



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	42,543

Budget for 2020/21		
Revenue expenditure	528,758	528,758
Income		
Community Infrastructure Levy	0	
Environmental Grant	9,984	
Income from hall hires	212,840	222,824
	Deficit	305,934

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
Predicted excess at 31.3.20	42,543
Predicted General Reserve at 31.3.20	200,924

Precept requirement for 2020/21	305,934
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 requirement for 2020/21	335,194

Tax base for 20/21 = 8733.3

Levy at Band D £38.38

Agreed by full Council 9th January 2020

BUDGET 2020/21
PROPERTY COMMITTEE

BUDGET 2020/21 PROPERTY COMMITTEE			BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES ON 2019/20	BUDGET 2020/21	NOTES ON 220/21
EXPENDITURE - REVENUE							
403	ROFFEY MILLENNIUM HALL						
	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		6,075	
	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
			37,829	37,782		41,567	

Agreed by Full Council on 9th January 2020

BUDGET 2020/21
PROPERTY COMMITTEE

		BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
EXPENDITURE - REVENUE						
401	NORTH HEATH HALL					
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 thermometer calibration.	371	Risk assessment required along with environmental assessment and thermometer 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	
		26,399	26,380		27,854	

Agreed by full Council 9th January 2020

BUDGET 2020/21
PROPERTY COMMITTEE

BUDGET 2020/21 PROPERTY COMMITTEE			BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
EXPENDITURE - REVENUE							
402	HOLBROOK TYTHE BARN						
	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 asesment	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	
			23,001	22,986		23,757	

Agreed by full Council 9th January 2020

BUDGET 2020/21
PROPERTY COMMITTEE

		BUDGET 2019/20	ESTIMATED TO 31.03.2020	NOTES ON 2019/20	BUDGET 2020/21	NOTES ON 2020/21
EXPENDITURE - REVENUE						
AMENITIES - ALLOTMENTS						
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.
		1,200	1,575		1,575	

		OTHER AMENITIES				
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 maitenance
	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.
		50,000	49,801		52,085	

*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:

a) 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.

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

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

Agreed by full Council 9th January 2020

BUDGET 2020/21
F & A COMMITTEE

			BUDGET 2019/20	ESTIMATED TO 31.03.20	NOTES	BUDGET 2020/21	NOTES
EXPENDITURE - REVENUE							
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	
103	4155	Grants	10,000	10,000		10,000	
104	4101	Burial Charges	6,750	6,750	Paid to HDC for upkeep of Roffey Cemetery.	6,750	
			72,470	67,240		68,420	

Agreed by full Council 9th January 2020

BUDGET 2020/21
PERSONNEL COMMITTEE

			BUDGET	ESTIMATED	NOTES 2019/20	BUDGET	NOTES 2020/21
			2019/20	TO		2020/21	
				31.03.2020			
EXPENDITURE - REVENUE							
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	
			302,450	302,450		311,250	

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.

Agreed by full Council 9th January 2020

**BUDGET 2020/21
PET COMMITTEE**

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

Agreed by full Council 9th January 2020

BUDGET 2020/21
INCOME

			BUDGET 2019/20	ESTIMATED TO 31.3.2020	NOTES 2019/20	BUDGET 2020/21	NOTES 2020/21
INCOME							
401	1000	Hall Lettings	64,873	62,500	Income inflated above the calculated rate.	65,625	NHH - 5% increase
402	1000	Hall Lettings	34,110	36,000		37,800	HTB - 5% increase
	1010	Multi Court Income	22,035	22,035		23,140	5% increase
403	1000	Hall Lettings	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	Miscellaneous Income	200	500		500	
	1006	Sale of Beverages	2,000	1,000	Fewer hires require refreshments	1,000	
101	1196	Interest Received	100	100	Interest rates are very low	200	Potential for higher interest
301	1050	Allotment Rents	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. (11% increase). To work towards covering the cost of providing the allotments.
			205,356	204,201		212,840	

2019/20 and 2020/21
SUMMARY

	2019/20				2020/21					
	EXPENDITURE			TOTAL	INCOME			BUDGET		
	BUDGET 2019/20	ACTUAL 31.3.2020	ESTIMATED 31.3.2020		BUDGET 2019/20	ACTUAL 31.3.2020	ESTIMATED 31.3.2020	TOTAL	EXPENDITURE	INCOME
Roffey Millennium Hall	37,829	0	37,782	37,782	83,463	0	82,763	82,763	41,567	85,200
North Heath Hall	26,399	0	26,380	26,380	64,873	0	62,500	62,500	27,854	65,625
Holbrook Tythe Barn	23,001	0	22,986	22,986	56,145	0	58,035	58,035	23,757	60,940
Amenities	51,200	0	51,376	51,376	775	0	803	803	53,660	875
F & A (exc. Precept)	72,470	0	67,240	67,240	100	0	100	100	68,420	200
PERSONNEL	302,450	0	302,450	302,450	0	0	0	0	311,250	0
PET	2,250	0	2,250	2,250	0	0	0	0	2,250	0
	515,599	0	510,464	510,464	205,356		204,201	204,201	528,758	212,840

F & A - precept

CiL

Environmental Grant

Total Funding

FUNDING			
BUDGET 2019/20	ACTUAL 31.3.2020	ESTIMATED 31.3.2020	FUNDING 2020/21
327,769		327,769	Precept
0		11,053	0
9,836		9,984	9,984
337,605		348,806	9,984

Agreed by full Council 9th January 2020

NORTH HORSHAM PARISH COUNCIL
SUGGESTED RESERVE BALANCES - from 31.03.17

	BALANCE	RESERVES	BALANCE	ACTUAL	ACTUAL	BALANCE	ESTIMATED	ESTIMATED	BALANCE	RESERVES	ESTIMATED	ESTIMATED	BALANCE	
	31.03.2017	TRANSFER	1.4.2017	EXPENDITURE	INCOME	31.03.2018	EXPENDITURE	INCOME	31.03.2019	TRANSFER	EMR EXP	EXPENDITURE	INCOME	31.03.2020
310/0 GENERAL RESERVES	85,277	-10,000	75,277	468,953	500,189	106,513	461,557	541,195	186,151	-27,770		510,464	553,007	200,924
EARMARKED RESERVES														
320/0 VAT Contingency	7,955		7,955			7,955			7,955					7,955
321/0 Repairs and Renewals	137,030	8,000	145,030	1900		143,130			129,450		-20,770			129,450
322/0 Election costs	19,950	0	19,950			19,950			19,950					19,950
325/0 Damage	4,000	-4,000	0			0			6,000		1,750			6,000
327/0 Roffey Youth Club	5,621		5,621			5,621			5,621					5,621
328/0 Planning	8,250		8,250	215		8,035			8,035					8,035
330/0 Capital Projects	4,000	-4,000	0			0			0					0
331/0 Neighbourhood Plan		10,000	10,000			10,000			10,000					10,000
335/0 Capital projects associated with NHPC Business Plan	25,000		25,000			25,000			25,000					25,000
	297,083	0	297,083	471,068	500,189	326,204	461,557	541,195	398,162	-27,770	-19,020	510,464	553,007	412,935

Summary of Precepts

Year	Precept	Tax Base	Tax at Band D	% increase at Band D
2020/21	335,194	8733.3	38.38	1.90
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