

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
TO BE HELD ON THURSDAY 12<sup>TH</sup> 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 Bank	95 Day Notice account	No fixed term	1.00% AER
Aldermore Bank	Easy Access account – issue 7	No fixed term	1.00% AER
Aldermore Bank	Fixed Rate Business Savings Account	12 months	1.65% AER
Aldermore Bank	Fixed Rate Business Savings Account	6 months	1.15% AER

Aldermore Bank	Fixed Rate Business Savings Account	12 months with access	1.15% AER
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 30<sup>th</sup> November 2019Period covering 1<sup>st</sup> April 2019 to 30<sup>th</sup> November 2019Funding at 30<sup>th</sup> November 2019

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

Income to 30<sup>th</sup> November 2019

Cost Centre	Actual Income-	Annual Budget	Expected income to 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
<b>Total</b>	<b>141,332</b>	<b>205,356</b>	<b>136,905</b>

Expenditure to 30<sup>th</sup> 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
<b>Total</b>	<b>313,976</b>	<b>515,599</b>	<b>343,734</b>

<b>Net expenditure</b>	<b>(172,644)</b>	<b>(310,243)</b>	<b>(206,829)</b>
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\*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 30<sup>th</sup> 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 4<sup>th</sup> December 2019

## Detailed Income &amp; Expenditure by Budget Heading 31.11.2019

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>101 Administration</u>						
1008 Miscellaneous Income	(1,000)	(748)	0	748		
1175 CIL Payment	0	11,053	0	(11,053)		
1176 Precept	0	327,769	327,769	0		
1196 Interest Received	18	106	100	(6)		
Administration :- Income	<b>(982)</b>	<b>338,180</b>	<b>327,869</b>	<b>(10,311)</b>		
4007 Councillors Training	280	770	1,500	730		730
4008 Councillors Expenses	1,635	4,340	9,050	4,710		4,710
4021 Telephone/Fax/Internet	0	1,190	3,750	2,560		2,560
4022 Postage	0	443	1,500	1,057		1,057
4023 Stationery and Printing	193	1,013	1,750	737		737
4024 Subscriptions	0	3,465	3,500	35		35
4025 Insurance	0	8,822	9,200	378		378
4026 Publications/Magazines	0	17	20	3		3
4028 IT Costs	151	1,308	2,400	1,092		1,092
4029 Website Maintenance	0	84	300	216		216
4032 Publicity/Marketing	0	0	1,000	1,000		1,000
4033 Newsletter	0	783	700	(83)		(83)
4038 Office Equipment Maint.	132	437	1,000	563		563
4051 Bank Charges	71	96	100	4		4
4053 PWLB Loan Charges	0	6,409	12,700	6,291		6,291
4057 External Audit Fees	0	(570)	1,500	2,070		2,070
4058 Professional Services	1,176	2,508	3,000	492		492
4059 Internal Audit Fees	0	146	600	454		454
4100 Chairman's Allowance	16	160	400	240		240
4120 Roffey Hall Equipment	0	256	750	494		494
4122 Office Equipment	0	254	1,000	746		746
Administration :- Indirect Expenditure	<b>3,654</b>	<b>31,931</b>	<b>55,720</b>	<b>23,789</b>	<b>0</b>	<b>23,789</b>
<b>Net Income over Expenditure</b>	<b>(4,636)</b>	<b>306,248</b>	<b>272,149</b>	<b>(34,099)</b>		
<u>103 Grants</u>						
4155 Other Grants and Donations	1,700	2,730	10,000	7,270		7,270
Grants :- Indirect Expenditure	<b>1,700</b>	<b>2,730</b>	<b>10,000</b>	<b>7,270</b>	<b>0</b>	<b>7,270</b>
<b>Net Expenditure</b>	<b>(1,700)</b>	<b>(2,730)</b>	<b>(10,000)</b>	<b>(7,270)</b>		
<u>104 Burial</u>						
4101 Burial Charges	1,683	5,048	6,750	1,702		1,702
Burial :- Indirect Expenditure	<b>1,683</b>	<b>5,048</b>	<b>6,750</b>	<b>1,702</b>	<b>0</b>	<b>1,702</b>
<b>Net Expenditure</b>	<b>(1,683)</b>	<b>(5,048)</b>	<b>(6,750)</b>	<b>(1,702)</b>		

## Detailed Income &amp; Expenditure by Budget Heading 31.11.2019

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>106 Personnel</b>						
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	<b>49,171</b>	<b>198,986</b>	<b>302,450</b>	<b>103,464</b>	<b>0</b>	<b>103,464</b>
<b>Net Expenditure</b>	<b>(49,171)</b>	<b>(198,986)</b>	<b>(302,450)</b>	<b>(103,464)</b>		
<b>201 Planning, Env &amp; Transport</b>						
4305 Planning Consultant Fees	0	278	2,250	1,972		1,972
Planning, Env & Transport :- Indirect Expenditure	<b>0</b>	<b>278</b>	<b>2,250</b>	<b>1,972</b>	<b>0</b>	<b>1,972</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(278)</b>	<b>(2,250)</b>	<b>(1,972)</b>		
<b>301 Allotments</b>						
1050 Allotment Rents	0	541	775	234		
Allotments :- Income	<b>0</b>	<b>541</b>	<b>775</b>	<b>234</b>		
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	<b>0</b>	<b>311</b>	<b>1,200</b>	<b>889</b>	<b>0</b>	<b>889</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>231</b>	<b>(425)</b>	<b>(656)</b>		
<b>302 Amenity, Recs &amp; Open Sp</b>						
1100 Grants Received	0	9,984	9,836	(148)		
Amenity, Recs & Open Sp :- Income	<b>0</b>	<b>9,984</b>	<b>9,836</b>	<b>(148)</b>		
4019 Window Cleaning	0	300	925	625		625
4200 Grass cutting	2,403	18,579	20,000	1,421		1,421
4250 Bus Shelter Repairs	100	1,361	2,000	639		639
4251 Play Area & M Crts Maint	506	2,750	8,000	5,250		5,250
4252 Open Spaces	1,378	3,265	9,000	5,735		5,735
4253 Litter Warden/Clearance	0	69	850	781		781
4254 Community Services - Dog Bins	337	1,515	2,069	554		554
4255 Street Lighting - Maint/Supply	79	1,602	3,500	1,898		1,898

## Detailed Income &amp; Expenditure by Budget Heading 31.11.2019

Month No: 8

## Cost Centre Report

	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
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>4,878</b>	<b>30,912</b>	<b>50,000</b>	<b>19,088</b>	<b>0</b>	<b>19,088</b>
<b>Net Income over Expenditure</b>	<b>(4,878)</b>	<b>(20,928)</b>	<b>(40,164)</b>	<b>(19,236)</b>		
<b>401 North Heath Hall</b>						
1000 Hall Lettings	5,245	43,012	64,873	21,861		
North Heath Hall :- Income	<b>5,245</b>	<b>43,012</b>	<b>64,873</b>	<b>21,861</b>		
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	<b>1,624</b>	<b>13,208</b>	<b>26,399</b>	<b>13,191</b>	<b>0</b>	<b>13,191</b>
<b>Net Income over Expenditure</b>	<b>3,621</b>	<b>29,804</b>	<b>38,474</b>	<b>8,670</b>		
<b>402 Holbrook Recreation Centre</b>						
1000 Hall Lettings	4,109	27,131	34,110	6,979		
1010 Multi Court Lettings	2,189	13,853	22,035	8,182		
Holbrook Recreation Centre :- Income	<b>6,298</b>	<b>40,985</b>	<b>56,145</b>	<b>15,160</b>		
4011 NNDR	349	2,788	3,493	705		705



## Detailed Income &amp; Expenditure by Budget Heading 31.11.2019

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4012 Water Rates	250	(349)	1,500	1,849		1,849
4014 Electricity	599	1,848	3,250	1,402		1,402
4015 Gas	101	309	1,500	1,191		1,191
4016 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 Syst	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
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>2,141</b>	<b>10,846</b>	<b>23,001</b>	<b>12,155</b>	<b>0</b>	<b>12,155</b>
<b>Net Income over Expenditure</b>	<b>4,157</b>	<b>30,139</b>	<b>33,144</b>	<b>3,005</b>		
<b>403 Roffey Millennium Hall</b>						
1000 Hall Lettings	6,674	54,365	81,263	26,898		
1004 Equipment Sale/Sundry Income	170	950	200	(750)		
1006 Refreshment Sale Income	172	1,122	2,000	878		
<b>Roffey Millennium Hall :- Income</b>	<b>7,016</b>	<b>56,437</b>	<b>83,463</b>	<b>27,026</b>		
4011 NNDR	663	5,303	6,642	1,340		1,340
4012 Water Rates	374	1,153	1,235	82		82
4014 Electricity	537	3,446	5,125	1,679		1,679
4015 Gas	(116)	1,315	6,150	4,835		4,835
4016 Cleaning Materials	313	1,276	1,425	149		149
4017 Refuse Bin Clearance	219	827	1,663	836		836
4018 Sanitary Waste	65	(25)	205	230		230
4019 Window Cleaning	110	440	1,015	575		575
4020 Refreshment Sale Cost/Sundries	12	292	500	208		208
4034 Maintenance - Electrical	69	520	2,000	1,480		1,480
4035 Maintenance - Elect Eqp Insp	40	393	590	197		197
4036 Maintenance - General	43	778	3,000	2,222		2,222

## Detailed Income &amp; Expenditure by Budget Heading 31.11.2019

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4037 Maintenance - Fire Alarm Syst	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	<b>2,614</b>	<b>19,726</b>	<b>37,829</b>	<b>18,103</b>	<b>0</b>	<b>18,103</b>
<b>Net Income over Expenditure</b>	<b>4,402</b>	<b>36,712</b>	<b>45,634</b>	<b>8,922</b>		
<u>901 Earmarked Reserves</u>						
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	<b>0</b>	<b>25,203</b>	<b>0</b>	<b>(25,203)</b>	<b>0</b>	<b>(25,203)</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(25,203)</b>	<b>0</b>	<b>25,203</b>		
Grand Totals:- Income	<b>17,577</b>	<b>489,139</b>	<b>542,961</b>	<b>53,822</b>		
Expenditure	<b>67,465</b>	<b>339,178</b>	<b>515,599</b>	<b>176,421</b>	<b>0</b>	<b>176,421</b>
<b>Net Income over Expenditure</b>	<b>(49,888)</b>	<b>149,961</b>	<b>27,362</b>	<b>(122,599)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(49,888)</b>	<b>149,961</b>				

31st March 2019

30th November 2019

31st March 2019		30th November 2019	
<b>Current Assets</b>			
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	
<b>431,423</b>			<b>571,299</b>
<b>431,423</b>	<b>Total Assets</b>		<b>571,299</b>
<b>Current Liabilities</b>			
37,082	Creditors	29,177	
2,070	Accruals	0	
110	Receipts in Advance	0	
<b>39,261</b>			<b>29,177</b>
<b>392,161</b>	<b>Total Assets Less Current Liabilities</b>		<b>542,122</b>
<b>Represented By</b>			
186,151	General Reserve		334,380
7,955	Earmarked Reserves - VAT Con		7,955
129,450	Earmarked Reserves - R&R Fund		126,932
19,950	Earmarked Reserves - Election		19,950
0	EMR - Tree management work		4,250
5,621	Earmarked Res-Yth Charity Bal		5,621
8,035	Earmarked Reserve Planning		8,035
10,000	Earmarked Reserve - Boiler RMH		10,000
25,000	Earmarked Res Capital Receipt		25,000
<b>392,161</b>			<b>542,122</b> ✓

The above statement represents fairly the financial position of the authority as at 1st April 2019 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

## North Horsham Parish Council

### Income and Expenditure Account for Year Ended 30th November 2019

31st March 2019		30th November 2019
	<b>Income Summary</b>	
319,943	Precept	327,769
386	Interest Received	106
<u>320,329</u>	Sub Total	<u>327,875</u>
	<b>Operating Income</b>	
35	Administration	10,305
539	Allotments	541
9,986	Amenity, Recs & Open Sp	9,984
64,471	North Heath Hall	43,012
60,694	Holbrook Recreation Centre	40,985
85,141	Roffey Millennium Hall	56,437
<u>541,195</u>	Total Income	<u>489,139</u> ✓
	<b>Running Costs</b>	
45,766	Administration	31,931
5,660	Grants	2,730
6,730	Burial	5,048
287,705	Personnel	198,986
737	Planning, Env & Transport	278
1,589	Allotments	311
34,481	Amenity, Recs & Open Sp	30,912
23,180	North Heath Hall	13,208
21,164	Holbrook Recreation Centre	10,846
34,546	Roffey Millennium Hall	19,726
10,436	Earmarked Reserves	25,203 ✓
<u>471,993</u>	Total Expenditure	<u>339,178</u> ✓
	<b>General Fund Analysis</b>	
106,513	Opening Balance	186,151
541,195	Plus : Income for Year	489,139
<u>647,708</u>		<u>675,290</u>
471,993	Less : Expenditure for Year	339,178
<u>175,715</u>		<u>336,112</u>
4,641	Transfers TO / FROM Reserves	1,567
<u>171,074</u>	Closing Balance	<u>334,545</u>

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 30th November 2019

	EXPENDITURE		INCOME		BALANCE	TRANSFER	EXPENDITURE		INCOME		BALANCE	TRANSFER	EXPENDITURE		INCOME		NOTE
	ACTUAL	ACTUAL	ACTUAL	ACTUAL			31.03.17	01.04.2017	ACTUAL	ACTUAL			ACTUAL	ACTUAL	31.03.19	01.04.2018	
310/0	470391	478024	478024	478024	85277	-10000	468953	500189	500189	541195	186151	-26770	313975	489139	334545		
320/0	0	0	0	0	7955		0	0	7955	7955					7955		
321/0	23736	0	0	0	137030	8000	5144	0	139886	129450	20770		23288		126932		
322/0	0	0	0	0	19950			0	19950	19950					19950		
323/0	0	0	0	0	0		0	0	0		6000		1750		4250		
325/0	0	0	0	0	4000	-4000	0	0	0	0					0		
326/0	0	0	0	0	0		0	0	0	0					0		
327/0	0	0	0	0	5621			0	5621	5621					5621		1
328/0	3750	0	0	0	8250		215	0	8035	8035					8035		
330/0	0	0	0	0	4000	-4000	0	0	0	0					0		
331/0	0	0	0	0	0	10000	0	0	10000	10000					10000		
335/0	0	0	0	0	25000		0	0	25000	25000					25000		2
310/0	497877	478024	478024	478024	297083	0	474312	500189	322960	392162	0		339178	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.

4 R & R

£26,770 transferred into the RR in 2019 for high priority work : Repair to Boardwalks at Earles Meadow £17,520; Street lighting upgrade £6,000 and Redecorating at Holbrook Tythe Barn £3,250  
Expenditure of £5,200 for Streetlighting upgrade and £1,750 for Tree assessment and Broadwalk E.M. £4,200 and Broadwalk E.M. £12,920 and Water Repairs £968

5 CLT Working Party

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## NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2020/21

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

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

<b>General Reserve Considerations for 2020/21</b>	
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
Predicted excess at 31.3.20	42,543
<b>Predicted General Reserve at 31.3.20</b>	<b>200,924</b>

<b>Precept requirement for 2020/21</b>	<b>306,009</b>
<b>EMR play equipment</b>	<b>25,000</b>
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
<b>Final precept requirement for 2020/21</b>	<b>335,269</b>

Tax base for 20/21 = 8733.3

Levy at Band D £38.38

NORTH HORSHAM PARISH COUNCIL  
SUGGESTED RESERVE BALANCES - from 31.03.16

	RESERVES TRANSFER		BALANCE		ACTUAL EXPENDITURE		ACTUAL INCOME		BALANCE		ESTIMATED EXPENDITURE		ESTIMATED INCOME		RESERVES TRANSFER		BALANCE		ESTIMATED EXPENDITURE		ESTIMATED INCOME				
	31.03.2017	1.4.2017	1.4.2017	1.4.2017	31.03.2018	31.03.2018	31.03.2018	31.03.2018	31.03.2018	31.03.2018	31.03.2019	31.03.2019	31.03.2019	31.03.2019	31.03.2019	31.03.2019	1.4.2019	1.4.2019	31.03.2020	31.03.2020	31.03.2020	31.03.2020	31.03.2020		
<b>3100</b> GENERAL RESERVES	85,277	-10,000	75,277	75,277	466,953	500,189	106,513	461,557	541,195	186,151	-27,770	510,464	553,007	200,924											
EARMARKED RESERVES																									
3200																									
	VAT Contingency	7,955		7,955			7,955			7,955															
3210	Repairs and Renewals	137,030	8,000	145,030	1900		143,130			129,450														7955	
3220	Election costs	19,950	0	19,950			19,950			19,950															1,294,50
3250	Damage	4,000	-4,000	0			0			6,000															19,950
3270	Roffey Youth Club	5,621		5,621			5,621			5,621															6,000
3280	Planning	8,250		8,250	215		8,035			8,035															5,621
3300	Capital Projects	4,000	-4,000	0			0			0															8,035
3310	Neighbourhood Plan		10,000	10,000			10,000			10,000															0
3350	Capital projects associated with NHPC Business Plan	25,000		25,000			25,000			25,000															10,000
		297,083	0	297,083	471,068	500,189	326,204	461,557	541,195	398,162	-27,770	510,464	553,007	412,335											

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BUDGET 2020/21  
PROPERTY COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES ON 2019/20	BUDGET 2020/21	NOTES ON 2020/21
403	<b>ROFFEY MILLENNIUM HALL</b>					
4011	NNDR (Business Rates)	6,642	6,628		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		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	990		990	
4020	Refreshment Sale Costs	500	500		500	
4034	Maintenance - electrical	2,000	2,000	Inc £240 for CCTV service	2,000	Inc £240 for CCTV service
4035	Maintenance - electrical insp.	590	590	PAT Tests + electrical inspections + EL	2650	Periodic test required (3/21) + PAT tests and electrical inspections.
4036	Maintenance - general	3,000	3,000		3,250	Defibrillator pads required
4037	Maintenance - fire alarm	515	570		570	
4039	Maintenance - intruder alarm	794	794		794	
4040	Maintenance - lift	750	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	500	500	Annual service	500	
4061	Legionella Testing	250	250	Water testing only	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	Fire risk assessment required.
4066	Keyholder Services	185	180		180	
4500	Internal decorations	2,000	2,000		2,500	Upstairs rooms
		<b>37,829</b>	<b>37,782</b>		<b>41,642</b>	

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**BUDGET 2020/21  
PROPERTY COMMITTEE**

<b>EXPENDITURE - REVENUE</b>		<b>BUDGET 2019/20</b>	<b>ESTIMATED TO 31.3.2020</b>	<b>NOTES 2019/20</b>	<b>BUDGET 2020/21</b>	<b>NOTES 2020/21</b>
401	<b>NORTH HEATH HALL</b>					
4011	NNDR (Business Rates)	6,396	6,383	Based on invoices	6,700	5% increase
4012	Water Rates	900	900		900	
4014	Electricity	2,640	2,640		2,640	Savings are always trying to be made.
4015	Gas	2,562	2,562		2,562	Savings are always trying to be made.
4016	Cleaning Materials	1,332	1,332		1,332	
4017	Refuse Clearance (HDC)	836	820	Based on invoices	832	
4018	Sanitary Disposals	205	205		220	
4019	Window Cleaning	738	738		738	
4034	Maintenance - electrical	2,000	2,000	Electrical repairs	2,000	Stage lighting requires moving.
4035	Maintenance - electrical insp.	500	500	No periodic test required. Light testing monthly	500	No periodic testing required. Lights tested monthly.
4036	Maintenance - general	2,000	2,000		2,000	
4037	Maintenance - fire alarm	750	750		750	
4039	Maintenance - intruder alarm	794	794		794	
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	650	650		650	
4044	Maintenance - partition wall	700	700		700	
4061	Legionella Testing	236	251	Environmental assessment and thermomometer calibration.	371	Risk assessment required along with environmental assessment and thermomometer calibration.
4063	Maintenance - plumbing	750	750		750	
4065	Fire Prevention Sundries	75	75	New fire notices required	585	Fire risk assessment required in 2020.
4066	Keyholder Services	185	180		180	
4500	Internal decoration	2,000	2,000	Hall and kitchens	2,500	
		<b>26,399</b>	<b>26,380</b>		<b>27,854</b>	

**BUDGET 2020/21  
PROPERTY COMMITTEE**

<b>EXPENDITURE - REVENUE</b>		<b>BUDGET 2019/20</b>	<b>ESTIMATED TO 31.3.2020</b>	<b>NOTES 2019/20</b>	<b>BUDGET 2020/21</b>	<b>NOTES 2020/21</b>
<b>402</b>	<b>HOLBROOK TYTHE BARN</b>					
4011	NNDR (Business Rates)	3,493	3,486	Actual amount	3,660	5% increase
4012	Water Rates	1,500	1,500		1,500	
4014	Electricity	3,250	3,250		3,250	
4015	Gas	1,500	1,500		1,500	
4016	Cleaning Materials	1,575	1,575		1,575	
4017	Refuse Clearance (HDC)	836	820		832	
4018	Sanitary Disposals	205	205		220	
4019	Window Cleaning	323	320		450	Misquoted in 2019
4034	Maintenance - electrical	2,000	2,000		2,000	General electrical maintenance
4035	Maintenance - electrical insp.	590	590	PAT Tests + electrical inspections + EL	1,900	Drain test and periodic electrical test.
4036	Maintenance - general	2,000	2,000		2,000	
4037	Maintenance - fire alarm	570	570		570	
4039	Maintenance - intruder alarm	794	794		794	
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	500	500		500	
4061	Legionella Testing	205	221	Water testing + risk assessment	351	Risk assessment required . And thermometer calibration.
4063	Maintenance - plumbing	750	750		750	
4065	Fire Prevention Sundries	575	575	Fire risk assessment £500 April 2019	75	
4066	Keyholder Services	185	180		180	
4500	Internal decoration	2,000	2,000		1,500	
		<b>23,001</b>	<b>22,986</b>		<b>23,757</b>	

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BUDGET 2020/21  
PROPERTY COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES ON 2019/20	BUDGET 2020/21	NOTES ON 2020/21
<b>AMENITIES - ALLOTMENTS</b>						
301	4012	100	150	Water leak in 2019	150	More in line with previous bills.
	4102	250	275	Actual cost for 2019/20	275	Whilst an increase has been suggested, the figure has been kept at 275 whilst negotiations are in place.
	4200	750	750	Grass and hedge cutting	750	Grass and hedge cutting
	4259	100	400	Necessary bramble clearing.	400	Necessary bramble clearing and cutting.
		<b>1,200</b>	<b>1,575</b>		<b>1,575</b>	
<b>OTHER AMENITIES</b>						
302	4019	925	925	Regular cleaning of bus shelters.	925	Regular cleaning of bus shelters.
	4200	20,000	20,500	Some remedial work is required in areas that had been cut back previously.	20,500	Grass amaintenance contract and some ad hoc work.
	4250	2,000	2,000	Rolling programme of maintenance Bartholomew Road done in 2019 also smashed glass at Manor Fields	2,000	Rolling programme of maintenance
	4251	8,000	8,000	Some play equipment requires replacement parts.	8,000	Repairs to equipment and wet pour antiicipted.
	4252	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.	10,500	Includes H&S tree work and work required to Veteran Oak tree at EM (in Management Plan)
	4253	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.	900	New trolley with litter segregation capability.
	4254	2,069	2,020		2,060	2% inflation
	4255	3,500	3,500	Maintenance contract enables work to be undertaken as necessary with known costings	3,500	Includes maintenance and replacement as required
	4258	2,556	2,556		2,600	Permanent lining being undertaken through CIL money should reduce costs in the longer term.
	4260	100	100	Security	100	For security, small items.
	4302	1,000	1,000	This mainly covers cleaning and small repairs.	1,000	A notice board review is scheduled for 2020/21.
		<b>50,000</b>	<b>49,801</b>		<b>52,085</b>	

\*Replacement programmes for equipment at Birches Road Playground and Amberley Road Playground have been identified as 2024 and 2025 respectively. The total replacement cost of equipment at Birches Road Playground has been estimated at £58,078 and Amberley Road Playground at £72,560. 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 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 more exact funding can be allocated in 2023/24 to enable 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: 2020/21, 2021/22, 2022/23.**

**To undertake work in 2022/23 to ascertain more accurate 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

BUDGET 2020/21  
F & A COMMITTEE

EXPENDITURE - REVENUE		BUDGET 2019/20	ESTIMATED TO 31.03.20	NOTES	BUDGET 2020/21	NOTES
101	4006 Conferences	0	0			
	4007 Councillors' Training	1,500	1,500	Additional training may be required after the elections for new councillors.	1,000	
	4008 Councillors' Expenses	9,050	5,535	Based on payments made for April, July and October 2019 and potential for Jan 20.	6,750	Based on 14 Councillors.
	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 19/20	3,500	Reductions are negotiated when possible.
	4022 Postage	1,500	1,400	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 leveling off.	1,400	
	4023 Stationery and Printing	1,750	1,600	Less printing and hard copies reduces the printing costs	1,600	Need to print fewer documents
	4024 Subscriptions	3,500	3,500	The SALC increase is likely to be higher than in recent years.	3,600	Allow for an increase for SALC subs
	4025 Insurance	9,200	8,850		9,200	To allow for an increase and any additions to policy.
	4026 Publications	20	17	LCR	20	
	4028 IT Costs (Software)	2,400	2,400		2,400	
	4029 Website Maintenance (hosting)	300	300	Hosting charge every two years - due in 2019/20.	0	
	4032 Publicity/Marketing	1,000	100	Marketing tends to be done through the website and Facebook to reduce costs.	800	
	4033 Newsletter	700	783	The current contract with Horsham Pages allows for one page articles every two months.	800	
	4038 Office Equipment Maintenance	1,000	1,000	Computers etc.	1,000	
	4051 Bank Charges	100	100	Internet banking has reduced costs.	100	
	4053 PWLB Loan Charges	12,700	12,695	Principal £4,807.70, interest on remaining sum ends 2025.	12,250	
	4057 External Audit Fees	1,500	1,560		1,600	
	4058 Professional Services	3,000	3,000	GDPR, eviction, HR services, Booking and finance system	3,000	
	4059 Internal Audit Fees	600	500	Preparation reduces the time on site and therefore the cost.	500	
	4100 Chairman's Allowance	400	400	Covers events such as the APM.	400	
	4120 RMH Equipment (for hire)	750	750	Projectors, flasks, flip charts, crockery etc.	750	
	4122 Office Equipment	1,000	1,000	Photocopier, chairs	1,000	
	4155 Grants	10,000	10,000		10,000	
103	4101 Burial Charges	6,750	6,750	Paid to HDC for upkeep of Roffey Cemetery.	6,750	
104		<b>72,470</b>	<b>67,240</b>		<b>68,420</b>	

**BUDGET 2020/21  
PERSONNEL COMMITTEE**

		BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
<b>EXPENDITURE - REVENUE</b>						
106	4001 Salaries/NI/Pensions	296,500	296,500	2% increase, average caretaker holiday cover, pay awards and additional admin cover.	305,800	
	4003 Payroll Administration Charge	800	1,000	To cover pension changes	800	
	4009 Staff Expenses	3,000	3,000	Increase in hires requires more journeys	2,500	
	4010 Staff Training	1,500	1,500	To ensure that statutory requirements are met.	1,500	
	4030 Recruitment Advertising	250	50	Nominal sum	250	
	4031 Staff Personal Protective Clothing	400	400	Additional polo shirts and sweatshirts and any other necessary protective clothing.	400	
		<b>302,450</b>	<b>302,450</b>		<b>311,250</b>	

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.

**BUDGET 2020/21  
PET COMMITTEE**

		BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
<b>EXPENDITURE - REVENUE</b>						
201	4305	2,250	2,250		2,250	
	Planning Consultant Fees	<b>2,250</b>	<b>2,250</b>		<b>2,250</b>	

Recommended following the PET Meeting on 19.9.19

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**BUDGET 2020/21  
INCOME**

		BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
	<b>INCOME</b>					
401	1000	64,873	62,500	Income inflated above the calculated rate.	65,625	NHH - 5% increase
402	1000	34,110	36,000		37,800	HTB - 5% increase
403	1010	22,035	22,035		23,140	5% increase
	1000	81,263	81,263		83,700	RMH - 3% to try to equalise the cost of the hires across the halls. VAT payable at RMH only
	1004	200	500		500	
	1006	2,000	1,000	Fewer hires require refreshments	1,000	
101	1196	100	100	Interest rates are very low	200	Potential for higher interest.
301	1050	775	803	More work is required at the allotments and the current rents do not cover it.	875	Increase full allotment from £27.05 per annum to £30 and half allotment from 13.55 per annum to £15. (1% increase). To work towards covering the cost of providing the allotments.
		205,356	204,201		212,840	

Recommended following the Property Committee Meeting 10.10.19

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Summary of Precepts

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



# 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](mailto: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](mailto: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](mailto: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 12<sup>th</sup> December 2019 and the Full Council on 9<sup>th</sup> 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](http://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](http://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](mailto:Parish.clerk@northhorsham-pc.gov.uk)