

**NORTH HORSHAM PARISH COUNCIL  
PARISH COUNCIL MEETING  
THURSDAY 4<sup>TH</sup> JULY 2019 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**CLERK'S REPORT  
To be read in conjunction with the Agenda.**

**1. Public Forum.**

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

**4. 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.

**9. Chairman's Announcements**

The North Horsham Now and Then project as part of the Horsham District Council 2019 Year of Culture takes place on Saturday 6<sup>th</sup> July 2019. Photographs taken will be put on to the Parish Council website as a historical record of North Horsham in 2019.

**10. Standing Orders - amendment**

To amend Standing Order 28 (2) to increase the number of members on the Property Committee.

**11. Appointments to Council Committees**

To appoint additional Councillors onto the Property Committee.

**12. Councillor Training**

Cllr M. Cockerill is undertaking Surrey and Sussex Association of Local

Councils (SSALC) Councillor Briefing and Awareness Training on 9<sup>th</sup> July 2019 in Battle.

Cllr J Gough, Cllr D Mahon and Cllr S Wilton are undertaking SSALC Planning Training on 12<sup>th</sup> September 2019

Trevor Leggo, CEO of SSALC writes:-

“SSALC is piloting the idea of a ‘Councillor Training Passport’ to inject an element of competition into attendance at SSALC training events and encourage more councillors to take advantage of the training on offer. At the end of the year the Council with the highest percentage of its councillors having attended training – subject to verification – will be eligible for a SSALC reward. “

Councillors have been sent training passports which will be stamped when attending a SSALC training event.

North Horsham Parish Council has a training budget of £1,500 for the year and a Training and Development Policy that supports Councillor Training.

At : 09:56

## LLoyds Bank Accounts

## List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2019	Horsham Publications Ltd	010519-1	72.60		Newsletter
01/05/2019	CF Corporate Finance Ltd	010519-2	158.94		Photocopier Lease
01/05/2019	Horsham District Council	010519-3	168.30		Dog Bins
01/05/2019	Horsham District Council	010519-4	663.00		Rates
01/05/2019	Horsham District Council	010519-5	987.00		Rates
03/05/2019	Scottish Water Business Stream	030519-1	465.95		Water
03/05/2019	N. Simmonds,	030519-10	165.00		Emergency Light Test
03/05/2019	Mr Bill Bilner	030519-2	54.00		Expenses
03/05/2019	Essential Hygiene & Catering S	030519-3	739.93		Cleaning Supplies
03/05/2019	City Electrical Factors Ltd	030519-4	29.13		Electrical Supplies
03/05/2019	G Collier	030519-5	504.00		Tree Work
03/05/2019	ELA Group	030519-6	249.60		Lift Repairs
03/05/2019	Mulberry & Co	030519-7	282.24		Internal Audit
03/05/2019	T C Maintenance	030519-8	237.00		Flowerbed Preparation
03/05/2019	GDPR Services	030519-9	756.00		DPO
07/05/2019	West Sussex County Council	070519-1	26,044.10		Salaries Arpil 19
08/05/2019	SOS Systems	080519-1	106.33		Printing
08/05/2019	British Gas Business	080519-2	350.29		Electricity
14/05/2019	Essential Hygiene & Catering S	140519-1	9.41		Sundries
14/05/2019	Grasstex Ltd	140519-2	3,947.64		Grass Cutting
14/05/2019	Horsham District Council	140519-3	1,682.60		Burial Charges
14/05/2019	Horsham in Bloom	140519-4	350.00		Grant Horsham In Bloom
14/05/2019	Horsham Town Community Partner	140519-5	180.00		Grant for Riverside Walk
14/05/2019	Kiddivouchers	140519-6	256.11		Childcare Voucher
14/05/2019	D. Lees	140519-7	73.80		Expenses
14/05/2019	NETCOM	140519-8	181.56		IT Support
14/05/2019	Servcom Services UK Ltd.,	140519-9	413.70		Boiler Service
21/05/2019	Lloyds Business C.Card	210519-1	18.09		Misc Expenses
21/05/2019	CAME & CO	210519-1	8,821.94		Annual Insurance
21/05/2019	ELA Group	210519-2	158.01		Lift Service
21/05/2019	H Griffiths	210519-3	27.45		Expenses
21/05/2019	SSALC Ltd	210519-4	17.00		LCR Subs
21/05/2019	M Stoner,	210519-5	30.60		Expenses
21/05/2019	Viking Direct	210519-6	305.17		Office Chair
22/05/2019	EDF Energy Ltd	220519-1	86.80		Elect - Street Lighting
28/05/2019	British Gas Business	280519-1	96.34		Gas 23.03.19 to 30.04.19
28/05/2019	British Gas Business	280519-2	335.72		Gas - 23.03.19 to 30.04.19
30/05/2019	British Gas Business	300519-1	227.85		Elect.-01.04.19 to 30.04.19
30/05/2019	British Gas Business	300519-2	442.53		Elect- 01.04.19 to 30.04.19
<b>Total Payments</b>			<b>49,695.73</b>		



# NORTH HORSHAM PARISH COUNCIL

## FIRE SAFETY POLICY

### POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005 (FSO)**.

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

### KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

### WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

### REVIEW OF THE POLICY

Subject to any new legislation, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed annually. The next review is due in July 2020.



# North Horsham Parish Council

## SAFEGUARDING POLICY

*This policy has been prepared using HM Government "Working Together to Safeguard Children" July 2018 and Horsham District Council Safeguarding 2019 [www.horsham.gov.uk accessed 25.06.19] and is in line with the Policy and Conditions of Hire in Relation to Council Owned Premises.*

### **INTRODUCTION**

Safeguarding is protecting adults at risk or children from physical, emotional, sexual abuse and neglect. It is always unacceptable for a child, young person or an adult at risk to experience abuse of any kind. The legal duty to safeguard children and vulnerable adults is set out in the Safeguarding Vulnerable Groups Act 2006 (England and Wales). North Horsham Parish Council expects the users of its services to observe exemplary standards of behaviour and conduct with regard to safeguarding the welfare of children and vulnerable adults and promotes a safeguarding culture and environment.

### **POLICY STATEMENT**

The Council will seek to safeguard children and vulnerable adults by:

- Valuing, listening to and respecting children and vulnerable adults.
- Ensuring that all suspicions of, and allegations of abuse are taken seriously and reported as necessary;
- Sharing information about concerns with appropriate agencies;
- Providing training and support where necessary;
- Ensuring that all Members, staff and volunteers are aware of this policy and promote good practice.

### **DEFINITIONS**

For the purpose of this policy a child is anyone under the age of 18 (as defined in The Children Act 1989). The main forms of abuse covered by the policy and defined in the Act can be categorised as Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.

A vulnerable adult is someone over the age of 18 who is 'in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or is unable to protect him or herself against significant harm or

exploitation'. It should be noted that disability or age alone does not signify that an adult is vulnerable.

## **PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE**

Any allegation of abuse should be reported to the user of its services, the Clerk or the Chairman of the Council as appropriate, who may need to involve outside agencies to make further investigations.

## **USEFUL CONTACT DETAILS**

West Sussex Adults' Services (01243 642121)  
Multi-agency Safeguarding Hub (MASH) (033 022 266664)  
Sussex Police (101)  
NSPCC Child Protection Helpline (0808 800 5000)  
Child-Line (0800 1111)

Policy adopted:- September 2017  
Review :- July 2019  
Next Review July 2021

## North Horsham Parish Council Meeting 4<sup>th</sup> July 2019 Agenda Item 19

Correspondence List 1 from 17<sup>th</sup> May 2019 to 27<sup>th</sup> June 2019.

Below is a list of correspondence received at the Parish Council Office.

Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• Planned Roadworks in West Sussex – this is no longer provided in an excel sheet. Information can be accessed by typing <a href="http://westsussex.cdmf.info/heatmap/heatmapOSM.html">http://westsussex.cdmf.info/heatmap/heatmapOSM.html</a> into your browser.</li> <li>• Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date 04/06/19</li> <li>• WSCC Adult Social Care Vision and Strategy Launch Event - 6 June</li> <li>• Temporary Traffic Regulation Order - Cook Road, Horsham - Start date 10/06/19.</li> <li>• Early Warning Notice - Temporary Traffic Regulation Order - Green Lane, Horsham - Proposed start date: 06/08/19</li> <li>• Notification of logistics meeting in relation to the Incinerator Appeal Meeting – 6<sup>th</sup> June 2019 10am Parkside, Horsham.</li> <li>• Newsletter</li> <li>• WSCC Local Committee in North Horsham agenda 17<sup>th</sup> June 2019</li> <li>• Temporary Traffic Regulation Order - Wimblehurst Road, Horsham - Start date 15/07/19.</li> <li>• Temporary Traffic Regulation Order - Tylden Way, Horsham - Start date: 12/07/19</li> <li>• Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date 15/07/2019</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• What's on in Horsham.</li> <li>• Year of Culture updates.</li> <li>• News updates.</li> <li>• Proposed Changes to the Governance of the Council's Planning Process – from CEO Glen Chipp.</li> <li>• Tea Party to celebrate volunteers. 4<sup>th</sup> June 2019 Billingshurst.</li> </ul>
3.	<p><u>NALC</u></p> <ul style="list-style-type: none"> <li>• Chief executive's bulletins 17.05.19, 24.05.19, 31.05.19, 07.06.19., 14.6.19., 21.06.19.</li> </ul> <p>Newsletter 23.05.19, 19.6.19</p>
4.	<p><u>Sussex Association of Local Councils (SALC)</u></p> <ul style="list-style-type: none"> <li>• Weekly bulletins</li> </ul>
5.	<p><u>Horsham Association of Local Councils (HALC)</u></p> <ul style="list-style-type: none"> <li>• Next meeting, 25<sup>th</sup> June 2019, 7.30pm at the Steyning Centre – presentation on GDPR.</li> <li>• Parish Council Representative for the Standards Committee.</li> </ul>
6.	<p><u>Sussex Police</u></p> <ul style="list-style-type: none"> <li>• Horsham Weekly Bulletins</li> </ul>

7.	<u>Crawley, Horsham and Mid Sussex CCG</u> <ul style="list-style-type: none"> <li>• NHS Crawley and NHS Horsham and Mid-Sussex Clinical Commissioning Groups - June Patient Roundup.</li> <li>• Invitation to Annual General Meeting.</li> </ul>
8.	<u>Horsham District Older Peoples Forum.</u>  Post Office/Bank closures - Guest speaker from Post Office - public meeting. Wednesday 29th May 2019, 10.30am - 1 pm at the Steyning Centre, Saxon Room, Fletchers Croft, Steyning BN44 3XZ.
9.	<u>Southern Water</u> Working Together to Build a Resilient Water Future for the South East
10.	<u>Horsham District Cycling Forum.</u> Local elections boost for cycling / Next Forum meeting Tuesday 4th June
11.	<u>Friends of Horsham Park</u> Newsletter – June 2019 Call for photographs for calendar.
12.	<u>Horsham Town Community Partnership</u> Reminder of the Annual Riverside Walk and the North Horsham Now and Then Year of Culture project.
13.	<u>Age UK Horsham District</u> Newsletter June 2019 Invitation to say goodbye to Sonia Mangan, the CEO of Age UK, Horsham District who is leaving to take up another post.
14.	<u>Southwater Parish Council</u> Neighbourhood Plan consultation. Planning, Environment and Transport Cttee 20.06.19.