



## NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2021/22

<b>Forecast for 2020/21</b>		
Revenue expenditure	435,485	<b>435,485</b>
Income		
Precept	335,194	
Community Infrastructure Levy	2,395	
Discretionary grant	25,000	
Environmental Grant	10,234	
Income from hall hires	39,475	<b>412,298</b>
<b>Deficit at 31.3.21</b>		<b>-23,187</b>

<b>General Reserve Considerations for 2020/21</b>	
General Reserve at 31.3.20	230,056
Transfer to R&R EMR for Boiler and playgrounds	35,000
<b>Predicted General Reserve at 31.3.21</b>	<b>195,056</b>

<b>Final funding for 2020/21</b>	
Predicted General Reserve at 31.3.21	<b>195,056</b>
Predicted deficit at 31.3.21	<b>23,187</b>
<b>Total funds left at 31.3.21</b>	<b>171,869</b>

<b>Budget for 2021/22</b>		
Revenue expenditure	527,645	<b>527,645</b>
Income		
Community Infrastructure Levy	0	
Environmental Grant	10,234	
Income from hall hires	160,975	<b>171,209</b>
<b>Deficit</b>		<b>356,436</b>

<b>Precept calculation for 2021/22</b>		
Proposed expenditure less expected income	356,436	
Contribution to RMH Boiler Ear Marked Reserve.	5,000	(+)
Funds left at 31.3.21	171,869	(-)
Proposed General Reserve at 31.3.2022	149,033	(+)
<b>Final precept requirement for 2021/22</b>	<b>338,600</b>	

**In summary**

The tax base for North Horsham for 2021/22 is 8654.2 which means that a precept of £338,600 results in residents in the Band D council tax bracket paying £39.12 per annum. This compares with a precept of £335,194 in 2020/21 and a Band D council tax payment of £38.38.

The Band D payment has risen by 1.9% and the precept has increased by 1.01612%.

**BUDGET 2021/22  
PROPERTY COMMITTEE**

		<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.03.2021</b>	<b>BUDGET 2021/22</b>
<b>EXPENDITURE - REVENUE</b>				
<b>HALLS SUMMARY</b>				
4011	NNDR (Business Rates)	17,319	3,543	18,300
4012	Water Rates	3,635	2,450	3,635
4014	Electricity	11,015	8,000	11,015
4015	Gas	10,137	6,800	10,137
4016	Cleaning Materials	4,332	3,332	4,332
4017	Refuse Clearance (HDC)	3,328	3,082	3,328
4018	Sanitary Disposals	660	330	660
4019	Window Cleaning	2,178	1,350	2,178
4020	Refreshment Sale Costs	500	0	200
4034	Maintenance - electrical	6,000	3,000	6,000
4035	Maintenance - electrical insp.	5,050	4,850	5,050
4036	Maintenance - general	7,250	3,500	7,250
4037	Maintenance - fire alarm	1,890	1,140	1,890
4039	Maintenance - intruder alarm	2,382	2,812	2,382
4040	Maintenance - lift	750	0	750
4041	Maintenance - fire extinguishers	450	450	450
4042	Maintenance - gas boiler	2,150	2,000	2,150
4044	Maintenance - partition wall	1,200	1,250	1,200
4061	Legionella Testing	1,102	1,111	1,102
4062	Maintenance - air conditioning	300	300	300
4063	Maintenance - plumbing	3,000	1,500	3,000
4064	Maintenance - lightning conductor	230	230	230
4065	Fire Prevention Sundries	1,280	760	1,280
4066	Keyholder Services	540	540	540
4500	Re-decoration	6,500	2,500	6,500
		<b>93,178</b>	<b>54,830</b>	<b>93,859</b>

**BUDGET 2021/22  
PROPERTY COMMITTEE**

		<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.03.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>EXPENDITURE - REVENUE</b>						
403	<b>ROFFEY MILLENNIUM HALL</b>					
4011	NNDR (Business Rates)	6,959	0	No charge for 2020/21 due to Covid-19 rate relief.	7,300	In light of additional spending it is probable that there will be increases. 4.5% allowed.
4012	Water Rates	1,235	700		1,235	
4014	Electricity	5,125	4,000		5,125	
4015	Gas	6,075	3,500		6,075	
4016	Cleaning Materials	1,425	800		1,425	
4017	Refuse Clearance (HDC)	1,664	1,500		1,664	
4018	Sanitary Disposals	220	110		220	
4019	Window Cleaning	990	500		990	
4020	Refreshment Sale Costs	500	0		200	
4034	Maintenance - electrical	2,000	1,000	Inc £240 for CCTV service	2,000	
4035	Maintenance - electrical insp.	2650	2,650	Periodic test required (3/21) + PAT tests and electrical inspections.	550	No PET.
4036	Maintenance - general	3,250	1,500	Defibrillator pads required	3,250	
4037	Maintenance - fire alarm	570	570		570	
4039	Maintenance - intruder alarm	794	794		794	
4040	Maintenance - lift	750	0	Service visits. credit from previous invoice	750	
4041	Maintenance - fire extinguishers	150	150	To allow for remedial work	150	
4042	Maintenance - gas boiler	1,000	1,000	To allow for remedial work	1,000	
4044	Maintenance - partition wall	500	550	Annual service	500	
4061	Legionella Testing	380	380	Risk assessment and water testing	260	Water testing only
4062	Maintenance - air conditioning	300	300		300	
4063	Maintenance - plumbing	1,500	500		1,500	
4064	Maintenance - lightning conductor	230	230		230	
4065	Fire Prevention Sundries	620	100		620	Fire risk assessment required 04/21
4066	Keyholder Services	180	180		180	
4500	Internal decorations	2,500	500	Lobby	1,000	
		<b>41,567</b>	<b>21,514</b>		<b>37,888</b>	

Note:- an Ear Marked Reserve has been set up for the Roffey Millennium Hall Boiler which currently has £10,000 in it. £5,000 has been allocated to the EMR in 2021/22.

04.01.2021

**BUDGET 2021/22  
PROPERTY COMMITTEE**

		<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.3.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>EXPENDITURE - REVENUE</b>						
<b>401</b>	<b>NORTH HEATH HALL</b>					
4011	NNDR (Business Rates)	6,700	0	No charge for 2020/21 due to Covid-19 rate relief.	7,000	In light of additional spending it is probable that there will be increases. 4.5% allowed.
4012	Water Rates	900	750		900	
4014	Electricity	2,640	2,000	Savings are always trying to be made.	2,640	
4015	Gas	2,562	2,300	Savings are always trying to be made.	2,562	
4016	Cleaning Materials	1,332	1,332		1,500	
4017	Refuse Clearance (HDC)	832	750		832	
4018	Sanitary Disposals	220	110		220	
4019	Window Cleaning	738	400		738	
4034	Maintenance - electrical	2,000	1,000	Stage lighting requires moving.	2,000	
4035	Maintenance - electrical insp.	500	500	No periodic testing required. Lights tested monthly.	1,400	Periodic testing required 02/2022
4036	Maintenance - general	2,000	1,000		2,000	
4037	Maintenance - fire alarm	750	570		570	
4039	Maintenance - intruder alarm	794	794		794	
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	650	500		650	
4044	Maintenance - partition wall	700	700		700	
4061	Legionella Testing	371	380	Risk assessment required along with environmental assessment and thermometer calibration.	260	No RA only water testing
4063	Maintenance - plumbing	750	500		750	
4065	Fire Prevention Sundries	585	585	Fire risk assessment required in 02/ 2021.	75	No Fire RA
4066	Keyholder Services	180	180		180	
4500	Internal decoration	2,500	500	Lobby	2,500	Room 1 and 4
		<b>27,854</b>	<b>15,001</b>		<b>28,421</b>	

4.1.2021

**BUDGET 2021/22  
PROPERTY COMMITTEE**

		<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.3.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>EXPENDITURE - REVENUE</b>						
402	<b>HOLBROOK TYTHE BARN</b>					
4011	NNDR (Business Rates)	3,660	3,543	5% increase allowed	4,000	In light of additional spending it is probable that there will be increases. 4.5% allowed.
4012	Water Rates	1,500	1,000		1,500	
4014	Electricity	3,250	2,000		3,250	
4015	Gas	1,500	1,000		1,500	
4016	Cleaning Materials	1,575	1,200		1,575	
4017	Refuse Clearance (HDC)	832	832		832	
4018	Sanitary Disposals	220	110		220	
4019	Window Cleaning	450	250	Misquoted in 2019	450	
4034	Maintenance - electrical	2,000	1,000	General electrical maintenance	1,000	
4035	Maintenance - electrical insp.	1,900	1,700	Drain test and periodic electrical test.	590	No PET.
4036	Maintenance - general	2,000	1,000		2,000	
4037	Maintenance - fire alarm	570	0		570	
4039	Maintenance - intruder alarm	794	1,224		794	
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	500	500		500	
4061	Legionella Testing	351	351	Risk assessment required . And thermometer calibration.	235	No RA.
4063	Maintenance - plumbing	750	500		750	
4065	Fire Prevention Sundries	75	75		600	RA due 08/2022
4066	Keyholder Services	180	180		180	
4500	Internal decoration	1,500	1,500		1,500	
		<b>23,757</b>	<b>18,115</b>		<b>22,196</b>	

4.1.2021

**BUDGET 2021/22  
PROPERTY COMMITTEE**

		<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.03.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>EXPENDITURE - REVENUE</b>						
<b>AMENITIES - ALLOTMENTS</b>						
301	4012	150	200	Water Rates	150	
	4102	275	275	Rent to WSCC - Harwood Rd	275	
	4200	750	750	Grounds Maintenance	750	
	4259	400	400	Allotment Maintenance	400	
		<b>1,575</b>	<b>1,625</b>		<b>1,575</b>	

<b>OTHER AMENITIES</b>						
302	4019	925	600	Bus shelter cleaning	925	
	4200	20,500	20,500	Grounds Maintenance	20,910	2% increase
	4250	2,000	1,000	Bus Shelter Maintenance	2,000	
	4251	8,000	8,000	Play Area Maintenance*	8,000	
	4252	10,500	10,500	Open Space Maintenance**	10,500	
	4253	900	0	Litter Warden Equipment	900	
	4254	2,060	2,060	Dog Bin Emptying - HDC	2,060	Allows for inflation and odd extra empty.
	4255	3,500	2,000	Street Lighting Maint/Supply	4,000	Most replacements have been done. PET due June 2021
	4258	2,600	2,600	Multi Courts Maintenance	2,600	
	4260	100	100	Workshop	100	
	4302	1,000	300	Notice Board Maintenance	1,000	
		<b>52,085</b>	<b>47,660</b>		<b>52,995</b>	

\*Replacement programmes for equipment at Birches Road Playground and Amberley Road Playground have been identified as 2024 and 2025 respectively. The total replacement cost of equipment at Birches Road Playground has been estimated at £58,078 and Amberley Road Playground at £72,560. £25,000 has been set aside in an Earmarked Reserve for 2020/21 , It is recommended that a similar amount is put aside in the 2021/22 and 2022/23 budget. Work to be undertaken in 2022/23 to ascertain more exact costings including what equipment in each playground could be retained so that more exact funding can be allocated in 2023/24 to enable the programme of replacement to proceed.

\*\*Damage to the bridge and boardwalks at Earles Meadow was completed in 2020/21 from the R&R EMR (£7,260).

Note:- An Ear-Marked Reserve has been set up with £25,000 in it.  
Nothing has been allocated in 2021/22. This will be reviewed in 2022/23.

4.1.2021

**BUDGET 2020/22  
F & A COMMITTEE**

			<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.03.21</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>EXPENDITURE - REVENUE</b>							
101	4006	Conferences	0	0			
	4007	Councillors' Training	1,000	250		1,000	
	4008	Councillors' Expenses	6,750	6,750	Based on 14 Councillors.	7,000	
	4021	Telephone	3,500	2,500	Reductions are negotiated when possible.	3,500	
	4022	Postage	1,400	650		1,400	
	4023	Stationery and Printing	1,600	1,000	Need to print fewer documents	1,600	
	4024	Subscriptions	3,600	3,600	Allow for an increase for SALC subs	3,600	
	4025	Insurance	9,200	9,200	To allow for an increase and any additions to policy.	9,500	
	4026	Publications	20	20		20	
	4028	IT Costs (Software)	2,400	2,600		2,400	
	4029	Website Maintenance (hosting)	0	0		150	
	4032	Publicity/Marketing	800	200		800	
	4033	Newsletter	800	800		800	
	4038	Office Equipment Maintenance	1,000	1,000		1,000	
	4051	Bank Charges	100	100		100	
	4053	PWLB Loan Charges	12,250	12,250		11,500	
	4057	External Audit Fees	1,600	1,350		1,600	
	4058	Professional Services	3,000	2,000		1,500	
	4059	Internal Audit Fees	500	500		500	
	4100	Chairman's Allowance	400	400		400	
	4120	RMH Equipment (for hire)	750	200		750	
	4122	Office Equipment	1,000	500		1,000	
103	4155	Grants	10,000	5,000		10,000	
104	4101	Burial Charges	6,750	6,750		6,750	
			<b>68,420</b>	<b>57,620</b>		<b>66,870</b>	

4.1.2021



**BUDGET 2021/22  
PERSONNEL COMMITTEE**

			<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.03.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>EXPENDITURE - REVENUE</b>							
106	4001	Salaries/NI/Pensions	305,800	270,000	holiday cover, pay awards and additional admin cover.	310,000	
	4003	Payroll Administration Charge	800	800	To cover pension changes	800	
	4009	Staff Expenses	2,500	1,500		2,500	
	4010	Staff Training	1,500	1,000	To ensure that statutory requirements are met. PASMA	1,500	
	4030	Recruitment Advertising	250	250	Nominal sum	250	
	4031	Staff Personal Protective Clothing	400	400	PPE.	400	
			<b>311,250</b>	<b>273,950</b>		<b>315,450</b>	

4.1.2021

**BUDGET 2021/22  
PET COMMITTEE**

			<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.03.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>EXPENDITURE - REVENUE</b>							
201	4305	Planning Consultant Fees	2,250	0		2,250	
			<b>2,250</b>	<b>0</b>		<b>2,250</b>	

4.1.2021

**BUDGET 2021/22  
INCOME**

			<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.3.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>INCOME</b>							
401	1000	Hall Lettings	65,625	20,000	NHH - 5% increase	50,000	
402	1000	Hall Lettings	37,800	7,500	HTB - 5% increase	30,000	
	1010	Multi Court Income	23,140	8,000	5% increase	20,000	
403	1000	Hall Lettings	83,700	3,000	RMH - 3% to try to equalise the cost of the hires across the halls. VAT payable at RMH only	60,000	
	1004	Miscellaneous Income	500	0		0	
	1006	Sale of Beverages	1,000	0		0	
101	1196	Interest Received	200	100		100	
301	1050	Allotment Rents	875	875	Increase full allotment from £27.05 per annum to £30 and half allotment from 13.55 per annum to £15. (11% increase). To work towards covering the cost of providing the allotments.	875	
			<b>212,840</b>	<b>39,475</b>		<b>160,975</b>	

4.1.2021



NORTH HORSHAM PARISH COUNCIL  
SUGGESTED RESERVE BALANCES - from 31.03.18

		ACTUAL	ACTUAL			ACTUAL	ACTUAL			ESTIMATED	ESTIMATED			ESTIMATED	ESTIMATED		
	BALANCE	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	
	31.03.2018	31.03.2019	31.03.2019	31.03.2019	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	31.03.2021	31.03.2021	31.03.2021	01.04.2021	31.03.2022	31.03.2022	31.03.2022	
310/0	GENERAL RESERVES	106,513	461,557	541,195	186,151	38,767	473,470	556,142	230,056	35,000	435,485	412,298	171,869	5,000	527,645	509,809	149,033
<b>EARMARKED RESERVES</b>																	
320/0	VAT Contingency	7,955			7,955				7,955				7,955				7,955
321/0	Repairs and Renewals	139,886	10436		129,450	20770	32,652		117,568		5500		112,068				112,068
322/0	Election costs	19,950			19,950				19,950				19,950				19,950
323/0	Tree Management work	0			0	6000	1,750		4,250				4,250				4,250
327/0	Roffey Youth Club	5,621			5,621				5,621				5,621				5,621
328/0	Planning	8,035			8,035				8,035				8,035				8,035
331/0	RMH Boiler	10,000			10,000				10,000	10000			10,000	5,000			15,000
335/0	Capital Receipt	25,000			25,000				25,000				25,000				25,000
337/0	CLT Working Party	0			0	944	222		722		719		3				3
338/0	Playground Replacement	0			0				0	25000			0				0
336/0	CiL - 2019/20	0			0	11053	619		10,434				10,434				10,434
	CiL - 2020/21	0			0				0			2,395	2,395				2,395
		322,960	471,993	541,195	392,162	0	508,713	556,142	439,591	0	441,704	414,693	377,580	0	527,645	509,809	359,744

4.1.2021

An interim tree inspection is required in 2021/22. There is money available in the Tree inspection reserve for this. Money for subsequent work may be available in the Open Spaces revenue budget.  
The partition wall at Roffey Millennium Hall may need replacing over the next couple of years at a cost of around £10,000. There is money in the R&R Reserve available.

## Summary of Precepts

Year	Precept	Tax Base	Tax at Band D	% increase at Band D
2021/22	<b>338,600</b>	8654.2	39.12	<b>1.90</b>
2020/21	<b>335,194</b>	8733.3	38.38	<b>1.90</b>
2019/20	<b>327,769</b>	8705.2	37.65	<b>1.90</b>
2018/19	<b>319,943</b>	8658.80	36.95	<b>8.00</b>
2017/18	<b>293,552</b>	8580.90	34.21	<b>1.90</b>
2016/17	<b>282,726</b>	8421.40	33.57	<b>0.90</b>
2015/16	<b>278,908</b>	8382.10	33.27	<b>0.91</b>
2014/15	<b>271,405</b>	8230.70	32.97	<b>0.91</b>
2013/14	<b>267,040</b>	8172.30	32.68	<b>0.90</b>
2012/13	<b>288,106</b>	8894.30	32.39	<b>0.87</b>
2011/12	<b>285,531</b>	8894.80	32.10	<b>0.91</b>