

**NORTH HORSHAM PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
THURSDAY 5<sup>TH</sup> NOVEMBER 2020 AT 7.30pm  
BY REMOTE MEETING**

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

**1. Public Forum.**

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

**2. Apologies for Absence.**

Apologies and reasons for absence to be given to the Clerk.

**4. Declarations of Interest.**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary Interest** in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted. Where you have a **Prejudicial Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions. If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

**10. Chairman's Announcements**

- Horsham District Council has received an application seeking the release of Section 106 funding of £74,744.63 for use towards the survival of the Holbrook Club as a going concern. The Parish Council was invited to comment by 29<sup>th</sup> October 2020, but no comments were submitted to the Clerk.
- Urgent Health and Safety work has been authorised by the Clerk on the large specimen oak tree at Earles Meadow. A large damaged bough has been removed by specialist tree surgeons.

**12. Bad debt**

Two unpaid invoices for £507.82 relate to hires in February and March

2020. The company has dissolved and the hirer has moved away from the given address.

**15. Value for Money Report commissioned by West Sussex Association of Local Councils Ltd. (WSALC) See also Appendix 3.**

Background information leading to a survey issued from WSALC regarding the 'Value for Money' provided by the Surrey and Sussex Association of Local Councils (SSALC).

County associations play a key role in the work done by the National Association of Local Councils (NALC). They are representative bodies for local councils in their area and are the first port of call for any queries or concerns that Town and Parish Councils may have. NALC supports County Associations to provide the best and most up to date information.

In West Sussex there is an arrangement where West Sussex, East Sussex and Surrey work together under a holding company (SSALC). This means that all three counties share the cost of offices, staffing, expenses etc. Staff employed by SSALC give advice, training, recruitment services, legal advice and general advice to parish councils in membership across the three counties.

Subscriptions are paid to each county. They go in a general pot for use for all counties. Subscriptions are capped so no individual council pays more than £1,750. Subscriptions are paid to the county and to NALC. The benefits of having one central administration is that there is no need for three sets of offices and staff, issues that affect all three counties can be dealt with consistently and there can be a pool of staff with greater expertise.

SSALC, WSALC East Sussex County Association and Surrey County Association all have their own Boards and Board members and articles for operation. SSALC has representatives from each county on their board. This is the Chairmen from each county.

In November 2019 the SSALC Board agreed a Strategy Review. This was the first review since its conception 6 years ago. A Strategy and methodology was agreed by the Board. The review included training, overheads, professional services, staff structure, governance and constitution and income generation. There was a timeframe allocated to each element of the review.

In July 2020 WSALC raised concern that the Review wasn't progressing.

Whilst this could have been put down to 'lockdown' as a result of the Covid-19 pandemic, it was reported that it was due to the resignation of the Chairman of East Sussex County Association and the Chairman of Surrey County Association from the SSALC Board. The WSALC Board members decided to commission an independent review to identify options for WSALC to secure best value for money that WSALC spends on the range of services currently being delivered to member councils by SSALC. A working budget of £7,000 was agreed and recommended Professor Colin Copus from De Montfort University to conduct the independent review. A separate administrator and researcher were appointed to prepare and complete a report.

At that meeting the CEO of SSALC had provided a report to the WSALC Board outlining some of the pros and cons of leaving the three county arrangements using data obtained from other County Associations. It was noted that if one county left the arrangement, it was unlikely that East Sussex and Surrey could remain in a partnership. This would have implications for staffing, offices and other contracts entered into on behalf of the three counties. Ultimately it could lead to redundancies and additional costs. There was also a question over the service that each county would receive as they could be very different. Other organisations in Surrey and Sussex collaborate to provide a more comprehensive service to the whole area, for example the Police. This allows neighbouring counties to benefit from teams of experts that may not be available in their own county.

On 14th August 2020 Cllr Oliver, who was also the Chairman of WSALC, stood down as the Chairman of the SSALC Board. SSALC agreed to suspend the Review until 1st January 2021, as it was recognized that councils were working differently as a result of the restrictions posed by Covid-19. It is much easier to access meetings and training electronically. Staff were working at home and councils may require different skill sets and support in light of the work that they did during lockdown.

There was doubt as to whether the agreed Review would be appropriate and concern about how the independent study commissioned by WSALC would impact SSALC. The Chairman of WSALC confirmed that any implications to SSALC, financial or otherwise would be conveyed to the WSALC member councils.

In August 2020 the CEO of SSALC contacted parish councils in West Sussex advising them that WSALC would be in touch with them about their independent review.

The WSALC Board issued their first communication with their member

Councils in August 2020. A copy is attached. The review is being led by Professor Copus whose findings will be published in a Report accompanied by a Directors' Report which will consider all options and make recommendations that the Board considers would be in the best interest of all member councils of SSALC. It was stated that every member council of WSALC would have an opportunity to make known its views on the content of the report and any recommendations made. There will be an Extraordinary General Meeting of WSALC in early 2021 with a view to implementing any changes on 1<sup>st</sup> April 2020.

East Sussex and Surrey have started looking at options they can consider and investigations have started on alternative office arrangements should they be required.

The Board wrote an open letter to all Parishes on 28<sup>th</sup> October 2020 (attached).

A summary of the minutes from the Surrey and Sussex (SSALC) Ltd board meetings and the WSALC board meetings relating to the Value for Money project will be circulated separately for background information. Correspondence from SSALC Ltd, WSALC, various other parish councils and one of the directors of WSALC has been circulated previously.

WSALC has devised a survey which has been completed and is attached for consideration as part of Appendix 3. There are several services that Surrey and Sussex Association of Local Councils (SSALC) offer that have not been included in the survey, these include, recruitment, Clerk's networking, Chair networking, the Certificate in Local Council Administration qualification, Leadership training and Advanced leadership training. Some of the questions are not clear or don't offer the ability to put in additional options.

The resolution put forward as part of the WSALC AGM agenda scheduled for 10<sup>th</sup> November 2020 is included on the copy of the agenda attached at Appendix 3.

SSALC provides support for local councils and has provided a range of services for North Horsham Parish Council for many years. In this time of change, it is invaluable for Councils to have the stability of SSALC, their advice, experience and understanding of the sector. They offer general and specialist training for Councillors and Clerks, support for clerk's to become qualified to adopt the Power of General Competence, provide opportunities for networking and sharing of experiences and information

and have access to experts who can give additional support if necessary. SSALC staff have close links with other organisations such as Sussex Police, District and County Councils and the Society of Local Council Clerks and work collaboratively to support member parishes across the counties. North Horsham has taken advantage of gaining advice, attending training, networking and advice notes issued by SSAC over the last few months.

SSALC's recommendation to wait until January 2021, review the situation and move on with clear methodology and with all counties on board seems sensible. This is already a time of change for many councils who are having to manage their own difficulties so adding workload and pressure to rush this through appears not to be in the best interest of member councils at this time. A more measured approach would be much more helpful and probably save more money in the long run.

**16. Building positive relationships with Horsham Town Neighbourhood Parishes.**

Issues affecting Horsham Town often extend into North Horsham, therefore, a closer working relationship would be beneficial. Initially, benefits could be found by inviting North Horsham Parish Council to any special briefing held by Horsham District Council.

**17. Crime in North Horsham**

On Friday 13<sup>th</sup> November 2020, SALC representatives will be holding their biannual meeting with Jo Shiner, Chief Constable of Sussex Police and Katy Bourne, Police and Crime Commissioner, to discuss matters of a strategic nature and receive updates.

Any strategic or unresolved topics should be returned directly by close of business on Friday 6<sup>th</sup> November 2020 at the latest.

No issues have been notified to the Clerk.

**18. Consultation on Standards in Public Life**

The Committee on Standards in Public Life has recently launched a consultation as part of its review into the institutions, processes and structures in place to support high standards of conduct. The terms of reference of the review are to:

- review the evidence as to how well ethical standards are upheld in public life in the UK
- review the evidence on the strength of the UK's arrangements for regulating and promoting ethical standards
- review the adequacy and continuing relevance of the Seven Principles of Public Life,
- identify examples of best practice in the regulation of ethical standards

- identify examples of best practice in the promotion of cultures that celebrate and encourage high ethical standards.

The main consultation document is available at:-

<https://www.gov.uk/government/consultations/standards-matter-2-public-consultation-and-public-sector-survey>.

The Seven Principles of Public Life are:-

- Selflessness.
- Integrity.
- Objectivity.
- Accountability.
- Openness.
- Honesty.
- Leadership

The consultation questions are as follows:

Question 1: Standards of Conduct in the UK

- A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?
- B. Do you believe that there have there been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
- C. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
- B. Would you amend or replace any of the principles or their descriptors? If so, how?

Question 3: The UK's arrangements for regulating standards

- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act

effectively?

C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

A. How can the Seven Principles best be embedded within a public sector organisation's working culture?

B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

**It will not be possible to form a response at the meeting, but, if the Council would like, the Clerk could formulate a response to be circulated and agreed then ratified by the Council at the next meeting in January 2021. Responses to this consultation should be submitted to [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) by 17.00 on 4 December 2020.**

**19 Premises Licence Application (LI/20/0207/PREM) 6 Elgar Way, Horsham West Sussex, RH13 6RH.**

Premises Licence Application LI/20/0207/PREM

Horsham District Council validated an online application (circulated separately) from Box'dinuk Limited seeking a new premises licence for 6 Elgar Way, Horsham, West Sussex, RH13 6RH to allow the following licensable activity :

Supply by retail of alcohol off the premises  
Monday to Friday 09:00hrs to 17:00hrs

Premises is not open to the Public – Online ordering business

HDC is expected to make a decision within eight weeks of receipt of the application. It will take into account any comments received from interested parties in writing, either for or against the application. The deadline is midnight on 18th November 2020.

A copy of the application will be circulated separately.

**20. Members' Allowances**

The Parish Council Scheme of Members' Allowances is based on the Policy agreed by Horsham District Council. Annex 1 has been updated to reflect 9.4% of the agreed Horsham District Council basic councillor allowance of £5,210 (as agreed in the the Report of the Horsham District Council Independent Remuneration Panel August 2015) for the period from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

Elected councillors are eligible for the Scheme.

- 23. Date of next meeting**  
5<sup>th</sup> November 2020 (Scheduled).



# APPENDIX 1

## Finance Report to show income, expenditure and reserves to 30<sup>th</sup> September 2020

To be presented to the Parish Council Meeting on 5<sup>th</sup> November 2020

Period covering 1<sup>st</sup> April 2020 to 30<sup>th</sup> September 2020

### Funding at 30<sup>th</sup> September 2020

Precept (full year)	<b>335,194</b>
Environmental Grant (half year).	<b>5,117</b>
Grant from HDC (Covid-19)	<b>25,000</b>
<b>Total</b>	<b>365,311</b>

### Income to 30<sup>th</sup> September 2020

Cost Centre	Actual income	Annual Budget	Expected income at 30 <sup>th</sup> September 2020*
Admin	109	200	100
Allotments	898	875	437
North Heath Hall	9,305	65,625	32,813
Holbrook Tythe Barn	2,578	37,800	18,900
Multi Court Lettings	2,874	23,140	11,570
Roffey Millennium Hall	1,117	85,200	42,600
<b>Total</b>	<b>16,881</b>	<b>212,840</b>	<b>106,420</b>

### Expenditure to 30<sup>th</sup> September 2020

Cost Centre	Actual Expenditure	Annual Budget	Expected expenditure at 30 <sup>th</sup> September 2020*
Admin	24,949	51,670	30,435**
Grants	500	10,000	5,000
Burial	3,420	6,750	3,375
Personnel	117,043	311,250	155,625
Planning, Env, Trans	0	2,250	1,125
Allotments	833	1,575	787
Amenity, Recs and Open Spaces	13,407	52,085	26,042
North Heath Hall	5,205	27,854	13,927
Holbrook Tythe Barn	7,037	23,757	11,878
Roffey Millennium Hall	6,771	41,567	20,783
<b>Total</b>	<b>179,165</b>	<b>528,758</b>	<b>268,977</b>

<b>Net expenditure</b>	<b>(162,284)</b>	<b>(315,918)</b>	<b>(162,557)</b>
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\*Annual budget divided by 12 multiplied by 6.

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

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## **Income**

Over the first six months of the year income is £90,000 lower than expected.

Following closure due to the Covid-19 pandemic in March 2020, North Heath Hall was the first to re-open followed by the multi courts. Holbrook Tythe Barn re-opened in August 2020 and Roffey Millennium Hall is set to have more hires from 1<sup>st</sup> October 2020. All buildings are Covid-19 safe which means a set of measures have been introduced to reduce the risk of spreading the disease. This limits the number of hires that are feasible within each building.

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 £90,000 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. Some staff remain on the furlough scheme which has reduced salary costs.

The net result of the loss of income and lower expenditure is that the Parish Council has spent the amount that was expected to be spent in the first 6 months of the year. The loss of income has been compensated by lower expenditure.

## **Reserves**

After the first six months of the 2020/21 financial year there is £203,920 in Ear Marked Reserves and a General Reserve of £433,086. The deficit in income will ultimately impact on the General Reserve.

The allocation of reserves in the budget 2020/21 (£25,000 towards playground upgrades and £10,00 towards the boiler at Roffey Millennium Hall) will increase the Ear Marked Reserves and reduce the General Reserve.

## **Recommendation:-**

**To note the Financial Report to 30<sup>th</sup> September 2020.**

Pauline Whitehead 06.10.2020

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## 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	0	25,000	0	(25,000)		
1176 Precept	167,597	335,194	335,194	0		
1196 Interest Received	2	54	200	146		
Administration :- Income	<b>167,599</b>	<b>360,303</b>	<b>335,394</b>	<b>(24,909)</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	545	1,666	3,500	1,834		1,834
4022 Postage	0	24	1,400	1,376		1,376
4023 Stationery and Printing	51	522	1,600	1,078		1,078
4024 Subscriptions	0	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	167	1,179	2,400	1,221		1,221
4032 Publicity/Marketing	0	0	800	800		800
4033 Newsletter	61	303	800	498		498
4038 Office Equipment Maint.	0	305	1,000	695		695
4051 Bank Charges	0	0	100	100		100
4053 PWLB Loan Charges	6,163	6,163	12,250	6,087		6,087
4057 External Audit Fees	0	(1,350)	1,600	2,950		2,950
4058 Professional Services	60	715	3,000	2,285		2,285
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	32	32	1,000	968		968
Administration :- Indirect Expenditure	<b>7,078</b>	<b>24,949</b>	<b>51,670</b>	<b>26,721</b>	<b>0</b>	<b>26,721</b>
<b>Net Income over Expenditure</b>	<b>160,521</b>	<b>335,355</b>	<b>283,724</b>	<b>(51,631)</b>		
<b>103 Grants</b>						
4155 Other Grants and Donations	0	500	10,000	9,500		9,500
Grants :- Indirect Expenditure	<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	0	3,420	6,750	3,331		3,331
Burial :- Indirect Expenditure	<b>0</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>0</b>	<b>(3,420)</b>	<b>(6,750)</b>	<b>(3,331)</b>		

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>106 Personnel</u>						
4001 Salaries/NI/Pensions	0	114,870	305,800	190,930		190,930
4002 Childcare Vouchers	254	1,270	0	(1,270)		(1,270)
4003 Payroll Admin Charge	0	0	800	800		800
4009 Staff Expenses/Mileage	115	740	2,500	1,761		1,761
4010 Staff Training	30	55	1,500	1,445		1,445
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	37	109	400	291		291
Personnel :- Indirect Expenditure	<u>436</u>	<u>117,043</u>	<u>311,250</u>	<u>194,207</u>	<u>0</u>	<u>194,207</u>
<b>Net Expenditure</b>	<b><u>(436)</u></b>	<b><u>(117,043)</u></b>	<b><u>(311,250)</u></b>	<b><u>(194,207)</u></b>		
<u>201 Planning, Env &amp; Transport</u>						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,250</u>	<u>2,250</u>	<u>0</u>	<u>2,250</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(2,250)</u></b>	<b><u>(2,250)</u></b>		
<u>301 Allotments</u>						
1050 Allotment Rents	303	898	875	(23)		
Allotments :- Income	<u>303</u>	<u>898</u>	<u>875</u>	<u>(23)</u>		
4012 Water Rates	0	45	150	105		105
4102 Allotment Rent	0	0	275	275		275
4200 Grass cutting	220	738	750	12		12
4259 Allotment Maintenance	50	50	400	350		350
Allotments :- Indirect Expenditure	<u>270</u>	<u>833</u>	<u>1,575</u>	<u>742</u>	<u>0</u>	<u>742</u>
<b>Net Income over Expenditure</b>	<b><u>33</u></b>	<b><u>65</u></b>	<b><u>(700)</u></b>	<b><u>(765)</u></b>		
<u>302 Amenity, Recs &amp; Open Sp</u>						
1100 Grants Received	0	5,117	9,984	4,867		
Amenity, Recs & Open Sp :- Income	<u>0</u>	<u>5,117</u>	<u>9,984</u>	<u>4,867</u>		
4019 Window Cleaning	100	200	925	725		725
4200 Grass cutting	918	9,566	20,500	10,934		10,934
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	232	1,879	8,000	6,121		6,121
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	0	842	2,060	1,219		1,219
4255 Street Lighting - Maint/Supply	0	235	3,500	3,265		3,265

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4258 Multicourts Maintenance	0	415	2,600	2,185		2,185
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	15	30	1,000	970		970
Amenity, Recs & Open Sp :- Indirect Expenditure	<u>1,265</u>	<u>13,407</u>	<u>52,085</u>	<u>38,678</u>	<u>0</u>	<u>38,678</u>
<b>Net Income over Expenditure</b>	<b><u>(1,265)</u></b>	<b><u>(8,290)</u></b>	<b><u>(42,101)</u></b>	<b><u>(33,811)</u></b>		
<b>401 North Heath Hall</b>						
1000 Hall Lettings	4,014	9,305	65,625	56,320		
North Heath Hall :- Income	<u>4,014</u>	<u>9,305</u>	<u>65,625</u>	<u>56,320</u>		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	0	328	900	572		572
4014 Electricity	114	971	2,640	1,669		1,669
4015 Gas	31	911	2,562	1,651		1,651
4016 Cleaning Materials	0	589	1,332	743		743
4017 Refuse Bin Clearance	64	223	832	609		609
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	80	120	738	618		618
4034 Maintenance - Electrical	75	200	2,000	1,800		1,800
4035 Maintenance - Elect Eqp Insp	0	120	500	380		380
4036 Maintenance - General	110	165	2,000	1,835		1,835
4037 Maintenance - Fire Alarm Syst	0	0	750	750		750
4039 Maint - Intruder Alarm	0	1,184	794	(390)		(390)
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	187	650	464		464
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	0	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	90	180	90		90
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	<u>489</u>	<u>5,205</u>	<u>27,854</u>	<u>22,649</u>	<u>0</u>	<u>22,649</u>
<b>Net Income over Expenditure</b>	<b><u>3,526</u></b>	<b><u>4,101</u></b>	<b><u>37,771</u></b>	<b><u>33,670</u></b>		
<b>402 Holbrook Recreation Centre</b>						
1000 Hall Lettings	1,817	2,578	37,800	35,222		
1010 Multi Court Lettings	1,019	2,874	23,140	20,266		
Holbrook Recreation Centre :- Income	<u>2,835</u>	<u>5,452</u>	<u>60,940</u>	<u>55,488</u>		
4011 NNDR	0	442	3,660	3,218		3,218

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## 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	(100)	557	3,250	2,693		2,693
4015 Gas	25	223	1,500	1,277		1,277
4016 Cleaning Materials	0	587	1,575	988		988
4017 Refuse Bin Clearance	48	143	832	689		689
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	35	53	450	398		398
4034 Maintenance - Electrical	203	791	2,000	1,209		1,209
4035 Maintenance - Elect Eqp Insp	0	1,495	1,900	405		405
4036 Maintenance - General	450	621	2,000	1,379		1,379
4037 Maintenance - Fire Alarm Syst	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,224	794	(430)		(430)
4041 Maintenance - Fire Extg Insp	0	0	150	150		150
4042 Maintenance - Gas Boiler etc	0	187	500	314		314
4061 Legionella Testing	0	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	90	180	90		90
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	<b>676</b>	<b>7,037</b>	<b>23,757</b>	<b>16,720</b>	<b>0</b>	<b>16,720</b>
<b>Net Income over Expenditure</b>	<b>2,160</b>	<b>(1,585)</b>	<b>37,183</b>	<b>38,768</b>		
<b>403 Roffey Millennium Hall</b>						
1000 Hall Lettings	726	1,117	83,700	82,583		
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>726</b>	<b>1,117</b>	<b>85,200</b>	<b>84,083</b>		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	(124)	360	1,235	875		875
4014 Electricity	0	1,535	5,125	3,590		3,590
4015 Gas	211	1,735	6,075	4,340		4,340
4016 Cleaning Materials	28	388	1,425	1,037		1,037
4017 Refuse Bin Clearance	159	792	1,664	872		872
4018 Sanitary Waste	0	0	220	220		220
4019 Window Cleaning	55	110	990	880		880
4020 Refreshment Sale Cost/Sundries	0	0	500	500		500
4034 Maintenance - Electrical	75	239	2,000	1,762		1,762
4035 Maintenance - Elect Eqp Insp	0	120	2,650	2,530		2,530
4036 Maintenance - General	0	25	3,250	3,225		3,225

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Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4037 Maintenance - Fire Alarm Syst	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,184	794	(390)		(390)
4040 Maintenance - Elevator	0	(693)	750	1,443		1,443
4041 Maintenance - Fire Extg Insp	0	128	150	23		23
4042 Maintenance - Gas Boiler etc	0	336	1,000	664		664
4044 Maintenance - Partition Wall	0	0	500	500		500
4061 Legionella Testing	0	153	380	227		227
4062 Air Conditionaig Maintenance	270	270	300	30		30
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	90	180	90		90
900 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	<u>689</u>	<u>6,771</u>	<u>41,567</u>	<u>34,796</u>	<u>0</u>	<u>34,796</u>
<b>Net Income over Expenditure</b>	<u>37</u>	<u>(5,654)</u>	<u>43,633</u>	<u>49,287</u>		
<u>901 Earmarked Reserves</u>						
4900 Repairs & Renewals Reserve	0	5,500	0	(5,500)		(5,500)
4910 CLT Working Party	0	115	0	(115)		(115)
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>5,615</u>	<u>0</u>	<u>(5,615)</u>	<u>0</u>	<u>(5,615)</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(5,615)</u>	<u>0</u>	<u>5,615</u>		
<b>Grand Totals:- Income</b>	<b>175,477</b>	<b>382,192</b>	<b>558,018</b>	<b>175,826</b>		
<b>Expenditure</b>	<b>10,902</b>	<b>184,778</b>	<b>528,758</b>	<b>343,980</b>	<b>0</b>	<b>343,980</b>
<b>Net Income over Expenditure</b>	<u>164,575</u>	<u>197,414</u>	<u>29,260</u>	<u>(168,154)</u>		
<b>Movement to/(from) Gen Reserve</b>	<u>164,575</u>	<u>197,414</u>				

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**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	335,194
710	Interest Received	54
<u>328,479</u>	Sub Total	<u>335,248</u>
	<b>Operating Income</b>	
10,305	Administration	25,055
816	Allotments	898
9,984	Amenity, Recs & Open Sp	5,117
63,943	North Heath Hall	9,305
61,800	Holbrook Recreation Centre	5,452
80,816	Roffey Millennium Hall	1,117
<u>556,142</u>	Total Income	<u>382,192</u>
	<b>Running Costs</b>	
46,290	Administration	24,949
4,160	Grants	500
6,730	Burial	3,420
299,981	Personnel	117,043
278	Planning, Env & Transport	0
1,123	Allotments	833
41,713	Amenity, Recs & Open Sp	13,407
22,921	North Heath Hall	5,205
16,934	Holbrook Recreation Centre	7,037
33,340	Roffey Millennium Hall	6,771
35,241	Earmarked Reserves	5,615
<u>508,711</u>	Total Expenditure	<u>184,778</u>
	<b>General Fund Analysis</b>	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	382,192
742,293		612,249
508,711	Less : Expenditure for Year	184,778
233,582		427,471
3,525	Transfers TO / FROM Reserves	(5,615)
<u>230,057</u>	Closing Balance	<u>433,086</u>

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## Balance Sheet as at 30th September 2020

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
	<b>Current Assets</b>		
13,413	Debtors	9,131	
1,218	Vat Refunds	3,871	
201,785	Lloyds Bank Accounts	367,939	
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	
0	Creditors	833	
<b>471,649</b>			<b>637,006</b>
	<b>471,649 Total Assets</b>		<b>637,006</b>
	<b>Current Liabilities</b>		
29,797	Creditors	0	
2,260	Accruals	0	
<b>32,057</b>			<b>0</b>
	<b>439,592 Total Assets Less Current Liabilities</b>		<b>637,006</b>
	<b>Represented By</b>		
230,057	General Reserve		433,086
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
<b>439,592</b>			<b>637,006</b>

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES - 30th September 2020

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

		EXPENDITURE	INCOME			EXPENDITURE	INCOME			EXPENDITURE	INCOME		NOTE
	BALANCE	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	
	31.03.18	31.03.19	31.03.19	31.03.19	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	30.09.2020	30.09.2020	30.09.2020	
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056	179163	382192	433085	
	<b>EARMARKED RESERVES</b>												
320/0	REVENUE - VAT Contingency	7955			7955				7955			7955	
321/0	REPAIRS & RENEWALS	139886	10436		129450	20770	32652		117568	5500		112068	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	184778	382192	637005

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

AGREED with FD

2 Capital Receipt - money from the sale of land.

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

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

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## LLoyds Bank Accounts

## List of Payments made between 01/08/2020 and 31/08/2020

FINAL

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2020	Scottish Water Business Stream	DD	31.64		Water 29.04.2020-17.07.2020
01/08/2020	Horsham District Council	Dd	168.30		Purchase Ledger Payment
01/08/2020	CF Corporate Finance Ltd	DD	206.94		Photocopier
01/08/2020	Horsham Publications Ltd	Db	72.60		newsletter
06/08/2020	Victim Support	BACS	500.00		Grant award
06/08/2020	Victim Support	CORRECTION	-500.00		Payment entered 2x
06/08/2020	Horsham District Council	DD	-191.20		Refuse Collection
07/08/2020	Extinguere Ltd	0429072020	127.50		Annual fire equipment service
07/08/2020	SOS Systems	Db	84.50		Printing
10/08/2020	G Collier	0229072020	336.00		Dismantle dangerous bridge
10/08/2020	D Lees	BACS	7.68		reimburse postage therm calibr
10/08/2020	Lloyds Bank	BACS	23.90		Covid-19 requirements
10/08/2020	Lloyds Credit card	BACS	21.22		Cleaning supplies
10/08/2020	Lloyds credit card	BACS	26.70		Cleaning supplies
10/08/2020	Lloyds credit card	BACS	30.58		Storage boxes
10/08/2020	Lloyds credit card	BACS	20.97		Barrier
10/08/2020	Lloyds credit card	BACS	31.18		Safety tape
10/08/2020	Lloyds Credit card	BACS	10.99		Batteries
10/08/2020	BEL Signs	010082020b	333.60		Playground signs (Covid-19)
10/08/2020	Kiddivouchers	0310082020	256.11		Childcare vouchers
10/08/2020	D. Lees	0410082020	45.48		Purchase Ledger Payment
10/08/2020	National Association of Local	0610082020	17.00		LCR Subscription
10/08/2020	N. Simmonds,	0810082020	205.00		Emergency light tests
10/08/2020	D Lees	BACS	-7.68		Postage
13/08/2020	Grasstex Ltd	0110082020	2,053.56		Grass cutting
14/08/2020	West Sussex County Council	0629072020	25,695.98		Salaries and Cllr allowance Jul
14/08/2020	G Collier	0210082020	6,264.00		Boardwalk Repairs EM (H&S)
18/08/2020	SSP Specialised Sports Product	0910082020	498.00		Maintenance Service MUGA
18/08/2020	British Gas Business	DD	302.02		Electricity July 2020
20/08/2020	Horsham District Council	Dd	64.00		Refuse collection
20/08/2020	Horsham District Council	dd	127.20		refuse collection
20/08/2020	Horsham District Council	DD	32.20		Purchase Ledger Payment
21/08/2020	Essential Hygiene & Catering S	0329072020	457.20		Sanitising materials
21/08/2020	NETCOM	0710082020	191.72		IT Support
24/08/2020	British Gas Business	D D	87.07		discount for renewed contract
25/08/2020	British Gas Business	D d	47.44		Gas 23.06.2020-31.07.2020
25/08/2020	British Gas Business	BGT	12.84		Gas 23.06.2020 - 31.07.2020
25/08/2020	Scottish Water Business Stream	DD	175.45		Water NHH
27/08/2020	Horsham District Council	210082020	1,706.18		Burial charge
28/08/2020	Hitek Calibration Servs	728082020	40.20		Recalibration of thermometer
28/08/2020	N. Simmonds,	1028082020	362.00		PAT Testing
28/08/2020	Society of Local Council Clerk	1128082020	30.00		National conference training
28/08/2020	C Christensen	BACS	54.18		Refund
28/08/2020	FCA on behalf of NHCLT	BACS	40.00		FCA
28/08/2020	Goringes Brook (Whitford Est)	BACS	39.34		Refund
28/08/2020	Whitford Estates	TRANSFER	-39.34		Refund
28/08/2020	Christensen	TRANSFER	-54.18		Refund

## LLoyds Bank Accounts

## List of Payments made between 01/08/2020 and 31/08/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/08/2020	ELA Group	428082020	165.92		Lift inspection
28/08/2020	Turner Security Systems Ltd.	1228082020	3,420.00		Intruder alarm
28/08/2020	HR Servies Partnership	828082020	426.00		HR support
28/08/2020	Assurity Consulting Ltd	128082020	427.80		Legionella assessment
<b>Total Payments</b>			<b>44,485.79</b>		

## LLoyds Bank Accounts

## List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2020	Horsham District Council	Dd	168.30		Dog bin emptying
01/09/2020	Horsham Publications Ltd	DD	72.60		Newsletter
01/09/2020	Horsham District Council	Dd	443.00		Purchase Ledger Payment
01/09/2020	Horsham District Council	103092020	159.00		Refuse collection
03/09/2020	N. Simmonds,	703092020	165.00		Emergency light tests/key reta
03/09/2020	NETCOM	0603092020	199.86		IT Support
04/09/2020	Lloyds Bank	BACS	73.04		Laminator and batteries
07/09/2020	SOS Systems	DD	56.50		Printing
07/09/2020	Public Works Loan Board	dd	6,162.86		PWLB
07/09/2020	D. Lees	0207092020	36.90		Expenses August 2020
07/09/2020	Kiddivouchers	0307092020	256.11		Childcare vouchers
11/09/2020	Essential Hygiene & Catering S	328082020	709.22		Sanitiser
11/09/2020	Incor Group Management Ltd	303092020	342.00		Window cleaning
11/09/2020	Grasstex Ltd	0103092020	1,101.72		Grass cutting
11/09/2020	British Gas Business	D d	25.81		Gas August 2020
14/09/2020	British Gas Business	D b	219.25		Gas RMH June to August 2020
16/09/2020	British Gas Business	dir	2.03		Gas 31 Aug 2020
16/09/2020	Horsham District Council	dd	64.00		Refuse collection
16/09/2020	Grasstex Ltd	HDCDD	48.00		Refuse collection
16/09/2020	Horsham District Council	Dir deb	159.00		Refuse collection
18/09/2020	R J Jochimsen	928082020	588.00		Grass cut Earles Meadow
21/09/2020	West Sussex County Council	1328082020	18,718.72		Salaries August 2020
22/09/2020	Air Conditioning Direct Suppli	122092020	324.00		Air con serv and maint
22/09/2020	BT Payment Services Ltd	222092020	653.72		Telephone and BB services
22/09/2020	City Electrical Factors Ltd	322092020	81.30		Electrical supplies
22/09/2020	Grasstex Ltd	0422092020	324.00		Maintenance at allotments
22/09/2020	Mr Alan Randall	0622092020	78.30		Expenses March - Sept 2020
22/09/2020	SSALC Ltd	722092020	36.00		Training
22/09/2020	N. Simmonds,	0822092020	165.00		Make safe vandalised bollards
22/09/2020	T C Maintenance	0922092020	792.17		Misc repairs
22/09/2020	British Gas Business	dir dr	493.82		Purchase Ledger Payment
23/09/2020	Lloyds Bank	BACS	43.96		Face coverings
25/09/2020	British Gas Business	DD	32.05		Gas August 2020
25/09/2020	British Gas Business	Dd	119.71		Electricity August 2020
<b>Total Payments</b>			<b>32,914.95</b>		

## Lloyds Bank Accounts

## List of Payments made between 01/10/2020 and 31/10/2020

PRELIMINARY

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2020	Horsham Publications Ltd	011020-01	72.60		Newsletter
01/10/2020	Horsham District Council	011020-02	168.30		Dog Bins
01/10/2020	Horsham District Council	011020-03	443.00		Rates - Sept 2020
02/10/2020	British Gas Business	021020-01	193.53		Elect Bill 1-08-20 to 31-08-20
05/10/2020	Nalc & Amazon	BACS	130.89		General Maintenance
05/10/2020	SSP Specialised Sports Product	051020-01	498.00		Maintenance services MUGA
05/10/2020	City Electrical Factors Ltd	051020-02	11.16		Electrical Repairs
05/10/2020	Kiddivouchers	051020-03	256.11		Childcare Vouchers
05/10/2020	D. Lees	051020-04	38.70		Travel Expenses
05/10/2020	NETCOM	051020-06	201.44		IT Services
05/10/2020	Pitney Bowes Finance Ltd.	051020-07	205.00		Postage Stamps
05/10/2020	N. Simmonds,	051020-08	245.00		Repairs & Maintenance
05/10/2020	Society of Local Council Clerk	051020-09	308.00		Subscription Fees
05/10/2020	West Sussex County Council	051020-11	741.10		Professional Fees
06/10/2020	British Gas Business	0691020-01	46.26		Gas
06/10/2020	Petty Cash	Chq 9041	110.06		Petty Cash Transfer
08/10/2020	British Gas Business	081020-01	244.92		Gas Bill-30-08-20 to 30-08-20
09/10/2020	SOS Systems	091020-01	61.14		Printing
19/10/2020	Grasstex Ltd	191020-01	1,915.68		Grass Cutting
19/10/2020	Pitney Bowes Finance Ltd.	191020-04	10.56		Postage Rental
19/10/2020	M Stoner,	191020-06	30.60		Travel Expenses
19/10/2020	T C Maintenance	191020-07	260.00		Maintenance -Open Space
19/10/2020	Viking Direct	191020-08	116.16		Stationery
19/10/2020	West Sussex County Council	191020-09	20,174.05		Salaries & Wages
19/10/2020	British Gas Business	191020-10	60.83		Gas Bill-01-09-20 to 30-09-20
19/10/2020	British Gas Business	191020-11	526.09		Elect bill 1-09-20 to 30-09-20
19/10/2020	Information Commissioner's Off	191020-12	55.00		ICO Registration
19/10/2020	Home Start Crawley	191020-02	1,070.00		Home Start Crawley/Horsh-Grant
19/10/2020	Lloyds Business Card	191020-03	64.00		Lloyds Business Card
22/10/2020	British Gas Business	221020-01	213.31		Elect bill 1-09-20 to 30-09-20
23/10/2020	Horsham District Council	231020-01	80.00		Refuse Collection
23/10/2020	Horsham District Council	231020-02	80.00		Refuse Collection
23/10/2020	Horsham District Council	231020-03	127.20		Refuse Collection
<b>Total Payments</b>			<b>28,758.69</b>		

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# APPENDIX 2





## MULBERRY & CO

Chartered Certified Accountants  
Registered Auditors  
& Chartered Tax Advisors

19 Pound Lane  
Godalming  
Surrey GU7 1BX

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Our Ref: MARK/NOR002

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

30<sup>th</sup> September 2020

Dear Pauline

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

### Executive Summary

Following completion of our interim internal audit on the 29<sup>th</sup> September 2020 we enclose our report for your kind attention and presentation to the Council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. The clerk was provided a list of items in the plan to send to us and from this we selected further items to sample. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

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

- Review of the accounting system & financial reporting package
- Review of the Financial Regulations & Standing Orders
- Review of the Risk Assessments & Insurance
- Review of the Budgeting Process
- Review of Salaries
- Review of fixed asset register
- Review of annual charges

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose.

Whilst my report contains recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at <sup>North Horsham</sup> ~~Shere~~ Parish are well established, and followed.

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## **Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority’s approval of the annual governance statement.

## **Independence & Competence**

Your audit was conducted by Mark Mulberry of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor is a qualified practicing accountant with over 20 years’ experience as a registered statutory auditor.

## **Engagement Letter**

An engagement letter was issued on the 1<sup>st</sup> September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

## **Planning & Inherent Risk Assessment**

The scope and plan of works including fee structure was issued to the council on the 1st September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover
- The client has an audit committee with detailed terms of reference and work programme

It is my opinion that the inherent risk of error or misstatement is low and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

2/2

**A. BOOKS OF ACCOUNT (INTERIM AUDIT)*****Internal audit requirement***

*Appropriate accounting records have been properly kept throughout the financial year.*

The Council continues to use RBS as a day to day accounting package, this is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of that of the Council. There are five users on the booking system and two for the accounting system.

Every month, a month end hard close down is performed and various reports are printed and filed in hard copy, these include but are not limited to; Income and expenditure against budget, cashbooks, bank reconciliations and other reports as fit. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered.

I tested the opening balances as at 1/4/20 by reviewing the balance brought forward on the receipts page on the RBS accounting package for cashbook one and confirmed it could be agreed back to the investment reconciliation for the audited accounts for 2019/20; both documents showed £201,784.74. There were no errors.

I reviewed the nominal ledger for the period and can confirm there is no evidence of netting off in the period April to September 2020.

The Council is VAT registered and the last VAT return was for the quarter ended 30<sup>th</sup> June 2020, which showed a refund position of £2,436.28. This was submitted to HMRC in July 2020 and the refund received on the 10/07/20. This also indicates that the council is up to date with its postings on the financial package.

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

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

**B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)*****Internal audit requirement***

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

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

External auditors report & notice of conclusion of audit for 2019/20 have at the time of the internal audit not been provided by the external auditor.

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

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and the web site shows the Register of Disclosable Pecuniary Interests (with signatures redacted).

*Confirm that the Council is compliant with the relevant transparency code.*

The Council is required by law to follow the 2015 Transparency Code, insofar as gross annual income has breached £250,000. A review of the web site has shown that the council is following the code in a clear easy to read format which is to be applauded.

*Confirm that the Council is compliant with the GDPR.*

As council is aware of GDPR and has a clearly defined and accessible privacy notice on its website. It was noted the Council has a “.gov” email, but not for councillors. **It is recommended that Councillors have a council email address such as [cllr.name@northhorsham.....](mailto:cllr.name@northhorsham.gov.uk)** because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

*Confirm that the Council meets regularly throughout the year*

The council has the following committees:

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

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

The Council confirmed in its 19<sup>th</sup> March meeting that decision making powers be delegated as follows it was RESOLVED to agree a scheme of delegation whereby urgent decisions would be facilitated by agreement of the Chairman of the Council, Vice Chairman of the Council, Chairman of the Finance and Administration Committee and the Clerk. Should one of those people be unavailable for any reason, substitutions could be made with the Chairman of the Planning, Environment and Transport Committee or the Chairman of the Property Committee and the Deputy Clerk. Any decision made would be communicated to the Council and ratified as soon as possible after the decision had been made. If possible, the views of the Council would be sought prior to the decision, but this may not be practical.

Following a recommendation by the Clerk, it was RESOLVED that in order for payments to be made in a timely manner, the list of payments would be sent to at least two Councillors who are authorised to verify payments for e-mail agreement. Those asked to sign off the payments would be able to request to see a copy of any invoice they chose. Large or unusual payments would be highlighted. All payment lists that were authorised in this way would be signed and authorised retrospectively as soon as possible.

The clerk advised us of the following. Roffey Millennium Hall closed in March 2020 and staff worked at home until July 2020 only visiting the office to collect post, telephone messages and files. They have some staff who are in the clinically vulnerable group who had to take additional precautions. From July, whilst staff came into the building to work, they have only done so on a part time basis as the caretakers were furloughed. Staff were and are still working part of their hours at home. In October 2020 the office opened every morning, but not for the public. Councillors then came in to sign the payments. During lockdown, I would take a photograph of the list of payments prepared for the bank and send them to Councillors for authorisation with some explanation of what the payments were for. Councillors could ask for a copy of any invoice they wished to see.

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

A review of the web site agendas shows that at least 3 clear days’ notice is given. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance.

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

Unsigned minutes are uploaded to the council website and these agree to the signed versions as supplied by the clerk.

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

The standing orders are based on the NALC model and are dated 2<sup>nd</sup> July 2020 [Minute ref FC/492/20].

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

Financial regulations are based on the NALC model and are dated 2<sup>nd</sup> July 2020 [Minute ref FC/492/20]. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

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

Financial regulation 2.2 deals with bank reconciliations. *"On a regular basis, at least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council."*

The council is performing a monthly bank reconciliation for all accounts and evidence has been obtained for June, July & August 2020 for this. I am able to confirm that the face of the reconciliation and back statement are signed and minuted as such in accordance with regulations.

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

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

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

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

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

I was able to test the following items with assistance from the Clerk and prove the items to copies of the invoices, payments sheets and minutes

Date	Payee Name	Reference	Amount	Invoice authorised	Payment agreed	Minuted
03/04/2020	Grasstex Ltd	030420201	£1,525.68	Agrees to invoice & properly authorised	Agrees to payments sheet	(PR/086/19) & (FC/344/19)
14/04/2020	British Gas	DD	£1,327.12	Agrees to invoice &	DD	Annual DD

	Business			properly authorised		
27/05/2020	N. Simmonds	327052020	£1375.00	Agrees to invoice & properly authorised	Agrees to payments sheet	Preferred supplier
07/05/2020	Leadbeater locks	070520-01	£53.14	Agrees to invoice & properly authorised	Agrees to payments sheet	Urgent Clerk purchase
27/05/2020	Came & Co	127052020	£9,109.25	Agrees to invoice & properly authorised	Agrees to payments sheet	FA/223/18
11/06/2020	D. Lees	111062020	£38.70	Agrees to invoice & properly authorised	Agrees to payments sheet	Staff expenses authorised by line manager
20/07/2020	T C Maintenance	0520072020	£895.00	Agrees to invoice & properly authorised	Agrees to payments sheet	Preferred supplier
10/07/2020	Incor Group Management Ltd	310072020	£273.00	Agrees to invoice & properly authorised	Agrees to payments sheet	Preferred supplier

*Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £8.32 per elector.*

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

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

Internal Control Working Group has been established to complete regular checks of accounts, including review of the sales and purchase ledgers, bank reconciliations and reserves. In addition to this, finance & administration committee receives regular reports of the key financial areas and these reports are available on the council website. Again, this is to be applauded.

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system. I am therefore of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

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

#### **Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

The Council has a risk strategy in place and monitors and reviews risk on an ongoing basis in accordance with best practice regulations. The council is aware of and has policies in place to mitigate financial risk. The last risk review was carried out in July 2020. There are some medium risks and high risks – associated with Covid 19. I remind council it now has to display an NHS QR code on its public buildings. <https://www.gov.uk/create-coronavirus-qr-poster>

The Council is insured with AXA on a standard local authority deal. I confirmed the policy was in date at the time of my audit. Money and asset cover appear adequate, with a fidelity guarantee set at £500,000

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

2/6

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

##### ***Internal audit requirement***

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

The clerk has confirmed that the budget setting process is underway and is being conducted in accordance with best practice regulations.

I have confirmed that in accordance with regulations regular reporting of budget against expenditure is carried out. In addition to this there is clear evidence in the minutes of the finance committee discussing reserves and future cashburn.

The council currently has £204k of earmarked reserves and is planning on a small surplus budget for the council year ended 31<sup>st</sup> March 2021.

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

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

##### ***Internal audit requirement***

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

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

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

The precept was received in April 2020 and the nominal ledger shows regular monthly sale ledger updates.

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

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

##### ***Internal audit requirement***

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.*

The council has a float of £150 and is balanced, at least quarterly, it is clear this is used for small sundries and is not significant or material.

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

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

##### ***Internal audit requirement***

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

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

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

The council has fulfilled its obligations in respect of auto-enrolment and uses LGPS.

Monthly and year-end PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review. The PAYE and NI liability are paid on time.

I tested the tax deduction for an employee – there were no errors.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken.

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

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

### ***Internal audit requirement***

*Asset and investments registers were complete and accurate and properly maintained.*

The Council records fixed assets on an excel based fixed asset register, with all assets correctly recorded at cost or proxy cost. This system is sufficient for a council of this size and I make no recommendation for change.

All additions have been identified separately and have been added to the register correctly at cost.

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

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

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

### ***Internal audit requirement***

*Periodic and year-end bank account reconciliations were properly carried out.*

At the interim audit date the clerk provided us with reconciliations for June, July & August for all three bank accounts. I reviewed these and found no evidence of reconciling errors or aged payments nor lodgements.

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

2/8



**J. YEAR END ACCOUNTS (FINAL AUDIT)****Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

The council, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.

**Section 1 – Annual Governance Statement**

	<b>Annual Governance Statement</b>	<i>'Yes' means that this authority</i>	<b>Suggested response based on evidence</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – income & expenditure accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 2019/20 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – where matters are raised, action taken by council

	audit.		is recorded in the minutes.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>Yes</b> – the council has met its responsibilities

## Section 2 – Accounting Statements

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

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

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

The variance analysis is required because there are variances greater than 15% and £200. This has been prepared on a summary table basis.

I am of the opinion the control objective of “Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.”, has been met.

2/11

**K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)****Internal audit requirement**

*If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")*

Not applicable

**L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)****Internal audit requirement**

*The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

Due to the Covid 19 outbreak, the statutory deadlines have been changed as follows:

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

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

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

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

I confirmed with the RFO that arrangements are in place at this Council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

<b>Inspection - Key date</b>	<b>2018/19 Actual</b>	<b>2019-20</b>
<b>Accounts approved at full council</b>	April 2018 Full Council	2 <sup>nd</sup> July 2020
<b>Date Inspection Notice Issued and how published</b>	1 June	21 <sup>st</sup> August 2020
<b>Inspection period begins</b>	4 June	27 <sup>th</sup> August
<b>Inspection period ends</b>	13 July	12 <sup>th</sup> October
<b>Correct length</b>	Yes	yes
<b>Common period included?</b>	Yes	yes
<b>Summary of rights document on website?</b>	<b>Attached to inspection announcement</b>	<b>Attached to inspection announcement</b>

SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020. This SI amends the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be

published from 30 September 2020 to 30 November 2020. Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July.

Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30 working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020. This SI was issued on 7 April and is effective from 30 April 2020.

I am of the opinion the control objective of "The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.", has been met.

#### **M. TRUSTEESHIP (INTERIM AUDIT)**

##### ***Internal audit requirement***

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

The council has no trusts.

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

Kind regards  
Yours sincerely



**Mark Mulberry**

**Interim Audit - Points Forward**

<b>Audit Point</b>	<b>Audit Findings</b>	<b>Council comments</b>
Governance	Consider .gov emails for counciliors.	

# APPENDIX 3

**West Sussex Association of Local Councils  
[West Sussex ALC Limited]**

The West Sussex Association of Local Councils (WSALC) was established (as a Private Company Limited by Guarantee, on 23<sup>rd</sup> April 2013) to protect and promote the interests, rights, functions and privileges of Member Councils, to assist Members in the performance of their functions, to promote and develop the social, economic, environmental, cultural and recreational life of Parishes, and to promote a widespread and well-informed interest in local government, good local government, and governance (Articles of Association, 13<sup>th</sup> March 2013). WSALC also liaises with a range of organisations including WSCC, Sussex Police, Health & Social care providers and Voluntary Sector organisations on numerous issues. It also lobbies and puts forward the collective views of its Town and Parish Council Members – and the annual WSALC/WSCC joint conference provides a forum for the exchange of views. There are currently 138 Members,

WSALC is a Member of the Surrey and Sussex Association of Local Councils (SSALC Limited), the other Members being East Sussex (East Sussex ALC Limited) and Surrey (Surrey ALC Limited). WSALC (West Sussex ALC Limited) acquires services from SSALC (SSALC Limited) on behalf of WSALC's Member Councils – the original objective being the benefits of scale. Those services are currently costing WSALC Members some £91,000 per annum (2020 – 2021). As part of its function, WSALC is concerned to see that value for money is obtained from the contributions that Member Councils pay to it and with which it, in turn, buys member services from SSALC.

The board of WSALC is currently undertaking a “Value-for-Money” Review of how Member Councils' subscriptions to WSALC are spent on the member services and other options, if any, which are available to deliver better value than that currently provided to Members by SSALC. The Review is being led by Professor Colin Copus, a respected and well-known expert in local government and author of the national review “The Voice of the Councillor”. This exercise reflects the expectation that is incumbent upon all Councils – to check on expenditure and service-delivery to ensure that the public money for which they are responsible and accountable is being well spent and to enhance local Council (or government) and Parish democratic services.

The findings of Colin Copus's Review will be published in a Report, which is expected by the end of the year – together with a Directors' Report that will consider all options available and make Recommendations that the Board considers would be in the best interests of all member councils.



Every Parish and Town Council that is a Member of WSALC will have an opportunity to make known its views on the content of the Report and any Recommendations made, at a series of District Association Q & A “Zoom” sessions in late 2020.

The decision as to how Member Councils wish to proceed for the year commencing April 2021 will be determined at an Extraordinary General Meeting of WSALC early in 2021.

### **Board of Directors**

### **West Sussex ALC Limited**

Enquiries *about this project* should be addressed to Joanna Cadman at [admin@westsussexalc.org.uk](mailto:admin@westsussexalc.org.uk)

**Open letter to all Chairs and Councillors of Parishes in West Sussex  
WSALC Value for Money Review**

28/10/2020

The Value for Money review currently being undertaken by the board of WSALC Ltd. is a mirror of exactly what one would expect from a body responsible for spending taxpayers' money. In essence your Parish does exactly the same every year when setting budgets and precepts. You must look at what you can deliver for your residents and how this can be achieved at the best possible price, without a drop in quality.

WSALC is no different. Six years ago, WSALC was part of AiRS (Action in Rural Sussex) and contracted, for an annual fee, all required services, including staff costs, from them. The break from AiRS came when it was proposed that forming four companies would be more tax-efficient and so, WSALC would benefit from economies of scale.

SSALC Ltd has been in existence for 6 years and its Board decided, on the advice from the three County chairs (West Sussex, East Sussex and Surrey) to undertake a complete review of the company's operations. That review was brought to a halt by the resignation of two of the chairs. WSALC Ltd decided, after careful consideration and discussions with other CALCs, that its approach would be to undertake a Value for Money project to ascertain options that could achieve a better financial outcome for the Member Councils of WSALC. The Covid-19 pandemic may have been a delaying issue, but the Board of WSALC was convinced that it should not be a barrier to the plan, as much of the review would be to look at procedures and expenditure. None of this should be impossible when working remotely and using web-based discussion groups.

Consequently, the Board has been looking at costs bases and efficacy of procedures at SSALC Ltd. The Board believes that the proposed increase of 4.5% in the budgeted member Councils' contributions is unnecessary and, in fact, that there will be an opportunity to deliver the same or better service across the whole County for a reduction in the subscription demanded. The Board, as you will know, has promised a report to accompany an independent review by Prof. Colin Copus. You will have the opportunity to judge the Board's actions when all Parishes are invited to vote to accept or reject the Board's proposals. The report will include details of how all services currently provided by SSALC Ltd, including legal services, training and governance advice, will be accessed. From the Parishes' perspective, there should be nothing that would cause a break in the delivery of the appropriate support to Parishes in West Sussex. The voice at the end of the phone and the phone number may be different, but the service will still be there as and when required.

One of the main benefits if West Sussex Parishes were to decide to have a single County-based organisation, would be the closeness of Parishes to the principal Authority as one step in the ladder will have been removed. The Board will be closer to the Parishes as it will be directly in contact with them and not via an intermediary, SSALC Ltd, over which Parishes have no control. The WSALC Ltd board will continue to be elected directly from your local Associations and will be directly responsible to you and not under the umbrella of SSALC Ltd which has no direct

accountability to individual parishes. The Chair of WSALC has discussed with the Leader of West Sussex County Council, the possibility of a 'remote' meeting to discuss how the liaison could look and the benefits that might be achievable from the Parishes' point of view.

We, as a Board, made up of Parish Councillors from across the County, understand that there is always concern when change is proposed. However, we do believe that it may be time for a change; and that a move to re-position the West Sussex Association would be timely.

Terry Oliver Horsham ALC  
Mike Beal Chichester DALC  
Lilian Richardson Arun DLC  
Rodney Jackson Mid Sussex ALC  
Michael Warden Arun DALC  
David Ribbens Chichester DALC  
Phil Baxter Horsham ALC  
Tony Nicklen Adur DALC

“

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Once agreed - the survey will be submitted electronically

# West Sussex ALC Ltd Value for Money Survey

North Horsham Parish Council.

This survey forms part of the Value for Money project recently embarked upon by West Sussex ALC.

In order that we can take all views into account, please answer all questions and return the survey by the end of November at the latest.

Responses are in red and relate to the...

\* Required

Financial Year 2019-2020.

Question 17 onwards relates to 1st April 2016 - March 2020.

1. Thinking about services in the financial year 1st April 2019 to 31st March 2020:

How often has your council phoned SSALC Ltd for help and advice

Never

Once

More than once

2. How often has your Council emailed SSALC Ltd for help and advice

Never

Once

More than once

3. How often has your Council contacted SSALC Ltd 'out of hours' (after 5pm weekdays and at weekends)

Never

3/5

Once

More than once

#### 4. If more than once, how often?

SALC staff are available up to 7pm. If, when preparing for an evening meeting there is a need for additional information, a call can be made. The calls made were made or extended just after

#### 5. What other SSALC Ltd Services have you used over the last year:

- Legal Advice
- Financial Advice
- HR
- Website
- Officer Updates
- Publications
- Conferences and awards

5pm before finishing for the day and wanting to be prepared for a forthcoming meeting.

#### 6. Have you used an alternative provider, such as NALC, in addition or instead of SSALC Ltd for any of these services

Yes

No

#### 7. Why?

Enter your answer County Associations are the representative bodies

for local councils in their area and are the first port of call for any queries or concerns. NALC supports County Associations to help them manage their workload.

3/6

8. What SSALC Ltd services, included in your membership fee, do you value most (tick all that apply and scale from 1 to 5, with 5 being the most valuable

- Help (5)
- Legal Advice (5)
- Financial Advice (5)
- Training (1) (5)
- HR (2)
- Website (2) (5)
- Officer Updates (3) (5)
- Publications (4)
- Conferences and Awards\* (3) (3)

There is no ranking for this on the survey. This will be e-mailed separately to the administrator as it is not clear what information is required.

All services are valuable. If the list is ranked I have indicated what would be the most to least valuable on the left.

If each is to be ranked I have put the number on the right.

9. Why?

\* not clear what Awards means.

Enter your answer All of the services are important but North

Horsham has access to independent H.R. advice through H.R. Services Publications can be found on the website and conferences don't

10. What services are you least likely to use? Tick all that apply.

always have relevant information I'm not clear what awards means.

- Help
- Legal Advice
- Financial advice
- HR
- Website
- Officer Updates
- Conferences and Awards
- publications

- but these would be used on-line going forward

3/7

11. Why?

Enter your answer *Travelling to conferences is time-consuming*

*and costly. They are more attractive and better attended online*

12. Are there any barriers preventing you or your council from accessing a particular service?

Issues with using the SSALC Ltd website

Timeliness of response

Lack of response on the telephone

Lack of response on email

Accessibility of event venues

Cost

*There are no barriers in general.*

13. Other (please specify)

Enter your answer *Working councillors and those with other*

*commitments are likely to find time barriers to attending daytime training + conferences but evening events are arranged to*

14. Are there other services that you would like to see provided that are not provided under the current arrangement

*counter this*

No

Yes

*Although clarity over legal advice would be appreciated. Currently we get initial guidance to enable the Council to make a decision as to how to proceed further. This can be different*

15. If yes, please specify

*with every case, so how is that decided?*

Enter your answer

*3/8*

16. Would you pay an additional fee for these services to be made available?

- Yes
- Possibly
- No

17. Thinking about training:

How often has your Clerk attended a training session for Planning

- Never
- Once
- More than once

The Clerk and Committee Clerk have attended Planning Training

18. If more than once, how often?

Enter your answer *3 times*

19. How often have your Councillors attended a training session for Planning

- Never
- Once
- More than once
- Other

20. If more than once, how often?

Enter your answer *Several councillors have attended once, some may have attended twice.*

3/9





Enter your answer *4 times*

27. How often have your Councillors attended a training session for Finance

- Never
- Once
- More than once

28. If more than once, how often?

Enter your answer

29. How often has your Clerk attended a training session for HR

- Never
- Once
- More than once

30. If more than once, how often?

Enter your answer

31. How often have your Councillors attended a training session for HR

- Never
- Once
- More than once

*?*

*3/11*



More than once

38. If more than once, how often?

Enter your answer *Twice*

39. How often have your Councillors attended a training session for Business Planning

Never

Once

More than once

*?*

40. If more than once, how often?

Enter your answer

41. How often has your Clerk attended a training session on the Role of the Councillor

Never

Once

More than once

42. If more than once, how often?

Enter your answer *It is part of the CILCA Training that's delivered usually 3/4 times a year.*

*3/3*

43. How often have your Councillors attended a training session on the Role of the Councillor

- Never
- Once
- More than once

44. If more than once, how often?

Enter your answer

45. How often has your Clerk attended a training session for new councillors?

- Never
- Once
- More than once

46. If more than once, how often?

Enter your answer

47. How often have your Councillors attended a training session for new councillors

- Never
- Once
- More than once

3/14

48. How much did you spend in total on training with SALC Ltd in 2019?

Enter your answer £1,409

49. Did you consider the training sessions value for money?

- Yes
- No

The training sessions attended by the Clerk/staff have been valuable but although there has been positive feedback from some councillors others haven't found the training helpful.

50. Please say why.

Enter your answer

51. What subjects do you think should be added to the training programme

Enter your answer

52. If your council didn't attend any training with SSALC Ltd, please say why:

- Didn't have any training needs
- The training I needed was not available
- The dates and times offered were not convenient
- Went elsewhere
- No convenient venue
- Cost

3/15

53. Other (please specify):

Enter your answer

54. If you went elsewhere, what were your primary reasons?

- More convenient venue
- Available as an online course
- Better price
- Course content

55. Other (please specify)

Enter your answer

56. Thinking about value for money:

How have you assessed the value for money that you receive from SSALC Ltd

Enter your answer *Quality of the training, content, relevance, practical application, the information ensuring that the Council follows best practice and improves professionalism.*

57. If the services provided by SSALC Ltd could be obtained more cost-effectively from elsewhere, how likely would you be to re-resource these services:

- Highly likely
- Likely
- Not at all likely

*This is a leading question.*

*3/16*

58. Thank you for completing this survey, your answers will be invaluable to us.

Please insert below the minute number from the meeting where this survey was discussed and agreed with members.

If you do not have a meeting before the end of November, please confirm that the survey was discussed and agreed with your Chairman and Vice Chairman.

We regret that we will not be able to include your answers in our final report without this information. \*

59. Name of your Council \*

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3/17





## WEST SUSSEX ALC LIMITED

2<sup>nd</sup> Floor Sackville House, Brooks Close, Lewes, East Sussex, BN7 2FZ  
Company No. 8500914 Registered in England

### Annual General Meeting of the West Sussex Association of Local Councils Limited.

**The AGM will be held on Tuesday 10<sup>th</sup> November 2020  
Commencing at 10:00am via Zoom**

**The AGM will be followed by a Q&A forum (to finish by midday)**

---

### AGENDA

1. (a) **Election of President** - Michael Chater OBE will be proposed for re-election.  
(b) **Welcome by the President**
2. **Apologies**
3. **Minutes of the Annual General Meeting** held on 3<sup>rd</sup> October 2019 to be approved and signed.
4. **Report from the Chairman of West Sussex ALC Limited on the Annual Report for 2019/2020** (each member council will be posted a hard copy with further copies available on the SSALC Website)
5. **To Adopt the Accounts for the Year Ended 31 March 2020**
6. **To note the appointment of Directors representing the District Associations** - To note the current Directors appointed by the District Associations, namely:

Tony Nicklen	Adur District Association
Lilian Richardson	Arun District Association
Michael Warden	Arun District Association
Mike Beal	Chichester District Association
David Ribbens	Chichester District Association
Philip Baxter	Horsham District Association
Terry Oliver	Horsham District Association
Tony Steer	Mid Sussex District Association
Rodney Jackson	Mid Sussex District Association
Mark Mulberry	Company Secretary
Roger Taylor	Honorary Solicitor
7. **Election of Vice Presidents** – Lord Lytton DL and Dr John Godfrey DL will be proposed for re-election.
8. **Election of Representatives to the National Association 2020/2021** will be proposed as follows:
  - (i) To elect a representative on the Council of NALC
  - (ii) Cllr T Oliver, Cllr M Beal & Cllr L Richardson as voting representatives at the Annual General Meeting of NALC.
9. **Any other matters** - Questions and items for discussion to be notified to Mark Mulberry, Company Secretary by the 4th November 2020 please. [mark@mulberryandco.co.uk](mailto:mark@mulberryandco.co.uk)
  - a) Resolution received from Chairman of Aldingbourne Parish Council as follows:  
Under Articles of Association 5(1) that:
    - the Company Directors cease to progress the current value for money study.

- the Company Directors work constructively with SSALC to conclude the current strategic review which includes a value for money element.
- the Company Directors establish a clear mechanism for engaging Parish Councils in West Sussex in studies that fall outside of the SSALC operational framework
- that the current Chairman and Vice Chairman of WSALC stands down.



**Trevor Leggo, CEO**

# APPENDIX 4

## **NORTH HORSHAM PARISH COUNCIL**

### **SCHEME OF MEMBERS' ALLOWANCES.**

#### **LOCAL GOVERNMENT ACT 2000 - THE LOCAL AUTHORITIES**

#### **(MEMBERS' ALLOWANCES)( ENGLAND) REGULATIONS 2003**

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

#### **Citation and commencement**

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

#### **Definitions**

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

#### **Parish basic allowance**

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

#### **Parish travelling and subsistence allowance**

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

## **Suspension etc. of a Parish Councillor**

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

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

## **Election to forgo allowances**

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

## **Part-year entitlements**

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

to the whole the same proportion as the number of days in the year.

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

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

(5)

### **Claims and payments**

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

## Link to Horsham District Council allowances

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

Scheme adopted 28<sup>th</sup> October 2003 with effect from 1<sup>st</sup> January 2004  
Reviewed and adopted November 2019  
Reviewed November 2020  
Next review due November 2021

## **APPENDIX 1**

### **Parish basic allowance**

The Parish basic Allowance payable to each Parish Councillor shall be based on 9.4% of £5,210 (as stated in the Report of the Horsham District Council Independent Remuneration Panel August 2015) and is £490 per annum for 2020/21.



## APPENDIX 2

### Parish travelling and subsistence allowance

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

## APPENDIX 3

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

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

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

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

# APPENDIX 5

Policies for review can be found in the Policies section  
of the Parish Council website

# APPENDIX 6

## Appendix 6

### North Horsham Parish Council Meeting 5<sup>th</sup> November 2020 Agenda Item 22

Correspondence List 1 from 4<sup>th</sup> September 2020 to 27<sup>th</sup> September 2020. Below is a list of correspondence received at the Parish Council Office.  
Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• News Bulletins from West Sussex County Council</li> <li>• Planned roadworks.</li> <li>• Public Notice - closure of Parsonage Road level crossing, Horsham - 01/10/20</li> <li>• Public Notice Farhalls Crescent, Horsham- closure 30<sup>th</sup> September daytime only.</li> <li>• Town Task Teams Update - Reopening High Streets Safely Fund.</li> <li>• West Sussex County Council news release: 'Missing' section of Downs Link restored</li> <li>• North Horsham County Local Committee – 12<sup>th</sup> November 2020 meeting cancelled.</li> <li>• Proposed temporary Traffic Order A24 Horsham By-Pass - TTRO/1398/RC</li> <li>• Notification of work being carried out on the footpath on both approaches to the bridge on Pondtail Road.</li> <li>• Advice on bonfires during the Covid-19 pandemic.</li> <li>• Preliminary work starts soon in A24 Robin Hood junction improvement scheme.</li> <li>• Road closures in areas around North Horsham.</li> <li>• Pop up cycle lanes in West Sussex in response to reducing use of public transport during the Covid-19 pandemic are now open.</li> <li>• Latest on Coronavirus in West Sussex.</li> <li>• On-street parking charges review.</li> <li>• WSCC gritters are winter ready.</li> <li>• Town and Parish Council News Special - West Sussex Hospitals survey.</li> <li>• Godwin Way, Horsham - extension to existing on road contra-flow cycle lane – notification that work will be undertaken between 11 and 20 November 2020.</li> <li>• Proposed temporary Traffic Order Rusper Road - TTRO/1409/RC</li> <li>• Proposed permanent Traffic Order Erica Way - TRO/HON2003/RC</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Coronavirus advice and resident updates.</li> <li>• Community Facilities Study 2020</li> <li>• Response to NALC consultation "Changes to the Planning System".</li> <li>• Update on Planning Compliance Team.</li> </ul>
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> <li>• Chief Executive bulletins.</li> <li>• Online training on planning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Online training 'Rebuilding Communities – health challenges post Covid-19'. 28<sup>th</sup> October 2020.</li> <li>• Online training 'Rebuilding Communities - find out how to recognise hidden disabilities'. 30<sup>th</sup> October 2020 – Cllr Mahon will attend.</li> <li>• Online training 'Rebuilding Communities - how to support mental health in your community'. 30<sup>th</sup> October 2020</li> <li>• Online training 'Rebuilding Communities - how to the tiers of Local Government collaborate?' 29<sup>th</sup> October 2020</li> <li>•</li> </ul>
4.	<p><u>Sussex Association of Local Councils (SALC)</u></p> <ul style="list-style-type: none"> <li>• Weekly bulletins.</li> <li>• SSALC Strategy Review Update - important message from Trevor Leggo, CEO.</li> <li>• Planning White paper Consultation Briefing 8<sup>th</sup> October 2020.</li> <li>• Planning White Paper – briefing, slides and information from the briefing on 8<sup>th</sup> October 2020 and an opportunity to attend a repeat event on 13<sup>th</sup> October 2020.</li> </ul>
5.	<p><u>Horsham Association of Local Councils (HALC)</u> HDC and HALC Meeting 25<sup>th</sup> October 2020 by Zoom.</p>
6.	<p><u>West Sussex Association of Local Councils</u> Response to e-mail (addressed to Storrington and Sullington Parish Council) raising concerns regarding a review of SSALC provision, including what consultation has taken place, how the decision to commission a report was made and how members were consulted. This will be an agenda item at the Parish Council. There has been correspondence from various parish councils the most relevant of which has been circulated. AGM 10<sup>th</sup> November at 10am by Zoom. Representative is Cllr Britten with Cllr Mahon and Cllr Cockerill as deputies.</p>
7.	<p><u>Sussex Police</u></p> <ul style="list-style-type: none"> <li>• Horsham weekly bulletin.</li> <li>• Notification that the M23 will re-open with 70-mph speed limits and the overhead gantries in full operation on 16<sup>th</sup> September.</li> <li>• Changing Young Peoples Lives For the Better 20/09/2020.</li> <li>• Neighbour of the Year Award 2020 Now Open 24/09/2020</li> <li>• National Road Safety Survey.</li> <li>• Free webinars about staying safe online.</li> <li>• Change of name – Prevention Team becomes the Neighbourhood Policing Team.</li> <li>• National Uninsured Drivers week w/c 26<sup>th</sup> October 2020 – crackdown operation.</li> </ul>
8.	<p><u>Resident correspondence.</u></p> <ul style="list-style-type: none"> <li>• E-mail from 4<sup>th</sup> Roffey Brownies with regard to using Parish Council land for walks, activities and badge work in light of the new government guidance.</li> <li>• The Star at Roffey is re-scheduled to open in early November 2020.</li> <li>• The application for a new Fire Station on land off the A24 is going to WSCC.</li> <li>• Enquiries over land ownership on North Heath Lane in relation to tree work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep Rookwood Green Alliance – response to plans to develop the Rookwood Green golf course. Whilst not in the parish, passed on for interest.</li> <li>• Southwater Parish Council and Bolney Parish Council’s response to the government White Paper ‘Planning for the future’.</li> <li>• Friends of Warnham Nature Reserve response to proposals for Rookwood.</li> </ul>
9.	<u>Action in Rural Sussex</u> Sussex Community Housing Hub - Invitation to Peer Support Event 23 <sup>rd</sup> September 2020.
10.	<u>Healthwatch West Sussex</u> Horsham District Resilience Report. Report from semi-structured conversations with VCSO leaders within the Horsham District. Available on ‘Our Community Partnerships’ page: <a href="https://www.healthwatchwestsussex.co.uk/our-community-partnerships">https://www.healthwatchwestsussex.co.uk/our-community-partnerships</a>
11.	<u>The Not Forgotten Association</u> Opportunity to apply for ‘goody boxes’ for WW2 veterans.
12.	<u>Legal and General</u> Newsletter. North of Horsham: Roundabout Works Notification
13.	<u>Sussex NHS Commissioners</u> Enhanced NHS111 service launches for Kent, Medway & Sussex. Health news – October 2020 The Big Debate. Opportunity to feed back how the Covid-19 pandemic has affected personal treatments, well-being and lifestyles. Opportunity to feed back about eating and drinking habits.
14.	<u>Gatwick Airport</u> Press release announcing that in future there will be a charge for dropping off and picking passengers up from the terminal.
15.	<u>Pension Employer Services</u> Notification of potential changes to the employer liability for pensions relating to redundancy
16.	<u>Horsham District Older Peoples Forum</u> MP Question time by Zoom meeting on 6 <sup>th</sup> November 2020 – joining details circulated.
17.	<u>Horsham District Cycle Forum</u> Emergency vehicles and pop-up cycle lanes