

**MINUTES OF THE NORTH HORSHAM PARISH COUNCIL MEETING HELD ON-LINE
ON THURSDAY 5TH NOVEMBER 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 Councillors Liz Kitchen and Andrew Baldwin, District Councillors Tony Bevis and John Milne.

FC/512/20 Public Forum.

There were no members of the public in attendance.

FC/513/20 Apologies for absence.

Cllr Rickett B.E.M. was not in attendance. Cllr Wassell was not in attendance due to technical issues.

FC/514/20 Minutes of the previous meeting.

The minutes of the Parish Council Meeting held on 3rd September 2020 were **AGREED and will be signed by the Chairman as a true record.**

FC/515/20 Declarations of interest.

There were no Declarations of Interest.

FC/516/20 Decisions made by delegated power since 3rd September 2020 for ratification.

Since 3rd September 2020 urgent 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:-

- **A reduction in staff hours agreed by the Personnel Committee to reflect limited hall hires and a need to lower expenditure. The delegated Councillors AGREED that the Job Support Scheme**

would not be used as jobs paid for by public funding were not covered.

- A response made on behalf of the Council to the White Paper on Planning Reform. The Planning, Environment and Transport Committee were notified of the response and offered chance to comment. It was ratified at the Planning Meeting on 29th October 2020.
- Permission was given, on request, to Cllr P Burgess to explore if working relationships with Horsham Town could be progressed. (See minute FC/527/20)
- During the National Lockdown introduced on 5th November 2020 to reduce the spread of Coronavirus (Covid-19), all halls must close except to provide services allowed by government regulations. The multi courts must close, but the playgrounds are allowed to remain open. In line with the Public Health England, Health Protection (Coronavirus, Restrictions), staff must work from home where they can do so effectively. Those staff who cannot work effectively from home have been instructed to work at their various sites within the parameters of the regulations taking the necessary precautions. The earliest the Lockdown will be lifted is 2nd December 2020 but it could extend beyond that.

FC/517/20 Committees and Working Parties.

The following Committee Minutes were presented to the Council :-

- (a) Finance and Administration Committee Meeting held on 8th October 2020.
- (b) Personnel Committee Meeting held on 1st October 2020.
- (c) Planning, Environment and Transport Committee Meetings held on 24th September 2020 and 29th October 2020.
- (d) Property Committee Meeting held on 17th September 2020.

The Finance and Administration Committee agreed a programme of internal control checks for the Internal Controls Working Party for 2021/22 but will suspend its activities until 2021.

It was RESOLVED that the Committee Minutes listed above be received and adopted and the information regarding the Internal Controls Working Party be noted.

FC/518/20 Reports from representatives on outside bodies.

Weineberger Liaison Group has put forward proposals to hold meetings online. The representative (Cllr D Searle) had been given the opportunity to submit his availability and a choice of online platforms.

Cllr Searle had circulated presentations from a BIFFA liaison meeting he had attended on behalf of the Parish Council on 20th October 2020 and information regarding the Wealden Works incinerator from Brittaniacrest.

The Horsham Association of Local Councils annual meeting with Horsham District Council (HDC) took place on 21st October 2020. Cllr Britten, Cllr Mahon and Cllr Gough attended along with the Clerk and Deputy Clerk. The minutes of the meeting have been circulated.

It was RESOLVED to note information supplied by representatives on outside bodies.

FC/519/20 Reports from District or County Councillors.

West Sussex County Councillor Peter Catchpole gave retrospective apologies.

West Sussex County Councillor Kitchen expressed concern that there are plans to close the stretch of Rusper Road that runs from the Lemmington Way roundabout to the A264 for a significant period of time whilst work associated with the development north of the A264 is undertaken. West Sussex County Councillor Baldwin echoed those concerns and noted that the stretch of road involved is a major artery in and out of Horsham. There is expected to be a widespread, detrimental effect from this within Horsham, along the A264 and A24.

District Councillor Peter Burgess had done lots of work on the proposed road closure on Rusper Road and observed that the Temporary Traffic Order that had been submitted was badly written and issued prematurely as the work isn't scheduled for another 10 months. Cllr Burgess had written to West Sussex County Council and been in contact with the developers of the north of Horsham site, Legal and General, who are working collaboratively on a way to manage the work without a closure.

Both West Sussex County Councillors invited Parish Councillors to contact them with any questions or concerns about West Sussex County Council matters in their respective areas.

District Councillor Karen Burgess informed the Parish Council that a small service would take place at the War Memorial in the Carfax in Horsham on

Remembrance Sunday in line with government regulations relating to Coronavirus (Covid 19). However, people were being encouraged to stay at home to remember to reduce the spread of Coronavirus (Covid-19).

FC/520/20 Report from the North Horsham Community Land Trust (NHCLT) link councillor.

The Chairman of the NHCLT, Cllr J Gough, informed the Parish Council that registration with the Financial Conduct Authority (FCA) had been successful and that the CLT was registered as a Community Benefit Society, which allows them to apply for grant funding.

A copy of the registration and constitution has been lodged at the Parish Council office. The appointed directors have regular meetings. At the Annual General Meeting on 18th March 2021 members will be able to appoint the directors themselves.

The Chairman of the NHCLT thanked the Parish Council for the grant of £1,000 which has now been spent on items to set up the Trust and allow them to hold online meetings. A website and Facebook page was being established. The next NHCLT meeting was scheduled for 24th November 2020.

Whilst Saxon Weald were regrettably unable to work with NHCLT, a housing advisor from Action in Rural Sussex (AiRS) had been able to suggest two alternative providers who may be willing to work with them.

FC/521/20 Chairman's announcements.

- HDC had received an application seeking the release of Section 106 funding of £74,744.63 for use towards the survival of the Holbrook Club as a going concern. The Parish Council was invited to comment by 29th October 2020. No observations were given. Another S106 application had been submitted to HDC by Horsham Football Club for £57,725 this time for improvements to the Holbrook Club. No comments have been received on this application.
- Urgent Health and Safety work had been authorised by the Clerk on the large specimen oak tree at Earles Meadow. A large, damaged bough had to be removed by specialist tree surgeons. The tree has a Tree Preservation Order on it, therefore Tree Officers from HDC approved the work before it was undertaken. After the work had been done, the tree surgeon monitored a crack in the tree and discovered that it was widening, therefore he invited the Tree Officers from HDC back on site to examine the tree and make recommendations for the most appropriate work required to preserve the tree as best they could. Initially it is thought that a further hard prune of the tree and extending and tightening the cable bracing will reduce pressure on the tree, but confirmation of this is required. It was also recommended that the rope

cordon surrounding the tree is extended to 21 metres from the trunk and advisory notices are displayed to make people aware that the tree may shed branches.

FC/522/20 Financial Matters.

The Finance Report to 30th September 2020 which includes detailed income and expenditure by budget heading, reserve balances, the balance sheet as at 30th September 2020 and the Income and Expenditure Account for year ended 30th September 2020 had been circulated with the agenda. (Attached)

The expenditure list for August 2020 (final), September 2020 and October 2020 (preliminary) had also been circulated. (Attached)

The Parish Council RESOLVED:-

1. To note the Financial Report to 30th September 2020 with attachments.
2. To agree the expenditure lists for August 2020 for £44,485.79, September 2020 for £32,914.95 and October 2020 for £28,758.69. (The list for October 2020 is preliminary and will be subject to change. This will be notified to the Council at the January 2021 meeting).

FC/523/20 Bad Debt

Two invoices totaling £507.82 which relate to hires in February and March 2020 remain unpaid. The hirer's company has been closed down (dissolved) and the hirer has moved away from the given address.

The Parish Council AGREED a recommendation from the Finance and Administration Committee to write off an amount of £507.82 as cost effective methods of recovering the money have been exhausted.

FC/524/20 Internal Audit

A copy of the Internal Audit had been circulated with the agenda. The Council RESOLVED to note the interim Internal Audit carried out at the end of September 2020. Only one issue was raised which was to progress issuing councillor e-mail address's with suffix @northhorsham-pc.gov.uk, to give clear and transparent distinction between councillor work and personal e-mails. Work is in hand to progress this.

FC/525/20 External Audit

The certificate of External Audit had not been received and therefore, the item was deferred to January 2021.

FC/526/20 Value for Money Report commissioned by West Sussex Association of Local Councils (WSALC)

The Parish Council considered a survey issued by WSALC and noted that some questions lacked clarity. The Council also considered a lengthy report from the Clerk (See Clerk's Report and Appendix 3 sent with the agenda) and proposals put forward from Aldingbourne Parish Council which formed part of the agenda for the WSALC AGM and on which member Councils were invited to vote.

The Parish Council was advised that the Parish Council representatives who attended the WSALC AGM on behalf of the Council, must vote on the proposals as instructed by the Council.

The Council RESOLVED:-

- To submit the survey as presented with the agenda.
- To give nominated voting rights to Cllr Alan Britten and Cllr Donald Mahon for the WSALC Ltd AGM on 2nd December 2020.

There was concern that there was insufficient information for the Council to give authority for the nominated representatives to vote on, and that more information may come to light at the meeting, therefore, it was suggested that councillors attending the AGM should bring information back to the Parish Council for further consideration.

FC/527/20 Building positive relationships with Horsham Town Neighbourhood Parishes.

Cllr Peter Burgess, who is the HDC Cabinet member for Horsham Town as well as a Parish Councillor, noted that there are special meetings held between the Horsham Town Neighbourhood Parishes and HDC to which North Horsham Parish Council is not invited. Generally, the topics discussed will have varying degrees of impact on North Horsham parish as well as the town centre. Cllr Burgess will speak with HDC to progress improved relationships and suggest that in the future, North Horsham Parish Council is invited to any special meetings that impact on Horsham as a whole.

Unanimous approval was given by vote to a proposal to work with the Neighbourhood Councils in Horsham Town whenever possible and appropriate. The motion was put forward by Cllr Turner and seconded by Cllr Smithurst.

FC/528/20 Crime in North Horsham

The Council considered if there were any strategic or outstanding issues to be put forward to the Surrey and Sussex Association of Local Councils meeting with the Chief Constable of Sussex and the Police Crime Commissioner on 13th November 2020 and AGREED there were none.

FC/529/20 Consultation on Standards in Public Life

The Council considered a consultation circulated as part of the Clerk's Report and following a vote AGREED that they did not wish to submit a response.

FC/530/20 Premises Licence Application (LI/20/0207/PREM) 6 Elgar Way, Horsham, West Sussex

HDC validated an online application from Box'dinuk Limited seeking a new premises licence for 6 Elgar Way, Horsham, West Sussex, RH13 6RH to allow the following licensable activity :

Supply by retail of alcohol off the premises
Monday to Friday 09:00hrs to 17:00hrs

Premises is not open to the Public – Online ordering business

The Council OBJECTED to the application on the basis that it was considered that there could be increased vehicle movements in a residential area associated with an online business which could cause nuisance.

FC/531/20 Scheme of Members' Allowances

The Parish Council reviewed the Scheme of Members Allowances and AGREED to update Appendix 1 of the Members' Allowance Policy as follows:-

Parish basic allowance

The Parish basic Allowance payable to each Parish Councillor shall be based on 9.4% of £5,210 (the basic allowance agreed by Horsham District Council for 2020/21) which is £490 per annum for 2020/21.

FC/525/20 Policies

The policies under review were circulated with the agenda.

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

1. Dementia Action Alliance Plan
2. Reviewed and recommended by the Planning, Environment

and Transport Committee:- Planning Protocol; culturally significant and historical assets.

3. Reviewed and recommended by the Property Committee:- Open Spaces Policy.

The Property Committee has authority to review the Terms and Conditions of hires as necessary. Due to frequent and necessary amendments required as a result of the Covid-19 pandemic, office staff were given authority to make any necessary changes to ensure that the Council was compliant with government guidance.

4. Reviewed and recommended by the Personnel Committee:- Dignity at Work, Secondary employment, Standards of behaviour, Equal Opportunities, Data Breach Policy and form.

FC/526/20 Correspondence.

The Council received correspondence lists from 4th September 2020 to 5th November 2020. (Copies attached).

FC/527/20 Date of next Council meeting.

The next Parish Council Meeting will be held on Thursday 14th January 2021 (Scheduled).

There being no other business, the Chairman closed the meeting at 9.20 pm.

..... Signed

.....Dated

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

To be presented to the Parish Council Meeting on 5th November 2020

Period covering 1st April 2020 to 30th September 2020

Funding at 30th September 2020

Precept (full year)	335,194
Environmental Grant (half year).	5,117
Grant from HDC (Covid-19)	25,000
Total	365,311

Income to 30th September 2020

Cost Centre	Actual income	Annual Budget	Expected income at 30 th September 2020*
Admin	109	200	100
Allotments	898	875	437
North Heath Hall	9,305	65,625	32,813
Holbrook Tythe Barn	2,578	37,800	18,900
Multi Court Lettings	2,874	23,140	11,570
Roffey Millennium Hall	1,117	85,200	42,600
Total	16,881	212,840	106,420

Expenditure to 30th September 2020

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 30 th September 2020*
Admin	24,949	51,670	30,435**
Grants	500	10,000	5,000
Burial	3,420	6,750	3,375
Personnel	117,043	311,250	155,625
Planning, Env, Trans	0	2,250	1,125
Allotments	833	1,575	787
Amenity, Recs and Open Spaces	13,407	52,085	26,042
North Heath Hall	5,205	27,854	13,927
Holbrook Tythe Barn	7,037	23,757	11,878
Roffey Millennium Hall	6,771	41,567	20,783
Total	179,165	528,758	268,977

Net expenditure	(162,284)	(315,918)	(162,557)
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*Annual budget divided by 12 multiplied by 6.

** Includes full estimated amount for insurance paid in one lump sum in June 2020.

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Income

Over the first six months of the year income is £90,000 lower than expected.

Following closure due to the Covid-19 pandemic in March 2020, North Heath Hall was the first to re-open followed by the multi courts. Holbrook Tythe Barn re-opened in August 2020 and Roffey Millennium Hall is set to have more hires from 1st October 2020. All buildings are Covid-19 safe which means a set of measures have been introduced to reduce the risk of spreading the disease. This limits the number of hires that are feasible within each building.

The Parish Council has received a Grant of £25,000 from Horsham District Council awarded to small businesses with fixed property costs.

Expenditure

Actual expenditure is around £90,000 less than anticipated. Payments for ongoing and essential services are being made, but no additional work is being undertaken. Rate relief has been allowed at North Heath Hall and Roffey Millennium Hall. Some staff remain on the furlough scheme which has reduced salary costs.

The net result of the loss of income and lower expenditure is that the Parish Council has spent the amount that was expected to be spent in the first 6 months of the year. The loss of income has been compensated by lower expenditure.

Reserves

After the first six months of the 2020/21 financial year there is £203,920 in Ear Marked Reserves and a General Reserve of £433,086. The deficit in income will ultimately impact on the General Reserve.

The allocation of reserves in the budget 2020/21 (£25,000 towards playground upgrades and £10,00 towards the boiler at Roffey Millennium Hall) will increase the Ear Marked Reserves and reduce the General Reserve.

Recommendation:-

To note the Financial Report to 30th September 2020.

Pauline Whitehead 06.10.2020

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

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	0	55	0	(55)		
1100 Grants Received	0	25,000	0	(25,000)		
1176 Precept	167,597	335,194	335,194	0		
1196 Interest Received	2	54	200	146		
Administration :- Income	167,599	360,303	335,394	(24,909)		
4007 Councillors Training	0	30	1,000	970		970
4008 Councillors Expenses	0	3,358	6,750	3,392		3,392
4021 Telephone/Fax/Internet	545	1,666	3,500	1,834		1,834
4022 Postage	0	24	1,400	1,376		1,376
4023 Stationery and Printing	51	522	1,600	1,078		1,078
4024 Subscriptions	0	3,122	3,600	478		478
4025 Insurance	0	9,109	9,200	91		91
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	167	1,179	2,400	1,221		1,221
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	303	800	498		498
4038 Office Equipment Maint.	0	305	1,000	695		695
4051 Bank Charges	0	0	100	100		100
4053 PWLB Loan Charges	6,163	6,163	12,250	6,087		6,087
4057 External Audit Fees	0	(1,350)	1,600	2,950		2,950
4058 Professional Services	60	715	3,000	2,285		2,285
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	32	32	1,000	968		968
Administration :- Indirect Expenditure	7,078	24,949	51,670	26,721	0	26,721
Net Income over Expenditure	160,521	335,355	283,724	(51,631)		
103 Grants						
4155 Other Grants and Donations	0	500	10,000	9,500		9,500
Grants :- Indirect Expenditure	0	500	10,000	9,500	0	9,500
Net Expenditure	0	(500)	(10,000)	(9,500)		
104 Burial						
4101 Burial Charges	0	3,420	6,750	3,331		3,331
Burial :- Indirect Expenditure	0	3,420	6,750	3,331	0	3,331
Net Expenditure	0	(3,420)	(6,750)	(3,331)		

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Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>106 Personnel</u>						
4001 Salaries/NI/Pensions	0	114,870	305,800	190,930		190,930
4002 Childcare Vouchers	254	1,270	0	(1,270)		(1,270)
4003 Payroll Admin Charge	0	0	800	800		800
4009 Staff Expenses/Mileage	115	740	2,500	1,761		1,761
4010 Staff Training	30	55	1,500	1,445		1,445
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	37	109	400	291		291
Personnel :- Indirect Expenditure	<u>436</u>	<u>117,043</u>	<u>311,250</u>	<u>194,207</u>	<u>0</u>	<u>194,207</u>
Net Expenditure	<u>(436)</u>	<u>(117,043)</u>	<u>(311,250)</u>	<u>(194,207)</u>		
<u>201 Planning, Env & Transport</u>						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,250</u>	<u>2,250</u>	<u>0</u>	<u>2,250</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,250)</u>	<u>(2,250)</u>		
<u>301 Allotments</u>						
1050 Allotment Rents	303	898	875	(23)		
Allotments :- Income	<u>303</u>	<u>898</u>	<u>875</u>	<u>(23)</u>		
4012 Water Rates	0	45	150	105		105
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	220	738	750	12		12
4259 Allotment Maintenance	50	50	400	350		350
Allotments :- Indirect Expenditure	<u>270</u>	<u>833</u>	<u>1,575</u>	<u>742</u>	<u>0</u>	<u>742</u>
Net Income over Expenditure	<u>33</u>	<u>65</u>	<u>(700)</u>	<u>(765)</u>		
<u>302 Amenity, Recs & Open Sp</u>						
1100 Grants Received	0	5,117	9,984	4,867		
Amenity, Recs & Open Sp :- Income	<u>0</u>	<u>5,117</u>	<u>9,984</u>	<u>4,867</u>		
4019 Window Cleaning	100	200	925	725		725
4200 Grass cutting	918	9,566	20,500	10,934		10,934
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	232	1,879	8,000	6,121		6,121
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	0	842	2,060	1,219		1,219
4255 Street Lighting - Maint/Supply	0	235	3,500	3,265		3,265

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Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4258 Multicourts Maintenance	0	415	2,600	2,185		2,185
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	15	30	1,000	970		970
Amenity, Recs & Open Sp :- Indirect Expenditure	1,265	13,407	52,085	38,678	0	38,678
Net Income over Expenditure	(1,265)	(8,290)	(42,101)	(33,811)		
401 North Heath Hall						
1000 Hall Lettings	4,014	9,305	65,625	56,320		
North Heath Hall :- Income	4,014	9,305	65,625	56,320		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	0	328	900	572		572
4014 Electricity	114	971	2,640	1,669		1,669
4015 Gas	31	911	2,562	1,651		1,651
4016 Cleaning Materials	0	589	1,332	743		743
4017 Refuse Bin Clearance	64	223	832	609		609
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	80	120	738	618		618
4034 Maintenance - Electrical	75	200	2,000	1,800		1,800
4035 Maintenance - Elect Eqp Insp	0	120	500	380		380
4036 Maintenance - General	110	165	2,000	1,835		1,835
4037 Maintenance - Fire Alarm Syst	0	0	750	750		750
4039 Maint - Intruder Alarm	0	1,184	794	(390)		(390)
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	187	650	464		464
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	0	119	371	253		253
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	585	585		585
4066 Keyholder Services	15	90	180	90		90
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	489	5,205	27,854	22,649	0	22,649
Net Income over Expenditure	3,526	4,101	37,771	33,670		
402 Holbrook Recreation Centre						
1000 Hall Lettings	1,817	2,578	37,800	35,222		
1010 Multi Court Lettings	1,019	2,874	23,140	20,266		
Holbrook Recreation Centre :- Income	2,835	5,452	60,940	55,488		
4011 NNDR	0	442	3,660	3,218		3,218

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Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4012 Water Rates	0	506	1,500	994		994
4014 Electricity	(100)	557	3,250	2,693		2,693
4015 Gas	25	223	1,500	1,277		1,277
4016 Cleaning Materials	0	587	1,575	988		988
4017 Refuse Bin Clearance	48	143	832	689		689
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	35	53	450	398		398
4034 Maintenance - Electrical	203	791	2,000	1,209		1,209
4035 Maintenance - Elect Eqp Insp	0	1,495	1,900	405		405
4036 Maintenance - General	450	621	2,000	1,379		1,379
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,224	794	(430)		(430)
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	187	500	314		314
4061 Legionella Testing	0	119	351	233		233
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	90	180	90		90
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	676	7,037	23,757	16,720	0	16,720
Net Income over Expenditure	2,160	(1,585)	37,183	38,768		
403 Roffey Millennium Hall						
1000 Hall Lettings	726	1,117	83,700	82,583		
1004 Equipment Sale/Sundry Income	0	0	500	500		
1006 Refreshment Sale Income	0	0	1,000	1,000		
Roffey Millennium Hall :- Income	726	1,117	85,200	84,083		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	(124)	360	1,235	875		875
4014 Electricity	0	1,535	5,125	3,590		3,590
4015 Gas	211	1,735	6,075	4,340		4,340
4016 Cleaning Materials	28	388	1,425	1,037		1,037
4017 Refuse Bin Clearance	159	792	1,664	872		872
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	55	110	990	880		880
4020 Refreshment Sale Cost/Sundries	0	0	500	500		500
4034 Maintenance - Electrical	75	239	2,000	1,762		1,762
4035 Maintenance - Elect Eqp Insp	0	120	2,650	2,530		2,530
4036 Maintenance - General	0	25	3,250	3,225		3,225

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Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

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	1,184	794	(390)		(390)
4040 Maintenance - Elevator	0	(693)	750	1,443		1,443
4041 Maintenance - Fire Extg Insp	0	128	150	23		23
4042 Maintenance - Gas Boiler etc	0	336	1,000	664		664
4044 Maintenance - Partition Wall	0	0	500	500		500
4061 Legionella Testing	0	153	380	227		227
4062 Air Conditionaig Maintenance	270	270	300	30		30
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	90	180	90		90
900 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	<u>689</u>	<u>6,771</u>	<u>41,567</u>	<u>34,796</u>	<u>0</u>	<u>34,796</u>
Net Income over Expenditure	<u>37</u>	<u>(5,654)</u>	<u>43,633</u>	<u>49,287</u>		
<u>901 Earmarked Reserves</u>						
4900 Repairs & Renewals Reserve	0	5,500	0	(5,500)		(5,500)
4910 CLT Working Party	0	115	0	(115)		(115)
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>5,615</u>	<u>0</u>	<u>(5,615)</u>	<u>0</u>	<u>(5,615)</u>
Net Expenditure	<u>0</u>	<u>(5,615)</u>	<u>0</u>	<u>5,615</u>		
Grand Totals:- Income	<u>175,477</u>	<u>382,192</u>	<u>558,018</u>	<u>175,826</u>		
Expenditure	<u>10,902</u>	<u>184,778</u>	<u>528,758</u>	<u>343,980</u>	<u>0</u>	<u>343,980</u>
Net Income over Expenditure	<u>164,575</u>	<u>197,414</u>	<u>29,260</u>	<u>(168,154)</u>		
Movement to/(from) Gen Reserve	<u>164,575</u>	<u>197,414</u>				

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North Horsham Parish Council

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Income Summary	
327,769	Precept	335,194
710	Interest Received	54
<u>328,479</u>	Sub Total	<u>335,248</u>
	Operating Income	
10,305	Administration	25,055
816	Allotments	898
9,984	Amenity, Recs & Open Sp	5,117
63,943	North Heath Hall	9,305
61,800	Holbrook Recreation Centre	5,452
80,816	Roffey Millennium Hall	1,117
<u>556,142</u>	Total Income	<u>382,192</u>
	Running Costs	
46,290	Administration	24,949
4,160	Grants	500
6,730	Burial	3,420
299,981	Personnel	117,043
278	Planning, Env & Transport	0
1,123	Allotments	833
41,713	Amenity, Recs & Open Sp	13,407
22,921	North Heath Hall	5,205
16,934	Holbrook Recreation Centre	7,037
33,340	Roffey Millennium Hall	6,771
35,241	Earmarked Reserves	5,615
<u>508,711</u>	Total Expenditure	<u>184,778</u>
	General Fund Analysis	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	382,192
742,293		612,249
508,711	Less : Expenditure for Year	184,778
233,582		427,471
3,525	Transfers TO / FROM Reserves	(5,615)
<u>230,057</u>	Closing Balance	<u>433,086</u>

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Balance Sheet as at 30th September 2020

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
	Current Assets		
13,413	Debtors	9,131	
1,218	Vat Refunds	3,871	
201,785	Lloyds Bank Accounts	367,939	
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	
0	Creditors	833	
471,649			637,006
	471,649 Total Assets		637,006
	Current Liabilities		
29,797	Creditors	0	
2,260	Accruals	0	
32,057			0
	439,592 Total Assets Less Current Liabilities		637,006
	Represented By		
230,057	General Reserve		433,086
7,955	Earmarked Reserves - VAT Con		7,955
117,568	Earmarked Reserves - R&R Fund		112,068
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		607
439,592			637,006

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NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 30th September 2020

The transfers to EMRs agreed in the 2020/21 budget have not yet been undertaken. The Finance Cttee has made recommendations to the September 2020 Parish Council Meeting.

		EXPENDITURE		INCOME		TRANSFER	EXPENDITURE		INCOME		TRANSFER	EXPENDITURE		INCOME		NOTE
		BALANCE 31.03.18	ACTUAL 31.03.19	ACTUAL 31.03.19	BALANCE 31.03.19		ACTUAL 31.03.2020	ACTUAL 31.03.2020	BALANCE 31.03.2020	ACTUAL 01.04.2020		ACTUAL 30.09.2020	ACTUAL 30.09.2020	BALANCE 30.09.2020		
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056			179163	382192	433085		
	EARMARKED RESERVES															
320/0	REVENUE - VAT Contingency	7955			7955				7955						7955	
321/0	REPAIRS & RENEWALS	139886	10436		129450	20770	32652		117568			5500			112068	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			115			607	
336/0	CIL - 19/20	0				11053	619		10434						10434	4
		322960	471993	541195	392162	0	508713	556142	439591	0		184778	382192	637005		

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

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LLoyds Bank Accounts

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

FINAL

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2020	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
06/08/2020	Victim Support	CORRECTION	-500.00		Payment entered 2x
06/08/2020	Horsham District Council	DD	-191.20		Refuse Collection
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 allowance Jul
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
18/08/2020	British Gas Business	DD	302.02		Electricity July 2020
20/08/2020	Horsham District Council	Dd	64.00		Refuse collection
20/08/2020	Horsham District Council	dd	127.20		refuse collection
20/08/2020	Horsham District Council	DD	32.20		Purchase Ledger Payment
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
25/08/2020	Scottish Water Business Stream	DD	175.45		Water NHH
27/08/2020	Horsham District Council	210082020	1,706.18		Burial charge
28/08/2020	Hitek Calibration Servs	728082020	40.20		Recalibration of thermometer
28/08/2020	N. Simmonds,	1028082020	362.00		PAT Testing
28/08/2020	Society of Local Council Clerk	1128082020	30.00		National conference training
28/08/2020	C Christensen	BACS	54.18		Refund
28/08/2020	FCA on behalf of NHCLT	BACS	40.00		FCA
28/08/2020	Goringes Brook (Whitford Est)	BACS	39.34		Refund
28/08/2020	Whitford Estates	TRANSFER	-39.34		Refund
28/08/2020	Christensen	TRANSFER	-54.18		Refund

LLoyds Bank Accounts

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/08/2020	ELA Group	428082020	165.92		Lift inspection
28/08/2020	Turner Security Systems Ltd.	1228082020	3,420.00		Intruder alarm
28/08/2020	HR Servies Partnership	828082020	426.00		HR support
28/08/2020	Assurity Consulting Ltd	128082020	427.80		Legionella assessment
Total Payments			44,485.79		

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Time: 11:43

Lloyds Bank Accounts

List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2020	Horsham District Council	Dd	168.30		Dog bin emptying
01/09/2020	Horsham Publications Ltd	DD	72.60		Newsletter
01/09/2020	Horsham District Council	Dd	443.00		Purchase Ledger Payment
01/09/2020	Horsham District Council	103092020	159.00		Refuse collection
03/09/2020	N. Simmonds,	703092020	165.00		Emergency light tests/key reta
03/09/2020	NETCOM	0603092020	199.86		IT Support
04/09/2020	Lloyds Bank	BACS	73.04		Laminator and batteries
07/09/2020	SOS Systems	DD	56.50		Printing
07/09/2020	Public Works Loan Board	dd	6,162.86		PWLB
07/09/2020	D. Lees	0207092020	36.90		Expenses August 2020
07/09/2020	Kiddivouchers	0307092020	256.11		Childcare vouchers
11/09/2020	Essential Hygiene & Catering S	328082020	709.22		Sanitiser
11/09/2020	Incor Group Management Ltd	303092020	342.00		Window cleaning
11/09/2020	Grasstex Ltd	0103092020	1,101.72		Grass cutting
11/09/2020	British Gas Business	D d	25.81		Gas August 2020
14/09/2020	British Gas Business	D b	219.25		Gas RMH June to August 2020
16/09/2020	British Gas Business	didr	2.03		Gas 31 Aug 2020
16/09/2020	Horsham District Council	dd	64.00		Refuse collection
16/09/2020	Grasstex Ltd	HDCDD	48.00		Refuse collection
16/09/2020	Horsham District Council	Dir deb	159.00		Refuse collection
18/09/2020	R J Jochimsen	928082020	588.00		Grass cut Earles Meadow
21/09/2020	West Sussex County Council	1328082020	18,718.72		Salaries August 2020
22/09/2020	Air Conditioning Direct Suppli	122092020	324.00		Air con serv and maint
22/09/2020	BT Payment Services Ltd	222092020	653.72		Telephone and BB services
22/09/2020	City Electrical Factors Ltd	322092020	81.30		Electrical supplies
22/09/2020	Grasstex Ltd	0422092020	324.00		Maintenance at allotments
22/09/2020	Mr Alan Randall	0622092020	78.30		Expenses March - Sept 2020
22/09/2020	SSALC Ltd	722092020	36.00		Training
22/09/2020	N. Simmonds,	0822092020	165.00		Make safe vandalised bollards
22/09/2020	T C Maintenance	0922092020	792.17		Misc repairs
22/09/2020	British Gas Business	dir dr	493.82		Purchase Ledger Payment
23/09/2020	Lloyds Bank	BACS	43.96		Face coverings
25/09/2020	British Gas Business	DD	32.05		Gas August 2020
25/09/2020	British Gas Business	Dd	119.71		Electricity August 2020
Total Payments			32,914.95		

LLoyds Bank Accounts

List of Payments made between 01/10/2020 and 31/10/2020

PRELIMINARY

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	Horsham Publications Ltd	011020-01	72.60		Newsletter
01/10/2020	Horsham District Council	011020-02	168.30		Dog Bins
01/10/2020	Horsham District Council	011020-03	443.00		Rates - Sept 2020
02/10/2020	British Gas Business	021020-01	193.53		Elect Bill 1-08-20 to 31-08-20
05/10/2020	Nalc & Amazon	BACS	130.89		General Maintenance
05/10/2020	SSP Specialised Sports Product	051020-01	498.00		Maintenance services MUGA
05/10/2020	City Electrical Factors Ltd	051020-02	11.16		Electrical Repairs
05/10/2020	Kiddivouchers	051020-03	256.11		Childcare Vouchers
05/10/2020	D. Lees	051020-04	38.70		Travel Expenses
05/10/2020	NETCOM	051020-06	201.44		IT Services
05/10/2020	Pitney Bowes Finance Ltd.	051020-07	205.00		Postage Stamps
05/10/2020	N. Simmonds,	051020-08	245.00		Repairs & Maintenance
05/10/2020	Society of Local Council Clerk	051020-09	308.00		Subscription Fees
05/10/2020	West Sussex County Council	051020-11	741.10		Professional Fees
06/10/2020	British Gas Business	0691020-01	46.26		Gas
06/10/2020	Petty Cash	Chq 9041	110.06		Petty Cash Transfer
08/10/2020	British Gas Business	081020-01	244.92		Gas Bill-30-08-20 to 30-08-20
09/10/2020	SOS Systems	091020-01	61.14		Printing
19/10/2020	Grasstex Ltd	191020-01	1,915.68		Grass Cutting
19/10/2020	Pitney Bowes Finance Ltd.	191020-04	10.56		Postage Rental
19/10/2020	M Stoner,	191020-06	30.60		Travel Expenses
19/10/2020	T C Maintenance	191020-07	260.00		Maintenance -Open Space
19/10/2020	Viking Direct	191020-08	116.16		Stationery
19/10/2020	West Sussex County Council	191020-09	20,174.05		Salaries & Wages
19/10/2020	British Gas Business	191020-10	60.83		Gas Bill-01-09-20 to 30-09-20
19/10/2020	British Gas Business	191020-11	526.09		Elect bill 1-09-20 to 30-09-20
19/10/2020	Information Commissioner's Off	191020-12	55.00		ICO Registration
19/10/2020	Home Start Crawley	191020-02	1,070.00		Home Start Crawley/Horsh-Grant
19/10/2020	Lloyds Business Card	191020-03	64.00		Lloyds Business Card
22/10/2020	British Gas Business	221020-01	213.31		Elect bill 1-09-20 to 30-09-20
23/10/2020	Horsham District Council	231020-01	80.00		Refuse Collection
23/10/2020	Horsham District Council	231020-02	80.00		Refuse Collection
23/10/2020	Horsham District Council	231020-03	127.20		Refuse Collection
Total Payments			28,758.69		

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Appendix 6

North Horsham Parish Council Meeting 5th November 2020 Agenda Item 22

Correspondence List 1 from 4th September 2020 to 27th September 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"> • News Bulletins from West Sussex County Council • Planned roadworks. • Public Notice - closure of Parsonage Road level crossing, Horsham - 01/10/20 • Public Notice Farhalls Crescent, Horsham- closure 30th September daytime only. • Town Task Teams Update - Reopening High Streets Safely Fund. • West Sussex County Council news release: 'Missing' section of Downs Link restored • North Horsham County Local Committee – 12th November 2020 meeting cancelled. • Proposed temporary Traffic Order A24 Horsham By-Pass - TTRO/1398/RC • Notification of work being carried out on the footpath on both approaches to the bridge on Pondtail Road. • Advice on bonfires during the Covid-19 pandemic. • Preliminary work starts soon in A24 Robin Hood junction improvement scheme. • Road closures in areas around North Horsham. • Pop up cycle lanes in West Sussex in response to reducing use of public transport during the Covid-19 pandemic are now open. • Latest on Coronavirus in West Sussex. • On-street parking charges review. • WSCC gritters are winter ready. • Town and Parish Council News Special - West Sussex Hospitals survey. • Godwin Way, Horsham - extension to existing on road contra-flow cycle lane – notification that work will be undertaken between 11 and 20 November 2020. • Proposed temporary Traffic Order Rusper Road - TTRO/1409/RC • Proposed permanent Traffic Order Erica Way - TRO/HON2003/RC
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Coronavirus advice and resident updates. • Community Facilities Study 2020 • Response to NALC consultation "Changes to the Planning System". • Update on Planning Compliance Team.
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> • Chief Executive bulletins. • Online training on planning.

	<ul style="list-style-type: none"> • Online training 'Rebuilding Communities – health challenges post Covid-19'. 28th October 2020. • Online training 'Rebuilding Communities - find out how to recognise hidden disabilities'. 30th October 2020 – Cllr Mahon will attend. • Online training 'Rebuilding Communities - how to support mental health in your community'. 30th October 2020 • Online training 'Rebuilding Communities - how to the tiers of Local Government collaborate?' 29th October 2020 •
4.	<p><u>Sussex Association of Local Councils (SALC)</u></p> <ul style="list-style-type: none"> • Weekly bulletins. • SSALC Strategy Review Update - important message from Trevor Leggo, CEO. • Planning White paper Consultation Briefing 8th October 2020. • Planning White Paper – briefing, slides and information from the briefing on 8th October 2020 and an opportunity to attend a repeat event on 13th October 2020.
5.	<p><u>Horsham Association of Local Councils (HALC)</u> HDC and HALC Meeting 25th October 2020 by Zoom.</p>
6.	<p><u>West Sussex Association of Local Councils</u> Response to e-mail (addressed to Storrington and Sullington Parish Council) raising concerns regarding a review of SSALC provision, including what consultation has taken place, how the decision to commission a report was made and how members were consulted. This will be an agenda item at the Parish Council. There has been correspondence from various parish councils the most relevant of which has been circulated. AGM 10th November at 10am by Zoom. Representative is Cllr Britten with Cllr Mahon and Cllr Cockerill as deputies.</p>
7.	<p><u>Sussex Police</u></p> <ul style="list-style-type: none"> • Horsham weekly bulletin. • Notification that the M23 will re-open with 70-mph speed limits and the overhead gantries in full operation on 16th September. • Changing Young Peoples Lives For the Better 20/09/2020. • Neighbour of the Year Award 2020 Now Open 24/09/2020 • National Road Safety Survey. • Free webinars about staying safe online. • Change of name – Prevention Team becomes the Neighbourhood Policing Team. • National Uninsured Drivers week w/c 26th October 2020 – crackdown operation.
8.	<p><u>Resident correspondence.</u></p> <ul style="list-style-type: none"> • E-mail from 4th Roffey Brownies with regard to using Parish Council land for walks, activities and badge work in light of the new government guidance. • The Star at Roffey is re-scheduled to open in early November 2020. • The application for a new Fire Station on land off the A24 is going to WSCC. • Enquiries over land ownership on North Heath Lane in relation to tree work.

	<ul style="list-style-type: none"> • Keep Rookwood Green Alliance – response to plans to develop the Rookwood Green golf course. Whilst not in the parish, passed on for interest. • Southwater Parish Council and Bolney Parish Council’s response to the government White Paper ‘Planning for the future’. • Friends of Warnham Nature Reserve response to proposals for Rookwood.
9.	<u>Action in Rural Sussex</u> Sussex Community Housing Hub - Invitation to Peer Support Event 23 rd September 2020.
10.	<u>Healthwatch West Sussex</u> Horsham District Resilience Report. Report from semi-structured conversations with VCSO leaders within the Horsham District. Available on ‘Our Community Partnerships’ page: https://www.healthwatchwestsussex.co.uk/our-community-partnerships
11.	<u>The Not Forgotten Association</u> Opportunity to apply for ‘goody boxes’ for WW2 veterans.
12.	<u>Legal and General</u> Newsletter. North of Horsham: Roundabout Works Notification
13.	<u>Sussex NHS Commissioners</u> Enhanced NHS111 service launches for Kent, Medway & Sussex. Health news – October 2020 The Big Debate. Opportunity to feed back how the Covid-19 pandemic has affected personal treatments, well-being and lifestyles. Opportunity to feed back about eating and drinking habits.
14.	<u>Gatwick Airport</u> Press release announcing that in future there will be a charge for dropping off and picking passengers up from the terminal.
15.	<u>Pension Employer Services</u> Notification of potential changes to the employer liability for pensions relating to redundancy
16.	<u>Horsham District Older Peoples Forum</u> MP Question time by Zoom meeting on 6 th November 2020 – joining details circulated.
17.	<u>Horsham District Cycle Forum</u> Emergency vehicles and pop-up cycle lanes

Appendix 6

North Horsham Parish Council Meeting 5 th November 2020 Agenda Item 22	
Correspondence List 1 from 28 th October 2020 to 5 th November 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"> • News Bulletins from West Sussex County Council • West Sussex's Government-funded temporary cycleways are set to be removed • West Sussex Transport Plan Review Survey – to be considered by the Planning, Environment and Transport Committee at their November 2020 meeting.
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> • Draft Local Cycling and Walking Infrastructure Plan – to be put before the Planning Environment and Transport Committee. • .Horsham Football Club – application for Community Infrastructure Levy money – deadline for comment 16th November 2020. • Horsham District Council Statement of Community Involvement (SCI) 2020
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive bulletins. • Coronavirus information.
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> • Coronavirus update.
5.	<u>Horsham Association of Local Councils (HALC)</u> Minutes of the HDC and HALC Meeting 25 th October 2020 by Zoom.
6.	<u>West Sussex Association of Local Councils</u> Agenda for the AGM on 2 nd December 2020. Cllr Britten and Cllr Mahon are the Parish Council representatives.
7.	<u>Sussex Police</u> <ul style="list-style-type: none"> • Horsham weekly bulletin.
8.	<u>Sussex NHS Commissioners</u> <ul style="list-style-type: none"> • Sussex Flu vaccination programme update. • Local Health Network News.
9.	<u>Resident/ general correspondence.</u> <ul style="list-style-type: none"> • Friends of Warnham Response to Revised Rookwood Proposal – Updated • Update from Brittaniacrest on the Incinerator (Wealdon Works).