



NORTH HORSHAM PARISH COUNCIL

MINUTES OF THE NORTH HORSHAM ANNUAL PARISH COUNCIL MEETING HELD ON-LINE ON THURSDAY 6TH MAY 2021 COMMENCING AT 7.30pm

Present: Councillors: - A. Britten (Chairman), Mrs K. Burgess, P. Burgess, M. Cockerill, J. Davidson, Mrs R. Ginn, Mrs J. Gough, R. Knight, D. Mahon, R. Millington, T. Rickett B.E.M.*, D. Searle, A. Shine, J Smithurst, S. Torn*, R. Turner, I. Wassell* and Mrs S. Wilton (Vice Chairman).

* denotes absence.

In attendance: Parish Clerk - Pauline Whitehead BA(Hons) FSLCC, Deputy Clerk – Vivien Edwards. Horsham District Councillor John Milne.

FC/572/21 Elect a Chairman

Following nomination by Cllr P Burgess and being seconded by Cllr Turner, Cllr Alan Britten was elected Chairman of the Council for the ensuing year.

He will sign and return his Declaration of Acceptance of Office form at the earliest opportunity.

FC/573/21 Elect a Vice Chairman

Following nomination by Cllr K Burgess and being seconded by Cllr Knight, Cllr Sally Wilton was elected as Vice Chairman of the Council for the ensuing year.

FC/574/21 Public Forum.

There were two members of the public in attendance.

FC/575/21 Apologies for absence.

Cllr S Torn and Cllr I Wassell did not attend.

The Council had accepted long term apologies for absence until 31st July 2021 from Cllr T Rickett BEM due to family caring commitments on 4th March 2021 (FC/558/21).

FC/576/21 Minutes of the previous meetings.

The minutes of the Parish Council Meeting held on 4th March 2021 were **AGREED and will be signed by the Chairman as a true record.**

FC/577/21 Declarations of interest.

There were no Declarations of Interest.

It was noted that several Councillors had reviewed and updated their Declarations of Interest.

FC/578/21 Decisions made by delegated power since 1th March 2021 for ratification.

1. To support and convene a special meeting of the Horsham Association of Local Councils (HALC) to be held on 8th April 2021 in partnership with Henfield Parish Council.
2. That from 9th April 2021 Cllr Donald Mahon would be the second voting representative on HALC with Cllr Alan Britten and that Cllr Michael Cockerill would be the reserve attendee.
3. Objection to Premises Licence Application LI/20/0355/PREM from Giovanni Food & Wine Ltd seeking a new premises licence for Paninos, 175 Crawley Road, Horsham, West Sussex, RH12 4ET to allow retail sale of alcohol for consumption on and off the premises Monday to Sunday 07:00hrs to 22:30hrs. A response had been received from the Licensing Officer at Horsham District Council (HDC) which states that a number of operating conditions have been imposed by Sussex Police and HDC's Environmental Health Officer.
4. To halve a full sized allotment that became available at Amberley Road to satisfy demand. There are now 9 full sized allotments and 22 half sized plots and 6 people on the waiting list for allotments at the Amberley Road site.

The Council **RATIFIED** the decisions made under delegated powers.

FC/579/21 Committees and Working Parties.

The following Committee Minutes were presented to the Council :-

- (a) Finance and Administration Committee held on 11th March 2021.
- (b) Planning, Environment and Transport Committee Meetings held on 25th March 2021 and 29th April 2021.

The Property Committee Meeting scheduled for 22nd April 2021 had been cancelled due to lack of business and the Community Infrastructure Levy working party met on 21st April 2021 (See FC/590/21).

It was RESOLVED that the Committee Minutes listed above be received and adopted.

FC/580/21 Reports from representatives on outside bodies.

Cllr Mahon was voted Director in nomination on the West Sussex Association of Local Councils (WSALC) on behalf of HALC at a Special Meeting of HALC on 8th April 2021, with the position ratified at the HALC AGM on 29th April 2021. Cllr Mahon observed that both HALC and WSALC (who held their meeting on 30th April 2021) have new directors and Chairmen. There was a meeting with Clerks on April 15th 2021 so that they could be informed of how matters were progressing and offering an opportunity for questions.

HDC has requested two Parish Council representatives with specific interest in climate change (one from the north and one from the south of the District) to sit on a climate change panel to develop a plan for the district which will report back through HALC.

It was RESOLVED to note information supplied by representatives on outside bodies and to note that no-one from this council wished to be considered for HDC's climate change panel.

FC/581/21 Reports from District or County Councillors.

Cllr Milne and Cllrs K and P Burgess reported that within the Horsham District Local Plan there appeared to be 500 additional homes within the boundaries of the north of Horsham development, however, the situation surrounding this was complex and further clarification was being sought. The Local Plan had been scheduled to be debated by the HDC Cabinet on 20th May 2021, but further advice had been necessary which had caused the meeting to be delayed. The Local Plan is scheduled to be adopted by Autumn 2022, but there are still several stages to complete before it can be considered. It was observed that HDC is required to provide a specified number of houses every year by the government and HDC is looking at ways in which they can extend how the provision is made by deferring an agreed number on a longer delivery timescale. Over 6,000 houses scheduled to be built in the Horsham District over the last eighteen months have not gone ahead due to the Coronavirus pandemic, therefore the land in effect has been banked for later use. All of these issues have added complexities to a process that is already intricate and time sensitive.

Cllr K Burgess reported that the HDC Civic Service was held on Sunday 9th May 2021 at St. Mary's Church in the Carfax.

The Council RECEIVED reports from the Horsham District Councillors present.

FC/582/21 Report from the North Horsham Community Land Trust (NHCLT) link councillor.

Cllr Gough reported that the NHCLT had held their Annual General Meeting and were encouraging residents to support the Community Land

Trust by becoming a member of the organisation and buying not for profit shares at £1 each, these could be obtained from the Membership Secretary, Mr D Hardcastle.

The Council RECEIVED the update from Cllr Gough.

FC/583/21 Chairman's announcements.

1.Councillors submitted comments in support of extending the period when remote meetings were allowed under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 beyond 7th May 2021. The Ministry of Housing, Communities and Local Government called for evidence to consider the benefits and disadvantages of remote meetings in a letter dated 25th March 2021.

2.The Annual Report for 2020/21 had been circulated to all Councillors. There were no Chairman's announcements.

The Council NOTED the Chairman's Announcements.

FC/584/21 Calendar of Meetings for 2021/22 and holding remote meetings

As the ability to lawfully hold Council meetings remotely ceased on 7th May 2021, the Council considered the impact this would have on conducting its own meetings safely within Covid 19 guidelines and guidance from the government. The definition of remote meetings includes hybrid meetings. Meetings held in public should enable members of the public to attend. There was concern that deferring all meetings until 21st June 2021 at the earliest, when the Government Roadmap to Recovery indicates it is likely that restrictions will end, could impact on the Council's ability to comment on planning applications. Following debate a proposal to **continue with scheduled meetings and accept that some people may not attend for health reasons was AGREED** following a vote.

The Council AGREED the attached Calendar of meetings (Appendix 1).

FC/585/21 Appointments to Council Committees and Outside Bodies.

Councillors were given the opportunity to notify the Clerk if they wished to change the Committees or outside bodies on which they sit prior to the meeting.

The Chairman was offered the opportunity to sit on the Finance and Administration Committee but he declined.

The Council agreed to appoint a seventh member, Cllr J Gough, to the Personnel Committee for 2021/22.

It was noted that Cllr Alan Britten and Cllr Mahon were the voting representatives for WSALC.

It was confirmed that the people nominated to attend the Gatwick Airport Noise Management Board attended the public part of the meeting only and were not members of the Board.

It was noted that whilst the Bus Shelter advertising working party and Community Highways Partnership working party hadn't met during the pandemic, the working parties were still live and were likely to meet late in 2021.

The Council AGREED the membership of four standing committees, working parties and representation on outside bodies for 2021/22 as attached (Appendix 2).

FC/586/21 Financial Matters.

The Finance Report to 31st March 2021 with attachments and the expenditure lists for February 2021 (final), March 2021 and April 2021 (provisional) are attached at Appendix 3. The Asset Register was circulated with the agenda.

The Parish Council RESOLVED:-

- 1. To note the Financial Report to 31st March 2021 with attachments.**
- 2. To note the VAT analysis to 31st March 2021.**
- 3. To agree the final expenditure lists for February 2021 £34,517,66, March 2021 £46,993.83 and £26,184.12 for April 2021 (provisional).**
- 4. To agree the following list of creditors paid by direct debit:-**
 - British Gas – gas and electricity supplies.
 - Business Stream – Water charges.
 - CF Corporate Finance Ltd – Lease of photocopier
 - EDF Energy – Electricity for Parish Council owned street lighting
 - Horsham District Council – waste collection, rates, dog bins.
 - Horsham Publications- article in Horsham Pages (North)
 - Public Works Loan Board – loan for Roffey Millennium Hall
 - SOS Systems – printing
- 5. To agree the asset register to 31st March 2021.**

FC/587/21 Internal Audit Report

(See Appendix 4)

In response to the action points in the Internal Auditor's report dated 23rd April 2021, increased detail of the analysis of significant variances has been completed and the reasons for restating the 2019/20 staff costs and other payments has also been outlined in a document to be included with the external audit.

The Internal Auditor has advised that rather than using e-mail addresses with a “.gov.uk” suffix, using a consistent North Horsham googlemail account would suffice to give separation from individual’s e-mails and a common address. Work is underway to provide separate e-mails and this will be discussed further at the next Finance and Administration Committee.

The Council RESOLVED:-

- 1. To note the final report from the Internal Auditor, the points raised and the actions in response.**
- 2. To agree the review of the effectiveness of the internal audit.**

FC/588/21 Annual Governance and Accounting Statement 2020/21

(See Appendix 5)

The Parish Council RESOLVED:-

- 1. To agree the Annual Governance Statement 2020/21. (Section 1 of the Annual Governance and Accountability Return (AGAR)).**
- 2. To agree that the Annual Governance Statement 2020/21 by signed by the Chairman and Clerk.**
- 3. To agree the Accounting Statement 2020/21(Section 2 of the AGAR).**
- 4. To agree that the Accounting Statements 2020/21 be signed by the Chairman.**
- 5. To note additional information to be submitted to the external auditor in support of the AGAR.**
- 6. To adopt the dates for the period of exercise of public rights from 7th June 2021 to 16th July 2021 inclusive.**

FC/589/21 Membership of the West Sussex Association of Local Councils
Following discussion, the Council **AGREED** to pay invoice 1196 from WSALC Ltd. for subscription to WSALC and NALC for 2021/22 totalling £2,846.12. (£1,575.00 to WSALC and £1,271.12 to NALC)

FC/590/21 Community Infrastructure Levy

Notes from the CiL working party meeting on 21st April 2021 have been circulated separately.

The Parish Council has received notification of an additional £7,159.68 on CiL money which represents the neighbourhood portion for 1st October 2020 and 31st March 2021.

It was RESOLVED :-

- 1. To acknowledge the notes from the CiL working party meeting held on 21st April 2021.**
- 2. To purchase and install 3 litter bins at Holbrook Tythe Barn open space at a maximum cost of £1,500.**

3. To consider contracting out the emptying of the litter bins to Horsham District Council.
4. To confirm funding of up to £3,000 for benches at North Heath lane and Gorringes Brook/ Pondtail Road.
5. To consider adding a memorial plaque to one of the benches to acknowledge those in North Horsham who have died as a result of the Coronavirus pandemic.
6. To note additional CiL funding of £7,159.68.

FC/591/21 Dementia Friendly Communities Alliance

The Parish Council had adopted a policy (November 2020) that supports seven outcomes listed by the National Dementia Declaration that the Dementia Action Alliance is seeking to achieve for people with dementia and their carers. Previously it was found that activities suggested by the Horsham District Dementia Alliance were focused towards carers and care homes, so it was not practical for the Parish Council to engage, however, it was **AGREED that should there be any opportunity to support the group in the future, the Parish Council would like to be contacted so that they can make a considered decision whether they could participate.**

FC/592/21 Consultation – West Sussex County Council Early Help Service

WSCC's Children and Young People Services provide an enhanced service to the most vulnerable children and families in West Sussex. Following a successful model being implemented in Oxford, there are proposals to reduce the number of children's centres in West Sussex and to introduce a system whereby there is a combination of fewer centres and visits by county council staff to children and families in their own homes. Currently there are 43 children and family centres in West Sussex. The proposal is to reduce this to 11 centres spread across West Sussex with at least one centre in each district. It is likely that the Roffey Children and Family Centre will close with The Needles Children and Family Centre (Horsham) becoming the main centre for Horsham.

The Council AGREED to respond to the consultation expressing concern that individuals in North Horsham could be losing the opportunity to make local support networks and to socialise locally. There is the prospect for some of having to pay to travel across Horsham to access support and there is limited parking at the Needles.

FC/593/21 Business Continuity Policy and Plan. (Appendix 6)

The Council RESOLVED to adopt the Business Continuity Policy and Plan recommended by the Finance and Administration Committee.

FC/594/21 Correspondence.

The Council RECEIVED correspondence lists from 5th March 2021 to 6th May 2021. (Appendix 7).

FC/595/21 Date of next Council meeting.

The next Parish Council Meeting will be held on Thursday 1st July 2021 (Scheduled).

There being no other business, the Chairman closed the meeting at 9.30 pm.

..... Signed

.....Dated

APPENDIX 1

NORTH HORSHAM PARISH COUNCIL CALENDAR OF MEETINGS MAY 2021 – MAY 2022

Meetings are usually held at Roffey Millennium Hall starting at 7.30pm. The press and public are welcome to attend meetings, this may be online only as part of the Coronavirus restrictions. Joining details can be found on the top of the agenda published on the website or on parish notice boards. Please check with the Parish Office (01403 750786) for the latest information.

MAY 2021 Thursday 6th Thursday 20 th Thursday 27 th	ANNUAL PARISH COUNCIL. Planning, Environment & Transport. Personnel	NOV 2021 Thursday 4th Thursday 25 th Monday 29 th	COUNCIL. Planning Environment & Transport. Internal Controls WP
JUN 2021 Tuesday 1 st Thursday 10 th Thursday 17 th Thursday 24 th	Internal Controls WP Property Finance and Administration. Planning Environment & Transport.	DEC 2021 Thursday 2 nd Thursday 9 th Thursday 16 th	Property. Finance and Administration. Planning, Environment & Transport.
JUL 2021 Thursday 1st Thursday 15 th Thursday 22 nd Thursday 29 th	COUNCIL Finance and Administration Planning Environment & Transport. Personnel	JAN 2022 Thursday 13th Thursday 27 th	COUNCIL. Planning, Environment & Transport.
AUG 2021 Thursday 26 th	Planning, Environment & Transport.	FEB 2022 Thursday 3 rd Thursday 17 th Thursday 24 th Monday 28 th	Personnel Property. Planning, Environment & Transport. Internal Controls WP
SEPT 2021 Thursday 2nd Thursday 9 th Thursday 23 rd Tuesday 28 th	COUNCIL. Property. (Budget) Planning Environment & Transport. (Budget) Internal Controls WP	MAR 2022 Thursday 3rd Thursday 10 th Thursday 24 th	COUNCIL Finance and Administration Planning, Environment & Transport.
OCT 2021 Thursday 7 th Thursday 14 th Thursday 28 th	Personnel (Budget) Finance and Administration (Budget) Planning Environment & Transport.	APR 2022 Thursday 7 th Monday 25th Thursday 28 th	Property. Annual Meeting of Electors of the Parish. Planning, Environment & Transport.
		MAY 2022 Thursday 5th Thursday 19 th Thursday 26 th	COUNCIL. Personnel Planning, Environment & Transport.

APPENDIX 2

Full Council (19)	Finance and Administration (7) can include Chair and Vice Chair of Council	Property (10)	Planning (12)	Personnel (7) can include Chair and Vice Chair of the Council plus Chair of Finance
Alan Britten*	Peter Burgess	Karen Burgess	James Davidson (RN)**	Alan Britten*
Karen Burgess	Michael Cockerill	James Davidson	Michael Cockerill (RN)	Joy Gough
Peter Burgess	Joy Gough	Rita Ginn	Rita Ginn (HE)	Donald Mahon
Michael Cockerill	John Smithurst**	Roland Knight*	Joy Gough (RS)	Tony Rickett BEM**
James Davidson	Simon Torn*	Donald Mahon	Roland Knight (HW)	Simon Torn
Rita Ginn	Ray Turner	Richard Millington	Donald Mahon(HE)	Ray Turner
Joy Gough	Sally Wilton	David Searle	Richard Millington (HE)	Sally Wilton
Roland Knight		Alex Shine	Tony Rickett BEM (HE)	
Donald Mahon		John Smithurst**	David Searle (RN)	It was agreed that there would be 7 people
Richard Millington		Simon Torn	Ray Turner (RS)*	on the Personnel Committee in 2021/22
Tony Rickett BEM			Ian Wassell (HW)	
David Searle			Sally Wilton (RS)	
Alex Shine				
John Smithurst				
Simon Torn				
Ray Turner				
Ian Wassell				
Sally Wilton**				
Chairman *				
Vice Chairman**				

Note: The Chairman and Vice Chairman shown for the committees are those elected for 2020/21. For 2021/22, elections for these positions will take place at the first meeting of each committee.

Outside bodies	Representative	Second representative or deputy	Additional appointed non voting representative
BIFFA - Brookhurstwood Landfill site Liaison Group (information gathering)	David Searle		
Brittaniacrest Liaison Group (information gathering)	David Searle		
Weineberger Liaison Group (information gathering)	David Searle		
West Sussex Association of Local Councils (attendance at AGM voting rights for 2)	Alan Britten	Donald Mahon	Michael Cockerill
Horsham Association of Local Councils (Voting rights for 2)	Alan Britten	Donald Mahon	Michael Cockerill
Gatwick Airport Noise Management Board (NMB)(attendance only)	Tony Rickett BEM	Donald Mahon	
Horsham Town Community Partnership (information gathering)	David Searle	Joy Gough	Donald Mahon

Working Parties

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

Working Party name:	North of Horsham Liaison WP	Harwood Road allotments WP	Novartis site Liaison WP (Agreed by PET Cttee first meeting Jan 21)
Members	All Councillors	Roland Knight David Searle	All Councillors
Appointed by	Planning Env & Trans Cttee	Parish Council	Planning Env & Trans Cttee
Basis on which appointed		To liaise with the Harwood Road Allotment Association as appropriate.	

Agreed 06.05.2021

APPENDIX 3

Finance Report to show income, expenditure and reserves to 31st March 2021

To be presented to the full Council on 6th May 2021

Period covering 1st April 2020 to 31st March 2021

Funding at 31st March 2021

Precept (full year)	335,194
Environmental Grant (full year).	10,234
Grant from HDC (Covid-19)	25,000
Community Infrastructure Levy (CiL) Payment	2,395
Job Retention Scheme grant funding from HMRC	16,466
Total	389,289

Income to 31st March 2021

Cost Centre	Actual income	Annual Budget	Forecast to 31 st March 2021 included in the 2021/22 budget.
Admin	1,286	200	100
Allotments	928	875	875
North Heath Hall	27,749	65,625	20,000
Holbrook Tythe Barn	6,140	37,800	7,500
Multi Court Lettings	7,378	23,140	8,000
Roffey Millennium Hall	3,613	85,200	3,000
Total	47,094	212,840	39,475

Expenditure to 31st March 2021

Cost Centre	Actual Expenditure	Annual Budget	Forecast to 31 st March 2021 included in the 2021/22 budget.
Admin	45,171	51,670	45,870
Grants	4,585	10,000	5,000
Burial	7,150	6,750	6,750
Personnel	276,322	311,250	273,950
Planning, Env, Trans	0	2,250	0
Allotments	1,376	1,575	1,625
Amenity, Recs and Open Spaces	27,464	52,085	47,660
North Heath Hall	14,245	27,854	15,001
Holbrook Tythe Barn	15,869	23,757	18,115
Roffey Millennium Hall	19,962	41,567	21,514
Total	412,144	528,758	435,485

Net expenditure	(365,050)	(315,918)	(396,010)
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As the circumstances in which the original budget for 2020/21 was set changed dramatically due to the Coronavirus pandemic, this brief report comments on the final income and expenditure against the forecast for the budget agreed by the Council in January 2021 and which forms the basis of the precept setting for 2021/22.

Funding

In addition to the precept and environmental grant, the Parish Council received a one off grant of £25,000 from Horsham District Council and Job Retention Scheme grant funding (furlough repayments) of £16,465.93.

Income

The income from all facilities directly relates to the types of activities that take place in them and the rules set by the government. North Heath Hall remained open throughout most of the year to cater for the two nursery facilities that operate there. Holbrook Tythe Barn was able to open for children's activities and specialist groups that were allowed to meet. Several groups that use Roffey Millennium Hall have either been prohibited from meeting or found alternative ways of delivering their services, but the hall did open for children's activities briefly in 2020.

Expenditure

The most significant saving over the year has been in staff costs which was achieved by using the Job Retention Scheme introduced by the government and reducing staff working hours in line with the amount of work that was available. With the exception of the contribution to Horsham District Council for burial charges (£400) all areas of expenditure have fallen below the forecast for the year. Whilst the full inspection and servicing schedules have been carried out, only essential health and safety work has been undertaken throughout the year.

Reserves

On 1st April 2020 the General Reserve stood at £230,057 and there were Ear Marked Reserves of £209,535. £35,000 was transferred from the General Reserve to the Roffey Millennium Hall (RMH) Boiler (£10,000) and Playground Upgrade (£25,000) Ear Marked Reserves. A total of £19,903 was spent from Ear Marked Reserves during 2020/21, mainly on the ancient oak at Earles Meadow, installing fencing around the ancient oak and repairs to boardwalks at Earles Meadow.

At the 31st March 2021, there is £227,027 in Ear Marked Reserves and a General Reserve of £216,901.

Summary

The Council expected an annual spend of £396,010 when the precept was set in January 2021, but the final figure is £365,050. A saving of £30,960. Grant funding of £25,000 and money from the Job Retention Scheme of £16,644 gave additional income that wasn't budgeted for.

When setting the precept, the Council was aiming at a General Reserve of around £155,000 (allowing £5,000 to be transferred from the General Reserve to the RMH Boiler Ear Marked Reserve in 2021/22). The final General Reserve is £216,901. An increase of £61,901.

Whilst significant measures were successfully put in place to mitigate losses during 2020/21, and the overall loss to the Council was less than may have been anticipated, some of the restrictions on spending will need to continue in the coming year as the country enters a recovery stage and until there is a clearer understanding of the longer term effects of the Coronavirus pandemic on social activities.

Recommendation:-

To note the Financial Report to 31st March 2021.

Pauline Whitehead 23.4.2021

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Administration						
1008 Miscellaneous Income	0	80	0	(80)		
1100 Grants Received	0	25,000	0	(25,000)		
1175 CIL Payment	0	2,395	0	(2,395)		
1176 Precept	0	335,194	335,194	0		
1196 Interest Received	349	1,206	200	(1,006)		
Administration :- Income	349	363,874	335,394	(28,480)		
4007 Councillors Training	65	342	1,000	658		658
4008 Councillors Expenses	0	6,834	6,750	(84)		(84)
4021 Telephone/Fax/Internet	571	2,872	3,500	628		628
4022 Postage	0	456	1,400	944		944
4023 Stationery and Printing	39	1,170	1,600	430		430
4024 Subscriptions	0	3,430	3,600	170		170
4025 Insurance	410	9,519	9,200	(319)		(319)
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	189	2,322	2,400	78		78
4032 Publicity/Marketing	65	65	800	735		735
4033 Newsletter	61	666	800	135		135
4038 Office Equipment Maint.	0	570	1,000	430		430
4051 Bank Charges	0	78	100	22		22
4053 PWLB Loan Charges	0	12,203	12,250	47		47
4057 External Audit Fees	1,300	1,250	1,600	350		350
4058 Professional Services	560	2,523	3,000	477		477
4059 Internal Audit Fees	300	250	500	250		250
4100 Chairman's Allowance	32	57	400	343		343
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	0	565	1,000	435		435
Administration :- Indirect Expenditure	3,591	45,171	51,670	6,499	0	6,499
Net Income over Expenditure	(3,242)	318,703	283,724	(34,979)		
6001 less Transfer to EMR	0	2,395				
Movement to/(from) Gen Reserve	(3,242)	316,309				
103 Grants						
4155 Other Grants and Donations	2,000	4,585	10,000	5,415		5,415
Grants :- Indirect Expenditure	2,000	4,585	10,000	5,415	0	5,415
Net Expenditure	(2,000)	(4,585)	(10,000)	(5,415)		

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
104 Burial						
4101 Burial Charges	0	7,150	6,750	(400)		(400)
Burial :- Indirect Expenditure	<u>0</u>	<u>7,150</u>	<u>6,750</u>	<u>(400)</u>	<u>0</u>	<u>(400)</u>
Net Expenditure	<u>0</u>	<u>(7,150)</u>	<u>(6,750)</u>	<u>400</u>		
106 Personnel						
1100 Grants Received	16,466	16,466	0	(16,466)		
Personnel :- Income	<u>16,466</u>	<u>16,466</u>	<u>0</u>	<u>(16,466)</u>		
4001 Salaries/NI/Pensions	36,218	270,457	305,800	35,343		35,343
4002 Childcare Vouchers	508	2,285	0	(2,285)		(2,285)
4003 Payroll Admin Charge	611	1,229	800	(429)		(429)
4009 Staff Expenses/Mileage	92	1,395	2,500	1,105		1,105
4010 Staff Training	550	847	1,500	653		653
4030 Recruitment Advertising	0	0	250	250		250
4067 Protective Clothing	0	109	400	291		291
Personnel :- Indirect Expenditure	<u>37,979</u>	<u>276,322</u>	<u>311,250</u>	<u>34,928</u>	<u>0</u>	<u>34,928</u>
Net Income over Expenditure	<u>(21,513)</u>	<u>(259,856)</u>	<u>(311,250)</u>	<u>(51,394)</u>		
201 Planning, Env & Transport						
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>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,250)</u>	<u>(2,250)</u>		
301 Allotments						
1050 Allotment Rents	0	928	875	(53)		
Allotments :- Income	<u>0</u>	<u>928</u>	<u>875</u>	<u>(53)</u>		
4012 Water Rates	0	255	150	(105)		(105)
4102 Allotment Rent	0	275	275	0		0
4200 Grass cutting	58	796	750	(46)		(46)
4259 Allotment Maintenance	0	50	400	350		350
Allotments :- Indirect Expenditure	<u>58</u>	<u>1,376</u>	<u>1,575</u>	<u>199</u>	<u>0</u>	<u>199</u>
Net Income over Expenditure	<u>(58)</u>	<u>(449)</u>	<u>(700)</u>	<u>(251)</u>		
302 Amenity, Recs & Open Sp						
1100 Grants Received	0	10,234	9,984	(250)		
Amenity, Recs & Open Sp :- Income	<u>0</u>	<u>10,234</u>	<u>9,984</u>	<u>(250)</u>		

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4019 Window Cleaning	100	500	925	425		425
4200 Grass cutting	895	15,671	20,500	4,829		4,829
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	245	2,573	8,000	5,427		5,427
4252 Open Spaces	220	3,777	10,500	6,723		6,723
4253 Litter Warden/Clearance	0	0	900	900		900
4254 Community Services - Dog Bins	0	1,851	2,060	209		209
4255 Street Lighting - Maint/Supply	0	1,342	3,500	2,158		2,158
4258 Multicourts Maintenance	415	1,660	2,600	940		940
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	15	90	1,000	910		910
Amenity, Recs & Open Sp :- Indirect Expenditure	1,890	27,464	52,085	24,621	0	24,621
Net Income over Expenditure	(1,890)	(17,230)	(42,101)	(24,871)		
<u>401 North Heath Hall</u>						
1000 Hall Lettings	3,409	27,749	65,625	37,876		
North Heath Hall :- Income	3,409	27,749	65,625	37,876		
4011 NNDR	0	0	6,700	6,700		6,700
4012 Water Rates	0	552	900	348		348
4014 Electricity	404	2,429	2,640	211		211
4015 Gas	871	3,199	2,562	(637)		(637)
4016 Cleaning Materials	300	1,219	1,332	113		113
4017 Refuse Bin Clearance	144	719	832	113		113
4018 Sanitary Waste	10	20	220	200		200
4019 Window Cleaning	40	320	738	418		418
4034 Maintenance - Electrical	40	548	2,000	1,452		1,452
4035 Maintenance - Elect Eqp Insp	0	200	500	300		300
4036 Maintenance - General	312	2,045	2,000	(45)		(45)
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	77	77	150	73		73
4042 Maintenance - Gas Boiler etc	0	705	650	(55)		(55)
4044 Maintenance - Partition Wall	0	0	700	700		700
4061 Legionella Testing	234	353	371	18		18
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	510	510	585	75		75
4066 Keyholder Services	15	165	180	15		15
4500 Internal Redecorations	0	0	2,500	2,500		2,500
North Heath Hall :- Indirect Expenditure	2,957	14,245	27,854	13,609	0	13,609
Net Income over Expenditure	451	13,504	37,771	24,267		

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
402 Holbrook Recreation Centre						
1000 Hall Lettings	24	6,140	37,800	31,660		
1010 Multi Court Lettings	183	7,378	23,140	15,762		
Holbrook Recreation Centre :- Income	207	13,519	60,940	47,421		
4011 NNDR	443	3,543	3,660	117		117
4012 Water Rates	0	712	1,500	788		788
4014 Electricity	76	1,903	3,250	1,347		1,347
4015 Gas	442	1,317	1,500	183		183
4016 Cleaning Materials	378	1,270	1,575	305		305
4017 Refuse Bin Clearance	144	639	832	193		193
4018 Sanitary Waste	0	30	220	190		190
4019 Window Cleaning	18	140	450	310		310
4034 Maintenance - Electrical	40	1,041	2,000	959		959
4035 Maintenance - Elect Eqp Insp	0	1,575	1,900	325		325
4036 Maintenance - General	564	1,734	2,000	266		266
4037 Maintenance - Fire Alarm Syt	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,224	794	(430)		(430)
4041 Maintenance - Fire Extg Insp	52	52	150	99		99
4042 Maintenance - Gas Boiler etc	0	187	500	314		314
4061 Legionella Testing	219	338	351	13		13
4063 Maintenance - Plumbing	0	0	750	750		750
4065 Fire Prevention Sundries	0	0	75	75		75
4066 Keyholder Services	15	165	180	15		15
4500 Internal Redecorations	0	0	1,500	1,500		1,500
Holbrook Recreation Centre :- Indirect Expenditure	2,391	15,869	23,757	7,888	0	7,888
Net Income over Expenditure	(2,184)	(2,350)	37,183	39,533		
403 Roffey Millennium Hall						
1000 Hall Lettings	80	3,613	83,700	80,087		
1004 Equipment Sale/Sundry Income	0	0	500	500		
1006 Refreshment Sale Income	0	0	1,000	1,000		
Roffey Millennium Hall :- Income	80	3,613	85,200	81,587		
4011 NNDR	0	0	6,959	6,959		6,959
4012 Water Rates	0	475	1,235	760		760
4014 Electricity	585	4,386	5,125	739		739
4015 Gas	1,620	4,603	6,075	1,472		1,472
4016 Cleaning Materials	266	1,020	1,425	405		405
4017 Refuse Bin Clearance	286	1,746	1,664	(82)		(82)
4018 Sanitary Waste	0	0	220	220		220

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Revised accounts at 31st march 2021

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4019 Window Cleaning	55	330	990	660		660
4020 Refreshment Sale Cost/Sundries	0	18	500	482		482
4034 Maintenance - Electrical	10	415	2,000	1,585		1,585
4035 Maintenance - Elect Eqp Insp	2,046	2,206	2,650	444		444
4036 Maintenance - General	646	1,788	3,250	1,462		1,462
4037 Maintenance - Fire Alarm Syst	0	0	570	570		570
4039 Maint - Intruder Alarm	0	1,223	794	(429)		(429)
4040 Maintenance - Elevator	144	(404)	750	1,154		1,154
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	545	500	(45)		(45)
4061 Legionella Testing	240	393	380	(13)		(13)
4062 Air Conditionaig Maintenance	0	270	300	30		30
4063 Maintenance - Plumbing	0	140	1,500	1,360		1,360
4064 Lightning Conductor Works	180	180	230	50		50
4065 Fire Prevention Sundries	0	0	620	620		620
4066 Keyholder Services	15	165	180	15		15
4500 Internal Redecorations	0	0	2,500	2,500		2,500
Roffey Millennium Hall :- Indirect Expenditure	6,094	19,962	41,567	21,605	0	21,605
Net Income over Expenditure	(6,013)	(16,349)	43,633	59,982		
<u>901 Earmarked Reserves</u>						
4900 Repairs & Renewals Reserve	7,227	16,875	0	(16,875)		(16,875)
4909 Tree Management	0	425	0	(425)		(425)
4910 CLT Working Party	0	719	0	(719)		(719)
4911 CIL Expenditure	758	1,883	0	(1,883)		(1,883)
Earmarked Reserves :- Indirect Expenditure	7,986	19,903	0	(19,903)	0	(19,903)
Net Expenditure	(7,986)	(19,903)	0	19,903		
6000 plus Transfer from EMR	7,986	19,903				
Movement to/(from) Gen Reserve	0	0				
Grand Totals:- Income	20,511	436,382	558,018	121,636		
Expenditure	64,945	432,046	528,758	96,712	0	96,712
Net Income over Expenditure	(44,434)	4,336	29,260	24,924		
plus Transfer from EMR	7,986	19,902				
less Transfer to EMR	0	2,395				
Movement to/(from) Gen Reserve	(36,449)	21,844				

North Horsham Parish Council

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Income Summary	
327,769	Precept	335,194
710	Interest Received	1,206
328,479	Sub Total	336,400
	Operating Income	
10,305	Administration	27,475
0	Personnel	16,466
816	Allotments	928
9,984	Amenity, Recs & Open Sp	10,234
63,943	North Heath Hall	27,749
61,800	Holbrook Recreation Centre	13,519
80,816	Roffey Millennium Hall	3,613
556,142	Total Income	436,382
	Running Costs	
46,290	Administration	45,171
4,160	Grants	4,585
6,730	Burial	7,150
299,981	Personnel	276,322
278	Planning, Env & Transport	0
1,123	Allotments	1,376
41,713	Amenity, Recs & Open Sp	27,464
22,921	North Heath Hall	14,245
16,934	Holbrook Recreation Centre	15,869
33,340	Roffey Millennium Hall	19,962
35,241	Earmarked Reserves	19,903
508,711	Total Expenditure	432,046
	General Fund Analysis	
186,151	Opening Balance	230,057
556,142	Plus : Income for Year	436,382
742,293		666,439
508,711	Less : Expenditure for Year	432,046
233,582		234,393
3,525	Transfers TO / FROM Reserves	17,492
230,057	Closing Balance	216,901

Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
Current Assets			
13,413	Debtors	3,581	
1,218	Vat Refunds	4,657	
0	Prepayments	172	
201,785	Lloyds Bank Accounts	295,435	
85,000	Co-op Community Directplus A/c	85,293	
85,083	Nationwide	85,137	
85,000	Lloyds Bank - Fixed Deposit	0	
150	Petty Cash	150	
471,649			474,424
471,649	Total Assets		474,424
Current Liabilities			
29,797	Creditors	27,490	
2,260	Accruals	3,007	
32,057			30,496
439,592	Total Assets Less Current Liabilities		443,928
Represented By			
230,057	General Reserve		216,901
7,955	Earmarked Reserves - VAT Con		7,955
117,568	Earmarked Reserves - R&R Fund		100,693
19,950	Earmarked Reserves - Election		19,950
4,250	EMR - Tree management work		3,825
5,621	Earmarked Res-Yth Charity Bal		5,621
8,035	Earmarked Reserve Planning		8,035
10,000	Earmarked Reserve - Boiler RMH		20,000
0	Earmarked Reserves - Playgroun		25,000
25,000	Earmarked Res Capital Receipt		25,000
10,434	EMR - CiL 19/20		8,551
722	EMR NHCLT		3
0	EMR - CiL DC19/2030		2,395
439,592			443,928

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st March 2021

		BALANCE	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	TRANSFER	EXPENDITURE	INCOME	BALANCE	NOTE
		31.03.18	31.03.19	31.03.19	31.03.19	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	31.03.2021	30.03.2021	30.03.2021	
310/0	GENERAL RESERVES	106513	461557	541195	186151	-38767	473470	556142	230056	-35000	412143	433987	216900	
	EARMARKED RESERVES													
320/0	REVENUE - VAT CONTINGENCY	7955			7955				7955				7955	
321/0	REPAIRS & RENEWALS (R&R)	139886	10436		129450	20770	32652		117568		16875		100693	3
322/0	ELECTION	19950			19950				19950				19950	
323/0	TREE MANAGEMENT WORK	0				6000	1750		4250		425		3825	6
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			20000	
332/0	PLAYGROUND UPGRADE								0	25000			25000	
335/0	CAPITAL RECEIPT	25000			25000				25000				25000	2
337/0	NORTH HORSHAM COMMUNITY LAND TRUST	0				944	222		722		719		3	4
336/0	COMMUNITY INFRASTRUCTURE LEVY - 2019/	0				11053	819		10434		1883		8551	5
338/0	COMMUNITY INFRASTRUCTURE LEVY 2020/2	0							0			2395	2395	5
		322960	471993	541195	392162	0	508713	556142	439591	0	432046	436382	443927	

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

2 Capital Receipt - money from the sale of land.

3 R & R - ongoing repairs agreed by the Property Committee
 Removal of dangerous bridge at EM £280.00 / Repairs to boardwalks at EM £5,220/ Repairs to folding wall RMH £1,295, Tree work at EM (Ancient Oak) £ 2,853.08 - CEF - £159.02 & £170.73 / Strutt - Earls Meadows Fence - £4557.40 / G-Colliers - £1980.00 / Simmons - £360.00

4 North Horsham Community Land Trust
 Subscription 20/21 - £75.00 / Payment to FCA - £40 / Registration Fees - £460.00 / Zoom Subs - £143.88

5 CiL Receipts. Time sensitive therefore have to be shown in year groups.
 2 Benches and Picnic Bench for HTB £1,125 / TCM - installation costs- 758.39

6 Tree Management Work
 Tree work from inspection - £425.00

Lloyds Bank Accounts

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	Horsham Publications Ltd	010221-01	72.60		Publication & Newsletter
01/02/2021	Horsham District Council	010221-03	168.30		Dog Bins
01/02/2021	Horsham District Council	010221-04	443.00		RATES-FEB21
01/02/2021	CF Corporate Finance Ltd	010221-02	158.94		Photocopier Rental
02/02/2021	Scottish Water Business Stream	020221-01	62.83		Water Charges
02/02/2021	British Gas Business	020221-02	333.93		Electricity -14/12/to13/1/21
03/02/2021	British Gas Business	030221-01	286.27		Gas - 15-12-20-to 15-01-2021
03/02/2021	British Gas Business	030221-02	410.65		Gas Bill 15-12-20 to15-01-2021
05/02/2021	City Electrical Factors Ltd	050221-01	7.85		Electrical Repairs
05/02/2021	Essential Hygiene & Catering S	050221-02	396.48		Cleaning Materials
05/02/2021	Grasstex Ltd	050221-03	1,408.32		Grass Cutting
05/02/2021	Horsham District Council	050221-04	1,865.18		Burial Arrangement Roffey Ceme
05/02/2021	Kiddivouchers	050221-05	256.11		Child Care Vouchers
05/02/2021	D. Lees	050221-06	33.75		Travel Exp
05/02/2021	NETCOM	050221-07	225.55		IT Support
05/02/2021	Servcom Services UK Ltd.,	050221-08	139.86		Boiler repairs
05/02/2021	West Sussex County Council	050221-09	21,914.69		Salaries - Jan 2021
08/02/2021	SOS Systems	080221-01	48.66		Printing & Stationery
16/02/2021	Horsham District Council	160221-01	64.00		Refuse Collection
16/02/2021	Horsham District Council	160221-02	64.00		Refuse Collection
16/02/2021	Horsham District Council	160221-03	127.20		Refuse Collection
17/02/2021	British Gas Business	170221-01	377.62		Electricity Cost
22/02/2021	Enterprise Services Group Ltd	220221-01	12.00		Hygiene Services
22/02/2021	Grasstex Ltd	220221-02	334.80		Play Aera Maint Court
22/02/2021	SSALC Ltd	220221-03	36.00		Training Course
22/02/2021	Servcom Services UK Ltd.,	220221-04	481.74		Gas Boiler Reapirs
22/02/2021	N. Simmonds,	220221-05	165.00		Key Holder
22/02/2021	Streetlights	220221-06	623.62		Street Lights Maint Contract
22/02/2021	Strutt Tree Care	220221-07	2,853.08		Tree Work Ancient Oak
22/02/2021	T C Maintenance	220221-08	194.00		General Repairs
22/02/2021	Trafalgar Cleaning Equipment L	220221-09	46.57		Cleaning
22/02/2021	British Gas Business	220221-01A	308.35		Electricity Cost
22/02/2021	Lloyds Credit Card	BACS	77.99		Web Hosting
22/02/2021	Lloyds Credit Card	BACS	-77.99		Web Hosting
24/02/2021	Mr Alan Randall	240221-01	63.00		Travel Exp
24/02/2021	SSALC Ltd	240221-02	72.00		Training Course
24/02/2021	Turner Security Systems Ltd.	240221-03	46.80		Security Alarm
24/02/2021	West Sussex County Council	240221-04	275.00		Allotment Rent
25/02/2021	Scottish Water Business Stream	250221-01	139.91		Water Cost

Total Payments	34,517.66
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LLoyds Bank Accounts

List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	Horsham Publications Ltd	010321-01	72.60		Publication
01/03/2021	Horsham District Council	010321-02	168.30		Dog Bins Refuse
01/03/2021	Horsham District Council	010321-03	443.00		Rates
04/03/2021	Lloyds Credit Card	BACS	13.99		Curtain Window Rail
05/03/2021	Lloyds Credit Card	BACS	77.99		Web Hosting
05/03/2021	ELA Group	050321-01	173.38		Maintenance Lift Repair
05/03/2021	Kiddivouchers	050321-02	256.11		Child Care Vouchers
05/03/2021	D. Lees	050321-03	45.00		Travel Exp
05/03/2021	NETCOM	050321-05	226.38		IT Services
05/03/2021	Servcom Services UK Ltd.,	050321-06	201.55		Repairs & Maintenance
05/03/2021	N. Simmonds,	050321-07	165.00		Maintenance Electrical
05/03/2021	SSP Specialised Sports Product	050321-08	498.00		Cleaning & Mainte Services
05/03/2021	T C Maintenance	050321-09	917.39		Maintenance Genral
05/03/2021	West Sussex County Council	050321-10	19,997.45		Salaries
05/03/2021	British Gas Business	050321-11	228.94		Electricity Cost
08/03/2021	Public Works Loan Board	080321-02	6,039.66		PWLB Loan
08/03/2021	British Gas Business	080321-01	1,236.92		Gas Bill - 01-01 to 22-02-21
09/03/2021	CAME & CO	090321-01	474.70		Engineering Build. Insurance
11/03/2021	British Gas Business	110321-01	324.26		Gas Bill
11/03/2021	British Gas Business	110321-02	474.28		Gas Bill
12/03/2021	SOS Systems	120321-01	44.83		Printing & Stationery
15/03/2021	Woods for Learning CIC	BACS	2,000.00		Grants & Donations
16/03/2021	Assurity Consulting Ltd	160321-01	427.80		Legionella Testing
16/03/2021	Enterprise Services Group Ltd	160321-02	12.00		Hygiene Services
16/03/2021	Incor Group Management Ltd	160321-03	273.00		Cleaning Windows
16/03/2021	SSALC Ltd	160321-04	50.00		Training Finance
16/03/2021	T C Maintenance	160321-05	170.40		Open Space
16/03/2021	Trafalgar Cleaning Equipment L	160321-06	114.00		Off Equipment Maint
16/03/2021	Lloyds Credit Card	BACS	100.00		Hand Sanitiser
16/03/2021	Lloyds Credit Card	BACS	93.96		Hand Sanitiser Cleaning Cost
16/03/2021	Lloyds Credit Card	BACS	-0.02		Cleaning
16/03/2021	Lloyds Credit Card	BACS	0.04		Cleaning
17/03/2021	Horsham District Council	170321-01	64.00		Refuse Collection
17/03/2021	Horsham District Council	170321-02	64.00		Refuse Collection
17/03/2021	Horsham District Council	170321-03	127.20		Refuse Collection
17/03/2021	British Gas Business	170321-04	334.89		Electric Bill-01-02 to28-02-21
22/03/2021	British Gas Business	220321-01	226.96		Electricity cost
24/03/2021	Lloyds Credit Card	BACS	21.78		Steel Cable - Play Area
24/03/2021	Lloyds Credit Card	BACS	38.93		Nalc Membership
26/03/2021	BT Payment Services Ltd	260321-01	685.21		Telephone cost
26/03/2021	City Electrical Factors Ltd	260321-02	407.57		Repairs & Maintenance
26/03/2021	G Collier	260321-03	2,376.00		Repairs & Renewals
26/03/2021	Cutting South Ltd	260321-04	216.00		Light Inspection
26/03/2021	Grasstex Ltd	260321-05	69.60		Landscape Maintenance
26/03/2021	N. Simmonds,	260321-06	2,406.00		Maintenance Cost
31/03/2021	Lloyds Credit Card	BACS	38.45		Sundries
31/03/2021	Nalc - Training	BACS	38.93		Nalc - Training
31/03/2021	Strutt Tree Care	310321-01	4,557.40		Chessnut Fence - Earls Meadows

Lloyds Bank Accounts

List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			<u>46,993.83</u>		

Lloyds Bank Accounts

List of Payments made between 01/04/2021 and 30/04/2021 (provisional)

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2021	Horsham Publications Ltd	010421-01	72.60		Publication
01/04/2021	Horsham District Council	010421-02	172.20		Dog Bins
01/04/2021	Horsham District Council	010421-03	297.90		Rates- Apr21
06/04/2021	British Gas Business	060421-01	80.10		Electric Bill-14-02 to13-03-21
06/04/2021	City Electrical Factors Ltd	060421-02	112.90		General Repairs
06/04/2021	Extinguere Ltd	060421-06	128.50		Fire Extinguisher Inspection
06/04/2021	Leadbeater locks	060421-08	59.45		Open Space- Padlock
06/04/2021	T C Maintenance	060421-10	1,181.25		General Repairs
06/04/2021	Access Tower Services Ltd.,	060421-04	600.00		Tower building Training
06/04/2021	Grasstex Ltd	060421-07	1,074.12		Grass Cutting
06/04/2021	West Sussex County Council	060421-11	19,578.53		Subscription - Payroll
07/04/2021	SOS Systems	070421-01	46.79		Printing & Stationery
13/04/2021	Lloyds Credit Card	130421-04	38.93		NALC Membership
13/04/2021	Essential Hygiene & Catering S	130421-01	939.49		Hygiene Supplies
13/04/2021	Kiddivouchers	130421-02	256.11		Child care voucher
13/04/2021	D. Lees	130421-03	47.25		Travel Expense
13/04/2021	NETCOM	130421-05	227.40		IT Solution Cost
13/04/2021	N. Simmonds,	130421-06	165.00		Electrical Repairs
20/04/2021	British Gas Business	200421-01	367.39		Electr-01/03 to 31/03/21
20/04/2021	British Gas Business	200421-02	706.99		Gas Bill-23/02 to 31/03/21
27/04/2021	Lloyds Credit Card	BACS	31.22		Sundries
Total Payments			26,184.12		

APPENDIX 4



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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

23rd April 2021

Dear Pauline

Re: North Horsham Parish Council
Internal Audit Year Ended 31st March 2021

Executive Summary

Following completion of our interim internal audit on the 30th September 2020 & our final audit on the 23rd April 2021 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in Red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

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.

I would like to thank Rita for her assistance and 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 North Horsham Parish Council are well established, and followed and the AGAR will be ready for submission to the external auditor.

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 1st 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

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.

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A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

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

Recommended Minimum Testing

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained

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 30th 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.

Section Conclusion

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.

Recommended Minimum Testing

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim Audit

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.....** 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 19th 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 2nd 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 2nd 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 Business	DD	£1,327.12	Agrees to invoice & properly authorised	DD	Annual DD
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.

Final Audit

I have reviewed the expenditure list which is broadly similar to the prior year after accounting for one of expenditure items. I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

At the year-end date the council has £30,496.25 (2020: £32,056.74) of creditor.

Section Conclusion

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

C. RISK MANAGEMENT & 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.

Recommended Minimum Testing

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim Audit

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.

The council does ensure play areas are monitored and these form part of the regular risk assessments.

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

Section Conclusion

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

D. BUDGET, PRECEPT & 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.

Recommended Minimum Testing

- Ensure that the full Authority, not a Committee, has considered, approved and adopted the annual precept in accordance with the required parent Authority timetable
- Ensure that budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim Audit

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 cash burn.

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

Final Audit

The council has £443,928 of reserves of which £227,027 are earmarked reserves and £216,901 are general reserves. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £167k. The reserves of the council are slightly high but not significant.

I was pleased to see the detailed working and evidence of reserves being utilised. I am of the opinion that general reserves are reasonable and properly reported on.

All significant variances to budget were explained satisfactorily.

I confirm that full council approved the precept and budget for the 2020 and 2021 council years in advance of statutory deadlines.

Section Conclusion

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.

Recommended Minimum Testing

- Review "Aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim Audit

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

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

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

Final Audit

The precept income was tested to remittance advice notes and application for payment. The local tax support grant has been correctly shown in box 3 of the AGAR. There are no errors to report.

I have reviewed the income list which is broadly similar to the prior year after accounting for one of income items. I also reviewed the nominal ledger for evidence of netting off and significant journal entries, the individual entries were in accordance with the heading under which they were posted and corrections/transfers where evident were bonafide. We found no evidence of breaches of financial regulations in the sample testing completed.

At the year-end date the council has £8,410.21 (2020: £14,631.18) of debtors of which £4,657.37 pertains to VAT.

Section Conclusion

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.

Recommended Minimum Testing

- A number of Authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "Not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

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.

Petty cash expenditure is presented monthly to a Council meeting for approval.

Section Conclusion

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

G. PAYROLL (INTERIM & 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.

Recommended Minimum Testing

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of Pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim Audit

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

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

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.

Final Audit

The amounts shown on the AGAR, were reconcilable to the payroll records, there were no errors. The furlough grant has been correctly shown as other income

Section Conclusion

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.

Recommended Minimum Testing

Tangible Fixed Assets

- Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the Authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and Lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim Audit

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.

Final Audit

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

The fixed asset register agrees to the AGAR. The asset register was up to date with all relevant assets as at the current financial year end.

Section Conclusion

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.

Recommended Minimum Testing

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8.
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.

Interim Audit

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.

Final Audit

At the year-end date the council had a reconciled bank position. I have reviewed the reconciliation there were no errors and it could be agreed to the year-end bank statements.

The council has five bank accounts, together with petty cash. None of the accounts are long term investments and as such do not need to be disclosed in box 9 of the AGAR.

Section Conclusion

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

J. YEAR END ACCOUNTS (FINAL AUDIT)

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.

Recommended Minimum Testing

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

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

	Annual Governance Statement	'Yes' means that this authority	Suggested response based on evidence
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>	YES – 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>	YES – 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>	YES – 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>	YES – the requirements and timescales for 2018/19 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>	YES – 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>	YES – 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 audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – where matters are raised, action taken by council 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>	YES – 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>	N/A – no trusts

Section 2 – Accounting Statements

Agar Box Number		2019/20 Restated	2020/21	Auditor Notes
1	Balances brought forward	392,161	439,592	Agrees to 2020 cfwd
2	Precept or Rates and Levies	327,769	335,194	Agrees to third party evidence provided to auditor
3	Total other receipts	228,373	101,188	Agrees to underlying records
4	Staff costs	295,477	272,742	Agrees to underlying records
5	Loan interest/capital repayments	12,695	12,203	Agrees to underlying records
6	All other Payments	200,539	147,101	Agrees to underlying records
7	Balances carried forward	439,592	443,928	Casts correctly
8	Total value of cash and short term investments	457,018	466,014	Agrees to reconciliation
9	Total fixed assets plus long term investments and assets	1,378,730	1,381,841	Agrees to register
10	Total borrowings	52,884	43,269	Agrees to third party evidence provided to auditor
11	For Local Councils Only) Disclosure note re Trust funds (including charitable)	YES	NO ✓	

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 2019-20 AGAR. **I recommend the council also submit with the AGAR an explanation for the restated figures.**

The variance analysis was required because there were variances greater than 15% and £500. This was prepared on a summary table basis showing in the main an explanatory narrative. **The external auditor will reject this as they are looking for a greater level of financial & narrative data showing the majority of the variance. Smaller individual items below the thresholds can be omitted and aggregated together as “all other items below the thresholds” I would recommend the analysis is updated.**

The council had made provision within its schedule of meetings to sign off the annual governance statement.

Section Conclusion

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.

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

If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

Not applicable

L: TRANSPARENCY (INTERIM & FINAL AUDIT)**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.

Not applicable

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).

Recommended Minimum Testing

- IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection.
- IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Due to the Covid 19 outbreak during the 2020/21, the statutory deadlines had been changed for the 2019/20 AGAR 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 have commenced the public inspection period on or before the first working day of September 2020.

This meant that draft accounts must be have been approved by 31 August 2020 at the latest.

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 (SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020) implementing these measures were laid on 7 April 2020 and came 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.

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that the statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Part 2), the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.

Inspection - Key date	2019-20	2020-21
Accounts approved at full council	2 nd July 2020	TBC
Date Inspection Notice issued and how published	21 st August 2020	20 th May
Inspection period begins	27 th August	7 th June
Inspection period ends	12 th October	16 th July
Correct length	yes	yes
Common period included?	yes	yes
Summary of rights document on website?	Attached to inspection announcement	Attached to inspection announcement

Section Conclusion

I am of the opinion that the control assertion of *"The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set):"* has been met.

N. PUBLICATION REQUIREMENTS (INTERIM & FINAL AUDIT)

Internal audit requirement

The authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Recommended Minimum Testing

- IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection.
- IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;*
- *Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4*
- *Section 2 - Accounting Statements 2020/21, approved and signed, page 5*

Not later than 30 September 2021 authorities must publish:

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

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

I have reviewed the council website and am under no doubt the council properly published the year end documentation on its website.

Section Conclusion

I am of the opinion that the control assertion of "The authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:" has been met.

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

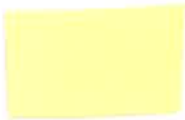
Trust funds (including charitable) – The council met its responsibilities as a trustee.

Not applicable - No trusts.

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

Kind regards

Yours sincerely



Mark Mulberry

Audit - Points Forward

Audit Point	Audit Findings	Council comments
Governance	Consider .gov emails for councilors.	

Final Audit - Points Forward

Audit Point	Audit Findings	Council comments
List of significant variances	<p>The external auditor will reject this as they are looking for a greater level of financial & narrative data showing the majority of the variance. Smaller individual items below the thresholds can be omitted and aggregated together as "all other items below the thresholds".</p> <p>I would recommend the analysis is updated.</p>	
AGAR	I recommend the council also submit with the AGAR an explanation for the restated figures	

NORTH HORSHAM PARISH COUNCIL

Review of the Effectiveness of the Internal Audit 2020/21

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	HAS THIS STANDARD BEEN MET?
1. Scope of internal audit.	The scope of the audit work is set out in a letter dated 01.09.2020 (Agreed by the Finance and Administration Committee at minute FA/413/20 on 8 th October 2020) and includes consideration of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), although the final responsibility of safeguarding the assets of the Council lies with the Council.	YES
2. Independence	The Internal Auditor completes a professional Independence and Competence Questionnaire with the Clerk.	YES
3. Competence	Mulberry and Co. Ltd. is a specialist in the sector. Mr Mulberry provides administrative and financial support for the Surrey Association of Local Council sand the East and West Sussex Association of Local Councils and is highly regarded in the sector. The Internal Audit Report is presented to the Parish Council for discussion. There is no evidence that the internal audit work hasn't been carried out professionally and thoroughly.	YES
4. Relationship with clerk and the authority	Responsibilities of the Council are set out in the engagement letter dated 01.09.2020. The Internal Auditor involves the Clerk/RFO in all of the tests that are carried out and discusses all aspects of the report, this is evidenced in the report. The Clerk is able to contact the Internal Auditor to gain advice or guidance.	YES

5. Audit planning and reporting	There is a specific audit plan as part of the 2020/21 Internal Audit Report . Any concerns are given in a report which are then presented to the Parish Council for action. The internal audit covers risk assessment.	YES
6. Internal audit work	The Internal Auditor visits twice a year and can be contacted in between times if required. A review of the visits is included in the Internal Audit Report. The tests that are undertaken are random, appropriate and documented in the Internal Audit. During the Coronavirus pandemic restrictions all of the checks have been done remotely.	YES
7. Understanding the organisation, needs and objectives	The Internal Audit Report is aware of the Council structure and through discussion with the Clerk is aware of the activities that are current.	YES
8. Being seen as a catalyst for change and forward looking	The Internal Auditor makes the Clerk/RFO aware of new legislation and current issues. This has been particularly relevant in 2020/21 with advice on treatment of furlough monies and changes to rules on staff expenses. The Internal Auditor highlighted changes in how the significant differences are presented to the external auditor and considering councillor e-mails that are more easily identifiable.	YES
9. Be challenging	The internal audit focuses on different areas every year. These are not known in advance. Where issues exist the Internal Auditor offers guidance and looks to see improvement.	YES
10. Ensure the right resources are available.	Funding is set aside in the Finance and Administration budget for the internal audit and members of staff are available when the internal audit takes place. The level of resources is discussed during the internal audit.	YES

Review undertaken for the Annual Parish Council Meeting 6th May 2021.

Annual Governance and Accountability Return 2020/21 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

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

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

North Horsham Parish Council

www.northhorsham-pc.gov.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

30/09/2020 23/04/2021

Name of person who carried out the internal audit

Mark Mulberry BA (Hons) FCCA CTA

Signature of person who carried out the internal audit

Date 23/04/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

North Horsham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
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>
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>
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>
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>
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>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<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>

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

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

06/05/21

and recorded as minute reference:

FC/588/21

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

Chairman

Clerk

www.northhorsham-pc.gov.uk

Section 2 – Accounting Statements 2020/21 for

North Horsham Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	392,161	439,592	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	327,769	335,194	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	228,373	101,188	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	295,477 RESTATED	272,742	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	12,695	12,203	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	200,539 RESTATED	147,101	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	439,592	443,928	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	457,018	466,014	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,378,730	1,381,841	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	52,884	43,269	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

20/04/21

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

06/05/21

as recorded in minute reference:

FC | 588 | 21

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

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

North Horsham Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

VERIFIY

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
North Horsham Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

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

Responsible Financial Officer		Date	26.4.21
I confirm that these accounts are approved by the Council and recorded as council minute reference		Dated	6.5.21
Signed on behalf of the above Council (Chair)		Date	6.5.21

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	392,161	439,592	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	327,769	335,194	Total amount of Precept income received in the year
3	Total other receipts	228,373	101,188	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	295,477	272,742	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	12,695	12,203	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	200,539	147,101	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	439,592	443,928	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	457,018	466,014	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	1,378,730	1,381,841	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	52,884	43,269	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

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

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	186,151	230,057	310	0	General Reserve
1	7,955	7,955	320	0	Earmarked Reserves - VAT Con
1	129,450	117,568	321	0	Earmarked Reserves - R&R Fund
1	19,950	19,950	322	0	Earmarked Reserves - Election
1	0	4,250	323	0	EMR - Tree management work
1	5,621	5,621	327	0	Earmarked Res-Yth Charity Bal
1	8,035	8,035	328	0	Earmarked Reserve Planning
1	10,000	10,000	331	0	Earmarked Reserve - Boiler RMH
1	25,000	25,000	335	0	Earmarked Res Capital Receipt
1	0	10,434	336	0	EMR - CIL 19/20
1	0	722	337	0	EMR NHCLT
1	Balances brought forward	392,161	439,592	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	327,769	335,194	1176	101	Precept
2	Annual Precept	327,769	335,194	Total amount of Precept income received in the year	
3	63,943	27,749	1000	401	Hall Lettings
3	39,229	6,140	1000	402	Hall Lettings
3	77,608	3,613	1000	403	Hall Lettings
3	1,555	0	1004	403	Equipment Sale/Sundry Income
3	1,653	0	1006	403	Refreshment Sale Income
3	-748	80	1008	101	Miscellaneous Income
3	22,571	7,378	1010	402	Multi Court Lettings
3	816	928	1050	301	Allotment Rents
3	0	25,000	1100	101	Grants Received
3	0	16,466	1100	106	Grants Received
3	9,984	10,234	1100	302	Grants Received
3	11,053	2,395	1175	101	CIL Payment
3	710	1,206	1196	101	Interest Received
3	Total other receipts	228,373	101,188	Total income or receipts as recorded in the cashbook minus the Precept	
4	292,176	270,457	4001	106	Salaries/NI/Pensions
4	3,301	2,285	4002	106	Childcare Vouchers
4	Staff costs	295,477	272,742	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	12,695	12,203	4053	101	PWLB Loan Charges
5	Loan interest/Capital repayments	12,695	12,203	Total expenditure or payments of capital and interest made during the year on borrowings	
6	432	1,229	4003	106	Payroll Admin Charge
6	770	342	4007	101	Councillors Training
6	6,074	6,834	4008	101	Councillors Expenses
6	3,271	1,395	4009	106	Staff Expenses/Mileage
6	500	847	4010	106	Staff Training
6	6,383	0	4011	401	NNDR

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	3,486	3,543	4011	402	NNDR
6	6,629	0	4011	403	NNDR
6	55	255	4012	301	Water Rates
6	954	552	4012	401	Water Rates
6	-212	712	4012	402	Water Rates
6	1,400	475	4012	403	Water Rates
6	2,760	2,429	4014	401	Electricity
6	3,378	1,903	4014	402	Electricity
6	5,579	4,386	4014	403	Electricity
6	2,164	3,199	4015	401	Gas
6	725	1,317	4015	402	Gas
6	4,109	4,603	4015	403	Gas
6	1,373	1,219	4016	401	Cleaning Materials
6	2,116	1,270	4016	402	Cleaning Materials
6	1,618	1,020	4016	403	Cleaning Materials
6	696	719	4017	401	Refuse Bin Clearance
6	549	639	4017	402	Refuse Bin Clearance
6	1,451	1,746	4017	403	Refuse Bin Clearance
6	205	20	4018	401	Sanitary Waste
6	205	30	4018	402	Sanitary Waste
6	62	0	4018	403	Sanitary Waste
6	630	500	4019	302	Window Cleaning
6	560	320	4019	401	Window Cleaning
6	245	140	4019	402	Window Cleaning
6	770	330	4019	403	Window Cleaning
6	553	18	4020	403	Refreshment Sale Cost/Sundries
6	1,670	2,872	4021	101	Telephone/Fax/Internet
6	792	456	4022	101	Postage
6	1,598	1,170	4023	101	Stationery and Printing
6	3,465	3,430	4024	101	Subscriptions
6	9,192	9,519	4025	101	Insurance
6	17	0	4026	101	Publications/Magazines
6	2,583	2,322	4028	101	IT Costs
6	84	0	4029	101	Website Maintenance
6	0	65	4032	101	Publicity/Marketing
6	783	666	4033	101	Newsletter
6	1,266	548	4034	401	Maintenance - Electrical
6	1,360	1,041	4034	402	Maintenance - Electrical
6	1,322	415	4034	403	Maintenance - Electrical
6	240	200	4035	401	Maintenance - Elect Eqp Insp
6	200	1,575	4035	402	Maintenance - Elect Eqp Insp
6	553	2,206	4035	403	Maintenance - Elect Eqp Insp
6	1,670	2,045	4036	401	Maintenance - General
6	963	1,734	4036	402	Maintenance - General
6	1,965	1,788	4036	403	Maintenance - General
6	476	0	4037	401	Maintenance - Fire Alarm Syt
6	410	0	4037	402	Maintenance - Fire Alarm Syt

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	410	0	4037	403	Maintenance - Fire Alarm Syst
6	570	570	4038	101	Office Equipment Maint.
6	774	1,184	4039	401	Maint - Intruder Alarm
6	774	1,224	4039	402	Maint - Intruder Alarm
6	774	1,223	4039	403	Maint - Intruder Alarm
6	1,822	-404	4040	403	Maintenance - Elevator
6	75	77	4041	401	Maintenance - Fire Extg Insp
6	51	52	4041	402	Maintenance - Fire Extg Insp
6	134	128	4041	403	Maintenance - Fire Extg Insp
6	565	705	4042	401	Maintenance - Gas Boiler etc
6	187	187	4042	402	Maintenance - Gas Boiler etc
6	604	336	4042	403	Maintenance - Gas Boiler etc
6	250	0	4044	401	Maintenance - Partition Wall
6	250	545	4044	403	Maintenance - Partition Wall
6	101	78	4051	101	Bank Charges
6	1,350	1,250	4057	101	External Audit Fees
6	3,193	2,523	4058	101	Professional Services
6	496	250	4059	101	Internal Audit Fees
6	253	353	4061	401	Legionella Testing
6	223	338	4061	402	Legionella Testing
6	264	393	4061	403	Legionella Testing
6	270	270	4062	403	Air Conditionaing Maintenance
6	161	0	4063	401	Maintenance - Plumbing
6	83	0	4063	402	Maintenance - Plumbing
6	413	140	4063	403	Maintenance - Plumbing
6	180	180	4064	403	Lightning Conductor Works
6	0	510	4065	401	Fire Prevention Sundries
6	600	0	4065	402	Fire Prevention Sundries
6	29	0	4065	403	Fire Prevention Sundries
6	180	165	4066	401	Keyholder Services
6	180	165	4066	402	Keyholder Services
6	180	165	4066	403	Keyholder Services
6	301	109	4067	106	Protective Clothing
6	262	57	4100	101	Chairman's Allowance
6	6,730	7,150	4101	104	Burial Charges
6	275	275	4102	301	Allotment Rent
6	256	0	4120	101	Roffey Hall Equipment
6	339	565	4122	101	Office Equipment
6	4,160	4,585	4155	103	Other Grants and Donations
6	750	796	4200	301	Grass cutting
6	19,350	15,671	4200	302	Grass cutting
6	1,883	0	4250	302	Bus Shelter Repairs
6	6,540	2,573	4251	302	Play Area & M Crts Maint
6	5,994	3,777	4252	302	Open Spaces
6	69	0	4253	302	Litter Warden/Clearance
6	2,188	1,851	4254	302	Community Services - Dog Bins
6	2,505	1,342	4255	302	Street Lighting - Maint/Supply

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	2,375	1,660	4258	302	Multicourts Maintenance
6	43	50	4259	301	Allotment Maintenance
6	180	90	4302	302	Notice Board Maintenance
6	278	0	4305	201	Planning Consultant Fees
6	1,915	0	4500	401	Internal Redecorations
6	1,411	0	4500	402	Internal Redecorations
6	2,000	0	4500	403	Internal Redecorations
6	32,651	16,875	4900	901	Repairs & Renewals Reserve
6	1,750	425	4909	901	Tree Management
6	221	719	4910	901	CLT Working Party
6	619	1,883	4911	901	CIL Expenditure
6	Total other payments	200,539	147,101	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	
7	Balances carried forwrd	439,592	443,928	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	201,785	295,435	201	0	Lloyds Bank Accounts
8	85,000	85,293	202	0	Co-op Community Directplus A/c
8	85,083	85,137	203	0	Nationwide
8	85,000	0	205	0	LLoyds Bank - Fixed Deposit
8	150	150	210	0	Petty Cash
8	Total Cash & Investments	457,018	466,014	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	1,378,730	1,381,841	9	0	Total Fixed Assets
9	Total Fixed Assets	1,378,730	1,381,841	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register	
10	52,884	43,269	10	0	Total Borrowings
10	Total Borrowings	52,884	43,269	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)	

APPENDIX 5



NORTH HORSHAM PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL RETURN ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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

NOTICE

1. Date of announcement:- 6th May 2021

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

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021 these documents will be available on reasonable notice by application to:

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

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

commencing on **7th June 2021**

and ending on **16th July 2021**

Local government electors and their representatives also have:

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

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

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

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
www.moorestephens.co.uk/eastmidlands

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

APPENDIX 6



North Horsham Parish Council

Business Continuity Policy and Plan

Business Continuity Policy Statement

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

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

Scope of the Policy and Plan

This policy and plan is intended to ensure:

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

Responsibilities

North Horsham Parish Council as a corporate body is responsible for the Business Continuity Plan.

In March 2020 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 was agreed. The delegated group would be responsible for initiating actions included in the Business Continuity Plan.

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.

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

The Council will be responsible for ensuring there is adequate training for staff and

ensuring that activities are completed through a monitoring system.

Aim of the Plan

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

Objectives

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

Critical Core Functions of the business

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

Other services that could be affected

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

Emergency Risks to the business

- Pandemic
- Fire.
- Flood.
- Theft/ break in.
- Equipment failure.
- Staff illness (epidemic).
- Loss of a staff member due to sudden or long term illness, incapacity or death.
- Death or Serious injury to member of staff whilst carrying out Council duties.
- Extreme weather.

Risk Analysis

Area V	Risk and mitigation >	Risk Likelihood/ Impact	Mitigation measures.	Further actions
Pandemic		High/ High	The Council must follow government guidance which could mean closing halls and public spaces for a period of time. Introducing social distancing and sanitisation regimes.	
Loss of building due to fire.		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire alarm with frequent tests/ Insurance Fire extinguishers.	
Loss of equipment due to fire, flood, equipment failure or theft		Low/ High	Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Insurance.	
Loss of important documents due to fire, flood or theft.		Low/ Medium	Electronic documents backed up and back up kept off site. Land registry documents etc. can be sourced from national repositories. Most records are scanned or held electronically All recommended key documents are on the Parish Council website.	Continue with a programme of scanning documents to be kept electronically.

<p>Loss of Council computer files due to fire, flood, breakdown or theft.</p>	<p>Low/ Medium</p>	<p>Fire alarm with frequent tests/ intruder alarms/ PAT testing of equipment and visual inspections/ Electronic documents backed up and back up kept off site. Annual fire risk assessment. Periodic electrical testing (every 3 years) Fire extinguishers Professional IT company to give support</p>	
<p>Staff illness.</p>	<p>Low/ High</p>	<p>Employment law to support staff is in place ie 11 hour breaks. Staff welfare is monitored by managers.</p>	
<p>Loss of staff member due to long term illness or resignation</p>	<p>Low/ Medium</p>	<p>See Annex 1</p>	
<p>Death or Serious injury to member of staff whilst carrying out Council duties.</p>	<p>Low/ High</p>	<p>Safe systems of working, equipment is serviced regularly and staff training is undertaken. H&S legislation is observed and enshrined in Policy.</p>	

Should an emergency occur the following checklist should be used.

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

- Start a log of actions taken:
- Liaise with Emergency Services/ follow government guidance
- Identify any damage:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan:

Communication processes

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

Their first priority is to summon the relevant **Emergency Services** if necessary or to ensure that government guidance is being followed.

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

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

Key contacts

Council contacts

Position	Name	Address	Telephone Number
Council Chairman	Cllr Alan Britten	32 Brushwood Road RH12 4PE	01403 272226
Council Vice Chairman	Cllr Sally Wilton	54 Beech Road, RH12 4TU	01403 269126
Chairman of Finance	Cllr Simon Torn	9 Shepherds Way RH12 4LT	07748 332774
Clerk to the Council	Pauline Whitehead	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786
Deputy Clerk to the Council	Vivien Edwards	Roffey Millennium Hall Crawley Road RH12 4DT	01403 750786

Out of Hours Key holder

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

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

Emergency Contacts con't

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

Annex 1

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

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

The following is for guidance only.

Short term ie up to 1 month

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

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

Medium term 1 month to 3 months

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

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

Over 3 months.

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

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

Possible process to follow should a member of staff resign.

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

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

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

Update and review

This Policy and Plan shall be updated as appropriate and reviewed every two years by full Council. The next review will be May 2023.

Adopted 18th June 2019

Reviewed by full Council 5th March 2020

Reviewed by full Council 6th May 2021

Business Impact Analysis - North Horsham Parish Council Response to an Emergency including a timeframe of responses, recovery objectives, a structure for implementation, monitoring and follow up procedures.

TIMELINE		24 hours	Within 7 days	Within 1 month	Within 3 months
Area V	Recovery steps >	Immediate Response and Actions	Management Response	Business Continuity Rebuild Confidence	
Closure due to pandemic		Depending on government or local guidance it may be necessary to close halls and public areas. Staff may need to work from home. Contact may need to be made with hirers to let them know what is happening.	Follow government guidance. Staff may need to work from home and online meetings could be initiated.	Keep informed of government guidance and follow it. Ensure staff have suitable working conditions and equipment. Set up remote meetings.	Keep informed of government guidance and follow it. Ensure staff have suitable working conditions and equipment. Set up remote meetings.
Loss of building due to fire.		Inform the Council, staff and appropriate hirers. Inform the insurance company. Relocate hirers if possible. Relocate Parish Office if appropriate.	Set up temporary office including communication systems if necessary.	Hold a meeting of the full Council remotely. Review the position. Work with the insurance company to rebuild the facility.	Action any recommendations from the review and continue to review progress.
Loss of equipment due to fire, flood, equipment failure or theft		Inform the Council. Inform the insurance company. Report theft to Police. Decide if equipment needs instant replacement.	Purchase new equipment. Ascertain what has been lost.	Report to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of important documents due to fire, flood or theft.		Inform the Council.	Review the position. Put steps in place to recover the documents if possible.	Report incident to full Council. Review position.	Action any recommendations following the review for continuity.
Loss of Council computer files due to fire, flood, breakdown or theft.		Inform the Council. Retrieve the back up files from cloud with help from IT company	Install back-up files on temporary or replacement equipment.	Report incident to Full Council Meeting and review position.	Action any recommendations following the review.
Staff illness.		Inform the Council. Decide on temporary cover strategy.	Existing staff to cover	Provide cover and support whilst staff return to work.	Review the process and action any recommendations.

<p>Loss of staff member due to sudden or long term illness, incapacity or death.</p>	<p>Inform the Council. Decide on temporary cover strategy. See Guidance in Annex 1</p>	<p>Existing staff to cover</p>	<p>Consider whether existing staff can continue to cover, if a locum or temporary staff are required and/ or begin recruitment process</p>	<p>Review position and procedure for continuity.</p>
<p>Death or Serious injury to member of staff whilst carrying out Council duties.</p>	<p>Inform the Council. Inform the insurance company. Inform HSE.</p>	<p>Decide on temporary cover strategy. Investigate how the injury/ death occurred to respond to HSE.</p>	<p>Provide temporary cover then recruitment. Review position and procedure for continuity. Provide support to existing staff.</p>	<p>Provide support to existing clerk if/when they return to work or to the new clerk.</p>

APPENDIX 7

North Horsham Parish Council Meeting 6th May 2021

Correspondence List 1 from 5th March 2021 to 6th May 2021.

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"> • News Bulletins from West Sussex County Council • Household Waste Recycling Sites - Pilot Booking System. • Horsham Enterprise Park: business economy boost as development partner is appointed. • Symptom-free Covid-19 community testing now available in West Sussex. • Public Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date: 25/03/2021 • A24 Worthing to Horsham Corridor Feasibility Study Stakeholder Webinar Summary Report • Spring into action with exciting activities for kids at West Sussex Libraries this Easter • £3 million boost for council tax reduction schemes • Early Warning Parsonage Road, Horsham - Start Date 11/07/2021. • Residents urged to register now to vote in May. • Emergency Temporary Traffic Regulation Order - Forest Road, Colgate - Start date: 24/03/2021. • Update for Armed Forces Covenant Champions. • WSCC Post-16 Transport Policy Statement Consultation. • Highways, Transport and Planning - Members Update. • West Sussex recycles: Book to Recycle trial underway, and tips on composting. • New property development initiative created for West Sussex. • West Sussex Transport Plan Review Survey, Autumn 2020 - Feedback Summary • Public Notice Horsham Bypass, Horsham - Start Date 09/04/202. • Soft Sand Review of the Joint Minerals Local Plan – Adoption. • West Sussex Libraries reopen for browsing next week. • COVID 19 testing; Home Testing Kits Now Available (Press Release 9th April). • Media Statement on the death of HRH Prince Philip, Duke of Edinburgh, issued by the Lord Lieutenant. • Guidance on protocol following the death of HRH Prince Philip, Duke of Edinburgh. • Ash Dieback: essential tree felling works scheduled. • Nearly 300 candidates announced for West Sussex County Council elections. • Warning after rise in deliberate fires. • Road Closure Public Notice - Parsonage Road Horsham - Start Date: 16 May 2021.
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	<ul style="list-style-type: none"> • New Director of Public Health gives COVID-19 Vaccine Reminder for World Immunisation Week
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> • News updates. • Development Management (planning) service update from HDC • Information on Vegetation Clearance Works A264 • Early Warning TTRO Parsonage Road, Horsham - Start Date 13/07/2021. • Council Matters: Climate Change - Special Issue No.3 • Sussex Crisis Fund Phase Three
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive bulletins. • NALC Cyber security guide has been launched. • NALC online event. How to get young people involved in local (parish and town) councils – 26th May 2021. • NALC online event – Community businesses – 29th April 2021. • NALC online event - Where has the planning power gone? 28th July 2021 • NALC guides and website log in details • NALC online event – Reopening and reimagining your community buildings – 23rd June 2021.
4.	<u>Horsham ALC</u> <ul style="list-style-type: none"> • Notification of AGM on 29th April 2021. • E-mail requesting that the AGM be brought forward from the Chairman of Henfield Parish Council. • Agenda and Minutes of a Special Meeting held on 8th April 2021.
5.	<u>West Sussex Association of Local Councils</u> Recording of briefing for Chairmen of the councils in West Sussex 9 th March 2021. Newsletter March 2021. Service provision from Mark Mulberry Ltd. from 1 st April 2021. National free webinar - crisis communications Draft minutes from meeting on 11 th March 2021. Independent Member Vacancy - Sussex Police and Crime Panel – 5 year post. Election Volunteers Needed. Consultation - DCMS Rural Broadband Consultation
6.	<u>Sussex Police/ Neighbourhood Watch</u> <ul style="list-style-type: none"> • More Information About The Census 2021 • A Reminder - Have Your Say - Survey on Dog Thefts. • Roffey Area Vehicle Break Ins 24/03/2021. • Worried About Getting Hacked? • Neighbourhood Watch Launches Protect Your Car Campaign 31/03/2021 • Police Crime Commissioner Office focus group – 27th May 10am. • Scams Awareness Useful Information and Resources 14/04/2021 • Catalytic Converter Theft and Free Offer 19/04/2021 • Please Help Us To Improve The System – Survey - 20/04/2021 • Rural Crime Team Update - March • 150 Offences Detected During Weekend Road Safety Operation 22/04/2021. • Police Forces Unite To Crack Down on Knife Crime 26/04/2021
7	<u>Resident correspondence.</u> HDC removes rights of community to make statements at Council/Cabinet. Broken fencing at Earles Meadow – not on parish council land.

	<p>Concern re forest school site at Earles Meadow.</p> <p>Concern re tree growth in sewer in stream at rear of Skylark House – not parish council land.</p> <p>Enquiry regarding support for safety enhancements outside the Robert Southwell School.</p> <p>Enquiry as to ownership of land off Crawley Road which is restricting access by owner.</p> <p>Concern regarding reinstatement of Lemmington Way road sign after construction work. This matter has now been resolved.</p> <p>Questionnaire regarding the subjectivity of design submitted by an Oxford Brookes undergraduate.</p> <p>Littering in Earles Meadow – passed to PCSP Karen Denness.</p>
8.	<p><u>No Incinerator 4 Horsham</u> News 7.3.21</p>
9.	<p><u>Sussex NHS Commissioners</u> West Sussex NHS COVID Information Updates on progress of vaccination programme and additional information on the Oxford Astra Zeneca vaccine. Side effects tool kit.</p>
10.	<p><u>Ministry of Housing, Communities and Local Government</u> Local Government Bulletin 8 March Census - Newsletter for Local Authority Partners Issue 20</p>
11	<p><u>Legal and General</u></p> <ul style="list-style-type: none"> • Vegetation Clearance Works A264 (various emails) • Land North of Horsham - Community Update • Land North of Horsham – Stakeholder Update
12.	<p><u>Horsham Older People's Forum</u> Rookwood – notification of 2 public online meetings, each with up to 100 spaces. The first, 10am – 12noon on Thursday 25th March mainly aimed at older people living in the Horsham District and the second 7pm – 9pm Thursday 8th April mainly aimed at residents living in the 3 unparished areas of Horsham town represented by Horsham Denne, Horsham Forest and Horsham Trafalgar Neighbourhood Councils.</p>
13.	<p><u>Gatwick Airport</u> In Touch Newsletter Edition 2</p>
14.	<p><u>Friends of Horsham Park.</u> Appreciating parks and invitation to the Rookwood debate. Thursday 25 March at 10am-12 noon and Thursday 8 April at 7-9pm</p>
15.	<p><u>Horsham Town Community Partnership</u> The annual Riverside Walk starts at 10.0 am on Saturday 11th September 2021.</p>
16.	<p><u>Census 2021</u> Information and updates.</p>
17.	<p><u>BritaniaCrest</u> Community Liaison Group (CLG) Meeting notes 31.3.2021</p>
18.	<p><u>Mark Mulberry Ltd Training</u> Training opportunities as part of WSALC.</p>
19.	<p><u>Legal and General</u> A264 Works Update</p>

Appendix 8

North Horsham Parish Council Meeting 6th May 2021

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2.	<u>Horsham District Council</u> <ul style="list-style-type: none">• News updates.• Public Notice Old Holbrook, Horsham - Start Date 20/05/2021
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none">• Chief Executive bulletins.• Online event on reopening and reimagining your community buildings, taking place on 23 June 2021.
4.	<u>Sussex Police/ Neighbourhood Watch</u> <ul style="list-style-type: none">• Avoid Falling Victim To Travel Fraud 02/05/2021• Sussex Police Street Briefing - Horsham Park Saturday 08 May
5.	<u>CAGNE</u> Series of environmental talks about issues that could affect the area around Gatwick Airport in the future.
6.	<u>West Sussex Health Network</u> newsletter May 2021