

**MINUTES OF THE NORTH HORSHAM PARISH COUNCIL MEETING HELD ON-LINE  
ON THURSDAY 3<sup>RD</sup> SEPTEMBER 2020 COMMENCING AT 7.30pm**

**Present:** Councillors: - A. Britten (Chairman), Mrs K. Burgess, P. Burgess, M. Cockerill\*, J. Davidson, Mrs R. Ginn\*, Mrs J. Gough, R. Knight, D. Mahon, R. Millington\*, T. Rickett B.E.M.\*, D. Searle, A. Shine, J Smithurst, S. Torn\*, R. Turner (Vice Chairman), I. Wassell and Mrs S. Wilton.

\* denotes absence.

**In attendance:** Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, Deputy Clerk – Vivien Edwards. West Sussex County Councillor Liz Kitchen.

Vice Chairman, Cllr Turner opened the meeting. Cllr Britten apologised for being late and took the chair from item FC/ 500/20.

**FC/497/20 Public Forum.**

There were no members of the public in attendance.

**FC/498/20 Apologies for absence.**

Apologies were received from Cllr Cockerill, Cllr Ginn and Cllr Millington. Cllr Rickett B.E.M. and Cllr Torn were not in attendance.

**FC/499/20 Minutes of the previous meeting.**

The minutes of the Parish Council Meeting held on 2<sup>nd</sup> July 2020 were **AGREED and will be signed by the Chairman as a true record.**

**FC/500/20 Declarations of interest.**

There were no Declarations of Interest.

**FC/501/20 Decisions made by delegated power since 2<sup>nd</sup> July 2020 for ratification.**

Decisions had 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 had been notified of all decisions.

**It was RESOLVED to RATIFY and AGREE the following:-**

**1. In line with Government guidance and Horsham District Council's**

approach, the Parish Council playgrounds re-opened on 14th July 2020 following a deep clean and the installation of appropriate signage.

2. 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 10th 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.
3. 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.
4. Limited hires at Roffey Millennium Hall will take place in September 2020 in line with staff resource and government guidance.
5. Office staff continue to work from home, attending the parish office for short periods as necessary.

**FC/502/20** To review ongoing arrangements in response to the Coronavirus outbreak.

The Council **RESOLVED** to continue to respond to government guidance and re-open facilities as appropriate.

**FC/503/20** **Committees and Working Parties.**

1. The following Committee Minutes and Working Party notes were presented to the Council :-
  - (a) Finance and Administration Committee held on 16th June 2020
  - (b) Personnel Committee Meeting held on 23rd June 2020.
  - (c) Planning, Environment and Transport Committee held on 30th July 2020 and 27th August 2020.

It was **RESOLVED** that the Committee Minutes listed above be received and adopted.

2. It was **AGREED** to re-schedule the Property Committee Meeting to 17th September 2020 from 10th September 2020

**FC/504/20** **Reports from representatives on outside bodies.**

There were no reports from representatives on outside bodies.

**FC/505/20** **Reports from District or County Councillors.**

West Sussex County Councillors A. Baldwin, T Bevis, P. Catchpole and J Milne gave their apologies for the meeting.

Cllr Kitchen did not have a formal report but invited Councillors to contact her with any questions or concerns.

**FC/506/20 Report from the North Horsham Community Land Trust (NHCLT) link councillor.**

The Chairman of the NHCLT, Cllr J Gough thanked the Parish Council for their continued support, especially for the grant funding of £1,000. This had been spent on registration fees, setting up the website, publicity and working in association with the Wessex Trust.

Some members of NHCLT had worked on a draft strategic plan and researching funding opportunities over the summer period. Regrettably the Sussex Housing Hub, that had been so supportive of the NHCLT since the beginning, had lost their funding, but there was still contact with those who had been involved through Action in Rural Sussex. Whilst NHCLT had made contact with Saxon Weald, they are currently not working with CLTs on any new projects.

An application has been sent to register with the Finance Conduct Authority and work continues on the official paperwork and policies and on finding potential small sites that could be developed. The next step is to meet with Horsham District Council.

Cllr Gough thanked Cllr Britten for his involvement as link councillor.

**FC/507/20 Chairman's announcements.**

The Parish Council had secured a £25,000 discretionary grant from Horsham District Council. The grant was awarded to small businesses who have fixed property costs but reduced income as a result of the Covid 19 pandemic.

The Council noted the Chairman's Announcements.

**FC/508/20 Financial Matters.**

**The Parish Council RESOLVED:-**

- 1. To note the Financial Report to 31<sup>st</sup> July 2020 with attachments.**
- 2. To support a recommendation from the Finance and Administration Committee that in order to maintain General Reserves to cover losses from income, the following amounts agreed in the 2020/21 budget were NOT transferred from General reserves to Ear Marked Reserves:-**

**EMR Repair and Renewals – Earles Meadow boardwalks – £7,260. (This work had been completed from the existing**

**Repair and Renewals Ear Marked Reserve).**

**EMR Welcome to North Horsham Parish Council signs – £18,000**

**EMR Noticeboard upgrade - £ 4,000**

- 3. To agree the expenditure lists for June 2020 for £55,166.14, July 2020 for £5,977.87 and August 2020 for £39,755.40. (The list for August 2020 is preliminary and will be subject to change. This will be notified to the Council at the November 2020 meeting).**

**FC/509/20 Policies**

**It was RESOLVED to adopt the reviewed policies as follows:-**

- 1. Data Breach Policy and form.**
- 2. Handling of DBS Certificate Information.**
- 3. Documents and Record Retention Policy (The period to retain financial records will be extended to 7 years where appropriate in line with the General Privacy Policy)**
- 4. Investment Policy.**
- 5. Corporate Branding Policy.**
- 6. General Privacy policy**
- 7. Terms and Conditions of Service.**
- 8. Absence Management Policy.**
- 9. Communications Policy.**
- 10. General Information and Workplace Rules.**

**FC/510/20 Correspondence.**

The Council received correspondence lists from 3<sup>rd</sup> July 2020 to 3<sup>rd</sup> September 2020. (Copies attached).

**FC/511/20 Date of next Council meeting.**

The next Parish Council Meeting will be held on Thursday 5<sup>th</sup> November 2020 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.15 pm.

..... Signed

.....Dated

**Finance Report to show quarterly income, expenditure and reserves to 31<sup>st</sup> July 2020**

**To be presented to the Parish Council Meeting on 3<sup>rd</sup> September 2020**

**Period covering 1<sup>st</sup> April 2020 to 31<sup>st</sup> July 2020**

**Funding at 31<sup>st</sup> July 2020**

Precept (half year)	<b>167,597</b>
Environmental Grant (half year).	<b>5,117</b>
<b>Total</b>	<b>172,714</b>

**Income to 31<sup>st</sup> July 2020**

<b>Cost Centre</b>	<b>Actual income</b>	<b>Annual Budget</b>	<b>Expected income at 31<sup>st</sup> July 2020*</b>
Admin	98	200	66
Allotments	595	875	600**
North Heath Hall	4,715	65,625	21,875
Holbrook Tythe Barn	(49)	37,800	12,600
Multi Court Lettings	251	23,140	7,713
Roffey Millennium Hall	258	85,200	28,400
<b>Total</b>	<b>5,868</b>	<b>212,840</b>	<b>71,254</b>

**Expenditure to 31<sup>st</sup> July 2020**

<b>Cost Centre</b>	<b>Actual Expenditure</b>	<b>Annual Budget</b>	<b>Expected expenditure at 31<sup>st</sup> July 2020*</b>
Admin	17,032	51,670	23,356***
Grants	500	10,000	3,333
Burial	1,554	6,750	2,250
Personnel	97,571	311,250	103,750
Planning, Env, Trans	0	2,250	750
Allotments	563	1,575	525
Amenity, Recs and Open Spaces	7,310	52,085	17,361
North Heath Hall	2,711	27,854	9,284
Holbrook Tythe Barn	4,477	23,757	7,919
Roffey Millennium Hall	3,773	41,567	13,855
<b>Total</b>	<b>135,491</b>	<b>528,758</b>	<b>182,383</b>

<b>Net expenditure</b>	<b>(129,623)</b>	<b>(315,918)</b>	<b>(111,129)</b>
------------------------	------------------	------------------	------------------

\*Annual budget divided by 12 multiplied by 4.

\*\* Estimated income expected at 31<sup>st</sup> July 2020 less £275 annual rent for Harwood Allotments.

\*\*\* Includes actual amount for insurance paid in one lump sum in June 2020.

## **Income**

Over the first four months of the year income is £65,386 lower than expected.

Allotment income is on track. The community halls closed on March 23<sup>rd</sup> 2020. North Heath Hall opened on 1<sup>st</sup> June 2020 to allow two nurseries to operate. There are still storage fees being paid for Roffey Millennium Hall. The multi courts have been in operation since 1<sup>st</sup> June 2020.

## **Expenditure**

Actual expenditure is around £47,000 less than anticipated. Payments for ongoing and essential services are being made, but no additional work is being undertaken. It was thought that Holbrook Tythe Barn may fit the criteria for rate relief, as in the case of Roffey Millennium Hall and North Heath Hall, but payment has been claimed for July 2020.

The net result of the loss of income and lower expenditure is that the Parish Council has realised £18,500 less than expected over the first four months of the year.

## **Reserves**

After the first four months of the year of the 2020/21 financial year there is £209,181 in Ear Marked Reserves and a General Reserve of £273,146.

The following amounts agreed in the 2020/21 budget will be transferred from the General Reserve to Ear Marked Reserves as follows:-

EMR Play equipment £25,000

EMR Boiler at Roffey Millennium Hall - £10,000

## **Recommendation:-**

**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 Renewal Earles Meadow boardwalks -£7,260**

**EMR Welcome to North Horsham Parish Council signs - £18,000**

**EMR Noticeboard upgrade - £4,000**

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>101 Administration</b>						
1008 Miscellaneous Income	0	55	0	(55)		
1176 Precept	0	167,597	335,194	167,597		
1196 Interest Received	12	43	200	157		
<b>Administration :- Income</b>	<b>12</b>	<b>167,695</b>	<b>335,394</b>	<b>167,699</b>		
4007 Councillors Training	30	30	1,000	970		970
4008 Councillors Expenses	1,670	3,358	6,750	3,392		3,392
4021 Telephone/Fax/Internet	0	1,122	3,500	2,378		2,378
4022 Postage	9	18	1,400	1,382		1,382
4023 Stationery and Printing	70	404	1,600	1,196		1,196
4024 Subscriptions	15	3,105	3,600	495		495
4025 Insurance	0	9,109	9,200	91		91
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	159	853	2,400	1,547		1,547
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	182	800	619		619
4038 Office Equipment Maint.	0	132	1,000	868		868
4051 Bank Charges	0	0	100	100		100
4053 PWLB Loan Charges	0	0	12,250	12,250		12,250
4057 External Audit Fees	0	(1,350)	1,600	2,950		2,950
4058 Professional Services	300	300	3,000	2,700		2,700
4059 Internal Audit Fees	0	(230)	500	730		730
4100 Chairman's Allowance	0	0	400	400		400
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	0	0	1,000	1,000		1,000
<b>Administration :- Indirect Expenditure</b>	<b>2,313</b>	<b>17,032</b>	<b>51,670</b>	<b>34,638</b>	<b>0</b>	<b>34,638</b>
<b>Net Income over Expenditure</b>	<b>(2,302)</b>	<b>150,663</b>	<b>283,724</b>	<b>133,061</b>		
<b>103 Grants</b>						
4155 Other Grants and Donations	500	500	10,000	9,500		9,500
<b>Grants :- Indirect Expenditure</b>	<b>500</b>	<b>500</b>	<b>10,000</b>	<b>9,500</b>	<b>0</b>	<b>9,500</b>
<b>Net Expenditure</b>	<b>(500)</b>	<b>(500)</b>	<b>(10,000)</b>	<b>(9,500)</b>		
<b>104 Burial</b>						
4101 Burial Charges	0	1,554	6,750	5,196		5,196
<b>Burial :- Indirect Expenditure</b>	<b>0</b>	<b>1,554</b>	<b>6,750</b>	<b>5,196</b>	<b>0</b>	<b>5,196</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,554)</b>	<b>(6,750)</b>	<b>(5,196)</b>		

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

## 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	24,026	96,151	305,800	209,649		209,649
4002 Childcare Vouchers	254	762	0	(762)		(762)
4003 Payroll Admin Charge	0	0	800	800		800
4009 Staff Expenses/Mileage	510	587	2,500	1,914		1,914
4010 Staff Training	0	0	1,500	1,500		1,500
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	72	72	400	328		328
Personnel :- Indirect Expenditure	<b>24,862</b>	<b>97,571</b>	<b>311,250</b>	<b>213,679</b>	<b>0</b>	<b>213,679</b>
<b>Net Expenditure</b>	<b>(24,862)</b>	<b>(97,571)</b>	<b>(311,250)</b>	<b>(213,679)</b>		
<b>201 Planning, Env &amp; Transport</b>						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,250</b>	<b>2,250</b>	<b>0</b>	<b>2,250</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,250)</b>	<b>(2,250)</b>		
<b>301 Allotments</b>						
1050 Allotment Rents	(5)	595	875	280		
Allotments :- Income	<b>(5)</b>	<b>595</b>	<b>875</b>	<b>280</b>		
4012 Water Rates	32	45	150	105		105
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	0	518	750	232		232
4259 Allotment Maintenance	0	0	400	400		400
Allotments :- Indirect Expenditure	<b>32</b>	<b>563</b>	<b>1,575</b>	<b>1,012</b>	<b>0</b>	<b>1,012</b>
<b>Net Income over Expenditure</b>	<b>(37)</b>	<b>32</b>	<b>(700)</b>	<b>(732)</b>		
<b>302 Amenity, Recs &amp; Open Sp</b>						
1100 Grants Received	0	5,117	9,984	4,867		
Amenity, Recs & Open Sp :- Income	<b>0</b>	<b>5,117</b>	<b>9,984</b>	<b>4,867</b>		
4019 Window Cleaning	100	100	925	825		825
4200 Grass cutting	0	4,678	20,500	15,823		15,823
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	1,325	1,369	8,000	6,631		6,631
4252 Open Spaces	0	240	10,500	10,260		10,260
4253 Litter Warden/Clearance	0	0	900	900		900
4254 Community Services - Dog Bins	168	673	2,060	1,387		1,387
4255 Street Lighting - Maint/Supply	(0)	235	3,500	3,265		3,265



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4258 Multicourts Maintenance	0	0	2,600	2,600		2,600
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	15	15	1,000	985		985
<b>Amenity, Recs &amp; Open Sp :- Indirect Expenditure</b>	<b>1,607</b>	<b>7,310</b>	<b>52,085</b>	<b>44,775</b>	<b>0</b>	<b>44,775</b>
<b>Net Income over Expenditure</b>	<b>(1,607)</b>	<b>(2,193)</b>	<b>(42,101)</b>	<b>(39,908)</b>		
<b>401 North Heath Hall</b>						
1000 Hall Lettings	2,084	4,715	65,625	60,911		
North Heath Hall :- Income	<b>2,084</b>	<b>4,715</b>	<b>65,625</b>	<b>60,911</b>		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	0	152	900	748		748
4014 Electricity	33	676	2,640	1,964		1,964
4015 Gas	208	868	2,562	1,694		1,694
4016 Cleaning Materials	191	326	1,332	1,006		1,006
4017 Refuse Bin Clearance	0	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	40	40	738	698		698
4034 Maintenance - Electrical	40	85	2,000	1,915		1,915
4035 Maintenance - Elect Eqp Insp	0	120	500	380		380
4036 Maintenance - General	0	55	2,000	1,945		1,945
4037 Maintenance - Fire Alarm Syst	0	0	750	750		750
4039 Maint - Intruder Alarm	0	234	794	560		560
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	650	650		650
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	0	0	371	371		371
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	585	585		585
4066 Keyholder Services	15	60	180	120		120
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	<b>527</b>	<b>2,711</b>	<b>27,854</b>	<b>25,143</b>	<b>0</b>	<b>25,143</b>
<b>Net Income over Expenditure</b>	<b>1,557</b>	<b>2,004</b>	<b>37,771</b>	<b>35,767</b>		
<b>402 Holbrook Recreation Centre</b>						
1000 Hall Lettings	36	(49)	37,800	37,849		
1010 Multi Court Lettings	135	251	23,140	22,889		
Holbrook Recreation Centre :- Income	<b>170</b>	<b>202</b>	<b>60,940</b>	<b>60,738</b>		
4011 NNDR	442	442	3,660	3,218		3,218

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4012 Water Rates	147	506	1,500	994		994
4014 Electricity	60	479	3,250	2,771		2,771
4015 Gas	46	153	1,500	1,347		1,347
4016 Cleaning Materials	190	277	1,575	1,298		1,298
4017 Refuse Bin Clearance	0	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	18	18	450	433		433
4034 Maintenance - Electrical	40	548	2,000	1,452		1,452
4035 Maintenance - Elect Eqp Insp	0	1,495	1,900	405		405
4036 Maintenance - General	153	171	2,000	1,829		1,829
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	234	794	560		560
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	500	500		500
4061 Legionella Testing	0	0	351	351		351
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	60	180	120		120
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	<b>1,110</b>	<b>4,477</b>	<b>23,757</b>	<b>19,280</b>	<b>0</b>	<b>19,280</b>
<b>Net Income over Expenditure</b>	<b>(939)</b>	<b>(4,275)</b>	<b>37,183</b>	<b>41,458</b>		
<b>403 Roffey Millennium Hall</b>						
1000 Hall Lettings	94	258	83,700	83,442		
1004 Equipment Sale/Sundry Income	0	0	500	500		
1006 Refreshment Sale Income	0	0	1,000	1,000		
<b>Roffey Millennium Hall :- Income</b>	<b>94</b>	<b>258</b>	<b>85,200</b>	<b>84,942</b>		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	217	484	1,235	751		751
4014 Electricity	(20)	1,121	5,125	4,004		4,004
4015 Gas	(55)	1,525	6,075	4,550		4,550
4016 Cleaning Materials	88	223	1,425	1,202		1,202
4017 Refuse Bin Clearance	64	506	1,664	1,158		1,158
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	55	55	990	935		935
4020 Refreshment Sale Cost/Sundries	0	0	500	500		500
4034 Maintenance - Electrical	40	124	2,000	1,877		1,877
4035 Maintenance - Elect Eqp Insp	0	120	2,650	2,530		2,530
4036 Maintenance - General	0	25	3,250	3,225		3,225

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

## 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	0	570	570		570
4039 Maint - Intruder Alarm	0	234	794	560		560
4040 Maintenance - Elevator	0	(831)	750	1,581		1,581
4041 Maintenance - Fire Extg Insp	128	128	150	23		23
4042 Maintenance - Gas Boiler etc	0	0	1,000	1,000		1,000
4044 Maintenance - Partition Wall	0	0	500	500		500
4061 Legionella Testing	0	0	380	380		380
4062 Air Conditionaing Maintenance	0	0	300	300		300
4063 Maintenance - Plumbing	0	0	1,500	1,500		1,500
4064 Lightning Conductor Works	0	0	230	230		230
4065 Fire Prevention Sundries	0	0	620	620		620
4066 Keyholder Services	15	60	180	120		120
4500 Internal Redecorations	0	0	2,500	2,500		2,500
<b>Roffey Millennium Hall :- Indirect Expenditure</b>	<b>532</b>	<b>3,773</b>	<b>41,567</b>	<b>37,794</b>	<b>0</b>	<b>37,794</b>
<b>Net Income over Expenditure</b>	<b>(438)</b>	<b>(3,515)</b>	<b>43,633</b>	<b>47,148</b>		
<b>901 Earmarked Reserves</b>						
4900 Repairs & Renewals Reserve	280	280	0	(280)		(280)
4910 CLT Working Party	0	75	0	(75)		(75)
<b>Earmarked Reserves :- Indirect Expenditure</b>	<b>280</b>	<b>355</b>	<b>0</b>	<b>(355)</b>	<b>0</b>	<b>(355)</b>
<b>Net Expenditure</b>	<b>(280)</b>	<b>(355)</b>	<b>0</b>	<b>355</b>		
<b>Grand Totals:- Income</b>	<b>2,355</b>	<b>178,582</b>	<b>558,018</b>	<b>379,436</b>		
<b>Expenditure</b>	<b>31,763</b>	<b>135,848</b>	<b>528,758</b>	<b>392,910</b>	<b>0</b>	<b>392,910</b>
<b>Net Income over Expenditure</b>	<b>(29,408)</b>	<b>42,735</b>	<b>29,260</b>	<b>(13,475)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(29,408)</b>	<b>42,735</b>				

## North Horsham Parish Council

### Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	<b>Income Summary</b>	
327,769	Precept	167,597
710	Interest Received	43
<b>328,479</b>	Sub Total	<b>167,640</b>
	<b>Operating Income</b>	
10,305	Administration	55
816	Allotments	595
9,984	Amenity, Recs & Open Sp	5,117
63,943	North Heath Hall	4,715
61,800	Holbrook Recreation Centre	202
80,816	Roffey Millennium Hall	258
<b>556,142</b>	Total Income	<b>178,582</b>
	<b>Running Costs</b>	
46,290	Administration	17,032
4,160	Grants	500
6,730	Burial	1,554
299,981	Personnel	97,571
278	Planning, Env & Transport	0
1,123	Allotments	563
41,713	Amenity, Recs & Open Sp	7,310
22,921	North Heath Hall	2,711
16,934	Holbrook Recreation Centre	4,477
33,340	Roffey Millennium Hall	3,773
35,241	Earmarked Reserves	355
<b>508,711</b>	Total Expenditure	<b>135,848</b>
	<b>General Fund Analysis</b>	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	178,582
<b>742,293</b>		<b>408,639</b>
508,711	Less : Expenditure for Year	135,848
<b>233,582</b>		<b>272,791</b>
3,525	Transfers TO / FROM Reserves	(355)
<b>230,057</b>	<b>Closing Balance</b>	<b>273,146</b>

## Balance Sheet as at 31st July 2020

31st March 2020

31st March 2021

<b>Current Assets</b>		
13,413	Debtors	2,416
1,218	Vat Refunds	414
201,785	Lloyds Bank Accounts	251,006
85,000	Co-op Community Directplus A/c	85,000
85,083	Nationwide	85,083
85,000	LLoyds Bank - Fixed Deposit	85,000
150	Petty Cash	150
<u>471,649</u>		<u>509,069</u>
471,649	<b>Total Assets</b>	509,069
<b>Current Liabilities</b>		
29,797	Creditors	26,742
2,260	Accruals	0
<u>32,057</u>		<u>26,742</u>
439,592	<b>Total Assets Less Current Liabilities</b>	482,327
<b>Represented By</b>		
230,057	General Reserve	273,146
7,955	Earmarked Reserves - VAT Con	7,955
117,568	Earmarked Reserves - R&R Fund	117,288
19,950	Earmarked Reserves - Election	19,950
4,250	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
10,434	EMR - CIL 19/20	10,434
722	EMR NHCLT	647
<u>439,592</u>		<u>482,327</u>

**NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 31st July 2020**

The transfers to EMRs agreed in the 2020/21 budget have not yet been undertaken. It will be recommended that they are reviewed in light of the Covid-19 outbreak and loss of income from hall hire.

		EXPENDITURE		INCOME			EXPENDITURE		INCOME			EXPENDITURE		INCOME			NOTE
		BALANCE	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE				
		31.03.18	31.03.19	31.03.19	31.03.19	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	31.07.2020	31.07.2020	31.07.2020				
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056		135493	178582	273145				
	<b>EARMARKED RESERVES</b>																
320/0	REVENUE - VAT Contingency	7955			7955				7955				7955				
321/0	REPAIRS & RENEWALS	139886	10436		129450	20770	32652		117568		280		117288				3
322/0	ELECTION	19950			19950				19950				19950				
323/0	TREE MANAGEMENT WORK	0				6000	1750		4250				4250				
327/0	ROFFEY YOUTH CLUB	5621			5621				5621				5621				1
328/0	PLANNING	8035			8035				8035				8035				
331/0	RMH BOILER	10000			10000				10000				10000				
335/0	CAPITAL RECEIPT	25000			25000				25000				25000				2
337/0	CLT Working Party	0				944	222		722		75		647				
336/0	CIL - 19/20	0				11053	619		10434				10434				4
		322960	471993	541195	392162	0	508713	556142	439591	0	135848	178582	482325				

1 Roffey Youth Club - money left from when the Youth Club Committee folded.

AGREED with FD

2 Capital Receipt - money from the sale of land.

3 R & R - for ongoing repairs agreed by the Property Committee

4 CIL - 19/20 - CIL money received in 2019/2020

## LLoyds Bank Accounts

## List of Payments made between 01/08/2020 and 31/08/2020

Preliminary

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2020	Scottish Water Business Stream	DD	31.64		Water 29.04.2020-17.07.2020
01/08/2020	Horsham District Council	Dd	168.30		Purchase Ledger Payment
01/08/2020	CF Corporate Finance Ltd	DD	206.94		Photocopier
01/08/2020	Horsham Publications Ltd	Db	72.60		newsletter
06/08/2020	Victim Support	BACS	500.00		Grant award
07/08/2020	Extinguere Ltd	0429072020	127.50		Annual fire equipment service
07/08/2020	SOS Systems	Db	84.50		Printing
10/08/2020	G Collier	0229072020	336.00		Dismantle dangerous bridge
10/08/2020	D Lees	BACS	7.68		reimburse postage therm calibr
10/08/2020	Lloyds Bank	BACS	23.90		Covid-19 requirements
10/08/2020	Lloyds Credit card	BACS	21.22		Cleaning supplies
10/08/2020	Lloyds credit card	BACS	26.70		Cleaning supplies
10/08/2020	Lloyds credit card	BACS	30.58		Storage boxes
10/08/2020	Lloyds credit card	BACS	20.97		Barrier
10/08/2020	Lloyds credit card	BACS	31.18		Safety tape
10/08/2020	Lloyds Credit card	BACS	10.99		Batteries
10/08/2020	BEL Signs	010082020b	333.60		Playground signs (Covid-19)
10/08/2020	Kiddivouchers	0310082020	256.11		Childcare vouchers
10/08/2020	D. Lees	0410082020	45.48		Purchase Ledger Payment
10/08/2020	National Association of Local	0610082020	17.00		LCR Subscription
10/08/2020	N. Simmonds,	0810082020	205.00		Emergency light tests
10/08/2020	D Lees	BACS	-7.68		Postage
13/08/2020	Grasstex Ltd	0110082020	2,053.56		Grass cutting
14/08/2020	West Sussex County Council	0629072020	25,695.98		Salaries and Cllr allowanceJul
14/08/2020	G Collier	0210082020	6,264.00		Boardwalk Repairs EM (H&S)
18/08/2020	SSP Specialised Sports Product	0910082020	498.00		Maintenance Service MUGA
20/08/2020	Horsham District Council	Dd	64.00		Refuse collection
20/08/2020	Horsham District Council	dd	127.20		refuse collection
21/08/2020	Essential Hygiene & Catering S	0329072020	457.20		Sanitising materials
21/08/2020	NETCOM	0710082020	191.72		IT Support
24/08/2020	British Gas Business	D D	87.07		discount for renewed contract
25/08/2020	British Gas Business	D d	47.44		Gas 23.06.2020-31.07.2020
25/08/2020	British Gas Business	BGT	12.84		Gas 23.06.2020 - 31.07.2020
27/08/2020	Horsham District Council	210082020	1,706.18		Burial charge

<b>Total Payments</b>	<b>39,755.40</b>
-----------------------	------------------

## LLoyds Bank Accounts

## List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2020	Horsham District Council	Did	441.90		Rates HTB
01/07/2020	Horsham District Council	Dird	168.30		Dog bin emptying July 2020
01/07/2020	Horsham Publications Ltd	Drd	72.60		Newspage in HP
03/07/2020	British Gas Business	Dd	77.08		Electricity 14.5.20 - 13.6.2020
08/07/2020	SOS Systems	DDb	46.09		Printing
10/07/2020	Lloyds Bank	BACS	86.48		Credit card
10/07/2020	Horsham Association of Local C	110072020	15.00		Subscription
10/07/2020	Horsham District Council	210072020	159.00		Refuse collection
10/07/2020	Incor Group Management Ltd	310072020	273.00		Window cleaning
10/07/2020	Kiddivouchers	410072020	256.11		Childcare vouchers
10/07/2020	D. Lees	510072020	27.00		Expenses
10/07/2020	NETCOM	710072020	190.74		IT support
10/07/2020	Playsafety Ltd.,	810072020	516.60		RoSPA annual inspection
10/07/2020	N. Simmonds,	910072020	165.00		Emergency light test & key hol
10/07/2020	Society of Local Council Clerk	1010072020	483.00		Subscription
13/07/2020	British Gas Business	DD	218.45		Gas 16.05.2020-22.06.2020
13/07/2020	British Gas Business	Dd	48.25		Gas 16.05.2020-22.06.2020
17/07/2020	British Gas Business	Did	221.13		Elec 01.06.2020-30.06.2020
17/07/2020	Horsham District Council	Dd	159.00		Emptying dog bins August 2020
20/07/2020	Essential Hygiene & Catering S	120072020	106.02		Litter pickers
20/07/2020	Horsham District Council	0220072020	152.00		Jet wash and clean playgrounds
20/07/2020	Pitney Bowes Finance Ltd.	0320072020	10.56		Postage
20/07/2020	SSALC Ltd	0420072020	36.00		Finance Training Cllr J Gough
20/07/2020	T C Maintenance	0520072020	895.00		Maintenance
22/07/2020	EDF Energy Ltd	Db	82.27		Streetlighting -electricity
22/07/2020	British Gas Business	Dib	144.51		Elec 01.06.2020-30.06.2020
28/07/2020	Scottish Water Business Stream	DD	146.82		Water 27.04.2020-13.07.2020
29/07/2020	Scottish Water Business Stream	0129072020	217.42		6.05.2020-14.07.2020
30/07/2020	Victim Support	BACS	500.00		Grant award
31/07/2020	British Gas Business	Db	62.54		Elec 14.06.2020-13.07.2020

<b>Total Payments</b>	<u>5,977.87</u>
-----------------------	-----------------



## LLoyds Bank Accounts

## List of Payments made between 01/06/2020 and 30/06/2020 Final

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2020	Horsham District Council	DD	168.30		Dog bin emptying June 2020
01/06/2020	Horsham Publications Ltd	DD	72.60		News article
02/06/2020	City Electrical Factors Ltd	102062020	124.78		Electrical supplies
03/06/2020	British Gas Business	DD	178.24		Elec 8.4.20-13.5.2020
04/06/2020	Essential Hygiene & Catering S	202062020	125.69		Cleaning supplies
04/06/2020	NETCOM	302062020	190.74		IT Support May 2020
04/06/2020	N. Simmonds,	402062020	165.00		Emergency light test
04/06/2020	Scottish Water Business Stream	103062020	266.80		Water
04/06/2020	British Gas Business	dd	52.43		Gas 18.4.2020-15.5.2020
04/06/2020	British Gas Business	Dd	293.42		Gas 18.04.2020-15.05.2020
04/06/2020	British Gas Business	Db	436.70		Gas 24.3.20-15.5.2020
10/06/2020	Grasstex Ltd	0110062020	1,942.08		Grass cutting May 2020
10/06/2020	Kiddivouchers	210062020	256.11		Childcare Vouchers
10/06/2020	West Sussex County Council	0310062020	23,472.53		Salaries May 2020
11/06/2020	D. Lees	111062020	38.70		Expenses May 2020
17/06/2020	Scottish Water Business Stream	Dd	152.11		Water 10.02.2020-01.06.2020
18/06/2020	Horsham District Council	Db	95.40		refuse collection
18/06/2020	Horsham District Council	db	95.40		Refuse collection
19/06/2020	T C Maintenance	119062020	1,170.00		Grounds maintenance
22/06/2020	British Gas Business	dD	57.54		Gas 16.5.20-31.5.2020
22/06/2020	EDF Energy Ltd	DD	82.71		Street lighting electricity
22/06/2020	British Gas Business	DD	57.54		Gas 16.5.20-31.5.2020
22/06/2020	EDF Energy Ltd	Db	82.71		Street lighting electricity
23/06/2020	British Gas Business	Dd	242.49		Electricity 1.5.20 -31.5.2020
23/06/2020	British Gas Business	dd	109.89		Electricity 1.5.20-31.5.2020
23/06/2020	British Gas Business	Dd	109.89		Electricity 1.5.2020-31.5.2020
23/06/2020	British Gas Business	dd	242.49		Electricity 1.5.2020-31.5.2020
30/06/2020	Horsham District Council	DD	-95.40		error
30/06/2020	British Gas Business	DD	-242.49		correct error
30/06/2020	British Gas Business	Dd	-57.54		correct error
30/06/2020	British Gas Business	dd	-109.89		correct error
30/06/2020	EDF Energy Ltd	Db	-82.71		correct error
30/06/2020	BT Payment Services Ltd	130602020	700.00		Telephone charges
30/06/2020	City Electrical Factors Ltd	230062020	28.20		Electrical supplies
30/06/2020	Essential Hygiene & Catering S	330062020	253.20		Cleaning supplies
30/06/2020	N. Simmonds,	430062020	464.00		Electrical repair
30/06/2020	West Sussex County Council	530062020	24,026.48		Salaries June 2020

<b>Total Payments</b>	<u>55,166.14</u>
-----------------------	------------------

## Appendix 3

### North Horsham Parish Council Meeting 3<sup>rd</sup> September 2020 Agenda Item 14

Correspondence List 1 from 3<sup>rd</sup> July 2020 27<sup>th</sup> August 2020. Below is a list of correspondence received at the Parish Council Office.  
Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• News Bulletins from West Sussex County Council</li> <li>• Planned roadworks.</li> <li>• Improvement scheme ahead for busy A24 Robin Hood roundabout in Horsham.</li> <li>• Slides from the A24 Worthing to Horsham Corridor Feasibility Study Stakeholder Webinar - Thursday 9th July 10am-12</li> <li>• West Sussex recycles: further update on Household Waste Recycling Sites 9.7.2020.</li> <li>• Early warning - closure of Parsonage Road level crossing, Horsham 29/11/20</li> <li>• Temporary Traffic Regulation Order - Rusper Road Roundabout, Horsham - Start date 06/08/2020</li> <li>• Consultation on format of County Local Committee meetings to be held in October/ November. Deadline 14<sup>th</sup> August 2020. Circulated to all Councillors but no response.</li> <li>• Godwin Way – public advertisement of proposals to extend contraflow cycle lane. To be considered by the Planning, Environment and Transport Committee in August 2020.</li> <li>• Public Rights of Way Routine Maintenance-North Horsham</li> <li>• Email from WSCC Cllr Bevis concerning speeding along Crawley Road</li> <li>• Carer Engagement Survey 2020</li> <li>• Early Warning Farhalls Crescent , Horsham</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Coronavirus advice and resident updates.</li> <li>• North Horsham - Highways Monitoring Scheme.</li> <li>• Service update from Voluntary Sector Support</li> <li>• Public notice of consultation of the Steyning Neighbourhood Development Plan – regulation 16 – The Neighbourhood Planning (General) Regulations 2012 (as amended).</li> <li>• Opening High streets Safely Funding - update to local Task Teams.</li> <li>• Draft Local Cycling and Walking Infrastructure Plan - Stakeholder Consultation. To be reported at the next Planning, Environment and Transport Committee.</li> <li>• Security Marking Session At Horsham Skate Park 5th August.</li> <li>• Safe and Well Visits - West Sussex Fire and Rescue Service co-ordinated by HDC.</li> <li>• Email from Cllr A Bevis ( Horsham District Council - Roffey North) concerning speeding along Crawley Road</li> <li>• Email from Cllr J Milne ( Horsham District Council - Roffey North)</li> </ul>

	concerning speeding along Crawley Road
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> <li>• Chief Executive bulletins.</li> <li>• Notification of a series of online events.</li> <li>• Rebuilding Communities events.</li> </ul>
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> <li>• Weekly bulletins.</li> <li>• On-line training list.</li> <li>• Update from Campaign Against Gatwick Noise Emissions</li> <li>• <a href="#">Changes to the current planning system</a> (NALC deadline for responses 17 September)</li> <li>• <a href="#">Planning for the future</a> - the planning white paper (NALC deadline for responses 15 October)</li> <li>• <a href="#">Transparency and competition: a call for evidence on data on land control</a> (NALC deadline for responses 16 October)</li> <li>• Communication from Simon Clarke MP</li> <li>• Important Message from Trevor Leggo, CEO SSALC re potential changes with WSALC.</li> </ul>
5.	<u>Horsham Association of Local Councils (HALC)</u> On-line meeting Wednesday 15 <sup>th</sup> July 2020 at 7.30pm. Minutes and presentations.
6.	<u>West Sussex Association of Local Councils</u> Notification of 'value for money' review.
7.	<u>Sussex Police</u> <ul style="list-style-type: none"> <li>• Horsham weekly bulletin.</li> <li>• Scams on social media.</li> <li>• First Ever National Impact Survey Launched By Neighbourhood Watch 30/07/2020</li> </ul>
8.	<u>Resident correspondence.</u> <ul style="list-style-type: none"> <li>• Enquiry as to whether there will be any planned power cuts.</li> <li>• Enquiry as to ownership of Southomes Skate Ramp</li> </ul>
9.	<u>English Regional Transport Association.</u> Clash between Guildford-Cranleigh-Horsham and Shoreham/Brighton rail link and Wey and Arun canal
10.	<u>HMRC</u> Updated details of the Government Job Retention Scheme.
11.	<u>Horsham District Cycling Forum.</u> Update on Albion Way protected cycle lanes.
12.	<u>Sussex NHS Commissioners</u> Virtual Dementia Friends sessions. Big Health and Care (socially distanced) Conversation - mental health and wellbeing.
13.	<u>West Sussex Pension Fund</u> <ul style="list-style-type: none"> <li>• Exit Credit Policy Consultation. Deadline 6<sup>th</sup> August 2020. To be reported at the next Finance Meeting. Comments were invited.</li> <li>• Consultation to address inequalities in the statutory underpinning legislation. To be reported at the next Finance Committee meeting.</li> <li>• West Sussex Pension Fund - Summer 2020 - Pensions Matters - Employer newsletter.</li> </ul>

14.	<u>Victim Support</u> Letter of appreciation for grant funding of £500.
15.	<u>Horsham District Older Peoples Forum</u> Cancellation of 7th September public meeting . Advanced notice of annual MP Question Time meeting on Friday 6th November 2020 10.30am - 1pm at the conference room at the Council Offices, Horsham. Guest MP is Andrew Griffith, newly elected MP for Arundel & South Downs.
16.	<u>Gatwick Airport</u> Letter from CEO giving an update on the current situation at Gatwick.
17.	<u>Biffa Waste Services Limited</u> FW: 31st August Bank Holiday - MBT Opening Hours changes

## Appendix 3

### North Horsham Parish Council Meeting 3<sup>rd</sup> September 2020 Agenda Item 14

Correspondence List 2 from 28<sup>th</sup> August 2020 to 3<sup>rd</sup> September 2020.  
Below is a list of correspondence received at the Parish Council Office.  
Circulated to all Councillors.

1.	<u>West Sussex County Council</u> <ul style="list-style-type: none"><li>• News Bulletins from West Sussex County Council</li><li>• Note of overgrown footpaths in the Harwood Road area brought to the attention of WSCC officers.</li></ul>
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"><li>• Coronavirus advice and resident updates.</li></ul>
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"><li>• Chief Executive bulletins.</li></ul>
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"><li>• Weekly bulletins.</li></ul>
5.	<u>West Sussex Association of Local Councils</u> Notification of 'value for money' review.
6.	<u>Sussex Police</u> <ul style="list-style-type: none"><li>• Horsham weekly bulletin.</li></ul>
7.	<u>NHS Sussex</u> Local Health Network News.