

**NORTH HORSHAM PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
THURSDAY 6<sup>TH</sup> MAY 2021 AT 7.30pm  
BY REMOTE MEETING**

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

**3. 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.

**4. Apologies for Absence.**

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

**6. Declarations of Interest.**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be 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.

**14. Appointments to Council Committees and Outside Bodies.**

The Council may like to consider the following:-

1. Would the Chair and Vice Chair like to be included on the Finance and Administration Committee?
2. Would the Council like to continue with 6 members of the Personnel Committee for 2021/22?
3. Attendance at the Gatwick Airport Noise Management Board (NMB) is usually open to any councillor and is an opportunity to observe a meeting in public only.
4. The Bus shelter advertising working party hasn't met over the last twelve months and there are fewer resources available at the moment. The working party could start meeting again later in the

year.

5. The Community Highways Partnership working party was going to meet in summer 2020 to see if there were any ways of potentially working together with WSCC. With fewer resources it is unlikely that this working party will meet again until later in the year.
6. It is suggested that the Harwood Road allotments working party remains in case any issues arise.

## **15. Financial Matters**

List of creditors paid by Direct Debit to be approved at the meeting: -

British Gas – gas and electricity supplies.

Business Stream – Water charges.

CF Corporate Finance Ltd – Lease of photocopier

EDF Energy – Electricity for Parish Council owned street lighting

Horsham District Council – waste collection, rates, dog bins.

Horsham Publications- article in Horsham Pages (North)

Public Works Loan Board – loan for Roffey Millennium Hall

SOS Systems – printing

## **16. Internal Audit Report**

In response to the Internal Auditor's action points, increased detail of the analysis of significant variances has been completed and the reasons for restating the 2019/20 staff costs and other payments has also been outlined in a document to be included with the external audit. (See Appendix 5).

The Internal Auditor has advised that rather than using e-mail addresses with a “.gov.uk” suffix, using a consistent North Horsham googlemail account would suffice to give separation from individual's e-mails and a common address.

## **22. Dementia Friendly Communities Alliance**

The Dementia Friendly Communities Co-ordinator – West Sussex (Alzheimer's Society) has contacted the Parish Council as follows.

“ I am writing to all members of our local West Sussex Dementia Friendly Communities (DFC) or Dementia Action Alliances (DAA) as you may still know them as. I am very keen to re-connect and to gain an understanding of your current appetite to remain part of your local DFC.

Last year was such a challenging one for us all, but especially for people affected by dementia. As we now start to emerge from the Coronavirus pandemic the work of our local Dementia Friendly Communities will be even more important and needed than ever before

However, I am so aware that for many of us who are very much part of local DFC's our personal situations, our workplaces and employment may also have changed.

So many of you put in so much work since our DFC's started in West Sussex, so as you can imagine, I really do want you to be able to continue, however, I feel it is now time to take stock see if you were still able to be part of the movement across the county.

I would be most grateful if you could respond to this email with the following information: -

- Yes, I/we are still interested in being part of the local DFC/DAA
- No, I/we can no longer continue being part of the local DFC/DAA
- Name and email address for the best person(s) to remain in contact with.

Your honest response is important for me to be able to map the continued interest around the county and ensure that recognised communities keep their recognition status and that you kept informed of the latest developments."

North Horsham Parish Council joined the Horsham District Dementia Alliance in July 2017 and the policy was reviewed in November 2020. Regardless of whether the Parish Council remains in the Horsham District Dementia Action Alliance, the principles contained in the policy should remain in order to support as many of those in the community as possible.

There is more information available at:

<https://www.alzheimers.org.uk/get-involved/dementia-friendly-communities/what-dementia-friendly-community>

and in the Alzheimer's Society report 'The Worst Hit'

<https://www.alzheimers.org.uk/news/2020-10-05/exhausted-family-and-friends-spent-92-million-extra-hours-caring-loved-ones>

**23. Consultation – West Sussex County Council Early Help Service.**

WSSCC's Children and Young People Services provides an enhanced service to the most vulnerable children and families in West Sussex. Following a successful model being implemented in Oxford, there are proposals to reduce the number of children's centres in West Sussex and to introduce a system whereby there is a combination of fewer centres and visits by county council staff to children and families in their own homes. Currently there are 43 children and family centres in West Sussex. The

proposal is to reduce this to 11 spread across West Sussex with at least one centre in each district. It is likely that the Roffey Children and Family Centre will close with The Needles Children and Family Centre (Horsham) becoming the main centre for Horsham. For further information on the proposals, and to complete the consultation survey please visit: [www.westsussex.gov.uk/earlyhelpredesign](http://www.westsussex.gov.uk/earlyhelpredesign).

# APPENDIX 1

## 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.

<b>MAY 2021</b> <b>Thursday 6<sup>th</sup></b> Thursday 20 <sup>th</sup>  Thursday 27 <sup>th</sup>	<b>ANNUAL PARISH COUNCIL.</b> Planning, Environment & Transport. Personnel	<b>NOV 2021</b> <b>Thursday 4<sup>th</sup></b> Thursday 25 <sup>th</sup>  Monday 29 <sup>th</sup>	<b>COUNCIL.</b> Planning Environment & Transport. Internal Controls WP
<b>JUN 2021</b> Tuesday 1 <sup>st</sup> Thursday 10 <sup>th</sup> Thursday 17 <sup>th</sup> Thursday 24 <sup>th</sup>	Internal Controls WP Property Finance and Administration. Planning Environment & Transport.	<b>DEC 2021</b> Thursday 2 <sup>nd</sup> Thursday 9 <sup>th</sup> Thursday 16 <sup>th</sup>	Property. Finance and Administration. Planning, Environment & Transport.
<b>JUL 2021</b> <b>Thursday 1<sup>st</sup></b> Thursday 15 <sup>th</sup> <b>Thursday 22<sup>nd</sup></b>  <b>Thursday 29<sup>th</sup></b>	<b>COUNCIL</b> Finance and Administration <b>Planning Environment &amp; Transport.</b> <b>Personnel</b>	<b>JAN 2022</b> <b>Thursday 13<sup>th</sup></b> Thursday 27 <sup>th</sup>	<b>COUNCIL.</b> Planning, Environment & Transport.
<b>AUG 2021</b> Thursday 26 <sup>th</sup>	Planning, Environment & Transport.	<b>FEB 2022</b> Thursday 3 <sup>rd</sup> Thursday 17 <sup>th</sup> Thursday 24 <sup>th</sup>  Monday 28 <sup>th</sup>	Personnel Property. Planning, Environment & Transport. Internal Controls WP
<b>SEPT 2021</b> <b>Thursday 2<sup>nd</sup></b> Thursday 9 <sup>th</sup> Thursday 23 <sup>rd</sup>  Tuesday 28 <sup>th</sup>	<b>COUNCIL.</b> Property. (Budget) Planning Environment & Transport. (Budget) Internal Controls WP	<b>MAR 2022</b> <b>Thursday 3<sup>rd</sup></b> Thursday 10 <sup>th</sup> Thursday 24 <sup>th</sup>	<b>COUNCIL</b> Finance and Administration Planning, Environment & Transport.
<b>OCT 2021</b> Thursday 7 <sup>th</sup> Thursday 14 <sup>th</sup>  Thursday 28 <sup>th</sup>	Personnel (Budget) Finance and Administration (Budget) Planning Environment & Transport.	<b>APR 2022</b> Thursday 7 <sup>th</sup> <b>Monday 25<sup>th</sup></b>  Thursday 28 <sup>th</sup>	Property. <b>Annual Meeting of Electors of the Parish.</b> Planning, Environment & Transport.
		<b>MAY 2022</b> <b>Thursday 5<sup>th</sup></b> Thursday 19 <sup>th</sup> Thursday 26 <sup>th</sup>	<b>COUNCIL.</b> Personnel Planning, Environment & Transport.

# APPENDIX 2

Full Council (19)	Finance and Administration (7) can include Chair and Vice Chair of Council	Property (10)	Planning (12)	Personnel (5) can include Chair and Vice Chair of the Council plus Chair of Finance
Alan Britten*	Peter Burgess	Karen Burgess	James Davidson (RN)**	Alan Britten*
Karen Burgess	Michael Cockerill	James Davidson	Michael Cockerill (RN)	Donald Mahon
Peter Burgess	Joy Gough	Rita Ginn	Rita Ginn (HE)	Tony Rickett BEM**
Michael Cockerill	John Smithurst**	Roland Knight*	Joy Gough (RS)	Simon Torn
James Davidson	Simon Torn*	Donald Mahon	Roland Knight (HW)	Ray Turner
Rita Ginn	Ray Turner	Richard Millington	Donald Mahon(HE)	Sally Wilton
Joy Gough	Sally Wilton	David Searle	Richard Millington (HE)	
Roland Knight		Alex Shine	Tony Rickett BEM (HE)	It was agreed that there would be 6 people on the
Donald Mahon		John Smithurst**	David Searle (RN)	Personnel Committee in 2020/21
Richard Millington		Simon Torn	Ray Turner (RS)*	
Tony Rickett BEM			Ian Wassell (HW)	
David Searle			Sally Wilton (RS)	
Alex Shine				
John Smithurst				
Simon Torn				
Ray Turner**				
Ian Wassell				
Sally Wilton				
Chairman *				
Vice Chairman**				

Outside bodies	Representative	Second representative or deputy	Additional appointed non voting representative
BIFFA - Brookhurstwood Landfill site Liaison Group (information gathering)	David Searle		
Brittaniacrest Liaison Group (information gathering)	David Searle		
Weineberger Liaison Group (information gathering)	David Searle		
West Sussex Association of Local Councils (attendance at AGM voting rights for 2)	Alan Britten	Michael Cockerill	Donald Mahon
Horsham Association of Local Councils (Voting rights for 2)	Alan Britten	Donald Mahon	Michael Cockerill
Gatwick Airport Noise Management Board (NMB)(attendance only)	Tony Rickett BEM	Donald Mahon	
Horsham Town Community Partnership (information gathering)	David Searle	Joy Gough	Donald Mahon

## Working Parties

Working Party name	Internal Controls WP	Community Infrast're Levy WP	Bus shelter advertising WP	Community Highways Partnership WP
Members	Michael Cockerill	Roland Knight	Richard Millington	Roland Knight
	John Smithurst	David Searle	Alex Shine	Richard Millington
	Simon Torn	John Smithurst	John Smithurst	Ray Turner
			Simon Torn	Ian Wassell
Appointed by	Finance & Admin Cttee	Parish Council	Parish Council	Parish Council
Basis on which appointed	To audit financial work of the Council.	One member from 3 standing Committees meet 2x per year to discuss projects to put forward for the CIL money awarded from development. Their discussions may go to committees before being tabled by the PC.	To investigate if Parish Council owned bus shelters could possibly contain advertising to generate income whilst also delivering shelter for local residents.	to investigate the potential involvement and associated costs of a Community Highways Partnership.

Working Party name	North of Horsham Liaison WP	Harwood Road allotments WP	Novartis site Liaison WP (Agreed by PET Cttee first meeting Jan 21)
Members	All Councillors	Roland Knight	All Councillors
		David Searle	
Appointed by	Planning Env & Trans Cttee	Parish Council	Planning Env & Trans Cttee
Basis on which appointed		To liaise with the Harwood Road Allotment Association as appropriate.	

Agreed 2nd July 2020  
Updated April 2021



# APPENDIX 3

## Finance Report to show income, expenditure and reserves to 31<sup>st</sup> March 2021

To be presented to the full Council on 6<sup>th</sup> May 2021

Period covering 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

### Funding at 31<sup>st</sup> March 2021

Precept (full year)	335,194
Environmental Grant (full year).	10,234
Grant from HDC (Covid-19)	25,000
Community Infrastructure Levy (CiL) Payment	2,395
Job Retention Scheme grant funding from HMRC	16,466
<b>Total</b>	<b>389,289</b>

### Income to 31<sup>st</sup> March 2021

Cost Centre	Actual income	Annual Budget	Forecast to 31 <sup>st</sup> March 2021 included in the 2021/22 budget.
Admin	1,286	200	100
Allotments	928	875	875
North Heath Hall	27,749	65,625	20,000
Holbrook Tythe Barn	6,140	37,800	7,500
Multi Court Lettings	7,378	23,140	8,000
Roffey Millennium Hall	3,613	85,200	3,000
<b>Total</b>	<b>47,094</b>	<b>212,840</b>	<b>39,475</b>

### Expenditure to 31<sup>st</sup> March 2021

Cost Centre	Actual Expenditure	Annual Budget	Forecast to 31 <sup>st</sup> March 2021 included in the 2021/22 budget.
Admin	45,171	51,670	45,870
Grants	4,585	10,000	5,000
Burial	7,150	6,750	6,750
Personnel	276,322	311,250	273,950
Planning, Env, Trans	0	2,250	0
Allotments	1,376	1,575	1,625
Amenity, Recs and Open Spaces	27,464	52,085	47,660
North Heath Hall	14,245	27,854	15,001
Holbrook Tythe Barn	15,869	23,757	18,115
Roffey Millennium Hall	19,962	41,567	21,514
<b>Total</b>	<b>412,144</b>	<b>528,758</b>	<b>435,485</b>

<b>Net expenditure</b>	<b>(365,050)</b>	<b>(315,918)</b>	<b>(396,010)</b>
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As the circumstances in which the original budget for 2020/21 was set changed dramatically due to the Coronavirus pandemic, this brief report comments on the final income and expenditure against the forecast for the budget agreed by the Council in January 2021 and which forms the basis of the precept setting for 2021/22.

### **Funding**

In addition to the precept and environmental grant, the Parish Council received a one off grant of £25,000 from Horsham District Council and Job Retention Scheme grant funding (furlough repayments) of £16,465.93.

### **Income**

The income from all facilities directly relates to the types of activities that take place in them and the rules set by the government. North Heath Hall remained open throughout most of the year to cater for the two nursery facilities that operate there. Holbrook Tythe Barn was able to open for children's activities and specialist groups that were allowed to meet. Several groups that use Roffey Millennium Hall have either been prohibited from meeting or found alternative ways of delivering their services, but the hall did open for children's activities briefly in 2020.

### **Expenditure**

The most significant saving over the year has been in staff costs which was achieved by using the Job Retention Scheme introduced by the government and reducing staff working hours in line with the amount of work that was available. With the exception of the contribution to Horsham District Council for burial charges (£400) all areas of expenditure have fallen below the forecast for the year. Whilst the full inspection and servicing schedules have been carried out, only essential health and safety work has been undertaken throughout the year.

### **Reserves**

On 1<sup>st</sup> April 2020 the General Reserve stood at £230,057 and there were Ear Marked Reserves of £209,535. £35,000 was transferred from the General Reserve to the Roffey Millennium Hall (RMH) Boiler (£10,000) and Playground Upgrade (£25,000) Ear Marked Reserves. A total of £19,903 was spent from Ear Marked Reserves during 2020/21, mainly on the ancient oak at Earles Meadow, installing fencing around the ancient oak and repairs to boardwalks at Earles Meadow.

At the 31<sup>st</sup> March 2021, there is £227,027 in Ear Marked Reserves and a General Reserve of £216,901.

### **Summary**

The Council expected an annual spend of £396,010 when the precept was set in January 2021, but the final figure is £365,050. A saving of £30,960. Grant funding of £25,000 and money from the Job Retention Scheme of £16,644 gave additional income that wasn't budgeted for.

When setting the precept, the Council was aiming at a General Reserve of around £155,000 (allowing £5,000 to be transferred from the General Reserve to the RMH Boiler Ear Marked Reserve in 2021/22). The final General Reserve is £216,901. An increase of £61,901.

Whilst significant measures were successfully put in place to mitigate losses during 2020/21, and the overall loss to the Council was less than may have been anticipated, some of the restrictions on spending will need to continue in the coming year as the country enters a recovery stage and until there is a clearer understanding of the longer term effects of the Coronavirus pandemic on social activities.

**Recommendation:-**

**To note the Financial Report to 31<sup>st</sup> March 2021.**

Pauline Whitehead 23.4.2021

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>101 Administration</b>						
1008 Miscellaneous Income	0	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	349	1,206	200	(1,006)		
<b>Administration :- Income</b>	<b>349</b>	<b>363,874</b>	<b>335,394</b>	<b>(28,480)</b>		
4007 Councillors Training	65	342	1,000	658		658
4008 Councillors Expenses	0	6,834	6,750	(84)		(84)
4021 Telephone/Fax/Internet	571	2,872	3,500	628		628
4022 Postage	0	456	1,400	944		944
4023 Stationery and Printing	39	1,170	1,600	430		430
4024 Subscriptions	0	3,430	3,600	170		170
4025 Insurance	410	9,519	9,200	(319)		(319)
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	189	2,322	2,400	78		78
4032 Publicity/Marketing	65	65	800	735		735
4033 Newsletter	61	666	800	135		135
4038 Office Equipment Maint.	0	570	1,000	430		430
4051 Bank Charges	0	78	100	22		22
4053 PWLB Loan Charges	0	12,203	12,250	47		47
4057 External Audit Fees	1,300	1,250	1,600	350		350
4058 Professional Services	560	2,523	3,000	477		477
4059 Internal Audit Fees	300	250	500	250		250
4100 Chairman's Allowance	32	57	400	343		343
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	0	565	1,000	435		435
<b>Administration :- Indirect Expenditure</b>	<b>3,591</b>	<b>45,171</b>	<b>51,670</b>	<b>6,499</b>	<b>0</b>	<b>6,499</b>
<b>Net Income over Expenditure</b>	<b>(3,242)</b>	<b>318,703</b>	<b>283,724</b>	<b>(34,979)</b>		
6001 less Transfer to EMR	0	2,395				
<b>Movement to/(from) Gen Reserve</b>	<b>(3,242)</b>	<b>316,309</b>				
<b>103 Grants</b>						
4155 Other Grants and Donations	2,000	4,585	10,000	5,415		5,415
<b>Grants :- Indirect Expenditure</b>	<b>2,000</b>	<b>4,585</b>	<b>10,000</b>	<b>5,415</b>	<b>0</b>	<b>5,415</b>
<b>Net Expenditure</b>	<b>(2,000)</b>	<b>(4,585)</b>	<b>(10,000)</b>	<b>(5,415)</b>		

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	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	7,150	6,750	(400)		(400)
Burial :- Indirect Expenditure	<u>0</u>	<u>7,150</u>	<u>6,750</u>	<u>(400)</u>	<u>0</u>	<u>(400)</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(7,150)</u>	<u>(6,750)</u>	<u>400</u>		
<b>106 Personnel</b>						
1100 Grants Received	16,466	16,466	0	(16,466)		
Personnel :- Income	<u>16,466</u>	<u>16,466</u>	<u>0</u>	<u>(16,466)</u>		
4001 Salaries/NI/Pensions	36,218	270,457	305,800	35,343		35,343
4002 Childcare Vouchers	508	2,285	0	(2,285)		(2,285)
4003 Payroll Admin Charge	611	1,229	800	(429)		(429)
4009 Staff Expenses/Mileage	92	1,395	2,500	1,105		1,105
4010 Staff Training	550	847	1,500	653		653
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	0	109	400	291		291
Personnel :- Indirect Expenditure	<u>37,979</u>	<u>276,322</u>	<u>311,250</u>	<u>34,928</u>	<u>0</u>	<u>34,928</u>
<b>Net Income over Expenditure</b>	<u>(21,513)</u>	<u>(259,856)</u>	<u>(311,250)</u>	<u>(51,394)</u>		
<b>201 Planning, Env &amp; Transport</b>						
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>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(2,250)</u>	<u>(2,250)</u>		
<b>301 Allotments</b>						
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	255	150	(105)		(105)
4102 Allotment Rent	0	275	275	0		0
4200 Grass cutting	58	796	750	(46)		(46)
4259 Allotment Maintenance	0	50	400	350		350
Allotments :- Indirect Expenditure	<u>58</u>	<u>1,376</u>	<u>1,575</u>	<u>199</u>	<u>0</u>	<u>199</u>
<b>Net Income over Expenditure</b>	<u>(58)</u>	<u>(449)</u>	<u>(700)</u>	<u>(251)</u>		
<b>302 Amenity, Recs &amp; Open Sp</b>						
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>		

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4019 Window Cleaning	100	500	925	425		425
4200 Grass cutting	895	15,671	20,500	4,829		4,829
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	245	2,573	8,000	5,427		5,427
4252 Open Spaces	220	3,777	10,500	6,723		6,723
4253 Litter Warden/Clearance	0	0	900	900		900
4254 Community Services - Dog Bins	0	1,851	2,060	209		209
4255 Street Lighting - Maint/Supply	0	1,342	3,500	2,158		2,158
4258 Multicourts Maintenance	415	1,660	2,600	940		940
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	15	90	1,000	910		910
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>1,890</b>	<b>27,464</b>	<b>52,085</b>	<b>24,621</b>	<b>0</b>	<b>24,621</b>
<b>Net Income over Expenditure</b>	<b>(1,890)</b>	<b>(17,230)</b>	<b>(42,101)</b>	<b>(24,871)</b>		
<u>401 North Heath Hall</u>						
1000 Hall Lettings	3,409	27,749	65,625	37,876		
North Heath Hall :- Income	<b>3,409</b>	<b>27,749</b>	<b>65,625</b>	<b>37,876</b>		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	0	552	900	348		348
4014 Electricity	404	2,429	2,640	211		211
4015 Gas	871	3,199	2,562	(637)		(637)
4016 Cleaning Materials	300	1,219	1,332	113		113
4017 Refuse Bin Clearance	144	719	832	113		113
4018 Sanitary Waste	10	20	220	200		200
4019 Window Cleaning	40	320	738	418		418
4034 Maintenance - Electrical	40	548	2,000	1,452		1,452
4035 Maintenance - Elect Eqp Insp	0	200	500	300		300
4036 Maintenance - General	312	2,045	2,000	(45)		(45)
4037 Maintenance - Fire Alarm Syst	0	0	750	750		750
4039 Maint - Intruder Alarm	0	1,184	794	(390)		(390)
4041 Maintenance - Fire Extg Insp	77	77	150	73		73
4042 Maintenance - Gas Boiler etc	0	705	650	(55)		(55)
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	234	353	371	18		18
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	510	510	585	75		75
4066 Keyholder Services	15	165	180	15		15
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	<b>2,957</b>	<b>14,245</b>	<b>27,854</b>	<b>13,609</b>	<b>0</b>	<b>13,609</b>
<b>Net Income over Expenditure</b>	<b>451</b>	<b>13,504</b>	<b>37,771</b>	<b>24,267</b>		

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	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	24	6,140	37,800	31,660		
1010 Multi Court Lettings	183	7,378	23,140	15,762		
<b>Holbrook Recreation Centre :- Income</b>	<b>207</b>	<b>13,519</b>	<b>60,940</b>	<b>47,421</b>		
4011 NNDR	443	3,543	3,660	117		117
4012 Water Rates	0	712	1,500	788		788
4014 Electricity	76	1,903	3,250	1,347		1,347
4015 Gas	442	1,317	1,500	183		183
4016 Cleaning Materials	378	1,270	1,575	305		305
4017 Refuse Bin Clearance	144	639	832	193		193
4018 Sanitary Waste	0	30	220	190		190
4019 Window Cleaning	18	140	450	310		310
4034 Maintenance - Electrical	40	1,041	2,000	959		959
4035 Maintenance - Elect Eqp Insp	0	1,575	1,900	325		325
4036 Maintenance - General	564	1,734	2,000	266		266
4037 Maintenance - Fire Alarm Syst	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,224	794	(430)		(430)
4041 Maintenance - Fire Extg Insp	52	52	150	99		99
4042 Maintenance - Gas Boiler etc	0	187	500	314		314
4061 Legionella Testing	219	338	351	13		13
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	165	180	15		15
4500 Internal Redecorations	0	0	1,500	1,500		1,500
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>2,391</b>	<b>15,869</b>	<b>23,757</b>	<b>7,888</b>	<b>0</b>	<b>7,888</b>
<b>Net Income over Expenditure</b>	<b>(2,184)</b>	<b>(2,350)</b>	<b>37,183</b>	<b>39,533</b>		
<b>403 Roffey Millennium Hall</b>						
1000 Hall Lettings	80	3,613	83,700	80,087		
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>80</b>	<b>3,613</b>	<b>85,200</b>	<b>81,587</b>		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	0	475	1,235	760		760
4014 Electricity	585	4,386	5,125	739		739
4015 Gas	1,620	4,603	6,075	1,472		1,472
4016 Cleaning Materials	266	1,020	1,425	405		405
4017 Refuse Bin Clearance	286	1,746	1,664	(82)		(82)
4018 Sanitary Waste	0	0	220	220		220



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4019 Window Cleaning	55	330	990	660		660
4020 Refreshment Sale Cost/Sundries	0	18	500	482		482
4034 Maintenance - Electrical	10	415	2,000	1,585		1,585
4035 Maintenance - Elect Eqp Insp	2,046	2,206	2,650	444		444
4036 Maintenance - General	646	1,788	3,250	1,462		1,462
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,223	794	(429)		(429)
4040 Maintenance - Elevator	144	(404)	750	1,154		1,154
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	240	393	380	(13)		(13)
4062 Air Conditionaing Maintenance	0	270	300	30		30
4063 Maintenance - Plumbing	0	140	1,500	1,360		1,360
4064 Lightning Conductor Works	180	180	230	50		50
4065 Fire Prevention Sundries	0	0	620	620		620
4066 Keyholder Services	15	165	180	15		15
4500 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	<b>6,094</b>	<b>19,962</b>	<b>41,567</b>	<b>21,605</b>	<b>0</b>	<b>21,605</b>
<b>Net Income over Expenditure</b>	<b>(6,013)</b>	<b>(16,349)</b>	<b>43,633</b>	<b>59,982</b>		
<u>901 Earmarked Reserves</u>						
4900 Repairs & Renewals Reserve	7,227	16,875	0	(16,875)		(16,875)
4909 Tree Management	0	425	0	(425)		(425)
4910 CLT Working Party	0	719	0	(719)		(719)
4911 CIL Expenditure	758	1,883	0	(1,883)		(1,883)
Earmarked Reserves :- Indirect Expenditure	<b>7,986</b>	<b>19,903</b>	<b>0</b>	<b>(19,903)</b>	<b>0</b>	<b>(19,903)</b>
<b>Net Expenditure</b>	<b>(7,986)</b>	<b>(19,903)</b>	<b>0</b>	<b>19,903</b>		
6000 plus Transfer from EMR	7,986	19,903				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>				
<b>Grand Totals:- Income</b>	<b>20,511</b>	<b>436,382</b>	<b>558,018</b>	<b>121,636</b>		
<b>Expenditure</b>	<b>64,945</b>	<b>432,046</b>	<b>528,758</b>	<b>96,712</b>	<b>0</b>	<b>96,712</b>
<b>Net Income over Expenditure</b>	<b>(44,434)</b>	<b>4,336</b>	<b>29,260</b>	<b>24,924</b>		
plus Transfer from EMR	7,986	19,902				
less Transfer to EMR	0	2,395				
<b>Movement to/(from) Gen Reserve</b>	<b>(36,449)</b>	<b>21,844</b>				

**North Horsham Parish Council**

**Income and Expenditure Account for Year Ended 31st March 2021**

31st March 2020		31st March 2021
	<b>Income Summary</b>	
327,769	Precept	335,194
710	Interest Received	1,206
<b>328,479</b>	Sub Total	<b>336,400</b>
	<b>Operating Income</b>	
10,305	Administration	27,475
0	Personnel	16,466
816	Allotments	928
9,984	Amenity, Recs & Open Sp	10,234
63,943	North Heath Hall	27,749
61,800	Holbrook Recreation Centre	13,519
80,816	Roffey Millennium Hall	3,613
<b>556,142</b>	Total Income	<b>436,382</b>
	<b>Running Costs</b>	
46,290	Administration	45,171
4,160	Grants	4,585
6,730	Burial	7,150
299,981	Personnel	276,322
278	Planning, Env & Transport	0
1,123	Allotments	1,376
41,713	Amenity, Recs & Open Sp	27,464
22,921	North Heath Hall	14,245
16,934	Holbrook Recreation Centre	15,869
33,340	Roffey Millennium Hall	19,962
35,241	Earmarked Reserves	19,903
<b>508,711</b>	Total Expenditure	<b>432,046</b>
	<b>General Fund Analysis</b>	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	436,382
<b>742,293</b>		<b>666,439</b>
508,711	Less : Expenditure for Year	432,046
<b>233,582</b>		<b>234,393</b>
3,525	Transfers TO / FROM Reserves	17,492
<b>230,057</b>	<b>Closing Balance</b>	<b>216,901</b>

## Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

<b>Current Assets</b>		
13,413	Debtors	3,581
1,218	Vat Refunds	4,657
0	Prepayments	172
201,785	Lloyds Bank Accounts	295,435
85,000	Co-op Community Directplus A/c	85,293
85,083	Nationwide	85,137
85,000	Lloyds Bank - Fixed Deposit	0
150	Petty Cash	150
<b>471,649</b>		<b>474,424</b>
<b>471,649</b>	<b>Total Assets</b>	<b>474,424</b>
<b>Current Liabilities</b>		
29,797	Creditors	27,490
2,260	Accruals	3,007
<b>32,057</b>		<b>30,496</b>
<b>439,592</b>	<b>Total Assets Less Current Liabilities</b>	<b>443,928</b>
<b>Represented By</b>		
230,057	General Reserve	216,901
7,955	Earmarked Reserves - VAT Con	7,955
117,568	Earmarked Reserves - R&R Fund	100,693
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	8,551
722	EMR NHCLT	3
0	EMR - CiL DC19/2030	2,395
<b>439,592</b>		<b>443,928</b>

**NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 31st March 2021**

		BALANCE	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	NOTE
		31.03.18	ACTUAL	ACTUAL	31.03.19	01.04.2019	ACTUAL	ACTUAL	31.03.2020	01.04.2020	ACTUAL	ACTUAL	30.03.2021	
			31.03.19	31.03.19	31.03.19		31.03.2020	31.03.2020	31.03.2020		31.03.2021	30.03.2021	30.03.2021	
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056	-35000	412143	433987	216900	
	<b>EARMARKED RESERVES</b>													
320/0	REVENUE - VAT CONTINGENCY	7955			7955				7955				7955	
321/0	REPAIRS & RENEWALS (R&R)	139886	10436		129450	20770	32652		117568		16875		100693	3
322/0	ELECTION	19950			19950				19950				19950	
323/0	TREE MANAGEMENT WORK	0				6000	1750		4250		425		3825	6
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/	0				11053	619		10434		1883		8551	5
338/0	COMMUNITY INFRASTRUCTURE LEVY 2020/2	0							0			2395	2395	5
		322960	471993	541195	392162	0	508713	556142	439591	0	432046	436382	443927	

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 - ongoing repairs agreed by the Property Committee  
Removal of dangerous bridge at EM £280.00 / Repairs to boardwalks at EM £5,220/ Repairs to folding wall RMH £1,295, Tree work at EM (Ancient Oak) £ 2,853.08 - CEF - £159.02 & £170.73 / Strutt - Earls Meadows Fence - £4557.40 / G-Colliers - £1980.00 / Simmons - £360.00

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.

2 Benches and Picnic Bench for HTB £1,125 / TCM - installation costs- 758.39

6 Tree Management Work

Tree work from inspection - £425.00



## LLoyds Bank Accounts

## List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	Horsham Publications Ltd	010221-01	72.60		Publication & Newsletter
01/02/2021	Horsham District Council	010221-03	168.30		Dog Bins
01/02/2021	Horsham District Council	010221-04	443.00		RATES-FEB21
01/02/2021	CF Corporate Finance Ltd	010221-02	158.94		Photocopier Rental
02/02/2021	Scottish Water Business Stream	020221-01	62.83		Water Charges
02/02/2021	British Gas Business	020221-02	333.93		Electricity -14/12/to13/1/21
03/02/2021	British Gas Business	030221-01	286.27		Gas - 15-12-20-to 15-01-2021
03/02/2021	British Gas Business	030221-02	410.65		Gas Bill 15-12-20 to15-01-2021
05/02/2021	City Electrical Factors Ltd	050221-01	7.85		Electrical Repairs
05/02/2021	Essential Hygiene & Catering S	050221-02	396.48		Cleaning Materials
05/02/2021	Grasstex Ltd	050221-03	1,408.32		Grass Cutting
05/02/2021	Horsham District Council	050221-04	1,865.18		Burial Arrangement Roffey Ceme
05/02/2021	Kiddivouchers	050221-05	256.11		Child Care Vouchers
05/02/2021	D. Lees	050221-06	33.75		Travel Exp
05/02/2021	NETCOM	050221-07	225.55		IT Support
05/02/2021	Servcom Services UK Ltd.,	050221-08	139.86		Boiler repairs
05/02/2021	West Sussex County Council	050221-09	21,914.69		Salaries - Jan 2021
08/02/2021	SOS Systems	080221-01	48.66		Printing & Stationery
16/02/2021	Horsham District Council	160221-01	64.00		Refuse Collection
16/02/2021	Horsham District Council	160221-02	64.00		Refuse Collection
16/02/2021	Horsham District Council	160221-03	127.20		Refuse Collection
17/02/2021	British Gas Business	170221-01	377.62		Electricity Cost
22/02/2021	Enterprise Services Group Ltd	220221-01	12.00		Hygiene Services
22/02/2021	Grasstex Ltd	220221-02	334.80		Play Aera Maint Court
22/02/2021	SSALC Ltd	220221-03	36.00		Training Course
22/02/2021	Servcom Services UK Ltd.,	220221-04	481.74		Gas Boiler Reapirs
22/02/2021	N. Simmonds,	220221-05	165.00		Key Holder
22/02/2021	Streetlights	220221-06	623.62		Street Lights Maint Contract
22/02/2021	Strutt Tree Care	220221-07	2,853.08		Tree Work Ancient Oak
22/02/2021	T C Maintenance	220221-08	194.00		General Repairs
22/02/2021	Trafalgar Cleaning Equipment L	220221-09	46.57		Cleaning
22/02/2021	British Gas Business	220221-01A	308.35		Electricity Cost
22/02/2021	Lloyds Credit Card	BACS	77.99		Web Hosting
22/02/2021	Lloyds Credit Card	BACS	-77.99		Web Hosting
24/02/2021	Mr Alan Randall	240221-01	63.00		Travel Exp
24/02/2021	SSALC Ltd	240221-02	72.00		Training Course
24/02/2021	Turner Security Systems Ltd.	240221-03	46.80		Security Alarm
24/02/2021	West Sussex County Council	240221-04	275.00		Allotment Rent
25/02/2021	Scottish Water Business Stream	250221-01	139.91		Water Cost
<b>Total Payments</b>			<b>34,517.66</b>		

## Lloyds Bank Accounts

## List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	Horsham Publications Ltd	010321-01	72.60		Publication
01/03/2021	Horsham District Council	010321-02	168.30		Dog Bins Refuse
01/03/2021	Horsham District Council	010321-03	443.00		Rates
04/03/2021	Lloyds Credit Card	BACS	13.99		Curtain Window Rail
05/03/2021	Lloyds Credit Card	BACS	77.99		Web Hosting
05/03/2021	ELA Group	050321-01	173.38		Maintenance Lift Repair
05/03/2021	Kiddivouchers	050321-02	256.11		Child Care Vouchers
05/03/2021	D. Lees	050321-03	45.00		Travel Exp
05/03/2021	NETCOM	050321-05	226.38		IT Services
05/03/2021	Servcom Services UK Ltd.,	050321-06	201.55		Repairs & Maintenance
05/03/2021	N. Simmonds,	050321-07	165.00		Maintenance Electrical
05/03/2021	SSP Specialised Sports Product	050321-08	498.00		Cleaning & Mainte Services
05/03/2021	T C Maintenance	050321-09	917.39		Maintenance Genral
05/03/2021	West Sussex County Council	050321-10	19,997.45		Salaries
05/03/2021	British Gas Business	050321-11	228.94		Electricity Cost
08/03/2021	Public Works Loan Board	080321-02	6,039.66		PWLB Loan
08/03/2021	British Gas Business	080321-01	1,236.92		Gas Bill - 01-01 to 22-02-21
09/03/2021	CAME & CO	090321-01	474.70		Engineering Build. Insurance
11/03/2021	British Gas Business	110321-01	324.26		Gas Bill
11/03/2021	British Gas Business	110321-02	474.28		Gas Bill
12/03/2021	SOS Systems	120321-01	44.83		Printing & Stationery
15/03/2021	Woods for Learning CIC	BACS	2,000.00		Grants & Donations
16/03/2021	Assurity Consulting Ltd	160321-01	427.80		Legionella Testing
16/03/2021	Enterprise Services Group Ltd	160321-02	12.00		Hygiene Services
16/03/2021	Incor Group Management Ltd	160321-03	273.00		Cleaning Windows
16/03/2021	SSALC Ltd	160321-04	50.00		Training Finance
16/03/2021	T C Maintenance	160321-05	170.40		Open Space
16/03/2021	Trafalgar Cleaning Equipment L	160321-06	114.00		Off Equipment Maint
16/03/2021	Lloyds Credit Card	BACS	100.00		Hand Sanitiser
16/03/2021	Lloyds Credit Card	BACS	93.96		Hand Sanitiser Cleaning Cost
16/03/2021	Lloyds Credit Card	BACS	-0.02		Cleaning
16/03/2021	Lloyds Credit Card	BACS	0.04		Cleaning
17/03/2021	Horsham District Council	170321-01	64.00		Refuse Collection
17/03/2021	Horsham District Council	170321-02	64.00		Refuse Collection
17/03/2021	Horsham District Council	170321-03	127.20		Refuse Collection
17/03/2021	British Gas Business	170321-04	334.89		Electric Bill-01-02 to28-02-21
22/03/2021	British Gas Business	220321-01	226.96		Electricity cost
24/03/2021	Lloyds Credit Card	BACS	21.78		Steel Cable - Play Area
24/03/2021	Lloyds Credit Card	BACS	38.93		Nalc Membership
26/03/2021	BT Payment Services Ltd	260321-01	685.21		Telephone cost
26/03/2021	City Electrical Factors Ltd	260321-02	407.57		Repairs & Maintenance
26/03/2021	G Collier	260321-03	2,376.00		Repairs & Renewals
26/03/2021	Cutting South Ltd	260321-04	216.00		Light Inspection
26/03/2021	Grasstex Ltd	260321-05	69.60		Landscape Maintenance
26/03/2021	N. Simmonds,	260321-06	2,406.00		Maintenance Cost
31/03/2021	Lloyds Credit Card	BACS	38.45		Sundries
31/03/2021	Nalc - Training	BACS	38.93		Nalc - Training
31/03/2021	Strutt Tree Care	310321-01	4,557.40		Chessnut Fence - Earls Meadows

Date: 16/04/2021

North Horsham Parish Council

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Time: 10:36

LLOYDS Bank Accounts

List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		<b>Total Payments</b>	46,993.83		



## Lloyds Bank Accounts

## List of Payments made between 01/04/2021 and 30/04/2021 (provisional)

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	Horsham Publications Ltd	010421-01	72.60		Publication
01/04/2021	Horsham District Council	010421-02	172.20		Dog Bins
01/04/2021	Horsham District Council	010421-03	297.90		Rates- Apr21
06/04/2021	British Gas Business	060421-01	80.10		Electric Bill-14-02 to13-03-21
06/04/2021	City Electrical Factors Ltd	060421-02	112.90		General Repairs
06/04/2021	Extinguere Ltd	060421-06	128.50		Fire Extinguisher Inspection
06/04/2021	Leadbeater locks	060421-08	59.45		Open Space- Padlock
06/04/2021	T C Maintenance	060421-10	1,181.25		General Repairs
06/04/2021	Access Tower Services Ltd.,	060421-04	600.00		Tower building Training
06/04/2021	Grasstex Ltd	060421-07	1,074.12		Grass Cutting
06/04/2021	West Sussex County Council	060421-11	19,578.53		Subscription - Payroll
07/04/2021	SOS Systems	070421-01	46.79		Printing & Stationery
13/04/2021	Lloyds Credit Card	130421-04	38.93		NALC Membership
13/04/2021	Essential Hygiene & Catering S	130421-01	939.49		Hygiene Supplies
13/04/2021	Kiddivouchers	130421-02	256.11		Child care voucher
13/04/2021	D. Lees	130421-03	47.25		Travel Expense
13/04/2021	NETCOM	130421-05	227.40		IT Solution Cost
13/04/2021	N. Simmonds,	130421-06	165.00		Electrical Repairs
20/04/2021	British Gas Business	200421-01	367.39		Electr-01/03 to 31/03/21
20/04/2021	British Gas Business	200421-02	706.99		Gas Bill-23/02 to 31/03/21
27/04/2021	Lloyds Credit Card	BACS	31.22		Sundries
<b>Total Payments</b>			<b>26,184.12</b>		

**NORTH HORSHAM PARISH COUNCIL  
ASSET REGISTER  
SUMMARY - MARCH 2021 (PROVISIONAL OCTOBER 2020)**

	<b>GROSS TOTAL</b>
	<b>20/21</b>
HTB	68,526
RMH	1,061,360
NHH	36,405
PLAY AREAS	164,073
STREET FURNITURE	47,548
<b>TOTAL</b>	<b>1,377,913</b>

Updated 17.11.2020

Updated 09.02.2021

Updated 27.02.2021

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020-21**  
**NORTH HEATH HALL**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
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**BUILDINGS AND LAND**

1	North Heath Hall, St Marks Lane, Horsham, RH12 5PU	1988	1	1,550,000	1,731,193		Replacement cost per DV - 09.08.2017
			1	1,550,000	1,731,193		

**INTEGRAL FEATURES**

A	Under Floor Heating system						
B	Gas Boiler	01.04.2020	3,770	3,770			Replacement. See disposals
C	Light Fittings						See A15
D	Toilets (x 5)						
E	Fitted Kitchen	12.3.2009	9,478	10,000			Replacement from original
F	Fitted Kitchenette	9.7.2009	1,522	1,750			Replacement from original
G	Floor Covering (vinyl)	2003	3,927	12,000			
H	Floor Covering (vinyl) - lower	28.7.2013	1	2,970			Replacement from original
I	External Lighting						
J	Velux opening mechanism		1	866			Replaced with activators
K	Stage						
L	Stage Storage Cupboards		500	500			
M	Floor covering	01.08.2015	9000	9000			Replacement for kitchen, hall and toilets
			<b>28,199</b>	<b>40,856</b>			

**BUILDINGS AND LAND**

VAT at 20%

**TOTALS**

	1	1,550,000		
		310,000		No VAT recoverable
	<b>1</b>	<b>1,860,000</b>	<b>1,731,193</b>	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020-21**  
**NORTH HEATH HALL**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
<b>A</b>	<b>FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS</b>						
	<b>FURNITURE</b>						
1	Folding Tables (large)	25.4.2012	2,186	2,603			
1A	Folding Tables (small)	01.3.2018	240	240			
2	Folding Chairs	21.7.2008	4,298	4,530			
3	Chair Trolleys	21.7.2008	660	751			
			<b>7,384</b>	<b>8,124</b>			
	<b>FIXTURES AND FITTINGS</b>						
4	Entrance Matting	N/K	1	500			
5	Waiting Bench	2001	127	250			
6	Window Curtains	2011	4,947	3,000			
			<b>5075</b>	<b>3750</b>			
	<b>IMPROVEMENTS</b>						
7	Noise Limiter System	1991	6,690	8,000			
8	Stage Lighting system	1991	1	0			7, 8 & 9 inclusive purchase cost
9	Sound system	1991	1	9,000			
10	Stage Curtains	2006	949	3,500			See A9
11	Partition Wall	17.8.2009	8,800	10,000			Replacement from original
12	Alarm system	2012	2,119	7,000			Alarm systems replaced - 2012
13	Roof Window Openers	17.12.2014	866	1,000			
14	Sound Speakers	12.04.2019	207	207			Replacement/See Disposals - NHH
15	Light fittings and tubes	01.03.20	990	990			Replaced old fittings in hall so can use LEDs
			<b>20,623</b>	<b>39,697</b>			
	<b>CONTENTS (A)</b>		<b>33,082</b>	<b>51,571</b>			
	<b>VAT @ 20%</b>			10,314			No VAT recoverable
	<b>TOTAL CONTENTS (A)</b>		<b>33,082</b>	<b>61,885</b>	<b>67,981</b>		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020-21**  
**NORTH HEATH HALL**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
<b>B</b>	<b>OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK</b>						
1	Coat Racks	N/K	0	0			Previously disposed of
2	Internal Signage	N/K	224	224			
3	Clocks	N/K	1	20			
4	Kettles	N/K	90	135			
5	Paper Towel Dispensers	N/K	1	60			
6	Kitchen Swing Bins	N/K	1	30			
7	Internal Notice Boards	1991	138	800			
8	Fire Blankets	1995	1	50			
9	External Notice Boards	10.2015	485	485			Replacement - see disposals
10	Henry Vacuum Cleaner	1.7.2001	86	80			
11	Crockery/Cutlery etc.	1.7.2001	377	675			
12	Numatic Floor Polisher	30.7.2004	0	0			See Disposals - NHH
13	Fire Extinguishers )	2006	827	900			
14	120L Nappy Bin	17.7.2006	78	300			
15	Numatic Floor Washer	5.3.2007	990	1,118			
16	Range Oven	2009	1,200	1,500			
17	Tea Urn	26.3.2009	148	160			
18	Free Standing Fridge	9.7.2009	168	260			
19	Dishwasher	6.8.2013	230	250			
20	Karcher Floor Polisher	28.1.2015	703	850			Replacement - see B12
20	Cleaning Hand Tools	Various	1	120			
21	Stored Cleaning Materials	Various	800	1,050			
22	Hygiene Bins 23L x 3	01.02.2020	108	108			Replaced supplied bins as not fit for purpose
23	Hand Sanitiser Dispenser (Wall)	25.02.20	45	45			
24	Auto Sanitiser Dispenser	28.07.2020	191	191			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020-21**  
**NORTH HEATH HALL**

25	Auto saniatiser Floor Stand	11.08.2020	220	220					
26	Door Mat	28.09.2020	22	22					
29	Storage Box	01.07.2020	26	26					
			<b>7,161</b>	<b>9,679</b>					

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
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<b>CONTENTS (B)</b>
<b>VAT @ 20%</b>
<b>TOTAL CONTENTS (B)</b>

7,161	9,679	
	1,936	
<b>7,161</b>	<b>11,615</b>	<b>10,715</b>

No VAT recoverable - include in total

<b>NET TOTALS</b>
<b>VAT AT 20%</b>
<b>GROSS TOTALS</b>

40,244	1,611,250	
	322,250	
<b>40,244</b>	<b>1,933,500</b>	<b>1,809,889</b>

No VAT recoverable - include in total

- New items
- Disposals 20-21
- Insurance values to be checked

**No disposals to 31st March 2018**

**No disposals to 31st March 2019**

**Disposals to 31st March 2020 shown on a separate sheet and accounted for in the 2020 figures.**

**Disposals to 31st March 2021 shown on a separate sheet and accounted for in the 2021 figures.**

\* Further work required to complete these columns

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020- 21**

**NORTH HEATH HALL DISPOSALS**

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
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**2014/2015**

<b>B12</b>	Numatic Floor Polisher	28.1.2015	340	0	End of working life. Include in 2016/17
			<b>340</b>		

**2016/17**

<b>B9</b>	External Notice Boards	10.2015	492	0	End of working life
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**No disposals in financial year to 31st March 2018**

**No disposals in financial year to 31st March 2019**

**2019/20**

<b>A14</b>	Speakers	12.04.19	1	0	Replaced. End of working life. Safe disposal.
<b>C/A15</b>	Light fittings	01.03.20	0	0	Replaced. End of working life. Safe disposal.
	<b>TOTAL</b>		<b>1</b>	<b>0</b>	

**2020/21**

<b>B</b>	*Gas Boiler	01.04.2020.	3,839	0	Replaced. End of working life. Safe disposal.
	<b>TOTAL</b>		<b>3839</b>	<b>0</b>	

\* As an integral feature this was included in the final gross figure for NHH, so was not deducted from the total for 2020-21.

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**

**HOLBROOK TYTHE BARN**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
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**BUILDINGS AND LAND**

1	Holbrook Tythe Barn, Pondtail Road, Horsham, RH12 5JF	17.11.1995		969,000	969,137		Replacement cost per DV - 09.08.2017 Refurbished - 2014
2	Car park	17.11.1995					Part sold to Horsham Bowls Club
3	Bowls Green	17.11.1995					Sold to Horsham Bowls Club - 2013
4	Multi Courts and Play Area			184,000			Replacement cost per DV - 09.08.2017
5	Open Space						
			<b>1</b>	<b>1,153,000</b>	<b>969,137</b>		

**INTEGRAL FEATURES**

A	Light Fittings - internal	N/K	1						
B	Floor Covering (vinyl)	N/K	1	9,000					
C	External Lighting	N/K	1						
D	Velux Opening System	N/K	1						
E	Gas boiler	7.12.2009	1,960	2,200					
F	Fitted Kitchen	1.8.2010	10,327	10,000					Fitted oven replaced 2012 (£150)
G	Fitted Kitchen (WR)	2014	1	1					Part of external refurbishment
H	Floor Covering (vinyl)	2016	7200	7200					Replaced 2016 - main hall, kitchen and toilet
I	Patio doors and windows	01.09.2016	11,138	11,138					Replaced 2016
J	New water heater	30.04.18	2036	2036					To supply main kitchen and toilets
			<b>32,666</b>	<b>41,575</b>					

**BUILDINGS AND LAND**

VAT at 20% (70%)

**TOTALS**

	<b>1</b>	<b>1,153,000</b>				
		161,420				70% VAT not recoverable
	<b>1</b>	<b>1,314,420</b>		<b>969,137</b>		

DESCRIPTION	DATE	PROXY	REPLACEMENT	INSURED	DISPOSAL	NOTE
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**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**

**HOLBROOK TYTHE BARN**

	ACQUIRED	COST OR PURCHASE VALUE	COST 2021*	VALUE 31.03.21	DATE	
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<b>A</b>	<b>FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS</b>
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<b>FURNITURE</b>
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<b>1</b>	Folding tables (large)	22.4.2014	0	1,750		Replacements - see Disposals - HTB
<b>1A</b>	Folding tables (small)	01.03.18	240	240		
<b>2</b>	Folding chairs	22.4.2014	0	1,500		Replacements - see Disposals - HTB
<b>2A</b>	Arm Rest Chairs	01. 11.17	200	200		
			<b>440</b>	<b>3,690</b>		

<b>FIXTURES AND FITTINGS</b>
------------------------------

<b>3</b>	Benches/Hooks	N/K	0	0		See Disposals - HTB
<b>4</b>	Roller blinds (x 6)	2010	0	0		See Disposals - HTB
<b>4A</b>	Roller blinds (x2)	2016	528	528		Replacement cost 2016
<b>5</b>	External Awning	2010	3,191	4,000		
			<b>3,719</b>	<b>4,528</b>		

<b>IMPROVEMENTS</b>
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<b>6</b>	Alarm system	N/K	2,119	7,000		Alarm systems replaced - 2010
<b>7</b>	Acoustic Panels (WR)	11.3.2015	3,047	5,000		
<b>8</b>	Hand Driers x 2	5.2018	310	310		
<b>9</b>	Extractor Fan	10.2019	138	138		
			<b>5,614</b>	<b>12,448</b>		

<b>CONTENTS (A)</b>		9,773	20,666			
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<b>VAT @ 20% (70%)</b>			2,893			70% VAT not recoverable
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<b>TOTAL CONTENTS (A)</b>		<b>9,773</b>	<b>23,559</b>	<b>21,038</b>		
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**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**HOLBROOK TYTHE BARN**

	DESCRIPTION	DATE	PROXY	REPLACEMENT	INSURED	DISPOSAL	NOTE			
		ACQUIRED	COST OR	COST	VALUE	DATE				
			PURCHASE	2021*	31.03.21					
			VALUE							
<b>B</b>	<b>OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK</b>									
1	Cleaning hand tools	N/K	1	100						
2	Soap Dispensers	N/K	1	180						
3	Electric Hand Driers	N/K	1	1,000						
4	Clocks	N/K	1	20						
5	Fire Blanket	N/K	1	25						
6	Internal signage	N/K	1	500						
7*	External Notice Board (road)	N/K	1	800						
8*	External Notice Board (road)	N/K	1	800						
9	Fire extinguishers	17.11.1995	654	460						
10	Noticeboards - internal	1995	90	150						
11*	External Notice Board (wall)	1996	0	0			See disposals - HTB			
12	Crockery/Cutlery	1.7.2001	377	220						
13	Henry Vacuum cleaner	1.7.2001	85	80						
14	Floor cleaning machine	2011	992	1,000						
15	Temporary Shed for storage	28.11.2013	0	0			See Disposals - HTB			
16	Assistance Ramp	17.11.2014	292	325						
17	Literature Display Holder	25.3.2015	143	175						
18	Picnic Tables	4.9.2014	600	750						
19	Stored Cleaning Materials	Various	500	750						
20	Height Barrier	03.08.18	3,950	3,950						
21	Handrail at front of building	15.08.18	600	600						
22	Nappy Bin	01.08.18	95	95						
23	Water Urn (x2)	01.01.20	105	105						
24	Kettle	15.07.19	12	12						
25	Hand Sanitiser Dispenser	28.02.20	45	45						
26	Hand Sanitiser Dispenser	28.07.2020	190	190						

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21  
HOLBROOK TYTHE BARN**

27	Auto Sanitiser Floor Stand	11.08.2020	220	220					
28	Hand Sanitiser Dispenser	18.08.2020	46	46					
29	Door mats x 2	28.09.2020	32	32					
30	Barrier belts	01.07.2020	18	18					
31	Storage box	07.07.2020	26	26					
<b>CONTENTS (B)</b>			<b>9,080</b>	<b>12,674</b>					
<b>VAT @ 20% *</b>				<b>320</b>				*All VAT recoverable - do not include	
<b>VAT @ 20% (70%)</b>				<b>1,550</b>				70% VAT not recoverable - include in tot	
<b>TOTAL CONTENTS (B)</b>			<b>9,080</b>	<b>14,225</b>	<b>6,587</b>				Checked

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
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<b>C</b>	<b>SPORTS EQUIPMENT</b>					
1	Court Floodlights (x 4 )	1996	10,452	10,000	10,000	MUGA
2	Multi Courts Fencing	1996	1	30,000	30,000	MUGS
3	Multi Courts Surface	1996	36,595	50,000	50,000	MUGA
4	Netball posts (x 2)	8.2.2007	0	0		See Disposals - HTB
5	Tennis posts (x 2)/winder	2009	0	0		See Disposals - HTB
6	Tennis nets (x 2)	2009	0	0		See Disposals - HTB
7	5-a-side football posts (x 4)	2009	2,258	3,000		MUGA-Replaced 2014
8	Football Nets (x 4)/fixings	Various	361	900		MUGA-Replaced 2014

<b>CONTENTS (C)</b>	49,667	<b>93,900</b>	6,912	Items under Category C Insurance only
<b>VAT @ 20% (85%)</b>		<b>15,963</b>		85% VAT not recoverable - include in tot
<b>TOTAL CONTENTS (C)</b>	<b>49,667</b>	<b>109,863</b>	<b>6,912</b>	

<b>D</b>	<b>TOOLS AND GARDENING EQUIPMENT</b>
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**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**HOLBROOK TYTHE BARN**

1	Wheelbarrow	Various	0	0			See Disposals - HTB
2	Various small hand tools	Various	5	628			

<b>CONTENTS (D)</b>
<b>VAT @ 20% (70% only)</b>
<b>TOTAL CONTENTS (D)</b>

5	628		
	88		70% VAT not recoverable
5	716	2,325	

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
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**NET TOTALS**

**VAT @ 20%**

**VAT at 20% (70%)**

**VAT @ 20% (85%)**

**GROSS TOTALS**

68,526	1,280,868		
	320		All VAT recoverable - not in total
	165,952		70% VAT not recoverable - included in total
	15,963		85% VAT not recoverable - included in total
68,526	1,462,783	1,005,999	

- New items
- Disposals
- Insurance values to be checked

**No disposals year ending 31st March 2020**

**No disposals year ending 31st March 2021**

\* Further work required to complete these columns

**NORTH HORSHAM PARISH COUCL ASSET REGISTER 2020 - 21**  
**DISPOSALS - HOLBROOK TYTHE BARN**

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
<b>A3</b>	Benches/Hooks	2013	1	0	Changing Rooms converted to new Hall. No useful life remaining
<b>BUILDING AND LAND</b>					
	Car Park	18.12.2013	0	0	Part sold to Horsham Bowls Club - by way of barter
	Bowls Green	18.12.2013	0	0	Part sold to Horsham Bowls Club - by way of barter
<b>C4</b>	2 Netball Posts	1.3.2014	462	0	Unable to sell - given away
			<b>463</b>	<b>0</b>	

**2014/2015**

<b>A1</b>	Tables (x 20)	22.4.2014	2140	0	Unable to sell/donate - disposed of
<b>A2</b>	Chairs (x 72)	22.4.2014	1547	0	Unable to sell/donate - disposed of
<b>B15</b>	Shed	July 2014	333	0	Poor condition unable to sell - given away as a donation.
<b>C4</b>	2 Netball Posts	July 2014	462	0	Poor condition unable to sell - given away as a donation.
<b>C5</b>	Tennis Posts	July 2014	556	0	Poor condition unable to sell - given away as a donation.
<b>C6</b>	Tennis Nets	July 2014	195	0	Poor condition unable to sell - given away as a donation.
			<b>5,233</b>	<b>0</b>	

**2016/17**

<b>A4</b>	Roller blinds (x 6)	40452	597	0	Unable to sell/donate - disposed of
			<b>597</b>		

**2017/18**

<b>B11</b>	External Notice Board (wall)	1996	591	0	Disposed off
<b>D1</b>	Wheelbarrow	Various	1	0	Disposed off
			<b>593</b>	<b>0</b>	

**No disposals year ending 31st March 2019**

**No disposals year ending 31st March 2020**

**No disposals year ending 31st March 2021**

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.2021	DISPOSAL DATE	NOTE
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**BUILDING AND LAND**

Roffey Millennium Hall, Crawley Road Horsham, RH12 4DT	2000	970,138	2,164,000	2,592,648		125-year Lease from HDC PWLB Loan Replacement cost per DV - 09.08.2017
		<b>970,138</b>	<b>2,164,000</b>	<b>2,592,648</b>		

**INTEGRAL FEATURES**

<b>A</b>	Heating/Water/AHU Plant					
<b>B</b>	Air conditioning Units (x 2)					
<b>C</b>	Light Fittings					
<b>D</b>	Toilets (x 6)					
<b>E</b>	Fitted Kitchens (x 3)					
<b>F</b>	Floor Covering in Halls (vinyl)			9,135		Replaced 2014
<b>G</b>	Floor Covering - other (vinyl)			2,390		Replaced 2014
<b>H</b>	Floor Covering - kitchens (vinyl)			2,700		Replaced 2014
<b>I</b>	Fire Escape					
<b>J</b>	Roof Access Ladder					
<b>K</b>	Lift					
<b>L</b>	External Lighting					
<b>M</b>	Telephone System					Replaced 2017 - see A33
				<b>14,225</b>		

**BUILDING AND LAND**

	970,138	<b>2,164,000</b>	
VAT at 20%		432,800	All VAT recoverable
<b>TOTALS</b>	<b>970,138</b>	<b>2,164,000</b>	<b>2,592,648</b>

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.2021	DISPOSAL DATE	NOTE
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<b>A</b>	<b>FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS</b>
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<b>FURNITURE</b>
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1*	Hanging File Trolleys	N/K	0	0		2012	See Disposals - RMH
2	Roller Blinds	N/K	0	0			Disposed of - date unknown
3	Folding Tables (large)	2000	1	2,427			
3A	Folding Tables (small)	01.03.18	240	240			
4	Fixed Leg Chairs	2000	1	1,846			
5	Fixed Leg Tables	2000	1	2,625			
6	Flooring (carpet tiles)	2014	11,995	17,500			Replaced 2014
7	Free Standing Cookers (x2)	2000	875	940			
8	Free Standing Fridges (x 3)	2000	1	520		28.02.19	x1 disposed off. See disposals
9	Vertical Blinds (Arundel)	8.3.2002	133	400			
10	Curtains	19.12.2006	1,712	3,000			
11*	Office Desk/Hutch/Pedestal	12.3.2008	676	500			
12*	Sofa type seating and unit	12.3.2008	855	895			
13	Folding Chairs	21.7.2008	6,447	7,551			
14	Chair Trolleys (x 6)	21.7.2008	990	1,126			
15*	Bookcases - standard	9.2.2010	360	355			
16*	Cupboard Racking/Shelving	12.2.2010	882	1,000			
17	Vertical Blinds	2010	4,177	4,500			
18*	Lockable Cupboard	2012	149	160			
19*	Office Desks/Pedestals	Various	830	700			
20*	Office Chairs	Various	480	700			
21*	Office Tables	Various	435	648			
	<b>Carry Forward</b>		<b>31,240</b>	<b>47,633</b>			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.2021	DISPOSAL DATE	NOTE
<b>A contd./brought forward</b>		<b>31,240</b>	<b>47,633</b>			
22* Other Chairs	Various	480	512			
23* Miscellaneous Furniture	Various	1	300			
24* Metal Filing Cabinets	Various	0	0		2012	See Disposals RMH
24a Photocopier	2017	0	0	7,500		Leased
24b Free standing fridge	1.2019	130	130			
24c* Office Chairs x 2	3.2019	340	340			
24d* Small table trollies (x3)	11.2019	588	588			From s106 money
24e* Round tables (x6) in trolley	11.2019	1414	1414			From s106 money
		<b>34,193</b>	<b>50,917</b>			

<b>IMPROVEMENTS</b>						
25	Air conditioning Units (x 1)	N/K	1	1,500		Internal
26	Partition Wall	2000	5,000	10,000		
27	Sound System	2000	5,000	9,000		
28	Acoustic Panels	2005	5,457	7,500		
29	Magnetic Door Closures	26.4.2007	1,371	1,550		
30	Air Conditioning Units (x 3)	19.1.2009	3,855	4,500		Internal
31	Alarm systems	2010	11,050	15,000		Alarm systems replaced - 2010
32	AC Unit Members Room (x1)	6.2016	998	998		
33	Telephone System	4.17	1953	1953		New system with 4 handsets purchased April 2017 - £1953
34	Hand Drier x 1	5.2018	155	155		
			<b>34,840</b>	<b>52,156</b>		

<b>TOTAL CONTENTS (A)</b>	<b>69,033</b>	<b>103,073</b>	<b>116,021</b>	Contents under category A insurance only
<b>VAT at 20%</b>		<b>18,966</b>		ALL VAT recoverable - not included in total
<b>VAT at 20% (37%) *</b>		<b>600</b>		37% not recoverable - include in total
<b>TOTALS</b>	<b>69,033</b>	<b>103,673</b>	<b>123,521</b>	



**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**ROFFEY MILLENNIUM HALL**

	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.2021	DISPOSAL DATE	NOTE
<b>B</b>	<b>OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK</b>						
1	Coat Racks (x 4)	N/K	1	740			
2*	Safe	N/K	1	1,800			
3	Internal Noticeboards	N/K	1	600			
4	Cordless Telephone Handset	10.04.17	61	61			
5	Waste Paper Bins	Various	1	100			
6	Coffee Machines	Various	1	1,000			
7	Kettles	Various	1	225			
8	Crockery/Cutlery	Various	1	900			
9	Paper Towel Dispensers (x 10)	Various	1	300			
10	Cleaning Hand Tools	Various	1	100			
11	Extension Leads (x 4)	Various	1	80			
12	Clocks	Various	70	110			
13	Fire Extinguishers	2000	1	1,665			
14	Fire Blankets (x 3)	2000	1	75			
15*	External Letter Box	2000	371	400			
16*	Leaflet Carousel	2001	107	147			
17	Internal Signage	6.4.2001	79	550			
18	Tea Trolleys	14.5.2001	145	240			
19	Tea Urns	14.5.2001	180	480			
20	Numatic Floor Washer	29.2.2004	740	1,125			
21*	External Noticeboard (x 1)	2005	550	700			
22	Numatic Floor Polisher	9.12.2005	700	800			
23	Henry Vacuum Cleaner	31.1.2006	140	120			
24	Numatic Cleaning Trolley	11.4.2006	146	300			
	<b>Carry Forward</b>		<b>3,301</b>	<b>12,618</b>			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**ROFFEY MILLENNIUM HALL**

	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE	DISPOSAL DATE	NOTE
					31.03.2021		
	<b>B contd./brought forward</b>		<b>3,301</b>	<b>12,618</b>			
25	Hot Water Jugs (x 3)	14.6.2006	84	90			
26	Baby Changing Unit (x 2)	17.7.2006	370	300			
27	50L Nappy Bin (x 3)	17.7.2006	254	225			
28*	Framed scenic prints (x 6)	13.6.2007	282	350			
29	Convector Heaters (x 2)	2010	100	100			
30	Karcher Power Washer	2010	275	350			
31	Hose and Reel	2010	60	75			
32*	Table Top Display Boards	10.3.2011	300	600			
33*	Table Top Display Boards	14.5.2012	182	210			
34	Vax Carpet Cleaner	25.5.2012	280	300			
35	Hand held Steam Cleaner	11.12.2012	0	0		2013	See Disposals RMH. Believed stolen
36	Free standing Dishwasher	20.6.2013	150	175			
37*	CD Players x 2 (public)	15.5.2014	210	250			
38	Free standing Dishwasher	12.11.2014	180	180			
39*	Pop Up Advert Display	19.3.2015	105	130			
40*	Table Top Display Boards	25.3.2015	120	150			
41	Stored Refreshments	Various	500	250			
42*	Stored Stationery	Various	1,500	2,180			
43	Stored Cleaning Materials	Various	1,000	1,250			
44	Defibrillator	01.03.2019	1,000	1,000	1,030		Replacement - original believed stolen
45	George Vacuum Cleaner	31.08.18	209	209			
46	Coffee jugs x 4	28.02.19	68	68			
47	Water jugs x 4	28.02.19	125	125			
48	Tea pots x 4	28.02.19	53	53			
49	Additional Crockery (est)	28.02.19	200	31			
50	Fans (x3)	01.07.19	63	63			
51	Beverage Station	01.04.19	37	37			
52	Kettle	01.11.19	13	13			
50	Hand Sanitiser Dispenser	28.02.20	45	45			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**

**ROFFEY MILLENNIUM HALL**

51	Urns (x3)	01.03.20	141	141					
52	Fan Heaters (x2)	28.02.20	80	80					
53	Hand Sanitiser Dispenser	11.08.2020	105	105					
54	Floor Mat	28.09.2020	23	23					
55	Swing bins	01.07.2020	30	30					
56	Mop	01.07.2020	12	12					
57	Rope barriers	13.01.21	135	135					
58	Henry Hoover	25.02.21	95	95					
<b>TOTAL CONTENTS (B)</b>			<b>11,687</b>	<b>22,048</b>	<b>18,623</b>	Items under Category B insurance only			
<b>VAT at 20%</b>				<b>3,010</b>		All VAT recoverable - do not include in total			
<b>VAT at 20% (37%) *</b>				<b>512</b>		37% not recoverable - include in total			
<b>TOTALS</b>			<b>11,687</b>	<b>22,560</b>	<b>19,653</b>	Checked			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**ROFFEY MILLENNIUM HALL**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2020*	INSURED VALUE 31.03.2020	DISPOSAL DATE	NOTE
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C	COMPUTER AND OFFICE EQUIPMENT					
1	HP Scanjet scanner	N/K	0	0	2018	See Disposals RMH
2	ABC Docuseal laminator	18.9.2001	89	200	2020	See Disposals RMH
3	HP laserjet printers (x 1)	2006	175	180	2018	See Disposals RMH x 2 . Kept 1
4	Fellowes Shredder	1.4.2008	150	200		
5	Siemens Monitors (x2)	16.7.2008	234	300		2 Kept from older computers (CC,AC)
6	HP colour laserjet printer	16.7.2008	0	0	2015	See Disposals RMH
7	Brother A3 deskjet printer	18.11.2009	0	0	2018	See Disposals RMH
8	Samsung laptop (PM)	1.6.2010	0	0	Unknown	Missing assumed previously disposed off
9	Lenovo Computers (x 3)	22.3.2012	1,023	1,500		C,CC,AC
10	BenQ Monitor (x 1)	1.5.2012	97	120		C
11	Sony Digital camera	15.8.2012	127	150		
12	Samsung laptop (PC)	6.12.2012	336	400		FG
13	MultiMedia Projector (office)	26.11.2013	347	400		
14	QNAP Network Storage	20.12.2013	291	291		
15	Fujitsu laptop (PM)	10.6.2014	319	350		DC
16	HP Colour Printer	1.3.2015	533	585		CC
17	Tower & Monitors (Members Room)	01.03.2016	428	428		
18	Iiyama Monitors (2)	Various	200	200		C,FO
19	Lenovo Carbon Laptop	12.2017	350	350		FO
20	CCTV	2.2017	1,410	1,410		
21	Laptop bag	01.08.2020	35	35		
22	Laminator	01.08.2020	33	33		
23	Lenovo thinkpad (refurbished)	23.10.2020	420	420		
<b>TOTAL CONTENTS (C)</b>			<b>6,597</b>	<b>7,552</b>	<b>6,000</b>	

**TOTAL CONTENTS (C)**

**6,597                      7,552**

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**ROFFEY MILLENNIUM HALL**

VAT at 20% (37%)
<b>TOTALS</b>

	<b>559</b>		37% not recoverable - include in total
<b>6,597</b>	<b>8,111</b>	<b>6,000</b>	

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2020*	INSURED VALUE 31.03.2020	DISPOSAL DATE	NOTE
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<b>D</b>	<b>TVs, AUDIO-VISUAL ITEMS AND TOOLS</b>
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1	TV/Video (x 1)	2001	0	0	2014	See Disposals RMH
2	Recording Equipment	2003	0	0	2014	See Disposals RMH
3	Multimedia Projector (public)	27.6.2006	490	400		
4	Flip Chart Stands (x 4)	6.3.2007	330	300		
5	Projector Screens (x 2)	23.9.2009	320	384		
6	Litter Wardens Cart	18.8.2009	551	800		
7	Whiteboards (x 2)	10.12.2009	214	242		
8	Projector Screens Fixed (x 4)	26.11.2013	247	300		
9	Projector Screens (x 2)	25.4.2014	172	200		
10	Digital Recorder	01.12.18	22	22		
11	Multimedia Projector (public)	22.03.19	349	349		
12	Projector Screen	3.19	90	90		
13	Lift Prop	01.09.19	648	648		H&S requirement
<b>TOTAL CONTENTS (D)</b>			<b>3,433</b>	<b>3,735</b>	<b>2,019</b>	

<b>TOTAL CONTENTS (D)</b>
VAT at 20%
<b>TOTALS</b>

<b>3,433</b>	<b>3,735</b>	
	747	All VAT recoverable - do not include in total
<b>3,433</b>	<b>3,735</b>	<b>2,019</b>

<b>G</b>	<b>CIVIC REGALIA</b>
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1	Union Flag	N/K	1	85		
2	Chairman's Chain of Office	1990	319	500	500	
3	Mallet and striking plate	2002	31	75		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**ROFFEY MILLENNIUM HALL**

4	Year of Culture Flag	01.01.19	50	50					
5	Silent Soldiers x 2	01.08.18	250	250					
<b>TOTAL CONTENTS (G)</b>			<b>651</b>	<b>960</b>	<b>500</b>				

C/F	<b>TOTAL CONTENTS (G)</b>		<b>651</b>	<b>960</b>	<b>0</b>		Items insured in Category G only
	<b>VAT at 20%</b>				<b>192</b>		All VAT recoverable - do not include in total
	<b>TOTALS</b>		<b>651</b>	<b>960</b>	<b>500</b>		

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2020*	INSURED VALUE 31.03.2020	DISPOSAL DATE	NOTE
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<b>NET TOTALS</b>		1,061,538	2,303,039			
<b>VAT AT 20%</b>			455,715			All VAT recoverable - do not include in total
<b>VAT at 20% (37%)</b>			1,671			37% not recoverable - include in total
<b>GROSS TOTALS</b>		<b>1,061,538</b>	<b>2,304,710</b>	<b>2,744,341</b>		

Disposals to 31st March 2021 shown on a separate sheet and accounted for as below in the 2021 figures.

<b>LESS DISPOSALS</b>	<b>89</b>
<b>TOTAL</b>	<b>1,061,449</b>

- New items
- Insurance values to be checked

**DISPOSALS - ROFFEY MILLENNIUM HALL**

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS £	NOTE
<b>A24</b>	4 x Metal Filing Cabinets	2012	189	0	Surplus to requirements. Donated to other organisations
<b>A1</b>	1 x Hanging File Trolley	2012	50	0	Surplus to requirements. Donated to other organisations
<b>C</b>	Siemens Computers (x 3)	2012	1	0	End of working life, Secure disposal
<b>C</b>	Siemens Monitors (x 1)	2012	120	0	End of working life. Safe disposal
<b>C</b>	Logitech keyboards (x 3)	2012	1	0	End of working life. Safe disposal
<b>C</b>	Fujitsu laptop	2012	1	0	End of working life. Secure disposal
<b>C</b>	HP Digital camera	2012	1	0	End of working life. Safe disposal
<b>D</b>	OHP Projectors/Trolleys ( x 2)	2012	1	0	End of working life.
<b>B35</b>	Hand held Steamer	2013	50	0	Believed stolen. To be replaced
			<b>414</b>	<b>0</b>	

**2014/2015**

<b>DI</b>	TV/Video (x 1)	2014	661	0	End of working life. Safe disposal
<b>D2</b>	Recording equipment	7.5.2014	750	0	Proceeds of £75 donated to Age UK Horsham
<b>C6</b>	HP Colour Printer	1.3.2015	377	0	End of working life. Safe disposal
			<b>1,788</b>	<b>0</b>	

**2017/2018**

<b>C1</b>	HP Scanjet scanner	1.2018	1	0	End of working life. Safe disposal
<b>C3</b>	HP laserjet printers (x 2)	1.2018	175	0	End of working life. Safe disposal
<b>C7</b>	Brother A3 deskjet printer	1.2018	220	0	End of working life. Safe disposal
			<b>396</b>	<b>0</b>	

**2018/19**

<b>A8</b>	Free standing fridge	28.02.19	1	0	End of working life. Safe disposal of one fridge.
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**No disposals in financial year to 31st March 2020**

**Disposals 2020/21**

<b>C2</b>	Laminator	01.08.2020	89	0	End of working life. Safe disposal
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**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**PLAY AREAS AND OPEN SPACES**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
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**AMBERLEY CLOSE**

1	Cradle Swings	May 2005	1,251	1,835			
2	Junior Swings	May 2005	1,095	1,606			
3	Junior Multi Play Unit	May 2005	12,974	19,030			
4	Toddler Multi Play Unit	May 2005	5,915	8,676			
5	Cone Climber	May 2005	2,695	3,953			
6	Spinner	May 2005	843	1,236			
7	Springer	May 2005	1,293	1,896			
8	Adventure Trail (x 5)	May 2005	2,083	3,055	5,854		Insured item
9	Game Panels	May 2005	3,467	5,085			
10	Delivery/Installation	May 2005	8,615	12,636			
11	Safety Surfacing	May 2005	7,500	11,000			
12	Seats	Sept. 2005	498	730			
13	Litter Bins	May 2005	176	258			
14	Fencing/Gates	28.9.2005	839	1,230			
15	Signage	2005	228	334			
			<b>49,472</b>	<b>72,560</b>	<b>5,854</b>		

**AMBERLEY CLOSE  
RECREATION AREA**

1	Basket Ball Hoop	NK	350	394					
2	Goal Posts	NK	600	675					
			<b>950</b>	<b>1,069</b>	<b>0</b>				



**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21**  
**PLAY AREAS AND OPEN SPACES**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
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**BIRCHES ROAD**

1	Junior Multi Play Unit	June 2004	11,325	15,827		
2	Toddler Multi Play Unit	June 2004	3,230	4,514		
3	Roundabout	June 2004	1,900	2,655		
4	Adventure Trail	June 2004	3,080	4,304		
5	Ancillary Costs	June 2004	1,000	1,397		
6	Delivery/Installation	June 2004	4,294	6,001		
7	Safety Surfacing	June 2004	12,900	18,028		
8	Fencing/Gates	June 2004	1	**8000		Reused from another area. R'ment cost is guesstimate.
9	Litter Bins	June 2004	300	419		
10	Signage	June 2004	154	215		
11	Seats	1.9.2005	498	680		
12	Mixed Swing Set	20.9.2013	3,723	4,038		Replacement of original
			<b>42,405</b>	<b>58,078</b>	<b>0</b>	

1

**2 EARLES MEADOW**

3	Mixed Swing Set	N/K	1,100	1,317		
4	Seats (x 1)	N/K	1	680		
5	Fencing/Gate	N/K	1	1,000		
6	Litter Bin (x 1)	1.8.2001	252	409		
7	Signage	2005	229	336		
8	Toddler Multi Play Unit	2011	6,460	7,734		Replacement of original
9	Ancillary Costs	2011	1	1,000		
	Delivery/Installation	2011	1	3,000		
	Safety Surfacing	31.10.2012	2,143	2,486		
			<b>10,188</b>	<b>17,962</b>	<b>0</b>	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21  
PLAY AREAS AND OPEN SPACES**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
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**HOLBROOK TYTHE BARN**

1	Picnic Tables	N/K	0	0		Previously disposed of
2	Litter Bin x 1	N/K	379	496.00		Replacement for wooden litter bin
3	Signage	N/K	460	602.00		
4	Junior Swing Set	14.3.2008	1,213	1,590.00		
5	Cradle Swing Set	14.3.2008	1,386	1,816		
6	Delivery/Installation etc	14.3.2008	938	1,229		
7	Safety Surfacing	Various	1	6,000		
8	Zip Line	2011	8,000	9,577	10,537	Insured item
9	Spinner	2011	2,000	2,394		
10	Delivery/Installation etc	2011	1,000	1197		
11	Toddler Multi Play Unit	1.4.2012	3,798	4,405		
12	Junior Multi Play Unit	1.4.2012	11,255	13,055		
13	Delivery/Installation etc	1.4.2012	2,132	2,473		
14	Safety Surfacing	Various	15,000	15000		Estimated cost over time
15	Fencing/Gates	1.4.2012	11,280	13084		
16	0 and X Panel	29.8.2012	533	618		Additional item
17	Seats (x 2)	12.7.2013	1,150	1295		Replacement for wooden seats
			<b>60,525</b>	<b>74,831</b>	<b>10,537</b>	

For Play Areas replacement costs see separate document : Replacement Costs and Time Frames 2018-19.  
The replacement costs shown in the Asset Register have been taken from there.

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020 - 21  
PLAY AREAS AND OPEN SPACES**

**HOLBROOK TYTHE  
BARN OPEN SPACE  
RECREATION AREA**

1	Goal Posts	27.06.17	300	300	0					
2	Goal Post	01.12.19	233	233						
			<b>533</b>	<b>533</b>	<b>0</b>					

**NET TOTALS**

164,073

225,033

16,391

**VAT AT 20%**

45,007

All VAT recoverable - do not include

**GROSS TOTALS**

**164,073**

**225,033**

**16,391**

\*Further work required to complete these columns

**No disposals in financial year to 31st March 2018**

**No disposals in financial year to 31st March 2019**

**No disposals in financial year to 31st March 2020**

**No disposals in financial year to 31st March 2021**

New items

Insurance values to be checked

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020-21  
STREET FURNITURE**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021	INSURED VALUE 31.03.21	DISPOSAL DATE	NOTE
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**BUS SHELTERS**

1	North Heath Lane(Blenheim Way)	1983	2,492	3,750		Replaced 2007
2	Lambs Farm Road (Greenfields Rd)	1994	3,264	3,750		
3	Church Road	13.7.2004	3,264	3,750		
4	Lambs Farm Road (Rusper Rd)	18.11.2004	0	0		See Disposals
5	Lambs Farm Rd (Southdown Cl.)	18.11.2004	0	0		See Disposals
6	Manor Fields	18.11.2004	3,510	3,750		
7	North Heath Lane (Coltsfoot Dve)	21.2.2007	3,067	3,750		
8	North Heath Lane (Amundsen Rd)	21.2.2007	3,067	3,750		
9	Jackdaw Lane	21.2.2007	2,719	3,750		
10	Crawley Road	22.11.2007	3,112	3,750		
11	Perch Seat for (5) above	1.8.2013	99	100		
12	Bartholomew Way	2008	1	5,500		
13	Seat for 3 above	11.2018	279	279		
			<b>24,874</b>	<b>35,879</b>	<b>0</b>	

**STREET LIGHTS**

1	Amundsen Road (x 6)	N/K	1	650		
2	Cook Road (x 10)	N/K	1	650		
3	Peary Close (x 3)	N/K	1	650		
4	Pixies Hollow (x 1)	N/K	0	0		Passed to WSCC
5	St Marks Lane (x 4)	N/K	1	650		
6	Cottingham Avenue (x 1)	N/K	1	650		
7	Giblets Lane (x 1)	N/K	1	650		
8	Heather Close (x 1)	N/K	1	650		
9	Holbrook Tythe Barn - car park x2	N/K	1	600		
10	Holbrook Tythe Barn - car park x1	31.03.21	300	300		
			<b>308</b>	<b>5,450</b>	<b>0</b>	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020-21  
STREET FURNITURE**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2020	INSURED VALUE	DISPOSAL DATE	NOTE
				31.03.20		

**ROADSIDE SEATS**

1	Roffey Corner (x 1)	N/K	1	800			
2	Rusper Road/Kings Road (x 1)	24.10.2010	395	500			
			<b>396</b>	<b>1,300</b>	<b>0</b>		

**OTHER SEATS**

1	Birches Road (x 1)	N/K	1	800			
2	Picnic Tables (x 1) - HTB	N/K	0	0			Disposed of - date unknown
3	Picnic Tables (x 2) - NHH		1	0			
4	Amberley Close - commemorative	17.12.2001	471	800			
5	Amberley Close Open Space (x 2)	2007	1,116	1,600			
6	Octagonal Picnic Tables (x 3)	4.9.2014	600	900			
7	Benches (x2) HTB Open Space	19.12.20	510	510			
8	Picnic Table (x 1) - HTB Open space	19.12.20	430	430			
			<b>3,129</b>	<b>5,040</b>	<b>0</b>		

**NOTICEBOARDS**

1	Coltsfoot Drive	N/K	563	550			
2	Bartholomew Way	01.10.2015	365	365			Replaced - see disposals
3	Lambs Farm Road (Shops)	12.10.2005	563	750			
4	Church Road	01.10.2015	365	365			Replaced - see disposals
5	North Heath Lane (R'side Walk)	01.10.2015	598	598			Replaced - see disposals
6	Roundel - Crawley Road	10.7.2008	4,238	5000	5,854		Insured item
7	Godwin Way	25.1.2010	1,046	1,046			
			<b>7,738</b>	<b>8,674</b>	<b>5,854</b>		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020-21  
STREET FURNITURE**

DESCRIPTION		DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2020	INSURED VALUE 31.03.20	DISPOSAL DATE	NOTE
<b>OTHER ITEMS</b>							
1	Earles Meadow Boardwalks	N/K	1	20,000	21,430		Insured item
2	Roadside Sign - HTB	N/K	1	500			
3	Fencing - Harwood Rd allotments	2001	1,609	8,000			
4	Handrail - Manor Fields	1.8.2003	713	0			
5	Flagpole	2003	593	500			
6	Butterworth Seat Memorial Plaque	2007	97	4,000			
7	Scaffold Tower	7.10.2011	1,955	2,225			
8	Salt Bins (x 3) and locks	8.11.2012	484	600			
9	Sack Barrow	14.5.2012	53	60			
10	Information Stone - Earles Meadow	18.10.2013	1700	500			
11	Telescopic Ladder	7.6.2013	0	0			See disposals
12	Street Light Counter Balance	22.8.2013	1,285	1,500			
13	Safety Harnesses (2)	24.10.2013	140	175			
14	Manual Salt Spreader	8.11.2013	986	1,200			
15	PA Testing equipment	21.1.2014	649	649			
16	Stihl Leaf Blower	29.8.2014	0	0			See disposals
17	Small Litter Warden Trolley	10.12.2014	239	350			
18	Bosch Leaf Blower	21.11.18	200	200			Replacement see 16
19	Bollards (various)	Various	350	350			
20	Cycle Racks x 2	25.10.19	48	48			Fitzallen Road
			<b>11,103</b>	<b>40,857</b>	<b>21,430</b>		
<b>NET TOTALS</b>			47,548	97,200			
<b>VAT at 20%</b>				19,440			
						All VAT recoverable	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2020-21  
STREET FURNITURE**

47,548	116,640	27,284
--------	---------	--------

 New items

 Insurance values to be checked

**No disposals in financial year to 31st March 2020 or March 2021.**

\* Further work required to complete these columns

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
	<b>BUS SHELTERS</b>				
6	Lambs Farm Road (Rusper Road)	2011	3510	0	Vandalised. No insurance claim made
7	Lambs Farm Rd (Southdown Cl.)	18.12.2013	2504	0	Vandalised. Donated to Findon PC
			<b>6014</b>	<b>0</b>	

**2016/17**

**OTHER ITEMS**

11	Telescopic Ladder	7.6.2013	75	0	Disappeared.	Included in 2016/17
16	Stihl Leaf Blower	29.8.2014	371	0	Disappeared.	Included in 2016/17

**NOTICEBOARDS**

2	Bartholomew Way	12.10.2005	685	0	Disposed of.	Included in 2016/17
4	Church Road	2007	849	0	Disposed of.	Included in 2016/17
5	North Heath Lane (R'side Walk)	2007	938	0	Disposed of.	Included in 2016/17
			2,918	0		

**No disposals in financial year to 31st March 2018**

**No disposals in financial year to 31st March 2019**

**No disposals in financial year to 31st March 2020**

**No disposals in financial year to 31st March 2021**



**NORTH HORSHAM PARISH COUNCIL ASSET REGISTR 2020-21  
LAND HOLDINGS**

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2021*	INSURED VALUE 31.03.2021*	DISPOSAL DATE	NOTE
-------------	---------------	--------------------------------	------------------------	---------------------------	---------------	------

<b>LAND</b>						
1	Birches Road	N/K	1			Community Land
2	Heath Way	1976	0*			Community Land --not NHPC*
3	Amberley Close	1980	1			Community Land - includes allotments
4	North Heath Hall	1989	1			Not building
5	Holbrook Tythe Barn	1995	1			Not building/multi courts/play area
6	Earles Meadow	1998	1			Community Land - 13 acres
7	Pixies Hollow	1990	1			Land along part length BW 1583
			<b>6</b>	<b>0</b>	<b>0</b>	

\* further work required to complete these columns.

**No disposals in financial year to 31st March 2020**

**No disposals in financial year to 31st March 2021**

\* In 2018 it was confirmed by HDC that they own this land, not NHPC as thought previously.

# APPENDIX 4



## MULBERRY & CO

Chartered Certified Accountants  
Registered Auditors  
& Chartered Tax Advisors

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Our Ref: MARK/NOR002

Mrs P Whitehead  
North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham  
West Sussex  
RH12 4DT

23<sup>rd</sup> April 2021

Dear Pauline

**Re: North Horsham Parish Council**  
**Internal Audit Year Ended 31<sup>st</sup> March 2021**

### Executive Summary

Following completion of our interim internal audit on the 30<sup>th</sup> September 2020 & our final audit on the 23<sup>rd</sup> April 2021 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in Red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose.

I would like to thank Rita for her assistance and whilst my report contains recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at North Horsham Parish Council are well established, and followed and the AGAR will be ready for submission to the external auditor.

## **Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority’s approval of the annual governance statement.

## **Independence & Competence**

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor is a qualified practicing accountant with over 20 years’ experience as a registered statutory auditor.

## **Engagement Letter**

An engagement letter was issued on the 1<sup>st</sup> September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

## **Planning & Inherent Risk Assessment**

The scope and plan of works including fee structure was issued to the council on the 1st September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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## A. BOOKS OF ACCOUNT (INTERIM AUDIT)

### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

#### **Recommended Minimum Testing**

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained

The Council continues to use RBS as a day to day accounting package, this is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of that of the Council. There are five users on the booking system and two for the accounting system.

Every month, a month end hard close down is performed and various reports are printed and filed in hard copy, these include but are not limited to; Income and expenditure against budget, cashbooks, bank reconciliations and other reports as fit. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered.

I tested the opening balances as at 1/4/20 by reviewing the balance brought forward on the receipts page on the RBS accounting package for cashbook one and confirmed it could be agreed back to the investment reconciliation for the audited accounts for 2019/20; both documents showed £201,784.74. There were no errors.

I reviewed the nominal ledger for the period and can confirm there is no evidence of netting off in the period April to September 2020.

The Council is VAT registered and the last VAT return was for the quarter ended 30<sup>th</sup> June 2020, which showed a refund position of £2,436.28. This was submitted to HMRC in July 2020 and the refund received on the 10/07/20. This also indicates that the council is up to date with its postings on the financial package.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

#### **Section Conclusion**

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

## B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)

### **Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

#### **Recommended Minimum Testing**

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

### **Interim Audit**

*Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.*

External auditors report & notice of conclusion of audit for 2019/20 have at the time of the internal audit not been provided by the external auditor.

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and the web site shows the Register of Disclosable Pecuniary Interests (with signatures redacted).

*Confirm that the Council is compliant with the relevant transparency code.*

The Council is required by law to follow the 2015 Transparency Code, insofar as gross annual income has breached £250,000. A review of the web site has shown that the council is following the code in a clear easy to read format which is to be applauded.

*Confirm that the Council is compliant with the GDPR.*

As council is aware of GDPR and has a clearly defined and accessible privacy notice on its website. It was noted the Council has a ".gov" email, but not for councillors. **It is recommended that Councillors have a council email address such as [llr.name@northhorsham](mailto:llr.name@northhorsham).....** because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

*Confirm that the Council meets regularly throughout the year*

The council has the following committees:

- Full Council - meets approximately every two months
- Planning, Environment and Transport – meets monthly
- Property - meets approximately every two months
- Finance and Administration - meets quarterly
- Personnel - meets quarterly

There are also a number of working parties and groups which meets as and when necessary to cover specific tasks each committee has spending powers.

The Council confirmed in its 19<sup>th</sup> March meeting that decision making powers be delegated as follows it was RESOLVED to agree a scheme of delegation whereby urgent decisions would be facilitated by agreement of the Chairman of the Council, Vice Chairman of the Council, Chairman of the Finance and Administration Committee and the Clerk. Should one of those people be unavailable for any reason, substitutions could be made with the Chairman of the Planning, Environment and Transport Committee or the Chairman of the Property Committee and the Deputy Clerk. Any decision made would be communicated to the Council and ratified as soon as possible after the decision had been made. If possible, the views of the Council would be sought prior to the decision, but this may not be practical.

Following a recommendation by the Clerk, it was RESOLVED that in order for payments to be made in a timely manner, the list of payments would be sent to at least two Councillors who are authorised to verify payments for e-mail agreement. Those asked to sign off the payments would be able to request to see a copy of any invoice they chose. Large or unusual payments would be highlighted. All payment lists that were authorised in this way would be signed and authorised retrospectively as soon as possible.

The clerk advised us of the following. Roffey Millennium Hall closed in March 2020 and staff worked at home until July 2020 only visiting the office to collect post, telephone messages and files. They have some staff who are in the clinically vulnerable group who had to take additional precautions. From July, whilst staff came into the building to work, they have only done so on a part time basis as the caretakers were furloughed. Staff were and are still working part of their hours at home. In October 2020 the office opened every morning, but not for the public. Councillors then came in to sign the payments. During lockdown, I would take a photograph of the list of payments prepared for the bank and send them to Councillors for authorisation with some explanation of what the payments were for. Councillors could ask for a copy of any invoice they wished to see.

*Check that agendas for meetings are published giving 3 clear days' notice.*

A review of the web site agendas shows that at least 3 clear days' notice is given. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance.

*Check the draft minutes of the last meeting(s) are on the council's website*

Unsigned minutes are uploaded to the council website and these agree to the signed versions as supplied by the clerk.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.*

The standing orders are based on the NALC model and are dated 2<sup>nd</sup> July 2020 [Minute ref FC/492/20].

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.*

Financial regulations are based on the NALC model and are dated 2<sup>nd</sup> July 2020 [Minute ref FC/492/20]. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

*Check that the council's Financial Regulations are being routinely followed.*

Financial regulation 2.2 deals with bank reconciliations. "On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council."



The council is performing a monthly bank reconciliation for all accounts and evidence has been obtained for June, July & August 2020 for this. I am able to confirm that the face of the reconciliation and back statement are signed and minuted as such in accordance with regulations.

Financial regulation 4 deals with budgetary control and authority to spend. The council has thresholds in place at which authorisations to spend must be obtained.

- Full council – over £5,000
- Finance and Administration committee – between £2,000 and £5,000
- Other committees – up to £2,000

The RFO has delegated authority to spend up to £10,000 in the event of an emergency situation, and any such spend is then reported to council at the next meeting.

Financial Regulation 5 deals with authorisation of payments. The minutes show authorisation of payments lists in accordance with regulations. Random sampling of payments shows invoices being checked and initialled, with payments easily reconcilable to the payments list.

Financial regulation 6 deals with making payments. The council makes payments predominately via online banking, but also by cheque, direct debit and debit card. There are seven councillors authorised as signatories, with the Clerk and Deputy Clerk also able to sign if required. Cheques must be signed by two signatories. Council approves direct debit payments on an annual basis, and this activity is recorded in the council minutes.

I was able to test the following items with assistance from the Clerk and prove the items to copies of the invoices, payments sheets and minutes

Date	Payee Name	Reference	Amount	Invoice authorised	Payment agreed	Minuted
03/04/2020	Grasstex Ltd	030420201	£1,525.68	Agrees to invoice & properly authorised	Agrees to payments sheet	(PR/086/19) & (FC/344/19)
14/04/2020	British Gas Business	DD	£1,327.12	Agrees to invoice & properly authorised	DD	Annual DD
27/05/2020	N. Simmonds	327052020	£1375.00	Agrees to invoice & properly authorised	Agrees to payments sheet	Preferred supplier
07/05/2020	Leadbeater locks	070520-01	£53.14	Agrees to invoice & properly authorised	Agrees to payments sheet	Urgent Clerk purchase
27/05/2020	Came & Co	127052020	£9,109.25	Agrees to invoice & properly authorised	Agrees to payments sheet	FA/223/18
11/06/2020	D. Lees	111062020	£38.70	Agrees to invoice & properly authorised	Agrees to payments sheet	Staff expenses authorised by line manager
20/07/2020	T C Maintenance	0520072020	£895.00	Agrees to invoice & properly authorised	Agrees to payments sheet	Preferred supplier
10/07/2020	Incor Group Management Ltd	310072020	£273.00	Agrees to invoice & properly authorised	Agrees to payments sheet	Preferred supplier

*Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £8.32 per elector.*

The council has the General Power of Competence (GPC) and therefore has no section 137 expenditure.

*Confirm that checks of the accounts are made by a councillor.*

Internal Control Working Group has been established to complete regular checks of accounts, including review of the sales and purchase ledgers, bank reconciliations and reserves. In addition to this, finance & administration committee receives regular reports of the key financial areas and these reports are available on the council website. Again, this is to be applauded.

#### **Final Audit**

I have reviewed the expenditure list which is broadly similar to the prior year after accounting for one of expenditure items. I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

At the year-end date the council has £30,496.25 (2020: £32,056.74) of creditor.

#### **Section Conclusion**

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

## C. RISK MANAGEMENT & INSURANCE (INTERIM AUDIT)

### **Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

#### **Recommended Minimum Testing**

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

### **Interim Audit**

The Council has a risk strategy in place and monitors and reviews risk on an ongoing basis in accordance with best practice regulations. The council is aware of and has policies in place to mitigate financial risk. The last risk review was carried out in July 2020. There are some medium risks and high risks – associated with Covid 19.

The council does ensure play areas are monitored and these form part of the regular risk assessments.

The Council is insured with AXA on a standard local authority deal. I confirmed the policy was in date at the time of my audit. Money and asset cover appear adequate, with a fidelity guarantee set at £500,000

### **Section Conclusion**

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.", has been met

## D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

### **Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

#### **Recommended Minimum Testing**

- Ensure that the full Authority, not a Committee, has considered, approved and adopted the annual precept in accordance with the required parent Authority timetable
- Ensure that budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

### **Interim Audit**

The clerk has confirmed that the budget setting process is underway and is being conducted in accordance with best practice regulations.

I have confirmed that in accordance with regulations regular reporting of budget against expenditure is carried out. In addition to this there is clear evidence in the minutes of the finance committee discussing reserves and future cash burn.

The council currently has £204k of earmarked reserves and is planning on a small surplus budget for the council year ended 31<sup>st</sup> March 2021.

### **Final Audit**

The council has £443,928 of reserves of which £227,027 are earmarked reserves and £216,901 are general reserves. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £167k. The reserves of the council are slightly high but not significant.

I was pleased to see the detailed working and evidence of reserves being utilised. I am of the opinion that general reserves are reasonable and properly reported on.

All significant variances to budget were explained satisfactorily.

I confirm that full council approved the precept and budget for the 2020 and 2021 council years in advance of statutory deadlines.

### **Section Conclusion**

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.", has been met.

## E. INCOME (INTERIM & FINAL AUDIT)

### **Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

#### **Recommended Minimum Testing**

- Review "Aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

### **Interim Audit**

Other than the precept, the council also receives income through room hire, grants and allotment fees.

Any cash payments received by the council are receipted and placed in an envelope. Where another staff member is available, this is double checked at the time. Cash received is kept in a locked drawer and banked weekly, or sooner if the amount is significant.

The precept was received in April 2020 and the nominal ledger shows regular monthly sale ledger updates.

### **Final Audit**

The precept income was tested to remittance advice notes and application for payment. The local tax support grant has been correctly shown in box 3 of the AGAR. There are no errors to report.

I have reviewed the income list which is broadly similar to the prior year after accounting for one of income items. I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

At the year-end date the council has £8,410.21 (2020: £14,631.18) of debtors of which £4,657.37 pertains to VAT.

### **Section Conclusion**

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.", has been met.

## F. PETTY CASH (INTERIM AUDIT)

### **Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*

#### **Recommended Minimum Testing**

- A number of Authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "Not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

The council has a float of £150 and is balanced, at least quarterly, it is clear this is used for small sundries and is not significant or material.

Petty cash expenditure is presented monthly to a Council meeting for approval.

#### **Section Conclusion**

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.", has been met.

## G. PAYROLL (INTERIM & FINAL AUDIT)

### **Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

#### **Recommended Minimum Testing**

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of Pension contributions to either the Local Government pension scheme ( non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

### **Interim Audit**

The council uses an external firm who complete salary calculations and make BACS payments on behalf of the council. On a monthly basis, the council provides overtime details to the external firm, and then upon receipt of the external company's report, confirms its accuracy.

The council has a Members Allowances scheme for elected members, some of whom have chosen to opt out. Allowances are correctly paid through payroll on a quarterly basis. Any expenses for staff or councillors are paid upon receipt of a completed and authorised expenses form.

The council has fulfilled its obligations in respect of auto-enrolment and uses LGPS.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review. The PAYE and NI liability are paid on time.

I tested the tax deduction for an employee – there were no errors.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken.

### **Final Audit**

The amounts shown on the AGAR, were reconcilable to the payroll records, there were no errors. The furlough grant has been correctly shown as other income

**Section Conclusion**

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.", has been met.



## H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

#### **Recommended Minimum Testing**

##### Tangible Fixed Assets

- Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority

##### Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

##### Borrowing and Lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

### **Interim Audit**

The Council records fixed assets on an excel based fixed asset register, with all assets correctly recorded at cost or proxy cost. This system is sufficient for a council of this size and I make no recommendation for change.

All additions have been identified separately and have been added to the register correctly at cost.

The Council does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £1,000.

### **Final Audit**

The loan interest and capital repayments were agreed to PWLB debt management letters and the closing balance to the end of year statement letter. There were no errors.

The fixed asset register agrees to the AGAR. The asset register was up to date with all relevant assets as at the current financial year end.

**Section Conclusion**

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

## I. BANK & CASH (INTERIM & FINAL AUDIT)

### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

#### **Recommended Minimum Testing**

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8.
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.

### **Interim Audit**

At the interim audit date the clerk provided us with reconciliations for June, July & August for all three bank accounts. I reviewed these and found no evidence of reconciling errors or aged payments nor lodgements.

### **Final Audit**

At the year-end date the council had a reconciled bank position. I have reviewed the reconciliation there were no errors and it could be agreed to the year-end bank statements.

The council has five bank accounts, together with petty cash. None of the accounts are long term investments and as such do not need to be disclosed in box 9 of the AGAR.

### **Section Conclusion**

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

## J. YEAR END ACCOUNTS (FINAL AUDIT)

### Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

#### Recommended Minimum Testing

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

The council, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.

### Section 1 – Annual Governance Statement

	Annual Governance Statement	'Yes' means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – income & expenditure accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2018/19 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.

6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – where matters are raised, action taken by council is recorded in the minutes.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – no trusts

## Section 2 – Accounting Statements

Agar Box Number		2019/20 Restated	2020/21	Auditor Notes
1	Balances brought forward	392,161	439,592	Agrees to 2020 cfwd
2	Precept or Rates and Levies	327,769	335,194	Agrees to third party evidence provided to auditor
3	Total other receipts	228,373	101,188	Agrees to underlying records
4	Staff costs	295,477	272,742	Agrees to underlying records
5	Loan interest/capital repayments	12,695	12,203	Agrees to underlying records
6	All other Payments	200,539	147,101	Agrees to underlying records
7	Balances carried forward	439,592	443,928	Casts correctly
8	Total value of cash and short term investments	457,018	466,014	Agrees to reconciliation
9	Total fixed assets plus long term investments and assets	1,378,730	1,381,841	Agrees to register
10	Total borrowings	52,884	43,269	Agrees to third party evidence provided to auditor
11	For Local Councils Only) Disclosure note re Trust funds (including charitable)	YES	NO ✓	

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation properly completed.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2019-20 AGAR. **I recommend the council also submit with the AGAR an explanation for the restated figures.**

The variance analysis was required because there were variances greater than 15% and £500. This was prepared on a summary table basis showing in the main an explanatory narrative. **The external auditor will reject this as they are looking for a greater level of financial & narrative data showing the majority of the variance. Smaller individual items below the thresholds can be omitted and aggregated together as “all other items below the thresholds” I would recommend the analysis is updated.**

The council had made provision within its schedule of meetings to sign off the annual governance statement.

### Section Conclusion

I am of the opinion the control objective of “Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.”, has been met.

## K. LIMITED ASSURANCE REVIEW (INTERIM & FINAL AUDIT)

### **Internal audit requirement**

*If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*

Not applicable

## L: TRANSPARENCY (INTERIM & FINAL AUDIT)

### **Internal audit requirement**

*If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.*

Not applicable

## M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

### **Internal audit requirement**

*The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*

#### **Recommended Minimum Testing**

- IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection.
- IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Due to the Covid 19 outbreak during the 2020/21, the statutory deadlines had been changed for the 2019/20 AGAR as follows:

The publication date for final, audited, accounts was moved from the 30 September to 30 November 2020 for all local authority bodies. To give local authorities more flexibility, the requirement for the public inspection period to include the first 10 working days of July was removed. Instead, local authorities must have commenced the public inspection period on or before the first working day of September 2020.

This meant that draft accounts must be have been approved by 31 August 2020 at the latest.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations (SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020) implementing these measures were laid on 7 April 2020 and came into force on 30 April 2020.

I confirmed with the RFO that arrangements are in place at this Council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that the statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Part 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.

Inspection - Key date	2019-20	2020-21
Accounts approved at full council	2 <sup>nd</sup> July 2020	TBC
Date Inspection Notice Issued and how published	21 <sup>st</sup> August 2020	20 <sup>th</sup> May
Inspection period begins	27 <sup>th</sup> August	7 <sup>th</sup> June
Inspection period ends	12 <sup>th</sup> October	16 <sup>th</sup> July
Correct length	yes	yes
Common period included?	yes	yes
Summary of rights document on website?	Attached to inspection announcement	Attached to inspection announcement

#### Section Conclusion

I am of the opinion that the control assertion of *"The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set):"* has been met.



## N. PUBLICATION REQUIREMENTS (INTERIM & FINAL AUDIT)

### **Internal audit requirement**

*The authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:*

#### **Recommended Minimum Testing**

- IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection.
- IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

*Before 1 July 2021 authorities must publish:*

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;*
- *Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4*
- *Section 2 - Accounting Statements 2020/21, approved and signed, page 5*

*Not later than 30 September 2021 authorities must publish:*

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

I have reviewed the council website and am under no doubt the council properly published the year end documentation on its website.

#### **Section Conclusion**

I am of the opinion that the control assertion of "The authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:" has been met.

## O. TRUSTEESHIP (INTERIM AUDIT)

### **Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

Not applicable - No trusts.

Should you have any queries please do not hesitate to contact me.

Kind regards

Yours sincerely



**Mark Mulberry**

**Audit - Points Forward**

Audit Point	Audit Findings	Council comments
Governance	Consider .gov emails for councillors.	

**Final Audit - Points Forward**

Audit Point	Audit Findings	Council comments
List of significant variances	<p>The external auditor will reject this as they are looking for a greater level of financial &amp; narrative data showing the majority of the variance. Smaller individual items below the thresholds can be omitted and aggregated together as "all other items below the thresholds".</p> <p>I would recommend the analysis is updated.</p>	
AGAR	I recommend the council also submit with the AGAR an explanation for the restated figures	

## NORTH HORSHAM PARISH COUNCIL

### Review of the Effectiveness of the Internal Audit 2020/21

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	HAS THIS STANDARD BEEN MET?
1. Scope of internal audit.	The scope of the audit work is set out in a letter dated 01.09.2020 (Agreed by the Finance and Administration Committee at minute FA/413/20 on 8 <sup>th</sup> October 2020) and includes consideration of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), although the final responsibility of safeguarding the assets of the Council lies with the Council.	YES
2. Independence	The Internal Auditor completes a professional Independence and Competence Questionnaire with the Clerk.	YES
3. Competence	Mulberry and Co. Ltd. is a specialist in the sector. Mr Mulberry provides administrative and financial support for the Surrey Association of Local Council sand the East and West Sussex Association of Local Councils and is highly regarded in the sector. The Internal Audit Report is presented to the Parish Council for discussion. There is no evidence that the internal audit work hasn't been carried out professionally and thoroughly.	YES
4. Relationship with clerk and the authority	Responsibilities of the Council are set out in the engagement letter dated 01.09.2020. The Internal Auditor involves the Clerk/RFO in all of the tests that are carried out and discusses all aspects of the report, this is evidenced in the report. The Clerk is able to contact the Internal Auditor to gain advice or guidance.	YES

5. Audit planning and reporting	There is a specific audit plan as part of the 2020/21 Internal Audit Report . Any concerns are given in a report which are then presented to the Parish Council for action. The internal audit covers risk assessment.	YES
6. Internal audit work	The Internal Auditor visits twice a year and can be contacted in between times if required. A review of the visits is included in the Internal Audit Report. The tests that are undertaken are random, appropriate and documented in the Internal Audit. During the Coronavirus pandemic restrictions all of the checks have been done remotely.	YES
7. Understanding the organisation, needs and objectives	The Internal Audit Report is aware of the Council structure and through discussion with the Clerk is aware of the activities that are current.	YES
8. Being seen as a catalyst for change and forward looking	The Internal Auditor makes the Clerk/RFO aware of new legislation and current issues. This has been particularly relevant in 2020/21 with advice on treatment of furlough monies and changes to rules on staff expenses. The Internal Auditor highlighted changes in how the significant differences are presented to the external auditor and considering councillor e-mails that are more easily identifiable.	YES
9. Be challenging	The internal audit focuses on different areas every year. These are not known in advance. Where issues exist the Internal Auditor offers guidance and looks to see improvement.	YES
10. Ensure the right resources are available.	Funding is set aside in the Finance and Administration budget for the internal audit and members of staff are available when the internal audit takes place. The level of resources is discussed during the internal audit.	YES

Review undertaken for the Annual Parish Council Meeting 6<sup>th</sup> May 2021.

# APPENDIX 5

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2020/21

## North Horsham Parish Council

www.northhorsham-pc.gov.uk

ONLY AVAILABLE FROM THE WEBSITE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

30/09/2020

23/04/2021

DOMINIC TAYLOR

Mark Mulberry BA (Hons) FCCA CTA

Signature of person who carried out the internal audit

[Redacted Signature]

Date

23/04/2021

\*If the response is 'no' please state the actions being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### North Horsham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DOMINITY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.northhorsham-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBSITE ADDRESS

## Section 2 – Accounting Statements 2020/21 for

### North Horsham Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	392,161	439,592	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	327,769	335,194	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	228,373	101,188	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	295,477 RESTATED	272,742	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	12,695	12,203	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	200,539 RESTATED	147,101	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	439,592	443,928	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	457,018	466,014	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,378,730	1,381,841	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	52,884	43,269	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

SIGNATURE

I confirm that these Accounting Statements were approved by this authority on this date:

SIGNATURE

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

North Horsham Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2020/21

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DATE

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2021**  
**North Horsham Parish Council**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer  Date

I confirm that these accounts are approved by the Council and recorded as council minute reference  Dated

Signed on behalf of the above Council (Chair)  Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	392,161	439,592	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	327,769	335,194	Total amount of Precept income received in the year
3	Total other receipts	228,373	101,188	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	295,477	272,742	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	12,695	12,203	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	200,539	147,101	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	439,592	443,928	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	457,018	466,014	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	1,378,730	1,381,841	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	52,884	43,269	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

## Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	186,151	230,057	310	0	General Reserve
1	7,955	7,955	320	0	Earmarked Reserves - VAT Con
1	129,450	117,568	321	0	Earmarked Reserves - R&R Fund
1	19,950	19,950	322	0	Earmarked Reserves - Election
1	0	4,250	323	0	EMR - Tree management work
1	5,621	5,621	327	0	Earmarked Res-Yth Charity Bal
1	8,035	8,035	328	0	Earmarked Reserve Planning
1	10,000	10,000	331	0	Earmarked Reserve - Boiler RMH
1	25,000	25,000	335	0	Earmarked Res Capital Receipt
1	0	10,434	336	0	EMR - CiL 19/20
1	0	722	337	0	EMR NHCLT
1	<b>Balances brought forward</b>	<b>392,161</b>	<b>439,592</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	327,769	335,194	1176	101	Precept
2	<b>Annual Precept</b>	<b>327,769</b>	<b>335,194</b>	Total amount of Precept income received in the year	
3	63,943	27,749	1000	401	Hall Lettings
3	39,229	6,140	1000	402	Hall Lettings
3	77,608	3,613	1000	403	Hall Lettings
3	1,555	0	1004	403	Equipment Sale/Sundry Income
3	1,653	0	1006	403	Refreshment Sale Income
3	-748	80	1008	101	Miscellaneous Income
3	22,571	7,378	1010	402	Multi Court Lettings
3	816	928	1050	301	Allotment Rents
3	0	25,000	1100	101	Grants Received
3	0	16,466	1100	106	Grants Received
3	9,984	10,234	1100	302	Grants Received
3	11,053	2,395	1175	101	CIL Payment
3	710	1,206	1196	101	Interest Received
3	<b>Total other receipts</b>	<b>228,373</b>	<b>101,188</b>	Total income or receipts as recorded in the cashbook minus the Precept	
4	292,176	270,457	4001	106	Salaries/NI/Pensions
4	3,301	2,285	4002	106	Childcare Vouchers
4	<b>Staff costs</b>	<b>295,477</b>	<b>272,742</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	12,695	12,203	4053	101	PWLB Loan Charges
5	<b>Loan interest/Capital repayments</b>	<b>12,695</b>	<b>12,203</b>	Total expenditure or payments of capital and interest made during the year on borrowings	
6	432	1,229	4003	106	Payroll Admin Charge
6	770	342	4007	101	Councillors Training
6	6,074	6,834	4008	101	Councillors Expenses
6	3,271	1,395	4009	106	Staff Expenses/Mileage
6	500	847	4010	106	Staff Training
6	6,383	0	4011	401	NNDR

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	3,486	3,543	4011	402	NNDR
6	6,629	0	4011	403	NNDR
6	55	255	4012	301	Water Rates
6	954	552	4012	401	Water Rates
6	-212	712	4012	402	Water Rates
6	1,400	475	4012	403	Water Rates
6	2,760	2,429	4014	401	Electricity
6	3,378	1,903	4014	402	Electricity
6	5,579	4,386	4014	403	Electricity
6	2,164	3,199	4015	401	Gas
6	725	1,317	4015	402	Gas
6	4,109	4,603	4015	403	Gas
6	1,373	1,219	4016	401	Cleaning Materials
6	2,116	1,270	4016	402	Cleaning Materials
6	1,618	1,020	4016	403	Cleaning Materials
6	696	719	4017	401	Refuse Bin Clearance
6	549	639	4017	402	Refuse Bin Clearance
6	1,451	1,746	4017	403	Refuse Bin Clearance
6	205	20	4018	401	Sanitary Waste
6	205	30	4018	402	Sanitary Waste
6	62	0	4018	403	Sanitary Waste
6	630	500	4019	302	Window Cleaning
6	560	320	4019	401	Window Cleaning
6	245	140	4019	402	Window Cleaning
6	770	330	4019	403	Window Cleaning
6	553	18	4020	403	Refreshment Sale Cost/Sundries
6	1,670	2,872	4021	101	Telephone/Fax/Internet
6	792	456	4022	101	Postage
6	1,598	1,170	4023	101	Stationery and Printing
6	3,465	3,430	4024	101	Subscriptions
6	9,192	9,519	4025	101	Insurance
6	17	0	4026	101	Publications/Magazines
6	2,583	2,322	4028	101	IT Costs
6	84	0	4029	101	Website Maintenance
6	0	65	4032	101	Publicity/Marketing
6	783	666	4033	101	Newsletter
6	1,266	548	4034	401	Maintenance - Electrical
6	1,360	1,041	4034	402	Maintenance - Electrical
6	1,322	415	4034	403	Maintenance - Electrical
6	240	200	4035	401	Maintenance - Elect Eqp Insp
6	200	1,575	4035	402	Maintenance - Elect Eqp Insp
6	553	2,206	4035	403	Maintenance - Elect Eqp Insp
6	1,670	2,045	4036	401	Maintenance - General
6	963	1,734	4036	402	Maintenance - General
6	1,965	1,788	4036	403	Maintenance - General
6	476	0	4037	401	Maintenance - Fire Alarm Syt
6	410	0	4037	402	Maintenance - Fire Alarm Syt

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## Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	410	0	4037	403	Maintenance - Fire Alarm Syt
6	570	570	4038	101	Office Equipment Maint.
6	774	1,184	4039	401	Maint - Intruder Alarm
6	774	1,224	4039	402	Maint - Intruder Alarm
6	774	1,223	4039	403	Maint - Intruder Alarm
6	1,822	-404	4040	403	Maintenance - Elevator
6	75	77	4041	401	Maintenance - Fire Extg Insp
6	51	52	4041	402	Maintenance - Fire Extg Insp
6	134	128	4041	403	Maintenance - Fire Extg Insp
6	565	705	4042	401	Maintenance - Gas Boiler etc
6	187	187	4042	402	Maintenance - Gas Boiler etc
6	604	336	4042	403	Maintenance - Gas Boiler etc
6	250	0	4044	401	Maintenance - Partition Wall
6	250	545	4044	403	Maintenance - Partition Wall
6	101	78	4051	101	Bank Charges
6	1,350	1,250	4057	101	External Audit Fees
6	3,193	2,523	4058	101	Professional Services
6	496	250	4059	101	Internal Audit Fees
6	253	353	4061	401	Legionella Testing
6	223	338	4061	402	Legionella Testing
6	264	393	4061	403	Legionella Testing
6	270	270	4062	403	Air Conditionaing Maintenance
6	161	0	4063	401	Maintenance - Plumbing
6	83	0	4063	402	Maintenance - Plumbing
6	413	140	4063	403	Maintenance - Plumbing
6	180	180	4064	403	Lightning Conductor Works
6	0	510	4065	401	Fire Prevention Sundries
6	600	0	4065	402	Fire Prevention Sundries
6	29	0	4065	403	Fire Prevention Sundries
6	180	165	4066	401	Keyholder Services
6	180	165	4066	402	Keyholder Services
6	180	165	4066	403	Keyholder Services
6	301	109	4067	106	Protective Clothing
6	262	57	4100	101	Chairman's Allowance
6	6,730	7,150	4101	104	Burial Charges
6	275	275	4102	301	Allotment Rent
6	256	0	4120	101	Roffey Hall Equipment
6	339	565	4122	101	Office Equipment
6	4,160	4,585	4155	103	Other Grants and Donations
6	750	796	4200	301	Grass cutting
6	19,350	15,671	4200	302	Grass cutting
6	1,883	0	4250	302	Bus Shelter Repairs
6	6,540	2,573	4251	302	Play Area & M Crts Maint
6	5,994	3,777	4252	302	Open Spaces
6	69	0	4253	302	Litter Warden/Clearance
6	2,188	1,851	4254	302	Community Services - Dog Bins
6	2,505	1,342	4255	302	Street Lighting - Maint/Supply

Continued over page



## Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	2,375	1,660	4258	302	Multicourts Maintenance
6	43	50	4259	301	Allotment Maintenance
6	180	90	4302	302	Notice Board Maintenance
6	278	0	4305	201	Planning Consultant Fees
6	1,915	0	4500	401	Internal Redecorations
6	1,411	0	4500	402	Internal Redecorations
6	2,000	0	4500	403	Internal Redecorations
6	32,651	16,875	4900	901	Repairs & Renewals Reserve
6	1,750	425	4909	901	Tree Management
6	221	719	4910	901	CLT Working Party
6	619	1,883	4911	901	CIL Expenditure
6	<b>Total other payments</b>	<b>200,539</b>	<b>147,101</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	
7	<b>Balances carried forwrd</b>	<b>439,592</b>	<b>443,928</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	201,785	295,435	201	0	Lloyds Bank Accounts
8	85,000	85,293	202	0	Co-op Community Directplus A/c
8	85,083	85,137	203	0	Nationwide
8	85,000	0	205	0	LLoyds Bank - Fixed Deposit
8	150	150	210	0	Petty Cash
8	<b>Total Cash &amp; Investments</b>	<b>457,018</b>	<b>466,014</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	1,378,730	1,381,841	9	0	Total Fixed Assets
9	<b>Total Fixed Assets</b>	<b>1,378,730</b>	<b>1,381,841</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register	
10	52,884	43,269	10	0	Total Borrowings
10	<b>Total Borrowings</b>	<b>52,884</b>	<b>43,269</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)	

## Additional information for External Auditor as a result of the Internal Audit (Year end 31.3.2021)

The Internal Auditor advised that greater analysis of the significant variances and an explanation of the restated AGAR figures should be submitted to the external auditor.

### 1. Significant variances.

From the analysis of the significant variances between 2019/20 and 2020/21 it can be seen that 3 boxes fall into the criteria of having variances of more than 15% between totals for individual boxes (except variances of less than £500). These are Box 3 – total other receipts; Box 6 – total other payments and Box 10 – Total borrowings.

#### Box 3 Total Other Receipts

In 2019/20 Income from North Heath Hall, Holbrook Tythe Barn, Roffey Millennium Hall and the Multi Courts realised a total of £203,351. (see below). Government restrictions to reduce the spread of the Coronavirus (Covid-19) pandemic meant that all Parish Council facilities which attract charges were closed from 23<sup>rd</sup> March 2020 to 31<sup>st</sup> May 2020. The Multi courts opened on 1<sup>st</sup> June 2020 along with two nurseries at North Heath Hall operating within government restrictions. The three halls re-opened in a phased manner as each building was made Covid-19 safe, but the hires were limited by government legislation, capacity and the ability to ventilate and sanitise the buildings between use. Further government restrictions coming into the winter months and a lockdown in January 2021 onwards has again reduced the opportunity to hire out the Parish Council facilities except within government legislation. The total reduction from 2019/20 to 2020/21 is **£158,471**.

Income	2019/20	2020/21
North Heath Hall	63,943	27,749
Holbrook Tythe Barn	39,229	6,140
Roffey Millennium Hall	77,608	3,613
Multi courts	22,571	7,378
	<b>203,351</b>	<b>44,880</b>

In 2019/20 there was sundry income from hires of **£3,208** from refreshment sales and use of equipment which wasn't relevant in 2020/21 as the halls weren't open and when it was, the use of the kitchen or refreshments were not allowed.

There was unexpected grant support in 2020/21 of **£41,466** however from Horsham District Council in the form of a £25,000 Coronavirus business support grant and £16,466 from the Job Retention Scheme in respect of caretakers who were furloughed whilst the halls had to be closed or in restricted use.

Another major contributor to the significant difference is the receipt of CiL money which in 2019/20 was £11,053 and which was £2,395 in 2020/21 – a difference of **£8,658**.

#### In summary

The significant difference in total receipts of **£127,185** is made up of a reduction of £158,471 and £3,208 associated with reduced hires due to the Coronavirus pandemic in 2020/21, a reduction in CiL contributions of £8,658 and additional grant funding of £41,466. The small difference of £1,686 is made up of small differences in miscellaneous income, allotment rents and interest received.

2020/21	Reductions	Additional income	
	158,471		
	3,208		
		41,466	
	8,658		
	170,337	41,466	128,871

#### Box 6 Total Other Payments

Total other payments in 2019/20 were £200,539. In 2020/21 they were £147,101.

The most significant contributors to the reduction of **£53,438** in expenditure in 2020/21 are:-

1. Rates which were waived at two of the buildings saving a total of £12,955
2. Utilities- less use of the buildings showed a saving for gas electric and water of £1,091.
3. Using fewer cleaning materials saved £1,598.
4. Staff expenses reduced as the halls were not in use - £1,876
5. Window cleaning was reduced as it was not necessary so frequently - £905
6. Postage , stationery and printing as fewer hall bookings and general administration saved - £764
7. Periodical electrical inspections were undertaken at Holbrook Tythe Barn and Roffey Millennium Hall in 2020/21 and a new street light was installed in the car park at Holbrook Tythe Barn in 2020/21. However, the usual level of electrical remedial work required on an ongoing basis wasn't necessary as the halls weren't in use. - £1,044
8. Less general maintenance was required as the buildings weren't in use, so the cost centre reduced by £969.
9. Last year the council was invoiced for work on the lift at Roffey Millennium Hall that wasn't completed or necessary, so the invoice was disputed. The credit was received in 2020/21 which means that even with the usual servicing work there was still a credit at the end of 2020/21 which has resulted in a reduction of £2,226.
10. Plumbing costs reduced this year by £517 as there were fewer issues associated with use by large numbers of people.
11. Grass cutting charges were significantly reduced due to the lock down when people weren't working. The total saving is £3,633.
12. No work on the bus shelter has been undertaken during 2020/21 as it was not essential - £1,883
13. Expenditure on open spaces, play areas and the multi courts is reduced as only essential work has been undertaken - £6,899.
14. The electricity supplier has been late in sending invoices for street lighting and therefore the costs will appear in next year's figures rather than in 2020/21 - £1,163.
15. No internal decoration has been undertaken during 2020/21 as it wasn't considered essential - £5,326.
16. Fewer repairs were required as a result of less use and things that may have needed replacing, such as the door at North Heath Hall was able to be used for longer than expected. - £15,776
17. In 2019/20 there was significant work undertaken following a Tree Management Survey. There was less remedial work required in 2020/21 - £1,325

Some of the saving of £59,950 highlighted above was offset by additional costs for:-

1. Payroll administration charges, increased to cover additional transactions. - £797

2. Councillor expenses – following the elections more councillors take the Councillor allowances and there has been an increased take up of training - £760
3. Telephone costs, charges from 2019/20 are included in 2020/21 figures, due to the timing of the invoices - £1,202
4. Burial charges - £420
5. Community Infrastructure levy expenditure - £1,264
6. Refuse collection - £408
7. Insurance - £327
8. Legionella testing - £344
9. Grants - £425.

Making a total of £5,947.

#### In summary

The significant difference in expenditure is made up of a reduction of £59,950 in spending in 2020/21 and increase of £5,947 in the same financial year. The reduction in expenditure was due to the restrictions imposed in relation to the Coronavirus pandemic which delayed some maintenance being done in its usual cycle, meant that some work wasn't undertaken as it was not essential and some remedial work wasn't necessary as the buildings weren't open. Some additional costs were due to general increases such as refuse collection and insurance. The small difference of £565 is made up of small differences in cost centres such as staff training, subscriptions, IT costs, bank charges and chairman's allowance.

#### Restated figures on the Annual Governance and Accountability Return (AGAR)

Box 4, staff costs and box 6, all other payments, have been re-stated for 2019/20. This is due to a change in guidance that indicates that staff costs should not include expenses, only salary costs. When the system makes any changes, it makes them on the previous year too which is why the figures have been restated for 2019/20.



## NORTH HORSHAM PARISH COUNCIL

### NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

#### NOTICE

1. Date of announcement:- 6<sup>th</sup> May 2021

2. Each year the body's Annual Return needs to be reviewed by an external auditor appointed by the Audit Commission. The unaudited Annual Return has been published with this notice. As the Annual Return has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021 these documents will be available on reasonable notice by application to:

The Clerk and Responsible Financial Officer  
North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham  
West Sussex  
RH12 4DT  
Telephone 01403 750786

Documents are published on the Parish Council website <http://www.northhorsham-pc.gov.uk>

commencing on **7<sup>th</sup> June 2021**

and ending on **16<sup>th</sup> July 2021**

Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the body.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The body's Annual Return is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore East Midlands  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ  
[www.moorestephens.co.uk/eastmidlands](http://www.moorestephens.co.uk/eastmidlands)

5. This announcement is made by **Pauline Whitehead BA (Hons) FSLCC**

# APPENDIX 6

## **Horsham District Dementia Action Alliance**

On 6<sup>th</sup> July 2017 North Horsham Parish Council joined the Horsham District Dementia Action Alliance. The Dementia Action Alliance is a movement with one simple aim: to bring about a society-wide response to dementia. It encourages and supports communities and organisations across England to take practical actions to enable people to live well with dementia and reduce the risk of costly crisis intervention.

The National Dementia Declaration lists seven outcomes that the DAA are seeking to achieve for people with dementia and their carers. In brief these are:-

1. Personal choice and control of influence over personal decisions.
2. Services that are designed to support the needs of those with dementia.
3. Support to promote independent living.
4. Being informed of where to get information.
5. Living in an enabling and supportive environment where those with dementia feel valued and understood.
6. Having a sense of belonging and being valued as part of family, community and civic life.
7. To recognize that research is delivering changes in how the disease can be managed and providing hope for the future.

North Horsham Parish Council has agreed an Action Plan to support the outcomes within the National Dementia Declaration as follows:-

- Some staff and Councillors have been trained as Dementia Friends and they are encouraged to share their knowledge and techniques with others and lead by example.
- To recognize that those using the services and facilities provided by North Horsham Parish Council have diverse needs and to allow users the opportunity to take their time to communicate their needs.
- To provide clear user instructions/ directions.

- To take into consideration ways in which using the buildings could be made easier to use for those with dementia and/or other needs when undertaking any necessary work to the buildings.
- To work with other organisations to promote information that would be of use to those with dementia and other needs.
- To use a variety of ways of engaging with the community to ensure that as many residents as possible can become involved.

The challenges to delivering these outcomes are resources (especially time) and making people aware of the Parish Council's commitment to being as inclusive as possible to all residents.

Adopted 6<sup>th</sup> July 2017

Reviewed November 2020

Next review November 2022



# APPENDIX 7



# North Horsham Parish Council

## Business Continuity Policy and Plan

### Business Continuity Policy Statement

The Civil Contingencies Act 2004 provides a generic framework for public protection by those categorised as Category 1 Responders (ie District/ County Councils) to ensure that they are prepared, as far as reasonably practicable, to continue to provide critical functions in the event of disruption.

As part of Local Government, North Horsham Parish Council has used the framework to set out how it intends to maintain the continuity of its core functions, should they be disrupted by any event, in order to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

### Scope of the Policy and Plan

This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an unexpected event or emergency.

### Responsibilities

North Horsham Parish Council as a corporate body is responsible for the Business Continuity Plan.

In March 2020 a scheme of delegation whereby urgent decisions would be facilitated by agreement of the Chairman of the Council, Vice Chairman of the Council, Chairman of the Finance and Administration Committee and the Clerk was agreed. The delegated group would be responsible for initiating actions included in the Business Continuity Plan.

Should one of those people be unavailable for any reason, substitutions could be made with the Chairman of the Planning, Environment and Transport Committee or the Chairman of the Property Committee and the Deputy Clerk. Any decision made would be communicated to the Council and ratified as soon as possible after the decision had been made. If possible, the views of the Council would be sought prior to the decision, but this may not be practical.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff.

The Council will be responsible for ensuring there is adequate training for staff and

ensuring that activities are completed through a monitoring system.

## **Aim of the Plan**

This Plan provides the framework in preparation for the Council to cope with the effects of an unexpected event or an emergency.

## **Objectives**

- To define and prioritise the Critical Core Functions of the business.
- To identify the emergency risks to the business and assess likelihood and impact.
- To detail the agreed response to an emergency including first reactions, recovery objectives, structure for implementation, monitoring, follow up procedures and communication processes.
- To identify key contacts during an emergency.
- To keep the information within the Business Continuity Plan updated and to review procedures at least bi-annually.

## **Critical Core Functions of the business**

- The Parish Council Office administers the halls by taking bookings, raising invoices, receiving payments, financial recording, communication with potential hirers, residents and other bodies, servicing meetings and assisting the public.
- Roffey Millennium Hall (which includes the Parish Office) is hired out to regular users and ad hoc hirers.
- North Heath Hall is hired out to regular users and ad hoc hirers.
- Holbrook Tythe Barn is hired out to regular users and ad hoc hirers.
- Multi Courts are hired out to regular users and ad hoc hirers.

## **Other services that could be affected**

- Amberley Close allotments.
- Amberley Close play area and open space.
- Holbrook Tythe Barn play area and open space.
- Birches Road play area and open space.
- Earles Meadow play area and open space.
- Bus shelters.
- Street lights.
- Notice boards.
- Litter and dog bins.
- Litter picking
- North Horsham Friendship Club

## Emergency Risks to the business

- Pandemic
- Fire.
- Flood.
- Theft/ break in.
- Equipment failure.
- Staff illness (epidemic).
- Loss of a staff member due to sudden or long term illness, incapacity or death.
- Death or Serious injury to member of staff whilst carrying out Council duties.
- Extreme weather.

## Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Pandemic		High/ High	The Council must follow government guidance which could mean closing halls and public spaces for a period of time. Introducing social distancing and sanitisation regimes.	
Loss of building due to fire.		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire alarm with frequent tests/ Insurance Fire extinguishers.	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Insurance.	
Loss of important documents due to fire, flood or theft.		Low/ Medium	Electronic documents backed up and back up kept off site. Land registry documents etc. can be sourced from national repositories. Most records are scanned or held electronically All recommended key documents are on the Parish Council website.	Continue with a programme of scanning documents to be kept electronically.

<p>Loss of Council computer files due to fire, flood, breakdown or theft.</p>	<p>Low/ Medium</p>	<p>Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site. Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Professional IT company to give support</p>	
<p>Staff illness.</p>	<p>Low/ High</p>	<p>Employment law to support staff is in place ie 11 hour breaks. Staff welfare is monitored by managers.</p>	
<p>Loss of staff member due to long term illness or resignation</p>	<p>Low/ Medium</p>	<p>See Annex 1</p>	
<p>Death or Serious injury to member of staff whilst carrying out Council duties.</p>	<p>Low/ High</p>	<p>Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&amp;S legislation is observed and enshrined in Policy.</p>	

**Should an emergency occur the following checklist should be used.**

Emergency Response Checklist  
For use during an emergency

- Start a log of actions taken:
- Liaise with Emergency Services/ follow government guidance
- Identify any damage:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan:

## Communication processes

When an emergency situation arises the **Clerk/ Deputy Clerk/ Chairman of the Council, Vice Chairman of the Council or Chairman of Finance** is the first point of contact.

Their first priority is to summon the relevant **Emergency Services** if necessary or to ensure that government guidance is being followed.

The **Clerk/ Deputy Clerk** should then inform **staff, hirers** and other **Councillors** and report to the **HSE** if necessary.

The **Clerk/ Deputy Clerk** may need to contact the **insurance company, hirers, IT providers, Horsham District Council, West Sussex County Council, County Association, the Bank, suppliers or contractors.**

## Key contacts

### Council contacts

Position	Name	Address	Telephone Number
Council Chairman	Cllr Alan Britten	32 Brushwood Road RH12 4PE	01403 272226
Council Vice Chairman	Cllr Ray Turner	8, Conifers Close. RH12 2EH	01403 259612
Chairman of Finance	Cllr Simon Torn	9 Shepherds Way RH12 4LT	07748 332774
Clerk to the Council	Pauline Whitehead	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786
Deputy Clerk to the Council	Vivien Edwards	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786

### Out of Hours Key holder

Fidellis Security		Unit 7 Enterprise Estate Moorfield Road Guildford Surrey	01483 506225
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## Emergency Contacts

Contact For/ Work	Name	Company/ Location	Telephone Number
Report of crime or need for emergency services		Sussex Police/ Fire / Ambulance	999
Insurance Company		Came and Company	01483 462860
Health and Safety Executive		HSE	0345 3009923
Gas		Emergency number	0800 111999
Electricity		Emergency number	0800 3163 105 or 105 – power cuts or emergency
Water		Business Stream  Southern Water	0330 1232000 Mon – Fri 9am -5pm 01903 264444 Out of hours
Telephone		BT	0800 800154
Boarding up		Crawley Double Glazing Repair	0800 0546508
Emergency Repairs		Jack Auletta Ltd. 74 Brockham Lane Betchworth Surrey  Concept Building Solutions The Mill Brookes Green Road Partridge Green  TC Maintenance	01737841048 07796440000  0800 1571020  01903 9141160 07935 363034 tcmaintenance3@gmail.com
Boilers		ServCom Unit 5 Beeding Court Business Park Shoreham Road Upper Beeding Steyning	01273 820998
Lift		ELA Lifts	07432 737849
Keys (24 hour service)		Leadbetter Locks	01403 264205 07825 440294
Key holder		Nick Simmonds Electrical	07745 790018



## Emergency Contacts con't

<b>Contact For/ Work</b>	<b>Name</b>	<b>Company/ Location</b>	<b>Telephone Number</b>
IT Support		Netcom IT Solutions Premier House 7, St Leonards Road Horsham RH13 6EH	01403 252995
HR Support/ Recruitment		HR Services Quadrant House North Heath Lane Industrial Estate Horsham RH12 5QE	01403 240205
Tree work		Mulberry Barn Borough Farm Five Oaks Billingshurst West Sussex RH14 9AG	Tel./ Fax (01403) 784378 Mobile: 07836 639575 Email: <a href="mailto:gary@gcollier-forestry.co.uk">gary@gcollier-forestry.co.uk</a>

## **Annex 1**

**Possible process to follow should a member of staff be off work due to long term illness.**

**Each absence should be considered individually and different action may be required depending on individual circumstances. The timings would be at the discretion of the Personnel Committee and the nature of the absence.**

**The following is for guidance only.**

### **Short term ie up to 1 month**

Existing staff to cover main activities ie preparing, covering and taking minutes for meetings, ensuring that e-mails are answered, following work schedules and processing invoices and payments, supervising staff. Hall cover may be necessary by other staff members or caretakers. The Council will be made aware that the office or halls are short staffed so new projects may need to be delayed.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid.

### **Medium term 1 month to 3 months**

Arrangements to be made for a locum to cover meetings and to respond to emails. Existing staff to follow work schedules, process invoices and payments and supervise staff.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are paid. Consideration will need to be given to staff who may be covering a larger remit than normal and who are trying to support the locum.

### **Over 3 months.**

Appoint locum to cover all work of the employee or increase the hours of part time staff if appropriate and they are agreeable. There may be a need to re-allocate work of existing staff to ensure full cover.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid. Other work will be necessary so that it doesn't get behind. Should a locum be appointed they should take on additional work to relieve staff members who may have stepped in to help whilst the locum settled in.

### **Possible process to follow should a member of staff resign.**

There is a 3 month window to recruit and appoint a new senior staff member, therefore, as soon as possible after receiving the resignation, the Clerk or Chairman should start the recruitment process. All staff have contracts, job descriptions and person specifications.

If possible the appointment should be made with sufficient time to allow the new staff member to overlap with the incumbent by a week to give a smooth handover.

It will be difficult to replace staff who have a one month notice period within that time frame, therefore as soon as possible after receiving the resignation the recruitment process should start and arrangements made for the key parts of the job to be covered whilst a new staff member is found.

### **Update and review**

This Policy and Plan shall be updated as appropriate and reviewed every two years by full Council. The next review will be May 2023.

Adopted 18<sup>th</sup> June 2019

Reviewed by full Council 5<sup>th</sup> March 2020

To be reviewed by the Finance and Administration Committee 11<sup>th</sup> March 2021

**Business Impact Analysis - North Horsham Parish Council Response to an Emergency including a timeframe of responses, recovery objectives, a structure for implementation, monitoring and follow up procedures.**

TIMELINE		24 hours	Within 7 days	Within 1 month	Within 3 months
Area V	Recovery steps >	Immediate Response and Actions	Management Response	Business Continuity Rebuild Confidence	
	Closure due to pandemic	Depending on government or local guidance it may be necessary to close halls and public areas. Staff may need to work from home. Contact may need to be made with hirers to let them know what is happening.	Follow government guidance. Staff may need to work from home and online meetings could be initiated.	Keep informed of government guidance and follow it. Ensure staff have suitable working conditions and equipment. Set up remote meetings.	Keep informed of government guidance and follow it. Ensure staff have suitable working conditions and equipment. Set up remote meetings.
	Loss of building due to fire.	Inform the Council, staff and appropriate hirers. Inform the insurance company. Relocate hirers if possible. Relocate Parish Office if appropriate.	Set up temporary office including communication systems if necessary.	Hold a meeting of the full Council remotely. Review the position. Work with the insurance company to rebuild the facility.	Action any recommendations from the review and continue to review progress.
	Loss of equipment due to fire, flood, equipment failure or theft	Inform the Council. Inform the insurance company. Report theft to Police. Decide if equipment needs instant replacement.	Purchase new equipment. Ascertain what has been lost.	Report to full Council. Review position.	Action any recommendations following the review for continuity.
	Loss of important documents due to fire, flood or theft.	Inform the Council.	Review the position. Put steps in place to recover the documents if possible.	Report incident to full Council. Review position.	Action any recommendations following the review for continuity.
	Loss of Council computer files due to fire, flood, breakdown or theft.	Inform the Council. Retrieve the back up files from cloud with help from IT company	Install back-up files on temporary or replacement equipment.	Report incident to Full Council Meeting and review position.	Action any recommendations following the review.
	Staff illness.	Inform the Council. Decide on temporary cover strategy.	Existing staff to cover	Provide cover and support whilst staff return to work.	Review the process and action any recommendations.

<p>Loss of staff member due to sudden or long term illness, incapacity or death.</p>	<p>Inform the Council. Decide on temporary cover strategy. See Guidance in Annex 1</p>	<p>Existing staff to cover</p>	<p>Consider whether existing staff can continue to cover, if a locum or temporary staff are required and/ or begin recruitment process</p>	<p>Review position and procedure for continuity.</p>
<p>Death or Serious injury to member of staff whilst carrying out Council duties.</p>	<p>Inform the Council. Inform the insurance company. Inform HSE.</p>	<p>Decide on temporary cover strategy. Investigate how the injury/ death occurred to respond to HSE.</p>	<p>Provide temporary cover then recruitment. Review position and procedure for continuity. Provide support to existing staff.</p>	<p>Provide support to existing clerk if/when they return to work or to the new clerk.</p>



# APPENDIX 8

## North Horsham Parish Council Meeting 6<sup>th</sup> May 2021

Correspondence List 1 from 5<sup>th</sup> March 2021 to 6<sup>th</sup> May 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"> <li>• News Bulletins from West Sussex County Council</li> <li>• Household Waste Recycling Sites - Pilot Booking System.</li> <li>• Horsham Enterprise Park: business economy boost as development partner is appointed.</li> <li>• Symptom-free Covid-19 community testing now available in West Sussex.</li> <li>• Public Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date: 25/03/2021</li> <li>• A24 Worthing to Horsham Corridor Feasibility Study Stakeholder Webinar Summary Report</li> <li>• Spring into action with exciting activities for kids at West Sussex Libraries this Easter</li> <li>• £3 million boost for council tax reduction schemes</li> <li>• Early Warning Parsonage Road, Horsham - Start Date 11/07/2021.</li> <li>• Residents urged to register now to vote in May.</li> <li>• Emergency Temporary Traffic Regulation Order - Forest Road, Colgate - Start date: 24/03/2021.</li> <li>• Update for Armed Forces Covenant Champions.</li> <li>• WSCC Post-16 Transport Policy Statement Consultation.</li> <li>• Highways, Transport and Planning - Members Update.</li> <li>• West Sussex recycles: Book to Recycle trial underway, and tips on composting.</li> <li>• New property development initiative created for West Sussex.</li> <li>• West Sussex Transport Plan Review Survey, Autumn 2020 - Feedback Summary</li> <li>• Public Notice Horsham Bypass, Horsham - Start Date 09/04/202.</li> <li>• Soft Sand Review of the Joint Minerals Local Plan – Adoption.</li> <li>• West Sussex Libraries reopen for browsing next week.</li> <li>• COVID 19 testing; Home Testing Kits Now Available (Press Release 9th April).</li> <li>• Media Statement on the death of HRH Prince Philip, Duke of Edinburgh, issued by the Lord Lieutenant.</li> <li>• Guidance on protocol following the death of HRH Prince Philip, Duke of Edinburgh.</li> <li>• Ash Dieback: essential tree felling works scheduled.</li> <li>• Nearly 300 candidates announced for West Sussex County Council elections.</li> <li>• Warning after rise in deliberate fires.</li> <li>• Road Closure Public Notice - Parsonage Road Horsham - Start Date: 16 May 2021.</li> </ul>
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	<ul style="list-style-type: none"> <li>• New Director of Public Health gives COVID-19 Vaccine Reminder for World Immunisation Week</li> </ul>
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> <li>• News updates.</li> <li>• Development Management (planning) service update from HDC</li> <li>• Information on Vegetation Clearance Works A264</li> <li>• Early Warning TTRO Parsonage Road, Horsham - Start Date 13/07/2021.</li> <li>• Council Matters: Climate Change - Special Issue No.3</li> <li>• Sussex Crisis Fund Phase Three</li> </ul>
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> <li>• Chief Executive bulletins.</li> <li>• NALC Cyber security guide has been launched.</li> <li>• NALC online event. How to get young people involved in local (parish and town) councils – 26<sup>th</sup> May 2021.</li> <li>• NALC online event – Community businesses – 29<sup>th</sup> April 2021.</li> <li>• NALC online event - Where has the planning power gone? 28th July 2021</li> <li>• NALC guides and website log in details</li> <li>• NALC online event – Reopening and reimagining your community buildings – 23<sup>rd</sup> June 2021.</li> </ul>
4.	<u>Horsham ALC</u> <ul style="list-style-type: none"> <li>• Notification of AGM on 29<sup>th</sup> April 2021.</li> <li>• E-mail requesting that the AGM be brought forward from the Chairman of Henfield Parish Council.</li> <li>• Agenda and Minutes of a Special Meeting held on 8<sup>th</sup> April 2021.</li> </ul>
5.	<u>West Sussex Association of Local Councils</u> Recording of briefing for Chairmen of the councils in West Sussex 9 <sup>th</sup> March 2021. Newsletter March 2021. Service provision from Mark Mulberry Ltd. from 1 <sup>st</sup> April 2021. National free webinar - crisis communications Draft minutes from meeting on 11 <sup>th</sup> March 2021. Independent Member Vacancy - Sussex Police and Crime Panel – 5 year post. Election Volunteers Needed. Consultation - DCMS Rural Broadband Consultation
6.	<u>Sussex Police/ Neighbourhood Watch</u> <ul style="list-style-type: none"> <li>• More Information About The Census 2021</li> <li>• A Reminder - Have Your Say - Survey on Dog Thefts.</li> <li>• Roffey Area Vehicle Break Ins 24/03/2021.</li> <li>• Worried About Getting Hacked?</li> <li>• Neighbourhood Watch Launches Protect Your Car Campaign 31/03/2021</li> <li>• Police Crime Commissioner Office focus group – 27<sup>th</sup> May 10am.</li> <li>• Scams Awareness Useful Information and Resources 14/04/2021</li> <li>• Catalytic Converter Theft and Free Offer 19/04/2021</li> <li>• Please Help Us To Improve The System – Survey - 20/04/2021</li> <li>• Rural Crime Team Update - March</li> <li>• 150 Offences Detected During Weekend Road Safety Operation 22/04/2021.</li> <li>• Police Forces Unite To Crack Down on Knife Crime 26/04/2021</li> </ul>
7	<u>Resident correspondence.</u> HDC removes rights of community to make statements at Council/Cabinet. Broken fencing at Earles Meadow – not on parish council land.

	<p>Concern re forest school site at Earles Meadow.</p> <p>Concern re tree growth in sewer in stream at rear of Skylark House – not parish council land.</p> <p>Enquiry regarding support for safety enhancements outside the Robert Southwell School.</p> <p>Enquiry as to ownership of land off Crawley Road which is restricting access by owner.</p> <p>Concern regarding reinstatement of Lemmington Way road sign after construction work. This matter has now been resolved.</p> <p>Questionnaire regarding the subjectivity of design submitted by an Oxford Brookes undergraduate.</p> <p>Littering in Earles Meadow – passed to PCSP Karen Denness.</p>
8.	<p><u>No Incinerator 4 Horsham</u> News 7.3.21</p>
9.	<p><u>Sussex NHS Commissioners</u> West Sussex NHS COVID Information Updates on progress of vaccination programme and additional information on the Oxford Astra Zeneca vaccine. Side effects tool kit.</p>
10.	<p><u>Ministry of Housing, Communities and Local Government</u> Local Government Bulletin 8 March Census - Newsletter for Local Authority Partners Issue 20</p>
11	<p><u>Legal and General</u></p> <ul style="list-style-type: none"> <li>• Vegetation Clearance Works A264 (various emails)</li> <li>• Land North of Horsham - Community Update</li> <li>• Land North of Horsham – Stakeholder Update</li> </ul>
12.	<p><u>Horsham Older People's Forum</u> Rookwood – notification of 2 public online meetings, each with up to 100 spaces. The first, <b>10am – 12noon on Thursday 25<sup>th</sup> March</b> mainly aimed at older people living in the Horsham District and the second <b>7pm – 9pm Thursday 8<sup>th</sup> April</b> mainly aimed at residents living in the 3 unparished areas of Horsham town represented by Horsham Denne, Horsham Forest and Horsham Trafalgar Neighbourhood Councils.</p>
13.	<p><u>Gatwick Airport</u> In Touch Newsletter Edition 2</p>
14.	<p><u>Friends of Horsham Park.</u> Appreciating parks and invitation to the Rookwood debate. Thursday 25 March at 10am-12 noon and Thursday 8 April at 7-9pm</p>
15.	<p><u>Horsham Town Community Partnership</u> The annual Riverside Walk starts at 10.0 am on Saturday 11th September 2021.</p>
16.	<p><u>Census 2021</u> Information and updates.</p>
17.	<p><u>BritaniaCrest</u> Community Liaison Group (CLG) Meeting notes 31.3.2021</p>
18.	<p><u>Mark Mulberry Ltd Training</u> Training opportunities as part of WSALC.</p>
19.	<p><u>Legal and General</u> A264 Works Update</p>