

**NORTH HORSHAM PARISH COUNCIL  
PARISH COUNCIL MEETING - THURSDAY 2<sup>nd</sup> MARCH 2023 AT 7.30pm**

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

**1. Public Forum.**

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

**2. Apologies for Absence.**

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

**Decision : To note apologies for absence.**

**3. Declarations of Interest.**

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. Decisions made by delegated power since 12<sup>th</sup> January 2023 for ratification.**

There have been no decisions taken under the agreed Scheme of Delegation.

**7. Reports from Representatives on Outside Bodies**

Any Members who act as Representative on Outside Bodies will be invited to give any reports.

**10. Chairman's Announcements.**

Since the last meeting, the death of the previous Clerk to the Council, Pauline Whitehead has been announced, and many of us will be attending the Thanksgiving Service on 1<sup>st</sup> March. As you will be aware, the family have asked for no flowers but rather a donation to a Just Giving page in her memory. As Chairman, I therefore propose to make a donation on behalf of the Parish Council of £100 from the Chairman's allowance.

In addition, the Clerk has spoken to me about a request from the staff for their own personal memorial by way of planting a rose and bulbs for daffodils (one of Pauline's favorite flowers) in the planter outside the office window and I can see no reason not to agree with this request.

## 11. Financial Matters

### i. Finance Report to show income, expenditure and reserves to 31<sup>st</sup> January 2023

Period covering 1<sup>st</sup> April 2021 to 31<sup>st</sup> January 2023

#### Funding at 31<sup>st</sup> January 2023

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
<b>Total</b>	<b>394,565</b>

#### Income to 31<sup>st</sup> January 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 31 <sup>st</sup> Jan 2023*
Admin	665	100	83
Allotments**	983	900	900
North Heath Hall	52,995	50,000	41,667
Holbrook Tythe Barn	29,987	25,000	20,833
Multi Court Lettings	17,179	20,000	16,667
Roffey Millennium Hall	42,437	57,000	47,500
<b>Total</b>	<b>144,246</b>	<b>153,000</b>	<b>127,650</b>

#### Expenditure to 31<sup>st</sup> January 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 <sup>st</sup> Jan 2023*
Admin***	41,492	52,670	45,725
Grants	4,500	10,000	8,333
Burial ****	5,596	7,460	6,217
Personnel	268,843	326,000	271,667
Planning, Env, Trans	0	1,500	1,250
Allotments	675	1,580	1,317
Amenity Rec & Open Spaces	34,346	52,270	43,558
North Heath Hall	20,010	27,207	22,673
Holbrook Tythe Barn	15,966	21,830	18,192
Roffey Millennium Hall	28,529	37,074	30,895
<b>Total</b>	<b>419,957</b>	<b>537,591</b>	<b>449,827</b>

\* Total cost centre budget for 2022/23 divided by 10/12th.

\*\* 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

A detailed Income and Expenditure together with Payment Lists for December 2022 (£57,984.48) and January 2023 (£47,487.23) - also published on the Parish Council website - are attached as **Appendix 1**.

### **Income**

At the end of Month 10 of the 2022/23 year, actual revenue income is exceeding the amount anticipated at this time of year by 13% (£16,596). 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 10, the income is £5,063 or 10% lower than budgeted, but this is a narrowing of the gap from the 12% deficit at the end of month 9.

### **Expenditure**

Expenditure is 6.6% (£29,870) lower than the anticipated levels at the end of the month, a very slight increase of the gap from the 6% at the end of Month 9.

### **Reserves**

As at 31st January 2022 remaining funds, including the full year precept payment received and General Reserves, stood at £322,422.

In addition, there are additional Earmarked Reserves of £243,480, a reduction of £7,275 from the end of month 9, due to funding from the Repair and Renewals EMR of £2,920 comprising £94 for the new phone system, £1,631 for the repair for an underfloor heating leak at North Heath Hall, £300 for a repair to the roof of the workshop at Holbrook Tythe Barn and £895 for a repair to the partition wall at Roffey Millennium Hall and funding from the 2021/22 CIL EMR of £4,355.

### **Summary**

The Finances of the Council, even taking into account the below expected income from Roffey Millennium Hall, are on track with overall income greater than expected and expenditure lower.

**Decision: To note the Financial Report to 31<sup>st</sup> January 2023 and the Payment Lists for December 2022 and January 2023.**

## **12. Annual Parish Meeting**

The Annual Parish Meeting (APM) is scheduled to take place on 24<sup>th</sup> April 2023.

Members are reminded that as this meeting will take place within the Purdah period, consideration must be given to the discussion topics. However, as this is an APM no decisions are actually taken by the Council.

As had been agreed previously, the APM will be used as an opportunity to gain feedback from residents on what services and provisions they wish to see in the Parish, to inform the drafting of an updated Business Plan by the new Council after the May elections. It is suggested that on flip charts we have broad headings including Highways, Facilities, Parish Council Services and Open Spaces with Post-it notes for people to write their priorities or requests under each of the headings.

This feed back can then be used as part of a visioning exercise after the elections.

To assist with such a visioning exercise, Trevor Leggo of WSALC has offered to hold a session for Members on the evening of 6<sup>th</sup> June 2023 at a cost of £250.

Finally, do Members wish to invite any other speakers to the APM i.e. local police, or a representative from one of the local organisations?

**Decision : To note arrangements for Annual Parish Meeting on 24<sup>th</sup> April 2023, including the resident feedback element, to agree any further invitees and agree the attendance of Trevor Leggo at WSALC for a visioning workshop on 6<sup>th</sup> June 2023.**

### **13. Annual Review of the Council's Internal Control Procedures and Practices**

The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices. A Statement of the Parish Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Council's Financial Regulations and Standing Orders (see **Appendix 2**). These controls relate to income and expenditure, accounting procedures and engaging the services of an independent internal auditor.

**Decision: To agree that the financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions.**

### **14. Asset of Community Value Nomination**

At the last meeting a suggestion was made that land at Durfold Road could be nominated as an Asset of Community Value.

Members are referred to the application for submitting such a nomination (to be circulated by email) and the stipulated criteria as shown in Section 6. In addition, as shown in Section 7, the nominee needs to set out why it is believed that the land is a community asset and provide details and evidence of the number of people making use of the facility.

**Decision : To consider a nomination of land at Durfold Road as Asset of Community Value**

### **15. Zoom Streaming of Council and Committee Meetings**

As Members know, when the pandemic prevented a physical meeting, the Council used Zoom for its remote meetings. Following the removal of the ability to hold remote meetings and since the relaxation of restrictions, the Council has continued to provide a Zoom link for members of the public to view the meeting and take part in the Public Forum if they wish.

It should be noted that use of this remote access is very limited with the vast majority of

meetings having no-one in attendance.

As the Council moves into its next 4-year Administration following the May elections, Members asked to agree whether they wish to continue with this. Members are asked to note that it will become necessary to purchase a new set of speakers as there is a loose connection to the power which can occasionally cause issues.

**Decision: To consider whether to continue with the Zoom streaming of Council and Committee Meetings for the next Administration**

**16. Street works in Cherry Tree Walk**

The following has been received by email :

*I am writing to request permission for Solutions 30 / Virgin Media to carry out digging works in your local area for a period of 10 days from the earliest 8th March. These works are necessary to address an issue that requires urgent attention.*

*Solutions 30 / Virgin Media is a reputable company with extensive experience in this field, and we are confident that they will carry out the works in a safe and efficient manner, minimizing any inconvenience to the local community.*

*We understand that the works may cause some disruption, and we would like to assure you that every effort will be made to minimize the impact on residents and businesses. We will also ensure that the area is restored to its previous condition once the works are complete.*

*We hope that you will consider our request favourably and grant us the necessary permits to carry out the works. Please let us know if you require any further information or clarification.*

**Area of works**



An email has been sent asking for further information such as more details of the exact locations, measures taken to protect tree roots etc, and this information will be made available at the meeting.

**Decision : To Members agree to the request to undertake street works in Cherry Tree Walk?**

**17. Policies**

The draft policies as detailed on the Agenda are available on the Parish Council website within the Clerk's report to the Committee meeting at which they were considered.

**18. Correspondence**

See **Appendix 3**, with the second list circulated separately at the meeting.

**Decision: To receive correspondence lists from 12<sup>th</sup> January to 1<sup>st</sup> March 2023**

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North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

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
<b>101 Administration</b>								
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	665	100	(565)			665.1%	
Administration :- Income	<b>364,950</b>	<b>384,553</b>	<b>349,111</b>	<b>(35,442)</b>			<b>110.2%</b>	<b>11,805</b>
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	2,921	3,500	579		579	83.4%	
4022 Postage	813	473	1,400	927		927	33.8%	
4023 Stationery and Printing	1,397	1,525	1,600	75		75	95.3%	
4024 Subscriptions	2,981	3,171	3,400	229		229	93.3%	
4025 Insurance	11,109	13,401	11,000	(2,401)		(2,401)	121.8%	
4026 Publications/Magazines	0	0	20	20		20	0.0%	
4028 IT Costs	2,496	2,770	2,800	30		30	98.9%	
4029 Website Maintenance	170	84	150	66		66	56.0%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	759	699	800	102		102	87.3%	
4038 Office Equipment Maint.	718	445	950	505		505	46.8%	
4051 Bank Charges	100	72	100	28		28	72.2%	
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	4,120	3,500	(620)		(620)	117.7%	
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	318	1,000	682		682	31.8%	
Administration :- Indirect Expenditure	<b>45,023</b>	<b>41,492</b>	<b>52,670</b>	<b>11,178</b>	<b>0</b>	<b>11,178</b>	<b>78.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>319,928</b>	<b>343,061</b>	<b>296,441</b>	<b>(46,620)</b>				
6001 less Transfer to EMR	26,163	11,805						
<b>Movement to/(from) Gen Reserve</b>	<b>293,765</b>	<b>331,256</b>						
<b>103 Grants</b>								
4155 Other Grants and Donations	6,785	4,500	10,000	5,500		5,500	45.0%	
Grants :- Indirect Expenditure	<b>6,785</b>	<b>4,500</b>	<b>10,000</b>	<b>5,500</b>	<b>0</b>	<b>5,500</b>	<b>45.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,785)</b>	<b>(4,500)</b>	<b>(10,000)</b>	<b>(5,500)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## 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
<u>104 Burial</u>								
4101 Burial Charges	7,461	5,596	7,460	1,864		1,864	75.0%	
Burial :- Indirect Expenditure	<b>7,461</b>	<b>5,596</b>	<b>7,460</b>	<b>1,864</b>	<b>0</b>	<b>1,864</b>	<b>75.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,461)</b>	<b>(5,596)</b>	<b>(7,460)</b>	<b>(1,864)</b>				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	277,397	262,656	320,000	57,344		57,344	82.1%	
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	3,248	2,750	(498)		(498)	118.1%	
4010 Staff Training	560	960	1,600	640		640	60.0%	
4030 Recruitment Advertising	300	102	250	148		148	40.8%	
4067 Protective Clothing	194	147	400	254		254	36.6%	
Personnel :- Indirect Expenditure	<b>285,727</b>	<b>268,843</b>	<b>326,000</b>	<b>57,157</b>	<b>0</b>	<b>57,157</b>	<b>82.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(285,727)</b>	<b>(268,843)</b>	<b>(326,000)</b>	<b>(57,157)</b>				
<u>201 Planning, Env &amp; Transport</u>								
4305 Planning Consultant Fees	0	0	1,500	1,500		1,500	0.0%	
Planning, Env & Transport :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>				
<u>301 Allotments</u>								
1050 Allotment Rents	948	983	900	(83)			109.3%	
Allotments :- Income	<b>948</b>	<b>983</b>	<b>900</b>	<b>(83)</b>			<b>109.3%</b>	<b>0</b>
4012 Water Rates	92	71	140	69		69	51.0%	
4102 Allotment Rent	275	0	275	275		275	0.0%	
4200 Grass cutting	561	554	765	211		211	72.4%	
4259 Allotment Maintenance	0	50	400	350		350	12.5%	
Allotments :- Indirect Expenditure	<b>928</b>	<b>675</b>	<b>1,580</b>	<b>905</b>	<b>0</b>	<b>905</b>	<b>42.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>20</b>	<b>308</b>	<b>(680)</b>	<b>(988)</b>				
<u>302 Amenity, Recs &amp; Open Sp</u>								
1100 Grants Received	10,356	10,677	10,356	(321)			103.1%	
Amenity, Recs & Open Sp :- Income	<b>10,356</b>	<b>10,677</b>	<b>10,356</b>	<b>(321)</b>			<b>103.1%</b>	<b>0</b>
4019 Window Cleaning	700	632	950	318		318	66.6%	
4200 Grass cutting	16,134	11,293	21,250	9,957		9,957	53.1%	



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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## 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	6,998	7,500	502	276	226	97.0%	
4252 Open Spaces	3,967	5,599	10,000	4,401	560	3,841	61.6%	
4253 Litter Warden/Clearance	108	414	900	486		486	46.0%	
4254 Community Services - Dog Bins	2,112	2,442	2,300	(142)		(142)	106.2%	
4255 Street Lighting - Maint/Supply	2,909	2,396	2,500	104		104	95.9%	
4258 Multicourts Maintenance	1,245	3,100	3,720	620		620	83.3%	
4260 Workshop	0	0	500	500		500	0.0%	
4302 Notice Board Maintenance	255	190	900	710		710	21.1%	
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>31,844</b>	<b>34,346</b>	<b>52,270</b>	<b>17,924</b>	<b>836</b>	<b>17,088</b>	<b>67.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,488)</b>	<b>(23,669)</b>	<b>(41,914)</b>	<b>(18,245)</b>				
<u>401 North Heath Hall</u>								
1000 Hall Lettings	54,086	52,995	50,000	(2,995)			106.0%	
North Heath Hall :- Income	<b>54,086</b>	<b>52,995</b>	<b>50,000</b>	<b>(2,995)</b>			<b>106.0%</b>	<b>0</b>
4011 NNDR	12,974	5,405	7,000	1,595		1,595	77.2%	
4012 Water Rates	803	618	925	307		307	66.8%	
4014 Electricity	2,455	2,040	2,725	685		685	74.9%	
4015 Gas	2,860	2,896	2,562	(334)		(334)	113.0%	
4016 Cleaning Materials	1,224	381	1,400	1,019		1,019	27.2%	
4017 Refuse Bin Clearance	812	841	840	(1)		(1)	100.1%	
4018 Sanitary Waste	275	92	320	228		228	28.7%	
4019 Window Cleaning	480	506	700	194		194	72.3%	
4034 Maintenance - Electrical	1,023	1,952	1,500	(452)		(452)	130.1%	
4035 Maintenance - Elect Eqp Insp	1,720	520	550	30		30	94.5%	
4036 Maintenance - General	1,455	2,123	2,000	(123)		(123)	106.2%	
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	348	800	453		453	43.4%	
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	150	190	40		40	78.9%	
4500 Internal Redecorations	940	0	2,500	2,500		2,500	0.0%	
North Heath Hall :- Indirect Expenditure	<b>30,776</b>	<b>20,010</b>	<b>27,207</b>	<b>7,197</b>	<b>0</b>	<b>7,197</b>	<b>73.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>23,311</b>	<b>32,985</b>	<b>22,793</b>	<b>(10,192)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## 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
<b>402 Holbrook Recreation Centre</b>								
1000 Hall Lettings	24,181	29,987	25,000	(4,987)			119.9%	
1010 Multi Court Lettings	19,883	17,179	20,000	2,821			85.9%	
<b>Holbrook Recreation Centre :- Income</b>	<b>44,064</b>	<b>47,166</b>	<b>45,000</b>	<b>(2,166)</b>			<b>104.8%</b>	<b>0</b>
4011 NNDR	3,543	2,953	4,000	1,047	1,047		73.8%	
4012 Water Rates	675	703	1,250	547	547		56.2%	
4014 Electricity	3,073	3,032	3,250	218	218		93.3%	
4015 Gas	1,181	861	1,500	639	639		57.4%	
4016 Cleaning Materials	592	936	1,400	464	464		66.9%	
4017 Refuse Bin Clearance	797	709	840	131	131		84.4%	
4018 Sanitary Waste	250	92	240	148	148		38.3%	
4019 Window Cleaning	210	221	450	229	229		49.2%	
4034 Maintenance - Electrical	572	161	1,100	939	939		14.6%	
4035 Maintenance - Elect Eqp Insp	480	520	590	70	70		88.1%	
4036 Maintenance - General	697	1,849	1,900	51	51		97.3%	
4037 Maintenance - Fire Alarm Syt	580	747	600	(147)	(147)		124.5%	
4039 Maint - Intruder Alarm	813	932	800	(132)	(132)		116.5%	
4041 Maintenance - Fire Extg Insp	32	0	160	160	160		0.0%	
4042 Maintenance - Gas Boiler etc	464	751	500	(251)	(251)		150.3%	
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	665	600	(65)	(65)		110.8%	
4066 Keyholder Services	180	150	190	40	40		78.9%	
4500 Internal Redecorations	513	0	1,500	1,500	1,500		0.0%	
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>14,855</b>	<b>15,966</b>	<b>21,830</b>	<b>5,864</b>	<b>0</b>	<b>5,864</b>	<b>73.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>29,209</b>	<b>31,200</b>	<b>23,170</b>	<b>(8,030)</b>				
<b>403 Roffey Millennium Hall</b>								
1000 Hall Lettings	53,792	40,627	57,000	16,373			71.3%	
1004 Equipment Sale/Sundry Income	474	610	0	(610)			0.0%	
1006 Refreshment Sale Income	602	1,200	0	(1,200)			0.0%	
<b>Roffey Millennium Hall :- Income</b>	<b>54,867</b>	<b>42,437</b>	<b>57,000</b>	<b>14,563</b>			<b>74.5%</b>	<b>0</b>
4011 NNDR	13,473	5,615	7,300	1,686	1,686		76.9%	
4012 Water Rates	848	1,573	1,200	(373)	(373)		131.1%	
4014 Electricity	6,515	4,998	5,125	127	127		97.5%	
4015 Gas	3,786	2,762	6,000	3,238	3,238		46.0%	
4016 Cleaning Materials	1,114	987	1,375	388	388		71.8%	
4017 Refuse Bin Clearance	1,570	1,418	1,664	246	246		85.2%	
4018 Sanitary Waste	92	92	230	138	138		40.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## 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	696	990	294		294	70.3%	
4020 Refreshment Sale Cost/Sundries	221	423	300	(123)		(123)	141.0%	
4034 Maintenance - Electrical	939	1,150	2,000	850		850	57.5%	
4035 Maintenance - Elect Eqp Insp	520	530	550	20		20	96.4%	
4036 Maintenance - General	2,512	2,831	3,150	319		319	89.9%	
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	774	750	(24)		(24)	103.1%	
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	688	600	(88)		(88)	114.6%	
4061 Legionella Testing	158	308	260	(48)		(48)	118.3%	
4062 Air Conditionaig 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	118	100	(18)		(18)	118.0%	
4066 Keyholder Services	180	150	190	40		40	78.9%	
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	<b>37,739</b>	<b>28,529</b>	<b>37,074</b>	<b>8,545</b>	<b>0</b>	<b>8,545</b>	<b>77.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>17,128</b>	<b>13,908</b>	<b>19,926</b>	<b>6,018</b>				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	24,608	40,407	0	(40,407)		(40,407)	0.0%	40,447
Earmarked Reserves :- Indirect Expenditure	<b>24,608</b>	<b>40,407</b>	<b>0</b>	<b>(40,407)</b>	<b>0</b>	<b>(40,407)</b>		<b>40,447</b>
<b>Net Expenditure</b>	<b>(24,608)</b>	<b>(40,407)</b>	<b>0</b>	<b>40,407</b>				
6000 plus Transfer from EMR	24,608	40,427						
6001 less Transfer to EMR	0	20						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
Grand Totals:- Income	<b>529,272</b>	<b>538,812</b>	<b>512,367</b>	<b>(26,445)</b>			<b>105.2%</b>	
Expenditure	<b>485,745</b>	<b>460,365</b>	<b>537,591</b>	<b>77,226</b>	<b>836</b>	<b>76,390</b>	<b>85.8%</b>	
<b>Net Income over Expenditure</b>	<b>43,527</b>	<b>78,447</b>	<b>(25,224)</b>	<b>(103,671)</b>				
plus Transfer from EMR	<b>24,608</b>	<b>40,427</b>						
less Transfer to EMR	<b>26,163</b>	<b>11,825</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>41,972</b>	<b>107,049</b>						

Date: 10/01/2023

## North Horsham Parish Council

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Time: 12:25

## LLOYDS Bank Accounts

## List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	BEL Signs	011222-01	2,793.60		EMR - Notice Boards Replace
01/12/2022	Horsham District Council	011222-02	176.80		Dog Bin Refuse
01/12/2022	Horsham District Council	011222-03	295.00		Rates Dec 2022
01/12/2022	Horsham District Council	011222-04	541.00		Rates - Dec 2022
01/12/2022	Horsham District Council	011222-05	561.00		Rates-Dec 2022
05/12/2022	Bryant Fixings Ltd.,	051222-01	17.65		EMR - CIL21/22
05/12/2022	H Griffiths	051222-02	69.30		Travel Expenses
05/12/2022	N. Simmonds,	051222-03	165.00		Key Holder
05/12/2022	T C Maintenance	051222-04	205.00		General Maintenance
05/12/2022	Lisa Underwood	051222-05	17.10		Travel Expenses
07/12/2022	Lloyds Credit Card	BACS	65.37		Drainage Rod & Transport
09/12/2022	Grant - Hope Charity Project	BACS	2,000.00		Grant - Hope Charity Project
13/12/2022	Petty Cash	9056	115.48		Petty Cash Transfer
13/12/2022	Chalvington Group	131222-01	288.00		Equipmt Maintenance
13/12/2022	City Electrical Factors Ltd	131222-02	409.56		Electrical Maintenance
13/12/2022	Grasstex Ltd	131222-03	600.00		Grass Cutting
13/12/2022	Incor Group Management Ltd	131222-04	449.00		Window Clening
13/12/2022	D. Lees	131222-05	27.90		Travel Expenses
13/12/2022	NETCOM	131222-07	174.24		IT Support
13/12/2022	Pear Technology Ltd	131222-08	288.00		IS Support
13/12/2022	RBS Software Solutions	131222-09	2,046.48		Professional Services
13/12/2022	N. Simmonds,	131222-10	115.00		Electrical Maintenance
13/12/2022	St John Ambulance	131222-11	420.00		First Aid Training
13/12/2022	Streetlights	131222-12	95.10		Street Llights maint
14/12/2022	Lloyds Credit Card	BACS	145.98		Lloyds Credit Card
14/12/2022	Pitney Bowes Finance Ltd.	141222-01	96.65		Lease Contract
16/12/2022	SOS Systems	161222-01	79.33		Printing & Stationery
19/12/2022	Horsham District Council	191222-01	82.50		Refuse Collection
19/12/2022	Horsham District Council	191222-02	82.50		Refuse Collection
19/12/2022	Horsham District Council	191222-03	132.00		Refuse Collection
19/12/2022	West Sussex County Council	191222-04	36,788.90		Salaries for Nov 2022
20/12/2022	Amazon Business	201222-01	64.83		General Repairs
20/12/2022	NETCOM	201222-05	4,153.70		Telephone Calls
20/12/2022	Safelincs Fire & Safety Soluti	201222-06	298.76		Dorgard Fire Door Retainers -
20/12/2022	West Sussex Mediation Service	201222-07	600.00		West Sussex Mediation Service
20/12/2022	T C Maintenance	201222-08	563.00		Build Maintenance
21/12/2022	Scottish Water Business Stream	211222-01	179.87		Water 08/09 to 05/12/2022
22/12/2022	Pitney Bowes Finance Ltd.	221222-01	-12.71		Postage Lease Credit Note
22/12/2022	BT Payment Services Ltd	221222-01	620.16		Telephone cost
30/12/2022	Horsham Publications Ltd	301222-01	76.20		Newsletter
30/12/2022	British Gas Business	301222-02	840.48		Gas -01/10 to 30/12/2022
30/12/2022	British Gas Business	301222-03	1,256.75		Electric -01/10 to 30/11/2022
<b>Total Payments</b>			<b>57,984.48</b>		

Date: 07/02/2023

## North Horsham Parish Council

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## Lloyds Bank Accounts

## List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	Horsham District Council	030123-01	188.28		Dog Bins
03/01/2023	Horsham District Council	030123-02	295.00		Rates
03/01/2023	Horsham District Council	030123-03	541.00		Rates
03/01/2023	Horsham District Council	030123-04	561.00		Rates
05/01/2023	Lloyds Credit Card	BACS	24.97		Gen. Electric Maint
05/01/2023	British Gas Business	050123-01	304.16		Gas -18/10 to 13/12/2022
05/01/2023	British Gas Business	050123-02	433.16		Electric -14/10 to 13/11/2022
05/01/2023	British Gas Business	050123-03	485.26		Electric -01/10 to 30/11/2022
05/01/2023	British Gas Business	050123-04	1,176.29		Gas -18/10 to 13/12/2022
05/01/2023	NETCOM	050123-05	174.24		IT Supprt
05/01/2023	N. Simmonds,	050123-06	165.00		Key Holder
05/01/2023	City Electrical Factors Ltd	050123-07	8.64		General Electric Maint
05/01/2023	Extinguere Ltd	050123-08	44.40		Extinguere Water replace
05/01/2023	D. Lees	050123-09	40.95		Travel Expenses
05/01/2023	Servcom Services UK Ltd.,	050123-11	522.00		Boiler Leak
05/01/2023	N. Simmonds,	050123-12	60.00		General Electric Maint
05/01/2023	Southern Counties Tea & Coffee	050123-13	118.15		Refreshment -Teas & Coffee
05/01/2023	Viking Direct	050123-014	179.93		Heating Oil Radiator
05/01/2023	Lloyds Credit Card	BACS	2.45		Postages
06/01/2023	British Gas Business	060123-01	452.35		Electr- 14-12 to 13-12-2022
13/01/2023	SOS Systems	130123-01	10.74		16
16/01/2023	SOS Systems	160123-01	76.57		Printing & Stationery
18/01/2023	Horsham District Council	180123-01	66.00		Refuse Collection
18/01/2023	Horsham District Council	180123-02	66.00		Refuse Collection
18/01/2023	Horsham District Council	180123-03	132.00		Refuse Collection
18/01/2023	British Gas Business	180123-04	696.34		Electr- 01-12 to 31-12-2022
18/01/2023	Amazon Business	180123-05	27.23		Fire Prevention
18/01/2023	Biffa Waste Services Ltd	180123-06	211.80		Refuse Oil Collection
18/01/2023	NETCOM	180123-08	422.98		Telephone cost
18/01/2023	Playdale Playgrounds Ltd	180123-09	335.10		Play ground Maint
18/01/2023	Mr Alan Randall	180123-10	95.40		Travel Expenses
18/01/2023	RBS Software Solutions	180123-11	158.36		Professional fees
18/01/2023	N. Simmonds,	180123-12	370.00		Electrical Maint
18/01/2023	T C Maintenance	180123-13	900.00		Transport Tower to NNH
18/01/2023	Wigthman & Parrish Ltd	180123-14	1,074.11		Cleaning Materials
19/01/2023	West Sussex County Council	190123-01	27,346.79		Salaries - Dec 2022
20/01/2023	SOS Systems	200123-01	10.74		Printing & Stationery
20/01/2023	British Gas Business	200123-02	765.82		Gas - 02/12 to 01/01/2023
23/01/2023	British Gas Business	230123-01	327.34		Electr- 01-12 to 31-12-2022
24/01/2023	Elite Emtrance Systems Ltd	240123-01	5,046.61		Auto Door System
24/01/2023	Scottish Water Business Stream	240123-01	13.27		Water - 09/11 to 09/01/23
26/01/2023	Amazon Business	260123-01	21.17		Anti Climb Paint Safety
26/01/2023	Boarer Pest Control Ltd	260123-02	50.00		Pest Control
26/01/2023	Hazelhurst Roofing	260123-03	360.00		EMR- Repairs
26/01/2023	Mr Alan Randall	260123-04	106.20		Travel expenses
26/01/2023	T C Maintenance	260123-05	1,086.00		Fencing Repairs & Doors
26/01/2023	Trafalgar Cleaning Equipment L	260123-06	42.66		Cleaning Materials

Continued on Page 2

## LLOYDS Bank Accounts

## List of Payments made between 01/01/2023 and 31/01/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/01/2023	Wigthman & Parrish Ltd	260123-07	22.18		Cleaning Cloth
27/01/2023	Servcom Services UK Ltd.,	270123-01	1,792.39		Boiler Repairs
31/01/2023	Horsham Publications Ltd	310123-01	76.20		Newletter

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		<b>Total Payments</b>	<u>47,487.23</u>		
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North Horsham Parish Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for approval of all items of expenditure (including orders).
2. Segregation of the accounting function from those officers authorised to raise payments to those officers inputting to RBS accounting system to those officers authorised to release payments for expenditure.
3. The separate authorisation for payment of all expenditure including the retention of the "two signature" rule by Councillors for the effecting of all payments.

Income Controls

- a. Sales invoices are raised for all significant sums due to the Council.
- b. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
- c. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

- i. The Council maintains a system of internal scrutiny of accounting records and transactions by both officers and also certain nominated Councillors as part of the Internal Control Working Party which meets at least 4 times per annum.
- ii. Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.
- iii. Bank reconciliations are produced each month and presented, together with the appropriate bank statements, to the next appropriate meeting of the Finance and Administration Committee for approval and signature by the Committee Chairman.
- iv. The Council engages the services of independent Internal Auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.

**North Horsham Parish Council Meeting on 2<sup>nd</sup> March 2023**

Correspondence List 1 from 12<sup>th</sup> January to 22<sup>nd</sup> February 2023

Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• News Release : 25,500 potholes filled in nine months – but severe weather leads to new influx of pothole reports</li> <li>• Temporary Traffic Order A24 Broadbridge Heath - TTRO/1862/RC</li> <li>• News Release : News Release : New NHS certified digital weight management service available free to people in West Sussex</li> <li>• News Release : Proposed County Council budget for the year ahead to be examined by scrutiny committee</li> <li>• News Release : A29 Pulborough landslide update</li> <li>• Budget news, Digital jobs, free weight loss app, £2 bus fares and more</li> <li>• West Sussex Chargepoint Network : Update Free Webinar for Town &amp; Parish Councils 16th Feb 1pm (<i>Also reported at PET Committee Meeting 26.01.23</i>)</li> <li>• News Release : Pulborough landslide: renewed plea to heed road closed signs, barriers and follow official diversion</li> <li>• News Release : West Sussex County Council partnered project to receive £4.7m highways decarbonisation funding</li> <li>• TRO Black Horse Way wef 6<sup>th</sup> Feb 2023</li> <li>• News Release : West Sussex County Council's budget proposal delivers investment and support</li> <li>• News Release : Warning to businesses illegally selling alcohol to children</li> <li>• News Release : Volunteering opportunities with the West Sussex Waste Prevention Advisor Scheme</li> <li>• West Sussex Recycles: Volunteering opportunities, single use vapes and more...</li> <li>• News Release : Over £900k invested in local apprenticeships</li> <li>• News Release : Annual budget to be decided at Full Council meeting next week</li> <li>• News Release : 'House Project' launches for West Sussex care leavers</li> <li>• TTRO Road closure for Greenfields Road for up to 21 days wef 13.02.23</li> <li>• News Release : Traffic calming measures given go ahead in Slinfold</li> <li>• News Release : County Council approves council plan and budget to deliver investment and support</li> <li>• Budget 2023/2024 Special Edition Invest and Support</li> <li>• News Release : Youth Cabinet raise cost of living</li> <li>• News Release : County Council requests new powers to improve road safety and tackle congestion</li> <li>• News Release : Green light for £17.4million boost for West Sussex bus travel</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Twitter Digest 13.01.23</li> <li>• Latest news: Local Plan development paused; Awards for Building Control; Horsham's markets planning for growth</li> <li>• Twitter Digest 20.01.23</li> <li>• Candidates &amp; Agents Briefing - 4 May 2023</li> <li>• Latest news: Kithurst Hill car park will remain open; Cracking down on littering; 2023/2024 budget news; Cutting our carbon by 50%</li> <li>• Election news and results: Looking ahead to the May 2023 elections</li> <li>• Twitter Digest 27.01.23</li> <li>• Wilder Horsham District workshop ** 2<sup>nd</sup> February 2023**</li> <li>• Twitter Digest 03.02.23</li> </ul>



	<ul style="list-style-type: none"> <li>• New Council Leader announced</li> <li>• Latest news - Coffee pod recycling is here!; New Leader of the Council announced; More affordable family homes completed; Our Public Service Superstar Dawn</li> <li>• Election Nomination Pack</li> <li>• Twitter Digest 10.02.23</li> <li>• Coronation Events</li> <li>• Future Collaborations from the Climate Action workshops in Autumn 2022</li> <li>• Economic Development: End of Year Newsletter 2022</li> <li>• Twitter Digest 17.02.23</li> <li>• Latest news: Ashington pupils plant Jubilee oak tree; Stand with Ukraine on Friday; Making cost of living support easier; Tackling and reporting anti-social behaviour; Mystery Trails prizes</li> </ul>
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 13.01.23</li> <li>• Events 16.01.23</li> <li>• Newsletter 18.01.23</li> <li>• Chief Executive's Bulletin 20.01.23</li> <li>• Events 24.01.23</li> <li>• Newsletter 25.01.23</li> <li>• Chief Executive's Bulletin 27.01.23</li> <li>• Events 31.01.23</li> <li>• Newsletter 01.02.23</li> <li>• Events 02.02.23</li> <li>• Chief Executive's Bulletin 06.02.23</li> <li>• Events 07.02.23</li> <li>• Chief Executive's Bulletin 10.02.23</li> <li>• Newsletter 15.02.23</li> <li>• Events 16.02.23</li> <li>• Chief Executive's Bulletin 17.02.23</li> <li>• Events 21.02.23</li> <li>• Newsletter 22.02.23</li> </ul>
4.	<p><u>Neighbourhood Alert/Sussex Police/ Neighbourhood Watch/Action Fraud</u></p> <ul style="list-style-type: none"> <li>• NHW - Environment Agency Flood Warnings : West Sussex and East Sussex [#72499011] <i>Also posted on Facebook</i></li> <li>• NHW - Think WIDEN to prevent burglary [#72973822]</li> <li>• NHW - New fake banking app scam [#73198512]</li> <li>• Sussex Alerts - Horsham News and Alerts [#73571447]</li> <li>• Sussex Alerts - Incident Information from WSCC Resilience and Emergencies Team - Met Office Level 3 Cold Weather Alert extended [#74019213]</li> <li>• Sussex Alerts - Horsham news and alerts [#75654610]</li> <li>• Sussex Alerts - Horsham News &amp; Appeals [#77517503]</li> <li>• NHW - We invite you to Neighbourhood Watch Free Crime Prevention Webinars [#77873392]</li> <li>• NHW - The February edition of OUR NEWS is here [#79893298]</li> <li>• Sussex Alerts - Horsham News and Appeals [#80981114]</li> <li>• NHW - Get Safe Online - Enjoy online dating with safety and confidence [#82797528]</li> <li>• Sussex Alerts - Horsham News &amp; Appeals [#82967684]</li> <li>• Sussex Alerts - Fraud Newsletter : February edition [#83208347]</li> <li>• NHW - Courier &amp; Impersonation Fraud Webinar : Wednesday 15 March 2023, 10:00 AM-11:00 AM [#84241735]</li> <li>• Sussex Alerts - Horsham News &amp; Appeals [#84735547]</li> </ul>

5.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> <li>• FASI-South Stakeholder Iterative Option Appraisal Engagement Briefing January 2023</li> </ul>
6.	<u>Office for National Statistics</u> <ul style="list-style-type: none"> <li>• Census 2021 health, disability and unpaid care results published today</li> <li>• ONS newsletter for local authority partners January 2023</li> <li>• Census 2021 update: ward-level data and what's coming next</li> <li>• Census 2021 update: how workforce qualification levels differ across England and Wales</li> </ul>
7.	<u>Other Correspondence</u> <ul style="list-style-type: none"> <li>• Southern Water - Information from Southern Water</li> <li>• West Sussex Mind - News update, January 2023</li> <li>• Southern Water Beating pollution with smart sewer technology</li> <li>• Wilder Horsham District - Parish Council Workshops - Final Call and Details</li> <li>• Govia Thameslink - Update on rail services 1-4 February 2023</li> <li>• Invitation to the Horsham District Community Transport Forum - 23rd Feb</li> <li>• Govia Thameslink - Southern Railway Commute More, Collect More Rewards</li> <li>• Horsham Men in Sheds Winter 22/23 Newsletter</li> <li>• West Sussex Mind - News update, February 2023</li> </ul>

## North Horsham Parish Council Meeting on 2<sup>nd</sup> March 2023

Correspondence List 2 from 23<sup>rd</sup> February to 1<sup>st</sup> March 2023

Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

1.	<u>West Sussex County Council</u> <ul style="list-style-type: none"><li>• News Release : Plans set to be submitted for multi-million pound regeneration scheme in Broadbridge Heath</li><li>• News Release : Cabinet Member reflects on support for Ukrainians in West Sussex</li><li>• News Release : Adult maths and numeracy skills boost for Sussex</li><li>• Help to live independently, jobs event, boost for the buses, and more</li><li>• Enhanced Partnership Plan and Scheme for buses in West Sussex</li><li>• Highways, Transport and Planning Newsletter</li><li>• New Active Travel pathway in Findon Valley officially opens</li><li>• News Release : Higher number of children offered first preference secondary school places in West Sussex</li></ul>
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"><li>• Twitter Digest 24.02.23</li><li>• Horsham District Council response to Levelling-up and Regeneration Bill: Reforms to National Planning Policy</li></ul>
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"><li>• Events 23.02.23 (Standards Matters Conference)</li><li>• Chief Executive's Bulletin 24.02.23</li><li>• Events 28.02.23</li><li>• Newsletter 01.03.23</li></ul>
4.	<u>Neighbourhood Alert/Sussex Police/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"><li>• NHW - You too can buy or sell a vehicle safely online : Advice from Get Safe Online [#85870464]</li></ul>
5.	<u>Horsham Association of Local Councils (HALC)</u> <ul style="list-style-type: none"><li>• HALC Meeting Draft Minutes &amp; Chairman Letter to HDC</li></ul>
6.	<u>Office for National Statistics</u> <ul style="list-style-type: none"><li>• ONS newsletter for local authority partners February 2023</li><li>• Research update: admin-based population estimates</li></ul>
7.	<u>Other Correspondence</u> <ul style="list-style-type: none"><li>• Dementia Friends session spaces available Monday 6th March at Swan Walk</li></ul>