

NORTH HORSHAM PARISH COUNCIL

PROPERTY COMMITTEE – THURSDAY 1st DECEMBER 2022

COMMITTEE REPORT

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

1. Public Forum

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

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

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable 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.

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.

Where you have an **Other Registrable 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.

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

Earles Meadow

At a previous meeting, the Deputy Clerk was asked to enquire about the age of the veteran oak tree. The Tree Surgeon has advised that it is difficult to estimate the tree's age, the only sure way is to count the rings which would require drilling into the tree or felling it.

The Earles Meadow Conservation Group (EMCG) advised that the two meadows were cut in August. They also reported that an adult has been diverting and damming the streams, they have confronted this person, but the person wouldn't engage with them. They will monitor the situation.

The EMCG gave an update on the fallen oak – branches have been removed that was holding it aloft and now it is safely on the ground. The EMCG have dealt with the brash and tidied the site.

In September, Cllr. Roland Knight delivered eight trailer loads of topsoil to the section between the two meadows which the Group has levelled. Their intention is to reseed with grass once it has been levelled and settled. They have put signage up diverting people away from the area to allow the groundworks and re-seeding.

The Queen's Green Canopy saplings for Earles Meadow hedging (between the two meadows, adjacent to the wooden areas) have been delivered and will be planted in due course, after bramble and roots are removed, Cllr. Knight has kindly offered to help with the planting of them.

With regard to the Oak Tree, although this item is usually under confidential business, there is just a small update to report from NHPC's insurers, who have advised that they have heard nothing further from the insurers, in any substantive sense, but will keep everyone informed as matters develop.

Dog Waste Bin

A dog waste bin in Amberley Road open space has been damaged. As the bin is located within a short distance of two other dog waste bins, the bin has been removed and not yet replaced. Would the Committee like to discuss the option of replacing this dog waste bin with another or with a litter bin at the next Property meeting or alternatively to leave the area with one less dog waste bin?

WSCC

A newly installed public bridleway sign on the footpath at the end of Giblets Lane and Dutchells Copse has been vandalised. WSCC have advised that this won't be replaced in the foreseeable future.

Open Spaces Policy

At the previous Property meeting, minute no. PR/048/22 refers, Members commented that a clause regarding large groups should be added to the Open Spaces Policy. After checking, the current policy, the Deputy Clerk can confirm that there is a clause which states: *The following activities are prohibited.....the holding of an event, be it charitable, commercial or private, without seeking the consent of the Parish Council beforehand.*

Staff/Staffing

Positive feedback has been received from three recent hirers regarding the Caretakers at Holbrook Tythe Barn (HTB) and Roffey Millennium Hall (RMH) stating how helpful and friendly they were during their booking.

When a Caretaker is on holiday, the office team are trying to manage the bookings, rather than covering the entire shift with another Caretaker, to make the bookings more cost effective.

Decision: To note any announcements.

6. Finance

See Appendix A & the detailed I & E report circulated via email with the agenda.

Decision: To note the Financial Report to 31st October 2022.

7. Completed Works

Members are asked to note that the following works have been completed since the last meeting in September 2022.

- (a) Roffey Millennium Hall (RMH) and surrounding area**
 - (i) Roundel painted and new noticeboards inserted.
 - (ii) All lift fluorescent lighting units in the motor room, shaft and car interior upgraded to LED
 - (iii) Some roof tiles replaced and roof drains cleared
 - (iv) Air conditioning serviced
 - (v) Lift serviced
 - (vi) Partition wall serviced
 - (vii) Hand driers removed as towel dispensers installed
 - (viii) Outside light repaired
 - (ix) Blind repair
 - (x) Fire signs on back gate replaced
 - (xi) Glass pane replaced
- (b) North Heath Hall (NHH) and surrounding area**
 - (i) Partition wall serviced
 - (ii) Hedge cutting by nursery
 - (iii) Various lights repaired
 - (iv) Lights upgraded to LED downstairs
 - (v) River erosion monitored
 - (vi) Fixed brackets to unstable sink
 - (vii) Cupboard door taken off to enable floor machine to be taken out easily
- (c) Holbrook Tythe Barn (HTB) and surrounding area**
 - (i) Hedge and trees cut around play area
 - (ii) Repaired broken car park post
 - (iii) Queen's Green Canopy tree planted
 - (iv) Fire Risk Assessment
- (d) All buildings**
 - (i) Workplace Environmental Assessment
- (e) Play Areas**
 - (i) Works following ROSPA report
 - (ii) Birches – Wet pour repairs
 - (iii) Birches – Installed replacement dog waste bin
- (f) Multi-Courts**
 - (i) Maintenance visit
- (g) Tree Work**
 - (i) Veteran Oak tree reviewed at Earles Meadow
- (h) Open Spaces**
 - (i) Repaired safety barrier at Earles Meadow
 - (ii) Installed Tommy soldiers
- (i) Bus Shelters**
 - (i) Bus information unit installed at Crawley Rd bus stop
- (j) Allotments**
 - (i) Gate and fence posts repaired & replaced
 - (ii) Wasps nest removed

Decision: To note the completed works.

8. On-going Works

Members are asked to note that the following works are on-going: (**NEW** = since last meeting)

- (a) Roffey Millennium Hall and surrounding area**
 - (i) **NEW** – Oil drum to be removed from lift motor room

- (ii) Disabled access system on front door (approved for CIL funding)
- (b) **North Heath Hall**
 - (i) **NEW** – Removal of 3 x bird mouth posts
- (c) **Holbrook Tythe Barn and surrounding area**
 - (i) **NEW** – Repair to gent's toilets ceiling following leak
- (d) **Play Areas**
 - (i) **NEW** – Birches - New bin to be installed
- (e) **Multi-Courts**
 - None
- (f) **Tree Work**
 - (i) **NEW** – Tree works recommended following Tree Inspection Survey
 - (ii) Hornbeam Tree at Cherry Tree Walk to be cut back – waiting on TPO decision
- (g) **Open Spaces**
 - None
- (h) **Bus shelters**
 - (i) **NEW** – Graffiti to be removed from 3 bus shelters – this was removed from one, but more graffiti has been added since – Facilities Officer to remove again and at other shelters, weather permitting
- (i) **Allotments**
 - None
- (j) **Streetlights**
 - (i) **NEW** – Recommended works following electrical testing – guide price of £550.00 + vat.
 - (ii) **NEW** – 2 x lights near NHH carpark to be repaired as not working

Decision: To note the on-going work.

9. Ratify Expenditure for Urgent Works

Members are requested to ratify the following expenditure for urgent works already carried out:

- i. £154.17 + vat for replacement glass pane at Roffey Millennium Hall (RMH), to be funded from the 'General Maintenance' budget.
- ii. £400.00 for repair to the safety barrier on the bridge at Earles Meadow, to be funded from the 'Open Spaces' budget.
- iii. £1202.49 + vat for repairs to playground equipment following the recent ROSPA report, to be funded from 'Play Area & M Court Maintenance' budget.
- iv. £176.50 + vat for removal of an oil drum left in the lift motor room at RMH, to be funded from the 'General Maintenance' budget.

Decision: To ratify the expenditure as described above.

10. Veteran Oak Tree at Earles Meadow

Members are requested to note the Visual Tree Assessment and timed recommendations stated (to be circulated separately by email) and ratify the cost totalling £180.00, to be funded from the 'Open Spaces' budget.

Decision: To note the Visual Tree Assessment and ratify the cost of the timed recommended works, totalling £180.00, to be funded from the 'Open Spaces' budget.

11. Proposed Maintenance Works

Members are requested to consider carrying out the following maintenance works:

- i. Repair to gents toilets ceiling at Holbrook Tythe Barn (HTB) following a leak, totalling £115.00, which, if agreed, will be funded from the 'General Maintenance' budget. The ceiling has been like this for some time and requires the flaky paint to be scrapped away and 2 x coats of anti-peel paint to be applied.
- ii. Removal of 3 x Birdmouth posts and filling in of holes at North Heath Hall (NHH), totalling £113.00, which, if agreed, will be funded from the 'General Maintenance' budget. These posts have been in situ for a long time, but used to have a rail across them to prevent vehicular access, but the rail disappeared some time ago and was never replaced. Officers have viewed these posts and recommend they are removed as they could cause a trip hazard.
- iii. Supply and install ballofix and isolation valves to taps at NHH, totalling £870.00, which, if agreed, will be funded from the Repair & Renewals earmarked reserve (EMR). There is only 1 tap at North Heath Hall with an isolation cut off valve. An isolation valve is a system that effectively stops the flow of water from a given location, they are usually used for maintenance or safety purposes. These valves are normally left open in day to day use so that the user can control the rate of water flow by turning on and off a tap.

If a tap needs to be replaced, the isolation valves are shut so that there is no water flowing when the tap is removed. Isolation valves — or shut-off valves, are a vital part of the plumbing process, they need to be installed in water systems so that when a pipe bursts or a tap leaks, they can be turned off and mitigate the risk of a flooding. An isolating valve can be closed in just a few seconds, stopping the flow of unwanted water. These valves are indispensable when it comes to waiting for a plumber to arrive to sort out any plumbing emergencies and maintenance work. The ideal situation for internal plumbing on any property is to have a situation where faucets can be serviced or a broken valve can be repaired — all without having to turn off the complete water supply to the property. Officers have therefore recommended that isolation valves are fitted to all taps at NHH.

Decision: To consider carrying out maintenance works as described above.

12. Arboricultural Survey Recommended Works

Members received the Arboricultural Survey at the previous Property meeting, minute no. PR/052/22 refers and a quotation for the recommended works within 1 year was awaited. The quotation has now been received and Members are asked to consider carrying out the required works, totalling £860.00, which if agreed, will be funded from the 'Tree Management' ear marked reserve (EMR). This would leave a balance of £105.00 in the existing EMR.

Decision: To consider carrying out the remaining timed works required, totalling £860.00, to be funded from the 'Tree Management' ear marked reserve.

13. Fire Risk Assessment for HTB

See Appendix B

Members are requested to note the Fire Risk Assessment report (to be circulated separately by email) and consider the actions recommended by Officers, detailed in Appendix B.

Members are asked to note and approve that the 'Fire Prevention Sundries' and the 'Fire Alarm System' budgets will be slightly exceeded by the recommended expenditure and so the remaining balance will be funded from general reserves.

Decision:

- i. **To note the fire risk assessment report, consider and approve the actions recommended by Officers.**
- ii. **To note and approve that the 'Fire Prevention Sundries' and the 'Fire Alarm System' budgets will be slightly exceeded by the recommended expenditure and the remaining balance will be funded from general reserves.**

14. Partition Wall at RMH

Following the recent service of the partition wall at RMH, the following recommended works are required:

The top pressure bar in panel 4 has become detached and is not lifting. And the side expansion panel is not extending fully at the bottom to create a full acoustic seal, we believe the bottom pivot plate has become detached. These panels will need to be dropped and stripped down via a mechanical hoist and repaired, panels to then be fully re-commissioned.

Magnetic strip to be replaced along the side of panel 3.

Members should note that the partition wall does not create a full acoustic seal, the wall is only sound absorbing. This is only a recommendation, the Parish Council has been advised that the wall is safe, we would not have received a certificate of service and compliance if it was unsafe.

Members are asked to consider carrying out the recommended works, totalling £895.00 + vat, which if agreed, will be partly funded from the 'Partition Wall' budget with the balance to be funding from the Repair & Renewals EMR.

Decision: To consider carrying out the recommended works to the partition wall at RMH, totalling £895.00 + vat, to be partly funded from the 'Partition Wall' budget with the balance to be funding from the Repair & Renewals EMR.

15. Winter Maintenance Plan 2022/23

Members are requested to review and approve the Winter Maintenance Plan 2022/23 (to be circulated separately by email). The only changes are year and staff contacts updated.

Decision: To review and approve the Winter Maintenance Plan for 2022/2023.

16. Warm Banks

Cllr. J Smithurst requested this item for discussion at the Property meeting on 8th September 2022.

Action: To discuss as requested by Cllr. J Smithurst

17. Allotments

See Appendix C

There are two waiting lists for the allotments, one with new requests for plots and a secondary waiting list for existing plot holders with half size plots wishing to have a full size plot. Historically, it looks like this secondary waiting list is an informal policy as it is not stated within the Allotment Rules. Priority is given to the new requests and the existing plot holders wanting a full size plot will not be offered one until there is no-one on the first waiting list.

A plot holder has asked if the Committee could review its policy on plot allocation for existing plot holders, stating that *“this policy be reviewed to prioritize those existing plot holders who have proven themselves and been members for a number of years rather than new people on the list.”*

The Deputy Clerk also suggests that there could be just one list where new and existing names are added in date order and when a full size plot becomes available the next person on the list is offered the plot regardless of them being new or existing.

Members are asked to consider the following three options, which, if one is agreed, would be added to the Allotment Rules document:

1. Keep the two waiting lists as described.
2. Prioritize existing plot holders to get full size plots.
3. Keep one waiting list and allocate in date order.

Decision:

- i. **To note the current Allotment Site Report.**
- ii. **To consider reviewing the allotment plot allocation policy.**

18. Earles Meadow Residents Association

See Appendix D

Decision:

- i. **To note the Earles Meadow Residents Association (EMRA) Action Plan for 2023.**
- ii. **If received in time, to note the Earles Meadow Conservation Group (EMCG) Action Plan for 2023.**

19. Date of next Meeting.

Decision: To note the next meeting to be held on Thursday 9th February 2023.

**Lisa Underwood - Deputy Clerk
24th November 2022**

1. Finance Report to show income, expenditure and reserves to 31st October 2022**Period covering 1st April 2022 to 31st March 2023****Funding at 31st October 2022**

Precept (full year)	349,011
Environmental Grant (full year)	10,677
Community Infrastructure Levy (CIL) Payment	11,805
Compensation from complaint relating to backdated NDDR	23,072
Total	394,565

Income to 31st October 2022

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st October*
Admin	306	100	58
Allotments**	983	900	900
North Heath Hall	36,766	50,000	29,167
Holbrook Tythe Barn	21,122	25,000	14,583
Multi Court Lettings	12,101	20,000	11,667
Roffey Millennium Hall	27,051	57,000	33,250
Total	98,329	153,000	89,625

Expenditure to 31st October 2022

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st October*
Admin***	36,695	52,670	35,308
Grants	1,900	10,000	5,833
Burial****	3,730	7,460	4,352
Personnel	175,749	326,000	190,167
Planning, Env, Trans	0	1,500	875
Allotments	584	1,580	922
Amenity, Recs and Open Spaces	29,916	52,270	30,491
North Heath Hall	12,754	27,207	15,871
Holbrook Tythe Barn	10,559	21,830	12,734
Roffey Millennium Hall	18,578	37,074	21,627
Total	290,465	537,591	318,178

* Total cost centre budget for 2022/23 divided by 7/12th.

** Allotment invoices are sent out annually. The full income is expected by the end of April.

*** Includes in Actual Expenditure Annual Insurance Premium of £13,925 paid May 2022 and includes in Estimated Expenditure Full Year Budget for Insurance of £11,000

**** Paid quarterly in Months 2,5,8 & 11

Income

At the end of Month 7 of the 2022/23 year, actual income is exceeding the amount anticipated at this time of year by just under 10% (£8,704) - a slight improvement on the difference of 6% at the end of Month 6 (£4,549). Whilst income from all the halls combined is greater than the anticipated, the income from Roffey Millennium Hall continues to be lower than would be expected. At the end of month 7 the income is 18% lower than should be expected at this point in the year, but this is an improvement from the 25% deficit at the end of month 6.

Expenditure

Expenditure is approx. 8% (£27,713) lower than the anticipated levels at the end of the month, a similar level to the end of Month 6.

Reserves

As at 31st October 2022 remaining funds, including the full year precept payment received and General Reserves, stood at £405,998.

In addition, there are additional Earmarked Reserves of £256,938, a reduction of £7,519 from the end of month 6, due to funding from the EMRs for streetlight testing (£797), works to the lift at RMH (£1842), repairs to the Allotment fence (£1,130) and the balance payment for the RTP1 unit (£3,750) being funded by CIL.

Summary

As mentioned above, there is £8,704 more income than budgeted for at the end of Month 7 and expenditure is lower than expected by £27,713.

08/11/2022

North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 01/10/2022

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1008 Miscellaneous Income	0	23,072	0	(23,072)			0.0%	
1175 CIL Payment	26,163	11,805	0	(11,805)			0.0%	11,805
1176 Precept	338,600	349,011	349,011	0			100.0%	
1196 Interest Received	187	306	100	(206)			306.4%	
Administration :- Income	364,950	384,194	349,111	(35,083)			110.0%	11,805
4007 Councillors Training	361	65	1,000	935		935	6.5%	
4008 Councillors Expenses	3,430	4,805	7,000	2,195		2,195	68.6%	
4021 Telephone/Fax/Internet	3,413	1,863	3,500	1,637		1,637	53.2%	
4022 Postage	813	401	1,400	999		999	28.6%	
4023 Stationery and Printing	1,397	1,011	1,600	589		589	63.2%	
4024 Subscriptions	2,981	3,171	3,400	229		229	93.3%	
4025 Insurance	11,109	13,925	11,000	(2,925)		(2,925)	126.6%	
4026 Publications/Magazines	0	0	20	20		20	0.0%	
4028 IT Costs	2,496	1,656	2,800	1,144		1,144	59.2%	
4029 Website Maintenance	170	0	150	150		150	0.0%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	759	508	800	292		292	63.5%	
4038 Office Equipment Maint.	718	334	950	616		616	35.1%	
4051 Bank Charges	100	7	100	93		93	7.0%	
4053 PWLB Loan Charges	11,710	5,670	11,000	5,330		5,330	51.5%	
4057 External Audit Fees	1,000	0	1,400	1,400		1,400	0.0%	
4058 Professional Services	3,000	2,042	3,500	1,458		1,458	58.4%	
4059 Internal Audit Fees	285	49	450	401		401	10.9%	
4100 Chairman's Allowance	259	235	400	165		165	58.7%	
4120 Roffey Hall Equipment	0	670	700	30		30	95.7%	
4122 Office Equipment	1,022	282	1,000	718		718	28.2%	
Administration :- Indirect Expenditure	45,023	36,695	52,670	15,975	0	15,975	69.7%	0
Net Income over Expenditure	319,928	347,499	296,441	(51,058)				
6001 less Transfer to EMR	26,163	11,805						
Movement to/(from) Gen Reserve	293,765	335,694						
103 Grants								
4155 Other Grants and Donations	6,785	1,900	10,000	8,100		8,100	19.0%	
Grants :- Indirect Expenditure	6,785	1,900	10,000	8,100	0	8,100	19.0%	0
Net Expenditure	(6,785)	(1,900)	(10,000)	(8,100)				

Detailed Income & Expenditure by Budget Heading 01/10/2022

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Burial								
4101 Burial Charges	7,461	3,730	7,460	3,730		3,730	50.0%	
Burial :- Indirect Expenditure	<u>7,461</u>	<u>3,730</u>	<u>7,460</u>	<u>3,730</u>	<u>0</u>	<u>3,730</u>	<u>50.0%</u>	<u>0</u>
Net Expenditure	<u>(7,461)</u>	<u>(3,730)</u>	<u>(7,460)</u>	<u>(3,730)</u>				
106 Personnel								
4001 Salaries/NI/Pensions	277,397	170,754	320,000	149,246		149,246	53.4%	
4002 Childcare Vouchers	2,813	1,282	0	(1,282)		(1,282)	0.0%	
4003 Payroll Admin Charge	1,187	449	1,000	551		551	44.9%	
4009 Staff Expenses/Mileage	3,276	2,557	2,750	193		193	93.0%	
4010 Staff Training	560	500	1,600	1,100		1,100	31.3%	
4030 Recruitment Advertising	300	102	250	148		148	40.8%	
4067 Protective Clothing	194	105	400	295		295	26.3%	
Personnel :- Indirect Expenditure	<u>285,727</u>	<u>175,749</u>	<u>326,000</u>	<u>150,251</u>	<u>0</u>	<u>150,251</u>	<u>53.9%</u>	<u>0</u>
Net Expenditure	<u>(285,727)</u>	<u>(175,749)</u>	<u>(326,000)</u>	<u>(150,251)</u>				
201 Planning, Env & Transport								
4305 Planning Consultant Fees	0	0	1,500	1,500		1,500	0.0%	
Planning, Env & Transport :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>				
301 Allotments								
1050 Allotment Rents	948	983	900	(83)			109.3%	
Allotments :- Income	<u>948</u>	<u>983</u>	<u>900</u>	<u>(83)</u>			<u>109.3%</u>	<u>0</u>
4012 Water Rates	92	30	140	110		110	21.6%	
4102 Allotment Rent	275	0	275	275		275	0.0%	
4200 Grass cutting	561	554	765	211		211	72.4%	
4259 Allotment Maintenance	0	0	400	400		400	0.0%	
Allotments :- Indirect Expenditure	<u>928</u>	<u>584</u>	<u>1,580</u>	<u>996</u>	<u>0</u>	<u>996</u>	<u>37.0%</u>	<u>0</u>
Net Income over Expenditure	<u>20</u>	<u>399</u>	<u>(680)</u>	<u>(1,079)</u>				
302 Amenity, Recs & Open Sp								
1100 Grants Received	10,356	10,677	10,356	(321)			103.1%	
Amenity, Recs & Open Sp :- Income	<u>10,356</u>	<u>10,677</u>	<u>10,356</u>	<u>(321)</u>			<u>103.1%</u>	<u>0</u>
4019 Window Cleaning	700	422	950	528		528	44.4%	
4200 Grass cutting	16,134	10,793	21,250	10,457		10,457	50.8%	

Detailed Income & Expenditure by Budget Heading 01/10/2022

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Bus Shelter Repairs	0	1,283	1,750	467		467	73.3%	
4251 Play Area & M Crts Maint	4,414	5,938	7,500	1,562		1,562	79.2%	
4252 Open Spaces	3,967	5,452	10,000	4,548		4,548	54.5%	
4253 Litter Warden/Clearance	108	263	900	637		637	29.3%	
4254 Community Services - Dog Bins	2,112	1,799	2,300	501		501	78.2%	
4255 Street Lighting - Maint/Supply	2,909	1,981	2,500	519		519	79.2%	
4258 Multicourts Maintenance	1,245	1,860	3,720	1,860		1,860	50.0%	
4260 Workshop	0	0	500	500		500	0.0%	
4302 Notice Board Maintenance	255	126	900	774		774	14.1%	
Amenity, Recs & Open Sp :- Indirect Expenditure	31,844	29,916	52,270	22,354	0	22,354	57.2%	0
Net Income over Expenditure	(21,488)	(19,239)	(41,914)	(22,675)				
401 North Heath Hall								
1000 Hall Lettings	54,086	36,766	50,000	13,234			73.5%	
North Heath Hall :- Income	54,086	36,766	50,000	13,234			73.5%	0
4011 NNDR	12,974	3,782	7,000	3,218		3,218	54.0%	
4012 Water Rates	803	438	925	487		487	47.4%	
4014 Electricity	2,455	1,048	2,725	1,677		1,677	38.5%	
4015 Gas	2,860	1,271	2,562	1,291		1,291	49.6%	
4016 Cleaning Materials	1,224	297	1,400	1,103		1,103	21.2%	
4017 Refuse Bin Clearance	812	626	840	214		214	74.6%	
4018 Sanitary Waste	275	92	320	228		228	28.7%	
4019 Window Cleaning	480	337	700	363		363	48.2%	
4034 Maintenance - Electrical	1,023	1,265	1,500	235		235	84.4%	
4035 Maintenance - Elect Eqp Insp	1,720	400	550	150		150	72.7%	
4036 Maintenance - General	1,455	953	2,000	1,047		1,047	47.7%	
4037 Maintenance - Fire Alarm Syst	410	420	585	165		165	71.8%	
4039 Maint - Intruder Alarm	813	1,070	800	(270)		(270)	133.8%	
4041 Maintenance - Fire Extg Insp	43	0	160	160		160	0.0%	
4042 Maintenance - Gas Boiler etc	1,481	199	650	451		451	30.6%	
4044 Maintenance - Partition Wall	475	0	800	800		800	0.0%	
4061 Legionella Testing	118	260	250	(10)		(10)	104.0%	
4063 Maintenance - Plumbing	235	190	650	460		460	29.2%	
4065 Fire Prevention Sundries	0	0	100	100		100	0.0%	
4066 Keyholder Services	180	105	190	85		85	55.3%	
4500 Internal Redecorations	940	0	2,500	2,500		2,500	0.0%	
North Heath Hall :- Indirect Expenditure	30,776	12,754	27,207	14,453	0	14,453	46.9%	0
Net Income over Expenditure	23,311	24,012	22,793	(1,219)				

Detailed Income & Expenditure by Budget Heading 01/10/2022

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
402 Holbrook Recreation Centre								
1000 Hall Lettings	24,181	21,122	25,000	3,878			84.5%	
1010 Multi Court Lettings	19,883	12,101	20,000	7,899			60.5%	
Holbrook Recreation Centre :- Income	44,064	33,223	45,000	11,777			73.8%	0
4011 NNDR	3,543	2,068	4,000	1,932		1,932	51.7%	
4012 Water Rates	675	491	1,250	759		759	39.3%	
4014 Electricity	3,073	1,899	3,250	1,351		1,351	58.4%	
4015 Gas	1,181	392	1,500	1,108		1,108	26.1%	
4016 Cleaning Materials	592	290	1,400	1,110		1,110	20.7%	
4017 Refuse Bin Clearance	797	495	840	345		345	58.9%	
4018 Sanitary Waste	250	92	240	148		148	38.3%	
4019 Window Cleaning	210	148	450	302		302	32.8%	
4034 Maintenance - Electrical	572	38	1,100	1,062		1,062	3.4%	
4035 Maintenance - Elect Eqp Insp	480	400	590	190		190	67.8%	
4036 Maintenance - General	697	863	1,900	1,037		1,037	45.4%	
4037 Maintenance - Fire Alarm Syt	580	498	600	102		102	83.0%	
4039 Maint - Intruder Alarm	813	925	800	(125)		(125)	115.6%	
4041 Maintenance - Fire Extg Insp	32	0	160	160		160	0.0%	
4042 Maintenance - Gas Boiler etc	464	631	500	(131)		(131)	126.3%	
4061 Legionella Testing	118	230	235	5		5	97.9%	
4063 Maintenance - Plumbing	85	455	725	270		270	62.8%	
4065 Fire Prevention Sundries	0	540	600	60		60	90.0%	
4066 Keyholder Services	180	105	190	85		85	55.3%	
4500 Internal Redecorations	513	0	1,500	1,500		1,500	0.0%	
Holbrook Recreation Centre :- Indirect Expenditure	14,855	10,559	21,830	11,271	0	11,271	48.4%	0
Net Income over Expenditure	29,209	22,665	23,170	505				
403 Roffey Millennium Hall								
1000 Hall Lettings	53,792	25,906	57,000	31,094			45.4%	
1004 Equipment Sale/Sundry Income	474	410	0	(410)			0.0%	
1006 Refreshment Sale Income	602	734	0	(734)			0.0%	
Roffey Millennium Hall :- Income	54,867	27,051	57,000	29,949			47.5%	0
4011 NNDR	13,473	3,932	7,300	3,369		3,369	53.9%	
4012 Water Rates	848	858	1,200	342		342	71.5%	
4014 Electricity	6,515	2,794	5,125	2,331		2,331	54.5%	
4015 Gas	3,786	780	6,000	5,220		5,220	13.0%	
4016 Cleaning Materials	1,114	569	1,375	806		806	41.4%	
4017 Refuse Bin Clearance	1,570	989	1,664	675		675	59.4%	
4018 Sanitary Waste	92	92	230	138		138	40.0%	

Detailed Income & Expenditure by Budget Heading 01/10/2022

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4019 Window Cleaning	605	464	990	526		526	46.8%	
4020 Refreshment Sale Cost/Sundries	221	281	300	19		19	93.7%	
4034 Maintenance - Electrical	939	698	2,000	1,302		1,302	34.9%	
4035 Maintenance - Elect Eqp Insp	520	410	550	140		140	74.5%	
4036 Maintenance - General	2,512	2,022	3,150	1,128		1,128	64.2%	
4037 Maintenance - Fire Alarm Syst	470	420	550	130		130	76.4%	
4039 Maint - Intruder Alarm	1,074	925	780	(145)		(145)	118.6%	
4040 Maintenance - Elevator	578	443	750	307		307	59.0%	
4041 Maintenance - Fire Extg Insp	139	86	160	74		74	53.7%	
4042 Maintenance - Gas Boiler etc	729	358	900	542		542	39.7%	
4044 Maintenance - Partition Wall	673	348	600	253		253	57.9%	
4061 Legionella Testing	158	308	260	(48)		(48)	118.3%	
4062 Air Conditioning Maintenance	270	277	300	23		23	92.3%	
4063 Maintenance - Plumbing	521	353	1,300	947		947	27.2%	
4064 Lightning Conductor Works	682	0	300	300		300	0.0%	
4065 Fire Prevention Sundries	38	68	100	32		32	68.0%	
4066 Keyholder Services	180	105	190	85		85	55.3%	
4120 Roffey Hall Equipment	33	0	0	0		0	0.0%	
4500 Internal Redecorations	0	1,000	1,000	0		0	100.0%	
Roffey Millennium Hall :- Indirect Expenditure	37,739	18,578	37,074	18,496	0	18,496	50.1%	0
Net Income over Expenditure	17,128	8,473	19,926	11,453				
901 Earmarked Reserves								
4900 Repairs & Renewals Reserve	24,608	26,949	0	(26,949)		(26,949)	0.0%	26,989
Earmarked Reserves :- Indirect Expenditure	24,608	26,949	0	(26,949)	0	(26,949)		26,989
Net Expenditure	(24,608)	(26,949)	0	26,949				
6000 plus Transfer from EMR	24,608	26,969						
6001 less Transfer to EMR	0	20						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	529,272	492,895	512,367	19,472			96.2%	
Expenditure	485,745	317,414	537,591	220,177	0	220,177	59.0%	
Net Income over Expenditure	43,527	175,480	(25,224)	(200,704)				
plus Transfer from EMR	24,608	26,969						
less Transfer to EMR	26,163	11,825						
Movement to/(from) Gen Reserve	41,972	190,624						

Action Report	Officer Recommendation	Target Completion Date	Date Complete
Pg 18 - Remove broken fan from store cupboard	-	-	Sep-22
Pg 19 - Remove the excessive accumulation of combustible materials/waste currently being stored within the boiler room.	These items can be stored in the Wallace room cupboard.	End of Nov 22	
Pg 20 - Repair the cold smoke seals on the fire doors on the ground floor entrance way.	To glue with strong adhesive	End of Dec 22	
Pg 21 - Install a self-closing mechanism on the fire door into the rear kitchenette. Evaluate the risks and decide whether existing precautions are adequate.	Risk evaluated - risk is minimal, it's likely that the door will be propped open if one is installed. Caretakers close the door when not in use.	-	-
Pg 22 - Provide an additional water fire extinguisher by the front exit from the main hall.	Request usual contractor to provide additional water fire extinguisher - approx £50.00 + vat , which if agreed will be funded from the 'Fire Prevention Sundries' budget. This would also need to be included in the routine servicing of the fire extinguishers.	End of Dec 22	
Pg 23 - Install mandatory 'fire exit' - keep clear signs on the external side of the rear glass doors. Evaluate the risks and decide whether existing precautions are adequate.	Could only be a stick on sign - risk evaluated - not felt necessary as not a public walk through - only hirers will be using the patio and they will be advised by the Caretaker of the fire exits.	-	-
Pg 24 - Install signage for gas isolation on the outside door leading to the boiler room.	Purchase sign on-line, approx £5.00 , which if agreed will be funded from the 'Fire Prevention Sundries' budget.	ASAP	

Action Report	Officer Recommendation	Target Completion Date	Date Complete
<p>Pg 25 - Replace the combination padlock on the exit gate from the courtyard with a padlock that can be opened with a key. The key should then be installed with a break glass box by this exit to ensure that it can be used during out of hours. When the building is in use, this padlock should be removed. Evaluate the risks and decide whether existing precautions are adequate.</p>	<p>Risk evaluated - would be best to get Caretakers to open padlock when hirers in building as also used for court users to regain sports balls. Reiterate to Caretakers to notify hirers of number in fire regulation talk.</p>	<p>ASAP</p>	
<p>Pg 26 - Carry out the remedial works identified in the fixed electrical inspection carried out in 2020 as the installation received an 'Unsatisfactory' result.</p>	<p>Electrician confirmed the works were carried out in 2020 - will send paperwork with information on.</p>	<p>ASAP</p>	
<p>Pg 27 - Install a 'Fire Exit' sign above the exit gate from the courtyard to indicate the direction of escape.</p>	<p>To purchase a metal sign, approx <u>£12.00</u>, which if agreed will be funded from the 'Fire Prevention Sundries' budget.</p>	<p>ASAP</p>	
<p>Pg 28 - Install dorgards or maglocks on the inner fire doors within the property.</p>	<p>Battery Dorgards would be better as maglocks would need to be electrically installed. 3 x £82.99 + vat, totalling <u>£248.97 + vat</u>, which if agreed will be funded partly from the 'Fire Alarm System' budget and the remaining balance from general reserves.</p>	<p>ASAP</p>	
<p>Pg 29 - Consider putting together a 'grab bag' to be stored by the fire panel with information on where the gas isolation valve is, with floor plans and other information about the property.</p>	<p>To add where the gas isolation valve is to the HTB fire map.</p>	<p>ASAP</p>	
<p>Pg 30 - Relocate the fire action notices on the noticeboard to the call point by the front door.</p>		<p>-</p>	<p>Sep-22</p>

Actions from Fire Risk Assessment at HTB August 2022

Action Report	Officer Recommendation	Target Completion Date	Date Complete
Pg 31 - Reinststate the exit in the hallway leading to the bathrooms as a fire door. Fire exit signage should be displayed above this exit and a key to the door should be installed in a break glass box. Evaluate the risks and decide whether existing precautions are adequate.	Check budgets to see if funds will allow a turn key to be fitted with signage.	Jan-23	
Pg 32 - PAT testing required on water heater and kettle.	Less than a year old, so testing not required.	-	-
Pg 33 - Provide evidence that emergency lights are subject to at least an annual full discharge test.	Requested paperwork from contractor, but will chase.	Dec-23	
Pg 34 - Share significant findings of the risk assessment with the hirers. Evaluate the risks and decide whether existing precautions are adequate.	As and when asked for.	-	-



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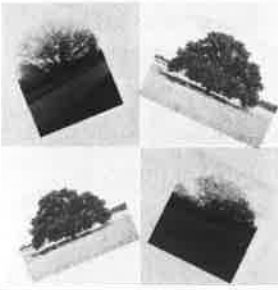
Amberley Close Allotment Site Report – 22nd November 2022

Currently 32 plots out of the 33 plots at the site are occupied. Since April 2020, 3 full sized plots have been halved and 9 new tenants have been acquired. There are 9 full sized plots and 24 half sized plots. There is 1 half sized plot which is currently unoccupied. It was agreed by the Property Committee in October 2021 that we would no longer halve full sized plots however, if the allotments succumb to a high demand again in the future, full sized plots should be halved to satisfy demand.

There are 2 people on the waiting list. As noted in the Amberley Close allotment report in May 2019, there is also a secondary waiting list for people that already rent half-sized allotment plots at the site and are requesting to have a full-size plot. There is a total of 3 people on this secondary waiting list. These tenants will only acquire a full-sized plot when the primary waiting list is exhausted or if everyone on the primary waiting list has rejected the first plot offer. Tenants on the secondary waiting list are currently being offered the available half sized plot. This matter is on the Parish Council agenda for the meeting on Thursday 1st December 2022 after a plot holder requested a review of the policy.

Allotment inspections are carried out once a month with exceptions of December and February where tenant's activity on the site is reduced. However, due to staff shortages and a new Committee Clerk only just being in place for the last few weeks, an inspection was carried out in July 2022 and then not again until November 2022. An inspection will be carried out in January to ensure upkeep of the site and for there not to be a significant gap between inspections. Inspection sheets are filled out and pictures of any plots/surroundings that need monitoring or are cause for concern are recorded for future referencing. Tenant's plots that do not comply with the Tenants Agreement and North Horsham Parish Council's Allotment Rules are contacted for remedial action. The Oak tree (T7) (north-east corner of the site) is also inspected once a year to make sure soil and similar material isn't piled up against the tree by allotment users.

Kirsty Tickner – Committee Clerk



Earles Meadow Residents' Association



Small play park areas

Action plan 2023

Work to date

During 2022 the EMRA Committee members have carried out light maintenance and continued with regular checks as detailed in the 2022 Action Plan. The bark chippings were topped up and shrubs trimmed back to encourage growth. The most recent session has removed grass from the areas between the shrubs and fallen leaves have been cleared and the branches of the feature tree have been coppiced. EMRA and NHPC have maintained the area to the left so that both areas continue to look presentable and reflect the high standard to which the play area itself is maintained by NHPC.



Planned work for 2023

For 2023 we will carry out any necessary work required from the winter period to the two areas either side of the play area and top up the bark chippings in the spring and carry out any necessary maintenance. As always, any maintenance of a heavier nature deemed to be required will be referred to the property committee of North Horsham Parish Council for their action. EMRA has RHS Third Party Public Liability insurance.