

## **NORTH HORSHAM PARISH COUNCIL**

**PROPERTY COMMITTEE – THURSDAY 17<sup>th</sup> SEPTEMBER 2020**

### **COMMITTEE REPORT**

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**Note the numbers below refer to the item number on the agenda:**

**3. Public Forum**

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45 pm whichever is the earlier

**5. To receive any Declarations of Interest from Members of the Committee**

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 now withdraw from the meeting chamber after making representations or asking questions.

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

**7. Chairman's Announcements - For information and noting only.  
Recommendation: To note any announcements.**

**8. Finance**

See Appendix A

**Recommendations:**

- a) **To note the Committee Budget to 31<sup>st</sup> August 2020**
- b) **To note the provisional figures put forward for the forecast for 2020/21, the budget for 2021/22 and suggested funds to be allocated to the Earmarked Reserves.**

**9. Measures Undertaken at Council Owned Premises in relation to Coronavirus (COVID-19)**

The following measures have been put in place and the following actions are being taken to minimise the risk to staff, councillors, hirers and members of the public catching and /or spreading Coronavirus:

1. Comprehensive Risk Assessments were undertaken for all buildings, the play areas and the multi-courts. These are revised as circumstances and guidance changes (these

can be found on our website).

2. Staff were given instructions as to how to keep safe and what equipment and products to use when cleaning premises and equipment Relevant PPE was supplied.
3. Hand sanitiser machines were installed, where appropriate, in each building and clinical wipes were supplied.
4. Information and advisory signs were put up inside and outside of the buildings (including COVID-19 Secure Notices), at the play areas and at the multi-courts.
5. Signs with information and advice from the National Allotment Society were put up at the allotments.
6. All play equipment was safety checked and cleaned before the play areas were opened.
7. All regular health and safety checks continued to be carried out during lockdown e.g. legionella testing, fire alarm testing, emergency exit lighting tests.
8. A limited number of hirers returned to Holbrook Tythe Barn and North Heath Hall during August. This was dependent on caretaker availability, class sizes, activities conducted, and all hirers had to agree to the supplementary terms of hire (based on the Risk Assessments) and provide a satisfactory Risk Assessment of their own.
9. A COVID box is provided at each hall containing items such as anti-bacterial wipes, gloves, face masks, a 2-metre rule and tape for temporarily marking the floor.
10. Detailed instructions are given to each hirer including which entrance /exit to use, which toilet(s) to use, any one way systems, ventilation of the space, use of equipment and cleaning required during the hire period.
11. After each hire, the room(s) used, and all communal areas used are thoroughly cleaned. In most cases this will involve cleaning the floor.
12. All of the above actions and protocols etc are regularly reviewed subject to government guidance.

**Recommendation: To note the measures put in place for Parish Council Owned Premises in order to minimise the risk of Coronavirus (COVID-19).**

## **10. Completed Works**

Members are asked to note that the following works have been completed:

### **(a) All halls**

- (i) Fire and intruder alarms serviced
- (ii) Water tested for Legionella – no issues
- (iii) PAT testing of all electrical equipment
- (iv) Boilers and water heaters serviced
- (v) Fire extinguishers and fire blankets serviced

### **(b) Roffey Millennium Hall**

- (i) Some upstairs rooms, the upstairs corridor and stairs decorated – in line with rolling maintenance program
- (ii) Lift – insurance check carried out and no issues found
- (iii) Air Handling Units Serviced
- (iv) Hatchway re-instated between North Hall and South Hall kitchens

- (c) North Heath Hall**
  - (i) New fittings and LED lamps fitted in main hall
  - (ii) Room 9 decorated
  - (iii) High level window fixed
  - (iv) Stage lights and control box serviced
- (d) Holbrook Tythe Barn**
  - (i) Periodic Electrical Test and the minor remedial work identified carried out
- (e) Play Areas/Open Spaces**
  - (i) ROSPA inspection carried out in June. No serious issues identified
  - (ii) Holbrook Tythe Barn:
    - wet pour replaced to make good trip hazards
    - spring replaced in Zip Wire
  - (iii) Ongoing minor repairs at all play areas, some identified as part of the ROSPA inspection report
- (f) Multi-courts**
  - (i) Regular maintenance visits
  - (ii) Assessment of condition of pitches. No issues identified
- (g) Earles Meadow**
  - (i) The boardwalks and bridges that were becoming dangerous have been replaced
  - (ii) The meadows have been cut
  - (iii) The Pre-School has had to temporarily move the site of its Forest School until the Ash trees adjacent to the site have been inspected\*
- (h) Allotments**
  - (i) Rubbish that had accumulated at the side of the culvert has been cleared (resident complaint)
- (i) Tree Works**
  - (i) All work identified as needing to be done in the Tree Assessment Report has been completed
  - (ii) A large Holly bush adjacent to Eales Meadow residential area has been inspected to see if there is a health and safety risk (resident request). It was not identified as a risk but the ivy which partly covered the tree has been severed
  - (iii) An inspection of some smaller Ash trees has been undertaken to see if they are a health and safety risk – awaiting report\*

**Recommendation: To note the routine maintenance work that has been completed.**

## **11. On-going Works**

**Members are asked to note that the following works are on-going:**

- (a) Roffey Millennium Hall**
  - (i) Lift to be serviced
  - (ii) Air Conditioning Units to be serviced
  - (iii) Front door – locking mechanism to be replaced
  - (iv) Partition to be serviced
- (b) North Heath Hall**
  - (i) Partition to be serviced
- (c) Play Areas**
  - (i) Ongoing minor repairs at all play areas, some identified as part of the ROSPA inspection report
  - (ii) Amberley Road – log in bridge to be replaced
- (d) Tree Works**

- (i) Some of the tree work carried out as recommended in the Tree Assessment Report needs to be re-inspected
- (ii) Phase 2 pruning work to be carried out on the English Oak at Earles Meadow. This in line with the management plan recommendations.

**Recommendation: To note on-going works**

**12. Partition at Roffey Millennium Hall**

At the last meeting of the committee it was noted that the partition wall at Roffey Millennium Hall is in a poor condition and that mechanisms required to repair some of the telescopic panels are no longer available. It was suggested that it will need replacing in the next few years at a cost of approximately £10,000.

As requested, the Deputy Clerk established that the lead time for a new partition wall is 4 to 6 weeks and the approximate cost of £10,000 to replace it, includes taking down and removal of the old partition and fitting of the new one.

**Recommendation:**

**To note that the lead time for a new partition wall at Roffey Millennium Hall is 4 to 6 weeks and to confirm that the approximate cost of £10,000 to replace it includes taking down and removal of the old partition and fitting of the new one.**

**15. Earles Meadow Management Plan**

The Parish Council has been advised that the 5-year review of the Management Plan for Earles Meadow is due this year.

A member of the Earles Meadow Conservation Group has offered to look into whether a member of Gatwick Greenspace could, as last time, assist with the review at no cost to the Parish Council. The current plan has errors and omissions that need dealing with.

**Recommendation:**

**To agree that the Earles Meadow Conservation Group be given permission to review and revise the Management Plan for approval by the Parish Council.**

**17 Stage Lights at North Heath Hall- to held in confidential session.**

See Committee Report and Appendix D

At the last meeting of the Property Committee it was agreed that a solicitor draw up a legal agreement to be used between hirers who use the stage lighting and sound system at North Heath Hall and the Parish Council.

The draft document is available for review in Appendix D.

**Recommendation:**

**To review and agree the legal agreement to be used between hirers who use the stage lighting and sound system at North Heath Hall and the Parish Council who own the system.**

**18. Date of next meeting**

**Recommendation: To note the next meeting to be held on Thursday 3<sup>rd</sup> December 2020.**

North Horsham Parish Council

Property Committee Meeting – 17<sup>th</sup> September 2020

# **APPENDIX A**

## **Agenda Item 8 – Finance**

**a) Committee Budget to 31<sup>st</sup> August 2020**

**b) Provisional forecast for 2020/21, budget for 2021/22 and suggested funds to be allocated to Earmarked Reserves**

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

To be presented to the Finance and Administration Committee Meeting on 8<sup>th</sup> October 2020

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

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

Precept (half year)	167,597
Environmental Grant (half year).	5,117
Grant from HDC (Covid-19)	25,000
<b>Total</b>	<b>197,714</b>

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

Cost Centre	Actual income	Annual Budget	Expected income at 31 <sup>st</sup> August 2020*
Admin	107	200	83
Allotments	595	875	600**
North Heath Hall	5,291	65,625	27,344
Holbrook Tythe Barn	761	37,800	15,750
Multi Court Lettings	1,855	23,140	9,642
Roffey Millennium Hall	391	85,200	35,500
<b>Total</b>	<b>9,000</b>	<b>212,840</b>	<b>88,919</b>

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

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 31 <sup>st</sup> August 2020*
Admin	17,871	51,670	26,843***
Grants	500	10,000	4,166
Burial	3,420	6,750	2,812
Personnel	116,607	311,250	129,687
Planning, Env, Trans	0	2,250	937
Allotments	563	1,575	656
Amenity, Recs and Open Spaces	12,142	52,085	21,702
North Heath Hall	4,716	27,854	11,605
Holbrook Tythe Barn	6,361	23,757	9,899
Roffey Millennium Hall	6,082	41,567	17,320
<b>Total</b>	<b>168,262</b>	<b>528,758</b>	<b>225,627</b>

<b>Net expenditure</b>	<b>(159,262)</b>	<b>(315,918)</b>	<b>(136,708)</b>
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\*Annual budget divided by 12 multiplied by 5.

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

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

## **Income**

Over the first four months of the year income is £80,000 lower than expected.

The community halls closed on March 23<sup>rd</sup> 2020. Measures were introduced to reduce the risk of spreading Covid-19 to enable North Heath Hall to open on 1<sup>st</sup> June 2020 to allow two nurseries to operate. Limited hires continued throughout July and August. Holbrook Tythe Barn opened for limited hires in August 2020. Storage fees are being paid for Roffey Millennium Hall. The multi courts have been in operation since 1<sup>st</sup> June 2020.

The Parish Council has received a Grant of £25,000 from Horsham District Council awarded to small businesses with fixed property costs.

## **Expenditure**

Actual expenditure is around £57,000 less than anticipated. Payments for ongoing and essential services are being made, but no additional work is being undertaken. Rate relief has been allowed at North Heath Hall and Roffey Millennium Hall. Staff have been furloughed to reduce salary costs. The furlough scheme ends at the end of October 2020.

The net result of the loss of income and lower expenditure is that the Parish Council has spent £22,554 more than expected over the first five months of the year. (The unexpected grant award from Horsham District Council has been included in that calculation).

## **Reserves**

After the first five months of the 2020/21 financial year there is £203,920 in Ear Marked Reserves and a General Reserve of £268,510. The deficit in income will impact on the General Reserve.

The allocation of reserves in the budget 2020/21 will be undertaken in September after agreement from the Parish Council.

## **Recommendation:-**

**To note the Financial Report to 31<sup>st</sup> August 2020.**

Pauline Whitehead 03.09.2020

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## North Horsham Parish Council

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## Detailed Income &amp; Expenditure by Budget Heading 01/08/2020

Month No: 5

## 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	55	0	(55)		
1100 Grants Received	25,000	25,000	0	(25,000)		
1176 Precept	0	167,597	335,194	167,597		
1196 Interest Received	9	52	200	148		
<b>Administration :- Income</b>	<b>25,009</b>	<b>192,704</b>	<b>335,394</b>	<b>142,690</b>		
4007 Councillors Training	0	30	1,000	970		970
4008 Councillors Expenses	0	3,358	6,750	3,392		3,392
4021 Telephone/Fax/Internet	0	1,122	3,500	2,378		2,378
4022 Postage	6	24	1,400	1,376		1,376
4023 Stationery and Printing	67	471	1,600	1,129		1,129
4024 Subscriptions	17	3,122	3,600	478		478
4025 Insurance	0	9,109	9,200	91		91
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	160	1,013	2,400	1,387		1,387
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	242	800	558		558
4038 Office Equipment Maint.	172	305	1,000	695		695
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	355	655	3,000	2,345		2,345
4059 Internal Audit Fees	0	(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
<b>Administration :- Indirect Expenditure</b>	<b>838</b>	<b>17,871</b>	<b>51,670</b>	<b>33,799</b>	<b>0</b>	<b>33,799</b>
<b>Net Income over Expenditure</b>	<b>24,171</b>	<b>174,834</b>	<b>283,724</b>	<b>108,890</b>		
<b>103 Grants</b>						
4155 Other Grants and Donations	0	500	10,000	9,500		9,500
<b>Grants :- Indirect Expenditure</b>	<b>0</b>	<b>500</b>	<b>10,000</b>	<b>9,500</b>	<b>0</b>	<b>9,500</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(500)</b>	<b>(10,000)</b>	<b>(9,500)</b>		
<b>104 Burial</b>						
4101 Burial Charges	1,865	3,420	6,750	3,331		3,331
<b>Burial :- Indirect Expenditure</b>	<b>1,865</b>	<b>3,420</b>	<b>6,750</b>	<b>3,331</b>	<b>0</b>	<b>3,331</b>
<b>Net Expenditure</b>	<b>(1,865)</b>	<b>(3,420)</b>	<b>(6,750)</b>	<b>(3,331)</b>		



Detailed Income & Expenditure by Budget Heading 01/08/2020

onth No: 5

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	18,719	114,870	305,800	190,930		190,930
4002 Childcare Vouchers	254	1,016	0	(1,016)		(1,016)
4003 Payroll Admin Charge	0	0	800	800		800
4009 Staff Expenses/Mileage	38	624	2,500	1,876		1,876
4010 Staff Training	25	25	1,500	1,475		1,475
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	0	72	400	328		328
Personnel :- Indirect Expenditure	19,035	116,607	311,250	194,643	0	194,643
<b>Net Expenditure</b>	<b>(19,035)</b>	<b>(116,607)</b>	<b>(311,250)</b>	<b>(194,643)</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	0	0	2,250	2,250	0	2,250
<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	0	595	875	280		
Allotments :- Income	0	595	875	280		
4012 Water Rates	0	45	150	105		105
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	0	518	750	232		232
4259 Allotment Maintenance	0	0	400	400		400
Allotments :- Indirect Expenditure	0	563	1,575	1,012	0	1,012
<b>Net Income over Expenditure</b>	<b>0</b>	<b>32</b>	<b>(700)</b>	<b>(732)</b>		
<b>302 Amenity, Recs &amp; Open Sp</b>						
1100 Grants Received	0	5,117	9,984	4,867		
Amenity, Recs & Open Sp :- Income	0	5,117	9,984	4,867		
4019 Window Cleaning	0	100	925	825		825
4200 Grass cutting	3,971	8,648	20,500	11,852		11,852
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	278	1,647	8,000	6,353		6,353
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	842	2,060	1,219		1,219
4255 Street Lighting - Maint/Supply	0	235	3,500	3,265		3,265

09/2020

## North Horsham Parish Council

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## Detailed Income &amp; Expenditure by Budget Heading 01/08/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4258 Multicourts Maintenance	415	415	2,600	2,185		2,185
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	0	15	1,000	985		985
<b>Amenity, Recs &amp; Open Sp :- Indirect Expenditure</b>	<b>4,832</b>	<b>12,142</b>	<b>52,085</b>	<b>39,943</b>	<b>0</b>	<b>39,943</b>

**Net Income over Expenditure**      **(4,832)**      **(7,025)**      **(42,101)**      **(35,076)**

401 North Heath Hall

1000 Hall Lettings	576	5,291	65,625	60,334		
<b>North Heath Hall :- Income</b>	<b>576</b>	<b>5,291</b>	<b>65,625</b>	<b>60,334</b>		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	175	328	900	572		572
4014 Electricity	181	857	2,640	1,783		1,783
4015 Gas	12	880	2,562	1,682		1,682
4016 Cleaning Materials	263	589	1,332	743		743
4017 Refuse Bin Clearance	64	159	832	673		673
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	40	738	698		698
4034 Maintenance - Electrical	40	125	2,000	1,875		1,875
4035 Maintenance - Elect Eqp Insp	0	120	500	380		380
4036 Maintenance - General	0	55	2,000	1,945		1,945
4037 Maintenance - Fire Alarm Syst	0	0	750	750		750
4039 Maint - Intruder Alarm	950	1,184	794	(390)		(390)
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	187	187	650	464		464
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	119	119	371	253		253
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	585	585		585
4066 Keyholder Services	15	75	180	105		105
4500 Internal Redecorations	0	0	2,500	2,500		2,500
<b>North Heath Hall :- Indirect Expenditure</b>	<b>2,005</b>	<b>4,716</b>	<b>27,854</b>	<b>23,138</b>	<b>0</b>	<b>23,138</b>

**Net Income over Expenditure**      **(1,429)**      **575**      **37,771**      **37,196**

402 Holbrook Recreation Centre

1000 Hall Lettings	810	761	37,800	37,039		
1010 Multi Court Lettings	1,604	1,855	23,140	21,285		
<b>Holbrook Recreation Centre :- Income</b>	<b>2,414</b>	<b>2,617</b>	<b>60,940</b>	<b>58,323</b>		
4011 NNDR	0	442	3,660	3,218		3,218

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2020

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4012 Water Rates	0	506	1,500	994		994
4014 Electricity	179	657	3,250	2,593		2,593
4015 Gas	45	199	1,500	1,301		1,301
4016 Cleaning Materials	310	587	1,575	988		988
4017 Refuse Bin Clearance	0	95	832	737		737
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	18	450	433		433
4034 Maintenance - Electrical	40	588	2,000	1,412		1,412
4035 Maintenance - Elect Eqp Insp	0	1,495	1,900	405		405
4036 Maintenance - General	0	171	2,000	1,829		1,829
4037 Maintenance - Fire Alarm Syst	0	0	570	570		570
4039 Maint - Intruder Alarm	990	1,224	794	(430)		(430)
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	187	187	500	314		314
4061 Legionella Testing	119	119	351	233		233
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	75	180	105		105
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	1,884	6,361	23,757	17,396	0	17,396
<b>Net Income over Expenditure</b>	<b>531</b>	<b>(3,744)</b>	<b>37,183</b>	<b>40,927</b>		
<b>403 Roffey Millennium Hall</b>						
1000 Hall Lettings	133	391	83,700	83,309		
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>133</b>	<b>391</b>	<b>85,200</b>	<b>84,809</b>		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	0	484	1,235	751		751
4014 Electricity	414	1,535	5,125	3,590		3,590
4015 Gas	0	1,525	6,075	4,550		4,550
4016 Cleaning Materials	136	359	1,425	1,066		1,066
4017 Refuse Bin Clearance	127	633	1,664	1,031		1,031
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	0	55	990	935		935
4020 Refreshment Sale Cost/Sundries	0	0	500	500		500
4034 Maintenance - Electrical	40	164	2,000	1,837		1,837
4035 Maintenance - Elect Eqp Insp	0	120	2,650	2,530		2,530
4036 Maintenance - General	0	25	3,250	3,225		3,225

## Detailed Income &amp; Expenditure by Budget Heading 01/08/2020

Month No: 5

## 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	950	1,184	794	(390)		(390)
4040 Maintenance - Elevator	138	(693)	750	1,443		1,443
4041 Maintenance - Fire Extg Insp	0	128	150	23		23
4042 Maintenance - Gas Boiler etc	336	336	1,000	664		664
4044 Maintenance - Partition Wall	0	0	500	500		500
4061 Legionella Testing	153	153	380	227		227
4062 Air Conditionaig 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	75	180	105		105
4500 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	2,309	6,082	41,567	35,485	0	35,485
<b>Net Income over Expenditure</b>	<b>(2,176)</b>	<b>(5,691)</b>	<b>43,633</b>	<b>49,324</b>		
<b>901 Earmarked Reserves</b>						
4900 Repairs & Renewals Reserve	5,220	5,500	0	(5,500)		(5,500)
4910 CLT Working Party	40	115	0	(115)		(115)
Earmarked Reserves :- Indirect Expenditure	5,260	5,615	0	(5,615)	0	(5,615)
<b>Net Expenditure</b>	<b>(5,260)</b>	<b>(5,615)</b>	<b>0</b>	<b>5,615</b>		
<b>Grand Totals:- Income</b>	<b>28,133</b>	<b>206,715</b>	<b>558,018</b>	<b>351,303</b>		
<b>Expenditure</b>	<b>38,029</b>	<b>173,876</b>	<b>528,758</b>	<b>354,882</b>	<b>0</b>	<b>354,882</b>
<b>Net Income over Expenditure</b>	<b>(9,896)</b>	<b>32,839</b>	<b>29,260</b>	<b>(3,579)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(9,896)</b>	<b>32,839</b>				

# North Horsham Parish Council

## Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020

31st March 2021

	<b>Income Summary</b>	
327,769	Precept	167,597
710	Interest Received	52
<b>328,479</b>	<b>Sub Total</b>	<b>167,649</b>
	<b>Operating Income</b>	
10,305	Administration	25,055
816	Allotments	595
9,984	Amenity, Recs & Open Sp	5,117
63,943	North Heath Hall	5,291
61,800	Holbrook Recreation Centre	2,617
80,816	Roffey Millennium Hall	2,617
<b>556,142</b>	<b>Total Income</b>	<b>206,715</b>
	<b>Running Costs</b>	
46,290	Administration	17,871
4,160	Grants	500
6,730	Burial	3,420
299,981	Personnel	116,607
278	Planning, Env & Transport	0
1,123	Allotments	563
41,713	Amenity, Recs & Open Sp	12,142
22,921	North Heath Hall	4,716
16,934	Holbrook Recreation Centre	6,361
33,340	Roffey Millennium Hall	6,082
35,241	Earmarked Reserves	5,615
<b>508,711</b>	<b>Total Expenditure</b>	<b>173,876</b>
	<b>General Fund Analysis</b>	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	206,715
<b>742,293</b>		<b>436,772</b>
<b>508,711</b>	Less : Expenditure for Year	<b>173,876</b>
<b>233,582</b>		<b>262,896</b>
3,525	Transfers TO / FROM Reserves	(5,615)
<b>230,057</b>	<b>Closing Balance</b>	<b>268,511</b>

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## Balance Sheet as at 31st August 2020

31st March 2020

31st March 2021

**Current Assets**

13,413	Debtors	4,226
1,218	Vat Refunds	3,498
201,785	Lloyds Bank Accounts	234,395
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

**471,649****497,353****471,649 Total Assets****497,353****Current Liabilities**

29,797	Creditors	24,922
2,260	Accruals	0

**32,057****24,922****439,592 Total Assets Less Current Liabilities****472,431****Represented By**

230,057	General Reserve	268,511
7,955	Earmarked Reserves - VAT Con	7,955
117,568	Earmarked Reserves - R&R Fund	112,068
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	607

**439,592****472,431**

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

The transfers to EMRs agreed in the 2020/21 budget have not yet been undertaken. The Finance Ctee has made recommendations to the September 2020 Parish Council Meeting.

	BALANCE 31.03.18	EXPENDITURE ACTUAL 31.03.19	INCOME ACTUAL 31.03.19	BALANCE 31.03.19	TRANSFER 01.04.2019	EXPENDITURE ACTUAL 31.03.2020	INCOME ACTUAL 31.03.2020	BALANCE 31.03.2020	TRANSFER 01.04.2020	EXPENDITURE ACTUAL 31.08.2020	INCOME ACTUAL 31.08.2020	BALANCE 31.08.2020	NOTE
310/0 GENERAL RESERVES	106513	461557	541195	188151	-38767	473470	556142	230056		168261	208715	288510	
320/0 EARMARKED RESERVES													
320/0 REVENUE - VAT Contingency	7955			7955				7955				7955	
321/0 REPAIRS & RENEWALS	139886	10436		129450	20770	32852		117568		5500		112088	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		115		607	
336/0 CIL - 19/20	0				11053	619		10434				10434	4
	322960	471993	541195	392162	0	508713	556142	439591	0	173876	208715	472430	

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

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

AGREED with FD

**BUDGET 2021/22  
PROPERTY COMMITTEE**

<b>EXPENDITURE - REVENUE</b>		<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.03.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>403</b>	<b>ROFFEY MILLENNIUM HALL</b>					
4011	NNDR (Business Rates)	6,959	0	5% increase; No charge for 2020/21 due to Covid-19 rate relief.	7,300	In light of additional spending it is probable that there will be increases. 4.5% allowed.
4012	Water Rates	1,235	1,235		1,235	
4014	Electricity	5,125	4,000		5,125	
4015	Gas	6,075	4,000		6,075	
4016	Cleaning Materials	1,425	1,000		1,425	
4017	Refuse Clearance (HDC)	1,664	1,500		1,664	
4018	Sanitary Disposals	220	110		220	
4019	Window Cleaning	990	600		990	
4020	Refreshment Sale Costs	500	0		200	
4034	Maintenance - electrical	2,000	1,000	Inc £240 for CCTV service	2,000	
4035	Maintenance - electrical insp.	2650	2,650	Periodic test required (3/21) + PAT tests and electrical inspections.	550	No PET.
4036	Maintenance - general	3,250	2,000	Defibrillator pads required	3,250	
4037	Maintenance - fire alarm	570	570		570	
4039	Maintenance - intruder alarm	794	794		794	
4040	Maintenance - lift	750	200	Service visits. credit from previous invoice	750	
4041	Maintenance - fire extinguishers	150	150	To allow for remedial work	150	
4042	Maintenance - gas boiler	1,000	1,000	To allow for remedial work	1,000	
4044	Maintenance - partition wall	500	500	Annual service	500	
4061	Legionella Testing	380	380	Risk assessment and water testing	260	Water testing only
4062	Maintenance - air conditioning	300	300		300	
4063	Maintenance - plumbing	1,500	500		1,500	
4064	Maintenance - lightning conductor	230	230		230	
4065	Fire Prevention Sundries	620	100		620	Fire risk assessment required 04/21
4066	Keyholder Services	180	180		180	
4500	Internal decorations	2,500	500	Lobby	1,000	
		<b>41,567</b>	<b>23,499</b>		<b>37,888</b>	

09.09.2020

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**BUDGET 2021/22  
PROPERTY COMMITTEE**

<b>EXPENDITURE - REVENUE</b>		<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.3.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
<b>401</b>	<b>NORTH HEATH HALL</b>					
4011	NNDR (Business Rates)	6,700	0	5% increase; No charge for 2020/21 due to Covid-19 rate relief.	7,000	In light of additional spending it is probable that there will be increases. 4.5% allowed.
4012	Water Rates	900	900		900	
4014	Electricity	2,640	2,000	Savings are always trying to be made.	2,640	
4015	Gas	2,562	2,000	Savings are always trying to be made.	2,562	
4016	Cleaning Materials	1,332	1,332		1,500	
4017	Refuse Clearance (HDC)	832	832		832	
4018	Sanitary Disposals	220	110		220	
4019	Window Cleaning	738	560		738	
4034	Maintenance - electrical	2,000	1,000	Stage lighting requires moving.	2,000	
4035	Maintenance - electrical insp.	500	500	No periodic testing required. Lights tested monthly.	1,400	Periodic testing required 02/2022
4036	Maintenance - general	2,000	1,500		2,000	
4037	Maintenance - fire alarm	750	570		570	
4039	Maintenance - intruder alarm	794	794		794	
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	650	500		650	
4044	Maintenance - partition wall	700	700		700	
4061	Legionella Testing	371	380	Risk assessment required along with environmental assessment and thermometer calibration.	260	No RA only water testing
4063	Maintenance - plumbing	750	500		750	
4065	Fire Prevention Sundries	585	585	Fire risk assessment required in 02/ 2020.	75	No Fire RA
4066	Keyholder Services	180	180		180	
4500	Internal decoration	2,500	500	Lobby	2,500	Room 1 and 4
		<b>27,854</b>	<b>15,593</b>		<b>28,421</b>	

09.09.2020

**BUDGET 2021/22  
PROPERTY COMMITTEE**

<b>EXPENDITURE - REVENUE</b>		<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.3.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
402	<b>HOLBROOK TYTHE BARN</b>					
4011	NNDR (Business Rates)	3,660	3,543	5% increase allowed	4,000	In light of additional spending it is probable that there will be increases. 4.5% allowed.
4012	Water Rates	1,500	1,500		1,500	
4014	Electricity	3,250	2,500		3,250	
4015	Gas	1,500	1,000		1,500	
4016	Cleaning Materials	1,575	1,200		1,575	
4017	Refuse Clearance (HDC)	832	832		832	
4018	Sanitary Disposals	220	110		220	
4019	Window Cleaning	450	300	Misquoted in 2019	450	
4034	Maintenance - electrical	2,000	1,000	General electrical maintenance	1,000	
4035	Maintenance - electrical insp.	1,900	1,700	Drain test and periodic electrical test.	590	No PET.
4036	Maintenance - general	2,000	1,000		2,000	
4037	Maintenance - fire alarm	570	0		570	
4039	Maintenance - intruder alarm	794	1,224		794	
4041	Maintenance - fire extinguishers	150	150		150	
4042	Maintenance - gas boiler	500	500		500	
4061	Legionella Testing	351	351	Risk assessment required . And thermomometer calibration.	235	No RA.
4063	Maintenance - plumbing	750	500		750	
4065	Fire Prevention Sundries	75	75		600	RA due 08/2022
4066	Keyholder Services	180	180		180	
4500	Internal decoration	1,500	1,500		1,500	
		<b>23,757</b>	<b>19,165</b>		<b>22,196</b>	

09.09.2020

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**BUDGET 2021/22  
PROPERTY COMMITTEE**

EXPENDITURE - REVENUE		BUDGET 2020/21	ESTIMATED TO 31.03.2021	NOTES 2020/21	BUDGET 2021/22	NOTES 2021/22
<b>AMENITIES - ALLOTMENTS</b>						
301	4012	150	150	More in line with previous bills.	150	
	4102	275	275	Whilst an increase has been suggested, the figure has been kept at 275 whilst negotiations are in place.	275	
	4200	750	750	Grass and hedge cutting	750	
	4259	400	400	Necessary bramble clearing and cutting.	400	
		<b>1,575</b>	<b>1,575</b>		<b>1,575</b>	

<b>OTHER AMENITIES</b>						
302	4019	925	600	Regular cleaning of bus shelters.	925	
	4200	20,500	20,500	Grass maintenance contract and some ad hoc work.	20,910	2% increase
	4250	2,000	1,000	Rolling programme of maintenance	2,000	
	4251	8,000	8,000	Repairs to equipment and wet pour anticipated.	8,000	
	4252	10,500	10,500	Includes H&S tree work and work required to Veteran Oak tree at EM (in Management Plan)	10,500	
	4253	900	0	New trolley with litter segregation capability.	900	
	4254	2,060	2,060	2% inflation	2,060	Allows for inflation and odd extra empty.
	4255	3,500	2,000	Includes maintenance and replacement as required	4,000	Most replacements have been done. PET due June 2021
	4258	2,600	2,600	Permanent lining being undertaken through CIL money.	2,600	
	4260	100	100	For security, small items.	100	
	4302	1,000	500	A notice board review is scheduled for 2020/21.	1,000	
		<b>52,085</b>	<b>47,860</b>		<b>52,995</b>	

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

The total replacement cost of equipment at Birches Road Playground has been estimated at £58,078 and Amberley Road Playground at £72,560. £25,000 has been set aside in an Earmarked Reserve for 2020/21. It is recommended that a similar amount is put aside in the 2021/22 and 2022/23 budget. Work to be undertaken in 2022/23 to ascertain more exact costings including what equipment in each playground could be retained so that more exact funding can be allocated in 2023/24 to enable the programme of replacement to proceed.

\*\*Damage to the bridge and boardwalks at Earles Meadow was completed in 2020/21 from the R&R EMR (£7,260).

Note:- An Ear-Marked Reserve has been set up with £25,000 in it. Ideally another £25,000 should be added this year, but due to the financial restrictions imposed by the Covid 19 pandemic, it would be prudent to miss this year and set aside money from the following year, if possible.

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**BUDGET 2021/22  
INCOME**

		<b>INCOME</b>		<b>BUDGET 2020/21</b>	<b>ESTIMATED TO 31.3.2021</b>	<b>NOTES 2020/21</b>	<b>BUDGET 2021/22</b>	<b>NOTES 2021/22</b>
401	1000	Hall Lettings		65,625	13,000	NHH - 5% increase	33,000	
402	1000	Hall Lettings		37,800	5,000	HTB - 5% increase	12,500	
	1010	Multi Court Income		23,140	8,000	5% increase	8,500	
403	1000	Hall Lettings		83,700	2,000	RMH - 3% to try to equalise the cost of the hires across the halls. VAT payable at RMH only	25,000	
	1004	Miscellaneous Income		500	0		0	
	1006	Sale of Beverages		1,000	0		0	
101	1196	Interest Received		200	100		100	
301	1050	Allotment Rents		875	875	Increase full allotment from £27.05 per annum to £30 and half allotment from 13.55 per annum to £15. (11% increase). To work towards covering the cost of providing the allotments.	875	
				<b>212,840</b>	<b>28,975</b>		<b>79,975</b>	

9.9.2020

NORTH HORSHAM PARISH COUNCIL  
SUGGESTED RESERVE BALANCES - from 31.03.18

		BALANCE 31.03.2018	ACTUAL EXPENDITURE 31.03.2019	ACTUAL INCOME 31.03.2019	BALANCE 31.03.2019	TRANSFER 01.04.2019	ACTUAL EXPENDITURE 31.03.2020	ACTUAL INCOME 31.03.2020	BALANCE 31.03.2020	TRANSFER 01.04.2020	ESTIMATED EXPENDITURE 31.03.2021	ESTIMATED INCOME 31.03.2021	BALANCE 31.03.2021
310/0	GENERAL RESERVES	106,513	461,557	541,195	186,151	38,767	473,470	556,142	230,056	35,000	474,112	414,403	135,347
<b>EARMARKED RESERVES</b>													
320/0	VAT Contingency	7,955			7,955				7,955				7,955
321/0	Repairs and Renewals	139,886	10436		129,450	20770	32,652		117,568		5500		112,068
322/0	Election costs	19,950			19,950				19,950				19,950
323/0	Tree Management work	0			0	6000	1,750		4,250				4,250
327/0	Roffey Youth Club	5,621			5,621				5,621				5,621
328/0	Planning	8,035			8,035				8,035				8,035
331/0	RMH Boiler	10,000			10,000				10,000	10000			10,000
335/0	Capital Receipt	25,000			25,000				25,000				25,000
337/0	CLT Working Party	0			0	944	222		722		115		607
338/0	Playground Replacement	0			0				0	25000			0
336/0	CiL - 2019/20	0			0	11053	619		10,434				10,434
		<b>322,960</b>	<b>471,993</b>	<b>541,195</b>	<b>392,162</b>	<b>0</b>	<b>508,713</b>	<b>556,142</b>	<b>439,591</b>	<b>0</b>	<b>479,727</b>	<b>414,403</b>	<b>339,267</b>

9.9.2020

An interim tree inspection is required in 2021/22. There is money available in the Tree Inspection reserve for this. Money for subsequent work may be available in the Open Spaces revenue budget.  
The partition wall at Roffey Millennium Hall may need replacing over the next couple of years at a cost of around £10,000. There is money in the R&R Reserve available.

North Horsham Parish Council

Property Committee Meeting – 17<sup>th</sup> September 2020

## **APPENDIX B1**

### **Agenda Item 13a**

- a) Terms and Conditions of Hire in Relation to Parish Council owned Premises**
- b) Special Conditions of Hire in Relation to Parish Council owned Premises during COVID-19**



## NORTH HORSHAM PARISH COUNCIL

### POLICY AND CONDITIONS OF HIRE IN RELATION TO PARISH COUNCIL OWNED PREMISES

#### Deletions

#### Additions/Changes

#### 1. EXTENT OF THE POLICY

The Policy and Conditions of Hire relate to all premises owned by North Horsham Parish Council - Holbrook Tythe Barn, North Heath Hall and Roffey Millennium Hall.

#### 2. CORRESPONDENCE

All correspondence shall be addressed to the Parish Clerk, North Horsham Parish Council, Roffey Millennium Hall, Crawley Road, Horsham, West Sussex, RH12 4DT.

Telephone – 01403 750786.

Email – [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

#### 3. REGULATIONS

All Hirers of Parish Council premises are bound by the rules and regulations governing use of the premises, which are deemed to be incorporated in these conditions.

#### 4. AGE OF HIRER

Persons under the age of 18 years are not acceptable as Hirers or as signatories to the Parish Council's documentation in relation to hire of any of the premises.

#### 5. BOOKING PROCEDURES

Bookings may be made by telephone or email. **or by personal visit to the Parish Office at Roffey Millennium Hall.**

On receipt of the required information, a Booking Confirmation letter will be sent to the Hirer, in duplicate. The Hirer is required to confirm the booking by returning a signed copy of the Booking Confirmation letter to the Parish Office.

Provisional bookings are not accepted.

#### 6. BOOKING EXCLUSIONS

- a) Bookings will not be taken for groups that it is believed may exceed the capacity of any room or rooms as prescribed by the current Fire Regulations.
- b) Bookings will not be taken for parties or events specifically for persons between 11 and 21 years.
- c) Bookings are not taken at any of the Parish Council's venues (including the Multi Courts) on any Bank or Public Holidays i.e. New Year's Day, Good Friday, Easter Monday, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, Christmas Day and Boxing Day and any other Public Holiday that may be announced from time to time.

Bookings are generally not taken during the Parish Council's Christmas closure from 1pm on Christmas Eve until the New Year return to work date (the Parish Office will advise of opening hours).

Bookings may be taken on the Saturday and Sunday between Good Friday and Easter Monday.

d) The Council will not hire premises for purposes that conflict with its policies on Equality and Diversity, Safeguarding, Counter Terrorism and Security and / or that are in breach of the Equality Act 2010, Children Act 2004, Care Act 2014 and the Counter Terrorism and Security Act 2015. This legislation will also be taken into account when considering whether to accept a booking. The Council also reserves the right to not hire premises to people or organisations whose views and / or conduct are not in accordance with the Public Sector Equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Prevent people being drawn into terrorism
- Advance equality of opportunity between different groups
- Foster good relations between different groups

The Council will not hire premises for purposes that are likely to cause offence to public taste and decency, except where the possible offence is balanced or outweighed by other factors (e.g. freedom of expression or artistic merit). This will ultimately be determined by the Property Committee who will make a determination as to whether to hire the premises.

The Council will report individuals and / or organisations to the Police if it is believed that they may have committed a public order or incitement to hatred offence (or any other criminal offence) on Council premises.

When hiring the premises, the Council expects the Hirer to observe exemplary standards of behaviour and conduct with regard to safeguarding children and vulnerable adults. The Hirer is responsible for being fully aware of issues concerning the safeguarding of children and vulnerable adults. Any possible risks involved in proposed activities must be considered by the Hirer and appropriate action must be taken to protect everyone involved. The Council reserves the right to cancel any bookings where the safeguarding conditions within its safeguarding policy are not adhered to. This will include any incident where a group has allowed a person or people to help with running a group in any capacity without formal notification to the venue or without enhanced DBS checks being made available for inspection.

#### **7. REAR GARDEN AT NORTH HEATH HALL**

Use of the rear garden at North Heath Hall may be used as part of the hire of the building. The specific hiring of the rear garden at North Heath Hall e.g. for amateur dramatic productions, may be at the discretion of the Parish Clerk.

In the event of such a hiring the hire charge will be the same as that currently for the hire of Rooms 1 and 4 together.

#### **8. HOLBROOK TYTHE BARN**

There is a height barrier in place at the entrance to Holbrook Tythe Barn with a maximum height restriction of 2.1m. To arrange for taller vehicles to gain entry to the premises, please contact the Parish Council office.

#### **9. HIRE CHARGES**

The charges for the hire of each of the Parish Council's premises and services provided shall be those as determined, from time to time, by the Parish Council.

The Parish Council's Policy is to review hire charges annually, coming into effect on the 1<sup>st</sup> of April each year.

Where a booking is made for a date or dates after the date on which the Council's reviewed charges come into effect, the scale of charges determined at the review shall be those applicable to the Hirer.



## 10. DEPOSITS

The taking of a deposit shall be at the discretion of the Parish Clerk and shall not exceed £350.

The deposit shall be paid at the time the invoice for the hire is sent out and is refundable subject to the conditions in the following paragraph.

The Council may make deductions from the deposit for damage to property and equipment, the need for additional cleaning after the event and any additional costs incurred by the Council associated with servicing the event outside the agreed times and terms of hire.

## 11. ADDITIONAL CHARGES

Any other charges due from the Hirer shall be invoiced by the Council as soon as is practicable after the date of hire.

Additional charges shall include costs due from the Hirer for damage, breakages, additional hire time, additional cleaning time (where the Hirer has left the premises in an unacceptable condition) or for any other item referred to in these conditions.

## 12. PAYMENT OF HIRE CHARGES

Payment of charges will be notified to the Hirer by way of an invoice.

When premises are hired by an **Occasional Hirer** for bookings of five or fewer sessions, an invoice will be drawn prior to the booking. Payment must be made seven days prior to the event taking place and, in any event, by the date stated on the invoice.

Where a booking is made with less than seven days' notice, payment of the amount due must be made in full immediately **by bank transfer**

Where payment is not received as directed, the hire may be subject to cancellation at the discretion of the Parish Clerk or other authorised officer.

Late payment of any invoice may, at the discretion of the Parish Clerk, attract an administration fee of £5 per week, beyond the due date of the invoice.

## 13. METHODS OF PAYMENT

Payments for hire may be made in the following ways:

- By cheque – payable to North Horsham Parish Council – and sent to the address stated in (2) above or delivered personally to the Parish Office
- By cash – in person at the Parish Office (do **NOT** send cash by post)
- By Bank Transfer – bank details are on the invoice.

Currently, the Parish Council is unable to accept payment by credit or debit card.

## 14. CANCELLATION POLICY

In the event of a cancellation by the Hirer **twenty-eight days or more** prior to the event, a full refund will be given for any monies paid, providing notification of the **cancellation is given in writing**.

In the event of a cancellation by the Hirer with **less than twenty-eight days'** notice, a refund is at the discretion of the Parish Clerk.

Bookings are accepted by the Parish Council on the basis of the information supplied by the Hirer. In the event that any information given as to proposed use, number of persons attending, or any other relevant factor is found to be incorrect, the Parish Council reserves the right to cancel the booking. In

such cases, a refund will be considered by the Parish Council's Property Committee, on application by the Hirer in writing.

All of the Community venues owned by the Parish Council are registered Polling Stations and as such, certain areas of North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall will be closed on those days when European, Parliamentary and/or local elections are held. Where possible, the Parish Council will endeavour to find alternative accommodation within their venues. Notification of forthcoming elections will be given to the Hirer as soon as possible.

Bookings may be cancelled by the Parish Council for the essential safety of the Hirer or for operational reasons. Notification of the cancellation will be given to the Hirer as soon as possible. The decision of the Parish Council in this regard is final. Every attempt will be made by the Parish Council to provide alternative premises, where possible. The Hirer will be given a full refund of any monies paid in respect of such a cancellation.

**15. PURPOSE OF HIRE AND SUB-HIRING**

The Hirer shall not use the premises for any purpose other than that described in the Booking Confirmation letter and shall not sub-hire the premises to any other person or organisation.

**16. INDEMNITY AND INSURANCE**

The Hirer shall be liable for and indemnify the Parish Council against any liability, cost, claim or proceedings whatsoever arising under any statute or at Common Law in respect of any default or injury however or by whoever caused by or to any persons which shall occur while such person is in or on any part of the premises; or in respect of any loss or damage suffered or sustained by any person in consequence of any such default or injury, other than arising from the Parish Council's negligence.

The Parish Council reserves the right to require any Hirer to produce evidence that the necessary insurances referred to in the above paragraph have been taken out and are in force at all material times.

Hirers are asked to consult their own insurers so as to safeguard themselves in the event of their being held liable for any claim, demand, action or proceedings in this connection.

Public Liability - Hirers, other than those hiring for a non-paying function such as anniversary parties, birthday parties, funerals etc. will be required to produce Public Liability insurance to a level recommended by the Parish Council's insurers. Small non-constituted groups that meet as a group of friends to enjoy activities of mutual interest will be covered by the Parish Council's Public Liability Insurance.

All Parish Council owned premises are insured against claims arising out of the Parish Council's negligence.

**17. GOOD ORDER**

The Hirer shall be responsible for good order being kept through the period of hire.

The Parish Council may make an additional charge for any expenses incurred in engaging the Police or other personnel to preserve order prior to, during or after the period of hire.

**18. SECURITY - NORTH HEATH HALL AND HOLBROOK TYTHE BARN**

The Hirer (or their representative) must be present in the building at all times during the agreed hire period. At no time must the building be left empty and unlocked and unalarmed. At the end of the hire period, Hirers must wait for the caretaker to arrive before vacating the building.

**19. PERSONAL INJURY AND LOSS OR DAMAGE TO PROPERTY**

The use of the premises and equipment, facilities and amenities, including car parking where available, is permitted solely at the Hirer's own risk. The Parish Council shall not be liable for any injury to any Hirer or any employee, invitee or guest of the Hirer; or for loss or damage to any property.

Any property and effects in the premises belonging to the Hirer shall be at their sole risk; and unless previously agreed by the Parish Council, if such equipment, property and effects are not removed at the end of the hire, an additional charge may be made.

**20. RISK ASSESSMENT**

Every Hirer is responsible for performing a Risk Assessment prior to each and every use of the premises. The Parish Council, may at its discretion, require a copy of the Risk Assessment.

**21. ILLEGAL OR UNLAWFUL ACTIVITIES**

The Hirer shall not cause or permit the premises to be used for any unlawful or illegal activity. The Parish Council reserves the right to cancel the hire immediately and any monies paid will be forfeited. The Parish Council will report evidence of illegal activities on the premises to the Police and assist with their enquiries.

**22. UNDESIRABLE SUBSTANCES**

No article of an inflammable, explosive, dangerous, noxious, intoxicating or offensive nature may be brought onto the premises without the written permission of the Parish Council.

Candles, smoke and bubble machines must not be used in any premises owned by the Parish Council due to the automatic fire alarms.

Hirers must keep helium filled balloons weighted, so that they do not rise to the ceiling and cause activation of the automatic alarm systems.

**23. SMOKING**

In accordance with the law, smoking is not permitted in any premises owned by the Parish Council.

**24. EMERGENCY PROCEDURES**

At the commencement of any period of hire, the caretaker on duty will point out the location of all fire exits and assembly points and any other emergency procedures that may be in place.

It is the responsibility of the Hirer to familiarise themselves with the means of escape from the premises and to ensure that any person at the period of hire requiring a Personal Evacuation Plan is identified and a Plan in place.

The Hirer shall ensure that all fire exits (internal and external) and common parts of the premises are kept free of any obstruction and shall immediately remove anything deemed to be an obstruction at the request of the caretaker on duty or other authorised officer of the Parish Council.

All rooms within each of the premises have a maximum number of people allowed to use each room either seated at tables or for dancing which have been set by the Fire Service.

It is the responsibility of the Hirer to ensure that the maximum numbers are not exceeded. The hire will be stopped immediately by the caretaker in charge or other authorised offer of the Council if the number of people in any room exceeds the permitted maximum.

In the event of an emergency, the Hirer shall comply with all directions given by any authorised officer of the Council; or any member of the Emergency Services; or any other statutory body or agency.

## **25. ELECTRICAL SAFETY**

Any electrical equipment brought to the premises for use by a Hirer should carry an up-to-date PAT certificate.

The Parish Council will offer an annual service to Regular Hirers to enable electrical equipment used on the premises to be tested by a PAT registered electrical inspector.

The electrical circuits in the premises must not be overloaded by the attachment of excessive quantities of electrical equipment. The maximum loading on the circuits must not exceed 30amps. Should any damage occur to the electrical circuitry of the premises by overloading or by the use of faulty equipment, the Hirer will be responsible for the cost of any call out charges, repairs etc. to reset circuits.

## **26. RIGHT OF ENTRY**

The Parish Council reserves the right for any authorised officer of the Parish Council, the Police, Fire Brigade or any other statutory body to enter the premises at all times; and the right to require the Hirer to refuse admission to or remove from the premises any disorderly person or persons, which may cause danger or damage to the premises.

## **27. EQUIPMENT PROVIDED BY THE COUNCIL**

Hirers can use the stage lighting and sound equipment at North Heath Hall, which is owned by the Parish Council, providing that they sign the required Agreement and produce the necessary paperwork.

The kitchens at each of the premises provide basic items of crockery and cutlery – cups, saucers, water glasses and jugs, kettles and urns. Each kitchen also has a cooker (except for the kitchenette in Room 15/16 of North Heath Hall) and a fridge and freezer. Dishwashers are available at all Halls and information on this will be given by the caretaker on duty at the time of hire.

The kitchens in each of the premises are not intended for the preparation and cooking of full-scale meals but for warming food and cooking small items only.

Deep fat frying is not permitted in any of the kitchens in each of the premises.

Hirers shall be responsible for ensuring that all small electrical appliances (kettles and tea urns) are switched off at the mains at the end of the hire.

Chairs and tables are available at each of the premises at no charge. The Parish Council can also provide multimedia projectors, projection screens and flip charts – all of which are subject to an additional charge.

Operation of the moveable partition walls at North Heath Hall and Roffey Millennium Hall must only be undertaken by the caretaker on duty or another authorised employee of the Parish Council.

It is the responsibility of the Hirer to report any damage or defect; or the loss of any equipment to the caretaker on duty or to the Parish Office.

Equipment owned by the Parish Council, such as tables and chairs, will not be loaned or hired out to any third party for use outside of Parish Council premises.

## **28. CLEANLINESS**

All Hirers shall leave all areas of the premises which have been hired clean and tidy and in an acceptable condition, including kitchen appliances, crockery and cutlery.

Black rubbish sacks will be provided for occasional Hirers for functions such as a birthday party to dispose of rubbish in the Parish Council's refuse bins, the location of which will be pointed out by the caretaker on duty.

The location of brooms, dustpans and brushes and mops will be pointed out by the caretaker on duty for use by Hirers at the end of hire, as appropriate.

## **29. BARBECUES**

Barbecues are permitted on the outside patio areas of North Heath Hall and Holbrook Tythe Barn. The intended use of a barbecue must be notified by the Hirer to the Parish Office at the time of making the booking or prior to the booking.

Barbecues must not be placed near to any wooden structures e.g. seats, sheds etc. The use of an accelerant, such as petrol, must not be used to ignite the barbecue.

If disposal barbecues are used, these must not be disposed of in the Parish Council waste bins.

The use of a hog roast may be permitted but Hirers must contact the Parish Office before making any arrangements for this.

The safety of others and any loss or damage arising from the use of a barbecue or hog roast is the full responsibility of the Hirer.

## **30. ACCIDENTS**

The Hirer must report all accidents involving injury to the public to the caretaker on duty or other authorised officer, as soon as reasonably practicable.

There is a legal requirement under the RIDOR Regulations to report certain types of accident or injury. The form to be used in such instances is prescribed and assistance will be given, if required, by the Parish Clerk.

## **31. ALCOHOL**

The Parish Council's venues are not subject to a Premises Licence. If it is the intention of the Hirer to sell or supply alcohol, it is the Hirer's responsibility to make an application to Horsham District Council for a Temporary Event Notice.

A copy of the Notice, when obtained, must be provided to the Parish Office. It is the responsibility of the Hirer to ensure that the provision and serving of alcohol is in accordance with the Licensing Act 2003.

## **32. BROADCASTING AND FILM RIGHTS**

A Hirer, hiring any Parish Council owned premises, shall not be granted broadcasting or film rights without the prior consent of the Parish Clerk.

If such consent is given, the Parish Council reserves the right to take part in any negotiations, to be party to the terms and condition of any agreement reached and to share in any income and publicity derived therefrom.

## **33. PUBLIC PERFORMANCE AND COPYRIGHT WORKS**

It is the Hirer's responsibility to ensure that there is no infringement of copyright during any period of hire and the Hirer shall agree to indemnify the Parish Council in respect of any liability arising from any infringement of copyright or performance rights.

The Hirer shall comply with the requirements of the Performing Rights Society Limited in relation to all musical work in the Society's repertoire.

The use of the stage lighting and other production equipment at North Heath Hall and the sound system at Roffey Millennium Hall, may only be used subject to permission being given by the Parish Clerk or other authorised officer and may be subject to supervision by an authorised officer of the Parish Council.

#### **34. MUSIC AND DANCING**

The Hirer shall observe all statutes, regulations and bylaws in relation to music and dancing in public places.

Wherever possible, windows and doors shall be kept closed during all events involving music/noisy activities held at the Parish Council's premises, so as to avoid disturbance to neighbouring premises.

Hirers should ensure that their employees, invitees or any other person associated with the Hirer leave Parish Council premises quietly and to minimise noise outside the premises.

All music shall cease at 11pm.

Hirers are asked to note that North Heath Hall is fitted with a Sound Limiter system which automatically cuts off the power supply if the noise level exceeds a prescribed level. Hirers will be given instruction on how the system works and how to reset the system to restore power. In the event that the Hirer cannot reset the equipment, the caretaker on duty must be informed immediately, as this may affect the use of other equipment.

Any attempt to over-ride the system will disqualify the Hirer from further bookings at Parish Council premises and may give rise to an additional charge being made for the employment of an outside contractor to reset the equipment.

It is recommended that any electrical equipment brought to the premises for use by a Hirer should carry an up-to-date PAT Certificate.

#### **35. SERVICES AND ALTERATIONS**

No additions or alterations shall be made to the gas, water or electrical supplies, any electrical equipment; and no structural or other alterations shall be made to the fabric of the building; nor to any of the furniture, fixtures, fittings or other property in the premises; nor any attachment by way of hooks, nails, screws or any non-removable substance e.g. glue, shall be made of any equipment or materials to the fabric or structure of the building without the express permission of the Parish Clerk. Any such permission shall be subject to any terms and conditions as may be stipulated.

#### **36. CHILDREN AND YOUNG PERSONS<sup>6</sup>**

The Hirer shall ensure that any activities for children under the age of eight years complies with the provisions of the Children Act 1989 and any other relevant legislation; and that only fit and proper persons have access to the children.

The Hirer shall take responsibility for all children in their care at all times while they are on Parish Council premises.

The Parish Council will not assume responsibility for the care or welfare of any unaccompanied child or children.

Any suspicious behaviour should be reported immediately to the caretaker on duty or other authorised officer of the Council, or to the Police.

### **37. ANIMALS**

The Hirer shall ensure that no animals (including birds) are brought onto Parish Council premises, unless prior permission has been given by the Parish Clerk.

Assistance dogs are welcome on Parish Council premises, providing they are accompanying their owner.

### **38. INFLATABLE BOUNCING DEVICES**

It is the responsibility of the Hirer to ensure that the company from which the equipment is hired (the Company) fully complies with the guidance 'The Safe Operation of Inflatable Bouncing Devices' issued by the Inflatable Play Inspections Schemes.

It is the responsibility of the Hirer to ensure that the Company employs suitably experienced and trained adult personnel, where the Company is responsible for setting up, operation and supervision of the Bouncy Castle.

It is the responsibility of the Hirer to ensure that the Company provides written evidence of a current Public Liability Insurance Policy with a limit of indemnity of at least £1 million.

If the Hirer is to operate the Bouncy Castle, it is the responsibility of the Hirer to ensure that they are provided, by the Company, with written instructions about the safe setting up, operation and supervision of the equipment and that the name and address of the manufacturer or supplier is clearly marked upon it.

The Hirer's attention is drawn to the following guidelines:

- (a) Children should not be allowed to use the Bouncy Castle if there is a high wind or in wet weather
- (b) The Bouncy Castle must be adequately secured to the ground and situated away from possible hazards
- (c) Soft matting covering hard surfaces must be placed adjacent to the front or open sides. Users should not be allowed to obstruct the entrance or exit. No-one should be allowed to play on the step or front apron of a Bouncy Castle.
- (d) There should be responsible adult supervision paying close attention to the children at play at all times during its use
- (e) The number of children using the Bouncy Castle must be limited to the number recommended in the Hire Company's safety instructions. There must be no overcrowding
- (f) A rota system for different age or size groups should be operated, together with the observance of any age limit of users (it is suggested that children over the age of 10 years should not use the equipment)
- (g) All children should be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens and other similar pocket contents.
- (h) Eating or performing acrobatics must not be allowed.

The above is guidance only and is not a comprehensive guide. Further information may be obtained from [www.pipa.org.uk/playSafe](http://www.pipa.org.uk/playSafe)

It is recommended that any electrical equipment brought to the premises by a Hirer should carry an up-to-date PAT Certificate

No Inflatable Bouncing Device is permitted to be erected on the hard surfaces outside of any of the Parish Council owned venue i.e. the patio areas at Holbrook Tythe Barn, North Heath Hall and Roffey Millennium Hall.

**39. FLYPOSTING**

Flyposting on vacant shop premises, street furniture, trees etc. is an offence and makes an offender liable, on summary conviction, to substantial penalties.

An unauthorised and illegal display of posters may result in the cancellation of a booking and may be taken into account when considering accepting future bookings of any Parish Council premises.

**40. ADVERTISING AND OTHER SIGNAGE**

Notice boards are provided at Parish Council premises to advertise a variety of events and Hirer's activities at each of the Parish Council premises, subject to the approval of the Parish Clerk.

Any inappropriate, offensive, commercial or non-relevant posters, flyers or stickers will be promptly removed.

Advertising and signage on the outside of any Parish Council premises are subject to approval by the Parish Council; and may also require planning consent and the consent of the Highway Authority.

**41. LOTTERIES, RAFFLES AND GAMING**

No gaming, betting games or lotteries shall be carried on or be allowed to be carried on in any of the Parish Council premises, except those games made lawful by the Betting, Gaming and Lotteries Acts; and then only if the statutory provisions are complied with.

**42. END OF HIRE**

All periods of hire at all Parish Council owned premises shall cease at the following times:

Monday to Thursday 11.00 pm

Friday and Saturday 11.30pm

Sunday 9.00 pm

**43. NOISE**

It is the responsibility of the Hirer to ensure the effective supervision of the arrangements and the activities in the premises during the period of hire and for the prevention of disorderly behaviour, so as to ensure that no nuisance or annoyance is caused to nearby residents.

It is the responsibility of the Hirer to ensure that the Hirer and the Hirer's employees, invitees and guests make the minimum of noise and disturbance on arrival at and departure from the premises; and in the immediate environment of the premises.

**44. COMPLAINTS**

Any complaint by the Hirer in respect of the use of Parish Council premises or the arrangements for that use, shall be made in writing to the Parish Clerk, within seven days of the date of hire.

In the event of a complaint being made, the Parish Council's Complaints procedure will be followed.

**45. CHANGES TO POLICY AND CONDITIONS OF HIRE**

The Parish Council reserves the right to amend this Policy and the Conditions of Hire at any time; and any changes to the Policy and Conditions of Hire shall be notified to all Hirers.

The Policy and Conditions of Hire in force at the date of hire shall be those which are applicable to the hire.

**46. DATE OF REVIEW**

This Policy and the Conditions of Hire will be reviewed by the Property Committee every 2 years. The next schedule review is due in September 2022.





## NORTH HORSHAM PARISH COUNCIL

### **SPECIAL CONDITIONS OF HIRE IN RELATION TO PARISH COUNCIL OWNED PREMISES DURING COVID-19**

**(Note these are supplemental to, not a replacement for, the normal Policy and Conditions of Hire)**

1. The Hirer, will be responsible for ensuring those attending their activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall.
2. The Hirer will undertake to comply with the actions identified in the Risk Assessment, of which they have been provided with a copy.
3. The Hirer will be asked to provide a Risk Assessment for their activity.
4. The hall will be clean when Hirers arrive and they will then be responsible for cleaning all regularly used surfaces during their period of hire (including tables, door handles) using the products supplied.

Care should be taken when cleaning electrical equipment. Cloths should be used, do not spray.

5. The Hirer will make sure that everyone likely to attend their activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
6. The Hirer will keep the premises well ventilated throughout their hire, with windows and doors open as far as convenient. Internal fire doors must not be propped open.

If the caretaker is not in attendance when the Hirer leaves the premises, they will be responsible for ensuring they are all doors and windows are securely closed on leaving.

7. The Hirer will ensure that no more than the recommended number of people attend their activity/event (number to be advised on booking) in order that social distancing can be maintained. Hirers are recommended to use a booking system for attendees to prevent this.

Hirers must ensure that everyone attending maintains 2m social distancing while waiting to enter the premises and observes the one-way system within the premises if there is one. As far as possible hirers should observe social distancing of 2m, plus mitigation measures (eg face coverings, restricting those involved at

any one time) when using more confined areas (e.g. moving and stowing equipment, accessing toilets), which should be kept as brief as possible.

8. The Hirer will make sure that only one person uses each suite of toilets at a time. In some cases, a specific toilet will be allocated for use.
9. The Hirer will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including, for example, keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
10. The Hirer must arrange their hired room to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation.
11. Use of equipment is to be kept to a minimum. If tables and chairs are required, the caretaker will get them out. The Hirer can clean them if they wish and then at the end of the hire, they must be left out for caretaker to clean and put away. Anyone moving tables or chairs should wear plastic gloves.  
  
If tables are being used, they must be placed so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.
12. For exercise/keep fit activities the Hirer will be responsible for putting temporary marks on the floor for participants so as to maintain 2m distancing.
13. Parents or chaperones will be not allowed to wait inside the building while classes/activities are taking place. They may be able to spectate if correct social distancing can be observed, but that is at the discretion of the Hirer.
14. The Hirer must keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.
15. The Hirer will be responsible for the disposal of all rubbish created during their hire, including tissues and cleaning cloths, in the rubbish bins/bags provided before you leave the hall.
16. There will be no kitchen access so Hirers should encourage users to bring their own water. No food is allowed.
17. North Horsham Parish Council has the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close

again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

- 18.** In order to avoid risk of aerosol or droplet transmission Hirers must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

In exercise classes, the instructor must provide their own amplified face microphone to avoid raising their voice.

- 19.** The Hirer should ask those attending to bring their own equipment and not share it with other members.
- 20.** Hirers who store their equipment at a hall are responsible for cleaning it before putting it away and must provide their own equipment and materials to do so.
- 21.** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, the Hirer should remove them to the designated safe which will be allocated on arrival at the hall. A plastic bag, wipes and some hand sanitiser should be provided by the hirer.

The Hirer must ask others in the group to provide contact details if they have not done so and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.

The Hirer must inform the Caretaker and Parish Clerk/Deputy Clerk immediately – 01403 750786.

- 22.** For events with more than 30 people the Hirer must take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.
- 23.** Live performances e.g. drama, music are not permitted at present

I agree to abide by the normal Policy and Conditions of Hire and the Special Conditions of Hire during COVID-19.

To be Signed by the Hirer or agreed by email stating confirmation of acceptance.

Name of Hirer: \_\_\_\_\_

Signature or Email confirmation: \_\_\_\_\_

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

North Horsham Parish Council

Property Committee Meeting – 17<sup>th</sup> September 2020

## **APPENDIX B2**

### **Agenda Item 13b**

- a) Terms and Conditions of Hire in Relation to the Multi Courts**
- b) Special Conditions of Hire in Relation to the Multi Courts during COVID-19**



## **NORTH HORSHAM PARISH COUNCIL POLICY AND CONDITIONS OF HIRE IN RELATION TO THE MULTI COURTS AT HOLBROOK TYTHE BARN**

### **Deletions**

### **Change/Additions**

#### **1. EXTENT OF THE POLICY**

The Policy and Conditions of Hire relates to the Multi Courts at Holbrook Tythe Barn.

#### **2. CORRESPONDENCE**

All correspondence shall be addressed to the Parish Clerk, North Horsham Parish Council, Roffey Millennium Hall, Crawley Road, Horsham, West Sussex, RH12 4DT.  
Telephone – 01403 750786. Email – [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

#### **3. REGULATIONS**

All Hirers of Parish Council premises are bound by the rules and regulations governing use of the premises, which are deemed to be incorporated into these conditions.

#### **4. AGE OF HIRER**

Persons under the age of 18 years are not acceptable as hirers or as signatories to the Parish Council's documentation in relation to hire of any of the premises.

#### **5. BOOKING PROCEDURES**

Bookings may be made by telephone or email. **or by personal visit to the Parish Office at Roffey Millennium Hall.**

On receipt of the required information, a Booking Confirmation letter will be sent to the Hirer, in duplicate. The Hirer is required to confirm the booking by returning a signed copy of the Booking Confirmation letter to the Parish Office.

Provisional bookings are not accepted.

#### **6. BOOKING EXCLUSIONS**

a) Bookings are not taken at the Multi Courts on any Bank or Public Holidays i.e. New Year's Day, Good Friday, Easter Monday, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, Christmas Day and Boxing Day; and any other Public Holiday that may be announced from time to time.

Bookings are generally not taken during the Parish Council's Christmas closure from 1pm on Christmas Eve until the New Year return to work date (the Parish Office will advise of opening hours).

Bookings may be taken on the Saturday and Sunday between Good Friday and Easter Monday.

b) The Council will not hire premises (including the Multi Courts) for purposes that conflict with its policies on Equality and Diversity, Safeguarding, Counter Terrorism and Security and / or that are in breach of the Equality Act 2010, Children Act 2004, Care Act 2014 and the Counter Terrorism and Security Act 2015. This legislation will also be taken into account when considering whether to accept a booking. The Council also

reserves the right to not hire premises to people or organisations whose views and / or conduct are not in accordance with the Public Sector Equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Prevent people being drawn into terrorism
- Advance equality of opportunity between different groups
- Foster good relations between different groups

The Council will not hire premises for purposes that are likely to cause offence to public taste and decency, except where the possible offence is balanced or outweighed by other factors (e.g. freedom of expression or artistic merit). This will ultimately be determined by the Property Committee who will make a determination as to whether to hire the premises.

The Council will report individuals and / or organisations to the Police if it is believed that they may have committed a public order or incitement to hatred offence (or any other criminal offence) on Council premises.

When hiring the premises, the Council expects the Hirer to observe exemplary standards of behaviour and conduct with regard to safeguarding children and vulnerable adults. The Hirer is responsible for being fully aware of issues concerning the safeguarding of children and vulnerable adults. Any possible risks involved in proposed activities must be considered by the Hirer and appropriate action must be taken to protect everyone involved. The Council reserves the right to cancel any bookings where the safeguarding conditions within its safeguarding policy are not adhered to. This will include any incident where a group has allowed a person or people to help with running a group in any capacity without formal notification to the venue or without enhanced DBS checks being made available for inspection.

## **7. END OF HIRE**

Periods of hire at the Multi Courts shall cease at the following times:

- Monday to Saturday 10.00 pm
- Sunday 9.00 pm

## **8. HIRE CHARGES**

The charges for the hire of each of the Parish Council's premises and services provided shall be those as determined, from time to time, by the Parish Council.

The Parish Council's Policy is to review hire charges annually, coming into effect on the 1<sup>st</sup> of April each year.

Where a booking is made for a date or dates after the date on which the Council's reviewed charges come into effect, the scale of charges determined at the review shall be those applicable to the Hirer.

## **9. BLOCK BOOKINGS**

As laid down by Her Majesty's Revenue and Customs (HMRC) Block Bookings must comply with the following rules to qualify for an exemption from the payment of VAT –

- (a) The booking must be made by a school, club or organisation representing affiliated Clubs or Associations, such as a local League
- (b) The Block Booking must be for a minimum of ten sessions
- (c) There must be at least one day and no more than fourteen days between each session, with no exception for intervals greater than fourteen days through the closure of the facility for any reason
- (d) Each session must be for the same sport or activity
- (e) Each session must take place at the same facility
- (f) The Block Booking is to be paid for as a whole. In order to qualify for the VAT exemption, no refunds will be given, including in the case of extreme weather. Where reasonably practicable, however, the Council will make every effort to liaise with the Hirer and agree a new date for the cancelled booking.
- (g) In the event that the whole Block Booking is cancelled by the Hirer and a refund is provided, VAT will be charged retrospectively and applied to all sessions and the Hirer will be invoiced for the balance due
- (h) The maximum length of any one Block Booking is one financial year
- (i) In the event that a Block Booking is made by a Hirer, other than on a seasonal basis, the Hirer will be invoiced in advance for the whole booking and payment in full must be made before the Block Booking commences. **Note** – four clear working days should be allowed for the payment to clear
- (j) In the case of a Block Booking being made by a seasonal or regular hirer, payment may be made by instalments viz. monthly

#### 10. **ADDITIONAL CHARGES**

Additional charges shall include costs due from the Hirer for damage, breakages, additional hire time or for any other costs incurred by the Parish Council as a result of the actions of the Hirer.

Any other charges due from the Hirer shall be invoiced by the Council as soon as is practicable after the date of hire.

#### 11. **PAYMENT OF HIRE CHARGES**

Payment of charges will be notified to the Hirer by way of an invoice. Where a booking is made with less than seven days' notice, payment of the amount due must be made in full immediately.

Where payment is not received as directed, the hire may be terminated at the discretion of the Parish Clerk or other authorised officer.

Late payment of any invoice may, at the discretion of the Parish Clerk, attract an administration fee of £5 per week, beyond the due date of the invoice.

#### 12. **METHODS OF PAYMENT**

Payments for hire may be made in the following ways:

- **By cheque** – payable to North Horsham Parish Council – and sent to the address stated in (2) above or delivered personally to the Parish Office
- **By cash** – in person at the Parish Office (do NOT send cash by post)
- **By Bank Transfer** – please see the Council's bank details on your invoice or contact the Parish Office for details.

Currently, the Parish Council is unable to accept payment by credit or debit card.

**13. CANCELLATION POLICY**

In the event of a cancellation by the Hirer **twenty eight days or more** prior to the event, a full refund will be given for any monies paid, providing notification of the cancellation is given in writing.

In the event of a cancellation by the Hirer with **less than twenty eight days** notice, a refund is at the discretion of the Parish Clerk.

Bookings are accepted by the Parish Council on the basis of the information supplied by the Hirer. In the event that any information given as to proposed use, number of persons attending or any other relevant factor is found to be incorrect, the Parish Council reserves the right to cancel the booking. In such cases, a refund will be considered by the Parish Council's Property Committee, on application by the Hirer in writing.

Bookings may be cancelled by the Parish Council for the essential safety of the Hirer or for operational reasons. Notification of the cancellation will be given to the Hirer as soon as possible. The decision of the Parish Council in this regard is final. Every attempt will be made by the Parish Council to provide alternative premises, where possible. The hirer will be given a full refund of any monies paid in respect of such a cancellation.

**Note - In respect of the cancellation of Block Bookings see 9(f) and (g) above**

**14. PURPOSE OF HIRE AND SUB-HIRING**

The Hirer shall not use the premises for any purpose other than that described in the Booking Confirmation letter and shall not sub-hire the premises to any other person or organisation.

**15. INDEMNITY AND INSURANCE**

The Hirer shall be liable for and indemnify the Parish Council against any liability, cost, claim or proceedings whatsoever arising under any statute or at Common Law in respect of any default or injury however or by whoever caused by or to any persons which shall occur while such person is in or on any part of the premises; or in respect of any loss or damage suffered or sustained by any person in consequence of any such default or injury, other than arising from the Parish Council's negligence.

The Parish Council reserves the right to require any Hirer to produce evidence that the necessary insurances referred to in the above paragraph have been taken out and are in force at all material times.

Hirers are asked to consult their own insurers so as to safeguard themselves in the event of their being held liable for any claim, demand, action or proceedings in this connection.

All Parish Council owned premises are insured against claims arising out of the Parish Council's negligence.

**16. GOOD ORDER**

The Hirer shall be responsible for good order being kept through the period of hire.



The Hirer and users associated with the booking shall not act in a manner which causes injury, damage or distress to any property or person, including Council staff and other users of the Facilities.

The Hirer and users associated with the booking must ensure that they do not discriminate either physically, verbally or by their conduct on the grounds of race, nationality, colour, ethnic or national origin, religion, creed, sexual orientation, marital status, sex or disability.

The Hirer and users associated with the booking shall obey any instruction given by the caretaker on duty or other authorised officer of the Council.

The Parish Council may make an additional charge for any expenses incurred in engaging the Police or other personnel to preserve order prior to, during or after the period of hire.

**17. PERSONAL INJURY AND LOSS OR DAMAGE TO PROPERTY**

The use of the premises and equipment, facilities and amenities, including car parking where available, is permitted solely at the Hirer's own risk. The Parish Council shall not be liable for any injury to any Hirer or any employee, invitee or guest of the Hirer; or for loss or damage to any property.

Any property and effects in the premises belonging to the Hirer shall be at their sole risk; and unless previously agreed by the Parish Council, if such equipment, property and effects are not removed at the end of the hire, an additional charge may be made.

**18. RISK ASSESSMENT**

Every hirer is responsible for performing a Risk Assessment prior to each and every use of the premises. The Parish Council, may, at its discretion, require a copy of the Risk Assessment.

**19. ILLEGAL OR UNLAWFUL ACTIVITIES**

The Hirer shall not cause or permit the premises to be used for any unlawful or illegal activity. The Parish Council reserves the right to cancel the hire immediately and any monies paid will be forfeited. The Parish Council will report evidence of illegal activities on the premises to the Police and assist with their enquiries.

**20. UNDESIRABLE SUBSTANCES**

No article of an inflammable, explosive, dangerous, noxious, intoxicating or offensive nature may be brought onto the premises without the written permission of the Parish Council.

**21. SMOKING**

Smoking is not permitted in any premises owned by the Parish Council including the Multi Courts.

**22. EMERGENCY PROCEDURES**

It is the responsibility of the Hirer to familiarise themselves with the means of escape from the premises, assembly points and to ensure that any person at the period of hire

requiring a Personal Evacuation Plan is identified and that they have a plan in place for them

The Hirer shall ensure that the exit from each Multi Court is kept free of any obstruction and shall immediately remove anything deemed to be an obstruction at the request of the caretaker on duty or other authorised officer of the Parish Council.

In the event of an emergency, the Hirer shall comply with all directions given by any authorised officer of the Council; or any member of the Emergency Services; or any other statutory body or agency.

**23. RIGHT OF ENTRY**

The Parish Council reserves the right for any authorised officer of the Parish Council, the Police, Fire Brigade or any other statutory body to enter the premises at all times; and the right to require the Hirer to refuse admission to or remove from the premises any disorderly person or persons, which may cause danger or damage to the premises

**24. EQUIPMENT PROVIDED BY THE COUNCIL**

It is the responsibility of the Hirer to report any damage or defect: or the loss of any equipment to the caretaker on duty or to the Parish Office.

**25. ACCIDENTS**

The Hirer must report all accidents involving injury to the public to the caretaker on duty or other authorised officer of the Council, as soon as reasonably practicable.

There is a legal requirement under the RIDOR Regulations to report certain types of accident or injury. The form to be used in such instances is prescribed and assistance will be given, if required, by the Parish Clerk

**26. BROADCASTING AND FILM RIGHTS**

A Hirer, hiring any Parish Council owned premises, shall not be granted broadcasting or film rights without the prior consent of the Parish Clerk.

If such consent is given, the Parish Council reserves the right to take part in any negotiations, to be party to the terms and condition of any agreement reached and to share in any income and publicity derived therefrom.

**27. CHILDREN AND YOUNG PERSONS**

The Hirer shall ensure that any activities for children under the age of eight years complies with the provisions of the Children Act 1989 and any other relevant legislation; and that only fit and proper persons have access to the children.

The Hirer shall take responsibility for all children in their care at all times while they are on Parish Council premises.

The Parish Council will not assume responsibility for the care or welfare of any unaccompanied child or children.

Any suspicious behaviour should be reported immediately to the caretaker on duty or other authorised officer of the Council; or to the Police.

**28. ANIMALS**

The Hirer shall ensure that no animals are brought onto the Multi Courts.

Assistance dogs are welcome on Parish Council premises, providing they are accompanying their owner.

**29. FLYPOSTING**

Flyposting on vacant shop premises, street furniture, trees etc. is an offence and makes an offender liable, on summary conviction, to substantial penalties.

The unauthorised display of posters on the Multi Courts fence or anywhere within the Holbrook Tythe Barn complex is not permitted; and will be promptly removed. Any unauthorised and illegal display of posters may result in the cancellation of a booking and may be taken into account when considering accepting future bookings of any Parish Council premises.

**30. LOTTERIES, RAFFLES AND GAMING**

No gaming, betting games or lotteries shall be carried on or be allowed to be carried on in any of the Parish Council premises, including the Multi Courts, except those games made lawful by the Betting, Gaming and Lotteries Acts; and then only if the statutory provisions are complied with.

**31. NOISE**

It is the responsibility of the Hirer to ensure the effective supervision of the arrangements and the activities in the premises during the period of hire and for the prevention of disorderly behaviour, so as to ensure that no nuisance or annoyance is caused to nearby residents.

It is the responsibility of the Hirer to ensure that the Hirer and the Hirer's employees, invitees and guests make the minimum of noise and disturbance on arrival at and departure from the premises; and in the immediate environment of the premises.

**32. COMPLAINTS**

Any complaint by the Hirer in respect of the use of Parish Council premises or the arrangements for that use shall be made in writing to the Parish Clerk, within seven days of the date of hire. In the event of a complaint being made, the Parish Council's Complaints procedure will be followed.

**33. CHANGES TO POLICY AND CONDITIONS OF HIRE**

The Parish Council reserves the right to amend this Policy and the Conditions of Hire at any time; and any changes to the Policy and Conditions of Hire shall be notified to all Hirers.

The Policy and Conditions of Hire in force at the date of hire shall be those which are applicable to the hire.

**34. DATE OF REVIEW**

This Policy and the Conditions of Hire will be reviewed every 2 years by the Property Committee. The next scheduled review is due in September 2022.



## NORTH HORSHAM PARISH COUNCIL

### **SPECIAL CONDITIONS OF HIRE IN RELATION TO PARISH COUNCIL OWNED MULTI COURTS DURING COVID-19**

**(Note these are supplemental to, not a replacement for, the normal Policy and Conditions of Hire)**

1. The Hirer, will be responsible for ensuring that those using the multi courts comply with current government guidance and guidance given by their own sports governing bodies if appropriate.
2. The Hirer will be asked to provide a copy of the relevant guidance for use of MUGAS from a sports governing body and a Risk Assessment for their activity. The Hirer will comply with the Parish Council's Risk Assessment (a copy has been provided).
3. Each court will be sanitised before the first booking of the morning/afternoon /evening session as appropriate, but sanitation of the courts (wiping down padlocks, gates, handles and goal structures. at the start and end of each hire is the responsibility of the Hirer.
4. The Hirer will undertake not to exceed the maximum capacity of the multi-courts, which is 10 people per court until further notice.  
From 14<sup>th</sup> September 2020, if the Hirer is not an organisation or club affiliated to a governing body, the maximum number of people on each court is 6.
5. The Hirer will make sure that everyone likely to attend their activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
6. The hirer should provide a plastic bag, wipes and some hand sanitiser for specific use should someone become unwell with suspected Covid-19 symptoms while using the Multi Courts. The person should be taken from the Multi Courts as quickly as possible. The Hirer must inform the Caretaker and Parish Clerk/Deputy Clerk immediately – 01403 750786.
7. The Hirer must keep a record of the name and contact telephone number or email of all those who attend their event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.
8. No food is allowed on the Multi Courts.

9. North Horsham Parish Council has the right to close the Multi Courts if there are safety concerns relating to COVID-19, for example, if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that multi courts are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
10. In order to reduce risk of aerosol or droplet transmission Hirers must take steps to avoid people needing to unduly raise their voices to each other.

I agree to abide by the normal Policy and Conditions of Hire and the Special Conditions of Hire during COVID-19.

To be Signed by the Hirer or agreed by email stating confirmation of acceptance.

Name of Hirer: \_\_\_\_\_

Signature or Email confirmation: \_\_\_\_\_

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

North Horsham Parish Council

Property Committee Meeting – 17<sup>th</sup> September 2020

## **APPENDIX C**

### **Agenda Item 14**

#### **Open Spaces Policy**



# North Horsham Parish Council

## OPEN SPACES POLICY

### POLICY STATEMENT

It is the Policy of North Horsham Parish Council to protect all open space owned by the Parish Council and ensure a safe and well managed environment for all users.

### KEY PRINCIPLES

The Parish Council:

- Recognises that the provision of open space and their design and layout are important for play and recreation and are important in contributing to the quality of the environment
- Will build into the Council's Risk Assessment procedures clear processes for the management of Parish Council owned Open Spaces, including play equipment and trees
- Provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and the Council's contractors
- Provide such information, training and supervision, as they need for this purpose
- 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 users of Parish Council owned Open Spaces, employees and Councillors of North Horsham Parish Council and Council contractors.

### 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 Open Spaces Policy will normally be reviewed at the annual meeting of Council in May.

## **1. AREAS OF OPEN RECREATIONAL SPACE**

### **1.1. Open Spaces**

- Amberley Close Open Space
- Birches Road Open Space
- Earles Meadow
- Holbrook Tythe Barn Open Space

### **1.2. Play Areas**

- Amberley Close Play Area
- Birches Road Play Area
- Earles Meadow Play Area
- Holbrook Tythe Barn Play Area
- 

### **1.3. Allotment Sites**

- Amberley Close Allotment Site
- Harwood Road Allotment Site

### **1.4. Other areas of Open Space**

- Land at Chennells Brook – part of
- North Heath Hall – rear garden
- Roffey Corner – part of

## **2. PROHIBITIONS ON THE USE OF OPEN SPACES AND PLAY AREAS**

**2.1.** The Parish Council seeks to protect the physical environment of the Open Spaces, the wildlife and the public by putting into place, prohibitions on activities, which may cause damage to the Open Spaces and the public.

**2.2.** The following activities are prohibited, unless the permission of the Parish Council has been obtained in writing:

- The removal of any barrier, post, seat or any other item provided for use on the Open Spaces and Play Areas or for the maintenance of them
- The erection of any barrier, post, ride, swing or any other structure
- The removal of any plants, trees or soil from the Open Spaces
- The killing, injuring, taking or disturbing of any animal; and no person shall engage in hunting, shooting or the setting of traps or the laying of snares
- The turning out of or permitting any animal to graze on the Open Spaces
- The erection of a tent or the use of a vehicle, caravan or other structure for the purpose of camping
- The lighting of fires or the disposal of a match or any other thing likely to cause a fire
- The use of fireworks or other pyrotechnic devices
- Engaging in the sport of archery
- The throwing of or the striking of a hard cricket ball with or without a bat



- The playing of golf, including the driving, chipping or pitching of a hard golf ball
- The holding of any event, be it charitable, commercial or private, without seeking the consent of the Parish Council beforehand
- That there be no driving or other use of any motor vehicle, motorcycle or other mechanically propelled vehicle
- The depositing or dumping of litter or other waste materials of any description
- Metal detecting unless it is part of an archaeological dig in which case applications for permission must be made in writing to the Parish Council
- The flying of drones and model airplanes.

### **3. DAMAGE TO OPEN SPACES**

- 3.1.** Any damage or faults to items on the Open Spaces or any other related issues should be reported as soon as reasonably practicable to the Parish Office at Roffey Millennium Hall.

### **4. PLAY AREAS**

- 4.1.** The Parish Council seeks to provide Play Areas to a high standard which offer a wide range of enjoyable and stimulating play opportunities to all children visiting the Play Areas.
- 4.2.** All Parish Council owned Play areas are inspected as follows:
- October to March –once a week – by visual and basic operational inspection
  - April to September – twice a week - by visual and basic operational inspection
  - June of each year – by the Royal Society for the Prevention of Accidents (RoSPA) – full operational inspection
- 4.3.** Gates into the Play Areas should be kept shut at all times.
- 4.4.** Dogs, with the exception of assistance dogs, are not permitted in any of the Play Areas.
- 4.5.** The play equipment provided by the Parish Council is suitable for children up to the age of 14 years. Users and visitors to the Play Areas can obtain more specific information on the various facilities available, by contacting the Parish Office at Roffey Millennium Hall.
- 4.6.** The safety of children whilst using and visiting the Play Areas is the responsibility of the child's parent, guardian or carer.
- 4.7.** Any damage or faults with the play equipment, fencing, gates or other items in the Play Areas; or any other related issues should be reported as soon as reasonably practicable to the Parish Office at Roffey Millennium Hall.

## **5. ALLOTMENT SITES**

- 5.1.** The Allotment site at **Amberley Close** is owned and managed by the Parish Council; to which separate conditions apply. Further details can be obtained by contacting the Parish Office at Roffey Millennium Hall.
- 5.2.** The Allotment site at **Harwood Road** is owned by West Sussex County Council and managed by the Harwood Road Allotment Association. Further details can be obtained by contacting the Parish Office at Roffey Millennium Hall.

## **6. OTHER AREAS OF OPEN SPACE – SPECIFIC AREAS**

- 6.1.** The land alongside **Chennells Brook** owned by the Parish Council forms part of the wider Riverside Walk network.

Users of this area should take care at times of heavy rain or snow and walk on the tarmac path, so as to avoid injury by slipping down the bank into the water.

The Parish Council would encourage cyclists using the path to dismount when using this area of the Walk.