

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 27TH JUNE 2019 AT 7.30pm**

COMMITTEE REPORT

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

1. Election of a Chairman

The nominee requires a proposer and seconder.

2. Election of a Vice Chairman

The nominee requires a proposer and seconder.

3. Public Forum.

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

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. Chairman's Announcements.

6.1. Crawley, Horsham and Mid-Sussex Home Start has confirmed by letter (15th May 2019) that the grant of £700 awarded by the Parish Council has been spent on the core costs associated with delivering their services in North Horsham Parish.

6.2. The Annual Governance and Accountability Return has been returned to

the to the External Auditor, Moore Stephens in good time for the deadline of 15th July 2019. In addition to supplementary information agreed at the May Annual Parish Council Meeting, the external auditor also required a copy of the Parish Council's risk assessments and the minute where the Council considered actions resulting from them, along with a copy of the Parish Council's insurance policy and asset register.

6.3 Judgement was entered into for an outstanding debt of £1,108.36 for the hire of North Heath Hall on 11th June 2019. The debt dates back to April 2018.

9. Community Infrastructure Levy (CiL) working party

North Horsham Parish Council has received £11,052.71 in CiL money.

The Parish Council agreed:-

- That 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.

The representative from the Property Committee is Cllr R. Knight and the representative from the Planning, Environment and Transport Committee is Cllr D. Searle.

Once all working party members have been appointed a meeting date will be arranged.

11. Bank Mandates

Bank accounts are held with Lloyds Bank, the Co-operative Bank and Nationwide. The current signatories are M Loates, A Britten, P. Burgess. R. Knight, S. Torn, R. Turner, S. Wilton.

M Loates must be removed as he is no longer a serving councillor. It has been usual for the Finance and Administration Committee to be signatories, therefore it is recommended that Cllr M Cockerill, Cllr J Gough and Cllr J Smithurst are added to the existing signatories.

13. Environmental Grant

The Parish Council will receive £9,983.94 in 2019/20 in an Environmental

Grant from Horsham District Council to cover the Litter Wardens wages, black bags and Personal Protective Equipment. The first instalment has already been paid.

As part of the Grant, the Parish Council needs to keep a note of the expenditure over the year.

In 2018/19 the Environmental Grant was £9,836.39.

Expenditure on collecting litter was:-

Litter Wardens - £9,200

Black bags - £400

PPE - £300

15 Accessible website regulations

The aim of the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018 is to improve the accessibility of public sector website/ mobile apps so they can be used by as many people as possible.

North Horsham Parish Council uses a Wordpress template and a statement on the Wordpress website indicates that their designs follow web design standards and best practice. The website is updated by staff members.

By 23rd September 2020 the Parish Council will need to have established that the requirements to meet the accessibility standards have been met and a statement to that effect will be required to be published on the website. The Government has published a sample accessibility statement for a fictional public sector website which could be adapted and the Surrey and Sussex Association of Local Councils is will give further guidance in due course.

18. Grant applications

Age UK Horsham District – request for contribution of £2,000 towards the Community Officer Team. The full cost of the project is £104,323.40

All accompanying documents have been received and circulated.

Previous grant awards from the Parish Council:-

February 2008	£500	Scented Garden
August 2008	£5000	Minibus
March 2011	£4500	Information Service
December 2012	£5000	Information Service
February 2014	£5500	Information Service
June 2015	£5000	Information Service
February 2016	£0	Declined
June 2018	£1,000	Full of Life event in North Horsham

Victim Support – request for contribution of £500 to train and supervise 1 volunteer for 1 year. The full cost of the project is £700. All accompanying

documents have been received and circulated.

Previous grant awards from the Parish Council:-

July 2006	£500	Ongoing work
July 2009	£500	Ongoing work
July 2010	£500	Ongoing work
June 2012	£500	Ongoing work
June 2013	£500	Ongoing work
July 2014	£500	Ongoing work
October 2014	£500	Ongoing work
June 2015	£500	Ongoing work
June 2016	£500	Ongoing work
April 2017	£500	Ongoing work
April 2018	£500	Ongoing Work

19. Date of next meeting

Thursday 12th September 2018 (Scheduled).

Pauline Whitehead BA(Hons) FSLCC
19.06.19

Action Plan of Financial Activities for 2019/20	
<p>The production of an Action Plan is to give guidance on the financial process that take place throughout the year and to highlight the calendar of work undertaken by the Internal Controls working party. The list is indicative but is not exhaustive.</p>	
July 2019	Appoint Internal Auditor for 2019/20.
August 2019	
12 th August 2019	<p>Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; identifying the duties of officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant:-</p> <ul style="list-style-type: none"> • Expenditure testing and procedures • Confirm back ups. • Test a payment of over £5,000 through the system.
September 2019	<p>VAT Return is completed. Budget setting starts. Individual Committees to consider their budgets. Report to Council following external audit.</p>
6 th September 2019	Public Works Loan Board payment is due.
30 th September 2019	<p>Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; identifying the duties of officers and segregation of duties; procedures for bad debts and bank mandate review, Bank reconciliation and procedures, test that the budget is reviewed against the actual figures:-</p> <ul style="list-style-type: none"> • Sales testing and procedures • Review list of creditors and debtors. • Confirm that bank mandate is up to date • Confirm that bank reconciliations are signed at least quarterly • Confirm that there is regular budget monitoring.
October 2019	<p>Complete risk management assessments.- Council to consider risk assessments and any actions as a result. Continue with budget setting. Individual Committees to consider their budgets. Interim Internal Audit – the Council to review the Interim Audit and action any issues highlighted.</p>
November 2019	<p>Continue with budget setting. Individual Committees to consider their budgets. Finance and Administration to start pulling a precept together.</p>
December 2019	<p>VAT Return is completed. Ensure that the precept is ready to bring to the January 2020 Parish Council meeting for approval.</p>
January 2020	Submit the precept calculation for 2020/21 to Horsham District

	Council.
February 2020	Arrange internal audit Arrange year end activities.
3 rd February 2020	Internal Controls Working Party meet to review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015:- <ul style="list-style-type: none"> • Review levels of reserves • Prepare or review a business contingency plan. • Check list of information against website • Check that the Annual return is published on the PC website.
March 2020	VAT Return is completed. Work towards year end.
6 th March 2019	Public Works Loan Board payment is due.
April 2020	Year end close down- Statement of accounts to be presented to full council. Internal Audit undertaken – the Council to review the Internal Auditor report and action any issues highlighted.
6 th April 2020	Internal Controls Working Party meet to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; that salaries have been properly reviewed:- <ul style="list-style-type: none"> • Check that the Personnel Committee has approved annual salaries in line with contracts and /or minutes. • Make sure no records are missing in the Financial records. • Petty cash testing and procedures
May 2020	At the Annual Parish Council Meeting:- <ul style="list-style-type: none"> • Review the effectiveness of the system of internal control and prepare an annual governance statement. (Section 1 of the Annual Return) • Agree the end of year accounts (last date for doing so is 30th June) and complete the Accounting Statements on the Annual Return (Section 2). • Review Financial Regulations • Review Standing Orders • Review other Policies as appropriate. • Ensure that a new Chairman has passwords in a sealed, dated envelope. Retrieve the envelope given to a previous Chairman and shred.
June 2020	VAT Return is completed. To appoint the Internal Auditor for 2020/21 Ensure that the public rights to inspect the accounts is displayed and enacted. Review Scheme of Members Allowances.

Finance Report to show expenditure to 31st May 2019

Finance and Administration Committee 27th June 2019 Agenda Item 10.

Period covering 1st April 2019 to 31st May 2019

Funding at 31st May 2019

Precept (half year)	163,885
CiL Payment	11,053
Environmental Grant (half year).	4,992
Total	179,930

Income to 31st May 2019

Cost Centre	Actual Income	Annual Budget	Expected income to May 2019*
Admin	185	100	16
Allotments	528	775	528
North Heath Hall	11,006	64,873	10,812
Holbrook Tythe Barn	6,470	34,110	5,685
Multi Court Lettings	3,808	22,035	3,672
Roffey Millennium Hall	14,393	83,463	13,910
Total	36,390	205,356	34,623

Expenditure to 31st May 2019

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure to May 2019*
Admin	14,580	55,720	9,286
Grants	530	10,000	1,666
Burial	1,683	6,750	1,687
Personnel	50,249	302,450	50,408
Planning, Env, Trans	0	2,250	375
Allotments	43	1,200	200
Amenity, Recs and Open Spaces	5,569	50,000	8,333
North Heath Hall	2,721	26,399	4,399
Holbrook Tythe Barn	2,342	23,001	3,833
Roffey Millennium Hall	4,583	37,829	6,304
Total	82,300	515,599	86,491

Net expenditure	(45,910)	(310,243)	(51,868)
------------------------	-----------------	------------------	-----------------

*The proportion of income or expenditure expected to the end of May 2019 has been calculated by dividing the total budget by 12 and multiplying by 2.

Income

Income has exceeded that which was expected in the period between 1st April 2019 and 31st May 2019 by around £2,000.

Expenditure

Expenditure is less than allocated at this stage of the year for all cost codes except Administration. This is because the insurance premium of £8,822 was paid in May for cover to start on 1st June 2019. Necessary work has been carried out at the halls and on the grounds and service contracts for the lift and fire extinguishers have taken place.

Conclusion

Net expenditure is around £6,000 less than was anticipated at this stage in the year. The halls continue to attract casual hires and some longer term business. Anticipated expenditure items are included in the budget. The finances continue to be closely monitored by all involved.

Pauline Whitehead 10th June 2019

Month No : 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Finance & Administration</u>					
<u>101</u>	<u>Administration</u>				
4007	Councillors Training	0	1,500	1,500	1,500
4008	Councillors Expenses	1,183	9,050	7,868	7,868
4021	Telephone/Fax/Internet	30	3,750	3,720	3,720
4022	Postage	214	1,500	1,286	1,286
4023	Stationery and Printing	268	1,750	1,482	1,482
4024	Subscriptions	2,999	3,500	501	501
4025	Insurance	8,822	9,200	378	378
4026	Publications/Magazines	48	20	-28	-28
4028	IT Costs	303	2,400	2,097	2,097
4029	Website Maintenance	0	300	300	300
4032	Publicity/Marketing	0	1,000	1,000	1,000
4033	Newsletter	783	700	-83	-83
4036	Maintenance - General	85	0	-85	-85
4038	Office Equipment Maint.	132	1,000	868	868
4051	Bank Charges	0	100	100	100
4053	PWLB Loan Charges	0	12,700	12,700	12,700
4057	External Audit Fees	-1,870	1,500	3,370	3,370
4058	Professional Services	1,203	3,000	1,797	1,797
4059	Internal Audit Fees	35	600	565	565
4100	Chairman's Allowance	-79	400	479	479
4120	Roffey Hall Equipment	256	750	494	494
4122	Office Equipment	169	1,000	831	831
	Administration :- Expenditure	14,580	55,720	41,140	0
1008	Miscellaneous Income	164	0	164	0
1175	CIL Payment	11,053	0	11,053	0
1176	Precept	163,885	327,769	-163,885	0
1196	Interest Received	21	100	-79	0
	Administration :- Income	175,122	327,869	-152,747	
	Net Expenditure over Income	-160,542	-272,149	-111,607	
<u>103</u>	<u>Grants</u>				
4155	Other Grants and Donations	530	10,000	9,470	9,470
	Grants :- Expenditure	530	10,000	9,470	0
	Net Expenditure over Income	530	10,000	9,470	

Month No : 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104</u> Burial					
4101 Burial Charges	1,683	6,750	5,067		5,067
Burial :- Expenditure	<u>1,683</u>	<u>6,750</u>	<u>5,067</u>	<u>0</u>	<u>5,067</u>
Net Expenditure over Income	<u>1,683</u>	<u>6,750</u>	<u>5,067</u>		
Finance & Administration :- Expenditure	<u>16,792</u>	<u>72,470</u>	<u>55,678</u>	<u>0</u>	<u>55,678</u>
Income	<u>175,122</u>	<u>327,869</u>	<u>-152,747</u>		
Net Expenditure over Income	<u>-158,330</u>	<u>-255,399</u>	<u>-97,069</u>		
<u>Planning Environment & Transpo</u>					
<u>201</u> Planning, Env & Transport					
4305 Planning Consultant Fees	0	2,250	2,250		2,250
Planning, Env & Transport :- Expenditure	<u>0</u>	<u>2,250</u>	<u>2,250</u>	<u>0</u>	<u>2,250</u>
Net Expenditure over Income	<u>0</u>	<u>2,250</u>	<u>2,250</u>		
Planning Environment & Transpo :- Expenditure	<u>0</u>	<u>2,250</u>	<u>2,250</u>	<u>0</u>	<u>2,250</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>		
Net Expenditure over Income	<u>0</u>	<u>2,250</u>	<u>2,250</u>		
<u>Property</u>					
<u>301</u> Allotments					
4012 Water Rates	0	100	100		100
4102 Allotment Rent	0	250	250		250
4200 Grass cutting	0	750	750		750
4259 Allotment Maintenance	43	100	57		57
Allotments :- Expenditure	<u>43</u>	<u>1,200</u>	<u>1,157</u>	<u>0</u>	<u>1,157</u>
1050 Allotment Rents	528	775	-247		0
Allotments :- Income	<u>528</u>	<u>775</u>	<u>-247</u>		
Net Expenditure over Income	<u>-485</u>	<u>425</u>	<u>910</u>		
<u>302</u> Amenity, Recs & Open Sp					
4019 Window Cleaning	0	925	925		925
4200 Grass cutting	3,290	20,000	16,710		16,710
4250 Bus Shelter Repairs	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	324	8,000	7,676		7,676

Month No : 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4252 Open Spaces	712	9,000	8,288		8,288
4253 Litter Warden/Clearance	0	850	850		850
4254 Community Services - Dog Bins	505	2,069	1,564		1,564
4255 Street Lighting - Maint/Supply	297	3,500	3,203		3,203
4258 Multicourts Maintenance	441	2,556	2,115		2,115
4260 Workshop	0	100	100		100
4302 Notice Board Maintenance	0	1,000	1,000		1,000
Amenity, Recs & Open Sp :- Expenditure	5,569	50,000	44,431	0	44,431
1100 Grants Received	4,992	9,836	-4,844		0
Amenity, Recs & Open Sp :- Income	4,992	9,836	-4,844		
Net Expenditure over Income	577	40,164	39,587		
Property :- Expenditure	5,612	51,200	45,588	0	45,588
Income	5,520	10,611	-5,091		
Net Expenditure over Income	92	40,589	40,497		

Halls

401	<u>North Heath Hall</u>				
4011	NNDR	1,279	6,396	5,117	5,117
4012	Water Rates	0	900	900	900
4014	Electricity	190	2,640	2,450	2,450
4015	Gas	280	2,562	2,282	2,282
4016	Cleaning Materials	180	1,332	1,152	1,152
4017	Refuse Bin Clearance	68	836	768	768
4018	Sanitary Waste	0	205	205	205
4019	Window Cleaning	0	738	738	738
4034	Maintenance - Electrical	85	2,000	1,915	1,915
4035	Maintenance - Elect Eqp Insp	0	500	500	500
4036	Maintenance - General	376	2,000	1,624	1,624
4037	Maintenance - Fire Alarm Syt	0	750	750	750
4039	Maint - Intruder Alarm	234	794	560	560
4041	Maintenance - Fire Extg Insp	0	150	150	150
4042	Maintenance - Gas Boiler etc	0	650	650	650
4044	Maintenance - Partition Wall	0	700	700	700
4061	Legionella Testing	0	236	236	236
4063	Maintenance - Plumbing	0	750	750	750
4065	Fire Prevention Sundries	0	75	75	75
4066	Keyholder Services	30	185	155	155
4500	Internal Redecorations	0	2,000	2,000	2,000
	North Heath Hall :- Expenditure	2,721	26,399	23,678	0
					23,678

Month No : 2

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1000	Hall Lettings	11,006	64,873	-53,867		0
	North Heath Hall :- Income	11,006	64,873	-53,867		
	Net Expenditure over Income	-8,285	-38,474	-30,189		
<u>402</u>	<u>Holbrook Recreation Centre</u>					
4011	NNDR	694	3,493	2,799		2,799
4012	Water Rates	0	1,500	1,500		1,500
4014	Electricity	506	3,250	2,744		2,744
4015	Gas	92	1,500	1,408		1,408
4016	Cleaning Materials	238	1,575	1,337		1,337
4017	Refuse Bin Clearance	68	836	768		768
4018	Sanitary Waste	0	205	205		205
4019	Window Cleaning	0	323	323		323
4034	Maintenance - Electrical	294	2,000	1,706		1,706
4035	Maintenance - Elect Eqp Insp	0	590	590		590
4036	Maintenance - General	0	2,000	2,000		2,000
4037	Maintenance - Fire Alarm Syt	0	570	570		570
4039	Maint - Intruder Alarm	234	794	560		560
4041	Maintenance - Fire Extg Insp	0	150	150		150
4042	Maintenance - Gas Boiler etc	187	500	314		314
4061	Legionella Testing	0	205	205		205
4063	Maintenance - Plumbing	0	750	750		750
4065	Fire Prevention Sundries	0	575	575		575
4066	Keyholder Services	30	185	155		155
4500	Internal Redecorations	0	2,000	2,000		2,000
	Holbrook Recreation Centre :- Expenditure	2,342	23,001	20,659	0	20,659
1000	Hall Lettings	6,470	34,110	-27,640		0
1010	Multi Court Lettings	3,808	22,035	-18,227		0
	Holbrook Recreation Centre :- Income	10,278	56,145	-45,867		
	Net Expenditure over Income	-7,936	-33,144	-25,208		
<u>403</u>	<u>Roffey Millennium Hall</u>					
4011	NNDR	1,325	6,642	5,318		5,318
4012	Water Rates	466	1,235	769		769
4014	Electricity	369	5,125	4,756		4,756
4015	Gas	0	6,150	6,150		6,150
4016	Cleaning Materials	588	1,425	837		837
4017	Refuse Bin Clearance	135	1,663	1,528		1,528

Month No : 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4018 Sanitary Waste	0	205	205		205
4019 Window Cleaning	0	1,015	1,015		1,015
4020 Refreshment Sale Cost/Sundries	55	500	445		445
4034 Maintenance - Electrical	115	2,000	1,885		1,885
4035 Maintenance - Elect Eqp Insp	0	590	590		590
4036 Maintenance - General	187	3,000	2,813		2,813
4037 Maintenance - Fire Alarm Syt	0	515	515		515
4039 Maint - Intruder Alarm	234	794	560		560
4040 Maintenance - Elevator	548	750	202		202
4041 Maintenance - Fire Extg Insp	0	150	150		150
4042 Maintenance - Gas Boiler etc	531	1,000	469		469
4044 Maintenance - Partition Wall	0	500	500		500
4061 Legionella Testing	0	250	250		250
4062 Air Conditionaing Maintenance	0	308	308		308
4063 Maintenance - Plumbing	0	1,500	1,500		1,500
4064 Lightning Conductor Works	0	227	227		227
4065 Fire Prevention Sundries	0	100	100		100
4066 Keyholder Services	30	185	155		155
4500 Internal Redecorations	0	2,000	2,000		2,000
Roffey Millennium Hall :- Expenditure	4,583	37,829	33,246	0	33,246
1000 Hall Lettings	13,883	81,263	-67,380		0
1004 Equipment Sale/Sundry Income	205	200	5		0
1006 Refreshment Sale Income	306	2,000	-1,694		0
Roffey Millennium Hall :- Income	14,393	83,463	-69,070		
Net Expenditure over Income	-9,811	-45,634	-35,823		
Halls :- Expenditure	9,646	87,229	77,583	0	77,583
Income	35,678	204,481	-168,803		
Net Expenditure over Income	-26,032	-117,252	-91,220		

Personnel

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
106 Personnel					
4001 Salaries/NI/Pensions	24,877	296,500	271,623		271,623
4002 Childcare Vouchers	508	0	-508		-508
4003 Payroll Admin Charge	0	800	800		800
4009 Staff Expenses/Mileage	195	3,000	2,805		2,805
4010 Staff Training	95	1,500	1,405		1,405
4030 Recruitment Advertising	0	250	250		250
4067 Protective Clothing	41	400	359		359
Personnel :- Expenditure	25,715	302,450	276,735	0	276,735
Net Expenditure over Income	25,715	302,450	276,735		

Month No : 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Personnel :- Expenditure	25,715	302,450	276,735	0	276,735
Income	0	0	0		
Net Expenditure over Income	25,715	302,450	276,735		
	<i>+ 24,534 (May 19)</i>				
<u>Earmarked Reserves</u>					
901 Earmarked Reserves					
4900 Repairs & Renewals Reserve	5,200	0	-5,200		-5,200
Earmarked Reserves :- Expenditure	5,200	0	-5,200	0	-5,200
Net Expenditure over Income	5,200	0	-5,200		
Earmarked Reserves :- Expenditure	5,200	0	-5,200	0	-5,200
Income	0	0	0		
Net Expenditure over Income	5,200	0	-5,200		

Balance Sheet as at - 31st March 2020

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
Current Assets			
24,107	Debtors	22,458	
679	Vat Refunds	403	
236,955	Lloyds Bank Accounts	357,098	
85,000	Co-op Community Directplus A/c	85,000	
84,532	Nationwide	84,532	
150	Petty Cash	150	
<u>431,423</u>			<u>549,641</u>
431,423	Total Assets		549,641
Current Liabilities			
37,082	Creditors	4,125	
2,070	Accruals	0	
110	Receipts in Advance	0	
<u>39,261</u>			<u>4,125</u>
392,161	Total Assets Less Current Liabilities		545,516
Represented By			
186,151	General Reserve		317,936
7,955	Earmarked Reserves - VAT Con		7,955
129,450	Earmarked Reserves - R&R Fund		145,020
19,950	Earmarked Reserves - Election		19,950
0	EMR - Tree management work		6,000
5,621	Earmarked Res-Yth Charity Bal		5,621
8,035	Earmarked Reserve Planning		8,035
10,000	Earmarked Reserve - Boiler RMH		10,000
25,000	Earmarked Res Capital Receipt		25,000
<u>392,161</u>			<u>545,516</u> ✓

The above statement represents fairly the financial position of the authority as at 31st March 2020 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 2020

31st March 2019		31st March 2020
	Income Summary	
319,943	Precept	163,885 <i>Precept</i>
386	Interest Received	21
<u>320,329</u>	Sub Total	<u>163,905</u>
	Operating Income	
35	Administration	11,217 <i>11,053 CIL</i>
539	Allotments	528
9,986	Amenity, Recs & Open Sp	4,992 <i>ENV Gt.</i>
64,471	North Heath Hall	11,006
60,694	Holbrook Recreation Centre	10,278
85,141	Roffey Millennium Hall	14,393
<u>541,195</u>	Total Income	<u>216,320</u> ✓
	Running Costs	
45,766	Administration	14,580
0	Section 137	0
5,660	Grants	530
6,730	Burial	1,683
287,705	Personnel	25,715
737	Planning, Env & Transport	0
1,589	Allotments	43
34,481	Amenity, Recs & Open Sp	5,569
23,180	North Heath Hall	2,721
21,164	Holbrook Recreation Centre	2,342
34,546	Roffey Millennium Hall	4,583
10,436	Earmarked Reserves	5,200
<u>471,993</u>	Total Expenditure	<u>62,965</u> ✓
	General Fund Analysis	
106,513	Opening Balance	186,151
541,195	Plus : Income for Year	216,320
<u>647,708</u>		<u>402,471</u>
471,993	Less : Expenditure for Year	62,965
<u>175,715</u>		<u>339,506</u>
4,641	Transfers TO / FROM Reserves	-5,200
<u>171,074</u>	Closing Balance	<u>344,706</u>

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st May 2019

		EXPENDITURE		INCOME		BALANCE	TRANSFER	EXPENDITURE		INCOME		BALANCE	TRANSFER	EXPENDITURE		INCOME		BALANCE	NOTE
		ACTUAL	ACTUAL	ACTUAL	ACTUAL			ACTUAL	ACTUAL	ACTUAL	ACTUAL			ACTUAL	ACTUAL				
		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	01.04.2018	31.05.2019		
310/0	GENERAL RESERVES	470391	478024	85277	-10000	468953	500189	106513	461557	541195	186151	-20770	57765	216320	344706				
	EARMARKED RESERVES																		
320/0	REVENUE - VAT Contingency	0	0	7955		0	0	7955			7955							7955	
321/0	REPAIRS & RENEWALS	23736	0	137030	8000	5144	0	139886	10436		129450	20770	5200					145020	
322/0	ELECTION	0	0	19950		0	0	19950			19950							19950	
323/0	TREE MANAGEMENT WORK	0	0	0		0	0	0			0							6000	
325/0	DAMAGE	0	0	4000	-4000	0	0	0			0							0	3
326/0	YOUTH PROVISION	0	0	0		0	0	0			0							0	
327/0	ROFFEY YOUTH CLUB	0	0	5621		0	0	5621			5621							5621	1
328/0	PLANNING	3750	0	8250		215	0	8035			8035							8035	
330/0	CAPITAL PROJECTS	0	0	4000	-4000	0	0	0			0							0	3
331/0	RMH BOILER	0	0	0	10000	0	0	10000			10000							10000	
335/0	CAPITAL RECEIPT	0	0	25000		0	0	25000			25000							25000	2
		497877	478024	297083	0	474312	500189	322960	471993	541195	392162	0	62965	216320	545517				

- 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 R & R £26,770 transferred into the RR in 2019 for high priority work : Repair to Boardwalks at Earles Meadow £17,520; Street lighting upgrade £6,000 and Redecorating at Holbrook Tythe Barn £3,250

North Horsham Parish Council

F+A 27.6.19

Bank - Cash and Investment Reconciliation as at 31 May 2019

Item 10.

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Lloyds Business Instant Access	351,855.10
1	Lloyds Treasurers A/c -Current	5,242.69
2	Petty Cash	150.00
		357,247.79
<u>Other Bank & Cash Balances</u>		
	Co-op Community Directplus A/c	85,000.26
	Nationwide	84,531.64
	Bank of Ireland	0.00
		169,531.90
		526,779.69
<u>Receipts not on Bank Statement</u>		
0	31/05/2019 All Receipts Cleared	0.00
		0.00
Closing Balance		526,779.69
<u>All Cash & Bank Accounts</u>		
	Lloyds Bank Accounts	343,359.04
	Petty Cash	150.00
	Other Bank & Cash Balances	169,531.90
	Total Bank & Cash Balances	513,040.94

NORTH HORSHAM PARISH COUNCIL



BUSINESS PLAN 2019 -2024

First draft 30th June 2016 – Full Council

Version 8 June 2019 (amended)

CONTENTS

		Page number
1.	The Parish Council	3
2.	Introduction to the Business Plan	4
3.	Aim of the Plan	4
4.	Past achievements	5
5.	Vision	5
6.	Objectives	5
7.	Other Considerations	6
8.	Key Priorities, costings and notes	7
	Short term goals (2019/20)	7
	Medium term goals (2019/2021)	8
	Long term goals (2019/2024)	9
9.	Financial considerations	11
10.	Earmarked Reserves	13
11.	Conclusion	14

Glossary

WSSC – West Sussex County Council

HDC – Horsham District Council

SALC – Sussex Association of Local Councils.

1. The Parish Council

1.1 North Horsham Parish Council is made up of six wards, Roffey North, Roffey South, Holbrook East, Holbrook West, Horsham Rural and Comptons. The nineteen councillors that make up the Council act as a body corporate and make decisions which are then carried out by officers who are employed by the Council. Councillors bring issues to the attention of the council and help it make decisions on behalf of the local community.

1.2 In June 2016 the Parish Council first resolved that it was eligible to use the General Power of Competence which means that the Council is not restricted by the limited powers granted to Parish Councils and can do anything that an individual can lawfully do. The Parish Council reaffirmed the General Power of Competence in May 2019. The Parish Council has robust financial management and there is a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

1.3 The Parish Council is responsible for three Community Halls in North Horsham, Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall. It is also responsible for Multi courts, play areas at Earles Meadow, Amberley Close, Birches Road and Holbrook Tythe Barn. The Parish Council looks after open space at Earles Meadow, Amberley Close and Holbrook Tythe Barn and allotments at Amberley Close. Bus shelters, litter bins, notice boards, dog bins and street lights are also part of the Parish Council's portfolio of assets. The Parish Council has a statutory right to be notified of Planning Applications in its area and submits comments to the Local Planning Authority (Horsham District Council) through a very active Planning, Environment and Transport Committee. There are also Committees to oversee Finance and Administration, Property and Personnel.

1.4 All Council and Committee Meetings convened by North Horsham Parish Council are open to the public. There is an opportunity for members of the public to ask questions, comment or raise issues relating to the agenda within the first fifteen minutes of the meeting. Members of the public are encouraged to join topic specific working parties to bring expertise and local knowledge.

1.5 Meetings are generally held on Thursday evenings starting at 7.30pm in the Roffey Millennium Hall. A list of meetings and agendas for meetings are published on the Parish Council website www.northhorsham.gov.uk and available on the parish notice boards.

1.6 The Parish Council has a proactive working relationship with West Sussex County Council (WSCC), Horsham District Council (HDC), Sussex Police and County and District Councillors. The Parish Council is represented on a number of local, district and county organisations.

1.7 The Parish Council Office, situated in the Roffey Millennium Hall on Crawley Road is usually open to the public between 9am and 5pm, Monday to Friday. Having an office offers residents the opportunity to drop in for information or to discuss issues. The office provides a photocopying service.

1.8 The Parish Council runs the North Horsham Friendship Club which meets every fortnight and gives an opportunity for people living in the parish over sixty years old to meet together. The club usually runs from 2pm to 4pm and there is a £2 subscription for tea and cake. The lively afternoons include activities such as games, quizzes, talks, music and outings. Around 20 – 25 people attend at any one time although the membership itself is around 40. The group manages its own budget and the club runs on subscriptions enhanced by a modest grant from the Parish Council.

1.9 The Parish Council provides two litter wardens who collect litter on specific routes in the parish and for which an Environmental Grant is paid by HDC.

2.Introduction to the Business Plan

2.1 The North Horsham Parish Council Business Plan originated in 2016 with an aim of giving focus to how the Council delivers its services and the need for future planning.

2.2 Two visioning events were held. At the first Councillors were encouraged to put forward any suggestions for the future of North Horsham Parish Council. At the second event Councillors and staff members were asked to indicate their support for or against the original suggestions and to prioritise the ideas. There was an opportunity to add comments and further projects.

2.3 Some improvements and projects could incur the need for additional expenditure. Whilst there may be a need to make an increase in the precept spread over a number of years to achieve a project that is supported by the community, every effort will be made to work collaboratively and in partnership with other organisations where possible to achieve the maximum value for money.

2.4 Ultimately any project within the Plan will have an associated costing and list of objectives to enable the project to be monitored and evaluated.

3.Aims of the Plan

3.1 The purpose of the North Horsham Business Plan is to:-

- To set out the Parish Council's vision, objectives and key priorities.
- To enable the Parish Council to represent the interests of the whole community working as a corporate body 'with perpetual succession.'
- To facilitate and recognise the value of partnership working with groups who share a common goal with the Parish Council and its community.
- To promote a greater understanding of what the Parish Council does, how it represents its community and to ensure that residents have a clear understanding of how the Parish Council looks to develop into the future.
- To enable the Parish Council to operate in a consistent and co-ordinated way.
- To encourage the community to become involved in the democratic process and the future of its parish.
- To help the Parish Council to focus on how services are delivered.
- To aid future budgeting.

3.2 North Horsham Parish Council Business Plan is a 'live' document which will be updated and reported on annually. This will enable the Council to track and monitor its progress against key priorities.

3.3 Comments and feedback from residents are welcome and should be addressed to :-

The Parish Clerk,
Roffey Millennium Hall,
Crawley Road,
Horsham
Telephone 01403 750758
E-mail Parish.clerk@northhorsham-pc.gov.uk

4. Past achievements

4.1 The Parish Council has been successful in supporting its community over past years by engaging with residents and representing local views. This is especially relevant in respect of the development north of the A264, transport and environment issues and opportunities that will benefit the community.

4.2 Significant achievements for North Horsham Parish Council

- Maintaining three well appointed community halls, multi courts, four play areas, open spaces, allotments and various street furniture.
- North Horsham Friendship Group.
- Improvements to buildings, play areas and the Riverside Walk including the addition of street furniture and improved access.
- Facilitating the move of the Horsham Bowls Club and a New Pavilion.
- Improvements at Roffey Corner and Lambs Farm Road.
- Improving the environment by providing litter wardens.
- A Parish Liaison group which engages with Horsham District Council, the developers and other key stakeholders with regard to the new development north of the A264.
- Regular articles in North Horsham pages, up to date website and Facebook to promote the Parish Council

5. Vision

5.1 To represent the views of those who live and work in North Horsham Parish and promote a strong, vibrant and inclusive community working in partnership with others.

6. Objectives

1. To encourage any Councillor vacancies to be filled.
2. To ensure that all buildings and open spaces are run efficiently, effectively and inclusively as possible.
3. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.
4. To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires, as part of activities already established in Horsham Town and further afield.
5. To work with WSCC, HDC and key agencies to promote best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
6. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.
7. To continue to engage with WSCC, HDC and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.

8. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.
9. To explore a Community Land Trust for North Horsham parish.
10. To support a Walking and Cycling Infrastructure Plan for North Horsham.
11. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy.
12. To support the North Horsham Friendship Club for those in the parish over sixty years old.
13. To support the provision of youth services in North Horsham to provide better opportunities for young people.
14. To support access to internet facilities and developing technology. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.
15. To prepare to upgrade one playground in the Parish.
16. To take opportunities to take responsibility for facilities and assets on the new development north of Horsham.
17. To replace the Boiler at Roffey Millennium Hall.
18. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.
19. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.
20. To promote a review of the traffic calming measures on Crawley Road as appropriate.
21. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work. To promote Horsham District Council's only listed Ancient Monument – Chennells Brook Castle (the Motte and Bailey castle north of Chennells Brook Farm).
22. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings (Buses and taxis) to provide an even coverage of public transport connectivity across the parish.
23. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

7. Other considerations

7.1 The visioning event raised other projects such as facilitating a 'dial a ride' scheme for the elderly and infirm, installing electric car charging points at community halls powered by solar panels, making all halls vatable and contracting out caretaking and cleaning duties, but these didn't have sufficient support to include in the Business Plan at the time, nor available funding. The projects could be reconsidered in the future. In 2018 , the Parish Council considered taking responsibility for the Car Park in Godwin Way, but there wasn't the support from the retail sector. The Parish Council may wish to consider organising community events for Sussex Day (16th June) and the big clean (first weekend in March) in the future. The Parish Council consulted with the community about producing a Neighbourhood Plan but the lack of support and the expense led to the Council deciding that A Neighbourhood Plan wouldn't be produced in July 2018.

7.2 There was a formal staff review in 2017 which demonstrated that staffing levels were adequate for the current level of business, but there was very little additional capacity for large projects, staff vacancies, holidays or illness. As business has increased at the halls, there has been a need for

greater flexibility between the caretakers. If there is a caretaker vacancy, cover is given by office staff, reducing their ability to cover their day to day work. When there is a reduction in staff cover, fewer bookings can be taken. This impacts on income from the asset. At North Heath Hall and Holbrook Tythe Barn some regular hirers hold keys and contract cleaners are used when there are caretaker vacancies.

8. Key priorities, costings and notes

The aims and objectives are in black, potential cost in red and progress is in blue.

Short term goals (2019/20)

1. To encourage any Councillor vacancies to be filled.

There is £19,950 in an earmarked reserve for elections.

Sixteen councillors were elected in May 2019. One vacant post was filled by co-option at the May 2019 Parish Council Meeting. The two casual vacancies are advertised.

2. To ensure that all buildings and open spaces are run efficiently, effectively and as inclusively as possible. *The Council is aware of the slowness of the booking system and the risk to the efficient running of the halls, replacing the booking system would have a cost for the system and training. The cost is unknown at this time but is being explored.*

3. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.

The Property Committee prioritise work in collaboration with other Committees and the Council. Regular inspections of assets are carried out including an independent tree survey and risk assessments.

4. To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires as part of activities already established in Horsham Town and further afield.

The Property Committee has control over the buildings and open spaces and regularly review the Terms and Conditions of Hire, other associated policies, maintenance schedules and the financial costs. The Personnel Committee review staff capacity.

All buildings are accessible and compliant with DDA. North Horsham Parish Council is a member of the Horsham District Dementia Action Alliance. Some staff have been trained as Dementia Friends.

A customer satisfaction survey is given to hirers to measure performance and as a way of improving service. There is evidence of repeat and long term hires.

The Caretakers are key in providing a positive customer experience. They wear uniform so that they are easily identifiable and are in close communication with the office through clear lines of management. There are positive remarks following bookings on most occasions.

By having a system of prioritising work, the Property Committee can make consistent and measured decisions. Health and Safety work is essential and can be done through officer delegation as required.

Staff upsell the facilities and look for new and innovative ways in which the spaces can be used. There has been greater emphasis on advertising using the website and social media and this will

increase. Difficulties in filling caretaker vacancies has a knock on effect on bookings and different ways of working will be considered where appropriate.

The bookings system has its limitations and is slow. Consideration could be given to changing to a more efficient system in the future. The Council is amenable to change but as replacement will be a significant event, it needs to bring significant benefit and the changeover be scheduled well in advance.

5. To work with WSCC, HDC and key agencies to promote the best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
6. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.

The Parish Council has a slot on the Parish Council agenda for West Sussex County Councillors and Horsham District Councillors to submit a written or verbal report and every effort is made to work collaboratively where possible. County and District Councillors are contacted between meetings where appropriate. Parish Councillors can speak at County and District meetings.

The Parish Council is regularly consulted on issues that will affect the residents of North Horsham and collaborative working is promoted where possible. The Parish Council is invited to training events with WSCC and HDC. The Parish Council has corresponded with WSCC on highways issues as a result of items raised at Planning, Environment and Transport Meetings or on concerns raised by residents.

Positive relationships have been sought with key agencies in North Horsham. The Annual Parish Meeting gives an opportunity to showcase community facilities.

7. To continue to engage with WSCC, HDC and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.

Section 106 contributions have been set aside by HDC who are working with WSCC.

8. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.

Section 106 contributions have been set aside for some improvements.

The Parish Council facilitates quarterly North of Horsham Development Parish Liaison Group meetings between key stakeholders including community groups and residents. The meetings are reported back to the Planning, Environment and Transport Committee for action and notes from the meeting are published on the Parish Council's website.

An initial report on the opportunities for cycling connectivity between the new and existing development has been completed by Phil Jones Associates on which to move forward with the developers and other agencies. This will be ongoing over several years and be part of the discussions of the North of Horsham Development Parish Liaison Groups.

9. To explore a Community Land Trust for North Horsham Parish.

Initial meetings have taken place with residents and experts. The Parish Council is now seeking the views of the residents.

Medium term goals (2019 – 2021)

10. To support a Walking and Cycling Infrastructure Plan for North Horsham.

The Parish Council has written letters of support for a Walking and Cycling Infrastructure Plan to WSCC, HDC and the developers and requested that the Parish Council is fully engaged with the process.

11. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy. There may be a need to get assistance with the website to ensure that it is compliant with emerging technology and regulations.

There is £1,200 in the 2019/20 budget for articles to be submitted to Horsham Pages (North) and an IT budget of 2,400 in the 2019/20 budget.

There is an ongoing contract with Horsham Pages (North). A suggestion of "Welcome to North Horsham" signs will be put to the Property Committee in due course.

12. To support the North Horsham Friendship Club for those living in the parish over sixty years old.

North Horsham Parish Council considers an annual grant of around £250 through the grants procedure.

North Horsham Friendship Club has around 40 members with between 20 – 25 people attending each session. The activities include quizzes, talks, outings, music and games. The Facilities Officer spends a portion of her time preparing and delivering the activities as necessary and refreshments. The Deputy Clerk works with the Facilities Officer to set a programme of activities.

13. To support the provision of youth services in North Horsham to provide better opportunities for young people.

HDC has suggested engaging a third party such as Horsham Matters to do some work with young people to understand the issues.

14. To support access to internet facilities. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.

WSCC is working with HDC, Horsham Matters and Age UK Horsham District on a Digital Inclusion project. They are aware that the Parish Council is willing to support their initiative where appropriate and within resources.

HDC do a buildings audit on an annual basis and are aware of the facilities that the Parish Council can offer and that the Parish Council is willing to enter into a dialogue in the future.

15. To look to upgrading one playground. Work undertaken to ascertain the life expectancy and required sums to be set aside for asset replacement has shown that Birches Road Playground and Amberley Road Playground will need replacing in 2024 and 2015 respectively. To replace all equipment at both playgrounds would cost approximately £130,000 however, some of the existing equipment and infrastructure could be retained reducing the costs.

Some money is available in the R and R Ear Marked Reserve, but it would be sensible to start setting aside money from the 2020 budget.

16. To look to working with HDC and the developers to take responsibility for community buildings, open spaces, playgrounds and other assets on the development north of Horsham. North Horsham Parish Council has already indicated to Horsham District Council that they would be willing to be approached regarding the future running of any community buildings in the development north of Horsham. Costings are unknown at this time as it is likely that the arrangement would be for the buildings to be transferred after completion by HDC.

17. To prepare to replace the boiler at Roffey Millennium Hall.

£10,000 has been asset aside in an Ear Marked Reserve.

Long term goals (2019-2024)

18. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.

Initial approaches have been made to HDC Economic and Visitor team to see if events held in Horsham Town can include North Horsham. Ongoing dialogue will be needed.

19. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park.

There is information on file (2015) to suggest this will not be possible for at least three to five years even if money were available, which it isn't at this stage. This is a major project and would need buy in from WSCC, HDC and other agencies. Checked with HDC in 2018 and nothing is known about any redevelopment. The sites are included in the Strategic Housing, Economic, Land Availability Assessment (SHELAA) produced by HDC in 2019. The land is noted as 'not currently developable'.

20. To promote improvements in the traffic calming measures on Crawley Road as appropriate.

WSCC has no plans to make any amendments to Crawley Road But there could be opportunities if any redevelopment was done at the Roffey Centre.

21. To encourage local junior schools to learn about the history of North Horsham and provide facilities to exhibit work and give prizes for the best work. To promote Horsham District Council's only listed Ancient Monument – Chennels Brook Castle.

Attempts to engage with local schools proved unsuccessful as they have virtually no time for non-curricular activities. The Parish Council website includes information regarding Chennelsbrook Castle, the only listed Ancient Monument in Horsham District. HDC gave the Parish Council £1,000 grant that could be used to develop an interactive website for the Motte and Baily.

22. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings. (Buses and taxis) to provide an even coverage of public transport connectivity across the parish.

Improvements could come with the new development north of the A264.

23. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

The Finance Committee has agreed to review this on an annual basis to ascertain whether finding allows further investment. The next review is December 2019.

9. Financial Considerations

9.1 A few of the short and medium term goals have money allocated. Setting money aside for longer term goals is more difficult as they are dependent on opportunities becoming available to the Parish Council.

Actual figures for 2015/16 to 2019/20 and budgeted figures for 2020/21 with estimated budget for 2020/21.

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Budgetted	2020/21 Estimated
INCOME						
Finance	283	1,518	879	571	100	250
Allotments	500	750	1,015	539	775	775
NHH	56,362	57,651	62,013	64,471	64,873	66,171
HTB	26,397	27,068	35,098	36,425	34,110	36,720
Multi Courts	20,217	17,921	22,318	24,270	22,035	24,480
RMH	74,601	73,845	74,222	85,141	83,463	86,700
TOTAL	178,360	178,753	195,545	211,417	205,356	215,096
EXPENDITURE						
Finance	64,735	52,278	52,327	45,766	55,720	56,834
Grants	13,773	8,577	8,800	5,660	10,000	10,000
Burial	6,000	3,000	9,183	6,730	6,750	6,885
Planning	1,550	0	2,000	737	2,250	2,250
Allotments	1,179	717	1,009	1,589	1,200	1,200
Amenities	42,408	37,799	42,712	34,481	50,000	51,000
NHH	21,995	24,070	23,303	23,180	26,399	26,000
HTB	18,609	17,582	20,777	21,164	23,001	23,000
RMH	34,527	32,564	33,200	34,546	37,829	38,000
Personnel	287,220	293,325	275,643	287,705	302,450	310,000
TOTAL	491,996	469,912	468,954	461,558	515,599	525,169
NET EXPEND.	313,636	291,159	273,409	250,141	310,243	310,073

FUNDING						
Council Tax benefit	11,678	7,006	1,403	0	0	
Environmental Grant	9,388	9,538	9,691	9,836	9,984	10,000
Precept	278,908	282,726	293,551	319,943	327,770	?
CiL	0	0	0	0	11,053	?
TOTAL	299,974	299,270	304,645	329,779	348,807	?

GENERAL RESERVE						
<i>Impact of accounts on GR</i>	-13,662	8,111	31,236	79,638	***38,564	?
<i>GR</i>	101,744	85,277*	106,513	**186,151	***150,000	?

*money transferred from the General Reserve to Earmarked Reserves in 2016/17 reduced the General Reserve figure.

** The 2018/19 budget was made with the aim of having £150,000 in the General Reserve, but the final general reserve for that year of £186,151 meant there was a surplus of £36,151. This gives an opportunity to transfer money into Earmarked Reserves (£20,000 perhaps to start an Earmarked Reserve specifically for the playgrounds) or use it for projects within the Business Plan

*** The 2019/20 budget was made with the aim of having £150,000 in the General Reserve and a surplus of 38,564. £20,770 was transferred from the General Reserve to Repairs and Renewals to cover Boardwalks (£17,520) and Street Lighting (£6,000) and Redecorating at Holbrook Tythe Barn (3,250) which was agreed as high priority work.

? The precept for 2020/21 is too early to predict as is the impact on the general reserve, however, if everything remains on track and the budget for 2020/21 increases by around 2% on the actual figures for 2018/19, the General Reserve will again rise giving the Parish Council options to top up reserves that may be depleted or starting new projects identified in the Business Plan

9.2 The Internal Auditor advised that a General Reserve of around £150,000 (approximately 5 – 6 months running costs) would be acceptable.

10. Earmarked Reserves

	01.04.2016	01.04.2017	01.04.2018	01.04.2019	01.04.2020
VAT Contingency ¹	7,955	7,955	7,955	7,955	7,955
Repairs and Renewals ²	160,766	145,030	139,886	129,450	Additional funding allocated n 2019/20, to be spent over the year. ⁹
Election ³	19,950	19,950	19,950	19,950	19,950
Tree Management Work ⁴	0	0	0	0	6,000
Roffey Youth Club ⁵	5,621	5,621	5,621	5,621	5,621
Planning ⁶	12,000	8,250	8,035	8,035	Potential spend of £5,000
RMH Boiler ⁷	0	0	0	0	£10,000
Capital Receipt ⁸	25,000	25,000	25,000	25,000	25,000
Total	231,302	211,816	206,457	196,011	To be determined.

Footnotes

1. Some of the Parish Council's buildings are opted to tax, others are exempt. Currently VAT can be claimed up to £7,500. If the Council's VAT exceeds that figure, all VAT must be paid. VAT is monitored by the Finance Committee quarterly and there should be

early warning if the de minimus will be exceeded. If the money has to be given to HMRC, another contingency would need to be built up as quickly as possible.

2. Repairs and renewals are for large cost items.
3. If there were a by-election the cost would come from this Earmarked Reserve.
4. Tree management work identified from risk assessments.
5. Money left from the Roffey Youth Club could go towards another youth facility or project.
6. Money has been set aside for transport surveys, professional fees associated with the new development, improvements to local areas or tree survey work.
7. RMH Boiler has reached near the end of its lifespan and is likely to need replacing within the next few years.
8. Capital receipt from the sale of land at North Heath Hall can only be spent on other capital projects.

9.3 Earmarked Reserves where future funding may be required. The gutters at Roffey Millennium Hall leak and will need some remedial work or replacement may be needed within the next eighteen months. (£4,000), there is work required on the lift at Roffey Millennium Hall (£1,500), bench at HTB (£500). There are refurbishments needed to the toilet areas and lower kitchen at North Heath Hall (£20,000). Pieces of play equipment are likely to need replacement within the next three to four years.

Whilst the work is likely to be staggered, this will reduce the reserve quite significantly and a top up will be needed to ensure there is funding available in the future. It would be prudent to regularly top up Repairs and Renewals.

11. Action Points

11.1 To work to fill the Councillor vacancies.

11.2 To explore a new booking system and bring information back to the Council.

11.3 To work to further promote the halls and Parish Council assets. To maintain a high level of customer care and service. This has resource implications.

11.4 To continue working within the North Horsham Development Parish Liaison Group forum to try to get the best facilities for the parish and to take opportunities to work with WSCC and HDC regarding the management of assets.

11.5 To continue to support the North Horsham Friendship Club as a means to improving wellbeing for many in the parish.

11.6 To seek to fulfil all objectives as the opportunities arise.

11.7 To set the precept in the future at a level whereby the General Reserve is kept at the level recommended by the Internal Auditor and so that any Earmarked Reserves that are used can be replenished within a reasonable space of time if appropriate.

11.8 To seek to consult residents and gain their views.

North Horsham Parish Council
Roffey Millennium Hall
Crawley Road
Horsham
RH12 4DT

Telephone 01403 750786

E-mail parish.clerk@northhorsham-pc.gov.uk



North Horsham Parish Council

Business Continuity Policy and Plan

Business Continuity Policy Statement

The Civil Contingencies Act 2004 places a duty on the local authority to ensure that it is prepared, as far as reasonably practical, to continue to provide critical functions in the event of a disruption. North Horsham Parish Council's policy is to maintain the continuity of its critical core functions and where these are disrupted by any event to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

Scope of the Policy and Plan

This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an emergency.

Responsibilities

North Horsham Parish Council as a corporate body is responsible for the Business Continuity Plan. The Chairman and Vice Charman are first responders in an emergency with the Clerk or Deputy Clerk and jointly, they will be responsible for initiating actions included in the Business Continuity Plan.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff.

The Council will be responsible for ensuring there is adequate training for staff and ensuring that activities are completed through a monitoring system.

Aim of the Plan

This Plan provides the framework in preparation for the Council to cope with the effects of an emergency.

Objectives

- To define and prioritise the Critical Core Functions of the business
- To identify the emergency risks to the business and assess likelihood and impact
- To detail the agreed response to an emergency including first reactions, recovery objectives, structure for implementation, monitoring, follow up procedures and communication processes.
- To identify key contacts during an emergency.
- To keep the information within the Business Continuity Plan updated and to review procedures at least bi-annually.

Critical Core Functions of the business

- The Parish Council Office which administers the halls by taking bookings, raising invoices, receiving payments, financial recording, communication with potential hirers, residents and other bodies, servicing meetings and assisting the public.
- Roffey Millennium Hall (which includes the Parish Office)
- North Heath Hall
- Holbrook Tythe Barn
- Multi Courts

Other services that could be affected

- Amberley Close allotments
- Amberley Close play area and open space
- Holbrook Tythe Barn play area and open space
- Birches Road play area and open space
- Earles Meadow play area and open space
- Multi courts
- Bus shelters
- Street lights
- Notice boards
- Litter and dog bins
- Litter picking.
- North Horsham Friendship Club

Emergency Risks to the business

- Fire
- Flood
- Theft/ break in.
- Equipment failure
- Staff illness (epidemic)
- Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death
- Death or Serious injury to member of staff whilst carrying out Council duties
- Extreme weather

Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Loss of building due to fire.		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire alarm with frequent tests/ Insurance Fire extinguishers.	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Insurance.	
Loss of important documents due to fire, flood or theft.		Low/ Medium	Electronic documents backed up and back up kept off site. Land registry documents etc. can be sourced from national repositories. Many records are scanned or held electronically Some key documents are on the Parish Council website.	Continue with a programme of scanning documents to be kept electronically.
Loss of Council computer files due to fire, flood, breakdown or theft.		Low/ Medium	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site. Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Professional IT company to give support	
Staff illness.		Low/ High	Employment law to support staff is in place ie 11 hour breaks. Staff welfare is monitored by managers.	
Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death		Low/ Medium	Sussex Association of Local Councils or Horsham District Council may provide support.	The Council may wish to consider succession planning.

Death or Serious injury to member of staff whilst carrying out Council duties.	Low/ High	Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.	
---------------------------------------------------------------------------------------	-----------	-------------------------------------------------------------------------------------------------------------------------------------------------	--

Should an emergency occur the following checklist should be used.

**Emergency Response Checklist
For use during an emergency**

- Start a log of actions taken:
- Liaise with Emergency Services:
- Identify any damage:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan:

Communication processes

When an emergency situation arises **the Clerk/ Deputy Clerk/ Chairman of the Council or Vice Chairman of the Council** is the first point of contact.

Their first priority is to summon the relevant **Emergency Services** if necessary.

The **Clerk/ Deputy Clerk** should then inform **staff, hirers** and other **Councillors** and report to the **HSE** if necessary.

The **Clerk/ Deputy Clerk** may need to contact the **insurance company, hirers, IT providers, Horsham District Council, West Sussex County Council, Sussex Association of Local Councils, the Bank, suppliers or contractors.**

Key contacts

Council contacts

Position	Name	Address	Telephone Number
Council Chairman	Cllr Alan Britten	32 Brushwood Road RH12 4PE	01403 272226
Council Vice Chairman	Cllr Tony Rickett B.E.M.	33, Bluebell Close RH12 5WB	01403 217003
Clerk to the Council	Pauline Whitehead	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786
Deputy Clerk to the Council	Vivien Edwards	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786

Out of Hours Key holder

Fidellis Security		Unit 7 Enterprise Estate Moorfield Road Guildford Surrey	01483 506225
-------------------	--	----------------------------------------------------------------------	--------------

Emergency Contacts

Contact For/ Work	Name	Company/ Location	Telephone Number
Report of crime or need for emergency services		Sussex Police/ Fire / Ambulance	999
Insurance Company		Came and Company	01483 462860
Health and Safety Executive		HSE	0345 3009923
Gas		Emergency number	0800 111999
Electricity		Emergency number	0800 3163 105 or 105 –

			power cuts or emergency
Water		Business Stream Southern Water	0330 1232000 Mon – Fri 9am -5pm 01903 264444 Out of hours
Telephone		BT	0800 800154
Boarding up		Crawley Double Glazing Repair	0800 0546508
Emergency Repairs		Jack Auletta Ltd. 74 Brockham Lane Betchworth Surrey Concept Building Solutions The Mill Brookes Green Road Partridge Green TC Maintenance	01737841048 07796440000 0800 1571020 01903 9141160 07935 363034 tcmaintenance3@gmail.com
Boilers		ServCom Unit 5 Beeding Court Business Park Shoreham Road Upper Beeding Steining	01273 820998
Lift		ELA Lifts	07432 737849
Keys (24 hour service)		Leadbetter Locks	01403 264205 07825 440294
Key holder		Nick Simmonds Electrical	07745 790018
IT Support		Netcom IT Solutions Premier House 7, St Leonards Road Horsham RH13 6EH	01403 252995
HR Support/ Recruitment		HR Services Quadrant House North Heath Lane Industrial Estate Horsham RH12 5QE Sussex Association of Local Councils	01403 240205 01273 830200
Tree work		Mulberry Barn Borough Farm Five Oaks Billingshurst West Sussex RH14 9AG	Tel./ Fax (01403) 784378 Mobile: 07836 639575 Email: gary@gcollier-forestry.co.uk

Update and review

This Policy and Plan shall be updated as appropriate and reviewed annually by full Council.

18th June 2019

Business Impact Analysis - North Horsham Parish Council Response to an Emergency including a timeframe of responses, recovery objectives, a structure for implementation, monitoring and follow up procedures.

TIMELINE		24 hours	Within 7 days	Within 1 month	Within 3 months
Area V	Recovery steps >	Immediate Response and Actions	Management Response	Business Continuity Rebuild Confidence	
Loss of building due to fire.		Inform the Council, staff and appropriate hirers. Inform the insurance company. Relocate hirers if possible. Relocate Parish Office if appropriate.	Set up temporary office including communication systems if necessary.	Hold a meeting of the full Council. Review the position. Work with the insurance company to rebuild the facility.	Action any recommendations from the review and continue to review progress.
Loss of equipment due to fire, flood, equipment failure or theft		Inform the Council. Inform the insurance company. Report theft to Police. Decide if equipment needs instant replacement.	Purchase new equipment. Ascertain what has been lost.	Report to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of important documents due to fire, flood or theft.		Inform the Council.	Review the position. Put steps in place to recover the documents if possible.	Report incident to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of Council computer files due to fire, flood, breakdown or theft.		Inform the Council. Retrieve the back up files from cloud with help from IT company	Install back-up files on temporary or replacement equipment.	Report incident to Full Council Meeting and review position.	Action any recommendations following the review.
Staff illness.		Inform the Council. Decide on temporary cover strategy.	Provide temporary cover.	Provide cover and support whilst staff return to work.	Review the process and action any recommendations.
Loss of Clerk/ Deputy Clerk due to sudden or long term illness, incapacity or death.		Inform the Council. Decide on temporary cover strategy.	Provide temporary cover.	Provide replacement and/ or begin recruitment process	Review position and procedure for continuity.
Death or Serious injury to member of staff whilst carrying out Council duties.		Inform the Council. Inform the insurance company. Inform HSE.	Decide on temporary cover strategy. Investigate how the injury/ death occurred to respond to HSE.	Provide temporary cover then recruitment. Review position and procedure for continuity. Provide support to existing staff.	Provide support to existing clerk if/when they return to work or to the new clerk.

