

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE
TO BE HELD ON THURSDAY 12th OCTOBER 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.

Following the Committee's reappointment at the last meeting of Mulberry & Co as Internal Auditors for a 3 year period ending 2025/26 (Min. FA/20/23 refers), the Engagement Letter has been received and approved with a copy circulated to Members via email.

Thanks have been received from two recent recipients of Grants, The Friendship Group and the Guides. Copies of these will be circulated by email.

6. Review of Finances to 31st August 2023

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

Funding at 31st August 2023

Precept (half year)	182,673
Environmental Grant	5,873
Climate Change Grant	2,076
Total	190,622

Income to 31st August 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st Aug 2023*
Admin	9,412	200	83
Allotments**	982	995	995
North Heath Hall	25,519	71,000	29,583
Holbrook Tythe Barn	15,276	38,000	15,833
Multi Court Lettings	8,998	26,600	11,083
Roffey Millennium Hall	27,064	45,000	18,750
Total	87,251	181,795	76,328

Expenditure to 31st August 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st Aug 2023*
Admin***	26,725	54,570	30,613
Grants	2,630	10,000	4,167
Burial****	3,730	7,460	3,108
Personnel	129,228	349,650	145,688
Planning, Env, Trans	0	1,500	625
Allotments	331	1,560	650
Amenity Rec & Open Spaces	16,251	56,485	23,535
North Heath Hall	13,502	30,778	12,824
Holbrook Tythe Barn	10,683	28,095	11,706
Roffey Millennium Hall	15,175	42,840	17,850
Total	218,255	582,938	250,766

* Total cost centre budget for 2023/4 divided by 5/12th.

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

*** Includes in Actual Expenditure Annual Insurance Premium of £13,884 paid May 2023 and includes in Estimated Expenditure Full Year Budget for Insurance of £13,500

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

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

Income

At the end of Month 5 of the 2023/24 year, revenue income continues to be higher than the anticipated by approx. 14% - a reduction of 6% to the position at the end of month 4. The summer months do tend to be quieter for bookings as a lot of the regular groups and the nurseries close for the summer months, so this is not unexpected.

The second half year instalment of the precept of £182,673 is due to be paid across by HDC before the end of September.

Expenditure

Overall, expenditure remains at approx. 13% lower than would be expected at the end of the month, as it was at the end of month 4. It should be noted that the Personnel Budget is £16,460 (just under 12%) less than would be expected at this time of year.

As advised previously, the reason for this is twofold; firstly, due to staff resignations resulting in periods of understaffing but also the annual pay award payable from 1st April 2023 has not yet been agreed and therefore not implemented.

Reserves

As at 31st August 2023 remaining funds, including the 1st half year precept payment received and General Reserves, stood at £281,151.

In addition, there are additional Earmarked Reserves of £271,457 - a reduction of £2,876 from the balance at the end of month 4, due to expenditure of £800 from the R&R EMR for repairs to the automatic doors at RMH and the use of the £2,076 HDC Climate Change Grant for the LED Lighting at HTB, the earmarking of which was reported to Members in the Financial Report for the year to 30th June 2023.

Summary

As mentioned above, there is £10,923 more revenue income than budgeted for at the end of month 5 together with £32,511 less revenue expenditure than anticipated.

ii. Bank Reconciliations

A copy of the bank reconciliations and statements for the Lloyds Bank Accounts and CCLA Public Sector Deposit Fund as at 31st August have been circulated by emailed.

Decisions:

- i) **To consider the Financial Report to 30th September 2023 including reserve balances**
- ii) **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 31st August and 30th September 2023**

7. Internal Controls Working Party

A meeting of the Internal Control Working Party was held on Monday 11th September 2023 and the Notes of the Meeting are attached as **Appendix 2**. The focus for the meeting was item iii) of the agreed Action Plan, namely to review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015, and no issues were identified.

Decision : To receive the Notes of the Working Party meeting held 11th September 2023.

Members are also asked to consider any changes to the current Internal Control Action Plan (copy attached as **Appendix 3**) as previously agreed at the Committee Meeting held 8th October 2020 (Min. FA/412/20 refers)

Decision : To agree any changes to the Internal Control Action Plan

8. Budget Forecast for 2023/24 and Budget Proposals for 2024/25

The recommended Forecasts and Budgets including those from the Property Committee and Personnel Committee (provisional as to be discussed at Committee Meeting 05.10.23) will be circulated by email.

The Property Committee is also recommending an increase of 5% in hire charges (rounded to 50p) and a summary of their recommendations will also be circulated by email.

Finally, at the Property Committee Meeting held 14th September at which their recommendations were made, it was also agreed that this Committee be provided with the comparison of room performance which will be circulated by email.

Decision: To consider the Budget Forecasts for 2023/24 and Budget Proposals for 2024/25 including any recommendations from the Property Committee and Personnel Committee and any alterations prior to reconsideration and agreement at the December Finance & Administration Committee

9. Changes to VAT treatment of Local Authority leisure service provision

As advised at the last meeting (Min. FA/21/23 refers), HMRC's stance and treatment of leisure services with regard to VAT has altered and as a result, they now accept that local authority sports services can be treated as non-business and outside the scope of VAT.

As agreed at the last meeting, in view of the VAT arrangements at NHPC, the Clerk used the services of Mulberry & Co for further advice and guidance and the summary of the responses is as follows :-

“Yes, the MUGA can now ... be treated as non-business in future. It’s actually the provision of sports facilities designed or adapted for playing any sport or taking part in physical recreation – dance and judo are included <https://www.gov.uk/guidance/sport-supplies-that-are-vat-exempt-notice-70145>. This means you do not need to charge VAT on the provision of space for these items and this would be classed as a non-business item.”

Confirmation was further sought that the exemption of VAT on hire charges for dance, judo etc applies even when using Roffey Millennium Hall which the Council has opted to tax on, with the response being *“Yes – that because they will be non-business now”*.

Subsequently, the Clerk attended a Society of Local Council Clerks (SLCC) Finance Summit on 14th September and a substantial part of the programme was dedicated to this issue, with PSTAX - the SLCC consultants in the area of VAT and taxation - in attendance. The Revenue & Customs Brief 3/2023 was referred to and that *some* supplies that were taxable are now “Non-Business” - but not everything is included.

The presentation from PSTAX whilst reaffirming that the term “leisure activities” does include dance, exercise classes, martial arts etc, did highlight that to enable the leisure activity to be treated as “Non-Business” (and therefore outside of the scope of VAT) it either needs to relate to the supply of a dedicated space (i.e. designed or adapted) for the undertaking of the leisure activity i.e. the football courts at the MUGAS, or the Parish Council needs to be directly supplying the activity i.e. providing any equipment and the instruction.

Clearly at NHPC, other than the MUGAs, all of our spaces are multi use and are not designed or adapted for the undertaking of the leisure activity, and all hires for such classes are run by a third party who is simply hiring the space.

Therefore, for confirmation, the Clerk followed this up with PSTAX directly (via the SLCC Advice service) and was advised of the following :-

For Roffey Millennium Hall, the key to the 'leisure' activities is if the Town Council provides the activity rather than just the room.

From the information provided, the Town Council are providing the room for a third party to deliver the activity. Unless this is being delivered as an agent to the Town Council, it is a supply of land and buildings rather than a supply of sporting activity, and the VAT treatment is correct at the standard rate.

Members are therefore asked to note that VAT remains chargeable on all hires at Roffey Millennium Hall including those relating to leisure activities. With regard to Holbrook Tythe Barn and North Heath Hall whilst there is no VAT charged, as the buildings have not opted to tax, the Input VAT is still used in the De Minimus calculations at the HMRC agreed partial exemption rates.

Turning now to the MUGAs, these will definitely be considered as solely for leisure activities - the pitches are provided and equipped with goals and nets by the Parish Council and can only be used for football.

Historically, NHPC have applied the Exemption criteria and therefore groups that met this criteria were treated as “Exempt” supplies and we have not charged VAT. However, for those that did not meet the criteria, they were treated as “Business” and we have charged VAT.

It is important to note that the “Exempt” block bookings criteria which we have been complying with to enable zero VAT being charged, includes :

- For affiliated clubs
- At least 10 sessions
- For the same sport at the same facility
- Single price set in advance
- No reduction for missed sessions (apart from unavailability of the facility due to unforeseen reasons)

The criteria (as published as part of our MUGA Policy and Conditions of Hire) included reference to cancellations as follows:

The Block Booking is to be paid for as a whole. In order to qualify for the VAT exemption, no refunds will be given, including in the case of extreme weather. Where reasonably practicable, however, the Council will make every effort to liaise with the Hirer and agree a new date for the cancelled booking.

In the event that the whole Block Booking is cancelled by the Hirer and a refund is provided, VAT will be charged retrospectively and applied to all sessions and the Hirer will be invoiced for the balance due

For all our other hires at the buildings - and the non-block bookers at the MUGAs - we offer a 28 day free of charge cancellation notice period.

The “Non-Business” designation, however, does not override the “Exempt” criteria and those bookings that continue to meet this criteria, should continue to be treated as “Exempt” rather than “Non-Business”. Whilst we could continue to not charge VAT on these “Exempt” bookings, it would mean that the Input Tax would continue to be used for the De Minimus calculations. However, for any MUGA bookings that do not meet the “Exempt” criteria, these automatically revert to being treated as “Non-Business”.

The application of the new VAT rules with regard to the MUGAs was also checked with PSTAX who advised that :

For the MUGAs, HMRC accepts that ad-hoc use is non-business, but their current view is that if the use meets the series of lets conditions, then the exemption applies. As far as the hirer is concerned, there are no financial implications as they will be paying the same regardless of it being treated as non-business or exempt. For the provider, exempt usage brings Partial Exemption implications.

Your suggestion of allowing a cancellation (even if it is not taken up) will break any series of lets conditions and revert the supply to non-business.

Therefore, moving forward, assuming NHPC treats all hirers the same and extends the offer of a 28 day cancellation notice period as a standard part of our MUGA Policy and Conditions of Hire, any and all bookings at the MUGAs can be treated as “Non-Business” with no VAT charged and the Input VAT removed from the De Minimus calculations.

Finally, work will be undertaken to identify any Output VAT on hires at the MUGA over the last 4 years for which a refund may be applied for.

Decisions :

To note the changes to VAT on leisure services

To note that that all hires at RMH continue to attract VAT and are not treated as “Non-Business”

To note the change from “Business” to “Non-Business” for non-Block Bookings at the MUGAs and the associated changes to the charging of VAT

To agree to alter the Policy and Conditions of Hire and extend the 28 day free cancellation period to all hires at the MUGAs thereby resulting in all hires at the MUGAs being designated as “Non-Business” with no VAT charged and all Input VAT treated as outside the scope of the De Minimus limit.

10. Financial Risk Assessment

The updated Risk Assessment is attached as **Appendix 4** for Member’s consideration. The main amendments shown in red relate to the removal of references to COVID 19.

Decision : To review and if acceptable agree the Financial Risk Assessment

11. Grant Applications

There is £7,370 in the Grant Awarding budget. The application(s) have been circulated to the Committee by email.

CHAMS - £1,100 requested

This is the 12th annual application from CHAMS and the funding would be used as a contribution towards the cost of supporting families in North Horsham to help them consolidate and build on their one-to-one home visiting and group support for local families to provide a wraparound service.

Decision : To consider a Grant application from CHAMS

4 The Youth - £5,000 requested

This is the first application from 4 The Youth and the funding would support the charities work which aims to provide support and positive experiences for youths in the local area including the the Holbrook youth club together with 1-1 sessions and support at Bohunt which are currently without funding.

Members are reminded that at the Council Meeting held 13th January 2022 (Min. FC/662/22 refers), Members received a recommendation from this Committee regarding a request from HDC for funding for 4 The Youth and subsequently agreed the following :-

- (i) A contribution of £5,000 be made in the 2022/23 financial year, funded by the Roffey Youth Club Earmarked Reserves and then, on receipt of further information about users and the extension of services into North Horsham, consideration be given in the future to a multi-year funding agreement from 2023/24.
- (ii) The importance of planning and preparing for youth provision and activities on the new north of Horsham development should be stressed to HDC.

The availability of these funds was advised to HDC and the following response received :

I think any contribution is of benefit and certainly the acknowledgment that NHPC will consider a multi-year agreement is encouraging.

I have spoken to 4TheYouth already about collating the requested information and hope to be able to share this with you soon.

We currently have the tender out for the contract of providing youth provision in the NC areas. Any contribution you can make for next year may have to sit outside of this however if we come to agreement around future years it would make sense that the tender is amended to reflect this. I will have to take advice from my procurement team as and when about how to do this.

Unfortunately, despite chasing no more information has been received and no confirmation of how the offered one off contribution could be aligned with the HDC contract arrangements. The £5,000 in the EMR therefore remains and is still available.

More information has been sought from the charity, particularly on the user data, and a copy of this will be circulated with the application.

Decision : To consider a Grant application from 4 The Youth

Horsham Scouts - £91.45 requested

This is the 2nd application from Horsham Scouts and the funding would be used as a contribution towards the costs of organising and running the 2023 Riverside Walk.

Decision : To consider a Grant application from Horsham Scouts

12. Policies

Members are asked to consider the following Policies (attached as **Appendix 5 & 5a**), with any proposed changes highlighted in red, and subject to any further agreed amendments, recommend the Policies to Council for adoption:

- Pensions Policy (also reviewed by the Personnel Committee)
- Grants Policy

Decisions : To review the policies and recommend adoption to Full Council noting that the Pensions Policy has also been reviewed by the Personnel Committee

07/09/2023

North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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	23,072	2,076	0	(2,076)			0.0%	
1175 CIL Payment	11,805	0	0	0			0.0%	
1176 Precept	349,011	182,673	365,346	182,673			50.0%	
1196 Interest Received	1,860	9,412	200	(9,212)			4705.9%	
Administration :- Income	385,747	194,161	365,546	171,385			53.1%	0
4007 Councillors Training	65	33	1,000	967		967	3.3%	
4008 Councillors Expenses	6,347	3,118	7,000	3,882		3,882	44.5%	
4021 Telephone/Fax/Internet	3,406	1,168	3,200	2,032		2,032	36.5%	
4022 Postage	723	275	1,200	925		925	22.9%	
4023 Stationery and Printing	1,733	661	1,600	939		939	41.3%	
4024 Subscriptions	3,171	3,063	3,400	337		337	90.1%	
4025 Insurance	13,979	13,884	13,500	(384)		(384)	102.8%	
4028 IT Costs	2,527	1,943	2,800	857		857	69.4%	
4029 Website Maintenance	154	0	170	170		170	0.0%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	762	338	850	513		513	39.7%	
4038 Office Equipment Maint.	458	0	950	950		950	0.0%	
4051 Bank Charges	72	0	100	100		100	0.0%	
4053 PWLB Loan Charges	11,217	0	11,000	11,000		11,000	0.0%	
4057 External Audit Fees	1,300	65	1,400	1,335		1,335	4.6%	
4058 Professional Services	3,575	1,910	3,350	1,440		1,440	57.0%	
4059 Internal Audit Fees	349	(165)	450	615		615	(36.7%)	
4100 Chairman's Allowance	335	0	400	400		400	0.0%	
4120 Roffey Hall Equipment	674	432	700	268		268	61.8%	
4122 Office Equipment	493	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	51,341	26,725	54,570	27,845	0	27,845	49.0%	0
Net Income over Expenditure	334,406	167,436	310,976	143,540				
6001 less Transfer to EMR	11,805	0						
Movement to/(from) Gen Reserve	322,601	167,436						
103 Grants								
4155 Other Grants and Donations	5,780	2,630	10,000	7,370		7,370	26.3%	
Grants :- Indirect Expenditure	5,780	2,630	10,000	7,370	0	7,370	26.3%	0
Net Expenditure	(5,780)	(2,630)	(10,000)	(7,370)				

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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	3,730	7,460	3,730		3,730	50.0%	
Burial :- Indirect Expenditure	7,461	3,730	7,460	3,730	0	3,730	50.0%	0
Net Expenditure	(7,461)	(3,730)	(7,460)	(3,730)				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	314,844	126,725	343,000	216,275		216,275	36.9%	
4002 Childcare Vouchers	1,282	0	0	0		0	0.0%	
4003 Payroll Admin Charge	870	0	1,400	1,400		1,400	0.0%	
4009 Staff Expenses/Mileage	3,653	2,145	3,000	855		855	71.5%	
4010 Staff Training	1,460	60	1,600	1,540		1,540	3.8%	
4030 Recruitment Advertising	291	181	250	69		69	72.4%	
4067 Protective Clothing	381	118	400	282		282	29.5%	
Personnel :- Indirect Expenditure	322,782	129,228	349,650	220,422	0	220,422	37.0%	0
Net Expenditure	(322,782)	(129,228)	(349,650)	(220,422)				
<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	983	982	995	13			98.7%	
Allotments :- Income	983	982	995	13			98.7%	0
4012 Water Rates	71	180	100	(80)		(80)	180.0%	
4102 Allotment Rent	275	0	275	275		275	0.0%	
4200 Grass cutting	554	151	765	615		615	19.7%	
4259 Allotment Maintenance	50	0	420	420		420	0.0%	
Allotments :- Indirect Expenditure	950	331	1,560	1,230	0	1,230	21.2%	0
Net Income over Expenditure	33	652	(565)	(1,217)				
<u>302 Amenity, Recs & Open Sp</u>								
1100 Grants Received	10,677	5,873	10,678	4,805			55.0%	
Amenity, Recs & Open Sp :- Income	10,677	5,873	10,678	4,805			55.0%	0
4019 Window Cleaning	738	340	1,000	660		660	34.0%	
4200 Grass cutting	11,293	6,870	21,250	14,380		14,380	32.3%	

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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	1,286	965	1,850	886		886	52.1%	
4251 Play Area & M Crts Maint	7,251	2,267	7,875	5,608		5,608	28.8%	
4252 Open Spaces	6,032	1,728	10,500	8,772	250	8,522	18.8%	
4253 Litter Warden/Clearance	486	292	945	653		653	30.9%	
4254 Community Services - Dog Bins	2,780	886	2,415	1,530		1,530	36.7%	
4255 Street Lighting - Maint/Supply	2,743	1,562	5,500	3,938		3,938	28.4%	
4258 Multicourts Maintenance	3,720	1,240	3,750	2,510		2,510	33.1%	
4260 Workshop	49	0	500	500		500	0.0%	
4302 Notice Board Maintenance	321	102	900	798		798	11.3%	
Amenity, Recs & Open Sp :- Indirect Expenditure	36,698	16,251	56,485	40,234	250	39,984	29.2%	0
Net Income over Expenditure	(26,020)	(10,378)	(45,807)	(35,429)				
6001 less Transfer to EMR	996	0						
Movement to/(from) Gen Reserve	(27,016)	(10,378)						
<u>401 North Heath Hall</u>								
1000 Hall Lettings	64,492	25,519	71,000	45,481			35.9%	
North Heath Hall :- Income	64,492	25,519	71,000	45,481			35.9%	0
4011 NNDR	6,487	2,440	7,350	4,910		4,910	33.2%	
4012 Water Rates	826	198	975	777		777	20.3%	
4014 Electricity	2,543	868	2,900	2,032		2,032	29.9%	
4015 Gas	5,074	1,527	2,690	1,163		1,163	56.8%	
4016 Cleaning Materials	860	538	1,470	932		932	36.6%	
4017 Refuse Bin Clearance	973	370	882	512		512	41.9%	
4018 Sanitary Waste	118	92	336	244		244	27.4%	
4019 Window Cleaning	590	272	735	463		463	37.0%	
4034 Maintenance - Electrical	2,100	504	1,575	1,071		1,071	32.0%	
4035 Maintenance - Elect Eqp Insp	600	680	580	(100)		(100)	117.2%	
4036 Maintenance - General	2,245	1,519	2,100	581		581	72.3%	
4037 Maintenance - Fire Alarm Syst	420	459	615	156		156	74.6%	
4039 Maint - Intruder Alarm	1,070	964	1,000	36		36	96.4%	
4041 Maintenance - Fire Extg Insp	47	0	170	170		170	0.0%	
4042 Maintenance - Gas Boiler etc	274	430	685	255		255	62.7%	
4044 Maintenance - Partition Wall	348	348	840	493		493	41.4%	
4061 Legionella Testing	525	0	385	385		385	0.0%	
4063 Maintenance - Plumbing	406	97	685	588		588	14.2%	
4065 Fire Prevention Sundries	0	0	105	105		105	0.0%	
4066 Keyholder Services	180	75	200	125		125	37.5%	
4500 Internal Redecorations	0	2,120	4,500	2,380		2,380	47.1%	
North Heath Hall :- Indirect Expenditure	25,685	13,502	30,778	17,276	0	17,276	43.9%	0
Net Income over Expenditure	38,807	12,017	40,222	28,205				
6001 less Transfer to EMR	1,550	0						

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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
Movement to/(from) Gen Reserve	37,257	12,017						
402 Holbrook Recreation Centre								
1000 Hall Lettings	36,771	15,276	38,000	22,724			40.2%	
1010 Multi Court Lettings	21,991	8,998	26,600	17,602			33.8%	
Holbrook Recreation Centre :- Income	58,761	24,274	64,600	40,326			37.6%	0
4011 NNDR	3,543	1,456	4,200	2,744		2,744	34.7%	
4012 Water Rates	838	555	1,315	760		760	42.2%	
4014 Electricity	3,792	1,163	3,415	2,252		2,252	34.1%	
4015 Gas	1,289	352	1,575	1,223		1,223	22.3%	
4016 Cleaning Materials	1,303	363	1,470	1,107		1,107	24.7%	
4017 Refuse Bin Clearance	825	370	885	515		515	41.8%	
4018 Sanitary Waste	118	92	255	163		163	36.0%	
4019 Window Cleaning	258	119	475	356		356	25.1%	
4034 Maintenance - Electrical	339	815	5,155	4,340	1,668	2,672	48.2%	
4035 Maintenance - Elect Eqp Insp	600	1,922	2,065	143		143	93.1%	
4036 Maintenance - General	2,101	778	1,995	1,217		1,217	39.0%	
4037 Maintenance - Fire Alarm Syst	747	420	630	210		210	66.7%	
4039 Maint - Intruder Alarm	932	925	1,000	75		75	92.5%	
4041 Maintenance - Fire Extg Insp	64	0	170	170		170	0.0%	
4042 Maintenance - Gas Boiler etc	751	199	525	326		326	37.8%	
4061 Legionella Testing	480	0	370	370		370	0.0%	
4063 Maintenance - Plumbing	455	80	765	685		685	10.5%	
4065 Fire Prevention Sundries	665	0	630	630		630	0.0%	
4066 Keyholder Services	180	75	200	125		125	37.5%	
4500 Internal Redecorations	166	1,000	1,000	0		0	100.0%	
Holbrook Recreation Centre :- Indirect Expenditure	19,445	10,683	28,095	17,412	1,668	15,744	44.0%	0
Net Income over Expenditure	39,316	13,591	36,505	22,914				
6001 less Transfer to EMR	0	2,076						
Movement to/(from) Gen Reserve	39,316	11,515						
403 Roffey Millennium Hall								
1000 Hall Lettings	52,770	26,104	45,000	18,896			58.0%	
1004 Equipment Sale/Sundry Income	660	289	0	(289)			0.0%	
1006 Refreshment Sale Income	1,408	671	0	(671)			0.0%	
1008 Miscellaneous Income	256	0	0	0			0.0%	
Roffey Millennium Hall :- Income	55,093	27,064	45,000	17,936			60.1%	0
4011 NNDR	6,737	2,950	7,700	4,750		4,750	38.3%	

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

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
4012 Water Rates	1,573	579	1,260	681		681	45.9%	
4014 Electricity	6,128	2,274	5,385	3,111		3,111	42.2%	
4015 Gas	3,859	1,225	6,300	5,075		5,075	19.4%	
4016 Cleaning Materials	1,344	475	1,445	970		970	32.9%	
4017 Refuse Bin Clearance	1,699	768	1,750	982		982	43.9%	
4018 Sanitary Waste	118	92	245	153		153	37.5%	
4019 Window Cleaning	812	374	1,040	666		666	36.0%	
4020 Refreshment Sale Cost/Sundries	446	389	315	(74)		(74)	123.4%	
4034 Maintenance - Electrical	1,197	814	2,100	1,286		1,286	38.7%	
4035 Maintenance - Elect Eqp Insp	610	330	2,730	2,400		2,400	12.1%	
4036 Maintenance - General	3,330	1,188	3,460	2,272		2,272	34.3%	
4037 Maintenance - Fire Alarm Syt	420	0	580	580		580	0.0%	
4039 Maint - Intruder Alarm	925	375	1,000	625		625	37.5%	
4040 Maintenance - Elevator	774	653	790	137		137	82.6%	
4041 Maintenance - Fire Extg Insp	86	128	170	42		42	75.2%	
4042 Maintenance - Gas Boiler etc	545	433	945	512		512	45.8%	
4044 Maintenance - Partition Wall	688	0	630	630		630	0.0%	
4061 Legionella Testing	578	0	395	395		395	0.0%	
4062 Air Conditionaig Maintenance	277	0	315	315		315	0.0%	
4063 Maintenance - Plumbing	353	105	1,365	1,260		1,260	7.7%	
4064 Lightning Conductor Works	195	0	315	315		315	0.0%	
4065 Fire Prevention Sundries	153	0	105	105		105	0.0%	
4066 Keyholder Services	180	75	200	125		125	37.5%	
4500 Internal Redecorations	1,000	1,950	2,300	350		350	84.8%	
Roffey Millennium Hall :- Indirect Expenditure	34,025	15,176	42,840	27,664	0	27,664	35.4%	0
Net Income over Expenditure	21,068	11,888	2,160	(9,728)				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	54,130	11,922	0	(11,922)		(11,922)	0.0%	11,922
Earmarked Reserves :- Indirect Expenditure	54,130	11,922	0	(11,922)	0	(11,922)		11,922
Net Expenditure	(54,130)	(11,922)	0	11,922				
6000 plus Transfer from EMR	54,150	11,922						
6001 less Transfer to EMR	20	0						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	575,755	277,872	557,819	279,947			49.8%	
Expenditure	558,298	230,177	582,938	352,761	1,918	350,843	39.8%	
Net Income over Expenditure	17,457	47,695	(25,119)	(72,814)				
plus Transfer from EMR	54,150	11,922						
less Transfer to EMR	14,371	2,076						
Movement to/(from) Gen Reserve	57,236	57,540						

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st August 2023

	FROM Reserve				TO Reserve				BALANCE	TRANSFER	FROM Reserve		TO Reserve		NOTE
	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME			BALANCE	TRANSFER	EXPENDITURE	INCOME	
	31.03.2021	01.04.2021	31.03.2022	31.03.2022	31.03.2022	01.04.2022	31.03.2023	31.03.2023	31.03.2023	01.04.2023	31.08.2023	31.08.2023	31.08.2023		
310/0 GENERAL RESERVES	216901	-8500	461137	503109	250373	-37546	504167	563950	272610	-49000	218255	275796	281151		
EARMARKED RESERVES					0				0				0		
320/0 REVENUE - VAT CONTINGENCY	7955				7955				7955				7955		
321/0 REPAIRS & RENEWALS (R&R)	100693	3500	8059		96134		27546		68589		5249		63340	3	
322/0 ELECTION	19950				19950				19950				19950		
323/0 TREE MANAGEMENT WORK	3825				3825	5000	7860		965	4000	860		4105	6	
327/0 ROFFEY YOUTH CLUB	5621				5621				5621				5621	1	
328/0 PLANNING	8035				8035				8035				8035		
329/0 EMR - GRANT FOR LED LIGHTS	0				0				0		2076	2076	0		
330/0 EMR - MARCH 2023	0				0	2546			2546		2525		21		
331/0 RMH BOILER	20000	5000			25000	5000			30000	5000			35000		
332/0 PLAYGROUND UPGRADE	25000				25000	25000			50000	25000			75000		
333/0 NHH WASHROOM REFURBISHMENT	0				0				0	15000	1212		13788		
335/0 CAPITAL RECEIPT	25000				25000				25000				25000	2	
337/0 NORTH HORSHAM COMMUNITY LAND TRUST	3				3				3				3		
336/0 COMMUNITY INFRASTRUCTURE LEVY - 2019/2020	8551		8551		0				0				0		
338/0 COMMUNITY INFRASTRUCTURE LEVY 2020/2021	2395		2394.55		0				0				0		
339/0 COMMUNITY INFRASTRUCTURE LEVY 2021/2022	0		5603.76	26163	20559		18725		1835				1835	4	
340/0 COMMUNITY INFRASTRUCTURE LEVY 2022/2023	0				0			11805	11805				11805	5	
	443928	0	485745	529272	487455	0	558297	575755	504913	0	230177	277872	552608		

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	Servcom - Boiler Repairs	£562.96	B/Fwd	£4,448.93	B/Fwd
	Servcom - Boiler Repairs	£1,248.75	Elite Door Repairs	£800.00	
	EMBH - Water Jogs	£49.99			
	H New - MC Floodlights	£957.23			
	MAC - Building Work	£735.00			
	Pro Servicing Partition Wall	£895.00			
		<u>£4,448.93</u>		<u>£5,248.93</u>	

4 CIL 2021/2022

	B/Fwd	
		<u>£0.00</u> C/Fwd
		<u>£0.00</u>

5 NHH - Washroom Refurbishment

Surveys	£582.00
Architect Drawings	£630.00
	<u>£1,212.00</u>

6 Tree Management Works

Forest View - Tree Management	£860.00
	<u>£860.00</u>

7 EMR - March 2023

TCM - Build. Maintenance	£1,550.00
TCM - Playground Maintenance	£160.00
FVTS - Tree Servant	£560.00
TCM - Playground Repairs	£115.00
TCM - Playground Repairs	£140.00
	<u>£2,525.00</u>

8 EMR - HDC Grant

HDC - LED Lights	£2,076.10
Simmoms - Led Lights	<u>-£2,076.00</u>
	<u>£0.10</u>

**NORTH HORSHAM PARISH COUNCIL
NOTES FROM THE INTERNAL CONTROLS WORKING PARTY
MONDAY 11th SEPTEMBER 2023 AT 11am**

Members of the Working Party:- All Members of the Finance & Administration Committee

Cllrs. Mrs. Gough. Smithurst and Torn were in attendance.

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

1. Election of Chairman

Cllr. Smithurst was appointed as the Chairman for the Meeting.

2. Apologies.

There were no apologies for absence.

3. Notes.

The notes of the meeting held on 12th June 2023 were presented to the Finance and Administration Committee at the meeting held 17th August 2023 (Min. FA/19/23 refers)

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 Finance and Administration Committee meeting held 17th August 2023, the focus for the review was to be point (iii) of the Action Plan, namely compliance with the Local Government Transparency Code 2015.

The elements of the Parish Council website that fall within the remit of the Transparency Code were reviewed as follows :

- Expenditure Exceeding £500 - it was also noted that NHPC publishes all payments made, not just those in excess of £500 and these are published monthly rather than the quarterly as required by the Code.
- Procurement Information
- Local Authority Land
- Grants
- Organisational Chart
- Senior Salaries

- Constitution including Standing Orders, Financial Regulations & Code of Conduct
- Pay Multiple

It was also **NOTED** that NHPC does not have involvement with the following areas and therefore no information is published :

- Government Procurement Card Transactions
- Social Housing Assets
- Trade Union Facility Time
- Parking Account
- Parking Spaces
- Fraud Investigation

It was **AGREED** that all the requirements of the Transparency Code were being met and were up to date.

Whilst not part of the Transparency Code, the publication on the NHPC website of the following were also all **NOTED** as being up to date :

- Annual Return
- Budgets
- Business Plan
- External Audit Certificate
- Notice of Conclusion of Audit
- Notice of Rights & Publication of Annual Return
- Risk Management Scheme - it was noted that whilst this has been reviewed by Council at the meeting held on 7th July 2023 (Min. FC/40/23 refers) the updated version had not been uploaded to the website.

In respect of the management of risk, the Working Group then noted the Reserves summary was routinely circulated to the Council, and it was noted that these may be corresponded to the Income and Expenditure to confirm the General Reserves figure and the Balance Sheet for the overall Reserves amount.

Finally, the Working Group noted that the Risk Assessment which is reviewed by the Finance and Administration Committee each year with the last review completed at the meeting held 13th October 2022 (Min. FA/32/22 refers).

5. It was **NOTED** that the date of the next Meeting would be 20th November.

However, with the Action Plan for the Internal Audit due to be reviewed at the Finance and Administration Committee scheduled for 12th October, the focus for the next Internal Control Working Party meeting could not be confirmed.

There being no further business the meeting was closed at 11.25am.

Finance and Administration Committee 8th October 2020 Agenda item 10

Potential Internal Control working party activities for 2020/22

The Action Plan for financial activities agreed by the Finance and Administration Committee for 2019/20 was interrupted in March 2020 due to the Covid-19 pandemic. Whilst the year end close down of accounts took place as usual in April 2020, other activities were delayed or cancelled and changes in timings were given for submission of accounts and displaying the electors rights.

Due to difficulties in meeting safely, it is suggested that the Internal Control Working Party suspends its activities until 2021. In 2021 4 meetings are held over the year to consider the following:-

	To review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud;
1.	that salaries have been properly reviewed:- <ul style="list-style-type: none"> • Check that the Personnel Committee has approved annual salaries in line with contracts and /or minutes. • Make sure no records are missing in the Financial records. • Petty cash testing and procedures
2.	identifying the duties of officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant:- <ul style="list-style-type: none"> • Expenditure testing and procedures • Confirm back ups. • Test a payment of over £5,000 through the system.
3.	to review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015:- <ul style="list-style-type: none"> • Review levels of reserves • Check list of information against website • Check that the Annual return is published on the PC website.
4.	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:- <ul style="list-style-type: none"> • Sales testing and procedures • Review list of creditors and debtors. • Confirm that bank mandate is up to date • Confirm that bank reconciliations are signed at least quarterly Confirm that there is regular budget monitoring.



NORTH HORSHAM PARISH COUNCIL

FINANCIAL AND MANAGEMENT RISK ASSESSMENT

Risk Management Scheme 2023

All Councils have a duty to assess and manage risks associated with finance, security, property, legal compliance, IT and the Council's reputation and must demonstrate what steps have been taken to mitigate risks to reduce them as much as possible.

This document is designed to give guidance in carrying out the Parish Council's responsibilities with respect to Financial and Management risks to comply with guidance given in the Joint Panel on Accountability and Governance Practitioners' Guide March 2022. It is part of a suite of documents that form North Horsham Parish Council's Risk Management Scheme and that aim to fulfil the Council's statutory duties.

Carrying out risk assessments gives a platform to take an organised look at risks from a Financial and Management perspective within the Parish Council's work activities and workplace using a standard management system explained on page 2 of the Risk Management Scheme. It will allow the Council to determine whether existing controls are adequate and to recognise where further preventative measures are required in order to achieve a tolerable level of risk.

The risk assessment will record the risk, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing controls designed to mitigate risk to the Council associated with financial or reputational consequences. The risk assessment will also provide guidance for any necessary improvements to the identified controls. A list of all improvements required will be found in Annex 6 of the Risk Management Scheme.

This document should be regularly reviewed and used, not as an exhaustive solution to risk assessment but to provide assistance in fulfilling the Council's responsibilities and with the production of the Council's existing safety provisions.

The Responsible Financial Officer and Proper Officer of North Horsham Parish Council is Sarah Norman.

This document was reviewed in October 2023 and will be revisited by December 2024 by the latest.

FINANCIAL AND MANAGEMENT RISK ASSESSMENT						
Risk	Likelihood	Impact	Overall risk	People at Risk	Existing Controls	Actions
Opportunity for public participation at meetings	Low	Low	Low	Councillors, staff, public	With the expiration of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, the Council must once again comply with the Legislation that states that the public should have the opportunity to attend meetings. Whilst Members of the public are actively encouraged to view the meetings (where streamed) via Zoom, the ability to attend meetings in person has been reinstated.	To continue to monitor the infection levels over the winter of 2022/23 and reinstate mitigating measures if advised by health officials.
Annual Meeting of the electors	Low	Low	Low	Councillors, staff, public	2023 APM held as removal of restrictions made it possible.	To continue to monitor the infection levels over the winter of 2022/23 and reinstate mitigating measures for the 2023 APM if advised by health officials.
Staff working safety at work as a result of Covid-19	Low	Low	Low	Staff	All staff have returned to the office. Any safety measures put in place are detailed in the H&S risk assessment.	To continue to monitor the infection levels over the winter of 2022/23 and reinstate mitigating measures if

						advised by health officials.
Loss of income from hall closure during Covid-19 lockdown. Another pandemic	High	High	High	Council, residents, staff	All buildings fully open with effect from April 2022 but there is still some reduction on the income most significantly or RMH. The Parish Council get a Finance Report at every meeting so that they can see what impact the any loss of income is having and they have an opportunity to discuss measures that can be put in place if deemed necessary.	To review reserves and any necessary replenishment of the General Reserves, as party of the 2024/24 Budget Process following any loss of income in 2020/21, 2021/22 and 2022/23
Non-compliance with Acts of Parliament, Powers, Council's Financial Regulations, Code of Conduct, Standing Orders and Policies resulting in an illegal decision.	Unlikely	Moderate	Low	Council Residents Staff	The Financial Regulations and Standing Orders have been reviewed in July 2023. Key policies are up to date and have a published review date. Policies are published on the Parish Council website and staff sign to say that they have read hard copies that are circulated. Other policies are implemented as required. North Horsham Parish Council (NHPC) is a member of WSALC and is routinely updated on changes in legislation. The Council proactively seeks training.	

<p>Non-compliance with Acts of Parliament, Powers, Council's Financial Regulations, Code of Conduct, Standing Orders and Policies resulting in an illegal decision (cont.)</p>					<p>An Internal Audit is carried out annually in two parts; interim and final audit. The Internal Auditor checks to ensure that new legislation has been acted on.</p> <p>The Clerk and Deputy Clerk hold the Certificate in Local Council Administration (CiLCA) and the Clerk is a member of the Society of Local Council Clerks (SLCC) who regularly update on legislation.</p> <p>An active Internal Controls working party undertake a programme of checks that are reported to the Finance and Administration (F&A) Committee. Meetings were cancelled due to Covid 19 but resumed on 29th November 2021.</p> <p>Referencing to appropriate regulations/ legislation on agenda items and minutes is encouraged.</p> <p>NHPC adopted the General Power of Competence (GPC) following the 2019 elections and reaffirmed this decision following the 2023 Elections. This means that the Council doesn't have to rely on statutory powers to undertake projects. To gain GPC the Council needs two thirds of the Council to be elected, a CiLCA qualified Clerk and a resolution to adopt the Power.</p> <p>Should any of those criteria change, the Council could lose GPC. Under those circumstances,</p>	

					existing projects can continue, but new projects would need statutory powers.	
Non-compliance with Acts of Parliament, Powers, Council's Financial Regulations, Code of Conduct, Standing Orders and Policies resulting in an illegal decision (cont.)					<p>New Councillors are given a brief induction by the Clerk but further training is recommended.</p> <p>Compliance with Her Majesty's Revenue and Customs (HMRC) Notices and Regulations- Changes to HMRC practices are advised direct or through WSALC, SLCC or the Internal Auditor. VAT is submitted electronically to HMRC as part of the Parish Council's financial package. The risk is transferred to contractors for salary payments.</p> <p>Measures have been taken to ensure that the Parish Council's website is compliant with accessibility legislation and an appropriate policy has been adopted.</p>	
Poor control of Financial Management resulting in fraud/ or corruption.	Unlikely	Moderate	Low	Council Residents Staff	<p>Proper book keeping The Council's financial affairs are overseen by the Finance and Administration Committee, supported by an Internal Controls Working Party.</p> <p>The Council's accounts are maintained by a computerised system. There is segregation of duties for the purchase ledger, sales ledger, credit control and maintaining records. There is limited increasing overlap in knowledge of how each staff member undertakes their role. however In addition there is support from RBS which would enable work to continue should a staff member have long term absence.</p>	

<p>Poor control of Financial Management resulting in fraud/ or corruption (cont).</p>					<p>Quotations are obtained in line with Financial Regulations.</p> <p>Checks are made monthly to ensure that the Trial Balance and Nominal Ledger agree and that there are no differences between the cash book and sales and purchase ledgers and VAT records. Any discrepancy is investigated and rectified.</p> <p>All payments are approved at either the full Council or by the Finance and Administration Committee. The expenditure lists forms part of the Minutes.</p> <p>Some staff can access their work computers remotely to enable home working.</p> <p>All expenditure is authorised by two Councillors. Councillors check the invoice amount against the list of payments issued from the internet banking system and sign each one as a record that they have checked it. Three councillors who are bank signatories receive scanned copies of the invoices and bank listing and their authorisations are printed and attached to the payment listings.</p> <p>A list of Direct debits and accompanying invoices is sent for authorisation.</p> <p>There are limited but sufficient bank signatories and bank mandates are regularly reviewed.</p>	
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					<p>Internet banking is operated by two staff members, one who inputs the transactions and one who releases payment after authorisation.</p>	
<p>Poor control of Financial Management resulting in fraud/ corruption (cont.)</p>					<p>The Internal Auditor visits twice a year and undertakes a two part audit and tests the procedures and methods that are in place. Any concerns are included in his report which is taken to full Council. The interim Internal Audit for 2023/24 is to be completed in October 2023.</p> <p>Fidelity Guarantee insurance is in place and monitored by the Council.</p> <p>An up to date asset register is in place and a system is in place to manage replacement of assets by determining life span, stage in the life cycle and replacement cost.</p> <p>Banking Customers are encouraged to pay by bank transfer.</p> <p>Cheques are banked as soon as possible via the local Post Office. Photocopies of the cheques are made before they are paid in.</p> <p>Cash payments are not accepted.</p> <p>The photocopying service has been cancelled.</p> <p>Bank reconciliations to the bank statement are undertaken monthly, signed by the Chairman of Finance and reported at an appropriate meeting.</p>	

					<p>Sufficient money is kept in current account as there is a sweep system transferring money to and from the current account to and from the business account to keep a level of around</p>	
<p>Poor control of Financial Management resulting in fraud/ corruption (cont.)</p>					<p>£5,000 in the current account at the end of each day.</p> <p>Any transactions requiring funds in excess of £5,000 during any working day require a manual transfer of funds.</p> <p>No overdraft facility.</p> <p>Budgeting Budget monitoring documents are produced at monthly so that the Council can understand how income and expenditure is performing against budget. There is a timetable for setting the budget which forms part of an annual plan agreed by the Finance and Administration Committee.</p> <p>VAT VAT returns are submitted electronically on a quarterly basis and the Finance and Administration Committee monitor the de minimus level throughout the year. Guidance is taken from HMRC and the Internal Auditor as appropriate.</p> <p>Investment The Council has an Investment Policy in line with MHCLG guidance to protect capital sums.</p>	

<p>Poor control of Financial Management resulting in fraud/ corruption (cont.)</p>					<p>Different forms of investment are explored through the Finance and Administration Committee.</p> <p>Money held in the Co-operative Bank and Nationwide Building Society falls within the amount covered by the Financial Compensation Scheme. This should be reviewed by the Finance and Administration Committee every six months.</p> <p>Interest payments have significantly dropped increased.</p> <p>Complying with restrictions on borrowing. The Parish Council currently has a Public Works Loan Board loan taken out in 2000. Payments are made twice a year by Direct Debit. If borrowing becomes an option that the Parish Council wants to take, advice is available from WSALC and the Internal Auditor.</p>	
<p>Risk of loss of income or need to provide essential services following critical damage, loss or non-performance by a third party</p>	<p>Unlikely</p>	<p>Moderate</p>	<p>Low</p>	<p>Staff Council</p>	<p>Business Interruption insurance in place. A Business Continuity Plan and strategy has been developed. Insurance doesn't cover Covid 19. The policy is reviewed by the Finance and Administration Committee.</p>	
<p>Risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public</p>	<p>Possible</p>	<p>Moderate</p>	<p>Medium</p>	<p>Staff, Hirers, children, elderly</p>	<p>£10 million public liability cover held. Contractors provide evidence of appropriate insurance cover and a risk assessment if appropriate.</p> <p>Policy and Conditions of Hire are regularly reviewed to try to mitigate risk. Hirers are asked to provide evidence of insurance where appropriate. There are fire alarms and intruder alarms in all buildings.</p>	

<p>Risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (cont).</p>					<p>Fire risk assessments are undertaken and reviewed annually and any issues actioned. Fire drills are undertaken at all buildings on an annual basis. Where necessary individual fire evacuation plans are requested.</p> <p>Health & Safety Risk assessments are undertaken annually and any issues actioned. Equipment that may need attention is either removed or taken out of action.</p> <p>Caretakers undertake visual inspections and more regular inspections are carried out at least weekly.</p> <p>There are annual PAT tests and electrical testing.</p> <p>Emergency lights are tested monthly.</p>	
<p>Risk of loss through terms of contracts or leases.</p>	<p>Unlikely</p>	<p>Negligible</p>	<p>Low</p>	<p>Council, residents</p>	<p>Contracts and leases are under frequent review. Checks are made on contractors whilst they are carrying out their work or after the work has been done to ensure that the Parish Council has received what it has paid for or that the service has been satisfactory. There is regular monitoring of the performance of suppliers, providers and contractors in terms of value for money and being appropriate for the needs of NHPC.</p> <p>Leased items are covered by insurance. Leased items are serviced and kept in good working order.</p>	

<p>Trading units - Community venues and Multi Courts – lack of effective management leading to financial loss</p> <p>Trading units - Community venues and Multi Courts – lack of effective management leading to financial loss</p>	<p>Unlikely</p>	<p>Moderate</p>	<p>Medium</p>	<p>Council, residents</p>	<p>There is use of a computerised booking system for maintenance of effective processes. Invoices are generated electronically monthly.</p> <p>All receipts are banked promptly. There is a credit control system in place. Hire charges are reviewed annually.</p> <p>The Policy and Conditions of Hire in relation to the Parish Council is reviewed at least annually. Venues are marketed through the Parish Council website, Horsham Pages (North) promotion of events etc. There is a clear management structure in place. The Property Committee make decisions relating to the community venues and multi courts. There is a clear reporting system of work required and work undertaken. The Deputy Clerk maintains comprehensive maintenance schedules and calendars of work.</p> <p>Financial reporting on financial performance is undertaken every month.</p>	
<p>Trading units – allotments lack of effective management leading to financial loss</p>	<p>Unlikely</p>	<p>Moderate</p>	<p>Medium</p>	<p>Council residents</p>	<p>There are records of allotments holders and a waiting list. Allotments are offered to the person who has risen to the top of the waiting list. A recorded inspection of the allotments is undertaken monthly during the growing season and bi monthly during the winter. If communal pathways are not maintained, rules are contravened or there are other issues that may cause a nuisance to others, the plot holder is</p>	

<p>Trading units – allotments lack of effective management leading to financial loss (cont).</p>					<p>notified and they are given the opportunity to rectify it.</p> <p>A review of Rental agreements and site rules is undertaken once every two years. A review of rents is undertaken annually.</p> <p>An allotment report is given to the Property Committee roughly twice a year.</p> <p>The Parish Council holds a lease with West Sussex County Council for Harwood Road allotments . The lease is usually for five years and the latest one was taken out in 2019. The site is administered by the Harwood Road Allotment Association (HRAA).</p> <p>The trees are the responsibility of WSCC, but they are inspected visually by NHPC periodically. The HRAA has agreed to maintain the perimeter fence.</p> <p>There is an opening from Leechpool School to the allotments which should be kept locked and secure at all times. The school is aware of the situation.</p>	
<p>Legal liability as a consequence of asset ownership (public liability)</p>	<p>Unlikely</p>	<p>Moderate</p>	<p>Low</p>	<p>Public, staff Council</p>	<p>NHPC holds land registry documents for the land it owns and has a comprehensive asset register. Property is valued every five years for insurance purposes.</p> <p>Land and property is inspected regularly and there are annual risk assessments. Any issue that is found is actioned.</p> <p>There is £10 million public liability cover.</p>	

<p>Devolution There is potential under the Localism Act 2011 to introduce capping to the precept level through a referendum system that currently is in place for principal authorities. Whilst it does not apply to Parish Councils at the moment legislation could be brought in the future. As Principal Authorities experience cuts in funding and corresponding cuts in service, it is likely that pressure will be exerted on local communities to make up the difference.</p>	<p>Likely</p>	<p>Moderate</p>	<p>Low</p>	<p>Council, residents</p>	<p>The Parish Council exercises tight control on its finances through Financial Regulations, policies, budgeting, budget monitoring and internal controls. There is a comprehensive system of inspection of assets and a process for setting aside reserves that cover depreciation of assets has been introduced. There are opportunities to take responsibility for local assets but this would be subject to a business case being put to the Council for agreement. Close reviews of finance on at least a bi-monthly basis alerts the Council to any issues that may arise. The Parish Council explores ways to work in partnership to safeguard services for the community, whilst having minimal impact on the precept.</p>	
<p>General Reserve – recommended between 3 to 6 months net expenditure.</p>	<p>Possible</p>	<p>Moderate</p>	<p>Medium</p>	<p>Staff Residents Council</p>	<p>The Parish Council monitors its General Reserve on a regular basis and specifically during the budget setting process. At the end of the 2023 Financial Year the reserves were considered adequate by the Internal Auditor at circa £250,000 before Earmarked Reserves in the budget had been allocated. Following any unexpected event where the general reserve has been reduced, NHPC should try to increase the general reserves as carefully as possible.</p>	

GDPR – leak of sensitive information.	Possible	High	Medium	Staff. Councillors/ Council	<p>A GDPR Audit was undertaken in 2018 and any areas of concern were addressed. This was reported to the F&A Committee.</p> <p>Those working from home are aware of the need for maintaining safe systems for personal data. Should there be a leak of sensitive information there could be a high financial cost to the Council as it may require investigation of large numbers of records.</p> <p>All staff and some Councillors have undertaken training. Councillors are made aware of confidential issues. Personal information is redacted before documents are circulated.</p>	
<p>Proper document control.</p> <p>Loss of important records</p> <p>Hard copies</p> <p>Electronic copies</p>	Possible	Moderate	Moderate	Council, Residents, Staff	<p>The Parish Council has adopted a standard document control Policy taken from NALC. Staff are aware of it and have signed to say that they have read it.</p> <p>Records are kept electronically where possible. These records are backed up regularly off site. Support is available to restore electronic records. Hard copies of documents are stored according to the Document Control policy and shredded when disposal is necessary.</p> <p>Where information is not available new information is being gathered.</p> <p>Confidential records are kept in a locked cupboard</p>	
Communication	Moderate	Moderate	Moderate	Residents	A timetable of key financial events has been adopted by the Parish Council.	.

Residents must have the opportunity to speak at Parish Council Meetings, make comments to the Parish Council and inspect the annual accounts. The Council must be open and transparent.				Council	Compliance with Electors rights as indicated by the external auditors is acted on. Accounts will be available from late August to October each year Notices relating to meetings are displayed on 9 notice boards and on the Parish Council website. Minutes of meetings are placed in the public domain giving full access to electors. The Parish Council has a published complaints procedure. Members of the public can email staff and there is an answerphone for messages. Staff have access to mobile phones. Members of the public can join meetings	
Response to consultations not undertaken	Unlikely	Negligible	Low	Residents Council	Working closely with Horsham District Council (HDC), West Sussex County Council, WSALC and SLCC ensures that consultations are flagged up. The Council are given the opportunity to comment. The Parish Council consults with the community to ascertain views on key issues.	
Register of Members Interests not undertaken or kept up to date	Unlikely	Moderate	Medium	Councillor Council	New Councillors are reminded to complete their declarations of interest within 28 days of taking office. Declarations of interest are notified to Horsham District Council and a copy kept in the Parish Office. Members Interests are displayed on the Parish Council website. Members are reminded periodically to keep details up to date. It is the responsibility of the Member to update their Register of Interests. HDC offered training to Councillors after the elections in 2019. Cllr Gough, Cllr Smithurst, Cllr Millington (now left) and the previous Clerk took the training.	To attend any more training offered on the Code of Conduct after the May 2023 elections.

Code of Conduct – not being up to date	Unlikely	Negligible	Low	Council	The Parish Council's Code of Conduct is based on the document adopted by HDC. There are scheduled bi-annual reviews of the document to ensure that it remains up to date and fit for purpose. HDC notify any changes they make to their Code of Conduct to the Parish Council. There is a regular slot on the agenda for Councillors to declare their interests. Members can gain advice from the Monitoring Officer at HDC if they have any concerns regarding their interests. Officers check with the Monitoring Officer at HDC if there is any concern that may need further guidance.
North Horsham Friendship Club - lack of sustainability	Unlikely	Moderate	Low	Residents Council	Funded by a grant from the Parish Council and subscriptions. Supported by a staff member. New reinstated following the suspension of the group during the Covid-19 outbreak.
STAFF					
Staff Contracts – out of date	Unlikely	Negligible	Low	Staff Council	There are annual staff appraisals and review of contracts.
Staff performances not monitored or reviewed.	Unlikely	Moderate	Medium	Staff Council	Appraisals are carried out annually. Regular meetings are held with line managers. Two way dialogue is encouraged so that issues can be dealt with promptly and efficiently.
Loss of key personnel.	Possible	High falling to Moderate	Medium	Staff Council	Depending on the circumstances, the initial impact could be high. Whilst staff are able to provide short term cover for illness and holidays, there would not be

						<p>sufficient capacity to provide anything more than temporary cover. Providing more staff has a financial impact. The best way to mitigate the risk is to keep good relationships with the staff and to encourage them to discuss long term plans if they affect their work positions. There are guidelines of what to do should there be unexpected loss of personnel, the main being recruitment as quickly as possible.</p>	
Employment law contravention	-	Possible	Moderate	Medium	Staff Council	NALC model contracts are used and advice sought from WSALC, HR consultants and/or ACAS before any issue is addressed.	
Child protection contravention	-	Unlikely	Negligible	Low	Residents, Council	Staff do not come into contact with young people alone.	
COUNCILLORS Acting outside of their role.		Possible	High	High	Councillors/ Council/ staff	Councillors have a wealth of information to help them understand their role including the Good Councillor Guide, information on the Parish Council website, access to NALC and SALC and to training courses.	Councillor training is encouraged.



NORTH HORSHAM PARISH COUNCIL

PENSIONS POLICY

1. POLICY

- 1.1 Office staff at North Horsham Parish Council who are eligible jobholders are automatically enrolled in the Local Government Pension Scheme (LGPS) which is administered by Hampshire County Council (HCC) from the start of their employment.
- 1.2 Caretakers employed after 10th January 2019 who are eligible jobholders will automatically be enrolled in the People's **Pension Partnership** Scheme from the start of their employment.
- 1.3 The Parish Council has agreed to match employee's contributions to the People's Pension up to a maximum of 7% of their pensionable pay.
- 1.3 All employees will be given details of the relevant pension schemes and guidance by the Pensions Regulator will be followed. Employees are entitled to opt out of the scheme should they wish to.
- 1.4 The employer has to re-enrol **eligible** employees into the LGPS scheme every three years and employees who have previously opted out **may will** need to opt out again. Details are provided by HCC.
- 1.5 **The employer has to re-enrol eligible employees into the People's Partnership scheme every three years and employees who have previously opted out may will need to opt out again. Details are provided by People's Partnership.**
- 1.6 Whilst payments are made into an employee's pension fund, it is their responsibility to review their pension arrangements from time to time and to make sure that they have suitable provision for their retirement.
- 1.6 Any changes to North Horsham Parish Council's Pension Policy will be notified to the LGPS Scheme Administrator (HCC) and The People's **Pension Partnership** and all Scheme members within one month of those changes occurring.

2. REVIEW OF THE POLICY

- 2.1 Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy will be reviewed every two years. The next review will be in October **2025**.



North Horsham Parish Council

GRANTS POLICY

Policy Statement

North Horsham Parish Council recognises the importance of the valuable contributions by all organisations to the enhancement, improvement and wellbeing of the local community.

To support the wellbeing of the local community, the Parish Council will provide monies within the Council's annual Budget for the purpose of grant funding.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of North Horsham.

Key Principles

North Horsham Parish Council's Grants Policy is based on the following principles –

- Grants are payments made by the Parish Council to an organisation for a specific purpose and where it can be clearly demonstrated how funding will benefit and promote the wellbeing of the local community.
- The Grants Policy will be administered within the criteria set down in the Grants Policy Guidance Note for Applicants.
- Each application for a grant will be treated on its own merit.
- Organisations that apply should operate under the Equality Act 2010 whereby all individuals have reasonable, potential access to the activities, facilities or services offered by the organisation.
- Projects must demonstrate sustainability and long term value for money.
- Applications must be made on the official application form and supported by evidence that is asked for.

Review of the Policy

The Grants Policy was reviewed by the Finance and Administration Committee in December 2019 and adopted by the Parish Council in January 2020, reviewed in November 2021 & 2023, and is due to be reviewed again in November 2025, subject to change in legislation or requirements of the Parish Council.

North Horsham Parish Council

GRANTS POLICY - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from North Horsham Parish Council. Please read them carefully before completing the Application Form.

Who may apply for a grant.

Applications will be considered from the following –

- Not for profit organisations, including voluntary organisations.
- Religious groups, where it is demonstrated that there is a clear benefit to the local community, irrespective of their religious beliefs.
- Education, health or social service establishments, where it is demonstrated that there is a clear benefit to the local community and that the establishment is working in partnership with other groups.

Who is not eligible to apply for a grant?

Applications will not be considered from the following –

- Organisations supporting or opposing any political party.
- Organisations showing any discrimination (in line with the Equality Act 2010)
- Private organisations operating as a business for profit.
- ‘Upward Funders’ – groups or organisations whose fund raising is sent to a central office for redistribution.
- National organisations or groups with access to funds from a national ‘umbrella’ or ‘parent’ organisation, unless funds are not available from the national body or are inadequate for a specified project.
- Individuals.

The Application.

The application form is available from the Parish Clerk (contact details below) or from the Parish Council website www.northhorsham-pc.gov.uk

All applications:-

- Must be made by an organisation with clearly written aims and objectives and a written constitution.
- Must demonstrate clearly how a grant will benefit the local community of North Horsham.
- Must be made on the Parish Council’s Application Form.
- Must be signed with a ‘hard’ signature.
- Must include all the supporting documentation that is requested (see the Checklist on the Application Form).

How the application is determined.

Each application for grant funding will be considered on its own merit

- Account will be taken of –
 - The level of the organisation's own fund-raising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Applications will be considered at each meeting of the Parish Council's Finance and Administration Committee (for details of the dates of meetings, please see the Parish notice boards or visit the Parish Council's website).
- The Parish Council will not commit to ongoing grant funding – a fresh application must be made each year.
- The Parish Council may attach conditions to the award of a grant, if it is considered appropriate.

Following determination of the application.

- Successful applicants will be notified in writing shortly after the meeting granting the application.
- Successful applicants will be sent a letter of confirmation in which there will be a request for written details of the bank account into which the award will be deposited.
- Successful applicants will be required to acknowledge the Parish Council's contribution on any publicity.
- The Parish Council will request that confirmation that the funding has been spent for the purpose for which it was granted within six months of the grant being awarded.
- In the event that grant is not used, either in part or in full; or the grant is not used for the purpose specified in the application, the Parish Council reserves the right to reclaim the amount of the grant paid, in full.

Data

The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision making meeting. Any award will be published on the Parish Council's website. www.northhorsham-pc.gov.uk

Should you have any questions or require additional support to complete the application form please contact

The Parish Clerk
Roffey Millennium Hall,
Crawley Road,
Horsham,
West Sussex, RH12 4DT

Tel. 01403 750786

E-mail - Parish.clerk@northhorsham-pc.gov.uk