

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 20th APRIL 2023 AT 7.30pm**

CLERK'S REPORT

To be considered in conjunction with the Agenda for this meeting. Numbers relate to the item numbers 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 Council 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 7.45pm whichever is the earlier.

4. 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. Chairman's Announcements.

There are no Chairman's Announcements.

6. Review of Finances to 31st March 2023

i. Finance Report to show income, expenditure and reserves to 31st March 2023

Funding at 31st March 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
Total	394,565

Income to 31st March 2023

Cost Centre	Actual income	Annual Budget
Admin	1,860	100
Allotments	983	900
North Heath Hall	64,492	50,000
Holbrook Tythe Barn	36,771	25,000
Multi Court Lettings	21,991	20,000
Roffey Millennium Hall	55,093	57,000
Total	181,190	153,000

Expenditure to 31st March 2023

Cost Centre	Actual Expenditure	Annual Budget
Admin	50,883	52,670
Grants	5,780	10,000
Burial	7,461	7,460
Personnel	322,782	326,000
Planning, Env, Trans	0	1,500
Allotments	950	1,580
Amenity Rec & Open Spaces	37,694	52,270
North Heath Hall	27,235	27,207
Holbrook Tythe Barn	19,445	21,830
Roffey Millennium Hall	34,025	37,074
Total	506,255	537,591

Supporting Finance documents including the Income and Expenditure and Reserves reports as at 31st March 2023, are attached in **Appendix 1 and 1a respectively**.

Income

At the end of the year revenue income exceeded the budget for the year by £28,190 or 18% with the only budget not exceeded being that for the Roffey Millennium Hall.

Expenditure

At the end of the year expenditure exceed the budget for the year by £31,336 or 6%.

Reserves

As at 31st March 2023 remaining funds in General Reserves stood at £273,068.

In addition, there are additional Earmarked Reserves of £232,303. This is a slight increase of £195 from the end of month 11, due to agreed earmarking of £2,546 (Min. FA/54/23 of the Committee Meeting held 16th February 2023 refers) offset against further expenditure from the R&R EMR of £265 for glassware, £1,475 for a repair to a floor cleaning machine and £611 for lift repairs at Roffey Millennium Hall.

ii. Bank Reconciliations

A copy of the bank reconciliations and statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 28th February and 31st March 2023 have been emailed separately.

A copy of the RBS ledger reconciliation as at 31st March 2023 for Cash and Investments and supporting statements have been emailed separately.

iii. VAT Analysis to 31st March 2023

The VAT Analysis to 31st March 2023 will be circulated by email and as Members will see, the applicable amount of £6,870.69 is just below the De Minimus limit of £7,500.

iv. End of Year Accounts as at 31st March 2023

The end of year accounts and a copy of Part 2 of the AGAR will be circulated to Members by email after the year-end close down on 18th April 2023. .

Decisions:

- 1. To consider the Financial Report to 31st March 2023 including reserve balances**
- 2. To confirm, with counter signature by the Chairman, and minute to evidence the bank reconciliations (against the cashbooks) for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 28th February and 31st March 2023
To confirm and minute to evidence the bank reconciliations (against the ledger reports) for Nationwide and Co-operative Bank Accounts as at 31st March 2023**
- 3. To note the VAT Analysis to 31st March 2023**
- 4. To consider the end of year accounts to 31st March 2023 and recommend to Full Council the approval of the figures which form Part 2 of The Annual Governance and Accountability Return for 2022/23**

7. Internal Controls Working Party

A meeting of the Internal Control Working Party was held on Monday 27th February 2023 and the Notes of the Meeting are attached as **Appendix 2**. The focus for the meeting was payroll and no issues were identified.

Decision : To receive the Notes of the Working Party Meeting held 27th February 2023.

8. Local Government Pension Scheme (LGPS)

West Sussex Pension Fund emailed the Parish Office on 3rd March 2023 regarding the FRS102/IAS19 reporting and stated that the correspondence was for information only as NHPC has not required an IAS19 or FRS102 report in previous years. As the NHPC circumstances have not changed the situation remains the same for 2022/23 and no reports were requested.

Decision : To note that no FRS102/IAS19 reporting was requested.

9. Business Continuity Policy and Plan

Members are invited to receive the reviewed document (attached as **Appendix 3**) and consider recommending the document to Council.

Decision: To consider recommending to Council a reviewed document

10. Photocopier contract

The photocopier contract expires this summer and the following quotes have been obtained :

	Current Machine	Company A	Company B
	Canon C3325i	Canon C3325i (Showroom Machine)	Richo IMC3000a (New machine)
Lease per quarter	£111.19	£155.00 (4 year term)	£129.16 (5 year term)
Mono cost per copy	0.425p	0.035p	0.24p
Colour cost per copy	4.251p	3.3p	2.12p
Scanning	0p	0p	0.24p
Additional Costs	£8.95 delivery of toner	£8.95 delivery of toner	£0
Costs include	Toner, parts, labour and all service call outs	Delivery, installation, engineer call outs, parts, warranty and toner	Delivery, installation, engineer call outs, parts, warranty and toner

Decision : To agree the awarding of a new photocopier contract

11. Grant Applications

There is £10,000 in the Grant Awarding budget. The application(s) have been circulated to the Committee by e-mail.

Ten Little Toes - £2,000 requested

This is the first application from this organisation - a baby bank providing support and relief for families in Horsham and the wider area of Sussex in crisis and experiencing financial hardship. The grant will contribute £1,500 towards the cost of items for redistribution specifically to the Horsham area, plus a £500 contribution to running costs of the charity.

Decision: To consider a grant application from the Friendship Club Group.

Friendship Club - £560-£830 requested

This is the 9th application from the Friendship Club and will be used to continue the sessions held biweekly at Roffey Millennium Hall. At the previous meeting, when considering their annual application, Members stated that they would open to the submission of a second application from the Club to specifically address the costs for transport for a trip (Min. FA/52/23 refers).

Previous Awards

October 2014	£500	Set Up costs
October 2015	£300	Ongoing work
December 2016	£150	Christmas entertainer and small gifts
February 2018	£200	Entertainer and transport costs
February 2019	£225	Entertainer and transport costs
February 2020	£300	Entertainer and transport costs
March 2022	£300	Ongoing sessions including entertainment
March 2023	£400	Ongoing sessions including entertainment

Decision: To consider a grant application from the Friendship Club Group.

14/04/2023

North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

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>101 Administration</u>								
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	1,860	100	(1,760)			1859.5%	
Administration :- Income	364,950	385,747	349,111	(36,636)			110.5%	11,805
4007 Councillors Training	361	65	1,000	935		935	6.5%	
4008 Councillors Expenses	3,430	6,347	7,000	653		653	90.7%	
4021 Telephone/Fax/Internet	3,413	3,406	3,500	94		94	97.3%	
4022 Postage	813	723	1,400	677		677	51.7%	
4023 Stationery and Printing	1,397	1,733	1,600	(133)		(133)	108.3%	
4024 Subscriptions	2,981	3,171	3,400	229		229	93.3%	
4025 Insurance	11,109	13,979	11,000	(2,979)		(2,979)	127.1%	
4026 Publications/Magazines	0	0	20	20		20	0.0%	
4028 IT Costs	2,496	3,060	2,800	(260)		(260)	109.3%	
4029 Website Maintenance	170	154	150	(4)		(4)	102.7%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	759	826	800	(26)		(26)	103.2%	
4038 Office Equipment Maint.	718	458	950	492		492	48.2%	
4051 Bank Charges	100	72	100	28		28	72.2%	
4053 PWLB Loan Charges	11,710	11,217	11,000	(217)		(217)	102.0%	
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	335	400	65		65	83.7%	
4120 Roffey Hall Equipment	0	674	700	26		26	96.3%	
4122 Office Equipment	1,022	493	1,000	507		507	49.3%	
Administration :- Indirect Expenditure	45,023	50,883	52,670	1,787	0	1,787	96.6%	0
Net Income over Expenditure	319,928	334,864	296,441	(38,423)				
6001 less Transfer to EMR	26,163	11,805						
Movement to/(from) Gen Reserve	293,765	323,060						
<u>103 Grants</u>								
4155 Other Grants and Donations	6,785	5,780	10,000	4,220		4,220	57.8%	
Grants :- Indirect Expenditure	6,785	5,780	10,000	4,220	0	4,220	57.8%	0
Net Expenditure	(6,785)	(5,780)	(10,000)	(4,220)				

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Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

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	7,461	7,460	(1)		(1)	100.0%	
Burial :- Indirect Expenditure	7,461	7,461	7,460	(1)	0	(1)	100.0%	0
Net Expenditure	(7,461)	(7,461)	(7,460)	1				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	277,397	314,844	320,000	5,156		5,156	98.4%	
4002 Childcare Vouchers	2,813	1,282	0	(1,282)		(1,282)	0.0%	
4003 Payroll Admin Charge	1,187	870	1,000	130		130	87.0%	
4009 Staff Expenses/Mileage	3,276	3,653	2,750	(903)		(903)	132.8%	
4010 Staff Training	560	1,460	1,600	140		140	91.3%	
4030 Recruitment Advertising	300	291	250	(41)		(41)	116.5%	
4067 Protective Clothing	194	381	400	19		19	95.4%	
Personnel :- Indirect Expenditure	285,727	322,782	326,000	3,218	0	3,218	99.0%	0
Net Expenditure	(285,727)	(322,782)	(326,000)	(3,218)				
<u>201 Planning, Env & Transport</u>								
4305 Planning Consultant Fees	0	0	1,500	1,500		1,500	0.0%	
Planning, Env & Transport :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				
<u>301 Allotments</u>								
1050 Allotment Rents	948	983	900	(83)			109.3%	
Allotments :- Income	948	983	900	(83)			109.3%	0
4012 Water Rates	92	71	140	69		69	51.0%	
4102 Allotment Rent	275	275	275	0		0	100.0%	
4200 Grass cutting	561	554	765	211		211	72.4%	
4259 Allotment Maintenance	0	50	400	350		350	12.5%	
Allotments :- Indirect Expenditure	928	950	1,580	630	0	630	60.2%	0
Net Income over Expenditure	20	33	(680)	(713)				
<u>302 Amenity, Recs & Open Sp</u>								
1100 Grants Received	10,356	10,677	10,356	(321)			103.1%	
Amenity, Recs & Open Sp :- Income	10,356	10,677	10,356	(321)			103.1%	0
4019 Window Cleaning	700	738	950	212		212	77.7%	
4200 Grass cutting	16,134	11,293	21,250	9,957		9,957	53.1%	

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

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	1,286	1,750	464		464	73.5%	
4251 Play Area & M Crts Maint	4,414	7,687	7,500	(187)		(187)	102.5%	
4252 Open Spaces	3,967	6,592	10,000	3,408		3,408	65.9%	
4253 Litter Warden/Clearance	108	486	900	414		414	54.0%	
4254 Community Services - Dog Bins	2,112	2,780	2,300	(480)		(480)	120.8%	
4255 Street Lighting - Maint/Supply	2,909	2,743	2,500	(243)		(243)	109.7%	
4258 Multicourts Maintenance	1,245	3,720	3,720	0		0	100.0%	
4260 Workshop	0	49	500	451		451	9.7%	
4302 Notice Board Maintenance	255	321	900	579		579	35.7%	
Amenity, Recs & Open Sp :- Indirect Expenditure	31,844	37,694	52,270	14,576	0	14,576	72.1%	0
Net Income over Expenditure	(21,488)	(27,016)	(41,914)	(14,898)				
<u>401 North Heath Hall</u>								
1000 Hall Lettings	54,086	64,492	50,000	(14,492)			129.0%	
North Heath Hall :- Income	54,086	64,492	50,000	(14,492)			129.0%	0
4011 NNDR	12,974	6,487	7,000	513		513	92.7%	
4012 Water Rates	803	826	925	99		99	89.3%	
4014 Electricity	2,455	2,543	2,725	182		182	93.3%	
4015 Gas	2,860	5,074	2,562	(2,512)		(2,512)	198.1%	
4016 Cleaning Materials	1,224	860	1,400	540		540	61.4%	
4017 Refuse Bin Clearance	812	973	840	(133)		(133)	115.8%	
4018 Sanitary Waste	275	118	320	202		202	36.8%	
4019 Window Cleaning	480	590	700	110		110	84.3%	
4034 Maintenance - Electrical	1,023	2,100	1,500	(600)		(600)	140.0%	
4035 Maintenance - Elect Eqp Insp	1,720	600	550	(50)		(50)	109.1%	
4036 Maintenance - General	1,455	2,245	2,000	(245)		(245)	112.2%	
4037 Maintenance - Fire Alarm Syt	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	47	160	113		113	29.3%	
4042 Maintenance - Gas Boiler etc	1,481	274	650	376		376	42.1%	
4044 Maintenance - Partition Wall	475	348	800	453		453	43.4%	
4061 Legionella Testing	118	525	250	(275)		(275)	210.0%	
4063 Maintenance - Plumbing	235	406	650	244		244	62.5%	
4065 Fire Prevention Sundries	0	0	100	100		100	0.0%	
4066 Keyholder Services	180	180	190	10		10	94.7%	
4500 Internal Redecorations	940	1,550	2,500	950		950	62.0%	
North Heath Hall :- Indirect Expenditure	30,776	27,235	27,207	(28)	0	(28)	100.1%	0
Net Income over Expenditure	23,311	37,257	22,793	(14,464)				

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

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	36,771	25,000	(11,771)			147.1%	
1010 Multi Court Lettings	19,883	21,991	20,000	(1,991)			110.0%	
Holbrook Recreation Centre :- Income	44,064	58,761	45,000	(13,761)			130.6%	0
4011 NNDR	3,543	3,543	4,000	457		457	88.6%	
4012 Water Rates	675	838	1,250	412		412	67.0%	
4014 Electricity	3,073	3,792	3,250	(542)		(542)	116.7%	
4015 Gas	1,181	1,289	1,500	211		211	85.9%	
4016 Cleaning Materials	592	1,303	1,400	97		97	93.1%	
4017 Refuse Bin Clearance	797	825	840	15		15	98.2%	
4018 Sanitary Waste	250	118	240	122		122	49.0%	
4019 Window Cleaning	210	258	450	192		192	57.4%	
4034 Maintenance - Electrical	572	339	1,100	761		761	30.8%	
4035 Maintenance - Elect Eqp Insp	480	600	590	(10)		(10)	101.7%	
4036 Maintenance - General	697	2,101	1,900	(201)		(201)	110.6%	
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	64	160	96		96	39.9%	
4042 Maintenance - Gas Boiler etc	464	751	500	(251)		(251)	150.3%	
4061 Legionella Testing	118	480	235	(245)		(245)	204.3%	
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	180	190	10		10	94.7%	
4500 Internal Redecorations	513	166	1,500	1,334		1,334	11.1%	
Holbrook Recreation Centre :- Indirect Expenditure	14,855	19,445	21,830	2,385	0	2,385	89.1%	0
Net Income over Expenditure	29,209	39,316	23,170	(16,146)				
403 Roffey Millennium Hall								
1000 Hall Lettings	53,792	52,770	57,000	4,230			92.6%	
1004 Equipment Sale/Sundry Income	474	660	0	(660)			0.0%	
1006 Refreshment Sale Income	602	1,408	0	(1,408)			0.0%	
1008 Miscellaneous Income	0	256	0	(256)			0.0%	
Roffey Millennium Hall :- Income	54,867	55,093	57,000	1,907			96.7%	0
4011 NNDR	13,473	6,737	7,300	564		564	92.3%	
4012 Water Rates	848	1,573	1,200	(373)		(373)	131.1%	
4014 Electricity	6,515	6,128	5,125	(1,003)		(1,003)	119.6%	
4015 Gas	3,786	3,859	6,000	2,141		2,141	64.3%	
4016 Cleaning Materials	1,114	1,344	1,375	31		31	97.8%	
4017 Refuse Bin Clearance	1,570	1,699	1,664	(35)		(35)	102.1%	

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

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
4018 Sanitary Waste	92	118	230	112		112	51.2%	
4019 Window Cleaning	605	812	990	178		178	82.0%	
4020 Refreshment Sale Cost/Sundries	221	446	300	(146)		(146)	148.6%	
4034 Maintenance - Electrical	939	1,197	2,000	803		803	59.9%	
4035 Maintenance - Elect Eqp Insp	520	610	550	(60)		(60)	110.9%	
4036 Maintenance - General	2,512	3,330	3,150	(180)		(180)	105.7%	
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	545	900	355		355	60.6%	
4044 Maintenance - Partition Wall	673	688	600	(88)		(88)	114.6%	
4061 Legionella Testing	158	578	260	(318)		(318)	222.1%	
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	195	300	105		105	64.9%	
4065 Fire Prevention Sundries	38	153	100	(53)		(53)	153.5%	
4066 Keyholder Services	180	180	190	10		10	94.7%	
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	34,025	37,074	3,049	0	3,049	91.8%	0
Net Income over Expenditure	17,128	21,068	19,926	(1,142)				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	24,608	56,676	0	(56,676)		(56,676)	0.0%	54,170
Earmarked Reserves :- Indirect Expenditure	24,608	56,676	0	(56,676)	0	(56,676)		54,170
Net Expenditure	(24,608)	(56,676)	0	56,676				
6000 plus Transfer from EMR	24,608	56,696						
6001 less Transfer to EMR	0	20						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	529,272	575,755	512,367	(63,388)			112.4%	
Expenditure	485,745	562,931	537,591	(25,340)	0	(25,340)	104.7%	
Net Income over Expenditure	43,527	12,824	(25,224)	(38,047)				
plus Transfer from EMR	24,608	56,696						
less Transfer to EMR	26,163	11,825						
Movement to/(from) Gen Reserve	41,972	57,695						

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st March 2023

	BALANCE	TRANSFER	EXPENDITURE		INCOME		FROM Reserve TO Reserve		FROM Reserve TO Reserve		EXPENDITURE		INCOME		NOTE
			31.03.2020	01.04.2020	31.03.2021	31.03.2021	31.03.2021	01.04.2021	31.03.2022	31.03.2022	31.03.2022	01.04.2022	31.03.2023	31.03.2023	
310/0 GENERAL RESERVES	230056	-35000	412143	433987	216901	-8500	461137	503109	250373	-35000	506255	563950	273068		
EARMARKED RESERVES									0				0		
320/0 REVENUE - VAT CONTINGENCY	7955				7955				7955				7955		
321/0 REPAIRS & RENEWALS (R&R)	117568		16875		100693	3500	8059		96134		27546		68589	3	
322/0 ELECTION	19950				19950				19950				19950		
323/0 TREE MANAGEMENT WORK	4250		425		3825				3825	5000	7860		965	6	
327/0 ROFFEY YOUTH CLUB	5621				5621				5621				5621	1	
328/0 PLANNING	8035				8035				8035				8035		
330/0 EMR - MARCH 2023	0				0				0		2546		2546		
331/0 RMH BOILER	10000	10000			20000	5000			25000	5000			30000		
332/0 PLAYGROUND UPGRADE	0	25000			25000				25000	25000			50000		
335/0 CAPITAL RECEIPT	25000				25000				25000				25000	2	
337/0 NORTH HORSHAM COMMUNITY LAND TRUST	722		719		3				3				3		
336/0 COMMUNITY INFRASTRUCTURE LEVY - 2019/2020	10434		1883		8551		8551		0				0		
338/0 COMMUNITY INFRASTRUCTURE LEVY 2020/2021	0			2395	2395		2394.55		0				0		
339/0 COMMUNITY INFRASTRUCTURE LEVY 2021/2022	0				0		5603.76	26163	20559		18725		1835	4	
340/0 COMMUNITY INFRASTRUCTURE LEVY 2022/2023	0				0				0			11805	11805	5	
	439591	0	432045	436382	443928	0	485745	529272	487455	0	562931	575755	505371		

1 Roffey Youth Club - money left from when the Youth Club Committee folded but agreed at Council Meeting 13th Jan 2022 (Min. FC/662/22) for £5,000 to go to HDC Youth work - request for payment of funds still awaited.

2 Capital Receipt - money from the sale of land.

3 R & R - ongoing repairs agreed by the Property Committee	Repair Glaze	£1,570.83	B/Fwd	£9,446.30	B/Fwd	£20,127.47
	Bus Shelter	£673.67	Express Lift	£1,841.68	Pro- Servicing- Partition	£895.00
	Servcom	£371.77	TCM - Repairs	£1,130.00	Grigg & Co - Repairs	£870.00
	TCM- Bus Shelter Repairs	£326.33	TCM - Roundal Maintenance	£410.00	Street Lighting _ Repairs	£203.00
	CEF - Electrical Replacement	£793.70	Bel Signs- Notice Boards	£2,328.00	Turners Security	£675.00
	Street Lighting	£670.00	Netcom - Telephone IT Network	£766.90	Otis Lift - Repairs	£2,424.11
	Simmonds Electric	£2,451.00	Netcom - Telephone Network Sys	£1,744.90	Glassware	£265.55
	TCM - Build Painting	£1,360.00	Servcom - Boiler Leak	£435.00	Repair to floor machine	£1,474.72
	KS- Scissor Lift Hire	£432.00	Netcom - Telephone Network Sys	£93.60	Lift repair	£610.52
	ETL - Electric Inspection	£797.00	Servcom	£1,631.09		
			Hzel Roofing	£300.00		
		<u>£9,446.30</u> C/Fwd		<u>£20,127.47</u> C/Fwd		<u>£27,545.37</u>

4 CIL 2021/2022	Goal Post	£731.00	B/Fwd	£14,369.13
	Fencing	£7,240.00	Elite Auto Door	£4,205.51
	Transport Credit	-£20.00	Simmons Electric - Auto Door	£150.00
	TCM Maintenance	£555.00		
	TCM Maintenance	£365.00		
	Vix Technology	£1,250.00		
	Vix Technology	£3,750.00		
	Bryant Fixing	£14.71		
	Topsy 2000 - Green Bin	£363.42		
	TCM Maintenance	£120.00		
		<u>£14,369.13</u> C/Fwd		<u>£18,724.64</u>

5 CIL 2022/2023 Receipt Apr 2022 £11,804.81

6 Tree Management Works Forest View Sugery £660.00
Tree Management £7,200.00
£7,860.00

7 Open Space Maint. & Internal Decorations £2,546.00
£2,546.00

**NORTH HORSHAM PARISH COUNCIL
NOTES FROM THE INTERNAL CONTROLS WORKING PARTY
MONDAY 27th FEBRUARY 2023 AT 10am**

Members of the Working Party:- Cllr J Smithurst and Cllr S Torn (1 x vacancy)

*Denotes absence.

Sarah Norman (Clerk/Responsible Financial Officer) was also in attendance.

1. Election of Chairman

Cllr. Torn was not present at the start of the meeting and Cllr. Smithurst was appointed as the Chairman for the Meeting.

2. Apologies.

There were no apologies.

3. Notes.

The Notes from the meeting held on 29th November 2022, presented to the Finance and Administration Committee at the meeting held 8th December 2022, were **NOTED**.

4. Tests agreed in the Action Plan agreed by the Finance and Administration Committee on 8th October 2020 (Min. FA/412/20 refers) designed to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud.

- i. That Salaries have been properly reviewed
- ii. Identifying the duties of Officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant
- iii. To review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015
- iv. Identifying the duties of Officers and segregation of duties; procedures for bad debts and bank mandate review, bank reconciliation and procedures, test that the budget is reviewed against the actual figures

As had been agreed at the previous meeting, the focus for the review was to be item i) - That Salaries have been properly reviewed. The following comments were **NOTED**:

To check that the Personnel Committee has approved annual salaries in line with contracts and /or Minutes.

As had been noted in the report circulated with the Agenda, all staff are linked to the NJC Greenbook salary scales as published by NALC including one member of staff who has automatic incremental Spinal Column Points as per their contract with the first increase applicable on 1st April 2023.

It was **NOTED** that the Annual salaries had been reported and approved at the Personnel Committee Meeting held 2nd February 2023 (Min. PER/41/23 refers). For any members of the Working Group not serving on the Personnel Committee, a copy of the 2022/23 NALC salary scales and a summary of the current pay rates for all staff (as was circulated to the Personnel Committee) was made available at the meeting.

The January 2023 payroll run was then tested by :-

- i. Reviewing the instruction sent to WSCC for processing
- ii. Reviewing the payslips for that month
- iii. Noting and reviewing the comparison undertaken between the summary schedule provided by WSCC and the total charged for January 2023 on invoice no 8001664022 totalling £27,766.83.

To make sure no records are missing in the Financial records

The invoice for the January payroll was **NOTED**, including that it had been approved by Cllrs. Gough and Wilton. The nominal ledger for the 4001 106 Cost Centre was reviewed and the invoice for the January payroll confirmed as correlating.

To review petty cash testing and procedures

Members **NOTED** the current spreadsheet for the Petty Cash including the attached receipts for all payments made. As detailed on the spreadsheet, all amounts are allocated to the correct Cost Centre and VAT accounted for as necessary.

5. It was **NOTED** that the next two Meetings were scheduled to be held on 26th June and 25th September 2023. The Clerk requested, and it was **AGREED**, that these dates be moved as she would be on annual leave.

The revised dates would now be Monday 12th June and Monday 11th September 2023.

Furthermore, it was **AGREED** that the focus for the next Meeting would be part ii) of the Tests detailed in the Action Plan agreed by the Finance and Administration Committee on 8th October 2020 (Min. FA/412/20 refers) namely, Identifying the duties of Officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant including; test expenditure and review procedures; confirm back-ups are carried out; and test a payment of over £5,000 through the system.

There being no further business the meeting was closed at 10.50am.



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.

Loss of Council computer files due to fire, flood, breakdown or theft.	Low/ Medium	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	
Staff illness.	Low/ High	Employment law to support staff is in place ie 11 hour breaks. Staff welfare is monitored by managers.	
Loss of staff member due to long term illness or resignation	Low/ Medium	See Annex 1	
Death or Serious injury to member of staff whilst carrying out Council duties.	Low/ High	Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.	

Should an emergency occur the following checklist should be used.

Emergency Response Checklist
For use during an emergency

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

Communication processes

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

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

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

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

Key contacts

Council contacts

Position	Name	Address	Telephone Number
Council Chairman	See website : https://northhorsham-pc.gov.uk/your-council/councillors/		
Council Vice Chairman	See website : https://northhorsham-pc.gov.uk/your-council/councillors/		
Chairman of Finance	See website : https://northhorsham-pc.gov.uk/your-council/councillors/		
Clerk to the Council	Sarah Norman	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786
Deputy Clerk to the Council	Lisa Underwood	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	Company/ Location	Telephone Number
Report of crime or need for emergency services	Sussex Police/ Fire / Ambulance	999
Insurance Company	Gallaghers	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

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Emergency Contacts cont..

Contact For/ Work	Company/ Location	Telephone Number
Water	Business Stream Southern Water	0330 1232000 Mon – Fri 9am -5pm 01903 264444 (Out of hours)
Telephone	Netcom IT Solutions	01403 252995
Boarding up	Repair Glaze	01403 274000
Emergency Repairs	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	Otis Lifts - Joseph Smyth	07425 674351 0800 181363
Keys (24 hour service)	Horsham Locksmiths Ltd	01403 788708
Key holder	Nick Simmonds Electrical	07745 790018
IT Support	Netcom IT Solutions Premier House 7, St Leonards Road Horsham RH13 6EH	01403 252995
HR Support/ Recruitment	HR Services Office 217B, Regus, Afon House, Worthing Road, Horsham. RH12 1TL	01403 240205
Tree work	Forest View - James Smith Mulberry Barn Borough Farm Five Oaks Billingshurst West Sussex RH14 9AG	07966 545874 01403 784378 07836 639575 gary@gcollier-forestry.co.uk

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. **The Clerk has delegated authority to incur expenditure to begin the recruitment process without recourse to the Personnel Committee.** All **staff roles** have **adverts**, 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 18th June 2019

Reviewed by Full Council 5th March 2020

Reviewed by Full Council 6th May 2021

Reviewed by Full Council ??????? 2023