

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 16TH JULY 2020 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.

3. 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.

6. 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.

7. Chairman's Announcements.

A second Fixed Rate deposit to invest £85,000 agreed at the meeting held on 13th February 2020 was not progressed as all interest rates significantly reduced as a result of the Covid 19 pandemic.

The first instalment of the 2020/21 precept (£167,597.00) was received at the end of April 2020

The first instalment of the 2020/21 Environmental Cleansing Grant (£10,233.54) was received at the end of April 2020. The direct costs for the litter wardens for 2019/20 was £10,097. This figure covers salaries, black sacks and PPE.

Friends of North Heath Community Primary School completed their project to provide

seating in a quiet area at the school which will enable students to enjoy a place for quiet and calm. They acknowledged their appreciation for the donation of £500 and sent evidence that the money had been spent on the project.

The Parish Council had granted £1,000 to Asperger's Voice on 24th October 2019 in respect of an understanding autism event scheduled for May 2020. Due to the Covid 19 pandemic, the event has been postponed until it can be held safely at Roffey Millennium Hall.

The review of the Parish Council's Business Plan has been postponed and will be progressed in due course.

13. Insurance Policy

When considering the information relating to the insurance renewal quotation for 2020/21, it was noted that there were discrepancies with the insurance values for the buildings. The next valuations are due in 2022. The Parish Council agreed to undertake valuations every 5 years. Money hasn't been budgeted in 2020/21.

The Parish Council's Asset Register is detailed and reflects accurately all assets held by the Council. The overall figure is reported as part of the annual audit in the Annual Return. The Asset Register also acts as an inventory and checklist to ensure that the no assets are missing. It has been suggested that to reduce the workload of keeping the Asset Register up to date, only assets that meet certain criteria are included, for example single items over £100 with more than a two year life expectancy. Any change to the Asset Register will need to be reconciled to the Annual Return and justified. If the Asset Register is not presented in its current format, the items within it would still need to appear on an inventory, as a checklist to ensure that all items were present in the buildings.

16. Grant application.

There is £10,000 available for grants in 2020/21. All applications have been e-mailed to Councillors.

The grant application from Victim Support is for £500 and will provide recruitment and core training. All required supporting documents have been submitted.

Previous awards made to Victim Support are as follows:-

July 2006	£500	Ongoing work
July 2009	£500	Ongoing work
July 2010	£500	Ongoing work
June 2012	£500	Ongoing work
June 2013	£500	Ongoing work
July 2014	£500	Ongoing work
October 2014	£500	Ongoing work
June 2015	£500	Ongoing work

June 2016	£500	Ongoing work
April 2017	£500	Ongoing work
April 2018	£500	Ongoing Work
June 2019	£500	Ongoing work

Pauline Whitehead BA(Hons) FSLCC
06.07.2020

APPENDIX 1

NORTH HORSHAM PARISH COUNCIL

Finance and Administration Committee 16th July 2020. Agenda Item 8 - Finance Review to 30th June 2020.

Annual Expenditure on Halls against income to 31st March 2020

	EXPENDITURE			TOTAL INCOME
	Maintenance, running costs etc	Direct Staff costs (caretakers)	TOTAL DIRECT EXP	
NHH	22,921	28,325	51,246	63,943
HTB+MC	16,934	16,728	33,662	61,800
RMH	33,340	37,567	70,907	80,816
TOTAL	73,195	82,619	155,814	206,559

Finance Report to show quarterly income, expenditure and reserves to 30th June 2020

To be presented at the Finance and Administration Committee on 16th July 2020.

Period covering 1st April 2020 to 30th June 2020

Funding at 30th June 2020

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

Income to 30th June 2020

Cost Centre	Actual income	Annual Budget	Expected income at 30 th June 2020*
Admin	87	200	50
Allotments	585	875	600**
North Heath Hall	2,630	65,625	16,406
Holbrook Tythe Barn	(84)	37,800	9,450
Multi Court Lettings	117	23,140	5,785
Roffey Millennium Hall	165	85,200	21,300
Total	3,500	212,840	53,591

Expenditure to 30th June 2020

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 30 th June 2020*
Admin	14,719	51,670	19,817***
Grants	0	10,000	2,500
Burial	1,554	6,750	1,687
Personnel	72,709	311,250	77,812
Planning, Env, Trans	0	2,250	563
Allotments	531	1,575	394
Amenity, Recs and Open Spaces	5,703	52,085	13,021
North Heath Hall	2,184	27,854	6,963
Holbrook Tythe Barn	3,368	23,757	5,939
Roffey Millennium Hall	3,242	41,567	10,392
Total	104,010	528,758	139,088

Net expenditure	(100,510)	(315,918)	(85,497)
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*Annual budget divided by 12 multiplied by 3.

** Estimated income expected at 30th June 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 quarter of the year income is £50,091 lower than expected.

Government guidance in response to the Covid-19 pandemic resulted in the closure of the community halls on March 23rd 2020. North Heath Hall opened on 1st June 2020 and two nurseries are held there every week day. Government guidance indicates that community halls can re-open with appropriate social distancing and sanitation processes for activities other than nurseries, but fitness classes, dance classes and social gatherings are still prohibited. Contact has been made with hirers who may be eligible to use the halls, but all have confirmed that they do not wish to continue with their activities in the halls until September 2020 at the earliest.

The multi courts are available for bookings for small groups within government guidance

Expenditure

Actual expenditure is around £35,000 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 £15,000 less than expected over the first quarter of the year.

Reserves

After the first quarter of the 2020/21 financial year there are £209,461 in Ear Marked Reserves and a General Reserve of £302,258.

As part of the budget process the Parish Council agreed to transfer £64,260 from the General Reserve to Ear Marked Reserves as follows:-

EMR Play equipment £25,000

EMR Boiler at Roffey Millennium Hall - £10,000

EMR Repair and Renewal Earles Meadow boardwalks -£7,260

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

EMR Noticeboard upgrade - £4,000

The transfers have not yet been actioned as it would be prudent to review them to ascertain if anything can be amended to ease the financial impact of closing the halls during March, April, May, June and July 2020 as a result of the Covid-19 pandemic.

Recommendations:-

- 1. To consider the Financial Report to 30th June 2020 including reserve balances.**
- 2. To consider retaining £18,000 Earmarked for Welcome signs in North Horsham, £4,000 for a Noticeboard upgrade and money set aside for repairs to Earles Meadow board walks (£7,260) in the General Reserve to help offset loss of income during the Covid-19 pandemic.**

- 3. To make repairs to the Board Walks at Earles Meadow from the existing Repair and Renewals fund as appropriate.**
- 4. To consider any other measures that may be required to reduce the impact of the loss of income during Covid – 19 on the financial status of the Parish Council.**
- 5. To put any recommendations to the Parish Council at their next meeting.**

Pauline Whitehead 06.07.2020

Detailed Income & Expenditure by Budget Heading 02/07/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Administration						
1008 Miscellaneous Income	55	55	0	(55)		
1176 Precept	0	167,597	335,194	167,597		
1196 Interest Received	13	32	200	168		
Administration :- Income	68	167,684	335,394	167,710		
4007 Councillors Training	0	0	1,000	1,000		1,000
4008 Councillors Expenses	0	1,689	6,750	5,061		5,061
4021 Telephone/Fax/Internet	590	1,122	3,500	2,378		2,378
4022 Postage	0	9	1,400	1,391		1,391
4023 Stationery and Printing	38	333	1,600	1,267		1,267
4024 Subscriptions	0	3,090	3,600	510		510
4025 Insurance	0	9,109	9,200	91		91
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	259	694	2,400	1,706		1,706
4029 Website Maintenance	(100)	0	0	0		0
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	121	800	679		679
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	0	0	3,000	3,000		3,000
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
Administration :- Indirect Expenditure	848	14,719	51,670	36,951	0	36,951
Net Income over Expenditure	(780)	152,965	283,724	130,759		
103 Grants						
4155 Other Grants and Donations	0	0	10,000	10,000		10,000
Grants :- Indirect Expenditure	0	0	10,000	10,000	0	10,000
Net Expenditure	0	0	(10,000)	(10,000)		
104 Burial						
4101 Burial Charges	0	1,554	6,750	5,196		5,196
Burial :- Indirect Expenditure	0	1,554	6,750	5,196	0	5,196
Net Expenditure	0	(1,554)	(6,750)	(5,196)		

Detailed Income & Expenditure by Budget Heading 02/07/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
106 Personnel						
4001 Salaries/NI/Pensions	24,026	72,125	305,800	233,675		233,675
4002 Childcare Vouchers	254	508	0	(508)		(508)
4003 Payroll Admin Charge	0	0	800	800		800
4009 Staff Expenses/Mileage	39	77	2,500	2,424		2,424
4010 Staff Training	0	0	1,500	1,500		1,500
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	0	0	400	400		400
Personnel :- Indirect Expenditure	24,319	72,709	311,250	238,541	0	238,541
Net Expenditure	(24,319)	(72,709)	(311,250)	(238,541)		
201 Planning, Env & Transport						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	0	0	2,250	2,250	0	2,250
Net Expenditure	0	0	(2,250)	(2,250)		
301 Allotments						
1050 Allotment Rents	0	585	875	290		
Allotments :- Income	0	585	875	290		
4012 Water Rates	0	13	150	137		137
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	518	518	750	232		232
4259 Allotment Maintenance	0	0	400	400		400
Allotments :- Indirect Expenditure	518	531	1,575	1,044	0	1,044
Net Income over Expenditure	(518)	54	(700)	(754)		
302 Amenity, Recs & Open Sp						
1100 Grants Received	0	5,117	9,984	4,867		
Amenity, Recs & Open Sp :- Income	0	5,117	9,984	4,867		
4019 Window Cleaning	0	0	925	925		925
4200 Grass cutting	2,190	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	0	44	8,000	7,956		7,956
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	505	2,060	1,555		1,555
4255 Street Lighting - Maint/Supply	158	236	3,500	3,264		3,264

Detailed Income & Expenditure by Budget Heading 02/07/2020

Month No: 3

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	0	0	1,000	1,000		1,000
Amenity, Recs & Open Sp :- Indirect Expenditure	2,516	5,703	52,085	46,382	0	46,382
Net Income over Expenditure	(2,516)	(586)	(42,101)	(41,515)		
401 North Heath Hall						
1000 Hall Lettings	2,715	2,630	65,625	62,995		
North Heath Hall :- Income	2,715	2,630	65,625	62,995		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	152	152	900	748		748
4014 Electricity	209	643	2,640	1,997		1,997
4015 Gas	0	660	2,562	1,902		1,902
4016 Cleaning Materials	100	135	1,332	1,197		1,197
4017 Refuse Bin Clearance	0	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	0	738	738		738
4034 Maintenance - Electrical	0	45	2,000	1,955		1,955
4035 Maintenance - Elect Eqp Insp	40	120	500	380		380
4036 Maintenance - General	55	55	2,000	1,945		1,945
4037 Maintenance - Fire Alarm Syt	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	45	180	135		135
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	571	2,184	27,854	25,670	0	25,670
Net Income over Expenditure	2,144	446	37,771	37,325		
402 Holbrook Recreation Centre						
1000 Hall Lettings	72	(84)	37,800	37,884		
1010 Multi Court Lettings	148	117	23,140	23,023		
Holbrook Recreation Centre :- Income	219	32	60,940	60,908		
4011 NNDR	0	0	3,660	3,660		3,660

Detailed Income & Expenditure by Budget Heading 02/07/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4012 Water Rates	0	359	1,500	1,141		1,141
4014 Electricity	243	419	3,250	2,831		2,831
4015 Gas	0	107	1,500	1,393		1,393
4016 Cleaning Materials	52	87	1,575	1,488		1,488
4017 Refuse Bin Clearance	0	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	0	450	450		450
4034 Maintenance - Electrical	404	508	2,000	1,492		1,492
4035 Maintenance - Elect Eqp Insp	40	1,495	1,900	405		405
4036 Maintenance - General	0	18	2,000	1,982		1,982
4037 Maintenance - Fire Alarm Syst	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	45	180	135		135
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	754	3,368	23,757	20,389	0	20,389
Net Income over Expenditure	(535)	(3,336)	37,183	40,519		
403 Roffey Millennium Hall						
1000 Hall Lettings	101	165	83,700	83,535		
1004 Equipment Sale/Sundry Income	0	0	500	500		
1006 Refreshment Sale Income	0	0	1,000	1,000		
Roffey Millennium Hall :- Income	101	165	85,200	85,035		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	0	267	1,235	968		968
4014 Electricity	462	1,142	5,125	3,983		3,983
4015 Gas	474	1,579	6,075	4,496		4,496
4016 Cleaning Materials	100	135	1,425	1,290		1,290
4017 Refuse Bin Clearance	191	442	1,664	1,222		1,222
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	0	990	990		990
4020 Refreshment Sale Cost/Sundries	0	0	500	500		500
4034 Maintenance - Electrical	84	84	2,000	1,917		1,917
4035 Maintenance - Elect Eqp Insp	40	120	2,650	2,530		2,530
4036 Maintenance - General	25	25	3,250	3,225		3,225

Detailed Income & Expenditure by Budget Heading 02/07/2020

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	234	794	560		560
4040 Maintenance - Elevator	(1,395)	(831)	750	1,581		1,581
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
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 Conditionaig 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	45	180	135		135
4500 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	(5)	3,242	41,567	38,325	0	38,325
Net Income over Expenditure	106	(3,077)	43,633	46,710		
901 Earmarked Reserves						
4910 CLT Working Party	0	75	0	(75)		(75)
Earmarked Reserves :- Indirect Expenditure	0	75	0	(75)	0	(75)
Net Expenditure	0	(75)	0	75		
Grand Totals:- Income	3,103	176,212	558,018	381,806		
Expenditure	29,522	104,085	528,758	424,673	0	424,673
Net Income over Expenditure	(26,419)	72,128	29,260	(42,868)		
Movement to/(from) Gen Reserve	(26,419)	72,128				

North Horsham Parish Council

Income and Expenditure Account for Year Ended 31st March 2021

30th June 2020

31st March 2020		31st March 2021
	Income Summary	
327,769	Precept	167,597
710	Interest Received	32
<u>328,479</u>	Sub Total	<u>167,629</u>
	Operating Income	
10,305	Administration	55
816	Allotments	585
9,984	Amenity, Recs & Open Sp	5,117
63,943	North Heath Hall	2,630
61,800	Holbrook Recreation Centre	32
80,816	Roffey Millennium Hall	165
<u>556,142</u>	Total Income	<u>176,212</u>
	Running Costs	
46,290	Administration	14,719
4,160	Grants	0
6,730	Burial	1,554
299,981	Personnel	72,709
278	Planning, Env & Transport	0
1,123	Allotments	531
41,713	Amenity, Recs & Open Sp	5,703
22,921	North Heath Hall	2,184
16,934	Holbrook Recreation Centre	3,368
33,340	Roffey Millennium Hall	3,242
35,241	Earmarked Reserves	75
<u>508,711</u>	Total Expenditure	<u>104,085</u>
	General Fund Analysis	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	176,212
<u>742,293</u>		<u>406,269</u>
508,711	Less : Expenditure for Year	104,085
<u>233,582</u>		<u>302,185</u>
3,525	Transfers TO / FROM Reserves	(75)
<u>230,057</u>	Closing Balance	<u>302,260</u>

Balance Sheet as at 30th June 2020

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
Current Assets			
13,413	Debtors	3,295	
1,218	Vat Refunds	2,436	
201,785	Lloyds Bank Accounts	251,635	
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>512,599</u>
	471,649 Total Assets		512,599
Current Liabilities			
29,797	Creditors	880	
2,260	Accruals	0	
<u>32,057</u>			<u>880</u>
	439,592 Total Assets Less Current Liabilities		511,720
Represented By			
230,057	General Reserve		302,260
7,955	Earmarked Reserves - VAT Con		7,955
117,568	Earmarked Reserves - R&R Fund		117,568
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>511,720</u>

**NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 30th June 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.

		BALANCE	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	NOTE
		31.03.18	ACTUAL	ACTUAL	31.03.19	01.04.2019	ACTUAL	ACTUAL	31.03.2020	01.04.2020	ACTUAL	ACTUAL	30.06.2020	
			31.03.19	31.03.19	31.03.19		31.03.2020	31.03.2020	31.03.2020		30.06.2020	30.06.2020	30.06.2020	
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056		104010	176212	302258	
	EARMARKED RESERVES													
320/0	REVENUE - VAT Contingency	7955			7955				7955				7955	
321/0	REPAIRS & RENEWALS	139886	10436		129450	20770	32652		117568				117568	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	104085	176212	511718	

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

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

AGREED with FD (rounding of £2)



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

The Council agreed to transfer the items in green from the General Reserve to Ear Marked Reserves in the 2020/21 budget.

Tax base for 20/21 = 8733.3

Levy at Band D £38.38

Agreed by full Council 9th January 2020

North Horsham Parish Council

Bank - Cash and Investment Reconciliation as at 1 July 2020

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	30/06/2020 Lloyds Treasurers A/c -Current	5,000.00
1	30/06/2020 lloyds Business Instant Access	270,661.65
2	31/03/2020 Petty Cash	150.00
		275,811.65
<u>Other Cash & Bank Balances</u>		
	Bank of Ireland	0.00
	Co-op Community Directplus A/c	85,000.26
	LLoyds Bank - Fixed Deposit	85,000.00
	Nationwide	85,082.60
		255,082.86
		530,894.51
<u>Unpresented Payments</u>		
1	30/06/2020 530062020	24,026.48
		24,026.48
		506,868.03
<u>Receipts not on Bank Statement</u>		
1	14/11/2019 Contra 2	0.00
		0.00
Closing Balance		
		506,868.03
<u>All Cash & Bank Accounts</u>		
1	Lloyds Bank Accounts	251,589.08
2	Petty Cash	150.00
	Other Cash & Bank Balances	255,082.86
	Total Cash & Bank Balances	506,821.94

APPENDIX 2

Dated Day Month year
2020

(1) WEST SUSSEX COUNTY COUNCIL

(2) [Employer name]

Pooling agreement

West Sussex County Council
County Hall
West Street
Chichester
West Sussex
PO19 1RQ

This Agreement is made on the [xx day of Month] 2020

Between:

- (1) **West Sussex County Council** of County Hall, West Street, Chichester, West Sussex PO19 1RQ (the "**Administering Authority**"); and
- (2) **[insert name of body]** of **[insert registered address]** [(the "**Small Scheduled Body**")].

Background

- (A) The Administering Authority is an administering authority within the meaning of the Regulations. It administers and maintains the Fund in accordance with the Regulations.
- (B) The Small Scheduled Body is a Scheme employer within the meaning of Part 1 or 2 of Schedule 2 to the Regulations.
- (C) The Administering Authority has agreed to create an actuarial pool for certain small scheduled bodies for the purposes set out in this Agreement (the "**Small Scheduled Body Pool**").
- (D) The Small Scheduled Body wishes to pool its pensions liabilities in the Fund for the purpose of setting employer contribution rates and has agreed to enter into this agreement setting out the terms of participation in the Small Scheduled Body Pool. For the avoidance of doubt the underlying funding position of each employer will be tracked as if the employer was not a member of the Pool and an employer specific assessment of assets and liabilities will be calculated on the employer leaving the Pool.

NOW IT IS AGREED as follows:

1. **Definitions**

This Clause sets out the definitions which apply to the Agreement.

1.1 The following expressions have the following meanings:

- "2013 Regulations"** the Local Government Pension Scheme Regulations 2013 (SI 2013/2356).
- "Commencement Date"** 1 April 2020
- "Fund"** West Sussex County Council Pension Fund.

"Pool"	Small Scheduled Bodies Pool
"Regulations"	the 2013 Regulations and the Transitional Regulations.
"Scheme"	the Local Government Pension Scheme established by the Regulations made by the Secretary of State under sections 7 and 12 of the Superannuation Act 1972.
"Transitional Regulations"	the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (SI 2014/525).

2. Interpretation

2.1 In this Agreement:

- 2.1.1 expressions have the same meaning as in the Regulations except where the context otherwise requires;
- 2.1.2 each gender includes all genders;
- 2.1.3 the singular includes the plural and vice versa;
- 2.1.4 words preceding "include" "includes" "including" and "included" shall be construed without limitation by the words which follow those words;
- 2.1.5 a reference to any Clause, Schedule or Recital is except where expressly stated to the contrary a reference to such Clause, Schedule or Recital of and to this Agreement;
- 2.1.6 save where stated to the contrary any reference to this Agreement or to any other document shall include any permitted variation amendment or supplement to this Agreement or to such document;
- 2.1.7 any reference in this Agreement to any statute or statutory provision will include any subordinate legislation made under it and will be construed as references to such statute, statutory provision and/or subordinate legislation as modified, amended, extended, consolidated, re-enacted and/or replaced and in force.

3. Commencement Date

This Agreement shall have effect on and from the Commencement Date.

4. Pooling Arrangements

- 4.1 The terms of the Pool are set out in the Schedule to this Agreement and are subject to amendment at the sole discretion of the Administering Authority from time to time on notice to the bodies that participate in the Pool.
- 4.2 The Small Scheduled Body agrees to participate in the Pool in accordance with its terms as set out in the Schedule to this Agreement.

5. Amendment

- 5.1 With the exception of the Schedule to this Agreement (which may be amended at the sole discretion of the Administering Authority), the parties to this Agreement may, with the agreement of all of them in writing, amend this Agreement by deed provided that:
 - 5.1.1 the amendment is not such that it would breach the Regulations or any other legal or regulatory requirements applicable to the Scheme; and
 - 5.1.2 the amendment would not prejudice the status of the Scheme as a registered pension scheme under the Finance Act 2004.

6. More than one Counterpart

This Agreement may be executed in more than one counterpart, which together constitute one agreement. When each signatory to this Agreement has executed at least one part of it, it will be as effective as if all the signatories to it had executed all of the counterparts. Each counterpart Agreement will be treated as an original.

7. Laws

- 7.1 This Agreement will be governed by and interpreted in accordance with the laws of England and Wales.

EXECUTED as a deed and delivered on the date stated at the beginning of this Agreement.

THE COMMON SEAL of:
WEST SUSSEX COUNTY COUNCIL
was affixed in the presence of:

Authorised Officer

THE COMMON SEAL¹ of:
[insert]
was affixed in the presence of:

Authorised Officer

¹ Amend to own form of execution

SCHEDULE

Terms of the Small Scheduled Bodies Pool

1. Interpretation

1.1 The following expressions in this Schedule have the following meanings:

"2013 Regulations"	the Local Government Pension Scheme Regulations 2013 (SI 2013/2346).
"Actuary"	an actuary appointed by the Administering Authority.
"Administering Authority"	West Sussex County Council.
"Fund"	West Sussex County Council Pension Fund.
"Member"	an employee who joins the Scheme as an active member and who remains an active member or subsequently becomes a deferred member or a pensioner member. Where applicable, this term shall also include a Member's spouse, civil partner, nominated partner, eligible child or dependant whether actual or prospective.
"Pool"	Small Scheduled Bodies Pool
"Regulations"	the 2013 Regulations and the Transitional Regulations.
"Scheme"	the Local Government Pension Scheme established by the Regulations made by the Secretary of State under sections 7 and 12 of the Superannuation Act 1972.
"Transitional Regulations"	the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (SI 2014/525).

2. Terms of entry into the Pool

2.1 Any bodies already participating in the pooling arrangements equivalent to the Pool prior to 1 April 2020 shall be deemed to join the Pool with effect on and from 1 April 2020.

- 2.2 A body within the meaning of Part 1 or 2 of Schedule 2 to the Regulations (the “**Small Scheduled Body**”) may apply to join the Pool on giving not less than 3 months’ written notice to the Administering Authority. The Administering Authority shall have absolute discretion as to whether to admit the Small Scheduled Body to the Pool.
- 2.3 If the Administering Authority agrees to admit the Small Scheduled Body to the Pool, then on the expiry of such notice given in accordance with **clause 2.2** of this Schedule the Small Scheduled Body will be admitted to the Pool with immediate effect.
- 2.4 The Administering Authority may in its absolute discretion allow a Small Scheduled Body to be admitted to the Pool with effect from a different date to that set out in **clause 2.3** of this Schedule.
- 2.5 New bodies are admitted to the Pool at the absolute discretion of the Administering Authority, therefore the consent of the other bodies already participating in the Pool will not be required to admit a new body. The Administering Authority shall notify all existing bodies in the Pool on the admission of a new body.

3. **The Pooling Arrangements**

- 3.1 Subject to the provisions set out in **clauses 4, 5 and 6** of this Schedule the Pool will operate in accordance with the following arrangements:
- 3.1.1 the Small Scheduled Body’s rates and adjustments certificate (and any future revisions of that certificate) shall be assessed by the Actuary as if the Small Scheduled Body and all other employing authorities participating in the Pool were a single body. This will reflect both the cost of future accrual (the primary contribution rate) and any amount required to reflect the individual circumstances of the pool, (secondary contribution rate);
- 3.1.2 the Small Scheduled Body shall restrict increases to the pensionable pay of any Members to the higher of *the pay awards agreed by National Joint Council for Local Government Services (or any successor body for local government pay negotiations)* **and** the assumptions set out in the latest actuarial valuation unless the Administering Authority agrees otherwise in writing. In the event that the Small Scheduled Body awards pensionable pay increases in excess of this level then the Small Scheduled Body shall be responsible for the increased liabilities and the Administering Authority shall either:

- 3.1.2.1 charge the Small Scheduled Body an additional payment in respect of any extra charge on the Fund; or
 - 3.1.2.2 require the Actuary to adjust the Small Scheduled Body's rates and adjustments certificate to take account of this;
 - 3.1.3 the Administering Authority shall charge the Small Scheduled Body an additional payment in respect of any extra charge on the Fund to take account of any increased liabilities as a result of:
 - 3.1.3.1 the immediate payment of benefits when the Small Scheduled Body dismisses any Member who is an active member of the Scheme by reason of redundancy or business efficiency or where such a Member's employment is terminated by mutual consent on the grounds of business efficiency;
 - 3.1.3.2 the immediate payment of benefits with the Small Scheduled Body's consent under Regulation 30(6) of the 2013 Regulations including the costs of the Small Scheduled Body waiving any reduction of benefits under Regulation 30(8) of the 2013 Regulations; or
 - 3.1.3.3 the immediate payment of benefits under Regulation 30(5) of the 2013 Regulations including the costs of the Small Scheduled Body waiving any reduction of benefits under Regulation 30(8) of the 2013 Regulations;
 - 3.1.4 in the event that:
 - 3.1.4.1 a Member who is an active member of the Scheme has his employment with the Small Scheduled Body terminated on grounds of ill-health or infirmity of mind or body which renders him both permanently incapable of discharging efficiently the duties of his current employment and not immediately capable of undertaking any gainful employment; or
 - 3.1.4.2 a Member who became a deferred member of the Scheme on leaving his employment with the Small Scheduled Body receives payment of his benefits immediately on grounds of ill-health or infirmity of mind or body which renders him both permanently incapable of discharging efficiently the duties of that employment and unlikely to be capable of undertaking gainful employment before normal pension age, or for at least three years, whichever is the sooner;

then the Small Scheduled Body shall make a claim against the Small Scheduled Body's insurance cover, if applicable, and pay the amount recovered (or, if less, an amount equal to the additional costs of payment of such benefits, as calculated by the Actuary) to the Administering Authority; and

3.1.5 in the event that insurance cover as referred to in **clause 3.1.4** is in place but is not sufficient to cover the costs in full the Administering Authority will:

3.1.5.1 charge the Small Scheduled Body an additional payment in respect of any extra charge on the Fund; or

3.1.5.2 require the Actuary to adjust the Small Scheduled Body's rates and adjustments certificate to take account of this.

4. **Exit from the Pool on notice**

4.1 Subject to **clause 5** of this Schedule, the Administering Authority may give not less than 3 months' written notice to the Small Scheduled Body to terminate the Small Scheduled Body's participation in the Small Scheduled Bodies Pool.

4.2 Subject to **clause 5** of this Schedule, the Small Scheduled Body may make a request in writing to the Administering Authority to terminate the Small Scheduled Body's participation in the Small Scheduled Bodies Pool. The Administering Authority has absolute discretion as to whether to consent to such request.

4.3 On the expiry of such notice given in accordance with **clause 4.1** of this Schedule or the Administering Authority's consent given in accordance with **clause 4.2** of this Schedule, the Small Scheduled Body will cease to participate in the Pool with effect from 31 March in the year following the next triennial actuarial valuation of the Fund.

4.4 Where the Small Scheduled Body exits the Pool in accordance with **clause 4** of this Schedule, the Small Scheduled Body shall remain a Scheme employer in the Fund (subject to the provisions of the Regulations).

5. **Automatic exit from the Pool**

5.1 The Small Scheduled Body shall automatically exit the Pool with immediate effect:

5.1.1 on the Scheme Employer ceasing to be a Scheme employer within the meaning of the Regulations; or

5.1.2 on the Small Scheduled Body no longer being open to admitting active Members to the Fund; or

5.1.3 where the Small Scheduled Body breaches any of its obligations under the terms of the Pool.

If the breach is capable of remedy, the Administering Authority shall first give the Small Scheduled Body the opportunity of remedying the breach within such reasonable period as the Administering Authority may specify. **or**

5.2 The Small Scheduled Body exiting from the Pool in accordance with **clause 5.1** of this Schedule is without prejudice to any valuation that may be required as a result of the Small Scheduled Body becoming an exiting employer under Regulation 64(1) of the 2013 Regulations.

6. **Consequences of leaving the Pool**

6.1 Where the Small Scheduled Body exits from the Pool in accordance with **clauses 4 or 5** of this Schedule the terms of the Pool will cease to apply to the Small Scheduled Body and the Small Scheduled Body shall then be treated by the Administering Authority as a stand-alone employer in the Fund and assessed on that basis for any future rates and adjustment certificate.

6.2 On exiting the pool the Small Scheduled Body's share of assets and liabilities will be based on its underlying profile, as tracked by the Actuary throughout the period of the body's participation in the Pool as if the body was not a member of the Pool.

6.3 In the event that a Small Scheduled Body ceases to be such a body and therefore ceases to be an employer in both the Pool and the Fund, the Administering Authority will seek to recover any exit payment due under the Regulations from the employer or pay any exit credit due under the Regulations to the employer. In the event that these liabilities cannot be recovered from the Small Scheduled Body, a bond provider, their guarantor or a successor body within the Fund, and a shortfall exists within the Fund, these will normally fall to be met by the Pool as a whole.

6.4 The costs incurred by the Administering Authority of all work commissioned in relation to this **Clause 6** will be charged to and payable by the Small Scheduled Body.

7. **Matters of doubt**

7.1 The Administering Authority shall have absolute discretion to decide on any matters of doubt arising in relation to the interpretation of the provisions of the terms of the Pool.

7.2 The Administering Authority will make arrangements for the resolution of any disagreements or disputes in relation to the terms of the Pool.

2019 Valuation Employer Results Report Draft

Employer / Pool: Small Scheduled Bodies Pool Pool
Fund: West Sussex County Council Pension Fund

Addressee and purpose

This Employer Results Report is addressed to the Administering Authority for the purposes set out in *Your Guide to the 2019 valuation*. It may be shared with the employer or pool of employers noted above ("the Employer") but should not be shared with any other third parties without our prior written consent. Please note that Hymans Robertson LLP accept no liability to any third parties (including the Employer). The results in this report should be read in conjunction with the draft Funding Strategy Statement. The assumptions and methodology used to calculate employer contribution rates are set out in this document.

If you are the Employer, the purpose of this report is to give you advance notice of the recommended contributions payable from 1 April 2020 for planning purposes and to allow you check that the way these recommended rates have been calculated is appropriate to your circumstances and is in line with the draft Funding Strategy Statement. It also allows you to verify the cashflow and membership data used in our valuation calculations. This report has been prepared for the Administering Authority and does not provide advice to you as the Employer.

If the Employer is a member of a funding pool within the Fund, the contribution rates, funding level and membership data shown in this report may relate to the pool as opposed to the individual employer. This will be indicated in the title of the relevant table.

The following Technical Actuarial Standards have been complied with to a proportionate degree in the preparation of this report: TAS 100, TAS 300.

Prepared by: Steven Law FFA

Kameel Kapitan FFA

07 November 2019

Pool Contribution rates	Primary (% of pay)	Secondary (% of pay)	Secondary (£)	Secondary (% of pay)	Total	(£)
Currently in payment 2019/2020	18.4%	3.3%	-	21.7%	plus	£0
Recommended for year end to 31 March 2021	20.2%	0.5%	-	20.7%	plus	£0
Recommended for year end to 31 March 2022	20.2%	-	-	20.2%	plus	£0
Recommended for year end to 31 March 2023	20.2%	-	-	20.2%	plus	£0

The recommended contribution rates are the minimum rate required by the Fund. In most circumstances the Employer can pay additional contributions to improve their funding position but this should be referred to the actuary first. The Employer's final contribution rates will be certified in the Fund's Rates and Adjustment's Certificate, which must be published by 31 March 2020.

The Primary Rate includes an allowance of 0.5% for administration expenses.

Employer contribution rates are additional to employee contributions. The average employee contribution rate is 6.3% of pay.

Funding strategy	Last Valuation 31 March 2016	This Valuation 31 March 2019
Funding target	100% funded on the ongoing participation basis	100% funded on the ongoing participation basis
Funding time horizon	20 years	20 years
Required likelihood of achieving target	67%	67%

The recommended contribution strategy gives at least a 67% likelihood that both past and future service benefits will be at least fully funded on the Fund's ongoing participation basis at the end of a 20 years time horizon. This funding strategy has been determined by the Administering Authority, taking into account the type of organisation the Employer is and the nature of its participation in the Fund. The approach to setting employer contribution rates, and the Employer's funding target, is explained further in the draft Funding Strategy Statement.

Investment strategy	Last Valuation 31 March 2016	This Valuation 31 March 2019
Investment strategy used in contribution rate assessment	Main Fund	Main Fund

Further details on the Employer's investment strategy is included in the Fund's Investment Strategy Statement.

Pool funding position	Last Valuation 31 March 2016 (£000)	This Valuation 31 March 2019 (£000)
Past service liabilities		
Employees - Final Salary	7,262	6,269
Employees - CARE	1,734	5,453
Deferred Pensioners	2,214	3,775
Pensioners	7,339	10,035
Total	18,550	25,532
Asset share	19,759	30,178
Surplus / (Deficit)	1,209	4,646
Funding Level	107%	118%

Please note, figures in tables throughout this document have been shown rounded. As a result, the sum of figures within tables may not add up due to rounding. The results are different at 31 March 2016 because there has been a change to the employers in the pool.

The assumptions underlying the funding position are summarised on Page 2.

2019 Valuation Employer Results Report Draft

Employer / Pool: Small Scheduled Bodies Pool Pool
Fund: West Sussex County Council Pension Fund

Change in the Surplus / (Deficit) position	Assets (£000)	Liabilities (£000)	Surplus / (Deficit) (£000)
Last valuation at 31 March 2016	19,759	18,550	1,209
Cashflows			
Employer contributions paid in	2,681		2,681
Employee contributions paid in	840		840
Benefits paid out	(2,100)	(2,100)	0
Net individual transfers into / out of the Pool *	248		248
Other cashflows (e.g. Fund expenses)	(24)		(24)
Expected changes in liabilities			
Interest cost on benefits already accrued		2,324	(2,324)
Accrual of new benefits		4,216	(4,216)
Membership experience vs expectations			
Membership experience	19	182	(163)
Changes in market conditions			
Investment returns on the Employer's assets *	8,755		8,755
Changes in future inflation expectations		641	(641)
Changes in actuarial assumptions			
Change in demographic assumptions (exc. longevity)		(78)	78
Change in longevity assumptions		(1,077)	1,077
Change in salary increase assumption		(67)	67
Change in discount rate		2,939	(2,939)
This valuation at 31 March 2019	30,178	25,532	4,646

* We have not quantified the net liability for transfers in and out as we have insufficient data to do so

Actuarial assumptions underlying the funding position	Last Valuation 31 March 2016	This Valuation 31 March 2019
Financial		
Investment Return	3.8%	3.1%*
Salary Increases	2.9%	2.8%
Benefit increases and CARE revaluation (CPI)	2.1%	2.3%
Demographic		
Baseline longevity	Club Vita	Club Vita
Future improvements in longevity	CMI 2013, 1.5% long term available on request	CMI 2018, 1.5% long term available on request
Other demographic assumptions		

*There is a 75% likelihood of the Fund's investments achieving at least an annual return of 3.1% p.a. over the next 20 years

Pool details	Small Scheduled Bodies Pool
Pool name	Small Scheduled Bodies Pool
Open / closed to new members	Open

Pool membership data	Last Valuation 31 March 2016	This Valuation 31 March 2019
Employee members		
Number	194	239
Total Actual Pay (£000)	3,403	4,602
Total Accrued Pension (£000) (80ths)	237	125
Total Accrued Pension (£000) (60ths)	207	157
Total Accrued Pension (£000) (CARE)	112	309
Average Age (liability weighted)	53.9	54.2
Deferred pensioners		
Number	72	146
Total Accrued Pension (£000)	112	188
Average Age (liability weighted)	53.3	50.6
Pensioners		
Number	96	129
Total pensions in payment (£000)	410	536
Average Age (liability weighted)	67.9	68.0
Average duration of liabilities	17.9	18.6

APPENDIX 3

CONFIDENTIAL

APPENDIX 4

POLICIES



North Horsham Parish Council

INVESTMENT POLICY

1. INTRODUCTION

1.1. This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of North Horsham Parish Council. The policy works with the Council's Financial Regulations.

1.2 The Local Government Act 2003 Section 12 provides the power to invest:

- a) for any purpose relevant to its function under any enactment or
- b) for the purpose of the prudent management of its financial affairs.

Section 15 (1) of the Act requires a local authority to have regard:

- a) to such guidance as the Secretary of State may issue, and
- b) to such other guidance as the Secretary of State may by regulations specify for the purposes of this provision.

1.3 The Council acknowledges its duty of care to the community and the prudent investment of funds.

2. OBJECTIVES

2.1 The Council's priorities are, in the following ranking order:

- i) The security of capital to minimize the risk of losses.
- ii) The liquidity of investments to meet the cash flow needs of the Council.
- iii) Maximising income within the framework of the national economic situation.

2.2 The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

2.3 The Department for Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

2.4 The Council will monitor the risk or loss on investments. Credit ratings will be used as appropriate.

2.5 Investments will be spread over different providers where appropriate to minimise risk.

3. INVESTMENTS

Definition of an investment

- 3.1 The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit.

Investment objectives

- 3.2 This Investment Policy has the following objectives in priority order:
Security – protecting the capital sum invested from loss.
Liquidity- ensuring the funds invested are available for expenditure when needed.
Yield – income return in the investment.

Specified Investments

- 3.3 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a Local Authority or a Town and Parish Council will automatically be Specified Investments.
- 3.4 The Council, for prudent management of its treasury balances may use – Treasury Deposits with UK clearing banks – Local Authorities or other Public Authorities approved public sector investment funds.
- 3.5 The choice of institution and length of deposit will be at the approval of the Finance and Administration Committee and reported to full Council.
- 3.6 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

Non Specified Investments

- 3.7 A non-specified investment is non-financial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally be a physical asset that can be realised to recoup the capital invested.
- 3.8 These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

Liquidity of Investments

- 3.9 The Council, in consultation with the Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 3.10 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

Long term Investments

3.11 Long term Investments are those over a period of 12 months.

4. POLICY REVIEW

4.1 The policy will be reviewed by the Finance and Administration Committee and recommendations made accordingly to the Council. The Council reserves the right to make variations to the Policy at any time, subject to the approval of the full Council.

4.2 The next review date is July 2022

July 2020



North Horsham Parish Council

CORPORATE BRANDING POLICY

POLICY STATEMENT

The aim of the Corporate Branding Policy is to create a unique and easily recognised identity for North Horsham Parish Council which sets a consistent and professional standard.

1. USE OF COUNCIL LOGO AND NAME

- 1.1. The size of the Parish Council logo is to be appropriate to the situation in which it is being used, however, it should be of sufficient size to give clear definition to the detail, i.e. the words 'Roffey' and 'Holbrook' should be easy to read.
- 1.2. The overall proportions of the logo should be retained without distortion regardless of size.
- 1.3. The logo and the name 'North Horsham Parish Council' can be used independently, although it is preferable for them to be used together in one or other of the following layouts –

North Horsham Parish Council

or

North Horsham
Parish Council

- 1.4. The lettering should be printed in blue where possible.
- 1.5. The logo must be placed to the left of the lettering if used, and, where possible, the logo and Council name should be of the same relative size.
- 1.6. The logo and Parish Council name should be as widely used as possible, for example on letterheads, compliment slips, newsletters, external signage, identity badges, website, etc.

2. DOCUMENT FONTS AND SIZE

- 2.1. The Council's preferred font is Arial
- 2.2. The preferred font size is 12 but may be changed for practical purposes e.g. on a spreadsheet

3. PRINTED DOCUMENTS

- 3.1. Documents are generally printed in black

- 3.2. The Earles Meadow tree will be used when an image is required for a cover page as follows:- the image will be placed centrally on the page, the Parish Council name will be placed above the image with the logo to the left; and the document name under the central image
- 3.3. If accronyms and abbreviations are used in council documents they must be used in full in the first instance with the abbreviation or acronym in brackets after. E.g. Horsham District Council (HDC) in the first instance and then HDC thereafter.

The use of NHPC as an abbreviation for North Horsham Parish Council should be avoided wherever possible

4. CORPORATE COLOURS

- 4.1. The Parish Council's corporate colours for exterior use are –
RAL 5013 – Cobalt Blue – for notice boards etc.
RAL 6032 – Signal Green – bus shelters etc.

5. REVIEW

- 5.1 The Corporate Branding Policy was first approved by council in May 2012.
- 5.2 The policy will be reviewed in July 2022.

July 2020