

# NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 18<sup>th</sup> FEBRUARY 2021

## COMMITTEE REPORT

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Note the numbers below refer to the item number on the agenda:

### 1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Committee or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45 pm whichever is the earlier

### 3. To receive any Declarations of Interest from Members of the Committee

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 now 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, unless they have received a dispensation.

### 5. Chairman's Announcements - For information and noting only.

**Recommendation: To note any announcements.**

### 6. Finance

See Appendix A

**Recommendation: To note the Committee Budget to 31<sup>st</sup> December 2020.**

### 7. Completed Works

Members are asked to note that the following works have been completed:

#### (a) Roffey Millennium Hall

- (i) Front door mechanism has been replaced
- (ii) Lock on defib cabinet has been replaced
- (iii) Ceiling fixed after water damage from leaking pipe

#### (b) North Heath Hall and surrounding area

- (i) Heating and water heating equipment – various repairs
- (ii) Overgrowing vegetation has been cleared on Riverside Walk path and fence post repaired

- (c) Holbrook Tythe Barn and surrounding area**
  - (i) Dangerous manhole cover has been made safe
  - (ii) Front fence has been repaired
  - (iii) Low level guttering repaired
- (d) Play Areas**
  - (i) All equipment, fences, gates and wet pour have been high pressure cleaned
- (e) Earles Meadow**
  - (i) Emergency work to the Veteran Oak tree has been completed. This includes reducing the crown and installing a stronger bracing system
- (f) Tree Works**
  - (i) Interim tree management inspection undertaken – no remedial work required

**Recommendation: To note completed works.**

## 8. On-going Works

Members are asked to note that the following works are on-going:

- (a) All buildings**
  - (i) Fire and Intruder alarms are to be tested
  - (ii) Legionella testing
- (b) Roffey Millennium Hall**
  - (i) Guttering at back of the building to be repaired (high level)
  - (ii) Periodic Electrical Test (PET) is due in March
  - (iii) Ceiling in gent's toilet on first floor to be fixed following a water leak
- (c) Holbrook Tythe Barn and surrounding area**
  - (i) Various pieces of guttering are to be replaced
  - (ii) Exterior light by gate to the patio is to be replaced as it has come off the wall
  - (iii) Benches (x2) and picnic bench to be installed in the open space area
- (d) North Heath Hall**
  - (i) Ongoing repairs to the heating system (awaiting parts)
  - (ii) Fire Risk Assessment is due to be carried out (external assessors)
- (e) Multi-courts**
  - (i) Permanent white lining is to be put down when weather conditions allow
  - (ii) Regular maintenance visit
- (f) Earles Meadow**
  - (i) Small bridge to be replaced (outstanding from work previously agreed)
  - (ii) Fencing to be installed around Veteran Oak tree at Earles Meadow

**Recommendation: To note on-going works.**

## 9. Holbrook Thythe Barn

### a) Painting/Treating of Exterior of Holbrook Tythe Barn

At the previous meeting of the Property Committee, it was agreed to carry out remedial work to the back exterior wall of Holbrook Tythe Barn which included painting it with black Barn paint.

Members queried if the other exterior walls were also in need painting. The Deputy Clerk was asked to look into this and check when they were last painted.

It would appear that the exterior of the building was last painted over 10 years ago; an exact date is not known. It is thought that the gable ends of the building would benefit from being painted as a preventative measure. The front of the building is partly covered

by trees and bushes and is thought to be less urgent, although it will need doing in the next few years.

Costs have been obtained for any necessary remedial work, cleaning and replacing of guttering as required and preparing and painting the walls. The costs include labour and materials.

**Gable ends            £745**  
**Front of building    £1,628**

The money for this work would be taken from the Repair and Renewals EMR. If possible, the Chairman of the Property Committee will visit the building before the meeting and will give a verbal report on work that he considers to be necessary.

**Recommendation: To consider if any work is required to the side and front exterior walls of Holbrook Tythe Barn.**

#### **b) Lights around the Overspill Car Park at Holbrook Tythe Barn**

Several of the bollard style lights (similar to the picture) around the overspill car park at Holbrook Tythe Barn have been damaged by cars or vandalised in recent months. For safety, the lamps have been removed from all the lights and the power disconnected.



Costs have been obtained to repair the existing lights but as these are regularly being damaged a cost has also been obtained to remove the existing lights and install a lamp post as in the main car park. Subject to the condition that no work or equipment exceeds 4m in height, the Parish Council would be able to install a lamp post as permitted development.

#### **Cost for replacing and repairing existing lights**

To include removing at least 6 of the bollard lamps, bedding in new lamps and connecting them.

**£1,225 (including materials and new lamps)**

This is an approximate cost and will depend on how many of the light bollards need replacing.

#### **Cost for removing all existing lights and replacing with a 4m lamp post**

To include disconnecting and removing all 10 bollard lamps and making the ground good. Supply and installation of a new lamp post, connecting and leaving safe.

**£1,500 (including materials and new lamp post)**

**Recommendation: To consider options for lighting the overspill carpark at Holbrook Tythe Barn.**

### **10. Boiler Servicing Arrangements**

The 5 year contract with the company that is used currently to service and maintain the heating and water systems at all three halls together with the air handling units at Roffey Millennium Hall, expires at the end of February.

The managers and engineers from the company are familiar with the equipment in all

three buildings, some of which is industrial plant. They are responsive, helpful and their work is of a good standard.

They were asked to provide options for extending the current arrangement for one, three and five years.

	2016 – 2021 (ends 28.02.21)	EXTENSION FOR:		
		ONE YEAR	THREE YEARS	FIVE YEARS
Servicing (April)				
<b>Roffey Millennium Hall</b>	335.70	345.77	352.48	357.52
<b>North Heath Hall</b>	186.50	192.09	195.82	198.62
<b>Holbrook Tythe Barn</b>	186.50	192.09	195.82	198.62
Call Out – 1 <sup>st</sup> hour	73.02	75.21	76.67	77.67
Thereafter (working hours)	40.95	42.17	42.99	43.61
Thereafter (out of working hours)	81.91	84.36	86.00	87.23

Due to the pandemic and complexity and variability of the equipment in the different buildings, it has not been possible to obtain alternative quotes.

**Recommendation: To agree to extend the current service agreement.**

#### 11. **Fencing around the Veteran Oak Tree at Earles Meadow**

Following the advice of the Senior Arboricultural Officer at Horsham District Council, the Parish Council previously agreed to put up a fence around the veteran Oak tree at Earles Meadow, as a safety measure.

The recommendation was to extend the fence to a distance of 21m from the trunk of the tree, east and west, and running along the side of the road to the south (which is 18.5m from the tree).

Concern has been expressed about the safety of members of the public having to walk in the road if the fence was taken right up to it.

The Parish Council has a duty to weigh up the risk of people having to walk in the road against the risk of the tree failing. Traffic on the road is fairly regular and therefore there will be an increased risk of harm to people if they are made to walk on the road, particularly in the winter months, when people often walk their dogs in the dark.

Given the recent management works to the tree, the tree consultant and tree surgeon who manage the tree are of the opinion that there is a higher risk of someone being hurt by walking in the road than from the failure of the tree, as long as the tree is maintained under an appropriate management plan.

Whilst the risk of harm from the tree can never be eliminated, a lot of work has been carried out to manage the risk of failure; reducing the overall crown radius and height and installing a stronger bracing system as well as increasing the area fenced off underneath the tree. It should be noted, however, that the risk of harm from the tree will be increased in stormy weather as forces on the tree can be unpredictable.

It is proposed to only take the fencing up to within approximately .75m to 1m from the road to allow for a narrow footpath on the grass verge. Also, as there are streetlights running parallel with road, close to the edge of the grass, it would prevent the risk of hitting any cabling when installing the fencing.

**Recommendation: To agree that the fence around the Oak tree be set approximately .75m to 1m back from the road.**

**12. Date of next meeting**

**Recommendation: To note the next scheduled meeting to be held will be on Thursday 22<sup>nd</sup> April 2021.**

**Vivien Edwards - Deputy Clerk –11<sup>th</sup> February 2021**

North Horsham Parish Council  
Property Committee Meeting –18<sup>th</sup> February 2021

## **APPENDIX A Agenda Item 6**

### **Committee Budget to 31<sup>st</sup> December 2020**

## Finance Report to show income, expenditure and reserves to 31<sup>st</sup> December 2020

To be presented to the Property Committee on 18<sup>th</sup> February 2021

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

### Funding at 31<sup>st</sup> 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
<b>Total</b>	<b>372,823</b>

### Income to 31<sup>st</sup> December 2020

Cost Centre	Actual income	Annual Budget	Expected income at 31 <sup>st</sup> 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
<b>Total</b>	<b>37,399</b>	<b>212,840</b>	<b>159,630</b>

### Expenditure to 31<sup>st</sup> December 2020

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 31 <sup>st</sup> 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
<b>Total</b>	<b>291,913</b>	<b>528,758</b>	<b>399,406</b>

<b>Net expenditure</b>	<b>(254,514)</b>	<b>(315,918)</b>	<b>(239,776)</b>
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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 1<sup>st</sup> April 2020 to 31<sup>st</sup> December 2020 is £37,399. There is expected hall income for the period from 1<sup>st</sup> January 2021 to 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> December 2020.**

Pauline Whitehead 7.1.2021



## Detailed Income &amp; 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
<b>101 Administration</b>						
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)		
<b>Administration :- Income</b>	<b>815</b>	<b>363,519</b>	<b>335,394</b>	<b>(28,125)</b>		
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
<b>Administration :- Indirect Expenditure</b>	<b>1,455</b>	<b>32,610</b>	<b>51,670</b>	<b>19,060</b>	<b>0</b>	<b>19,060</b>
<b>Net Income over Expenditure</b>	<b>(640)</b>	<b>330,908</b>	<b>283,724</b>	<b>(47,184)</b>		
6001 less Transfer to EMR	0	2,395				
<b>Movement to/(from) Gen Reserve</b>	<b>(640)</b>	<b>328,514</b>				
<b>103 Grants</b>						
4155 Other Grants and Donations	1,015	2,585	10,000	7,415		7,415
<b>Grants :- Indirect Expenditure</b>	<b>1,015</b>	<b>2,585</b>	<b>10,000</b>	<b>7,415</b>	<b>0</b>	<b>7,415</b>
<b>Net Expenditure</b>	<b>(1,015)</b>	<b>(2,585)</b>	<b>(10,000)</b>	<b>(7,415)</b>		

## Detailed Income &amp; 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
<b>104 Burial</b>						
4101 Burial Charges	0	5,285	6,750	1,465		1,465
Burial :- Indirect Expenditure	0	5,285	6,750	1,465	0	1,465
<b>Net Expenditure</b>	<b>0</b>	<b>(5,285)</b>	<b>(6,750)</b>	<b>(1,465)</b>		
<b>106 Personnel</b>						
4001 Salaries/Nil/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	16,469	178,772	311,250	132,478	0	132,478
<b>Net Expenditure</b>	<b>(16,469)</b>	<b>(178,772)</b>	<b>(311,250)</b>	<b>(132,478)</b>		
		* 197,348				
<b>201 Planning, Env &amp; Transport</b>						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	0	0	2,250	2,250	0	2,250
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,250)</b>	<b>(2,250)</b>		
<b>301 Allotments</b>						
1050 Allotment Rents	0	928	875	(53)		
Allotments :- Income	0	928	875	(53)		
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	0	981	1,575	594	0	594
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(53)</b>	<b>(700)</b>	<b>(647)</b>		
<b>302 Amenity, Recs &amp; Open Sp</b>						
1100 Grants Received	0	10,234	9,984	(250)		
Amenity, Recs & Open Sp :- Income	0	10,234	9,984	(250)		
4019 Window Cleaning	0	400	925	525		525
4036 Maintenance - General	0	37	0	(37)		(37)

## Detailed Income &amp; 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
<b>Net Income over Expenditure</b>	<b>(1,587)</b>	<b>(12,380)</b>	<b>(42,101)</b>	<b>(29,721)</b>		
<b>401 North Heath Hall</b>						
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
<b>Net Income over Expenditure</b>	<b>(1,247)</b>	<b>11,172</b>	<b>37,771</b>	<b>26,599</b>		

## Detailed Income &amp; 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
<b>402 Holbrook Recreation Centre</b>						
1000 Hall Lettings	(58)	6,024	37,800	31,776		
1010 Multi Court Lettings	0	7,195	23,140	15,945		
<b>Holbrook Recreation Centre :- Income</b>	<b>(58)</b>	<b>13,220</b>	<b>60,940</b>	<b>47,720</b>		
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
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>948</b>	<b>10,754</b>	<b>23,757</b>	<b>13,003</b>	<b>0</b>	<b>13,003</b>
<b>Net Income over Expenditure</b>	<b>(1,006)</b>	<b>2,465</b>	<b>37,183</b>	<b>34,718</b>		
<b>403 Roffey Millennium Hall</b>						
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		
<b>Roffey Millennium Hall :- Income</b>	<b>0</b>	<b>3,372</b>	<b>85,200</b>	<b>81,828</b>		
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 &amp; 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 Conditionaig 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
<b>Net Income over Expenditure</b>	<b>(1,832)</b>	<b>(8,585)</b>	<b>43,633</b>	<b>52,218</b>		
<b>901 Earmarked Reserves</b>						
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)
<b>Net Expenditure</b>	<b>(425)</b>	<b>(6,644)</b>	<b>0</b>	<b>6,644</b>		
6000 plus Transfer from EMR	425	6,644				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>				
<b>Grand Totals:- Income</b>	<b>161</b>	<b>410,221</b>	<b>558,018</b>	<b>147,797</b>		
<b>Expenditure</b>	<b>24,381</b>	<b>279,980</b>	<b>528,758</b>	<b>248,778</b>	<b>0</b>	<b>248,778</b>
<b>Net Income over Expenditure</b>	<b>(24,219)</b>	<b>130,241</b>	<b>29,260</b>	<b>(100,981)</b>		
plus Transfer from EMR	425	6,644				
less Transfer to EMR	0	2,395				
<b>Movement to/(from) Gen Reserve</b>	<b>(23,794)</b>	<b>134,490</b>				

**North Horsham Parish Council**

**Income and Expenditure Account for Year Ended 31st December 2020**

31st March 2020		31st December 2020
	<b>Income Summary</b>	
327,769	Precept	335,194
710	Interest Received	850
<u>328,479</u>	<b>Sub Total</b>	<u>336,044</u>
	<b>Operating Income</b>	
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>	<b>Total Income</b>	<u>410,221</u>
	<b>Running Costs</b>	
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>	<b>Total Expenditure</b>	<u>279,980</u>
	<b>General Fund Analysis</b>	
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>	<b>Closing Balance</b>	<u>364,547</u>

## Balance Sheet as at 31st December 2020

31st March 2020

31st December 2020

31st March 2020		31st December 2020	
	<b>Current Assets</b>		
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	
<b>471,649</b>			<b>569,939</b>
	<b>471,649 Total Assets</b>		<b>569,939</b>
	<b>Current Liabilities</b>		
29,797	Creditors	106	
2,260	Accruals	0	
<b>32,057</b>			<b>106</b>
	<b>439,592 Total Assets Less Current Liabilities</b>		<b>569,833</b>
	<b>Represented By</b>		
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
<b>439,592</b>			<b>569,833</b>

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 31st December 2020

	BALANCE 31.03.18	EXPENDITURE ACTUAL 31.03.19	INCOME ACTUAL 31.03.19	BALANCE 31.03.19	TRANSFER 01.04.2019	EXPENDITURE ACTUAL 31.03.2020	INCOME ACTUAL 31.03.2020	BALANCE 31.03.2020	TRANSFER 01.04.2020	EXPENDITURE ACTUAL 31.12.2020	INCOME ACTUAL 31.12.2020	BALANCE 31.12.2020	NOTE
3100 GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056	-35000	273336	407826	329546	
EARMARKED RESERVES													
3200 REVENUE - VAT CONTINGENCY	7955			7955				7955				7955	
3210 REPAIRS & RENEWALS	139886	10436		129450	20770	32652		117568		5500		112068	3
3220 ELECTION	19950			19950				19950				19950	
3230 TREE MANAGEMENT WORK	0				6000	1750		4250		425		3825	
3270 ROFFEY YOUTH CLUB	5621			5621				5621				5621	1
3280 PLANNING	8035			8035				8035				8035	
3310 RMH BOILER	10000			10000				10000	10000			20000	
3320 PLAYGROUND UPGRADE								0	25000			25000	
3350 CAPITAL RECEIPT	25000			25000				25000				25000	2
3370 NORTH HORSHAM COMMUNITY LAND TRUST	0				944	222		722		719		3	4
3350 COMMUNITY INFRASTRUCTURE LEVY - 2019/2020	0				11053	619		10434				10434	5
3380 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

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

AGREED with FD