

**NORTH HORSHAM PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
THURSDAY 2<sup>ND</sup> JULY 2020 AT 7.30pm  
BY REMOTE MEETING**

**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.
- 13. Chairman's Announcements**  
Horsham District Council had received £128,000 EU funding to support local High Streets to re-open safely after being closed due to the Coronavirus pandemic. Individual councillors put forward views on

measures that could support businesses in North Horsham. These include a one way system, hand sanitizers, deep cleaning and advice.

Thanks to all councillors for investing time to enable an electronic meeting to be held.

**16. Financial Matters.**

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

**17. Risk assessments to 31<sup>st</sup> March 2020.**

Health and Safety risk assessments, and desk-top fire risk assessments are in progress and will be put to the next Property Meeting.

Legionella Risk Assessments are on-going.

A Financial Risk assessment will be presented to the next Finance and Administration Meeting.

Risk assessments relating to Covid 19 have been undertaken in relation to health and safety and financial impact.

**19. Standing Orders and Financial Regulations**

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 have provided temporary changes in legislation until May 2021 which have been incorporated into Standing Orders and highlighted in yellow.

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 have also been incorporated into Standing Orders and Financial Regulations are highlighted in yellow.

Proposed changes to Standing Orders are highlighted in blue.

**22. Correspondence. (Annex 5)**

List from 9<sup>th</sup> March 2020 to 22<sup>nd</sup> June 2020 attached. List from 23<sup>rd</sup> June 2020 to 2<sup>nd</sup> July 2020 will be available at the meeting.

**23. Date of next meeting**

3<sup>rd</sup> September 2020 (Scheduled).

# APPENDIX 1

**NORTH HORSHAM PARISH COUNCIL**  
**DRAFT CALENDAR OF MEETINGS MAY 2020 to MAY 2021**  
**All meetings will be held at Roffey Millennium Hall.**

<b>MAY 2020</b> Thursday 7 <sup>th</sup>  Thursday 21 <sup>st</sup>  <b>ALL MEETINGS IN</b>	<b>ANNUAL PARISH COUNCIL.</b> Planning, Environment & Transport. <b>MAY CANCELLED</b>	<b>NOVEMBER 2020</b> Thursday 5 <sup>th</sup> Thursday 26 <sup>th</sup>  Monday 30 <sup>th</sup>	<b>COUNCIL.</b> Planning Environment & Transport. Internal Controls WP
<b>JUNE 2020</b> Monday 8 <sup>th</sup> Thursday 11 <sup>th</sup> Thursday 18 <sup>th</sup> Thursday 25 <sup>th</sup>  <b>ALL MEETINGS IN</b>	Internal Controls WP Property Finance and Administration. Planning Environment & Transport. <b>JUNE CANCELLED</b>	<b>DECEMBER 2020</b> Thursday 3 <sup>rd</sup> Thursday 10 <sup>th</sup> Thursday 17 <sup>th</sup>	Property. Finance and Administration. Planning, Environment & Transport.
<b>JULY 2020</b> Thursday 2 <sup>nd</sup>  Thursday 16 <sup>th</sup> Thursday 23 <sup>rd</sup> Thursday 30 <sup>th</sup>	<b>ANNUAL PARISH COUNCIL</b> Finance and Administration Personnel Planning Environment & Transport.	<b>JANUARY 2021</b> Thursday 14 <sup>th</sup> Thursday 28 <sup>th</sup>	<b>COUNCIL.</b> Planning, Environment & Transport.
<b>AUGUST 2020</b> Thursday 27 <sup>th</sup>	Planning, Environment & Transport.	<b>FEBRUARY 2021</b> Thursday 4 <sup>th</sup> Thursday 18 <sup>th</sup> Thursday 25 <sup>th</sup>	Personnel Property. Planning, Environment & Transport.
<b>SEPTEMBER 2020</b> Thursday 3 <sup>rd</sup> Thursday 10 <sup>th</sup> Thursday 24 <sup>th</sup>  Tuesday 29 <sup>th</sup> (was Monday 12 <sup>th</sup> Oct)	<b>COUNCIL.</b> Property. (Budget) Planning Environment & Transport. (Budget) Internal Controls WP	<b>MARCH 2021</b> Monday 1 <sup>st</sup> Thursday 4 <sup>th</sup> Thursday 11 <sup>th</sup> Thursday 25 <sup>th</sup>	Internal Controls WP <b>COUNCIL</b> Finance and Administration Planning, Environment & Transport.
<b>OCTOBER 2020</b> Thursday 1 <sup>st</sup> Thursday 8 <sup>th</sup> (was 22 <sup>nd</sup> Oct)  Thursday 29 <sup>th</sup>	Personnel (Budget) Finance and Administration (Budget) Planning Environment & Transport.	<b>APRIL 2021</b> Thursday 22 <sup>nd</sup> (was Monday 19 <sup>th</sup> ) Monday 26 <sup>th</sup>  Thursday 29 <sup>rd</sup>	Property.  <b>Annual Meeting of Electors of the Parish.</b> Planning, Environment & Transport.
		<b>MAY 2021</b> Thursday 6 <sup>th</sup> Thursday 20 <sup>th</sup> Thursday 27 <sup>th</sup>	<b>COUNCIL.</b> Personnel Planning, Environment & Transport.

changes to the calendar provisionally agreed in January 2020 are highlighted in yellow.

# APPENDIX 2

Full Council (19)	Finance and Administration (7) can include Chair and Vice Chair of Council	Property (10)	Planning (12)	Personnel (5) can include Chair and Vice Chair of the Council plus Chair of Finance
Alan Britten	Peter Burgess	Karen Burgess	James Davidson (RN)	Alan Britten
Karen Burgess	Michael Cockerill	James Davidson	Michael Cockerill (RN)	Donald Mahon
Peter Burgess	Joy Gough	Rita Ginn	Rita Ginn (HE)	Tony Rickett BEM
Michael Cockerill	John Smithurst	Roland Knight	Joy Gough (RS)	Simon Torn
James Davidson	Simon Torn	Donald Mahon	Roland Knight (HW)	Sally Wilton
Rita Ginn	Ray Turner	Richard Millington	Donald Mahon(HE)	
Joy Gough	Sally Wilton	David Searle	Richard Millington (HE)	
Roland Knight		Alex Shine	Tony Rickett BEM (HE)	
Donald Mahon		John Smithurst	David Searle (RN)	
Richard Millington		Simon Torn	Ray Turner (RS)	
Tony Rickett BEM			Ian Wassell (HW)	
David Searle			Sally Wilton (RS)	
Alex Shine				
John Smithurst				
Simon Torn				
Ray Turner				
Ian Wassell				
Sally Wilton				

Outside bodies	Representative	Second representative or deputy	Additional appointed non voting representative
BIFFA - Brookhurstwood Landfill site Liaison Group	David Searle		
Brittaniacrest Liaison Group	David Searle		
Weineberger Liaison Group	David Searle		
West Sussex Association of Local Councils	Alan Britten	Michael Cockerill	Donald Mahon
Horsham Association of Local Councils	Alan Britten	Joy Gough	Michael Cockerill
Sussex Association of Local Councils	Alan Britten	Donald Mahon	Michael Cockerill
Gatwick Airport Noise Management Board (NMB)	Tony Rickett BEM	Donald Mahon	
Horsham Town Community Partnership	David Searle	Joy Gough	Donald Mahon

**Working Parties**

Working Party name	Internal Controls WP	Community Infrast're Levy WP	Bus shelter advertising WP	Community Highways Partnership WP
<b>Members</b>	Michael Cockerill	Roland Knight	Richard Millington	Roland Knight
	John Smithurst	David Searle	Alex Shine	Richard Millington
	Simon Torn	John Smithurst	John Smithurst	Ray Turner
			Simon Torn	Ian Wassell
<b>Appointed by</b>	Finance & Admin Cttee	Parish Council	Parish Council	Parish Council
<b>Basis on which appointed</b>	To audit financial work of the Council.	One member from 3 standing Committees meet 2x per year to discuss projects to put forward for the CIL money awarded from development. Their discussions may go to committees before being tabled by the PC.	To investigate if Parish Council owned bus shelters could possibly contain advertising to generate income whilst also delivering shelter for local residents.	to investigate the potential involvement and associated costs of a Community Highways Partnership.

Working Party name	North of Horsham Liaison WP	Harwood Road allotments WP
<b>Members</b>	All Councillors	Roland Knight
		David Searle
<b>Appointed by</b>	Planning Env & Trans Cttee	Parish Council
<b>Basis on which appointed</b>		To liaise with the Harwood Road Allotment Association as appropriate.

**Recommendation:- For all Committees, appointments to outside bodies and working parties to remain unchanged for 2020/2021**

# APPENDIX 3

## Finance Report to show income, expenditure and reserves to 31<sup>st</sup> March 2020

Period covering 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020

### Funding at 31<sup>st</sup> March 2020

Precept (full year)	<b>327,769</b>
CiL Payment	<b>11,053</b>
Environmental Grant (full year).	<b>9,984</b>
HDC Year of Culture Grant returned	<b>(1,000)</b>
<b>Total</b>	<b>347,806</b>

### Income to 31<sup>st</sup> March 2020

Cost Centre	Actual income	Annual Budget	Forecast annual income at budget setting for 2020/21
Admin	962	100	100
Allotments	816	775	803
North Heath Hall	63,943	64,873	62,500
Holbrook Tythe Barn	39,229	34,110	36,000
Multi Court Lettings	22,571	22,035	22,035
Roffey Millennium Hall	80,816	83,463	82,763
<b>Total</b>	<b>208,337</b>	<b>205,356</b>	<b>204,201</b>

### Expenditure to 31<sup>st</sup> March 2020

Cost Centre	Actual Expenditure	Annual Budget	Forecast annual expenditure at budget setting for 2020/21
Admin	46,290	55,720	50,490
Grants	4,160	10,000	10,000
Burial	6,730	6,750	6,750
Personnel	299,981	302,450	302,450
Planning, Env, Trans	278	2,250	2,250
Allotments	1,123	1,200	1,575
Amenity, Recs and Open Spaces	41,713	50,000	49,801
North Heath Hall	22,921	26,399	26,380
Holbrook Tythe Barn	16,934	23,001	22,986
Roffey Millennium Hall	33,340	37,829	37,782
<b>Total</b>	<b>473,470</b>	<b>515,599</b>	<b>510,464</b>

<b>Net expenditure</b>	<b>(265,133)</b>	<b>(310,243)</b>	<b>(306,263)</b>
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### Income

Due to the Coronavirus pandemic, at an Extraordinary Parish Council Meeting on 19<sup>th</sup> March 2020, it was agreed to close all of the community halls and multi courts from 23<sup>rd</sup> March 2020 until the end of May 2020. This decision was to be kept under review and changes would be made to reduce or extend the period as appropriate.



Despite losing income over the last week of March 2020 the final annual income figure exceeded the forecast income by around £4,000.

The shortfall in annual income from North Heath Hall reflects that £1,038 was written off against this venue due to a bad debt. (The write off was agreed at the Parish Council Meeting on 5<sup>th</sup> March 2020). The shortfall in annual income at Roffey Millennium Hall is to a great extent due to having to cancel hires over the last 7 days in March and give refunds.

### **Expenditure**

Annual expenditure is around £37,000 less than was forecast in the budget setting process for 2020/21. The main areas of saving include Councillors Allowances, telephone charges, publicity, awarding grants, salaries and staff training, planning, play area and multi court maintenance, open spaces maintenance, water rates, general maintenance, money set aside for plumbing and gas. A mild winter accounts for lower gas consumption and fewer maintenance bills. Necessary identified health and safety tree work that was not completed in the 2019/2020 financial period will be undertaken in 2020/21. Savings made on personnel costs are due to having a full complement of committed staff and careful management.

### **Reserves**

At the beginning of the 2019/2020 financial year there were £232,781.00 in Ear Marked reserves and a General Reserve of £186,151.00

Over the year a total of £35,241 has been spent from Ear Marked Reserves as follows:-

Boardwalks at Earles Meadow	£ 17,120.00
Upgrade to streetlights.	£ 5,200.00
Unexpected water leak at Amberley Road allotments	£ 968.00
Partition wall repairs	£ 800.00
Improved lighting at North Heath Hall	£ 2,554.52
Defibrillator for Roffey Millennium Hall	£ 945.00
Replacement boiler at North Heath Hall	£ 3,770.00
Repair to a high level window at North Heath Hall	£ 1,237.50
Repair to a high level window at North Heath Hall	£ 56.00
Tree assessment report as part of tree management plan	£ 1,750.00
CLT working party	£ 221.43
CiL expenditure	£ 619.00
<b>Total</b>	<b>£ 35,241.45</b>

### **VAT**

To comply with HMRC regulations, the Parish Council successfully started submitting VAT Returns electronically from 1<sup>st</sup> October 2019. The Parish Council is partially exempt from paying VAT which means that if the amount that can be reclaimed exceeds a set de-minimus value of £7,500 the Parish Council has to pay all VAT. The amount of VAT that can be reclaimed for 2019/2020 is £4,827.23 which is below the de-minimus level. (See attached)

## Summary

When the 2020/21 budget was set, it was anticipated that there would be an excess of £42,543 from the 2019/2020 budget. The final figures demonstrate that there is an excess of £4,000 on income and £37,000 less on expenditure. This means that the annual surplus is around £1,000 less than anticipated. This was due in the main to the HDC year of Culture grant being returned to them.

The General Reserve at the start of the financial period on 1<sup>st</sup> April 2019 was £186,151. £27,770 was taken from the General Reserve and set aside in Ear Marked Reserves. It was anticipated that the final General Reserve would be £200,924. In 2018/19 assets less liabilities stood at £392,161, for the year 2019/2020 they increased to £439,592 and at the 31<sup>st</sup> March 2020 the General Reserve stands at £230,057. There is agreement to move £64,260\* into Ear Marked Reserves leaving a General Reserve for 2020/21 of £165,797. This is in line with the predicted General Reserve when the 2020/21 budget was set.

\*Money to be set aside in Ear Marked Reserves for 2020/21

- Play equipment - £25,000
- RMH Boiler - £10,000
- Earles Meadow boardwalks -£7,230
- Welcome signs - £18,000
- Noticeboard Upgrade - £4,000
- Total     £64,260

Pauline Whitehead 20.04.2020

Supporting documents:-

1. Precept calculation for 2020/21.
2. Detailed income and expenditure by budget heading to 31.3.2020.
3. Reserve balances (Excel sheet)
4. Balance sheet as at 31<sup>st</sup> March 2020
5. Income and Expenditure Account for Year ended 31<sup>st</sup> March 2020.
6. VAT analysis for 2019/2020 (Excel sheet)

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>101 Administration</b>						
1008 Miscellaneous Income	0	(748)	0	748		
1175 CIL Payment	0	11,053	0	(11,053)		
1176 Precept	0	327,769	327,769	0		
1196 Interest Received	560	710	100	(610)		
Administration :- Income	<b>560</b>	<b>338,784</b>	<b>327,869</b>	<b>(10,915)</b>		
4007 Councillors Training	0	770	1,500	730		730
4008 Councillors Expenses	0	6,074	9,050	2,976		2,976
4021 Telephone/Fax/Internet	0	1,670	3,750	2,080		2,080
4022 Postage	176	792	1,500	708		708
4023 Stationery and Printing	298	1,598	1,750	152		152
4024 Subscriptions	0	3,465	3,500	35		35
4025 Insurance	370	9,192	9,200	8		8
4026 Publications/Magazines	0	17	20	3		3
4028 IT Costs	751	2,583	2,400	(183)		(183)
4029 Website Maintenance	0	84	300	216		216
4032 Publicity/Marketing	0	0	1,000	1,000		1,000
4033 Newsletter	0	783	700	(83)		(83)
4038 Office Equipment Maint.	0	570	1,000	430		430
4051 Bank Charges	0	101	100	(1)		(1)
4053 PWLB Loan Charges	0	12,695	12,700	5		5
4057 External Audit Fees	1,920	1,350	1,500	150		150
4058 Professional Services	617	3,193	3,000	(193)		(193)
4059 Internal Audit Fees	350	496	600	104		104
4100 Chairman's Allowance	0	262	400	138		138
4120 Roffey Hall Equipment	0	256	750	494		494
4122 Office Equipment	85	339	1,000	661		661
Administration :- Indirect Expenditure	<b>4,566</b>	<b>46,290</b>	<b>55,720</b>	<b>9,430</b>	<b>0</b>	<b>9,430</b>
<b>Net Income over Expenditure</b>	<b>(4,007)</b>	<b>292,494</b>	<b>272,149</b>	<b>(20,345)</b>		
<b>103 Grants</b>						
4155 Other Grants and Donations	0	4,160	10,000	5,840		5,840
Grants :- Indirect Expenditure	<b>0</b>	<b>4,160</b>	<b>10,000</b>	<b>5,840</b>	<b>0</b>	<b>5,840</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(4,160)</b>	<b>(10,000)</b>	<b>(5,840)</b>		
<b>104 Burial</b>						
4101 Burial Charges	0	6,730	6,750	20		20
Burial :- Indirect Expenditure	<b>0</b>	<b>6,730</b>	<b>6,750</b>	<b>20</b>	<b>0</b>	<b>20</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,730)</b>	<b>(6,750)</b>	<b>(20)</b>		

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>106 Personnel</u>						
4001 Salaries/NI/Pensions	48,984	292,176	296,500	4,324		4,324
4002 Childcare Vouchers	762	3,301	0	(3,301)		(3,301)
4003 Payroll Admin Charge	0	432	800	368		368
4009 Staff Expenses/Mileage	1,203	3,271	3,000	(271)		(271)
4010 Staff Training	0	500	1,500	1,000		1,000
4011 NNDR	(24,643)	0	0	0		0
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	185	301	400	99		99
Personnel :- Indirect Expenditure	<u>26,490</u>	<u>299,981</u>	<u>302,450</u>	<u>2,469</u>	<u>0</u>	<u>2,469</u>
<b>Net Expenditure</b>	<b><u>(26,490)</u></b>	<b><u>(299,981)</u></b>	<b><u>(302,450)</u></b>	<b><u>(2,469)</u></b>		
<u>201 Planning, Env &amp; Transport</u>						
4305 Planning Consultant Fees	0	278	2,250	1,972		1,972
Planning, Env & Transport :- Indirect Expenditure	<u>0</u>	<u>278</u>	<u>2,250</u>	<u>1,972</u>	<u>0</u>	<u>1,972</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(278)</u></b>	<b><u>(2,250)</u></b>	<b><u>(1,972)</u></b>		
<u>301 Allotments</u>						
1050 Allotment Rents	0	816	775	(41)		
Allotments :- Income	<u>0</u>	<u>816</u>	<u>775</u>	<u>(41)</u>		
4012 Water Rates	0	55	100	45		45
4102 Allotment Rent	0	275	250	(25)		(25)
4200 Grass cutting	500	750	750	0		0
4259 Allotment Maintenance	0	43	100	57		57
Allotments :- Indirect Expenditure	<u>500</u>	<u>1,123</u>	<u>1,200</u>	<u>77</u>	<u>0</u>	<u>77</u>
<b>Net Income over Expenditure</b>	<b><u>(500)</u></b>	<b><u>(307)</u></b>	<b><u>(425)</u></b>	<b><u>(118)</u></b>		
<u>302 Amenity, Recs &amp; Open Sp</u>						
1100 Grants Received	0	9,984	9,836	(148)		
Amenity, Recs & Open Sp :- Income	<u>0</u>	<u>9,984</u>	<u>9,836</u>	<u>(148)</u>		
4019 Window Cleaning	100	630	925	295		295
4200 Grass cutting	771	19,350	20,000	650		650
4250 Bus Shelter Repairs	0	1,883	2,000	117		117
4251 Play Area & M Crts Maint	595	6,540	8,000	1,460		1,460
4252 Open Spaces	329	5,994	9,000	3,006		3,006
4253 Litter Warden/Clearance	0	69	850	781		781
4254 Community Services - Dog Bins	168	2,188	2,069	(119)		(119)

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4255 Street Lighting - Maint/Supply	147	2,505	3,500	995		995
4258 Multicourts Maintenance	415	2,375	2,556	181		181
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	30	180	1,000	820		820
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>2,555</b>	<b>41,713</b>	<b>50,000</b>	<b>8,287</b>	<b>0</b>	<b>8,287</b>
<b>Net Income over Expenditure</b>	<b>(2,555)</b>	<b>(31,730)</b>	<b>(40,164)</b>	<b>(8,434)</b>		
<b>401 North Heath Hall</b>						
1000 Hall Lettings	2,495	63,943	64,873	930		
North Heath Hall :- Income	<b>2,495</b>	<b>63,943</b>	<b>64,873</b>	<b>930</b>		
4011 NNDR	0	6,383	6,396	13		13
4012 Water Rates	0	954	900	(54)		(54)
4014 Electricity	262	2,760	2,640	(120)		(120)
4015 Gas	440	2,164	2,562	398		398
4016 Cleaning Materials	65	1,373	1,332	(41)		(41)
4017 Refuse Bin Clearance	63	696	836	140		140
4018 Sanitary Waste	0	205	205	0		0
4019 Window Cleaning	80	560	738	178		178
4034 Maintenance - Electrical	121	1,266	2,000	734		734
4035 Maintenance - Elect Eqp Insp	40	240	500	260		260
4036 Maintenance - General	70	1,670	2,000	330		330
4037 Maintenance - Fire Alarm Syst	66	476	750	274		274
4039 Maint - Intruder Alarm	0	774	794	20		20
4041 Maintenance - Fire Extg Insp	75	75	150	75		75
4042 Maintenance - Gas Boiler etc	234	565	650	85		85
4044 Maintenance - Partition Wall	0	250	700	450		450
4061 Legionella Testing	122	253	236	(17)		(17)
4063 Maintenance - Plumbing	78	161	750	589		589
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	180	185	5		5
4500 Internal Redecorations	0	1,915	2,000	85		85
North Heath Hall :- Indirect Expenditure	<b>1,730</b>	<b>22,921</b>	<b>26,399</b>	<b>3,478</b>	<b>0</b>	<b>3,478</b>
<b>Net Income over Expenditure</b>	<b>764</b>	<b>41,022</b>	<b>38,474</b>	<b>(2,548)</b>		
<b>402 Holbrook Recreation Centre</b>						
1000 Hall Lettings	1,634	39,229	34,110	(5,119)		
1010 Multi Court Lettings	1,678	22,571	22,035	(536)		
Holbrook Recreation Centre :- Income	<b>3,311</b>	<b>61,800</b>	<b>56,145</b>	<b>(5,655)</b>		

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4011 NNDR	0	3,486	3,493	7		7
4012 Water Rates	0	(212)	1,500	1,712		1,712
4014 Electricity	422	3,378	3,250	(128)		(128)
4015 Gas	162	725	1,500	775		775
4016 Cleaning Materials	881	2,116	1,575	(541)		(541)
4017 Refuse Bin Clearance	63	549	836	287		287
4018 Sanitary Waste	0	205	205	0		0
4019 Window Cleaning	35	245	323	78		78
4034 Maintenance - Electrical	40	1,360	2,000	640		640
4035 Maintenance - Elect Eqp Insp	40	200	590	390		390
4036 Maintenance - General	0	963	2,000	1,037		1,037
4037 Maintenance - Fire Alarm Syt	0	410	570	160		160
4039 Maint - Intruder Alarm	0	774	794	20		20
4041 Maintenance - Fire Extg Insp	51	51	150	99		99
4042 Maintenance - Gas Boiler etc	0	187	500	314		314
4061 Legionella Testing	107	223	205	(18)		(18)
4063 Maintenance - Plumbing	0	83	750	667		667
4065 Fire Prevention Sundries	0	600	575	(25)		(25)
4066 Keyholder Services	15	180	185	5		5
4500 Internal Redecorations	0	1,411	2,000	589		589
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>1,815</b>	<b>16,934</b>	<b>23,001</b>	<b>6,067</b>	<b>0</b>	<b>6,067</b>
<b>Net Income over Expenditure</b>	<b>1,496</b>	<b>44,866</b>	<b>33,144</b>	<b>(11,722)</b>		
<b>403 Roffey Millennium Hall</b>						
1000 Hall Lettings	3,916	77,608	81,263	3,655		
1004 Equipment Sale/Sundry Income	65	1,555	200	(1,355)		
1006 Refreshment Sale Income	167	1,653	2,000	347		
<b>Roffey Millennium Hall :- Income</b>	<b>4,149</b>	<b>80,816</b>	<b>83,463</b>	<b>2,647</b>		
4011 NNDR	0	6,629	6,642	14		14
4012 Water Rates	0	1,400	1,235	(165)		(165)
4014 Electricity	537	5,579	5,125	(454)		(454)
4015 Gas	0	4,109	6,150	2,041		2,041
4016 Cleaning Materials	278	1,618	1,425	(193)		(193)
4017 Refuse Bin Clearance	125	1,451	1,663	212		212
4018 Sanitary Waste	0	62	205	143		143
4019 Window Cleaning	110	770	1,015	245		245
4020 Refreshment Sale Cost/Sundries	18	553	500	(53)		(53)
4034 Maintenance - Electrical	33	1,322	2,000	678		678
4035 Maintenance - Elect Eqp Insp	40	553	590	37		37

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4036 Maintenance - General	812	1,965	3,000	1,035		1,035
4037 Maintenance - Fire Alarm Syt	0	410	515	105		105
4039 Maint - Intruder Alarm	0	774	794	20		20
4040 Maintenance - Elevator	218	1,822	750	(1,072)		(1,072)
4041 Maintenance - Fire Extg Insp	0	134	150	16		16
4042 Maintenance - Gas Boiler etc	186	604	1,000	396		396
4044 Maintenance - Partition Wall	0	250	500	250		250
4061 Legionella Testing	128	264	250	(14)		(14)
4062 Air Conditionaig Maintenance	0	270	308	38		38
4063 Maintenance - Plumbing	0	413	1,500	1,087		1,087
4064 Lightning Conductor Works	180	180	227	47		47
4065 Fire Prevention Sundries	0	29	100	71		71
4066 Keyholder Services	15	180	185	5		5
4500 Internal Redecorations	2,000	2,000	2,000	0		0
Roffey Millennium Hall :- Indirect Expenditure	<b>4,680</b>	<b>33,340</b>	<b>37,829</b>	<b>4,489</b>	<b>0</b>	<b>4,489</b>
<b>Net Income over Expenditure</b>	<b>(531)</b>	<b>47,475</b>	<b>45,634</b>	<b>(1,841)</b>		
<b>901 Earmarked Reserves</b>						
4900 Repairs & Renewals Reserve	5,588	32,651	0	(32,651)		(32,651)
4909 Tree Management	0	1,750	0	(1,750)		(1,750)
4910 CLT Working Party	0	221	0	(221)		(221)
4911 CIL Expenditure	0	619	0	(619)		(619)
Earmarked Reserves :- Indirect Expenditure	<b>5,588</b>	<b>35,241</b>	<b>0</b>	<b>(35,241)</b>	<b>0</b>	<b>(35,241)</b>
<b>Net Expenditure</b>	<b>(5,588)</b>	<b>(35,241)</b>	<b>0</b>	<b>35,241</b>		
<b>Grand Totals:- Income</b>	<b>10,514</b>	<b>556,142</b>	<b>542,961</b>	<b>(13,181)</b>		
<b>Expenditure</b>	<b>47,925</b>	<b>508,711</b>	<b>515,599</b>	<b>6,888</b>	<b>0</b>	<b>6,888</b>
<b>Net Income over Expenditure</b>	<b>(37,410)</b>	<b>47,431</b>	<b>27,362</b>	<b>(20,069)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(37,410)</b>	<b>47,431</b>				

## Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

<b>Current Assets</b>		
24,107	Debtors	13,413
679	Vat Refunds	1,218
236,955	Lloyds Bank Accounts	201,785
85,000	Co-op Community Directplus A/c	85,000
84,532	Nationwide	85,083
0	LLoyds Bank - Fixed Deposit	85,000
150	Petty Cash	150
<u>431,423</u>		<u>471,649</u>
<b>431,423</b>	<b>Total Assets</b>	<b>471,649</b>
<b>Current Liabilities</b>		
37,082	Creditors	29,797
2,070	Accruals	2,260
110	Receipts in Advance	0
<u>39,261</u>		<u>32,057</u>
<b>392,161</b>	<b>Total Assets Less Current Liabilities</b>	<b>439,592</b>
<b>Represented By</b>		
186,151	General Reserve	230,057
7,955	Earmarked Reserves - VAT Con	7,955
129,450	Earmarked Reserves - R&R Fund	117,568
19,950	Earmarked Reserves - Election	19,950
0	EMR - Tree management work	4,250
5,621	Earmarked Res-Yth Charity Bal	5,621
8,035	Earmarked Reserve Planning	8,035
10,000	Earmarked Reserve - Boiler RMH	10,000
25,000	Earmarked Res Capital Receipt	25,000
0	EMR - CIL 19/20	10,434
0	EMR NHCLT	722
<u>392,161</u>		<u>439,592</u>



07/05/2020

**North Horsham Parish Council**

14:22

**Balance Sheet as at 31st March 2020**

**31st March 2019**

**31st March 2020**

The above statement represents fairly the financial position of the authority as at 31st March 2020 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**

**Income and Expenditure Account for Year Ended 31st March 2020**

31st March 2019		31st March 2020
	<b>Income Summary</b>	
319,943	Precept	327,769
386	Interest Received	710
<b>320,329</b>	Sub Total	<b>328,479</b>
	<b>Operating Income</b>	
35	Administration	10,305
539	Allotments	816
9,986	Amenity, Recs & Open Sp	9,984
64,471	North Heath Hall	63,943
60,694	Holbrook Recreation Centre	61,800
85,141	Roffey Millennium Hall	80,816
<b>541,195</b>	Total Income	<b>556,142</b>
	<b>Running Costs</b>	
45,766	Administration	46,290
5,660	Grants	4,160
6,730	Burial	6,730
287,705	Personnel	299,981
737	Planning, Env & Transport	278
1,589	Allotments	1,123
34,481	Amenity, Recs & Open Sp	41,713
23,180	North Heath Hall	22,921
21,164	Holbrook Recreation Centre	16,934
34,546	Roffey Millennium Hall	33,340
10,436	Earmarked Reserves	35,241
<b>471,993</b>	Total Expenditure	<b>508,711</b>
	<b>General Fund Analysis</b>	
106,513	Opening Balance	186,151
541,195	Plus : Income for Year	556,142
647,708		742,293
471,993	Less : Expenditure for Year	508,711
175,715		233,582
(10,436)	Transfers TO / FROM Reserves	3,525
<b>186,151</b>	<b>Closing Balance</b>	<b>230,057</b>

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 31st March 2020

	RESERVES			EXPENDITURE		INCOME		EXPENDITURE			INCOME			EXPENDITURE			INCOME			NOTE
	BALANCE 31.3.2016	TRANSFER 31.3.2016	BALANCE 1.4.2016	ACTUAL 01.04.2017	ACTUAL 31.03.2017	BALANCE 31.03.2017	TRANSFER 01.04.2017	ACTUAL 31.03.2018	ACTUAL 31.03.2018	BALANCE 31.03.18	ACTUAL 31.03.19	ACTUAL 31.03.19	BALANCE 31.03.19	TRANSFER 01.04.2019	ACTUAL 31.03.2020	ACTUAL 31.03.2020	BALANCE 31.03.2020	ACTUAL 31.03.2020	BALANCE 31.03.2020	
310/0	GENERAL RESERVES	101744	-24100	77644	470391	478024	85277	-10000	468953	500189	106513	461557	541195	186,151	-	38,767	473,470	556,142	230,056	
	<b>FARMARKED RESERVES</b>																			
320/0	REVENUE - VAT Contingency	7955	0	7955	0	0	7955	0	0	7955				7,955					7,955	
321/0	REPAIRS & RENEWALS	140666	20100	160766	23736	0	137030	8000	5144	0	139886	10436		129,450	20,770	32,652			117,568	
322/0	ELECTION	19950	0	19950	0	0	19950		0	0	19950			19,950					19,950	
323/0	TREE MANAGEMENT WORK	0	0	0	0	0	0		0	0	0				6,000	1,750			4,250	
325/0	DAMAGE	4000	0	4000	0	0	4000	-4000	0	0	0			-					-	3
326/0	YOUTH PROVISION	0	0	0	0	0	0		0	0	0			-					-	
327/0	ROFFEY YOUTH CLUB	5621	0	5621	0	0	5621		0	0	5621			5,621					5,621	1
328/0	PLANNING	8000	4000	12000	3750	0	8250		215	0	8035			8,035					8,035	
330/0	CAPITAL PROJECTS	4000	0	4000	0	0	4000	-4000	0	0	0			-					-	3
331/0	RMH BOILER	0	0	0	0	0	0	10000	0	0	10000			10,000					10,000	
335/0	CAPITAL RECEIPT	25000	0	25000	0	0	25000		0	0	25000			25,000					25,000	2
310/0	CLT Working Party				0	0	0	0	0	0	0				944	222			722	5
336/0	CIL - 19/20	25000	0	25000	0	0	0	0	0	0	0				11,053	619			10,434	2
		341936	0	341936	497877	478024	297083	0	474312	500189	322960	471993	541195	392,162	-	508,713	556,142		439,591	

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 R & R

£26,770 transferred into the RR in 2019 for high priority work : Repair to Boardwalks at Earles Meadow £17,520; Street lighting upgrade £6,000 and Redecorating at Holbrook Tythe Barn £3,250  
Expenditure of £5,200 for Streetlighting upgrade and £1,750 for Tree assesment and Broadwalk E.M. £4,200 and Broadwalk E.M. £12,920 and Water Repairs £968 .  
Partition Wall Repairs - £800 , CEF Repairs £350.02 , CEF Repairs £630 , SkyJack Scissor Lift 300, Auti Defib Unit £ 945 , Simm - Repairs £750.00.  
Servcom - £3,770.00 , CEF - NHH Lighting - 179.50 , CEF - Protective Clothing - £105.00 , TCM - Repairs £450.00 , RG - Reapirs - £1237.50 + £56.40

5 CLT Working Party

Printing & Postage Cost - 165.17 + 34.06 + 22.20 The Parish Council pledged spending up to £1,000.

6 CIL - 19/20

£618 - EMR -CIL - Goal Post Expenditure. Income of £11,052.71 in 2019/20 .

## Finance Report to show income, expenditure and reserves to 31<sup>st</sup> May 2020

To be presented at the Annual Parish Council Meeting on 2<sup>nd</sup> July 2020.

Period covering 1<sup>st</sup> April 2020 to 31<sup>st</sup> May 2020

### Funding at 31<sup>st</sup> May 2020

Precept (half year)	<b>167,597</b>
Environmental Grant (half year).	<b>5,117</b>
<b>Total</b>	<b>172,714</b>

### Income to 31<sup>st</sup> May 2020

Cost Centre	Actual income	Annual Budget	Expected income at 31 <sup>st</sup> May 2020*
Admin	19	200	33
Allotments	585	875	600**
North Heath Hall	(85)	65,625	10,937
Holbrook Tythe Barn	(156)	37,800	6,300
Multi Court Lettings	(31)	23,140	3,857
Roffey Millennium Hall	64	85,200	14,200
<b>Total</b>	<b>396</b>	<b>212,840</b>	<b>35,927</b>

### Expenditure to 31<sup>st</sup> May 2020

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 31 <sup>st</sup> May 2020*
Admin	13,871	51,670	16,187***
Grants	0	10,000	1,667
Burial	1,554	6,750	1,125
Personnel	48,390	311,250	51,875
Planning, Env, Trans	0	2,250	375
Allotments	13	1,575	262
Amenity, Recs and Open Spaces	3,187	52,085	8,680
North Heath Hall	1,612	27,854	4,642
Holbrook Tythe Barn	2,614	23,757	3,959
Roffey Millennium Hall	3,247	41,567	6,928
<b>Total</b>	<b>74,488</b>	<b>528,758</b>	<b>95,700</b>

<b>Net expenditure</b>	<b>(74,092)</b>	<b>(315,918)</b>	<b>(59,773)</b>
------------------------	-----------------	------------------	-----------------

\*Annual budget divided by 12 multiplied by 2.

\*\* Estimated income expected at 31<sup>st</sup> May 2020 less £275 annual rent for Harwood Allotments.

\*\*\* Includes actual amount for insurance paid in one lump sum in May 2020.

## **Income**

Over the first two months of the year income is £35,927 lower than expected.

Already low interest rates have reduced further due to the Covid-19 pandemic. The community halls have been closed since March 23<sup>rd</sup> 2020 as a result of the Covid-19 pandemic. Refunds have been made to those who paid for their bookings during that period and who don't want to defer their hire. Invoices have been issued to those who still use the storage facilities at the halls.

Allotment income for the year is on track. A full sized and half sized allotment have recently been relinquished which has allowed three people to take up hires. There are currently eight people on the allotment waiting list. No-one has been on the list for more than twelve months. One of those has been offered an allotment twice and declined. Two have been offered an allotment once and declined. In addition, four people who already have a half sized allotment would like a full sized allotment.

On 11<sup>th</sup> May 2020 the Government issued "Our plan to rebuild: The UK Government's COVID-19 recovery strategy". This states that indoor venues where social gatherings are held are not likely to re-open until at least 4<sup>th</sup> July 2020 and this date is dependent on criteria which must be met (the five tests set by Government) to reduce the spread of the virus.

On 1<sup>st</sup> June 2020 lockdown was eased and up to 6 people from different homes could meet in the open air with appropriate 2 metre social distancing. At this point bookings were taken for the multi-courts if they were economically viable.

## **Expenditure**

Actual expenditure is around £20,000 less than anticipated. Payments for ongoing and essential services are being made, but no additional work is being undertaken. As a result of the Covid-19 pandemic, Horsham District Council (HDC) has awarded retail rate relief on North Heath Hall and Roffey Millennium Hall. Following an enquiry, HDC Revenues and Benefits Service has advised that Holbrook Tythe Barn does not fit the criteria for rate relief, however, payment has not been claimed for May and June 2020.

The net result of the loss of income and lower expenditure is that the Parish Council has realised £15,000 less than expected over the first two months of the year.

## **Reserves**

Following the year end closedown and in readiness for the 2020/2021 financial year there was 209,461 in Ear Marked Reserves and a General Reserve of £328,678.

As part of the budget process the Parish Council agreed to transfer £64,260 from the General Reserve to Ear Marked Reserves as follows:-

EMR Play equipment £25,000

EMR Boiler at Roffey Millennium Hall - £10,000

EMR Repair and Renewal Earles Meadow boardwalks -£7,260

EMR Welcome to North Horsham Parish signs - £18,000

EMR Noticeboard upgrade - £4,000

The transfers have not yet been actioned as it would be prudent to review them to ascertain if anything can be amended to ease the financial impact of closing the halls during March, April, May and June 2020 as a result of the Covid-19 pandemic.

**Recommendation:- That the Finance and Administration Committee review the additions to the Ear Marked Reserves agreed as part of the 2020/2021 budget setting process with a view to easing the financial impact that closing the community halls and multi-courts during the Covid-19 pandemic will have on the Parish Council and to make a recommendation to the next available Parish Council Meeting.**

Pauline Whitehead 04.06.2020

## Detailed Income &amp; Expenditure by Budget Heading 31/5/2020

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>101 Administration</b>						
1176 Precept	0	167,597	335,194	167,597		
1196 Interest Received	10	19	200	181		
Administration :- Income	<b>10</b>	<b>167,616</b>	<b>335,394</b>	<b>167,778</b>		
4007 Councillors Training	0	0	1,000	1,000		1,000
4008 Councillors Expenses	1,670	1,689	6,750	5,061		5,061
4021 Telephone/Fax/Internet	0	532	3,500	2,968		2,968
4022 Postage	0	9	1,400	1,391		1,391
4023 Stationery and Printing	0	295	1,600	1,305		1,305
4024 Subscriptions	0	3,090	3,600	510		510
4025 Insurance	9,109	9,109	9,200	91		91
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	279	435	2,400	1,965		1,965
4029 Website Maintenance	0	100	0	(100)		(100)
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	61	800	740		740
4038 Office Equipment Maint.	132	132	1,000	868		868
4051 Bank Charges	0	0	100	100		100
4053 PWLB Loan Charges	0	0	12,250	12,250		12,250
4057 External Audit Fees	0	(1,350)	1,600	2,950		2,950
4058 Professional Services	0	0	3,000	3,000		3,000
4059 Internal Audit Fees	120	(230)	500	730		730
4100 Chairman's Allowance	0	0	400	400		400
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	0	0	1,000	1,000		1,000
Administration :- Indirect Expenditure	<b>11,371</b>	<b>13,871</b>	<b>51,670</b>	<b>37,799</b>	<b>0</b>	<b>37,799</b>
<b>Net Income over Expenditure</b>	<b>(11,360)</b>	<b>153,745</b>	<b>283,724</b>	<b>129,979</b>		
<b>103 Grants</b>						
4155 Other Grants and Donations	0	0	10,000	10,000		10,000
Grants :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>		
<b>104 Burial</b>						
4101 Burial Charges	1,554	1,554	6,750	5,196		5,196
Burial :- Indirect Expenditure	<b>1,554</b>	<b>1,554</b>	<b>6,750</b>	<b>5,196</b>	<b>0</b>	<b>5,196</b>
<b>Net Expenditure</b>	<b>(1,554)</b>	<b>(1,554)</b>	<b>(6,750)</b>	<b>(5,196)</b>		

3.16

## Detailed Income &amp; Expenditure by Budget Heading 31/5/2020

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>106 Personnel</b>						
4001 Salaries/NI/Pensions	21,803	48,098	305,800	257,702		257,702
4002 Childcare Vouchers	254	254	0	(254)		(254)
4003 Payroll Admin Charge	0	0	800	800		800
4009 Staff Expenses/Mileage	0	38	2,500	2,462		2,462
4010 Staff Training	0	0	1,500	1,500		1,500
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	0	0	400	400		400
Personnel :- Indirect Expenditure	<b>22,057</b>	<b>48,390</b>	<b>311,250</b>	<b>262,860</b>	<b>0</b>	<b>262,860</b>
<b>Net Expenditure</b>	<b>(22,057)</b>	<b>(48,390)</b>	<b>(311,250)</b>	<b>(262,860)</b>		
<b>201 Planning, Env &amp; Transport</b>						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,250</b>	<b>2,250</b>	<b>0</b>	<b>2,250</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,250)</b>	<b>(2,250)</b>		
<b>301 Allotments</b>						
1050 Allotment Rents	30	585	875	290		
Allotments :- Income	<b>30</b>	<b>585</b>	<b>875</b>	<b>290</b>		
4012 Water Rates	13	13	150	137		137
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	0	0	750	750		750
4259 Allotment Maintenance	0	0	400	400		400
Allotments :- Indirect Expenditure	<b>13</b>	<b>13</b>	<b>1,575</b>	<b>1,562</b>	<b>0</b>	<b>1,562</b>
<b>Net Income over Expenditure</b>	<b>17</b>	<b>572</b>	<b>(700)</b>	<b>(1,272)</b>		
<b>302 Amenity, Recs &amp; Open Sp</b>						
1100 Grants Received	5,117	5,117	9,984	4,867		
Amenity, Recs & Open Sp :- Income	<b>5,117</b>	<b>5,117</b>	<b>9,984</b>	<b>4,867</b>		
4019 Window Cleaning	0	0	925	925		925
4200 Grass cutting	2,488	2,488	20,500	18,013		18,013
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	0	44	8,000	7,956		7,956
4252 Open Spaces	0	240	10,500	10,260		10,260
4253 Litter Warden/Clearance	0	0	900	900		900
4254 Community Services - Dog Bins	168	337	2,060	1,723		1,723
4255 Street Lighting - Maint/Supply	78	78	3,500	3,422		3,422



## Detailed Income &amp; Expenditure by Budget Heading 31/5/2020

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4258 Multicourts Maintenance	0	0	2,600	2,600		2,600
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	0	0	1,000	1,000		1,000
<b>Amenity, Recs &amp; Open Sp :- Indirect Expenditure</b>	<b>2,734</b>	<b>3,187</b>	<b>52,085</b>	<b>48,898</b>	<b>0</b>	<b>48,898</b>
<b>Net Income over Expenditure</b>	<b>2,383</b>	<b>1,930</b>	<b>(42,101)</b>	<b>(44,031)</b>		
<b>401 North Heath Hall</b>						
1000 Hall Lettings	290	(85)	65,625	65,710		
North Heath Hall :- Income	<b>290</b>	<b>(85)</b>	<b>65,625</b>	<b>65,710</b>		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	0	0	900	900		900
4014 Electricity	105	434	2,640	2,206		2,206
4015 Gas	245	660	2,562	1,902		1,902
4016 Cleaning Materials	35	35	1,332	1,297		1,297
4017 Refuse Bin Clearance	32	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	0	738	738		738
4034 Maintenance - Electrical	45	45	2,000	1,955		1,955
4035 Maintenance - Elect Eqp Insp	40	80	500	420		420
4036 Maintenance - General	0	0	2,000	2,000		2,000
4037 Maintenance - Fire Alarm Syt	0	0	750	750		750
4039 Maint - Intruder Alarm	0	234	794	560		560
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	650	650		650
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	0	0	371	371		371
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	585	585		585
4066 Keyholder Services	15	30	180	150		150
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	<b>517</b>	<b>1,612</b>	<b>27,854</b>	<b>26,242</b>	<b>0</b>	<b>26,242</b>
<b>Net Income over Expenditure</b>	<b>(227)</b>	<b>(1,697)</b>	<b>37,771</b>	<b>39,468</b>		
<b>402 Holbrook Recreation Centre</b>						
1000 Hall Lettings	52	(156)	37,800	37,956		
1010 Multi Court Lettings	(31)	(31)	23,140	23,171		
Holbrook Recreation Centre :- Income	<b>21</b>	<b>(187)</b>	<b>60,940</b>	<b>61,127</b>		
4011 NNDR	0	0	3,660	3,660		3,660

## Detailed Income &amp; Expenditure by Budget Heading 31/5/2020

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4012 Water Rates	147	359	1,500	1,141		1,141
4014 Electricity	0	176	3,250	3,074		3,074
4015 Gas	50	107	1,500	1,393		1,393
4016 Cleaning Materials	35	35	1,575	1,540		1,540
4017 Refuse Bin Clearance	32	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	0	450	450		450
4034 Maintenance - Electrical	104	104	2,000	1,896		1,896
4035 Maintenance - Elect Eqp Insp	1,415	1,455	1,900	445		445
4036 Maintenance - General	18	18	2,000	1,982		1,982
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	234	794	560		560
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	500	500		500
4061 Legionella Testing	0	0	351	351		351
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	30	180	150		150
4500 Internal Redecorations	0	0	1,500	1,500		1,500
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>1,816</b>	<b>2,614</b>	<b>23,757</b>	<b>21,143</b>	<b>0</b>	<b>21,143</b>
<b>Net Income over Expenditure</b>	<b>(1,794)</b>	<b>(2,801)</b>	<b>37,183</b>	<b>39,984</b>		
<b>403 Roffey Millennium Hall</b>						
1000 Hall Lettings	104	64	83,700	83,636		
1004 Equipment Sale/Sundry Income	0	0	500	500		
1006 Refreshment Sale Income	0	0	1,000	1,000		
<b>Roffey Millennium Hall :- Income</b>	<b>104</b>	<b>64</b>	<b>85,200</b>	<b>85,136</b>		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	267	267	1,235	968		968
4014 Electricity	228	680	5,125	4,445		4,445
4015 Gas	0	1,106	6,075	4,969		4,969
4016 Cleaning Materials	35	35	1,425	1,390		1,390
4017 Refuse Bin Clearance	95	251	1,664	1,413		1,413
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	0	990	990		990
4020 Refreshment Sale Cost/Sundries	0	0	500	500		500
4034 Maintenance - Electrical	0	0	2,000	2,000		2,000
4035 Maintenance - Elect Eqp Insp	40	80	2,650	2,570		2,570
4036 Maintenance - General	0	0	3,250	3,250		3,250

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## Detailed Income &amp; Expenditure by Budget Heading 31/5/2020

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4037 Maintenance - Fire Alarm Syst	0	0	570	570		570
4039 Maint - Intruder Alarm	0	234	794	560		560
4040 Maintenance - Elevator	564	564	750	186		186
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	0	1,000	1,000		1,000
4044 Maintenance - Partition Wall	0	0	500	500		500
4061 Legionella Testing	0	0	380	380		380
4062 Air Conditionaing Maintenance	0	0	300	300		300
4063 Maintenance - Plumbing	0	0	1,500	1,500		1,500
4064 Lightning Conductor Works	0	0	230	230		230
4065 Fire Prevention Sundries	0	0	620	620		620
4066 Keyholder Services	15	30	180	150		150
4500 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	<u>1,244</u>	<u>3,247</u>	<u>41,567</u>	<u>38,320</u>	<u>0</u>	<u>38,320</u>
<b>Net Income over Expenditure</b>	<u>(1,140)</u>	<u>(3,183)</u>	<u>43,633</u>	<u>46,816</u>		
<b>901 Earmarked Reserves</b>						
4910 CLT Working Party	0	75	0	(75)		(75)
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>75</u>	<u>0</u>	<u>(75)</u>	<u>0</u>	<u>(75)</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(75)</u>	<u>0</u>	<u>75</u>		
<b>Grand Totals:- Income</b>	<b>5,573</b>	<b>173,110</b>	<b>558,018</b>	<b>384,908</b>		
<b>Expenditure</b>	<b>41,305</b>	<b>74,563</b>	<b>528,758</b>	<b>454,195</b>	<b>0</b>	<b>454,195</b>
<b>Net Income over Expenditure</b>	<u>(35,733)</u>	<u>98,547</u>	<u>29,260</u>	<u>(69,287)</u>		
<b>Movement to/(from) Gen Reserve</b>	<u>(35,733)</u>	<u>98,547</u>				

**North Horsham Parish Council**

**Income and Expenditure Account for Year Ended 30th April 2020**

31st March 2020		30th April 2020
	<b>Income Summary</b>	
327,769	Precept	167,597
710	Interest Received	19
<u>328,479</u>	Sub Total	<u>167,616</u>
	<b>Operating Income</b>	
10,305	Administration	0
816	Allotments	585
9,984	Amenity, Recs & Open Sp	5,117
63,943	North Heath Hall	(85)
61,800	Holbrook Recreation Centre	(187)
80,816	Roffey Millennium Hall	64
<u>556,142</u>	Total Income	<u>173,110</u>
	<b>Running Costs</b>	
46,290	Administration	13,871
4,160	Grants	0
6,730	Burial	1,554
299,981	Personnel	48,390
278	Planning, Env & Transport	0
1,123	Allotments	13
41,713	Amenity, Recs & Open Sp	3,187
22,921	North Heath Hall	1,612
16,934	Holbrook Recreation Centre	2,614
33,340	Roffey Millennium Hall	3,247
35,241	Earmarked Reserves	75
<u>508,711</u>	Total Expenditure	<u>74,563</u>
	<b>General Fund Analysis</b>	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	173,110
<u>742,293</u>		<u>403,166</u>
508,711	Less : Expenditure for Year	74,563
<u>233,582</u>		<u>328,603</u>
3,525	Transfers TO / FROM Reserves	(75)
<u>230,057</u>	Closing Balance	<u>328,678</u>

31st March 2020

31st March 2021

<b>Current Assets</b>			
13,413	Debtors	1,536	
1,218	Vat Refunds	2,115	
201,785	Lloyds Bank Accounts	316,919	
85,000	Co-op Community Directplus A/c	85,000	
85,083	Nationwide	85,083	
85,000	LLoyds Bank - Fixed Deposit	85,000	
150	Petty Cash	150	
<u>471,649</u>			<u>575,802</u>
	<b>471,649 Total Assets</b>		<b>575,802</b>
<b>Current Liabilities</b>			
29,797	Creditors	37,663	
2,260	Accruals	0	
<u>32,057</u>			<u>37,663</u>
	<b>439,592 Total Assets Less Current Liabilities</b>		<b>538,139</b>
<b>Represented By</b>			
230,057	General Reserve		328,678
7,955	Earmarked Reserves - VAT Con		7,955
117,568	Earmarked Reserves - R&R Fund		117,568
19,950	Earmarked Reserves - Election		19,950
4,250	EMR - Tree management work		4,250
5,621	Earmarked Res-Yth Charity Bal		5,621
8,035	Earmarked Reserve Planning		8,035
10,000	Earmarked Reserve - Boiler RMH		10,000
25,000	Earmarked Res Capital Receipt		25,000
10,434	EMR - CIL 19/20		10,434
722	EMR NHCLT		647
<u>439,592</u>			<u>538,139</u>

02/06/2020

**North Horsham Parish Council**

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**Balance Sheet as at 30th May 2020**

**31st March 2020**

**31st March 2021**

The above statement represents fairly the financial position of the authority as at 30th May 2020 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

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

Signed :  
Responsible  
Financial  
Officer

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

**NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 31st May 2020**

The transfers to EMRs agreed in the 2020/21 budget have not yet been undertaken. It will be recommended that they are reviewed in light of the Covid-19 outbreak and loss of income from hall hire.

		EXPENDITURE		INCOME		EXPENDITURE		INCOME		EXPENDITURE		INCOME		NOTE
		BALANCE	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	
		31.03.18	31.03.19	31.03.19	31.03.19	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	31.05.2020	31.05.2020	31.05.2020	
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056		74488	173110	328678	
	<b>EARMARKED RESERVES</b>													
320/0	REVENUE - VAT Contingency	7955			7955				7955				7955	
321/0	REPAIRS & RENEWALS	139886	10436		129450	20770	32652		117568				117568	3
322/0	ELECTION	19950			19950				19950				19950	
323/0	TREE MANAGEMENT WORK	0				6000	1750		4250				4250	
327/0	ROFFEY YOUTH CLUB	5621			5621				5621				5621	1
328/0	PLANNING	8035			8035				8035				8035	
331/0	RMH BOILER	10000			10000				10000				10000	
335/0	CAPITAL RECEIPT	25000			25000				25000				25000	2
337/0	CLT Working Party	0				944	222		722		75		647	
336/0	CIL - 19/20	0				11053	619		10434				10434	4
		322960	471993	541195	392162	0	508713	556142	439591	0	74563	173110	538138	

1 Roffey Youth Club - money left from when the Youth Club Committee folded.

AGREED with FD

2 Capital Receipt - money from the sale of land.

3 R & R - for ongoing repairs agreed by the Property Committee

4 CIL - 19/20 - CIL money received in 2019/2020

Ear Marked Reserves agreed in the 2020/2021 budget have not yet been transferred from the General Reserve:-

these are as follows:- E.M.R Play equipment - £25,000

E.M.R RMH Boiler - £10,000

E.M.R R & R Earles Meadow Boardwalks - £7,260

E.M.R Welcome to North Horsham Parish signs £18,000

E.M.R Noticeboard Upgrade - £4,000

**CALCULATION FOR PARTIAL EXEMPTION ON VAT PAID - 2019/20**

The table below shows the amount of VAT paid out on invoices. HMRC has agreed partial exemption rates as indicated in the table.

A total of up to £7,500 per annum can be reclaimed on exempt items.

		Standard Holbrook Tythe Barn	Standard North Heath Hall	Standard Multi courts	Fuel Holbrook Tythe Barn	Fuel North Heath Hall	Standard Admin	Column A Total amount of VAT paid on varying rates	Exempt VAT that can be reclaimed.	Standard Roffey Millennium Hall	Standard	Fuel	Column B Total amount of VAT paid on 100% reclaim categories	Total VAT paid - sum of columns A and B
	VAT percent applicable	20%	20%	20%	5%	5%	20%			20%	20%	5%		
Period 1	March - June 2019	287.66	327.37	90.22	7.44	6.27		718.96		894.17	3,407.10	8.07	4,309.34	5,028.30
	VAT exempt percentage	70%	100%	85%	70%	100%	37%			0%	0%	0%		
	VAT that can be reclaimed	201.36	327.37	76.69	5.21	6.27	0.00	616.90		0.00	0.00	0.00	0.00	616.90
Period 2	July - September 2019	492.04	522.63	83.00	6.94	3.65	26.00	1,134.26		725.92	5,444.13	11.46	6,181.51	7,315.77
	VAT exempt percentage	70%	100%	85%	70%	100%	37%			0%	0%	0%		
		344.43	522.63	70.55	4.86	3.65	9.62	955.74		0.00	0.00	0.00	0.00	955.74
Period 3	October - December 2019	266.18	445.01	121.83	6.53	20.36	294.51	1,154.42		1,316.24	3,194.48	2.06	4,512.78	5,667.20
	VAT exempt percentage	70%	100%	85%	70%	100%	37%			0%	0%	0%		
		186.33	445.01	103.56	4.57	20.36	108.97	868.79		0.00	0.00	0.00	0.00	868.79
Period 4	January to March 2020	475.75	1,957.54	89.77	27.05	0.00	0.00	2,550.11		1,137.39	1,958.79	11.78	3,107.96	5,658.07
	VAT exempt percentage	70%	100%	85%	70%	100%	37%			0%	0%	0%		
		333.03	1,957.54	76.30	18.94	0.00	0.00	2,385.80		0.00	0.00	0.00	0.00	2,385.80
	<b>Cummulative Total</b>	<b>1,521.63</b>	<b>3,252.55</b>	<b>384.82</b>	<b>47.96</b>	<b>30.28</b>	<b>320.51</b>	<b>5,557.75</b>		<b>4,073.72</b>	<b>14,004.50</b>	<b>33.37</b>	<b>18,111.59</b>	<b>23,669.34</b>
	VAT exempt percentage	70%	100%	85%	70%	100%	37%			0%	0%	0%		
	VAT that can be reclaimed	1,065.14	3,252.55	327.10	33.57	30.28	118.59	4,827.23	4,827.23	4,073.72	14,004.50	33.37	18,111.59	22,938.82
	£7500 de minimis limit													

Agrees with VAT Return Summary to 30.06.19. Total inputs.

Agrees with VAT Return Summary to 30.09.19. Total inputs.

Agrees with VAT Return Summary to 31.12.2019. Total inputs.

Agrees with VAT Return Summary to 3.3.2020. Total inputs.

3 24A.



List of Payments made between 01/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/03/2020	Horsham Publications Ltd	020320-01	72.60		Newsletter
02/03/2020	Horsham District Council	020320-02	168.30		Dog Bin Refuse Collection
02/03/2020	Viking Direct	020320-03	64.70		Repairs & Maintenance
02/03/2020	M Stoner,	020320-04	46.80		Travel Expenses
02/03/2020	N. Simmonds,	020320-05	840.00		Repairs & Maintenance - EMR
02/03/2020	Leadbeater locks	020320-07	40.64		Padlock - Multi Court
02/03/2020	Essential Hygiene & Catering S	020320-08	8.47		Trigger Bottle - Cleaning
02/03/2020	Enterprise Services Group Ltd	020320-09	198.50		Feminine Hygiene Services
02/03/2020	West Sussex County Council	020320-08	24,643.17		Salaries - Feb 2020
03/03/2020	Angie Lowen - CLT Member	9039	56.40		CLT Website
03/03/2020	CAME & CO	9040	427.35		Insurance Renewals Mar 2021
03/03/2020	Purell TFXHygienic	BACS	221.58		Protective Clothings
03/03/2020	LLoyds Credit Card	BACS	83.98		Fan Heather - Hot/Cold
03/03/2020	City Electrical Factors Ltd	030320-01	129.25		Maintenance
03/03/2020	Essential Hygiene & Catering S	030320-02	791.13		Cleaning Materials
03/03/2020	D. Lees	030320-03	24.30		Travel Expenses
03/03/2020	NETCOM	030320-05	187.68		IT Support
03/03/2020	Orion Lightning Protection Ltd	030320-06	216.00		Lighting Inspection
03/03/2020	Servcom Services UK Ltd.,	030320-07	87.62		Repairs & Maintenance
03/03/2020	N. Simmonds,	030320-08	165.00		Repairs & Maintenance
03/03/2020	T C Maintenance	030320-09	450.00		Repairs & Maintenance
03/03/2020	Turner Security Systems Ltd.	030320-10	79.20		Security Maintenance
03/03/2020	Viking Direct	030320-11	8.99		Repairs & Maintenance
04/03/2020	British Gas Business	040320-01	336.10		Electricity 21.01.20to13.02.20
04/03/2020	GDPR Services	040320-01	756.00		Professional Services
04/03/2020	Kiddivouchers	040320-02	253.11		Childcare Voucher
04/03/2020	Kiddivouchers	040320-05	3.00		Childcare Voucher
04/03/2020	T C Maintenance	040320-04	2,305.00		Internal Decoration
06/03/2020	Public Works Loan Board	060320-01	6,286.06		PWLB - Loan Repayment
09/03/2020	SOS Systems	090320-01	112.96		Printing
15/03/2020	NETCOM	150320-01	461.76		IT Support
17/03/2020	C Brewer & Sons Ltd	170320-01	59.08		Repairs & Maintenance
17/03/2020	Viking Direct	170320-02	281.55		Stationery
17/03/2020	Servcom Services UK Ltd.,	170320-03	145.49		Boiler Repair _ NHH
17/03/2020	Repair Glaze	170320-04	1,485.00		Repairs & Maintenance
17/03/2020	N. Simmonds,	170320-05	145.00		Repairs & Maintenance
17/03/2020	Horsham District Council	170320-06	900.00		Annual Car Parking Tickets
17/03/2020	Grigg & Co	170320-07	78.00		Repairs & Maintenance
17/03/2020	ELA Group	170320-08	262.08		Maintenance - Elevator
17/03/2020	British Gas Business	170320-01	159.65		Gas Bill
17/03/2020	Lloyds Credit Card	17032020	83.98		Fan Heather Hot/Cold
20/03/2020	British Gas Business	200320-01	10.89		Gas Bill
20/03/2020	British Gas Business	200320-02	527.67		Gas Cost
20/03/2020	British Gas Business	200320-03	644.43		Electricity bill
20/03/2020	Horsham District Council	230320-01	62.80		Refuse Collection
20/03/2020	Horsham District Council	230320-02	62.80		Refuse Collection
20/03/2020	Horsham District Council	230320-03	124.80		Refuse Collection

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## LLoyds Bank Accounts

List of Payments made between 01/03/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/03/2020	EDF Energy Ltd	230320-04	81.85		Electricity Cost
23/03/2020	British Gas Business	230320-05	314.60		Electricity Cost
24/03/2020	Essential Hygiene & Catering S	240320-01	676.45		Cleaning Materials
24/03/2020	Assurity Consulting Ltd	240320-02	427.80		Workplace EnvironmenAssessment
24/03/2020	City Electrical Factors Ltd	240320-03	18.66		Maintenance
24/03/2020	Extinguere Ltd	240320-04	125.95		Annual Fire Equipment Service
24/03/2020	Horsham District Council	240320-05	150.00		Car Park Season Ticket 2020/21
24/03/2020	UKHost4U	240320-06	107.87		Cleaning Materials
24/03/2020	Mr Alan Randall	240320-07	84.60		Travel Exp
24/03/2020	Servcom Services UK Ltd.,	240320-08	4,659.72		Maint- Heating
24/03/2020	T C Maintenance	240320-09	1,373.60		Build Repairs & Maintenance
26/03/2020	SSP Specialised Sports Product	260320-07	498.00		Multi Court Maintenance
31/03/2020	H M Land Registry	BACS	-3.00		H M Land Registry
<b>Total Payments</b>			<b>53,074.97</b>		

## LLoyds Bank Accounts

List of Payments made between 01/04/2020 and 30/04/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2020	Horsham District Council	DD	168.30		Dog bin emptying April 2020
01/04/2020	Horsham District Council	DD1	62.80		Refuse collection HTB
01/04/2020	Horsham District Council	DD2	62.80		Refuse collection NHH
01/04/2020	Horsham District Council	DD3	156.00		Refuse collection RMH
01/04/2020	SOS Systems	DD4	39.18		Photocopier printing
01/04/2020	Horsham Publications Ltd	010420-01	72.60		Newsletter
02/04/2020	British Gas Business	020420-01	383.43		Electricity Cost
03/04/2020	Incor Group Management Ltd	030420202	426.00		Window Cleaning
03/04/2020	R McCartney,	030420203	20.34		Travel Expenses
03/04/2020	NETCOM	030420204	252.00		IT Support
03/04/2020	Pitney Bowes Finance Ltd.	030420205	211.02		Postages
03/04/2020	Servcom Services UK Ltd.,	030420206	113.10		Heating Repairs
03/04/2020	West Sussex County Council	030420207	24,594.79		Salaries - March 2020
03/04/2020	Grasstex Ltd	030420201	1,525.68		Grass Cutting
03/04/2020	Servcom Services UK Ltd.,	0304202061	22.62		Heating Repairs
09/04/2020	SOS Systems	090420-01	75.73		Printing
14/04/2020	British Gas Business	DD	1,327.12		Gas 23.01.2020 to 23.3.2020
15/04/2020	Action in Rural Sussex	150420201	144.00		Sunsubscription 2020_2021
15/04/2020	Fidelis Security Ltd	150420202	842.40		Commercial keyholding_ int ala
15/04/2020	H Griffiths	150420203	23.40		Expenses Feb/Mar 2020
15/04/2020	NETCOM	150420206	187.68		IT Support
15/04/2020	Pitney Bowes Finance Ltd.	150420207	10.56		Franking machine rental
15/04/2020	N. Simmonds,	150420208	165.00		Keyholding fee
15/04/2020	West Sussex ALC Ltd.,	150420209	2,969.97		Subscription 2020_2021
15/04/2020	Lloyds Bank	BACS	142.99		Domain renewal/ parking disc
16/04/2020	Lloyds Bank	BACS	8.98		Friendship Club
16/04/2020	Community Land Trust Network	BACS	75.00		Membership 2020/21
16/04/2020	British Gas Business	160420-01	107.26		Gas Bill - 04/03/20-23/03/2020
20/04/2020	Kiddivouchers	200420202	256.11		Child Care Vouchers
20/04/2020	D. Lees	204020203	37.80		Expenses
20/04/2020	RBS Software Solutions	200420204	672.00		Year end online closedown
22/04/2020	EDF Energy Ltd	22042020DD	82.71		Street Lighting
24/04/2020	British Gas Business	DD1	542.65		Electricity 1.3.2020 - 31.3.20
24/04/2020	British Gas Business	DD2	394.05		Electricity 1.3.2020 - 31.3.20
27/04/2020	Lloyds Bank	BACS	59.70		VE Day pens for Friendship Club
27/04/2020	Forest View Tree Surgery,	270420201	240.00		Tree surgery Amberley Flds
27/04/2020	Pitney Bowes Finance Ltd.	270420203	205.00		Postage
28/04/2020	British Gas Business	280420-01	39.21		Gas 24.3.2020 - 7.4.2020
28/04/2020	British Gas Business	280420-02	211.35		Gas 1.4.2020 - 7.4.2020
28/04/2020	British Gas Business	280420-03	324.41		Electricity 14.3.2020 - 7.4.20

<b>Total Payments</b>	<u>37,255.74</u>
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## Lloyds Bank Accounts

List of Payments made between 01/05/2020 and 31/05/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2020	CF Corporate Finance Ltd	Dd	158.94		Photocopier
01/05/2020	Horsham Publications Ltd	dd	72.60		Newsletter Horsham Pages
01/05/2020	Horsham District Council	dd	168.30		Dog bin emptying May 2020
06/05/2020	British Gas Business	DD	170.85		Gas 8.4.2020-17.4.2020
06/05/2020	British Gas Business	Dd	21.12		Gas 8.4.2020 - 17.4.2020
07/05/2020	Leadbeater locks	070520-01	53.14		Combination locks
07/05/2020	Mulberry & Co	070520-02	144.00		Final Int Audit 2019/20
07/05/2020	N. Simmonds,	070520-03	165.00		Emergency light test
13/05/2020	Lloyds Bank - Zoom	BACS	143.88		Standard Pro Annual
13/05/2020	Lloyds Bank -Amazon	BACS	21.98		Garden sacks
13/05/2020	Scottish Water Business Stream	130520-01	146.81		Water 4.11.19-13.1.2020
14/05/2020	Grasstex Ltd	140520-01	2,985.00		Grasscutting April 2020
14/05/2020	NETCOM	140520-01	190.74		IT Support
14/05/2020	N. Simmonds,	140520-02	45.00		Electrical repair
15/05/2020	Scottish Water Business Stream	DD	12.94		Water 17.1. - 29.4 2020 allot
15/05/2020	Kiddivouchers	150520-01	256.11		Childcare vouchers
22/05/2020	EDF Energy Ltd	Db	82.27		Elec streetlighting April 2020
26/05/2020	British Gas Business	DD	238.92		Electricity 1.4.2020 -30.4.20
26/05/2020	British Gas Business	Dd	110.73		Elec 1.4.2020 - 30.4.2020
26/05/2020	West Sussex County Council	260520-01	26,295.12		Salaries and Cllr Allow Apr 20
27/05/2020	Horsham District Council	d d	159.40		Refuse collection HTB Apr 20
27/05/2020	ELA Group	127052020	165.92		Lift maintenance contract
27/05/2020	N. Simmonds,	327052020	1,375.00		Electrical Test and remedial
<b>Total Payments</b>			<b>33,183.77</b>		



## MULBERRY & CO

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Registered Auditors  
& Chartered Tax Advisors

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Our Ref: MARK/NOR002

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

27<sup>th</sup> April 2020

Dear Pauline

**Re: North Horsham Parish Council**  
**Internal Audit Year Ended 31<sup>st</sup> March 2020**

Following completion of our interim internal audit on the 19<sup>th</sup> September and our final audit on the 27<sup>th</sup> April 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 and summarised in the tables at the end of the report. The recommendations (if applicable) from the interim visit have been answered in the table at the end of the report.**

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 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 well established, and followed. The Clerk is very experienced and ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance.

3.29

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 fit for purpose. I would like to thank Pauline for her assistance and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

### **Final Audit – Summary Finding**

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

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

I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year ended 31st March 2020. Accordingly, I have signed off the AGAR.

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

The council continues to use the RBS Omega system as a day to day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used daily to report on 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. There are five users on the booking system and two for the accounting system.

I reviewed the cashbook and confirmed that it was up to date. My audit testing showed that supporting documentation could be readily located from records recorded on RBS.

I tested opening balances as at 1 April 2019 and confirmed they could be agreed back to the audited accounts for 2018/19.

The Council is VAT registered and the last VAT return was for the quarter ended 30 June 2019. The refund amount was received into the bank account on 11 July 2019. This indicates that the council is up to date with its postings on the financial package.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

At the interim audit, I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

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

#### **Interim Audit**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit*

At the interim audit date, the external auditors report has not yet been received. The Clerk is aware of the requirement to publish the report on the council's website once received.

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors have signed "Acceptance of Office" forms and the Chairman has signed a separate acceptance of office for the role. All councillors have also signed an acceptance to receive information by electronic means.

Register of Members Interests forms have been completed for each councillor and are published on the council's website.

*Confirm that the council is compliant with the relevant transparency code*

I note that the council is required by law to follow the 2015 Local Government Transparency Code. A review of the web site shows the council is following the regulations and publishes the required information in a format which is simple to understand and easily accessible.

*Confirm that the council is compliant with the GDPR*

The council is aware of GDPR, and has appointed GDPR Info as its DPO. It was noted that the council does not have common email addresses for councillors. A common email system such as [cilr.name@northhorsham-pc.gov.uk](mailto:cilr.name@northhorsham-pc.gov.uk) is recommended because it gives a natural segregation so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

*Confirm that the council meets regularly throughout the year*

The council has the following committees:

- Full Council - meets approximately every two months
- Planning, Environment and Transport – meets monthly
- Property - meets approximately every two months
- Finance and Administration - meets quarterly
- Personnel - meets quarterly

There are also a number of working parties and groups which meets as and when necessary to cover specific tasks each committee has spending powers.

*Check that agendas for meetings are published giving 3 clear days' notice*

The Clerk was able to demonstrate that at least 3 clear days' notice is given on both web site and hard copy agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

*Check the draft minutes of the last meeting(s) are on the council's website*

Draft minutes are uploaded to the council website, usually within a few days of the meeting. They are clearly marked draft, and subsequently replaced with final versions once approved.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months*

The Standing Orders are based on the NALC 2018 model and were adopted on 16 May 2019, with minor amendments made on 4 July 2019.

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations*

The Financial Regulations are based on the NALC 2016 model and were adopted on 16 May 2019. Following the new model version released in July 2019, the council intends to review these at committee in October and adopt them at council in November. 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.

*Check that the council's Financial Regulations are being routinely followed*

Financial regulation 2.2 deals with bank reconciliations, the council is performing a monthly bank reconciliation for all accounts which includes signing the face of the bank statements, and this activity is minuted in accordance with regulations.

Financial regulation 4 deals with budgetary control and authority to spend. The council has thresholds in place at which authorisations to spend must be obtained.

- Full council – over £5,000
- Finance and Administration committee – between £2,000 and £5,000
- Other committees – up to £2,000

The RFO has delegated authority to spend up to £10,000 in the event of an emergency situation, and any such spend is then reported to council at the next meeting.

Financial Regulation 5 deals with authorisation of payments. The minutes show authorisation of payments lists in accordance with regulations. Random sampling of payments shows invoices being checked and initialled, with payments easily reconcilable to the payments list.

Financial regulation 6 deals with making payments. The council makes payments predominately via online banking, but also by cheque, direct debit and debit card. There are seven councillors authorised as signatories, with the Clerk and Deputy Clerk also able to sign if required. Cheques must be signed by two signatories. Council approves direct debit payments on an annual basis, and this activity is recorded in the council minutes.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.12 per elector*

The council has the General Power of Competence (GPC) and therefore has no section 137 expenditure.

*Confirm that checks of the accounts are made by a councillor*

Internal Control Working Group has been established to complete regular checks of accounts, including review of the sales and purchase ledgers, bank reconciliations and reserves.

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system.

At interim audit, I am of the opinion that the control assertion “This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for” has been met.

### **Final Audit**

I have reviewed the expenditure list which is broadly similar to the prior year after accounting for one of expenditure items. There was a £7,232 increase year on year in expenditure against the amenity, recs and open spaces account due to an increase in grass cutting fees; however, this has in part been offset by a decrease of £4,230 on the Holbrook Recreation Centre. The year on year variance of £24,308 shown for box 6 is due in the main to repairs and renewals expenditure for which there was a brought forward earmarked reserve.

Creditors are listed below

- |                       |         |                 |
|-----------------------|---------|-----------------|
| • Trade creditors     | £29,797 | (2019: £37,082) |
| • Accruals            | £2,260  | (2019: £2,070)  |
| • Receipts in advance | £nil    | (2019: £110)    |

I am of the opinion that the control assertion “This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for”, has been met.



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

#### **Interim Audit**

The council undertakes a full risk assessment that covers health and safety, operational and financial risks. This is reviewed on an annual basis. The document is comprehensive and takes into account the perceived level of risk, controls in place and other actions the council has taken to mitigate risk.

I have confirmed that the council has a valid insurance certificate. The council reviews its insurance requirements as part of the renewal process. Money and asset cover appear adequate, with a fidelity guarantee set at £500,000.

At interim audit, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

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

#### **Interim Audit**

The 2020-21 budget and precept setting process is scheduled to begin in September, with each committee outlining their own budget requirements which are subsequently reviewed by the Finance and Administration committee and adjusted as required. A final draft is recommended by the Finance and Administration committee in December, with approval confirmed by Full Council in January.

Council set a precept for 2019/20 of £327,769 and receives no Council Tax Support Grant. General guidance recommends a general reserve of circa 50% of precept, adjusted for local conditions. The council held a general reserve of £186,000 at the start of the year.

The council also holds a number of clearly itemised earmarked reserves, and through discussion with the Clerk, these all appear to be for projects which are likely to come to fruition.

At interim audit, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

#### **Final Audit**

The council has £439,593 of reserves of which £230,057 is general and £209,536 is earmarked. 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 £165k.

The councils detailed working on reserves shows the correct bfwd reserve of £392,162 and the correct cfwd reserve of £439,593. The movement of £47,431 agrees to the AGAR and is categorised as follows:

- Income £556,142 and
- Expenditure £508,711 – of which
  - £35,241 is expenditure against bfwd earmarked reserves
- Transfers to earmarked reserves from general reserves were £38,823

It is noted there is a minor variance of £57 between the councils details reserves working and the system generated printouts from the RBS package as already highlighted by the Clerk, this has been corrected.

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.", has been met.

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

### **Interim Audit**

Other than the precept, the council also receives income through room hire, grants and allotment fees.

Any cash payments received by the council are receipted and placed in an envelope. Where another staff member is available, this is double checked at the time. Cash received is kept in a locked drawer and banked weekly, or sooner if the amount is significant.

A review of the sales ledger shows only one item outstanding for more than three months, which the council is pursuing through formal court action, otherwise has minimal amounts outstanding. The payment ledger is well managed and demonstrates the controls the council has in place.

At the interim audit, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

### **Final Audit**

The precept income was tested to remittance advice notes. The CIL grant that was received in the same payment has been correctly shown in box 3 of the AGAR. There are no errors to report.

In total, other income has increased by £7,121 year on year this is due in the main to income from a CIL grant of £11,053 (agreed to remittance) and a decrease in Hall lettings in the Roffee Millennium Hall.

At the year-end date the council debtors were as follows:

- Sales Ledger                    £13,413                    (2019: £24,107)
- VAT refunds                    £1,218                    (2019: £679)

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.", has been met.

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

The council has a float of £150 and is balanced on a regular basis, at least quarterly. This was reviewed at the interim audit date, and it is clear this is used for small sundries and is not significant or material.

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for" has been met.

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

### **Interim Audit**

The council uses an external firm who complete salary calculations and make BACS payments on behalf of the council. On a monthly basis, the council provides overtime details to the external firm, and then upon receipt of the external company's report, confirms its accuracy.

The council has a Members Allowances scheme for elected members, some of whom have chosen to opt out. Allowances are correctly paid through payroll on a quarterly basis. Any expenses for staff or councillors are paid upon receipt of a completed and authorised expenses form.

At interim audit, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

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

### **Interim Audit**

The council has a fixed asset register in place. Assets are correctly stated at historic or proxy cost, and includes information in relation to anticipated replacement costs and insurance values. The document is very thorough and more than adequate for a council of this size. The council also produces a regular inventory, which is cross referenced to the asset register.

At interim audit, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

### **Final Audit**

The loan interest and capital repayments were agreed to PWLB debt management letters and the closing balance to the end of year statement letter. There were no errors.

The Council does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £1,000.

The fixed asset register has been maintained in an Excel spreadsheet and agreed to the AGAR. The asset register was up to date with all relevant assets as at the current financial year end.

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

## **I. BANK AND CASH (INTERIM AND FINAL AUDIT)**

### **Interim Audit**

At the interim audit date the council had a reconciled bank position which has been signed in accordance with Financial Regulations, reported to council and recorded in the minutes. The reconciliation is checked and signed by a councillor.

At interim audit, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

### **Final Audit**

At the year-end date the council had a reconciled bank position. The council has six active bank accounts, together with petty cash. None of the accounts listed are non-cash investments and as such do not need to be disclosed in box 9 of the AGAR. I have reviewed the reconciliation and confirm there were no outstanding lodgements or payments and that all balances agreed to the bank statements provided.

The movement year on year in bank and cash balances is not greater than 15% and as such does not need to be disclosed on the report of significant variances.

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

## **J. YEAR END ACCOUNTS (FINAL AUDIT)**

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

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2018-19 AGAR.

Agar Box Number		2018/19	2019/20	Auditor Notes
1	Balances brought forward	322,960	392,161	Agrees to 2018/19 signed AGAR
2	Precept or Rates and Levies	319,943	327,769	No significant variance – agrees to Income & expenditure account and precept remittances.
3	Total other receipts	221,252	228,373	No significant variance
4	Staff costs	285,845	298,747	No significant variance
5	Loan interest/capital repayments	13,188	12,695	No significant variance – agrees to PWLB statements
6	All other Payments	172,961	197,269	No significant variance
7	Balances carried forward	392,161	439,592	Casting agrees & not greater than twice box 2. Agrees to balance sheet. General reserve £230,057 Earmarked £209,535
8	Total value of cash and short term investments	406,637	457,018	No significant variance – agrees to reconciliation
9	Total fixed assets plus long term investments and assets	1,372,852	1,378,730	No significant variance – agrees to register
10	Total borrowings	62,500	52,884	No significant variance – agrees to PWLB statement

I am of the opinion the AGAR will be ready for submission to the external auditor within statutory time scales and that the control objective of “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.”, has been met.

#### K. TRUSTEESHIP (INTERIM AUDIT)

The council has no trusts.

#### L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Due to the Covid 19- Outbreak the statutory deadlines have been changed as follows:

The publication date for final, audited, accounts will move from the 30 September to 30 November 2020 for all local authority bodies. To give local authorities more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead local authorities must commence the public inspection period on or before the first working day of September 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we would encourage councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and are due to come into force on 30 April 2020.

The Relevant dates as set by North Horsham Parish Council are set out in the table below.

<b>Inspection - Key date</b>	<b>2018/19 Actual</b>	<b>2019-20 Proposed</b>
<b>Accounts approved at full council</b>	April 2018 Full Council	TBC
<b>Date Inspection Notice Issued and how published</b>	1 June	21 <sup>st</sup> August 2020
<b>Inspection period begins</b>	4 June	27 <sup>th</sup> August
<b>Inspection period ends</b>	13 July	12 <sup>th</sup> October
<b>Correct length</b>	Yes	yes
<b>Common period included?</b>	Yes	yes
<b>Summary of rights document on website?</b>	<b>Attached to inspection announcement</b>	<b>Attached to inspection announcement</b>

I am satisfied the requirements of this control objective were met for 2018-19, and assertion 4 on the annual governance statement can therefore be signed off by the Council.

Should you have any queries please do not hesitate to contact me, attention.

Kind regards  
Yours sincerely



**Mark Mulberry**



**NORTH HORSHAM PARISH COUNCIL**

**Review of the Effectiveness of the Internal Audit 2019/2020**

<b>EXPECTED STANDARD</b>	<b>EVIDENCE OF ACHIEVEMENT</b>	<b>HAS THIS STANDARD BEEN MET?</b>
1. Scope of internal audit.	The scope of the audit work is set out in a letter dated 05.08.2019 (Agreed by the Finance and Administration Committee at minute FA/349/19 on 24 <sup>th</sup> October 2019) 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	Mulberry and Co. Ltd. is a specialist in the sector. Mr Mulberry is the financial advisor for the Surrey and Sussex Association of Local Councils (SSALC) 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 05.08.2019. The Internal Auditor involves the Clerk/RFO in all of the tests that are carried out and discusses all aspects of the report, this is evidenced in the report. The Clerk is able to contact the Internal Auditor to gain advice or guidance.	YES

5. Audit planning and reporting	There is a specific audit plan as part of the 2019/2020 Internal Audit Report . Any concerns are given in a report which are then presented to the Parish Council for action. The internal audit covers risk assessment.	YES
6. Internal audit work	The Internal Auditor visits twice a year and can be contacted 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.	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 2<sup>nd</sup> July 2020.



# APPENDIX 4

# Annual Governance and Accountability Return 2019/20 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

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 and published **before 1 July 2020**.
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 is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

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 the Local Audit and Accountability Act 2014

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- 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 (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR 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 if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial 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 full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved 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 **before 1 July 2020**.

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 been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
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 published?		
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled 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 as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2019/20

## 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 2020.

The internal audit for 2019/20 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. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> 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

19/09/2019 27/04/2020

Mark Mulberry BA (Hons) FCCA CTA

Signature of person who carried out the internal audit

Date 27/04/2020

\*If the response is 'no' you must include 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 2019/20

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 2020, 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.	✓			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.	✓			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.	✓			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.	✓			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.	✓			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.	✓			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.	✓			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.	✓			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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chairman

Clerk

#### Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

## Section 2 – Accounting Statements 2019/20 for

### NORTH HORSHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<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	322,960	392,161	<i>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.</i>
2. (+) Precept or Rates and Levies	319,943	327,769	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	221,252	228,373	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	285,845	298,747	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments</i>
5. (-) Loan interest/capital repayments	13,188	12,695	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	172,961	197,269	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	392,161	439,592	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	406,637	457,018	<i>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></i>
9. Total fixed assets plus long term investments and assets	1,372,852	1,378,730	<i>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.</i>
10. Total borrowings	62,500	52,884	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>  <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented

Date

23/06/2020

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

DATE

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

DATE

## Section 3 – External Auditor Report and Certificate 2019/20

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 2020; 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 2019/20

(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 2019/20

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 2020.

\*We do not certify completion because:

External Auditor Name

External Auditor Name

External Auditor Signature

External Auditor Signature

Date

Date

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

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2020**  
**North Horsham Parish Council**

**SECTION 2 - 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  Date

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	322,960	392,161	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	319,943	327,769	Total amount of Precept income received in the year
3	Total other receipts	221,252	228,373	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	285,845	298,747	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 expenses
5	Loan interest/Capital repayments	13,188	12,695	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	172,961	197,269	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	392,161	439,592	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	406,637	457,018	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	1,372,852	1,378,730	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	62,500	52,884	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 2;
- \* Bank Reconciliation as at 31 March



## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	106,513	186,151	310	0	General Reserve
1	7,955	7,955	320	0	Earmarked Reserves - VAT Con
1	139,886	129,450	321	0	Earmarked Reserves - R&R Fund
1	19,950	19,950	322	0	Earmarked Reserves - Election
1	5,621	5,621	327	0	Earmarked Res-Yth Charity Bal
1	8,035	8,035	328	0	Earmarked Reserve Planning
1	10,000	10,000	331	0	Earmarked Reserve - Boiler RMH
1	25,000	25,000	335	0	Earmarked Res Capital Receipt
1	<b>Balances brought forward</b>	<b>322,960</b>	<b>392,161</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	319,943	327,769	1176	101	Precept
2	<b>Annual Precept</b>	<b>319,943</b>	<b>327,769</b>	Total amount of Precept income received in the year	
3	64,471	63,943	1000	401	Hall Lettings
3	36,425	39,229	1000	402	Hall Lettings
3	81,171	77,608	1000	403	Hall Lettings
3	1,555	1,555	1004	403	Equipment Sale/Sundry Income
3	1,702	1,653	1006	403	Refreshment Sale Income
3	35	-748	1008	101	Miscellaneous Income
3	150	0	1008	302	Miscellaneous Income
3	713	0	1008	403	Miscellaneous Income
3	24,270	22,571	1010	402	Multi Court Lettings
3	539	816	1050	301	Allotment Rents
3	9,836	9,984	1100	302	Grants Received
3	0	11,053	1175	101	CIL Payment
3	386	710	1196	101	Interest Received
3	<b>Total other receipts</b>	<b>221,252</b>	<b>228,373</b>	Total income or receipts as recorded in the cashbook minus the Precept	
4	280,309	292,176	4001	106	Salaries/NI/Pensions
4	1,778	3,301	4002	106	Childcare Vouchers
4	3,758	3,271	4009	106	Staff Expenses/Mileage
4	<b>Staff costs</b>	<b>285,845</b>	<b>298,747</b>	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 expenses	
5	13,188	12,695	4053	101	PWLB Loan Charges
5	<b>Loan interest/Capital repayments</b>	<b>13,188</b>	<b>12,695</b>	Total expenditure or payments of capital and interest made during the year on borrowings	
6	950	432	4003	106	Payroll Admin Charge
6	292	770	4007	101	Councillors Training
6	3,592	6,074	4008	101	Councillors Expenses
6	723	500	4010	106	Staff Training
6	6,240	6,383	4011	401	NNDR
6	3,408	3,486	4011	402	NNDR
6	6,480	6,629	4011	403	NNDR
6	258	55	4012	301	Water Rates

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	312	954	4012	401	Water Rates
6	1,935	-212	4012	402	Water Rates
6	1,140	1,400	4012	403	Water Rates
6	2,915	2,760	4014	401	Electricity
6	3,359	3,378	4014	402	Electricity
6	5,002	5,579	4014	403	Electricity
6	2,417	2,164	4015	401	Gas
6	836	725	4015	402	Gas
6	4,896	4,109	4015	403	Gas
6	1,167	1,373	4016	401	Cleaning Materials
6	1,154	2,116	4016	402	Cleaning Materials
6	1,736	1,618	4016	403	Cleaning Materials
6	816	696	4017	401	Refuse Bin Clearance
6	816	549	4017	402	Refuse Bin Clearance
6	1,622	1,451	4017	403	Refuse Bin Clearance
6	185	205	4018	401	Sanitary Waste
6	176	205	4018	402	Sanitary Waste
6	535	62	4018	403	Sanitary Waste
6	730	630	4019	302	Window Cleaning
6	480	560	4019	401	Window Cleaning
6	290	245	4019	402	Window Cleaning
6	805	770	4019	403	Window Cleaning
6	598	553	4020	403	Refreshment Sale Cost/Sundries
6	2,530	1,670	4021	101	Telephone/Fax/Internet
6	948	792	4022	101	Postage
6	1,514	1,598	4023	101	Stationery and Printing
6	3,172	3,465	4024	101	Subscriptions
6	8,937	9,192	4025	101	Insurance
6	17	17	4026	101	Publications/Magazines
6	2,020	2,583	4028	101	IT Costs
6	144	84	4029	101	Website Maintenance
6	15	0	4030	106	Recruitment Advertising
6	12	0	4032	101	Publicity/Marketing
6	669	783	4033	101	Newsletter
6	115	0	4034	101	Maintenance - Electrical
6	1,209	1,266	4034	401	Maintenance - Electrical
6	1,608	1,360	4034	402	Maintenance - Electrical
6	1,597	1,322	4034	403	Maintenance - Electrical
6	875	240	4035	401	Maintenance - Elect Eq Insp
6	0	200	4035	402	Maintenance - Elect Eq Insp
6	0	553	4035	403	Maintenance - Elect Eq Insp
6	84	0	4036	302	Maintenance - General
6	1,807	1,670	4036	401	Maintenance - General
6	2,601	963	4036	402	Maintenance - General
6	2,550	1,965	4036	403	Maintenance - General
6	410	476	4037	401	Maintenance - Fire Alarm Syt

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	410	410	4037	402	Maintenance - Fire Alarm Syt
6	410	410	4037	403	Maintenance - Fire Alarm Syt
6	606	570	4038	101	Office Equipment Maint.
6	774	774	4039	401	Maint - Intruder Alarm
6	774	774	4039	402	Maint - Intruder Alarm
6	1,014	774	4039	403	Maint - Intruder Alarm
6	514	1,822	4040	403	Maintenance - Elevator
6	22	75	4041	401	Maintenance - Fire Extg Insp
6	68	51	4041	402	Maintenance - Fire Extg Insp
6	120	134	4041	403	Maintenance - Fire Extg Insp
6	654	565	4042	401	Maintenance - Gas Boiler etc
6	573	187	4042	402	Maintenance - Gas Boiler etc
6	990	604	4042	403	Maintenance - Gas Boiler etc
6	600	250	4044	401	Maintenance - Partition Wall
6	250	250	4044	403	Maintenance - Partition Wall
6	89	101	4051	101	Bank Charges
6	1,809	1,350	4057	101	External Audit Fees
6	4,027	3,193	4058	101	Professional Services
6	308	496	4059	101	Internal Audit Fees
6	345	253	4061	401	Legionella Testing
6	315	223	4061	402	Legionella Testing
6	355	264	4061	403	Legionella Testing
6	270	270	4062	403	Air Conditionaig Maintenance
6	285	161	4063	401	Maintenance - Plumbing
6	618	83	4063	402	Maintenance - Plumbing
6	1,323	413	4063	403	Maintenance - Plumbing
6	675	180	4064	403	Lightning Conductor Works
6	0	600	4065	402	Fire Prevention Sundries
6	0	29	4065	403	Fire Prevention Sundries
6	165	180	4066	401	Keyholder Services
6	220	180	4066	402	Keyholder Services
6	165	180	4066	403	Keyholder Services
6	173	301	4067	106	Protective Clothing
6	301	262	4100	101	Chairman's Allowance
6	6,730	6,730	4101	104	Burial Charges
6	263	275	4102	301	Allotment Rent
6	300	0	4103	101	Parish Plan
6	209	256	4120	101	Roffey Hall Equipment
6	965	339	4122	101	Office Equipment
6	5,660	4,160	4155	103	Other Grants and Donations
6	1,068	750	4200	301	Grass cutting
6	10,465	19,350	4200	302	Grass cutting
6	1,979	1,883	4250	302	Bus Shelter Repairs
6	7,708	6,540	4251	302	Play Area & M Crts Maint
6	6,625	5,994	4252	302	Open Spaces
6	0	69	4253	302	Litter Warden/Clearance

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	2,020	2,188	4254	302	Community Services - Dog Bins	
6	2,616	2,505	4255	302	Street Lighting - Maint/Supply	
6	2,075	2,375	4258	302	Multicourts Maintenance	
6	0	43	4259	301	Allotment Maintenance	
6	180	180	4302	302	Notice Board Maintenance	
6	737	278	4305	201	Planning Consultant Fees	
6	1,500	1,915	4500	401	Internal Redecorations	
6	2,003	1,411	4500	402	Internal Redecorations	
6	1,500	2,000	4500	403	Internal Redecorations	
6	10,436	32,651	4900	901	Repairs & Renewals Reserve	
6	0	1,750	4909	901	Tree Management	
6	0	221	4910	901	CLT Working Party	
6	0	619	4911	901	CIL Expenditure	
6	Total other payments	<b>172,961</b>	<b>197,269</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	<b>392,161</b>	<b>439,592</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		236,955	201,785	201	0	Lloyds Bank Accounts
8		85,000	85,000	202	0	Co-op Community Directplus A/c
8		84,532	85,083	203	0	Nationwide
8		0	85,000	205	0	Lloyds Bank - Fixed Deposit
8		150	150	210	0	Petty Cash
8	Total Cash & Investments	<b>406,637</b>	<b>457,018</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		1,372,852	1,378,730	9	0	Total Fixed Assets
9	Total Fixed Assets	<b>1,372,852</b>	<b>1,378,730</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10		62,500	52,884	10	0	Total Borrowings
10	Total Borrowings	<b>62,500</b>	<b>52,884</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

## Additional information to be submitted with Part 3 AGAR

### Basic and Intermediate levels

North Horsham Parish Council

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 (N.B. a <a href="#">pro-forma</a> document is available online).	Included
3. Explanations of significant variances:  For boxes 2 – 10 in the Accounting Statements, where the 2020 figure is 15% greater than, or 15% less than, the 2019 figure <b>unless</b> the variance is less than £500	Included
4. A reconciliation between boxes 7 and 8 – this must be quantified.	Included
5. An explanation of any 'No' answers in Section 1 (Annual Governance Statement)	None
6. An explanation of any 'No' answers in the Annual Internal Audit Report.	None
7. An explanation of the level of reserves held if more than twice the precept of the Authority.	The reserve isn't more than twice the precept.
8. Whether you use the general power of competence.	Yes. It was confirmed at the Annual Parish Council Meeting in May 2019.
9. The dates for the period for the exercise of public rights (N.B. a <a href="#">pro-forma</a> document is available online).	27 <sup>th</sup> August 2020 to 12 <sup>th</sup> October 2020
10. This sheet, duly completed	

---

**North Horsham Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2020**

---

**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/03/2020	Lloyds Treasurers A/c -Current	5,001.00
31/03/2020	lloyds Business Instant Access	196,783.74
31/03/2020	Petty Cash	150.00

201,934.74

Other Cash & Bank Balances

255,082.86

---

457,017.60

Receipts not on Bank Statement

0.00

**Closing Balance**

---

**457,017.60**

All Cash & Bank Accounts

1	Lloyds Bank Accounts	201,784.74
2	Petty Cash	150.00
	Other Cash & Bank Balances	255,082.86
	<b>Total Cash &amp; Bank Balances</b>	<hr/> <b>457,017.60</b> <hr/>

## North Horsham Parish Council - Explanation of variances 2019/20

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2019 £	2020 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	322,960	392,161				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	319,943	327,769	7,826	2.45%	NO		
3 Total Other Receipts	221,252	228,373	7,121	3.22%	NO		
4 Staff Costs	285,845	298,747	12,902	4.51%	NO		
5 Loan Interest/Capital Repayment	13,188	12,695	-493	3.74%	NO		
6 All Other Payments	172,961	197,269	24,308	14.05%	NO		
7 Balances Carried Forward	392,161	439,592	47,431	12.09%	NO		
8 Total Cash and Short Term Investments	406,637	467,018	50,381	12.39%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	1,372,852	1,378,730	5,878	0.43%	NO		
10 Total Borrowings	82,500	52,884	-9,616	15.39%	YES		Repayments to Public Works Loan Board - pre set
Excessive Reserves Ratio	1.22572	1.34116					

---

**North Horsham Parish Council**

**Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2020**

Explains the difference between boxes 7 & 8 on the Annual Return

---

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	<b>Total Reserves</b>	<b>392,161.13</b>	<b>439,592.04</b>
101	Debtors	24,106.78	13,412.96
105	Vat Refunds	679.18	1,218.22
	<b>Less Total Debtors</b>	<b>24,785.96</b>	<b>14,631.18</b>
501	Creditors	37,081.96	29,796.74
510	Accruals	2,070.00	2,260.00
560	Receipts in Advance	109.50	0.00
	<b>Plus Total Creditors</b>	<b>39,261.46</b>	<b>32,056.74</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>406,636.63</b>	<b>457,017.60</b>
201	Lloyds Bank Accounts	236,954.73	201,784.74
202	Co-op Community Directplus A/c	85,000.26	85,000.26
203	Nationwide	84,531.64	85,082.60
205	Lloyds Bank - Fixed Deposit	0.00	85,000.00
210	Petty Cash	150.00	150.00
	<b>Total Cash and Bank Accounts</b>	<b>406,636.63</b>	<b>457,017.60</b>



## NORTH HORSHAM PARISH COUNCIL

### NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

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

#### NOTICE

1. Date of announcement 21<sup>st</sup> August 2020

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it 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 2020, these documents will be available on reasonable notice by application to:

Pauline Whitehead BA(Hons) FSL  
Clerk to the Council  
C/o North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham  
RH12 4DT

commencing on Thursday 27<sup>th</sup> August 2020 and ending on Monday 12<sup>th</sup> October 2020.

3. 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 smaller authority.

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

4. The smaller authority's AGAR 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 (Ref RD/hd)  
Rutland House, Minerva Business Park, Lynch Wood, Peterborough  
PE2 6PZ

5. This announcement is made by:-

Pauline Whitehead BA(Hons) FSLCC Responsible Finance Officer and Clerk to the Council

## Parish Clerk

---

**From:** Wsussex Sa <wsussex.sa@moore.co.uk>  
**Sent:** 27 May 2020 09:15  
**To:** Parish Clerk  
**Subject:** Intermediate request

Dear Clerk

Based on your Council's results for the year ended 31 March 2019 we expect your authority to be intermediate by size (income and/or expenditure greater than £200k) for the year ended 31 March 2020.

On this basis, we have considered the additional information required to be submitted in relation to your intermediate review and would appreciate it if you submit the following items at the same time as providing information already requested:

- a) Confirm that all expenditure decisions made are within existing powers and are minuted and provide an example of such procedures being performed.
- b) Confirm council has adopted Standing Orders, Financial Regulations and a Code of Conduct (NB: please provide an explanation where any of these items are not in force).
- c) Provide evidence of where the items in section b have been adopted or reviewed in the year, or details as to why this has not been done this year.
- d) Confirm all members have signed acceptance of the Code of Conduct (or details where any have not).
- e) Where the Council has confirmed it has the general power of competence, please provide details of the relevant individual who is qualified to exercise this power and a summary of their qualifications held allowing them to hold this power.

Should your Council have fallen below the intermediate threshold for the year then this information will not be required, however if this is the case then please confirm this to us ASAP.

If you have any queries in relation to this, please contact us further to discuss.

Kind regards

Carolyn Rossiter

**Wsussex Sa**

Moore East Midlands



T +44 (0)1733 397300  
www.moore.co.uk



**Moore East Midlands**

# APPENDIX 5



# **North Horsham Parish Council**

## **Standing Orders**

16<sup>th</sup> May 2019 Updated 2<sup>nd</sup> July 2020

**Adapted from Model Standing  
Orders 2018  
(England)**



**National Association of Local Councils (NALC)  
109 Great Russell Street  
London  
WC1B 3LD**

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

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**Permission is given to use NALC's logo in the presented format only.**

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## INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

## HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

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

## DRAFTING NOTES

Model standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements, so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. Model standing orders includes alternative options for a council to choose from when determining standing orders. The appropriate option in line with practice has been chosen in these standing orders.

**Temporary changes provided in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) England and Wales) Regulations 2020 came into force on 4<sup>th</sup> April 2020 and permit some changes to Standing Orders until May 2021.**

**The Standing Orders affected are highlighted in yellow.**

**The Accounts and Audit (Coronavirus)(Amendment) Regulations 2020 include changes to Financial Regulations for 2020 to reflect a later submission date for the Annual Governance and Accountability Return. The Standing Order affected is highlighted grey.**



## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( three ) minutes without the consent of the chairman of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

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

## 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

Remote meetings can be held (including by video and telephone conferencing) At remote meetings voting will be carried out by show of hands and by specifically asking those attending by telephone conferencing. Agendas and supporting documents will be displayed on the Parish Council's website. Councillors will be sent hard copies of agendas as usual unless they have specified otherwise. This legislation is in place until May 2021.

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which**

**shall give reasons for the public's exclusion.**

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ( fifteen ) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than ( three ) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- **l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- **m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- **n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- **o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- **p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the**

**Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted**
- and the meeting shall be closed. The business on the agenda for the meeting
- shall be adjourned to another meeting.
  
- x A meeting shall usually start at 7.30pm unless agreed otherwise and a meeting shall not exceed a period of ( two ) hours.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
  
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
  
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
  
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( two ) days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides. In 2020 there is no requirement for a Parish Council to hold its Annual Parish Council Meeting, although it can if it wishes. This change of legislation is in place until May 2021.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council. The Chairman and Vice Chairman remain in place until an Annual Parish Council Meeting is held or until the Council decides to elect a replacement. This change of regulation is in place until May 2021.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual**

**meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

**i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

**j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**

**i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

**ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;**

**iii. Receipt of the minutes of the last meeting of a committee;**

**iv. Consideration of the recommendations made by a committee;**

**v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;**

**vi. Review of the terms of reference for committees;**

**vii. Appointment of members to existing committees;**

**viii. Appointment of any new committees in accordance with standing order 4;**

**ix. Review and adoption of appropriate standing orders and financial regulations;**

**x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

**xi. Review of representation on or work with external bodies and arrangements for reporting back;**

**xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;**

**xiii. Review of inventory of land and other assets including buildings and**



office equipment;

- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- ~~xvi. Review of the Council's complaints procedure; remove~~
- ~~xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21); remove~~
- ~~xviii. Review of the Council's policy for dealing with the press/media; remove~~
- ~~xix. Review of the Council's employment policies and procedures; remove~~
- ~~xx. Review of the Council's expenditure incurred under s 137 of the Local Government Act 1972 or the general power of competence~~
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## 6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

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

**7. PREVIOUS RESOLUTIONS**

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

**8. VOTING ON APPOINTMENTS**

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

**9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (seven) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( seven ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the

Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

#### 10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or

xvii. to close the meeting.

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. DRAFT MINUTES

Full Council meetings ●  
Committee meetings ●  
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the

minutes relate.

- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
  - 
  -
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

#### 14. CODE OF CONDUCT COMPLAINTS

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

**conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

**15. PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( four ) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer, if one is appointed;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Planning, Environment and Transport Committee within three working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning, Environment and Transport Committee.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**16. RESPONSIBLE FINANCIAL OFFICER**

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

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**



- a. "Proper practices" in standing orders refer to the most recent version of **Joint Panel on Accountability and Governance - Practitioners' Guide**. The name of the publication changed in March 2020.
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June. For 2020 this changed to 31<sup>st</sup> August 2020.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 (the amount changed in May 2020) for a public service or supply contract or in excess of £4,733,252 (the amount changed in May 2020) for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,733,252 (the amount changed in May 2020) for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by any meeting of the Council held in public is subject to standing order 11.
- b. Absence from work will be reported in line with the Parish Council's absence from work policy. An overview of absence from work will be reported to the Personnel Committee annually unless circumstances dictate it should be more frequently.
- c. The Chairman of the Council and another member of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the Council or in his absence, the Vice Chairman of the Council in respect of an informal or formal grievance matter. This matter shall be progressed informally by the most senior employee and reported to the Personnel Committee as appropriate.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the Council and progressed to the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h The Council shall keep all written records relating to employees secure. All paper records shall be secured in a locked cupboard. Electronic records shall be password protected and if possible encrypted.
- i Access and means of access by keys and/ or computer password to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk, Deputy Clerk and Chairman of the Council. (As in 6.11 of the Financial Regulations)

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

**26. STANDING ORDERS GENERALLY**

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

27. **TERMS OF REFERENCE OF NORTH HORSHAM PARISH COUNCIL**

- a To consist of 19 Members, with a quorum of seven, including (Co-opted members do not need to be treated differently to those elected other than they cannot be paid an allowance) any Co-opted Members in attendance. To meet bi-monthly (but not August) and to be responsible for the normal statutory responsibilities of the Council, including, but not limited to –
- a. Setting the overall Budget and Precept
  - b. Standing Orders
  - c. Code of Conduct for Members
  - d. Councillor Training
  - e. Emergency organisation
  - f. Major Projects
  - g. Complaints and Grievances (via the Complaints Panel)
  - h. Partnership Initiatives
  - i. Parish Plan
  - j. Liaison with Outside Organisations
  - k. Byelaws
  - l. Council Structure

28. **TERMS OF REFERENCE OF THE STANDING COMMITTEES AND WORKING PARTIES OF NORTH HORSHAM PARISH COUNCIL**

1. **FINANCE AND ADMINISTRATION COMMITTEE**

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

- a. Initial review of the Annual Accounts
- b. Initial review of Financial Regulations and Financial Policy
- c. Initial review of Internal and External Audits
- d. Budget Preparation
- e. Monitoring of Budgets
- f. Insurance
- g. Administrative Office Equipment
- h. Banking arrangements
- i. Payment authorization
- j. Grants
- k. Corporate Business Plan

2. **PROPERTY COMMITTEE**

Has delegated authority and shall consist of 10 members, with a quorum 3. To meet bi-monthly and to be responsible for the following –

- a. Committee Budget preparation.
- b. Monitoring Committee Budget
- c. All property assets owned by the Council
- d. Property Maintenance through the Repairs & Renewals Fund
- e. To review and agree all Health & Safety and Fire Risk Assessments of all assets without the need to bring them to full Council.
- f. To review and adopt the Terms and Conditions of Hire for Parish Council Premises (including the multi-courts)



### **3 PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE**

Has delegated authority and shall consist of 12 members. To meet every month and to be responsible for the following –

- a. Committee Budget preparation
- b. Monitoring Committee Budget
- c. All planning applications within the Parish
- d. Planning policy
- e. Environmental matters
- f. Local waste policy
- g. Transport matters
- h. Local transport provision

### **4. PERSONNEL COMMITTEE**

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

- a. Committee Budget preparation.
- b. Monitoring of Committee budget
- c. Disciplinary matters involving members of staff
- d. Grievances from members of staff
- e. General staff matters
- f. Staff Training
- g. Staff appraisals
- h. Establishment numbers
- i. Employment legislation

**5. INTERNAL CONTROLS WORKING GROUP**

Has no delegated authority. Reports to the Finance & Administration Committee. The Working Group can consist of all members of the Finance and Administration Committee, to undertake tasks from a programme of work agreed annually and with a quorum of two. Meetings shall be held at least four times per year to consider the following –

- a. Accounting procedures of the Council
- b. Banking procedures
- c. Adherence to Financial Regulations
- d. Internal procedural spot checks

**6. COMPLAINTS PANEL**

- a. Responsible to full Council. To consist of any three Members of Council, with confirmation of appointment by the Chairman of Council.
- b. To meet as required; and to consider and report findings/Recommendations on the following to Council –
- c. Complaints from members of the public in accordance with the Council's Procedure for handling complaints from the public.

**7 OTHER WORKING GROUPS**

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

- a. To undertake a task or tasks delegated to it from Council or its Committees
- b. To undertake research and investigative work into a specific project
- c. To put forward alternative suggestions as a means of dealing with the project for consideration
- d. To put forward a series of Recommendations.
- e. It is important to the effectiveness of a Working Group that it is able to meet as and when required during the "life" of the Group.

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



# NORTH HORSHAM PARISH COUNCIL FINANCIAL REGULATIONS

Based on NALC Model Financial Regulations 2019.

Adopted by the Parish Council July 2019. Updated 2<sup>nd</sup> July 2020.

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**The Accounts and Audit (Coronavirus)(Amendment) Regulations 2020 include changes to Standing Orders for 2020 to reflect a later submission date for the Annual Governance and Accountability Return. This doesn't affect Financial Regulations.**

## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2018 National Association of Local Councils

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

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

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

shall be a matter for the full council only.

1.14. In addition the council must:

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

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

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

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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



- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

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

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority to amend an approved budget is to be determined by
  - the council for all items over £5,000;

- the Finance and Administration Committee for items between £2,000 and £5,000;
- a duly delegated committee of the council for items up to £2,000;
- The Clerk, in conjunction with the Chairman of the Council or Chairman of the appropriate committee for items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and the appropriate Chairman.

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

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

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

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

Up to £2,000 by the responsible Committee.

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

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

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit

of £10,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
  - c) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council and countersigned by the RFO or Deputy Clerk in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon

as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

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

- 6.20. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £150 - Reduce petty cash to reflect having a credit card for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

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

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

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



## **9. INCOME**

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

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by

obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by legal professionals acting in disputes;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and
    - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations

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

set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 28, <sup>4</sup> and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall usually obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,500 and above £1,000 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. (PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS))**

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<sup>3</sup> Thresholds currently applicable are:

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

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

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

### **13. STORES AND EQUIPMENT**

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

### **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the appropriate Committee, together with any other consents required by law, save where the estimated value of

any one item of tangible movable property does not exceed £500 or a transaction value of £1,000.

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

## **15. INSURANCE**

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

## **16. RISK MANAGEMENT**

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

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

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

\* \* \*

## **Relevant notes to the Model.**

Stated dates or months have been changed to suit local circumstances.

[square brackets] Those parts not relevant have been deleted. An alternative may have been provided.

Where the word “regularly” is used in the text the council has set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(a) and (b)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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# APPENDIX 6





# North Horsham Parish Council

## CCTV POLICY AND CODE OF PRACTICE

### 1. Introduction

1.1 Closed circuit television (CCTV) is installed at the Council premises (Roffey Millennium Hall) for the purpose of staff and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded.

1.2 The use of CCTV falls within the scope of the General Data Protection Regulations (GDPR) 2018. In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure

### 2. Data Protection Statement

2.1 North Horsham Parish Council is the Data Controller under the Act. However, responsibility for access to images and the process of requests for access to images by third parties will be dealt with as part of day to day procedures by the Clerk, Deputy Clerk and Data Protection Officer.

2.2 CCTV is installed for the purpose of staff and premises security.

2.3 Access to stored images will be controlled on a restricted basis within the Council.

2.4 Use of images, including the provision of images to a third party, will be in accordance with the Council's Data Protection registration.

2.5 CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.

2.6 CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.

2.7 External and internal signage are displayed *on the premises* stating of the presence of CCTV and indicating the name of the Data Controller and a contact number during office hours for enquiries.

### 3. Retention of Images

3.1 Images from cameras are recorded a secure hard drive ("the recordings"). Where

recordings are retained for the purposes of security of staff and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the purposes of security of staff, and premises, will not be retained for longer than is necessary (30 day retention period).

3.2 The system does not have an automatic power backup facility which may operate in the event of a main supply power failure.

#### **4. Access to Images**

4.1 It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

#### **5. Access to Images by Council Staff**

5.1 Access to recorded images is restricted to the Data Protection Officer (DPO), Clerk and Deputy Clerk who act on a day to day basis on behalf of the Parish Council. Those delegated will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

#### **6. Removal of Images for Use in Legal Proceedings**

6.1 In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The reason for removal
- Specific authorisation of removal and provision to a third party
- Any crime incident number to which the images may be relevant
- The place to which the recordings will be taken
- The signature of the collecting police officer, where appropriate
- The date and time of replacement into secure storage of the recordings

## **7. Access to Images by Third Parties**

7.1 Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**).

7.2 **Those delegated by the Data Controller** will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

7.3 All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

## **8. Disclosure of Images to the Media**

8.1 If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

8.2 If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

## **9. Access by Data Subjects**

9.1 This is a right of access under GDPR 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**). The requestor needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

## **10. Procedures for Dealing with an Access Request**

10.1 All requests for access by Data Subjects will be dealt with by those delegated by the Data Controller, who will locate the images requested. Those delegated by the Data Controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

10.2 Those delegated by the Data Controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

10.3 If third party images are not to be disclosed, those delegated by the Data Controller will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then those delegated by the Data Controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images.
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the Data Controller.
- The written contract makes the security guarantees provided by the editing company explicit.

10.4 Those delegated by the Data Controller will provide a written response to the Data Subject within **30** days of receiving the request setting out those delegated by the Data Controller's decision on the request.

10.5 A copy of the request and response should be retained.

## **11. Complaints**

11.1 Complaints must be in writing and addressed to the Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.



**Appendix 1**  
**Data Protection Act/General Data Protection Regulation**  
**- Application for CCTV Data Access**

**ALL Sections must be fully completed.**

Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" – i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature.....
If it is not possible to obtain the signature of the data subject, please state your reasons	
Please state your reasons for requesting the image	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator	
Please indicate whether you (the applicant) will be satisfied by viewing the image only	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **30** days.

<b>COUNCIL USE ONLY</b>	<b>COUNCIL USE ONLY</b>
Access granted (tick)	

Access <b>not</b> granted (tick)	Reason for not granting access:
Data Controller's name:  Signature:  Date:	





# NORTH HORSHAM PARISH COUNCIL

## FIRE SAFETY POLICY

### POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005 (FSO)**.

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

### KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

### WHO DOES THE POLICY APPLY TO

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

### REVIEW OF THE POLICY

Subject to any new legislation, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed annually. The next review is due in July 2021.





# North Horsham Parish Council

## PUBLICATION SCHEME

Prepared using the SALC Model scheme January 2018.

Reviewed July 2020 using the Information Commissioner's Office website [www.ico.gov.uk](http://www.ico.gov.uk).

### 1. Introduction

The Freedom of Information Act 2000 provides rights of public access to information held by public bodies. Further information is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)

### 2. Information available

The following information is available from North Horsham Parish Council under the model publication scheme. The classes of information will not generally include:-

- The disclosure of information which is prevented by law, or exempt under the Freedom of Information Act or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		

Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost

Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan	Hard copy Website	Disbursement cost
Annual report to Meeting of Electors	Hard copy Website	Disbursement cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	Disbursement cost
Agendas of meetings (as above)	Hard copy Website	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Responses to consultation papers	Hard copy Website	Disbursement cost
Responses to planning applications	Hard copy Website	Disbursement cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		

<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Website	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Website	Disbursement cost
Data protection Policies	Hard copy Website	
Schedule of charges (for the publication of information)	Hard copy Website	Disbursement cost
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers)		
Any publicly available register or list.	Hard copy Website	Disbursement cost
Asset Register	Hard copy Website	Disbursement cost
Register of members' interests	Hard copy Website	Disbursement cost
Register of gifts and hospitality	Hard copy Website	Disbursement cost
<b>Class 7 – The services we offer</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy Website	Free of charge
Burial grounds (North Horsham Parish Council owns part of Roffey Cemetery with Horsham District Council (HDC) but HDC is responsible for its running and maintenance)	Hard copy Website	Free of charge
Community centres	Hard copy	Free of charge

	Website	
Parks, playing fields and recreational facilities	Hard copy Website	Free of charge
Seating, litter bins and lighting	Hard copy Website	Free of charge
Bus shelters	Hard copy Website	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees.	Hard copy Web site	Disbursement cost

### 3. How to access information

Information can be obtained:-

- on the Parish Council website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)
- By e-mail to the Clerk – [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)
- By writing to the Clerk for hard copies at:-

North Horsham Parish Council Offices

Roffey Millennium Hall  
Crawley Road  
Horsham  
West Sussex  
RH12 4DT

- By telephone 01403 750786
- Some information may only be available for inspection at the Parish Council Office during Office hours (Usually Monday – Friday 9.00am – 5.00pm) and by making a prior appointment.

### 4. Charges

- 4.1 The purpose of the Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.
- 4.2 Charges made by the authority for routinely publishes material will be justified and transparent and kept to a minimum.
- 4.3 Charges will be made for actual disbursements incurred such as photocopying (**10p per A4 sheet**), postage and package (**actual cost of Royal Mail second class postage rates**) and costs directly incurred as a result of viewing information.
- 4.4 If a charge is to be made, confirmation of payment will be given before the information is provided.
- 4.5 Payment may be requested prior to provision of the information.

4.6 No charge will be made for the cost of retrieving and collating information up to a value of £450 (approximately 2.5 days work) (Freedom of Information Act 2000 s 12). In certain cases the public authority is not obliged to comply with a request for **information** if the authority estimates that the cost of complying with the request would exceed the appropriate limit. (Freedom of Information Act 2000 s69), if it is vexatious or if the request repeats a previous request from the same person. Current details of this are available on the ICO website [www.ico.gov.uk](http://www.ico.gov.uk)

**5. If a request for information has not been resolved satisfactorily;**

- 5.1 If the information received is not what has been asked for, first contact the Clerk or Deputy Clerk.
- 5.2 To register a complaint, follow the complaints procedure which can be found on the Parish Council website or which can be requested in hard copy.
- 5.3 If an issue has not been resolved by following the methods listed above the matter can be raised with the Information Commissioner's Office:-

Website:- [www.ico.gov.uk](http://www.ico.gov.uk)

Telephone:- 08456 30 60 60 or 01625 545745

Postal Address:-  
The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5 AF

**6. Scheme adoption and review**

- 6.1 The Publication Scheme was first adopted on 13<sup>th</sup> November 2008.
- 6.2 The Scheme will be reviewed before May 2022.

2<sup>nd</sup> July 2020



# **NORTH HORSHAM PARISH COUNCIL HEALTH AND SAFETY**

## **STATEMENT OF GENERAL POLICY**

### **POLICY STATEMENT**

North Horsham Parish Council aims to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to health which may arise from work activities through a positive scheme of risk management.

### **KEY PRINCIPLES**

The Parish Council will -

- Manage the health and safety risks in the workplace proactively to prevent accidents and cases of work-related ill health.
- Provide clear instructions and information, with adequate training, to ensure that employees are competent to do their work. The Parish Council will provide such information, training and supervision, as is needed for this purpose.
- Engage and consult with employees on day to day health and safety conditions as they arise.
- Implement emergency procedures.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/ use of substances.
- Maintain up to date records of Health and Safety incidents and Report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as appropriate.
- Give a high level of commitment to health and safety and will comply with all statutory requirements.

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

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

### **REVIEW OF THE POLICY**

Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Health and Safety – Statement of General Policy will be reviewed every 2 years. The next review will be in May 2021

Adopted at the PCM July 2020



# **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 biannually. The next review will be July 2022.

## **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

### Policy for the Recruitment of Ex-Offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), North Horsham Parish Council complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- North Horsham Parish Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- North Horsham Parish Council can only ask an individual to provide details of convictions and cautions that North Horsham Parish Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- North Horsham Parish Council can only ask an individual about convictions and cautions that are not protected.
- North Horsham Parish Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- North Horsham Parish Council has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- North Horsham Parish Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- North Horsham Parish Council select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a

statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- North Horsham Parish Council ensures that all those in North Horsham Parish Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- North Horsham Parish Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, North Horsham Parish Council ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- North Horsham Parish Council makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- North Horsham Parish Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **Policy review**

This policy will be reviewed by the Clerk and put before the Council every two years, subject to changes in legislation.

**July 2020**



# North Horsham Parish Council

## TRAINING AND DEVELOPMENT POLICY

*This policy was prepared using the SALC Model policy January 2018 and updated to comply with General Data Protection Regulations July 2018. Updated July 2020.*

### **1. Introduction**

- 1.1 The council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services, and will seek to create a culture of continuing development to enable staff and councillors to achieve their full potential.
- 1.2 The council will comply with the principles of the National Training Strategy for Town and Parish Councils and will subscribe to the Sussex and Surrey Association of Local Councils and Society of Local Council Clerks to ensure staff and councillors may attend their training. Training may be provided by a range of appropriate bodies including Horsham District Council, West Sussex County Council and other external training providers.

### **2. Policy Commitments**

- 2.1 The council commits to providing opportunities for staff and councillors to be trained to maintain high standards within the council and to be kept up to date with new legislation.
- 2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office.

### **3. Training Requirements**

- 3.1 The council will be responsible for determining, meeting and monitoring the training needs of staff and councillors, and managing the allocated budget.
- 3.2 All new councillors will be invited to attend an induction meeting with the clerk and chairman of the council. Following the four yearly elections both new and re-elected councillors will be invited to this meeting.
- 3.3 All new staff will receive induction training based on ACAS good practice.

3.4 Ongoing training identified as part of the appraisal process, through changes in legislation or working practices or through any other means will be reported to the next relevant committee or council meeting. All training must be relevant, fit for purpose and carried out in a cost-effective manner. Consideration will be given to carrying out training locally and possibly in liaison with other local councils.

#### **4. Professional Qualifications**

4.1 All staff members will be encouraged to pursue professional qualifications appropriate to the needs of the parish council and relevant to the individual's role. Each request for professional qualifications will be considered on an individual basis.

4.2 It will be a requirement of the clerk's role to hold the Certificate in Local Council Administration (CiLCA) qualification or equivalent, or commit to achieving it within **two years** of appointment.

4.3 If approved by the council, the financial cost of registering for and submitting the CiLCA portfolio will be paid by the council. The council will financially support **appropriate** training for CiLCA and the cost to re-submit once if a candidate is unsuccessful. Travel expenses will be paid in accordance with the council's current Policy.

4.4 Additional higher-level qualifications or specific qualifications relevant to the role will be discussed as part of the annual appraisal or in the case of a councillor must be discussed informally with the clerk and chairman of the council prior to being put forward for consideration by the council. The council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the council and staff member.

#### **5. Staff Personal Development**

5.1 The council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. Equally, the council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.

5.2 Where there is clear benefit to the council, payment for any personal development training will be made by the council, and the staff member will be expected to use their new or improved skills in their existing role within the council.

5.3 Where the cost of the personal development training course exceeds £500, the staff member will repay to the council the full cost of the training if they leave the employment of

the council within 12 months of completion of the training. Agreement to this condition will be recorded in the staff member's file.

5.4 Where the cost of the personal development training course exceeds £1,000, the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file.

5.5 The provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.

## **6 Evaluation of Training**

6.1 The Clerk will keep records of all training of staff and councillors.

6.2 Councillors and staff are encouraged to share the knowledge gained and to circulate training presentation papers for in-house use. They are also encouraged to provide feedback on the value and effectiveness of the training undertaken highlighting the implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the parish council.

## **7. Data Protection Training**

7.1 North Horsham Parish Council ensures that those with day to day responsibility for enabling the demonstration of compliance with the General Data Protection Regulation (GDPR) and good practice are able to demonstrate the competence in their understanding of the GDPR and good practice, and how this should be implemented within North Horsham parish Council.

7.2 The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.

7.3 North Horsham Parish Council also ensures that these staff members remain informed about issues relating to the management of personal information, where appropriate by contact with external bodies. North Horsham Parish Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk)).

- 7.4 North Horsham Parish Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with North Horsham Parish Council's procedures, taking into account any related security requirements.
- 7.5 All employees/ staff are given training to enable them to process personal information in accordance with North Horsham Parish Council's procedures. The training is relevant to the role that each employee performs within North Horsham Parish Council.
- 7.6 The Clerk is responsible for organising relevant training for responsible individuals and staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across North Horsham Parish Council's business cycle.

## **8. Policy Adoption and Review**

- 8.1 The Statement of Intent as to Training was first approved by council in January 2011 and has subsequently been revised and updated.
- 8.2 The policy will be reviewed by full Council by July 2022

2<sup>nd</sup> July 2020

# APPENDIX 7



## Appendix 7

### North Horsham Parish Council Meeting 2<sup>nd</sup> July 2020 Agenda Item 22

Correspondence List 1 from 9<sup>th</sup> January 2020 to 27<sup>th</sup> February 2020

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

Circulated to all Councillors.

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| 1. | <p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"><li>• Planned roadworks.</li><li>• North Horsham County Local Committee - 16 March 2020 – agenda and associated papers.</li><li>• WSCC E-Newsletter March 2020</li><li>• Update on Significant Planned Road Works on the M23</li><li>• Public Rights of Way Routine Maintenance</li><li>• Update on Significant Planned Road Works on the M23 16/03/2020</li><li>• West Sussex recycles: update on Household Waste Recycling Sites.</li><li>• TRO for Parking Charges in Horsham District. Deadline 9<sup>th</sup> April 2020.</li><li>• Free on-street parking for social care and NHS workers during coronavirus outbreak.</li><li>• West Sussex Local Government Pension Scheme 2019 Valuation.</li><li>• Your Town and Parish Council News - Coronavirus (COVID-19)</li><li>• Draft minutes from the WSCC Local Committee in North Horsham 16<sup>th</sup> March 2020.</li><li>• WSPF Completion of 2019 Valuation.</li><li>• Help the West Sussex Record Office document these unprecedented times – invitation for people to submit information, materials and their own experiences about the Coronavirus pandemic as a historical record.</li><li>• Positive step forward: A27 Chichester Bypass major scheme to be developed for possible future funding.</li><li>• Sussex Fuel Vouchers eligibility.</li><li>• Fire Service launches educational resources for primary children.</li><li>• West Sussex response to Covid-19.</li><li>• WSCC Post-16 Transport Consultation. Deadline 15<sup>th</sup> May 2020.</li><li>• Coronavirus updates.</li><li>• News release: Financial impact of COVID-19 discussed as Council continues to protect most vulnerable in county.</li><li>• HEALTHWATCH REQUEST: Be our eyes and ears to support the NHS and each other at this difficult time.</li><li>• Notice of road closure on 17<sup>th</sup> May for Rusper Road. Closed for rail works.</li><li>• News release: Fresh plea as new trend is revealed in latest traffic volume figures.</li><li>• News release: Virtual meetings to continue at County Council over coming month</li><li>• News release – reopening of Household Waste Recycling Sites on 11<sup>th</sup> May 2020.</li><li>• Temporary road closure on Parsonage Road on 20<sup>th</sup> May 2020.</li><li>• West Sussex County Council news release: County's coronavirus response and recovery</li><li>• News release: Supporting schools to safely begin reopening</li></ul> |
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	<ul style="list-style-type: none"> <li>• News release: Governance Committee agrees way forward on council meetings until July 2020.</li> <li>• News: safe spaces for cycling and walking in West Sussex.</li> <li>• Local Committee in North Horsham – cancelled.</li> <li>• Change of status of Forest School – consultation from 1<sup>st</sup> June 2020.</li> <li>• Bikeability team rallies to Southern Rail’s call to help NHS workers - abandoned bicycles have been converted for use by NHS workers.</li> <li>• 21km of temporary cycleways in West Sussex announced.</li> <li>• Launch of West Sussex unwrapped.</li> <li>• West Sussex Pension Fund Deferment of Employer Contributions</li> <li>• A24 Worthing to Horsham Corridor Feasibility Study Stakeholder Webinar - Thursday 9th July 10am-12 – request made for presentation.</li> <li>• Temporary Traffic Regulation Order - Old Holbrook, Horsham 10/07/20</li> </ul>
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> <li>• Horsham District Council Planning Compliance review - results</li> <li>• System for reporting ‘hate graffiti’.</li> <li>• Daily Coronavirus updates.</li> <li>• Covid 19 – Horsham Town updates.</li> <li>• An update on Horsham District Planning Department - Development Management.</li> <li>• Initial report on the Local Plan consultation responses.</li> <li>• Re-opening of High Streets Safely Fund- opportunity for Parish Council input.</li> <li>• Open Space Survey - to add value to Sport, Open Space and Recreation Assessment Update.</li> <li>• Opportunity to suggest ways in which HDC can help businesses to re-open safely using money from EU grant funding.</li> </ul>
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> <li>• Chief Executive bulletins.</li> <li>• Regular Coronavirus updates.</li> <li>• NALC publishes the first ever report on Local Council Elections.</li> <li>• Local Council Review.</li> <li>• Points of light – case studies of outstanding councils.</li> <li>• Consultation – New Model Code of Conduct.</li> </ul>
4.	<u>Sussex Association of Local Councils (SALC)</u> <ul style="list-style-type: none"> <li>• NALC Dormant Assets – consultation – deadline 27<sup>th</sup> March 2020.</li> <li>• Coronavirus Updates.</li> <li>• Stop Loan Sharks Social Media Resources - Covid19.</li> <li>• Notification of Sussex Crisis Fund.</li> <li>• VE Day – Government press release.</li> <li>• Letter addressed to all Town and Parish Councils from Robert Jenrick, Secretary of State for Housing, Communities and Local Government. (1<sup>st</sup> May 2020).</li> </ul>
5.	<u>Horsham Association of Local Councils (HALC)</u> HALC Meeting 7 <sup>th</sup> April 2020 – cancelled due to government guidance associated with Coronavirus.
6.	<u>Sussex Police</u> <ul style="list-style-type: none"> <li>• Horsham weekly bulletin.</li> <li>• A Message from Chief Constable Giles York 27/03/2020 re Coronavirus and the measures being put in place.</li> </ul>

	<ul style="list-style-type: none"> <li>Public Embraces Email Reporting Service Created After Spike In Coronavirus-Related Scams 11/05/2020</li> </ul>
7.	<u>Resident correspondence.</u> Cancellation of Annual Riverside Walk Cards and e-mails of appreciation from the members of the North Horsham Friendship Club for continued support.
8.	<u>Horsham Blueprint</u> Re-designation application.
9.	<u>UK Power Networks.</u> What we're doing to keep your electricity flowing
10.	<u>Sussex Resilience Forum</u> Letter in respect of logistical operations.
11.	<u>HR Services Partnership</u> Updates on Coronavirus (Covid 19).
12.	<u>Warnham brickworks CLC</u> Spring update
13.	<u>Alzheimer's Society</u> Update on Coronavirus newsletter.
14.	<u>People's Pension</u> Newsletter.
15.	<u>Horsham District Cycling Forum</u> E-mail asking for support for one lane of Albion Way to be closed in both directions to allow safer cycling whilst maintaining social distancing.
16.	<u>Gatwick Airport</u> Summer update.