



# North Horsham Parish Council

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

**Tel:** 01403 750786 (Office & Hall Bookings)  
Roffey Millennium Hall, North Heath Hall  
HolbrookTythe Barn

**Email:** [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

**Website:** [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

26<sup>th</sup> August 2020

## **NOTICE OF A MEETING OF THE PARISH COUNCIL**

Councillors are respectfully summoned to attend the on-line meeting of North Horsham Parish Council via a Zoom video conference to be held on **Thursday 3<sup>rd</sup> September 2020 commencing at 7.30pm** for the transaction of the business on the agenda below.

Members of the Press and public are welcome to join this video conference meeting. Please contact the Clerk for the joining details and the guidance for on-line meetings at the e-mail address or telephone number above at least three days before the meeting.

*Pauline Whitehead*

Pauline Whitehead BA(Hons) FSLCC  
Clerk to the Council

An invitation to join the meeting has been sent by e-mail. The guidance for on-line meetings is attached and can be found on the Parish Council website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk).

## **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. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

### **2. Apologies for absence.**

**Recommendation:- To receive apologies for absence.**

### **3. Minutes.**

Circulated separately and on website.

**Recommendation:- To approve and sign the Minutes of the Council Meeting held on 2<sup>nd</sup> July 2020.**

### **4. Declarations of Interest.**

See Clerk's Report.

**Recommendations:-**

- 1. To receive any Declarations of Interest from Members of the Council.**

### **5. Decisions made by delegated power since 2<sup>nd</sup> July 2020 for ratification.**

Decisions have been made by delegated power given to the Chairman and Vice Chairman of the Council, the Chairman of the Finance and Administration Committee and the Clerk. Those nominated to substitute (The Chairman of the Planning, Environment and Transport Committee, Chairman of the Property Committee and Deputy Clerk) were informed during the decision making process and where possible other members of the Council were invited to comment too. The Council has been notified of all decisions.

**Recommendation:-**

**To ratify the following decisions:-**

- In line with Government guidance and Horsham District Council's approach, the Parish Council playgrounds re-opened on 14<sup>th</sup> July 2020 following a deep clean and the installation of appropriate signage.
- The number of people allowed on the multi courts was increased from 6 to 10 on the production of a risk assessment and the appropriate guidance from individual sports governing bodies from 10<sup>th</sup> August 2020, to allow 5 a side football to be played. There is no specific government guidance on use of multi courts so the increase was arrived at after extensive research on what other organisations were doing.
- There were limited hires at Holbrook Tythe Barn and North Heath Hall during August 2020. These will be increased in September in line with staff resource and government guidance.
- Limited hires at Roffey Millennium Hall will take place in September 2020 in line with staff resource and government guidance.
- Staff continue to work from home, attending the office for short periods as necessary.

6. **To review ongoing arrangements in response to the Coronavirus outbreak.**  
**Recommendation:- To continue to respond to government guidance and re-open facilities as appropriate.**

- 7 **Committees and Working Parties.**  
Minutes circulated separately and on the website.

**Recommendations:-**

**1. To receive and adopt the Minutes of -**

- (a) Finance and Administration Committee held on 16<sup>th</sup> June 2020
- (b) Personnel Committee Meeting held on 23<sup>rd</sup> June 2020.
- (c) Planning, Environment and Transport Committee held on 30<sup>th</sup> July 2020, and 27<sup>th</sup> August 2020.

**2. To re-schedule the Property Committee Meeting to 17<sup>th</sup> September 2020 from 10<sup>th</sup> September 2020.**

8. **Reports from Representatives on Outside Bodies.**

None received.

**Recommendation:- To receive and note reports from representatives on outside bodies.**

9. **Reports from District or County Councillors.**

None received.

**Recommendation:- To receive any report.**

10. **Report from the North Horsham Community Land Trust (NHCLT) link councillor.**  
The chairman of the NHCLT may wish to give an update at this point.  
**Recommendation:- To note that no meetings of the NHCLT have been held and any updates given.**
11. **Chairman's Announcements.**  
See Clerk's Report.  
**Recommendation:- To receive the Chairman's announcements.**
12. **Financial Matters.** (Appendix 1).  
Finance Report to 31<sup>st</sup> July 2020 which includes detailed income and expenditure by budget heading, Reserve balances, balance sheet as at 31<sup>st</sup> July 2020 and the Income and Expenditure Account for year ended 31<sup>st</sup> July 2020.  
Expenditure list for June 2020 (final), July 2020 and August 2020 (preliminary).
- Recommendations:-**
1. **To note the Financial Report to 31<sup>st</sup> July 2020 with attachments.**
  2. **In order to maintain General Reserves to cover losses from income, the Finance and Administration Committee recommended that the following amounts agreed in the 2020/21 budget are NOT transferred from General reserves to Ear Marked Reserves:-**  
**EMR Repair and Renewals – Earles Meadow boardwalks - £ 7,260.**  
**EMR Welcome to North Horsham Parish Council signs – £ 18,000**  
**EMR Noticeboard upgrade - £ 4,000**
  3. **To agree the expenditure lists for June 2020 (final), July 2020 and August 2020 (preliminary).**
13. **Policies** (Appendix 2)  
The Data Breach Policy and form, Handling of DBS Certificate Information, Documents and Record Retention Policy are attached for review.  
The Finance and Administration recommended the updated Investment Policy and Corporate Branding Policy (circulated by e-mail)  
The Personnel Committee recommended the adoption of the original General Privacy Policy and Terms and Conditions of Service along with the updated Absence Management Policy; Communications Policy and General Information and Workplace Rules (circulated by e-mail).
- Recommendation:- To review and adopt the policies listed above.**
14. **Correspondence** (Appendix 3 )  
**Recommendation:- To receive correspondence lists from 3<sup>rd</sup> July 2020 to 3<sup>rd</sup> September 2020.**
15. **Date of next Meeting**  
**5<sup>th</sup> November 2020(Scheduled)**

Please note that the agenda and associated report can be found on the Parish Council website <http://www.northhorsham-pc.gov.uk>.