

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING - THURSDAY 13th JANUARY 2022 AT 7.30pm**

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

1. Public Forum.

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

2. Apologies for Absence.

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

Due to the uncertain outlook over the next few months due to COVID, it is recommended that Council agrees to approve all absences at this meeting, therefore resetting the 6-month clock (LGA 1972 s85 refers) and ensuring that all Councillors are able to send their apologies, if necessary, over the coming months without the risk of falling foul of the 6-month rule.

Decision : To resolve to approve apologies for absence due to the ongoing COVID situation

4. Declarations of Interest.

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

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

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

5. Decisions made by delegated power since 4th November 2021 for ratification.

Due to the impact of the Omicron COVID variant and the resulting measures introduced by Government, it was decided to cancel the Planning, Environment and Transport Committee Meeting scheduled for 16th December with comments collected via email and the response submitted in accordance with the previously agreed scheme of delegation. The responses submitted will be ratified at the next Committee Meeting.

As the future is uncertain due to COVID, it would seem sensible to plan for the worst-case scenario which could entail difficulties with meeting in person, as it seems increasingly unlikely that the Government will be reintroducing legislation to permit virtual meetings. Members will recall that at the start of the pandemic the Council agreed that, where necessary, decisions could be delegated to the Chairman and Vice Chairman of the Council, the Chairman of the Finance and Administration Committee and the Clerk. In addition, nominated substitutes were the Chairman of the Planning, Environment and Transport Committee, Chairman of the Property Committee and Deputy Clerk (Min. FC/480/20 Council Meeting 2nd July 2020 refers). It is therefore recommended that Council reaffirms this scheme of delegation for any decisions in the event that quorate meetings cannot be held.

Decision : To resolve to approve the Scheme of Delegation as detailed above.

7. Reports from Representatives on Outside Bodies

A Report has been received from Cllr. Searle regarding the Horsham Town Community Partnership and is attached as **Appendix 1**.

8. Chairman’s Announcements.

It should be noted that an initial meeting of the Queen’s Green Canopy Working Party was due to be held online on Tuesday 14th December. However, due to the target of offering all adults a booster vaccine before the end of the year, enquiries to the office via telephone and in person increased markedly and therefore it was necessary to postpone this meeting until the New Year.

9. Financial Matters

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

Period 1st April 2021 to 31st December 2021

Funding at 31st December 2021

Precept (full year)	338,600
Environmental Grant (full year).	10,356
Community Infrastructure Levy (CIL) Payment	26,163
Total	375,119

Income to 31st December 2021

Cost Centre	Actual income	Annual Budget	Estimated income to 31st December 2021*
Admin	29	100	75
Allotments**	948	875	875
North Heath Hall	37,197	50,000	37,500
Holbrook Tythe Barn	16,428	30,000	22,500
Multi Court Lettings	13,343	20,000	15,000
Roffey Millennium Hall	37,140	60,000	45,000
Total	105,085	160,975	120,950

Expenditure to 31st December 2021

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31st December 2021*
Admin***	34,706	50,120	39,965
Grants	5,780	10,000	7,500
Burial	5,596	6,750	5,063
Personnel	202,236	315,450	236,588
Planning, Env, Trans	0	2,250	1,688
Allotments	623	1,575	1,181
Amenity, Recs and Open Spaces	28,000	52,995	39,746
North Heath Hall	11,450	28,421	21,316
Holbrook Tythe Barn	10,470	22,196	16,647
Roffey Millennium Hall	17,077	37,888	28,416
Total	315,938	527,645	398,109
Net expenditure	-210,853	-366,670	-277,159

*Total cost centre budget for 2021/22 divided by 9/12ths.

**Allotment invoices are sent out annually. The full income is expected by the end of April.

***includes insurance estimate of £9,500 paid in one instalment.

The list of payments for October, November and December are attached to this report in **Appendix 2**.

Income

Income continues to remain lower than that which would be expected for this time of the year, with a difference of £15,865. The gap between anticipated and actual income has continued to decrease slightly from 16% of expected income at the end of November to 13% at the end of November.

Expenditure

Significant savings have been made on staff costs, general maintenance and Open spaces. All necessary health and safety work is being carried out and ongoing necessary inspections and servicing is continuing but it should be noted that restricting works to only those necessary under Health & Safety is unsustainable and should be seen as a temporary measure with continuance possibly leading to higher costs in the longer term if repairs are put off until they reach the Health & Safety threshold.

The gap between actual and anticipated expenditure, has increased slightly - from a gap of 20% of anticipated expenditure at the end of month 8, to 21% at the end of month 9.

Reserves

On 31st December 2021 the remaining funds including General Reserves stood at £350,007 and there were additional Ear Marked Reserves of £248,895.

Summary

As mentioned above, there is £15,865 less income than budgeted for in the year to date but this is offset by £82,171 less expenditure. The overall position is that expenditure after income is about £66,306 less than anticipated at this time of the financial year. There are adequate reserves to cover 6 months running costs.

Decision: To note the Financial Report to 31st December 2021 and the Payment Lists for October, November and December 2021.

10. Youth Provision in Horsham

The Parish Council has been approached by HDC on behalf of the three Neighbourhood Councils to enquire whether the Council would be willing to contribute a sum of £10,000 towards the costs of the youth engagement work being undertaken in the Town by 4TheYouth. The matter is being presented to this Committee to consider the financial implications prior to the matter being brought before Council in January to agree whether any contribution should be made.

Further information is attached for Members' consideration as **Appendix 3**. In addition, recent reports from the youth engagement provider will be circulated by email.

It should be noted that the Budget and Precept Calculations to follow do not include any funding in this regard.

The matter was considered by the Finance and Administration Committee Meeting on 9th December (Min. FC/475/21 refers) for which it was noted in the Clerk's report that should the Council wish to make the contribution of £10,000, this would be in addition to the Budget and resulting Precept due to be considered, and would result in an additional cost per Band D household of £1.14 Per annum, **over and above** any increase to be determined under the next Agenda item.

Following discussion, the Committee agreed to recommend to Council that should Members agree to support this initiative, a contribution of £5,000 be made in the 2022/23 financial year, funded by the Roffey Youth Club Earmarked Reserves and then, on receipt of further information about users and the extension of services into North Horsham, further consideration be given to a multi-year funding agreement from 2023/24.

Decision: To agree any level of contribution towards the costs of youth engagement work in the Town.

11. Forecast for Year Ending 31st March 2022, Budget and Precept requirement for Year Ending 31st March 2023

Restrictions on voting under Section 106 of the Local Government Finance Act 1992

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it should be noted that where a member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of next year's Council Tax (though they may remain in the meeting and may speak).

At the Finance and Administration Committee Meeting held on 9th December, Members considered the Forecast for the year ending 31st March 2022 together with the Budget and Precept requirement for the year ending 31st March 2023 and made the following recommendation to Council (Min. FA/475/21 refers) :

- The Forecast 2021/22 and draft Budget 2022/23 based on the second version drafted following the review by the Committee's Chairman.
- A Precept requirement for 2022/23 of £349,011 equivalent to a Household charge for a Band D property of £39.86, an increase of 2% on the 2021/22 per house charge.

Members are now invited to consider these recommendations (Forecast/Budget summary and Precept calculations attached as **Appendix 4** with additional supporting documents to be emailed) and determine the following.

Decisions:

- To Agree the Forecast for year ending 31st March 2022**
- To Agree the Budget for year ending 31st March 2023**
- To Agree the Precept requirement of £349,011 for the year ending 31st March 2023**

12. Councillor Vacancy

As advised prior to Christmas, due to non-attendance for a period of 6 months, Cllr. Cockerill has vacated his seat in Roffey North Ward. The Monitoring Officer at HDC has been notified and the necessary Notices displayed with a deadline of Thursday 23rd December for an election to be called. There has been no confirmation received that an election has been sought and therefore the Council is free to Co-opt to fill the vacancy. Publicity will be undertaken to promote both this and the existing vacancy in Compton Ward.

Cllr Cockerill was appointed to the following Committees/appointments :-

- Finance and Administration Committee
- Internal Control Working Party
- WSALC (additional appointed non-voting)
- HALC (additional appointed non-voting)

Members therefore need to consider any appointments to fill these vacancies.

Decision: To agree any appointments arising from the vacancy

13. Policies

Members are asked to receive the following policies, attached as **Appendix 5**), with any proposed amendments highlighted in red:

- a) Dog Bin Policy as recommended by the Planning, Environment and Transport

Committee Meeting 28th October 2021 (Min. PET/969/21 refers)

- b) Employer Discretions Policy as recommended by the Finance and Policy Committee Meeting 9th December 2021 (Min. FA/482/21 refers)
- c) Safeguarding Policy
- d) Website Accessibility Statement
- e) Statement of Intent as to Community Engagement

Decision : To approve the Policies and Statements as listed

14. Community Infrastructure (CIL)

The Notes from the recent CIL Working Party are attached as **Appendix 6**. As can be read, there were no decision for recommendation, but further enquiries and investigations are underway with a report back to the next meeting of the Working Party.

Decision: To note the Notes of the CIL Working Party Meeting on 23rd November 2021.

15. Internal Audit Report 2021/22 (Interim)

Members are invited to receive the Interim report prepared by Mulberry and Co, attached as **Appendix 7**, following the Internal Audit conducted online on Thursday 16th December. As Members will read there are no areas of concern although the comments regarding the use of personal email addresses and the current level of Fidelity insurance should be noted.

Decision: To note the Internal Audit Report 2021/22 (Interim)

16. Correspondence

See **Appendix 8** with the second list emailed separately.

Decision: To receive correspondence lists from 4th November 2021 to 13th January 2022 including to agree whether a letter should be sent to Jeremy Quin MP in support of legislation to permit virtual Council Meetings.

Appendix 1

North Horsham Parish Council Meeting 13th January 2022

Outside Parties Report

Horsham Town Community Partnership Report

Riverside Walk Improvements

Improvements have come to a halt until such times as HDC releases more funds which is unlikely in the immediate future as there are more pressing issues to be addressed. Good news is the walk continues to be very popular with local residents and visitors to the town. Our website has been receiving lots of hits looking for information and a map of the walk.

Mobility Scooter Skills and Safety Sessions

We currently have no plans to reinstate these sessions until there is a considerable reduction in the spread of the new variant. Several local residents have asked when we will start again and are keen to enroll.

Integrated Bus Map



HP integrated bus map has now been displayed in notice cases at Horsham Railway Station and Carfax. I met with Bob Lanzer Chairman of WSCC Health and Wellbeing Committee, Rowena Tyler Community Development Officer and Lewis Jackson Metro Bus to view the map and see how it could be developed further.

Members may like to view the map on HTCP Website. We have had a number of hits to view the map.

Welcome Back Fund

HTCP supported HDC with entertainment in the town during the run up to Christmas which was appreciated by those out doing their Christmas shopping

Re-wilding Horsham Town

HDC appointed a consultant "Creative Waves" to work with HTCP to put together a proposal. I met Nadia Chalk from Creative Waves and discussed a number of ideas to promote re-wilding, increase the footfall in the town and work with other community groups. It was decided to organise a Bug Hunt and display pictures of bugs in existing frames around the town.

The Bug Hunt will consist of displaying pictures of bugs in 20 shop windows for children to find and identify and displaying pictures in existing frames located in the Carfax, Bishopric, and Museum Garden. Workshops have been arranged with Bohunt School and The Butterfly Project to produce the pictures. Provided the project is not affected by Covid it is planned for the event to be launched at February 2022 half term.

Project Plan and costs has been submitted to HDC for approval and it is hoped we can make a start on the development of the project in early January. Costs will be paid directly to suppliers by HDC.

Annual Riverside Walk

Thanks to NHPC and the Neighbourhood Councils for their sponsorship the Annual Riverside Walk again took place this year and was a great success. 350 took part starting and finishing at New House Farm. This year we sponsored the Parkinson Society and raised in the region of £3000. We received a number of



emails thanking us for organising the event and how much they enjoyed the walk discovering lots of places along the route they did not know existed. Leader of HDC David Skipp and Jeremy Quin MP both attended the start. David Skipp completed the 13-mile walk.

The HTCP Team that organised the annual riverside walk have decided after 7 years to stand down and let a younger group of volunteers take over the event. Horsham District Scouts have always supported the event and have decided that they will take over the event. HTCP wished them well and hope the event will continue under their leadership for many years.

Queen's Green Canopy

To celebrate the Queen's Platinum Jubilee HTCP are considering joining the initiative to plant trees along the Riverside Walk to form the Queen's Green Canopy. This will be discussed at our meeting on 12th January 2022.

Biffa Brookhurst Wood Local Liaison Group

Phase One of the approved restoration scheme has been completed with 41,309t of restoration soils laid since April 2021. Seeding was carried out in early September and 2.6 hectares of butterfly restoration. The area will be protected with stock fencing to allow the flowers to establish and stop people driving on it. Biffa Bees has returned, a family of grass snakes are now living on site, and bat boxes are fully populated. Lots of wildlife appearing on site which is good for everyone.

Leachate Plant is currently treating and discharging circa 57m³ per day. The treatment plant is undergoing some essential maintenance works. The big tank is undergoing maintenance to make it last longer. Still compliant across site.

Aggregate Recycling Treatment Facility plant is currently producing 15t/hour of sand and aggregate which have now been approved and allows the recycled product to be sold to the open market. Sand sold to market 1,115.52t. The sand has gone into the production of concrete blocks.

Developments currently being considered are production and storage of hydrogen fuel. Application has been submitted and further information requested. This is now complete and Biffa are preparing to submit.

Biffa are still assessing the feasibility of the proposed solar project, and a decision about whether to proceed with an application has not yet been made.

The Mechanical Biological Treatment plant received 40,657.81t of MSW (Black Bag) and 6,640.62t HWRC (Tips) from 27th March to 27th July 2020. Achieved a reduction of 31.11% of RDF to landfill and a diversion of 11,856 RDF in bales were despatched abroad through the contract with Britaniacrest & Seneca. 5,038.03t of process heavies were sent to plants around Kent and South London.

Britaniacrest Recycling and 3R's Development Local Liaison Group

Very little to report regarding the recycling operation apart from vehicle movements and the ongoing issue with litter spilling from vehicles.

Concern was expressed regarding the future Chairman of the Local Liaison Group and 3R's Facility. It was decided that a new Chairman should be appointed immediately for both the Recycling and 3R's Facility. WSCC and HDC Councillor Andrew Baldwin volunteered to undertake this role and was duly elected by the group. The existing Terms of Reference needs to be revisited and amended and this is currently under discussion.

The total cost to build and commission the 3Rs Facility is around £200 million and Britaniacrest Recycling has been in discussions with interested parties on an exclusive basis regarding its development and financing. Negotiations back in August did not reach fruition and the Company has now entered discussions with another company. Britaniacrest advised that these negotiations are still ongoing. Nothing should be read into this change, which was due to purely commercial considerations - which are quite complex on a project such as this.

Following closure on 2nd August 2021 of the public consultation by the Environment Agency (EA) on the Environmental Permit application, Britaniacrest received a number of questions from the EA under a procedure known as "Schedule 5". This is a formal system that gives the recipient a fixed time to respond. Britaniacrest has responded back to the EA on all questions.

Further progress has been made on Planning Conditions Nos. 3 (Ecology) and 26 (Travel Plan) and reports will be submitted to WSCC. It is also hoped to close out Condition No 13 (Archaeology).

There are no changes proposed to the planning permission at this point in time.

Wienerberger Brickworks Local Liaison Group

Alterations of the area of clay excavation has caused a number of complaints from local residents regarding the use of noisy excavation plant and the start and finishing times. Wienerberger will investigate planting a barrier of trees to reduce the noise.

A new eco brick is being developed by Wienerberger which is much thinner (65mm) than the traditional brick (110mm). This will give either more space for increased insulation of a larger living space.

Other than the general maintenance and operation of the plant and refurbishment of offices and staff facilities nothing else to report.

Appendix 2

Lloyds Bank Accounts

List of Payments made between 01/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2021	Lloyds Credit Card	BACS	147.95		Repairs & Maint.
01/10/2021	Horsham Publications Ltd	01OCT21-01	76.20		Advertisement - Newsletter
01/10/2021	Horsham District Council	01OCT21-02	172.20		Dog Bins Refuse
01/10/2021	Horsham District Council	01OCT21-03	207.00		Rates - NHH
01/10/2021	Horsham District Council	01OCT21-04	215.00		Rates - HTB
01/10/2021	British Gas Business	01OCT21-05	246.19		Elect.-14-08 to 13-09-21
01/10/2021	Horsham District Council	01OCT21-06	295.00		Rates - RMH
06/10/2021	Bryant Fixings Ltd.,	011021-01	37.25		General Maint
06/10/2021	Golding Larch Contracting Ltd	011021-02	2,012.40		EMR - Fence Replacement
06/10/2021	H Griffiths	011021-03	27.00		Travel Expense
06/10/2021	Horsham Association of Local C	011021-06	15.00		Subscription - 04/21 to31/4/22
06/10/2021	HR Servies Partnership	011021-05	438.00		Professional services
06/10/2021	Pitney Bowes Finance Ltd.	011021-04	175.04		Postages
06/10/2021	Society of Local Council Clerk	011021-07	317.00		Membershp Fees
06/10/2021	SSP Specialised Sports Product	011021-08	498.00		Multi Court maint
06/10/2021	West Sussex County Council	011021-09	20,047.69		Salaries -Sep 2021
08/10/2021	Glasdon Uk Ltd	081021-01	1,731.46		EMR - Lock fixing
11/10/2021	Llyods Credit Card	BACS	46.47		Misc Exp - Coffee & Teas
11/10/2021	Grasstex Ltd	111021-01	3,455.09		Grass Cutting Open Space
11/10/2021	City Electrical Factors Ltd	111021-02	64.44		Electrical Repairs
11/10/2021	Kiddivouchers	111021-03	259.03		Childcare voucher
11/10/2021	D. Lees	111021-04	40.50		Travel Expense
11/10/2021	NETCOM	111021-05	233.72		IT Support
11/10/2021	Servcom Services UK Ltd.,	111021-06	330.00		Building Maintenance
11/10/2021	Turner Security Systems Ltd.	111021-07	72.00		Alarm Maintenance
12/10/2021	N. Simmonds,	121021-01	360.00		Elect Repairs
15/10/2021	SOS Systems	151021-01	51.65		Printing & Stationery
19/10/2021	Information Commissioner's Off	191021-01	55.00		Data Protection Fees
19/10/2021	Horsham District Council	191021-02	82.00		Refuse Collection
19/10/2021	Horsham District Council	191021-03	82.00		Refuse Collection
19/10/2021	Horsham District Council	191021-04	131.20		Refuse Collection
19/10/2021	Scottish Water Business Stream	191021-05	230.78		Water
19/10/2021	British Gas Business	191021-06	622.53		Elect - 01/09 to 30/09/2021
20/10/2021	Lloyds Credit Card	BACS	78.95		Repair Maintenance -Open Space
20/10/2021	British Gas Business	201021-01	111.58		Gas - 02/09 to 01/10/2021
20/10/2021	Air Conditioning Direct Suppli	201021-02	324.00		Maintenance Services
20/10/2021	Action in Rural Sussex	201021-03	144.00		Subscription - VH Advisory Ser
20/10/2021	Enterprise Services Group Ltd	201021-04	66.17		Hygiene Services
20/10/2021	Essential Hygiene & Catering S	201021-05	424.74		Cleaning Materials
20/10/2021	Grigg & Co	201021-06	345.00		Repair Maintenance
20/10/2021	R McCartney,	201021-07	71.10		Travel Expense
20/10/2021	Pitney Bowes Finance Ltd.	201021-08	10.56		Postage
20/10/2021	Mr Alan Randall	201021-09	111.60		Travel Exp
20/10/2021	T C Maintenance	201021-10	285.00		Open Space
20/10/2021	Sally / Roger Wilton Associate	201021-11	117.89		Chairmans allowance
20/10/2021	Streetlights	201021-12	623.62		Street lights
20/10/2021	Streetmaster Products	201021-13	1,219.80		EMR - CiL Reserves - 2019/20

LLOYDS Bank Accounts

List of Payments made between 01/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/10/2021	Incor Group Management Ltd	211021-01	360.00		Window Cleaning
22/10/2021	EDF Energy Ltd	221021-01	94.34		Elect- 01/09 to 30/09/2021
22/10/2021	British Gas Business	221021-02	255.70		Elect - 01/09 to 30/09/2021
25/10/2021	Grant-Home Start Crawley & Hor	BACS	1,100.00		Grant-Home Start Crawley & Hor
25/10/2021	Scottish Water Business Stream	251021-01	170.64		Water 26/07 to 07/10/21
28/10/2021	BT Payment Services Ltd	9046	1,029.72		Telephone bill
Total Payments			<u>39,719.20</u>		

Lloyds Bank Accounts

List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2021	Lloyds Credit Card	BACS	323.23		Misc Expenses
01/11/2021	Scottish Water Business Stream	011121-01	44.06		Water09/07 to 14/10/21
01/11/2021	Horsham Publications Ltd	011121-02	76.20		Newsletter
01/11/2021	Horsham District Council	011121-03	172.20		Dog Bin Refuse
01/11/2021	Horsham District Council	011121-04	207.00		Rates - Sep 2021
01/11/2021	Horsham District Council	011121-05	215.00		Rates - Sep 2021
01/11/2021	Horsham District Council	011121-06	295.00		Rates - Sep 2021
02/11/2021	British Gas Business	021121-01	380.78		Elect- 18/08 to 28/09/21
05/11/2021	British Gas Business	051121-01	78.74		Gas - 29/09 to 18/10/2021
05/11/2021	British Gas Business	051121-02	95.74		Gas - 29/09 to 18/10/21
11/11/2021	RBS Software Solutions	111121-01	355.20		Professional Services
11/11/2021	V Edwards	111121-02	89.42		Refreshment for Pauline Leavin
11/11/2021	Pitney Bowes Finance Ltd.	111121-03	205.00		Postages
11/11/2021	West Sussex County Council	111121-04	29,085.42		Salaries - Oct 2021
11/11/2021	Horsham District Council	111121-05	1,865.18		Burial Arrangemnet Roffey Ceme
11/11/2021	Bognor Regis Town Council	111121-06	239.19		Subscption
11/11/2021	NETCOM	111121-07	234.54		IT Support - Nov 21
11/11/2021	RBS Software Solutions	111121-08	807.60		Accounts Support
15/11/2021	Grasstex Ltd	151121-01	2,170.45		Grass Cutting Open Space
15/11/2021	Kiddivouchers	151121-02	259.03		Childcare voucher
15/11/2021	D. Lees	151121-03	39.60		Travel Exp
15/11/2021	Servcom Services UK Ltd.,	151121-04	260.07		Heating Radiator Repairs
15/11/2021	N. Simmonds,	151121-05	165.00		Light Testing
15/11/2021	M Stoner,	151121-06	73.80		Travel Exp
15/11/2021	Trafalgar Cleaning Equipment L	151121-07	203.94		Cleaning
15/11/2021	SOS Systems	151121-01	208.56		Lease Contract - Photocope mac
16/11/2021	Horsham District Council	161121-01	65.60		Refuse Collection
16/11/2021	Horsham District Council	161121-02	65.60		Refuse Collection
16/11/2021	Horsham District Council	161121-03	131.20		Refuse Collection
17/11/2021	British Gas Business	171121-01	885.78		Elect - 01-10 to 31-10-21
18/11/2021	British Gas Business	181121-01	235.48		Gas - 02-10 to 01-11-2021
22/11/2021	EDF Energy Ltd	221121-01	94.82		Street Lights
22/11/2021	British Gas Business	221121-02	265.87		Elect - 01-10 to 31-10-21
23/11/2021	Lloyds Credit Card	BACS	280.24		Misc Expenses
23/11/2021	North Horsham Community Land T	BACS	2,000.00		North Horsham Community Land T
25/11/2021	The Royal British Legion	251121-01	20.00		Wreath - Poppy Appeal
25/11/2021	Enterprise Services Group Ltd	251121-02	66.17		Hygiene Services
25/11/2021	Essential Hygiene & Catering S	251121-03	57.11		Cleaning Materials
25/11/2021	Incor Group Management Ltd	251121-04	426.00		Window Cleaning
25/11/2021	Servcom Services UK Ltd.,	251121-05	446.24		Radiators Cleaning
25/11/2021	SOS Systems	251121-06	58.46		Printing
25/11/2021	T C Maintenance	251121-07	988.16		Building Repairs & Maintenance
25/11/2021	Turner Security Systems Ltd.	251121-08	563.98		Intruder Alarm - RMH
30/11/2021	Lloyds Credit Card	BACS	35.89		Cleaning & Maintenance
Total Payments			44,836.55		

LLOYDS Bank Accounts

List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	Horsham Publications Ltd	011221-01	76.20		Newsletter
01/12/2021	Horsham District Council	011221-02	172.20		Dog Bins Collections
01/12/2021	Horsham District Council	011221-03	207.00		Rates - Dec 21
01/12/2021	Horsham District Council	011221-04	215.00		Rates - Dec 21
01/12/2021	Horsham District Council	011221-05	295.00		Rates - Dec 21
03/12/2021	British Gas Business	031221-01	473.23		Elect - 01-10 to 13-11-2021
07/12/2021	British Gas Business	071221-01	90.65		Gas- 19/10 to 18/11/2021
07/12/2021	British Gas Business	071221-02	292.57		Gas - 19/10 to 18/11/2021
07/12/2021	Cain Markings Ltd	071221-03	744.00		Multi Court Maintenance
07/12/2021	City Electrical Factors Ltd	071221-04	137.76		Electric Repairs
07/12/2021	Essential Hygiene & Catering S	071221-05	691.60		Cleaning Materials
07/12/2021	Forest View Tree Surgery,	071221-06	120.00		Tree Surgery - Earls Meadow
07/12/2021	Grasstex Ltd	071221-07	1,873.62		Grass Cutting
07/12/2021	Kiddivouchers	071221-08	259.03		Childcare Vouchers
07/12/2021	D. Lees	071221-09	31.50		Travel Exp
07/12/2021	Pear Technology Ltd	071221-10	270.00		Professional Services
07/12/2021	NETCOM	071221-11	235.06		IT Support
07/12/2021	Pro-Servicing Ltd	071221-12	807.00		Partition Wall Maintenance
07/12/2021	RBS Software Solutions	071221-13	70.80		Professional Services
07/12/2021	N. Simmonds,	071221-14	382.00		Key Holder
07/12/2021	Viking Direct	071221-15	177.24		Stationery
13/12/2021	LLoyds Credit Card	BACS	148.40		Subs & Office Keys
17/12/2021	British Gas Business	171221-01	1,033.96		Elect - 01/11 to 30/11/20321
20/12/2021	Horsham District Council	201221-01	65.60		Refuse Collection
20/12/2021	Horsham District Council	201221-02	65.60		Refuse Collection
20/12/2021	Horsham District Council	201221-03	164.00		Refuse Collection
20/12/2021	British Gas Business	201221-047	591.07		Gas - 02/11 to 01/12/2021
20/12/2021	West Sussex County Council	201221-05	25,149.60		Salaries - Nov 21
21/12/2021	Mr Alan Randall	211221-01	176.40		Travel Expense- Dec 2021
21/12/2021	City Electrical Factors Ltd	211221-02	131.88		Electrical Repairs
21/12/2021	Chalvington Group	211221-03	288.00		General Maint
21/12/2021	Essential Hygiene & Catering S	211221-04	66.17		Hygiene Services - Dec 21
21/12/2021	H Griffiths	211221-05	36.00		Travel Exp
21/12/2021	Leadbeater locks	211221-06	43.28		General Maintenance
21/12/2021	Servcom Services UK Ltd.,	211221-07	833.68		Boiler Repairs
21/12/2021	SOS Systems	211221-08	71.45		Printing & Stationery
22/12/2021	EDF Energy Ltd	221221-01	94.34		Street Lights
22/12/2021	British Gas Business	221221-02	302.90		Elect - 01/11 to 30/11/2021
23/12/2021	Scottish Water Business Stream	231221-01	185.99		Water 08/09 to 07/12/2021
24/12/2021	BT Payment Services Ltd	241221-01	1,530.65		Telephone Bill
24/12/2021	Mulberry & Co	241221-02	198.00		Professional Services
24/12/2021	N. Simmonds,	241221-03	115.00		Electrical Repairs
31/12/2021	Horsham Publications Ltd	311221-01	76.20		Advertiment - Newsletter

Total Payments	38,989.63
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Appendix 3

Potential Contribution to Youth Provision

The following information has been provided by the Community Services Manager at HDC :-

A number of years ago NHPC used to contribute a sum of money towards the provision of youth services in the town and associated areas. I believe this arrangement finished in approximately C2015.

The Neighbourhood Councils have continued to provide funding and we are just going out to tender as part of a procurement process to renew this and secure provision for youth services for another 5 years (3 +1 +1).

As part of this process the question was raised about approaching NHPC to see if there was the possibility of a contribution from them as many young people from the parish will access and participate in the services provided.

As you are probably aware like most sections of the community young people have been effected by Covid with, amongst other things, a sharp increase in mental health issues which has led to Horsham being identified as a suicide cluster area for young people. A multi-agency response is currently in operation to support schools and those identified as most at risk however additional activities and support will be needed within community setting to assist those young people with low level mental health needs to stay well and healthy. This will be best placed within the usual youth provision mechanisms with support from HDC but we still expect increased demand and a strain on capacity for several years to come so all youth service provision is a major priority for us and our communities.

In terms of timescales we have to complete the tendering and procurement process our end asap so that an agreement is in place for the start of the next financial year in April. The tender has also been structured to reflect that it will be the 3 neighbourhood councils procuring services and for practicality that will probably have to stay the same otherwise we will fall outside of our timescale. If NHPC were mindful to contribute we would probably look at an agreement/grant for the first year and then look to alter the tender agreement for the remaining time.

Level of funding sought would be in the region of £10k per year. This is based on the fact that each of the NC's contribute that per year rather than basing it on population etc.

Also as note HDC have been proactive in securing additional money to support young people around the mental health agenda etc and although this is purposely targeted at low level need it will be based around general activity and intervention so it is available for a broad range of individuals. To date we have managed to secure £120k for activity and increased capacity across the district however this is time limited and as with most things this will work most effectively where we have youth provision in place already as it provides a functioning framework and knowledge base.

Members are also asked to note that in response to a query raised by the Clerk, Nick Jenkins has also confirmed that:

“An additional £10k would effectively enable us to extend the offer of youth services specifically within NHPC”.

In addition, a report from the youth provision provider, 4TheYouth, has been received via the Clerk to Denne NC and this will be circulated separately by email.

Appendix 4

2021/22 and 2022/23 Budget Summary
SUMMARY

	2021/22						2022/23	
	EXPENDITURE			INCOME			BUDGET	
	BUDGET 2020/21	ACTUAL 31.3.2021	ESTIMATED 31.3.2021	BUDGET 2020/21	ACTUAL 31.3.2021	ESTIMATED 31.3.2021	EXPENDITURE	INCOME
Roffey Millennium Hall	37,868	0	28,415	60,000	0	47,000	37,074	57,000
North Heath Hall	28,421	0	20,250	50,000	0	47,000	27,207	50,000
Holbrook Tythe Barn	22,196	0	18,071	50,000	0	39,000	21,830	45,000
Amenities	54,570	0	50,770	875	0	930	53,850	900
F & A (exc. Precept)	66,870	0	66,346	100	0	100	70,130	100
PERSONNEL	315,450	0	280,350	0	0	0	326,000	0
PET	2,250	0	0	0	0	0	1,500	0
	527,625	0	464,202	160,975		134,030	537,591	153,000



NORTH HORSHAM PARISH COUNCIL

Precept requirement for 2022/23

Forecast for 2021/22		
Revenue expenditure	£	464,202.00
Income		
Precept	£	338,600.00
Community Infrastructure Levy	£	-
Discretionary grant	£	-
Environmental Grant	£	10,356.00
Income from hall hires	£	134,030.00
Surplus at 31.3.22	£	18,784.00

General Reserve Considerations for 2021/22		
General Reserve at 31.3.21	£	216,901.00
Transfer to R&R EMR for Boiler	£	5,000.00
Actual General Reserve at 01.04.21	£	211,901.00

Final funding for 2021/22		
General Reserve at 01.04.21	£	211,901.00
Predicted surplus for 2021/22	£	18,784.00
Predicted carried Over General Reserve as at 31.3.22	£	230,685.00

Budget for 2022/23		
Revenue expenditure	£	537,591.00
Income		
Community Infrastructure Levy	£	-
Environmental Grant	£	10,356.00
Income from hall hires, allotments, other	£	153,000.00
	£	163,356.00
Deficit	£	374,235.00

Precept calculation for 2022/23		
Proposed expenditure less expected income	£	374,235.00
Contribution to RMH Boiler EMR (PR/135/21)	£	5,000.00 (+)
Contribution to Trees EMR (PR/135/21)	£	5,000.00 (+)
Contribution to Playground Refurb EMR (PR/135/21)	£	25,000.00 (+)
Funds left at 31.3.22	£	230,685.00 (-)
Proposed General Reserve at 31.3.2023	£	170,461.00 (+)
Final precept requirement for 2022/23	£	349,011.00

* Comment : Amount of underspend based on predicted expenditure to year end.

** Comment: In excess of the previously agreed £150k

*** Comment: Amount available to cover General Reserves at year end, to Earmark for planned activities or to offset against 2022/23 expenditure

In summary

Tax Base 2022/23		8755.2	* Estimated as per HDC Email 09.11.21
Potential Precept 2022/23	£	349,011.00	
Per Band D Charge 2022/23	£	39.86	
Per Band D Charge 2021/22	£	39.12	
Increase in Band D Charge		2%	
Precept 2021/22	£	338,600.00	
Increase in Precept		3%	

Appendix 5



NORTH HORSHAM PARISH COUNCIL

DOG BIN POLICY

In view of the capital outlay and ongoing maintenance costs it is the Policy of North Horsham Parish Council not to supply or install dog bins on land that does not belong to them.

22nd August 2019
Review date: August 2021.



NORTH HORSHAM PARISH COUNCIL EMPLOYER PENSIONS DISCRETIONS POLICY

Adopted by the Council at its Meeting held on ?????

NORTH HORSHAM PARISH COUNCIL

EMPLOYER TABLE OF DISCRETIONS

North Horsham Parish Council elects not to publish any non-mandatory Pensions Discretions Policies but will give consideration to these at the appropriate time(s) having regard to a fully costed business case, the specific circumstances in each case and any previous decisions.

Regulation	Description of Discretion	Discretion Employed
Regulations 16(2e) and 16(4d) of the LGPS Regulations 2013	How much and in what circumstances North Horsham Parish Council will contribute to a shared costs APC (Active Member Additional Pension) to purchase extra pension up to £6,822 per annum (Figures as at 1 st April 2018) (applicable to members who were actively paying into the Scheme as at 1 st April 2014 onwards).	With regard to making contributions to a shared cost APC, North Horsham Parish Council will not normally make such contributions. <i>Mandatory</i>
Regulation 30(6) of the LGPS Regulations 2013 and Regulation 11(2) of the (Transitional Provisions and Savings) Regulations 2014 Regulation 30(8) of the LGPS Regulations 2013	Whether all or some benefits can be paid if an employee reduces their hours or grade. (applicable to members who were actively paying into the Scheme as at 1 st April 2014 onwards). Flexible retirement and waiving of any actuarial reduction. (applicable to members who were actively paying into the Scheme as at 1 st April 2014 onwards).	With regard to flexible retirement, North Horsham Parish Council will consider each request on a case-by-case basis. The Parish Council's policy aims to help employees phase into their retirement. Partial/flexible retirement lets employees continue working on reduced hours or reduced grade basis and depending on when their membership of the LGPS commenced and draw all, part or none of their accrued pension benefits subject to certain qualifying criteria. To be eligible to make a request for Flexible Retirement under the LGPS Regulations, the employee must: <ul style="list-style-type: none"> ➤ Be actively making contributions to the LGPS ➤ Be aged 55 or over ➤ Have two years or more membership in the LGPS ➤ Be taking at least a 20% reduction in your hours and/or your salary <i>Mandatory</i>

Regulation	Description of Discretion	Discretion Employed
Regulation 30(8)	Whether to waive, in whole or in part, the actuarial reduction to benefits which a member voluntarily draws before Normal Pension Age other than on flexible or ill-health retirement (applicable to members who were actively paying into the Scheme as at 1 st April 2014 onwards).	With regard to early payment of deferred benefits, North Horsham Parish Council will not normally pay these, or switch on the 85-year rule, except in exceptional and compelling compassionate grounds following consideration of a fully costed business case. Where benefits are taken early, they will normally be reduced to take into account early payment <i>Mandatory.</i>
Transitional Regulation Sch2 para 1(1)(c)	Whether to switch on the 85-year rule for a member aged between 55 and 60 where retirement benefits are voluntarily drawn other than on the grounds of flexible or ill-health (applicable to members who were actively paying into the Scheme as at 1 st April 2014 onwards).	
Transitional Provisions, Savings and Amendment Regulations 2014 Sch2 para 1(1)(c) & 1(2)	Whether to switch on the 85-year rule for a member aged between 55 and 60 where retirement benefits are voluntarily drawn other than on the grounds of flexible or ill-health (applicable to members who left the Scheme between 1 st April 2008 and 31 st March 2014).	
Transitional Provisions, Savings and Amendment Regulations 2014 Sch2 para 1(1)(f) & 1(2)	Whether to switch on the 85-year rule for a member aged between 55 and 60 where retirement benefits are voluntarily drawn other than on the grounds of flexible or ill-health (applicable to members who left the Scheme between 1 st April 1998 and 31 st March 2008).	
Transitional Provisions, Savings and Amendment Regulations 2014 3(1), Sch2 para 2(1) and LGPS (Benefit, Membership and Contributions) Regulations 2007 30(5) and 30A(5)	Whether to waive any actuarial reduction on pre and/or post April 2014 benefits where retirements benefits are voluntarily drawn other than on the grounds of flexible or ill health retirement, dependent on date of birth/date joined Scheme (applicable to members who were actively paying into the Scheme as at 1 st April 2014 onwards) :-	

Regulation	Description of Discretion	Discretion Employed
<p>Transitional Provisions, Savings and Amendment Regulations 2014 3(1), Sch2 para 2(1) and LGPS (Benefit, Membership and Contributions) Regulations 2007 30(5) and 30A(5) cont...</p> <p>Transitional Provisions, Savings and Amendment Regulations 2014 Sch2 para 2(1) and LGPS (Benefit, Membership and Contributions) Regulations 2007 30(5)</p> <p>LGPS Regulations 1997 31(2)</p> <p>LGPS Regulations 1997 31(5) and Transitional Provisions, Savings and Amendment Regulations 2014 Sch2 2(1)</p> <p>LGPS Regulations 1995 D11(2)(C)</p>	<p>Group 1 – Member joined before 01/10/06 and born before 01/04/56.</p> <p>Group 2 – Member joined before 01/10/06 born between 01/04/56 and 31/03/60 and meets the 85-year rule before 01/04/20.</p> <p>Group 3 – Member joined before 01/10/06 and is not a Group 1 or 2 member.</p> <p>Group 4 – Member joined after 01/10/06</p> <p>Whether to waive on compassionate grounds any actuarial reduction on deferred benefits where member left the scheme between 1st April 2008 and 31st March 2014 where retirement benefits are voluntarily drawn other than on the grounds of flexible or ill health retirement.</p> <p>Grant an application from a post 31st March 1998/pre-1st April 2008 leaver for early payment of benefits on or after age 50 and before 55, not on the grounds of ill-health.</p> <p>Whether to waive on compassionate grounds the actuarial reduction applied to benefits paid before 65 for a post 31 March 1988/pre-1st April 2014 leaver.</p> <p>Whether to grant pre-1st April 1998 leavers early payment of their deferred benefits on or after age 50 and before NRD on compassionate grounds.</p>	<p>(see above)</p>

Regulation	Description of Discretion	Discretion Employed
Regulation 31 of the LGPS Regulations 2013	Whether to grant additional pension of up to £7,026 per annum (as at 1 st April 2019) to an active member or within six months of ceasing to be an active member by reason of redundancy or business efficiency (applicable to members who were actively paying into the Scheme as at 1 st April 2014 onwards).	<p>In respect of redundancy and business efficiency, additional membership will only be used in exceptional and compelling circumstances and where there will be significant benefits to North Horsham Parish Council.</p> <p><i>Mandatory</i></p>



North Horsham Parish Council

SAFEGUARDING POLICY

This policy has been prepared using HM Government “Working Together to Safeguard Children” July 2018 and Horsham District Council Safeguarding 2019 [www.horsham.gov.uk accessed 25.06.19] and is in line with the Policy and Conditions of Hire in Relation to Council Owned Premises.

INTRODUCTION

Safeguarding is protecting adults at risk or children from physical, emotional, sexual abuse and neglect. It is always unacceptable for a child, young person or an adult at risk to experience abuse of any kind. The legal duty to safeguard children and vulnerable adults is set out in the Safeguarding Vulnerable Groups Act 2006 (England and Wales). North Horsham Parish Council expects the users of its services to observe exemplary standards of behaviour and conduct with regard to safeguarding the welfare of children and vulnerable adults and promotes a safeguarding culture and environment.

POLICY STATEMENT

The Council will seek to safeguard children and vulnerable adults by:

- Valuing, listening to and respecting children and vulnerable adults.
- Ensuring that all suspicions of, and allegations of abuse are taken seriously and reported as necessary;
- Sharing information about concerns with appropriate agencies;
- Providing training and support where necessary;
- Ensuring that all Members, staff and volunteers are aware of this policy and promote good practice.

DEFINITIONS

For the purpose of this policy a child is anyone under the age of 18 (as defined in The Children Act 1989). The main forms of abuse covered by the policy and defined in the Act can be categorised as Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.

A vulnerable adult is someone over the age of 18 who is ‘in need of community care services by reasons of mental health or other disability, age or illness’ and ‘is or may be unable to take care of him or herself or is unable to protect him or herself against significant harm or

exploitation'. It should be noted that disability or age alone does not signify that an adult is vulnerable.

PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE

Any allegation of abuse should be reported to the user of its services, the Clerk or the Chairman of the Council as appropriate, who may need to involve outside agencies to make further investigations.

USEFUL CONTACT DETAILS

West Sussex Adults' Services (01243 642121)
Multi-agency Safeguarding Hub (MASH) (~~033 022 266664~~ 01403 229900)
Sussex Police (101)
NSPCC Child Protection Helpline (0808 800 5000)
Child-Line (0800 1111)

Policy adopted:- September 2017

Review :- July 2019

~~Review :- Jan 2022~~

Next Review Jan 2024



North Horsham Parish Council

WEB ACCESSIBILITY STATEMENT

North Horsham Parish Council recognises the importance of providing a website that is accessible to all users and meets accessibility standards. We are committed to making our website accessible to everyone, including blind, partially sighted or hard of hearing visitors who use screen readers or speech recognition. Our aim is to make our website 'perceivable, operable, understandable and robust' for all users as required by 'The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Using this website:

North Horsham Parish Council manages this website. WordPress is the content management system for the website. WordPress follow web design standards, best practice and aim to achieve the best accessibility as is possible. WordPress continually look to improve accessibility on their systems through a development forum.

The following are examples of what you should be able to do on this website:-

- Change the font size
- Zoom in up to 300% without the text spilling off the screen
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software
- Use a screen reader.

We have made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible is this website?

All main pages can be accessed via the navigation bar underneath the main picture. Each heading has a drop-down list of subheadings that, in turn, lead to the public information about North Horsham Parish Council.

We know that some parts of the website aren't fully accessible:

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop-down headings.
- The navigation bar disappears when scrolling down the page.
- You can't modify the line height or spacing of text.
- Screen readers haven't been tested on the site, so there may be some issues relating to use of these.

- There's a limit to how far you can magnify the map on our 'about the area' page without losing definition.

What to do if you can't access parts of this website:

If you have any questions regarding the accessibility of this site, or if you experience any difficulty in using it, please contact:

The Parish Clerk at parish.clerk@northhorsham-pc.gov.uk

Telephone: 01403 750786

Your request will be considered, and we will get back to you within 15 working days.

Reporting accessibility problems with this website:

We're always looking to improve the accessibility of this website. If you find any problems, that aren't listed or if you think that we're not meeting accessibility requirements, please contact:

The Parish Clerk at parish.clerk@northhorsham-pc.gov.uk

Telephone: 01403 750786

Enforcement procedure:

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, please contact the Equality Advisory and Support Service (EASS). More details can be obtained from their website:- <https://www.equalityadvisoryservice.com/>

Contacting us by phone or visiting us in person:

Your contact is the Clerk and Responsible Financial Officer, **Sarah Norman**

Post:- Parish Council Office, Roffey Millennium Hall, Crawley Road, Roffey, Horsham RH12 4DT.

E-mail - parish.clerk@northhorsham-pc.gov.uk

Telephone - 01403 750786

Technical information about this website's accessibility:

North Horsham Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile applications) (No. 2) Accessibility Regulations 2018.

The website is partially compliant with the Web Content Accessibility Guidelines version 2.1 (<https://www.w3.org/TR/WCAG21>) AA standard due to the non-compliances listed below.

- There is no 'back' button on this website. To return to the previous page, go to the navigation bar and use the drop-down headings. – this cannot be fixed as it is a characteristic of the WordPress 'themes'.
- The navigation bar disappears when scrolling down the page.- when the website is next reviewed a 'theme' will be selected that addresses this.
- You can't modify the line height or spacing of text. – this cannot be fixed as it is a characteristic of the pdf. documents that are used. Should technology develop, this will be addressed.
- Screen readers haven't been tested on the site, so there may be some issues relating to use of these. – The Parish Council will make efforts to test this as soon as practicable.
- There's a limit to how far you can magnify the map on our 'about the area' page without losing definition. – This will be reviewed and if possible an alternative map included.

How we tested this website

The website was tested by a working party delegated from the Finance and Administration Committee of North Horsham Parish Council.

This statement was adopted by the Full Council on 9th January 2020 and reviewed on 13th January 2022.

Review date

The Web Accessibility Statement will be reviewed by full Council in January 2024 or sooner should there be a need.



North Horsham Parish Council

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

1. Introduction

1.1 The Council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the Council's intentions regarding community engagement.

2. The community

2.1 The Council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies, and the Council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Everyone who lives in the Parish.
- Those who use the services provided by the Council, whether residents or not.
- Those who work or own a business in the Parish.
- All young people who go to school or other educational establishments in the Parish.
- Voluntary groups, clubs and societies including church and youth organisations which operate in the Parish.
- Any group or organisation that represents some or any members of the above sections of the community.
- Visitors or those using the Parish facilities and shops.
- Statutory bodies providing services within the Parish.
- Any group or other body that are pivotal to the quality of life of North Horsham Parish e.g. health providers, Horsham Town Community Partnership, neighbouring Parish Councils.

3. Aims and objectives

3.1 The Council aims to represent and promote the interests of the whole Parish community.

- 3.2 The Council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision-making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the Council will encourage the involvement of community members in order to identify their needs and concerns.
- 3.3 To this end, the Council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:
- Improved satisfaction with public services in the area.
 - A greater sense within the community that people are involved in decisions which affect them.
 - Greater awareness within the community of the role and responsibilities of the Council.

4. Opportunities for community involvement

- 4.1 The Council will engage with the community by providing:
- An accessible Parish Council office at the heart of the community usually open Monday to Friday 9am to 5pm.
 - A website (www.northhorsham-pc.gov.uk) which includes a wide range of information about the services provided by the Parish Council and how the community can contact the Council or Councillors.
 - Social media (Facebook).
 - An article in Horsham Pages (North) six times a year.
 - An Annual Report summarising the Council's activities for the year and providing details of the Council's financial position.
 - A timetable of Council and committee meetings and encouraging public attendance.
 - Details of agendas for all Council and committee meetings on noticeboards throughout the Parish, as well as on the Council website.
 - A period of time at the start of Council and committee meetings for questions from members of the public.
 - Minutes of all Council and committee meetings on the Council website.
 - Nominated Councillors as representatives to outside bodies with interests affecting the area.
 - The organisation for the Annual Parish Assembly, which is open to all residents.
 - An opportunity for the community to feedback their views, comments and concerns and effectively using that information as an integral part of the decision-making process.

5. Opportunities for formal representation to the Council

- 5.1 The Council may appoint advisors on specific areas of activity where their expertise would assist the Council in its decision making, but equally welcomes public participation at Council and committee meetings.
- 5.2 On a day-to-day basis, the Clerk (or other nominated officer) is generally available to meet those who may wish to attend the Council office in order to discuss matters of interest or concern. Representation can also be made in writing by letter or e-mail.
- 5.3 From time-to-time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the Council will make arrangements for such meetings to be held in a suitable location should such a situation arise.

6. Policy Adoption and Review

- 6.1 The Statement of Intent as to Community Engagement was first approved by Council in March 2012. It has undergone two yearly reviews and was last reviewed and adopted in January 2022.
- 6.2 The policy will be next reviewed by January 2024.

13th January 2022

Appendix 6

**Notes from the Community Infrastructure Levy (CIL) Working Party Meeting
held online on Tuesday 23rd November 2021 at 10.30am**

In attendance:-

- Cllr R Knight - representing the Property Committee
 Cllr D Searle - representing the Planning, Environment and Transport Committee
 Cllr J Smithurst - representing the Finance and Administration Committee

Clerk - Sarah Norman; Deputy Clerk - Vivien Edwards

1. Elect a Chairman

Cllr Knight was elected the Chairman for the Meeting.

2. Apologies

There were no apologies.

3. To receive and accept the Notes of the last meeting on 21st April 2021

The Notes as previously circulated were accepted.

4. To note the publication of the CIL Notices for the years ending 31st March 2020 and 31st March 2021

The publication on the Parish Council website of the Notices for years ending 31st March 2020 and 31st March 2021 was **NOTED**.

5. Income and Expenditure - to receive an update and to note that CIL money of £8,800 will potentially be paid from DC/20/1073

Members **NOTED** the Community Infrastructure Levy Report as at October 2021, produced by HDC, which had been updated to include details of the amounts already received. It was also noted that development at 52 Shepherds Way in Horsham (DC/20/1073) had the potential to result in a further CIL payment to NHPC of £8,800.

Members also reviewed the summary of CIL Income and Expenditure as detailed below :-

Income

Financial year	Received	Date the payment covers	Planning applications	Amount
2019/20	April 2019	01.10.2018-31.03.2019	DC/18/0017	11,052.71
2020/21	Oct 2020	01.4.2020-30.9.2020	DC19/2030	2,394.55
2021/22	April 2021	01.10.2020-31.03.2021	DC/18/0390	1,822.14
			DC/18/1059	4,131.83
			DC/18/2241	1,205.71
				<u>7,159.68</u>
	Oct 2021	01.04.2021-30.09.2021	DC/20/0946 DC/18/2241	17,797.36 1,205.72
				<u>19,003.08</u>
Total income				£39,610.02

Expenditure

Month of expenditure	Expenditure description	Amount
Dec 2019	Purchase and install Goal post for Holbrook Tythe Barn Open space	618.62
Jan 2021	Purchase of 2no benches and picnic table at Holbrook Tythe Barn (the latter includes fixings)	1,125.00
March 2021	Installation costs for benches and picnic table	758.39
Sept 2021	Purchase of 3no bins at HTB	1,442.88
	Installation of 3no bins at HTB	225.00
	Purchase of 2no benches for Gorrings Brook/Pondtail Road and North Heath Lane	1,016.50
Total expenditure		£5,186.39

Committed Expenditure

Installation of 2no benches for Gorrings Brook/Pondtail Road and North Heath Lane	£2,733.50
CIL money remaining available	£31,690.13

Members were informed that the summary had been amended slightly to the version circulated with the Agenda as the installation costs (£225) of the bins at Holbrook Tythe Barn had not been taken into account and it was therefore noted that the amount of £31,960.13 remained to be utilised.

6. Receive an update on projects already agreed

6.1 Re-lining of the Multi Use Games Area (MUGA) Courts

As referred to on the Agenda, this project has now been brought in under a new contract as agreed by the Property Committee at their Meeting on 21st October 2021 and will be funded through the Revenue Budget. The Deputy Clerk confirmed that the re-lining had already taken place. Therefore, this would no longer be an item for CIL consideration.

6.2 Benches at Gorrings Brook/Pondtail Road and North Heath Lane

As was detailed in the Income and Expenditure summary, the benches had been purchased and delivery was awaited. Storage of the items whilst awaiting installation was queried and it was confirmed that the workshop at the Barn has been cleared to make space for this. It was also confirmed that the necessary licences have been obtained for them to be installed. Members were all aware that an additional £750 for the project had been agreed by Council (FC/637/21 refers).

7. Receive updates on projects under consideration

Feedback from Councils in West Sussex had been sought on outdoor adult gym equipment (circulated previously) and some good comments received. It was therefore **AGREED** to approach several companies, including Sovereign Play and Great Outdoor Gym Company as referred to in the feedback, and to seek advice about the different types of installations and costs.

Discussion turned to the location and the preferred location was felt to be Holbrook Tythe Barn as it would be appropriate close to the children's play area whilst also visible.

8. To consider any other projects that could be put forward for CIL money

8.1 Replacement fencing at Birches Play Area

Members considered the state of the current fencing as demonstrated by the circulated photos. The use of CIL funding to carry out repairs was questioned, and the Deputy Clerk confirmed that the guidance issued by HDC stated that it must be used to support the development of the area, or any part of that area, by funding the provision, improvement, replacement, operation or maintenance of infrastructure, and that this could include open spaces, sporting and other recreational facilities.

The issue of whether the Parish Council's own funding should be used for this type of project was discussed. The Clerk informed Members that the level of expenditure required would require a substantial increase in the Parish Precept. The Council was already earmarking sums for the replacement of the actual playground equipment in both Birches and Amberley Road playgrounds during 2024 and 2025, but with only £25,000 earmarked so far for an estimated expenditure in excess of £130,000, additional funding for a replacement fence would be difficult to identify.

It was therefore **AGREED** that further quotations be sought, and the matter referred back to the next Working Party Meeting.

8.2 2 no picnic benches at Birches Play Area

The Deputy Clerk reported that these would be a welcome addition to the area as there was nothing similar around the play area. Concern was expressed about the potential for Anti-Social Behaviour from the installation and it was therefore **AGREED** that the opinion of the PCSO be sought and the matter, including quotes for purchase and installation referred to the next meeting.

8.3 Electronic Bus Information Signs

Cllr Searle referred to previous discussions regarding the potential for the installation of electronic information signs at bus stops such as at the stop by the Norfolk Arms and in North Heath Lane. The question was made as to whether CIL funding could be used for this type of activity and the Clerk stated that she would refer to HDC for advice on this. It was noted that it would not be possible to install the signs at every stop and a priority list of locations would need to be agreed. Cllr. Searle suggested a smaller compact unit, similar to that which is outside of the Lidl in Kings Road. It was therefore **AGREED** that in addition to seeking advice on the suitability of the project from HDC, WSCC be approached for their input about these smaller units and prices obtained for purchase and installation.

There being no other business the Meeting closed at 11.02am

Appendix 7



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Our Ref: MARK/NOR002

Mrs S Norman
North Horsham Parish Council
Roffey Millennium Hall
Crawley Road
Horsham
West Sussex
RH12 4DT

16 December 2021

Dear Sarah

Re: North Horsham Parish Council
Internal Audit Year Ended 31 March 2022

Executive summary

Following completion of our interim internal audit on 16 December 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. 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 and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at North Horsham Parish Council are well established and followed.

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 and competence

Your audit was conducted by Andy Beams 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 has over 30 years' experience in the financial sector with the last 11 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council 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

At the interim audit date, 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. A final audit will be conducted after the year-end of 31 March 2022.

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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

Interim audit

The council continues to use the Rialtas Business Solutions (RBS) software accounting package for recording the day-to-day financial transactions of the council. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to record truncations and produce management information reports for review by council.

The interim audit was conducted remotely, and the Clerk had prepared and forwarded the requested information for review in advance of our telephone conversation. Other information was reviewed on the council website and through discussion with the Clerk.

While new in post, there appears to have been a smooth transition, and the Clerk has quickly adapted to the role, and continues to operate an effective and efficient system for managing the council's finances. Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. I make no recommendation to change this system.

The council is VAT registered and completes reclaims on a quarterly basis. The last VAT reclaim was for the period 1 July to 30 September 2021 inclusive and showed a refund position of £2,295.30. I confirmed the council is up to date with its postings.

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 AND PAYMENTS (INTERIM AND 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 Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (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 and minuting of the prior year audited AGAR and notice of conclusion of audit.***

The external auditor's report recorded the following comment 'It was noted on review that the announcement of the Period for Public Rights was the same date as the approval of the Annual Governance and Accountability Return. Regulation 12-15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. The Return must be approved prior to the Notice being published. To be able to demonstrate this, proper practice requires that the Notice is published no sooner than the day following the approval meeting and the Public Rights period commences no sooner than the next working day after that'.

Council is reminded of the correct sequence and encouraged to ensure they are correctly followed for the 2021/22 submission.

The External Auditor's certificate and Notice of Conclusion of Audit have been published on the council website and were reported to council at the meeting held on 4 November 2021 (minute ref FC/647/21).

At the May 2021 meeting, the council considered the internal auditors report, and this action is recorded in the minutes (ref FC/587/21).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the councillors and includes the Register of Members Interests for each one.

Confirm that the council is compliant with the relevant transparency code

The council's income and expenditure are between £25,000 and £200,000 per annum, and it is therefore not required by law to follow the Local Government Transparency Code, although it is recommended to do so. A review of the council website shows that the council is publishing the information contained within the code.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors, although not all are using them and the contact details for a number of councillors on the website are personal email addresses.

Establishing common email addresses is recommended 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.

The council has a Privacy Notice on the home page of its website.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure with historic agendas and minutes available on the council website along with a diary of future meeting dates.

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

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

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

Draft minutes are uploaded to the council website and clearly marked as draft. These are subsequently replaced with final versions once approved.

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

The standing orders are based on the current NALC model and were last reviewed and adopted by council at the meeting held on 29 July 2021 (minute ref FC/609/21).

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

Financial regulations are based on the current NALC model and were last reviewed and adopted by council at the meeting held on 29 July 2021 (minute ref FC/609/21). The regulations 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.

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority to amend an approved budget is to be determined by

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

FR 4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

These thresholds appear appropriate for a council of this size, and during the interim audit review I found no evidence of them not being adhered to.

I reviewed the nominal ledger report for the current financial year. Sufficient narrative is provided for entries to adequately identify their source, and amounts appear to have been allocated to the correct nominal codes. There is no evidence of 'netting-off' of income against expenditure, and the information reviewed points to a well organised and efficient system.

From reviewing agendas, supporting papers and minutes on the council website, it appears clear that councillors are provided with sufficient information to make informed financial decisions.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.

The council has adopted the General Power of Competence (GPC) and the thresholds do not apply.

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

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Section conclusion

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

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL 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 assessment process in place. I reviewed the Financial and Management Risk Assessment, which has recently been updated and approved by council. This lists the types of risk identified, the likelihood and impact of the risk, the overall risk level, who would be affected, the mitigation measures in place and any additional actions needed. This is entirely suitable for a council of this size.

I confirmed that the council has a valid insurance policy in place with AXA which expires on 31 May 2022. The policy includes Public Liability and Employers Liability cover of £10 million each and an Employee Dishonesty (Fidelity Guarantee) level of £500,000.

Section conclusion

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

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**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 confirmed that the budget setting process has commenced, and the council have arrangements in place for the approval of the budget and precept to meet the deadline set by the District Council.

At the end of November, the council's reported income was circa 91% of budget and expenditure was circa 55%. This indicates an accurately set budget and careful monitoring of performance throughout the year. There is evidence within the minutes of regular financial reporting being presented to council.

The council holds circa £249,000 in earmarked reserves (EMR), with amounts split across different future project aspirations of the council. Each EMR is clearly identifiable, and amounts have been appropriately allocated.

Council is reminded that general guidance recommends a level of general reserve be maintained at between three and twelve months' net revenue expenditure (or circa six months equivalent of precept) and this will be reviewed at the year-end audit.

Section conclusion

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

E. INCOME (INTERIM AND FINAL AUDIT)**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

I reviewed income amounts received as detailed in the financial reporting and was able to see clear descriptions as to the source of funds, and amounts allocated to the appropriate nominal codes.

The council has reviewed its fees and charges during the year, and this is recorded in the minute so the Finance and Administration committee meeting (minute ref FA/438/21).

Section conclusion

At the interim audit date, 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 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

Interim audit

The council maintains a petty cash float with a maximum balance of £150. I reviewed the entries for the current year and was able to confirm that they are all for incidental expenses, where the use of petty cash is appropriate.

As the interim audit was carried out remotely, I was unable to physically verify the balance of the petty cash but based on my other findings and previous audit visits, I am satisfied that petty cash is managed appropriately.

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 AND 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 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 company to provide payroll services. The external provider completes all the PAYE and NI calculations and provides the information to the council to make the salary and HMRC payments. A review of the accounting records shows that HMRC payments are up to date.

I reviewed the payslips and summaries provided for interim audit, and was able to confirm that PAYE, NI and pension deduction amounts are correct.

Section conclusion

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

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**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 of 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 has a fixed asset register which is maintained in an Excel format. The register provides a description of the asset, its date of acquisition, the original purchase or proxy cost, a replacement value, insurance value and other supporting notes. The register is detailed and split into sections with a user-friendly summary at the front. This is entirely suitable for a council of this size.

Section conclusion

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

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

Bank reconciliations are completed monthly and presented to meetings. In accordance with Financial Regulations, independent checks are completed at least quarterly.

I reviewed the bank reconciliation for September, October and November. I found no errors in the reconciliations and was able to confirm the balances to the relevant bank statements for the periods.

Section conclusion

At the interim audit date, 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

Section conclusion

To be reviewed at the year-end audit.

K. LIMITED ASSURANCE REVIEW (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")

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

Section conclusion

To be reviewed at the year-end audit.

L: TRANSPARENCY (INTERIM 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

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of "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" is not applicable due to the council turnover exceeding £25,000.

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

The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors 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.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Section conclusion

To be reviewed at the year-end audit.

N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)**Internal audit requirement**

The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors 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.
- Internal auditors 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.

Interim audit

As detailed earlier in my report, the external auditor highlighted the following for 2020/21 *‘It was noted on review that the announcement of the Period for Public Rights was the same date as the approval of the Annual Governance and Accountability Return. Regulation 12-15 of the Accounts and Audit Regulations 2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. The Return must be approved prior to the Notice being published. To be able to demonstrate this, proper practice requires that the Notice is published no sooner than the day following the approval meeting and the Public Rights period commences no sooner than the next working day after that’.*

Council must ensure that the correct sequence is followed for the 2021/22 submission.

As a consequence of the external auditor’s findings, the council must select no to the control assertion for this item for the previous year.

Section conclusion

I am of the opinion that the control assertion of “the authority has complied with the publication requirements for 2020/21 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage” has **not** been met.

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

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

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner’s report

Interim audit

The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of “Trust funds (including charitable) – The council met its responsibilities as a trustee” is not applicable as the council has no trusts.

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

Yours sincerely



Andy Beams

For Mulberry & Co

Appendix 8

North Horsham Parish Council Meeting on 13th January 2022

Correspondence List 1 from 4th November 2021 to 5th January 2022

Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

- | | |
|----|---|
| 1. | <p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • Governance Committee to discuss procedures at council meetings • Consultation on Recycling Centre Booking System • Highways - update on Road Closures for A24 • News Release - get double protected for winter • Development of an Electric Charge Point network • Latest new inc. Covid 19, Recycling Centres, EV Charging, Remembrance Sunday and New Horsham Fire Station and Training Centre • "Road Safety Heroes" • Have you Say on Fire & Rescue Services • News Release "Support to help for Family and Friend Carers know their Rights" • News Release "Cabinet Approves Improvement Changes to Adult Care and Support" • Have you Say on £3.1 million investment into Sussex domestic abuse strategy • News Release "Black Friday and Christmas 2021: How to stay safe when shopping online" • Latest News inc COVID 19 and supporting Anti-Bullying • Donate a Tree • Closures on A264 w/c 22.11.21 • Town and Parish Council News November 2022 • Book to Recycle Consultation • Highways - update on Road Closures for A24 Southbound • Clean energy investment is bearing fruit • Supporting Crawley's City BID • Trading Standards warning over dangerous Christmas Toys • Shop Local this Christmas • News Release: Domestic Abuse • Ash Die Back Programmed Tree Felling Works • Update: December Council Meeting • WORTH Domestic Abuse Services over Christmas • News Release: Not to bin batteries • News Release : National recognition for Records Office • Stakeholder Update - vaccination programme in Sussex • COVID 19 Update, urgent appeals for foster carers and more • COVID Community Hub • Town and Parish Council News December 2021 • County Local Forums • COVID 19 updates, Christmas recycling and more • Support for county's friend and family carers outlined in new five-year plan |
|----|---|

2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Twitter Digest 05.11.21 • Agenda and Notice for Cabinet Meeting 16.11.21 • Tackling Climate Change in Horsham District • Twitter Digest 12.11.21 • Latest news 16.11.21 • Twitter Digest 19.11.21 • Twitter Digest 26.11.21 • Response to Rusper PC re: 5 Year Housing Supply • COVID 19 Update • Response to Gatwick Northern Runway Project • Twitter Digest 03.12.21 • Latest News inc response to Gatwick Northern Runway consultation • Twitter Digest 10.12.21 • COVID Update : Plan B • Climate Change Action : Special Issue • New Release: Not to bin batteries • News Release: Stay safe from COVID this winter • Twitter Digest 17.12.21 • Twitter Digest 24.12.21 • Twitter Digest 31.12.21
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> • Chief Executive's Bulletin 05.11.21 • Newsletter 10.11.21 • Chief Executive's Bulletin 12.11.21 • Newsletter 17.11.21 • Chief Executive's Bulletin 19.11.21 • Newsletter 24.11.21 • Chief Executive's Bulletin 26.11.21 • Events 30.11.21 • Newsletter 01.12.21 • New Resources for Young People inc. case studies • Chief Executive's Bulletin 03.12.21 • LCR Issue 4 2021 • Events 2022 • Newsletter 08.12.21 • Open Letter from NALC, OVW & SLCC • Chief Executive's Bulletin 10.12.21 • Events 2022 • Newsletter 15.12.21 • Chief Executive's Bulletin 17.12.21
4.	<p><u>Neighbourhood Alert/Sussex Police/ Neighbourhood Watch/Action Fraud</u></p> <ul style="list-style-type: none"> • NHW Newsletter November 2021 • Sussex Police - Horsham Weekly News and Appeals 09.11.21 • Action Fraud - Passwords • NHW - Webinar "Recognising, Recording and Reporting ASB" • Sussex Police - Horsham Weekly News & Appeals 16.11.21 • Neighbourhood Alert - Terry Rickards • Action Fraud - The Best Way to Keep Hackers Out of your Online Accounts

	<ul style="list-style-type: none"> • Sussex Police - Horsham Weekly News and Appeals 09.11.21 • Action Fraud - Online Shopping Scams • Action Fraud - Lottery Scams • NHW - 2022/23 Policing Survey • NHW - Getting Help with Priority Registration Services Register • Sussex Police - Horsham Weekly News and Appeals 01.12.21 • NHW - Counter Terrorism Webinar • Sussex Police - Horsham Weekly News and Appeals 07.12.21 • NHW Newsletter December 2021 • Sussex Police - Horsham Weekly News and Appeals 14.12.21 • NHW - Safe Against Scams webinars • NHW - Reminder about the 2022-23 Policing priorities • Action Fraud - Do you know where to report scams? • Sussex Police - Horsham Weekly News and Appeals 21.12.21 • NHW - Get Safe Online • Sussex Police - Horsham Weekly News and Appeals 04.01.22
5.	<u>Morrisons Supermarket</u> <ul style="list-style-type: none"> • Consultation on new store North of Horsham
6.	<u>West Sussex Association of Local Councils</u> <ul style="list-style-type: none"> • Minutes of AGM 29.10.21 • Civility & Respect Newsletter • Change of Date of Board Meeting • Email from Chief Exec urging lobbying of MP about virtual meetings - Do Members Agree for such a letter to be written? • Confirmation that Parish Councils continue not to be subject to referendum principles for Precept • Training programme for January 2022
7.	<u>Horsham Association of Local Councils (HALC)</u> <ul style="list-style-type: none"> • Postponement of meeting schedule for 17.11.21 – rescheduled to 30.11.21 • Agenda for meeting 30.11.21 • Comment to HDC regarding Local Plan review • Papers relating to Minutes, report etc at HDC/HALC Meeting 30th November 2021 • Response from Storrington PC to HALC Vice-Chairman’s email commenting on the letter from the 4 parishes regarding press interview with Cllr. Eastwood. • Response from 4 parishes to HALC Vice-Chairman’s email. • Email from Storrington PC re: press interview • Email from Storrington PC requesting matter to be on Agenda for 17th November 2021 • Further email from Storrington PC to Anna Beams (Officer to HALC) re: rearranged meeting • Response from Anna Beams regarding the rearranged meeting •
8.	<u>NHS West Sussex</u> <ul style="list-style-type: none"> • Vaccination update 02.12.21 • Vaccination Update 09.12.21 • Vaccination Update 16.12.21

9.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> • Invite to Annual Airspace and Noise Public Meeting • Reminder for Annual Airspace and Noise Public Meeting 02.12.21 • End of Consultation Press Release • In Touch Newsletter Edition 6
10.	<u>North Horsham Community Land Trust</u> <ul style="list-style-type: none"> • Letter of thanks for Grant
11.	<u>West Sussex Fire & Rescue Services</u> <ul style="list-style-type: none"> • Achievements of fire staff celebrated • Consultation on Community Risk Management Plan 2022-2026 - deadline for responses 21st January 2022 • Electrical Safety warning ahead of Black Friday
12.	<u>Bohunt School</u> <ul style="list-style-type: none"> • Christmas E-Card from Headteacher