

**NORTH HORSHAM PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
THURSDAY 16TH MAY 2019 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

CLERK'S REPORT

To be read in conjunction with the Agenda.

- 1. Election of Chairman.**
Nominations taken at the meeting.
- 2. Election of Vice Chairman.**
Nominations taken at the meeting.
- 3. Public Forum.**
Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.
- 4. Apologies for Absence.**
Apologies and reasons for absence to be given to the Clerk.
- 5. Minutes.**
Circulated separately and on website.
- 6. 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.
- 7. Co-option of Councillors.**
Alex Shine will give a brief presentation to the Council supporting his application which has been circulated by e-mail.
John Smithurst has offered his apologies for this meeting, but has

submitted a brief explanation of why he wishes to continue as a Parish Councillor. This has been circulated to the Council by e-mail.

8. Novartis Planning Application

Circulated by e-mail to all Councillors with a copy of the response to the planning application following the Parish Council Meeting on 10th January 2019.

9. Power of General Competence.

A General Power of Competence Fact sheet was included in the new Councillor pack (Page 2 – criteria for eligibility is relevant for this item).

10. Committees and Working Parties.

Minutes circulated separately.

Recommendations:-

1. To receive and adopt the Minutes of -

(a) Property Committee - 11th April 2019.

(b) Planning, Environment and Transport Committees – 21st March 2019 and 25th April 2019.

(c) Finance and Administration Committee – 18th April 2018.

(d) Personnel Committee – 4th April 2019

11. Annual Meeting of the Electors of the Parish

The Annual Report for 2018/19 and the minutes of the Annual Meeting of the Electors can be found on the Parish Council website

www.northhorsham-pc.gov.uk. Both have been e-mailed previously to Councillors.

12. Reports from Representatives on Outside Bodies.

None submitted.

13. Reports from District or County Councillors

None submitted.

14. Chairman's Announcements

- Welcome to new Council. Thanks to those who are no longer on the Parish Council.
- Meeting of the Electors. All help was greatly appreciated.

15. Calendar of Meetings (Annex 1)

Provisionally agreed in January 2019. Suggested change for the Planning, Environment and Transport Committee from 23rd May 2019 to 30th May 2019 and for the Annual Parish Council to be moved forward from 14th May 2020 to 7th May 2020

16. Appointments to Council Committees and Outside Bodies.

The Terms of Reference of the Planning, Environment and Transport Committee states that the Committee “shall consist of 12 members, preferably three from each of the four Wards, with a quorum of 4, preferably one from each Ward.”

Now there are six wards, two of which have no Councillor representation as there are vacancies in the two Wards of Comptons and North Horsham Rural. There are two options, the Planning Committee can reserve two places for when Councillors are co-opted onto the Council to represent Comptons and North Horsham Rural. The Planning Committee can appoint twelve members, Councillors in Roffey South can review applications for Comptons and Councillors in Holbrook West can review North Horsham Rural.

A working list of appointments to Council Committees and Outside Bodies will be sent to Councillors. (Annex 2)

17. Financial Matters.

Financial Report to 31st March 2019, FD printouts and balance sheets. (Annex 3)

Statement of Accounts to support the Annual Governance and Accountability Return 2018/19. E-mailed and circulated at Clerk’s Reception.

Expenditure List for March 2018, Expenditure List for April 2018 (Annex 3), Final Report from Internal Auditor, E-mailed and circulated at Clerk’s Reception.

Effectiveness of the Internal Audit (See Annex 3)

List of creditors paid by Direct Debit to be approved at the meeting: -

British Gas – gas and electricity supplies.

Business Stream – Water charges.

CF Corporate Finance Ltd – Lease of photocopier

EDF Energy – Electricity for Parish Council owned street lighting

Horsham District Council – waste collection, rates, dog bins.

Horsham Publications- article in Horsham Pages (North)

Public Works Loan Board – loan for Roffey Millennium Hall

SOS Systems – printing

18. Insurance Arrangements for 2019/20

The Parish Council has entered into a long term agreement with Came and Company which expires on 31st May 2021. A copy of the insurance policy will be e-mailed to all Councillors. A review of insurance was undertaken in 2018, prior to the policy being moved from Zurich insurance brokers. The

cost for insurance for 2019/20, including insurance premium tax is £8,821.94.

19. Risk Assessments

Independent fire risk assessments have been carried out at North Heath Hall and Roffey Millennium Hall in the last 18 months. Any remedial work was addressed. Local assessments have been carried out within the last couple of months and any minor remedial work addressed. An independent fire risk assessment is scheduled for Holbrook Tythe Barn for June 2019. Fire risk assessments are reported to the Property Committee along with any remedial work that may be required. The Fire Risk assessment folders are too large to photocopy, but were made available for inspection at the relevant Property Committee Meeting.

Legionella Risk Assessments are completed independently, have been carried out in March 2019 and were reported to the Property Committee. The Legionella Risk Assessment folders are too large to photocopy, but were available at the relevant Property Committee Meeting.

The Health and Safety Risk Assessment to 31st March 2019 has been e-mailed to all Councillors. The only outstanding action is to continue working on the Tree Management Scheme as agreed by the Property Committee.

The Property Committee has delegated powers to review and agree all Fire Risk Assessments and Health and Safety Risk Assessments without bringing them to Council, but on this occasion, as the Health and Safety Risk Assessment had been prepared, it seemed sensible to approve it as part of the suite of Risk Assessments.

The Financial and Management Risk Assessment to 31st March 2019 has been e-mailed to all Councillors. Actions from the assessment are to continue to review and update policies; request training on the Code of Conduct from Horsham District Council and to encourage Councillor training.

20. Annual Governance and Accountability Return and public inspection of the 2017/18 accounts

Some of the following documents were given out at the Clerk's Reception.

(1 and 2) All have been e-mailed to Councillors.: -

1. The Annual Governance and Accountability Return (AGAR),
2. Working papers for Section 2,
3. Information to be submitted with the AGAR,
4. A signed copy of the confirmation of the dates for the period of exercise of public rights.

21. Standing Orders and Financial Regulations

Standing Orders and Financial Regulations are available on the Parish Council website www.northhorsham-pc.gov.uk. The proposed amended Standing Orders will be e-mailed to Councillors and a copy of the Financial Regulations agreed in March 2019. Hard copies are available on request.

Standing Orders - Proposed updates to Standing Orders are as follows and highlighted in yellow on the copies e-mailed separately.

19.c. "The Chairman of the Council and another member of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of the Clerk." This is in line with the Performance Management Policy recommended by the Personnel Committee at its meeting on 4th April 2019.

Terms of Reference on Page 29 – PLANNING, ENVIRONMENT and TRANSPORT COMMITTEE.

There will be changes to "Has delegated authority and shall consist of 12 members, preferably three from each of the four Wards, with a quorum of 4, preferably one from each Ward." Following the discussion at Item 16.

Financial Regulations were approved in March 2019 and there are no other amendments required.

22. Policies

Code of Conduct – a copy of the Code of Conduct, based on the Horsham District Council model, **was included in the new Councillor pack**. The Code of Conduct was adopted in July 2012 and following review in January 2017 adopted again. There were some changes to the HDC Code in 2017, but they do not affect the Parish Council. The Policy will be reviewed again in 2 years unless there are changes that necessitate bringing the review date forward.

Code of Conduct Dispensation Scheme – a copy of the Code of Conduct Dispensation Scheme, based on the Horsham District Council model is available on the Parish Council website www.northhorsham-pc.gov.uk. The Dispensation Scheme was adopted in July 2012 and reviewed and adopted in January 2017. There were some changes in the scheme specific to HDC in September 2017 but they do not affect the Parish Council. The Policy will be reviewed again in 2 years unless there are changes that necessitate bringing the review date forward.

Complaints Policy – Adopted in 2003, reviewed and adopted in May 2012 and January 2017. Based on the National Association of Local Councils (NALC) Legal Topic Note 9E amended in December 2018. **An amended**

policy has been e-mailed to all Councillors. A hard copy is available on request. The Policy will be reviewed again in 2 years unless there are changes that necessitate bringing the review date forward.

Legionella Control Policy – Adopted in March 2015 and reviewed annual at the Annual Parish Council Meeting. A copy is **available on the Parish Council website** www.northhorsham-pc.gov.uk. There have been no legislation changes, so the Policy can be adopted again as is. The policy links to the Legionella Risk Assessments reported in agenda item 19.

Lone worker Policy – Adopted in May 2017 and reviewed on a 2 year basis. There has been no changes to the Policy, so it can be adopted again as is. The Lone Worker Policy links to the Health and Safety Risk Assessments reported in agenda item 19. A copy is **available on the Parish Council website** www.northhorsham-pc.gov.uk.

Investment Policy – Adopted in May 2017 and reviewed by the Finance and Administration Committee in April 2019. One small change has been noticed following the review and that is to change the Department of Communities and Local Government to the Ministry of Housing, Communities and Local Government. A copy is **available on the Parish Council website** www.northhorsham-pc.gov.uk.

Staff Performance and Development Policy – Adopted in September 2011, reviewed and adopted in November 2014. Amendments recommended by the Personnel Committee at their meeting on April 4th 2019. **An amended copy has been e-mailed to all Councillors.**

Pensions Policy – Adopted in November 2004, reviewed and amended in November 2018, recommendation to amend from the Finance and Administration Committee on the 18th April 2019 to include changes to the pension arrangements for caretakers employed after January 2019. **An amended copy has been e-mailed to all Councillors.**

23. Community Infrastructure Levy Payment

The Parish Council has received £11,052.71 in line with CiL Regulations 2010 (as amended) which represents the Jan portion of the total CiL receipts for North Horsham parish between 1st October 2018 and 31st March 2019. The payment relates to Planning Application DC/18/0017 – Scout Hut, Peary Close, Horsham and the demolition of scout buildings and the erection of 5 x 2 bedroom affordable dwellings and 3 x 1 bedroom affordable dwellings.

The Parish Council is responsible for:-

1. spending the CiL in line with CiL regulations to support the development of the area or part of the area by funding:
 - a. The provision, improvement , replacement , operation or maintenance of infrastructure; or
 - b. Anything else that is concerned with addressing the demands that development places on an area.
2. Spending the CiL within 5 years of receipt.
3. Producing and publishing a report on any CiL received in a financial year.

Horsham District Council provides a publication "The Community Infrastructure Levy – A guide for Parish Councils" which has been circulated to all Councillors by e-mail.

The Internal Auditor has recommended that the money is set aside in an Ear Marked Reserve and that spending is recorded and monitored to provide a clear audit trail.

How projects will be considered for CiL and funding awarded.

- The Parish Council as a Corporate Body should decide how CiL contributions are spent.
- Before any award is made, the project/scheme must be checked against the awarding criteria for compliance.
- CiL spending will be reported on the Parish Council website.
- Individual Committees can put forward projects or schemes for consideration.
- A working party with one member from the Property Committee, Finance and Administration Committee and Planning, Environment Committee should meet twice a year to explore if there are any larger infrastructure schemes that could be put to appropriate individual Committees for recommendation to the full Council or direct to full Council if appropriate.

24. Correspondence. (Annex 4)

List from 9th March 2018 to 4th May 2018 attached. List from 5th May 2018 to 10th May 2018 will be available at the meeting.

25. Date of next meeting

5th July 2019.

NORTH HORSHAM PARISH COUNCIL
DRAFT CALENDAR OF MEETINGS MAY 2019 to MAY 2020 (3)
All meetings will be held at Roffey Millennium Hall.

MAY 2019 Thursday 16 th Thursday 30 th	ANNUAL PARISH COUNCIL. Planning, Environment & Transport.	NOVEMBER 2019 Thursday 7 th Thursday 28 th	COUNCIL. Planning Environment & Transport.
JUNE 2019 Thursday 13 th Monday 17 th Thursday 20 th Thursday 27 th	Property. Internal Controls WP Planning Environment & Transport. Finance and Administration.	DECEMBER 2019 Thursday 5 th Thursday 12 th Thursday 19 th	Property. Finance and Administration. Planning, Environment & Transport.
JULY 2019 Thursday 4 th Thursday 11 th Thursday 18 th	COUNCIL Personnel Planning Environment & Transport.	JANUARY 2020 Thursday 9 th Thursday 16 th Thursday 23 rd	COUNCIL. Personnel. Planning, Environment & Transport.
AUGUST 2019 Thursday 1 st Monday 12 th Thursday 22 nd	Property Internal Controls WP Planning, Environment & Transport.	FEBRUARY 2020 Monday 3 rd Thursday 6 th Thursday 13 th Thursday 20 th	Internal Controls WP. Property. Finance and Administration. Planning, Environment & Transport.
SEPTEMBER 2019 Thursday 5 th Thursday 12 th Thursday 19 th Thursday 26 th Monday 30 th	COUNCIL. Finance and Administration Planning Environment & Transport. (Budget) Personnel (Budget) Internal Controls WP.	MARCH 2020 Thursday 5 th Thursday 19 th	COUNCIL Planning, Environment & Transport.
OCTOBER 2019 Thursday 3 rd Thursday 24 th Thursday 31 st	Property. (Budget) Finance and Administration. (Budget) Planning Environment & Transport.	APRIL 2020 Thursday 2 nd Monday 6 th Thursday 9 th Thursday 16 th Monday 20th Thursday 23 rd	Personnel Internal Controls WP. Property. Finance and Administration Annual Meeting of Electors of the Parish. Planning, Environment & Transport.
		MAY 2020 Thursday 7th Thursday 21 st	COUNCIL. Planning, Environment & Transport.

Finance Report to show expenditure to year end - 31st March 2019

Period covering 1st April 2018 to 31st March 2019

Funding at 31st March 2019

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

Income to 31st March 2019

Cost Centre	Actual Income	Annual Budget	Forecast income to 31.03.19
Admin	421	150	100
Allotments	539	765	775
Bus shelter payment	150	0	0
North Heath Hall	64,471	61,400	63,400
Holbrook Tythe Barn	36,425	28,840	33,000
Multi Court Lettings	24,270	17,510	21,510
Roffey Millennium Hall	85,141	74,700	81,300
Total	211,417	183,365	200,085

Expenditure to 31st March 2019

Cost Centre	Actual Expenditure	Annual Budget	Forecast expenditure to 31.03.19
Admin	45,766	57,715	48,488
Grants	5,660	10,000	10,000
Burial	6,730	6,500	6,750
Personnel	287,705	285,793	286,248
Planning, Env, Trans	737	2,250	2,250
Allotments	1,589	1,350	1,200
Amenity, Recs and Open Spaces	34,481	51,507	45,079
North Heath Hall	23,180	26,093	26,855
Holbrook Tythe Barn	21,164	21,882	22,513
Roffey Millennium Hall	34,546	37,731	37,586
Total	461,558	500,821	486,969

Net expenditure	(250,141)	(317,456)	(286,884)
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Income

All sources of income, except the allotments have exceeded the forecast income that was expected. 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.

Interest on the Lloyds Bank and Nationwide Building Society Account yielded £386 over the year.

There was a one off payment for vandalism to a bus shelter. This was spent on replacing the glass in the bus shelter.

All hall bookings and multi court bookings have increased. The knock on effect of this is increased personnel costs - see below*.

In conclusion, income exceeded the forecast for the year by £11,332.

Expenditure

Expenditure for the year is £25,411 less than forecast.

The main savings in the Administration budget are Councillor expenses, insurance, telephone and postage charges. There was more than anticipated spent on professional services, but that reflects guidance on HR issues, evicting travellers from Parish Council land, GDPR, the Financial Package and debt collection.

Fewer grants were awarded than anticipated, although the Finance Committee granted a range of funding to a wide variety of community activity.

The Personnel Committee overspent by £1,457. This was mainly due to additional expenses to reflect additional bookings and more journeys to and from venues. There was also a stage when office staff were covering for Caretaker staff with overtime as well as lieu time. The payroll administration costs were also higher than the budget, but this was identified early in the year.

Planning spending was lower than forecasted, this reflects that there are few projects and that they take a long time to progress.

There was more spent on the allotments in respect of water and grass/ bramble cutting. This was necessary to keep the growing spaces clear.

The grass cutting contract ended in October 2018 but money had been set aside for grass cutting for the whole year which is why there is an approximate £9,000 saving. A street lighting contract reduced the amount spent on individual repairs and careful management of the work on open spaces resulted in a significant underspend. Work on trees is still required, but it will be executed through a tree management programme.

There were slight underspends at all of the halls, but these were due to factors such as lower water, electricity and gas usage due to relatively mild winter conditions.

Conclusion

Increased income and lower expenditure resulted in an increase in the General Reserve from £106,513 to £186,151. The amendments to Ear Marked Reserves, agreed for the 2019/20 budget will be made in the new financial year.

The year end was completed on 12th April 2019 and the Internal Audit will take place on 29th April 2019 in readiness for completing and presenting the Annual Governance and Accountability Return to the May 2019 Annual Parish Council Meeting.

Month No : 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Finance & Administration</u>					
<u>101 Administration</u>					
4007 Councillors Training	292	750	458		458
4008 Councillors Expenses	3,592	5,100	1,508		1,508
4021 Telephone/Fax/Internet	2,530	5,000	2,470		2,470
4022 Postage	948	2,000	1,052		1,052
4023 Stationery and Printing	1,514	2,000	486		486
4024 Subscriptions	3,172	3,100	-72		-72
4025 Insurance	8,937	12,205	3,268		3,268
4026 Publications/Magazines	17	50	33		33
4028 IT Costs	2,020	2,400	380		380
4029 Website Maintenance	144	160	16		16
4031 Other Advertising	0	200	200		200
4032 Publicity/Marketing	12	1,000	988		988
4033 Newsletter	669	1,200	531		531
4034 Maintenance - Electrical	115	0	-115		-115
4038 Office Equipment Maint.	606	1,500	894		894
4051 Bank Charges	89	200	111		111
4053 PWLB Loan Charges	13,188	13,700	512		512
4057 External Audit Fees	1,809	1,500	-309		-309
4058 Professional Services	4,027	3,000	-1,027		-1,027
4059 Internal Audit Fees	308	500	192		192
4100 Chairman's Allowance	301	400	99		99
4103 Parish Plan	300	0	-300		-300
4120 Roffey Hall Equipment	209	750	541		541
4122 Office Equipment	965	1,000	35		35
Administration :- Expenditure	45,766	57,715	11,949	0	11,949
1008 Miscellaneous Income	35	0	35		0
1176 Precept	319,943	319,943	0		0
1196 Interest Received	386	150	236		0
Administration :- Income	320,364	320,093	271		
Net Expenditure over Income	-274,599	-262,378	12,221		
<u>103 Grants</u>					
4155 Other Grants and Donations	5,660	10,000	4,340		4,340
Grants :- Expenditure	5,660	10,000	4,340	0	4,340
Net Expenditure over Income	5,660	10,000	4,340		

Month No : 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104</u> Burial					
4101 Burial Charges	6,730	6,500	-230		-230
Burial :- Expenditure	<u>6,730</u>	<u>6,500</u>	<u>-230</u>	<u>0</u>	<u>-230</u>
Net Expenditure over Income	<u>6,730</u>	<u>6,500</u>	<u>-230</u>		
Finance & Administration :- Expenditure	<u>58,156</u>	<u>74,215</u>	<u>16,059</u>	<u>0</u>	<u>16,059</u>
Income	<u>320,364</u>	<u>320,093</u>	<u>271</u>		
Net Expenditure over Income	<u>-262,208</u>	<u>-245,878</u>	<u>16,330</u>		
<u>Planning Environment & Transpo</u>					
<u>201</u> Planning, Env & Transport					
4305 Planning Consultant Fees	737	2,250	1,513		1,513
Planning, Env & Transport :- Expenditure	<u>737</u>	<u>2,250</u>	<u>1,513</u>	<u>0</u>	<u>1,513</u>
Net Expenditure over Income	<u>737</u>	<u>2,250</u>	<u>1,513</u>		
Planning Environment & Transpo :- Expenditure	<u>737</u>	<u>2,250</u>	<u>1,513</u>	<u>0</u>	<u>1,513</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>		
Net Expenditure over Income	<u>737</u>	<u>2,250</u>	<u>1,513</u>		
<u>Property</u>					
<u>301</u> Allotments					
4012 Water Rates	258	200	-58		-58
4102 Allotment Rent	263	300	38		38
4200 Grass cutting	1,068	750	-318		-318
4259 Allotment Maintenance	0	100	100		100
Allotments :- Expenditure	<u>1,589</u>	<u>1,350</u>	<u>-239</u>	<u>0</u>	<u>-239</u>
1050 Allotment Rents	539	765	-227		0
Allotments :- Income	<u>539</u>	<u>765</u>	<u>-227</u>		
Net Expenditure over Income	<u>1,051</u>	<u>585</u>	<u>-466</u>		
<u>302</u> Amenity, Recs & Open Sp					
4019 Window Cleaning	730	2,346	1,616		1,616
4036 Maintenance - General	84	0	-84		-84
4200 Grass cutting	10,465	19,417	8,952		8,952
4250 Bus Shelter Repairs	1,979	2,000	21		21

Month No : 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4251 Play Area & M Crts Maint	7,708	8,000	292		292
4252 Open Spaces	6,625	9,000	2,375		2,375
4253 Litter Warden/Clearance	0	650	650		650
4254 Community Services - Dog Bins	2,020	2,000	-20		-20
4255 Street Lighting - Maint/Supply	2,616	4,500	1,884		1,884
4258 Multicourts Maintenance	2,075	2,494	419		419
4260 Workshop	0	100	100		100
4302 Notice Board Maintenance	180	1,000	820		820
Amenity, Recs & Open Sp :- Expenditure	34,481	51,507	17,026	0	17,026
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	24,494	41,816	17,322		
Property :- Expenditure	36,070	52,857	16,787	0	16,787
Income	10,525	10,456	69		
Net Expenditure over Income	25,545	42,401	16,856		

Halls

401 North Heath Hall					
4011 NNDR	6,240	6,234	-6		-6
4012 Water Rates	312	926	614		614
4014 Electricity	2,915	2,575	-340		-340
4015 Gas	2,417	2,000	-417		-417
4016 Cleaning Materials	1,167	1,300	133		133
4017 Refuse Bin Clearance	816	832	16		16
4018 Sanitary Waste	185	185	0		0
4019 Window Cleaning	480	370	-110		-110
4034 Maintenance - Electrical	1,209	2,000	791		791
4035 Maintenance - Elect Eqp Insp	875	1,360	485		485
4036 Maintenance - General	1,807	2,000	193		193
4037 Maintenance - Fire Alarm Syt	410	750	340		340
4039 Maint - Intruder Alarm	774	950	176		176
4041 Maintenance - Fire Extg Insp	22	150	128		128
4042 Maintenance - Gas Boiler etc	654	650	-4		-4
4044 Maintenance - Partition Wall	600	700	100		100
4061 Legionella Testing	345	360	15		15
4063 Maintenance - Plumbing	285	750	465		465
4065 Fire Prevention Sundries	0	75	75		75

Month No : 12

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4066	Keyholder Services	165	426	261		261
4500	Internal Redecorations	1,500	1,500	0		0
	North Heath Hall :- Expenditure	23,180	26,093	2,913	0	2,913
1000	Hall Lettings	64,471	61,400	3,071		0
	North Heath Hall :- Income	64,471	61,400	3,071		
	Net Expenditure over Income	-41,291	-35,307	5,984		
402	<u>Holbrook Recreation Centre</u>					
4011	NNDR	3,408	3,405	-3		-3
4012	Water Rates	1,935	1,500	-435		-435
4014	Electricity	3,359	3,090	-269		-269
4015	Gas	836	1,286	450		450
4016	Cleaning Materials	1,154	1,000	-154		-154
4017	Refuse Bin Clearance	816	832	16		16
4018	Sanitary Waste	176	185	9		9
4019	Window Cleaning	290	312	22		22
4034	Maintenance - Electrical	1,608	2,000	392		392
4035	Maintenance - Elect Eqp Insp	0	530	530		530
4036	Maintenance - General	2,601	2,000	-601		-601
4037	Maintenance - Fire Alarm Syt	410	556	146		146
4039	Maint - Intruder Alarm	774	935	161		161
4041	Maintenance - Fire Extg Insp	68	150	82		82
4042	Maintenance - Gas Boiler etc	573	500	-73		-73
4061	Legionella Testing	315	350	35		35
4063	Maintenance - Plumbing	618	750	132		132
4065	Fire Prevention Sundries	0	75	75		75
4066	Keyholder Services	220	426	206		206
4500	Internal Redecorations	2,003	2,000	-3		-3
	Holbrook Recreation Centre :- Expenditure	21,164	21,882	718	0	718
1000	Hall Lettings	36,425	28,840	7,585		0
1010	Multi Court Lettings	24,270	17,510	6,760		0
	Holbrook Recreation Centre :- Income	60,694	46,350	14,344		
	Net Expenditure over Income	-39,531	-24,468	15,063		
403	<u>Roffey Millennium Hall</u>					
4011	NNDR	6,480	6,473	-7		-7
4012	Water Rates	1,140	1,235	95		95
4014	Electricity	5,002	5,000	-2		-2

Month No : 12

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4015	Gas	4,896	6,000	1,104		1,104
4016	Cleaning Materials	1,736	1,390	-346		-346
4017	Refuse Bin Clearance	1,622	1,621	-1		-1
4018	Sanitary Waste	535	185	-350		-350
4019	Window Cleaning	805	700	-105		-105
4020	Refreshment Sale Cost/Sundries	598	500	-98		-98
4034	Maintenance - Electrical	1,597	2,000	403		403
4035	Maintenance - Elect Eqp Insp	0	750	750		750
4036	Maintenance - General	2,550	3,000	450		450
4037	Maintenance - Fire Alarm Syst	410	515	105		105
4039	Maint - Intruder Alarm	1,014	1,500	486		486
4040	Maintenance - Elevator	514	750	236		236
4041	Maintenance - Fire Extg Insp	120	150	30		30
4042	Maintenance - Gas Boiler etc	990	1,000	10		10
4044	Maintenance - Partition Wall	250	500	250		250
4061	Legionella Testing	355	400	45		45
4062	Air Conditioning Maintenance	270	309	39		39
4063	Maintenance - Plumbing	1,323	1,500	177		177
4064	Lightning Conductor Works	675	227	-448		-448
4065	Fire Prevention Sundries	0	100	100		100
4066	Keyholder Services	165	426	261		261
4500	Internal Redecorations	1,500	1,500	0		0
	Roffey Millennium Hall :- Expenditure	34,546	37,731	3,186	0	3,186
1000	Hall Lettings	81,171	72,100	9,071		0
1004	Equipment Sale/Sundry Income	1,555	600	955		0
1006	Refreshment Sale Income	1,702	2,000	-298		0
1008	Miscellaneous Income	713	0	713		0
	Roffey Millennium Hall :- Income	85,141	74,700	10,441		
	Net Expenditure over Income	-50,595	-36,969	13,626		
	Halls :- Expenditure	78,889	85,706	6,817	0	6,817
	Income	210,306	182,450	27,856		
	Net Expenditure over Income	-131,417	-96,744	34,673		

Personnel

<u>106 Personnel</u>					
4001	Salaries/NI/Pensions	280,309	280,533	224	224
4002	Childcare Vouchers	1,778	0	-1,778	-1,778
4003	Payroll Admin Charge	950	360	-590	-590

Month No : 12

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4009	Staff Expenses/Mileage	3,758	2,750	-1,008		-1,008
4010	Staff Training	723	1,500	777		777
4030	Recruitment Advertising	15	250	236		236
4067	Protective Clothing	173	400	227		227
	Personnel :- Expenditure	<u>287,705</u>	<u>285,793</u>	<u>-1,912</u>	<u>0</u>	<u>-1,912</u>

Net Expenditure over Income

<u>287,705</u>	<u>285,793</u>	<u>-1,912</u>
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Personnel :- Expenditure

287,705

285,793

-1,912

0

-1,912

Income

0

0

0

Net Expenditure over Income

287,705

285,793

-1,912

Earmarked Reserves

901 Earmarked Reserves

4900	Repairs & Renewals Reserve	10,436	0	-10,436		-10,436
	Earmarked Reserves :- Expenditure	<u>10,436</u>	<u>0</u>	<u>-10,436</u>	<u>0</u>	<u>-10,436</u>

Net Expenditure over Income

10,436

0

-10,436

Earmarked Reserves :- Expenditure

10,436

0

-10,436

0

-10,436

Income

0

0

0

Net Expenditure over Income

10,436

0

-10,436

At : 11:55

Balance Sheet as at - 31st March 2019

31st March 2018

31st March 2019

31st March 2018		31st March 2019	
Current Assets			
21,554	Debtors	24,107	
1,095	Vat Refunds	679	
3,018	Prepayments	0	
161,487	Lloyds Bank Accounts	236,955	
85,000	Co-op Community Directplus A/c	85,000	
84,038	Nationwide	84,532	
150	Petty Cash	150	
356,341			431,423
356,341	Total Assets		431,423
Current Liabilities			
30,095	Creditors	37,082	
3,286	Accruals	2,070	
0	Receipts in Advance	110	
33,381			39,261
322,960	Total Assets Less Current Liabilities		392,161
Represented By			
106,513	General Reserve		186,151
7,955	Earmarked Reserves - VAT Con		7,955
139,886	Earmarked Reserves - R&R Fund		129,450
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			392,161

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 :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

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	386 ✓
<u>294,071</u>	Sub Total	<u>320,329</u>
	Operating Income	
1,762	Administration	35 ✓
1,015	Allotments	539 ✓
9,691	Amenity, Recs & Open Sp	9,986 * (9636 + 150)
62,013	North Heath Hall	64,471 ✓
57,416	Holbrook Recreation Centre	60,694 ✓
74,222	Roffey Millennium Hall	85,141 ✓
<u>500,189</u>	Total Income	<u>541,195</u>
	Running Costs	
52,327	Administration	45,766
0	Section 137	0
8,800	Grants	5,660
9,183	Burial	6,730
275,643	Personnel	287,705
2,000	Planning, Env & Transport	737
1,009	Allotments	1,589
42,712	Amenity, Recs & Open Sp	34,481
23,303	North Heath Hall	23,180
20,777	Holbrook Recreation Centre	21,164
33,200	Roffey Millennium Hall	34,546
5,359	Earmarked Reserves	10,436
<u>474,312</u>	Total Expenditure	<u>471,993</u>
	General Fund Analysis	
85,277	Opening Balance	106,513
500,189	Plus : Income for Year	541,195
<u>585,466</u>		<u>647,708</u>
474,312	Less : Expenditure for Year	471,993
<u>111,154</u>		<u>175,715</u>
4,641	Transfers TO / FROM Reserves	-10,436
<u>106,513</u>	Closing Balance	<u>186,151</u>

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st March 2019

		RESERVES		EXPENDITURE	INCOME			EXPENDITURE	INCOME		EXPENDITURE	INCOME		NOTE
		BALANCE	TRANSFER	BALANCE	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	ACTUAL	ACTUAL	BALANCE
		31.3.2016	31.3.2016	1.4.2016	01.04.2017	31.03.2017	31.03.2017	01.04.2017	31.03.2018	31.03.2018	31.03.18	31.03.19	31.03.19	31.03.19
310/0	GENERAL RESERVES	101744	-24100	77644	470391	478024	85277	-10000	468953	500189	106513	461557	541195	186151
	EARMARKED RESERVES													
320/0	REVENUE - VAT Contingency	7955	0	7955	0	0	7955		0	0	7955			7955
321/0	REPAIRS & RENEWALS	140666	20100	160766	23736	0	137030	8000	5144	0	139886	10436		129450
322/0	ELECTION	19950	0	19950	0	0	19950		0	0	19950			19950
325/0	DAMAGE	4000	0	4000	0	0	4000	-4000	0	0	0			0
326/0	YOUTH PROVISION	0	0	0	0	0	0		0	0	0			0
327/0	ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621		0	0	5621			5621
328/0	PLANNING	8000	4000	12000	3750	0	8250		215	0	8035			8035
330/0	CAPITAL PROJECTS	4000	0	4000	0	0	4000	-4000	0	0	0			0
331/0	NEIGHBOURHOOD PLAN	0	0	0	0	0	0	10000	0	0	10000			10000
335/0	CAPITAL RECEIPT	25000	0	25000	0	0	25000		0	0	25000			25000
		316936	0	316936	497877	478024	297083	0	474312	500189	322960	471993	541195	392162

- 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

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2019	Horsham Publications Ltd	010319-1	68.10		Horsham Pages
01/03/2019	Horsham District Council	010319-2	168.30		Dog Bins Mar-19
04/03/2019	Lloyds Credit Card	040319-5	8.98		Lloyds Credit Card
04/03/2019	Bryant Fixings Ltd.,	040319-1	8.75		Sundries
04/03/2019	Essential Hygiene & Catering S	040319-2	202.00		Cleaning Materials
04/03/2019	Kiddivouchers	040319-4	256.11		Childcare Vouchers
04/03/2019	NETCOM	040319-6	175.08		IT Support
04/03/2019	Orion Lightning Protection Ltd	040319-7	546.00		Repair work lighting conductor
04/03/2019	N. Simmonds,	040319-8	165.00		Emergency light test
04/03/2019	T C Maintenance	040319-9	563.00		Maintenance
04/03/2019	Johnson Logistics	04032019-3	50.00		Maintenance
05/03/2019	British Gas Business	050319-1	420.58		Elect - 14.01.19 to 13.02.19
06/03/2019	Public Works Loan Board	060319-1	6,532.45		PWLB
07/03/2019	Llyods Credit Card	070319-4	28.68		Llyods Credit Card
07/03/2019	Assurity Consulting Ltd	070319-1	420.00		Workplace Env Assessment
07/03/2019	Horsham District Council	070319-2	780.00		Car Park Tickets
07/03/2019	D. Lees	070319-3	37.35		Expenses
07/03/2019	Strutt Tree Care	070319-5	300.00		Tree Work
07/03/2019	West Sussex County Council	070319-6	498.17		Prof. Services
11/03/2019	SOS Systems	110319-1	70.43		Printing
13/03/2019	Adrian Mobile Locksmith Ltd	130319-1	66.00		Door Repairs
13/03/2019	CAME & CO	130319-2	370.00		Engineering Contract
13/03/2019	G Collier	130319-3	1,536.00		Tree Work Earles Meadow
13/03/2019	Essential Hygiene & Catering S	130319-4	850.26		Sundries
13/03/2019	UKHost4U	130319-5	71.99		Web Hosting
13/03/2019	N. Simmonds,	130319-6	140.00		Electricxal Repairs
13/03/2019	Streetlights	130319-7	179.10		Lighting Repairs
14/03/2019	SSALC Ltd	140319-1	120.00		Training Resources
14/03/2019	T C Maintenance	140319-2	964.00		Repairs
14/03/2019	SSALC Ltd	140319-1A	24.00		Training Resources
15/03/2019	Southern Counties Tea & Coffee	150319-1	81.60		Refreshments
15/03/2019	T C Maintenance	150319-2	482.00		Repairs
15/03/2019	Viking Direct	150319-3	270.66		Stationery
18/03/2019	British Gas Business	180319-1	115.03		Gas - 03.02.19 to 25.02.19
20/03/2019	Lloyds Business Bank	200319-2	10.00		Amazon - Bins
20/03/2019	Assurity Consulting Ltd	200319-1	396.00		Legionella Test
20/03/2019	N. Simmonds,	200319-3	920.00		Electrical Test
20/03/2019	West Sussex County Council	200319-4	275.00		Rent
21/03/2019	British Gas Business	210319-1	2,372.95		Gas - 01.12.18 to 28.02.19
21/03/2019	Scottish Water Business Stream	210319-1	938.21		Water - 07.11.17 to 01.01.2019
22/03/2019	EDF Energy Ltd	220319-1	85.92		Elect - Street Lights
22/03/2019	British Gas Business	220319-2	268.71		Elect - 01.02.19 to 28.02.19
22/03/2019	British Gas Business	220319-3	317.80		Elect - 03.02.19 to 28.02.19
22/03/2019	British Gas Business	220319-4	493.44		Electricity - 1.12.19 to 28.2.19
26/03/2019	Lloyds Business	260319-6	426.00		Projector
26/03/2019	Lloyds Business	260319-6A	29.99		PPE
26/03/2019	BT Payment Services Ltd	260319-1	806.41		Telephone charges

At : 09:40

Lloyds Bank Accounts

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/03/2019	Eazzee.co.uk	260319-2	177.84		P.P.E
26/03/2019	Essential Hygiene & Catering S	260319-3	39.22		Tea Towels
26/03/2019	Extinguere Ltd	260319-4	90.45		Fire Extinguisher
26/03/2019	Incor Group Management Ltd	260319-5	426.00		Window Cleaning
26/03/2019	Viking Direct	260319-7	447.64		Office Equipment
26/03/2019	Lloyds Business - Credit Card	426	-426.00		Lloyds Business - Credit Card
26/03/2019	Lloyds Business - Credit Card	260319-6B	349.00		Projector
29/03/2019	Scottish Water Business Stream	290319-1	110.54		Water Allotment
31/03/2019	Paramount Plants & Gardens Ltd	9024	125.40		Plants

Total Payments 25,250.14

At : 10:08

Lloyds Bank Accounts

Annex 3

List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	Abacus Lighting Ltd	010419-1	5,962.80		Safety Surface
01/04/2019	T C Maintenance	010419-10	714.87		General Maintenance
01/04/2019	Bryant Fixings Ltd.,	010419-2	24.73		Door Repairs
01/04/2019	Grigg & Co	010419-3	414.00		Replacement Laps
01/04/2019	Kave Theatre Services	010419-4	148.50		Maintenance
01/04/2019	R McCartney,	010419-6	68.40		Travel Exp
01/04/2019	St John Ambulance	010419-7	522.00		Training
01/04/2019	Servcom Services UK Ltd.,	010419-8	561.30		Boiler Repairs
01/04/2019	N. Simmonds,	010419-9	175.00		Electrical Repairs
01/04/2019	Lloyds Business Card	010419-5	65.76		Replacement Drain cover
01/04/2019	Horsham Publications Ltd	010419-1	68.10		Newsletter
01/04/2019	Horsham District Council	010419-2	168.30		Dog Bins
01/04/2019	Horsham District Council	010419-3	1,647.60		Rates
02/04/2019	Action in Rural Sussex	020419-1	144.00		Subscriptions
02/04/2019	Fidelis Security Ltd	020419-2	842.40		Security
02/04/2019	N. Simmonds,	020419-3	165.00		Maintenance
02/04/2019	SSALC Ltd	020419-4	2,863.93		Subscriptions
02/04/2019	Mr Bill Bilner	020419-5	63.45		Expense Travel
02/04/2019	City Electrical Factors Ltd	020419-6	37.01		Electrical Supplies
02/04/2019	H Griffiths	020419-7	34.65		Travel Expenses
02/04/2019	D. Lees	020419-8	38.70		Travel Expenses
02/04/2019	M Stoner,	020419-9	63.00		Travel Expense
02/04/2019	British Gas Business	020419-bgt	353.84		Elect - 14.02.19 to 13.03.19
02/04/2019	SOS Systems	080419-sos	76.63		Printing
08/04/2019	Pitney Bowes Finance Ltd.	080419-1	205.00		Postages
08/04/2019	SSP Specialised Sports Product	080419-3	498.00		Synthetic Grass MUGA
08/04/2019	Streetlights	080419-4	257.40		Street Lighting
08/04/2019	Riccardo's Travel	9023	100.00		Bluebell Railway Trip-Friendsh
08/04/2019	Bluebell Railway plc	9024	202.50		Bluebell Railway -deposit F.C
09/04/2019	Kiddivouchers	090419-1	256.11		Child Care Vouchers Apr 19
09/04/2019	Viking Direct	090419-3	110.59		Stationery
09/04/2019	NETCOM	090419.2	181.56		IT Support
12/04/2019	British Gas Business	120419-BGT	261.81		Gas - 01.03.19 to 22.03.19
12/04/2019	British Gas Business	120419-bgt	125.37		Gas - 26.02.19 to 22.03.19
12/04/2019	Do It All Paul	120419-1	926.35		Maintenance
12/04/2019	Lloyds Business Card	120419+1	60.97		Misc. Expenses
12/04/2019	Streetlights	120419-8	6,240.00		Street Lighting LED Upgrade
15/04/2019	West Sussex County Council	150419-1	23,869.77		March 2019 Salaries
16/04/2019	Lloyds Business Card	080419-2A	5.99		Light Bulbs
16/04/2019	Lloyds Business Card	080419-2B	18.00		Parking Disc
16/04/2019	Lloyds Business Card	080419-2C	42.01		Window Frosting
16/04/2019	Lloyds Business Card	080419-2D	69.20		URN
16/04/2019	Lloyds Business Card	080419-2E	24.99		Mobile Phone
18/04/2019	Lloyds Business Card	180419-3	462.99		Misc Exp
18/04/2019	Kave Theatre Services	180419-1	450.93		Speaker Repairs
18/04/2019	Horsham Association of Local C	180419-2	15.00		Subscription
18/04/2019	Pitney Bowes Finance Ltd.	180419-4	10.56		Postage

At : 10:08

LLoyds Bank Accounts

List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/04/2019	RBS Software Solutions	180419-5	677.16		Year End Closedown
18/04/2019	Servcom Services UK Ltd.,	180419-6	447.60		Boiler Maintenance
18/04/2019	N. Simmonds,	180419-7	225.00		Electrical Work
18/04/2019	Trafalgar Cleaning Equipment L	180419-8	327.42		Vacume Repairs
18/04/2019	Petty Cash	CB Transfe	130.32		Transfer Cash Book 2
23/04/2019	EDF Energy Ltd	230419-1	87.24		Elec- Street Lighting - Mar19
24/04/2019	British Gas Business	240419-1	331.60		Elec - 01.03.19 to 31.03.19
24/04/2019	British Gas Business	240419-2	546.94		Elec - 01.03.19 to 31.03.19
		Total Payments	52,392.35		

NORTH HORSHAM PARISH COUNCIL

Review of the Effectiveness of the Internal Audit 2018/19

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	HAS THIS STANDARD BEEN MET? YES
1. Scope of internal audit.	The scope of the audit work is set out in a letter dated 03.09.2018 (Agreed by the Finance and Administration Committee in October 2018) and includes consideration of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), although the final responsibility of safeguarding the assets of the Council lies with the Council.	YES
2. Independence	The Internal Auditor completes a professional Independence and Competence Questionnaire with the Clerk.	YES
3. Competence	Mulberry and Co. Ltd. is a specialist in the sector. Mr Mulberry is the financial advisor for the Surrey and Sussex Association of Local Councils (SSALC) and is highly regarded in the sector. In 2018/19 Mr Platten undertook the internal audit and reported back to Mr Mulberry. The Internal Audit Report is presented to the Parish Council for discussion. There is no evidence that the internal audit work hasn't been carried out professionally and thoroughly.	YES
4. Relationship with clerk and the authority	Responsibilities of the Council are set out in the engagement letter dated 03.09.18. The Internal Auditor involves the Clerk/RFO in all of the tests that are carried out and discusses all aspects of the report, this is evidenced in the report. The Clerk is able to contact the Internal Auditor to gain advice or guidance.	YES

5. Audit planning and reporting	There is a specific audit plan as part of the 2018/19 Internal Audit Report . Any concerns are given in a report which are then presented to the Parish Council for action. The internal audit covers risk assessment.	YES
6. Internal audit work	The Internal Auditor visits twice a year and can be contacted in between times if required. A review of the visits is included in the Internal Audit Report. The tests that are undertaken are random, appropriate and documented in the Internal Audit.	YES
7. Understanding the organisation, needs and objectives	The Internal Audit Report is aware of the Council structure and through discussion with the Clerk is aware of the activities that are current.	YES
8. Being seen as a catalyst for change and forward looking	The Internal Auditor makes the Clerk/RFO aware of new legislation and current issues.	YES
9. Be challenging	The internal audit focuses on different areas every year. These are not known in advance. Where issues exist the Internal Auditor offers guidance and looks to see improvement.	YES
10. Ensure the right resources are available.	Funding is set aside in the Finance and Administration budget for the internal audit and members of staff are available when the internal audit takes place. The level of resources is discussed during the internal audit.	YES

Review undertaken for the Annual Parish Council Meeting 16th May 2019.

North Horsham Parish Council Meeting 16th May 2019 Agenda Item 24	
Correspondence List 1 from 8 th March 2019 to 8 th May 2019. Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.	
1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • Planned Roadworks in West Sussex – this is no longer provided in an excel sheet. Information can be accessed by typing http://westsussex.cdmf.info/heatmap/heatmapOSM.html into your browser. • Health discussion events in West Sussex (notified through HALC) • Minutes of CLC Meeting 25.2.19. • Temporary Traffic Regulation Order - Old Holbrook, Horsham - Proposed start date 04/06/2019 • Early Warning Notice - Temporary Traffic Regulation Order - Cook Road, Horsham - Proposed start date 10/06/2019 • Temporary Traffic Regulation Order - Quail Close, Horsham - Start date: 09/04/19. • Town & Parish Council News for March. • Gigabit Project Engineering Project. • Early Warning Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham - Proposed start date: 23/05/19 • Review of Integrated, Prevention and Earliest Help (IPEH).Wednesday 3 April, 10am to 11.30am at Horsham Children and Family Centre, Harwood Road, Horsham. • Budget Communications - How did we do? – request for councillors to complete a survey. • Road Closure – Forrest Road – for information. • Early Warning Notice - Temporary Traffic Regulation Order - Langhurst Wood Road, Horsham - Proposed start date 01/07/2019 • Spring newsletter. • Temporary Traffic Regulation Order - Pondtail Road, Horsham - Start date 1/5/19
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • What's on in Horsham. • Year of Culture updates. • News updates. • Information regarding Planning Compliance (enforcement) at Horsham District Council • Annual reception for Council Chairman on 22nd May 7pm. • Dementia Friendly Communities Open Forum.23rd April 2019. • Member Notification of S278/38 highways agreement at North Horsham, Rusper Roundabout • Action on anti-social behaviour in Horsham Town JAG. Joint Action Group.

	<ul style="list-style-type: none"> Proposed Changes to the Governance of the Council's Planning Process – a resume of the approved changes following an HDC Council Meeting on 24th April 2019.
3.	<u>Resident correspondence</u> Letter regarding more equipment at Holbrook Tythe Barn Play area will be put before the Property Committee in June.
4.	<u>NALC</u> <ul style="list-style-type: none"> Chief executive's bulletins 08.03.19; 15.03.19;22.03.19;29.03.19; 05.04.19;12.04.19;19.04.19;26.04.19; 03.05.19. Newsletter 27.03.19;03.04.19
5.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> Weekly bulletins West Sussex Civilian and Military Partnership Board
6.	<u>Horsham Association of Local Councils (HALC)</u> Next meeting of HALC is on Monday 25 th March at Barns Green. Agenda was circulated.
7.	<u>Sussex Police</u> <ul style="list-style-type: none"> Horsham Weekly Bulletins
8.	<u>Crawley, Horsham and Mid Sussex CCG</u> <ul style="list-style-type: none"> Clinical Commissioning Groups (CCG) Patient Roundup March 2019 (notified through HALC) and April 2019 Our Health and Care...Our FUTURE - The Richard Collyer College on 4 April 2019 Opportunity for a patient or public representative for Audiology Task and Finish Group HealthWatch/What would you do – Survey.
9.	<u>Gatwick Airport</u> Discover Gatwick – an invitation to learn more about the airport.
10.	<u>Network Rail</u> Closure of the pedestrian crossing at Amberley Open Space for replacement for 5 days from 27 th March 2019.
11.	<u>Alzheimer's Society</u> INVITATION: Initial meeting of a Community Transport Network to discuss voluntary transport schemes across Horsham District
12.	<u>Aspen Place</u> Invitation to Spring Lunch 22.3.19 1pm.
13.	<u>Friends of Horsham Park</u> March news – there's a spring in our step! Litter picking event 6 April
14.	<u>Dementia Friendly Communities</u> Open Forum 23 rd April 2019, Parkside 1pm to 3pm.
15.	<u>Highways England</u> A27 Arundel Bypass Scheme update
16.	<u>Horsham Cycle Forum</u> Next Meeting 2 nd April 2019 at Parkside.
17.	<u>Age UK Horsham District</u> News from Age UK Horsham District and a reminder about a meeting about Community Transport
18.	<u>Rusper Parish Council</u>

	Copy of a letter to MP J Quinn regarding earthquakes felt in Rusper and their potential link to drilling at Horse Hill.
19.	<u>Horsham Town Community Partnership</u> Riverside Walk bulletin 6 th July 2019.
20.	<u>High Weald Organisation.</u> How can the High Weald AONB Partnership help your Parish: 2 July 2019
21.	<u>HD Older Peoples Forum</u> upcoming public meeting Wed 29th May - Steyning