

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
TO BE HELD ON THURSDAY 10<sup>th</sup> MARCH AT 7.30pm**

**CLERK'S REPORT**

To be considered in conjunction with the Agenda for this meeting. Numbers relate to the item numbers on the Agenda.

**1. Public Forum.**

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

**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. Chairman's Announcements.**

Members are advised that it has been necessary to instruct two suppliers to proceed with the following works :-

- Repair to UPVC fascia at North Heath Hall following storm (requiring tower) £1,570 plus VAT - funded by Repairs and Renewals Reserve.
- PET of floodlights at MUGA £2,000 plus VAT (estimated) - funded by Play Area & Multicourt Maintenance Budget (as referred to under the following Agenda item)

Members are asked to note the above and that the expenditure will be ratified at the next Property Committee Meeting in April.

**6. Review of Finances to 31<sup>st</sup> January 2022**

**1. Finance Report to show income, expenditure and reserves to 31<sup>st</sup> January 2022**

**Period covering 1<sup>st</sup> April 2021 to 31<sup>st</sup> January 2022**

**Funding at 31st January 2022**

Precept (full year)	338,600
Environmental Grant (full year).	10,356
Community Infrastructure Levy (CiL) Payment	26,163
<b>Total</b>	<b>375,119</b>

**Income to 31st January 2022**

Cost Centre	Actual income	Annual Budget	Estimated income to 31st January 2022*
Admin	138	100	83
Allotments**	948	875	875
North Heath Hall	42,343	50,000	41,667
Holbrook Tythe Barn	18,580	30,000	25,000
Multi Court Lettings	15,244	20,000	16,667
Roffey Millennium Hall	43,514	60,000	50,000
<b>Total</b>	<b>120,767</b>	<b>160,975</b>	<b>134,292</b>

**Expenditure to 31st January 2022**

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31st January 2022*
Admin***	35,897	50,120	43,350
Grants	5,780	10,000	8,333
Burial	5,596	6,750	5,625
Personnel	228,217	315,450	262,875
Planning, Env, Trans	0	2,250	1,875
Allotments	653	1,575	1,313
Amenity, Recs & Open Spaces	28,401	52,995	44,163
North Heath Hall	13,164	28,421	23,684
Holbrook Tythe Barn	12,067	22,196	18,497
Roffey Millennium Hall	19,718	37,888	31,573
<b>Total</b>	<b>349,493</b>	<b>527,645</b>	<b>441,288</b>

<b>Net expenditure</b>	<b>-228,726</b>	<b>-366,670</b>	<b>-306,996</b>
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\*Total cost centre budget for 2021/22 divided by 10/12ths.

\*\*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.

## **Income**

Income continues to remain lower than that which would be expected for this time of the year, with a difference of £13,525. The gap between anticipated and actual income has continued to decrease slightly from 13% of expected income at the end of December to 10% at the end of January. Income has been boosted by the receipts from the NHS for the vaccination centre but with their use of the building finishing at the end of February, there will be no further income from this source.

## **Expenditure**

Significant savings have been made on staff costs, general maintenance and Open spaces. All necessary Health & Safety work has been carried out and ongoing necessary inspections and servicing is continuing. As we approach the end of the financial year it has been necessary to undertake maintenance activities outside of the Health & Safety remit but remaining within the forecasted expenditure for the year, as restricting works to only those necessary under Health & Safety was unsustainable and could have led 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 remained steady at 21% at the end of month 10.

## **Reserves**

On 31st January 2022 the remaining funds including General Reserves stood at £332,134 and there were additional Ear Marked Reserves of £248,895.

## **Summary**

As mentioned above, there is £13,525 less income than budgeted for in the year to date but this is offset by £91,795 less expenditure. The overall position is that expenditure after income is about £78,270 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 31<sup>st</sup> January 2022**

### **2. Bank Reconciliation**

A copy of the cash book, bank reconciliations and bank statements as at 31<sup>st</sup> January 2022 have been emailed separately.

**Decision: To confirm and minute to evidence the bank reconciliation for the Lloyds Bank Account (against the cash book) and all additional Council Parish bank accounts as at 31<sup>st</sup> January 2022.**

### **3. VAT Analysis**

The VAT Analysis to 31<sup>st</sup> December 2021 is attached to this report in **Appendix 1**.

**Decision : To note the VAT Analysis to 31<sup>st</sup> December 2021**

#### 4. Earmarking at 31<sup>st</sup> March 2022

In preparation for the year end, the Committee is asked to consider and agree sums to be Earmarked for the current year relating to projects that it has not been possible to complete before 31<sup>st</sup> March 2022.

Proposals are :

302 4250	Bus Shelter Repairs	£1,000	Necessary repairs/redecoration of various shelters if unable to be completed before 31 <sup>st</sup> March 2022
302 4251	Play Area & Multicourt Maintenance	£2,000	PET testing of floodlight columns if not completed before 31 <sup>st</sup> March 2022.
302 4255	Street Lighting - Maintenance & Supply	£1,000	Combined electrical and structure testing of the columns if not completed by 31 <sup>st</sup> March 2022
302 4302	Notice Board Maintenance	£500	For repainting/repairs to Roundel noticeboard is not completed by 31 <sup>st</sup> March 2022.
403 4500	Internal Decorations	£1,000	For redecoration as it is not been possible to get this work down until after the vaccination clinic had left and now has to wait until the Easter holidays in April
106 4001	Salaries/NI/Pensions	£6,065	Pay award (inc oncosts) for 2021/22 that has not yet been agreed but will need to be backdated to 1 <sup>st</sup> April 2021

Members should note that when the above tasks are completed, any unused Earmarked Budget would be returned to General Reserves and not remain in the Earmarked funds.

#### 7. To Appoint a Data Protection Officer

Whilst there is no legal requirement under UK GDPR to do so, previously the Council has elected to appoint an external Data Protection Officer (DPO), with this appointment noted by the Information Commissioners Office (ICO) on their Certificate. Members are asked to note the extracts from the NALC General Data Protection Regulations (GDPR) Toolkit for Local Councils attached as **Appendix 2**. Members need to consider whether the data that is being processed by the Parish Council is of a level and type that would be considered large scale and therefore require the appointment of a DPO.

The renewal of the existing DPO is due to take place in May 2022, i.e. before the next meeting of this Committee and therefore Members are asked to agree in principle whether they wish to continue with this appointment for the 2022/23 year.

The cost for the service last year was £630 and the figure for the forthcoming year has not yet been confirmed but it is anticipated that it would be in the region of £650.

**Decision: To agree in principle to the renewal of the external DPO services based on an anticipated cost of approx. £650.**

## **8. Direct Debit Review**

The Council's Financial regulations state :-

- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

There follows a list of the Direct Debits currently in place. The Council has no Standing Orders in place.

British Gas Business	Gas & Electricity supply to North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall
Business Stream	Water supply to Allotments, North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall
Carnah Events Ltd	Bimonthly editorial in Horsham Pages publication
Horsham District Council	National Non-Domestic Rates for North Heath Hall, Holbrook Tythe Barn and Roffey Millennium Hall
Horsham District Council	Refuse Collection, Dog and Litter Bin Emptying
Information Commissioners Office	Annual Registration
Public Works Loan Board	Loan repayments
SOS Systems	Photocopier/Printer contract
EDF Energy	Electricity for street lighting

There are no Standing Orders in place.

**Decision: To recommend to Council the approval of the Direct Debit Mandates as listed with the next review due in March 2024.**

## **9. Withdrawal of Retail Relief for National Non-Domestic Rates (NDDR)**

As Members may recall, due to the COVID pandemic, HDC advised the Parish Council that as they were an eligible rate payer, they could receive the following for North Heath Hall and Roffey Millennium Hall:-

- 100% discount on the 2020/21 NDDR
- 100% discount for the first 3 months and then 66% for the remainder of the 2021/22

## NDDR

Notification has now been received from HDC advising that as a precepting authority, under Section 47 (8A) of the Local Government Finance Act 1988, the Parish Council is not entitled to receive this relief and are clawing back the funds via Direct Debit. The total relief that has to be repaid is £23,071.93.

This is obviously a substantial sum to be paid and more critically, the budgets and resulting precept requests for both the 2021/22 and 2022/23 financial years have been made and agreed based on the erroneous notification by HDC that the Parish Council was entitled to the relief.

**Decision: To note the revocation of the NDDR Rate Relief given in 2020/21 and 2021/22 and agree any further action.**

### **10. Microsoft 365 Annual subscription**

The Parish Council's IT support provider advised that from the 1st of March 2022, Microsoft would be increasing their product costs by up to 20%. Furthermore, the Parish Council was informed that Microsoft were changing their licencing model, with the current CSP licencing model retiring which would incur further changes, namely an annual subscription or if a monthly subscription was required this would incur a 20% premium on top of the price increases from 1st of March 2022,

However, the IT support provider advised that if we could move over to a yearly commitment before 1st of March 2022, they could offer the current pricing.

Following liaison with the Chairman of this Committee, the Clerk instructed that the switch to an annual subscription go ahead. This has resulted in the budget for IT support being exceed for this year as the switch had to take place before 1<sup>st</sup> March 2022.

The possibility of switching the Parish Council away from Microsoft 365 to cheaper models has also been suggested and this will be looked into further with a report to this Committee before the 2023/24 budgets are agreed.

**Decision: To ratify the change from monthly to annual payment for the Microsoft Annual subscription and that the current year's budget has been exceed as a result.**

### **11. Review of Authorisation of payments procedure**

As Members know, due to the COVID pandemic and to avoid unnecessary visits to the Parish Offices, for the last two years all payments have been authorised by email rather than by signature on the physical invoices.

The current process involves copies of all invoices being emailed to Cllrs. Gough, Turner and Wilson with the agreement to process the payments also being sent back via email. As per the Standing Orders, at least two of the Councillors contacted must reply to the office to confirm their agreement to the payments being made.

As we return to "normal" it is recommended that this Committee review the current process and make a recommendation to the Annual Meeting of the Council as to whether to continue with this remote method or return to in person payment approvals.

The Council's current Financial Regulations state :-

6.9 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which Members approved the payment.

**Decision: To recommend any alteration to the current procedure for payment authorisations.**

## **12. Business Plan 2021-24**

The Parish Council's Business Plan is to be reviewed annually and it has been suggested that the Annual Parish Meeting (APM) be used to hold a visioning exercise to inform a review of the Business Plan.

However, as was noted at the Council Meeting held 3<sup>rd</sup> March, due to the timings of the Meetings, the initial 2022 review of the Business Plan by this Committee is beginning after the Council Meeting at which the APM programme is being discussed. Therefore, the recommendation to Council was to agree now, that a visioning exercise should be part of the Agenda for the 2023 APM to inform next year's review.

On the assumption that this recommendation is approved, a review of the existing Business Plan has been undertaken without a visioning exercise and this is attached as **Appendix 3** with any suggested amendments underlined in red.

**Decision: To agree the review of the Business Plan including preparations for any visioning exercises.**

## **13. Switch to digital telephony services and rebroking of contracts for telephone/broadband services at all buildings**

The UK's telephone network is changing; copper wires and analogue signals have served our nation for over a century but, because it's been around for a long time, it's no longer as efficient as it could be. Replacement parts are hard to come by and, it fails more often than providers would like, which is why the analogue phone network will be retired at the end of 2025. To enable this change, most people in the UK from big organisations to small local businesses and individuals, will need to get ready for the Upgrade to Digital Phone Lines.

Further information about the change may be found at :

<https://www.openreach.com/upgrading-the-UK-to-digital-phone-lines>

For the Parish Council, this means we have to consider our broadband and telephone connections, including the line for the lift emergency service at Roffey Millennium Hall together with the lines for the alarms at all buildings. It should be noted that as of April 2022, the Parish Council is out of contract for all telephony and broadband contracts at all buildings.

The subject matter can be very technical and therefore, to ensure the best outcome for the Parish Council, it is recommended that a third-party contractor be engaged to review the Parish Council's infrastructure and requirements. If Members are in agreement, appropriate

organisations will be contacted with a report back to this Committee in due course.

**Decision: To consider outsourcing to third party the switch to digital telephony services and rebroking of contracts for telephone and broadband, including lines for alarms and lift.**

#### **14. Internal Control Working Party**

Members are invited to receive the Notes from the Internal Control Working Party Meeting held on 28<sup>th</sup> February 2022 (Attached as **Appendix 4**).

**Decision: To receive the Notes of the Working Party Meeting held 28<sup>th</sup> February 2022.**

#### **15. Grant applications**

There is £4,220 in the grant awarding fund. The applications have been circulated to the Committee by e-mail.

##### Earles Meadow Conservation Group (EMCG) - £525 requested

This is the 7<sup>th</sup> application from EMCG. The funding is to carry out work in accordance with the latest revision of the Action Plan forming part of the 2015 Management Plan and presented to the Property Committee 2<sup>nd</sup> December 2021

##### Previous Awards

June 2011	£200	Ongoing Work
October 2016	£575	Ongoing Work
December 2017	£550	Ongoing Work
February 2019	£565	Ongoing Work
December 2020	£415	Ongoing Work

##### Horsham District Scouts - £180 requested

This is the first application from Horsham Scouts and is to assist with the costs involved with the organisation of the annual Horsham Riverside Walk event that they have taken over from Horsham Town Community Partnership. The request is matched to funding from Denne, Trafalgar and Forest Neighbourhood Councils.

##### Friendship Club - £300 requested

This is the 7<sup>th</sup> application from the Friendship Club and will be used to continue the sessions held biweekly at Roffey Millennium Hall.

##### Previous Awards

October 2014	£500	Set Up costs
October 2015	£300	Ongoing work
December 2016	£150	Christmas entertainer and small gifts.
February 2018	£200	Entertainer and transport costs.
February 2019	£225	Entertainer and transport costs.
February 2020	£300	Entertainer and transport costs.



# Appendix 1

## Period from 1st April 2021 to 31st December 2021

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

[illegible]

# Appendix 2

## 26. Will you need to appoint a Data Protection Officer?

- 26.1 Data Protection Officers (DPOs) are specifically required in certain circumstances under the GDPR, such as where organisations process sensitive (special category) personal data on a "large scale" or are a public body. However, under the DPA 2018, local councils (and parish councils and parish meetings) are excluded from the definition of 'public authority or body'. This means that local councils do not automatically have to have a DPO unless you process personal data for regular and systematic monitoring of data subjects on a large scale, or process sensitive personal data on a large scale. If either of these apply, you will need to appoint a DPO.
- 26.2 What does large scale mean?
- (a) Previous iterations of the GDPR gave a threshold amount of data to require a DPO, but now it just says 'large scale'. There are no definitions of 'large scale' or 'regular and systematic monitoring' in the GDPR or the DPA. However, guidance states that when assessing 'large scale' you should consider the number of data subjects concerned, the amount of data you hold about them and the type of data, how long you hold and process the data for, and the geographical extent of the processing. For example, the processing of travel data of individuals using a city transport system by tracking them via travel cards would be large scale processing. As a rule of thumb processing personal data about more than 5,000 residents will also, most likely, fall within the definition of 'large scale'. However, it should be noted that having more than 5,000 residents on the Electoral Register would be unlikely to trigger the need for a DPO; the processing would need to be more detailed to put a local council into the 'mandatory' category.
  - (b) 'Regular and systematic monitoring' includes all forms of tracking and profiling on the internet, although it is not restricted to the online environment and could be any ongoing monitoring of behaviour. It includes monitoring such as location tracking on mobile apps or the use of smart meters in the home. The use of CCTV to monitor people's movements (rather than just as a security measure) could also be covered.
- 26.3 Clerks and RFOs cannot be designated as a council's DPO. This is because although they may satisfy some requirements of the DPO job, they will not satisfy all of them. There can also be a conflict of interest between the role of a clerk and RFO and that of a DPO and these types of conflicts should be avoided. More information about the role of DPOs can be found in [Appendix 5 – The role of Data Protection Officers.](#)
- 26.4 The council, as data controller, remains responsible for compliance with the data protection legislation including the GDPR.
- 26.5 All councillors, staff, committees and sub-committees are expected to apply data protection legislation in their work. The DPO should have access to full council and relevant staff, committees and sub-committees.
- 26.6 Aside from or in place of a DPO, the council may wish to appoint a staff member who is able to provide central support and guidance in respect of compliance with data protection legislation. If a staff member is to take on this role, it does not need to be a new member of staff, but may be added to the duties of an existing member of staff. The job title 'Data Protection Compliance Officer' or similar, rather than 'Data Protection Officer' ought to be used, to avoid confusion with the DPO (if there is one), to which specific responsibilities are attached under the legislation.

## Appendix 5 – The role of Data Protection Officers

### 1. What does a Data Protection Officer do?

- (a) The GDPR sets out in detail the minimum responsibilities of the Data Protection Officer ("DPO") role. GDPR specifies that DPOs "should assist the controller or the processor to monitor internal compliance with this Regulation".
- (b) A DPO's duties include:
  - (i) informing and advising the council and its staff of their obligations in the GDPR and other data protection laws;
  - (ii) monitoring compliance of the council, both its practices and policies, with the GDPR and other data protection laws;
  - (iii) raising awareness of staff of data protection law; providing relevant training to staff and councillors;
  - (iv) carrying out data protection-related audits;
  - (v) providing advice to the council, where requested, in relation to the carrying out of data protection impact assessments ('DPIAs') and the council's wider obligations with regard to DPIAs; and
  - (vi) acting as a contact point for the Information Commissioner's Office.
- (c) As part of these duties to monitor compliance, DPOs may, in particular:
  - (i) collect information to identify processing activities;
  - (ii) analyse and check the compliance of processing activities; and
  - (iii) inform, advise and issue recommendations to the controller or the processor
- (d) Monitoring of compliance does not mean that it is the DPO is personally responsible where there is an instance of non-compliance. The GDPR makes it clear that it is the controller, not the DPO, who is required to 'implement appropriate technical and organisational measures to ensure and to be able to demonstrate that processing is performed in accordance with this Regulation.'
- (e) The appointed DPO must at all times have regard to 'the risk associated with the processing operations, taking into account the nature, scope, context and purposes of processing.' This is an overarching obligation which means that the role of the DPO will vary in proportion to the risks to the rights of individuals affected by the council's processing of personal data.
- (f) The DPO should 'cooperate with the supervisory authority' (in the UK, this is the Information Commissioners Office ("ICO")) and 'act as a contact point for the supervisory authority on issues relating to processing, and to consult, where appropriate, with regard to any other matter'.
- (g) It is the controller or the processor, not the DPO, who is required to 'maintain a record of processing operations under its responsibility' or 'maintain a record of all categories of processing activities carried out on behalf of a controller'.

### 2. DPOs and DPIAs

- (a) A data controller (and not the DPO) is required to carry out a data protection impact assessment ('DPIA') under the GDPR in certain circumstances.

# Appendix 3

# NORTH HORSHAM PARISH COUNCIL



## BUSINESS PLAN

~~2021~~2022 - ~~2024~~2025

First draft 30<sup>th</sup> June 2016 – Full Council

Version 8 June 2019 (amended)

Adopted 4.7.19

Adopted 11.03.21

Adopted ~~44-10~~ March 20242(F&A Cttee)

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### Glossary

WSSC – West Sussex County Council

HDC – Horsham District Council



## 1.The Parish Council

1.1 North Horsham Parish Council is made up of six wards, Roffey North, Roffey South, Holbrook East, Holbrook West, Horsham Rural and Comptons. The nineteen councillors that make up the Council act as a body corporate and make decisions which are then carried out by officers who are employed by the Council. Councillors bring issues to the attention of the council and help it make decisions on behalf of the local community.

1.2 In June 2016 the Parish Council first resolved that it was eligible to use the General Power of Competence which means that the Council is not restricted by the limited powers granted to Parish Councils and can do anything that an individual can lawfully do. The Parish Council was able to reaffirm the General Power of Competence in May 2019. The Parish Council has robust financial management and there is a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

1.3 The Parish Council is responsible for three Community Halls in North Horsham, Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall. It is also responsible for Multi courts, play areas at Earles Meadow, Amberley Close, Birches Road and Holbrook Tythe Barn. The Parish Council looks after open space at Earles Meadow, Amberley Close and Holbrook Tythe Barn and allotments at Amberley Close. Bus shelters, litter bins, notice boards, dog bins and street lights are also part of the Parish Council's portfolio of assets. The Parish Council holds the lease for allotments on Harwood Road from WSCC. The Harwood Road allotments site is run by the Harwood Road Allotment Association. The Parish Council has a statutory right to be notified of Planning Applications in its area and submits comments to the Local Planning Authority (HDC) through a very active Planning, Environment and Transport Committee. There are also Committees to oversee Finance and Administration, Property and Personnel.

1.4 All Council and Committee Meetings convened by North Horsham Parish Council are open to the public. There is an opportunity for members of the public to ask questions, comment or raise issues relating to the agenda within the first fifteen minutes of the meeting. Members of the public are encouraged to join topic specific working parties to bring expertise and local knowledge.

1.5 Meetings are generally held on Thursday evenings starting at 7.30pm in the Roffey Millennium Hall. ~~Since July 2020 meetings have been held remotely in response to social distancing introduced to reduce the spread of Coronavirus. It is unclear if remote meetings will be allowed after May 2021.~~ A list of meetings and agendas for meetings are published on the Parish Council website [www.northhorsham.gov.uk](http://www.northhorsham.gov.uk) and available on the parish notice boards.

1.6 The Parish Council has a proactive working relationship with WSCC, HDC, Sussex Police and County and District Councillors. The Parish Council is represented on a number of local, district and county organisations.

1.7 The Parish Council Office, situated in the Roffey Millennium Hall on Crawley Road is usually open to the public between 9am and 5pm, Monday to Friday. Having an office offers residents the opportunity to drop in for information or to discuss issues. ~~The office has been closed during the Coronavirus pandemic, but hopes to reopen in line with government guidance later in 2021.~~

1.8 The Parish Council runs the North Horsham Friendship Club which meets every fortnight and gives an opportunity for people living in the parish over sixty years old to meet together. The club usually runs from 2pm to 4pm and there is a £2 subscription for tea and cake. The lively afternoons include activities such as games, quizzes, talks, music and outings. Around 20—25 people attend at any one time although the membership itself is around 40. The group manages

its own budget and the club runs on subscriptions enhanced by a modest grant from the Parish Council. ~~The Club has been suspended since March 2020, but hopes to reopen in late 2021.~~

1.9 The Parish Council provides two litter wardens who collect litter on specific routes in the parish and for which an Environmental Grant is paid by HDC.

## **2.Introduction to the Business Plan**

2.1 The North Horsham Parish Council Business Plan originated in 2016 with an aim of giving focus to how the Council delivers its services and the need for future planning.

2.2 Two visioning events were held. At the first, Councillors were encouraged to put forward any suggestions for the future of North Horsham Parish Council. At the second event Councillors and staff members were asked to indicate their support for or against the original suggestions and to prioritise the ideas. There was an opportunity to add comments and further projects.

2.3 Some improvements and projects could incur the need for additional expenditure. Whilst there may be a need to make an increase in the precept spread over a number of years to achieve a project that is supported by the community, every effort will be made to work collaboratively and in partnership with other organisations where possible to achieve the maximum value for money.

2.4 Ultimately any project within the Plan will have an associated costing and list of objectives to enable the project to be monitored and evaluated.

## **3.Aims of the Plan**

3.1 The purpose of the North Horsham Business Plan is to:-

- To set out the Parish Council's vision, objectives and key priorities.
- To enable the Parish Council to represent the interests of the whole community working as a corporate body 'with perpetual succession.'
- To facilitate and recognise the value of partnership working with groups who share a common goal with the Parish Council and its community.
- To promote a greater understanding of what the Parish Council does, how it represents its community and to ensure that residents have a clear understanding of how the Parish Council looks to develop into the future.
- To enable the Parish Council to operate in a consistent and co-ordinated way.
- To encourage the community to become involved in the democratic process and the future of its parish.
- To help the Parish Council to focus on how services are delivered.
- To aid future budgeting.

3.2 The North Horsham Parish Council Business Plan is a 'live' document which will be updated and reported on annually. This will enable the Council to track and monitor its progress against key priorities.

3.3 Comments and feedback from residents are welcome and should be addressed to :-

The Parish Clerk,  
Roffey Millennium Hall,  
Crawley Road,  
Horsham  
Telephone 01403 750758  
E-mail [Parish.clerk@northhorsham-pc.gov.uk](mailto:Parish.clerk@northhorsham-pc.gov.uk)

#### **4. Past achievements**

4.1 The Parish Council has been successful in supporting its community over past years by engaging with residents and representing local views. This is especially relevant in respect of the development north of the A264, transport and environment issues and opportunities that will benefit the community.

##### **4.2 Significant achievements for North Horsham Parish Council**

- Maintaining three ~~well-appointed~~well-appointed community halls, multi courts, four play areas, open spaces, allotments and various street furniture.
- North Horsham Friendship Group.
- Improvements to buildings, play areas and the Riverside Walk including the addition of street furniture and improved access.
- Facilitating the move of the Horsham Bowls Club and a New Pavilion.
- Improvements at Roffey Corner and Lambs Farm Road.
- Improving the environment by providing litter wardens.
- Two Parish Liaison groups which engage with Horsham District Council, the developers and other key stakeholders with regard to the new development north of the A264 and the development on the former Novartis site on Parsonage Road.
- Regular articles in North Horsham pages, up to date website and Facebook to promote the Parish Council.
- The Parish Council supported the formation of a Community Land Trust for North Horsham.

#### **5. Vision**

5.1 To represent the views of those who live and work in North Horsham Parish and promote a strong, vibrant and inclusive community working in partnership with others.

#### **6. Objectives**

1. To encourage any Councillor vacancies to be filled.
2. -To ensure that all buildings and open spaces are run efficiently, effectively and inclusively as possible.

3. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.
4. To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires, as part of activities already established in Horsham Town and further afield.
5. To work with WSCC, HDC and key agencies to promote best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.
6. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.
7. To continue to engage with WSCC, HDC –and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.
8. To improve ~~non-vehicular~~non-vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.
9. To support a Walking and Cycling Infrastructure Plan for North Horsham.
10. To engage with all stakeholders involved with the development of the former Novartis site on Parsonage Road, to provide as many improvements to infrastructure as possible.
11. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy.
12. To support the North Horsham Friendship Club for those in the parish over sixty years old.
13. To support the provision of youth services in North Horsham to provide better opportunities for young people.
14. To support access to internet facilities and developing technology. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.
15. To prepare to upgrade one playground in the Parish in 2024/25.
16. To take opportunities to take responsibility for facilities and assets on the new development north of Horsham.
17. To replace the Boiler at Roffey Millennium Hall as necessary.
18. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.
19. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park, should it happen in the future.
20. To promote a review of the traffic calming measures on Crawley Road as appropriate.
21. To promote Horsham District Council's only listed Ancient Monument – Chennells Brook Castle (the Motte and Bailey castle north of Chennells Brook Farm).
22. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings (buses and taxis) to provide an even coverage of public transport connectivity across the parish.
23. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

## **7. Other considerations**

7.1 The visioning event raised other projects such as facilitating a 'dial a ride' scheme for the elderly and infirm, installing electric car charging points at community halls powered by solar

panels, making all halls vatable and contracting out caretaking and cleaning duties, but these didn't have sufficient support to include in the Business Plan at the time, nor available funding. The projects could be reconsidered in the future. In 2018, the Parish Council considered taking responsibility for the Car Park in Godwin Way, but there wasn't the support from the retail sector. The Parish Council may wish to consider organising community events for Sussex Day (16<sup>th</sup> June) and the big clean (first weekend in March) in the future. The Parish Council consulted with the community about producing a Neighbourhood Plan but the lack of support and the expense led to the Council deciding that A Neighbourhood Plan wouldn't be produced in July 2018.

7.2 There was a formal staff review in 2017 which demonstrated that staffing levels were adequate for the current level of business, but there was very little additional capacity for large projects, staff vacancies, holidays or illness. When halls closed due to the Coronavirus pandemic, staff were furloughed initially, then hours were reduced to reduce outgoings. Whilst prior to the pandemic business ~~has~~<sup>sd</sup> been increasing at the halls year on year, the restriction imposed by the government has seen many changes in the hire patterns and as the country emerges from the pandemic, it is not clear what will happen in the longer term. ~~when restrictions are totally lifted later in 2021.~~ Throughout the pandemic there ~~has been~~<sup>was</sup> flexibility from staff. In the past a caretaker vacancy has been covered by office staff, reducing their ability to cover their day to day work. When there is a reduction in staff cover, fewer bookings can be taken. This impacts on income from the asset. At North Heath Hall and Holbrook Tythe Barn there is the capacity for some regular hirers to hold keys and contract cleaners are used when there are caretaker vacancies. Now that ~~As~~ the government restrictions put in place to reduce the spread of Coronavirus are being lifted, staff cover will continue to be reviewed and reported to the Personnel Committee for action as necessary.

## 8. Key priorities, costings and notes

The aims and objectives are in black, potential cost in red and progress is in blue.

### Short term goals (~~2021~~2022/2223)

1. To encourage any Councillor vacancies to be filled.

*There is £19,950 in an earmarked reserve for elections.*

*There is one vacancy in Comptons and one vacancy in Roffey North. Posters have been erected and included in the bi monthly Horsham Pages publication but there ~~There~~ have been no people interested., but no-one has progressed their interest.*

2. To ensure that all buildings and open spaces are run efficiently, effectively and as inclusively as possible.

*The ~~improvements to the~~ RBS booking system ~~have been made which are~~ continues to be adequate for what is required at the moment. Edge IT offer packages which may provide similar support, but the cost is much higher than currently paid and there would be additional re-training and installation costs.*

3. To prioritise work on the buildings, open spaces and trees so that essential work and health and safety work is undertaken first.

*The Property Committee prioritise work in collaboration with other Committees and the Council. Regular inspections of assets are carried out including an independent tree survey and risk assessments.*



4. To increase use of Parish Council facilities, achieve customer satisfaction and repeat hires as part of activities already established in Horsham Town and further afield.

*The Property Committee has control over the buildings and open spaces and regularly review the Terms and Conditions of Hire, other associated policies, maintenance schedules and the financial costs. The Personnel Committee review staff capacity.*

*All buildings are accessible and compliant with DDA. North Horsham Parish Council is a member of the Horsham District Dementia Action Alliance. Some staff have been trained as Dementia Friends.*

*A customer satisfaction survey is given to hirers to measure performance and as a way of improving service. There is evidence of repeat and long term hires.*

*The Caretakers are key in providing a positive customer experience. They wear uniform so that they are easily identifiable and are in close communication with the office through clear lines of management. There are positive remarks following bookings on most occasions.*

*By having a system of prioritising work, the Property Committee can make consistent and measured decisions. Health and Safety work is essential and can be done through officer delegation as required.*

*Staff upsell the facilities and look for new and innovative ways in which the spaces can be used. There has been greater emphasis on advertising using the website and social media and this will increase. Difficulties in filling caretaker vacancies has a knock on effect on bookings and different ways of working will be considered where appropriate.*

*Improvements have been made to the booking system which are adequate for what is required at present. Edge IT offer a finance system with addons for bookings, but the annual cost is higher and there would be costs for retraining and installing and setting up the system. At the current time it seems sensible to stay with Rialtas Business Systems.*

5. To work with WSCC, HDC and key agencies to promote the best use of resources and partnership working wherever possible in all aspects of the public realm but especially in respect of highway matters.

6. To continually improve communications with WSCC, HDC and all agencies who work within North Horsham.

*The Parish Council has a slot on the Parish Council agenda for West Sussex County Councillors and Horsham District Councillors to submit a written or verbal report and every effort is made to work collaboratively where possible. County and District Councillors are contacted between meetings where appropriate. Parish Councillors can speak at County and District meetings.*

*The Parish Council is regularly consulted on issues that will affect the residents of North Horsham and collaborative working is promoted where possible. The Parish Council is invited to training events with WSCC and HDC. The Parish Council has corresponded with WSCC on highways issues as a result of items raised at Planning, Environment and Transport Meetings or on concerns raised by residents.*

*Positive relationships have been sought with key agencies in North Horsham. The Annual Parish Meeting gives an opportunity to showcase community facilities.*

7. To continue to engage with WSCC, HDC and all other appropriate agencies to influence development in North Horsham, especially in relation to highway improvements, transport and community facilities to provide as many improvements to infrastructure as possible.  
*Section 106 contributions have been set aside by HDC who are working with WSCC.*
8. To improve non vehicular access across the A264 to link the new development and beyond to North Horsham and to re-establish a cycle link through the underpass near Moorhead roundabout.

*Section 106 contributions have been set aside for some improvements.*

*The Parish Council facilitates quarterly North of Horsham Development Parish Liaison Group meetings between key stakeholders including community groups and residents. The meetings are reported back to the Planning, Environment and Transport Committee for action and notes from the meeting are published on the Parish Council's website.*

*An initial report on the opportunities for cycling connectivity between the new and existing development has been completed by Phil Jones Associates on which to move forward with the developers and other agencies. This will be ongoing over several years and be part of the discussions of the North of Horsham Development Parish Liaison Groups.*

*Further stand alone meetings involving the developer and the Horsham Cycling Forum have been arranged by NHPC and liaison is ongoing to extend the cycle path to provide a connection to Crawley.*

9. To support a Walking and Cycling Infrastructure Plan for North Horsham.

*The Parish Council has written letters of support for a Walking and Cycling Infrastructure Plan to WSCC, HDC and the developers and requested that the Parish Council is fully engaged with the process.*

10. To engage with all stakeholders involved with the development of the former Novartis site on Parsonage Road, to provide as many improvements to infrastructure as possible.

*The Parish Council intends to facilitates quarterly regular Parish Liaison Group meetings between key stakeholders including community groups and residents but these have been on hold due to delays in the project as a result of the pandemic. The meetings ~~are~~ will be reported back to the Planning, Environment and Transport Committee for action and notes from the meetings ~~are~~ will be published on the Parish Council's website.*

11. To continue to raise the profile of the Parish Council and keep residents informed using Horsham Pages (North), an attractive website, Facebook and other methods of communication and community engagement as appropriate and in line with Council Policy. There may be a need to get assistance with the website to ensure that it is compliant with emerging technology and regulations.

*There is £800 in the 2021/22 budget for articles to be submitted to Horsham Pages (North) and an IT budget of £2,480 in the 2021/22 budget.*

*There is an ongoing contract with Horsham Pages (North). Money set aside for “Welcome to North Horsham” signs had to be returned to reserves during the pandemic as only essential spending was made.*

12. To support the North Horsham Friendship Club for those living in the parish over sixty years old.

*North Horsham Parish Council considers an annual grant of around £250 through the grants procedure.*

*North Horsham Friendship Club has around 40 members with between 20 – 25 people attending each session. The activities include quizzes, talks, outings, music and games. The Facilities Officer spends a portion of her time preparing and delivering the activities as necessary and refreshments. The Deputy Clerk works with the Facilities Officer to set a programme of activities.*

### **Medium term goals (2022/23)**

13. To support the provision of youth services in North Horsham to provide better opportunities for young people.

*HDC suggested engaging a third party such as Horsham Matters to do some work with young people to understand the issues. has been engaging with NHPC on the extension of the existing youth work being undertaken in the Town by the organisation 4TheYouth. Council has agreed to make a one of contribution of £5,000 from the Youth Provision EMR for 2022/23 and, on receipt of data regarding usage and planned activities, to consider multi year agreement from 2023/24 onwards.*

14. To support access to internet facilities. To support activities related to science, technology, engineering and mathematics (STEM) and the growing digital creative industry.

*WSCC is working with HDC, ~~Horsham Matters~~ and Age UK Horsham District on a Digital Inclusion project. They are aware that the Parish Council is willing to support their initiative where appropriate and within resources.* [PC1]

*HDC do a buildings audit on an annual basis and are aware of the facilities that the Parish Council can offer and that the Parish Council is willing to enter into a dialogue in the future.*

15. To look to upgrading one playground. Work undertaken to ascertain the life expectancy and required sums to be set aside for asset replacement has shown that Birches Road Playground and Amberley Road Playground will need replacing in 2024 and 2025 respectively. To replace all equipment at both playgrounds would cost approximately £130,000 however, some of the existing equipment and infrastructure could be retained reducing the costs.

*£25,000 was set aside in 2020/21 and a further £25,000 has been set aside in an will be -EMR in 2021/22 for the replacement of play equipment.*

16. To look to working with HDC and the developers to take responsibility for community buildings, open spaces, playgrounds and other assets on the development north of Horsham. North Horsham Parish Council has already indicated to Horsham District Council that they would be willing to be approached regarding the future running of any community buildings in the development north of Horsham. Costings are unknown at this time as it is likely that the arrangement would be for the buildings to be transferred after completion by HDC.



17. To prepare to replace the boiler at Roffey Millennium Hall.

*£25,000 has been asset aside in an Ear Marked Reserve with an additional £5,000 being added in the 2021/22 budget.*

### **Long term goals (2023-2025)**

18. To support local business in North Horsham where possible. To encourage inclusion in economic activities in Horsham District as appropriate.

*Initial approaches have been made to HDC Economic and Visitor team to see if events held in Horsham Town can include North Horsham. Ongoing dialogue will be needed.*

19. To be involved as a facilitator of the redevelopment and remarketing of Roffey Centre ie Star Pub, Scrap Metal Yard, shops and Car Park should it happen in the future.

*There is information on file (2015) to suggest this will not be possible for at least three to five years even if money were available, which it isn't at this stage. This is a major project and would need buy in from WSCC, HDC and other agencies. Checked with HDC in 2018 and nothing is known about any redevelopment. The sites are included in the Strategic Housing, Economic, Land Availability Assessment (SHELAA) produced by HDC in 2019. The land is noted as 'not currently developable'.*

20. To promote improvements in the traffic calming measures on Crawley Road as appropriate.

*WSCC has no plans to make any amendments to Crawley Road But there could be opportunities if any redevelopment was done at the Roffey Centre.*

21. To promote Horsham District Council's only listed Ancient Monument – Chennels Brook Castle.

*The Parish Council website includes information regarding Chennelsbrook Castle, the only listed Ancient Monument in Horsham District. HDC has included the site on its tourist website.*

22. To improve transport links from Horsham Town Centre to North Horsham and North Heath Lane in the evenings (buses and taxis) to provide an even coverage of public transport connectivity across the parish.

*Improvements could come with the new development north of the A264.*

23. To build up a property portfolio to provide additional income and secure investment for the Parish in the future.

*The Finance Committee has agreed to review this on an annual basis to ascertain whether finding allows further investment. The next review is December 2022.*

## 9. Financial Considerations

9.1 A few of the ~~short and medium term~~ short- and medium-term goals have money allocated. Setting money aside for longer term goals is more difficult as they are dependent on opportunities becoming available to the Parish Council.

**Actual figures for 2017/18 to 2019/20, budgeted and estimated figures for 2020/21 and approved budget for 2021/22.**

	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 <del>Budgetted</del> <u>Budgeted</u>	2020/21 Estimated	2021/22 <del>Budgetted</del> <u>Budgeted</u>
<b>INCOME</b>						
Finance	879	571	962	200	100	100
Allotments	1,015	539	816	875	875	875
NHH	62,013	64,471	63,943	65,625	20,000	50,000
HTB	35,098	36,425	39,229	37,800	7,500	30,000
Multi Courts	22,318	24,270	22,571	23,140	8,000	20,000
RMH	74,222	85,141	80,816	85,200	3,000	60,000
<b>TOTAL</b>	<b>195,545</b>	<b>211,417</b>	<b>208,337</b>	<b>212,840</b>	<b>39,475</b>	<b>160,975</b>
<b>EXPENDITURE</b>						
Finance	52,278	52,327	46,290	51,670	45,870	50,120
Grants	8,577	8,800	4,160	10,000	5,000	10,000
Burial	3,000	9,183	6,730	6,750	6,750	6,750
Planning	0	2,000	278	2,250	0	2,250
Allotments	717	1,009	1,123	1,575	1,625	1,575
Amenities	37,799	42,712	41,713	52,085	47,660	52,995
NHH	24,070	23,303	22,921	27,854	15,001	28,421

HTB	17,582	20,777	16,934	23,757	18,115	22,196
RMH	32,564	33,200	33,340	41,567	21,514	37,888
Personnel	293,325	275,643	299,981	311,250	273,950	315,450
<b>TOTAL</b>	<b>469,912</b>	<b>468,954</b>	<b>473,470</b>	<b>528,758</b>	<b>435,485</b>	<b>527,645</b>
<b>NET EXPEND.</b>	<b>291,159</b>	<b>273,409</b>	<b>265,133</b>	<b>315,918</b>	<b>396,010</b>	<b>366,670</b>

<b>FUNDING</b>						
Council Tax benefit	1,403	0	0	0	0	0
Environmental Grant	9,691	9,836	9,984	9,984	10,234	10,234
Precept	293,551	319,943	327,769	335,194	335,194	338,600
CiL	0	0	11,053	0	2,395	0
<b>TOTAL</b>	<b>304,645</b>	<b>329,779</b>	<b>348,806</b>	<b>345,178</b>	<b>347,823</b>	<b>348,834</b>

<b>opening balances</b>	2017/18	2018/19	2019/20	2020/21	2020/21 estimated	2021/22 budgetted
<b>GENERAL RESERVE</b>	85,277	106,513	**186,151	***230,057	171,869	149,033

\*\* During budgeting for 2019/20 there was sufficient funds to enable having £150,000 contingency in the General Reserve and transfer £20,770 from the General Reserve to various Ear Marked Reserves. The following transfers were made:- Repairs and Renewals to cover Boardwalks (£17,520) and Street Lighting (£6,000) and Redecorating at Holbrook Tythe Barn (3,250) which was agreed as high priority work.

\*\*\* During budgeting for 2020/21, there were sufficient funds to enable £150,000 contingency in the General Reserve and a surplus to put money aside in Ear Marked Reserves. It was agreed to put £25,000 into a Play equipment Ear Marked Reserve, £10,000 in an Ear Marked Reserve for the Roffey Millennium Hall Boiler and £7,260 into Repairs and Renewals for repairs to board walks at Earles Meadow.

~~Considerations to put £18,000 in an Ear Marked Reserve for Welcome to North Horsham signs and £4,000 for an upgrade to the Parish noticeboards did not go ahead when the potential impact of the Coronavirus pandemic on income was realised.~~

It is estimated that there will be an estimated £171,869 in the General Reserve at the end of 2020/21. The proposed contingency for 2021/22 in General Reserves is £149,033. It has been agreed to put £5,000 into the Roffey Millennium Hall boiler Ear Marked Reserve as there is a high risk that will need replacing in the near future.

9.2 The Internal Auditor has advised that a General Reserve of around £150,000 (approximately 5 – 6 months running costs) would be acceptable.

#### 10. Earmarked Reserves

	01.04.2018	01.04.2019	01.04.2020	01.04.2021 estimated
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VAT Contingency <sup>1</sup>	7,955	7,955	7,955	7,955
Repairs and Renewals <sup>2</sup>	139,886	150,220	117,568	112,068
Election <sup>3</sup>	19,950	19,950	19,950	19,950
Tree Management Work <sup>4</sup>	0	6,000	4,250	3,825
Roffey Youth Club <sup>5</sup>	5,621	5,621	5,621	5,621
Planning <sup>6</sup>	8,035	8,035	8,035	8,035
RMH Boiler <sup>7</sup>	10,000	10,000	20,000	20,000
Playground upgrade <sup>9</sup>			25,000	25,000
Capital Receipt <sup>8</sup>	25,000	25,000	25,000	25,000
Community Land Trust <sup>10</sup>	1000	944	722	3
CiL 2019/20 <sup>11</sup>	0	11,053	10,434	9,500*
CiL 2020/21 <sup>11</sup>	0	0	0	2,395
<b>Total</b>	<b>216,447</b>	<b>244,778</b>	<b>219,535</b>	<b>239,352</b>

#### Footnotes

1. Some of the Parish Council's buildings are opted to tax, others are exempt. Currently VAT on exempt buildings can be claimed up to £7,500. If the Council's VAT exceeds that figure, all VAT must be paid. VAT is monitored by the Finance Committee quarterly and there should be early warning if the de minimus will be exceeded. If the money has to be paid to HMRC, another contingency would need to be built up as quickly as possible.
2. Repairs and renewals are for large cost items.
3. If there were a by-election the cost would come from this Earmarked Reserve.
4. Tree management work identified from risk assessments.
5. Money left from the Roffey Youth Club ~~could go towards another youth facility or~~ has been allocated to the HDC lead -youth project.
6. Money has been set aside for transport surveys, professional fees associated with the new development, improvements to local areas or tree survey work.
7. RMH Boiler has reached near the end of its lifespan and is likely to need replacing within the next few years.
8. Capital receipt from the sale of land at North Heath Hall can only be spent on other capital projects.
9. Money has been set aside for upgrading Parish Council playgrounds as required.
10. A grant awarded to the Community Land Trust has now been spent. They are now an organisation in their own right.
11. Community Infrastructure Contributions are separated as they are time sensitive. There has been recent expenditure ~~on benches on projects recommended by the CIL Working Party and~~ agreed by the Council which is why the amount noted with \* is an approximated amount.

9.3 Some expenditure may be required from Earmarked Reserves in the near future. The gutters at Roffey Millennium Hall leak and will need some remedial work or replacement may be needed within the next eighteen months. (£4,000). There are refurbishments

needed to the toilet areas and lower kitchen at North Heath Hall (£20,000). Pieces of play equipment are likely to need replacement within the next three to four years.

Whilst the work is likely to be staggered, this will reduce the reserve quite significantly and a top up will be needed to ensure there is funding available in the future. It would be prudent to regularly top up Repairs and Renewals.

## **11. Action Points**

11.1 To work to fill the Councillor vacancies.

11.2 To work to further promote the halls and Parish Council assets. To maintain a high level of customer care and service. This has resource implications.

11.3 To continue working within the Parish Liaison Group forums to try to get the best facilities for the parish and to take opportunities to work with WSCC and HDC regarding the management of assets.

11.4 To continue to support the North Horsham Friendship Club as a means to improving wellbeing for many in the parish.

11.5 To seek to fulfil all objectives as the opportunities arise.

11.6 To set the precept in the future at a level whereby the General Reserve is kept at the level recommended by the Internal Auditor and so that any Earmarked Reserves that are used can be replenished within a reasonable space of time if appropriate.

11.7 To seek to consult residents and gain their views as appropriate.

North Horsham Parish Council, Roffey Millennium Hall, Crawley Road, Horsham, RH12 4DT .

Telephone 01403 750786.

E-mail [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)

# Appendix 4

**NORTH HORSHAM PARISH COUNCIL  
NOTES FROM THE INTERNAL CONTROLS WORKING PARTY  
MONDAY 28<sup>th</sup> FEBRUARY AT 10.30am**

**Members of the Working Party:-** Cllr A Shine\*, Cllr Smithurst\* and Cllr S Torn

\*Denotes absence.

The Clerk/Responsible Financial Officer and Administration Clerk were also in attendance.

**1. Election of Chairman**

As the only Member in attendance, Cllr. Torn was appointed as the Chairman for the Meeting.

**2. Apologies.**

Apologies has been received from Cllr. Smithurst.

**3. Notes.**

The notes of the meeting held on 29<sup>th</sup> November 2021 had been presented to the Finance and Administration Committee on 9<sup>th</sup> December 2021 (Min. FA/483/21 refers) including the decision that the next meeting should focus on scrutiny of expenditure.

**4. Tests agreed in the Action Plan agreed by the Finance and Administration Committee on 8<sup>th</sup> October 2020 (Min. FA/412/20 refers) designed to review safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud.**

- i. That Salaries have been properly reviewed
- ii. Identifying the duties of Officers and segregation of duties; authorisation of payments; hierarchical review and that a commitment over £5,000 is compliant
- iii. To review that risk levels are properly managed and compliance with the publication rules for the Local Government Transparency Code 2015
- iv. Identifying the duties of Officers and segregation of duties; procedures for bad debts and bank mandate review, bank reconciliation and procedures, test that the budget is reviewed against the actual figures

As had been agreed at the previous meeting, the focus for the review was to be expenditure.

Details of the tests undertaken are detailed in **Appendix 1**.

Having undertaken the review, whilst it was **AGREED** that there were no areas of concern or discrepancies identified, it was **AGREED** (as noted in Appendix 1) that the following should be undertaken for future payment authorisations :-

- Where payments are to be funded from EMR, that wording “to be funded by EMR” included on approval sticker.
- The email from signatories to approve the payments should refer to the total being paid thereby ensuring that the email is being tied to the correct payment run.

5. It was **NOTED** that the date of the next Meeting was to be confirmed but would be held over the summer. It was **AGREED** that the focus for the next Meeting would be Payroll and Petty Cash.

There being no further business the meeting was closed at 11.35am



**NORTH HORSHAM PARISH COUNCIL  
INTERNAL CONTROLS WORKING GROUP -  
EXPENDITURE TESTING AND PROCEDURES**

**OBJECTIVES**

1. To ensure that the Council's Standing Orders, Financial Regulations and any other approved documentation has been complied with.
2. To confirm that there is an authorised invoice and authorisation for payment.
3. To ensure that VAT is appropriately identified to allow it to be reclaimed.
4. To check that the systems and procedures put in place by management are working and appropriate

	<b>TEST</b>
<b>1</b>	Select three Nominal Expenditure Accounts (from the Trial Balance, if required). Check that one item from each of the three Accounts agrees to the Bank Statement. Include an item over £5,000 in value.
<b>2</b>	Select three payments from the current year's Bank Statements including direct debits. Confirm that the items have been correctly posted to the Purchase Ledger (Purchase Ledger Day Book and List of Payments).
<b>3</b>	For all six items - <ul style="list-style-type: none"><li>• Check that the items agree to an invoice or similar documentation.</li><li>• Confirm that it is for a valid Council expense and made from within the approved Budget.</li><li>• Confirm, where appropriate, that delivery notes or other documentation are available.</li><li>• Check that the invoice has been approved by the RFO.</li><li>• Check the Coding Label on each invoice for correctness and that it has been signed by two Councillors authorised to do so.</li><li>• Check that the cheque book stub has been initialled by two Councillors.</li><li>• Check that the expenditure has been approved by Council on the appropriate Payment List.</li></ul>

**NORTH HORSHAM PARISH COUNCIL  
INTERNAL CONTROLS WORKING GROUP  
EXPENDITURE TESTING AND PROCEDURES**

<b>TEST</b>	<b>ACTION</b>
<b>1.</b>	a) Payment to St Johns Ambulance 04.02.22 (Mth 11) £230.00 (£276.00 inc VAT and included in payment of £468.00 on 21.02.22) Staff Training
	b) Payment to Nick Simmonds 25.11.21 (Mth 8) £90.00 (No VAT and included in payment of £382.00 on 07.12.21) Maintenance - Electrical RMH
	c) Payment to Pro Servicing 13.09.21 (Mth 6) £1,195.00 (£1,434 .00 inc VAT) EMR via Repairs and Renewals
<b>2.</b>	d) Payment to Viking 26.11.21 (Mth 8) £177.24 (£147.70 net of VAT) Stationery
	e) Payment to TC Maintenance 07.02.22 (Mth 11) £2,369.59 (No VAT) Repairs and Renewals to be funded BY CIL 19/20 EMR
	f) Payment to Servcom 21.12.21 (Mth 9) £833.68 (£694.73 net of VAT) Maintenance - Gas Boiler NHH
<b>3.</b>	<ul style="list-style-type: none"><li>• All six payments checked.</li><li>• No payment over £5,000 that had not been checked at previous WP Meeting was identified and therefore not checked.</li><li>• No payments by cheque so initial of cheque stub not reviewed</li><li>• Payments reviewed against monthly Payment Lists as published on the website following receipt at Council <i>except</i> for (a) as February month end not completed and list not yet published.</li><li>• Email confirmation from Councillors for approval of item (f) checked</li></ul>

**ADDITIONAL COMMENTS**

Agreed that where payments are to be funded from EMR that wording "to be funded by EMR" included on approval sticker.

Agreed that email from signatories to approve the payments refer to the total being paid thereby ensuring that the email is being tied to the correct payments run.