

**NORTH HORSHAM PARISH COUNCIL**  
**PARISH COUNCIL MEETING - THURSDAY 11<sup>th</sup> JANUARY 2024 AT 7.30pm**

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

**1. Public Forum.**

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

**2. Apologies for Absence.**

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

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

**3. Declarations of Interest.**

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

**5. Forecast for Year Ending 31<sup>st</sup> March 2024, Budget and Precept requirement for Year Ending 31<sup>st</sup> March 2025**

Restrictions on voting under Section 106 of the Local Government Finance Act 1992

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it should be noted that where a member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of next year's Council Tax (though they may remain in the meeting and may speak).

Members are asked to receive the following recommendations from the Finance and Administration Committee held 14<sup>th</sup> December 2023 (Min. FA/47/23 refers) - the supporting papers for which are attached as **Appendix 1** :-

- i. Recommended Forecast for year ending 31<sup>st</sup> March 2024
- ii. Recommended Budget for year ending 31<sup>st</sup> March 2025
- iii. Recommended Precept requirement of £380,247 for the year ending 31<sup>st</sup> March 2025 equivalent to a Band D property charge of £42.85 per annum - an increase of £1.42 per annum or 3.4% on the 2023/24 per house charge.

**Decision : To resolve to approve the recommended Forecast for 2023/24, the Budget for 2024/25 and the Precept requirement of £380,247 for the year ending 31<sup>st</sup> March 2025.**

**6. Decisions made by delegated power since 2<sup>nd</sup> November 2023 for ratification.**

6.1 HDC consulted the Parish Council on a S106 application by Roffey Cricket Club but with a deadline for responses of 9<sup>th</sup> November and having been received too late for the October PET Committee Meeting, it was necessary to make a decision using the Delegated Authority process. The amount being sought was £2,268 and the funds could only be used by Roffey Cricket Club for the specific purpose of changing room refurbishment. The PET Committee Members were canvassed for their opinion with no comment made. The Clerk recommended this response to the Chairman of the Council, the Chairman of PET and the Chairman of the Finance and Administration Committee with the two former confirming their approval. No response was received from the Chairman of the Finance Committee. Therefore, on 2<sup>nd</sup> November a response was submitted of no objection, with the Parish Council supporting the efforts of the Cricket Club.

6.2 As was noted at the previous Council meeting on 2<sup>nd</sup> November (Min. FC/68/23 refers) it had been necessary to instruct investigate works into the damp at North Heath Hall. The expenditure for the jetting and CCTV of the drains totalled £885 plus VAT and this was noted at the Property Meeting held 7<sup>th</sup> December 2023 (Min. PR/061/23 refers).

**Decision : To ratify the decisions made under Delegated Authority**

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

Verbal reports will be given at the meeting.

**11. Chairman’s Announcements.**

As requested at the last meeting when discussing the defibrillator for NHH (Min. FC/77/23 refers), the Clerk has been able to confirm that the units to be installed do not require different pads for use on children as the defibrillator allows the user to alter the level of shock depending on whether a child or adult is the casualty.

Correspondence has been received from a resident concerned about the safety of a footpath connecting Church Road to the Birches Road open space due to lack of lighting. Having identified that the path falls under the remit of WSCC, the matter was referred to Cllr Katie Nagel who followed the matter up with the relevant Officers at WSCC. As a result, it has been identified that the non-working light should have formed part of the PFI street lighting inventory and it will therefore be repaired and brought back into use.

Finally, the Council has been made aware of the passing of Martin Loates who served as Paish Councillor from 2007 until 2015.

**12. Financial Matters**

**i. Finance Report to show income, expenditure and reserves to 30<sup>th</sup> November 2023**

**Funding at 30<sup>th</sup> November 2023**

Precept (half year)	365,346
Environmental Grant	11,745
S106 Funding	3,952
Climate Change Grant	2,076
<b>Total</b>	<b>383,119</b>

### Income to 30<sup>th</sup> November 2023

Cost Centre	Actual income	Annual Budget	Estimated income to 30 <sup>th</sup> November 2023*
Admin	16,957	200	133
Allotments**	982	995	995
North Heath Hall	44,532	71,000	47,333
Holbrook Tythe Barn	27,256	38,000	25,333
Multi Court Lettings	15,884	26,600	17,733
Roffey Millennium Hall	46,294	45,000	30,000
<b>Total</b>	<b>151,905</b>	<b>181,795</b>	<b>121,528</b>

### Expenditure to 30<sup>th</sup> November 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 <sup>th</sup> November 2023*
Admin***	40,367	54,570	40,880
Grants	3,821	10,000	6,667
Burial ****	5,596	7,460	4,973
Personnel	207,942	349,650	233,100
Planning, Env, Trans	0	1,500	1,000
Allotments	563	1,560	1,040
Amenity Rec & Open Spaces	30,786	56,485	37,657
North Heath Hall	18,605	30,778	20,519
Holbrook Tythe Barn	16,933	28,095	18,730
Roffey Millennium Hall	24,875	42,840	28,560
<b>Total</b>	<b>349,488</b>	<b>582,938</b>	<b>393,125</b>

\* Total cost centre budget for 2023/24 divided by 8/12th.

\*\* 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

A detailed Income and Expenditure together with Payment and Transfer Lists for October (£201,574.34), and November (£44,710.24) - also published on the Parish Council website - are attached as **Appendix 1, 2a & 2b**.

### Income

At the end of Month 8 of the 2023/24 year, revenue income continues to be higher than the anticipated by approx. 25% - an increase of 4% to the position at the end of month 7.

### Expenditure

Overall, expenditure is approx. 11% lower than would be expected at the end of the month, a slight widening of the gap of 10% at the end of month 7. It should be noted that the Personnel Budget continues to be around 11% less than would be expected at this time of year as although the pay award has now been agreed it is not paid (and backdated) until the December payroll run.

## **Reserves**

As at 30<sup>th</sup> November 2023 remaining funds, including the full year precept payment received and General Reserves, stood at £407,068.

In addition, there are additional Earmarked Reserves of £262,051 - a reduction of £885 from the balance at the end of month 7, due to expenditure of £885 from the R&R EMR drain clearance and pipe survey at NHH.

## **Summary**

As mentioned above, there is £30,377 more revenue income than budgeted for at the end of month 8 together with £43,637 less revenue expenditure than anticipated.

## **Decisions:**

**12.1 To note the Financial Report to 30<sup>th</sup> November 2023**

**12.2 To note the Payment and Transfer Lists for October and November 2023**

## **13. Annual Parish Meeting**

The Annual Parish Meeting is scheduled to be held on Monday 22<sup>nd</sup> April 2024.

In recent years this Meeting has been held in the Bramber Room at Roffey Millennium Hall and included public speakers from the Police and local health service providers.

Members can choose to continue with this format and agree an invited speaker - local school, police, dementia friendly community - or do something different. It has been suggested that an evening similar to that held at North Heath Hall in 2017 which included an element to allow community organisations to showcase what they do and if appropriate canvas for new members and volunteers.

A location would need to be confirmed, and unfortunately both Holbrook Tythe Barn and North Heath Hall are already booked on this evening until 8pm. The South Hall at RMH has been reserved (in addition to the Bramber Room) if a larger space is to be required but it should be noted that there will be Country Dancing in North Hall that evening, and the divider is not soundproof.

Members are asked to agree the format of this year's event, location and any invitees.

**Decision: To consider and agree the format, location and any invited speakers for the Annual Parish Meeting on Monday 22<sup>nd</sup> April 2024**

## **14. HDC Local Plan Review**

The Local Plan should set out how the District Council will deliver developments in a sustainable way. The Plan will look at not only housing but also the delivery of community infrastructures, transport links and opportunities for local jobs.

At the HDC Full Council meeting on 11<sup>th</sup> December 2023, Regulation 19 Horsham District Local Plan approved was approved. Now that HDC has approved publication of their draft planning document they will soon be at the stage of giving an opportunity for everyone to make formal representations on whether the Regulation 19 Local Plan is legally compliant and meets the tests of 'soundness', as set out in the National Planning Policy Framework (NPPF). Any representations will then be submitted with the Regulation 19 Local Plan for consideration by a Government appointed, independent Planning Inspector.

The consultation will run from Friday 19<sup>th</sup> January until Friday 1<sup>st</sup> March 2024.

As Members may be aware, a revised and updated National Planning Policy Framework (NPPF) was published on 19<sup>th</sup> December 2023. At the current time the Parish Council has not been advised that the publication will alter the timescale of the HDC consultation.

Therefore, it is suggested that, as was undertaken for previous Local Plan consultations, a Working Group is formed to review the document and to make a recommendation to an Extraordinary Meeting of the Council prior to the 1<sup>st</sup> March deadline. Furthermore, before the first meeting of the Working Group, all Members would be asked to submit any comments they have on the document to assist the Working Group in their discussions.

If Members wish to proceed on this basis, the membership of the group needs to be determined. It is also proposed that the first meeting of the Working Group is held during the week commencing 29<sup>th</sup> January 2024.

**Decision : To consider the appointment of a Working Group to comment on the Regulation 19 Local Plan and approve any membership.**

**15. Calendar of Meetings 2023 to 2024**

Members are asked to note the draft Calendar of Meetings, attached as **Appendix 3** and if acceptable, resolve to approve.

**Decision : To resolve to approve the calendar of meetings for the year May 2024 to May 2025**

**16. WSALC and NALC Subscriptions**

WSALC have advised that the forthcoming years subscriptions are calculated as follows :-

At a meeting held on 13<sup>th</sup> October 2023 the Directors of WSALC Ltd. agreed to increase the subscription for 2024/25 by 2% to 36.09p per elector.

At the NALC AGM held on 24<sup>th</sup> October 2023 it was agreed that the NALC subscription for 2024/25 would be increased to 7.94p per elector with a cap of £2,307.

Therefore, the total NHPC subscription for 2024/25 is:

WSALC Subscription	£1,750.00
NALC Subscription	£1,340.19
<b>Total Due</b>	<b>£3,090.19</b>

**Decision: To agree the WSALC and NALC Subscriptions for 2024/25 of £3,090.19**

**17. Policies**

Members are asked to receive the following Policies :-

- 17.1 Statement of Intent as to Community Engagement
- 17.2 Horsham District Dementia Friendly Communities Action Plan
- 17.3 Safeguarding Policy
- 17.4 Website Accessibility Policy
- 17.5 Dog Bin Policy - as recommended by the PET Committee meeting held 21<sup>st</sup> December 2023 (Min. PET/086/23 refers)
- 17.6 Employer's Discretion Policy - as recommended by the Finance and Administration Committee meeting held 14<sup>th</sup> December 2023 (Min. FA/48/23 refers)

The Policies relating to 17.1 to 17.4 are attached as **Appendix 4, 4a, 4b & 4c**. The Policies referred to in 17.5 and 17.6 are available on the Parish Council website as part of the report to the Committee Meeting at which they were considered.

With regard to the Horsham District Dementia Friendly Communities Action Plan there have been developments with the Alzheimer's Society which affect this.

The Dementia Friendly programmes were launched in 2012 and were formed out of the Prime Minister's Challenge on dementia, which called for the creation of 20 cities, towns or villages to sign up to become more dementia friendly. Since then, hundreds of communities have been part of the Society's Dementia Friendly Communities recognition scheme.

Many have been inspired to support community-led groups to grow into the successful and sustainable groups seen today. As dementia-friendliness has grown into a wider social movement, so too has Dementia Friendly Community groups, both within the Horsham District scheme and outside of it. These groups have been leading and delivering their own plans to improve things for people living with dementia locally.

In developing the Alzheimer's Society Help and Hope strategy, they have heard from people affected by dementia, who have told them of the hardest and most frightening times they have faced living with dementia. The Alzheimer's Society work is now going to be focused on ensuring they give people a better experience of having dementia at any stage, enabling them to help improve their lives and avoid reaching a point of crisis wherever possible. As a charity, they believe they can currently have the biggest impact by reaching more people through their vital support services, cutting edge research, as well as pushing for policy and systems change.

It is for these reasons that the Alzheimer's Society has decided to end the Dementia Friendly Communities recognition scheme and all direct investment in this work from the end of 2023.

The Parish Council can of course continue its efforts to support the outcomes within the National Dementia Declaration as detailed in the Action Plan. If Members agree to this course of action, the Plan will be adapted to reflect the cessation of the Dementia Friendly Communities recognition scheme. Alternatively, the Council can agree to not continue and the Action Plan will lapse.

**Decision : To review and approve (if appropriate) the policies as detailed**

**20. Correspondence**

See **Appendix 5**, with the second list circulated separately at the meeting.

**Decision: To receive correspondence lists from 2<sup>nd</sup> November 2023 to 10<sup>th</sup> January 2024**



**NORTH HORSHAM PARISH COUNCIL**

Precept requirement for 2024/25

<b>Forecast for 2023/24</b>			
Revenue expenditure		£	<b>575,598.00</b>
<b>Income</b>			
Precept	£	<b>365,346.00</b>	
Environmental Grant	£	<b>11,746.00</b>	
Income from hall hires	£	<b>222,982.00</b>	
		£	<b>600,074.00</b>
<b>Predicted Surplus at 31.3.24</b>			<b>£ 24,476.00</b> *

<b>General Reserve Considerations for 2023/24</b>			
General Reserve at 31.3.23	£	272,610.00	**
Transfer to R&R EMR for Trees	£	4,000.00	
Transfer to NHH Refurbishment EMR	£	15,000.00	
Transfer to R&R EMR for Boiler	£	5,000.00	
Transfer to R&R EMR for Playground	£	25,000.00	
<b>Actual General Reserve at 01.04.23</b>			<b>£ 223,610.00</b>

<b>Final funding for 2023/24</b>			
General Reserve at 01.04.23	£	<b>223,610.00</b>	
	£	-	
plus Predicted surplus for 2023/24	£	<b>24,476.00</b>	
<b>Predicted carried Over General Reserve as at 31.3.24</b>			<b>£ 248,086.00</b> ***

<b>Budget for 2024/25</b>			
Revenue expenditure		£	<b>613,061.00</b>
<b>Income</b>			
Environmental Grant	£	11,746.00	
Income from hall hires, allotments, other	£	229,982.00	
		£	241,728.00
<b>Deficit</b>			<b>£ 371,333.00</b>

<b>Precept calculation for 2024/25</b>			
Proposed expenditure less expected income	£	371,333.00	
Contribution to RMH Boiler EMR	£	5,000.00	(+)
Contribution to Trees EMR	£	4,000.00	(+)
Contribution to Playground Refurb EMR	£	25,000.00	(+)
NHH Heating EMR	£	5,000.00	(+)
RMH Lift EMR	£	5,000.00	(+)
NHH Washroom EMR	£	8,000.00	(+)
Contribution to replenish R&R EMR	£	35,000.00	(+)
Funds left at 31.3.23	£	248,086.00	(-)
Proposed General Reserve at 31.3.2024	£	170,000.00	(+)
<b>Final precept requirement for 2024/25</b>			<b>£ 380,247.00</b>

\* Comment : Amount of overspend based on predicted expenditure to year end.

\*\* Comment: In excess of the previously agreed £150k

\*\*\* Comment: Amount available to cover General Reserves at year end, to Earmark for planned activities or to offset against 2024/25 expenditure

**In summary**

Tax Base 2024/25		8874.3	Draft Figure as notified by HDC 13.11.23
Potential Precept	£	380,247.00	
Per Band D Charge	£	42.85	
Band D Charge 2023/24	£	41.43	
Increase in Band D Charge		3.4%	
Precept 2023/24	£	365,346.00	
Increase in Precept		4.1%	

BUDGET 2024/25 PROPERTY COMMITTEE		BUDGET 2023/24	ESTIMATED TO* 31.03.2024	NOTES 2023/24	BUDGET 2024/25	NOTES 2024/25
<b>EXPENDITURE - REVENUE</b>						
403	<b>ROFFEY MILLENNIUM HALL</b>					
4011	NNDR (Business Rates)	7,700	7,700	5% increase + rounding	8,085	5% increase + rounding
4012	Water Rates	1,260	1,578	5% increase + rounding	1,660	5% increase on estimated to fig + rounding
4014	Electricity	5,385	5,916	5% increase + rounding	5,916	Est to fig is based on overspend last year (£1003) & usage so far in 23/24. <b>Not increased, but it should be noted that the contract expires in August 24, but we have no idea on what new contract costs will be.</b>
4015	Gas	6,300	6,300	5% increase + rounding	6,300	Contract fixed to Aug 25, so no inflation increase required.
4016	Cleaning Materials	1,445	1,445	5% increase + rounding	1,520	5% increase + rounding
4017	Refuse Clearance (HDC)	1,750	1,750	5% increase + rounding	2,040	Now includes recycling collection (estimated £200) + 5% increase + rounding
4018	Sanitary Disposals	245	245	5% increase + rounding	260	5% increase + rounding
4019	Window Cleaning	1,040	1,040	5% increase + rounding	1,095	5% increase + rounding
4020	Refreshment Sale Costs	315	465	5% increase + rounding	485	5% increase on estimated to fig + rounding
4034	Maintenance - electrical	2,100	2,100	5% increase + rounding	2,555	Now includes automatic door servicing (estimated £350) + 5% increase + rounding
4035	Maintenance - electrical insp.	2,730	2,730	5% increase + rounding & PET due March 24	610	Next PET due Mar 27, so minus PET costs + 5% increase + rounding
4036	Maintenance - general	3,460	3,460	5% increase + rounding & allow for front gutters to be	3,635	5% increase + rounding
4037	Maintenance - fire alarm	580	580	5% increase + rounding	610	5% increase + rounding
4039	Maintenance - intruder alarm	1,000	1,000	Large increase in out of hours security charges	1,050	5% increase + rounding
4040	Maintenance - lift	790	962	5% increase + rounding	830	Unexpected repairs in estimated to fig. 5% increase on budget amount + rounding
4041	Maintenance - fire extinguishers	170	242	5% increase + rounding	255	5% increase on estimated to fig + rounding
4042	Maintenance - gas boiler	945	1,063	5% increase + rounding. Also additional £5k to EMR required	1,120	5% increase on estimated to fig + rounding. Proposed 5k to EMR.
4044	Maintenance - partition wall	630	630	5% increase + rounding	665	5% increase + rounding
4061	Legionella Testing	395	395	5% increase + rounding & risk assessment due Apr 23	370	Next RA due Apr 25
4062	Maintenance - air conditioning	315	315	5% increase + rounding	335	5% increase + rounding
4063	Maintenance - plumbing	1,365	1,365	5% increase + rounding	1,435	5% increase + rounding
4064	Maintenance - lightning conductor	315	315	5% increase + rounding	335	5% increase + rounding
4065	Fire Prevention Sundries	105	105	5% increase + rounding	790	Independent Fire Risk Assessment due April 24 (est £675) + 5% increase + rounding
4066	Keyholder Services	200	200	5% increase + rounding	210	5% increase + rounding
4500	Internal decorations	2,300	1,950	For Entrance Hall (**est £430.00), Upstairs corridor & Stairwell (**est 900.00), Bramber & 3 kitchens + ladies toilet x 2 (**est £965.00)	2,000	For rolling decorating schedule
		<b>42,840</b>	<b>43,851</b>		<b>44,166</b>	

LU - Aug 23

\*Estimated to cost based on actual spend to date compared to budget

Estimated quotes are based on previous quotations + 5%



**BUDGET 2024/25  
PROPERTY COMMITTEE**

		<b>BUDGET 2023/24</b>	<b>ESTIMATED TO* 31.03.2024</b>	<b>NOTES 2023/24</b>	<b>BUDGET 2024/25</b>	<b>NOTES 2024/25</b>
<b>EXPENDITURE - REVENUE</b>						
401	<b>NORTH HEATH HALL</b>					
4011	NNDR (Business Rates)	7,350	7,350	5% increase + rounding	7,720	5% increase + rounding
4012	Water Rates	975	975	5% increase + rounding	1,025	5% increase + rounding
4014	Electricity	2,900	2,900	5% increase + rounding	2,900	<b>Not increased, but it should be noted that the contract expires in August 24, but we have no idea on what new contract costs will be.</b>
4015	Gas	2,690	5,980	5% increase + rounding	5,980	Est to fig is based on overspend last year £2512 & usage so far in 23/24. Contract fixed to Aug 25, so no inflation increase required.
4016	Cleaning Materials	1,470	1,470	5% increase + rounding	1,545	5% increase + rounding
4017	Refuse Clearance (HDC)	882	882	5% increase + rounding	930	5% increase + rounding
4018	Sanitary Disposals	336	336	5% increase + rounding	355	5% increase + rounding
4019	Window Cleaning	735	735	5% increase + rounding	775	5% increase + rounding
4034	Maintenance - electrical	1,575	1,575	5% increase + rounding	1,660	5% increase + rounding
4035	Maintenance - electrical insp.	580	930	5% increase + rounding	2,025	Stage lights PAT test not budgeted previously, so this budget will be overspent at the end of 23/24. To be included in 24/25 budget+ 5% increase +rounding. Also PET (est £1045) due on all lights Feb 25
4036	Maintenance - general	2,100	2,360	5% increase + rounding	2,480	5% increase on estimated to fig + rounding. Est to fig is based on overspend last year £245 & costs so far in 23/24
4037	Maintenance - fire alarm	615	615	5% increase + rounding	650	5% increase + rounding
4039	Maintenance - intruder alarm	1,000	1,000	Large increase in out of hours security charges	1,050	5% increase + rounding
4041	Maintenance - fire extinguishers	170	170	5% increase + rounding	180	5% increase + rounding
4042	Maintenance - gas boiler	685	885	5% increase + rounding	930	5% increase on estimated to fig + rounding. Consider earmarking for new heating given age of current system.
4044	Maintenance - partition wall	840	910	5% increase + rounding	955	5% increase on estimated to fig + rounding
4061	Legionella Testing	385	385	5% increase + rounding & risk assessment due Apr 23	310	Next RA due Apr 25
4063	Maintenance - plumbing	685	685	5% increase + rounding	720	5% increase + rounding
4065	Fire Prevention Sundries	105	105	5% increase + rounding	785	Independent Fire Risk Assessment due April 24 (est £675) + 5% increase + rounding
4066	Keyholder Services	200	200	5% increase + rounding	210	5% increase + rounding
4500	Internal decoration	4,500	2,095	For Ladies & Gents toilets, kitchen, corridor, pipework (skylift hire required) (**est £750), rooms 1 & 4 (**est £2050) downstairs (**est £1700). Will have money from 22/23 budget, so could earmark £2500	2,000	For rolling decorating schedule
		<b>30,778</b>	<b>32,543</b>		<b>35,185</b>	

LU - Aug 23

\*Estimated to cost based on actual spend to date compared to budget

**BUDGET 2024/25  
PROPERTY COMMITTEE**

			<b>BUDGET 2023/24</b>	<b>ESTIMATED TO* 31.03.2024</b>	<b>NOTES 2023/24</b>	<b>BUDGET 2024/25</b>	<b>NOTES 2024/25</b>
<b>EXPENDITURE - REVENUE</b>							
402	<b>HOLBROOK TYTHE BARN</b>						
	4011	NNDR (Business Rates)	4,200	4,200	5% increase + rounding	4,410	5% increase + rounding
	4012	Water Rates	1,315	1,400	5% increase + rounding	1,470	5% increase on estimated to fig + rounding
	4014	Electricity	3,415	3,985	5% increase + rounding	3,985	Est to fig is based on overspend last year £542 & usage so far in 23/24. <b>Not increased, but it should be noted that the contract expires in August 24, but we have no idea on what new contract costs will be.</b>
	4015	Gas	1,575	1,600	5% increase + rounding	1,680	Contract fixed to Aug 25, so no inflation increase required on estimated to figure.
	4016	Cleaning Materials	1,470	1,470	5% increase + rounding	1,545	5% increase + rounding
	4017	Refuse Clearance (HDC)	885	885	5% increase + rounding	930	5% increase + rounding
	4018	Sanitary Disposals	255	255	5% increase + rounding	345	Additional nappy bin required as hirers using general waste bin (Estimated cost £75 per annum for supply & disposal) + 5% increase + rounding
	4019	Window Cleaning	475	475	5% increase + rounding	500	5% increase + rounding
	4034	Maintenance - electrical	5,155	3,079	5% increase + rounding & risk assessment due Apr 23 & suggested project of replacement LED lights (**est £4000.00)	1,215	Minus LED upgrade + 5% increase + rounding
	4035	Maintenance - electrical insp.	2,065	2,065	5% increase + rounding PET due May 2023. (**est 1445.00)	650	Next PET due May 26, so minus PET costs + 5% increase + rounding
	4036	Maintenance - general	1,995	1,995	5% increase + rounding	2,095	5% increase + rounding
	4037	Maintenance - fire alarm	630	630	5% increase + rounding	665	5% increase + rounding
	4039	Maintenance - intruder alarm	1,000	1,000	Large increase in out of hours security charges	1,050	5% increase + rounding
	4041	Maintenance - fire extinguishers	170	170	5% increase + rounding	180	5% increase + rounding
	4042	Maintenance - gas boiler	525	525	5% increase + rounding	550	5% increase + rounding
	4061	Legionella Testing	370	370	5% increase + rounding & risk assessment due Apr 23	280	Next RA due Apr 25
	4063	Maintenance - plumbing	765	765	5% increase + rounding	810	5% increase + rounding
	4065	Fire Prevention Sundries	630	630	5% increase + rounding	775	Independent Fire Risk Assessment due April 24 (est £675) + £100 as last year budget not needed as no RA
	4066	Keyholder Services	200	200	5% increase + rounding	210	5% increase + rounding
	4500	Internal decoration	1,000	1,000	For barn end (**est £1000)	1,500	For rolling decorating schedule
			<b>28,095</b>	<b>26,699</b>		<b>24,845</b>	

LU - Aug 23

\*Estimated to cost based on actual spend to date compared to budget

**BUDGET 2024/25  
PROPERTY COMMITTEE**

			<b>BUDGET 2023/24</b>	<b>ESTIMATED TO* 31.03.2024</b>	<b>NOTES 2023/24</b>	<b>BUDGET 2024/25</b>	<b>NOTES 2024/25</b>
<b>EXPENDITURE - REVENUE</b>							
<b>AMENITIES - ALLOTMENTS</b>							
301	4012	Water Rates	100	200	5% increase + rounding	210	5% increase on estimated to fig + rounding
	4102	Rent to WSCC - Harwood Rd	275	275	Agreed Amount	300	Agreement expires Feb 24
	4200	Grounds Maintenance (grass)	765	765	As per fixed contract	765	As per fixed contract expiring 2025
	4259	Allotment Maintenance	420	420	5% increase + rounding	420	No increase required
			<b>1,560</b>	<b>1,660</b>		<b>1,695</b>	

<b>OTHER AMENITIES</b>							
302	4019	Bus shelter cleaning	1,000	1,000	5% increase + rounding	1,050	5% increase + rounding
	4200	Grounds Maintenance	21,250	21,250	Fixed Term 3 year contract	21,250	Fixed Term 3 year contract expiring 2025
	4250	Bus Shelter Maintenance	1,850	1,850	5% increase + rounding (includes 2 x painting bus shelters as per rolling maintenance programme)	1,945	5% increase + rounding (includes 2 x painting bus shelters as per rolling maintenance programme)
	4251	Play Area Maintenance*	7,875	7,875	5% increase + rounding & additional £25k earmarked for playground upgrade required	8,645	Now includes annual jet washing of all play equipment & surfaces (mold) (estimated £375)+ 5% increase + rounding. Proposed £25k earmarked for playground upgrade required
	4252	Open Space Maintenance**	10,500	10,500	5% increase + rounding + additional £2k-5k earmarked for future tree inspections required	11,005	5% increase + rounding. Proposed £4k earmarked for future tree inspection 2025
	4253	Litter Warden Equipment	945	945	5% increase + rounding	995	5% increase + rounding
	4254	Dog Bin Emptying - HDC	2,415	2,415	5% increase + rounding	2,535	5% increase + rounding
	4255	Street Lighting Maint/Supply	5,500	5,500	Exceeded budget 21/22 - £4.5k supply (min) & £1k contract	5,775	5% increase + rounding
	4258	Multi Courts Maintenance	3,750	3,750	As per fixed contract	3,750	As per fixed contract
	4260	Workshop	500	500	No increase required	500	No increase required
	4302	Notice Board Maintenance	900	900	No increase required	900	No increase required
		Festive Ligthing	0	0		4,000	
			<b>56,485</b>	<b>56,485</b>		<b>62,350</b>	

\*Replacement programmes for equipment at Birches Road Playground and Amberley Road Playground have been identified as 2024 and 2025 repectively.

The total replacement cost of equipment at Birches Road Playground has been estimated at £58,078 and Amberey Road Playground at £72,560.

£25,000 has been set aside in an Earmarked Reserve for 2020/21 , It is recommended that a similar amount is put aside in the 2022/23 and 2023/24 budget.

Work to be undertaken in 2023/24 to ascertain more exact costings including what equipment in each playground could be retained so that

more exact funding can be allocated in 2023/24 to enable the programme of replacement to proceed. An audit of ALL play areas has been conducted and proposals are awaited

LU - Aug 23

\*Estimated to cost based on actual spend to date compared to budget

Estimated quotes are based on previous quotations + 5%

**BUDGET 2024/25  
F & A COMMITTEE**

		<b>BUDGET 2023/24</b>	<b>ESTIMATED TO 31.03.24</b>	<b>NOTES 2023/24</b>	<b>BUDGET 2024/25</b>	<b>NOTES 2024/25</b>	
<b>EXPENDITURE - REVENUE</b>							
101							
	4007	Councillors' Training	1,000	500		1,000	
	4008	Councillors' Expenses	7,000	6,590	5 vacancies but co-options cannot receive PA	7,000	would allow for a 5% increase in PA
	4021	Telephone	3,200	3,000	lower due to switch to internet calls	3,200	would allow for a 5% increase in PA
	4022	Postage	1,200	750		800	would allow for a 5% increase
	4023	Stationery and Printing	1,600	1,200		1,600	
	4024	Subscriptions	3,400	3,200		3,400	would allow for a 5% increase
	4025	Insurance	13,500	14,000	Assumes no reduction in cover following Reinstatement Cost Assessments	14,000	3 year agreement
	4026	Publications	0	0		0	
	4028	IT Costs (Software)	2,800	3,000	incorporates cllr email	3,200	would allow for a 5% increase
	4029	Website Maintenance (hosting)	170	160		170	would allow for a 5% increase
	4032	Publicity/Marketing	500	500	Would be required for any NHW consultation	500	Not usually used
	4033	Newsletter	850	820		850	would allow for a 5% increase
	4038	Office Equipment Maintenance	950	750	Machine is coming to end of contract	950	new 3 year contract
	4051	Bank Charges	100	0		100	
	4053	PWLB Loan Charges	11,000	10,900		11,000	24/25 is final year
	4057	External Audit Fees	1,400	1,400		1,400	
	4058	Professional Services	3,350	3,000	Diary that budget needs to increase by £2.5k 2027/28 when next building valuation due	3,100	can reduce due to change in y/e closedown
	4059	Internal Audit Fees	450	450	may include fees for VAT advice	450	Allows for any additional advice
	4100	Chairman's Allowance	400	400		400	
	4120	RMH Equipment	700	700		700	
	4122	Office Equipment	1,000	1,000		6,000	Allows for new IT equipment
103	4155	Grants	10,000	10,000		10,000	
		Youth Work	0	0		5,000	
104	4101	Burial Charges	7,460	7,460		7,850	would allow for a 5% increase
			<b>72,030</b>	<b>69,780</b>		<b>82,670</b>	

**BUDGET 2024/25  
PERSONNEL COMMITTEE**

			<b>BUDGET 2023/24</b>	<b>ESTIMATED TO 31.03.2024</b>	<b>NOTES 2023/24</b>	<b>BUDGET 2024/25</b>	<b>NOTES 2024/25</b>
<b>EXPENDITURE - REVENUE</b>							
106	4001	Salaries/NI/Pensions	343,000	339,000	Takes into account agreed increase wef 01.04.23 and reduction in E'er NI to 13.8%	355,000	Assumes to increase 5% in 24/25
	4003	Payroll Administration Charge	1,400	1,000	Bust Budget last two years - needs to be £1300-£1400	1,400	
	4009	Staff Expenses	3,000	3,500	Bust Budget last two years - needs to be Min. £3000	3,500	
	4010	Staff Training	1,600	500		1,600	CICA for KT in 2024/24
	4030	Recruitment Advertising	250	180		250	
	4031	Staff Personal Protective Clothing	400	400		400	
			<b>349,650</b>	<b>344,580</b>		<b>362,150</b>	

**BUDGET 2024/25  
PET COMMITTEE**

			<b>BUDGET 2023/24</b>	<b>ESTIMATED TO 31.03.2024</b>	<b>NOTES 2023/24</b>	<b>BUDGET 2024/25</b>	<b>NOTES 2024/25</b>
<b>EXPENDITURE - REVENUE</b>							
201	4305	Planning Consultant Fees	1,500	0	There is £8,035 in an Earmarked Reserve that could be used if required.	0	There is £8,035 in an Earmarked Reserve that could be used if required.
			<b>1,500</b>	<b>0</b>		<b>0</b>	

**BUDGET 2024/25  
INCOME**

			<b>BUDGET 2023/24</b>	<b>ESTIMATED TO 31.3.2024</b>	<b>NOTES 2023/24</b>	<b>BUDGET 2024/25</b> <small>(rounded nearest £1k)</small>	<b>NOTES 2024/25</b>
<b>INCOME</b>							
401	1000	Hall Lettings - NHH	71,000	63,000	10.3% inc on est. 22/23	66,000	5% inc on 23/24 estimate
402	1000	Hall Lettings - HTB	38,000	42,000	5.6% inc. on est. 22/23	44,000	5% inc on 23/24 estimate
	1010	Multi Court Income	26,600	25,000	6.4% inc. on est. 22/23	26,000	5% inc on 23/24 estimate
403	1000	Hall Lettings RMH	45,000	70,000	zero increase	73,000	5% inc on 23/24 estimate
	1004	Miscellaneous Income	0	1,000		0	
	1006	Sale of Beverages	0	1,000		0	
101	1196	Interest Received	200	20,000		20,000	
301	1050	Allotment Rents	995	982		982	
			<b>181,795</b>	<b>222,982</b>		<b>229,982</b>	





07/12/2023

North Horsham Parish Council

Page 1

11:53

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

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	23,072	2,076	0	(2,076)			0.0%	
1009 S106 Funding - HTB	0	3,952	0	(3,952)			0.0%	
1175 CIL Payment	11,805	0	0	0			0.0%	
1176 Precept	349,011	365,346	365,346	0			100.0%	
1196 Interest Received	1,860	16,957	200	(16,757)			8478.4%	
Administration :- Income	<b>385,747</b>	<b>388,331</b>	<b>365,546</b>	<b>(22,785)</b>			<b>106.2%</b>	<b>0</b>
4007 Councillors Training	65	33	1,000	967		967	3.3%	
4008 Councillors Expenses	6,347	4,789	7,000	2,211		2,211	68.4%	
4021 Telephone/Fax/Internet	3,406	1,874	3,200	1,327		1,327	58.5%	
4022 Postage	723	348	1,200	852		852	29.0%	
4023 Stationery and Printing	1,733	890	1,600	710		710	55.6%	
4024 Subscriptions	3,171	3,183	3,400	217		217	93.6%	
4025 Insurance	13,979	13,884	13,500	(384)		(384)	102.8%	
4028 IT Costs	2,527	2,459	2,800	341		341	87.8%	
4029 Website Maintenance	154	84	170	86		86	49.4%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	762	543	850	307		307	63.9%	
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	5,424	11,000	5,576		5,576	49.3%	
4057 External Audit Fees	1,300	65	1,400	1,335		1,335	4.6%	
4058 Professional Services	3,575	2,205	3,350	1,145		1,145	65.8%	
4059 Internal Audit Fees	349	54	450	396		396	12.0%	
4100 Chairman's Allowance	335	116	400	284		284	28.9%	
4120 Roffey Hall Equipment	674	457	700	243		243	65.3%	
4122 Office Equipment	493	7	1,000	993		993	0.7%	
4249 S106 Funding - Indoor Sport	0	3,952	0	(3,952)		(3,952)	0.0%	
Administration :- Indirect Expenditure	<b>51,341</b>	<b>40,367</b>	<b>54,570</b>	<b>14,203</b>	<b>0</b>	<b>14,203</b>	<b>74.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>334,406</b>	<b>347,964</b>	<b>310,976</b>	<b>(36,988)</b>				
6001 less Transfer to EMR	11,805	0						
<b>Movement to/(from) Gen Reserve</b>	<b>322,601</b>	<b>347,964</b>						
<u>103 Grants</u>								
4155 Other Grants and Donations	5,780	3,821	10,000	6,179		6,179	38.2%	
Grants :- Indirect Expenditure	<b>5,780</b>	<b>3,821</b>	<b>10,000</b>	<b>6,179</b>	<b>0</b>	<b>6,179</b>	<b>38.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,780)</b>	<b>(3,821)</b>	<b>(10,000)</b>	<b>(6,179)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Burial</u>								
4101 Burial Charges	7,461	5,596	7,460	1,864		1,864	75.0%	
Burial :- Indirect Expenditure	<b>7,461</b>	<b>5,596</b>	<b>7,460</b>	<b>1,864</b>	<b>0</b>	<b>1,864</b>	<b>75.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,461)</b>	<b>(5,596)</b>	<b>(7,460)</b>	<b>(1,864)</b>				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	314,844	204,259	343,000	138,741		138,741	59.6%	
4002 Childcare Vouchers	1,282	0	0	0		0	0.0%	
4003 Payroll Admin Charge	870	668	1,400	732		732	47.7%	
4009 Staff Expenses/Mileage	3,653	2,615	3,000	385		385	87.2%	
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	159	400	241		241	39.8%	
Personnel :- Indirect Expenditure	<b>322,782</b>	<b>207,942</b>	<b>349,650</b>	<b>141,708</b>	<b>0</b>	<b>141,708</b>	<b>59.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(322,782)</b>	<b>(207,942)</b>	<b>(349,650)</b>	<b>(141,708)</b>				
<u>201 Planning, Env &amp; Transport</u>								
4305 Planning Consultant Fees	0	0	1,500	1,500		1,500	0.0%	
Planning, Env & Transport :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>				
<u>301 Allotments</u>								
1050 Allotment Rents	983	982	995	13			98.7%	
Allotments :- Income	<b>983</b>	<b>982</b>	<b>995</b>	<b>13</b>			<b>98.7%</b>	<b>0</b>
4012 Water Rates	71	241	100	(141)		(141)	240.5%	
4102 Allotment Rent	275	0	275	275		275	0.0%	
4200 Grass cutting	554	323	765	443		443	42.2%	
4259 Allotment Maintenance	50	0	420	420		420	0.0%	
Allotments :- Indirect Expenditure	<b>950</b>	<b>563</b>	<b>1,560</b>	<b>997</b>	<b>0</b>	<b>997</b>	<b>36.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>33</b>	<b>419</b>	<b>(565)</b>	<b>(984)</b>				
<u>302 Amenity, Recs &amp; Open Sp</u>								
1100 Grants Received	10,677	11,745	10,678	(1,067)			110.0%	
Amenity, Recs & Open Sp :- Income	<b>10,677</b>	<b>11,745</b>	<b>10,678</b>	<b>(1,067)</b>			<b>110.0%</b>	<b>0</b>
4019 Window Cleaning	738	680	1,000	320		320	68.0%	
4200 Grass cutting	11,293	14,567	21,250	6,683		6,683	68.6%	

11:53

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## 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	4,267	7,875	3,608	1,274	2,334	70.4%	
4252 Open Spaces	6,032	2,893	10,500	7,607		7,607	27.5%	
4253 Litter Warden/Clearance	486	416	945	529		529	44.0%	
4254 Community Services - Dog Bins	2,780	1,417	2,415	998		998	58.7%	
4255 Street Lighting - Maint/Supply	2,743	2,898	5,500	2,602		2,602	52.7%	
4258 Multicourts Maintenance	3,720	2,480	3,750	1,270		1,270	66.1%	
4260 Workshop	49	0	500	500		500	0.0%	
4302 Notice Board Maintenance	321	204	900	696		696	22.7%	
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>36,698</b>	<b>30,786</b>	<b>56,485</b>	<b>25,699</b>	<b>1,274</b>	<b>24,425</b>	<b>56.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,020)</b>	<b>(19,041)</b>	<b>(45,807)</b>	<b>(26,766)</b>				
6001 less Transfer to EMR	996	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(27,016)</b>	<b>(19,041)</b>						
<u>401 North Heath Hall</u>								
1000 Hall Lettings	64,492	44,532	71,000	26,468			62.7%	
North Heath Hall :- Income	<b>64,492</b>	<b>44,532</b>	<b>71,000</b>	<b>26,468</b>			<b>62.7%</b>	<b>0</b>
4011 NNDR	6,487	3,907	7,350	3,443		3,443	53.2%	
4012 Water Rates	826	411	975	564		564	42.2%	
4014 Electricity	2,543	1,455	2,900	1,445		1,445	50.2%	
4015 Gas	5,074	2,021	2,690	669		669	75.1%	
4016 Cleaning Materials	860	750	1,470	720		720	51.0%	
4017 Refuse Bin Clearance	973	590	882	293		293	66.8%	
4018 Sanitary Waste	118	150	336	186		186	44.7%	
4019 Window Cleaning	590	544	735	191		191	74.1%	
4034 Maintenance - Electrical	2,100	852	1,575	723		723	54.1%	
4035 Maintenance - Elect Eqp Insp	600	800	580	(220)		(220)	137.9%	
4036 Maintenance - General	2,245	1,905	2,100	195		195	90.7%	
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	625	685	60		60	91.2%	
4044 Maintenance - Partition Wall	348	695	840	145		145	82.7%	
4061 Legionella Testing	525	140	385	245		245	36.4%	
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	120	200	80		80	60.0%	
4500 Internal Redecorations	0	2,120	4,500	2,380		2,380	47.1%	
North Heath Hall :- Indirect Expenditure	<b>25,685</b>	<b>18,605</b>	<b>30,778</b>	<b>12,173</b>	<b>0</b>	<b>12,173</b>	<b>60.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>38,807</b>	<b>25,927</b>	<b>40,222</b>	<b>14,295</b>				
6001 less Transfer to EMR	1,550	0						

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>37,257</b>	<b>25,927</b>						
<b>402 Holbrook Recreation Centre</b>								
1000 Hall Lettings	36,771	27,256	38,000	10,744			71.7%	
1010 Multi Court Lettings	21,991	15,884	26,600	10,716			59.7%	
<b>Holbrook Recreation Centre :- Income</b>	<b>58,761</b>	<b>43,140</b>	<b>64,600</b>	<b>21,460</b>			<b>66.8%</b>	<b>0</b>
4011 NNDR	3,543	2,329	4,200	1,871	1,871		55.5%	
4012 Water Rates	838	850	1,315	465	465		64.6%	
4014 Electricity	3,792	1,831	3,415	1,584	1,584		53.6%	
4015 Gas	1,289	1,081	1,575	494	494		68.6%	
4016 Cleaning Materials	1,303	729	1,470	741	741		49.6%	
4017 Refuse Bin Clearance	825	590	885	296	296		66.6%	
4018 Sanitary Waste	118	150	255	105	105		59.0%	
4019 Window Cleaning	258	238	475	237	237		50.1%	
4034 Maintenance - Electrical	339	2,532	5,155	2,623	2,623		49.1%	
4035 Maintenance - Elect Eqp Insp	600	2,042	2,065	23	23		98.9%	
4036 Maintenance - General	2,101	1,133	1,995	862	862		56.8%	
4037 Maintenance - Fire Alarm Syt	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	583	525	(58)	(58)		111.1%	
4061 Legionella Testing	480	125	370	245	245		33.8%	
4063 Maintenance - Plumbing	455	245	765	520	520		32.0%	
4065 Fire Prevention Sundries	665	10	630	620	620		1.6%	
4066 Keyholder Services	180	120	200	80	80		60.0%	
4500 Internal Redecorations	166	1,000	1,000	0	0		100.0%	
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>19,445</b>	<b>16,933</b>	<b>28,095</b>	<b>11,162</b>	<b>0</b>	<b>11,162</b>	<b>60.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>39,316</b>	<b>26,207</b>	<b>36,505</b>	<b>10,299</b>				
6001 less Transfer to EMR	0	2,076						
<b>Movement to/(from) Gen Reserve</b>	<b>39,316</b>	<b>24,130</b>						
<b>403 Roffey Millennium Hall</b>								
1000 Hall Lettings	52,770	44,216	45,000	784			98.3%	
1004 Equipment Sale/Sundry Income	660	719	0	(719)			0.0%	
1006 Refreshment Sale Income	1,408	1,352	0	(1,352)			0.0%	
1008 Miscellaneous Income	256	6	0	(6)			0.0%	
<b>Roffey Millennium Hall :- Income</b>	<b>55,093</b>	<b>46,294</b>	<b>45,000</b>	<b>(1,294)</b>			<b>102.9%</b>	<b>0</b>
4011 NNDR	6,737	4,717	7,700	2,983	2,983		61.3%	

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2023

Month No: 8

## 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	965	1,260	295		295	76.6%	
4014 Electricity	6,128	3,852	5,385	1,533		1,533	71.5%	
4015 Gas	3,859	3,224	6,300	3,076		3,076	51.2%	
4016 Cleaning Materials	1,344	758	1,445	687		687	52.5%	
4017 Refuse Bin Clearance	1,699	1,260	1,750	490		490	72.0%	
4018 Sanitary Waste	118	150	245	95		95	61.4%	
4019 Window Cleaning	812	749	1,040	292		292	72.0%	
4020 Refreshment Sale Cost/Sundries	446	525	315	(210)		(210)	166.7%	
4034 Maintenance - Electrical	1,197	900	2,100	1,200		1,200	42.8%	
4035 Maintenance - Elect Eqp Insp	610	450	2,730	2,280		2,280	16.5%	
4036 Maintenance - General	3,330	1,581	3,460	1,879		1,879	45.7%	
4037 Maintenance - Fire Alarm Syt	420	459	580	121		121	79.1%	
4039 Maint - Intruder Alarm	925	925	1,000	75		75	92.5%	
4040 Maintenance - Elevator	774	821	790	(31)		(31)	103.9%	
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	345	630	285		285	54.8%	
4061 Legionella Testing	578	190	395	205		205	48.1%	
4062 Air Conditionaing Maintenance	277	270	315	45		45	85.7%	
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	120	200	80		80	60.0%	
4500 Internal Redecorations	1,000	1,950	2,300	350		350	84.8%	
Roffey Millennium Hall :- Indirect Expenditure	<b>34,025</b>	<b>24,875</b>	<b>42,840</b>	<b>17,965</b>	<b>0</b>	<b>17,965</b>	<b>58.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>21,068</b>	<b>21,418</b>	<b>2,160</b>	<b>(19,258)</b>				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	54,130	21,328	0	(21,328)		(21,328)	0.0%	21,328
Earmarked Reserves :- Indirect Expenditure	<b>54,130</b>	<b>21,328</b>	<b>0</b>	<b>(21,328)</b>	<b>0</b>	<b>(21,328)</b>		<b>21,328</b>
<b>Net Expenditure</b>	<b>(54,130)</b>	<b>(21,328)</b>	<b>0</b>	<b>21,328</b>				
6000 plus Transfer from EMR	54,150	21,328						
6001 less Transfer to EMR	20	0						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
Grand Totals:- Income	<b>575,755</b>	<b>535,023</b>	<b>557,819</b>	<b>22,796</b>			<b>95.9%</b>	
Expenditure	<b>558,298</b>	<b>370,817</b>	<b>582,938</b>	<b>212,121</b>	<b>1,274</b>	<b>210,847</b>	<b>63.8%</b>	
<b>Net Income over Expenditure</b>	<b>17,457</b>	<b>164,207</b>	<b>(25,119)</b>	<b>(189,326)</b>				
plus Transfer from EMR	<b>54,150</b>	<b>21,328</b>						
less Transfer to EMR	<b>14,371</b>	<b>2,076</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>57,236</b>	<b>183,459</b>						

Date: 10/11/2023

## North Horsham Parish Council

Page 1

Time: 12:02

## LLOYDS Bank Accounts

## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2023	Horsham Publications Ltd	021023-01	82.20		Newsletter
02/10/2023	EDF Energy Ltd	021023-02	100.16		18/07 to 01/08/2023
02/10/2023	Horsham District Council	021023-03	207.44		Refuse Collection - Dog Bins
02/10/2023	Horsham District Council	021023-04	291.00		Rates - Oct 2023
02/10/2023	Horsham District Council	021023-05	489.00		Rates - Oct 2023
02/10/2023	Horsham District Council	021023-06	589.00		Rates - Oct 2023
04/10/2023	Petty Cash	Petty cash	112.98		Chq-9061 - Petty Cash
04/10/2023	British Gas Business	041023-01	196.28		Elect - 14/08 to 13/09/2023
10/10/2023	SOS Systems	101023-01	110.47		Printing & Stationery
10/10/2023	CCLA Deposit Account	101023-01	150,000.00		Deposit Trf to CCLA Account
11/10/2023	Amazon Business	111023-01	8.69		ID Badge Pass Holder
11/10/2023	NETCOM	111023-02	277.48		Telephone Services
11/10/2023	N. Simmonds,	111023-03	165.00		Key Holder
11/10/2023	T C Maintenance	111023-04	240.00		OpenSpace - Play Groud Maint
11/10/2023	Wigthman & Parrish Ltd	111023-05	583.82		Cleaning Materials
11/10/2023	Borg Lock (UK) Ltd	111023-06	51.12		Multi Court Gate Locks
11/10/2023	Cain Markings Ltd	111023-07	744.00		Multi Court Maintenance
11/10/2023	City Electrical Factors Ltd	111023-08	155.52		General Maintenance
11/10/2023	Jitu Chudasama	111023-09	8.55		Travel Expenses
11/10/2023	Enterprise Services Group Ltd	111023-10	66.17		Hygiene Service
11/10/2023	Fenland Leisure Products Ltd.,	111023-11	97.40		Playground Maintenance
11/10/2023	Glasdon Uk Ltd	111023-12	72.64		Cleaning Materials
11/10/2023	H Griffiths	111023-13	37.80		Travel Expenses
11/10/2023	D. Lees	111023-14	38.25		Travel Expenses
11/10/2023	Mr Alan Randall	111023-15	73.80		Travel Expenses
11/10/2023	N. Simmonds,	111023-16	175.00		Electrical Repairs
11/10/2023	M Stoner,	111023-17	36.00		Travel Expenses
11/10/2023	Strutt Tree Care	111023-18	200.00		Grass Cutting
11/10/2023	T C Maintenance	111023-19	707.00		General Maint
11/10/2023	Viking Direct	111023-20	8.39		Stationery
12/10/2023	Grasstex Ltd	121023-01	3,082.34		Grass Cutting
17/10/2023	Horsham District Council	171023-01	67.60		Refuse Collection
17/10/2023	Horsham District Council	171023-02	67.60		Refuse Collection
17/10/2023	Horsham District Council	171023-03	157.10		Refuse Collection
17/10/2023	British Gas Business	171023-04	541.58		Elect - 01/09 to 30/09/2023
19/10/2023	Information Commissioner's Off	191023-01	55.00		Subscription
20/10/2023	Credit Card payment	BACS	7.19		Cleaning Material
20/10/2023	British Gas Business	201023-01	186.08		Elect - 01/09 to 30/09/2023
20/10/2023	British Gas Business	201023-02	292.07		Gas - 02/09 to 01/10/2023
20/10/2023	4 The Youth	201023-03	5,000.00		Grant for 4 The Youth
20/10/2023	Air Conditioning Direct Suppli	201023-04	324.00		AC Annual Maintenance
20/10/2023	Crawley & Horsham Home-Start	201023-05	1,100.00		Grant for Home Start Crawley
20/10/2023	Fenland Leisure Products Ltd.,	201023-06	178.80		Open Space Equipment
20/10/2023	Davies Sports	201023-07	707.98		S106 Funding for Sports Equipt
20/10/2023	The Bowls Shop	201023-08	1,270.00		S106 Funding for Sports Equipt
20/10/2023	Horsham District Scouts	201023-09	91.45		Grant for Hor.Scouts
20/10/2023	House Of Jaques	201023-10	63.94		S106 Funding for Sports Equipt

Continued on Page 2

## Lloyds Bank Accounts

## List of Payments made between 01/10/2023 and 31/10/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/10/2023	London Hearts	201023-12	930.00		S106 Funding for Sports Equipt
20/10/2023	NETCOM	201023-13	177.84		IT Support
20/10/2023	Right Surveyors Sussex and Wea	201023-14	480.00		Survey Reports for Dampness
20/10/2023	The Spotted Penguin Group	201023-15	2,520.45		S106 Funding for Sports Equipt
20/10/2023	Streetlights	201023-16	654.79		Street Light Maint Contract
20/10/2023	T C Maintenance	201023-17	900.00		Birches Road Playground Maint
20/10/2023	Wigthman & Parrish Ltd	201023-18	307.36		Cleaning Materials
23/10/2023	British Gas Business	231023-01	44.25		Gas - 29/08 to 28/09/2023
24/10/2023	Scottish Water Business Stream	27240359/1	60.51		Purchase Ledger Payment
25/10/2023	West Sussex County Council	251023-01	26,017.82		Salaries - Sep 2023
26/10/2023	Amazon Business	261023-01	237.63		S106 Funding for Sports Equipt
31/10/2023	Lloyds Bank Credit Card	BACS	100.80		Website Annual Fee
31/10/2023	The Royal British Legion	009062	25.00		Wreath for Remembrance Sunday
<b>Total Payments</b>			<u>201,574.34</u>		

Date: 05/12/2023

## North Horsham Parish Council

Page 1

Time: 13:45

## LLOYDS Bank Accounts

## List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	Horsham Publications Ltd	011123-01	82.20		Newsletter
01/11/2023	Horsham District Council	011123-02	207.44		Dog Bins Collection
01/11/2023	British Gas Business	011123-03	289.30		Gas - 29/09 to 11/10/2023
01/11/2023	Horsham District Council	011123-04	291.00		Rates- Nov 23
01/11/2023	Horsham District Council	011123-05	489.00		Rates
01/11/2023	Horsham District Council	011123-06	589.00		Rates-Nov 2023
03/11/2023	British Gas Business	031123-01	287.90		Electr - 14/09 to 13/10/2023
03/11/2023	Scottish Water Business Stream	031123-02	295.58		Water- 21/07 to 20/10/2023
03/11/2023	Scottish Water Business Stream	031123-03	386.21		Water - 21/07 to 20/10/23
07/11/2023	Enterprise Services Group Ltd	071123-01	66.17		Hygiene Services Oct 23
07/11/2023	Grasstex Ltd	071123-02	1,975.06		Grass Cutting
07/11/2023	Horsham Locksmiths Ltd	071123-03	360.00		Fixings to gate for new locks
07/11/2023	Mulberry & Co	071123-05	262.62		Interim Internal Audit 23/24
07/11/2023	Otis Ltd	071123-06	201.64		Lift Maintenance 11/23-01/24
07/11/2023	Pro-Servicing Ltd	071123-07	831.00		Service to Partiton Wall
07/11/2023	Servcom Services UK Ltd.,	071123-08	117.00		Hot water repair
07/11/2023	M Stoner,	071123-09	34.20		Mileage for Sept & Oct
07/11/2023	Horsham Locksmiths Ltd	071123-10	108.00		Fire Exit Door Repairs
07/11/2023	NETCOM	071123-12	279.06		Telephone & Internet services
07/11/2023	NETCOM	071123-13	177.84		IT Support.
07/11/2023	N. Simmonds,	071123-14	165.00		Key Holder
07/11/2023	Southern Counties Tea & Coffee	071123-15	115.60		Refreshments
08/11/2023	British Gas Business	081123-01	56.60		Gas - 20/09 to 20/10/2023
10/11/2023	British Gas Business	101123-01	436.27		Gas - 12/10 to 20/10/2023
16/11/2023	Horsham District Council	161123-01	67.60		Refuse Collection
16/11/2023	Horsham District Council	161123-02	67.60		Refuse Collection
16/11/2023	Horsham District Council	161123-03	183.60		Refuse Collection
17/11/2023	EDF Energy Ltd	171123-01	607.53		Elect - 02/08 to 31/10/2023
17/11/2023	British Gas Business	171123-02	653.82		Eectr - 01/10 to 31/10/2023
21/11/2023	British Gas Business	211123-01	796.23		Gas - 02/10 to 01/11/2023
22/11/2023	British Gas Business	221123-01	207.88		Electr - 01/10 to 31/10/2023
22/11/2023	Amazon Business	221123-02	31.29		Damp Meters
22/11/2023	Happy Drains Ltd	221123-03	1,062.00		Tanker & CCTV
22/11/2023	Incor Group Management Ltd	221123-04	483.12		Window Cleaning
22/11/2023	D. Lees	221123-05	22.50		Travel Expenses
22/11/2023	NETCOM	221123-06	85.92		IT Support
22/11/2023	Pear Technology Ltd	221123-07	288.00		Tech Support & Subscription
22/11/2023	Playdale Playgrounds Ltd	221123-08	180.00		Repairs & Maintenance - open s
22/11/2023	Mr Alan Randall	221123-09	136.80		Travel Expenses
22/11/2023	Servcom Services UK Ltd.,	221123-10	290.33		Boiler Repair
22/11/2023	T C Maintenance	221123-11	170.00		Building Repairs & Maint
23/11/2023	British Gas Business	231123-01	31.32		Gas - 21/10 to 06/11/2023
23/11/2023	British Gas Business	231123-02	289.52		Elect - 14/10 to 06/11/2023
23/11/2023	British Gas Business	231123-03	291.84		Gas - 21/10 to 06/11/2023
23/11/2023	West Sussex County Council	231123-04	28,159.80		Salaries/Cllr Allow Oct 23
24/11/2023	Horsham District Council	241123-01	1,865.18		Burial Arrangement Roffey Ceme
29/11/2023	City Electrical Factors Ltd	291123-01	37.56		General Repairs

Continued on Page 2



## LLOYDS Bank Accounts

## List of Payments made between 01/11/2023 and 30/11/2023

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/11/2023	Playdale Playgrounds Ltd	291123-02	367.01		Open Space Play Area
29/11/2023	N. Simmonds,	291123-03	90.00		Electrical Maintenance
29/11/2023	Streetlights	291123-04	140.10		Street Lights Repairs
<b>Total Payments</b>			<u>44,710.24</u>		

---

## NORTH HORSHAM PARISH COUNCIL CALENDAR OF MEETINGS MAY 2024 to MAY 2025

Meetings are usually held at Roffey Millennium Hall starting at 7.30pm.  
 The press and public are welcome to attend Council and Committee meetings.

<b>MAY 2024</b> Thursday 2 <sup>nd</sup> Thursday 9 <sup>th</sup> Thursday 23 <sup>rd</sup>	COUNCIL. Personnel Planning, Environment & Transport.	<b>NOV 2024</b> Thursday 7 <sup>th</sup> Monday 18 <sup>th</sup> Thursday 28 <sup>th</sup>	COUNCIL. Internal Controls WP (daytime) Planning Environment & Transport.
<b>JUN 2024</b> Thursday 6 <sup>th</sup> Monday 10 <sup>th</sup> Thursday 13 <sup>th</sup> Thursday 27 <sup>th</sup>	Property Internal Controls WP (daytime) Finance and Administration Planning, Environment & Transport	<b>DEC 2024</b> Thursday 5 <sup>th</sup> Thursday 12 <sup>th</sup> Thursday 19 <sup>th</sup>	Property. Finance and Administration. Planning, Environment & Transport.
<b>JUL 2024</b> Thursday 4 <sup>th</sup> Thursday 18 <sup>th</sup>  Thursday 25 <sup>th</sup>	COUNCIL Planning Environment & Transport.  Personnel	<b>JAN 2025</b> Thursday 9 <sup>th</sup> Thursday 30 <sup>th</sup>	COUNCIL. Planning, Environment & Transport
<b>AUG 2024</b> Thursday 8 <sup>th</sup> Thursday 15 <sup>th</sup> Thursday 29 <sup>th</sup>	Property Finance and Administration. Planning, Environment & Transport.	<b>FEB 2025</b> Thursday 6 <sup>th</sup> Thursday 13 <sup>th</sup> Thursday 20 <sup>th</sup> Monday 24 <sup>th</sup> Thursday 27 <sup>th</sup>	Personnel Property Finance and Administration Internal Controls WP (daytime) Planning, Environment & Transport
<b>SEPT 2024</b> Thursday 5 <sup>th</sup> Monday 9 <sup>th</sup> Thursday 12 <sup>th</sup> Thursday 26 <sup>th</sup>	COUNCIL. Internal Controls WP (daytime) Property. (Budget) Planning Environment & Transport. (Budget)	<b>MAR 2025</b> Thursday 6 <sup>th</sup> Thursday 27 <sup>th</sup>	COUNCIL Planning, Environment & Transport
<b>OCT 2024</b> Thursday 10 <sup>th</sup> Thursday 24 <sup>th</sup>  Thursday 31 <sup>st</sup>	Personnel (Budget) Finance and Administration (Budget) Planning Environment & Transport.	<b>APR 2025</b> Thursday 3 <sup>rd</sup> Thursday 10 <sup>th</sup> Thursday 24 <sup>th</sup>  <b>Monday 28<sup>th</sup></b>	Property Finance and Administration Planning, Environment & Transport  <b>Annual Meeting of Electors            of the Parish</b>
		<b>MAY 2025</b> Thursday 1 <sup>st</sup> Thursday 15 <sup>th</sup> Thursday 22 <sup>nd</sup>	COUNCIL Personnel Planning, Environment & Transport



# North Horsham Parish Council

## **STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT**

### **1. Introduction**

1.1 The Council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the Council's intentions regarding community engagement.

### **2. The community**

2.1 The Council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies, and the Council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Everyone who lives in the Parish.
- Those who use the services provided by the Council, whether residents or not.
- Those who work or own a business in the Parish.
- All young people who go to school or other educational establishments in the Parish.
- Voluntary groups, clubs and societies including church and youth organisations which operate in the Parish.
- Any group or organisation that represents some or any members of the above sections of the community.
- Visitors or those using the Parish facilities and shops.
- Statutory bodies providing services within the Parish.
- Any group or other body that are pivotal to the quality of life of North Horsham Parish e.g. health providers, Horsham Town Community Partnership, neighbouring Parish Councils.

### **3. Aims and objectives**

3.1 The Council aims to represent and promote the interests of the whole Parish community.

- 3.2 The Council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the Council will encourage the involvement of community members in order to identify their needs and concerns.
- 3.3 To this end, the Council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:
- Improved satisfaction with public services in the area.
  - A greater sense within the community that people are involved in decisions which affect them.
  - Greater awareness within the community of the role and responsibilities of the Council.

#### **4. Opportunities for community involvement**

- 4.1 The Council will engage with the community by providing:
- An accessible Parish Council office at the heart of the community usually open Monday to Friday 9am to 5pm.
  - A website ([www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)) which includes a wide range of information about the services provided by the Parish Council and how the community can contact the Council or Councillors.
  - Social media (Facebook).
  - An article in Horsham Pages (North) six times a year.
  - An Annual Report summarising the Council's activities for the year and providing details of the Council's financial position.
  - A timetable of Council and committee meetings and encouraging public attendance.
  - Details of agendas for all Council and committee meetings on noticeboards throughout the Parish, as well as on the Council website.
  - A period of time at the start of Council and committee meetings for questions from members of the public.
  - Minutes of all Council and committee meetings on the Council website.
  - Nominated Councillors as representatives to outside bodies with interests affecting the area.
  - The organisation for the Annual Parish Meeting, which is open to all residents.
  - An opportunity for the community to feedback their views, comments and concerns and effectively using that information as an integral part of the decision-making process.

#### **5. Opportunities for formal representation to the Council**

- 5.1 The Council may appoint advisors on specific areas of activity where their expertise would assist the Council in its decision making, but equally welcomes public participation at Council and committee meetings.
- 5.2 On a day-to-day basis, the Clerk (or other nominated officer) is generally available to meet those who may wish to attend the Council office in order to discuss matters of interest or concern. Representation can also be made in writing by letter or e-mail.
- 5.3 From time-to-time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the Council will make arrangements for such meetings to be held in a suitable location should such a situation arise.

## **6. Policy Adoption and Review**

- 6.1 The Statement of Intent as to Community Engagement was first approved by Council in March 2012. It has undergone two yearly reviews and was last reviewed and adopted in January 2024.
- 6.2 The policy will be next reviewed by January 2026.

11<sup>th</sup> January 2024

## **Horsham District Dementia Friendly Communities Action Plan**

On 6<sup>th</sup> July 2017 North Horsham Parish Council joined the Horsham District Dementia Action Alliance, an initiative led by Alzheimer's Society, which is now known as Dementia Friendly Communities. The movement has one simple aim: to bring about a society-wide response to dementia. It encourages and supports communities and organisations across England to take practical actions to enable people to continue to live well with dementia and in the community they choose.

The National Dementia Declaration lists seven outcomes to achieve for people with dementia and their carers. In brief these are:-

1. Personal choice and control of influence over personal decisions.
2. Services that are designed to support the needs of those with dementia.
3. Support to promote independent living.
4. Being informed of where to get information.
5. Living in an enabling and supportive environment where those with dementia feel valued and understood.
6. Having a sense of belonging and being valued as part of family, community and civic life.
7. To recognize that research is delivering changes in how the disease can be managed and providing hope for the future.

North Horsham Parish Council has agreed an Action Plan for 2023-24 to support the outcomes within the National Dementia Declaration as follows:-

- To arrange for staff and Councillors to be trained as Dementia Friends and they will be encouraged to share their knowledge and techniques with others and lead by example.
- To invite people affected by dementia to visit our buildings, share their experiences and then take into consideration ways in which using the buildings could be made easier to use for those with dementia and/or other needs when undertaking any necessary work to the buildings.
- To work with other organisations to promote information that would be of use to those with dementia and other needs.
- To use a variety of ways of engaging with the community to ensure that as many residents as possible can become involved.

The challenges to delivering these outcomes are resources (especially time) and making people aware of the Parish Council's commitment to being as inclusive as possible to all residents.

Adopted 6<sup>th</sup> July 2017  
Reviewed November 2020  
Next Review January 2024



# North Horsham Parish Council

## SAFEGUARDING POLICY

*This policy has been prepared using HM Government “Working Together to Safeguard Children” July 2018 and Horsham District Council Safeguarding ~~2019~~ [www.horsham.gov.uk accessed ~~25.06.19~~31.10.23] and is in line with the Policy and Conditions of Hire in Relation to Council Owned Premises.*

### INTRODUCTION

Safeguarding is protecting adults or children at risk ~~or children~~ from physical, emotional, sexual abuse and neglect. It is always unacceptable for a child, young person or an adult at risk to experience abuse of any kind. The legal duty to safeguard children and vulnerable adults is set out in the Safeguarding Vulnerable Groups Act 2006 (England and Wales). North Horsham Parish Council expects the users of its services to observe exemplary standards of behaviour and conduct with regard to safeguarding the welfare of children and vulnerable adults and promotes a safeguarding culture and environment.

### POLICY STATEMENT

The Council will seek to safeguard children and vulnerable adults by:

- Valuing, listening to and respecting children and vulnerable adults.
- Ensuring that all suspicions of, and allegations of abuse are taken seriously and reported as necessary;
- Sharing information about concerns with appropriate agencies;
- Providing training and support where necessary;
- Ensuring that all Members, staff and volunteers are aware of this policy and promote good practice.

### DEFINITIONS

For the purpose of this policy a child is anyone under the age of 18 (as defined in The Children Act 1989). The main forms of abuse covered by the policy and defined in the Act can be categorised as Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.

A vulnerable adult is someone over the age of 18 who is 'in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself or is unable to protect him or herself against significant harm or exploitation'. It should be noted that disability or age alone does not signify that an adult is vulnerable.

## **PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE**

Any allegation of abuse should be reported to the user of its services, the Clerk or the Chairman of the Council as appropriate, who may need to involve outside agencies to make further investigations.

## **USEFUL CONTACT DETAILS**

To report a child safeguarding concern visit the WSCC website. In an emergency call 01403 229900 (working hours) or 033 022 26664 (out of hours)

To report an adult safeguarding concern visit the WSCC website or call 01243 642121. In an emergency call 033 022 27007

West Sussex Adults' Services (01243 642121)

Multi-agency Safeguarding Hub (MASH) (01403 229900)

Sussex Police (101)

NSPCC Child Protection Helpline (0808 800 5000)

Child-Line (0800 1111)

Policy adopted:- September 2017

Review :- July 2019

Review :- Jan 2022

Review :- Jan 2024

Next Review Jan 2024~~6~~





# North Horsham Parish Council

## WEB ACCESSIBILITY STATEMENT

North Horsham Parish Council recognises the importance of providing a website that is accessible to all users and meets accessibility standards. We are committed to making our website accessible to everyone, including blind, partially sighted or hard of hearing visitors who use screen readers or speech recognition. Our aim is to make our website 'perceivable, operable, understandable and robust' for all users as required by 'The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

### Using this website:

North Horsham Parish Council manages this website. WordPress is the content management system for the website. WordPress follow web design standards, best practice and aim to achieve the best accessibility as is possible. WordPress continually look to improve accessibility on their systems through a development forum.

The following are examples of what you should be able to do on this website:-

- Change the font size
- Zoom in up to 300% without the text spilling off the screen
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software
- Use a screen reader.

We have made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

### How accessible is this website?

All main pages can be accessed via the navigation bar underneath the main picture. Each heading has a drop-down list of subheadings that, in turn, lead to the public information about North Horsham Parish Council.

We know that some parts of the website aren't fully accessible:

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop-down headings.
- The navigation bar disappears when scrolling down the page.
- You can't modify the line height or spacing of text.
- Screen readers haven't been tested on the site, so there may be some issues relating to use of these.

- There's a limit to how far you can magnify the map on our 'about the area' page without losing definition.

#### What to do if you can't access parts of this website:

If you have any questions regarding the accessibility of this site, or if you experience any difficulty in using it, please contact:

The Parish Clerk at [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

Telephone: 01403 750786

Your request will be considered, and we will get back to you within 15 working days.

#### Reporting accessibility problems with this website:

We're always looking to improve the accessibility of this website. If you find any problems, that aren't listed or if you think that we're not meeting accessibility requirements, please contact:

The Parish Clerk at [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

Telephone: 01403 750786

#### Enforcement procedure:

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, please contact the Equality Advisory and Support Service (EASS). More details can be obtained from their website:- <https://www.equalityadvisoryservice.com/>

#### Contacting us by phone or visiting us in person:

Your contact is the Clerk and Responsible Financial Officer, Sarah Norman

Post:- Parish Council Office, Roffey Millennium Hall, Crawley Road, Roffey, Horsham RH12 4DT.

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

Telephone - 01403 750786

#### Technical information about this website's accessibility:

North Horsham Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile applications) (No. 2) Accessibility Regulations 2018.

The website is partially compliant with the Web Content Accessibility Guidelines version 2.1 ( <https://www.w3.org/TR/WCAG21> ) AA standard due to the non-compliances listed below.

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop-down headings. – this cannot be fixed as it is a characteristic of the WordPress 'themes'.
- The navigation bar disappears when scrolling down the page.- when the website is next reviewed a 'theme' will be selected that addresses this.
- You can't modify the line height or spacing of text. – this cannot be fixed as it is a characteristic of the pdf. documents that are used. Should technology develop, this will be addressed.
- Screen readers haven't been tested on the site, so there may be some issues relating to use of these. – The Parish Council will make efforts to test this as soon as practicable.
- There's a limit to how far you can magnify the map on our 'about the area' page without losing definition. – This will be reviewed and if possible an alternative map included.

### How we tested this website

The website was tested by a working party delegated from the Finance and Administration Committee of North Horsham Parish Council.

This statement was adopted by the Full Council on 9<sup>th</sup> January 2020 and reviewed on 1~~13~~<sup>13</sup><sup>th</sup> January 202~~42~~.

### Review date

The Web Accessibility Statement will be reviewed by full Council in January 202~~64~~ or sooner should there be a need.

**North Horsham Parish Council Meeting on 11<sup>th</sup> January 2024**

Correspondence List 1 from 2<sup>nd</sup> November 2023 to 3<sup>rd</sup> January 2024

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

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• News Release : Have your say on the county council’s budget proposals for next year</li> <li>• West Sussex Recycles - Waste Reduction This Christmas, Recyclable Poppies and more...</li> <li>• News Release : West Sussex County Council to appoint full-time Chief Executive</li> <li>• Have your say on our budget and priorities for 2024/25</li> <li>• Please help to promote a Think Before You Throw recycling message for West Sussex</li> <li>• News Release : West Sussex announced as 5G Innovation Region</li> <li>• Residents’ eNewsletter: Covid-19 and flu jabs, road safety, additional school places, bus discounts for young people, and more</li> <li>• Public Notice - Temporary Traffic Regulation Order - Langhurst Wood Road, Horsham 11/12/23</li> <li>• West Sussex Recycles: Reducing your waste this Christmas, Christmas bin collections and Recycling Centre opening hours and more....</li> <li>• Be a councillor 2025 - please see attached letter from the chairman of the County Council</li> <li>• Residents’ eNewsletter: Festive shopping, winter safety, free prize draw and more....</li> <li>• News Release : Booking system to be extended to all Recycling Centres</li> <li>• Merry Christmas from West Sussex County Council</li> <li>• News Release : The Carfax in Horsham to be closed to traffic for essential road repair work next month</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Latest news: Double Award for Horsham Park; Wilder Horsham District Celebrations; Poppy Appeal Shop Opens; Armistice Day Commemoration Plans; Christmas Magic Displays Competition</li> <li>• Parish and Neighbourhood Council Planning Training recording</li> <li>• Latest news: Armistice Weekend Commemorations Round-up; Council celebrates 10-year partnership; New Horsham Now gallery opens; Gatwick Airport expansion - Horsham councillors views</li> <li>• Parish/Neighbourhood Councils Bulletin - November 2023</li> <li>• Latest news: Horsham's Big Christmas Party; New teenage behaviour course; Update on XL Bully dog advice; Climbdown on rail ticket offices</li> <li>• Climate Action News - December 2023</li> <li>• Latest news: Local Plan Reg 19 Consultation; Free Cinema Tickets for Families in Need; District Businesses recognised in Tourism Awards</li> <li>• Latest news: Article CORRECTION</li> <li>• Newsletter Update - Horsham District Local Plan 2023-40</li> <li>• December Parish/Neighbourhood Council Bulletin</li> <li>• Highways, Transport and Planning - December Edition</li> <li>• Latest news: New Mobile App Launched; Local Plan Reg 19 Approved; Bin Collections over Christmas and New Year; Winning Magic Displays Announced</li> <li>• Climate Action News January 2024</li> </ul>

3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 02.11.23</li> <li>• Events 07.11.23</li> <li>• Newsletter 08.11.23</li> <li>• Chief Executive's Bulletin 09.11.23</li> <li>• Events 14.11.23</li> <li>• Chief Executive's Bulletin 16.11.23</li> <li>• Events 21.11.23</li> <li>• Newsletter 22.11.23</li> <li>• Chief Executive's Bulletin 23.11.23</li> <li>• Events 24.11.23</li> <li>• Chief Executive's Bulletin 30.11.23</li> <li>• Events 05.12.23</li> <li>• Newsletter 06.12.23</li> <li>• Chief Executive's Bulletin 08.12.23</li> <li>• Events 12.12.23</li> <li>• Newsletter 13.12.23</li> <li>• Chief Executive's Bulletin 14.12.23</li> <li>• Events 19.12.23</li> <li>• Newsletter 20.12.23</li> <li>• Chief Executive's Bulletin 21.12.23</li> <li>• Events 02.01.24</li> </ul>
4.	<u>West Sussex Association of Local Councils (WSALC)</u> <ul style="list-style-type: none"> <li>• Letter to Sussex MPs and Councillors</li> </ul>
5.	<u>Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> <li>• NHW - The November edition of OUR NEWS is here [#178129615]</li> <li>• Sussex Alerts - Sussex Police Officers, staff and volunteers recognised at Chief Constable's Annual Awards [#179491546]</li> <li>• NHW - Book your space on our HIDDEN CRIME webinars - starts next week [#179814460]</li> <li>• NHW - How to keep safe online this festive season - The 12 tips of Christmas [#186225339]</li> <li>• Sussex Alerts - Recruitment [#187573376]</li> <li>• NHW - Immediate Justice Grant Funding [#187598773]</li> <li>• NHW - We need your views on cybercrime! [#187896200]</li> <li>• NHW - The December edition of OUR NEWS is here [#189345736]</li> <li>• NHW - Scam Email [#191224885]</li> </ul>
6.	<u>Sussex Police</u> <ul style="list-style-type: none"> <li>• Op Downsway 2023 - End of Season Event Minutes</li> </ul>
7.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> <li>• Annual Public Meeting 6<sup>th</sup> December 2023</li> <li>• FASI South Airspace Change Proposal Update and Information Briefing Invitation - January 2024</li> </ul>
8.	<u>Office for National Statistics</u> <ul style="list-style-type: none"> <li>• Local authority update - Your November 2023 Newsletter : Issue 9</li> <li>• Local authority update - Your December 2023 Newsletter : Issue 10</li> </ul>
9.	<u>Other Correspondence</u> <ul style="list-style-type: none"> <li>• NHS Sussex - News bulletin: 3 November 2023</li> <li>• TfSE - State of the Region Report, The TfSE Podcast and Network North</li> <li>• Bohunt School - Christmas wishes</li> </ul>

	<ul style="list-style-type: none"><li>• SGN - Gas Network Upgrade, Worthing Road Horsham - Road closures from February 2024 for 3 months</li><li>• CPRE - Transcripts - HDC Cabinet Meeting &amp; Extraordinary Council Meeting held 11 December 2023</li></ul>
10.	<u>Resident letters</u> <ul style="list-style-type: none"><li>• Letter from resident concerned about safety of footpath Church Road to Birches Road open space</li></ul>