

**MINUTES OF A MEETING OF NORTH HORSHAM PARISH COUNCIL
HELD ON THURSDAY 1ST SEPTEMBER 2016 AT 7.30pm
AT ROFFEY MILLENNIUM HALL, CRAWLEY ROAD, HORSHAM**

Present: Councillors:- A. Britten*, Mrs K. Burgess, P. Burgess, N. Butler, J.Day*, Mrs R. Ginn*, Mrs F. Haigh, R.Knight*, M.Loates, R.Millington, Miss H. Ralston, T. Rickett, D.Searle, A Smith (co-opted at the meeting) S. Torn, R. Turner, I.Wassell, R. Wilton and Mrs S. Wilton

* denotes absence

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FILCM
Deputy Clerk - Vivien Edwards

FC/048/16 Public Forum

There were five members of the public present, one member of the press and one prospective candidate for the councillor vacancy for Roffey South. Questions were posed regarding planning application DC/16/1677 for 2,750 dwellings on land in the north of Horsham. Concern was raised regarding the percentage of affordable housing, the highways infrastructure and the loss of ancient woodland. Concern was also raised regarding the impact of the increased amount of housing and facilities on residents who live in the vicinity of the significant new development.

FC/049/16 Apologies for absence

The Council received apologies and reasons for absence from Cllr. A. Britten, Cllr. J. Day and Cllr. R. Knight. Cllr. Mrs R. Ginn did not attend nor gave apologies.

FC/050/16 Minutes of the previous meeting

The minutes of the Parish Council Meeting held on 30th June 2016 were agreed and signed by the Chairman as a true record.

FC/051/16 Declarations of interest

Cllr M Loates declared a Personal interest in agenda item 11 Members' Allowances (FC/058/16), as he was a member of the Horsham District Council (HDC) Remuneration Panel.

Cllr P and Cllr K Burgess declared a Disclosable Pecuniary Interest in agenda item 21 Staff matters (FC/068/16) as parents of one of the Caretakers and withdrew from the meeting as soon as their interest became apparent.

With the agreement of the Council, the Chairman brought forward agenda item 10 – Planning Application – DC/16/1677 – North of Horsham Development.

FC/052/16 DC/16/1677 – North of Horsham development.

The Council carefully considered the best way in which to comment on the application in order to best represent local residents, to raise awareness of significant concerns, to ensure that infrastructure that has been promised will be delivered and to use resources to maximise the areas where the Parish Council has influence.

It was RESOLVED to refer application DC/16/1677 to the Planning Committee to provide a framework and timetable for the consideration of the application; to agree that any identified necessary work which requires the aid of professional support may be undertaken up to the value of £8,250 (held in an Ear Marked Reserve) with an additional £4,000 (held in revenue); and to report back to the Parish Council in order to consider the final submission comment to HDC.

With the agreement of the Council, the Chairman adjourned the meeting for a brief presentation from Miss Alicia Smith who outlined why she wished to be co-opted as a parish councillor to represent Roffey South.

FC/053/16 Councillor vacancy in Roffey South

The Parish Council considered the application from Miss Smith.

It was unanimously RESOLVED that Miss Alicia Smith be co-opted as Councillor for Roffey South.

Cllr. Miss Smith signed her Declaration of Office and took her place on the Council.

FC/054/16 Committees and Working Groups

The following Committee Minutes were presented to Council –

- (a) Planning, Environment and Transport Committee – 7th July 2016 and 4th August 2016.
- (b) Finance and Administration – 21st July 2016
- (c) Property Committee – 28th July 2016
- (d) Personnel Committee – 28th July 2016

It was RESOLVED that the Committee Minutes listed above be received and adopted.

FC/055/16 Reports from representatives on outside bodies

Cllr D. Searle provided a report (attached as part of the minutes at Annex 1) from Biffa Wastes Depot, Langhurstwood Road, Britaniacrest Recycling Ltd, Weinburger UK Brickworks and Horsham Town Community Partnership. The report noted that HDC Burial Advisory Group had not met recently.

It was RESOLVED to receive and note the reports from Cllr D. Searle.

FC/056/16 Chairman's announcements

It had been confirmed with Land Registry that land which a resident wished to purchase in St Mark's Close, brought to the Council at the last meeting, was not owned by North Horsham Parish Council (NHPC) There has been no response to a letter sent to West Sussex County Council (WSCC) regarding the reduction in grass cutting at road junctions and the approaches to roundabouts in North Horsham. The Clerk continues to work with neighbouring parishes to raise awareness of this issue with WSCC.

The Chairman and Clerk had met with Clare Mangan, Economic Development Manager for HDC earlier in the month to talk about the Parish Council's embryonic Business Plan and ways in which there may be some synergy between both authorities.

FC/057/16 Financial matters

Members considered Financial Reports circulated prior to the meeting.

It was **RESOLVED** to:-

- 1. Agree the final expenditure figure for June 2016 of £14,510.48; July 2016 for £37,669.76 and August 2016 for £52,838.25.(Annex 2)**
- 2. Agree the Financial Report to 31st July 2016. (Annex 3)**
- 3. Receive a budgeting document which outlined how spending could impact on the precept for 2017/18 and which included information regarding precept amounts in neighbouring villages. It was AGREED that enquiries would be made into whether a burial grant of £6,000 per year paid to HDC is mandatory. Members made reference to a 5 -10 year maintenance plan but this had not been found by the new Clerk.**
- 4. Write off debts of £481.63 (invoice 4442) and £195.36 (invoices 17564 and 17841) following recommendation by the Finance and Administration Committee.**
- 5. Agree Financial Regulations, recommended by the Finance and Administration Committee, subject to standardising the use of the term "Responsible Financial Officer (RFO)" to reflect that at NHPC the Clerk and RFO posts were held by one person.**
- 6 Agree the resolutions contained in the Declaration in Section 2 of the Co-operative Bank mandate, a copy of which is attached to the minutes (Annex 4).**
- 7. Note that investments amounting to £200,000 agreed at the Finance Meeting on 2nd June 2016 had not been undertaken due to a change in circumstances.**
- 8. Bring a comprehensive report on possible investment opportunities including peer to peer lending to the next Finance Meeting**
- 9. Note that the interest on Lloyds Business Instant Access Account has reduced from 0.5% to 0.01% from 24th October 2016.**
- 10. Note that the interest on the Community Directplus Account held with the Co-operative Bank had reduced to 0%.**

11. Move £73,119.19 currently held in the Bank of Ireland, declared as a 'dormant' account under the Bank of Ireland's policies to the Co-operative bank.

12. Confirm the letter of engagement from the Internal Auditor, Mulberry and Co. Ltd. dated 11th August 2016.

FC/058/16 Members' Allowances

One personal interest.

Members' allowances are paid to elected members only. Councillors can opt not to take their members' allowance. The Council reviewed the existing Scheme of Members' Allowances.(Annex 5)

It was RESOLVED to adopt the North Horsham Parish Council Scheme of Members' Allowances with changes to bring the Scheme in line with the HDC Independent Remuneration Panel Review (August 2015). This will increase the Parish basic allowance from £430 per annum to £450 per annum as stated in Appendix1 and amend payments in Appendix 2. It was agreed to align section 4, 4 within the Scheme to the times for subsistence quoted in Appendix 2.

A copy of the Scheme is attached to the minutes.

FC/059/16 Standing Orders

Members considered updated model Standing Orders tailored for NHPC.

It was RESOLVED to agree the Standing Orders attached. (Annex 6)

FC/060/16 Policies

It was RESOLVED to adopt the DBS Certificate Information Policy attached. (Annex 7)

FC/061/16 Car Park in Godwin Way

The Car Park Working group put 4 recommendations to the Council:-

1. To indicate to HDC that more financial information is required in order to ascertain what the potential impact of any scheme undertaken by North Horsham Parish Council would have on the precept.
2. To put in a Freedom of Information request if the information is not forthcoming.
3. Should HDC introduce a parking charge, to act on behalf of the local business community and users of the hall to get some discount scheme.
4. To offer a date for a meeting with HDC.

The Council acknowledged the recommendations. It was RESOLVED not to take responsibility for the Car Park in Godwin Way, but to step back and have a watching brief. It was further agreed to meet with HDC on 26th September 2016 to find out more about their future

plans for the Car Park.

FC/062/16 Horsham Society

In a letter dated 22nd June 2016 the Horsham Society invited NHPC to produce a list of footpaths in North Horsham as footpaths not on the County Council register will be extinguished in 2026.

It was RESOLVED to delegate producing a list of footpaths in North Horsham to Cllr N. Butler who will bring the list back to a future Parish Council meeting for consideration.

In a letter dated 28th July 2016 Horsham Society invited NHPC to consider any additions to the Horsham Town Local List.

It was RESOLVED that any additions should be forwarded to the Clerk for future consideration by the Council.

FC/063/16 Infrastructure Delivery Plan

Following a meeting with HDC, NHPC had been invited to put forward items to be included on HDC's Infrastructure Delivery Plan. These items could be awarded Section 106 money from development if they satisfy necessary criteria.

It was RESOLVED to put forward the following items for HDC's Infrastructure Delivery Plan for North Horsham:-

Upgrade of stage at North Heath Hall - £5,000

Extractor fans at North Health Hall - £500

Fitness equipment at Amberley Close Playground and Birches Road Playground. £7,000 (Split into two bids – air skier and big shoulder wheel(supply, install and grass matting - £3,500 and cross skier and bicycle (supply, install and grass matting- £3,500)

Air conditioning units at Roffey millennium Hall - £3,000

Boardwalks at Earles Meadow – being discussed at Property Committee October 2016.

Disabled Access at Earles Meadow – being discussed at Property Committee October 2016.

FC/064/16 Neighbourhood Plan

The Council were advised by the Chairman of Finance that there was no Parish Council funding available for a Neighbourhood Plan. It was, therefore,

RESOLVED that the Clerk should approach a funding body to get details of what NHPC could be eligible for.

It was RESOLVED to submit an application to designate a

Neighbourhood Development Plan Area to HDC covering the whole of North Horsham Parish.

FC/065/16 Removal of trees on Riverside Walk

Due to insufficient information, this item was referred to the next Planning, Transport and Environment Committee.

FC/066/16 Correspondence

The Council noted the correspondence lists from 30th June 2016 to 1st September 2016.(Annex 8)

FC/067/16 Exclusion of Press and Public

It was RESOLVED that the Press and Public be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, for reasons of confidentiality as item FC/068/16 relates to staff.

FC/068/16 Staff matters

Two disclosable pecuniary interests

It was RESOLVED to confirm appointment of a part-time caretaker at the Tythe Barn and the Facilities Officer.

The Council considered staffing levels in light of the implications of financial information received earlier in the meeting and as a result of discussions held by the Personnel Committee.

It was RESOLVED to implement changes to the allocation of some duties undertaken by Parish Council staff and streamline staffing levels.

FC/069/16 Date of next Council meeting

Thursday 10th November 2016 (Scheduled)

There being no other business, the Chairman closed the meeting at 10.10pm.

..... Signed

..... Dated

BIFFA WASTES DEPOT LANGHURSTWOOD ROAD

Aggregate Recycling Plant

The plant is now fully operational and is processing 35tons an hour 5 days a week of road sweepings and gully cleaning from Kent. Cleaning vehicles deposit waste material at a Transfer Station in Kent and a large container lorry transfers to Lanhurstwood Road. West Sussex County Council is currently inviting tenders for the disposal of their materials which it is hoped BIFFA will be successful.



Transfer lorries deposit loads into a holding bay on site and takes away material which has gone through the processing plant back to Kent for restoration projects or mixing with other materials for soil improvements. Raw materials are passed through the plant and gravel and glass is extracted and sold back to the construction industry for drainage.

Remaining materials continue through the plant extracting sand which again is sold back to the construction industry for concrete manufacture. The residual materials is treated with chemicals and used in restoration projects.



The plant is very efficient and is currently recycling 72% of the materials, 38% goes to landfill. A number of wrist watches have been found in the waste including a Rolex.

MBT Plant

The issue of litter picking in Langhurstwood Road by BIFFA Operatives has not been resolved. BIFFA's Safety Officer has issued an instruction that litter picking on highways with speed limits over 30mph with no footpath or verge is not compliant with BIFFA safety management system. Efforts by the residents of Langhurstwood Road to get a TRO issued to reduced the speed to 30mph has **not** been successful. WSCC advised that it fails to meet their criteria. Chairman of BIFFA Liaison Group will be writing to WSCC.

In the past 3 months 116,000 tons of municipal waste, engineering soils and restoration materials has been deposited in landfill site. Mid to late 2017 should see the in filling complete . Capping and interim restoration will be complete in 2018/19 dependent on materials becoming available. Gas system is fully operational with a current through put of 2100cu/hour.

MBT plant is now taking all WSCC residual waste and is running at 80% of full capacity. 4th digester is fully operational with total peak power generated of 2MW/h in past 3 months. Digestate materials going to various restoration projects.

A planning application has been submitted for 2No 7.5m high carbon vessels. Sound proof barrier will be erected around the installation although the noise will be minimal. New structures will be seen from Langhurstwood Road. Application came to PET on 4th August and no objection was raised by the Committee.

BRITANIACREST RECYCLING LTD (BCR)

Litter Picking and Road Cleaning

BCR in accordance with their companies safety management system are continuing to litter pick adjacent roads and are trialling a new system of using operatives using two way radios. The radio system allows the operatives to litter pick and stay alert to any oncoming traffic and has so far been very successful. BCR also confirmed that the road sweeper is still being used on Monday's, Wednesday's and Friday's. BCR will also clean any road signs.

Planning Update

A planning application was submitted to WSCC on 31/05/16 to address the breaches of Conditions 1 and 25 on pp WSCC/077/15/NH (granted 03/02/16). These relate to BCR's changes to approved fencing, weighbridge, bunding and operational areas that they are currently breaching. The application is not yet valid.

At this time, conditions 13 (Tree Protection Scheme), 14 (Landscape Scheme) and 16 (Scheme to Install Parking Spaces and Weighbridge Layouts) on pp WSCC/077/15/NH are all in breach. The submitted application seeks to address some of the outstanding matters in these conditions. At this time, all other conditions are compliant according to WSCC records and submissions by BCR.

At present BCR are still in the supplier research and selection stage for the incinerator. This will include amongst many other considerations, the site layout and architectural design. The scoping report did not report any bias one way or the other that the facility was a good or bad proposal. The planning department can only judge this when a full application has been made. The application would then be judged at that time.

WIENERBERGER UK BRICKWORKS

Current Company Performance

Wienerberger reported that demand for bricks is at a high level to support the recent upturn in house building. The UK brick market collapsed from 2.6 billion in 2007 to 1.45 billion in 2009 but had recovered to around 2.1 billion in 2014. All the Wienerberger UK factories are seeking to optimise production outputs to support this demand. Further investment in UK manufacturing capacity will be needed if the number of houses being built gets closer to the Government target of 250,000 per year. Two mothballed Wienerberger factories have been re activated including the Ewhurst main factory. Wienerberger have also recently acquired the well known "Keymer" brand for clay roof tiles following the closure of their manufacturing site at Burgess Hill. Some of these products will now be manufactured at Ewhurst. This ensures that local manufacture of traditional clay roof tiles will be preserved in the area to support the characteristics of local buildings.

Brickworks operations

Works Manager reported that the closure of the factory and the demolition and rebuilding of a large section of the main Tunnel Kiln was progressing generally in accordance with the timetable. Additionally, there was a major repair in progress on the exhaust gas scrubber which had failed again a few weeks before the planned shutdown.

In addition to the work on the kiln and the scrubber it is also planned to replace approximately one third of the factory roof. Also new dryer chimneys have been installed for the steam leaving the dryers.

The kiln installation should be complete shortly and the factory will then progressively get back into operation such that full output is regained. It was reported that the scrubber will be brought on line when brick firing re commences. It was advised that there could be a quantity of steam coming from the chimney when the limestone catalyst in the scrubber is dried out.

It was reported that the issues related to water contamination from the Biffa site had now been resolved to the satisfaction of the Environment Agency.

A local resident asked about the possible noise issues related to the chimney discharge. In the past this has been addressed by fitting a venturi at the top of the chimney. This will be reviewed when the kiln is running again.

Export of material from Langhurstwood Quarry

It was reported that since the last meeting a small amount of material had gone to the Broadbridge Heath road scheme and a small amount for sea defence works at Pagham. There has been no export to date in 2015. There is a possible balance outstanding of around 7,000 m³ for the Broadbridge Heath site although this may not now be required and there is no clear information from the site. There are no other committed schemes at present. If this changes the Liaison Committee will be informed.

Biffa has been contacted about preferentially using material from Langhurstwood quarry for capping the landfill but no firm commitment had been received.

Regulatory Compliance Report

Adam Dracott HDC Environmental Officer did not attend the last meeting but had confirmed that he had nothing to report.

It was reported that the kiln exhaust scrubber had failed again a few weeks before the planned factory closure. Horsham District Council had given conditional approval to continuation of production up to the end of December and all the conditions had been complied with including an additional monitoring of emissions. As discussed earlier, the scrubber will be operational in time for the restart of production.

A local residents had expressed concerns about the occurrence of an apparent "gas cloud" around the chimney on a specific date last October. Residents were satisfied by the response that this was due to unusual climatic conditions and posed no risk to human health. He also noted that this had not occurred again.

Horsham Town Community Partnership (HTCP)

The Chair of HTCP recently submitted an end of year report to the Council which was circulated to all members. In addition to the report I would advise that the Annual Riverside Walk as part sponsored by NHPC was a great success with close on 300 taking part and included Horsham Disabled Ramblers, Horsham Joggers, Scouts, Cubs and Guides.

HDC Burial Advisory Group

This group has not met since the early part of the year and I nothing to report.

Date: 25/08/2016

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Cash Book 1

User : PW

LLoyds Bank Accounts

EXPENDITURE LISTS

For Month No : 3

Payments for Month 3

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2016	British Gas Business	DD 03.06.1	229.27	229.27		501		961108074/6885/Br Gas Bus
01/06/2016	Horsham District Council	DD MAY	1,481.00	1,481.00		501		30062016/6888/Ho District
03/06/2016	British Gas Business	dd 3616	263.44	263.44		501		961108072/6884/Br Gas Bus
03/06/2016	British Gas Business	DD0306201	436.30	436.30		501		961108073/6886/Br Gas Bus
16/06/2016	Roffey CC Victim S	ENTRY	-1,050.00			4155 103	-1,050.00	Grant payments
16/06/2016	RoffeyCC/Victim Suport	REENTRY	1,050.00			4155 103	1,050.00	Error
16/06/2016	Roffey Cricket Club	8927	550.00			4155 103	550.00	Net extension
16/06/2016	Victim Support	8928	500.00			4155 103	500.00	Grant -
17/06/2016	British Gas Business	dd 170616	74.89	74.89		501		953118290/6880/Br Gas Bus
17/06/2016	British Gas Business	dd170616	11.51	11.51		501		966112215/6879/Br Gas Bus
X 21/06/2016	Mr Ross McCartney,	8930	14.40	14.40		501		EXPSMAY2016/68- Ross McCar
X 21/06/2016	Mrs D. Lees	8931	60.03	60.03		501		EXPMAY2016/685 D. Lees
X 21/06/2016	Mr Mark Stoner,	8932	117.90	117.90		501		EXPMAY2016/685 Mark Stoner
27/06/2016	Southern Water	27th JUNE	369.59	369.59		501		706001493244/688 Wat
27/06/2016	British Gas Business	dd 220616	1,488.55	1,488.55		501		963112961/6883/Br Gas Bus
27/06/2016	Southern Water	dd 270616	83.17	83.17		501		718001109959/688 Wat
27/06/2016	Southern Water	DD 27TH jn	420.73	420.73		501		720000989413/688 Wat
X 30/06/2016	Leadbetter locks	8221	231.78	231.78		501		31052016/6863/Le locks
30/06/2016	Mr Ross McCartney,	8222	22.50	22.50		501		EXPJUNE2016/686 Ross McCar
X 30/06/2016	Misco	8223	35.09	35.09		501		10298232/6865/Mis
X 30/06/2016	NETCOM	8224	162.00	162.00		501		9229/6866/NETCO
X 30/06/2016	PURCHASE POWER	8225	203.82	203.82		501		776324/6867/PURC POWER
X 30/06/2016	Playsafety Ltd.,	8226	361.20	361.20		501		22980/6868/Playsa Ltd.,
X 30/06/2016	Servcom Services UK Ltd.,	8227	185.92	185.92		501		27416/6869/Servco Services UK
X 30/06/2016	Mr N. Simmonds,	8228	75.00	75.00		501		20160607/6871/Mr N. Simmonds,
X 30/06/2016	SSP Specialised Sports Product	8229	480.00	480.00		501		11652/6872/SSP Specialised Spo
X 30/06/2016	T C Maintenance	8230	1,200.00	1,200.00		501		20426/6874/T C Maintenance
X 30/06/2016	Trafalgar Cleaning Equipment L	8231	184.34	184.34		501		244107/6876/Trafal Cleaning
X 30/06/2016	West Sussex ALC Ltd.,	8232	2,756.36	2,756.36		501		513/6877/West Sussex ALC Ltd.,
X 30/06/2016	BEL Signs	8933	30.00	30.00		501		28149/6852/BEL

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Cash Book 1

User : PW

LLoyds Bank Accounts

For Month No : 3

Payments for Month 3

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
								Signs
30/06/2016	C Brewer & Sons Ltd	8934	43.19	43.19		501		321954/6853/C Brewer & Sons Lt
30/06/2016	BT Payment Services Ltd	8935	985.20	985.20		501		Q103SKMAY2016/ Payment
30/06/2016	NEIL DUNNE WELDING	8936	315.00	315.00		501		1208/6856/NEIL DUNNE WELDING
30/06/2016	Essential Hygiene & Catering S	8937	169.13	169.13		501		284467/6857/Esse r Hygiene
30/06/2016	Extinguere Ltd	8938	42.00	42.00		501		2760/6859/Extingue Ltd
30/06/2016	Forest View Tree Surgery,	8939	360.00	360.00		501		26329/6861/Fore st View Tree Su
30/06/2016	Horsham Association of Local C	8940	15.00	15.00		501		13061616_17/6862 Assoc
30/06/2016	Eyre and Elliston Ltd.,	8234	54.29	54.29		501		20341/6860/Eyre and Elliston L
30/06/2016	Miss Alex Vallance,	8929	61.74	61.74		501		EXPMAY2016/684 Alex Vall
30/06/2016	Horsham District Council	dd 01.06.1	152.70	152.70		501		5674018/6878/Hors District
30/06/2016	Petty Cash	June 2016	283.44			201	283.44	Top up of petty cash
Total Payments for Month			14,510.48	13,177.04	0.00		1,333.44	
Balance Carried Fwd			236,315.17					
Cash Book Totals			<u>250,825.65</u>	<u>13,177.04</u>	<u>0.00</u>		<u>237,648.61</u>	

Items reported on 30 June 2016
marked x.

Total payments for June 2016.
= £14,510.48

Date: 25/08/2016

North Horsham Parish Council 16/17

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Cash Book 1

User: PW

LLoyds Bank Accounts

For Month No: 4

Payments for Month 4

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
25/04/2016	Talking Tots WSussex	8866X	-40.00		-6.67	1000 403	-33.33	Refund Inv 177553/17722 Correc
25/04/2016	Walking Tots WSussex	8866A	40.00			101	40.00	Refund inv 17553/17722 Correct
01/07/2016	British Gas Business	DD	185.91	185.91		501		979109966/6919/Bi Gas Bus
01/07/2016	Southern Water	DD	286.83	286.83		501		Water 31 March 2016 - 4th July
01/07/2016	British Gas Business	DDNHH	209.84	209.84		501		981106375/6921/Bi Gas Bus
01/07/2016	Horsham District Council	DD_dogbin	152.70	152.70		501		Dog bins July 2016
01/07/2016	Horsham District Council	DD_rates	1,481.00	1,481.00		501		Rates RMH July 2016
06/07/2016	MISCO	8223A	-0.09			4038 101	-0.09	Difference of 9p on bk stmt
21/07/2016	AMALGAMATED SERVICES LTD	8235	132.00	132.00		501		57243/6889/AMALC SERVICE
21/07/2016	BEL Signs	8236	84.00	84.00		501		28124/6890/BEL Signs
21/07/2016	C Brewer & Sons Ltd	8237	203.39	203.39		501		339333/6891/C Brewer & Sons Lt
21/07/2016	G. Burley & Sons Ltd.,	8238	1,743.79	1,743.79		501		54484/6895/G. Burley & Sons Lt
21/07/2016	EDF Energy 1 Ltd	8239	88.97	88.97		501		1802332/6896/EDF Energy 1 Ltd
21/07/2016	Girlforce Gardens Ltd.,	8240	81.00	81.00		501		1102/6898/Girlforce Gardens Lt
21/07/2016	IDU TRADING LTD.	8241	221.00	221.00		501		BASKETBALL HOOP AND BACKBOARDS
21/07/2016	Mrs D. Lees	8242	72.45	72.45		501		JUNE EXPENSES
21/07/2016	Misco	8244	115.12	115.12		501		CN - Computer Screen - Plannin
21/07/2016	PITNEY BOWES FINANCE LTD	8245	36.67	36.67		501		LEASE FRANKING MACHINE
21/07/2016	Mr N. Simmonds,	8246	470.00	470.00		501		01062016/6834/Mr N. Simmonds,
21/07/2016	Mr Mark Stoner,	8247	45.00	45.00		501		EXPENSES JUNE
21/07/2016	T C Maintenance	8248	1,500.00	1,500.00		501		H&S WORK FROM ROSPA REPORT
21/07/2016	N.Tucker Ltd	8249	410.00	410.00		501		NOTICE BOARDS
21/07/2016	Viking Direct	8250	85.77	85.77		501		SUNDRIES
21/07/2016	West Sussex County Council	8251	29,512.14	29,512.14		501		PAYROLL ADMIN APRIL 2016 - SEP
31/07/2016	British Gas Business	DD RMH	552.27	552.27		501		981106376/6920/Bi Gas Bus
Total Payments for Month			37,669.76	37,669.85	-6.67		6.58	
Balance Carried Fwd			218,389.96					
Cash Book Totals			256,059.72	37,669.85	-6.67		218,396.54	

Total expenditure to 31/7/16 = £ 37,669.76

Date: 31/08/2016

North Horsham Parish Council 16/17

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Cash Book 1

TO

User : PW

LLoyds Bank Accounts

31st Aug
2016

For Month No : 4

Payments for Month 4

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
25/04/2016	Talking Tots WSussex	8866X	-40.00		-6.67	1000 403	-33.33	Refund Inv 177553/17722 Correc
25/04/2016	Walking Tots WSussex	8866A	40.00			101	40.00	Refund inv 17553/17722 Correct
01/07/2016	British Gas Business	DD	185.91	185.91		501		979109966/6919/Bi Gas Bus
01/07/2016	Southern Water	DD	286.83	286.83		501		Water 31 March 2016 - 4th July
01/07/2016	British Gas Business	DDNHH	209.84	209.84		501		981106375/6921/Bi Gas Bus
01/07/2016	Horsham District Council	DD_dogbin	152.70	152.70		501		Dog bins July 2016
01/07/2016	Horsham District Council	DD_rates	1,481.00	1,481.00		501		Rates RMH July 2016
06/07/2016	MISCO	8223A	-0.09			4038 101	-0.09	Difference of 9p on bk stmt
21/07/2016	AMALGAMATED SERVICES LTD	8235	132.00	132.00		501		57243/6889/AMALC SERVICE
21/07/2016	BEL Signs	8236	84.00	84.00		501		28124/6890/BEL Signs
21/07/2016	C Brewer & Sons Ltd	8237	203.39	203.39		501		339333/6891/C Brewer & Sons Lt
21/07/2016	G. Burley & Sons Ltd.,	8238	1,743.79	1,743.79		501		54484/6895/G. Burley & Sons Lt
21/07/2016	EDF Energy 1 Ltd	8239	88.97	88.97		501		1802332/6896/EDF Energy 1 Ltd
21/07/2016	Girlforce Gardens Ltd.,	8240	81.00	81.00		501		1102/6898/Girlforce Gardens Lt
21/07/2016	IDU TRADING LTD.	8241	221.00	221.00		501		BASKETBALL HOOP AND BACKBOARDS
21/07/2016	Mrs D. Lees	8242	72.45	72.45		501		JUNE EXPENSES
21/07/2016	Misco	8244	115.12	115.12		501		CN - Computer Screen - Plannin
21/07/2016	PITNEY BOWES FINANCE LTD	8245	36.67	36.67		501		LEASE FRANKING MACHINE
21/07/2016	Mr N. Simmonds,	8246	470.00	470.00		501		01062016/6834/Mr N. Simmonds,
21/07/2016	Mr Mark Stoner,	8247	45.00	45.00		501		EXPENSES JUNE
21/07/2016	T C Maintenance	8248	1,500.00	1,500.00		501		H&S WORK FROM ROSPA REPORT
21/07/2016	N.Tucker Ltd	8249	410.00	410.00		501		NOTICE BOARDS
21/07/2016	Viking Direct	8250	85.77	85.77		501		SUNDRIES
21/07/2016	West Sussex County Council	8251	29,512.14	29,512.14		501		PAYROLL ADMIN APRIL 2016 - SEP
31/07/2016	British Gas Business	DD RMH	552.27	552.27		501		981106376/6920/Bi Gas Bus
04/08/2016	Adrian Mobile Locksmith Ltd	8253	110.04	110.04		501		SI- 1995/6925/Adrian Mobile Loc
04/08/2016	Bunce & Co Ltd	8254	36.97	36.97		501		broom , hoe and gloves
04/08/2016	G. Burley & Sons Ltd.,	8255	1,743.79	1,743.79		501		Grass cutting contract

Expenditure to
31.7.16.
↑ already circulated

Date: 31/08/2016

North Horsham Parish Council 16/17

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LLoyds Bank Accounts

For Month No : 4

Payments for Month 4

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
04/08/2016	DF Pro Installations Ltd	8256	1,080.00	1,080.00		501		Repair to partition wall
04/08/2016	ELA Group	8257	141.16	141.16		501		contractural maintenance
04/08/2016	Eyre and Elliston Ltd.,	8258	13.01	13.01		501		flourescent tube
04/08/2016	Forest View Tree Surgery,	8259	380.00	380.00		501		tree surgery Brushwood Rd
04/08/2016	Girlforce Gardens Ltd.,	8260	81.00	81.00		501		horticultural service
04/08/2016	Mrs D. Lees	8261	65.70	65.70		501		travel expenses
04/08/2016	Mr Ross McCartney,	8262	6.75	6.75		501		travel expenses
04/08/2016	Servcom Services UK Ltd.,	8264	4,543.50	4,543.50		501		conversion water main+ heater
04/08/2016	SSALC Ltd	8265	35.40	35.40		501		good couinc guides
04/08/2016	T C Maintenance	8266	1,850.00	1,850.00		501		General maintenance
04/08/2016	Viking Direct	8267	35.53	35.53		501		display board
04/08/2016	Wicksteeds Leisure Ltd	8268	260.12	260.12		501		zip wire replacement parts
04/08/2016	Bryant Fixings Ltd.,	8269	218.08	218.08		501		bus stop maintenance
04/08/2016	C Brewer & Sons Ltd	8270	102.75	102.75		501		shed and fence sea
31/08/2016	British Gas Business	DD	191.06	191.06		501		Electricity
31/08/2016	British Gas Business	DD1	227.17	227.17		501		Electricity
31/08/2016	British Gas Business	DD2	576.25	576.25		501		Electricity
31/08/2016	Horsham District Council	DD3	152.70	152.70		501		dog bins August 2016
31/08/2016	Horsham District Council	DD4	152.70	152.70		501		dog bins Septembe 2016
31/08/2016	Principal I Ltd	DD5	410.43	410.43		501		photocopier
31/08/2016	Southern Water	dd6	603.21	603.21		501		water
31/08/2016	Horsham District Council	DD7	1,481.00	1,481.00		501		Rates
01/09/2016	G. Burley & Sons Ltd.,	8271	1,743.79	1,743.79		501		contract grass cutting
01/09/2016	EDF Energy 1 Ltd	8272	89.83	89.83		501		electricity- street lights
01/09/2016	VIV EDWARDS	8273	28.80	28.80		501		Travel expenses to July 2016
01/09/2016	Enterprise Services Group Ltd	8274	160.02	160.02		501		Sanitary waste
01/09/2016	Forest View Tree Surgery,	8275	440.00	440.00		501		bollards/tree 21 Oaks Close
01/09/2016	King & Stevens Plant & Tool Hi	8277	168.00	168.00		501		street lighting skyjack platfo
01/09/2016	Playdale Playgrounds Ltd	8278	71.17	71.17		501		zipwire spring
01/09/2016	Servcom Services UK Ltd.,	8279	156.58	156.58		501		repair to boiler
01/09/2016	Mr N. Simmonds,	8280	880.00	880.00		501		fire alarm testing
01/09/2016	Society of Local Council Clerk	8941	674.00	674.00		501		subscription
01/09/2016	So Safe Services Ltd	8942	140.00	140.00		501		safe maintenance
01/09/2016	Mr Mark Stoner,	8943	52.20	52.20		501		expenses July 2016
01/09/2016	T C Maintenance	8944	750.00	750.00		501		20441/6967/T C Maintenance
01/09/2016	N.Tucker Ltd	8945	410.00	410.00		501		notice board

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LLoyds Bank Accounts

For Month No : 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/09/2016	Turner Security Systems Ltd.	8946	3,420.00	3,420.00		501		cleaning
01/09/2016	Miss Alex Vallance,	8947	58.50	58.50		501		fire alarm monitorin
01/09/2016	Viking Direct	8948	58.39	58.39		501		Expenses - July 2016
01/09/2016	West Sussex County Council	8949	25,331.70	25,331.70		501		Stationery
01/09/2016	Woodstock IT Services	8951	998.40	998.40		501		July 2016 salaries
01/09/2016	Mr Ross McCartney,	8952	8.55	8.55		501		Computer support + upgrade
01/09/2016	Holbrook Community Pre-School	8276	2,300.00			4155 103	2,300.00	Purchase Ledger
01/09/2016	West Sussex Mediation Service	8950	400.00			4155 103	400.00	Grant
Total Payments for Month			90,508.01	87,808.10	-6.67		2,706.58	
Balance Carried Fwd			165,551.71					
Cash Book Totals			<u>256,059.72</u>	<u>87,808.10</u>	<u>-6.67</u>		<u>168,258.29</u>	

Expenditure to 31.8.16

£52,838.25

Finance Report to 31st July 2016**Funding**

Precept	141,363
Council Tax Benefit	3,503
Environmental Grant	4,769
Total	149,635

Income

Cost Centre	Actual Income	Annual Budget
Admin	469	600
Allotments	750	725
Amenity, Recs and Open Spaces	0	9,500
North Heath Hall	19,118	59,000
Holbrook Tythe Barn	8,562	25,000
Multi Court Lettings	3,126	12,000
Roffey Millennium Hall	24,176	73,750
Total	56,201	180,575

Expenditure

Cost Centre	Actual Expenditure	Annual Budget
Admin	18,586	67,460
Grants	1,078	17,000
Burial	1,500	6,000
Personnel	81,296	270,100
Planning, Env, Trans	0	4,000
Allotments	298	1,700
Amenity, Recs and Open Spaces	11,209	51,275
North Heath Hall	8,224	30,712
Holbrook Tythe Barn	5,609	26,294
Multi Court Lettings (no separate budget)		
Roffey Millennium Hall	10,627	45,410
Total	138,427	519,951

Net expenditure	82,226	339,376
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Income

Multi court lettings appear not to be in line with income, but they become busier over the winter months.

Expenditure

Personnel does not include July expenditure .

Reserve balances

See month 4 balance sheet and list of earmarked reserves.

05/08/2016

North Horsham Parish Council 16/17

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Detailed Income & Expenditure by Budget Heading 05/08/2016

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Month No : 4

Committee Report

Earmarked Reserves FOR MONTH 4.

901	Earmarked Reserves						
4900	Repairs & Renewals Reserve	0	2,641	160,766	158,125		158,125
4901	Revenue Reserve	0	0	7,955	7,955		7,955
4902	Damage Reserve	0	0	4,000	4,000		4,000
4903	Election Reserve	0	0	19,950	19,950		19,950
4904	Capital Projects Reserve	0	0	4,000	4,000		4,000
4905	Earmarked Reserve -Youth Prov	0	0	5,621	5,621		5,621
4907	Planning Reserve	0	3,750	12,000	8,250		8,250
4908	Capital Receipts Reserves	0	0	25,000	25,000		25,000
	Earmarked Reserves :- Expenditure	0	6,391	239,292	232,901	0	232,901
	Net Expenditure over Income	0	6,391	239,292	232,901		
	Earmarked Reserves :- Expenditure	0	6,391	239,292	232,901	0	232,901
	Income	0	0	0	0		
	Net Expenditure over Income	0	6,391	239,292	232,901		

Date :- 05/08/2016

North Horsham Parish Council 16/17

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Detailed Balance Sheet (Including Stock Movement)

Month No: 4

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors	10,846	0	10,846
105	Vat Refunds	-415	0	-415
201	Lloyds Bank Accounts	218,390	0	218,390
202	Co-op Community Directplus A/c	75,623	0	75,623
204	Bank of Ireland	73,119	0	73,119
210	Petty Cash	300	0	300
	Total Current Assets	377,864	0	377,864
<u>Current Liabilities</u>				
501	Creditors	-377	0	-377
502	Sundry Creditors	286	0	286
	Total Current Liabilities	-91	0	-91
	Net Current Assets	377,955	0	377,955
	Total Assets less Current Liabilities	377,955	0	0
<u>Represented By :-</u>				
301	Curent Year Fund	27,936	0	27,936
310	General Reserve	101,744	0	101,744
320	Earmarked Reserves - Revenue	7,955	0	7,955
321	Earmarked Reserves - R&R Fund	158,124	0	158,124
322	Earmarked Reserves - Election	19,950	0	19,950
325	Earmarked Reserves - Damage	4,000	0	4,000
327	Ear Marked Res-Yth Charity Bal	5,621	0	5,621
328	Ear marked Reserve Planning	8,250	0	8,250
330	Earmarked Reserves - Cap.Proj.	4,000	0	4,000
335	Ear Marked Res Capital Receipt	25,000	0	25,000
	Total Equity	362,581	0	362,581

BUDGET 2017/18
PROPERTY COMMITTEE

		BUDGET	ACTUAL	ESTIMATED	DIFFERENCE	NOTES	BUDGET
		2016/2017	TO	TO	AT		2017/18
EXPENDITURE - REVENUE							
HALLS SUMMARY							
4011	NNDR (Business Rates)	15,914		14,811	-1,103		14,958
4012	Water Rates	5,000		4,200	-800		4,284
4014	Electricity	14,637		11,500	-3,137		11,500
4015	Gas	14,210		9,500	-4,710		9,500
4016	Cleaning Materials	5,750		4,600	-1,150		4,600
4017	Refuse Clearance (HDC)	3,750		3,175	-575		3,207
4018	Sanitary Disposals	950		600	-350		607
4019	Window Cleaning	2,000		1,310	-690		1,229
4020	Refreshment Sale Costs	1,250		750	-500		750
4034	Maintenance - electrical	7,500		7,500	0		6,000
4035	Maintenance - electrical insp.	1,050		750	-300		4,000
4036	Maintenance - general	6,750		6,750	0		6,750
4037	Maintenance - fire alarm	2,500		2,500	0		1,500
4039	Maintenance - intruder alarm	3,240		2,700	-540		2,727
4040	Maintenance - lift	900		900	0		909
4041	Maintenance - fire extinguishers	650		450	-200		450
4042	Maintenance - gas boiler	715		1,609	894		900
4044	Maintenance - partition wall	1,250		1,250	0		1,250
4061	Legionella Testing	900		900	0		900
4062	Maintenance - air conditioning	350		350	0		354
4063	Maintenance - plumbing	4,250		3,000	-1,250		3,000
4064	Maintenance - lightning conductor	275		275	0		275
4065	Fire Prevention Sundries	800		400	-400		400
4066	Keyholder Services	825		1,242	417		1,266
4500	Re-decoration	7,000		3,500	-3,500		3,000
		102,416		84,522	-17,894		84,316

Budget document

relating to
Fc/057/116
3.

**BUDGET 2017/18
PROPERTY COMMITTEE**

		BUDGET	ACTUAL	ESTIMATED	DIFFERENCE	NOTES	BUDGET
		2016/2017	TO 31.03.2017	TO 31.3.2017	AT 31.3.2017		2016/17
EXPENDITURE - REVENUE							
403	ROFFEY MILLENNIUM HALL						
4011	NNDR (Business Rates)	6,460		5,929	-531	2015/16 figure based on actual - Plus 1%	5,988
4012	Water Rates	1,600		1,600	0	Plus 2%	1,632
4014	Electricity	5,725		5,000	-725	Based on invoices.	5,000
4015	Gas	7,560		6,000	-1,560	Based on invoices.	6,000
4016	Cleaning Materials	2,500		1,800	-700	Changes in products to make efficiencies.	1,800
4017	Refuse Clearance (HDC)	1,800		1,575	-225	2015/16 figure based on invoices Plus 1%	1,591
4018	Sanitary Disposals	500		300	-200	2015/16 figure based on invoices Plus 1%	303
4019	Window Cleaning	1,000		750	-250	2015/16 figure based on invoices Plus 1%	606
4020	Refreshment Sale Costs	1,250		750	-500	2015/16 figure based on invoices	750
4034	Maintenance - electrical	2,500		2,500	0		2,000
4035	Maintenance - electrical insp.	350		250	-100	Periodic electrical test due March 2018	2,000
4036	Maintenance - general	2,750		2,750	0	Kept the same as unknown.	2,750
4037	Maintenance - fire alarm	820		820	0	Take testing back in house	500
4039	Maintenance - intruder alarm	1,080		900	-180	2015/16 figure based on invoices Plus 1%	909
4040	Maintenance - lift	900		900	0	Plus 1%	909
4041	Maintenance - fire extinguishers	200		150	-50	2015/16 figure based on invoices	150
4042	Maintenance - gas boiler	315		500	185	2015/16 figure based on invoices additional work was required	500
4044	Maintenance - partition wall	550		550	0	Kept the same as unknown.	550
4061	Legionella Testing	400		400	0	Kept the same as unknown.	400
4062	Maintenance - air conditioning	350		350	0	Plus 1%	354
4063	Maintenance - plumbing	2,750		1,500	-1,250	2015/16 figure based on invoices and previous years	1,500
4064	Maintenance - lightning conductor	275		275	0	Kept the same as unknown.	275
4065	Fire Prevention Sundries	500		250	-250	2015/16 figure based on invoices and previous years	250
4066	Keyholder Services	275		414	139	2015/16 figure based on invoices Plus 2%	422
4500	Internal decorations	3,000		1,000	-2,000	2015/16 limited time to organise re-painting due to bookings. Lobby and some re-touching. Schedule of decoration to be drawn up.	1,000
		45,410		37,213	-8,197		38,139

**BUDGET 2017/18
PROPERTY COMMITTEE**

		BUDGET	ACTUAL	ESTIMATED	DIFFERENCE	NOTES	BUDGET
		2016/2017	TO 31.3.2017	TO 31.3.2017	AT 31.3.2017		2017/18
EXPENDITURE - REVENUE							
403	HOLBROOK TYTHE BARN						
4011	NNDR (Business Rates)	3,454		3,195	-259	2015/16 figure based on actual - Plus 1%	3,226
4012	Water Rates	1,600		1,600	0	Plus 2%	1,632
4014	Electricity	5,100		3,500	-1,600	Based on invoices.	3,500
4015	Gas	2,100		1,500	-600	Based on renewed contract	1,500
4016	Cleaning Materials	1,250		1,000	-250	Changes in products to make efficiencies.	1,000
4017	Refuse Clearance (HDC)	975		800	-175	2015/16 figure based on invoices Plus 1%	808
4018	Sanitary Disposals	250		150	-100	2015/16 figure based on invoices Plus 1%	152
4019	Window Cleaning	450		240	-210	2015/16 figure based on invoices Plus 1%	300
4034	Maintenance - electrical	2,500		2,500	0	Kept the same as unknown.	2,000
4035	Maintenance - electrical insp.	350		250	-100	Periodic electrical inspection due July 2017	1,750
4036	Maintenance - general	2,000		2,000	0		2,000
4037	Maintenance - fire alarm	860		860	0	Take testing back in house	500
4039	Maintenance - intruder alarm	1,080		900	-180	2015/16 figure based on invoices Plus 1%	909
4041	Maintenance - fire extinguishers	200		150	-50	2015/16 figure based on invoices .	150
4042	Maintenance - gas boiler	200		419	219	2015/16 figure based on invoices additional work was required	200
4061	Legionella Testing	250		250	0	Kept the same as unknown.	250
4063	Maintenance - plumbing	750		750	0	2015/16 figure based on invoices and previous years	750
4065	Fire Prevention Sundries	150		75	-75	2015/16 figure based on invoices and previous years	75
4066	Keyholder Services	275		414	139	2015/16 figure based on invoices Plus 2%	422
4500	Internal decoration	2,500		1,000	-1,500	2015/16 limited time to orgainse re-painting due to bookings.	1,000
		26,294		21,553	-4,741		22,124

**BUDGET 2017/18
PROPERTY COMMITTEE**

			BUDGET	ACTUAL	ESTIMATED	DIFFERENCE	NOTES	BUDGET
			2016/2017	TO	TO	AT		2017/18
				31.3.2017	31.3.2017	31.3.2017		
EXPENDITURE - REVENUE								
AMENITIES - ALLOTMENTS								
301	4012	Water Rates	200		214		Plus 2%	218
	4102	Rent to WSCC - Harwood Rd	250		250			250
	4200	Grounds Maintenance	750		750		Grass and hedge cutting	750
	4259	Allotment Maintenance	500		500		Tree work	100
			1,700		1,714			1,318
OTHER AMENITIES								
302	4200	Grounds Maintenance	18,500		18,500		Plus 2%	18,870
	4019	Bus shelter cleaning	0		1,710		Previously incorporated in bus shelter maintenance	2,280
	4250	Bus Shelter Maintenance	5,000		2,000		Unknown	2,000
	4251	Play Area Maintenance	8,850		8,850		Work from ROSPA report	8,000
	4252	Open Space Maintenance	9,000		9,000			9,000
	4253	Litter Warden Equipment	675		650			650
	4254	Dog Bin Emptying - HDC	2,000		1,833		2015/16 invoices plus 1%	1,853
	4255	Street Lighting Maint/Supply	4,500		4,500		Some work to be done in 2015/16	4,500
	4258	Multi Courts Maintenance	2,500		2,400		2015/16 invoices plus 1%	2,424
	4260	Workshop	0		54		Security	100
	4302	Notice Board Maintenance	250		1,200		2015/16 invoices plus 1%	1,212
			51,275		50,697			50,889
TOTAL			52,975		52,411			52,207

As

BUDGET 2017/18
F & A COMMITTEE

			BUDGET 16/2017	ACTUAL TO 31.03.2017	ESTIMATED TO 31.03.2017	BALANCE AT 31.03.2017	NOTE	BUDGET 2017/18
EXPENDITURE - REVENUE								
101	4006	Conferences	500		0			0
	4007	Councillors' Training	1,000		750			750
	4008	Councillors' Expenses	5,600		5,505			5,850
	4021	Telephone	5,000		5,000		upgrade to system - 3 year rental	5,500
	4022	Postage	2,000		2,000			2,000
	4023	Stationery and Printing	2,500		2,500		Reduce through streamlining systems and more economical printing arrangements	2,000
	4024	Subscriptions	3,250		3,000		Plus 2%	3,060
	4025	Insurance	12,000		11,918		Plus 1%	12,040
	4026	Publications	500		100		LCR	100
	4028	IT Costs (Software)	1,000		2,200		Costs associated with upgrading IT facilities	2,133
	4029	Website Maintenance (hosting)	160		140			160
	4031	Other Advertising	500		200			200
	4032	Publicity/Marketing	500		200			1,000
	4033	Newsletter	7,000		1,000			1,000
	4038	Office Equipment Maintenance	2,250		1,500			1,500
	4051	Bank Charges	1,500		500			500
	4053	PWLB Loan Charges	14,250		14,114		Principal £4,807.70, interest on remaining sum ends 2025.	13,400
	4057	External Audit Fees	1,300		1,300			1,500
	4058	Professional Services	3,000		3,000		Including Sage for processing salaries in house	3,000
	4059	Internal Audit Fees	500		450			500
	4100	Chairman's Allowance	400		400			400
	4103	Parish Plan/ Neighbourhood Plan	1,000		0			0
	4120	RMH Equipment (for hire)	750		750			750
	4122	Office Equipment	1,000		1,000		Photocopier	600
102	4150	S137 Grants	0		0			0
103	4155	Grants	10,000		10,000			10,000
104	4101	Burial Charges	6,000		3,000		Not mandatory. Give notice to cease payment in 2017/18.	0
			83,460	0	70,527	0		67,943

**BUDGET 2017/18
PERSONNEL COMMITTEE**

			BUDGET	ACTUAL	ESTIMATED	BALANCE	NOTE	BUDGET
			2016/2017	TO	TO	31.03.2017		2017/18
				31.03.2017	31.03.2017			
EXPENDITURE - REVENUE								
106	4001	Salaries/NI/Pensions	265,000		285,231			272,565
	4003	Payroll Administration Charge	1,200		854		In house for 2017/18 - cost for Sage	0
	4009	Staff Expenses	2,000		2,500			2,500
	4010	Staff Training	1,500		1,500			1,500
	4030	Recruitment Advertising	400		400			400
			270,100		290,485			276,965

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**BUDGET 2017/18
PET COMMITTEE**

			BUDGET	ACTUAL	ESTIMATED	BALANCE	NOTE	BUDGET
			2016/2017	TO	TO	AT		2017/18
				31.03.2017	31.03.2017	31.03.2017		
EXPENDITURE - REVENUE								
201	4305	Planning Consultant Fees	2,000		2,000			2,000
	4306	Motte and Bailey	0		0			0
	4307	Emergency Planning	0		0			0
	4308	Highway Enhancements	0		0			0
			2,000		2,000			2,000

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**BUDGET 2017/18
INCOME**

			BUDGET 2016/2017	ACTUAL TO 31.3.2016	ESTIMATED TO 31.3.2017	BALANCE 31.3.2016	NOTES	BUDGET 2017/18
INCOME								
401	1000	Hall Lettings	59,000		59,000		2%	60,200
402	1000	Hall Lettings	25,000		25,686		2%	26,200
	1010	Multi Court Income	12,000		12,000		2%	12,240
403	1000	Hall Lettings	70,000		70,000		2%	71,400
	1004	Miscellaneous Income	750		600		Photocopying	600
	1006	Sale of Beverages	3,000		2,000			2,000
101	1196	Interest Received	600		150			150
301	1050	Allotment Rents	725		750		2%	765
			171,075		170,186			173,555

North Heath Hall
Tythe Barn
Tythe Barn
RMH
RMH
RMH
F&A Except precept
Amenities

**BUDGET 2017/18
SUMMARY**

	2016/17								2017/18	
	EXPENDITURE				INCOME				BUDGET	
	BUDGET 2016/17	ACTUAL 31.3.2016	ESTIMATED 31.3.2016	TOTAL	BUDGET 2016/17	ACTUAL 31.3.2016	ESTIMATED 31.3.2016	TOTAL	EXPENDITURE	INCOME
Roffey Millennium Hall	45,410	0	37,213	37,213	73,750	0	72,600	72,600	38,139	74,000
North Heath Hall	30,712	0	25,756	25,756	59,000	0	59,000	59,000	24,053	60,200
Holbrook Tythe Barn	26,294	0	21,553	21,553	37,000	0	37,686	37,686	22,124	38,440
Amenities	52,975	0	52,411	52,411	725	0	750	750	52,207	725
F & A (exc. Precept)	83,460	0	70,527	70,527	600	0	150	150	67,943	150
F & A - precept *					0	0				
PERSONNEL	270,100	0	290,485	290,485	0	0	0	0	276,965	0
PET	2,000	0	2,000	2,000	0	0	0	0	2,000	0
	510,951	0	499,945	499,945	171,075		170,186	170,186	483,431	173,515

FORMULAS ACTIVE

PRECEPT REQUIREMENT - 2017/18

2016/17		
General Reserves	General Reserve at 31.03.16	101,744
		-24,100
General Reserves	General Reserves at 1.4.2016	77,644
Funding 2016/17	Precept	282,726
	Council Tax Benefit Grant (1177/101)	7,006
	Environmental Grant	9,500
Funding 2016/17		299,232
Income and Expenditure	Income estimated for 2016/17	170,186
	Expenditure (revenue) estimated for 2016/17	-499,945
Net expenditure 2016/17		-329,759
BALANCE FROM 2016/17		47,117

2017/18		
General Reserves	Estimated General Reserve at 31.03.17	47,117
General Reserves	General Reserves at 1.4.2017	47,117
Funding 2017/18	Council Tax Benefit Grant (1177/101) -2016/17 less 30%	5389
	Environmental Grant	9500
Funding 2017/18		14889
Income and Expenditure	Income estimated for 2017/18	173,515
	Expenditure (revenue) estimated for 2016/17	484,431
Net expenditure 2016/17		310,916
3 months projected expenditure	Based on net expenditure -£81,236.25- top up to existing general reserve	47,550
		47550

Deficit/ Precept **-296,460**

Precept 2017/18 examples	
Increase 1.9%	288098
Increase 2.9%	290925
Increase 3.9%	293752
Increase 4.9%	296580
Tax at Band D - potential increase on existing figure although additional properties in the parish may enable a reduction.	35.07
Precept - 2016/2017	282,726
Tax Base (2015/2016 - provisional)	8421.40
Tax at Band D (estimated)	33.57
% Increase on 2015/2016 (estimated)	0.90
Precept - 2015/2016	278,908
Tax Base (2015/2016 - provisional)	8382.10
Tax at Band D (estimated)	33.27
% Increase on 2014/2015 (estimated)	0.91
Precept - 2014/2015	271,405
Tax Base (2014/2015 - provisional)	8230.70
Tax at Band D (estimated)	32.97
% Increase on 2013/2014 (estimated)	0.91
Precept - 2013/2014	267,040
Tax Base (2013/2014 - confirmed)	8172.30
Tax at Band D (2013/2014)	32.68
% Increase on 2012/2013	0.90
Precept - 2012/2013	288,106
Tax Base (2012/2013)	8894.30
Tax at Band D (2012/2013)	32.39
% Increase on 2011/2012	0.87
Precept - 2011/2012	285,531
Tax Base (2011/2012)	8894.80
Tax at Band D (2011/2012)	32.10
% increase on 2010/2011	0.91

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**NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - from 31.3.2016**

	BALANCE 31.3.2015	TRANSFER 1.4.2015	AT 1.4.2015	EXPENDITURE ACTUAL 31.3.2016	INCOME ACTUAL 31.3.2016	BALANCE 31.3.2016	RESERVES TRANSFER 31.3.2016	BALANCE 1.4.2016	Net Expenditure Forecast 31.03.2017	Funding 31.03.2017	Balance 31.03.2017
310/0 GENERAL RESERVES	178,591	-77,510	101,081	477,370	478,033	101,744	-24,100	77,644	343,189	299,232	33,687
EARMARKED RESERVES											
320/0 REVENUE	7,955	0	7,955	0	0	7,955	0	7,955			
321/0 REPAIRS & RENEWALS	121,057	44,150	165,207	24,541	0	140,666	20,100	160,766			
322/0 ELECTION	16,669	3,331	20,000	352	302	19,950	0	19,950			
325/0 DAMAGE	4,000	0	4,000	0	0	4,000	0	4,000			
326/0 YOUTH PROVISION	5,302	20,000	25,302	25,302	0	0	0	0			
327/0 ROFFEY YOUTH CLUB	5,621	0	5,621	0	0	5,621	0	5,621			
328/0 PLANNING	0	8,000	8,000	0	0	8,000	4,000	12,000			
330/0 CAPITAL PROJECTS	1,971	2,029	4,000	0	0	4,000	0	4,000			
335/0 CAPITAL RECEIPT	25,000	0	25,000	0	0	25,000	0	25,000			
	366,166	77,510	366,166	527,565	478,335	316,936	0	316,936			

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	2015/16 Precept	2016/17 Precept	Increase	Percent	Band D Figure	Population 2001
North Horsham	278908	282726	3818	1.37	33.57	16344 elec. roll
Plaistow & Ifold					37.59	2775 wikipedia
Shipley					41.68	1075 wikipedia
Thakeham					44.02	1794 wikipedia
West Chiltington	72249	110526	38277	52.98	50.63	3315 wikipedia
Storrington + Sullington	164000	164000	0	0.00	51.73	6074 wikipedia
Henfield	160101	175050	14949	9.34	72.39	5012 wikipedia
Pulborough	175018	180010	4992	2.85	72.90	4685 wikipedia
Billingshurst	248589	280790	32201	12.95	76.63	6531 wikipedia
Southwater	305584	324468	18884	6.18	77.25	10025 wikipedia
Steyning	220567	238794	18227	8.26	93.30	5812 wikipedia
Rusper	22500	25100	2600	11.56	32.20	1389 direct
Ashington*	91155	92736	1581	1.73	82.83	2351 direct
Washington	36142	37930	1788	4.95	36.57	1930 wikipedia
Average					57.38	4936.57

These Financial Regulations will be recommended to the Council at its Meeting to be held on **1st September 2016**.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000 and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers

and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Administration Committee for recommendation to the Council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items up to £2,000;
- the Finance and Administration Committee for items between £2,000 and £5,000;

Authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

The Property Committee has the responsibility for the Property Repairs and Renewals Fund. A rolling 'Repairs and Maintenance Plan' will be reviewed by the Property Committee and Finance and Administration Committee as part of the annual budget process, in order to determine the annual funding requirement. The Repairs and Renewals Fund will have a base level of £10,000 and will not be used for the funding of new Capital projects.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by request for Supplementary Budget. Supplementary Budgets will only be validated by resolution of the Finance and Administration Committee for all amounts over £2,000. Requests for a Supplementary Budget of over £5,000 must also be approved by resolution of the Council. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Virements between Revenue and Capital projects must be approved as follows:-

Up to £2,000 by the responsible Committee.

Over £2,000 by the Finance and Administration Committee.

Over £5,000 by the Finance and Administration Committee and the Council.

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council .

- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council and countersigned by the Clerk or Deputy Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations. The Council's preference will be for a two stage authentication process.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk (RFO) and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk (RFO) and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Deputy Clerk and shall have a maximum limit of £750 and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £150 - Reduce petty cash to reflect having a credit card for the purpose of defraying operational and other

expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.

- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 28, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk (RFO) shall usually obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,500 and above £1,000 the Clerk (RFO) shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)]

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually and for maintaining appropriate inventories.
- 13.5. No equipment shall be leased, sold or otherwise disposed of without the authority of the appropriate Committee, save where the estimated value of one item does not exceed £500 or a transaction value of £1,000.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the appropriate Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500 or a transaction value of £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the Clerk (RFO) shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall give prompt notification to the Council's insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Section 2

Declaration

Voluntary Organisations, Charities, Societies, Credit Unions, Trusts, Schools, Clubs and any other Unincorporated Association.

Certified Copy of Resolutions

 Made by the organisation named in Section 1.

The following resolutions were passed at a meeting of the committee held on:

Date 010916

It was resolved that:

- The Co-operative Bank p.l.c. ("the Bank") shall continue as our bankers in accordance with our original application
- the Bank shall be authorised to accept instructions (including written instructions sent by facsimile and electronic instructions through the use of digital signatures and/or identification numbers or passwords) from us in connection with the account(s) and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories Section 4b. Instructions shall mean: cheques, bills of exchange, promissory notes or other orders for payment drawn, made or accepted on our behalf (even if the payments cause the account(s) to be overdrawn) and requests or instructions in writing concerning the account(s), our affairs or property (including the opening of the new account(s), the arranging of facilities and creation of security)
- the Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the account signatories Section 4b
- the Bank shall act on all specimen signatures in accordance with instruction, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property, as shown in the account signatories Section 4b
- the Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions
- the Bank shall be sent a copy of any changes in our Memorandum and Articles of Association/Regulations, constitution, rule book or byelaws
- the Bank shall be notified in writing of any change of Directors, Trustees, Members or Officials, where applicable some charities are also registered as Ltd, so will need to include full list
- the Bank shall be notified in writing of any change of official authorised to sign on our behalf
- the Bank shall otherwise continue to operate our account(s) in accordance with the business account mandate
- the Bank shall be notified in writing of any overall change of control in the organisation
- all signatories to the account are aged 18 or over
- in the case of joint account holders, we agree that on application by one of us for an overdraft on the account the Bank may provide oral pre-contractual information to one of us only prior to the overdraft being agreed. In this case any overdraft terms will be sent to multiple account holders after the overdraft is agreed and available to use.

Authority for additional signatories to draw on account

N.B. Each additional signatory must complete Section 3b.

I/We† authorise and request that until you receive written notice from me/us† to the contrary to treat and consider additional signatories listed in Section 3b as fully empowered by me/us and on my/our† behalf:

- to draw, sign and endorse cheques and other orders for payment on my/our account(s) with you
- to draw, sign, accept and endorse bills of exchange and promissory notices on my/our account(s) with you
- to receive cheques, statements and other vouchers relating to my/our account(s) with you
- to withdraw all or any of my/our securities, documents, or other property or anything else held by you by way of security or for safe custody collection or any other purpose whatsoever on my/our account(s)
- to arrange terms with you for the negotiation or discount of any documents
- to negotiate with you for and take advances whether by way of loan, overdraft discount or otherwise with or without security
- to charge, pledge and deposit with you any of my/our property upon such terms as you may require to secure the payment or discharge to you on demand of all monies and liabilities which shall for the time being (and whether on or at time after such demand) be due owing or incurred to you by me/us whether actually or contingently and whether solely or jointly with any other person and whether as principal or surety including interest discount commission and other banking charges
- generally to act on my/our behalf in all transactions and matters of business with you and to comply fully with any account terms and conditions and security requirements you may operate in connection with my/our account(s) with you now or in the future
- to act on the above instructions and in particular to pay and honour all such cheques, orders, bills, notes or requests as above mentioned notwithstanding that any such payment may cause my/our said account(s) to be overdrawn or may increase any existing overdraft.

It is certified that these resolutions have been recorded in the minute book and that the specimen signatures shown in the account signatories Section 4b are correct.

Name	Signature
Position in company	
Date	
Name	Signature
Position in company	
Date	

† Please delete as appropriate throughout



Note:

Registered Charities

Two current Trustees must sign this section.



Note:

Voluntary Organisations, Societies, Trusts, Schools, Clubs and any other Unincorporated Association

Two officials must sign this section (i.e. chair, treasurer or secretary), and must hold this position at the time of signing. Any individual that signs who is not a signatory will need to complete Section 3b.



Note:

Credit Unions

Two currently FCA registered officials must sign this section.



Note:

Parish, Town and Community Councils

The Clerk and one Councillor must sign this section.

NORTH HORSHAM PARISH COUNCIL**SCHEME OF MEMBERS' ALLOWANCES.****LOCAL GOVERNMENT ACT 2000 - THE LOCAL AUTHORITIES****(MEMBERS' ALLOWANCES)(ENGLAND) REGULATIONS 2003**

North Horsham Parish Council ("the Parish Council") in exercise of the powers conferred by Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:

Citation and commencement

1. This scheme may be cited as the North Horsham Parish Council Members' Allowances Scheme and shall have effect from 1st January 2004 and for subsequent years.

Definitions

2. In this scheme, "year" means the 12 months ending with 31st March.

Parish basic allowance

3. Subject to the provisions of this Scheme for each year the parish basic allowance as set out in Appendix 1 shall be paid to each Parish Councillor.

Parish travelling and subsistence allowance

4.
 - (1) A Parish Councillor shall be entitled to be paid Parish travelling and subsistence allowance at rates specified in Appendix 2 in respect of travelling and subsistence undertaken in connection with or relating to the duties set out in Appendix 3 only for duties/journeys outside the Parish boundaries.
 - (2) The rates for subsistence shall be reduced by a corresponding amount in respect of any meal provided free of charge by the Parish Council or by a third party.
 - (3) The rates for subsistence will be reduced to the actual cost of the meal if less than the allowance.
 - (4) The following limitations apply on reimbursement of subsistence:
 - (a) For breakfast an absence of more than four hours before 11.00 am.
 - (b) For lunch an absence of more than four hours between 12am and 2.00pm.
 - (c) For tea an absence of four hours between 3.00pm to 6.00pm.
 - (d) For evening meal an absence of more than four hours after 7.00pm.
 - (e) Tea and dinner allowances cannot be claimed for the same day.

Suspension etc. of a Parish Councillor

5. (1) Where a Parish Councillor is suspended from his or her responsibilities or duties as a Parish Councillor in accordance with Part III of the Local Government Act 2000 or regulations made thereunder the part of any allowance payable to him or her in respect of the period for which he or she is suspended or partially suspended shall be withheld by the Parish Council .
- (2) Where an allowance has already been made in respect of any period during which the Parish Councillor concerned
- (a) Is suspended or partially suspended from his responsibilities as a Parish Councillor in accordance with Part III of the Local Government Act 2000 or regulations made thereunder;
 - (b) Ceases to be a Parish Councillor; or
 - (c) Is in any other way not entitled to receive an allowance in respect of that period

The Parish Councillor shall repay to the Parish Council such part of the allowances as relates to any such period.

Election to forgo allowances

6. A Parish Councillor may by notice in writing given to the Clerk to the Parish Council elect to forego any part of his or her entitlement to an allowance under this scheme.

Part-year entitlements

7. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a Parish Councillor to an allowance where, in the course of a year, this scheme is amended or that Parish Councillor becomes, or ceases to be, a Parish Councillor.
- (2) If an amendment to this scheme changes the amount to which a Parish Councillor is entitled then in relation to each of the periods
- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect , or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the

year.

- (3) If an amendment to this scheme changes the duties specified in this scheme the entitlement to an allowance shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.
- (4) Where the term of office of a Parish Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Parish Councillor to allowances shall be to the payment to such part of the allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Parish Councillor does not subsist throughout the period mentioned in sub-paragraph (2) (a), the entitlement of any such Parish Councillor to allowances shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Parish Councillor subsists bears to the number of days in that period.

(5)

Claims and payments

- 8 (1) Payments of the Parish basic allowance shall be payable quarterly in arrears through the Parish Council's payroll.
- (2) Claims by Parish Councillors in respect of Parish travelling and subsistence allowance should be made monthly and shall in any event be made no later than 7th April next following the end of a year.
- (3) Payments shall be made to each Councillor monthly in arrears.
- (4) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 7, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

Link to Horsham District Council allowances

- 9 (1) The level of the parish basic allowance specified in this Scheme is 9.4% of that for a Horsham District Councillor's basic allowance and shall be varied with effect from the beginning of the year in accordance with the same average percentage change of the levels of the Horsham District Council's staff's remuneration for that year.
- (2) The travelling and subsistence allowance shall be the same as that for the Horsham District Council's staff and shall alter accordingly.

Scheme adopted 28th October 2003 with effect from 1st January 2004
Latest review with amendments 1st September 2016 by full Council.

APPENDIX 1

Parish basic allowance

The Parish basic Allowance payable to each Parish Councillor shall be based on 9.4% of £4768 (as stated in the Report of the Horsham District Council Independent Remuneration Panel August 2015) and is £450 per annum.

APPENDIX 2

Parish travelling and subsistence allowance

HMRC approved mileage rates	
Cars	45p per mile
Motor cycles	24p per mile
Bicycles	20p per mile
Public transport:	Lowest available second class fare only.
Subsistence: for periods of absence from the normal place of work for more than 4 hours.	
Breakfast Allowance - before 11.00am	£6.45
Lunch Allowance – 12.00pm to 2.00pm	£8.91
Tea Allowance – 3.00pm to 6.00pm	£3.53
Evening Meal Allowance – after 7.00pm	£11.03
Out of pocket expenses for residential courses.	£4.97 per night to a maximum of £19.89 per week.

APPENDIX 3**Statutory Approved Duties (See Section 4.1 of the Scheme: duties/ journeys outside the Parish boundaries)**

- 1 (a) The attendance at a meeting of the Parish Council or of any committee or sub-committee of the Parish Council or of any other body to which the Parish Council makes appointments or nominations, or of any committee or sub-committee of such a body.
- (b) The attendance at a meeting of any association of authorities of which the Parish Council is a member.
- (c) The performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a Parish Councillor or Parish Councillors to be present while tender documents are opened; and
- 9d) The performance of any duty in connection with the discharge of any function of the Parish Council conferred by or under any enactment and empowering or requiring the Parish Council to inspect or authorise the inspection of premises.

Approved Duties (See Section 4.1 of the Scheme: duties/ journeys outside the Parish boundaries)

2. The carrying out of any other duty approved by the Parish Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Parish Council or of any of its committees or sub-committees as set out below:
 - (a) Duties in connection with emergency planning including training and attendance at rest centres.
 - (b) Attendances at approved conferences.
 - (c) Attendance at approved seminars and training courses.
 - (d) Attendance at briefing meetings.
 - (e) Attendance at the offices to receive petitions.
 - (f) Attendance at liaison meetings with Horsham District Council or West Sussex County Council.
 - (g) Consultation with constituents.

If the Standing Orders are agreed they will be presented according to the Corporate Branding Policy without pages 169-174. The page numbering will be corrected accordingly

Local councils EXPLAINED

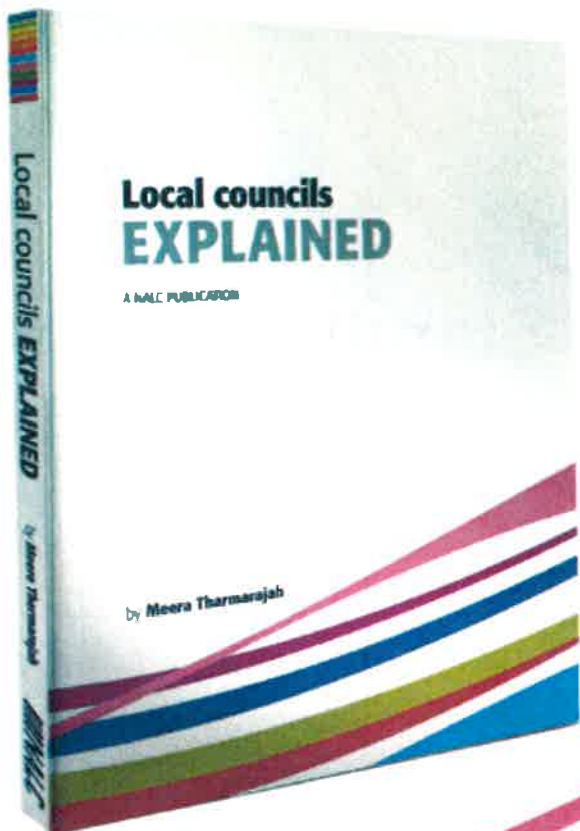
A NALC PUBLICATION

PART TWO Electronic Standing Orders

by Meera Tharmarajah



LOCAL COUNCILS EXPLAINED



**Everything
you need
to know
about local
councils**

Local Councils EXPLAINED is NALC's new book about local councils. The book provides easy to read narrative about the role of parish councils, their councillors and officers and how they work. There is comprehensive and practical guidance about the legal issues that local councils are exposed to.

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- is easy to understand;
- uses examples, tables and diagrams;
- contains up to date statutory references
- is competitively priced at £49.99 only for NALC members (15% discount);
- includes updated model standing orders (an electronic version of which is free to NALC members below).

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PART TWO

Part two

Model Standing Orders

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How to use model standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Model standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other model standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in model standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes the term 'OR' provides alternative options for a council to choose from when determining standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Model financial regulations are available to councils in membership of the National Association of Local Councils (NALC) or One Voice Wales (OVW).

Page numbering
will be included on
agreement

List of model standing orders

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North Horsham Parish Council Standing Orders

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
 - Committee meetings
 - Sub-committee meetings
-
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
 - b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
 - c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
 - ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
 - e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed (3) minutes unless directed by the chairman of the meeting.
 - g Subject to standing order 3(f) above, a member of the public shall not speak for more than (3) minutes.
 - h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
 - i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

■ ■ l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted, provided that it is done in a non-disruptive manner and from the public area only. The filming or recording of members of the public is prohibited in circumstances where they are not making representations to the meeting and the Council will take such action as it considers appropriate against any person found to be contravening this restriction.**

■ ■ m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

■ n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**

■ o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

■ ■ ■ p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**

■ ■ ■ q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- s The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.



- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**



- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.



- v **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

- w A meeting shall usually start at 7.30pm unless agreed otherwise and shall not exceed a period of (2.5) hours.

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. shall permit a committee, to appoint its own chairman at the first meeting of the committee;
- vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- vii. shall determine if the public may participate at a meeting of a committee;
- viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- x. may dissolve a committee.
- xi. Shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting
- xii. It is recommended that Members sit on at least one (1) Committee, and not sit on more than two (2)
- xiii. No Member may hold the office of chairman of more than one Committee or sub - Committee
- xiv. The Chairman or Vice Chairman of Council may not chair any other Committee or sub-Committee, with the exception of the Personnel Committee
- xv. All Committee and sub-Committee meetings shall start at 7.30pm, unless, exceptionally, the Committee determines otherwise.

The terms of Reference of the Standing Committees and working parties of North Horsham Parish Council are as follows:-

1. FINANCE AND ADMINISTRATION COMMITTEE

Has delegated authority and should consist of 7 members including the Chairman and Vice-Chairman of Council, with a quorum of 3. To meet as required, but at least bi-monthly and to be responsible for –

- (i) Preparation of Annual Accounts
- (ii) Preparation of Financial Regulations and Financial Policy
- (iii) Internal and External Audits
- (iv) Budget Preparation
- (v) Monitoring of Budgets
- (vi) Insurance
- (vii) Administrative Office Equipment
- (viii) Banking arrangements

- (ix) Payment authorization
- (x) Grants
- (xi) Corporate Business Plan

2. PROPERTY COMMITTEE (PROPERTY OWNED BY NHPC)

Has delegated authority and shall consist of 7 members, with a quorum 3. To meet bi-monthly and to be responsible for the following –

- (i) Committee Budget preparation.
- (ii) Monitoring Committee Budget
- (iii) All property assets owned by the Council
- (iv) Property Maintenance through the Repairs & Renewals Fund
- (v) Health & Safety

3 PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE

Has delegated authority and shall consist of 12 members, three from each of the four Wards, with a quorum of 4, one from each Ward. To meet every month and to be responsible for the following –

- (i) Committee Budget preparation
- (ii) Monitoring Committee Budget
- (iii) All planning applications within the Parish
- (iv) Planning policy
- (v) Environmental matters
- (vi) Local waste policy
- (vii) Transport matters
- (viii) Local transport provision

4 PERSONNEL COMMITTEE

Has delegated authority and shall consist of the Chairman and Vice Chairman of Council and the Chairman of the Finance & Administration Committee and two other Members, with a quorum of 3. To meet at least four times a year and to be responsible for the following -

- (i) Committee Budget preparation
- (ii) Monitoring of Committee budget
- (iii) Disciplinary matters involving members of staff
- (iv) Grievances from members of staff
- (v) General staff matters
- (vi) Staff Training
- (vii) Staff appraisals
- (viii) Establishment numbers
- (ix) Employment legislation

5. INTERNAL CONTROLS WORKING GROUP

Has no delegated authority. A Working Group of the Finance & Administration Committee. To consist of three members from that Committee, with a quorum of two (2) and to allow for additional members from the Finance & Administration Committee from time to time with voting rights. Meetings shall be held at least four times per year to consider the following –

- (i) Accounting procedures of the Council
- (ii) Banking procedures
- (iii) Adherence to Financial Regulations
- (iv) Internal procedural spot checks

6. COMPLAINTS PANEL

Responsible to full Council. To consist of any three Members of Council, with confirmation of appointment by the Chairman of Council.

To meet as required; and to consider and report findings/Recommendations on the following to Council –

- (i) Complaints from members of the public in accordance with the Council's Procedure for handling complaints from the public.

7 OTHER WORKING GROUPS

The Council, or its Committees are empowered to set up short term working groups made up of a number of members or an individual. Their functions would be -

- (i) To undertake a task or tasks delegated to it from Council or its Committees
- (ii) To undertake research and investigative work into a specific project
- (iii) To put forward alternative suggestions as a means of dealing with the project for consideration
- (iv) To put forward a series of Recommendations.

It is important to the effectiveness of a Working Group that it is able to meet as and when required during the "life" of the Group.

The transactions of all the above Committees, sub-Committees and Panels, but not Working Groups, shall be recorded in Minutes, which must go as a matter of report to the Council. Any matter requiring the approval of the Council shall be worded as a Recommendation and the Minutes of proceedings should be sent out within two (2) weeks of the meeting or, if this is not possible, the Recommendations should be specifically listed in the Council meeting agenda. Minutes should state the principal arguments for and against proposals and record the vote.

Working Groups will not require formal agendas and Minutes, but they will be required to give notes and Reports to their "parent" Committee or Council.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**

- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;

- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

k. The terms of reference of the Council is as follows:-

To consist of 19 Members, with a quorum of seven, and any Co-opted Members in attendance. To meet bi-monthly (but not August) and to be responsible for the normal statutory responsibilities of the Council, including, but not limited to –

- (i) Setting the overall Budget and Precept
- (ii) Standing Orders
- (iii) Code of Conduct for Members
- (iv) Councillor Training
- (v) Emergency organisation
- (vi) Major Projects
- (vii) Complaints and Grievances (via the Complaints Panel)
- (viii) Partnership Initiatives
- (ix) Parish Plan
- (x) Liaison with Outside Organisations
- (xi) Byelaws
- (xii) Council Structure

6. Extraordinary meetings of the council and committees and sub-committees

a The Chairman of the Council may convene an extraordinary meeting of the council at any time.

- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within (14) days of having been requested by to do so by (2) members of the committee [or the sub-committee], any (2) members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (two thirds of all) councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least (7) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10 Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;

- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an

accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].

- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **At least three clear days before a meeting of the council, a committee and a**

sub-committee **serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda. In addition** at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda and any additional papers.

See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.

- ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
- iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least (4) days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- v. facilitate inspection of the minute book by local government electors;
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;
See also standing order 22 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in the minutes of the Planning, Environment and Transport Committee Meetings;
- xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Planning, Environment and Transport Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning, Environment and Transport Committee;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper or in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.**
- g **The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council OR the Personnel Committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of Personnel Committee or, if he is not available, the vice-chairman of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.
- c The chairman of the Council shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman of the Council or in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed informally by the Clerk and reported to the Personnel Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman of the Council, this shall be communicated to the vice chairman of the council and progressed to the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk and Deputy Clerk and the Chairman of the Council (as in 6.11 of the Financial Regulations).

20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. The Council and committees with delegated powers shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

23. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council.
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two thirds of councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final

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NORTH HORSHAM PARISH COUNCIL

Policy for the Handling of DBS Certificate Information

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, North Horsham Parish Council complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may retain the certificate until the next inspection. Once the inspection has taken place the certificate should be destroyed in accordance with the Code of Practice.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the Code of Practice and in full accordance with this policy.

We will also ensure that any body or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

September 2016

North Horsham Parish Council – Parish Council Meeting 1st September 2016Correspondence List from 1st July 2016 – 26th August 2016

Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.

1.	<p>NALC</p> <p>Bulletin on national developments and meetings - 1 July 2016 including 'Power to the people' special report and 15 July 2016; 29th July 2016; 5th August 2016, 19th August 2016</p> <p>Good Employer Guide 2016.</p> <p>Good Councillor Guide 2016.</p> <p>Newsletter – 12th July 2016; 26th July 2016, 23rd August 2016.</p>
2.	<p>Sussex Police</p> <p>'In the Know' updates.</p> <p>Changes in Police Community Support Officer structure.</p> <p>The little book of Big Scams. 3rd Edition.</p>
3.	<p>SALC</p> <p>Notification of meeting of Leaders in the 3 Southern Counties Devolution proposals in Horsham in July.</p> <p>Landscape Institute – publication - Local Green Infrastructure.</p> <p>Newsletter July 2016.</p>
4.	<p>West Sussex County Council</p> <p>Temporary Traffic Regulation - Road Closures:-</p> <p>Old Holbrook - 18 July 2016 for 4 days.</p> <p>Coltsfoot Drive proceeding along the length of Coltsfoot Drive between Trefoil Close and Speedwell Way any time in the next 18 months from 1st August 2016 for gas main work.</p> <p>Horsham Gates Roundabout (including junction of Harwood Road, Kings Road, Foundry Lane and section of North Street / Station Road) Horsham on 28 July 2016 between the hours of 20:00-06:00hrs for 5 working days. This closure is required to enable carriageway resurfacing works to be carried out .</p> <p>Comptons Lane Roundabout on 18th August 2016 to enable street lighting works.</p> <p>Broadbridge Heath - A24 Horsham Bypass/ Southwater- Two Mile Ash.</p> <p>Updates on roadworks.</p> <p>Changes to the services, opening hours and charges at Household Waste and Recycling Sites and the introduction of two enforcement officers to tackle fly-tipping – RS08 (16/17)</p> <p>Improvements to communication. The on-line enquiry form has replaced highways@westsussex.gov.uk and enquiries into this e-mail address after 1 August 2016 will not be allowed.</p> <p>Access and Egress into Earles Meadow and the Moorhead Roundabout – series of e-mails between County Councillor and Earles Meadow Residents' Society. Referred to PET Committee.</p> <p>Correspondence between WSCC, Horsham Cycle Forum and Horsham District Council regarding proposed changes to cycle lanes on Parsonage Road. (Referred to PET Committee).</p> <p>WSCC Members Big Society Fund 2016/17</p> <p>County News: Horsham district July 2016</p> <p>Press releases regarding ditch clearance and setting up flood mitigation groups.</p>

	3in1 Card concessionary travel scheme to end 31 December 2016
5.	Thakeham Parish Council Copy letter to HDC regarding concerns about Planning Enforcement.
6.	Horsham Town Community Partnership Reminder of AGM – 19 th July 2016 at the Y Centre, Albion Way, Horsham. David Searle to represent NHPC. Report to Member Organisations, 21st July 2016 Report to Member Organisations 17th August 2016
7.	West Sussex Fire & Rescue Service Draft Community Risk Management Plan 2016-20 consultation. Deadline 5 th August 2016.
8.	Horsham District Council E-mail from Director of Planning, Economic Development & Property in response to concerns expressed by some Parishes regarding Planning Enforcement. Strategic Housing and Economic Land Availability Assessment (SHELAA) with sites received or updated between 1 April and 20 May 2016. Published version released 10 th August 2016. Horsham District Council Survey - Working Better Together results (Letter 22 nd July 2016) Project EDWARD - European Day Without a Road Death – 21 st September 2016. Letter indicating that the Planning Obligations Panel has awarded £25,265.47 to providing a new play area at Manor Fields Recreation Ground. Winter wellness event:- 12 October 9am - 1pm, Drill Hall, Denne Road, Horsham, RH12 1JF
9.	Horsham and Mid Sussex Clinical Commissioning Group Newsletter Spring 2016.
10.	Public Sector Network Newsletter July 2016
11.	UK Power networks Introduction of national phone number "105" for information about local power cuts.
12.	WSCC Voluntary Sector Relationship Officers and local Community Operations Teams Crawley Horsham & Mid-Sussex Marketplace event, Tuesday 1st November 2016, Park Suite, County Hall North, Horsham, 'Drop in' anytime between 10:30am -1.00pm
13.	Horsham District Cycling Forum Horsham District Cycling Forum – meeting on Tuesday 2nd August at 7:30pm in the Bodiam Room, WSCC, County Hall North, Parkside, Horsham
14.	South East Coast Ambulance Service Invitation to AGM on 27 th September at Brighton Racecourse.
15.	West Sussex Mediation Service Newsletter and invitation to the AGM 29 th September 2016 Park House 6pm. Cllr Helen Ralston represented NHPC.
16.	Older Peoples Forum for Horsham District AGM on Tuesday 6th September 2016 at Slinfold Village Hall starting at 10.30am.

17.	Open Spaces Society Latest newsletter.
18.	Your London Airport Gatwick Performance Review 2015. Invitation to all Towns and Parishes to take a tour of Gatwick airport.
19.	Horsham District Archaeology Group (HDAG) Presentation 5 th September 2016 at 7pm by Rachel Salter on the West Sussex Historic Environment Record (HER). Salvation Army Hall, Booth Way/Depot Road, Horsham, RH13 5PZ.
20.	NHS Horsham and Mid Sussex CCG South East Communications Network update 16th August
21.	West Sussex Association of Local Councils Notes from meeting on 28 th July 2016.
22.	Residents letters Notification of damage to slats on the bridge over the small river opposite Gorringes Brook Road. The bridge is the responsibility of HDC and will be repaired within the next month. A response has been sent to the resident. Wimblehurst Road Residents Association and Horsham Town Community Partnership. Response to Planning Application DC/16/1677- development north of the A264.
23.	Local Government Boundary Commission Electoral review of West Sussex – final recommendations.

North Horsham Parish Council – Parish Council Meeting 1st September 2016

Correspondence List from 27 th August 2016 – 1 st September 2016 Below is a list of correspondence received at the Parish Council Office. Circulated to all Councillors.	
1.	NALC Newsletter – 31 st August 2016
2.	West Sussex County Council Broadband vouchers scheme. County News: Horsham district August 2016. West Sussex Upcoming and In-Progress Roadworks Report 31 August to 14 September 2016
3.	Resident letters Letter of objection regarding DC/16/1677 from resident.

