



## NORTH HORSHAM PARISH COUNCIL

### MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD ON-LINE ON THURSDAY 11<sup>TH</sup> MARCH 2021 COMMENCING AT 7.30pm

**Present:** Cllr. P. Burgess, Cllr M. Cockerill\*, Cllr J Gough, Cllr J. Smithurst (Vice Chairman), Cllr S. Torn (Chairman), Cllr R. Turner and Cllr. S. Wilton.

\* denotes absence

**In attendance:** Clerk, Pauline Whitehead BA(Hons) FSLCC and Deputy Clerk, Vivien Edwards.

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#### **FA/432/21 Public Forum**

There was one member of the public present.

#### **FA/433/21 Apologies**

The Committee received apologies for absence from Cllr P Burgess and Cllr M Cockerill. Cllr J Smithurst gave retrospective apologies due to unforeseen circumstances.

#### **FA/434/21 Minutes**

The Minutes of the Finance and Administration Committee Meeting held on 10<sup>th</sup> December 2020 were agreed and will be signed by the Chairman as being a correct record, at the earliest opportunity.

#### **FA/435/21 Declarations of Interest**

There were no declarations of interest.

#### **FA/436/21 Chairman's Announcements**

- Following the issue of the Government Roadmap to easing of restrictions due to the Coronavirus pandemic, the Parish Council owned Multi courts are due to reopen on 29<sup>th</sup> March 2021 in line with government restrictions. Further activities will be allowed in line with government led target dates which are subject to change.
- The remote year end closedown is scheduled for 14<sup>th</sup> April 2021 and the remote Internal Audit has been booked for 23<sup>rd</sup> April 2021. This will allow the Annual Governance and Accountability Return to be presented at the May 2021 Parish Council Meeting.

**FA/437/21 Bank reconciliation to 31<sup>st</sup> January 2021.**

The Financial Review to 31<sup>st</sup> January 2021 had been presented to the Parish Council at its meeting on 4<sup>th</sup> March 2021. A copy of the bank reconciliation, cash book and bank statements to 31<sup>st</sup> January 2021 had been circulated to the committee along with a list of cash balances.

**The Committee RESOLVED to note the bank statement, bank reconciliation and cashbook as evidence that there was no difference between the cash book and bank statement at 31<sup>st</sup> January 2021 which stood at £370,332.09. To note that there was total cash and bank accounts at 31<sup>st</sup> January 2021 of £540,564.95.**

**FA/438/21 Fee list for hires 2021/22**

The Committee agreed the fee list for hires for 2021/22 as circulated. The charges remained the same as 2020/21.

**FA/439/21 Asset Management and Replacement – Play areas – replacement costs.**

See Appendix 1.

**The Committee noted the replacement costs for equipment in play areas owned by the Parish Council.**

**FA/440/21 Business Plan**

See Appendix 2

**The Committee noted that plans for consulting on the Parish Council's Business Plan had been put on hold, but adopted the updated version as an interim measure.**

**FA/441/21 Appoint a Data Protection Officer**

**It was RESOLVED to appoint GDPR- Info Ltd. as the Data Protection Officer for the forthcoming year.**

**FA/442/21 Business Continuity Policy and Plan**

See Appendix 3

**The Committee reviewed the Business Continuity Policy and Plan and made a recommendation to full Council that it should be adopted.**

**FA/443/21 Grant applications**

The grant fund had been reduced from £10,000 to £5,000 in the forecast budget leaving £2,515 in the grants fund for 2020/21 at 28.2.2021.

The Committee considered a grant application from the Woods for Learning CIC. The director is looking to develop a First Aid programme for school children, young adults and those with additional needs. Funding is required to buy equipment to provide the programme. It is hoped that the programme will benefit school children in North Horsham, approximately 180 in the first year, local cub and brownie packs (144 children) and an additional approximation of 90 children through local activities. The cost of the programme is £4,782.

**Following discussion, the Finance Committee RESOLVED to award £2,000 to the Woods for Learning CIC towards buying equipment to set up a First Aid programme.**

**FA/444/21 Date of next meeting**

It was noted that the next meeting is scheduled for Thursday 17<sup>th</sup> June 2021.

There being no other business, the Chairman closed the meeting at 7.46 p.m.

Signed .....

Date.....

# APPENDIX 1

## **Asset Management and Replacement**

Governance and Accountability for Smaller Authorities in England (March 2018) advises that the starting point for any system of financial control over assets is the asset register as it

- facilitates the effective physical control over assets,
- provides the information that enables the authority to make the most cost effective use of its capital resources,
- ensures that no asset is overlooked or underutilised and is therefore used most efficiently,
- pools all the information available about each asset from across the authority and makes it available to every part of the authority,
- provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance,
- supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held and
- forms a record of assets held for insurance purposes.

The key information needed in the asset register is:

- Dates of acquisition, upgrade or disposal
- Costs of acquisition and any expenditure which increases the life of the asset
- If proxy cost is used for the first valuation, a note of the method used for valuation and details of any professional advice received
- Useful life estimate
- Location
- Responsibility
- Present use and capacity
- Corresponding periodic measures of usage or occupation
- Any available indications of asset value and condition
- Any regular charges for usage or occupancy.

North Horsham Parish Council has the following documents:-

- Asset Register which records the dates of acquisition, upgrade or disposal, costs, replacement cost, location and insured value.
- Inventory which records when the asset was checked.
- In the case of play areas a Royal Society for the Prevention of Accidents report showing the condition of the asset.

The Parish Council is looking to develop a document to complement the Asset Register, inventory and condition reports which gives pertinent information to give a mechanism to predict what level of Ear Marked Reserves are required year on year to ensure that Parish Council assets are managed effectively. The information will help the Council to better understand the assets it has and allow them to plan for when pieces of equipment need replacing.

AMBERLY CLOSE PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES  
YEAR ENDING 31st MARCH 2021

	DESCRIPTION	AMOUNT	DATE ACQUIRED	PURCHASE VALUE	REPLACEMENT COST 2021	INSURED VALUE**	LIFE EXPECTANCY	STAGE IN LIFECYCLE	POTENTIAL REPLACEMENT YEAR	PHASED AMOUNT REQUIRED FOR REPLACEMENT AT 31.3.21	AMOUNT IN EMR***
1	Cradle swings	1	May 2005	1,251	1,835	-	20	15	2025	1,376	
2	Junior swings	1	May 2005	1,095	1,606	-	20	15	2025	1,205	
3	Junior Multi Play Unit	1	May 2005	12,974	19,030	-	20	15	2025	14,273	
4	Toddler Multi Play Unit	1	May 2005	5,915	8,676	-	20	15	2025	6,507	
5	Cone Climber	1	May 2005	2,695	3,953	-	20	15	2025	2,965	
6	Spinner	1	May 2005	843	1,236	-	20	15	2025	927	
7	Springer	1	May 2005	1,293	1,896	-	20	15	2025	1,422	
8	Adventure Trail	5	May 2005	2,083	3,055	5,854	20	15	2025	2,291	
9	Game Panels	1	May 2005	3,467	5,085	-	20	15	2025	3,814	
10	Delivery/ installation*		May 2005	8,615	12,636	-		15	2025	12,636	
11	Safety Surfacing		May 2005	7,500	11,000	-	20	15	2025	8,250	
12	Seats	1	Sept 2005	498	730	-	20	15	2025	548	
13	Litter Bins	2	May 2005	176	258	-	20	15	2025	194	
14	Fencing / gales	2	Sept 2005	839	1,230	-	20	15	2025	923	
15	Signage	2	May 2005	228	334	-	20	15	2025	251	
				<b>49,472</b>	<b>72,560</b>	<b>5,854</b>				<b>57,579</b>	

AMBERLEY CLOSE RECREATION AREA - REPLACEMENT COSTS AND TIMEFRAMES  
YEAR ENDING 31st MARCH 2021

1	Basket Ball Hoop****		N/K	350	394	-	6	3	2025	197	0
2	Goal Posts****		N/K	600	675	-	6	3	2025	338	0
				<b>950</b>	<b>1,069</b>					<b>535</b>	

Presented to F&A Cttee 11 3 2021

Notes

- \* The Ancilliary costs and delivery /installation costs will always be applicable.
- \*\* The Insured value forms part of the Asset Register, but insurance is not broken down to individual items.
- \*\*\* Ultimately a figure could be inserted in this column to indicate the provision of funding.
- \*\*\*\* The date of acquisition is not known, therefore the start date has been given as 2019.

The replacement cost has been calculated in the main using compound Consumer Price Index inflation - the method to be agreed by the Finance and Administration Committee at their meeting on 14th February 2019  
The life expectancy has been calculated using an educated guess but there are many factors that will influence this and some pieces of equipment will inevitably last longer than others.  
As this piece of work progresses further refinements can be made as necessary.

EARLES MEADOW PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES  
YEAR ENDING 31st MARCH 2021

	DESCRIPTION	AMOUNT	DATE ACQUIRED	PURCHASE VALUE	REPLACEMENT COST 2021	INSURED VALUE**	LIFE EXPECTANCY	STAGE IN LIFECYCLE	POTENTIAL REPLACEMENT YEAR	PHASED AMOUNT REQUIRED FOR REPLACEMENT AT 31.3.21	AMOUNT IN EMR***
1	Mixed Swing set	1	N/K	1 100	1 317	0	20	10	2031	658 50	0
2	Seats	2	N/K	1	680	0	20	10	2031	340 00	0
3	Fencing/Gate	1	N/K	1	1,000	0	20	10	2031	500 00	0
4	Litter Bin	1	Aug 2001	252	409	0	30	20	2031	272 67	0
5	Signage		2005	229	336	0	26	16	2031	206 77	
6	Toddler Multi Play Unit	1	2011	6 460	7,734	0	20	10	2031	3,867 00	
7	Ancilliary Costs*		2011	1	1 000	0			2031	1 000 00	0
8	Delivery/Installation*		2011	1	3,000	0			2031	3,000 00	0
9	Safety Surfacing	1	Oct 2012	2 143	2 486	0	19	11	2031	1,439 26	0
				<b>10,188</b>	<b>17,962</b>					<b>11,284.20</b>	

Presented to F&A Cttee 11.3.2021

Notes

- \* The Ancilliary costs and delivery /installation costs will always be applicable.
- \*\* The Insured value forms part of the Asset Register, therefore this hasn't been filled in at this stage. As the piece of work progresses this can be reviewed.
- \*\*\* Ultimately a figure could be inserted in this column to indicate the provision of funding, but this will be reviewed as the piece of work develops.

Costs using the other playgrounds as a basis.

The replacement cost has been calculated in the main using compound Consumer Price Index inflation - the method to be agreed by the Finance and Administration Committee at their meeting on 14th February 2019.

The life expectancy has been calculated using an educated guess but there are many factors that will influence this and some pieces of equipment will inevitably last longer than others.

As this piece of work progresses further refinements can be made as necessary.

HOLBROOK TYTHE BARN PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES  
YEAR ENDING 31st MARCH 2021

	DESCRIPTION	AMOUNT	DATE ACQUIRED	PURCHASE VALUE	REPLACEMENT COST 2021	INSURED VALUE	LIFE EXPECTANCY	STAGE IN LIFECYCLE	POTENTIAL REPLACEMENT YEAR	PHASED AMOUNT REQUIRED FOR REPLACEMENT AT 31.3.21	AMOUNT IN EMR
1	Picnic Tables	1	N/K	0	1,000	0	0	0	0	-	Previously disposed of
2	Litter bin	1	N/K	379	496 00	0	20	13	2028	322 40	0
3	Signage	2	N/K	460	602 00	0	20	13	2028	391 30	0
4	Junior Swing Set	1	Mar 2008	1 213	1 590 00	0	20	13	2028	1 033 50	0
5	CradleSwing Set	1	Mar 2008	1 386	1 816	0	20	13	2028	1 180 40	0
6	Delivery/ Installation		Mar 2008	938	1 229	0		13	2028	798 85	0
7	Safety Surfacing		Various	1	6 000	0	20	13	2028	3 900 00	0
8	Zip Line	1	2011	8 000	9 577	0	20	10	2031	4 788 50	0
9	Spinner	1	2011	2 000	2 394	0	20	10	2031	1 197 00	0
10	Delivery/Installation		2011	1000	1 197	0	20	10	2031	598 50	0
11	Toddle Multi Play Unit	1	April 2012	3 798	4 405	0	20	9	2032	1 982 25	0
12	Junior Multi Play Unit	1	April 2012	11 255	13 055	0	20	9	2032	5 874 75	0
13	Delivery installation		April 2012	2 132	2 473	0			2032	2 473 00	0
14	Safety Surfacing		Various	15 000 00	15000	0	20	9	2032	6 750 00	0
15	Fencing/ Gales		April 2012	11 280 00	13084	0	20	9	2032	5 887 80	0
16	O & X Panel	1	Aug 2012	533 00	618	0	20	9	2032	278 10	0
17	Seats	2	July 2013	1 150 00	1295	0	20	8	2033	518 00	0
				<b>60,525</b>	<b>75,831</b>					<b>37,974.35</b>	

HOLBROOK TYTHE BARN PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES  
YEAR ENDING 31st MARCH 2020

1	Goal Posts	1	June 2017	300	310		10	2	2027	£ 62 00	
2	Goal Posts	1	Dec 2019	233	235		10	1	2029	£ 23 50	
				<b>533</b>	<b>310</b>					<b>£ 85.50</b>	

Notes

- \* The Ancilliary costs and delivery /installation costs will always be applicable.
- \*\* The Insured value forms part of the Asset Register, therefore this hasn't been filled in at this stage. As the piece of work progresses this can be reviewed.
- \*\*\* Ultimately a figure could be inserted in this column to indicate the provision of funding, but this will be reviewed as the piece of work develops.
- \*\*\*\* The date of acquisition is not known, therefore the start date has been given as 2019.

The replacement cost has been calculated in the main using compound Consumer Price Index inflation - the method to be agreed by the Finance and Administration Committee at their meeting on 14th February 2019  
The life expectancy has been calculated using an educated guess but there are many factors that will influence this and some pieces of equipment will inevitably last longer than others.  
As this piece of work progresses further refinements can be made as necessary.

Presented to F&A Cttee 11.3.2021



**BIRCHES ROAD PLAY AREA - REPLACEMENT COSTS AND TIMEFRAMES  
YEAR ENDING 31st MARCH 2021**

	DESCRIPTION	AMOUNT	DATE ACQUIRED	PURCHASE VALUE	REPLACEMENT COST 2021	INSURED VALUE***	LIFE EXPECTANCY	STAGE IN LIFECYCLE	POTENTIAL REPLACEMENT YEAR	PHASED AMOUNT REQUIRED FOR REPLACEMENT AT 31.3.21	AMOUNT IN EMR****
1	Junior Multi Play Unit	1	June 2004	11,325	15,827	0	20	17	2024	13,452.95	
2	Toddler Multi Play Unit	1	June 2004	3,230	4,514	0	20	17	2024	3,836.90	
3	Roundabout	1	June 2004	1,900	2,655	0	20	17	2024	2,256.75	
4	Adventure Trail	1	June 2004	3,080	4,304	0	20	17	2024	3,658.40	
5	Ancillary Costs*		June 2004	1,000	1,397	0	20	17		1,187.45	
6	Delivery/Installation*		June 2004	4,294	6,001	0		17		6,001.00	
7	Safety Surfacing	Yes	June 2004	12,900	18,028	0		17	2024	18,028.00	
8	Fencing/Gates	Fence and 2 gates	June 2004	**1	**8000	0	20	17	2024	6,800.00	
9	Litter Bin (x 1)	2	June 2004	300	419	0	20	17	2024	356.15	
10	Signage (x 2)	2	June 2004	154	215	0	20	17	2024	182.75	
11	Seats (x 2)	3	Sept 2005	498	680	0	20	6	2025	204.00	
12	Mixed Swing Set	1	Sept 2013	3,723	4,038	0	20	8	2033	1,615.20	
	<b>TOTALS</b>			<b>42,404</b>	<b>58,078</b>					<b>57,579.55</b>	<b>25,000</b>

# APPENDIX 2

# NORTH HORSHAM PARISH COUNCIL



## BUSINESS PLAN 2021-2024

First draft 30<sup>th</sup> June 2016 – Full Council

Version 8 June 2019 (amended)

Adopted 4.7.19

Adopted 11 March 2021(F&A Cttee)

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### Glossary

WSSC – West Sussex County Council

HDC – Horsham District Council

## 1. The Parish Council

1.1 North Horsham Parish Council is made up of six wards, Roffey North, Roffey South, Holbrook East, Holbrook West, Horsham Rural and Comptons. The nineteen councillors that make up the Council act as a body corporate and make decisions which are then carried out by officers who are employed by the Council. Councillors bring issues to the attention of the council and help it make decisions on behalf of the local community.

1.2 In June 2016 the Parish Council first resolved that it was eligible to use the General Power of Competence which means that the Council is not restricted by the limited powers granted to Parish Councils and can do anything that an individual can lawfully do. The Parish Council was able to reaffirm the General Power of Competence in May 2019. The Parish Council has robust financial management and there is a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

1.3 The Parish Council is responsible for three Community Halls in North Horsham, Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall. It is also responsible for Multi courts, play areas at Earles Meadow, Amberley Close, Birches Road and Holbrook Tythe Barn. The Parish Council looks after open space at Earles Meadow, Amberley Close and Holbrook Tythe Barn and allotments at Amberley Close. Bus shelters, litter bins, notice boards, dog bins and street lights are also part of the Parish Council's portfolio of assets. The Parish Council holds the lease for allotments on Harwood Road from WSCC. The Harwood Road allotments site is run by the Harwood Road Allotment Association. The Parish Council has a statutory right to be notified of Planning Applications in its area and submits comments to the Local Planning Authority (HDC) through a very active Planning, Environment and Transport Committee. There are also Committees to oversee Finance and Administration, Property and Personnel.

1.4 All Council and Committee Meetings convened by North Horsham Parish Council are open to the public. There is an opportunity for members of the public to ask questions, comment or raise issues relating to the agenda within the first fifteen minutes of the meeting. Members of the public are encouraged to join topic specific working parties to bring expertise and local knowledge.

1.5 Meetings are generally held on Thursday evenings starting at 7.30pm in the Roffey Millennium Hall. Since July 2020 meetings have been held remotely in response to social distancing introduced to reduce the spread of Coronavirus. It is unclear if remote meetings will be allowed after May 2021. A list of meetings and agendas for meetings are published on the Parish Council website [www.northhorsham.gov.uk](http://www.northhorsham.gov.uk) and available on the parish notice boards.

1.6 The Parish Council has a proactive working relationship with WSCC, HDC, Sussex Police and County and District Councillors. The Parish Council is represented on a number of local, district and county organisations.

1.7 The Parish Council Office, situated in the Roffey Millennium Hall on Crawley Road is usually open to the public between 9am and 5pm, Monday to Friday. Having an office offers residents the opportunity to drop in for information or to discuss issues. The office has been closed during the Coronavirus pandemic, but hopes to reopen in line with government guidance later in 2021.

1.8 The Parish Council runs the North Horsham Friendship Club which meets every fortnight and gives an opportunity for people living in the parish over sixty years old to meet together. The club usually runs from 2pm to 4pm and there is a £2 subscription for tea and cake. The lively afternoons include activities such as games, quizzes, talks, music and outings. Around 20 – 25 people attend at any one time although the membership itself is around 40. The group manages

its own budget and the club runs on subscriptions enhanced by a modest grant from the Parish Council. The Club has been suspended since March 2020, but hopes to reopen in late 2021.

1.9 The Parish Council provides two litter wardens who collect litter on specific routes in the parish and for which an Environmental Grant is paid by HDC.

## **2.Introduction to the Business Plan**

2.1 The North Horsham Parish Council Business Plan originated in 2016 with an aim of giving focus to how the Council delivers its services and the need for future planning.

2.2 Two visioning events were held. At the first, Councillors were encouraged to put forward any suggestions for the future of North Horsham Parish Council. At the second event Councillors and staff members were asked to indicate their support for or against the original suggestions and to prioritise the ideas. There was an opportunity to add comments and further projects.

2.3 Some improvements and projects could incur the need for additional expenditure. Whilst there may be a need to make an increase in the precept spread over a number of years to achieve a project that is supported by the community, every effort will be made to work collaboratively and in partnership with other organisations where possible to achieve the maximum value for money.

2.4 Ultimately any project within the Plan will have an associated costing and list of objectives to enable the project to be monitored and evaluated.

## **3.Aims of the Plan**

3.1 The purpose of the North Horsham Business Plan is to:-

- To set out the Parish Council's vision, objectives and key priorities.
- To enable the Parish Council to represent the interests of the whole community working as a corporate body 'with perpetual succession.'
- To facilitate and recognise the value of partnership working with groups who share a common goal with the Parish Council and its community.
- To promote a greater understanding of what the Parish Council does, how it represents its community and to ensure that residents have a clear understanding of how the Parish Council looks to develop into the future.
- To enable the Parish Council to operate in a consistent and co-ordinated way.
- To encourage the community to become involved in the democratic process and the future of its parish.
- To help the Parish Council to focus on how services are delivered.
- To aid future budgeting.

3.2 The North Horsham Parish Council Business Plan is a 'live' document which will be updated and reported on annually. This will enable the Council to track and monitor its progress against key priorities.

3.3 Comments and feedback from residents are welcome and should be addressed to :-

The Parish Clerk,  
Roffey Millennium Hall,  
Crawley Road,  
Horsham  
Telephone 01403 750758  
E-mail [Parish.clerk@northhorsham-pc.gov.uk](mailto:Parish.clerk@northhorsham-pc.gov.uk)

#### **4. Past achievements**

4.1 The Parish Council has been successful in supporting its community over past years by engaging with residents and representing local views. This is especially relevant in respect of the development north of the A264, transport and environment issues and opportunities that will benefit the community.

#### **4.2 Significant achievements for North Horsham Parish Council**

- Maintaining three well appointed community halls, multi courts, four play areas, open spaces, allotments and various street furniture.
- North Horsham Friendship Group.
- Improvements to buildings, play areas and the Riverside Walk including the addition of street furniture and improved access.
- Facilitating the move of the Horsham Bowls Club and a New Pavilion.
- Improvements at Roffey Corner and Lambs Farm Road.
- Improving the environment by providing litter wardens.
- Two Parish Liaison groups which engage with Horsham District Council, the developers and other key stakeholders with regard to the new development north of the A264 and the development on the former Novartis site on Parsonage Road.
- Regular articles in North Horsham pages, up to date website and Facebook to promote the Parish Council.
- The Parish Council supported the formation of a Community Land Trust for North Horsham.

#### **5. Vision**

5.1 To represent the views of those who live and work in North Horsham Parish and promote a strong, vibrant and inclusive community working in partnership with others.

#### **6. Objectives**

1. To encourage any Councillor vacancies to be filled.
2. To ensure that all buildings and open spaces are run efficiently, effectively and inclusively as possible.
3. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.

4. To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires, as part of activities already established in Horsham Town and further afield.
5. To work with WSCC, HDC and key agencies to promote best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
6. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.
7. To continue to engage with WSCC, HDC and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.
8. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.
9. To support a Walking and Cycling Infrastructure Plan for North Horsham.
10. To engage with all stakeholders involved with the development of the former Novartis site on Parsonage Road, to provide as many improvements to infrastructure as possible.
11. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy.
12. To support the North Horsham Friendship Club for those in the parish over sixty years old.
13. To support the provision of youth services in North Horsham to provide better opportunities for young people.
14. To support access to internet facilities and developing technology. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.
15. To prepare to upgrade one playground in the Parish in 2024/25.
16. To take opportunities to take responsibility for facilities and assets on the new development north of Horsham.
17. To replace the Boiler at Roffey Millennium Hall as necessary.
18. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.
19. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park, should it happen in the future.
20. To promote a review of the traffic calming measures on Crawley Road as appropriate.
21. To promote Horsham District Council's only listed Ancient Monument – Chennells Brook Castle (the Motte and Bailey castle north of Chennells Brook Farm).
22. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings (buses and taxis) to provide an even coverage of public transport connectivity across the parish.
23. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

## **7. Other considerations**

7.1 The visioning event raised other projects such as facilitating a 'dial a ride' scheme for the elderly and infirm, installing electric car charging points at community halls powered by solar panels, making all halls vatable and contracting out caretaking and cleaning duties, but these didn't have sufficient support to include in the Business Plan at the time, nor available funding. The



projects could be reconsidered in the future. In 2018, the Parish Council considered taking responsibility for the Car Park in Godwin Way, but there wasn't the support from the retail sector. The Parish Council may wish to consider organising community events for Sussex Day (16<sup>th</sup> June) and the big clean (first weekend in March) in the future. The Parish Council consulted with the community about producing a Neighbourhood Plan but the lack of support and the expense led to the Council deciding that A Neighbourhood Plan wouldn't be produced in July 2018.

7.2 There was a formal staff review in 2017 which demonstrated that staffing levels were adequate for the current level of business, but there was very little additional capacity for large projects, staff vacancies, holidays or illness. When halls closed due to the Coronavirus pandemic, staff were furloughed initially, then hours were reduced to reduce outgoings. Whilst prior to the pandemic business has been increasing at the halls year on year, the restriction imposed by the government has seen many changes in the hire patterns and it is not clear what will happen when restrictions are totally lifted later in 2021. Throughout the pandemic there has been flexibility from staff. In the past a caretaker vacancy has been covered by office staff, reducing their ability to cover their day to day work. When there is a reduction in staff cover, fewer bookings can be taken. This impacts on income from the asset. At North Heath Hall and Holbrook Tythe Barn some regular hirers hold keys and contract cleaners are used when there are caretaker vacancies. As the government restrictions put in place to reduce the spread of Coronavirus are lifted, staff cover will be reviewed and reported to the Personnel Committee for action as necessary.

## **8. Key priorities, costings and notes**

The aims and objectives are in black, potential cost in red and progress is in blue.

### **Short term goals (2021/22)**

1. To encourage any Councillor vacancies to be filled.

*There is £19,950 in an earmarked reserve for elections.*

*There is one vacancy in Comptons. There have been people interested, but no-one has progressed their interest.*

2. To ensure that all buildings and open spaces are run efficiently, effectively and as inclusively as possible.

*Improvements to the RBS booking system have been made which are adequate for what is required at the moment. Edge IT offer packages which may provide similar support, but the cost is much higher than currently paid and there would be additional re-training and installation costs.*

3. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.

*The Property Committee prioritise work in collaboration with other Committees and the Council. Regular inspections of assets are carried out including an independent tree survey and risk assessments.*

4. To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires as part of activities already established in Horsham Town and further afield.

*The Property Committee has control over the buildings and open spaces and regularly review the Terms and Conditions of Hire, other associated policies, maintenance schedules and the financial costs. The Personnel Committee review staff capacity.*

All buildings are accessible and compliant with DDA. North Horsham Parish Council is a member of the Horsham District Dementia Action Alliance. Some staff have been trained as Dementia Friends.

A customer satisfaction survey is given to hirers to measure performance and as a way of improving service. There is evidence of repeat and long term hires.

The Caretakers are key in providing a positive customer experience. They wear uniform so that they are easily identifiable and are in close communication with the office through clear lines of management. There are positive remarks following bookings on most occasions.

By having a system of prioritising work, the Property Committee can make consistent and measured decisions. Health and Safety work is essential and can be done through officer delegation as required.

Staff upsell the facilities and look for new and innovative ways in which the spaces can be used. There has been greater emphasis on advertising using the website and social media and this will increase. Difficulties in filling caretaker vacancies has a knock on effect on bookings and different ways of working will be considered where appropriate.

Improvements have been made to the booking system which are adequate for what is required at present. Edge IT offer a finance system with addons for bookings, but the annual cost is higher and there would be costs for retraining and installing and setting up the system. At the current time it seems sensible to stay with Rialtas Business Systems.

5. To work with WSCC, HDC and key agencies to promote the best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
6. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.

The Parish Council has a slot on the Parish Council agenda for West Sussex County Councillors and Horsham District Councillors to submit a written or verbal report and every effort is made to work collaboratively where possible. County and District Councillors are contacted between meetings where appropriate. Parish Councillors can speak at County and District meetings.

The Parish Council is regularly consulted on issues that will affect the residents of North Horsham and collaborative working is promoted where possible. The Parish Council is invited to training events with WSCC and HDC. The Parish Council has corresponded with WSCC on highways issues as a result of items raised at Planning, Environment and Transport Meetings or on concerns raised by residents.

Positive relationships have been sought with key agencies in North Horsham. The Annual Parish Meeting gives an opportunity to showcase community facilities.

7. To continue to engage with WSCC, HDC and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.  
*Section 106 contributions have been set aside by HDC who are working with WSCC.*
8. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.

*Section 106 contributions have been set aside for some improvements.*

*The Parish Council facilitates quarterly North of Horsham Development Parish Liaison Group meetings between key stakeholders including community groups and residents. The meetings are reported back to the Planning, Environment and Transport Committee for action and notes from the meeting are published on the Parish Council's website.*

*An initial report on the opportunities for cycling connectivity between the new and existing development has been completed by Phil Jones Associates on which to move forward with the developers and other agencies. This will be ongoing over several years and be part of the discussions of the North of Horsham Development Parish Liaison Groups.*

**9. To support a Walking and Cycling Infrastructure Plan for North Horsham.**

*The Parish Council has written letters of support for a Walking and Cycling Infrastructure Plan to WSCC, HDC and the developers and requested that the Parish Council is fully engaged with the process.*

**10. To engage with all stakeholders involved with the development of the former Novartis site on Parsonage Road, to provide as many improvements to infrastructure as possible.**

*The Parish Council facilitates quarterly Parish Liaison Group meetings between key stakeholders including community groups and residents. The meetings are reported back to the Planning, Environment and Transport Committee for action and notes from the meeting are published on the Parish Council's website.*

**11. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy. There may be a need to get assistance with the website to ensure that it is compliant with emerging technology and regulations.**

*There is £800 in the 2021/22 budget for articles to be submitted to Horsham Pages (North) and an IT budget of 2 400 in the 2021/22 budget.*

*There is an ongoing contract with Horsham Pages (North). Money set aside for "Welcome to North Horsham" signs had to be returned to reserves during the pandemic as only essential spending was made.*

**12. To support the North Horsham Friendship Club for those living in the parish over sixty years old.**

*North Horsham Parish Council considers an annual grant of around £250 through the grants procedure.*

*North Horsham Friendship Club has around 40 members with between 20 – 25 people attending each session. The activities include quizzes, talks, outings, music and games. The Facilities Officer spends a portion of her time preparing and delivering the activities as necessary and refreshments. The Deputy Clerk works with the Facilities Officer to set a programme of activities.*

### **Medium term goals (2022/23)**

13. To support the provision of youth services in North Horsham to provide better opportunities for young people.

*HDC suggested engaging a third party such as Horsham Matters to do some work with young people to understand the issues.*

14. To support access to internet facilities. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.

*WSCC is working with HDC, Horsham Matters and Age UK Horsham District on a Digital Inclusion project. They are aware that the Parish Council is willing to support their initiative where appropriate and within resources.*

*HDC do a buildings audit on an annual basis and are aware of the facilities that the Parish Council can offer and that the Parish Council is willing to enter into a dialogue in the future.*

15. To look to upgrading one playground. Work undertaken to ascertain the life expectancy and required sums to be set aside for asset replacement has shown that Birches Road Playground and Amberley Road Playground will need replacing in 2024 and 2025 respectively. To replace all equipment at both playgrounds would cost approximately £130,000 however, some of the existing equipment and infrastructure could be retained reducing the costs.

*£25,000 has been set aside in an EMR for the replacement of play equipment*

16. To look to working with HDC and the developers to take responsibility for community buildings, open spaces, playgrounds and other assets on the development north of Horsham. North Horsham Parish Council has already indicated to Horsham District Council that they would be willing to be approached regarding the future running of any community buildings in the development north of Horsham. Costings are unknown at this time as it is likely that the arrangement would be for the buildings to be transferred after completion by HDC.

17. To prepare to replace the boiler at Roffey Millennium Hall.

*£25,000 has been set aside in an Ear Marked Reserve with an additional £5,000 being added in the 2021/22 budget.*

### **Long term goals (2023-2024)**

18. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.

*Initial approaches have been made to HDC Economic and Visitor team to see if events held in Horsham Town can include North Horsham. Ongoing dialogue will be needed.*

19. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park should it happen in the future.

*There is information on file (2015) to suggest this will not be possible for at least three to five years even if money were available, which it isn't at this stage. This is a major project and would need buy in from WSCC, HDC and other agencies. Checked with HDC in 2018 and nothing is known about any redevelopment. The sites are included in the Strategic Housing, Economic, Land*

*Availability Assessment (SHELAA) produced by HDC in 2019. The land is noted as 'not currently developable'.*

20. To promote improvements in the traffic calming measures on Crawley Road as appropriate.

*WSSC has no plans to make any amendments to Crawley Road But there could be opportunities if any redevelopment was done at the Roffey Centre.*

21. To promote Horsham District Council's only listed Ancient Monument – Chennels Brook Castle.

*The Parish Council website includes information regarding Chennelsbrook Castle, the only listed Ancient Monument in Horsham District. HDC has included the site on its tourist website.*

22. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings (buses and taxis) to provide an even coverage of public transport connectivity across the parish.

*Improvements could come with the new development north of the A264.*

23. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

*The Finance Committee has agreed to review this on an annual basis to ascertain whether finding allows further investment. The next review is December 2021.*



## 9. Financial Considerations

9.1 A few of the short and medium term goals have money allocated. Setting money aside for longer term goals is more difficult as they are dependent on opportunities becoming available to the Parish Council.

**Actual figures for 2017/18 to 2019/20, budgeted and estimated figures for 2020/21 and approved budget for 2021/22.**

	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Budgetted	2020/21 Estimated	2021/22 Budgetted
<b>INCOME</b>						
Finance	879	571	962	200	100	100
Allotments	1,015	539	816	875	875	875
NHH	62,013	64,471	63,943	65,625	20,000	50,000
HTB	35,098	36,425	39,229	37,800	7,500	30,000
Multi Courts	22,318	24,270	22,571	23,140	8,000	20,000
RMH	74,222	85,141	80,816	85,200	3,000	60,000
<b>TOTAL</b>	<b>195,545</b>	<b>211,417</b>	<b>208,337</b>	<b>212,840</b>	<b>39,475</b>	<b>160,975</b>
<b>EXPENDITURE</b>						
Finance	52,278	52,327	46,290	51,670	45,870	50,120
Grants	8,577	8,800	4,160	10,000	5,000	10,000
Burial	3,000	9,183	6,730	6,750	6,750	6,750
Planning	0	2,000	278	2,250	0	2,250
Allotments	717	1,009	1,123	1,575	1,625	1,575
Amenities	37,799	42,712	41,713	52,085	47,660	52,995
NHH	24,070	23,303	22,921	27,854	15,001	28,421
HTB	17,582	20,777	16,934	23,757	18,115	22,196
RMH	32,564	33,200	33,340	41,567	21,514	37,888
Personnel	293,325	275,643	299,981	311,250	273,950	315,450
<b>TOTAL</b>	<b>469,912</b>	<b>468,954</b>	<b>473,470</b>	<b>528,758</b>	<b>435,485</b>	<b>527,645</b>
<b>NET EXPEND.</b>	<b>291,159</b>	<b>273,409</b>	<b>265,133</b>	<b>315,918</b>	<b>396,010</b>	<b>366,670</b>

<b>FUNDING</b>						
Council Tax benefit	1,403	0	0	0	0	0
Environmental Grant	9,691	9,836	9,984	9,984	10,234	10,234
Precept	293,551	319,943	327,769	335,194	335,194	338,600
CiL	0	0	11,053	0	2,395	0
<b>TOTAL</b>	<b>304,645</b>	<b>329,779</b>	<b>348,806</b>	<b>345,178</b>	<b>347,823</b>	<b>348,834</b>

<i>opening balances</i>	2017/18	2018/19	2019/20	2020/21	2020/21 estimated	2021/22 budgetted
<b>GENERAL RESERVE</b>	85,277	106,513	**186,151	***230,057	171,869	149,033

\*\* During budgeting for 2019/20 there was sufficient funds to enable having £150,000 contingency in the General Reserve and transfer £20,770 from the General Reserve to various Ear Marked Reserves. The following transfers were made:- Repairs and Renewals to cover Boardwalks (£17,520) and Street Lighting (£6,000) and Redecorating at Holbrook Tythe Barn (3,250) which was agreed as high priority work.

\*\*\* During budgeting for 2020/21, there were sufficient funds to enable £150,000 contingency in the General Reserve and a surplus to put money aside in Ear Marked Reserves. It was agreed to put £25,000 into a Play equipment Ear Marked Reserve, £10,000 in an Ear Marked Reserve for the Roffey Millennium Hall Boiler and £7,260 into Repairs and Renewals for repairs to board walks at Earles Meadow.

Considerations to put £18,000 in an Ear Marked Reserve for Welcome to North Horsham signs and £4,000 for an upgrade to the Parish noticeboards did not go ahead when the potential impact of the Coronavirus pandemic on income was realised.

It is estimated that there will be an estimated £171,869 in the General Reserve at the end of 2020/21. The proposed contingency for 2021/22 in General Reserves is £149,033. It has been agreed to put £5,000 into the Roffey Millennium Hall boiler Ear Marked Reserve as there is a high risk that will need replacing in the near future.

9.2 The Internal Auditor has advised that a General Reserve of around £150,000 (approximately 5 – 6 months running costs) would be acceptable.

#### 10. Earmarked Reserves

	01.04.2018	01.04.2019	01.04.2020	01.04.2021 estimated
VAT Contingency <sup>1</sup>	7,955	7,955	7,955	7,955
Repairs and Renewals <sup>2</sup>	139,886	150,220	117,568	112,068
Election <sup>3</sup>	19,950	19,950	19,950	19,950
Tree Management Work <sup>4</sup>	0	6,000	4,250	3,825
Roffey Youth Club <sup>5</sup>	5,621	5,621	5,621	5,621
Planning <sup>6</sup>	8,035	8,035	8,035	8,035
RMH Boiler <sup>7</sup>	10,000	10,000	20,000	20,000
Playground upgrade <sup>9</sup>			25,000	25,000
Capital Receipt <sup>8</sup>	25,000	25,000	25,000	25,000
Community Land Trust <sup>10</sup>	1000	944	722	3
CiL 2019/20 <sup>11</sup>	0	11,053	10,434	9,500*
CiL 2020/21 <sup>11</sup>	0	0	0	2,395
<b>Total</b>	<b>216,447</b>	<b>244,778</b>	<b>219,535</b>	<b>239,352</b>

#### Footnotes

1. Some of the Parish Council's buildings are opted to tax, others are exempt. Currently VAT on exempt buildings can be claimed up to £7,500. If the Council's VAT exceeds that figure, all VAT must be paid. VAT is monitored by the Finance Committee quarterly and there should be early warning if the de minimus will be exceeded. If the money has

to be paid to HMRC, another contingency would need to be built up as quickly as possible.

2. Repairs and renewals are for large cost items.
3. If there were a by-election the cost would come from this Earmarked Reserve.
4. Tree management work identified from risk assessments.
5. Money left from the Roffey Youth Club could go towards another youth facility or project.
6. Money has been set aside for transport surveys, professional fees associated with the new development, improvements to local areas or tree survey work.
7. RMH Boiler has reached near the end of its lifespan and is likely to need replacing within the next few years.
8. Capital receipt from the sale of land at North Heath Hall can only be spent on other capital projects.
9. Money has been set aside for upgrading Parish Council playgrounds as required.
10. A grant awarded to the Community Land Trust has now been spent. They are now an organisation in their own right.
11. Community Infrastructure Contributions are separated as they are time sensitive. There has been recent expenditure on benches agreed by the Council which is why the amount noted with \* is an approximated amount.

9.3 Some expenditure may be required from Earmarked Reserves in the near future. The gutters at Roffey Millennium Hall leak and will need some remedial work or replacement may be needed within the next eighteen months. (£4,000). There are refurbishments needed to the toilet areas and lower kitchen at North Heath Hall (£20,000). Pieces of play equipment are likely to need replacement within the next three to four years.

Whilst the work is likely to be staggered, this will reduce the reserve quite significantly and a top up will be needed to ensure there is funding available in the future. It would be prudent to regularly top up Repairs and Renewals.

## **11. Action Points**

11.1 To work to fill the Councillor vacancies.

11.2 To work to further promote the halls and Parish Council assets. To maintain a high level of customer care and service. This has resource implications.

11.3 To continue working within the Parish Liaison Group forums to try to get the best facilities for the parish and to take opportunities to work with WSCC and HDC regarding the management of assets.

11.4 To continue to support the North Horsham Friendship Club as a means to improving wellbeing for many in the parish.

11.5 To seek to fulfil all objectives as the opportunities arise.

11.6 To set the precept in the future at a level whereby the General Reserve is kept at the level recommended by the Internal Auditor and so that any Earmarked Reserves that are used can be replenished within a reasonable space of time if appropriate.

11.7 To seek to consult residents and gain their views as appropriate.

North Horsham Parish Council, Roffey Millennium Hall, Crawley Road, Horsham, RH12 4DT

Telephone 01403 750786.

E-mail [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)



# APPENDIX 3



# 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><b>Loss of Council computer files due to fire, flood, breakdown or theft.</b></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><b>Staff illness.</b></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><b>Loss of staff member due to long term illness or resignation</b></p>	<p>Low/ Medium</p>	<p>See Annex 1</p>	
<p><b>Death or Serious injury to member of staff whilst carrying out Council duties.</b></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>	



## 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	0330 1232000 Mon – Fri 9am -5pm
		Southern Water	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	01737841048 07796440000
		Concept Building Solutions The Mill Brookes Green Road Partridge Green	0800 1571020
		TC Maintenance	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	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.

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

