

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING
THURSDAY 5TH MARCH 2020 AT 7.30pm
AT ROFFEY MILLENNIUM HALL**

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

1. Public Forum.

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

4. 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.

9. Chairman's Announcements

In response to the Coronavirus epidemic and government guidance, posters displaying precautionary measures for spreading germs will be displayed in all halls, there will be a supply of sanitizing gel available and extra vigilance will be given to cleaning light switches, door handles and other areas where germs can be spread. Caretakers have a supply of plastic gloves and will be encouraged to use them and change them regularly.

11. Crime in North Horsham

In early January 2020 there was increased anti-social behavior in and around Roffey Millennium Hall. This was reported to Sussex Police who increased foot patrols in the area. Some of the behavior was captured on CCTV.

As a result the Joint Action Team consisting of Sussex Police and Horsham District Council deployed the Police Prevention Enforcement Team and further work was done with those known to have been involved with anti-social behaviour.

The staff expressed their appreciation to PCSO Andy Reed who has a wealth of

knowledge and experience and who has been proactive over several years. Cllr Peter Burgess and the Clerk attended a Focus group initiated by the Police Crime Commissioner. There was an opportunity to comment on how safe we felt in the parish and how likely we were to report a crime. There was information regarding new campaigns that will be launched to assist people in how to contact the Police and encourage them to report any suspicious behaviour of criminal activity that they witness.

14. Annual Meeting of the Electors of the Parish 20th April 2020

It has been suggested that the Annual Meeting of the Electors of the Parish should include an update from the North Horsham Community Land Trust, Bohunt School, an update from Legal and General , an opportunity for Sussex Police to answer questions and be an opportunity to consult on the Parish Council's Business Plan. West Sussex County Councillors and Horsham District Councillors who represent the parish will also be invited to answer questions.

15. Outstanding debt.

A debt of £1,038.36 for hiring North Heath Hall was referred to the courts to recover. A warrant was issued and the bailiffs visited the house, but were unable to access the property to recover goods. The debtor does not live in the parish. Land registry searches have confirmed that the debtor doesn't own the property in which they live.

APPENDIX 1

LLoyds Bank Accounts

List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2020	Horsham Publications Ltd	020120-01	72.60		Newsletter
02/01/2020	Horsham District Council	020120-02	168.30		Dog Bins
02/01/2020	Horsham District Council	020120-03	663.00		Rates - Jan 2020
02/01/2020	Horsham District Council	020120-04	987.00		Rates - Jan 2020
07/01/2020	V Edwards	07012020-0	45.00		Travel Exp - Jan 2020
07/01/2020	Kiddivouchers	070120-02	256.11		Childcare Vouchers
07/01/2020	D. Lees	070120-03	44.55		Exp/Travel - Jan 2020
07/01/2020	R McCartney,	070120-04	20.48		Travel & exp Jan 2020
07/01/2020	NETCOM	070120-05	185.64		IT Support
07/01/2020	Pitney Bowes Finance Ltd.	070120-06	205.00		Postages
07/01/2020	N. Simmonds,	070120-07	245.00		Repairs & Maintenance
07/01/2020	West Sussex County Council	070120-08	24,067.92		Salaries - Dec 2019
07/01/2020	British Gas Business	070120-09+	344.25		Elect - 27.11.19 to 13.12.19
08/01/2020	SSP Specialised Sports Product	080120-01	498.00		Cleaning & Maintenance
14/01/2020	British Gas Business	140120-01	393.70		Gas - 01.12.19 to 18.12.19
15/01/2020	SOS Systems	150120-02	102.08		Printing & Stationery
21/01/2020	City Electrical Factors Ltd	210120-01	23.34		Repairs & Maintenance
21/01/2020	DF Pro Installations Ltd	210120-02	1,560.00		Repairs - Partition Wall
21/01/2020	Enterprise Services Group Ltd	210120-03	129.60		Hygiene Bins collection
21/01/2020	H Griffiths	210120-04	36.90		Expenses - Travel
21/01/2020	Leadbeater locks	210120-05	92.54		Door Repairs
21/01/2020	Pitney Bowes Finance Ltd.	210120-07	10.56		Maintenance Charges
21/01/2020	Mr Alan Randall	210120-08	43.20		Expenses - Travel
21/01/2020	M Stoner,	210120-09	63.00		Expenses - Travel
21/01/2020	Lloyds Credit Card	210120-06	59.37		Misc. Expenses
22/01/2020	British Gas Business	220120-01	359.59		Electricity Cost
22/01/2020	British Gas Business	220120-02	603.80		Electricity Cost
22/01/2020	West Sussex County Council	220120-03	24,067.92		Purchase Ledger Payment
22/01/2020	West Sussex County Council	220120-03A	-24,067.92		Purchase Ledger Payment
23/01/2020	EDF Energy Ltd	230120-01	82.71		Street Lights
24/01/2020	British Gas Business	240120-1	185.54		Gas Cost
29/01/2020	Scottish Water Business Stream	290120-01	246.88		Water Cost
29/01/2020	Emergency Lighting Products Lt	9035	494.40		Repairs & Maintenance
29/01/2020	Lloyds Business Card	CB-290120	12.75		Repairs & Maintenance
29/01/2020	Streetlights	290120-02	623.62		Street Light Maintenance
29/01/2020	T C Maintenance	290120-03	1,238.00		Building maintenance
30/01/2020	Horsham District Council	300120-01	62.80		Refuse Collection
30/01/2020	Horsham District Council	300120-02	62.80		Refuse Collection
30/01/2020	Horsham District Council	300120-03	124.80		Refuse Collection
30/01/2020	Essential Hygiene & Catering S	300120-01	287.89		Cleaning Material
30/01/2020	Playdale Playgrounds Ltd	300120-02	295.66		Play Area Maintenance
31/01/2020	British Gas Business	310120-01	366.55		Electricity Cost
31/01/2020	Lloyds Bank	DEPOSIT	85,000.00		Fixed Deposit

Total Payments 120,364.93

APPENDIX 2

Dated Day Month year
2020

(1) WEST SUSSEX COUNTY COUNCIL

(2) [Employer name]

Pooling agreement

West Sussex County Council
County Hall
West Street
Chichester
West Sussex
PO19 1RQ

This Agreement is made on the [xx day of Month]

2020

Between:

- (1) **West Sussex County Council** of County Hall, West Street, Chichester, West Sussex PO19 1RQ (the "**Administering Authority**"); and
- (2) **[insert name of body]** of **[insert registered address]** [(the "**Small Scheduled Body**")].

Background

- (A) The Administering Authority is an administering authority within the meaning of the Regulations. It administers and maintains the Fund in accordance with the Regulations.
- (B) The Small Scheduled Body is a Scheme employer within the meaning of Part 1 or 2 of Schedule 2 to the Regulations.
- (C) The Administering Authority has agreed to create an actuarial pool for certain small scheduled bodies for the purposes set out in this Agreement (the "**Small Scheduled Body Pool**").
- (D) The Small Scheduled Body wishes to pool its pensions liabilities in the Fund for the purpose of setting employer contribution rates and has agreed to enter into this agreement setting out the terms of participation in the Small Scheduled Body Pool. For the avoidance of doubt the underlying funding position of each employer will be tracked as if the employer was not a member of the Pool and an employer specific assessment of assets and liabilities will be calculated on the employer leaving the Pool.

NOW IT IS AGREED as follows:

1. **Definitions**

This Clause sets out the definitions which apply to the Agreement.

1.1 The following expressions have the following meanings:

- "2013 Regulations"** the Local Government Pension Scheme Regulations 2013 (SI 2013/2356).
- "Commencement Date"** 1 April 2020
- "Fund"** West Sussex County Council Pension Fund.

"Pool"	Small Scheduled Bodies Pool
"Regulations"	the 2013 Regulations and the Transitional Regulations.
"Scheme"	the Local Government Pension Scheme established by the Regulations made by the Secretary of State under sections 7 and 12 of the Superannuation Act 1972.
"Transitional Regulations"	the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (SI 2014/525).

2. Interpretation

2.1 In this Agreement:

- 2.1.1 expressions have the same meaning as in the Regulations except where the context otherwise requires;
- 2.1.2 each gender includes all genders;
- 2.1.3 the singular includes the plural and vice versa;
- 2.1.4 words preceding "include" "includes" "including" and "included" shall be construed without limitation by the words which follow those words;
- 2.1.5 a reference to any Clause, Schedule or Recital is except where expressly stated to the contrary a reference to such Clause, Schedule or Recital of and to this Agreement;
- 2.1.6 save where stated to the contrary any reference to this Agreement or to any other document shall include any permitted variation amendment or supplement to this Agreement or to such document;
- 2.1.7 any reference in this Agreement to any statute or statutory provision will include any subordinate legislation made under it and will be construed as references to such statute, statutory provision and/or subordinate legislation as modified, amended, extended, consolidated, re-enacted and/or replaced and in force.

3. Commencement Date

This Agreement shall have effect on and from the Commencement Date.

4. Pooling Arrangements

- 4.1 The terms of the Pool are set out in the Schedule to this Agreement and are subject to amendment at the sole discretion of the Administering Authority from time to time on notice to the bodies that participate in the Pool.
- 4.2 The Small Scheduled Body agrees to participate in the Pool in accordance with its terms as set out in the Schedule to this Agreement.

5. Amendment

- 5.1 With the exception of the Schedule to this Agreement (which may be amended at the sole discretion of the Administering Authority), the parties to this Agreement may, with the agreement of all of them in writing, amend this Agreement by deed provided that:
 - 5.1.1 the amendment is not such that it would breach the Regulations or any other legal or regulatory requirements applicable to the Scheme; and
 - 5.1.2 the amendment would not prejudice the status of the Scheme as a registered pension scheme under the Finance Act 2004.

6. More than one Counterpart

This Agreement may be executed in more than one counterpart, which together constitute one agreement. When each signatory to this Agreement has executed at least one part of it, it will be as effective as if all the signatories to it had executed all of the counterparts. Each counterpart Agreement will be treated as an original.

7. Laws

- 7.1 This Agreement will be governed by and interpreted in accordance with the laws of England and Wales.

EXECUTED as a deed and delivered on the date stated at the beginning of this Agreement.

THE COMMON SEAL of:
WEST SUSSEX COUNTY COUNCIL
was affixed in the presence of:

Authorised Officer

THE COMMON SEAL¹ of:
[insert]
was affixed in the presence of:

Authorised Officer

¹ Amend to own form of execution

SCHEDULE

Terms of the Small Scheduled Bodies Pool

1. Interpretation

1.1 The following expressions in this Schedule have the following meanings:

"2013 Regulations" the Local Government Pension Scheme Regulations 2013 (SI 2013/2346).

"Actuary" an actuary appointed by the Administering Authority.

"Administering Authority" West Sussex County Council.

"Fund" West Sussex County Council Pension Fund.

"Member" an employee who joins the Scheme as an active member and who remains an active member or subsequently becomes a deferred member or a pensioner member. Where applicable, this term shall also include a Member's spouse, civil partner, nominated partner, eligible child or dependant whether actual or prospective.

"Pool" Small Scheduled Bodies Pool

"Regulations" the 2013 Regulations and the Transitional Regulations.

"Scheme" the Local Government Pension Scheme established by the Regulations made by the Secretary of State under sections 7 and 12 of the Superannuation Act 1972.

"Transitional Regulations" the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (SI 2014/525).

2. Terms of entry into the Pool

2.1 Any bodies already participating in the pooling arrangements equivalent to the Pool prior to 1 April 2020 shall be deemed to join the Pool with effect on and from 1 April 2020.

- 2.2 A body within the meaning of Part 1 or 2 of Schedule 2 to the Regulations (the "**Small Scheduled Body**") may apply to join the Pool on giving not less than 3 months' written notice to the Administering Authority. The Administering Authority shall have absolute discretion as to whether to admit the Small Scheduled Body to the Pool.
- 2.3 If the Administering Authority agrees to admit the Small Scheduled Body to the Pool, then on the expiry of such notice given in accordance with **clause 2.2** of this Schedule the Small Scheduled Body will be admitted to the Pool with immediate effect.
- 2.4 The Administering Authority may in its absolute discretion allow a Small Scheduled Body to be admitted to the Pool with effect from a different date to that set out in **clause 2.3** of this Schedule.
- 2.5 New bodies are admitted to the Pool at the absolute discretion of the Administering Authority, therefore the consent of the other bodies already participating in the Pool will not be required to admit a new body. The Administering Authority shall notify all existing bodies in the Pool on the admission of a new body.

3. **The Pooling Arrangements**

- 3.1 Subject to the provisions set out in **clauses 4, 5 and 6** of this Schedule the Pool will operate in accordance with the following arrangements:
- 3.1.1 the Small Scheduled Body's rates and adjustments certificate (and any future revisions of that certificate) shall be assessed by the Actuary as if the Small Scheduled Body and all other employing authorities participating in the Pool were a single body. This will reflect both the cost of future accrual (the primary contribution rate) and any amount required to reflect the individual circumstances of the pool, (secondary contribution rate);
- 3.1.2 the Small Scheduled Body shall restrict increases to the pensionable pay of any Members to the higher of *the pay awards agreed by National Joint Council for Local Government Services (or any successor body for local government pay negotiations)* **and** the assumptions set out in the latest actuarial valuation unless the Administering Authority agrees otherwise in writing. In the event that the Small Scheduled Body awards pensionable pay increases in excess of this level then the Small Scheduled Body shall be responsible for the increased liabilities and the Administering Authority shall either:

- 3.1.2.1 charge the Small Scheduled Body an additional payment in respect of any extra charge on the Fund; or
 - 3.1.2.2 require the Actuary to adjust the Small Scheduled Body's rates and adjustments certificate to take account of this;
 - 3.1.3 the Administering Authority shall charge the Small Scheduled Body an additional payment in respect of any extra charge on the Fund to take account of any increased liabilities as a result of:
 - 3.1.3.1 the immediate payment of benefits when the Small Scheduled Body dismisses any Member who is an active member of the Scheme by reason of redundancy or business efficiency or where such a Member's employment is terminated by mutual consent on the grounds of business efficiency;
 - 3.1.3.2 the immediate payment of benefits with the Small Scheduled Body's consent under Regulation 30(6) of the 2013 Regulations including the costs of the Small Scheduled Body waiving any reduction of benefits under Regulation 30(8) of the 2013 Regulations; or
 - 3.1.3.3 the immediate payment of benefits under Regulation 30(5) of the 2013 Regulations including the costs of the Small Scheduled Body waiving any reduction of benefits under Regulation 30(8) of the 2013 Regulations;
 - 3.1.4 in the event that:
 - 3.1.4.1 a Member who is an active member of the Scheme has his employment with the Small Scheduled Body terminated on grounds of ill-health or infirmity of mind or body which renders him both permanently incapable of discharging efficiently the duties of his current employment and not immediately capable of undertaking any gainful employment; or
 - 3.1.4.2 a Member who became a deferred member of the Scheme on leaving his employment with the Small Scheduled Body receives payment of his benefits immediately on grounds of ill-health or infirmity of mind or body which renders him both permanently incapable of discharging efficiently the duties of that employment and unlikely to be capable of undertaking gainful employment before normal pension age, or for at least three years, whichever is the sooner;

then the Small Scheduled Body shall make a claim against the Small Scheduled Body's insurance cover, if applicable, and pay the amount recovered (or, if less, an amount equal to the additional costs of payment of such benefits, as calculated by the Actuary) to the Administering Authority; and

3.1.5 in the event that insurance cover as referred to in **clause 3.1.4** is in place but is not sufficient to cover the costs in full the Administering Authority will:

3.1.5.1 charge the Small Scheduled Body an additional payment in respect of any extra charge on the Fund; or

3.1.5.2 require the Actuary to adjust the Small Scheduled Body's rates and adjustments certificate to take account of this.

4. **Exit from the Pool on notice**

4.1 Subject to **clause 5** of this Schedule, the Administering Authority may give not less than 3 months' written notice to the Small Scheduled Body to terminate the Small Scheduled Body's participation in the Small Scheduled Bodies Pool.

4.2 Subject to **clause 5** of this Schedule, the Small Scheduled Body may make a request in writing to the Administering Authority to terminate the Small Scheduled Body's participation in the Small Scheduled Bodies Pool. The Administering Authority has absolute discretion as to whether to consent to such request.

4.3 On the expiry of such notice given in accordance with **clause 4.1** of this Schedule or the Administering Authority's consent given in accordance with **clause 4.2** of this Schedule, the Small Scheduled Body will cease to participate in the Pool with effect from 31 March in the year following the next triennial actuarial valuation of the Fund.

4.4 Where the Small Scheduled Body exits the Pool in accordance with **clause 4** of this Schedule, the Small Scheduled Body shall remain a Scheme employer in the Fund (subject to the provisions of the Regulations).

5. **Automatic exit from the Pool**

5.1 The Small Scheduled Body shall automatically exit the Pool with immediate effect:

5.1.1 on the Scheme Employer ceasing to be a Scheme employer within the meaning of the Regulations; or

5.1.2 on the Small Scheduled Body no longer being open to admitting active Members to the Fund; or

5.1.3 where the Small Scheduled Body breaches any of its obligations under the terms of the Pool.

If the breach is capable of remedy, the Administering Authority shall first give the Small Scheduled Body the opportunity of remedying the breach within such reasonable period as the Administering Authority may specify. **or**

5.2 The Small Scheduled Body exiting from the Pool in accordance with **clause 5.1** of this Schedule is without prejudice to any valuation that may be required as a result of the Small Scheduled Body becoming an exiting employer under Regulation 64(1) of the 2013 Regulations.

6. **Consequences of leaving the Pool**

6.1 Where the Small Scheduled Body exits from the Pool in accordance with **clauses 4 or 5** of this Schedule the terms of the Pool will cease to apply to the Small Scheduled Body and the Small Scheduled Body shall then be treated by the Administering Authority as a stand-alone employer in the Fund and assessed on that basis for any future rates and adjustment certificate.

6.2 On exiting the pool the Small Scheduled Body's share of assets and liabilities will be based on its underlying profile, as tracked by the Actuary throughout the period of the body's participation in the Pool as if the body was not a member of the Pool.

6.3 In the event that a Small Scheduled Body ceases to be such a body and therefore ceases to be an employer in both the Pool and the Fund, the Administering Authority will seek to recover any exit payment due under the Regulations from the employer or pay any exit credit due under the Regulations to the employer. In the event that these liabilities cannot be recovered from the Small Scheduled Body, a bond provider, their guarantor or a successor body within the Fund, and a shortfall exists within the Fund, these will normally fall to be met by the Pool as a whole.

6.4 The costs incurred by the Administering Authority of all work commissioned in relation to this **Clause 6** will be charged to and payable by the Small Scheduled Body.

7. **Matters of doubt**

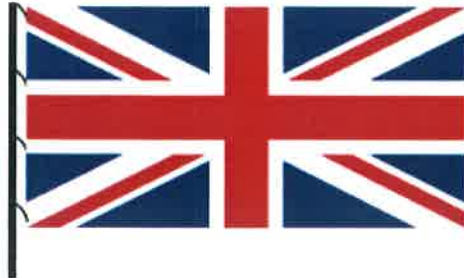
7.1 The Administering Authority shall have absolute discretion to decide on any matters of doubt arising in relation to the interpretation of the provisions of the terms of the Pool.

7.2 The Administering Authority will make arrangements for the resolution of any disagreements or disputes in relation to the terms of the Pool.

APPENDIX 3



NORTH HORSHAM PARISH COUNCIL FLAG FLYING POLICY 2020/21



The flag pole is located next to Roffey Millennium Hall on Crawley Road, Roffey. North Horsham Parish Council will fly the Union Flag, resources permitting on the following occasions.

2020

21 st April 2020	Birthday of Her Majesty the Queen
2 nd June 2020	Coronation Day
13 th June 2020	Official celebration of Her Majesty the Queen's birthday.
10 th June 2020	Birthday of H.R.H. Duke of Edinburgh
8 th November 2020	Remembrance Sunday
14 th November 2020	Birthday of the Prince of Wales.
20 th November 2020	The Queen and Duke of Edinburgh's Wedding Day Anniversary

2021

21 st April 2021	Birthday of Her Majesty the Queen.
2 nd June 2021	Coronation Day
12 th June 2021	Official celebration of Her Majesty the Queen's birthday.
10 th June 2021	Birthday of H.R.H. Duke of Edinburgh.
14 th November 2021	Remembrance Sunday
14 th November 2021	Birthday of the Prince of Wales
20 th November 2021	The Queen and Duke of Edinburgh's Wedding Day Anniversary

The correct way to fly the Union Flag is with the broader diagonal stripe at the top on the side of the flag nearest the flagpole as shown above.

March 2020
Review date March 2022



North Horsham Parish Council

Business Continuity Policy and Plan

Business Continuity Policy Statement

The Civil Contingencies Act 2004 provides a generic framework for public protection by those categorised as Category 1 Responders (ie District/ County Councils) to ensure that they are prepared, as far as reasonably practicable, to continue to provide critical functions in the event of disruption.

As part of Local Government, North Horsham Parish Council has used the framework to set out how it intends to maintain the continuity of its core functions, should they be disrupted by any event, in order to enable them to return to 'normal' operations as soon as possible, taking into account the impact of any delay on quality of service, reputation and finances.

Scope of the Policy and Plan

This policy and plan is intended to ensure:

- The concept of Business Continuity, the policy and approach is understood by the Council and its staff.
- That there is a clear framework to follow in the case of an emergency.
- That the Parish Council has taken reasonable steps to ensure that there will be as little disruption as possible to the Council (business) in the event of an unexpected event or emergency.

Responsibilities

North Horsham Parish Council as a corporate body is responsible for the Business Continuity Plan. The Chairman and Vice Charman are first responders in an emergency with the Clerk or Deputy Clerk and jointly, they will be responsible for initiating actions included in the Business Continuity Plan.

The Clerk, as Proper Officer has the delegated day to day responsibility for keeping the plan updated and taking the Plan forward to include lessons learned and good practice with support from the Council and staff members. The Clerk will be responsible for communicating the programme to Councillors and staff.

The Council will be responsible for ensuring there is adequate training for staff and ensuring that activities are completed through a monitoring system.

Aim of the Plan

This Plan provides the framework in preparation for the Council to cope with the effects of an unexpected event or an emergency.

Objectives

- To define and prioritise the Critical Core Functions of the business.
- To identify the emergency risks to the business and assess likelihood and impact.
- To detail the agreed response to an emergency including first reactions, recovery objectives, structure for implementation, monitoring, follow up procedures and communication processes.
- To identify key contacts during an emergency.
- To keep the information within the Business Continuity Plan updated and to review procedures at least bi-annually.

Critical Core Functions of the business

- The Parish Council Office administers the halls by taking bookings, raising invoices, receiving payments, financial recording, communication with potential hirers, residents and other bodies, servicing meetings and assisting the public.
- Roffey Millennium Hall (which includes the Parish Office) is hired out to regular users and ad hoc hirers.
- North Heath Hall is hired out to regular users and ad hoc hirers.
- Holbrook Tythe Barn is hired out to regular users and ad hoc hirers.
- Multi Courts are hired out to regular users and ad hoc hirers.

Other services that could be affected

- Amberley Close allotments.
- Amberley Close play area and open space.
- Holbrook Tythe Barn play area and open space.
- Birches Road play area and open space.
- Earles Meadow play area and open space.
- Bus shelters.
- Street lights.
- Notice boards.
- Litter and dog bins.
- Litter picking.
- North Horsham Friendship Club.

Emergency Risks to the business

- Fire.
- Flood.
- Theft/ break in.
- Equipment failure.
- Staff illness (epidemic).
- Loss of a staff member due to sudden or long term illness, incapacity or death.

- Death or Serious injury to member of staff whilst carrying out Council duties.
- Extreme weather.

Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Loss of building due to fire.		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire alarm with frequent tests/ Insurance Fire extinguishers.	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Insurance.	
Loss of important documents due to fire, flood or theft.		Low/ Medium	Electronic documents backed up and back up kept off site. Land registry documents etc. can be sourced from national repositories. Most records are scanned or held electronically All recommended key documents are on the Parish Council website.	Continue with a programme of scanning documents to be kept electronically.
Loss of Council computer files due to fire, flood, breakdown or theft.		Low/ Medium	Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site. Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Professional IT company to give support	
Staff illness.		Low/ High	Employment law to support staff is in place ie 11 hour breaks.	

		Staff welfare is monitored by managers.	
Loss of staff member due to long term illness or resignation	Low/ Medium	See Annex 1	
Death or Serious injury to member of staff whilst carrying out Council duties.	Low/ High	Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.	

Should an emergency occur the following checklist should be used.

**Emergency Response Checklist
For use during an emergency**

- Start a log of actions taken:

- Liaise with Emergency Services:

- Identify any damage:

- Identify Functions disrupted:

- Convene your Response / Recovery Team:

- Provide information to staff:

- Decide on course of action:

- Communicate decisions to staff and business partners:

- Provide public information to maintain reputation and business:

- Arrange a Debrief:

- Review Business Continuity Plan:

Communication processes

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

Their first priority is to summon the relevant **Emergency Services** if necessary.

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

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

Key contacts

Council contacts

Position	Name	Address	Telephone Number
Council Chairman	Cllr Alan Britten	32 Brushwood Road RH12 4PE	01403 272226
Council Vice Chairman	Cllr Tony Rickett B.E.M.	33, Bluebell Close RH12 5WB	01403 217003
Clerk to the Council	Pauline Whitehead	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786
Deputy Clerk to the Council	Vivien Edwards	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786

Out of Hours Key holder

Fidellis Security		Unit 7 Enterprise Estate Moorfield Road Guildford Surrey	01483 506225
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Emergency Contacts

Contact For/ Work	Name	Company/ Location	Telephone Number
Report of crime or need for emergency services		Sussex Police/ Fire / Ambulance	999
Insurance Company		Came and Company	01483 462860
Health and Safety Executive		HSE	0345 3009923
Gas		Emergency number	0800 111999
Electricity		Emergency number	0800 3163 105 or 105 – power cuts or emergency
Water		Business Stream Southern Water	0330 1232000 Mon – Fri 9am -5pm 01903 264444 Out of hours
Telephone		BT	0800 800154
Boarding up		Crawley Double Glazing Repair	0800 0546508
Emergency Repairs		Jack Auletta Ltd. 74 Brockham Lane Betchworth Surrey Concept Building Solutions The Mill Brookes Green Road Partridge Green TC Maintenance	01737841048 07796440000 0800 1571020 01903 9141160 07935 363034 tcmaintenance3@gmail.com
Boilers		ServCom Unit 5 Beeding Court Business Park Shoreham Road Upper Beeding Steyning	01273 820998
Lift		ELA Lifts	07432 737849
Keys (24 hour service)		Leadbetter Locks	01403 264205 07825 440294
Key holder		Nick Simmonds Electrical	07745 790018

Emergency Contacts con't

Contact For/ Work	Name	Company/ Location	Telephone Number
IT Support		Netcom IT Solutions Premier House 7, St Leonards Road Horsham RH13 6EH	01403 252995
HR Support/ Recruitment		HR Services Quadrant House North Heath Lane Industrial Estate Horsham RH12 5QE	01403 240205
		Sussex Association of Local Councils	01273 830200
Tree work		Mulberry Barn Borough Farm Five Oaks Billingshurst West Sussex RH14 9AG	Tel./ Fax (01403) 784378 Mobile: 07836 639575 Email: gary@gcollier-forestry.co.uk

Annex 1

Possible process to follow should a member of staff be off work due to long term illness.

Each absence should be considered individually and different action may be required depending on individual circumstances. The timings would be at the discretion of the Personnel Committee and the nature of the absence.

The following is for guidance only.

Short term ie up to 1 month

Existing staff to cover main activities ie preparing, covering and taking minutes for meetings, ensuring that e-mails are answered, following work schedules and processing invoices and payments, supervising staff. Hall cover may be necessary by other staff members or caretakers. The Council will be made aware that the office or halls are short staffed so new projects may need to be delayed.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid.

Medium term 1 month to 3 months

Arrangements to be made for a locum to cover meetings and to respond to emails. Existing staff to follow work schedules, process invoices and payments and supervise staff.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are paid. Consideration will need to be given to staff who may be covering a larger remit than normal and who are trying to support the locum.

Over 3 months.

Appoint locum to cover all work of the employee or increase the hours of part time staff if appropriate and they are agreeable. There may be a need to re-allocate work of existing staff to ensure full cover.

The main focus will be that the halls are covered, meetings are covered, that e-mails are answered and that invoices are sent out and paid. Other work will be necessary so that it doesn't get behind. Should a locum be appointed they should take on additional work to relieve staff members who may have stepped in to help whilst the locum settled in.

Possible process to follow should a member of staff resign.

There is a 3 month window to recruit and appoint a new senior staff member, therefore, as soon as possible after receiving the resignation, the Clerk or Chairman should contact SSALC to start the recruitment process. All staff have contracts, job descriptions and person specifications.

If possible the appointment should be made with sufficient time to allow the new staff member to overlap with the incumbent by a week to give a smooth handover.

It will be difficult to replace staff who have a one month notice period within that time frame, therefore as soon as possible after receiving the resignation the recruitment process should start and arrangements made for the key parts of the job to be covered whilst a new staff member is found.

Update and review

This Policy and Plan shall be updated as appropriate and reviewed annually by full Council.

Adopted 18th June 2019

Reviewed by the Personnel Committee 16th January 2020.

To be reviewed June 2020.



NORTH HORSHAM PARISH COUNCIL

TREE WORK POLICY

North Horsham Parish Council is in the process of putting together a Management Plan for trees on their land for the Parish Council to adopt.

In view of financial restrictions and the number of trees on Parish Council land, it is the Policy of North Horsham Parish Council to only undertake work required for health and safety reasons to trees on their land.

Adopted at the PCM 7th March 2019
Reviewed: March 2020
Review date :- March 2022



NORTH HORSHAM PARISH COUNCIL

BUS SHELTER POLICY

North Horsham Parish Council own nine bus shelters and is responsible for their maintenance. A cleaning schedule and rolling programme for re-decoration is in place.

In view of the considerable capital outlay and ongoing maintenance costs it is the Policy of North Horsham Parish Council not to erect any further bus shelters in addition, the Parish Council will not take on responsibility for the maintenance of any additional bus shelters.

Adopted at the PCM 7th March 2019
Reviewed:- March 2020
Review date:- March 2022

APPENDIX 4

Appendix 4

North Horsham Parish Council Meeting 5th March 2020 Agenda Item 18

Correspondence List 1 from 9th January 2020 to 27th February 2020
Below is a list of correspondence received at the Parish Council Office.
Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • Planned roadworks. • Updated West Sussex County Council Permit Scheme Consultation – circulated to all Councillors and on the Planning, Environment and Transport Committee agenda for 23rd January 2020. • Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Proposed start date 22/02/2020 & 26/02/2020. • Town and Parish Council newsletters. • Letter dated 8th January 2020 noting that WSCC Cabinet decided to cease the mobile library service in North Horsham parish as in October, the Mobile Library vehicle was deemed to be no longer roadworthy. • Early Warning Notice - Temporary Traffic Regulation Order - Parsonage Road, Horsham - Proposed start date 06/04/2020 • Early Warning Notice - Temporary Traffic Regulation Order - Rusper Road, Rusper - Proposed start date 08/04/2020. • Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date: 08/02/20 • Proposed temporary Traffic Order Pondtail Road - TTRO/1295/RC. The road is scheduled to be closed from 2nd March 2020 to 9th March 2020 to install new electrical supplies. The closure will be from 8am to 5pm daily. • Highways, Transport and Planning Members newsletter - January 2020. • Proposed temporary Traffic order Rusper Road Horsham - TTRO/1291/RC • Public Notice - Temporary Traffic Regulation Order - Gorse End, Horsham - Start date 27/02/2020 • Highways Contract / Contractor List • PROW parish letter 2019
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Discover Horsham District website – section on North Horsham Motte and Bailey. • Survey on Crime and Disorder. • Park Farm Close Play Area Refurbishment – letter and plans circulated to all Councillors. A large cedar tree on the site will be felled and replaced with a more appropriate species. • Wren Close Play Area Refurbishment – letter and plans circulated. • Horsham District Council - Annual Reception - 20 May 2020 at 7pm – invitation for the Chairman. • Horsham District Local Plan 2019-36: Consultation period 17th February 2020 to 30th March 2020. There will be an agenda item for the Planning Committee to consider a response. • Training slides from Code of Conduct Training 30th January 2020.

	<ul style="list-style-type: none"> Information session on hate crime and radicalisation run by the WSCC's Countering Extremism team. Monday 20th April, from 10:00 - 12:00, Conference Room at Parkside. Horsham District Draft Local Plan public consultation Voluntary Sector Support team ON TOUR Slides from the Parish Workshops (Local Plan Review)
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> Chief Executive bulletins. .Good Councillor Guide to Transport Planning – circulated to all Councillors.
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> Training opportunities. Sussex ALC Bulletin. Police and Crime Commissioners Precept Snap Poll. JPAG Practitioners Guide survey. Agriculture Bill Short Summary
5.	<u>Neighbourhood Watch</u> <u>Newsletter</u>
6.	<u>Sussex Police</u> <ul style="list-style-type: none"> Horsham weekly bulletin.
7.	<u>No Incinerator 4 Horsham</u> <u>Update</u>
8.	<u>Resident correspondence.</u> <ul style="list-style-type: none"> Contact from Holbrook Surgery to explore if there is anything the Parish Council could support to combat loneliness. The response included the North Horsham Friendship Club and the activities that are held in the Parish Council's community halls. Letter of opposition regarding proposals for development at New House Farm off Crawley Road.
9.	<u>Horsham Association of Local Councils</u> Minutes from meeting on 27 th January 2020 and proposed letter to HDC expressing concern regarding housing numbers in Horsham District.
10.	<u>Friends of Horsham Park</u> February 2020 Newsletter.
11.	<u>Horsham Blueprint</u> Horsham Blueprint Business Neighbourhood Forum Regulation 14 Draft Plan Consultation. This will be an agenda item at the Planning, Environment and Transport Committee on 20 th February 2020.
12.	<u>Came and Company</u> <u>Newsletter.</u>
13.	<u>Gatwick Airport.</u> Invitation for two Parish Council representatives to attend a consultation event on 13 th February 2020 at 6pm at the Crowne Plaza, Gatwick Airport. This is an agenda item for the Planning, Environment and Transport Committee meeting 23 rd January 2020.
14.	<u>Age UK Horsham District</u> Proposals for Age UK Horsham District to work closely with Age UK West Sussex, Brighton & Hove.
15.	<u>Gatwick Airport</u> Invitation to Discover Gatwick March/April 2020