

**NORTH HORSHAM PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
THURSDAY 10<sup>TH</sup> MAY 2017 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

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

- 1. Election of Chairman.**  
Nominations taken at the meeting.
- 2. Election of Vice Chairman.**  
Nominations taken at the meeting.
- 3. Public Forum.**  
Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.
- 4. Apologies for Absence.**  
Apologies and reasons for absence to be given to the Clerk.
- 5. Minutes.**  
Circulated separately and on website.
- 6. Declarations of Interest.**  
Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted. Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions. If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.
- 7. Co-option of Councillor for Roffey South.**  
There has been one application for the vacancy for a Councillor in Roffey South. The application has been circulated separately (Annex 1)  
The Co-option process will be conducted in open session. The Council

does not have to co-opt the applicant, if it chooses not to. (SALC advice). The applicant has been invited to attend the Council meeting. The meeting will be adjourned and the applicant will be invited to make a brief presentation about themselves (maximum 3 minutes) and answer any questions that Members may have.

Once the meeting has resumed, voting will be by way of a show of hands or a Councillor can request a signed ballot. Members are advised that the successful candidate must receive an absolute majority vote of those present and voting (Para. 39, Schedule 12 of the Local Government Act 1972).

Should an applicant be successful they will be required to sign a Declaration of Acceptance of Office.

At the end of the meeting, arrangements will be made for the new Councillor to meet with the Clerk to deal with further administrative matters.

#### **8. Committees and Working Parties**

Minutes of the following meetings have been circulated separately.

(a) Property Committee 3<sup>rd</sup> May 2018

(b) Planning, Environment and Transport Committee 22<sup>nd</sup> March 2018 and 26<sup>th</sup> April 2018.

(c) Finance and Administration Committee – 19<sup>th</sup> April 2018.

#### **9. Annual Meeting of the Electors of the Parish**

(Annex 2)

#### **10. Reports from Representatives on Outside Bodies.**

None submitted.

#### **11. Reports from District or County Councillors**

West Sussex County Councillor Andrew Baldwin extended his apologies for non-attendance at the meeting and offered the following report.

The large pothole on Crawley Road in the pinch point near Jewsons and Tesco Express has been repaired.

On 26<sup>th</sup> April 2018 Cllr Baldwin met with the Chair of Governors at Northolmes School and a West Sussex County Council (WSSCC) Highways Engineer. WSSCC is looking at the possibility of putting down hexagonal shaped plastic material which allows grass to grow through it, but also allows parking for cars. The area involved would be around 20 yards of the grass verge on the school side of Leith View Road. Cllr Baldwin is waiting for costings from the WSSCC Highways Engineer.

## **12. Chairman's Announcements**

- Jordan Day resigned as Councillor for Roffey North on 23<sup>rd</sup> April 2018. The Parish Council thanks him for his contribution and wishes him well.
- The Parish Council considered three options for the possible future management of the Godwin Way Car Park owned by Horsham District Council (HDC) at the March 2018 Council Meeting. Two options relied on contributions from local retailers. It was resolved to keep the charges for the Godwin Way Car Park as is, but to check that this is acceptable with the retailers before proceeding. The Clerk wrote to retailers on 20<sup>th</sup> March 2018 inviting them to respond to either of two questions:-

1. I am happy with the pay and display car parking at Godwin Way Car Park as is.
2. I am not happy with the pay and display car parking and I am willing to contribute £.....per annum for at least three years, to provide free parking at Godwin Way Car Park (at all times) / (for a period of 1 hour)

The Chairman hand delivered the letters, but not one response was returned by the deadline of 31<sup>st</sup> March 2018 or since. Therefore, the resolution passed at the last meeting stands.

- Several Councillors met with Horsham District Council's Parks and Countryside Development Officer and Parks and Countryside Project Officer on 28<sup>th</sup> March 2018 at Roffey Millennium Hall to look at plans for an upgrade to the play area at Roffey Recreation Ground and updates from other play areas in the parish. The Parish Council considered an application for grant funding towards the Roffey Recreation Ground play area but declined. The notes from the meeting were presented at the Finance and Administration Committee meeting on 19<sup>th</sup> April 2018.
- Thank you to everyone who attended the Public Meeting to hear views on the proposed Recovery, Recycling and Renewable Energy facility at Langhurstwood Road on 20<sup>th</sup> April 2018 and who helped to clear away. The Parish Council response was submitted on 1<sup>st</sup> May 2018. Thank you to those who attended the Annual Parish Meeting of the Electors. All help was greatly appreciated.

## **13. Calendar of Meetings (Annex 3)**

The Calendar reflects that Parish Council Elections that will be held on May 2<sup>nd</sup> 2019.

## **14. Appointments to Council Committees and Outside Bodies.**

A working list has been sent to all Councillors.

## 15. **Financial Matters.**

Financial Report,

Expenditure List for March 2018, Expenditure List for April 2018 (to follow),

Final Report from Internal Auditor,

Effectiveness of the Internal Audit (See Annex 4)

List of creditors paid by Direct Debit to be approved at the meeting: -

British Gas – gas and electricity supplies.

Business Stream – Water charges. CF Corporate Finance Ltd – Lease of photocopier

EDF Energy – Electricity for Parish Council owned street lighting

Horsham District Council – waste collection, rates, dog bins.

Horsham Publications- article in Horsham Pages (North)

Public Works Loan Board – loan for Roffey Millennium Hall

SOS Systems – printing

### Risk Assessments

Fire risk assessments. A thorough fire risk assessment was carried out in 2017. The Council agreed to have professional fire risk assessments on a three year rolling programme. North Heath Hall was assessed earlier in 2018 and Roffey Millennium Hall will be done in the 2018/19 financial year with Holbrook Tythe Barn in 2019/20. Remedial actions from the fire risk assessment at North Heath Hall have been addressed. These included installing carbon monoxide detectors in the boiler rooms.

### Health and Safety Risk Assessments.

Risk of unlawful entry, criminal damage or theft with the potential to cause harm and attack or verbal abuse has been reduced by the installation of CCTV cameras, a panic alarm linked to the intruder alarm monitoring company, reduced access for use as public toilets and a lone worker policy at Roffey Millennium Hall. The other buildings still have some risk which is currently being reviewed. All lone workers are advised to lock the doors when working to give added control.

A sharps bin has been provided at each building to reduce the risk of cuts and infection.

Regular inspections are carried out at the play areas, multi courts and other buildings

The Parish Council tree wardens have started to make inventories of the Parish Council's trees and when issues are raised they are followed up by a tree specialist.

Work has been done to identify fences owned by the Parish Council and remedial work is planned.

Any health and safety related work is brought up with the Property Committee on an ongoing basis.

#### Financial and Management Risk Assessment

Policies are updated, reviewed and implemented as required. The Council keeps up to date with training . A professional company has been brought in to implement the necessary measures required to be GDPR compliant. The asset register is updated on an ongoing basis. There is still a need for VAT training, but when appropriate training becomes available staff members will go on it.

The bank accounts are reviewed regularly. The Nationwide and Co-operative banks hold funds that are covered by the Financial Services Compensation Scheme (FSCS). A business Interruption Plan and Strategy has been developed.

The allotment agreement was reviewed in 2017 and there are processes in place to monitor and report on the Council's assets and financial affairs.

The North Horsham Friendship Group has increased numbers and is attracting new members.

#### Asset Register

A copy of the asset register for 2018 has been e-mailed to all Councillors.

### **16. Annual Governance and Accountability Return and public inspection of the 2017/18 accounts**

The following documents are included: -

The Annual Governance and Accountability Return (AGAR),

Working papers for Section 2,

Information to be submitted with the AGAR,

A signed copy of the confirmation of the dates for the period of exercise of public rights. (See Annex 5)

### **17. Standing Orders and Financial Regulations**

Standing Orders - NALC has issued updated Standing Orders (2018) .

Copies of the updates will be circulated prior to the meeting.

Financial Regulations.- Change to Financial Regulation 3.1 and 3.2 in the section on Annual Estimates (Budget) and Forward Planning on the recommendation of the Internal Auditor. To change all references of October to December to give better time to prepare the budgets in time for precept setting.

### **18. Policies**

The Privacy Policy and Communications policy is to comply with GDPR which comes into force later in May 2018. See Annex 6.

**19. Section 106 applications.**

The applications for the three projects have been e-mailed to councilors.

**20. Horsham District Council Year of Culture 2019.**

Cllr Alan Britten, Cllr Roland Knight and the Clerk met with the Community Development Manager and Year of Culture Officer at HDC to discuss the grant award given to North Horsham Parish Council in respect of the Year of Culture 2019 on 9<sup>th</sup> April 2018.

The Festival to celebrate and raise the profile of the Motte and Bailey at Chennells Brook could no longer go ahead, so alternative ideas were explored. The Motte and Bailey has significant site restrictions for an event and the officer from HDC was exploring these. However, he was going to talk with the curator of Horsham Museum to see if a limited amount of tours could be accommodated, led by a local history group.

It was suggested that an event could be held at the new play area at Roffey Recreation Ground as it has a medieval theme that could link to the motte and bailey, however, the distance between the two sites was an issue and it was thought that would be impractical.

The HDC officer explained that as part of the Year of Culture it was hoped that all primary schools in the area would go through 'Artswork' which enables children and young people to find their voice, become skilled leaders and achieve their aspirations through arts and culture. It is still hoped to hold a small photographic exhibition showcasing old North Horsham would be held at the Roffey Millennium Hall in 2019, so it was suggested that the two ideas be linked and schools could get involved in a project looking at the history of the area and display their work as part of the exhibition. Further dialogue would be taking place in due course.

**21. Development north of Horsham**

Recommendations from the Planning, Environment and Transport Committee Meeting 22<sup>nd</sup> March 2018 (PET/413/18).

Information on Community Land Trusts will be circulated prior to the meeting.

**22. Correspondence. (Annex 7)**

List from 9<sup>th</sup> March 2018 to 4<sup>th</sup> May 2018 attached. List from 5<sup>th</sup> May 2018 to 10<sup>th</sup> May 2018 will be available at the meeting.

**23. Date of next meeting**

5<sup>th</sup> July 2018

**NORTH HORSHAM PARISH COUNCIL**

**PERSON SPECIFICATION FOR APPLICANTS FOR CO-OPTION**

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Relevant Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of local affairs and the local community</li> </ul>	
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to represent the Council and their community</li> <li>• Good interpersonal skills</li> <li>• Ability to communicate succinctly and clearly both orally and in writing</li> <li>• Good reading and analytical skills</li> <li>• Ability and willingness to work closely with other Members and to maintain good working relationships with all Members and staff</li> <li>• Ability and willingness to work with the Council's partners (eg voluntary groups, principal authorities, other Parish Councils etc)</li> <li>• Ability and willingness to undertake relevant training</li> </ul>	<ul style="list-style-type: none"> <li>• Basic knowledge of legal issues relating to Parish Councils</li> <li>• Good standard of computer literacy</li> <li>• Basic knowledge of financial control and budgeting</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council (or other meetings) in evenings; and events in the evenings and weekends</li> <li>• Flexible and committed to the Parish Council</li> <li>• Enthusiastic</li> </ul>	

# NORTH HORSHAM PARISH COUNCIL

## CO-OPTION TO THE PARISH COUNCIL – APPLICATION FORM

<b>CANDIDATE DETAILS</b>	
<b>NAME</b>	Joy Gough
<b>ADDRESS</b>	[Redacted]
<b>TELEPHONE NO.</b>	[Redacted]
<b>EMAIL</b>	[Redacted]
<b>OCCUPATION</b>	[Redacted]

<b>SUPPORTING INFORMATION</b>	
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**What relevant skills ie. knowledge, experience or ability could you bring to the Parish Council?**

- Hard working and keep myself regularly updated with relevant information. Always happy to undertake training and to extend my knowledge.
- Reliable, flexible and honest approach to all activities.
- Good interpersonal skills and a good communicator, readily sharing information with colleagues, voluntary groups and individual members of the public, supporting them whenever possible.
- Experience of working closely with administrative staff, mentoring new staff and responsibility for conducting appraisals and chairing team meetings.
- Particular interest in working in areas which involve childcare, youth groups, education and the elderly.
- Having lived in North Horsham for over 35 years I am concerned that the new Liberty development will be supported by appropriate infrastructure and meet the needs of both existing and new residents in the Parish.
- Basic knowledge of budgeting and ability to prioritise.

**Have you been on the Management Committee (or similar) of any other organisation? If yes, please give brief details.**

- Deputy Head/Acting Headteacher of an Infant School; monitoring and managing a school budget ; working alongside parents and other agencies e.g road safety officer, child protection and voluntary groups.
- Part of an editorial team creating and publishing an Education/Business Partnership Tool Kit.
- Course Co-ordinator for Childcare in the Faculty of Health and Community Learning at Central Sussex College.
- Liaison with local University to set up and run a Foundation Degree in Early Years Education.



**What hobbies and other interests do you have?**

Foreign travel, visiting grandchildren, puzzling, knitting and crochet  
Member of the local Labour party

**Please give brief background details about yourself (continuing on a separate sheet if necessary)**

- Married with a son and daughter, who now live independently.
- Qualifications: MA(Ed) In-service Research degree 1995  
B.Ed. (Hons) In-service 1991  
Certificate in Education 1970  
Diploma in Theology 1968
- 40 years experience of teaching in Early Years, Primary and Post 16 age ranges. Responsibilities included Special Needs Co-ordination, Teaching Assistant training and Foundation degree courses for adults.
- Retired in 2012 to care for elderly mother until her death in 2015.
- 2017 involved in own home renovation building project.

Now I would like to spend more time being actively involved in helping to improve the life and environment of local residents.



**MINUTES OF THE ANNUAL MEETING OF ELECTORS  
OF THE PARISH OF NORTH HORSHAM  
HELD ON MONDAY 23<sup>RD</sup> APRIL 2018 AT 8.00pm  
AT ROFFEY MILLENIUM HALL, CRAWLEY ROAD, HORSHAM**

The Annual Parish Meeting started at 7.30pm with refreshments and an opportunity to talk to members of the Parish Council. There were displays of Parish Council activities and the event ended at 9pm.

Present at the Meeting were five members of the public, twelve Parish Councillors, two Horsham District Councillors and two members of staff.

**MINUTES**

**In the chair:** Cllr A Britten – Chairman of North Horsham Parish Council.

1. The Chairman welcomed everyone in attendance and accepted apologies from Cllr James Davidson, Cllr Frances Haigh, Cllr Simon Torn and Cllr Ian Wassell.
2. The Minutes of the Annual Meeting of Electors of the Parish held on 24<sup>th</sup> April 2017 were signed by the Chairman as being a true record of the meeting.
3. The Chairman presented the Annual Report of the Parish Council for 2017/18 which was available in hard copy and which would be available on the Parish Council website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk).

The Chairman paid tribute to Roger Wilton, former Chairman of North Horsham Parish Council who passed away in February 2018 and expressed appreciation to the Parish Council staff, fellow councillors and those who volunteered on behalf of their community for their hard work and support.

4. Two members of the public expressed serious concern about inconsiderate and illegal parking and speeding around Littlehaven Infants and Northolmes Primary Schools. This includes parking on double yellow lines and in zig zagged areas. The head teacher, school governors and local residents are supportive of schemes to improve safety, but it has been difficult to get anything tangible put in place.  
The Police are aware of issues and have asked that incidents are logged and reported to them. Horsham District Council (HDC) is aware of the issues and are looking to put measures in place to improve the situation such as parking wardens at peak times.

It was noted that speed restrictions have been installed around the Robert

Southwell R. C. School and it was suggested that a consistent approach to all schools in the area should be adopted. It was suggested that contact be made with the County Councillor for Roffey, Andrew Baldwin.

It was suggested that a drop off point for school children could be initiated with an opportunity for children to form a walking bus for their onward journey to school, but this would still pose parking problems, and the areas around the schools have relatively narrow pavements.

It was acknowledged that the school car parks were small and therefore, school staff often had to park on the schools exacerbating the parking problem for others trying to access the school.

Issuing fixed penalty notices could be a deterrent, but there would need to be officers to give out the notices. "Operation Crackdown" which is a scheme where anti-social driving can be flagged up with the Police could also be used where appropriate.

There used to be a Speedwatch scheme whereby trained and accredited members of the community could issue letters to drivers who were exceeding the speed limit, to instruct them to undertake speed awareness training. Enquiries would be made to find out if the scheme still exists.

West Sussex County Council can issue Traffic Regulation Orders (TRO) to install yellow lines. Members of the public can attend the WSCC North Horsham County Local Committee and make representations directly to their County Councillor. Details of the Meetings are usually advertised on local notice boards and the WSCC website. It was pointed out that there is usually only funding for a limited amount of TRO's and these are prioritised in order of urgency.

Those who raised the concerns thanked those present for their suggestions. They acknowledged that the school had introduced staggered start times which had reduced some of the issues in the mornings, but that the afternoon pick ups were much more chaotic as everyone comes out at once.

There being no other business, the Chairman closed the meeting at 8.35pm. and invited those present to remain for continued networking.

..... Signed

.....Date



## NORTH HORSHAM PARISH COUNCIL



## ANNUAL REPORT 2017/18

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

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Facebook: [www.facebook.com/](https://www.facebook.com/northhorshampc) North Horsham Parish Council



Message from the Chairman

## **MESSAGE FROM THE CHAIRMAN**

It is with pleasure that, as Chairman of North Horsham Parish Council, I introduce the Annual Report for 2017/18.

When I speak with residents I am surprised how many people living in Roffey and Holbrook aren't aware that North Horsham has its own Parish Council and yet, the Parish Council works to try and influence positive outcomes for the local community in many ways.

When Horsham District Council (HDC) introduced car parking charges at the Godwin Way Car Park last April, a group of Parish Councillors explored with HDC if there was a way of keeping parking free. The Parish Council had listened to retailers who were finding that trade had reduced and to residents who were attracted to other shopping areas where car parking was free. The Parish Council put forward two schemes for consideration by the retailers, but both were rejected.

The development north of Horsham received final approval from the planning authority early in 2018 and the Parish Council has co-ordinated quarterly liaison meetings which include the developer Liberty Property Trust, HDC, West Sussex County Council (WSSC) and other key stakeholders, including residents. The aim of the meetings is to share knowledge and expertise and the Parish Council works hard to ensure that local views are heard.

Local government is going through challenging times and I would like to express appreciation for the hard work of staff, councillors and residents who have worked for their local community over the last few years. I would especially like to pay tribute to former Chairman of the Council Roger Wilton who passed away earlier in 2018 and whose contribution made a significant difference in North Horsham over many years. I hope that over the next twelve months more people in the parish come to know the work of the Parish Council and take up opportunities of working with us for the benefit of the wider community. Volunteers are always welcome!

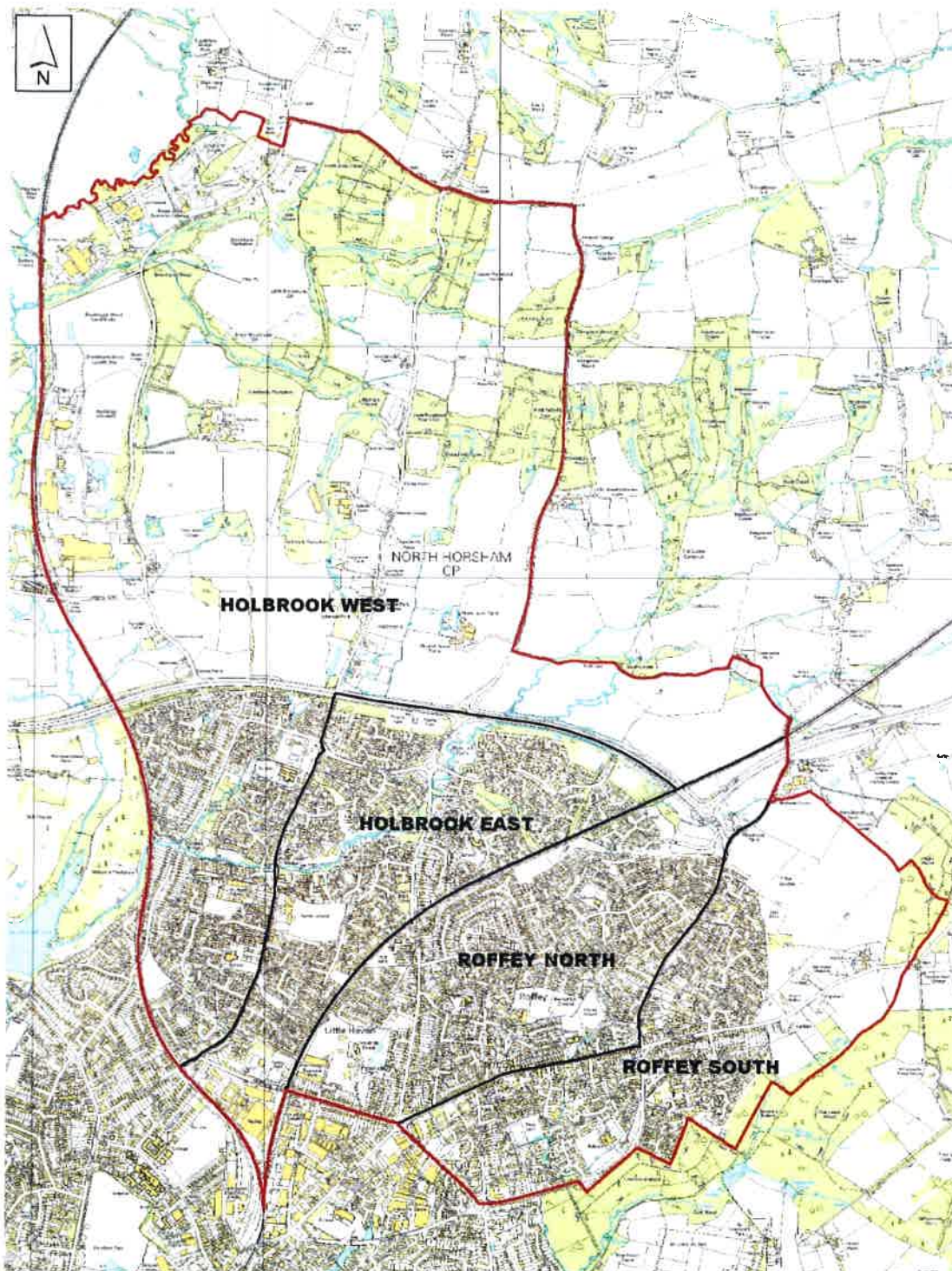
There is lots of information about the Parish Council contained in this report and I hope that you enjoy reading it.

*Councillor Alan Britten*  
*Chairman of North Horsham Parish Council*



## NORTH HORSHAM

North Horsham parish is made up of four parish wards, Roffey North and South and Holbrook East and West.



The parish covers approximately 1,905 hectares and in 2011 had a population of 24,193. In 2011 there were 10,198 households and 17,119 electors. The majority of housing is concentrated to the south of the A264, but in 2017/18 approval for a

development of 2,750 houses, a business park, schools, community buildings and green spaces will transform how the parish looks. Following a review from the Boundary Commission, it is likely that in the future, North Horsham Parish will have six wards instead of the current four to take account of the additional population. These will be Holbrook East, Holbrook West, Roffey North, Roffey South, Comptons and North Horsham Rural.

North Horsham Parish is neighbour to Forest and Denne Neighbourhood Councils, Warnham Parish Council, Rusper Parish Council and Colgate Parish Council. An area to the east of the parish borders the High Weald Area of Outstanding Natural Beauty (WAONB).

North Horsham contains a wealth of green areas used for recreation, many play areas, community buildings, health facilities, shops and small businesses. It has good bus links, a railways station, cycleways and both urban and rural footpaths. The much-loved Horsham Riverside Walk passes through some of North Horsham's unspoilt woodland and HDC's only listed ancient monument, Chennelsbrook motte and bailey castle, is situated just off Lemmington Way. Whilst there is dependence on Horsham town for some of the larger facilities, North Horsham has its own identity and sense of community with long established local organisations.

## **PARISH COUNCIL**

The Parish Council Office is situated in the Roffey Millennium Hall on Crawley Road. The Parish Office opens Monday to Friday from 9am to 5pm and offers an opportunity to book and pay for hire of the three halls owned and maintained by the Parish Council (Roffey Millennium Hall, North Heath Hall and Holbrook Tythe Barn), the multicourts and allotments. There is information available about Parish Council facilities, the local area and what's on in the halls. There is an opportunity for small amounts of photocopying to be done for a modest charge.

The full Parish Council as a corporate body meets at the Roffey Millennium Hall six times in the year and there are regularly scheduled meetings of the Parish Council's Committees – Finance and Administration, Personnel, Planning Environment and Transport and Property. The Parish Council has formed several working parties over the year which report either to the Council or a specific Committee. Several Councillors worked on plans for the proposed Horsham District Council Year of Culture 2019 and made inroads into starting a Neighbourhood Plan. The Parish Liaison group that reviews the progress of the development north of Horsham reports to the Planning, Environment and Transport Committee and includes key stakeholders including residents. An Internal Controls group reports to the Finance and Administration Committee.

Meetings of the Parish Council and its Committees usually start at 7.30pm, are held in public and everyone is welcome to attend. There is fifteen minutes set aside at the beginning of all Council and Committee meetings for members of the public to ask questions, raise issues of concern, make a statement about local issues or draw relevant matters to the Council's attention.

Details of meetings, including a calendar of meetings can be found on the Parish Council's notice boards which are situated across the parish and on the Parish Council's website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk).

## **PARISH COUNCILLORS**

Parish Councillors are active in the community, work together to bring local issues to the attention of the council and work together to make decisions on behalf of the local community.

North Horsham Parish Council has nineteen Councillors, but currently there are three vacancies, two in Roffey South and one in Roffey North. Of the remaining sixteen councillors, eleven were elected in May 2015, three were co-opted prior to May 2017, Cllr John Smithurst was co-opted to fill a vacancy in Holbrook East in May 2017 and Cllr James Davidson was co-opted to fill a vacancy in Roffey North in October 2017. The vacancies were left by the resignation of Helen Ralston and Nik Butler who both worked hard on behalf of their community. Parish Council elections are due in May 2019.

The three current vacancies came about due to the resignation of Alicia Smith (February 2018), and Jordan Day (April 2018). Roger Wilton, who passed away in February 2018, had been the Chairman of the Council for many years and his wealth of knowledge, experience and good humour will be greatly missed. The community benefitted greatly from Roger during his time on the Council and through the other work he did with community organisations. Alicia Smith and Jordan Day had only been Councillors for a short time, but Alicia Smith had made a significant contribution to the Neighbourhood Plan and Jordan Day to the Planning, Environment and Transport Committee.

The Parish Council operates an independently reviewed Scheme of Members' Allowances whereby an annual Allowance of £458 is payable to those elected Parish Councillors who wish to receive it. The Allowance is not available to those who are co-opted.

The Parish Council nominates representative Parish Councillors to serve on several local voluntary, public and community organisations throughout the year. Examples of such organisations are Horsham Town Community Partnership and Horsham District Association of Local Councils.



Activities in central Government impact on local Councils and Councillors keep up to date with legislation and new opportunities through attending training events. This year, Councillors have attended training on Highways Matters, the new General Data Protection Regulations that will come into force in May 2018 and on changes in the Planning System. Training is offered through WSCC, HDC and through the Surrey and Sussex Association of Local Councils.

## **VOLUNTEERS**

The Parish Council is grateful to two local volunteers who have stepped forward to take the role of Tree Wardens for the Parish. The Tree Warden Scheme, which is overseen by WSCC, supports local Tree Wardens who are appointed by the Parish Council and offers advice and some training. North Horsham's Tree Wardens have provided a list of all the trees on Parish Council Property and have reported back to the Planning, Environment and Transport Committee on a six-monthly basis.

The Parish Council is grateful to residents who have worked with the Parish Council on large planning applications ensuring that local people have an opportunity to get involved and make their views known.

The Parish Council is appreciative of the Earles Meadow Conservation Group who support them in looking after the large open space at Earles Meadow by litter picking, planting, minor repairs and conservation work.

Whilst individual projects have been singled out above, the Parish Council would like to thank all the volunteers who work to support their community, without them, North Horsham would not be the place that we all love to live and work in.

## **PARISH COUNCIL STAFF**

North Horsham Parish Council employs eleven members of staff, three full time and eight part time. Two members of staff left the Council during the year and two new members of staff were recruited. The Parish Council promotes a strong team culture despite some members of staff working remotely. There are five administration staff and six caretakers, two at each Hall. In 2017 a caretaker uniform was introduced to help identify Council staff. Two of the caretakers are also litter wardens who work to keep the main streets of North Horsham clean and tidy.

The Council is committed to developing and nurturing its staff through training and opportunities for growth. Currently one member of staff is studying for a recognised qualification and all staff are given the opportunity to attend relevant short courses to improve their skill base.

## FINANCE

The Parish Council is funded by the Precept, a Council Tax Benefit Grant, and Environmental Cleansing Grant. Other income is from the from halls and other assets. The table below shows actual income and expenditure over the last three years and the budget for 2017/18.

### Income

	2015/16 actual	2016/17 actual	2017/18 actual	2018/19 budget
Precept	278,908	282,726	293,551	319,943
Council Tax Benefit	11,678	7,006	1,403	0
Environmental Grant	9,388	9,538	9,691	9,691
Administration	283	1,518	879	150
Allotments	500	750	1,015	765
North Heath Hall	56,362	57,651	62,013	61,400
Holbrook Tythe Barn	26,397	27,068	35,098	28,840
Multi Court Lettings	20,217	17,921	22,318	17,510
Roffey Millennium Hall	74,601	73,845	74,222	74,700
<b>Total income</b>	<b>478,334</b>	<b>478,023</b>	<b>500,190</b>	<b>512,999</b>

### Expenditure

	2015/16 actual	2016/17 actual	2017/18 actual	2018/19 budget
Administration	50,412	52,278	52,327	57,715
Grants	13,773	8,577	8,800	10,000
Burial contributions	6,000	3,000	9,183	6,500
Personnel	287,220	293,325	275,645	285,793
Planning Environment and Transport	1,550	0	2,000	2,250
Allotments	1,179	717	1,009	1,350
Amenity, Recs and Open Spaces	42,408	37,799	42,712	51,507
North Heath Hall	21,995	24,070	23,303	26,093
Holbrook Tythe Barn	18,609	17,582	20,777	21,882
Roffey Millennium Hall	34,527	32,564	33,200	37,731
<b>Total expenditure</b>	<b>477,673</b>	<b>469,912</b>	<b>468,954</b>	<b>485,971</b>

The Parish Council started the financial year with a General Reserve of £85,277 At 31<sup>st</sup> March 2018 the General Reserve had risen to £106,513 which covers net expenditure (2017/18) for running the Parish Council for four months. The Parish Council is advised to have a six months' running reserve.

The Parish Council also holds Earmarked Reserves for identified purposes as shown below.

### Earmarked Reserves

Reserve	Purpose	Balance at 31.3.2018 - £
Repairs & Renewals	For ongoing maintenance work at the Community venues.	139,886
Election Reserve	For Parish election costs.	19,950
Revenue Reserve – VAT contingency.	To cover the Council should it exceed the de-minimus value of VAT.	7,955
Neighbourhood Plan	For use to produce a Neighbourhood Plan for North Horsham	10,000
Planning	For professional support in relation to large development.	8,035
Roffey Youth Club	Funds from the closure of Roffey Youth Club and the winding down of the associated Charity.	5,621
Capital Receipt	Sale of land at North Heath Hall to be spent on capital projects from the Business Plan.	25,000
	<b>TOTAL Ear Marked Reserves</b>	<b>216,447</b>

## GRANTS

The Parish Council is pleased to have supported activities which benefited the local community during 2017/18.

Details of grants made during 2017/18 are shown below -

March 2018	Royal British Legion	Sponsorship of two 'Silent Soldiers' to commemorate 100 years since the end of WW1	£500
February 2018	Asperger's Voice	Contribution to room hire for Understanding Autism 2018 event	£200
February 2018	Horsham in Bloom	Sponsorship of the Horsham in Bloom Allotment competition 2018	£400
February 2018	North Horsham Friendship Club	Contribution towards entertainment and transport	£200

February 2018	Horsham Town Community Partnership	Contribution towards the Riverside Walk 2018	£170
December 2017	Earles Meadow Conservation Group	Equipment and ongoing work	£550
October 2017	1 <sup>st</sup> Holbrook Brownies	To support a young leader taking part in an international programme	£300
October 2017	West Sussex Mediation	Supporting the cost of free mediation services using local volunteer mediators.	£500
October 2017	Cruse West Sussex Area	Supporting bereaved adults, young people and children living in North Horsham	£500
October 2017	CHAMS Home Start	Supporting vulnerable families with young children living in North Horsham	£700
June 2017	Jack and Jill Preschool	To purchase equipment and furniture to open a second site at Northolmes School	£2,000
April 2017	Horsham Town Community Partnership	To support the Riverside Walk project	£100
April 2017	Kent, Surrey and Sussex Air Ambulance	To provide advance pre-hospital lifesaving care to ill and injured people in the South East of England	£2,000
April 2017	Horsham in Bloom	Sponsorship of the Allotment competition in the Horsham in Bloom event	£400
April 2017	Victim Support	To provide emotional and practical support to victims and witnesses of crime	£500

## COUNCIL ACTIVITIES DURING 2017/18

In June 2016 HDC announced that it was looking to charge for car parking in the Godwin Way Car Park. The Parish Council entered into discussions with HDC to explore whether this was a facility that could be provided by the Parish Council to enable parking to remain free of charge. However, there was little support from the local business community and reluctantly in January 2017 the Council decided against providing the service. Further discussions took place with HDC again during 2017/18, with two different schemes coming forward, but again there was little support from the local retailers for the Parish Council to act.

The Planning, Environment and Transport Committee has considered over 200 Planning applications over the year and submitted comments to HDC. The Committee has also considered and responded to consultations as appropriate. The Planning, Transport and Environment Committee has considered Traffic Regulation Orders and supported putting yellow lines in Old Holbrook. The Parish Council has continued to work collaboratively with key stakeholders on the development north of the A264 to try to get the best for existing residents and those moving into the new housing. The working group has invited representatives from Horsham Churches Together, Highways, Education, Health, and Business to meet with them, WSCC, HDC and the developers as more details emerge. The Parish Council is also exploring how best to integrate the new development with the existing.

The original application for the Recycling, Recovery and Renewable Energy Facility and Ancillary Infrastructure at the former Wealden Brickworks, Langhurstwood Road (WSCC/062/16/NH) submitted in 2016 was withdrawn but following some design alterations a new application has been submitted (WSCC/ 015/18/NH) and is due for determination in June 2018. The Parish Council held a public meeting to hear the views of its electorate and will submit its comments to WSCC.

The Planning, Environment and Transport Committee has funded two bollards at Lambs Farm Road shops following concerns around the safety of pedestrians using the forecourts of the shops and to try to stop inconsiderate parking. There have also been representations made to the appropriate authorities regarding fumes from the fast food outlet at Lambs Farm Road, the poor condition of the land next to 78 Crawley Road, the poor condition of road signs, littering and the traffic congestion which was caused by inadequate parking facilities at the Tesco Express on Redkiln Way. Alterations have now been made at the Tesco Express which have improved traffic flow.

The Planning Committee has supported Horsham District Cycle Forum in their quest to achieve a Cycling Plan for Horsham and the installation a section of cycleway that links the existing residential area of Horsham to the new development through an underpass near the Moorhead Roundabout. This "missing link" would allow a cycle path to run continuously from Horsham to Crawley.

The Property Committee oversees all the Parish Council's buildings and open spaces. During 2017/18 there has been the usual ongoing work to ensure that the buildings are in a good state of repair and compliant with legislation. This year CCTV has been installed at Roffey Millennium Hall, the boardwalks at Earles Meadow have been repaired and there has been a new water heater installed at Holbrook Tythe Barn. Projects have been put forward to HDC to include in their Infrastructure Delivery Plan meaning that projects will be considered for funding from development.

The buildings continue to be used for a variety of activities including dance and keep fit classes, children's parties, martial arts, painting classes, one to one consultations, Citizens Advice Bureau surgeries and corporate events. The Parish Council is pleased to report that when asked for feedback there is a high level of satisfaction from the hirers of the halls. The Parish Council has worked hard to increase the use of its facilities and has had some success, especially at Holbrook Tythe Barn. The Parish Council is always willing to discuss with clients' ways in which we can help to provide a space for their event or activity.

There has been limited tree work during 2017/18 but the Parish Council still looks to ultimately provide a schedule of works for trees to complement the schedules of work and inspection regimes for the buildings and Parish Council owned Play Areas at Holbrook Tythe Barn, Birches Road, Amberley Close and Earles Meadow. Street lighting, bus shelters, litter bins, dog bins and notice boards owned by the Parish Council are routinely inspected and any damage repaired.

The Parish Council has met with representatives from local organisations to ascertain where collaborative working will help to support residents. There have been discussions surrounding hospital transport with Horsham District Age UK, crime in North Horsham with Sussex Police, providing friendship groups with St. Mark's Church and District and County Councillors on local matters. The Parish Council has supported the Woodland Trust's Tree Charter and became a Charter Branch, which means that it follows guidelines on manages its trees and wooded areas to a standard recognised by the Trust. The Parish Council has also become part of the Horsham District Dementia Action Alliance and staff and councillors have been trained to support those with dementia by becoming Dementia Friends.

The Parish Council agreed to undertake a Neighbourhood Plan in 2015 but did not have sufficient resources at the time to progress it. Over 2016 and early 2017 this proposal was revisited and in March 2017 it was agreed to progress with a Neighbourhood Plan focusing on Local Green Spaces and Housing Design. The project failed to attract resident interest despite several advertisements in the Horsham Pages (North), so the Parish Council has decided to go to the community to see if they will support a Neighbourhood Plan before moving forward any further.

North Horsham Parish Council put forward plans for funding as part of Horsham District Council's Year of Culture 2019 to raise the profile of the Chennelsbrook motte and bailey castle just off Lemmington Way. It was hoped that a Medieval festival could have been held at Amberley Open Space. Regrettably the Parish Council was not successful in securing the £10,000 required for the festival, but instead secured £1,000. The Parish Council is in discussion with HDC as they are refurbishing the play area at Roffey Recreation Ground with a medieval theme, so there could be some opportunity to put on an event or work together in some way.

North Horsham Friendship Club has continued to meet every fortnight on a Thursday afternoon between 2pm and 4pm at Roffey Millennium Hall. Activities have included games afternoons, sing-a-longs, talks and demonstrations but the focus is on giving people the chance to meet up over a cup of tea and a piece of cake and to make friendships.



North Heath Hall, North Heath Lane.

**NORTH HORSHAM PARISH COUNCIL**  
**CALENDAR OF MEETINGS MAY 2018 to MAY 2019**  
**All meetings will be held at Roffey Millennium Hall.**

<b>APRIL 2018</b> Monday 9 <sup>th</sup> Thursday 12 <sup>th</sup> Thursday 19 <sup>th</sup> <b>Monday 23<sup>rd</sup></b>  Thursday 26 <sup>th</sup>	Internal Controls WP. Property. Finance and Administration. <b>Annual Meeting of Electors of the Parish.</b> Planning, Environment & Transport.	<b>NOVEMBER 2018</b> <b>Thursday 1<sup>st</sup></b> Thursday 22 <sup>nd</sup>	<b>COUNCIL.</b> Planning Environment & Transport.
<b>MAY 2018</b> <b>Thursday 10<sup>th</sup></b> Thursday 17 <sup>th</sup> Thursday 24 <sup>th</sup>	<b>COUNCIL.</b> Personnel. Planning, Environment & Transport.	<b>DECEMBER 2018</b> Thursday 6 <sup>th</sup> Thursday 13 <sup>th</sup> Thursday 20 <sup>th</sup>	Property. Finance and Administration. Planning, Environment & Transport.
<b>JUNE 2018</b> Thursday 14 <sup>th</sup> Monday 18 <sup>th</sup> Thursday 21 <sup>st</sup>  Thursday 28 <sup>th</sup>	Property. Internal Controls WP Planning Environment & Transport. Finance and Administration.	<b>JANUARY 2019</b> <b>Thursday 10<sup>th</sup></b> Thursday 17 <sup>th</sup> Thursday 24 <sup>th</sup>	<b>COUNCIL.</b> Personnel. Planning, Environment & Transport.
<b>JULY 2018</b> <b>Thursday 5<sup>th</sup></b> Thursday 19 <sup>th</sup>	<b>COUNCIL</b> Planning Environment & Transport.	<b>FEBRUARY 2019</b> Monday 4 <sup>th</sup> Thursday 7 <sup>th</sup> Thursday 14 <sup>th</sup> Thursday 21 <sup>st</sup>	Internal Controls WP. Property. Finance and Administration. Planning, Environment & Transport.
<b>AUGUST 2018</b> Thursday 16 <sup>th</sup> Thursday 23 <sup>rd</sup>  Thursday 30 <sup>th</sup>	Property Planning, Environment & Transport. Finance and Administration.	<b>MARCH 2019</b> <b>Thursday 7<sup>th</sup></b> Thursday 21 <sup>st</sup>	<b>COUNCIL</b> Planning, Environment & Transport.
<b>SEPTEMBER 2018</b> <b>Thursday 6<sup>th</sup></b> Thursday 13 <sup>th</sup> Thursday 20 <sup>th</sup>	<b>COUNCIL.</b> Personnel. Planning Environment & Transport. (Budget)	<b>APRIL 2019</b> Thursday 1 <sup>st</sup> Monday 8 <sup>th</sup> Thursday 11 <sup>th</sup> <b>Monday 15<sup>th</sup></b>  Thursday 18 <sup>th</sup> Thursday 25 <sup>th</sup>	Personnel Internal Controls WP. Property. <b>Annual Meeting of Electors of the Parish.</b> Finance and Administration. Planning, Environment & Transport.
<b>OCTOBER 2018</b> Monday 1 <sup>st</sup> Thursday 4 <sup>th</sup> Thursday 11 <sup>th</sup>  Thursday 18 <sup>th</sup> Thursday 25 <sup>th</sup>	Internal Controls WP. Personnel (Budget) Finance and Administration. (Budget) Property. (Budget) Planning Environment & Transport.	<b>MAY 2019</b> <b>Thursday 16<sup>th</sup></b> Thursday 23 <sup>rd</sup>	<b>COUNCIL.</b> Planning, Environment & Transport.



## Finance Report to Annual Parish Council Meeting 10<sup>th</sup> May 2018

Period covering 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 – full financial year

### Funding to 31<sup>st</sup> March 2018

Precept (full funding for 2017/18 received).	<b>293,551</b>
Council Tax Benefit (full funding for 2017/18 received).	<b>1,403</b>
Environmental Grant (full funding for 2017/18 received).	<b>9,691</b>
<b>Total</b>	<b>304,645</b>

### Income to 31<sup>st</sup> March 2018

Cost Centre	Actual Income	Annual Budget	Forecast to 31.3.18 agreed in the precept calculation.
Admin	879	150	150
Allotments	1,015	765	765
North Heath Hall	62,013	60,200	60,000
Holbrook Tythe Barn	35,098	26,200	28,000
Multi Court Lettings	22,318	12,240	17,000
Roffey Millennium Hall	74,222	74,000	72,600
<b>Total</b>	<b>195,545</b>	<b>173,555</b>	<b>178,515</b>

### Expenditure to 31<sup>st</sup> January 2018

Cost Centre	Actual Expenditure	Annual Budget	Forecast to 31.3.18 agreed in the precept calculation.
Admin	52,327	*67,943	66,833
Grants	8,800	10,000	10,000
Burial	9,183	1,500	6,000
Personnel	275,643	277,325	277,225
Planning, Env, Trans	2,000	2,000	2,000
Allotments	1,009	1,318	1,300
Amenity, Recs and Open Spaces	42,712	50,889	50,273
North Heath Hall	23,303	24,379	24,703
Holbrook Tythe Barn	20,777	22,213	22,823
Roffey Millennium Hall	33,200	38,455	39,775
<b>Total</b>	<b>468,954</b>	<b>496,022</b>	<b>500,932</b>

<b>Net expenditure</b>	<b>(273,409)</b>	<b>(322,467)</b>	<b>(322,417)</b>
------------------------	------------------	------------------	------------------

\*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income has outperformed expectation in all cases. Additional income at the halls is due to the hard work of the staff who have worked to promote the halls.

Administration expenditure is lower than expected as £10,000 set aside for the Neighbourhood Plan within that cost centre has not been used. Significant savings have also been made on the telephone system following the initiation of a new contract.

Burial charges have exceeded the budget and forecast following the resolution of a dispute with Horsham District Council that left two invoices totalling £3,000 outstanding from 2016/17 and £6,183 from 2017/18.

Personnel costs are lower than forecast due to staff vacancies during the year.

Savings have been made by entering into a contract for street lighting, close management of the open spaces and fewer repairs to bus shelters than had been anticipated.

Expenditure on the halls is lower than expected in all cases, this is due to a regular inspection and service regime that highlights issues early on and allows them to be managed effectively.

Earmarked reserves have been spent on an upgraded telephone system, a pressurisation unit on the boiler at Roffey Millennium Hall, necessary work to the lift at Roffey Millennium Hall and the installation of CCTV. There has also been expenditure on bollards at Lambs Farm Road.

Pauline Whitehead BA(Hons) FSLCC 12.04.18

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES -31st March 2018

	BALANCE 31.3.2016	RESERVES TRANSFER 31.3.2016	BALANCE 1.4.2016	EXPENDITURE ACTUAL 01.04.2017	INCOME ACTUAL 31.03.2017	BALANCE 31.03.2017	TRANSFER 01.04.2017	EXPENDITURE ACTUAL 31.03.2018	INCOME ACTUAL 31.03.2018	BALANCE 31.03.2018	NOTE
310/0	101744	-24100	77644	470391	478024	85277	-10000	468953	500189	106513	
320/0	7955	0	7955	0	0	7955	0	0	0	7955	
321/0	140666	20100	160766	23736	0	137030	8000	5144	0	139886	
322/0	19950	0	19950	0	0	19950	0	0	0	19950	
325/0	4000	0	4000	0	0	4000	-4000	0	0	0	3
326/0	0	0	0	0	0	0	0	0	0	0	
327/0	5621	0	5621	0	0	5621	0	0	0	5621	1
328/0	8000	4000	12000	3750	0	8250	0	215	0	8035	
330/0	4000	0	4000	0	0	4000	-4000	0	0	0	3
331/0	0	0	0	0	0	0	10000	0	0	10000	4
335/0	25000	0	25000	0	0	25000	0	0	0	25000	2
	316936	0	316936	497877	478024	297083	0	474312	500189	322960	

- 1 Roffey Youth Club      Monies held following the closure of Roffey Youth Club
- 2 Capital Receipt      Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only.
- 3 Damage/ Capital projects      Reserves moved to 321 Repairs and Renewals agreed by F&A.
- 4 Neighbourhood Plan      Fund created for the NP



## Balance Sheet as at - 31st March 2018

31st March 2017

31st March 2018

<b>Current Assets</b>		
17,150	Debtors	21,554
169	Vat Refunds	1,095
553	Prepayments	3,018
162,724	Lloyds Bank Accounts	161,487
148,800	Co-op Community Directplus A/c	85,000
0	Nationwide	84,038
150	Petty Cash	150
<b>329,547</b>		<b>356,341</b>
<b>329,547 Total Assets</b>		<b>356,341</b>
<b>Current Liabilities</b>		
7,139	Creditors	30,095
25,325	Accruals	3,286
<b>32,464</b>		<b>33,381</b>
<b>297,083 Total Assets Less Current Liabilities</b>		<b>322,960</b>
<b>Represented By</b>		
85,277	General Reserve	106,513
7,955	Earmarked Reserves - VAT Con	7,955
137,030	Earmarked Reserves - R&R Fund	139,886
19,950	Earmarked Reserves - Election	19,950
4,000	Earmarked Reserves - Damage	0
5,621	Ear Marked Res-Yth Charity Bal	5,621
8,250	Ear marked Reserve Planning	8,035
4,000	Earmarked Reserves - Cap.Proj.	0
0	Earmarked Reserve - NP	10,000
25,000	Ear Marked Res Capital Receipt	25,000
<b>297,083</b>		<b>322,960</b>

The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

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**North Horsham Parish Council 17/18**

**Income and Expenditure Account for Year Ended 31st March 2018**

31st March 2017		31st March 2018
	<b>Income Summary</b>	
282,726	Precept	293,551
163	Interest Received	520
<u>282,889</u>	Sub Total	<u>294,071</u>
	<b>Operating Income</b>	
17,899	Administration	1,762
750	Allotments	1,015
0	Amenity, Recs & Open Sp	9,691
57,651	North Heath Hall	62,013
44,989	Holbrook Recreation Centre	57,416
73,845	Roffey Millennium Hall	74,222
<u>478,024</u>	Total Income	<u>500,189</u>
	<b>Running Costs</b>	
52,278	Administration	52,327
0	Section 137	0
8,577	Grants	8,800
3,000	Burial	9,183
293,325	Personnel	275,643
0	Planning, Env & Transport	2,000
717	Allotments	1,009
37,799	Amenity, Recs & Open Sp	42,712
24,070	North Heath Hall	23,303
17,582	Holbrook Recreation Centre	20,777
32,564	Roffey Millennium Hall	33,200
27,966	Earmarked Reserves	5,359
<u>497,877</u>	Total Expenditure	<u>474,312</u>
	<b>General Fund Analysis</b>	
101,744	Opening Balance	85,277
478,024	Plus : Income for Year	500,189
<u>579,768</u>		<u>585,466</u>
497,877	Less : Expenditure for Year	474,312
<u>81,891</u>		<u>111,154</u>
-3,386	Transfers TO / FROM Reserves	4,641
<u>85,277</u>	Closing Balance	<u>106,513</u>

At : 15:20

## LLoyds Bank Accounts

## List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	Horsham Publications Ltd	DD -ON A/C	56.10		Purchase Ledger Payment
01/03/2018	Horsham District Council	DD-MAR18	161.85		Dog bin collectioqn March 2018
02/03/2018	Assurity Consulting Ltd	020318-1	402.00		Legionella testing
02/03/2018	G. Burley & Sons Ltd.,	020318-2	1,771.69		Grass cutting
02/03/2018	Servcom Services UK Ltd.,	020318-4	343.78		Heating repair
02/03/2018	N. Simmonds,	020318-5	165.00		Emergency light test
02/03/2018	Southern Counties Tea & Coffee	020318-6	81.60		Coffee
02/03/2018	West Sussex County Council	020318-7	471.55		Payroll administration charge
02/03/2018	Woodstock IT Services	020318-8	340.20		RAM upgrade
02/03/2018	Lloyds Credit Card payment	020318-3	59.74		Lloyds Credit Card payment
02/03/2018	Roffey Friendship Club	008985	200.00		Grant
05/03/2018	British Gas Business	DD-MAR 18	451.53		Electricity -14.1.18 - 13.2.18
06/03/2018	Public Works Loan Board	DD-E07805	6,778.85		Public Works Loan - RMH
13/03/2018	Essential Hygiene & Catering S	1303181	173.87		TRoll dispensers
13/03/2018	Horsham District Council	1303182	1,076.60		Parking permits
13/03/2018	Johnson Logistics	1303183	611.00		Repair fence posts and rails
13/03/2018	D. Lees	1303184	45.90		February 2018 expenses
13/03/2018	SSALC Ltd	1303186	54.00		WSALC Spr conf. Cllr P Burgess
13/03/2018	M Stoner,	1303187	45.00		Expenses Feb 2018
13/03/2018	T C Maintenance	1303188	280.00		High level clean NHH
13/03/2018	West Sussex County Council	1303189	22,748.42		Salaries February 2018
14/03/2018	British Gas Business	DDb	327.88		Gas 26.01.18-21.02.18
15/03/2018	British Gas Business	DD2	151.14		Gas 26.01.18-23.02.18
15/03/2018	Lloyds Credit Card-mar 18	FPO-GOPAK	575.52		6 Tables
21/03/2018	British Gas Business	D D	2,616.10		Gas 01.12.17-28.02.18
22/03/2018	EDF Energy Ltd	DD-Mar18	112.35		Electricity street lighting
23/03/2018	Lloyds Bank	2303181	12.78		Vacuum hose
23/03/2018	Lloyds Bank	2303181A	71.87		Carbon monoxide alarms/ bisc
23/03/2018	Lloyds Bank	2303182	19.44		Repair materials
23/03/2018	Lloyds Bank	2303183	40.94		Heater
23/03/2018	Lloyds Bank	2303184	7.72		Repair Materials
23/03/2018	Adrian Mobile Locksmith Ltd	2303182	90.00		Repair metal fire doors
23/03/2018	Assurity Consulting Ltd	2303183	600.00		Fire risk assessment
23/03/2018	V Edwards	2303184	55.35		Expenses Jan- Mar 18
23/03/2018	Extinguere Ltd	2303185	160.55		Fire equipment service
23/03/2018	Hitek Calibration Servs	2303186	40.20		Thermometer
23/03/2018	N. Simmonds,	2303187	2,046.00		Electrical inspection
23/03/2018	Viking Direct	2303188	445.62		Cleaning materials
23/03/2018	R Tettekpoe	8987	250.00		Return refund 21201/21350
28/03/2018	British Gas Business	DD	514.83		Elec 02.02.18-01.03.18
28/03/2018	British Gas Business	DD1	288.60		Elec 02.02.18-01.03.18
28/03/2018	Abacus Playgrounds Ltd	2803181	7,473.60		Safety surfacing
28/03/2018	BT Payment Services Ltd	2803182	677.43		Telephone charges
28/03/2018	R McCartney,	2803183	67.32		Expenses Nov 17 - Mar 18
28/03/2018	Trafalgar Cleaning Equipment L	2803184	328.77		Replacement hose
28/03/2018	UK Aggregates Ltd	280318-10	334.80		Seat for bus shelter

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At : 15:20

Lloyds Bank Accounts

List of Payments made between 01/03/2018 and 31/03/2018

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		<b>Total Payments</b>	<u>53,627.49</u>		

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## MULBERRY & CO

Chartered Certified Accountants  
Registered Auditors  
& Chartered Tax Advisors

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w www.mulberryandco.co.uk

Our Ref: MARK/NOR002

Mrs P Whitehead  
North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham  
West Sussex  
RH12 4DT

20<sup>th</sup> April 2018

Dear Pauline

**Re: North Horsham Parish Council**  
**Internal Audit Year Ended 31<sup>st</sup> March 2018**

Following completion of our interim internal audit on the 6<sup>th</sup> December 2017 and our final audit on the 20<sup>th</sup> April 2018 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate recommendations for future action are shown in bold text.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the authority's approval of the annual governance statement.

### **Interim Audit – Summary Findings**

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed asset register

It is our opinion that the systems and internal procedures at North Horsham Parish Council are very well established, regulated and followed. The clerk ensures the council follows best practice regulations and has over time adapted and changed the internal procedures as regulations and technologies have changed to maintain compliance.



It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice. I would like to thank Pauline and her team for their assistance and hard work.

### **Final Audit – Summary Finding**

At the final visit we reviewed and performed tests on the following areas:

- Review of annual accounts & annual return
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

I am of the opinion that the annual accounts and annual return are ready to be signed off by council and the external auditor and that the annual return is a true and fair reflection of the financial transaction of that of the council for the year ended 31<sup>st</sup> March 2018. Accordingly, I have signed off the annual return.

### **A. BOOKS OF ACCOUNT (INTERIM AUDIT)**

The Council continues to use RBS an industry specific accounting package. The RBS system is used daily to report and record the financial transactions of the Council and a review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed.

The clerk/RFO prints off and files in hard copy, bank reconciliation, cashbook, income and expenditure against budget and other reports as fit. This is a clear and easy to follow system and I make no recommendation to change in this process.

My audit testing showed that supporting documentation could be readily located from records recorded on RBS. I make no recommendation to change in this system.

I tested opening balances as at 1.4.17 and confirmed they could be agreed back to the audited accounts for 2016-17.

I confirmed that the Council's last VAT return was for the quarter ended 30<sup>th</sup> September 2017, the council's returns are up to date.

The Council is required by law to follow the 2015 Transparency Code, a review of the web site shows that the code is being followed, but it was a little tricky to navigate. **I have recommended that it would be sensible to carry out a brief audit against the requirements of the Code to ensure that the Council is fully compliant and to this end I have signposted Crowborough Town Council as a good site to review.** This was completed by the year end

In the light of the new data protection regulations (GDPR) coming into force in May 2018; the council has begun work on this.

I am of the opinion that the council is keeping appropriate books of account.

### **B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)**

#### **Interim Audit**

I confirmed by sample testing that Councillors have all signed "Acceptance of Office" forms and register of members interests, in line with regulations.

Standing orders are based on the NALC model and the council has revised and adopted standing orders in May 2017.

Financial regulations are based on an older NALC model and are dated May 2017. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Financial regulation 2 deals with Accounting and Audit. The clerk/RFO was able to demonstrate the bank reconciliation, bank statement are signed in accordance with regulations and minutes described the activity beyond reasonable doubt.

Financial regulation 3 deals with Annual Estimates (Budget) and Forward Planning council is following regulation; however, I **recommend that the October date is changed to November or December to give breathing space**. This will be taken to the May meeting.

Financial regulation 5 & 6 deal with authorisation and making of payments. The payments list and the minutes show beyond doubt what is being approved, invoices are annotated and checked and an annual list of payments will be drawn up.

Invoices are authorised and a random sample of payments was selected for September 2017. There were no errors and all agreed to the payments list. The council makes payments via cheque, bacs, direct debit & credit card. No cash payments.

The council has an on-line system with Lloyds this has a natural segregation of duties insofar as the same user cannot both create and authorise the same transaction. The payments are entered into the bank system and a payments list produced, this is signed as approved for authorisation.

The credit card is the name of the council and cleared each month in the same manner for supplier invoices.

Salaries are paid via Capita – the council pays capita in the same manner as a supplier invoice.

#### **Final Audit**

All Other Payments £187,278 (2017: £192,336).

I have reviewed the expenditure list and year on year the expenditure is very similar and in total has reduced by £5k. Where there was a higher variance explanations were supplied. I also reviewed the nominal ledger for all expenditure accounts there was no evidence of netting off of income.

I am of the opinion that expenditure is properly recorded on the annual return.

#### **C. RISK MANAGEMENT & INSURANCE (INTERIM AUDIT)**

The council has a risk assessments and a risk management policy in place in accordance with regulations.

I have confirmed that the Council has a valid insurance certificate. The Council reviews its insurance requirements as part of the renewal process. Asset & money cover appears adequate.

#### **D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

In accordance with financial regulation 3, I confirmed that the 2018-19 budget and precept setting process was well underway at the time of our interim audit, with initial budget meetings complete. The 2018-19 budget and precept will be approved by the end of January 2018, so all precepting authority deadlines will be met.

The Council was able to demonstrate that budget monitoring reporting to members is comprehensive, and is appropriately minuted. At the 30<sup>th</sup> November, total income was £431,624 (Annual budget £478,200). Expenditure £288,673 (Annual budget £496,023). Income and expenditure is broadly in line with budget and it is noticed this is a deficit budget which will reduce available general reserves.

The council has detailed workings on reserves, the reserves position at 30<sup>th</sup> November is £438k of which £220k are earmarked leaving £218k as a general reserve, it is anticipated this will reduce to circa £60k by the year end. At a precept level of circa £300k general reserves would be expected to be £150k as adjusted for local conditions. A general reserve balance of £60k is far too low and only gives the council one month's cover and no room for emergency expenditure. A review of the earmarked reserves shows that these are appropriately allocated and in the case of the maintenance fund a little low for the buildings and other assets are therefore not available for significant reallocation to general reserve.

It is clear North Horsham Parish Council is a low cost council and prides itself in having a low precept, but the costs of running the council are such that over time the increases in precept have not met inflationary changes in costs. **I would caution the council in making cost reductions as this will impact of the ability to provide valuable community services, in my opinion it is a better strategy to increase precept and thereby increase the spending on the provision of visible services.**

#### **Final Audit**

Reserves Carried Forward £322,960 (2017: £297,083)

In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £146k. The council has £106,513 of general reserves and £216,447 of earmarked reserves. I am of the opinion that the general reserve is still low but I note that it is increase year on year.

I am of the opinion reserves are properly monitored.

#### **E. INCOME (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

Financial regulations state fees must be reviewed annually. Council reviews and minutes. A random selection showed that council is charging the amounts shown on the printed and published lists.

The council has, precept income, grant income, hire income and allotments.

##### **Final Audit**

Precept income £293,552 (2017: £282,726)

Other income £206,637 (2017: £195,298)

The precept income was tested to remittance advice notes and bank statements, these were properly received and banked. There are no errors to report.

Other income comprises, grants, interest, lettings. I have reviewed the nominal ledger for lettings and was able to follow this to the sales day book and ultimately to the sales invoices, which were annotated with the date paid. There were no errors.

In total, other income has increased by £11,339 despite a £5.5k reduction in LTSG. The overall increase is due to lettings with hall lettings of £167,814 (2017: £155,263) recorded in the financial accounts. The increase is down to advertising, social media and upselling by the office staff.

I am of the opinion that income is properly recorded.

#### **F. PETTY CASH (FINAL AUDIT)**

The petty cash is a float of £150. This is used for office sundries and reconciles to the tin.

#### **G. PAYROLL (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

Employees are paid with reference with NJC scales for consistency purposes. The signed minutes show that council approves changes to wages.

The council has fulfilled its obligations in respect of auto enrolment.

##### **Final Audit**

Salaries £273,353 (2017: £291,367)

The payroll is outsourced to an external firm. The amounts shown on the annual return, were reconcilable to the payroll records, there were no errors. I am of the opinion that salaries are correctly stated on the annual return.

#### **H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

The Council has a detailed list of assets in the financial accounts and within its working papers a detailed list of individual assets. This is in accordance with regulations.

##### **Final Audit**

Fixed Assets and Investments £1,363,624 (2017: £1,360,552)

Total Borrowings £72,155 (2017: £81,731)

Loan & Interest repayments £13,681 (2017: £14,174)

The fixed asset register agreed to the annual return, the register lists the assets, their cost or proxy cost together with insurance values. Assets are correctly stated at historic cost.

It is necessary to restate the 2017 comparative due to street furniture having been omitted in the total sum of fixed assets in error, although they were all correctly listed.

The capital loan balance was verified to the statement from PWLB Debt Management Office. Similarly, the interest and capital repayments were verified to statements.

I am of the opinion that loans and loan repayments are properly disclosed on the annual return.

#### **I. BANK RECONCILIATIONS (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

I have tested that the bank accounts are being reconciled promptly at the end of each month. I also re-performed the November bank reconciliation. I found no error in the reconciliation.

##### **Final Audit**

Bank & Cash Balances £330,675 (2017: £311,674)

At the year-end date the council had a reconciled bank position which was approved and signed in the April meeting. IA reviewed the reconciliation there were £324.14 of outstanding cheques, none of which are aged.

I am of the opinion that bank and cash balances are properly shown on the annual return.

#### **J. YEAR END ACCOUNTS**

The year-end accounts have been correctly prepared on the income and expenditure basis, with the box 7 & 8 reconciliation correctly completed.

The annual return correctly casts and cross casts and the comparatives have been correctly copied over from the 2016/17 annual return.

The variance analysis is not required as there are no variances of greater than 15% and £500.

The council has made provision within its schedule of meetings to sign off the annual governance statement and accounts in time to display the notice of electors rights.

I am of the opinion the accounts and annual return will be ready for submission to the external auditor.

#### **K. TRUSTEESHIP**

No trusts.

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Kind regards

Yours sincerely



**Mark Mulberry**

## NORTH HORSHAM PARISH COUNCIL

### Review of the Effectiveness of the Internal Audit 2017/18

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	HAS THIS STANDARD BEEN MET?
1. Scope of internal audit.	The scope of the audit work is set out in a letter dated 05.09.2017 and includes consideration of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), although the final responsibility of safeguarding the assets of the Council lies with the Council.	YES
2. Independence	The Internal Auditor completes a professional Independence and Competence Questionnaire with the Clerk.	YES
3. Competence	The Internal Auditor is a professional with appropriate qualifications. He is also the financial advisor for the Sussex Association of Local Councils and is highly regarded in the sector. The internal audit report is presented to the Parish Council for discussion. There is no evidence that the internal audit work hasn't been carried out professionally and thoroughly.	YES
4. Relationship with clerk and the authority	Responsibilities of the Council are set out in the engagement letter dated 05.09.2017. The Internal Auditor involves the Clerk/RFO in all of the tests that are carried out and discusses all aspects of the report. The Internal Auditor has given training to the Council and there is a positive two-way relationship that has been strengthened over time. The Clerk is able to contact the Internal Auditor at any time to gain advice or guidance.	YES

reporting concerns are given in a report which are then presented to the Parish Council for action. The internal audit covers risk assessment.

- |  |   |     |
|--|---|-----|
| 6. Internal audit work                                     | The Internal Auditor visits twice a year and is available in between times if required. A review of the visits is included in the Internal Audit Report. The tests that are undertaken are random, appropriate and documented in the Internal Audit.  | YES |
| 7. Understanding the organisation, needs and objectives    | The Internal Audit Report is aware of the Council structure and through discussion with the Clerk is aware of the activities that are current.  | YES |
| 8. Being seen as a catalyst for change and forward looking | The Internal Auditor makes the Clerk/RFO aware of new legislation and current issues.   | YES |
| 9. Be challenging  | The internal audit focuses on different areas every year. These are not known in advance. Where issues exist the Internal Auditor offers guidance and looks to see improvement.<br>The Internal Auditor has challenged the way that the Council was handling its compliance with the Transparency Code 2015 and suggested ways of improving the website. The levels of General Reserve were also challenged and ways in which the Council can provide further services to the community have been raised. | YES |
| 10. Ensure the right resources are available.              | Funding is set aside in the Finance and Administration budget for the internal audit and members of staff are available when the internal audit takes place. The level of resources is discussed during the internal audit.   | YES |

Review undertaken for the Annual Parish Council Meeting 10<sup>th</sup> May 2018

**Item 16 Annual Governance and Accountability Return and public inspection of the 2017/18 accounts**

Included:-

- The Annual Governance and Accountability Return. (6 pages) Total Fixed Assets plus long term investments and assets for 2017 is restated as there was an inclusion error on the Excel sheet – noted by the Internal Auditor.
- Statement of Accounts (5 pages)
- Information to be submitted with Part 3 AGAR (7 pages)
- Signed notice of public rights and publication of unaudited annual return (1 page)



# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual Governance and Accountability Return 2017/18 Part 3

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### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.		

\*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2017/18

## NORTH HORSHAM PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

06/12/17 & 20/04/18

MARK MULBERRY BA(Hons) FCCA CTA

Signature of person who carried out the internal audit

Date

20/04/2018

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### NORTH HORSHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	YES		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			N/A

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated \_\_\_\_\_

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman \_\_\_\_\_  
Clerk \_\_\_\_\_

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**  
Authority web address

<https://www.northhorsham-pc.gov.uk>

## Section 2 – Accounting Statements 2017/18 for

### NORTH HORSHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	316,936	297,083	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	282,726	293,552	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	195,298	206,637	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	291,367	273,353	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	14,174	13,681	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	192,336	187,278	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	297,083	322,960	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	311,674	330,675	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	RESTATE 1,360,552	1,363,624	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	81,731	72,115	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

P. W. Dutehead

Date

20/04/18

I confirm that these Accounting Statements were approved by this authority on this date:

ODMINITY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

NORTH HORSHAM PARISH COUNCIL

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

COMPANY

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2018

North Horsham Parish Council 17/18

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer P. WHITEHEAD Date 20.4.18

I confirm that these accounts are approved by the Council and recorded as council minute reference  Dated

Signed on behalf of the above Council (Chair)  Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	316,936	297,083	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records
2 Annual Precept	282,726	293,557/2	Total amount of Precept income received in the year <i>* correct rounding error</i>
3 Total other receipts	195,298	206,637	Total income or receipts as recorded in the cashbook minus the Precept <i>* correct rounding error</i>
4 Staff costs	291,367	273,353	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	14,174	13,681	Total expenditure or payments of capital and interest made during the year on the Council borrowings
6 Total other payments	192,336	187,278	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5) <i>* correct rounding error</i>
7 Balances carried forward	297,083	322,960	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	311,674	330,675	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	1,315,129	1,363,624	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10 Total Borrowings	81,731	72,115	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 1;
- \* Bank Reconciliation as at 31 March

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	101,744	85,277	310	0	General Reserve
1	7,955	7,955	320	0	Earmarked Reserves - VAT Con
1	140,666	137,030	321	0	Earmarked Reserves - R&R Fund
1	19,950	19,950	322	0	Earmarked Reserves - Election
1	4,000	4,000	325	0	Earmarked Reserves - Damage
1	5,621	5,621	327	0	Ear Marked Res-Yth Charity Bal
1	8,000	8,250	328	0	Ear marked Reserve Planning
1	4,000	4,000	330	0	Earmarked Reserves - Cap.Proj.
1	25,000	25,000	335	0	Ear Marked Res Capital Receipt
1	<b>Balances brought forward</b>	<b>316,936</b>	<b>297,083</b>	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records	
2	282,726	293,551	1176	101	Precept
2	<b>Annual Precept</b>	<b>282,726</b>	<b>293,551</b>	Total amount of Precept income received in the year	
3	57,651	62,013	1000	401	Hall Lettings
3	27,068	35,098	1000	402	Hall Lettings
3	70,544	70,703	1000	403	Hall Lettings
3	1,470	1,390	1004	403	Equipment Sale/Sundry Income
3	1,831	2,129	1006	403	Refreshment Sale Income
3	1,355	359	1008	101	Miscellaneous Income
3	17,921	22,318	1010	402	Multi Court Lettings
3	750	1,015	1050	301	Allotment Rents
3	9,538	0	1100	101	Grants Received
3	0	9,691	1100	302	Grants Received
3	7,006	1,403	1177	101	Council Tax Benefit Grant
3	163	520	1196	101	Interest Received
3	<b>Total other receipts</b>	<b>195,298</b>	<b>206,632</b>	Total income or receipts as recorded in the cashbook minus the Precept	
4	288,647	270,441	4001	106	Salaries/NI/Pensions
4	2,721	2,912	4009	106	Staff Expenses/Mileage
4	<b>Staff costs</b>	<b>291,367</b>	<b>273,353</b>	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	14,174	13,681	4053	101	PWLB Loan Charges
5	<b>Loan interest/Capital repayments</b>	<b>14,174</b>	<b>13,681</b>	Total expenditure or payments of capital and interest made during the year on the Council borrowings	
6	245	786	4003	106	Payroll Admin Charge
6	341	589	4007	101	Councillors Training
6	3,988	3,972	4008	101	Councillors Expenses
6	1,712	1,182	4010	106	Staff Training
6	5,687	6,081	4011	401	NNDR
6	3,194	3,584	4011	402	NNDR
6	5,929	5,993	4011	403	NNDR

Continued on Page 2



## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	192	102	4012	301	Water Rates
6	968	895	4012	401	Water Rates
6	2,022	2,149	4012	402	Water Rates
6	1,338	821	4012	403	Water Rates
6	2,419	2,636	4014	401	Electricity
6	2,831	3,280	4014	402	Electricity
6	5,024	4,362	4014	403	Electricity
6	1,824	2,787	4015	401	Gas
6	765	534	4015	402	Gas
6	3,226	4,515	4015	403	Gas
6	965	1,169	4016	401	Cleaning Materials
6	739	1,083	4016	402	Cleaning Materials
6	1,165	1,671	4016	403	Cleaning Materials
6	796	780	4017	401	Refuse Bin Clearance
6	796	780	4017	402	Refuse Bin Clearance
6	1,574	1,574	4017	403	Refuse Bin Clearance
6	202	152	4018	401	Sanitary Waste
6	202	152	4018	402	Sanitary Waste
6	202	282	4018	403	Sanitary Waste
6	2,275	2,045	4019	302	Window Cleaning
6	400	390	4019	401	Window Cleaning
6	300	260	4019	402	Window Cleaning
6	940	595	4019	403	Window Cleaning
6	285	668	4020	403	Refreshment Sale Cost/Sundries
6	2,814	3,466	4021	101	Telephone/Fax/Internet
6	1,822	1,317	4022	101	Postage
6	1,938	1,600	4023	101	Stationery and Printing
6	3,001	2,941	4024	101	Subscriptions
6	11,860	12,085	4025	101	Insurance
6	111	0	4026	101	Publications/Magazines
6	3,293	2,472	4028	101	IT Costs
6	1,230	281	4029	101	Website Maintenance
6	0	323	4030	106	Recruitment Advertising
6	354	455	4032	101	Publicity/Marketing
6	364	673	4033	101	Newsletter
6	0	40	4034	101	Maintenance - Electrical
6	1,837	832	4034	401	Maintenance - Electrical
6	1,745	1,174	4034	402	Maintenance - Electrical
6	2,505	1,160	4034	403	Maintenance - Electrical
6	295	503	4035	401	Maintenance - Elect Eq Insp
6	259	1,411	4035	402	Maintenance - Elect Eq Insp
6	441	2,000	4035	403	Maintenance - Elect Eq Insp
6	2,536	2,518	4036	401	Maintenance - General
6	1,550	1,948	4036	402	Maintenance - General
6	2,964	2,770	4036	403	Maintenance - General

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	705	597	4037	401	Maintenance - Fire Alarm Syt
6	680	1,589	4037	402	Maintenance - Fire Alarm Syt
6	814	312	4037	403	Maintenance - Fire Alarm Syt
6	525	410	4038	101	Office Equipment Maint.
6	1,071	1,009	4039	401	Maint - Intruder Alarm
6	774	657	4039	402	Maint - Intruder Alarm
6	774	1,423	4039	403	Maint - Intruder Alarm
6	715	1,318	4040	403	Maintenance - Elevator
6	0	128	4041	401	Maintenance - Fire Extg Insp
6	0	33	4041	402	Maintenance - Fire Extg Insp
6	42	67	4041	403	Maintenance - Fire Extg Insp
6	1,351	258	4042	401	Maintenance - Gas Boiler etc
6	419	589	4042	402	Maintenance - Gas Boiler etc
6	1,149	1,123	4042	403	Maintenance - Gas Boiler etc
6	350	600	4044	401	Maintenance - Partition Wall
6	0	250	4044	403	Maintenance - Partition Wall
6	-270	35	4051	101	Bank Charges
6	1,600	1,600	4057	101	External Audit Fees
6	3,368	4,985	4058	101	Professional Services
6	452	657	4059	101	Internal Audit Fees
6	225	243	4061	401	Legionella Testing
6	160	248	4061	402	Legionella Testing
6	230	359	4061	403	Legionella Testing
6	270	270	4062	403	Air Conditionaing Maintenance
6	187	341	4063	401	Maintenance - Plumbing
6	507	451	4063	402	Maintenance - Plumbing
6	507	344	4063	403	Maintenance - Plumbing
6	220	220	4064	403	Lightning Conductor Works
6	189	131	4065	401	Fire Prevention Sundries
6	228	4	4065	402	Fire Prevention Sundries
6	62	0	4065	403	Fire Prevention Sundries
6	155	165	4066	401	Keyholder Services
6	60	215	4066	402	Keyholder Services
6	240	165	4066	403	Keyholder Services
6	266	218	4100	101	Chairman's Allowance
6	3,000	9,183	4101	104	Burial Charges
6	488	250	4102	301	Allotment Rent
6	30	0	4120	101	Roffey Hall Equipment
6	16	0	4120	403	Roffey Hall Equipment
6	1,019	849	4122	101	Office Equipment
6	8,577	8,800	4155	103	Other Grants and Donations
6	0	657	4200	301	Grass cutting
6	17,830	17,510	4200	302	Grass cutting
6	1,641	679	4250	302	Bus Shelter Repairs
6	6,099	8,294	4251	302	Play Area & M Crts Maint

## Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>	
6	4,635	7,682	4252	302	Open Spaces	
6	90	0	4253	302	Litter Warden/Clearance	
6	1,832	1,942	4254	302	Community Services - Dog Bins	
6	1,343	2,290	4255	302	Street Lighting - Maint/Supply	
6	1,389	1,652	4258	302	Multicourts Maintenance	
6	38	0	4259	301	Allotment Maintenance	
6	145	70	4260	302	Workshop	
6	520	548	4302	302	Notice Board Maintenance	
6	0	2,000	4305	201	Planning Consultant Fees	
6	1,910	1,089	4500	401	Internal Redecorations	
6	351	635	4500	402	Internal Redecorations	
6	1,933	940	4500	403	Internal Redecorations	
6	24,216	5,144	4900	901	Repairs & Renewals Reserve	
6	3,750	215	4907	901	Planning Reserve	
6	Total other payments	<del>192,336</del> 6	<del>187,278</del> 8	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5) * <i>Correct rounding error</i>		
7	Balances carried forwrd	<b>297,083</b>	<b>322,960</b>	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]		
8		162,724	161,487	201	0	Lloyds Bank Accounts
8		148,800	85,000	202	0	Co-op Community Directplus A/c
8		0	84,038	203	0	Nationwide
8		150	150	210	0	Petty Cash
8	Total Cash & Investments	<b>311,674</b>	<b>330,675</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		1,315,129	1,363,624	9	0	Total Fixed Assets
9	Total Fixed Assets	<b>1,315,129</b>	<b>1,363,624</b>	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register		
10		81,731	72,115	10	0	Total Borrowings
10	Total Borrowings	<b>81,731</b>	<b>72,115</b>	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)		

## Information to be submitted with Part 3 AGAR

### Basic and Intermediate levels

Item required.	Included Y/N or response
1. State the basis of accounts – Income and Expenditure (I&E) or Receipts and Payments (R&P)	I & E
2. Bank reconciliation (note a pro-forma is available on our website).	Attached
3. Explanations of significant Variances:  <i>For boxes 2 – 10 in the Accounting Statements, where the 2018 figure is 15% greater than, or 15% less than, the 2017 figure <b>unless</b> the variance is less than £500</i>	None
4. A Reconciliation between boxes 7 and 8 – this must be quantified.	Attached
5. An explanation of any 'No' answers in Section 1 (Annual Governance Statement)	N/A
6. An explanation of any 'No' answers in the Annual Internal Audit Report.	N/A
7. An explanation of the level of reserves held if more than twice the total income of the Authority.	N/A
8. Whether you use the general power of competence.	Yes
9. The dates for the period for the exercise of public rights.	4.6.18 - 13.7.18
10. This sheet, duly completed	

### Intermediate level only

The additional information required for Intermediate Level Reviews	Included Y/N or response
11. If last year's limited assurance review was qualified to any degree or contained other matters, please advise on what action has been taken <b>AND</b> supply the relevant minute references.	N/A
12. Provide a copy of the terms and scope of engagement of the Internal Auditor and dates of any reports provided by him (other than the completion of the AGAR). If none, state 'NONE'.	Included . interim audit 6.12.17
13. If the greater of Gross Income and Expenditure exceeded £1M:	N/A
a. outline the budget setting process.	N/A
b. provide the minute approving the budget and the precept.	N/A

**North Horsham Parish Council 17/18**

**Bank - Cash and Investment Reconciliation as at 31 March 2018**

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	Lloyds Business Instant Access	155,773.26	
1	Lloyds Treasurers A/c -Current	5,799.72	
2	Petty Cash	150.00	
			<b>161,722.98</b>
<u>Other Bank &amp; Cash Balances</u>			
	Co-op Community Directplus A/c	85,000.26	
	Nationwide	84,037.89	
	Bank of Ireland	0.00	
			<b>169,038.15</b>
			<b>330,761.13</b>
<u>Unpresented Payments</u>			
1	22/02/2018 8986	14.40	
1	02/03/2018 020318-3	59.74	
1	23/03/2018 8987	250.00	
			<b>324.14</b>
			<b>330,436.99</b>
<u>Receipts not on Bank Statement</u>			
1	31/03/2018	237.89	
			<b>237.89</b>
<b>Closing Balance</b>			
			<b>330,674.88</b>
<u>All Cash &amp; Bank Accounts</u>			
	Lloyds Bank Accounts	161,486.73	
	Petty Cash	150.00	
	Other Bank & Cash Balances	169,038.15	
	<b>Total Bank &amp; Cash Balances</b>		<b>330,674.88</b>

## Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2018

	<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
		<b>Total Reserves</b>	<b>297,083.07</b>	<b>322,959.55</b>
2	101	Debtors	17,149.99	21,553.63
2	105	Vat Refunds	169.26	1,094.51
2	110	Prepayments	553.32	3,017.99
		<b>Less Total Debtors</b>	<b>17,872.57</b>	<b>25,666.13</b>
3	501	Creditors	7,139.07	30,095.36
3	510	Accruals	25,324.56	3,286.10
		<b>Plus Total Creditors</b>	<b>32,463.63</b>	<b>33,381.46</b>
		<b>Equals Total Cash and Bank Accounts</b>	<b>311,674.13</b>	<b>330,674.88</b>
5	201	Lloyds Bank Accounts	162,723.87	161,486.73
5	202	Co-op Community Directplus A/c	148,800.26	85,000.26
5	203	Nationwide	0.00	84,037.89
5	210	Petty Cash	150.00	150.00
		<b>Total Cash and Bank Accounts</b>	<b>311,674.13</b>	<b>330,674.88</b>



## MULBERRY & CO

Chartered Certified Accountants  
Registered Auditors  
& Chartered Tax Advisors

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Our Ref: MARK/NOR002

Mrs S Whiteahd  
North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham  
West Sussex  
RH12 4DT

17<sup>th</sup> January 2017

Dear Sirs,

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

We are bound by the ethical requirements of the Association of Chartered Certified Accountants, and accept instructions to act for you on the basis that we will act in accordance with those ethical requirements. A copy of these requirements can be viewed at our offices on request or can be seen at [www.accaglobal.com](http://www.accaglobal.com).

### 1. Period of engagement

- a. This letter is effective for accounting periods ending on or after 31-03-2018. (The 2017/18 Council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

### 2. Responsibilities of the Council and Internal auditors

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to require from the council's officers and employees such other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines. In forming this opinion, we shall:
  - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings.
  - ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council.

- iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement.
  - iv. Sign off the annual return as internal auditors.
- d. We have a professional responsibility to report if the financial statements do not comply in any material respect with applicable accounting standards, unless in our opinion the non-compliance is justified in the circumstances. In determining whether or not the departure is justified we consider:
- i. whether the departure is required in order for the financial statements to give a true and fair view; and
  - ii. whether adequate disclosure has been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms have to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

### **3. Scope of Audit**

- a. Our audit will be conducted in accordance with current practices and guidelines, and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention, we shall report them to you. Any such report may not be provided to third parties without our prior written consent. Such consent will be granted only on the basis that such reports are not prepared with the interests of anyone other than the council in mind and that we accept no duty or responsibility to any other party as concerns the reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular, where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. In order to assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.



- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with you. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.
- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any material event occurring between the date of our report and that of the Annual Meeting which may affect the financial statements.
- h. We appreciate that the present size of your council renders it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In the running of your council we understand that the officers are closely involved with the control of the council's transactions. In planning and performing our audit work we shall take account of this supervision.

#### **4. Electronic Publication**

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility and we accept no responsibility for changes made to audited information after it is first posted.

#### **5. Communication**

- a. In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
  - i. We shall contact you by telephone or email prior to each year-end for preliminary discussions concerning the audit.
  - ii. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
  - iii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
  - iv. We shall of course contact you on a regular basis regarding both audit and other matters.
  - v. Our report will be issued in .Pdf format via a secure server, to which only the clerk has password access

#### **6. Other services**

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

#### **7. Limitation of liability**

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

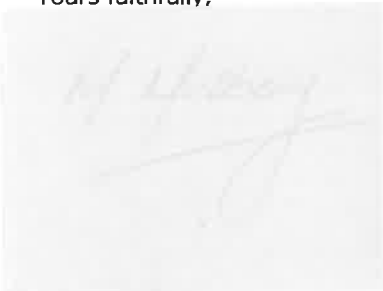
## 8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT and the standard applicable rate.
- b. Our fees for the 2017/18 council year are £50 per hour + VAT
- c. Where applicable we charge £0.45p per mile for travel
- d. Our fees are payable on presentation of invoice.

## 9. Agreement of terms

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with the firm's standard terms and conditions.

Yours faithfully,



**Mulberry & Co**

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.



## NORTH HORSHAM PARISH COUNCIL

### NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL RETURN ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

#### NOTICE

1. Date of announcement:- 1st June 2018

2. Each year the body's Annual Return needs to be reviewed by an external auditor appointed by the Audit Commission. The unaudited Annual Return has been published with this notice. As the Annual Return has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018 these documents will be available on reasonable notice by application to:

The Clerk and Responsible Financial Officer  
North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham  
West Sussex  
RH12 4DT  
Telephone 01403 750786

Documents are published on the Parish Council website <http://www.northhorsham-pc.gov.uk>

commencing on **4<sup>th</sup> June 2018**

and ending on **13<sup>th</sup> July 2018**

Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the body.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The body's Annual Return is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore Stephens  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ

[www.moorestephens.co.uk/eastmidlands](http://www.moorestephens.co.uk/eastmidlands)

5. This announcement is made by **Pauline Whitehead BA (Hons) FSLCC**

*P. Whitehead*



# North Horsham Parish Council

## Privacy Notice (draft)

North Horsham Parish Council takes the protection of your data seriously. The Parish Council's aim is to provide a personalised and valuable service whilst safeguarding the privacy of the users'. Collecting some personal information is necessary to conduct the business of the Council. How the Parish Council manages individual personal information is detailed below.

### Visitors to the North Horsham Parish Council website

In common with other websites the Parish Council collects standard internet log information and details of visitor behaviour patterns, this does not identify an individual.

If the Parish Council requires personal information via the website that would identify an individual, this would be clearly stated on the website. The reason for collecting individual personal information and why it was required would also be clearly explained.

### Links to other websites

This privacy notice does not cover any links within the North Horsham Parish Council website linking to other websites. You are encouraged to read the privacy statements on any other linked websites.

### Use of Cookies

The North Horsham Parish Council website does not use cookies to maintain and/or keep track of users' preferences.

### Disclosure of personal information

North Horsham Parish Council do not collect individual personal contact details via the website for the purposes of providing a service.

However, individual personal details are collected for the purposes of discharging responsibility for services. Personal details will never be disclosed without the consent of the owner of the information. Details are retained as outlined in the North Horsham Parish Council's Documents and Data Retention Policy. (See website for details)

## Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing via our email address [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk) or by writing to:-

The Parish Clerk  
North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham  
RH12 4DT

North Horsham Parish Council is obliged to make a small charge for processing subject access requests. (See Publication Scheme available on the website).

If at any time you feel that we have failed to meet the standards set out above then please either contact the Parish Clerk or make a complaint direct to the Information Commissioner using their website [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

1<sup>st</sup> March 2018



# **NORTH HORSHAM PARISH COUNCIL**

## **LEGIONELLA CONTROL POLICY**

### **POLICY STATEMENT**

The aim of the Legionella Control Policy is, as far as is reasonably practicable, to ensure the protection of all staff, visitors, hirers and other persons who may be affected by the use and distribution of the Parish Council's water services from the effects of Legionella bacteria.

### **KEY PRINCIPLES**

The Parish Council aims to have in place all the necessary and appropriate measures for the prevention of the formation of Legionella bacteria, thus offering, as far as reasonably practicable, a high level of protection to all persons who may be affected by the use and distribution of the Parish Council's water services.

### **WHO DOES THE POLICY APPLY TO?**

The Policy applies to employees and Councillors of North Horsham Parish Council; and contractors

### **REVIEW OF THE POLICY**

Subject to the requirements of the Parish Council; or any new legislation; or changes in case law; or new or changes to British or European standards; or changes to or new Codes of Practice; or new or changes to relevant Guidance Notes; which require immediate amendment, the Policy will be reviewed at the annual meeting of Council in May of each year.

## **1. PROTECTION FROM HAZARDS**

- 1.1. The Parish Council will do all that is reasonably practicable to protect employees, visitors and neighbours from hazards arising from the use and distribution of water services in all Parish Council owned premises
- 1.2. The Parish Council will achieve this through full compliance with all statutory requirements of current relevant legislation, British and European standards, Codes of Practice and Guidance Notes

## **2. RISK ASSESSMENT**

- 2.1. To achieve the effective implementation of this Legionella Control Policy, the Parish Council will carry out a Risk Assessment for the operation of the water services present in all Parish Council owned premises
- 2.2. The Parish Council will ensure that any Legionella risks are either prevented or adequately controlled
- 2.3. The Parish Council will take action where the level of control requires improvement
- 2.4. The Risk Assessment will be reviewed regularly; or whenever there is any reason to suspect that it is no longer valid

## **3. CONTROL ACTION**

- 3.1. The Parish Council will consider the removal or replacement of equipment or facilities that may present a Legionellosis risk, as preventative action
- 3.2. Where it is impracticable to eliminate all risk by the removal or replacement of the equipment or facility, the Parish Council will implement suitable precautionary measures
- 3.3. The Parish Council will document and regularly monitor these measures to ensure the risks are minimised.

## **4. USE OF PRODUCTS**

- 4.1. The Parish Council will specify that contractors only use products within the Parish Council's water systems registered under the following schemes -
  - Water Regulations Advisory Scheme (WRAS)
  - Fittings that bear the relevant British Standards Kitemark
  - Products from companies who are on the BSI register of 'Firms of Assessed Capability' and assessed to the relevant part of ISO 9000

## **5. WATER MANAGEMENT SYSTEM**

- 5.1.** The Parish Council will implement a Water Management System that takes into account the Risk Assessment and any relevant best practice guidelines
- 5.2.** The monitoring tasks required and their frequencies will be found within this system

## **6. LEGAL RESPONSIBILITIES AND TRAINING**

- 6.1.** The Parish Council will ensure that all employees and contractors are aware of their legal responsibilities and duties
- 6.2.** The Parish Council will arrange for training to be provided to ensure that this awareness is communicated
- 6.3.** The implementation of this Policy is a mutual objective for management and all employees in Parish Council owned premises

## **7. REFERENCES**

- Health and Safety at Work Act 1974 (HSWA)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Management of Health and Safety at Work Regulations (MHSWR)
- Approved Code of Practice and Guidance (L8) – ‘ Legionnaires Disease – the control of legionella bacteria in water systems’





# North Horsham Parish Council

## COMMUNICATIONS POLICIES

The following suite of policies aims to give guidance on all aspects of communication.

1. Policy on the use of the internet, e-mail and IT equipment.
2. Media Policy
3. Social Media Policy.

### **1. POLICY ON THE USE OF THE INTERNET, EMAIL AND IT EQUIPMENT Originally adopted November 2014**

#### **1. Policy Statement**

North Horsham Parish Council is committed to maintaining a safe and proper use of all its IT facilities, including the use of email, the internet and IT equipment for the effective communication and protection of the business of the Parish Council, its staff and Councillors.

#### **2. Key Principles**

North Horsham Parish Council's Policy on the use of the internet, email and IT equipment is based on the following principles –

- That use of the Council's email facilities are permitted and used in a safe and lawful manner.
- That use of the internet on Council equipment is permitted and used in a safe and lawful manner.
- That monitoring of the use of the Council's email systems and the internet may take place within the scope of the Data Protection Act 1998.
- That the Council's IT systems and equipment are protected with a range of IT security measures.
- That the potential consequences of breaches to this Policy are clearly identified.

#### **3. Who does the policy apply to?**

The Policy applies to all employees and Councillors of North Horsham Parish Council.

#### **4. Review of the Policy**

Subject to any new legislation, changes in case law which require immediate amendment or the requirements of the Parish Council, the Policy will be reviewed every two years.

#### **5. Use of E-mail systems**

North Horsham Parish Council's email system is intended to promote effective communications on matters relating to the provision of services and the business of the Parish Council. The email system should, therefore, only be used for that purpose.

### **5.1 General guidance on the use of E-mail systems.**

- The Council's email system should be used responsibly.
- Emails are to be written in accordance with the standards of any other written communication and the content and language used in the email must be consistent with best Council practice.
- Sent emails must not contain obscene, abusive or profane language.
- The email system should not be used for spreading gossip, for personal gain or be in breach of any of the Council's Policies e.g. sexual or racial harassment.
- Confidential information must not be sent externally outside of the Council.
- Emails are disclosable in any legal action against the Council relevant to the issues set out in the email.
- Emails must not include, either in the text or file attachments, sensitive personal data, without appropriate protection, in order to comply with the **General Data Protection Regulations 2018**.
- Email addresses should be treated, where appropriate, as confidential and care taken that private email addresses are not wrongly circulated.
- Emails sent to groups of people must be relevant to all concerned.
- Should any member of staff receive an email containing abusive or threatening language the Parish Clerk must be informed.
- Email inboxes will be managed by others when individual members of staff are absent from work by using the IT provider to forward e-mails to their line manager or other appropriate member of staff.
- Staff must refuse to accept emails with attachments sent by members of the public to facilitate using the photocopying service provided by North Horsham Parish Council.
- E-mails not of significance must be deleted within 12 months.
- Significant e-mails should be deleted as soon as appropriate.

## **6. Use of the Internet**

- 6.1** The Council's connections to the closed Parish Council Internet are to be used by staff as part of the normal execution of an employee's job responsibilities for the Council's business and provision of services. Connections to the Internet must only be by way of IT equipment authorised for the purpose. Councillors using IT equipment owned by the Council must abide by this policy.
- 6.2** Any information (including email messages) that has been downloaded from the Internet by whatever means should be checked for computer viruses before being loaded onto any machine which is connected to the Council's network. This is necessary in order to avoid the Council's information systems being subjected to computer hacking and software viruses.
- 6.3** The wi-fi code for the open Internet connection must only be given to hirers of the Hall, staff and Councillors.

## **7. Non-permitted use of the internet**

The following instances are deemed as unacceptable use or behaviour by employees or Councillors. This list is not exhaustive -

- Allowing any unauthorised users to access the internet using employees log in details; or while an employee is logged on.
- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.

- Passing on such material to colleagues or other external persons or distributing and forwarding such material.
- Using the internet (or email system) to perpetrate any form of fraud; or software, film or music piracy.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas within the Council's systems or externally.
- Introducing any form of malicious software into the Council's network.
- Gambling.
- Disclosing of any confidential Council information without express consent.
- Registering an account on any website being used for personal reasons.
- Any other areas where the Council reasonably believes may cause them concern.
- The use of memory sticks from third parties to facilitate using the photocopying service provided by North Horsham Parish Council.

## 8. Monitoring and privacy issues.

8.1 The **General Data Protection Regulations 2018** does not prevent the monitoring of emails and use of the internet by employees and Councillors on the Council's IT equipment. The Council's reasons for such monitoring are as follows –

- To ensure compliance with the Council's Dignity at Work Policies.
- To check for resources utilisation.
- To maintain the reputation of the Council.

8.2 The Council, may retrieve the contents of all incoming and outgoing email messages for the purpose of monitoring whether the use of email system is legitimate, to find lost messages and to respond to new incoming messages. Retrieval may also be undertaken to assist in the investigations of wrongful acts or to comply with any legal obligation.

8.3 Monitoring also includes password protected and deleted items.

## 9. Consequences of breaches of the Policy.

9.1 Serious breaches of the Policy in relation to non-permitted use of the internet and misuse of the Council's email system may be treated as gross misconduct and as such may be the subject of summary dismissal for employees.

9.2 Less serious breaches of the Policy may result in disciplinary proceedings being commenced for employees.

9.3 Breaches of the Policy by Councillors will lead to them not being able to use the equipment and being reported to the Monitoring Officer.

## 2. MEDIA POLICY

*The media policy is based on a template issued by the National Association of Local Councils 2016.*

### Introduction

1. North Horsham Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this

information is not available via the Council's publication scheme, please contact the Council's Clerk or Deputy Clerk.

2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including the use of the internet.
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

### **Legal requirements and restrictions**

4. This policy is subject to the Council's obligations set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the General Data Protection Regulations 2018, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's publication scheme and on the Parish Council website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk).
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's Publication scheme.

### **Meetings**

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Meetings of the Council and its committees include an opportunity for public participation and the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone talking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council will resolve on an individual basis whether the public may participate in a working party. Photographing, recording, filming or other reporting of a meeting of a working party is not allowed.

#### **Other communications with the media**

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Council Clerk, or Deputy Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

#### **Monitoring and review of this policy**

The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

### **3. SOCIAL MEDIA POLICY**

***This Social Media Policy is based on a template issued by the Society of Local Council Clerks 2016.***

#### **1. Policy statement**

- 1.1. This policy is intended to help employees including Clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2. This policy outlines the standards we require employees and volunteers to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy.
- 1.3. This policy forms part of the suite of Communications Policies.

## **2. The scope of the policy**

- 2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

## **3. Responsibility for implementation of the policy**

- 3.1. The council has overall responsibility for the effective operation of this policy.
- 3.2. The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3. All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Clerk or Chairman.
- 3.4. Questions regarding the content or application of this policy should be directed to the Clerk.

## **4. Using social media sites in our name**

- 4.1. Only an officer nominated by the Clerk is permitted to post material on a social media website in the council's name and on our behalf.

## **5. Using social media**

- 5.1. We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.
- 5.2. Before using social media on any matter which might affect the interests of the council you must:
  - a) have read and understood this policy and the others in the suite of Communications Policies and
  - b) employees and volunteers must have sought and gained prior written approval to do so from the Clerk.

## **6. Rules for use of social media**

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 6.2. Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform their Line Manager, the Clerk or the Chairman.
- 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with your Line Manager, the Clerk or Chairman.
- 6.4. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 6.5. Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
- 6.6. When making use of any social media platform, you must read and comply with its terms of use.
- 6.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 6.8. You are personally responsible for content you publish into social media tools.



- 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10. Don't discuss employees without their prior approval.
- 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

## **7. Monitoring use of social media websites**

- 7.1. Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure.
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
  - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
  - b) a false and defamatory statement about any person or organisation;
  - c) material which is offensive, obscene
  - d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
  - e) confidential information about the council or anyone else
  - f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
  - g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.Any such action will be addressed under the Disciplinary Procedure and for employees may result in summary dismissal.
- 7.4. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.
- 7.5. If you notice any use of social media by other employees or volunteers in breach of this policy please report it to your Line Manager, the Clerk or Chairman.

## **8. Monitoring and review of this policy**

The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

**North Horsham Parish Council Meeting 10<sup>th</sup> May 2018** Item 22 Annex 7

Correspondence List 1 from 9<sup>th</sup> March 2018 to 3<sup>rd</sup> May 2018.

Below is a list of correspondence received at the Parish Council Office.

To be circulated at the meeting.

Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"><li>• Planned Roadworks in West Sussex.</li><li>• Public Notice - Temporary Traffic Regulation Order - Northlands Road, Warnham - Start date 19/03/2018</li><li>• Velo South Event - September 2018 – letter from Ms Goldsmith.</li><li>• Proposed temporary Traffic Order Hammerpond Road - TTRO/957/RC</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Littlehaven Lane, Horsham - 11/06/2018</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 25/06/2018</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 04/06/2018</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Proposed start date 18/06/2018</li><li>• Temporary road closures in Horsham – advertisement and background papers.</li><li>• Recently sealed traffic orders in Horsham and Billingshurst.</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Godwin Way, Horsham - 25/07/2018</li><li>• Public Notice - Temporary Traffic Regulation Order - speed limit restriction - Hop Oast Roundabout &amp; Worthing Road, Southwater - 12/03/18.</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - 11/06/2018</li><li>• Infrastructure support to the Voluntary and Community Sector in the Horsham District</li><li>• Operation Watershed funding continues. Members were invited to put forward details of any potential project that could be funded by Operation Watershed money so that it could be put before the Planning Committee.</li><li>• Details of organisational processes for 'Velo South'.</li><li>• Temporary Traffic Regulation Order - Shepherds Way, Horsham - Start date 01/05/2018.</li><li>• Horsham TC contra flow cycling Tuesday 26/06/18 - invitation to a workshop event.</li><li>• Public Notice - Temporary Traffic Regulation Order - Black Horse Way, Horsham - Start date 03/05/2018</li><li>• West Sussex County Council - Bus Strategy Consultation</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Parsonage Road Level Crossing - Start date: 10/11/2018</li><li>• Public Notice - Temporary Traffic Regulation Order - Parsonage Road, Horsham - 28/4/18</li><li>• West Sussex crowd - crowdfunding support.</li></ul>
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	<ul style="list-style-type: none"> <li>• Statutory notice to revoke the decision to relocate Shelley Primary School - representation period of four weeks</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• What's on in Horsham.</li> <li>• New Public Spaces Protection Order in Horsham District and associated signage. As of 1<sup>st</sup> April 2018 a Horsham District Public Spaces Protection Order (PSPO) becomes enforceable by Police Officers and certain Horsham District council Officers. The Horsham District PSPO prohibits nuisance behavior relating to alcohol, unauthorized access and nuisance behavior, anti social use of vehicles and horse drawn vehicles, dog fouling and lack of control of dogs. The PSPO is being administered by Horsham District Council's Community Safety team.</li> <li>• Car Parking Strategy Review 2018.</li> <li>• Notes from a meeting held on 28<sup>th</sup> March between the Parish Council and HDC officers working on upgrading play areas in North Horsham.</li> <li>• UK Men's Shed Community Engagement Training Session</li> <li>• A Fantastic Medieval Play Area for Roffey Rec - Public Consultation Thurs 3rd May and Fri 4th May</li> <li>• Year of Culture update.</li> </ul>
3.	<p><u>Resident correspondence</u> Letter to Chairman regarding community wardens. Notification of graffiti on road signs in Rusper Road.</p>
4.	<p><u>NALC</u></p> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 10 - 9 March 2018</li> <li>• Chief Executive's Bulletin 11 - 16 March 2018</li> <li>• Chief Executive's Bulletin 12 - 23 March 2018</li> <li>• Chief Executive's Bulletin 13 - 29 March 2018</li> <li>• Chief Executive's Bulletin 14 - 6 April 2018</li> <li>• Chief Executive's Bulletin 15 - 13 April 2018</li> <li>• NALC Newsletter – 14 March 2018</li> <li>• NALC Newsletter – 29 March 2018</li> <li>• NALC Newsletter – 24 April 2018</li> <li>• NALC Ethical Standards Survey</li> <li>• Chief Executive's Bulletin 16 - 20 April 2018</li> <li>• Chief Executive's Bulletin 17 - 27 April 2018</li> </ul>
5.	<p><u>SALC</u> National Rural Crime Survey 2018 – invitation to complete survey.</p>
6.	<p><u>Older Peoples Forum</u> Update Latest Sussex Police Fraud Squad News - April 2018 <u>Older Peoples Forum - next public meeting 30th May</u></p>
7.	<p><u>Sussex Police</u> Horsham Weekly Bulletin 09/03/2018 Call for volunteers to support Operation Tulip which is to raise public awareness of the importance of securing garden sheds and tools and getting them marked. Tv Providers Discount Fraud 30/04/2018</p>
8.	<p><u>Southern Water</u></p>

	Update from Southern Water - Water Resources Management Plan & Drought Plan consultations
9.	<u>CCG</u> Patient Roundup 26th February to 9th March 2018. CCG Patient Roundup for the period 12 March to 23 March 2018 NHS dermatology services- opportunity for engagement Patient Roundup 26 March-06 April 2018 Patient Roundup 6th April- 20th April 2018
10.	<u>HAMSVS</u> Newsletter MARCH 14, 2018 Newsletter MARCH 28, 2018
11.	<u>Dementia Friendly Communities Meeting</u> Amberley Museum & Heritage Centre - Tuesday 8 <sup>th</sup> May at 10am - 12noon.
12.	<u>UK Power Networks</u> Spring Newsletter
13.	<u>Age UK Horsham District</u> Respite for carers information.
14.	<u>Gatwick Airport</u> Invitation to Discover Gatwick 18th April 2018
15.	<u>Horsham District Cycle Forum</u> Next forum meeting Tuesday 3rd April at 7:30pm in the Bodiam Room, County Hall North, WSCC, Parkside, Chart Way, Horsham.
16.	<u>Airs Village Halls &amp; Community Buildings Advisory Service</u> Newsletter - March 2018 Newsletter - April 2018
17.	<u>West Sussex Fire and Rescue Service</u> Have your say on the Integrated Risk Management Plan for West Sussex Fire & Rescue Service – deadline 26 <sup>th</sup> May. E-mailed all Cllrs and invited them to submit as an agenda item.
18.	<u>Warnham Parish Council</u> Response to Planning Application WSCC/015/18/NH – Recycle, Recovery and Renewable Energy Plant at Langhurstwood Road.
19.	<u>Crawley, Horsham and Mid Sussex Home Start</u> Letter of appreciation for a £700 grant awarded by North Horsham Parish Council.
20.	<u>Horsham District Dementia Action Alliance</u> Communities meeting - 8 <sup>th</sup> May 2018 – Amberley Museum 10 am – 12pm.
21.	<u>Warnham Brickworks CLC</u> Minutes & next meeting date
22.	<u>WSCC/015/18/NH Britaniacrest and Incineration</u> Copy of response from Langhurstwood Road residents and various correspondence. Response from Liberty Property Trust.
23.	<u>Victim Support</u> Letter of appreciation for grant award of £500.