

**NORTH HORSHAM PARISH COUNCIL**

**MINUTES OF A MEETING OF THE  
FINANCE AND ADMINISTRATION COMMITTEE  
HELD ON THURSDAY 18<sup>TH</sup> APRIL 2019 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**Present:** Cllr. P. Burgess, Cllr R. Millington, Cllr J. Smithurst (Vice Chairman)\*,  
Cllr S. Torn (Chairman), Cllr R. Turner\* and Cllr. Mrs S. Wilton\*.

\* denotes absence

**In attendance:** Clerk, Pauline Whitehead BA(Hons) FSLCC

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**FA/300/19 Public Forum**

There was no-one in attendance.

**FA/301/19 Apologies**

There were apologies for absence from Cllr R. Turner and Cllr S. Wilton.  
Retrospective apologies were given by Cllr J. Smithurst.

**FA/302/19 Minutes**

The Minutes of the meeting held on 14<sup>th</sup> February 2019 were agreed and signed by the Chairman as being a correct record.

**FA/303/19 Declarations of Interest**

There were no declarations of interest.

**FA/304/19 Chairman's Announcements**

1. Horsham Green Gym sent a letter of appreciation for the recent donation of £70 for work they had done on the Riverside Walk.
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.
3. The Internal Working Controls Working Party Meeting scheduled for 8<sup>th</sup> April 2019 was cancelled.

**FA/305/19 End of Year Accounts to 31<sup>st</sup> March 2019**

The Committee received a Finance report to show expenditure to 31<sup>st</sup> March 2019 with the supporting electronic printout from the finance package, the balance sheet and income and expenditure account to 31<sup>st</sup> March 2019 and a list of the reserve balances. The Annual Return Statement of Accounts was circulated, an Asset Register for 2018/19 and a copy of the calculation for partial exemption on VAT paid in 2018/19.

**It was RESOLVED:-**

- 1. To support the end of year accounts to 31<sup>st</sup> March 2019 including reserve balances, the 2018/19 Asset Register and the calculation for partial exemption on VAT 2018/19 which demonstrated that VAT did not exceed the de-minimus. The Committee recommended that full Council approve the figures which form Part 2 of the Annual Governance and Accountability Return for 2018/19. The Committee received a verbal explanation of the significant differences which would be put in writing for the next Council meeting and were content that the Annual Return Statement of Accounts for 2018/19 reflected sound financial management by all concerned.**
- 2. To confirm that the bank reconciliation at 31<sup>st</sup> March 2019 agreed to the cashbook balance of £236,954.73. The documents were signed by the Committee Chairman as evidence. Cash book 2, through which the Petty Cash is accounted for, was also signed by the Chairman to verify that the balance was £150. He did not count the Petty Cash in the tin.**

**FA/306/19 Data Protection Officer**

**It was RESOLVED :-**

- 1. To note that the issues raised in the GDPR Audit 1<sup>st</sup> May 2018 have all been addressed and appropriate notes made within the audit document. The statement from Capita will not be issued until later this year.**
- 2. To note that there have been no problems during the year.**
- 3. To renew the contract for GDPR cover (including DPO) at a cost of £630 plus VAT for the full year.**

**FA/307/19 Asset Management and Replacement**

The Committee reviewed documents showing the replacement costs and timeframes for all Parish Council owned playgrounds.

**It was RESOLVED to AGREE the submitted documents with the addition of a goal post at Holbrook Tythe Barn which was due to be replaced in 2027 and which needed a reserve of £320. The same process would continue**

**with other assets owned by the Parish Council.** The amended documents will be attached to the minutes.

#### **FA/308/19 Policies**

The Committee reviewed and **AGREED the Investment Policy originally adopted in February 2017. This will be reported to the next Parish Council Meeting.**

#### **FA/309/19 Aviva Pension**

At the Parish Council Meeting on 10<sup>th</sup> January 2019 it was agreed to offer new caretakers starting work after that date a pension with AVIVA.

From 1<sup>st</sup> 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.

It was **RESOLVED to AGREE the following 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%.**

**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 |

#### **FA/310/19 Grant Applications**

There was £10,000 in the grant budget for 2019/20.

Horsham Town Community Partnership – request for contribution to the annual Riverside Walk on 6<sup>th</sup> July 2019 of £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 had 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 |

**The Committee RESOLVED to award £180 to Horsham Town and Community Partnership in respect of the Annual Riverside Walk 2019.**

Horsham in Bloom – request for sponsorship of £350 for the Allotment Challenge as part of Horsham in Bloom 2019. This is the full cost of the project. Allotments in North Horsham will be included in the competition. 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<br>Allotment<br>competition (2017) |
| February 2018 | £400 -<br>returned | Sponsorship<br>Allotment<br>competition (2018) |

**The Committee RESOLVED to award £350 to the Allotment Challenge organised by Horsham in Bloom subject to them providing a copy of their organisation’s Constitution and either a copy of the last two year’s accounts or a one year projection of income.**

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 (SSALC) 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.

**The Committee AGREED to reject the application from No Incinerator 4 Horsham and follow advice from SSALC.**

**FA/311/19 Date of next meeting**

The next meeting is scheduled for Thursday 27<sup>th</sup> June 2019 (Scheduled).

There being no other business, the Chairman closed the meeting at 7.55 p.m.

Signed .....

Date.....

## Finance Report to show expenditure to year end - 31<sup>st</sup> March 2019

Period covering 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019

### Funding at 31<sup>st</sup> March 2019

|                                  |                |
|----------------------------------|----------------|
| Precept (full year)              | <b>319,943</b> |
| Environmental Grant (full year). | <b>9,836</b>   |
| <b>Total</b>                     | <b>329,779</b> |

### Income to 31<sup>st</sup> 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                      |
| <b>Total</b>           | <b>211,417</b> | <b>183,365</b> | <b>200,085</b>              |

### Expenditure to 31<sup>st</sup> 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                           |
| <b>Total</b>                  | <b>461,558</b>     | <b>500,821</b> | <b>486,969</b>                   |

|                        |                  |                  |                  |
|------------------------|------------------|------------------|------------------|
| <b>Net expenditure</b> | <b>(250,141)</b> | <b>(317,456)</b> | <b>(286,884)</b> |
|------------------------|------------------|------------------|------------------|

### 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 12<sup>th</sup> April 2019 and the Internal Audit will take place on 29<sup>th</sup> 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<br>To Date             | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|--|------------------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <b><u>Finance &amp; Administration</u></b> |                                    |                       |                          |                          |                    |
| <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      | <b>45,766</b>         | <b>57,715</b>            | <b>11,949</b>            | <b>0</b>           |
| 1008                                       | Miscellaneous Income               | 35                    | 0                        | 35                       | 0                  |
| 1176                                       | Precept                            | 319,943               | 319,943                  | 0                        | 0                  |
| 1196                                       | Interest Received                  | 386                   | 150                      | 236                      | 0                  |
|  | Administration :- Income           | <b>320,364</b>        | <b>320,093</b>           | <b>271</b>               |                    |
|  | <b>Net Expenditure over Income</b> | <b>-274,599</b>       | <b>-262,378</b>          | <b>12,221</b>            |                    |
| <u>103 Grants</u>                          |                                    |                       |                          |                          |                    |
| 4155                                       | Other Grants and Donations         | 5,660                 | 10,000                   | 4,340                    | 4,340              |
|  | Grants :- Expenditure              | <b>5,660</b>          | <b>10,000</b>            | <b>4,340</b>             | <b>0</b>           |
|  | <b>Net Expenditure over Income</b> | <b>5,660</b>          | <b>10,000</b>            | <b>4,340</b>             |                    |



Month No : 12

Committee Report

|  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <u>104</u> <u>Burial</u>                         |                        |                       |                          |                          |                    |
| 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>        |
| <b>Net Expenditure over Income</b>               | <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>               |                          |                    |
| <b>Net Expenditure over Income</b>               | <u>-262,208</u>        | <u>-245,878</u>       | <u>16,330</u>            |                          |                    |
| <b><u>Planning Environment &amp; Transpo</u></b> |                        |                       |                          |                          |                    |
| <u>201</u> <u>Planning, Env &amp; Transport</u>  |                        |                       |                          |                          |                    |
| 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>       |
| <b>Net Expenditure over Income</b>               | <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>                 |                          |                    |
| <b>Net Expenditure over Income</b>               | <u>737</u>             | <u>2,250</u>          | <u>1,513</u>             |                          |                    |
| <b><u>Property</u></b>                           |                        |                       |                          |                          |                    |
| <u>301</u> <u>Allotments</u>                     |                        |                       |                          |                          |                    |
| 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>              |                          |                    |
| <b>Net Expenditure over Income</b>               | <u>1,051</u>           | <u>585</u>            | <u>-466</u>              |                          |                    |
| <u>302</u> <u>Amenity, Recs &amp; Open Sp</u>    |                        |                       |                          |                          |                    |
| 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<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>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 | <b>34,481</b>          | <b>51,507</b>         | <b>17,026</b>            | <b>0</b>                 | <b>17,026</b>      |
| 1008 Miscellaneous Income              | 150                    | 0                     | 150                      |                          | 0                  |
| 1100 Grants Received                   | 9,836                  | 9,691                 | 145                      |                          | 0                  |
| Amenity, Recs & Open Sp :- Income      | <b>9,986</b>           | <b>9,691</b>          | <b>295</b>               |                          |                    |
| <b>Net Expenditure over Income</b>     | <b>24,494</b>          | <b>41,816</b>         | <b>17,322</b>            |                          |                    |
| Property :- Expenditure                | <b>36,070</b>          | <b>52,857</b>         | <b>16,787</b>            | <b>0</b>                 | <b>16,787</b>      |
| Income                                 | <b>10,525</b>          | <b>10,456</b>         | <b>69</b>                |                          |                    |
| <b>Net Expenditure over Income</b>     | <b>25,545</b>          | <b>42,401</b>         | <b>16,856</b>            |                          |                    |

**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<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| 4066 Keyholder Services                   | 165                    | 426                   | 261                      |                          | 261                |
| 4500 Internal Redecorations               | 1,500                  | 1,500                 | 0                        |                          | 0                  |
| North Heath Hall :- Expenditure           | <b>23,180</b>          | <b>26,093</b>         | <b>2,913</b>             | <b>0</b>                 | <b>2,913</b>       |
| 1000 Hall Lettings                        | 64,471                 | 61,400                | 3,071                    |                          | 0                  |
| North Heath Hall :- Income                | <b>64,471</b>          | <b>61,400</b>         | <b>3,071</b>             |                          |                    |
| <b>Net Expenditure over Income</b>        | <b>-41,291</b>         | <b>-35,307</b>        | <b>5,984</b>             |                          |                    |
| <u>402 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 | <b>21,164</b>          | <b>21,882</b>         | <b>718</b>               | <b>0</b>                 | <b>718</b>         |
| 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      | <b>60,694</b>          | <b>46,350</b>         | <b>14,344</b>            |                          |                    |
| <b>Net Expenditure over Income</b>        | <b>-39,531</b>         | <b>-24,468</b>        | <b>15,063</b>            |                          |                    |
| <u>403 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<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>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 Syt     | 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 Conditionaig 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 | <b>34,546</b>          | <b>37,731</b>         | <b>3,186</b>             | <b>0</b>                 | <b>3,186</b>       |
| 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      | <b>85,141</b>          | <b>74,700</b>         | <b>10,441</b>            |                          |                    |
| <b>Net Expenditure over Income</b>    | <b>-50,595</b>         | <b>-36,969</b>        | <b>13,626</b>            |                          |                    |
| Halls :- Expenditure                  | <b>78,889</b>          | <b>85,706</b>         | <b>6,817</b>             | <b>0</b>                 | <b>6,817</b>       |
| Income                                | <b>210,306</b>         | <b>182,450</b>        | <b>27,856</b>            |                          |                    |
| <b>Net Expenditure over Income</b>    | <b>-131,417</b>        | <b>-96,744</b>        | <b>34,673</b>            |                          |                    |

**Personnel**

| 106  | Personnel            |         |         |        |        |
|------|----------------------|---------|---------|--------|--------|
| 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<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>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 | <b>287,705</b>         | <b>285,793</b>        | <b>-1,912</b>            | <b>0</b>                 | <b>-1,912</b>      |

**Net Expenditure over Income**

|                |                |               |
|----------------|----------------|---------------|
| <b>287,705</b> | <b>285,793</b> | <b>-1,912</b> |
|----------------|----------------|---------------|

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 | <b>10,436</b> | <b>0</b> | <b>-10,436</b> | <b>0</b> | <b>-10,436</b> |

**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

## Balance Sheet as at - 31st March 2019

31st March 2018

31st March 2019

| 31st March 2018            |  | 31st March 2019 |                |
|----------------------------|--|-----------------|----------------|
| <b>Current Assets</b>      |  |                 |                |
| 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             |                |
| <b>356,341</b>             |  |                 | <b>431,423</b> |
| <b>356,341</b>             | <b>Total Assets</b>                          |                 | <b>431,423</b> |
| <b>Current Liabilities</b> |  |                 |                |
| 30,095                     | Creditors                                    | 37,082          |                |
| 3,286                      | Accruals                                     | 2,070           |                |
| 0                          | Receipts in Advance                          | 110             |                |
| <b>33,381</b>              |  |                 | <b>39,261</b>  |
| <b>322,960</b>             | <b>Total Assets Less Current Liabilities</b> |                 | <b>392,161</b> |
| <b>Represented By</b>      |  |                 |                |
| 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         |
| <b>322,960</b>             |  |                 | <b>392,161</b> |

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 : \_\_\_\_\_

**North Horsham Parish Council**

**Income and Expenditure Account for Year Ended 31st March 2019**

31st March 2018

31st March 2019

| 31st March 2018 |                              | 31st March 2019      |
|-----------------|------------------------------|----------------------|
|                 | <b>Income Summary</b>        |                      |
| 293,551         | Precept                      | 319,943              |
| 520             | Interest Received            | 386 ✓                |
| <u>294,071</u>  | Sub Total                    | <u>320,329</u>       |
|                 | <b>Operating Income</b>      |                      |
| 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>       |
|                 | <b>Running Costs</b>         |                      |
| 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>       |
|                 | <b>General Fund Analysis</b> |                      |
| 85,277          | Opening Balance              | 106,513              |
| <u>500,189</u>  | Plus : Income for Year       | 541,195              |
| 585,466         |                              | 647,708              |
| <u>474,312</u>  | Less : Expenditure for Year  | 471,993              |
| 111,154         |                              | 175,715              |
| 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      |          | NOTE   |   |
|-------|---------------------------|-----------|-----------|----------|-------------|------------|------------|------------|-------------|------------|----------|-------------|----------|--------|---|
|       |                           | BALANCE   | TRANSFER  | BALANCE  | ACTUAL      | ACTUAL     | BALANCE    | TRANSFER   | ACTUAL      | ACTUAL     | BALANCE  | EXPENDITURE | INCOME   |        |   |
|       |                           | 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 |        |   |
| 310/0 | GENERAL RESERVES          | 101744    | -24100    | 77644    | 470391      | 478024     | 85277      | -10000     | 468953      | 500189     | 106513   | 461557      | 541195   | 186151 |   |
|       | <b>EARMARKED RESERVES</b> |           |           |          |             |            |            |            |             |            |          |             |          |        |   |
| 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      | 3 |
| 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   | 1 |
| 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      | 3 |
| 331/0 | NEIGHBOURHOOD PLAN        | 0         | 0         | 0        | 0           | 0          | 0          | 10000      | 0           | 0          | 10000    |             |          | 10000  | 4 |
| 335/0 | CAPITAL RECEIPT           | 25000     | 0         | 25000    | 0           | 0          | 25000      |            | 0           | 0          | 25000    |             |          | 25000  | 2 |
|       |                           | 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



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 |        | Mar 2008      | 938            | 1,229            | 0             |                 | 12                 | 2028                       | 1,229 00  | 0             |
| 7  | Safety Surfacing       |        | 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  |        | 2011          | 1000           | 1197             | 0             | 20              | 9                  | 2031                       | 538 00  | 0             |
| 11 | Toddle Multi Play Unit | 1      | Apri 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  |        | April 2012    | 2,132          | 2,473            | 0             |                 |                    | 2032                       | 2,473 00  | 0             |
| 14 | Safety Surfacing       |        | Various       | 15,000 00      | 15000            | 0             | 20              | 8                  | 2032                       | 6,000 00  | 0             |
| 15 | Fencing/ Gates         |        | April 2012    | 11,280 00      | 13084            | 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 | Seals                  |        | July 2013     | 1,150 00       | 1295             | 0             | 20              | 7                  | 2033                       | 453 00  | 0             |
|    |                        |        |               | <b>60,526</b>  | <b>75,831</b>    |               |                 |                    |                            | <b>35,444.00</b>                                  |               |

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

|   |            |   |           |            |            |  |    |   |      |          |               |
|---|------------|---|-----------|------------|------------|--|----|---|------|----------|---------------|
| 1 | Goal Posts | 1 | June 2017 | 300        | 310        |  | 10 | 2 | 2027 | £        | 320 00        |
|   |            |   |           | <b>300</b> | <b>310</b> |  |    |   |      | <b>£</b> | <b>320.00</b> |

Notes

- \* The Ancilliary 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  |                  |
| 6 | Toddler Multi Play Unit | 1      | 2011          | 6,460          | 7,734            | 0               | 20              | 9                  | 2031                       | 3,480 00  |                  |
| 7 | Ancillary Costs*        |        | 2011          | 1              | 1,000            | 0               |                 |                    | 2031                       | 1,000 00  | 0                |
| 8 | Delivery/Installation*  |        | 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                |
|   |                         |        |               | <b>10,188</b>  | <b>17,962</b>    |                 |                 |                    |                            | <b>10,591.00</b>                                  |                  |

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.

AMBERLY 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      | 2,695          | 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      | 8,615          | 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                |
|    |                         |        |               | <b>49,472</b>  | <b>72,560</b>    |                 |                 |                    |                            | <b>54,579</b>                                     |                  |

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

|   |                      |  |     |            |              |   |   |   |      |              |   |
|---|----------------------|--|-----|------------|--------------|---|---|---|------|--------------|---|
| 1 | Basket Ball Hoop**** |  | N/K | 350        | 394          | - | 6 | 1 | 2025 | 394          | 0 |
| 2 | Goal Posts*****      |  | N/K | 600        | 675          | - | 6 | 1 | 2025 | 675          | 0 |
|   |                      |  |     | <b>950</b> | <b>1,069</b> |   |   |   |      | <b>1,069</b> |   |

Notes

- \* The Ancilliary 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                 |
|    | <b>TOTALS</b>           |                   |               | <b>42,404</b>  | <b>58,078</b>    |                  |                 |                    |                            | <b>49,550.00</b>                                  |                   |