

**NORTH HORSHAM PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
THURSDAY 14TH JANUARY 2021 AT 7.30pm
BY REMOTE MEETING**

**CLERK'S REPORT
To be read in conjunction with the Agenda.**

1. Public Forum.

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

2. Apologies for Absence.

Apologies and reasons for absence to be given to the Clerk.

4. 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 minuted. 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.

10. Chairman's Announcements

The Parish Council lodged an objection to a Premises Licence Application (LI/20/0207/PREM) for 6 Elgar Way, Horsham West Sussex, RH13 6RH on the basis that there would be increased vehicle movements in a residential area associated with an online business which would cause nuisance (FC/531/20). Horsham District Council (HDC) responded that collections will only be once per calendar month and in small amounts, therefore, it was their view that there would be no significant increase in traffic. Their conclusion was based on other residential premises that offer a similar service on a bigger scale without complaint. The Parish Council is advised that if this does become problematic in the future there are processes that can be used to address concerns.

Appreciation to Cllr Peter Burgess who has stood down as Cabinet Member for Horsham Town and who has helped forge improved relationships with neighbourhood Councils in Horsham Town.

- 18. Date of next meeting**
4th March 2021 (Scheduled).

APPENDIX 1

Finance Report to show income, expenditure and reserves to 31st December 2020

To be presented to the Parish Council on 14th January 2021

Period covering 1st April 2020 to 31st December 2020

Funding at 31st December 2020

Precept (full year)	335,194
Environmental Grant (half year)	10,234
Grant from HDC (Covid-19)	25,000
Community Infrastructure Levy (CiL) Payment	2,395
Total	372,823

Income to 31st December 2020

Cost Centre	Actual income	Annual Budget	Expected income at 31 st December 2020*
Admin	930	200	150
Allotments	928	875	656
North Heath Hall	18,950	65,625	49,219
Holbrook Tythe Barn	6,024	37,800	28,350
Multi Court Lettings	7,195	23,140	17,355
Roffey Millennium Hall	3,372	85,200	63,900
Total	37,399	212,840	159,630

Expenditure to 31st December 2020

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 31 st December 2020*
Admin	32,610	51,670	41,052**
Grants	2,585	10,000	7,500
Burial	5,285	6,750	5,603
Personnel	197,348***	311,250	233,437
Planning, Env, Trans	0	2,250	1,687
Allotments	981	1,575	1,181
Amenity, Recs and Open Spaces	22,614	52,085	39,063
North Heath Hall	7,779	27,854	20,890
Holbrook Tythe Barn	10,754	23,757	17,818
Roffey Millennium Hall	11,957	41,567	31,175
Total	291,913	528,758	399,406

Net expenditure	(254,514)	(315,918)	(239,776)
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*Annual budget divided by 12 multiplied by 9.

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

***The salary for December 2020 wasn't included in the FD sheets, but it has been agreed by the Finance and Administration Committee that monthly reports should include all salary payments within the reporting period.

Income

Over the first nine months of the year, income is significantly lower than expected. The situation has been closely monitored.

It has been estimated that self generated income from hall hires etc. for the full 2020/21 financial year will be £39,475 (see budget in Appendix 2). Income from 1st April 2020 to 31st December 2020 is £37,399. There is expected hall income for the period from 1st January 2021 to 31st March 2021 for activities allowed under Government legislation. Therefore, income is on track to achieve the £39,475 included in the budget for 2020/21.

Expenditure

Actual expenditure for the first nine months of 2020/21 is £107,493 less than anticipated. A significant amount of this is due to reduced salary costs associated with furloughing staff and reducing staff hours. Only essential health and safety work is being carried out on the buildings and grounds.

It has been estimated that the total expenditure for the full 2020/21 financial period will be £435,485 (See budget in Appendix 2), therefore the actual expenditure figure of £291,913 after 9 months compares favourably to that estimate and it is possible that further savings may be made.

Summary

The net result of the loss of income and lower expenditure is that the Parish Council has spent £14,738 more than had been originally budgeted for at 31st December 2020. The budget and precept put forward for 2021/22 takes into account the careful management of funds over this financial year and is a realistic representation the final position that the Parish Council's finances is likely to achieve.

Reserves

After the first nine months of the 2020/21 financial year, there is £240,286 in Ear Marked Reserves and a General Reserve of £329,546.

Recommendation:-

To note the Financial Report to 31st December 2020.

Detailed Income & Expenditure by Budget Heading 06/01/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>101 Administration</u>						
1008 Miscellaneous Income	25	80	0	(80)		
1100 Grants Received	0	25,000	0	(25,000)		
1175 CIL Payment	0	2,395	0	(2,395)		
1176 Precept	0	335,194	335,194	0		
1196 Interest Received	790	850	200	(650)		
Administration :- Income	815	363,519	335,394	(28,125)		
4007 Councillors Training	0	125	1,000	875		875
4008 Councillors Expenses	0	5,028	6,750	1,722		1,722
4021 Telephone/Fax/Internet	555	2,301	3,500	1,199		1,199
4022 Postage	204	447	1,400	953		953
4023 Stationery and Printing	164	1,053	1,600	547		547
4024 Subscriptions	0	3,430	3,600	170		170
4025 Insurance	0	9,109	9,200	91		91
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	187	1,802	2,400	598		598
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	484	800	316		316
4038 Office Equipment Maint.	0	437	1,000	563		563
4051 Bank Charges	0	71	100	29		29
4053 PWLB Loan Charges	0	6,163	12,250	6,087		6,087
4057 External Audit Fees	0	(50)	1,600	1,650		1,650
4058 Professional Services	284	1,963	3,000	1,037		1,037
4059 Internal Audit Fees	0	(230)	500	730		730
4100 Chairman's Allowance	0	25	400	375		375
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	0	452	1,000	548		548
Administration :- Indirect Expenditure	1,455	32,610	51,670	19,060	0	19,060
Net Income over Expenditure	(640)	330,908	283,724	(47,184)		
6001 less Transfer to EMR	0	2,395				
Movement to/(from) Gen Reserve	(640)	328,514				
<u>103 Grants</u>						
4155 Other Grants and Donations	1,015	2,585	10,000	7,415		7,415
Grants :- Indirect Expenditure	1,015	2,585	10,000	7,415	0	7,415
Net Expenditure	(1,015)	(2,585)	(10,000)	(7,415)		

Detailed Income & Expenditure by Budget Heading 06/01/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104 Burial</u>						
4101 Burial Charges	0	5,285	6,750	1,465		1,465
Burial :- Indirect Expenditure	<u>0</u>	<u>5,285</u>	<u>6,750</u>	<u>1,465</u>	<u>0</u>	<u>1,465</u>
Net Expenditure	<u>0</u>	<u>(5,285)</u>	<u>(6,750)</u>	<u>(1,465)</u>		
<u>106 Personnel</u>						
4001 Salaries/NI/Pensions * 18,576 (+)	16,299	175,303	305,800	130,497		130,497
4002 Childcare Vouchers	0	1,524	0	(1,524)		(1,524)
4003 Payroll Admin Charge	0	618	800	182		182
4009 Staff Expenses/Mileage	32	1,027	2,500	1,473		1,473
4010 Staff Training	137	192	1,500	1,308		1,308
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	0	109	400	291		291
Personnel :- Indirect Expenditure	<u>16,469</u>	<u>178,772</u>	<u>311,250</u>	<u>132,478</u>	<u>0</u>	<u>132,478</u>
Net Expenditure	<u>(16,469)</u>	<u>* 197,348</u> <u>(178,772)</u>	<u>(311,250)</u>	<u>(132,478)</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	0	928	875	(53)		
Allotments :- Income	<u>0</u>	<u>928</u>	<u>875</u>	<u>(53)</u>		
4012 Water Rates	0	192	150	(42)		(42)
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	0	738	750	12		12
4259 Allotment Maintenance	0	50	400	350		350
Allotments :- Indirect Expenditure	<u>0</u>	<u>981</u>	<u>1,575</u>	<u>594</u>	<u>0</u>	<u>594</u>
Net Income over Expenditure	<u>0</u>	<u>(53)</u>	<u>(700)</u>	<u>(647)</u>		
<u>302 Amenity, Recs & Open Sp</u>						
1100 Grants Received	0	10,234	9,984	(250)		
Amenity, Recs & Open Sp :- Income	<u>0</u>	<u>10,234</u>	<u>9,984</u>	<u>(250)</u>		
4019 Window Cleaning	0	400	925	525		525
4036 Maintenance - General	0	37	0	(37)		(37)

Detailed Income & Expenditure by Budget Heading 06/01/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4200 Grass cutting	0	13,602	20,500	6,898		6,898
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	0	2,049	8,000	5,951		5,951
4252 Open Spaces	1,003	3,557	10,500	6,943		6,943
4253 Litter Warden/Clearance	0	0	900	900		900
4254 Community Services - Dog Bins	168	1,346	2,060	714		714
4255 Street Lighting - Maint/Supply	0	302	3,500	3,198		3,198
4258 Multicourts Maintenance	415	1,245	2,600	1,355		1,355
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	0	75	1,000	925		925
Amenity, Recs & Open Sp :- Indirect Expenditure	1,587	22,614	52,085	29,471	0	29,471
Net Income over Expenditure	(1,587)	(12,380)	(42,101)	(29,721)		
401 North Heath Hall						
1000 Hall Lettings	(596)	18,950	65,625	46,675		
North Heath Hall :- Income	(596)	18,950	65,625	46,675		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	84	412	900	488		488
4014 Electricity	201	1,573	2,640	1,067		1,067
4015 Gas	226	1,851	2,562	711		711
4016 Cleaning Materials	12	809	1,332	523		523
4017 Refuse Bin Clearance	64	431	832	401		401
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	280	738	458		458
4034 Maintenance - Electrical	49	452	2,000	1,548		1,548
4035 Maintenance - Elect Eqp Insp	0	120	500	380		380
4036 Maintenance - General	0	243	2,000	1,758		1,758
4037 Maintenance - Fire Alarm Syt	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	120	180	60		60
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	651	7,779	27,854	20,075	0	20,075
Net Income over Expenditure	(1,247)	11,172	37,771	26,599		

Detailed Income & Expenditure by Budget Heading 06/01/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
402 Holbrook Recreation Centre						
1000 Hall Lettings	(58)	6,024	37,800	31,776		
1010 Multi Court Lettings	0	7,195	23,140	15,945		
Holbrook Recreation Centre :- Income	(58)	13,220	60,940	47,720		
4011 NNDR	443	2,214	3,660	1,446		1,446
4012 Water Rates	0	604	1,500	896		896
4014 Electricity	0	1,188	3,250	2,062		2,062
4015 Gas	148	526	1,500	974		974
4016 Cleaning Materials	0	782	1,575	793		793
4017 Refuse Bin Clearance	64	351	832	481		481
4018 Sanitary Waste	20	20	220	200		200
4019 Window Cleaning	0	123	450	328		328
4034 Maintenance - Electrical	40	911	2,000	1,089		1,089
4035 Maintenance - Elect Eqp Insp	0	1,495	1,900	405		405
4036 Maintenance - General	218	894	2,000	1,106		1,106
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	120	180	60		60
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	948	10,754	23,757	13,003	0	13,003
Net Income over Expenditure	(1,006)	2,465	37,183	34,718		
403 Roffey Millennium Hall						
1000 Hall Lettings	0	3,372	83,700	80,328		
1004 Equipment Sale/Sundry Income	0	0	500	500		
1006 Refreshment Sale Income	0	0	1,000	1,000		
Roffey Millennium Hall :- Income	0	3,372	85,200	81,828		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	0	335	1,235	900		900
4014 Electricity	286	3,141	5,125	1,984		1,984
4015 Gas	437	2,424	6,075	3,651		3,651
4016 Cleaning Materials	0	605	1,425	820		820
4017 Refuse Bin Clearance	159	1,205	1,664	459		459
4018 Sanitary Waste	0	0	220	220		220

Detailed Income & Expenditure by Budget Heading 06/01/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4019 Window Cleaning	0	275	990	715		715
4020 Refreshment Sale Cost/Sundries	0	18	500	482		482
4034 Maintenance - Electrical	40	405	2,000	1,595		1,595
4035 Maintenance - Elect Eqp Insp	0	120	2,650	2,530		2,530
4036 Maintenance - General	894	1,102	3,250	2,148		2,148
4037 Maintenance - Fire Alarm Syst	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,184	794	(390)		(390)
4040 Maintenance - Elevator	0	(548)	750	1,298		1,298
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	545	500	(45)		(45)
4061 Legionella Testing	0	153	380	227		227
4062 Air Conditioning Maintenance	0	270	300	30		30
4063 Maintenance - Plumbing	0	140	1,500	1,360		1,360
4064 Lightning Conductor Works	0	0	230	230		230
4065 Fire Prevention Sundries	0	0	620	620		620
4066 Keyholder Services	15	120	180	60		60
4500 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	1,832	11,957	41,567	29,610	0	29,610
Net Income over Expenditure	(1,832)	(8,585)	43,633	52,218		
901 Earmarked Reserves						
4900 Repairs & Renewals Reserve	0	5,500	0	(5,500)		(5,500)
4909 Tree Management	425	425	0	(425)		(425)
4910 CLT Working Party	0	719	0	(719)		(719)
Earmarked Reserves :- Indirect Expenditure	425	6,644	0	(6,644)	0	(6,644)
Net Expenditure	(425)	(6,644)	0	6,644		
6000 plus Transfer from EMR	425	6,644				
Movement to/(from) Gen Reserve	0	0				
Grand Totals:- Income	161	410,221	558,018	147,797		
Expenditure	24,381	279,980	528,758	248,778	0	248,778
Net Income over Expenditure	(24,219)	130,241	29,260	(100,981)		
plus Transfer from EMR	425	6,644				
less Transfer to EMR	0	2,395				
Movement to/(from) Gen Reserve	(23,794)	134,490				

North Horsham Parish Council

Income and Expenditure Account for Year Ended 31st December 2020

31st March 2020		31st December 2020
	Income Summary	
327,769	Precept	335,194
710	Interest Received	850
<u>328,479</u>	Sub Total	<u>336,044</u>
	Operating Income	
10,305	Administration	27,475
816	Allotments	928
9,984	Amenity, Recs & Open Sp	10,234
63,943	North Heath Hall	18,950
61,800	Holbrook Recreation Centre	13,220
80,816	Roffey Millennium Hall	3,372
<u>556,142</u>	Total Income	<u>410,221</u>
	Running Costs	
46,290	Administration	32,610
4,160	Grants	2,585
6,730	Burial	5,285
299,981	Personnel	178,772
278	Planning, Env & Transport	0
1,123	Allotments	981
41,713	Amenity, Recs & Open Sp	22,614
22,921	North Heath Hall	7,779
16,934	Holbrook Recreation Centre	10,754
33,340	Roffey Millennium Hall	11,957
35,241	Earmarked Reserves	6,644
<u>508,711</u>	Total Expenditure	<u>279,980</u>
	General Fund Analysis	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	410,221
<u>742,293</u>		<u>640,278</u>
508,711	Less : Expenditure for Year	279,980
<u>233,582</u>		<u>360,298</u>
3,525	Transfers TO / FROM Reserves	(4,249)
<u>230,057</u>	Closing Balance	<u>364,547</u>

Balance Sheet as at 31st December 2020

31st March 2020

31st December 2020

Current Assets		
13,413	Debtors	2,271
1,218	Vat Refunds	3,051
201,785	Lloyds Bank Accounts	394,384
85,000	Co-op Community Directplus A/c	85,000
85,083	Nationwide	85,083
85,000	LLoyds Bank - Fixed Deposit	0
150	Petty Cash	150
<u>471,649</u>		<u>569,939</u>
471,649	Total Assets	569,939
Current Liabilities		
29,797	Creditors	106
2,260	Accruals	0
<u>32,057</u>		<u>106</u>
439,592	Total Assets Less Current Liabilities	569,833
Represented By		
230,057	General Reserve	329,547
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	3,825
5,621	Earmarked Res-Yth Charity Bal	5,621
8,035	Earmarked Reserve Planning	8,035
10,000	Earmarked Reserve - Boiler RMH	20,000
0	Earmarked Reserves - Playgroun	25,000
25,000	Earmarked Res Capital Receipt	25,000
10,434	EMR - CiL 19/20	10,434
722	EMR NHCLT	3
0	EMR - CiL DC19/2030	2,395
<u>439,592</u>		<u>569,833</u>

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st December 2020

		BALANCE	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	NOTE
		31.03.18	31.03.19	31.03.19	31.03.19	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	31.12.2020	31.12.2020	31.12.2020	
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056	-35000	273336	407826	329546	
	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		425		3825	
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			20000	
332/0	PLAYGROUND UPGRADE								0	25000			25000	
335/0	CAPITAL RECEIPT	25000			25000				25000				25000	2
337/0	NORTH HORSHAM COMMUNITY LAND TRUST	0				944	222		722		719		3	4
336/0	COMMUNITY INFRASTRUCTURE LEVY - 2019/2020	0				11053	619		10434				10434	5
338/0	COMMUNITY INFRASTRUCTURE LEVY 2020/2021	0							0			2395	2395	5
		322960	471993	541195	392162	0	508713	556142	439591	0	279980	410221	569832	

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

AGREED with FD

2 Capital Receipt - money from the sale of land

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

Removed dangerous bridge from boardwalks at EM £280.00 / Repairs to boardwalks £5,220

4 North Horsham Community Land Trust

Subscription 20/21 - £75.00 / Payment to FCA - £40 / Registration Fees - £460.00 / Zoom Subs - £143.88

5 CiL Receipts. Time sensitive therefore have to be shown in year groups.

6 Tree Management Services

Open Space - Tree Services - £425.00

LLoyds Bank Accounts

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	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
09/10/2020	Lloyds Bank	DD	7.00		Bank Charges
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
27/10/2020	Scottish Water Business Stream	271020-01	147.64		Water Rates

Total Payments	<u>28,913.33</u>
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LLoyds Bank Accounts

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2020	Horsham Publications Ltd	021120-01	72.60		Advertisement
02/11/2020	CF Corporate Finance Ltd	021120-02	158.94		Lease Rental
02/11/2020	Horsham District Council	021120-03	168.30		Dog Bins
02/11/2020	British Gas Business	021120-04	258.38		Elect - 14/9/20 to 13/10/2020
02/11/2020	Horsham District Council	021120-05	443.00		Rates - NNDR
04/11/2020	Essential Hygiene & Catering S	041120-01	648.85		Cleaning Materials
04/11/2020	Grigg & Co	041120-02	140.00		Repairs & Maintenance
04/11/2020	Incor Group Management Ltd	041120-03	426.00		Window Cleaning
04/11/2020	NETCOM	041120-04	504.00		IT Support - Off Equipment
04/11/2020	Pro-Servicing Ltd	041120-05	654.00		Maintenance - Partition Wall
04/11/2020	RBS Software Solutions	041120-06	1,162.80		Professional Services
04/11/2020	Society of Local Council Clerk	041120-07	30.00		Travel Exp
04/11/2020	Streetlights	041120-08	80.10		Repairs & Maintenance
04/11/2020	T C Maintenance	041120-09	673.14		Build Repairs & Maintenance
04/11/2020	Viking Direct	041020-10	107.54		Stationery
04/11/2020	Screwfix	BACS	14.94		Cleaning Materials
09/11/2020	SOS Systems	091120-01	73.40		Printing & Stationery
11/11/2020	British Gas Business	111120-01	116.36		Gas Bill
11/11/2020	British Gas Business	111120-02	611.54		Gas Bill
11/11/2020	LLoyds Business Bank	BACS	14.94		Credit Card Payment
11/11/2020	Mrs A Lowen	BACS	143.88		Angie Lowen - Zoom - NHCLT
12/11/2020	ELA Group	121120-01	173.38		Lift Repairs & Maintenance
12/11/2020	N. Simmonds,	121120-02	165.00		Repairs & Maintenance
12/11/2020	Kiddivouchers	161120-01	256.11		Child Care Voucher
16/11/2020	Forest View Tree Surgery,	161120-02	1,820.00		Tree Surgery -Open space
16/11/2020	D. Lees	161120-03	40.50		Travel Exp
16/11/2020	Grasstex Ltd	161120-04	2,927.52		Grass Cutting
16/11/2020	Mr Alan Randall	161120-05	90.90		Travel Expenses
16/11/2020	The Royal British Legion	161120-06	25.00		Wreath Remembrance Day
16/11/2020	N. Simmonds,	161120-07	35.00		Repairs & Maintenance
17/11/2020	British Gas Business	171120-01	203.18		Gas Bill
17/11/2020	British Gas Business	171120-02	563.37		Electricity Cost
19/11/2020	Scottish Water Business Stream	191120-01	97.63		Water Cost
20/11/2020	SOS Systems	201120-01	10.74		Stationery
20/11/2020	British Gas Business	201120-02	235.09		Electricity Cost
25/11/2020	Wordpress Website	BACS	84.00		Wordpress Website Hosting
25/11/2020	NALC - Training	BACS	38.93		NALC - Cllr Donald Mahon
25/11/2020	D. Lees	251120-01	30.00		D Lees Expenses
25/11/2020	Incor Group Management Ltd	251120-02	342.00		Window Cleaning
25/11/2020	Moore Stephens	251120-03	1,560.00		External Audit 2019/20
25/11/2020	NETCOM	251120-04	219.43		IT Support
25/11/2020	N. Simmonds,	251120-05	45.00		Electrical Repairs
25/11/2020	Horsham District Council	251120-01	1,865.18		Burial Cost
26/11/2020	SSALC Ltd	261120-01	36.00		Councillor Webinar Training
26/11/2020	Horsham District Council	261120-02	64.00		Refuse Collection
26/11/2020	Horsham District Council	261120-03	64.00		Refuse Collection
26/11/2020	Horsham District Council	261120-04	127.20		Refuse Collection

Lloyds Bank Accounts

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>17,621.87</u>		

LLoyds Bank Accounts

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Horsham Publications Ltd	011220-01	72.60		Horsham Pages - Publications
01/12/2020	Horsham District Council	011220-02	168.30		Dog Bins Collection
01/12/2020	Horsham District Council	1122020-03	443.00		Rates Dec 2020
01/12/2020	West Sussex County Council	1122020-04	25,375.28		Salaries & Wages - Oct 2020
03/12/2020	British Gas Business	031220-01	286.94		Electricity Cost
04/12/2020	City Electrical Factors Ltd	041220-01	10.25		Electric Repairs
04/12/2020	Enterprise Services Group Ltd	041220-02	24.00		Sanitary Waste
04/12/2020	H Griffiths	041220-03	24.75		Travel Exp
04/12/2020	NETCOM	041220-04	224.99		IT Support
04/12/2020	Pear Technology Ltd	041220-05	270.00		Professional Services
04/12/2020	Pitney Bowes Finance Ltd.	041220-06	205.00		Postages
04/12/2020	RBS Software Solutions	041220-07	70.80		Professional Services
04/12/2020	SSP Specialised Sports Product	041220-08	498.00		MUGA Maintenance
04/12/2020	West Sussex County Council	041220-09	16,045.24		Salaries for November 2020
07/12/2020	Scottish Water Business Stream	071220-01	84.47		Water Bill
09/12/2020	SOS Systems	091220-01	133.19		Printing & Stationery
09/12/2020	British Gas Business	091220-02	412.71		Gas Bill
14/12/2020	British Gas Business	141220-01	155.05		Gas Bill
14/12/2020	British Gas Business	141220-02	271.62		Gas Bill
15/12/2020	Kiddivouchers	151220-01	256.11		Childcare Voucher
15/12/2020	N. Simmonds,	151220-02	165.00		Refuse Collection
15/12/2020	Strutt Tree Care	151220-03	1,003.27		OPen Spaces
15/12/2020	Viking Direct	141220-04	65.70		Stationery & Printing
17/12/2020	British Gas Business	171220-01	111.75		Gas Bill
17/12/2020	British Gas Business	171220-02	343.65		Electricity Bill
21/12/2020	Lloyds Business Card	BACS	105.04		Staff Training
21/12/2020	Horsham District Council	211220-01	64.00		Refuse Collection
21/12/2020	Horsham District Council	211220-02	64.00		Refuse Collection
21/12/2020	Horsham District Council	211220-03	159.00		Refuse Collection
21/12/2020	Earles Meadow Conservation Gro	211220-04	415.00		Grant to Earles Meadow Con.Grp
21/12/2020	R McCartney,	211220-05	7.20		Travel Expenses
21/12/2020	West Sussex Mediation Service	211220-06	600.00		Grant to W S Mediation Service
21/12/2020	Llyods Credit Card	BACS	0.01		Staff Training
22/12/2020	British Gas Business	221220-01	240.72		Electricity Cost
22/12/2020	BT Payment Services Ltd	221220-02	665.98		Telephone cost
22/12/2020	Chalvington Group	221220-03	288.00		Service Charges
22/12/2020	Connick Tree Care Services Ltd	221220-04	510.00		Tree Management Services
22/12/2020	Repair Glaze	221220-05	785.00		Door Maintenance Repairs
22/12/2020	T C Maintenance	221220-06	217.84		General Maintenance
24/12/2020	NALC	BACS	38.93		NALC Membership

Total Payments	50,882.39
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APPENDIX 2



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2021/22

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

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

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

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

Precept calculation for 2021/22		
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	(+)
Final precept requirement for 2021/22	338,600	

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

**BUDGET 2021/22
PROPERTY COMMITTEE**

		BUDGET 2020/21	ESTIMATED TO 31.03.2021	BUDGET 2021/22
EXPENDITURE - REVENUE				
HALLS SUMMARY				
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
		93,178	54,830	93,859

**BUDGET 2021/22
PROPERTY COMMITTEE**

		BUDGET 2020/21	ESTIMATED TO 31.03.2021	NOTES 2020/21	BUDGET 2021/22	NOTES 2021/22
EXPENDITURE - REVENUE						
403	ROFFEY MILLENNIUM HALL					
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	
		41,567	21,514		37,888	

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**

		BUDGET 2020/21	ESTIMATED TO 31.3.2021	NOTES 2020/21	BUDGET 2021/22	NOTES 2021/22
EXPENDITURE - REVENUE						
401	NORTH HEATH HALL					
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
		27,854	15,001		28,421	

4.1.2021

**BUDGET 2021/22
PROPERTY COMMITTEE**

		BUDGET 2020/21	ESTIMATED TO 31.3.2021	NOTES 2020/21	BUDGET 2021/22	NOTES 2021/22
EXPENDITURE - REVENUE						
402	HOLBROOK TYTHE BARN					
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	
		23,757	18,115		22,196	

4.1.2021

**BUDGET 2021/22
PROPERTY COMMITTEE**

			BUDGET 2020/21	ESTIMATED TO 31.03.2021	NOTES 2020/21	BUDGET 2021/22	NOTES 2021/22
EXPENDITURE - REVENUE							
AMENITIES - ALLOTMENTS							
301	4012	Water Rates	150	200	More in line with previous bills.	150	
	4102	Rent to WSCC - Harwood Rd	275	275	Whilst an increase has been suggested, the figure has been kept at 275 whilst negotiations are in place.	275	
	4200	Grounds Maintenance	750	750	Grass and hedge cutting	750	
	4259	Allotment Maintenance	400	400	Necessary bramble clearing and cutting.	400	
			1,575	1,625		1,575	

OTHER AMENITIES							
302	4019	Bus shelter cleaning	925	600	Regular cleaning of bus shelters.	925	
	4200	Grounds Maintenance	20,500	20,500	Grass maintenance contract and some ad hoc work.	20,910	2% increase
	4250	Bus Shelter Maintenance	2,000	1,000	Rolling programme of maintenance	2,000	
	4251	Play Area Maintenance*	8,000	8,000	Repairs to equipment and wet pour anti-cipated.	8,000	
	4252	Open Space Maintenance**	10,500	10,500	Includes H&S tree work and work required to Veteran Oak tree at EM (in Management Plan)	10,500	
	4253	Litter Warden Equipment	900	0	New trolley with litter segregation capability.	900	
	4254	Dog Bin Emptying - HDC	2,060	2,060	2% inflation	2,060	Allows for inflation and odd extra empty.
	4255	Street Lighting Maint/Supply	3,500	2,000	Includes maintenance and replacement as required	4,000	Most replacements have been done. PET due June 2021
	4258	Multi Courts Maintenance	2,600	2,600	Permanent lining being undertaken through CiL money.	2,600	
	4260	Workshop	100	100	For security, small items.	100	
	4302	Notice Board Maintenance	1,000	300	A notice board review is scheduled for 2020/21.	1,000	
			52,085	47,660		52,995	

*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.

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

			BUDGET 2020/21	ESTIMATED TO 31.03.21	NOTES 2020/21	BUDGET 2021/22	NOTES 2021/22
EXPENDITURE - REVENUE							
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	
			68,420	57,620		66,870	

4.1.2021

**BUDGET 2021/22
PERSONNEL COMMITTEE**

			BUDGET 2020/21	ESTIMATED TO 31.03.2021	NOTES 2020/21	BUDGET 2021/22	NOTES 2021/22
EXPENDITURE - REVENUE							
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	
			311,250	273,950		315,450	

4.1.2021

**BUDGET 2021/22
PET COMMITTEE**

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

4.1.2021

**BUDGET 2021/22
INCOME**

			BUDGET 2020/21	ESTIMATED TO 31.3.2021	NOTES 2020/21	BUDGET 2021/22	NOTES 2021/22
INCOME							
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	
			212,840	39,475		160,975	

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
EARMARKED RESERVES																	
320/0	VAT Contingency	7,955			7,955				7,955				7,955				7,955
321/0	Repairs and Renewals	139,886	10,436		129,450	20,770	32,652		117,568		5,500		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	6,000	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	10,000			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	25,000			0				0
336/0	CiL - 2019/20	0			0	11,053	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	338,600	8654.2	39.12	1.90
2020/21	335,194	8733.3	38.38	1.90
2019/20	327,769	8705.2	37.65	1.90
2018/19	319,943	8658.80	36.95	8.00
2017/18	293,552	8580.90	34.21	1.90
2016/17	282,726	8421.40	33.57	0.90
2015/16	278,908	8382.10	33.27	0.91
2014/15	271,405	8230.70	32.97	0.91
2013/14	267,040	8172.30	32.68	0.90
2012/13	288,106	8894.30	32.39	0.87
2011/12	285,531	8894.80	32.10	0.91

APPENDIX 3

NORTH HORSHAM PARISH COUNCIL DRAFT CALENDAR OF MEETINGS MAY 2021 – MAY 2022

All meetings are usually be held at Roffey Millennium Hall starting at 7.30pm. However, due to the Covid-19 pandemic meetings may be online. The Press and public are welcome to attend scheduled meetings. Joining details can be found on the top of the agenda displayed on the website or on parish notice boards.

MAY 2021 Thursday 6th Thursday 20 th	ANNUAL PARISH COUNCIL. Planning, Environment & Transport.	NOVEMBER 2021 Thursday 4th Thursday 25 th Monday 29 th	COUNCIL. Planning Environment & Transport. Internal Controls WP
JUNE 2021 Tuesday 1 st Thursday 10 th Thursday 17 th Thursday 24 th	Internal Controls WP Property Finance and Administration. Planning Environment & Transport.	DECEMBER 2021 Thursday 2 nd Thursday 9 th Thursday 16 th	Property. Finance and Administration. Planning, Environment & Transport.
JULY 2021 Thursday 1st Thursday 15 th Thursday 22 nd Thursday 29 th	ANNUAL PARISH COUNCIL Finance and Administration Personnel Planning Environment & Transport.	JANUARY 2022 Thursday 13th Thursday 27 th	COUNCIL. Planning, Environment & Transport.
AUGUST 2021 Thursday 26 th	Planning, Environment & Transport.	FEBRUARY 2022 Thursday 3 rd Thursday 17 th Thursday 24 th Monday 28 th February 28 th	Personnel Property. Planning, Environment & Transport. Internal Controls WP
SEPTEMBER 2021 Thursday 2nd Thursday 9 th Thursday 23 rd Tuesday 28 th	COUNCIL. Property. (Budget) Planning Environment & Transport. (Budget) Internal Controls WP	MARCH 2022 Thursday 3rd Thursday 10 th Thursday 24 th	COUNCIL Finance and Administration Planning, Environment & Transport.
OCTOBER 2021 Thursday 7 th Thursday 14 th Thursday 28 th	Personnel (Budget) Finance and Administration (Budget) Planning Environment & Transport.	APRIL 2022 Thursday 7 th Monday 25th Thursday 28 th	Property. Annual Meeting of Electors of the Parish. Planning, Environment & Transport.
		MAY 2022 Thursday 5th Thursday 19 th Thursday 26 th	COUNCIL. Personnel Planning, Environment & Transport.

APPENDIX 4

North Horsham Parish Council Meeting 14th January 2021

Correspondence List 1 from 5th November 2020 to 7th January 2021. 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. • Proposed Modifications to the Soft Sand Review – Representations period – to be considered by the Planning, Environment and Transport Committee. • West Sussex Transport Plan Review Survey– to be considered by the Planning, Environment and Transport Committee.- • Online Pothole Reporting to be facilitated through a specific WSCC web address https://www.westsussex.gov.uk/roads-and-travel/ . • Public Notice - closure of Parsonage Road level crossing, Horsham 29/11/20 and cancellation of previous road closure notice for 23/24th December 2020. • Local Outbreak Engagement Board meets to hear latest COVID developments • Disruption to County Council online services 13-16 November. • WSCC Budget Savings Proposals. • Take part in the West Sussex Climate Conversation - runs until 6 December 2020. • Essential site works begin at Horsham Enterprise Park. • List of Traffic Regulation Orders that would have been considered at North Horsham County Local Committee. As the Committee Meetings have been cancelled, the Parish Council has the opportunity to comment. Any comments will be noted at the next Planning Meeting (November 2020) • We're backing campaign to support West Sussex traders online. • Consultation on a proposed permanent Speed Limit Order to make a 40mph speed limit on a length of Horsham Road from a point 201 metres north-west of its junction with Waterlands Lane northwards for a distance of 1.4km in Rusper parish. • West Sussex COVID-19 News - local cases - video on testing - shop local • West Sussex COVID-19 News - West Sussex to be put into Tier 2 next week. • Local support for NHS Test & Trace launches across Sussex • Public Notice Parsonage Road, Horsham - Start Date 30/11/2020 • Early Warning Notification for the closure of Rusper Road, Horsham - Start Date: 4 January 2021. • Early warning - closure of Comptons Brow Lane, Horsham 22/02/21. • Information about the end of lockdown on 2nd December 2020 and coming into Tier 2 (High Risk). Tier 2 rules. • Your Town and Parish Council News - December 2020. • Annual School Admissions Consultation 2022.
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	<ul style="list-style-type: none"> • Appeal for unwanted vehicles for firefighter training. • West Sussex Pension Fund – changes to AVCs • Decision to 'stop up' Parsonage Road, designated as Highway that is now part of the new development. • Recycling and refuse collection arrangements for Tier 4. • Information on Tier 4 – Stay at Home restrictions. • Early Warning Spooners Road, Horsham - Start Date 01/03/2021
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • News updates. • Coronavirus updates. • Coronavirus (COVID-19) 26 November: West Sussex in Tier 2 High Alert Level from 2 December The Government's COVID-19 Winter Plan and Christmas. • Arboricultural Officer, Will Jones retires in January 2021. • Cllr Ruth Fletcher shared an article regarding a bridge in Oswestry that has been redesigned to meet cycling standards and which provides fewer barriers for cyclists using it. This was in response to concerns regarding the bridge across the A264 that links the new and existing development. • Gypsies and Travellers FAQ. • Horsham TV – You tube channel to promote local businesses. • Coronavirus (COVID-19) 21 December: Changes to Christmas guidance West Sussex remains in Tier 2. • Update on the colours to be used on the exterior of the Bohunt School on the north of Horsham development. To be reported at the Planning Committee on 28th January 2021. • Notification that 4 new houses on Holbrook School Lane have been numbered 41 – 47(odds). • Horsham District Public Space Protection Order Consultation. Circulated to all councillors.
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> • Chief Executive bulletins. • Strategic planning for larger projects online event on 26 January 2021. Cllr Donald Mahon to attend. • Leaders talk: Local councils and hidden disabilities- Post event materials provided by Cllr Mahon. • Leaders talk: What will the future of play look like beyond COVID-19. 9th December 2020. • NALC has launched <i>The Good Councillor's guide to community business</i>, in partnership with the Plunkett Foundation and Power to Change.
4.	<p><u>Sussex Association of Local Councils (SALC)</u></p> <ul style="list-style-type: none"> • Being an Effective Councillor – training slides. • Looking for town and parish councillors to help shape the future of transport in our region (Transport for the South East) • Training opportunities 2021.
5.	<p><u>Horsham Association of Local Councils (HALC)</u></p> <p>Vacancy for Parish Representative on Horsham District Council's Standards Committee. Nominations are put forward through HALC. The deadline is 4th December 2020. Cllr Mahon has applied for this position.</p> <p>Agenda for meeting on 15th December 2020 starting at 7pm.</p>

	Minutes from the meeting held 15 th December 2020.
6.	<u>West Sussex Association of Local Councils</u> <ul style="list-style-type: none"> • AGM – 2nd December 2020. • WSALC AGM FAQs • Cancellation of AGM and an e-mail from Felpham Parish Council with a request to understand why the AGM has been cancelled. • E-mail from Bolney Parish Council outlining concerns regarding actions of the WSALC Board.
7.	<u>Sussex Police</u> <ul style="list-style-type: none"> • Horsham weekly bulletin. • Could You Or Someone You Know Be Eligible For A Free Gas Connection and Central Heating? 06/11/2020. • Protect Your Passw0rd National Campaign Launched By Neighbourhood Watch 09/11/2020. • Road Safety Campaign Sussex Safer Roads Partnership. • Supporting You and Your Community Through Covid-19 11/11/2020 • Help Us Understand How Covid-19 Has Impacted Crime and Other Activities 02/12/2020 – questionnaire. • Scam Mail Amnesty - Forward Your Scam Mail To Where It Will Do Some Good 03/12/2020. • Sussex PCC Policing Priorities and Funding Survey 10/12/2020
8.	<u>Resident correspondence.</u> <ul style="list-style-type: none"> • Concern about debris in Chennells Brook at the junction of Gorringes Brook and Pondtail Road. Reported to HDC Parks and WSCC. • Enquiry about ownership of a footpath between Manor Fields and Comptons Brow. • Horsham Stone Slate Questionnaire. • Resident has cleared the pavements of leaves in the Batholomew Road area of North Horsham and has asked the County Councillor if it would be possible for a gully cleaner to visit that area. • Chair of the Holbrook Community Centre Committee – sharing information on easing of Covid-19 restrictions. • Advertising sign screwed onto road sign at Dutchells Copse/ Giblets Way. Reported to HDC. • Words of appreciation from resident at Roffey Corner who was against the proposal to paint double yellow lines, but understood the reasoning behind it. • Historic woodland off of Riverside walk Nr Forest Rd. The landowner has fenced off his private land, but a resident wishes to challenge the public right to access it. The resident was directed to West Sussex County Council's Public Rights of Way team.
9.	<u>Warnham Brickworks</u> Liaison Meeting scheduled for Monday 16 th November from 7-8:30pm. Cllr David Searle is the Parish Representative. Agenda and supporting papers.
10.	<u>Gatwick Airport</u>

	<ul style="list-style-type: none"> • Airspace and Noise Management Board Public Meeting Invitation - 3rd December 2020. Cllr Mahon to attend. Presentation slides and information from the meeting circulated. • New COVID-19 Screening Service Launches at Gatwick Airport.
11.	<u>Royal Surrey Hospital NHS Foundation Trust</u> <ul style="list-style-type: none"> • Request for people to sign up to the NHS registry service for COVID-19 vaccine studies. • Local Health Network News: December 2020. • Vaccination Champions Promotion.
12.	<u>No incinerator 4 Horsham</u> Speech given at Planning, Environment and Transport meeting held on 26 th November 2020 to request that the Council undertakes various activities associated with the HIGH PUBLIC INTEREST - Environmental Permit Application from Britaniacrest Recycling Ltd. Discharge of conditions 7, 11 and 18 – consultation that ends 23.12.2020 – passed to Planning Committee.
13.	<u>Legal and General</u> Community newsletter
14.	<u>Office of National Statistics</u> Information and opportunities to get involved with the Census 2021.
15.	<u>Horsham Older People's Forum</u> MP Question time 6 th November 2020 supported by Jeremy Quinn MP. A list of questions is available from the HOPF website and a copy sent by Cllr Mahon. No notes are yet available. Public meeting - 12th January 2021 - important info from guest speakers