

SHORT TERM INVESTMENTS

Short term investments are those made in sterling which have a maturity of less than 12 months. Investments will be regarded as commencing on the date on which the funds are paid over to the counterparty. The Council will undertake an assessment to ensure that the original sum invested is not subject to unreasonable risk and that it is available to be accessed by the authority without any reduction from the time the investment is made.

Short term investments will be authorised by the Finance and Administration Committee with a determined maximum period for which funds may be committed so as not to compromise availability, using the appropriate cash flow projection.

For the prudent management of its treasury balances, maintaining sufficient levels of security and availability, the Council, as a preference, will use deposits with banks or building societies (Specified investments) for short term investments.

LONG TERM INVESTMENTS

Long term investments are those made in sterling and maturing over a period of 12 months or more. On acquisition, long term investments will be recorded in the cash book as expenditure in the year and also as an increase in assets and long term investment until its maturity. At maturity the total proceeds will be recorded as income.

The Council may wish to consider specified investments and non- specified investments for long term investments. Non-specified investments, such as investment in the money market, stocks and shares or peer to peer lending have greater potential risk than specified investments and therefore carries a limit of £50,000 investment in total per year. Non-specified investments will be agreed by full Council following recommendation by the Finance and Administration Committee. The Council does not employ in-house or externally any financial advisors but will rely on information which is publicly available supported by professional guidance as necessary.

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Parish website and a hard copy will be available from the Parish Office.

REVIEW AND AMENDMENT OF REGULATIONS

The policy will be reviewed annually by the Finance and Administration Committee and recommendations made accordingly to the Council. The Council reserves the right to make variations to the Policy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

23rd February 2017