MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE TO BE HELD ON THURSDAY 12TH DECEMBER 2019 AT 7.30pm

COMMITTEE REPORT

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

1. Public Forum.

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

4. Declarations of Interest.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be recorded in the minutes.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcements.

Victim Support expressed appreciation for the grant of £500 awarded in June 2019 and provided a copy of their training plan for 2018 – 19 to demonstrate the type of activities that the grant funded, the topics covered include domestic violence, mental health, hate crime, sexual violence, safeguarding, young witness training, homicide and core training.

8. Precept

The Property Committee has requested that £4,000 be included in the precept to provide additional Notice Boards.

The Parish tax base for 2020/21 for North Horsham is 8,733.3, it was 8,705.2 in

2019/20. (The Parish tax base determines the amount of Council tax paid for those who pay a Band D levy.

9. Bank Interest Rates

The Parish Council currently holds bank accounts with Lloyds Bank, Nationwide and the Co-operative Bank. The interest rate on the Lloyds Bank Business Bank Instant Account is 0.05% AER, Nationwide Business Instant Saver Issue 5 (Annual) 0.65% AER and Co-operative Bank Community Directplus Account – 0.00%. To reduce risk, the Nationwide and Co-operative accounts are kept under the investment amounts guaranteed by the Financial Services Compensation Scheme

Investments must be made in line with the Parish Council's Investment Policy. Short term investments, less than 12 months, can be agreed by the Finance and Administration Committee. Investments over 12 months must be agreed by full Council after recommendation by the Finance and Administration Committee.

Savings products offered by the banks used by the Parish Council have been noted below along with some alternative opportunities. Lists of potential savings products can be found online. Should a councillor wish to raise an alternative savings product, please make the Committee aware prior to the meeting so that Councillors can familiarise themselves with the proposals and make an informed decision.

Supplier	Investment type	Term	Rate
Lloyds Bank	Fixed term deposit	3 months	0.70%AER
Lloyds Bank	Fixed term deposit	6 months	0.75% AER
Lloyds Bank	Fixed term deposit	9 months	0.80% AER
Lloyds Bank	Fixed Term Deposit	12 months	1.05% AER
Nationwide	Fixed Rate Bond	12 months	0.75% AER
Nationwide	Fixed Rate Bond	24 months	0.85% AER
Nationwide	Fixed Rate Bond	36 months	1.00% AER
Co-operative	95 Day Notice	No fixed term	1.00% AER
Bank	account		
Aldermore Bank	Easy Access	No fixed term	1.00% AER
	account – issue 7		
Aldermore Bank	Fixed Rate	12 months	1.65% AER
	Business Savings		
	Account		
Aldermore Bank	Fixed Rate	6 months	1.15% AER
	Business Savings		
	Account		

Aldermore Bank	Fixed Rate	12 months with	1.15% AER
	Business Savings	access	
	Account		
Paragon	Fixed Rate	12 months	1.60% AER

AER stands for annual equivalent rate and illustrates the interest rate if it was paid and compounded once each year.

11. Property Portfolio

Extract from North Horsham Parish Council's Business Plan June 2019.

"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."

13. Grant application.

There remains £7,270 available for grants in 2019/20. The grant application from the Earles Meadow Conservation Group is for £630 and will enable to group to continue its Award Winning work on the Parish Council owned Public Open Space at Earles Meadow. A large sector of the community benefit from the work undertaken by the group. All required supporting documents have been submitted.

The Parish Council has awarded funding previously as follows:-

June 2011	£200	Ongoing work
October 2016	£575	Ongoing Work
December 2017	£550	Ongoing work
February 2019	£565	Ongoing Work

Pauline Whitehead BA(Hons) FSLCC 5.12.19

Finance Report to show income and expenditure to 30th November 2019

Period covering 1st April 2019 to 30th November 2019

Funding at 30th November 2019

Precept (full year)	327,769
CiL Payment	11,053
Environmental Grant (full year).	9,984
HDC Year of Culture Grant returned	(1,000)
Total	347,806

Income to 30th November 2019

Cost Centre	Actual	Annual	Expected income to
Cost Centre	Income-	Budget	November 2019*
Admin	358	100	67
Allotments	541	775	517
North Heath Hall	43,012	64,873	43,249
Holbrook Tythe Barn	27,131	34,110	22,740
Multi Court Lettings	13,853	22,035	14,690
Roffey Millennium Hall	56,437	83,463	55,642
Total	141,332	205,356	136,905

Expenditure to 30th November 2019

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure to November 2019*
Admin	31,931	55,720	37,147
Grants	2,730	10,000	6,667
Burial	5,048	6,750	4,500
Personnel	198,986	302,450	201,633
Planning, Env, Trans	278	2,250	1,500
Allotments	311	1,200	800
Amenity, Recs and Open Spaces	30,912	50,000	33,334
North Heath Hall	13,208	26,399	17,600
Holbrook Tythe Barn	10,846	23,001	15,334
Roffey Millennium Hall	19,726	37,829	25,219
Total	313,976	515,599	343,734

	(450.044)	(040 040)	(206,829)
Net expenditure	(172,644)	(310,243)	(200,029)

^{*}The proportion of income or expenditure expected to the end of November 2019 has been calculated by dividing the total budget by 12 and multiplying by 8.

Income

The increase in administration income is due to the photocopying service offered by the Parish Council as well as bank interest.

The income from the Amberley Road allotments is for the full year. Harwood Road Allotment Association has not yet been billed for leasing the Harwood Road Allotments in 2019/20 as further investigations are underway into the charge.

The shortfall in income for the Multi Courts is mainly due to some teams still being in the transition period from grass to the multi-courts. The main hire period is between September and March. Holbrook Tythe Barn continues to exceed expectations for income and Roffey Millennium Hall has a healthy increase in income to what was expected at this stage in the year. North Heath Hall has made up some of the shortfall shown in previous months but, the original budget figure was high.

Expenditure

Expenditure is significantly less than the expected proportioned costs for the first seven months of the year. There are ongoing works scheduled for the next few months. Burial charges are billed quarterly which is why there is a large difference. Salaries have made noticeable savings. This is because staff vacancies have been filled and the requirement for cover from office staff has reduced. Careful management of staff holiday and overtime has also been a contributing factor.

Conclusion

Net expenditure is around £34,000 less than the proportioned costs for the first eight months of the year. Anticipated expenditure items are included in the budget and at this stage there is no indication that routine expenditure will be more than has been budgeted for. The Repairs and Renewals Ear Marked Reserve covers unexpected larger items. The finances continue to be closely monitored by all involved.

Earmarked Reserves

Earmarked reserves to 30th November 2019 are shown on the Reserves spreadsheet at the end of the detailed figures and circulated with the report.

The Parish Council set aside £17,520 in the Repairs and Renewals Ear Marked Reserve for 2019/20 work to the Boardwalks at Earles Meadow. The work was completed in August at a cost of £17,120.

An upgrade to streetlights has been undertaken at a cost of £5,200. The Parish Council set aside £6,000 in the 2019/20 budget.

An unexpected water leak at Amberley Road allotments resulted in an invoice of £968 which was taken from the Repairs and Renewals Ear Marked Reserve with the agreement of the Property Committee.

£1,750 of the £6,000 set aside for Tree Management in 2019/20 has been spent on a Tree assessment report. High priority work will be undertaken as advised.

It has been agreed that the CLT working party can spend up to £1,000 to attract more volunteers. £165 has been spent on publicity, this has been shown in the Earmarked Reserves.

Pauline Whitehead 4th December 2019

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Detailed Income & Expenditure by Budget Heading 31.11.2019

Month No: 8

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Funds Expenditure Available	
101	Administration						
	Miscellaneous Income	(1,000)	(748)	0	748		
	CIL Payment	0	11,053	0	(11,053)		
	Precept	0	327,769	327,769	0		
	Interest Received	18	106	100	(6)		
		(0.00)					
4007	Administration :- Income	(982)	338,180	327,869	(10,311)	700	
	Councillors Training	280	770	1,500	730	730	
	Councillors Expenses	1,635	4,340	9,050	4,710	4,710	
4021	'	0	1,190 443	3,750	2,560	2,560	
	Postage Stationery and Printing	193	1,013	1,500 1,750	1,057 737	1,057 737	
	Subscriptions	0	3,465	3,500	35	35	
	Insurance	0	8,822	9,200	378	378	
	Publications/Magazines	0	17	20	3	3	
	IT Costs	151	1,308	2,400	1,092	1,092	
	Website Maintenance	0	84	300	216	216	
	Publicity/Marketing	0	0	1,000	1,000	1,000	
	Newsletter	0	783	700	(83)	(83)	
	Office Equipment Maint.	132	437	1,000	563	563	
4051	Bank Charges	71	96	100	4	4	
	PWLB Loan Charges	0	6,409	12,700	6,291	6,291	
4057	External Audit Fees	0	(570)	1,500	2,070	2,070	
	Professional Services	1,176	2,508	3,000	492	492	
	Internal Audit Fees	. 0	146	600	454	454	
	Chairman's Allowance	16	160	400	240	240	
	Roffey Hall Equipment	0	256	750	494	494	
	Office Equipment	0	254	1,000	746	746	
	F						
	Administration :- Indirect Expenditure	3,654	31,931	55,720	23,789	0 23,789	
	Net Income over Expenditure	(4,636)	306,248	272,149	(34,099)		
102	Cranto						
	<u>Grants</u>	4.700	0.700	40.000	7.070	7.070	
4155	Other Grants and Donations	1,700	2,730	10,000	7,270	7,270	
	Grants :- Indirect Expenditure	1,700	2,730	10,000	7,270	0 7,270	
	Net Expenditure [–]	(1,700)	(2,730)	(10,000)	(7,270)		
104	Burial						
		4 600	E 049	6 750	1 700	4 700	
4101	Burial Charges	1,683	5,048	6,750	1,702	1,702	
	Burial :- Indirect Expenditure	1,683	5,048	6,750	1,702	0 1,702	
	Net Expenditure	(1,683)	(5,048)	(6,750)	(1,702)		
		(1,000)	(5,5 70)	(0).00/	1,7,02		

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Detailed Income & Expenditure by Budget Heading 31.11.2019

Month No: 8

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	
106	Personnel							
4001	Salaries/NI/Pensions	48,170	194,767	296,500	101,733		101,733	
4002	Childcare Vouchers	254	2,031	0	(2,031)		(2,031)	
4003	Payroll Admin Charge	432	432	800	368		368	
4009	Staff Expenses/Mileage	195	1,457	3,000	1,543		1,543	
4010	Staff Training	120	215	1,500	1,285		1,285	
4030	Recruitment Advertising	0	0	250	250		250	
4067	Protective Clothing	0	83	400	317		317	
	Personnel :- Indirect Expenditure	49,171	198,986	302,450	103,464	0	103,464	
	Net Expenditure ⁻	(49,171)	(198,986)	(302,450)	(103,464)			
201	Pleasing Faul Tanana							
201	Planning, Env & Transport		274500					
4305	Planning Consultant Fees	0	278	2,250	1,972		1,972	
Plannir	ng, Env & Transport :- Indirect Expenditure	0	278	2,250	1,972	0	1,972	
	Net Expenditure	0	(278)	(2,250)	(1,972)			
<u>301</u>	Allotments							
1050	Allotment Rents	0	541	775	234			
	Allotments :- Income	0	541	775	234			
4012	Water Rates	0	18	100	82		82	
4102	Allotment Rent	0	0	250	250		250	
4200	Grass cutting	0	250	750	500		500	
4259	Allotment Maintenance	0	43	100	57		57	
	Allotments :- Indirect Expenditure	0	311	4.000				
		U	311	1,200	889	0	889	
	Net Income over Expenditure	0	231	(425)	(656)	0	889	
<u>302</u>	Net Income over Expenditure					0	889	
	-					0	889	
	Amenity, Recs & Open Sp	0 :	231	9,836	(656) (148)	0	889	
1100	Amenity, Recs & Open Sp Grants Received	0	9,984	(425)	(656)	0	889 625	
1100	Amenity, Recs & Open Sp Grants Received Amenity, Recs & Open Sp :- Income	0 0	9,984	9,836 9,836	(148) (148)	0		
1100 4019 4200	Amenity, Recs & Open Sp Grants Received Amenity, Recs & Open Sp :- Income Window Cleaning	0 0	9,984 9,984 300	9,836 9,836 925	(148) (148) 625	0	625	
1100 4019 4200 4250	Amenity, Recs & Open Sp Grants Received Amenity, Recs & Open Sp :- Income Window Cleaning Grass cutting	0 0 0 0 2,403	9,984 9,984 300 18,579	9,836 9,836 925 20,000	(148) (148) 625 1,421	0	625 1,421	
1100 4019 4200 4250 4251	Amenity, Recs & Open Sp Grants Received Amenity, Recs & Open Sp :- Income Window Cleaning Grass cutting Bus Shelter Repairs	0 0 0 0 2,403 100	9,984 9,984 300 18,579 1,361	9,836 9,836 925 20,000 2,000	(148) (148) 625 1,421 639	0	625 1,421 639	
1100 4019 4200 4250 4251 4252	Amenity, Recs & Open Sp Grants Received Amenity, Recs & Open Sp :- Income Window Cleaning Grass cutting Bus Shelter Repairs Play Area & M Crts Maint	0 0 0 0 2,403 100 506	9,984 9,984 300 18,579 1,361 2,750	9,836 9,836 925 20,000 2,000 8,000	(148) (148) 625 1,421 639 5,250	0	625 1,421 639 5,250	
1100 4019 4200 4250 4251 4252 4253	Amenity, Recs & Open Sp Grants Received Amenity, Recs & Open Sp :- Income Window Cleaning Grass cutting Bus Shelter Repairs Play Area & M Crts Maint Open Spaces	0 0 0 0 2,403 100 506 1,378	9,984 9,984 300 18,579 1,361 2,750 3,265	9,836 9,836 925 20,000 2,000 8,000 9,000	(148) (148) 625 1,421 639 5,250 5,735	0	625 1,421 639 5,250 5,735	

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Detailed Income & Expenditure by Budget Heading 31.11.2019

Month No: 8

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4258	Multicourts Maintenance	45	1,352	2,556	1,204		1,204
4260) Workshop	0	0	100	100		100
4302	Notice Board Maintenance	30	120	1,000	880		880
Amer	nity, Recs & Open Sp :- Indirect Expenditure	4,878	30,912	50,000	19,088	0	19,088
	Net Income over Expenditure	(4,878)	(20,928)	(40,164)	(19,236)		
401	North Heath Hall						
1000	Hall Lettings	5,245	43,012	64,873	21,861		
	North Heath Hall :- Income	5,245	43,012	64,873	21,861		
4011	NNDR	638	5,107	6,396	1,289		1,289
4012	Water Rates	0	647	900	253		253
4014	Electricity	277	1,606	2,640	1,034		1,034
4015	Gas	190	699	2,562	1,863		1,863
4016	Cleaning Materials	175	801	1,332	531		531
4017	Refuse Bin Clearance	79	350	836	486		486
4018	Sanitary Waste	50	181	205	24		24
4019	Window Cleaning	80	320	738	418		418
4034	Maintenance - Electrical	81	456	2,000	1,544		1,544
4035	Maintenance - Elect Eqp Insp	40	160	500	340		340
4036	Maintenance - General	0	1,201	2,000	799		799
4037	Maintenance - Fire Alarm Syt	0	410	750	340		340
4039	Maint - Intruder Alarm	0	774	794	20		20
4041	Maintenance - Fire Extg Insp	0	0	150	150		150
4042	Maintenance - Gas Boiler etc	0	187	650	464		464
4044	Maintenance - Partition Wall	0	0	700	700		700
4061	Legionella Testing	0	131	236	105		105
4063	Maintenance - Plumbing	0	58	750	692		692
4065	Fire Prevention Sundries	0	0	75	75		75
4066	Keyholder Services	15	120	185	65		65
4500	Internal Redecorations	0	0	2,000	2,000		2,000
	North Heath Hall :- Indirect Expenditure	1,624	13,208	26,399	13,191	0	13,191
	Net Income over Expenditure	3,621	29,804	38,474	8,670		
<u>402</u>	Holbrook Recreation Centre						
1000	Hall Lettings	4,109	27,131	34,110	6,979		
	Multi Court Lettings	2,189	13,853	22,035	8,182		
	Holbrook Recreation Centre :- Income	6,298	40,985	56,145	15,160		
	NNDR						

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Detailed Income & Expenditure by Budget Heading 31.11.2019

Month No: 8

4014 4015							
4014 4015		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4015	Water Rates	250	(349)	1,500	1,849		1,849
	Electricity	599	1,848	3,250	1,402		1,402
4016	Gas	101	309	1,500	1,191		1,191
	Cleaning Materials	150	624	1,575	951		951
4017	Refuse Bin Clearance	0	204	836	632		632
4018	Sanitary Waste	50	150	205	55		55
4019	Window Cleaning	35	140	323	183		183
4034	Maintenance - Electrical	268	941	2,000	1,059		1,059
4035	Maintenance - Elect Eqp Insp	0	120	590	470		470
4036	Maintenance - General	141	371	2,000	1,629		1,629
4037	Maintenance - Fire Alarm Syt	0	410	570	160		160
4039	Maint - Intruder Alarm	0	774	794	20		20
4041	Maintenance - Fire Extg Insp	0	0	150	150		150
4042	Maintenance - Gas Boiler etc	0	187	500	314		314
4061	Legionella Testing	0	116	205	89		89
4063	Maintenance - Plumbing	83	83	750	667		667
4065	Fire Prevention Sundries	100	600	575	(25)		(25)
4066	Keyholder Services	15	120	185	65		65
4500	Internal Redecorations	0	1,411	2,000	589		589
olbrook	Recreation Centre :- Indirect Expenditure	2,141	10,846	23,001	12,155		12,155
	Net Income over Expenditure	4,157	30,139	33,144	3,005		
<u>403</u>	Roffey Millennium Hall						
	Roffey Millennium Hall Hall Lettings	6,674	54,365	81,263	26,898		
1000		6,674 170		 ::			
1000 1004	Hall Lettings	,	54,365	81,263	26,898		
1000 1004	Hall Lettings Equipment Sale/Sundry Income	170	54,365 950 1,122 56,437	81,263 200 2,000 83,463	26,898 (750) 878		
1000 1004 1006	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income	170 172	54,365 950 1,122	81,263 200 2,000	26,898 (750) 878		1,340
1000 1004 1006 4011	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income	170 172 7,016	54,365 950 1,122 56,437	81,263 200 2,000 83,463	26,898 (750) 878		1,340 82
1000 1004 1006 4011 4012	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income NNDR	7,016 663	54,365 950 1,122 56,437 5,303	81,263 200 2,000 83,463 6,642	26,898 (750) 878 ——————————————————————————————————		
1000 1004 1006 4011 4012 4014	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income NNDR Water Rates Electricity	7,016 663 374	54,365 950 1,122 56,437 5,303 1,153	81,263 200 2,000 83,463 6,642 1,235	26,898 (750) 878 27,026 1,340 82		82
1000 1004 1006 4011 4012 4014 4015	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income NNDR Water Rates Electricity	7,016 663 374 537	54,365 950 1,122 56,437 5,303 1,153 3,446	81,263 200 2,000 83,463 6,642 1,235 5,125	26,898 (750) 878 27,026 1,340 82 1,679		82 1,679
1000 1004 1006 4011 4012 4014 4015 4016	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income NNDR Water Rates Electricity Gas	7,016 663 374 537 (116)	54,365 950 1,122 56,437 5,303 1,153 3,446 1,315	81,263 200 2,000 83,463 6,642 1,235 5,125 6,150	26,898 (750) 878 27,026 1,340 82 1,679 4,835		82 1,679 4,835
1000 1004 1006 4011 4012 4014 4015 4016 4017	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income NNDR Water Rates Electricity Gas Cleaning Materials	7,016 663 374 537 (116) 313	54,365 950 1,122 56,437 5,303 1,153 3,446 1,315 1,276	81,263 200 2,000 83,463 6,642 1,235 5,125 6,150 1,425	26,898 (750) 878 27,026 1,340 82 1,679 4,835 149		82 1,679 4,835 149
1000 1004 1006 4011 4012 4014 4015 4016 4017 4018	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income NNDR Water Rates Electricity Gas Cleaning Materials Refuse Bin Clearance	7,016 663 374 537 (116) 313 219	54,365 950 1,122 56,437 5,303 1,153 3,446 1,315 1,276 827	81,263 200 2,000 83,463 6,642 1,235 5,125 6,150 1,425 1,663	26,898 (750) 878 27,026 1,340 82 1,679 4,835 149 836		82 1,679 4,835 149 836
1000 1004 1006 4011 4012 4014 4015 4016 4017 4018 4019	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income NNDR Water Rates Electricity Gas Cleaning Materials Refuse Bin Clearance Sanitary Waste	7,016 663 374 537 (116) 313 219 65	54,365 950 1,122 56,437 5,303 1,153 3,446 1,315 1,276 827 (25)	81,263 200 2,000 83,463 6,642 1,235 5,125 6,150 1,425 1,663 205	26,898 (750) 878 27,026 1,340 82 1,679 4,835 149 836 230		82 1,679 4,835 149 836 230
1000 1004 1006 4011 4012 4014 4015 4016 4017 4018 4019 4020	Hall Lettings Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income NNDR Water Rates Electricity Gas Cleaning Materials Refuse Bin Clearance Sanitary Waste Window Cleaning	7,016 663 374 537 (116) 313 219 65	54,365 950 1,122 56,437 5,303 1,153 3,446 1,315 1,276 827 (25) 440	81,263 200 2,000 83,463 6,642 1,235 5,125 6,150 1,425 1,663 205 1,015	26,898 (750) 878 27,026 1,340 82 1,679 4,835 149 836 230 575		82 1,679 4,835 149 836 230 575
1000 1004 1006 4011 4012 4014 4015 4016 4017 4018 4019 4020 4034	Equipment Sale/Sundry Income Refreshment Sale Income Roffey Millennium Hall :- Income NNDR Water Rates Electricity Gas Cleaning Materials Refuse Bin Clearance Sanitary Waste Window Cleaning Refreshment Sale Cost/Sundries	7,016 663 374 537 (116) 313 219 65 110	54,365 950 1,122 56,437 5,303 1,153 3,446 1,315 1,276 827 (25) 440 292	81,263 200 2,000 83,463 6,642 1,235 5,125 6,150 1,425 1,663 205 1,015 500	26,898 (750) 878 27,026 1,340 82 1,679 4,835 149 836 230 575 208		82 1,679 4,835 149 836 230 575 208

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Detailed Income & Expenditure by Budget Heading 31.11.2019

Month No: 8

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4037 Maintenance - Fire Alarm Syt	0	410	515	105		105
4039 Maint - Intruder Alarm	0	774	794	20		20
4040 Maintenance - Elevator	138	1,334	750	(584)		(584)
4041 Maintenance - Fire Extg Insp	0	134	150	16		16
4042 Maintenance - Gas Boiler etc	73	418	1,000	582		582
4044 Maintenance - Partition Wall	0	0	500	500		500
4061 Legionella Testing	0	136	250	114		114
4062 Air Conditionaing Maintenance	0	270	308	38		38
4063 Maintenance - Plumbing	58	413	1,500	1,087		1,087
4064 Lightning Conductor Works	0	0	227	227		227
4065 Fire Prevention Sundries	0	0	100	100		100
4066 Keyholder Services	15	120	185	65		65
4500 Internal Redecorations	0	0	2,000	2,000		2,000
Roffey Millennium Hall :- Indirect Expenditure	2,614	19,726	37,829	18,103		18,103
Net Income over Expenditure	4,402	36,712	45,634	8,922		
901 Earmarked Reserves						
4900 Repairs & Renewals Reserve	0	23,288	0	(23,288)		(23,288)
4909 Tree Management	0	1,750	0	(1,750)		(1,750)
4910 CLT Working Party	0	165	0	(165)		(165)
Earmarked Reserves :- Indirect Expenditure	0	25,203		(25,203)		(25,203)
Net Expenditure	0	(25,203)	0	25,203		
Grand Totals:- Income	17,577	489,139	542,961	53,822		
Expenditure	67,465	339,178	515,599	176,421	0	176,421
Net Income over Expenditure	(49,888)	149,961	27,362	(122,599)	-	
				, , , , , ,		
Movement to/(from) Gen Reserve	(49,888)	149,961				

North Horsham Parish Council

Balance Sheet as at 1st April 2019

rch 2019			30th Nove	ember 2019
	Current Assets			
24,107	Debtors	24,978		
679	Vat Refunds	1,207		
236,955	Lloyds Bank Accounts	375,433		
85,000	Co-op Community Directplus A/c	85,000		
84,532	Nationwide	84,532		
150	Petty Cash	150		
431,423			571,299	
431,4	23 Total Assets		=	571,299
	Current Liabilities			
37,082	Creditors	29,177		
2,070	Accruals	0		
110	Receipts in Advance	0		
39,261			29,177	
392,1	61 Total Assets Less Current Liabilities			542,122
	Represented By			
186,1	51 General Reserve			334,380
7,9	55 Earmarked Reserves - VAT Con			7,955
129,4	50 Earmarked Reserves - R&R Fund			126,932
19,9	50 Earmarked Reserves - Election			19,950
	0 EMR - Tree management work			4,250
5,6	21 Earmarked Res-Yth Charity Bal			5,621
8,0	B5 Earmarked Reserve Planning			8,035
10,0	00 Earmarked Reserve - Boiler RMH			10,000
25,0	00 Earmarked Res Capital Receipt			25,000
392,1	61			542,122
10,0 25,0 392,1	DO Earmarked Reserve - Boiler RMH DO Earmarked Res Capital Receipt	the authority as at 1s	st April 2019	
Signed : Chairman		Date :		
Signed : Responsible Financial Officer		Date :		

Date:_____

North Horsham Parish Council Income and Expenditure Account for Year Ended 30th November 2019

	30th November 2019	
Income Summary		
Precept	327,769	
Interest Received	106	
Sub Total	327,875	
Operating Income		
Administration	10,305	
Allotments	541	
Amenity, Recs & Open Sp	9,984	
North Heath Hall	43,012	
Holbrook Recreation Centre	40,985	
Roffey Millennium Hall	56,437	
Total Income	489,139	,
Running Costs		
Administration	31,931	
Grants	2,730	
Burial	5,048	
Personnel	198,986	
Planning, Env & Transport	278	
Allotments	311	
Amenity, Recs & Open Sp	30,912	
North Heath Hall	13,208	
Holbrook Recreation Centre	10,846	
Roffey Millennium Hall	19,726	
Earmarked Reserves	25,203	1
Total Expenditure	339,178	J
General Fund Analysis		
Opening Balance	186,151	
Plus : Income for Year	489,139	
	675,290	
Less : Expenditure for Year	339,178	
	336,112	
Transfers TO / FROM Reserves	1,567	
Closing Balance	334,545	

NORTH HORSHAM PARISH COUNCIL RESERVE BALANCES - 30th November 2019

1		EXPENDITUR INCOME	INCOME			EXPENDITUR INCOME	INCOME		EXPENDITURE	INCOME			EXPENDITURE	INCOME		NOTE
		ACTUAL	ACTUAL		TRANSFER	AC	ACTUAL	BALANCE /	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	
1		01.04.2017	31.03.2017	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	30.11.19	30.11.19	30.11.19	
310/0 GEN	GENERAL RESERVES	470391	478024	85277	-10000	468953	500189	106513	461557	541195	186151	-26770	313975	5 489139	334545	
EAF	EARMARKED RESERVES														00	
320/0 REV	REVENUE - VAT Contingency	0	0	7955		Ō	0	7955			7955				7955	
321/0 REF	REPAIRS & RENEWALS	23736	0	137030	8000	5144	0	139886	10436		129450	20770	23288	80	126932	
322/0 ELE	ELECTION	0	0	19950		0	0	19950			19950				19950	
323/0 TRE	TREE MANAGEMENT WORK	0	0	0		0	0	0				0009	1750	Q	4250	
325/0 DAN	DAMAGE	0	0	4000	-4000	0	0	0			0				0 0	
326/0 YOU	YOUTH PROVISION	0	0	0		0	0	0			0				0 0	
327/0 ROF	ROFFEY YOUTH CLUB	0	0	5621		0	0	5621			5621				5621	
328/0 PLA	PLANNING	3750	0	8250		215	0	8035			8035				8035	
330/0 CAP	CAPITAL PROJECTS	0	0	4000	-4000	0	0	0			0				0 0	
331/0 RMI	RMH BOILER	0	0	0	10000	0	0	10000			10000				10000	
335/0 CAP	CAPITAL RECEIPT	0	0	25000		0	0	25000			25000				25000	
310/0 CLT	CLT Working Party	0	0	0	0	0	0	0					165	2		
H		497877	478024	297083	0	474312	500189	322960	471993	541195	392162	0	339178	8 489139	542123	

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.

£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 Expenditure of £5,200 for Streetlighting upgrade and £1,750 for Tree assesment and Broadwalk E.M. £4,200 and Broadwalk E.M. £12,920 and Water Repairs £968

5 CLT Working Party

4 R & R



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2020/21

Forecast for 2019/20		
Revenue expenditure	510,464	510,464
Income		
Precept	327,769	
Community Infrastructure Levy	11,053	
Environmental Grant	9,984	
Income from hall hires	204,201	553,007
Excess	S	42,543

Budget for 2020/21		
Revenue expenditure	528,833	528,833
Income Community Infrastructure Levy	0	
Environmental Grant	9,984	
Income from hall hires	212,840	222,824
Defici	t	306,009

General Reserve Considerations for 2020/21	
General Reserve at 31.3.19	186,151
Transfer to R&R EMR for Boardwalk, Streetlights and HTB	26,770
Community Land Trust	1,000
Predited excess at 31.3.20	42,543
Predicted General Reserve at 31.3.20	200,924

Precept requirement for 2020/21	306,009
EMR play equipment	25,000
EMR Boiler	10,000
EMR R&R EM Boardwalks	7,260
EMR Signs	18,000
Noticeboard upgrade	4,000
Less excess from General Reserve	35,000
Final precept requrement for 2020/21	335,269



	BALANCE	RESERVES TRANSFER	BALANCE	ACTUAL	ACTUAL	BALANCE	ESTIMATED	ESTIMATED		RESERVES	ESTIMATED ESTIMATED	ESTIMATED	ESTIMATED	
	31.03.2017	1.4.2017	1.4.2017	31.03.2018	31.03.2018	31.03.2018	31 03 2019	NCOME 34 93 2040	BALANCE	TRANSFER	T	EXPENDITURE	INCOME	BALANCE
340/0 CENEDAL DESTRICTS							2007	01.05.5019	31.03.2018	1.4.2019	31.03.2020	31 03 2020	31 03 2020	31 03 2020
GENERAL RESERVES	85,277	-10 000	75,277	468,953	500,189	106,513	461,557	541.195	186 151	077 75		0.00		
EARMARKED RESERVES										011:12		510464	553,007	200,924
320/0 VAT Contingency	7 045		1000											
	CCC'		008.7			7,955			7,955					100
321/0 Repairs and Renewals	137,030	8,000	145,030	1900		140								cce/
12 010						001.04			129,450		-20,770			129450
3770 Election costs	19,950	0	19,950			10 050								
0 09						200			19,950					19950
Scoro Lamage	4,000	4,000	0											
									6,000		1,750			6000
32//0 Roffey Youth Club	5,621		5,621			1000								
						20.0			5,621					1,000
328/0 Planning	8,250		8.250	215		0								700
						0,033			8,035					3008
330/0 Capital Projects	4,000	4,000	0											-
									0					
331/0 Neighbourhood Plan		10,000	10 000			444.44								
						000'01			10,000					40000
Capital projects associated with														2000
333/0 NMPC Business Plan	25,000		25,000			25,000			25 000					
	297,083	o	297,083	471.068	500 180	200 300								25000
					200, 100	329,204	461,557	541.195	398.162	-27.770	10 020	E40 464	100 000	

NORTH HORSHAM PARISH COUNCIL SUGGESTED RESERVE BALANCES - from 31,03.16



BUDGET ACTUAL ESTIMATED TOTAL EXPENDITURE INCOME 2019/20 31.3.2020 31.3.2020 31.3.2020 31.3.2020 INCOME INCOME 83,463 0 82,763 82,763 82,763 85,200 85,200 64,873 0 62,500 62,500 27,854 65,625 56,145 0 58,035 58,035 53,660 875 775 0 803 803 53,660 875 100 0 100 68,420 20 0 0 0 311,250 0 0 0 0 2,250 0 205,356 204,201 204,201 204,201 204,201	STIMATED TOTAL 31.3.2020
ACTUAL STIMATED 31.3.2020 TOTAL 31.3.2020 EXPENDITURE INCOME 31.3.2020 31.3.2020 41.642 85 30 82,763 82,763 41,642 85 31.3.2020 62,500 62,500 27,854 65 31.3.2020 62,500 27,854 65 32.757 60 60 60 31.3.2020 62,500 23,757 60 31.3.2020 68,420 68,420 68,420 31.3.2020 311,250 311,250 311,250 31.3.2020 2,250 2,250 2,250	_
6 82,763 82,763 41,642 85 0 62,500 62,500 27,854 65 0 58,035 58,035 23,757 60 0 803 803 53,660 68,420 0 100 0 311,250 22,250 0 0 0 2,250 22,250	
0 62,500 62,500 27,854 65 0 58,035 58,035 23,757 60 0 803 803 53,660 68,420 0 100 0 311,250 22,250 0 0 0 2,250 212,250	37,782
0 58,035 58,035 58,035 60, 0 803 803 53,660 0 100 68,420 0 0 311,250 0 0 2,250 0 2,250 204,201 204,201 204,301	26,380
0 803 803 53,660 0 100 100 68,420 0 0 0 311,250 0 0 2,250 204,201 204,201 528,833 212,	22,986
0 100 100 68,420 0 0 311,250 0 0 2,250 204,201 204,201 528,833 212,	51,376
0 0 0 311,250 0 0 0 2,250 204,201 204,201 528,833 212,84	67,240
0 0 0 2,250 204,201 204,201 204,201 528,833 212,84	302,450
204,201 204,201 528,833	2,250
	510,464
Ē	
ACTUAL ESTIMATED 31.3.2020 31.3.2020 327,769	
### ACTUAL ESTIMATED 31.3.2020 31.3.2020 327,769 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	

North Heath Hall
Holbrook Tythe Barn
Amenities
F & A (exc. Precept)
PERSONNEL

Roffey Millennium Hall

2019/20 and 2020/21 SUMMARY

PET

F & A - precept

Environmental Grant

CiL

Total Funding

9,984

348,806

337,605

BUDGET 2020/21 PROPERTY COMMITTEE	2020/21 FY COMN	MITTEE	BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES ON 2019/20	BUDGET 2020/21	NOTES ON 220/21
EXPENDI	TURE - R	EXPENDITURE - REVENUE					
403		ROFFEY MILLENNIUM HALL	•				
	4011	NNDR (Business Rates)	6,642	6,628		6.959	6.959 5% increase
	4012	Water Rates	1,235	1,235		1.235	
	4014	Electricity	5,125	5,125		5,125	
	4015	Gas	6,150			6,150	
	4016	Cleaning Materials	1,425	1,425		1,425	
	4017	Refuse Clearance (HDC)	1,663	1,640		1,664	
	4018	Sanitary Disposals	205	205		220	
	4019	Window Cleaning	1,015	066		066	
	4020	Refreshment Sale Costs	200	500		500	
- 	4034	Maintenance - electrical	2,000	2,000	2,000 Inc £240 for CCTV service	2,000	2,000 Inc £240 for CCTV service
					PAT Tests + electrical inspections		Periodic test required (3/21) + PAT
	4035	Maintenance - electrical insp.	290	590		2650	2650 tests and electrical inspections.
	4036	Maintenance - general	3,000	3,000		3,250	3,250 Defibrilator pads required
	4037	Maintenance - fire alarm	515	570		929	
	4039	Maintenance - intruder alarm	794	794		794	
	4040	Maintenance - lift	120	750	Service visits	750	
	4041	Maintenance - fire extinguishers	150	150	To allow for remedial work	150	
	4042	Maintenance - gas boiler	1,000	1,000	To allow for remedial work	1,000	
	4044	Maintenance - partition wall	200	200	Annual service	200	
	4061	Legionella Testing	250	250	Water testing only.	380	380 Risk assessment and water testing
	4062	Maintenance - air conditioning	308	270	_	300	>
	4063	Maintenance - plumbing	1,500	1,500		1,500	
	4064	Maintenance - lightning conductor	227	230		230	
	4065	Fire Prevention Sundries	100	100		620	620 Fire risk assessment required.
_	4066	Keyholder Services	185	180		180	
	4500	Internal decorations	2,000	2,000		2,500	2,500 Upstairs rooms
			37,829	37,782		41,642	



NOTES BUDGET NOTES 2019/20 2020/21 2020/21				٥	006	2 640 Saving are always to be	2,040 Cavillas are always ilyilig to be made.	2,002 Savings are always trying to be made.	1,332	000
ESTIMATED TO	31.3.2020		6 383 Raced on involved			2,640	2 562			
BUDGET 2019/20		Т	6.396	000	OG C	2,640	2.562	1 332	200,1	_
1 AMITTEE	REVENUE	NORTH HEATH HALL	1 NNDR (Business Rates)	Water Rates	Ť	- 1	Gas	Cleaning Materials		
BUDGET 2020/21 PROPERTY COMMITTEE	EXPENDITURE - REVENUE	401	4011	4012	4014	t D	4015	4016	4017	

4012 Water Rates 4014 Electricity 4015 Gas 4016 Cleaning Materials 4017 Refuse Clearance (HDC) 4018 Sanitary Disposals 4019 Window Cleaning 4034 Maintenance - electrical insp. 4035 Maintenance - general 4036 Maintenance - fire alarm 4037 Maintenance - intruder alarm 4037 Maintenance - intruder alarm 4037 Maintenance - gas boiler 4044 Maintenance - partition wall 4064 Legionella Testing	900 2,640 2,562 1,332 836 205 738 2,000 500 500 750	2,640 2,640 2,562 1,332 820 Based on invoices 205 738 2,000 Electrical repairs 500 No peridic test required to the second point of the second poin	2,640 2,562 1,332	900 2,640 Savings are	900 Savings are always trying to be made.
	2,640 2,562 1,332 836 836 205 738 2,000 500 500	2,640 2,562 1,332 820 Base 205 738 738 2,000 Elect 500 No por 750		900 2,640 Savings are 2,562 Savings are	e always trying to be made.
	2,640 2,562 1,332 836 205 738 2,000 500 500 750	2,640 2,562 1,332 820 Base 205 738 2,000 Elect 500 No p mont 750		2,640 Savings are	e always trying to be made.
	2,562 1,332 836 205 738 2,000 500 2,000	2,562 1,332 820 Base 205 738 2,000 Elect 500 No p mont 2,000		2.562 Savings are	camada a band to po mane.
	1,332 836 205 738 2,000 500 2,000	1,332 820 Base 205 738 2,000 Elect 500 No p mont 2,000		エア・バー・ハガウ・アロウ・ア	and the second of
	205 205 738 2,000 500 2,000	205 820 Base 205 738 2,000 Elect 500 No po mont 2,000		2000	4 220
	205 205 738 2,000 500 2,000	205 205 738 2,000 Elect 500 No po mont 2,000		1,332	
	205 738 2,000 500 2,000 750	205 738 2,000 Elect 500 No po mont 2,000	a on invoices	832	
	2,000	738 2,000 Elect 500 No po mont 2,000		220	
	2,000	2,000 Elect 500 No po mont 2,000		738	
	500	500 No p mont 2,000	rical repairs	000 0	2 A C 4 A C 5 A C
	2,000	2,000 750	Single in the second se	z,000 stage lightir	z,uou stage lighting requires moving.
	2,000		500 No peridic test required. Light testing monthly	500 No periodic	500 No periodic testing required. Lights
	750	2,000		(lested IIIOIIIIII)	uny.
	7501	750		2,000	
				750	
	794	794		707	
	150	150		100	
		20 1		loc!	
	069	650		650	
	1007	200		2002	
·	236	251 Envir			
	9	N -	20 Elivirolinental assessment and	3/1 Risk assess	3/1 Risk assessment required along with
		therm	thermometer calibration.	environment	environmental assessment and
AOR3 Maintonance alimbia	ļ			thermomete	thermometer calibration.
Т	09/	750		750	
T	75	75 New	75 New fire notices required	585 Fire risk ass	585 Fire risk assessment required in 2020
T	185	180		180	Social Codemics in 2020.
4500 Internal decoration	2 000	2 000 Holl bac lich 1000 C	つけつけつ アン・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・	0	
	000,1	4,000 I Iall o	IIIQ MICHEIIS	2,500	
	26,399	26,380		27.854	



BUDGE	BUDGET 2020/21 PROPERTY COMMITTEE	MITTEE	BUDGET 2019/20	ESTIMATED TO	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/24
				31.3.2020			
EXPEN	ITURE -	EXPENDITURE - REVENUE					
405		HOLBROOK TYTHE BARN					
	4011	NNDR (Business Rates)	3.493	c.	486 Actual amount		. 741
	4012	Water Rates	1 500	7		3,660	3,660 5% increase
	4014	Electricity	3.250	3.250		1,500	
	4015	Gas	1 500			3,250	
	4016	Cleaning Materials	1.575			1,500	
	4017	Refuse Clearance (HDC)	836			1,5/5	
	4018	Sanitary Disposals	205			832	
	4019	Window Cleaning	323			220	
	4034	Maintenance - electrical	2000	026		450	450 Misquoted in 2019
			2,000	2,000		2,000	2,000 General electrical maintenance
	4035	Maintenance - electrical insp.	590	290	PAT Tests + electrical inspections	7	
	4036	Maintenance - general	2 000	2000		008,1	1,900 Drain test and periodic electrical test.
	4037	Maintenance - fire alarm	570	5.000		2,000	
	4039	Maintenance - intriider alarm	20.7	37.0		570	
	4041	Maintenance - fire extinguishers	187	194		794	
	4042	Maintenance - das boiler	000	130		150	
			200	000		200	
	4061	Legionella Testing	205	221	221 Water testing +risk assesment	27.0	Risk assessment required . And thermometer
	4063	Maintenance - plumbing	750	750		750	Call District
	4065	Fire Prevention Sundries	575	575	Fire risk assessment £500 April 2010	7 20	
	4066	Keyholder Services	185	180		180	
	4500	Internal decoration	2,000	2,000		1 500	
						7222	



75 180 1,500 23,757

22,986 180

23,001

31.03.2020 150 Water leak in 2019 275 Actual cost for 2019/20 750 Grass and hedge cutting 400 Nessessary bramble clearing. 1,575 2,000 Rolling programme of maintenance Bartholomew Road done in 2019 also smashed glass at Manor Fields mashed glass at Manor Fields smashed glass at wan of the repairs on the Parish Council's open spaces. 2,000 Rolling programme of maintenance Bartholomew Road done in 2019 also smashed glass at Manor Fields swork in the Parish Council's open spaces. 2,000 2,000 Maintenance contract enables work gagain, however, it looks as if it may last until the end of the financial year. 2,020 3,500 Maintenance contract enables work how on the mainty covers cleaning and small repairs.	BUDGE1 2020/21	0/21	BUDGET	ESTIMATED	NOTES ON 2019/20	BUDGET	NOTES ON 2020/24
TES - ALLOTMENTS 100 150 Water leak in 2019	PROPERTY C	OMMITTEE	2019/20	TO 31.03.2020		2020/21	
AMENUTIES - ALLOTMENTS 100 150 Water leak in 2019	EXPENDITUR	E - REVENUE		222.22			
4012 Water Rates 100 150 Water leak in 2019 4102 Rent to WSCC - Harwood Rd 250 275 Actual cost for 2019/20 4200 Grounds Maintenance 750 750 750 Grass and hedge cutting 4200 Grounds Maintenance 750 750 750 Grass and hedge cutting 4200 Grounds Maintenance 750 750 750 Grass and hedge cutting 4200 Grounds Maintenance 750 750 750 750 750 750 750 4200 Grounds Maintenance 2,000 20,000 20,000 70,	1	AMENITIES	_				
4102 Rent to WISCC - Harwood Rd 250 275 Actual cost for 2019/20 4200 Grounds Maintenance 750	+		100		Water leak in 2019	150	More in line with previous bills
4200 Girounds Mainitenance 756 756 Grass and hedge cutting	74		250		Actual cost for 2019/20	275	Whilst an increase has been suggested, the figure has hear kent at 275 whilst production on its line.
A258 Allotment Maintenance 100 450 Nessessary bramble clearing	4		750		Grass and hedge cutting	750	
1,200 1,575	42		100		Nessessary bramble clearing.	400	
OTHER AMENITIES 925			1,200			1,575	
4019 Bus shelters and for the state of the shelters. 925 925 Regular cleaning of bus shelters. 4200 Grounds Maintenance 20,000 20,500 Some remedial work is required in a reas that had been cut back previously. 4250 Bus Shelter Maintenance 2,000 2,000 2,000 4251 Bus Shelter Maintenance* 8,000 8,000 8,000 4252 Open Space Maintenance** 8,000 8,000 8,000 4253 Litter Warden Equipment 8,000 9,000 Includes tree work identified in Tree authorities on the Parish Councils open spaces. 4254 Dog Bin Emptying - HDC 2,000 9,000 Includes tree work identified in Tree authorities and there is a possibility that it may not be able to be welded again, however, it looks as if it may last it may appear to the interpretation of the financial year. 4254 Dog Bin Emptying - HDC 2,089 2,020 4255 Street Lighting Maint/Supply 3,500 3,500 4256 Multi Courts Maintenance 2,556 2,556 4259 Workshop 1,000 1,000 4302 Notice Board Maintenance 1,000 1,00		OTHER AMENITIES			E		
4250 Bus Shelter Maintenance 20,000 20,500 Sono fare the adjust of bus shelters. 4250 Bus Shelter Maintenance 2,000 2,000 Sono fare the does not back previously. 4251 Blay Area Maintenance* 8,000 8,000 Sono fare fare fleds strates where the does not space and the fare fare fleds strates where the fleds strates where the fleds strates where the fare fare fleds strates where fleds strates where fleds strates where the fare fare fleds strates where fleds strates where fleds strates	H	Т	200	0			
Street Lighting Maintenance 20,000 20,500 Some remedial work is required in areas that had been cut back previously.	+	T	928	925	Regular cleaning of bus shelters.	922	925 Regular cleaning of bus shelters.
Bus Shelter Maintenance 2,000 2,000 Rolling programme of maintenance Bartholomew Road done in 2019 also smashed glass at Manor Fields subject to glass at Manor Fields subj	42		20,000	20,500	Some remedial work is required in	20,500	20,500 Grass amaintenance contract and some ad hoc work.
Bus Shelter Maintenance 2,000 2,000 Rolling programme of maintenance and maintenance and mass and manor Fields Play Area Maintenance* 8,000 8,000 Some play equipment requires replacement parts. Open Space Maintenance* 9,000 9,000 Includes tree work identified in Tree Survey, repairs to the boardwalks at Earles Meadow and other repairs on the Parish Council's open spaces. Litter Warden Equipment 850 200 The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year. Dog Bin Emptying - HDC 2,069 2,020 Street Lighting Maint/Supply 3,500 Maintenance contract enables work known costings Multi Courts Maintenance 1,000 1,000 This mainly covers cleaning and small repairs.					areas that had been cut back previously.		
Rolling programme of maintenance Bartholomew Road done in 2019 also smashed glass at Manor Fields Flay Area Maintenance** 9,000 9,000 Includes tree work identified in Tree Survey, repairs to the boardwalks at Earles Meadow and other repairs on the Parish Council's open spaces. Litter Warden Equipment 850 2,000 Street Lighting Maint/Supply 2,000 Morkshop Notice Board Maintenance 2,556 2,	42		2,000			2.000	2,000 Rolling programme of maitenance
Play Area Maintenance* 8,000 8,000 8,000 8,000 9,000 9,000 Plocen Space Maintenance** 9,000 9,000 9,000 Ploudes tree work identified in Tree Survey, repairs to the boardwalks at Earles Meadow and other repairs on the Parish Council's open spaces. Litter Warden Equipment 850 200 The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year. Dog Bin Emptying - HDC 2,069 Street Lighting Maint/Supply 3,500 Multi Courts Maintenance 2,556 Workshop 1,000 1,000 This mainty covers cleaning and small repairs. 1,000 1,000 This mainty covers cleaning and small repairs.					Rolling programme of maintenance Bartholomew Road done in 2019 also		
Priay Area Maintenance** 9,000 9,000 9,000 Priay Area Maintenance** 9,000 9,000 Purvey, repairs to the boardwalks at Earles Meadow and other repairs on the Parish Council's open spaces. Litter Warden Equipment B50 2,020 Street Lighting Maint/Supply Street Lighting Maint/Supply Multi Courts Maintenance 2,556 Workshop Notice Board Maintenance 1,000	C	7			smashed glass at Manor Fields		
Open Space Maintenance** 9,000 Includes tree work identified in Tree Survey, repairs to the boardwalks at Earles Meadow and other repairs on the Parish Council's open spaces. Litter Warden Equipment 850 200 The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year. Dog Bin Emptying - HDC 2,069 Street Lighting Maint/Supply 3,500 Multi Courts Maintenance 2,556 Workshop 1,000 1,000 This mainly covers cleaning and small repairs.	74		8,000	8,000	Some play equipment requires replacement parts.	8,000	8,000 Repairs to equipment and wet pour anticiapted.
Litter Warden Equipment 850 200 The litter rolley has been repairs on the Parish Council's open spaces. Litter Warden Equipment 850 200 The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year. Dog Bin Emptying - HDC 2,069 2,020 Street Lighting Maint/Supply 3,500 Maintenance contract enables work to be undertaken as necessary with known costings Workshop 100 Security Notice Board Maintenance 1,000 This mainly covers cleaning and small repairs.	42		000'6			10.500	10 500 Includes H&S tree from bac from bac from any 2-y
Litter Warden Equipment 850 200 The litter trolley has been repairs on the Parish Council's open spaces. Litter Warden Equipment 850 200 The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year. Dog Bin Emptying - HDC 2,069 2,020 Maintenance contract enables work to be undertaken as necessary with known costings Multi Courts Maintenance 2,556 2,556 Look This mainly covers cleaning and small repairs.					Includes tree work identified in Tree		tree at EM (in Management Plan)
Litter Warden Equipment 850 200 The litter tolley has been repaired several times and there is a possibility that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year. Dog Bin Emptying - HDC 2,069 2,020 Street Lighting Maint/Supply 3,500 3,500 Maintenance contract enables work to be undertaken as necessary with known costings Multi Courts Maintenance 2,556 2,556 2,556 Lipton This mainly covers cleaning and small repairs.					Survey, repairs to the boardwalks at		
Litter Warden Equipment 850 200 The litter trolley has been repaired several times and there is a possibility that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year. Dog Bin Emptying - HDC 2,069 2,020 Maintenance contract enables work to be undertaken as necessary with known costings Multi Courts Maintenance 2,556					the Parish Council's open spaces		
Street Lighting Maintenance Workshop Workshop Workshop Notice Board Maintenance 1,000 49,801	42		850	200	The litter trolley has been repaired	006	900 New trolley with litter segregation canadility
that it may not be able to be welded again, however, it looks as if it may last until the end of the financial year. Dog Bin Emptying - HDC 2,069 2,020 Street Lighting Maint/Supply 3,500 3,500 Maintenance contract enables work to be undertaken as necessary with known costings Multi Courts Maintenance 2,556 2,556 2,556 Workshop 100 Security 100 Security 1,000 This mainly covers cleaning and small repairs.					several times and there is a possibility		to the second se
Bog Bin Emptying - HDC 2,069 2,020 Street Lighting Maint/Supply 3,500 3,500 Maintenance contract enables work to be undertaken as necessary with known costings Workshop 100 100 Security Tepairs. Notice Board Maintenance 1,000 This mainly covers cleaning and small repairs.					that it may not be able to be welded		
Dog Bin Emptying - HDC 2,069 2,020 Street Lighting Maint/Supply 3,500 3,500 Multi Courts Maintenance 2,556 2,556 Workshop 100 100 Notice Board Maintenance 1,000 1,000 This mainly covers cleaning and small repairs. 50,000 49,801 50,000					again, however, it looks as if it may last until the end of the financial year		
Street Lighting Maint/Supply 3,500 3,500 Maintenance contract enables work	200						
Street Lighting Maint/Supply 3,500 3,500 Maintenance contract enables work to be undertaken as necessary with known costings Multi Courts Maintenance 2,556 2,556 2,556 Workshop 100 100 Security Notice Board Maintenance 1,000 This mainly covers cleaning and small repairs. 50,000 49,801 50,000	74	T	2,069	2,020		2,060	2% inflation
10 be undertaken as necessary with known costings 10 be undertaken as necessary with known cost 10 be undertaken as necessary wi	42		3,500	3,500	Maintenance contract enables work	3,500	3,500 Includes maintenance and replacement as required
Multi Courts Maintenance 2,556 2,556 Workshop 100 100 Security Notice Board Maintenance 1,000 This mainly covers cleaning and small repairs. 50,000 49,801 50,000 50,000					to be undertaken as necessary with known costings		
Workshop 100 100 Security Notice Board Maintenance 1,000 1,000 This mainly covers cleaning and small repairs. 50,000 49,801 50,000 50,000 50,000	42:		2,556	2,556		2,600	Permanent lining being undertaken through CiL money
Notice Board Maintenance 1,000 1,000 This mainly covers cleaning and small repairs.	42(100	1001	Security	100	Should reduce costs in the longer term.
50,000 49,801	43(1 000	1 000	This mainly covers cleaning and small	7	or security, small herris.
49,801			-	-	repairs.	000,1	T,000 A notice board review is scheduled for 2020/21.
			20,000	49,801		52,085	

*Replacement programmes for equipment at Birches Road Playground and Amberley Road Playground have been identified as 2024 and 2025 repectively

and 2022/23 and that work is undertaken in 2022/23 to ascertain more exact costings including what equipment in each playground could be retained so that In order to have sufficient funds to enable replacement it is recommended that £25,000 is set aside in an Earmarked Reserve for 2020/21, 2021/22 The total replacement cost of equipment at Birches Road Playground has been estimated at £58,078 and Amberey Road Playground at £72,560. more exact funding can be allocated in 2023/24 to eanble the programme of replacement to proceed.

**Damage to the bridges on the boardwalks at Earles Meadow has been identified. The cost for repair is £7,260. It is recommended that sufficient money is allocated to the Repairs and Renewals Earmarked Reserve to cover the work being done in 2020/21.

Recommendations from the Property Committee (10/10/19) to the Finance Committee:

To set up an EMR for replacement play equipment and refurbishment at all play areas owned by the Parish Council and that £25,000 be set aside in the following years: 22020/21, 2021/22, 2022/23.

To undertake work in 2022/23 to ascertain more acurate costings to enable a final amount to be allocated in 2023/24 so that the necessary work can proceed.

To allocate £10,000 into the EMR fund for the replacement boiler at Roffey Millennium Hall.

To set aside £7,260 in Repairs and Renewals for repairs to the Earles Meadow board walks in 2020/21.

Recommended following the Property Committee Meeting 10.10.19



Exercision Expenses 2010	BUDGET	BUDGET 2020/21	_	1000				
1103.20 1500 Additional training may be required after the elections for new councillors.	F & A CC	MMITTE	, H.	2019/20	ESTIMATED TO		BUDGET	NOTES
1,500	EXDEND	TIDE			31.03.20		202021	
4000 Connentness 0 1,500 1,500 Additional training may be required after the elections for new counciliors. 4007 Counciliors' Expenses 9,050 5,535 Based on payments made for April July and October 2019 and potential for a based on payments made for April July and October 2019 and potential for a based on payments made for April July and October 2019 and potential for a based on payments made for April July and October 2019 and potential for a based on payments made for April July and 2018/19 it looks like the trend made for a based on the payments and printing costs and payments and printing and payments and payments are april 1,500 Reduced rate for franking machine and increased use of e-mail to san'ngs are involves resulted in lower costs in 7017/18 and 2018/19. The san'ngs are lively in the repeated in 1920 Reduced rate for franking made hard copies reduces the printing costs. Processes (Spiriting and hard copies reduces the printing costs. Processes (Spiriting and hard copies reduces the printing costs. Processes (Spiriting and Frace) and payments are printing costs. Processes (Spiriting and Frace) and payments are printing costs. Processes (Spiriting and Frace) and payments are payments. Processes (Spiriting and Frace) and payments.	בארות ל	- שאטון	REVENUE					
4007 Councillors' Expenses 9,060 1,500 1,500 Additional training may be required after the elections for new councillors. 4008 Councillors' Expenses 9,060 5,535 Improved rates saw lower bills in 2017/18 and 2018/19 it looks like the trend will be repeated in 1920. 4021 Telephone 3,750 3,500 The SALC increase is likely to be higher than in recent years. 4022 Stationery and Printing 1,750 3,500 The SALC increase is likely to be higher than in recent years. 4024 Subscriptions 3,500 3,500 The SALC increase is likely to be higher than in recent years. 4025 Insurance 9,200 8,850 The SALC increase is likely to be higher than in recent years. 4026 Insurance 9,200 8,850 The SALC increase is likely to be higher than in recent years. 4027 Subscriptions 2,00 8,850 The SALC increase is likely to be higher than in recent years. 4028 Increase in likely to be higher than in recent years. 1,00 1,00 Hosting charge every two years. due in 2019/20. 4029 Website Maintenance (hosting) 3,00 3,00 Hosting charge	-0-	4006		0				
4008 Counciliors' Expenses 9,060 5,535 Based on peyments made for April, July and October 2019 and potential for Libephone 4021 Talephone 3,750 3,500 Improved rates saw lower bills in 2017/18 and 2018/19. It looks like the frend will be speciated in 19,200 It looks like the frend will be speciated in 19,200 It looks like the frend will be speciated in 19,200 It looks like the frend will be speciated in 19,200 It looks like the frend will be speciated in 19,200 It looks like the frend will be savings are level of a speciated in 19,200 It looks like the frend will be savings and a 2018/19. It looks like the frend library li		4007	Councillors' Training	1,500			1 000	
4021 Telephone 3,750 3,500 Improved rates saw lower bills in 2017/18 and 2018/19, it looks like the trend will be repeated in 1920 4022 Postage 1,500 1,400 Reduced rate for franking manchine and increased use of e-mail to send out live looks like the printing and hard copies reduces the printing ossts 1,750 1,600 Less printing and hard copies reduces the printing ossts 4024 Subscriptions 3,500 3,500 The SALC increase is likely to be higher than in recent years. 1,7718 and 2018/19. It looks like the trend out live likely to be higher than in recent years. 4025 Insurance 9,200 8,850 The SALC increase is likely to be higher than in recent years. 1,7718 and 2018/19. It looks likely to be higher than in recent years. 4026 Increase Software) 2,400 2,400 2,400 2,400 1,000<		4008		9,050			- 0	
Postage		4021	Telephone	3,750		Improved rates saw lower bills in 2017/18 and 2018/19. It looks like the trend will be repeated in 19/20	067,0	Reductions are negotiated when
4023 Stationery and Printing 1,750 1,600 Less printing and hard copies reduces the printing costs 4024 Subscriptions 3,500 3,500 The SALC increase is likely to be higher than in recent years. 4025 Publications 2,500 8,850 The SALC increase is likely to be higher than in recent years. 4026 Publications 2,400 2,400 2,400 1,700 4029 Website Maintenance (hosting) 3,00 3,00 Hosting charge every two years - due in 2019/20. 4029 Website Maintenance (hosting) 3,00 3,00 Hosting tends to be done through the website and Facebook to reduce costs. 4029 Publicity/Marketing 1,000 1,000 1,000 The current contract with Horsham Pages allows for one page articles every wor months. 4033 Niewsletter 7,000 1,000		4022	Postage	1,500		Reduced rate for franking machine and increased use of e-mail to send out invoices resulted in lower costs in 2017/18 and 2018/19. The savings are	0000	Possible.
4024 Subscriptions 3,500 3,500 The SALC increase is likely to be higher than in recent years. 4025 insurance 9,200 8,850 TO SALC increase is likely to be higher than in recent years. 4026 Publications 2,400 1,7 LCR 4028 Publications 2,400 2,400 Hosting charge every two years - due in 2019/20. 4029 Publicity/Marketing 1,000 100 Anarketing tends to be be done through the website and Facebook to reduce the second of th		4023	Stationery and Printing	1,750		Less printing and hard copies reduces the printing costs	1,400	1,400 1,600 Need to print fewer documents
4025 Insurance 9,200 8,850 LCR 4026 Publications 20 17 LCR 4029 IT Costs (Software) 2,400 2,400 2,400 4029 Website Maintenance (hosting) 300 300 Hosting charge every two years - due in 2019/20. 4029 Website Maintenance (hosting) 1,000 100 100 Anaketing tends to be done through the website and Facebook to reduce Costs. 4032 Publicity/Marketing 1,000 100 783 The current contract with Horsham Pages allows for one page articles every two years. The current contract with Horsham Pages allows for one page articles every two months. The current contract with Horsham Pages allows for one page articles every two months. The current contract with Horsham Pages allows for one page articles every two months. The current contract with Horsham Pages allows for one page articles every two months. The current contract with Horsham Pages allows for one page articles every two months. The current contract with Horsham Pages allows for one page articles every two months. The current contract with Horsham Pages allows for one page articles every two months. The current contract with Horsham Pages allows for one page articles every two months. The current contract with Horsham Pages allows for one page articles every two months. The current contract with Horsham Pages allows for one page articles every two months.		4024	Subscriptions	3,500		The SALC increase is likely to be higher than in recent years.	Allow 3,600 subs	Allow for an increase for SALC subs
4026 Publications 20 17 LCR 4029 Ir Costs (Software) 2,400 2,400 2,400 1,000 1,000 1,000 Hosting charge every two years - due in 2019/20. 4029 Website Maintenance (hosting) 300 300 Hosting tends to be done through the website and Facebook to reduce costs. 4032 Publicity/Marketing 1,000 10 100 1,000 <t< td=""><td></td><td>4025</td><td>Insurance</td><td>9,200</td><td></td><td></td><td></td><td>To allow for an increase and any</td></t<>		4025	Insurance	9,200				To allow for an increase and any
4028 IT Costs (Software) 2,400 2,400 About the street of the stre		4026	Publications	20		97	9,200	9,200 additions to policy.
4022 Website Maintenance (hosting) 300 300 Hosting charge every two years - due in 2019/20. 4032 Publicity/Marketing 1,000 1,500 <		4028	IT Costs (Software)	2,400	2.400	LOR	20	
4033 Publicity/Marketing 1,000 100 Marketing tends to be done through the website and Facebook to reduce costs. 4033 Newsletter 700 783 The current contract with Horsham Pages allows for one page articles every two months. 1,000 1,000 1,000 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 1,000 Internet contract with Horsham Pages allows for one page articles every two months. 1,000 Internet contract with Horsham Pages allows for one page articles every two months.		4029	Website Maintenance (hosting)	300	300	Hosting charge event two warrs due in 200000	2,400	
4033 Newsletter 700 783 The current contract with Horsham Pages allows for one page articles every two months. 4038 Office Equipment Maintenance 1,000		4032	Publicity/Marketing	1,000	100	Marketing tends to be be done through the website and Facebook to reduce costs.	0	
4038 Office Equipment Maintenance 1,000		4033	Newsletter	200	783	The current contract with Horsham Pages allows for one page articles every	000	
4051 Bank Charges 100 100 Internet banking has reduced costs. 4053 PWLB Loan Charges 12,700 12,695 Principal £4,807.70, interest on remaining sum ends 2025. 1 4057 External Audit Fees 1,500 1,560 GDPR, eviction. HR services, Booking and finance system 1,500 500 Preparation reduces the time on site and therefore the cost. 1,500 400 A00 Preparation reduces the time on site and therefore the cost. 1,500 1,000 Projectors, flasks, flip charts, crockery etc. 1,000 1,000 1,000 Photocopier, chairs 1,000 1,000 1,000 Photocopier, chairs 1,000 1,000 1,000 Paid to HDC for upkeep of Roffey Cemetery. 8 4101 Burial Charges 6,750 Paid to HDC for upkeep of Roffey Cemetery. 8		4038	Office Equipment Maintenance	1 000	1000	two months.	800	
4053 PWLB Loan Charges 12,700 12,695 Principal £4,807.70, interest on remaining sum ends 2025. 1 4057 External Audit Fees 1,500 1,560 Principal £4,807.70, interest on remaining sum ends 2025. 1 4058 Professional Services 3,000 3,000 GDPR, eviction, HR services, Booking and finance system 1 4059 Internal Audit Fees 600 500 Preparation reduces the time on site and therefore the cost. 1 4100 Chairman's Allowance 400 A00 Projectors, flasks, flip charts, crockery etc. 1 4120 Office Equipment 1,000 1,000 1,000 Photocopier, chairs 1 4155 Grants 6,750 6,750 Paid to HDC for upkeep of Roffey Cemetery. 6 4101 Burial Charges 67,700 Paid to HDC for upkeep of Roffey Cemetery. 6		4051	Bank Charges	1,000	,000	Computers etc.	1,000	
4057 External Audit Fees 15,00 12,09 Principal £4,807.70, interest on remaining sum ends 2025. 1 4058 Professional Services 3,000 1,560 GDPR, eviction, HR services, Booking and finance system 1,500 500 GDPR, eviction, HR services, Booking and finance system 405 Internal Audit Fees 600 500 Preparation reduces the time on site and therefore the cost. 400 400 Covers events such as the APM. 400 400 Covers events such as the APM. Frojectors, flasks, flip charts, crockery etc. 412 A12 Office Equipment 1,000 1,000 1,000 Fhotocopier, chairs 10,000 10,000 Faid to HDC for upkeep of Roffey Cemetery. 1 4101 Burial Charges 6,750 6,750 Faid to HDC for upkeep of Roffey Cemetery. 6 6 6		4053	PWI B Loan Charnes	20100	100	Internet banking has reduced costs.	100	
4058 Professional Services 3,000 GDPR, eviction, HR services, Booking and finance system 4059 Internal Audit Fees 600 500 Preparation reduces the time on site and therefore the cost. 4100 Chairman's Allowance 400 400 Preparation reduces the time on site and therefore the cost. 4120 RMH Equipment (for hire) 750 750 Projectors, flasks, flip charts, crockery etc. 4122 Office Equipment 1,000 1,000 Photocopier, chairs 4155 Grants 6,750 6,750 Paid to HDC for upkeep of Roffey Cemetery. 1 4101 Burial Charges 6,750 67,240 67,240 67,240 67,240	-	4057	External Audit Fees	1 500	12,695	Principal £4,807.70, interest on remaining sum ends 2025.	12,250	
4059 Internal Audit Fees 5,000 5,000 CDPFK, eviction, HK services, Booking and finance system 4100 Chairman's Allowance 400 500 Preparation reduces the time on site and therefore the cost. 4120 RMH Equipment (for hire) 750 750 Projectors, flasks, flip charts, crockery etc. 4122 Office Equipment 1,000 1,000 1,000 1,000 4155 Grants 6,750 6,750 Paid to HDC for upkeep of Roffey Cemetery. 1 4101 Burial Charges 6,750 67,240 67,240 67,240 67,240		4058	Professional Services	2000	000.5		1,600	
4100 Chairman's Allowance 400 500 Preparation reduces the time on site and therefore the cost. 4120 Chairman's Allowance 400 400 Covers events such as the APM. 4122 Office Equipment 7,000 1,000 1,000 1,000 4155 Grants 10,000 10,000 10,000 10,000 4101 Burial Charges 6,750 6,750 Paid to HDC for upkeep of Roffey Cemetery. 6 72,470 67,240 67,240 67,240 67,240		4059	Internal Andit Fees	2,000	000,6	GDPR, eviction, HR services, Booking and finance system	3.000	
4120 RMH Equipment (for hire) 750 750 Projectors, flasks, flip charts, crockery etc. 4122 Office Equipment 1,000 </td <td></td> <td>4100</td> <td>Chairman's Allowance</td> <td>000</td> <td>005</td> <td>Preparation reduces the time on site and therefore the cost.</td> <td>200</td> <td></td>		4100	Chairman's Allowance	000	005	Preparation reduces the time on site and therefore the cost.	200	
4122 Office Equipment 1,000	-	4120	RMH Equipmont (for bire)	400	400	Covers events such as the APM.	400	
4155 Grants 1,000 1,000 1,000 10,000		4122	Office Equipment	06/	750	Projectors, flasks, flip charts, crockery etc.	750	
4101 Burial Charges 6,750 6,750 Paid to HDC for upkeep of Roffey Cemetery. 72,470 67,240	103		Cross-	1,000	1,000	Photocopier, chairs	1 000	
6,750 6,750 Paid to HDC for upkeep of Roffey Cemetery. 72,470 67,240	25		Gallis	10,000	10,000		10000	
67,240	5	5	burial Charges	6,750	6,750	Paid to HDC for upkeep of Roffey Cemetery.	6.750	
				72,470	67,240		68,420	



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BUDGET 2020/21 PERSONNEL COMMITTEE	2020/21 VEL CON	IMITTEE	BUDGET	ESTIMATED TO	NOTES 2019/20	BUDGET	NOTES 2020/21
			2019/20	31.03.2020		2020/34	
EXPEND	TURE - R	EXPENDITURE - REVENUE				20202	
					2% increase, average caretaker		n
400	7007				holiday cover, pay awards and		
90-	4001	Salaries/NI/Pensions	296,500	296,500	additional admin cover	305 800	
	4003	Payroll Administration Charge	800	1,000	To cover pension changes	000,000	
					de la constantina del constantina de la constantina de la constantina del constantina de la constantin		
	4009	Staff Expenses	3,000	3,000	increase in times requires more journeys	009 0	
					oformal	000,2	
	4010	Staff Training	7		To ensure that statutory		
	4000		nnc'ı	lone, I	requirements are met.	1.500	
3//	4030	Recruitment Advertising	250	20	Nominal sum	250	
					Additional polo shirts and		
	4031	Staff Personal Protective Clothing	7	,	sweatshirts and any other		
₹:		BILLINGIO CARROLLE INC.	400	400	necessary protective clothing.	400	
			302,450	302,450		344 2ED	

The Personnel Committee recommended a figure of £305,053 for salaries for 2020/21. Further calculations suggest to include holiday cover, the amount needs to be increased to £305,800.

BIDGET 2020/24						
PET COMMITTEE	BUDGET 2019/20	ESTIMATED TO	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21	_
		31.03.2020				
EXPENDITURE - REVENUE	N.					_
201 4305 Planning Consultant Fees	2,250	2,250		2 250		_
	2,250	2,250		2.250		
			1			

Recommended following the PET Meeting on 19.9.19



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BUDGET 2020/21	2020/21			L			
INCOME			2019/20	ESTIMATED	NOTES 2019/20	BUDGET 2020/21	NOTES
				31.3.2020		i i	2020/21
		INCOME					
401	1000	Hall Lettings	64,873		62,500 Income inflated above the calculated	65,625	65,625 NHH - 5% increase
402	L	1			rate.		
402		Hall Lettings	34,110	36,000		27 900	- 10 10 10 10 10 10 10 10 10 10 10 10 10
	1010	1010 Multi Court Income	22 035			000,10	or, out in b - 5% increase
403		1000 Hall lettings	04 000			23,140	23,140 5% increase
			61,263	81,263		83,700	83,700 RMH - 3% to try to equalise the cost of the hires across the halls.
	1001	Micoellocal					VAT payable at RMH only
	5	- 1	200	200			
	1006	Sale of Beverages	2000			nnc	
101	1106	Inforcet Description	4,000		1,000 rewer nires require refreshments	1,000	
700	200	- 1	100	100	100 Interest rates are very low	200	200 Potential for higher inferent
200	0001	Allotment Rents	775		More work is required at the allotments and the current rents do	875	875 Increase full allotment from £27.05 per annum to £30 and half
					not cover it.	× 2	work towards covering the cost of providing the allotments.
			205,356	204,201		242 RAD	
						717,040	

Recommended following the Property Committee Meeting 10.10.19

Summary of Precepts

Year	Precept	Tax Base	Tax at Band D	% increase at Band D
2020/21	335,269	8733.3	38.38	1.9
2019/20	327,769	8705.2	37.65	1.90
2018/19	319,943	8658.80	36.95	8.00
2017/18	293,552	8580.90	34.21	1.90
2016/17	282,726	8421.40	33.57	0.90
2015/16	278,908	8382.10	33.27	0.91
2014/15	271,405	8230.70	32.97	0.91
2013/14	267,040	8172.30	32.68	0.90
2012/13	288,106	8894.30	32.39	0.87
2011/12	285,531	8894.80	32.10	0.91



North Horsham Parish Council

WEB ACCESSIBILITY STATEMENT

North Horsham Parish Council recognises the importance of providing a website that is accessible to all users and meets accessibility standards. We are committed to making our website accessible to everyone, including blind, partially sighted or hard of hearing visitors who use screen readers or speech recognition. Our aim is to make our website 'perceivable, operable, understandable and robust' for all users as required by 'The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Using this website:

North Horsham Parish Council manages this website. Wordpress is the content management system for the website. WordPress follow web design standards, best practice and aim to achieve the best accessibility as is possible. Wordpress continually look to improve accessibility on their systems through a development forum.

The following are examples of what you should be able to do on this website:-

- Change the font size
- Zoom in up to 300% without the text spilling off the screen
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software
- Use a screen reader.

We have made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible is this website?

All main pages can be accessed via the navigation bar underneath the main picture. Each heading has a drop down list of subheadings that, in turn, lead to the public information about North Horsham Parish Council.

We know that some parts of the website aren't fully accessible:

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop down headings.
- The navigation bar disappears when scrolling down the page.
- You can't modify the line height or spacing of text.
- Screen readers haven't been tested on the site, so there may be some issues relating to use of these.

• There's a limit to how far you can magnify the map on our 'about the area' page without losing definition.

What to do if you can't access parts of this website:

If you have any questions regarding the accessibility of this site, or if you experience any difficulty in using it, please contact:

The Parish Clerk at parish.clerk@northhorsham-pc.gov.uk

Telephone: 01403 750786

Your request will be considered and we will get back to you within 15 working days.

Reporting accessibility problems with this website:

We're always looking to improve the accessibility of this website. If you find any problems, that aren't listed or if you think that we're not meeting accessibility requirements, please contact:

The Parish Clerk at parish.clerk@northhorsham-pc.gov.uk

Telephone: 01403 750786

Enforcement procedure:

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, please contact the Equality Advisory and Support Service (EASS). More details can be obtained from their website:- https://www.equalityadvisoryservice.com/

Contacting us by phone or visiting us in person:

Your contact is the Clerk and Responsible Financial Officer , Pauline Whitehead BA(Hons) FSLCC

Post:- Parish Council Office, Roffey Millennium Hall, Crawley Road, Roffey, Horsham RH12 4DT.

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

Telephone – 01403 750786

Technical information about this website's accessibility:

North Horsham Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile applications) (No. 2) Accessibility Regulations 2018.

The website is partially compliant with the Web Content Accessibility Guidelines version 2.1 (https://www.w3.org/TR/WCAG21) AA standard due to the non-compliances listed below.

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop down headings. this cannot be fixed as it is a characteristic of the Wordpress 'themes'.
- The navigation bar disappears when scrolling down the page.- when the website is next reviewed a 'theme' will be selected that addresses this.
- You can't modify the line height or spacing of text. this cannot be fixed as it is a characteristic of the pdf. documents that are used. Should technology develop, this will be addressed.
- Screen readers haven't been tested on the site, so there may be some issues
 relating to use of these. The Parish Council will make efforts to test this as soon
 as practicable.
- There's a limit to how far you can magnify the map on our 'about the area' page
 without losing definition. This will be reviewed and if possible an alternative map
 included.

How we tested this website

The website was tested by a working party delegated from the Finance and Administration Committee of North Horsham Parish Council.

This statement was prepared for adoption by the Finance and Administration Committee on 12th December 2019 and the Full Council on 9th January 2020.

Review date

The Web Accessibility Statement will be reviewed by full Council in January 2022 or sooner should there be a need.



North Horsham Parish Council GRANTS POLICY

Policy Statement

North Horsham Parish Council recognises the importance of the valuable contributions by all organisations to the enhancement, improvement and wellbeing of the local community.

To support the wellbeing of the local community, the Parish Council will provide monies within the Council's annual Budget for the purpose of grant funding.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of North Horsham.

Key Principles

North Horsham Parish Council's Grants Policy is based on the following principles -

- Grants are payments made by the Parish Council to an organisation for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the wellbeing of the local community.
- The Grants Policy will be administered within the criteria set down in the Grants Policy Guidance Note for Applicants.
- Each application for a grant will be treated on its own merit.
- Organisations that apply should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by the organisation.
- Projects must demonstrate sustainability and long term value for money.
- Applications must be made on the official application form and supported by evidence that is asked for.

Review of the Policy

The Grants Policy is scheduled to be reviewed in December 2021 subject to change in legislation or requirements of the Parish Council.

North Horsham Parish Council

GRANTS POLICY - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from North Horsham Parish Council. Please read them carefully before completing the Application Form.

Who may apply for a grant.

Applications will be considered from the following -

- Not for profit organisations, including voluntary organisations.
- Religious groups, where it is demonstrated that there is a clear benefit to the local community, irrespective of their religious beliefs.
- Education, health or social service establishments, where it is demonstrated that there is a clear benefit to the local community and that the establishment is working in partnership with other groups.

Who is not eligible to apply for a grant?

Applications will not be considered from the following –

- Organisations supporting or opposing any political party.
- Organisations showing any discrimination (in line with the Equality Act 2010)
- Private organisations operating as a business for profit.
- 'Upward Funders' groups or organisations whose fund raising is sent to a central office for redistribution.
- National organisations or groups with access to funds from a national 'umbrella' or 'parent' organisation, unless funds are not available from the national body or are inadequate for a specified project.
- Individuals.

The Application.

The application form is available from the Parish Clerk (contact details below) or from the Parish Council website www.northhorsham-pc.gov.uk

All applications:-

- Must be made by an organisation with clearly written aims and objectives and a written constitution.
- Must demonstrate clearly how a grant will benefit the local community of North Horsham.
- Must be made on the Parish Council's Application Form.
- Must be signed with a 'hard' signature.
- Must include all the supporting documentation that is requested (see the Checklist on the Application Form).

How the application is determined.

Each application for grant funding will be considered on its own merit

- Account will be taken of
 - The level of the organisation's own fund-raising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Applications will be considered at each meeting of the Parish Council's Finance and Administration Committee (for details of the dates of meetings, please see the Parish notice boards or visit the Parish Council's website).
- The Parish Council will not commit to ongoing grant funding a fresh application must be made each year.
- The Parish Council may attach conditions to the award of a grant, if it is considered appropriate.

Following determination of the application.

- Successful applicants will be notified in writing shortly after the meeting granting the application.
- Successful applicants will be sent a letter of confirmation in which there will be a request for written details of the bank account into which the award will be deposited.
- Successful applicants will be required to acknowledge the Parish Council's contribution on any publicity.
- The Parish Council will request that confirmation that the funding has been spent for the purpose for which it was granted within six months of the grant being awarded.
- In the event that grant is not used, either in part or in full; or the grant is not used for the purpose specified in the application, the Parish Council reserves the right to reclaim the amount of the grant paid, in full.

Data

The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision making meeting. Any award will be published on the Parish Council's website. www.northhorsham-pc.gov.uk

Should you have any questions or require additional support to complete the application form please contact

The Parish Clerk Roffey Millennium Hall, Crawley Road, Horsham, West Sussex, RH12 4DT

Tel. 01403 750786

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