

**NORTH HORSHAM PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING - THURSDAY 5th MAY 2022 AT 7.30pm**

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

1. Election of Chairman

Nominations for the position of Chairman will be made at the Meeting and following the election, to comply with The Local Government Act 1972(83)(4), the elected Chairman will be required to complete the Declaration of Acceptance of Office as prescribed under the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465.

2. Election of Vice-Chairman

Nominations for the position of Vice-Chairman will be made at the Meeting.

3. 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.

4. Apologies for Absence.

Cllr. R. Knight submitted apologies at the previous Council Meeting. Any further apologies and reasons for absence to be given to the Clerk.

Decision : To note apologies for absence.

5. 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.

7. Decisions made by delegated power since 3rd March 2022 for ratification.

Following the cancellation of the Planning, Environment and Transport Committee Meeting on 24th March, as a result of staff shortages due to COVID, it was necessary for decisions to be made under the approved scheme of delegation and these decisions will be ratified at the Committee Meeting on 28th April.

Decision : To note that the decisions taken following the cancelled Planning, Environment and Transport Committee Meeting will be ratified at the next Meeting on 28th April 2022.

8. Committees and Working Parties

While receiving and adopting the Minutes of the Finance and Administration Committee Meeting on 10th March 2022, Members are asked to ratify the recommendation of the Committee to approve the Direct Debits, as required under Financial Regulation 6.6.

Decisions : To ratify the recommendation from the Committee to approve the Direct Debit Mandates.

13. Calendar of Meetings for 2022/23

The draft schedule is attached as **Appendix 1**.

Decision : To agree the calendar of meetings for 2022/23

14. Appointment to Council Committees and Outside Bodies

A draft of the potential appointments based on Members' feedback (as shown in red) is attached as **Appendix 2**. The Council may wish to consider the following :-

1. Would the Chair and Vice Chair like to be included on the Finance and Administration Committee?
2. Would the Council like to continue with 7 members of the Personnel Committee for 2022/23?
3. Attendance at the Gatwick Airport Noise Management Board (NMB) is usually open to any Councillor and is an opportunity to observe a meeting in public only.
4. The Bus shelter advertising working party hasn't met over the last two years and Members need to decide whether to reappoint or dissolve this working party.
5. The Community Highways Partnership working party hasn't met over the last two years and Members need to decide whether to reappoint or dissolve this working party.
6. It is suggested that, as last year, the Harwood Road allotments working party remains in case any issues arise.
7. A request has been received to appoint a representative to the Horsham Green Spaces (HSG) Group (see **Appendix 2a**).

Decision: To agree for 2022/23, the membership of the four standing committees and representation on outside bodies including a decision regarding a representative to the HSG Group.

It should be noted that the appointment of the Chairman and Vice Chairman of each Committee will take place at their first meeting.

15. Financial Matters

1. Finance Report to show income, expenditure and reserves to 31st March 2022

Period covering 1st April 2021 to 31st March 2022

Funding at 31st March 2022

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

Income to 31st March 2022

Cost Centre	Actual income	Annual Budget*
Admin	187	100
Allotments	948	875
North Heath Hall	54,086	50,000
Holbrook Tythe Barn	24,181	30,000
Multi Court Lettings	19,883	20,000
Roffey Millennium Hall	54,867	60,000
Total	154,152	160,975

Expenditure to 31st March 2022

Cost Centre	Actual Expenditure	Annual Budget*
Admin	45,023	50,120
Grants	6,785	10,000
Burial	7,461	6,750
Personnel	285,727	315,450
Planning, Env, Trans	0	2,250
Allotments	928	1,575
Amenity, Recs and Open Spaces	31,844	52,995
North Heath Hall	30,776	28,421
Holbrook Tythe Barn	14,855	22,196
Roffey Millennium Hall	37,739	37,888
Total	461,138	527,645

Net expenditure	-306,986	-366,670
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*Total cost centre budget for 2021/22.

Income

By the end of the year to 31st March 2022, Income was only £6,823 lower than had been anticipated for in the budget. The gap between anticipated and actual income continued to decrease slightly from 7% of expected income at the end of February to 4% at the end of March, and this was because of the increasing usage of the buildings as the country emerged from the pandemic. However, it must be noted that income was substantially boosted by the receipts from the NHS for the vaccination centre, which totalled £36,706 or 24% of the total income for the year but it is not anticipated that there will be further income from this source in 2022/23.

Expenditure

During the 2021/22 year, significant savings were made on staff costs, general maintenance and Open Spaces with only necessary Health & Safety work carried out together with ongoing necessary inspections and servicing. Towards the end of the year, as the buildings opened up more and more, it was necessary to undertake maintenance activities outside of the Health & Safety remit, 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 were put off until they reached the Health & Safety threshold.

By the end of the year, the gap between actual and anticipated expenditure was £66,507 equating to 13% of the Annual Budget. This was a considerable decrease from the 21% at the end of month 11 but this was due to the backdated Non-Domestic Rates that were collected by HDC in respect of both the current and preceding year.

Reserves

Members will recall that when considering the 2022/23 Budget and resulting Precept requirement, it was estimated that General Reserves as at 31st March 2022 would be £230,685. However, despite the unexpected expenditure for the backdated Non-Domestic Rates, General Reserves at the year-end stood at £250,373 - £19,688 higher than expected

As previously agreed, from these General Reserves, £5,000 will be Earmarked for the RMH Boiler, £5,000 for Tree works and £25,000 for the playground refurbishments. In addition, £25,224 of the General Reserve has been budgeted to fund the 2022/23 expenditure. Therefore, after taking these into account, the Council is expecting to see minimum General Reserves at 31st March 2023 of £190,149.

In addition, there were additional Earmarked Reserves of £237,082 as at 31st March 2022.

Summary

As mentioned above, there is £6,823 less income than budgeted for in the 2021/22 year but this is offset by £66,507 less expenditure. The overall position is that expenditure after income is about £59,684 less than anticipated at this time of the financial year. There are adequate reserves to cover 6 months running costs.

Supporting documentation for the Financial Report is attached as **Appendix 3**.

Decision: To note the Financial Report including summary of Reserves to 31st March 2022.

2. Expenditure Lists

The expenditure lists (previously published on the website) for February and March 2022 are attached to this report in **Appendix 4**.

Decision: To note the expenditure lists for February and March 2022.

3. Asset Register

The Asset Register updated for the 2021/23 financial year is attached as **Appendix 5** not circulated in hard copy due to the number of pages).

Decision : To note the Asset Register as at 31st March 2022.

16. Internal Audit Report 2021/22 - Final

The Internal Audit Report is attached as **Appendix 6**. As Members can read, whilst the Auditors opinion is that the systems and internal procedures at North Horsham Parish Council are well established and followed, the following comments from the Final Audit should be noted :-

- A recommendation that the Fidelity Insurance be increased to cover the maximum balances held by the Council during the year. *The Council's insurance broker has been asked to quote for the increased amount from the renewal in June (see Agenda item 19).*
- That the General Reserves as at 31st March 2022 of circa £250,000 are appropriate for a council of this size.
- That assertion 4 on the Annual Governance Statement has not been met and must therefore be signed as "no" by the Council. *Members will therefore need to answer "No" to this assertion under Agenda item 17.*

The above are in addition to the comment made at the Interim Audit that .gov.uk email addresses be used by Councillors. *The preparations for this are underway for implementation before the next Audit in the Autumn.*

Decision: To note the final report from the Internal Auditor, the points raised and the actions in response.

Members are required to review the effectiveness of the Internal Audit as per **Appendix 7**.

Decision : To undertake the review and agree the effectiveness of the Internal Audit.

17. Annual Governance and Accounting Return (AGAR) 2021/22

The Parish Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Form 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The AGAR is made up of three parts, pages 3 to 6, The Parish Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2022 (copy attached as **Appendix 8**) no later than 30th June 2022.

The Annual Governance and Accountability Return is made up of four sections as follows: -

AGAR - Annual Internal Audit Report 2021/22 (Page 3)

This has been completed and signed by Mr. A Beams from Mulberry & Co following the completion of his final inspection for 2021/2022, undertaken on 21st April 2022 and noted earlier under Agenda item 16.

Section 1 - Annual Governance Statement 2021/22 (Page 4)

To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2020/2021 (Section 1 of the AGAR)

The Annual Governance Statement is signed on behalf of Council by the Chairman and the Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements.

The Council has undertaken the following Governance procedures during 2021/22:-

- The review of the scope of the Internal Audit undertaken at the Finance & Administration Committee Meeting held 14th October 2021 (Min. FA/463/21)
- The review of the External Audit, including their comments regarding the announcement for the Period of Public Rights, was undertaken at the Finance & Administration Committee Meeting held 14th October 2021 (Min. FA/464/21)
- Review of the Financial Risk Assessment was undertaken at the Finance & Administration Committee Meeting held 9th December 2021 (Min. FA/481/21 refers)
- Consideration of the Internal Audit (Interim) was undertaken by Council at the Meeting held 13th January 2022 (Min. FC/667/22 refers)
- Review of the system of internal control procedures and practices was undertaken at the Council Meeting held 3rd March 2022 (Min. FC/682/22 refers)
- Review and agreement of the effectiveness of the Internal Audit was undertaken at the previous Agenda item

The Council is to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2021, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

As was noted under the Internal Audit Report, and as Members were advised when receiving the External Audit Certificate for the 2020/21 year at the Council Meeting held 4th November 2021 (Min. FC/647/21), an incorrect date was used on the Notice of Electors' Rights for the year ended 31st March 2021 and therefore, the Council is obliged to answer 'No, as this means that this authority during the year did not fully comply with Regulations 12-15 of the Accounts and Audit Regulations 2015 which set out the process to give all persons interested the opportunity to inspect and ask questions about this authority's accounts. This explanation for the response of "no" will be submitted to the External Auditor.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and dealt with them properly.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

By answering 'Yes' this means that this authority has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

7. We took appropriate action on all matters raised in reports from internal and external audit.

By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit - **THIS IS NOT APPLICABLE TO THIS COUNCIL.**

Decision : To consider and agree the Council's responses to the above, decide whether to answer either "yes" or "no" to the eight relevant tests and to agree that Section 1 be signed by the Chairman and the Clerk.

Section 2 - Accounting Statements for 2021/22 (Page 5)

Members are invited to approve Section 2 - Accounting Statements for 2021/22 and agree that these be signed by the Chairman of the Meeting. Members are also asked to note that these were signed by the Responsible Financial Officer (RFO) prior to presentation Council.

Decision : To approve and agree that Section 2 be signed by the Chairman, noting their signature by the RFO prior to presentation.

Section 3 - External Auditor's Report & Certificate 2021/22 (Page 6)

The audit will be undertaken by Moore.

Additional Information

Members are asked to note (and adopt in relation to iv) that the following will be submitted with the AGAR (all attached as **Appendix 9**) :-

- i. Cash and Investment Reconciliation as at 31st March 2022
- ii. Explanation of the differences between Box 7 and 8 on the AGAR
- iii. Summary and detailed explanation of Significant Variances between 2020/21 and 2021/22
- iv. Copy of the Notice of Public Rights - to adopt the dates for the period from 6th June to 15th July 2022 (inclusive)

18. Expenditure from Earmarked Reserves

As was reported at the Property Meeting held on 7th April, that Periodical Electrical Testing (PET) was being carried out on the MUGA floodlights (Min. PR/16/22 (e) refers). At that time the engineers had commented that significant remedial work would be required to ensure their safety. The Report identifying the issues identified is attached as **Appendix 10** and the quote for the works has now been received. Members are therefore asked to approve expenditure from the Repairs and Renewals EMR to fund these works.

Decision : To approve expenditure from the Repair and Renewal Earmarked Reserve of £1,860 plus VAT for remedial works to MUGA floodlighting

19. Insurance arrangements for 2022/23

The Renewal Invitation and Policy Summary will be **circulated via email**. As Members will read, there has been an increase in premium to £13,925.08 (inc. IPT). This includes an increase in Fidelity Insurance as recommended by the Internal Audit at the recent inspection.

Gallaghers have advised "The insurance market in general has undergone some big changes over the last 24 months and this has not left the local council sector unaffected. This has resulted in the hardening of rates and terms across the board which mean that this is often reflected in increased premiums. Be reassured that we do and will continue to carry out our role as a broker to make sure we can present you with the best terms that we can in these difficult times."

In order to ensure rate stability, the Council may choose to set up a three-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of **£13,925.08**. This means the Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

Decisions : To agree the insurance policy due for renewal on 1st June 2022 and consider the Parish Council entering a three-year long-term agreement with Gallagher terminating on 31st May 2025.

20. Policies

Members are asked to receive the following policies, attached as **Appendix 11**, as recommended by the Property Committee at the meeting held 7th April 2022 (Min. PR/167/22 refers):

- a) Tree Works Policy
- b) Bus Shelters Policy

Decision : To approve the recommended adoption of the Tree Works and Bus Shelters Policies.

21. Correspondence

See **Appendix 12** with the second list emailed separately.

Decision: To receive correspondence lists from 3rd March to 4th May 2022.

24. Staff Recruitment

See Confidential report circulated by email.

Decision : To ratify the appointment of a Deputy Clerk

Appendix 1

NORTH HORSHAM PARISH COUNCIL CALENDAR OF MEETINGS MAY 2022 to MAY 2023

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

MAY 2022 Thursday 5th Thursday 19 th Thursday 26 th	COUNCIL. Personnel Planning, Environment & Transport.	NOV 2021 Thursday 3rd Thursday 24 th Monday 28 th	COUNCIL. Planning Environment & Transport. Internal Controls WP (daytime)
JUN 2022 Thursday 9 th Thursday 16 th Thursday 23 rd Monday 27 th	Property Planning, Environment & Transport Finance and Administration. Internal Controls WP (daytime)	DEC 2022 Thursday 1 st Thursday 8 th Thursday 15 th	Property. Finance and Administration. Planning, Environment & Transport.
JUL 2022 Thursday 7th Thursday 21 st Thursday 28 th	COUNCIL Planning Environment & Transport. Personnel	JAN 2023 Thursday 12th Thursday 26 th	COUNCIL. Planning, Environment & Transport.
AUG 2022 Thursday 4 th Thursday 18 th Thursday 25 th	Property Planning, Environment & Transport. Finance and Administration.	FEB 2023 Thursday 2 nd Thursday 9 th Thursday 16 th Thursday 23 rd Monday 27 th	Personnel Property. Finance and Administration Planning, Environment & Transport. Internal Controls WP (daytime)
SEPT 2022 Thursday 1st Thursday 8 th Thursday 22 nd Monday 26 th	COUNCIL. Property. (Budget) Planning Environment & Transport. (Budget) Internal Controls WP (daytime)	MAR 2023 Thursday 2nd Thursday 23 rd	COUNCIL Planning, Environment & Transport.
OCT 2022 Thursday 6 th Thursday 13 th Thursday 27 th	Personnel (Budget) Finance and Administration (Budget) Planning Environment & Transport.	APR 2023 Thursday 6 th Thursday 13 th Monday 24 th Thursday 27 th	Property. Finance and Administration Annual Meeting of Electors of the Parish. Planning, Environment & Transport.
		MAY 2023 Thursday 4th Thursday 18 th Thursday 25 th	COUNCIL. Personnel Planning, Environment & Transport.

Appendix 2

Councillor appointment to Committees and Representation on Outside Bodies

Consideration for May 2022/23

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

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

Working Parties

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

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

Updated 01.12.21

Parish Clerk

From: Horsham Green Spaces <[REDACTED]>
Sent: 15 March 2022 12:27
To: Parish Clerk
Subject: Horsham Green Spaces Forum

Dear Sarah

I've been asked by the Horsham Green Spaces group (HGS) to make contact with representatives of North Horsham Parish Council to make you aware of our newly formed group and ask if representatives from North Horsham Parish would be happy to become involved if / when appropriate.

HGS was formed in March 2020 by a small group of "Friends Of" various green spaces in the town, as part of an initiative by the National Federation of Parks and Greenspaces, and to address concerns around the vulnerability of our local green spaces.

I joined the group in May 2021 and have taken on the role of volunteer group co-ordinator.

We are a non-political forum with the aim of enhancing and protecting our green spaces and sharing expertise and resources between like-minded groups across the town.

Members include, but are not limited to: Friends of Horsham Park, Friends of Chesworth Farm, Friends of WLNR, KRGA, Earles Meadow Conservation Group, Mugeridge Field, Chesworth Allotment Society, Hills Farm Conservation Group, Denne Park Avenue Ltd and Boldings Brook Conservation Group. We also have representation at our meetings from Horsham Society, Denne, Trafalgar and Forest Neighbourhood Council and the Wilder Horsham District initiative.

It is not our aim to be viewed as solely a campaigning group against housing development. We want to engage with Horsham District Council and wherever possible work closely alongside them.

Our three main aims:

- Forum for advice, sharing expertise and contacts, sharing communications eg. events
- Campaigning organisation with no political affiliations
- Lead projects eg. tree mapping / Bioblitz / SWOT analysis of local green spaces

A sub-group of us met last October with Roger Noel and Pete Crawford to discuss how we can achieve this. Hopefully we have started to build a working relationship with HDC.

It would be great if there is a representative from the North Horsham Parish area who would be keen to be included in any circulations and maybe come along to one or two of our quarterly meetings - should the agenda require it.

Our next full meeting is Tuesday 7th June at 7pm (venue tbc).

I look forward to hearing from you in due course. If you require any additional information please do not hesitate to contact me.

Kind regards

[REDACTED]
Volunteer Co-ordinator, Horsham Green Spaces
[REDACTED]

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Appendix 3

NORTH HORSHAM PARISH COUNCIL
RESERVE BALANCES - 31st March 2022

		FROM Reserve TO Reserve												NOTE	
				EXPENDITURE	INCOME			EXPENDITURE	INCOME			EXPENDITURE	INCOME		
		BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL	BALANCE	TRANSFER	ACTUAL	ACTUAL		BALANCE
		31.03.19	01.04.2019	31.03.2020	31.03.2020	31.03.2020	01.04.2020	31.03.2021	31.03.2021	31.03.2021	01.04.2021	31.03.2022	31.03.2022	31.03.2022	
310/0	GENERAL RESERVES	186151	-38767	473470	556142	230056	-35000	412143	433987	216901	-8500	461137	503109	250373	
	EARMARKED RESERVES													0	
320/0	REVENUE - VAT CONTINGENCY	7955				7955				7955				7955	
321/0	REPAIRS & RENEWALS (R&R)	129450	20770	32652		117568		16875		100693	3500	8059		96134	3
322/0	ELECTION	19950				19950				19950				19950	
323/0	TREE MANAGEMENT WORK	0	6000	1750		4250		425		3825				3825	6
327/0	ROFFEY YOUTH CLUB	5621				5621				5621				5621	1
328/0	PLANNING	8035				8035				8035				8035	
331/0	RMH BOILER	10000				10000	10000			20000	5000			25000	8
332/0	PLAYGROUND UPGRADE	0				0	25000			25000				25000	
335/0	CAPITAL RECEIPT	25000				25000				25000				25000	2
337/0	NORTH HORSHAM COMMUNITY LAND TRUST	0	944	222		722		719		3				3	4
336/0	COMMUNITY INFRASTRUCTURE LEVY - 2019/2020	0	11053	619		10434		1883		8551		8551		0	5
338/0	COMMUNITY INFRASTRUCTURE LEVY 2020/2021	0				0			2395	2395		2394.55		0	6
339/0	COMMUNITY INFRASTRUCTURE LEVY 2021/2022	0				0				0		5603.76	26163	20559	7
		392162	0	508713	556142	439591	0	432045	436382	443928	0	485745	529272	487455	

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

2 Capital Receipt - money from the sale of land.

3 R & R - ongoing repairs agreed by the Property Committee
TCM - HTB Fencing-1355 / TCM - HTB - Build. Maint - 745 / TCM - HTB- Painting Exterior - 1638.58 / Pro Servicing Ltd - 1195
Golding Larch Contracting-Fence Fix - £1677.00 / Simm - Electric Repairs - £240.00 / Cutting South - Electric Repaires -£1208.00 - Less EMR Internal Decoration - £3500.00
Total - 4558.58

4 North Horsham Community Land Trust - CiL 2019/2030
H S Jackson - Fencing - £2394.55

5 CiL 2019/20 - Pro- Servicing Ltd £1,442.88 Streetmaster Products - 1016.50 - TCM - Bin Replace - £225.00 / Insrance for Benches - £246.79 / 2 Benches & Paving around -£2122.80 / H S Jackson - Fencing - £3496.73
Total = £8550.07

6 Tree Management Work

7 CiL 2021/22 Receipts 7159.68 + 19003 = 26163.00

8 Transfer between General Reserve & RMH Boiler £5,000.00

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Administration						
1008 Miscellaneous Income	80	0	0	0		
1100 Grants Received	25,000	0	0	0		
1175 CIL Payment	2,395	26,163	0	(26,163)		
1176 Precept	335,194	338,600	338,600	0		
1196 Interest Received	1,206	187	100	(87)		
Administration :- Income	363,874	364,950	338,700	(26,250)		
4007 Councillors Training	342	361	1,000	639		639
4008 Councillors Expenses	6,834	3,430	7,000	3,570		3,570
4021 Telephone/Fax/Internet	2,872	3,413	3,500	87		87
4022 Postage	456	813	1,400	587		587
4023 Stationery and Printing	1,170	1,397	1,600	203		203
4024 Subscriptions	3,430	2,981	3,600	619		619
4025 Insurance	9,519	11,109	9,500	(1,609)		(1,609)
4026 Publications/Magazines	0	0	20	20		20
4028 IT Costs	2,322	2,496	2,400	(96)		(96)
4029 Website Maintenance	0	170	150	(20)		(20)
4032 Publicity/Marketing	65	0	800	800		800
4033 Newsletter	666	759	800	41		41
4038 Office Equipment Maint.	570	718	1,000	282		282
4051 Bank Charges	78	100	100	(0)		(0)
4053 PWLB Loan Charges	12,203	11,710	11,500	(210)		(210)
4057 External Audit Fees	1,250	1,000	1,600	600		600
4058 Professional Services	2,523	3,000	1,500	(1,500)		(1,500)
4059 Internal Audit Fees	250	285	500	215		215
4100 Chairman's Allowance	57	259	400	141		141
4120 Roffey Hall Equipment	0	0	750	750		750
4122 Office Equipment	565	1,022	1,000	(22)		(22)
Administration :- Indirect Expenditure	45,171	45,023	50,120	5,097	0	5,097
Net Income over Expenditure	318,703	319,928	288,580	(31,348)		
6001 less Transfer to EMR	2,395	26,163				
Movement to/(from) Gen Reserve	316,309	293,765				
103 Grants						
4155 Other Grants and Donations	4,585	6,785	10,000	3,215		3,215
Grants :- Indirect Expenditure	4,585	6,785	10,000	3,215	0	3,215
Net Expenditure	(4,585)	(6,785)	(10,000)	(3,215)		

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104 Burial</u>						
4101 Burial Charges	7,150	7,461	6,750	(711)		(711)
Burial :- Indirect Expenditure	7,150	7,461	6,750	(711)	0	(711)
Net Expenditure	(7,150)	(7,461)	(6,750)	711		
<u>106 Personnel</u>						
1100 Grants Received	16,466	0	0	0		
Personnel :- Income	16,466	0	0	0		
4001 Salaries/NI/Pensions	270,457	277,397	310,000	32,603		32,603
4002 Childcare Vouchers	2,285	2,813	0	(2,813)		(2,813)
4003 Payroll Admin Charge	1,229	1,187	800	(387)		(387)
4009 Staff Expenses/Mileage	1,395	3,276	2,500	(776)		(776)
4010 Staff Training	847	560	1,500	940		940
4030 Recruitment Advertising	0	300	250	(50)		(50)
4067 Protective Clothing	109	194	400	206		206
Personnel :- Indirect Expenditure	276,322	285,727	315,450	29,723	0	29,723
Net Income over Expenditure	(259,856)	(285,727)	(315,450)	(29,723)		
<u>201 Planning, Env & Transport</u>						
4305 Planning Consultant Fees	0	0	2,250	2,250		2,250
Planning, Env & Transport :- Indirect Expenditure	0	0	2,250	2,250	0	2,250
Net Expenditure	0	0	(2,250)	(2,250)		
<u>301 Allotments</u>						
1050 Allotment Rents	928	948	875	(73)		
Allotments :- Income	928	948	875	(73)		
4012 Water Rates	255	92	150	58		58
4102 Allotment Rent	275	275	275	0		0
4200 Grass cutting	796	561	750	189		189
4259 Allotment Maintenance	50	0	400	400		400
Allotments :- Indirect Expenditure	1,376	928	1,575	647	0	647
Net Income over Expenditure	(449)	20	(700)	(720)		
<u>302 Amenity, Recs & Open Sp</u>						
1100 Grants Received	10,234	10,356	10,234	(122)		
Amenity, Recs & Open Sp :- Income	10,234	10,356	10,234	(122)		

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4019 Window Cleaning	500	700	925	225		225
4200 Grass cutting	15,671	16,134	20,910	4,776		4,776
4250 Bus Shelter Repairs	0	0	2,000	2,000		2,000
4251 Play Area & M Crts Maint	2,573	4,414	8,000	3,586		3,586
4252 Open Spaces	3,777	3,967	10,500	6,533		6,533
4253 Litter Warden/Clearance	0	108	900	792		792
4254 Community Services - Dog Bins	1,851	2,112	2,060	(52)		(52)
4255 Street Lighting - Maint/Supply	1,342	2,909	4,000	1,091		1,091
4258 Multicourts Maintenance	1,660	1,245	2,600	1,355		1,355
4260 Workshop	0	0	100	100		100
4302 Notice Board Maintenance	90	255	1,000	745		745
Amenity, Recs & Open Sp :- Indirect Expenditure	27,464	31,844	52,995	21,151	0	21,151
Net Income over Expenditure	(17,230)	(21,488)	(42,761)	(21,273)		
<u>401 North Heath Hall</u>						
1000 Hall Lettings	27,749	54,086	50,000	(4,086)		
North Heath Hall :- Income	27,749	54,086	50,000	(4,086)		
4011 NNDR	0	12,974	7,000	(5,974)		(5,974)
4012 Water Rates	552	803	900	97		97
4014 Electricity	2,429	2,455	2,640	185		185
4015 Gas	3,199	2,860	2,562	(298)		(298)
4016 Cleaning Materials	1,219	1,224	1,500	276		276
4017 Refuse Bin Clearance	719	812	832	20		20
4018 Sanitary Waste	20	275	220	(55)		(55)
4019 Window Cleaning	320	480	738	258		258
4034 Maintenance - Electrical	548	1,023	2,000	977		977
4035 Maintenance - Elect Eqp Insp	200	1,720	1,400	(320)		(320)
4036 Maintenance - General	2,045	1,455	2,000	545		545
4037 Maintenance - Fire Alarm Syt	0	410	570	160		160
4039 Maint - Intruder Alarm	1,184	813	794	(19)		(19)
4041 Maintenance - Fire Extg Insp	77	43	150	107		107
4042 Maintenance - Gas Boiler etc	705	1,481	650	(831)		(831)
4044 Maintenance - Partition Wall	0	475	700	225		225
4061 Legionella Testing	353	118	260	142		142
4063 Maintenance - Plumbing	0	235	750	515		515
4065 Fire Prevention Sundries	510	0	75	75		75
4066 Keyholder Services	165	180	180	0		0
4500 Internal Redecorations	0	940	2,500	1,560		1,560
North Heath Hall :- Indirect Expenditure	14,245	30,776	28,421	(2,355)	0	(2,355)
Net Income over Expenditure	13,504	23,311	21,579	(1,732)		

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
402 <u>Holbrook Recreation Centre</u>						
1000 Hall Lettings	6,140	24,181	30,000	5,819		
1010 Multi Court Lettings	7,378	19,883	20,000	117		
Holbrook Recreation Centre :- Income	13,519	44,064	50,000	5,936		
4011 NNDR	3,543	3,543	4,000	457		457
4012 Water Rates	712	675	1,500	825		825
4014 Electricity	1,903	3,073	3,250	177		177
4015 Gas	1,317	1,181	1,500	319		319
4016 Cleaning Materials	1,270	592	1,575	983		983
4017 Refuse Bin Clearance	639	797	832	35		35
4018 Sanitary Waste	30	250	220	(30)		(30)
4019 Window Cleaning	140	210	450	240		240
4034 Maintenance - Electrical	1,041	572	1,000	428		428
4035 Maintenance - Elect Eqp Insp	1,575	480	590	110		110
4036 Maintenance - General	1,734	697	2,000	1,303		1,303
4037 Maintenance - Fire Alarm Syt	0	580	570	(10)		(10)
4039 Maint - Intruder Alarm	1,224	813	794	(19)		(19)
4041 Maintenance - Fire Extg Insp	52	32	150	118		118
4042 Maintenance - Gas Boiler etc	187	464	500	36		36
4061 Legionella Testing	338	118	235	117		117
4063 Maintenance - Plumbing	0	85	750	665		665
4065 Fire Prevention Sundries	0	0	600	600		600
4066 Keyholder Services	165	180	180	0		0
4500 Internal Redecorations	0	513	1,500	987		987
Holbrook Recreation Centre :- Indirect Expenditure	15,869	14,855	22,196	7,341	0	7,341
Net Income over Expenditure	(2,350)	29,209	27,804	(1,405)		
403 <u>Roffey Millennium Hall</u>						
1000 Hall Lettings	3,613	53,792	60,000	6,208		
1004 Equipment Sale/Sundry Income	0	474	0	(474)		
1006 Refreshment Sale Income	0	602	0	(602)		
Roffey Millennium Hall :- Income	3,613	54,867	60,000	5,133		
4011 NNDR	0	13,473	7,300	(6,173)		(6,173)
4012 Water Rates	475	848	1,235	387		387
4014 Electricity	4,386	6,515	5,125	(1,390)		(1,390)
4015 Gas	4,603	3,786	6,075	2,289		2,289
4016 Cleaning Materials	1,020	1,114	1,425	311		311
4017 Refuse Bin Clearance	1,746	1,570	1,664	94		94
4018 Sanitary Waste	0	92	220	128		128

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4019 Window Cleaning	330	605	990	385		385
4020 Refreshment Sale Cost/Sundries	18	221	200	(21)		(21)
4034 Maintenance - Electrical	415	939	2,000	1,061		1,061
4035 Maintenance - Elect Eqp Insp	2,206	520	550	30		30
4036 Maintenance - General	1,788	2,512	3,250	738		738
4037 Maintenance - Fire Alarm Syt	0	470	570	100		100
4039 Maint - Intruder Alarm	1,223	1,074	794	(280)		(280)
4040 Maintenance - Elevator	(404)	578	750	172		172
4041 Maintenance - Fire Extg Insp	128	139	150	11		11
4042 Maintenance - Gas Boiler etc	336	729	1,000	271		271
4044 Maintenance - Partition Wall	545	673	500	(173)		(173)
4061 Legionella Testing	393	158	260	102		102
4062 Air Conditionaig Maintenance	270	270	300	30		30
4063 Maintenance - Plumbing	140	521	1,500	979		979
4064 Lightning Conductor Works	180	682	230	(452)		(452)
4065 Fire Prevention Sundries	0	38	620	582		582
4066 Keyholder Services	165	180	180	0		0
4120 Roffey Hall Equipment	0	33	0	(33)		(33)
4500 Internal Redecorations	0	0	1,000	1,000		1,000
Roffey Millennium Hall :- Indirect Expenditure	19,962	37,739	37,888	149	0	149
Net Income over Expenditure	(16,349)	17,128	22,112	4,984		
<u>901 Earmarked Reserves</u>						
4900 Repairs & Renewals Reserve	16,875	24,608	0	(24,608)		(24,608)
4909 Tree Management	425	0	0	0		0
4910 CLT Working Party	719	0	0	0		0
4911 CIL Expenditure	1,883	0	0	0		0
Earmarked Reserves :- Indirect Expenditure	19,903	24,608	0	(24,608)	0	(24,608)
Net Expenditure	(19,903)	(24,608)	0	24,608		
6000 plus Transfer from EMR	19,903	24,608				
Movement to/(from) Gen Reserve	0	0				
Grand Totals:- Income	436,382	529,272	509,809	(19,463)		
Expenditure	432,046	485,745	527,645	41,900	0	41,900
Net Income over Expenditure	4,336	43,527	(17,836)	(61,363)		
plus Transfer from EMR	19,902	24,608				
less Transfer to EMR	2,395	26,163				
Movement to/(from) Gen Reserve	21,844	41,972				

Appendix 4

Lloyds Bank Accounts

List of Payments made between 01/02/2022 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2022	Horsham Publications Ltd	010222-01	76.20		Newsletter Supplies
01/02/2022	Horsham District Council	010222-02	195.16		Dog Bins Refuse
01/02/2022	Horsham District Council	010222-03	207.00		Build Rates
01/02/2022	Horsham District Council	010222-04	215.00		Rates
01/02/2022	Horsham District Council	010222-05	295.00		Rates
02/02/2022	British Gas Business	020222-01	343.45		Elect - 01/11/21 to 31/12/21
02/02/2022	British Gas Business	020222-02	460.71		Elect - 14/12/21 to 13/01/22
03/02/2022	Bryant Fixings Ltd.,	030222-01	15.49		General Maint
03/02/2022	City Electrical Factors Ltd	030222-02	32.70		Electrical Repairs
03/02/2022	Ceiling Tiles UK c/o Workplace	030222-03	218.40		Build Maintenance
03/02/2022	Enterprise Services Group Ltd	030222-04	66.17		Cleaning- Hygiene Service
03/02/2022	ELA Group	030222-05	173.38		Contract Maintenance - Lift
03/02/2022	Grigg & Co	030222-06	211.00		Plumbing Manintenance
03/02/2022	N. Simmonds,	030222-08	235.00		General Maintenance
03/02/2022	T C Maintenance	030222-09	1,388.77		General Maintenance Repairs
03/02/2022	British Gas Business	040222-01	194.26		Gas - 16-12-21 to 18-01-22
03/02/2022	Petty Cash	Petty Cash	139.91		Petty Cash TRF ChQ No 9047
04/02/2022	British Gas Business	040222-02	586.48		Purchase Ledger Payment
09/02/2022	Cain Markings Ltd	090222-01	744.00		Pitch Maintenance
09/02/2022	Grigg & Co	090222-02	145.00		Plumbing Maint
09/02/2022	Kiddivouchers	090222-03	259.03		Childcare Voucher - Jan 2022
09/02/2022	D. Lees	090222-04	53.55		Travel Expense
09/02/2022	NETCOM	090222-05	196.45		IT Support
09/02/2022	N. Simmonds,	090222-06	235.00		Light Testing
11/02/2022	Scottish Water Business Stream	110222-01	222.07		Water Cost
14/02/2022	SOS Systems	140222-01	200.98		Printing & Stationery
16/02/2022	Horsham District Council	160222-01	49.20		Refuse Collection
16/02/2022	Horsham District Council	160222-02	65.60		Refuse Collection
16/02/2022	Horsham District Council	160222-03	164.00		Refuse Collection
17/02/2022	British Gas Business	170222-01	844.90		Elect - 01-01 to 31-01-22
18/02/2022	British Gas Business	180222-01	739.82		Elect - 02-01 to 01-02-22
18/02/2022	Scottish Water Business Stream	080222-01	192.19		Water cost
18/02/2022	Lloyds Credit Card	BACS	48.88		Safety Shoes & Off Equipment
21/02/2022	City Electrical Factors Ltd	210222-01	11.00		Maint Electrical Repairs
21/02/2022	City Electrical Factors Ltd	210222-02	54.99		Maint Electrical Repairs
21/02/2022	Enterprise Services Group Ltd	210222-03	66.17		Hygiene Services
21/02/2022	Arthur J Gallagher Insurance	210222-04	514.04		Insurance Cost
21/02/2022	Incor Group Management Ltd	210222-05	426.00		Window Cleaning
21/02/2022	St John Ambulance	210222-07	468.00		Staff Training
21/02/2022	T C Maintenance	210222-08	2,369.59		EMR CiL19/20 Reserves
21/02/2022	West Sussex County Council	210222-09	275.00		Allotmen Rent Harwood Road
22/02/2022	EDF Energy Ltd	220222-01	124.06		Street Lighting - Jan 2022
22/02/2022	British Gas Business	220222-02	319.57		Elect - 01-01 to 31-01-22
25/02/2022	West Sussex County Council	250222-01	25,724.68		Salaries - Jan 2022
25/02/2022	Horsham District Council	280222-01	1,865.18		Burial Arrangt. Roffey Cemetry
Total Payments			41,433.03		

Lloyds Bank Accounts

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2022	Horsham Publications Ltd	010322-01	76.20		Newsletter
01/03/2022	Horsham District Council	010322-02	199.76		Dog Bins Refuse
01/03/2022	Horsham District Council	010322-03	295.00		Build Rates - Mar 2022
01/03/2022	N. Simmonds,	010322-04	165.00		Key Holder
01/03/2022	Forest View Tree Surgery,	010322-05	80.00		Open Space Maint
01/03/2022	N. Simmonds,	010322-06	1,200.00		Electrical Maint
01/03/2022	Turner Security Systems Ltd.	010322-07	93.60		Alarm Security Contract
03/03/2022	British Gas Business	030322-01	154.46		Gas - 19-01 to 14-02-2022
03/03/2022	British Gas Business	030322-02	530.94		Gas - 19-01 to 14-02-22
04/03/2022	British Gas Business	040322-01	455.86		Electric - 14-01 to 13-02-22
07/03/2022	Public Works Loan Board	070322-01	5,793.27		PWLB- MAR 22-Public Work Loan
08/03/2022	UKHost4U	080322-1	84.00		Web Hosting03-2022 to 03-2023
08/03/2022	City Electrical Factors Ltd	080322-01	5.30		General Electric Repairs
08/03/2022	Essential Hygiene & Catering S	080322-02	352.72		Cleaning Materials
08/03/2022	Kiddivouchers	080322-03	259.03		Childcare Vouchers
08/03/2022	D. Lees	080322-04	50.85		Travel Cost
08/03/2022	NETCOM	080322-05	174.24		IT Support
08/03/2022	Pitney Bowes Finance Ltd.	080322-06	205.00		Postages
08/03/2022	Mr Alan Randall	080322-07	140.40		Travel Exp
08/03/2022	Southern Counties Tea & Coffee	080322-08	95.20		Refreshments
08/03/2022	T C Maintenance	080322-09	1,891.37		General Maintenance
15/03/2022	Lloyds Credit Card	BACS	159.98		Flag & Subscription
15/03/2022	Horsham District Council	150322-01	11,525.31		Build Rates - 2020-2021
15/03/2022	Horsham District Council	150322-02	11,968.62		Build Rates - 2020-2021
15/03/2022	Horsham Distric Scouts	GRANT -HDS	180.00		Horsham Distric Scouts - Grant
15/03/2022	Lloyds Credit Card	BACS	38.37		Cleaning & Visible Jackets
16/03/2022	Enterprise Services Group Ltd	160322-01	66.17		Hygiene Services
16/03/2022	Grigg & Co	160322-02	130.00		Plumbing Repairs
16/03/2022	Mulberry & Co	160322-03	42.00		Chairmanship Course - Training
16/03/2022	M Stoner,	160322-04	77.40		Travel Expenses
16/03/2022	H S Jackson & Son (Fencing)	160322-05	12,489.05		CIL - EMR Reserve
17/03/2022	Horsham District Council	170322-01	65.60		Refuse Collection
17/03/2022	Horsham District Council	170322-02	65.60		Refuse Collection
17/03/2022	Horsham District Council	170322-03	131.20		Refuse Collection
17/03/2022	British Gas Business	170322-04	709.51		Electr - 01/02 to 28/02/22
18/03/2022	British Gas Business	180322-01	613.10		Gas - 02/02 to 01/03/2022
22/03/2022	EDF Energy Ltd	220322-01	143.06		Street Lights
22/03/2022	British Gas Business	220322-02	271.92		Elect - 01/02 to 28/02/2022
23/03/2022	Friendship Club - Grant	9048	300.00		Friendship Club - Grant
23/03/2022	SOS Systems	230322-01	62.56		Stationery & Printing
23/03/2022	Scottish Water Business Stream	230322-02	182.61		Water 01-12-21 to 08-03-22
23/03/2022	BT Payment Services Ltd	230322-03	546.37		Telephone bill
23/03/2022	Cain Markings Ltd	230322-04	744.00		Open Space Maint
23/03/2022	City Electrical Factors Ltd	230322-05	256.32		Electrical Maint
23/03/2022	Cutting South Ltd	230322-06	224.40		Fire Extinguisher Services
23/03/2022	Earles Meadow Conservation Gro	230322-07	525.00		Earles Meadow Conservation Gro
23/03/2022	Extinguere Ltd	230322-08	74.95		Fire Extinguisher Services

LLOYDS Bank Accounts

List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/03/2022	N. Simmonds,	230322-09	400.00		Electric Repairs
23/03/2022	Trafalgar Cleaning Equipment L	230322-10	416.86		Cleaning Machine Supplies
24/03/2022	West Sussex County Council	240322-01	23,981.15		Salaries
29/03/2022	Business Stream	DD	124.14		Business Stream
30/03/2022	British Gas Business	300322-01	294.58		Gas - 02-03-22 to 16-03-2022
30/03/2022	Lloyds Credit Card	BACS	30.00		Repairs & Maintenance-open spa
Total Payments			<u>79,142.03</u>		

Appendix 5

**NORTH HORSHAM PARISH COUNCIL
ASSET REGISTER
SUMMARY - MARCH 2022**

	GROSS TOTAL
	21/22
HTB	68,546
RMH	1,062,734
NHH	40,281
PLAY AREAS	165,516
STREET FURNITURE	53,015
TOTAL	1,390,092

Updated 13.04.2021

Updated 11.06.2021

Updated 28.06.2021

Updated 12.11.21

Updated 09.12.2021

Updated 05.01.22

Updated 03.02.22

Updated 06.04.22

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
NORTH HEATH HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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BUILDINGS AND LAND

1	North Heath Hall, St Marks Lane, Horsham, RH12 5PU	1988	1	1,550,000	1,731,193		Replacement cost per DV - 09.08.2017
			1	1,550,000	1,731,193		

INTEGRAL FEATURES

A	Under Floor Heating system						
B	Gas Boiler	01.04.2020	3,770	3,770			Replacement. See disposals
C	Light Fittings						See A15
D	Toilets (x 5)						
E	Fitted Kitchen	12.3.2009	9,478	10,000			Replacement from original
F	Fitted Kitchenette	9.7.2009	1,522	1,750			Replacement from original
G	Floor Covering (vinyl)	2003	3,927	12,000			
H	Floor Covering (vinyl) - lower	28.7.2013	1	2,970			Replacement from original
I	External Lighting						
J	Velux opening mechanism		1	866			Replaced with activators
K	Stage						
L	Stage Storage Cupboards		500	500			
M	Floor covering	01.08.2015	9000	9000			Replacement for kitchen, hall and toilets
			28,199	40,856			

BUILDINGS AND LAND

VAT at 20%

TOTALS

1	1,550,000		
	310,000		No VAT recoverable
1	1,860,000	1,731,193	

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
NORTH HEATH HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
A	FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS						
	FURNITURE						
1	Folding Tables (large)	25.4.2012	2,186	2,603			
1A	Folding Tables (small)	01.3.2018	240	240			
2	Folding Chairs	21.7.2008	4,298	4,530			
3	Chair Trolleys	21.7.2008	660	751			
			7,384	8,124			
	FIXTURES AND FITTINGS						
4	Entrance Matting	N/K	1	500			
5	Waiting Bench	2001	127	250			
6	Window Curtains	2011	4,947	3,000			
			5075	3750			
	IMPROVEMENTS						
7	Noise Limiter System	1991	6,690	8,000			
8	Stage Lighting system	1991	1	0			7, 8 & 9 inclusive purchase cost
9	Sound system	1991	1	9,000			
10	Stage Curtains	2006	949	3,500			See A9
11	Partition Wall	17.8.2009	8,800	10,000			Replacement from original
12	Alarm system	2012	2,119	7,000			Alarm systems replaced - 2012
13	Roof Window Openers	17.12.2014	866	1,000			
14	Sound Speakers	12.04.2019	207	207			Replacement/See Disposals - NHH
15	Light fittings and tubes	01.03.20	990	990			Replaced old fittings in hall so can use LEDs
			20,623	39,697			
	CONTENTS (A)		33,082	51,571			
	VAT @ 20%			10,314			No VAT recoverable
	TOTAL CONTENTS (A)		33,082	61,885	67,981		

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
NORTH HEATH HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
B	OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK						
1	Coat Racks	N/K	0	0			Previously disposed of
2	Internal Signage	N/K	224	224			
3	Clocks	N/K	1	20			
4	Kettles	N/K	90	135			
5	Paper Towel Dispensers	N/K	1	60			
6	Kitchen Swing Bins	N/K	1	30			
7	Internal Notice Boards	1991	138	800			
8	Fire Blankets	1995	1	50			
9	External Notice Boards	10.2015	485	485			Replacement - see disposals
10	Henry Vacuum Cleaner	1.7.2001	86	80		09.07.2021	Replaced. End of working life. Safe disposal.
11	Crockery/Cutlery etc.	1.7.2001	377	675			
12	Numatic Floor Polisher	30.7.2004	0	0			See Disposals - NHH
13	Fire Extinguishers)	2006	827	900			
14	120L Nappy Bin	17.7.2006	78	300			
15	Numatic Floor Washer	5.3.2007	990	1,118			
16	Range Oven	2009	1,200	1,500			
17	Tea Urn	26.3.2009	148	160			
18	Free Standing Fridge	9.7.2009	168	260			
19	Dishwasher	6.8.2013	230	250			
20	Karcher Floor Polisher	28.1.2015	703	850			Replacement - see B12
20	Cleaning Hand Tools	Various	1	120			
21	Stored Cleaning Materials	Various	800	1,050			
22	Hygiene Bins 23L x 3	01.02.2020	108	108			Replaced supplied bins as not fit for purpose
23	Hand Sanitiser Dispenser (Wall)	25.02.20	45	45			
24	Auto Sanitiser Dispenser	28.07.2020	191	191			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
NORTH HEATH HALL**

25	Auto saniatiser Floor Stand	11.08.2020	220	220					
26	Door Mat	28.09.2020.	22	22					
29	Storage Box	01.07.2020	26	26					
30	Cigarette Bin (external use)	28.06.2021	20	20					
31	Henry Vacuum Hoover	09.07.2021	103	103					
			7,284	9,802					

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE	DISPOSAL DATE	NOTE
					31.03.22		

CONTENTS (B)	7,284	9,802			
VAT @ 20%		1,960			No VAT recoverable - include in total
TOTAL CONTENTS (B)	7,284	11,763	10,715		

NET TOTALS	40,367	1,611,373			
VAT AT 20%		322,275			No VAT recoverable - include in total
GROSS TOTALS	40,367	1,933,648	1,809,889		

Disposals to 31st March 2022 shown on a separate sheet and accounted for as below in the 2022 figures.

LESS DISPOSALS	86
TOTAL	40,281

- New items 21-22
- Disposals 21-22
- Insurance values to be checked

* Further work required to complete these columns

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
NORTH HEATH HALL**

No disposals to 31st March 2018

No disposals to 31st March 2019

Disposals to 31st March 2020 shown on a separate sheet and accounted for in the 2020 figures.

Disposals to 31st March 2021 shown on a separate sheet and accounted for in the 2021 figures.

Disposals to 31st March 2022 shown on a separate sheet and accounted for in the 2022 figures.

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2022-21
NORTH HEATH HALL DISPOSALS**

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
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2014/2015

B12	Numatic Floor Polisher	28.1.2015	340	0	End of working life. Include in 2016/17
			340		

2016/17

B9	External Notice Boards	10.2015	492	0	End of working life
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No disposals in financial year to 31st March 2018

No disposals in financial year to 31st March 2019

2019/20

A14	Speakers	12.04.19	1	0	Replaced. End of working life. Safe disposal.
C/A15	Light fittings	01.03.20	0	0	Replaced. End of working life. Safe disposal.
	TOTAL		1	0	

2020/21

B	*Gas Boiler	01.04.2020.	3,839	0	Replaced. End of working life. Safe disposal.
	TOTAL		3839	0	

* As an integral feature this was included in the final gross figure for NHH, so was not deducted from the total for 2020-21.

2021/22

B10	Henry Hoover	09.07.2021	86	0	Replaced. End of working life. Safe disposal.
	TOTAL		86	0	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
HOLBROOK TYTHE BARN**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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BUILDINGS AND LAND

1	Holbrook Tythe Barn, Pondtail Road, Horsham, RH12 5JF	17.11.1995		969,000	969,137		Replacement cost per DV - 09.08.2017 Refurbished - 2014
2	Car park	17.11.1995					Part sold to Horsham Bowls Club
3	Bowls Green	17.11.1995					Sold to Horsham Bowls Club - 2013
4	Multi Courts and Play Area			184,000			Replacement cost per DV - 09.08.2017
5	Open Space						
			1	1,153,000	969,137		

INTEGRAL FEATURES

A	Light Fittings - internal	N/K	1					
B	Floor Covering (vinyl)	N/K	1	9,000				
C	External Lighting	N/K	1					
D	Velux Opening System	N/K	1					
E	Gas boiler	7.12.2009	1,960	2,200				
F	Fitted Kitchen	1.8.2010	10,327	10,000				Fitted oven replaced 2012 (£150)
G	Fitted Kitchen (WR)	2014	1	1				Part of external refurbishment
H	Floor Covering (vinyl)	2016	7200	7200				Replaced 2016 - main hall, kitchen and toilet
I	Patio doors and windows	01.09.2016	11,138	11,138				Replaced 2016
J	New water heater	30.04.18	2036	2036				To supply main kitchen and toilets
			32,666	41,575				

BUILDINGS AND LAND

VAT at 20% (70%)

TOTALS

1	1,153,000		
	161,420		70% VAT not recoverable
1	1,314,420	969,137	

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
HOLBROOK TYTHE BARN**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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A	FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS
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FURNITURE

1	Folding tables (large)	22.4.2014	0	1,750			Replacements - see Disposals - HTB
1A	Folding tables (small)	01.03.18	240	240			
2	Folding chairs	22.4.2014	0	1,500			Replacements - see Disposals - HTB
2A	Arm Rest Chairs	01. 11.17	200	200			
			440	3,690			

FIXTURES AND FITTINGS

3	Benches/Hooks	N/K	0	0			See Disposals - HTB
4	Roller blinds (x 6)	2010	0	0			See Disposals - HTB
4A	Roller blinds (x2)	2016	528	528			Replacement cost 2016
5	External Awning	2010	3,191	4,000			
			3,719	4,528			

IMPROVEMENTS

6	Alarm system	N/K	2,119	7,000			Alarm systems replaced - 2010
7	Acoustic Panels (WR)	11.3.2015	3,047	5,000			
8	Hand Driers x 2	5.2018	310	310			
9	Extractor Fan	10.2019	138	138			
			5,614	12,448			

CONTENTS (A)		9,773	20,666				
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VAT @ 20% (70%)			2,893				70% VAT not recoverable
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TOTAL CONTENTS (A)		9,773	23,559	21,038			
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**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
HOLBROOK TYTHE BARN**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE	DISPOSAL DATE	NOTE			
					31.03.22					
B	OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK									
1	Cleaning hand tools	N/K	1	100						
2	Soap Dispensers	N/K	1	180						
3	Electric Hand Driers	N/K	1	1,000						
4	Clocks	N/K	1	20						
5	Fire Blanket	N/K	1	25						
6	Internal signage	N/K	1	500						
7*	External Notice Board (road)	N/K	1	800						
8*	External Notice Board (road)	N/K	1	800						
9	Fire extinguishers	17.11.1995	654	460						
10	Noticeboards - internal	1995	90	150						
11*	External Notice Board (wall)	1996	0	0			See disposals - HTB			
12	Crockery/Cutlery	1.7.2001	377	220						
13	Henry Vacuum cleaner	1.7.2001	85	80						
14	Floor cleaning machine	2011	992	1,000						
15	Temporary Shed for storage	28.11.2013	0	0			See Disposals - HTB			
16	Assistance Ramp	17.11.2014	292	325						
17	Literature Display Holder	25.3.2015	143	175						
18	Picnic Tables	4.9.2014	600	750						
19	Stored Cleaning Materials	Various	500	750						
20	Height Barrier	03.08.18	3,950	3,950						
21	Handrail at front of building	15.08.18	600	600						
22	Nappy Bin	01.08.18	95	95						
23	Water Urn (x2)	01.01.20	105	105						
24	Kettle	15.07.19	12	12						

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
HOLBROOK TYTHE BARN**

25	Hand Sanitiser Dispenser	28.02.20	45	45					
26	Hand Sanitiser Dispenser	28.07.2020	190	190					
27	Auto Sanitiser Floor Stand	11.08.2020	220	220					
28	Hand Sanitiser Dispenser	18.08.2020	46	46					
29	Door mats x 2	28.09.2020	32	32					
30	Barrier belts	01.07.2020	18	18					
31	Storage box	07.07.2020	26	26					
32	Cigarette Bin (external use)	28.06.2021	20	20					
CONTENTS (B)			9,100	12,694					
VAT @ 20% *				320				*All VAT recoverable - do not include	
VAT @ 20% (70%)				1,553				70% VAT not recoverable - include in total	
TOTAL CONTENTS (B)			9,100	14,248	6,587				Checked

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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C	SPORTS EQUIPMENT						
1	Court Floodlights (x 4)	1996	10,452	10,000	10,000		MUGA
2	Multi Courts Fencing	1996	1	30,000	30,000		MUGS
3	Multi Courts Surface	1996	36,595	50,000	50,000		MUGA
4	Netball posts (x 2)	8.2.2007	0	0			See Disposals - HTB
5	Tennis posts (x 2)/winder	2009	0	0			See Disposals - HTB
6	Tennis nets (x 2)	2009	0	0			See Disposals - HTB
7	5-a-side football posts (x 4)	2009	2,258	3,000			MUGA-Replaced 2014
8	Football Nets (x 4)/fixings	Various	361	900			MUGA-Replaced 2014

CONTENTS (C)			49,667	93,900	6,912		Items under Category C Insurance only
VAT @ 20% (85%)				15,963			85% VAT not recoverable - include in total
TOTAL CONTENTS (C)			49,667	109,863	6,912		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
HOLBROOK TYTHE BARN**

D	TOOLS AND GARDENING EQUIPMENT					
1	Wheelbarrow	Various	0	0		See Disposals - HTB
2	Various small hand tools	Various	5	628		

CONTENTS (D)	5	628	
VAT @ 20% (70% only)		88	70% VAT not recoverable
TOTAL CONTENTS (D)	5	716	2,325

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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NET TOTALS	68,546	1,280,888	
VAT @ 20%		320	All VAT recoverable - not in total
VAT at 20% (70%)		165,954	70% VAT not recoverable - included in total
VAT @ 20% (85%)		15,963	85% VAT not recoverable - included in total
GROSS TOTALS	68,546	1,462,806	1,005,999

- New items 21-22
 - Disposals 21-22
 - Insurance values to be checked
- * Further work required to complete these columns

No disposals year ending 31st March 2020
No disposals year ending 31st March 2021
No disposals year ending 31st March 2022

**NORTH HORSHAM PARISH COUCIL ASSET REGISTER 2021-22
DISPOSALS - HOLBROOK TYTHE BARN**

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
A3	Benches/Hooks	2013	1	0	Changing Rooms converted to new Hall. No useful life remaining
BUILDING AND LAND					
	Car Park	18.12.2013	0	0	Part sold to Horsham Bowls Club - by way of barter
	Bowls Green	18.12.2013	0	0	Part sold to Horsham Bowls Club - by way of barter
C4	2 Netball Posts	1.3.2014	462	0	Unable to sell - given away
			463	0	

2014/2015

A1	Tables (x 20)	22.4.2014	2140	0	Unable to sell/donate - disposed of
A2	Chairs (x 72)	22.4.2014	1547	0	Unable to sell/donate - disposed of
B15	Shed	July 2014	333	0	Poor condition unable to sell - given away as a donation.
C4	2 Netball Posts	July 2014	462	0	Poor condition unable to sell - given away as a donation.
C5	Tennis Posts	July 2014	556	0	Poor condition unable to sell - given away as a donation.
C6	Tennis Nets	July 2014	195	0	Poor condition unable to sell - given away as a donation.
			5,233	0	

2016/17

A4	Roller blinds (x 6)	40452	597	0	Unable to sell/donate - disposed of
			597		

2017/18

B11	External Notice Board (wall)	1996	591	0	Disposed off
D1	Wheelbarrow	Various	1	0	Disposed off
			593	0	

**NORTH HORSHAM PARISH COUCIL ASSET REGISTER 2021-22
DISPOSALS - HOLBROOK TYTHE BARN**

No disposals year ending 31st March 2019

No disposals year ending 31st March 2020

No disposals year ending 31st March 2021

No disposals year ending 31st March 2022

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
ROFFEY MILLENNIUM HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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BUILDING AND LAND

Roffey Millennium Hall, Crawley Road Horsham, RH12 4DT	2000	970,138	2,164,000	2,592,648		125-year Lease from HDC PWLB Loan Replacement cost per DV - 09.08.2017
		970,138	2,164,000	2,592,648		

INTEGRAL FEATURES

A	Heating/Water/AHU Plant					
B	Air conditioning Units (x 2)					
C	Light Fittings					
D	Toilets (x 6)					
E	Fitted Kitchens (x 3)					
F	Floor Covering in Halls (vinyl)			9,135		Replaced 2014
G	Floor Covering - other (vinyl)			2,390		Replaced 2014
H	Floor Covering - kitchens (vinyl)			2,700		Replaced 2014
I	Fire Escape					
J	Roof Access Ladder					
K	Lift					
L	External Lighting					
M	Telephone System					Replaced 2017 - see A33
				14,225		

BUILDING AND LAND

VAT at 20%		970,138	2,164,000			
TOTALS		970,138	2,164,000	2,592,648		All VAT recoverable

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
ROFFEY MILLENNIUM HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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A	FURNITURE, FIXTURES FITTINGS AND TENANT'S IMPROVEMENTS
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FURNITURE

1*	Hanging File Trolleys	N/K	0	0		2012	See Disposals - RMH
2	Roller Blinds	N/K	0	0			Disposed of - date unknown
3	Folding Tables (large)	2000	1	2,427			
3A	Folding Tables (small)	01.03.18	240	240			
4	Fixed Leg Chairs	2000	1	1,846			
5	Fixed Leg Tables	2000	1	2,625			
6	Flooring (carpet tiles)	2014	11,995	17,500			Replaced 2014
7	Free Standing Cookers (x2)	2000	875	940			
8	Free Standing Fridges (x 3)	2000	1	520		28.02.19	x1 disposed off. See disposals
9	Vertical Blinds (Arundel)	8.3.2002	133	400			
10	Curtains	19.12.2006	1,712	3,000			
11*	Office Desk/Hutch/Pedestal	12.3.2008	676	500			
12*	Sofa type seating and unit	12.3.2008	855	895			
13	Folding Chairs	21.7.2008	6,447	7,551			
14	Chair Trolleys (x 6)	21.7.2008	990	1,126			
15*	Bookcases - standard	9.2.2010	360	355			
16*	Cupboard Racking/Shelving	12.2.2010	882	1,000			
17	Vertical Blinds	2010	4,177	4,500			
18*	Lockable Cupboard	2012	149	160			
19*	Office Desks/Pedestals	Various	830	700			
20*	Office Chairs	Various	480	700			
21*	Office Tables	Various	435	648			
	Carry Forward		31,240	47,633			

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
ROFFEY MILLENNIUM HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE	DISPOSAL DATE	NOTE
					31.03.22		
	A contd./brought forward		31,240	47,633			
22*	Other Chairs	Various	480	512			
23*	Miscellaneous Furniture	Various	1	300			
24*	Metal Filing Cabinets	Various	0	0		2012	See Disposals RMH
24a	Photocopier	2017	0	0	7,500		Leased
24b	Free standing fridge	1.2019	130	130			
24c*	Office Chairs x 2	3.2019	340	340			
24d*	Small table trollies (x3)	11.2019	588	588			From s106 money
24e*	Round tables (x6) in trolley	11.2019	1414	1414			From s106 money
			34,193	50,917			

IMPROVEMENTS

25	Air conditioning Units (x 1)	N/K	1	1,500			Internal
26	Partition Wall	2000	5,000	10,000			
27	Sound System	2000	5,000	9,000			
28	Acoustic Panels	2005	5,457	7,500			
29	Magnetic Door Closures	26.4.2007	1,371	1,550			
30	Air Conditioning Units (x 3)	19.1.2009	3,855	4,500			Internal
31	Alarm systems	2010	11,050	15,000			Alarm systems replaced - 2010 Keypad replaced 27.10.21 -£300 apprx
32	AC Unit Members Room (x1)	6.2016	998	998			
33	Telephone System	4.2017	1953	1953			New system with 4 handsets purchased April 2017 - £1953
34	Hand Drier x 1	5.2018	155	155			
35	Hand Drier x1	14.12.2021	108	108			
			34,948	52,264			

TOTAL CONTENTS (A)

VAT at 20%

VAT at 20% (37%) *

TOTALS

69,141	103,181	116,021	Contents under category A insurance only
	18,966		ALL VAT recoverable - not included in total
	600		37% not recoverable - include in total
69,141	103,781	123,521	

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
ROFFEY MILLENNIUM HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE	DISPOSAL DATE	NOTE
					31.03.22		
B	OTHER CONTENTS NOT SPECIFIED BELOW AND CONSUMABLE STOCK						
1	Coat Racks (x 4)	N/K	1	740			
2*	Safe	N/K	1	1,800			
3	Internal Noticeboards	N/K	1	600			
4	Cordless Telephone Handset	10.04.17	61	61			
5	Waste Paper Bins	Various	1	100			
6	Coffee Machines	Various	1	1,000			
7	Kettles	Various	1	225			
8	Crockery/Cutlery	Various	1	900			
9	Paper Towel Dispensers (x 10)	Various	1	300			
10	Cleaning Hand Tools	Various	1	100			
11	Extension Leads (x 4)	Various	1	80			
12	Clocks	Various	70	110			
13	Fire Extinguishers	2000	1	1,665			
14	Fire Blankets (x 3)	2000	1	75			
15*	External Letter Box	2000	371	400			
16*	Leaflet Carousel	2001	107	147			
17	Internal Signage	6.4.2001	79	550			
18	Tea Trolleys	14.5.2001	145	240			
19	Tea Urns	14.5.2001	180	480			
20	Numatic Floor Washer	29.2.2004	740	1,125			
21*	External Noticeboard (x 1)	2005	550	700			
22	Numatic Floor Polisher	9.12.2005	700	800			
23	Henry Vacuum Cleaner	31.1.2006	140	120			
24	Numatic Cleaning Trolley	11.4.2006	146	300			
	Carry Forward		3,301	12,618			

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
ROFFEY MILLENNIUM HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE	DISPOSAL DATE	NOTE
					31.03.22		
	B contd./brought forward		3,301	12,618			
25	Hot Water Jugs (x 3)	14.6.2006	84	90			
26	Baby Changing Unit (x 2)	17.7.2006	370	300			
27	50L Nappy Bin (x 3)	17.7.2006	254	225			
28*	Framed scenic prints (x 6)	13.6.2007	282	350			
29	Convecter Heaters (x 2)	2010	100	100			
30	Karcher Power Washer	2010	275	350			
31	Hose and Reel	2010	60	75			
32*	Table Top Display Boards	10.3.2011	300	600			
33*	Table Top Display Boards	14.5.2012	182	210			
34	Vax Carpet Cleaner	25.5.2012	280	300			
35	Hand held Steam Cleaner	11.12.2012	0	0		2013	See Disposals RMH. Believed stolen
36	Free standing Dishwasher	20.6.2013	150	175		18.11.21	See disposals RMH. End of working life .
37*	CD Players x 2 (public)	15.5.2014	210	250			
38	Free standing Dishwasher	12.11.2014	180	180			
39*	Pop Up Advert Display	19.3.2015	105	130			
40*	Table Top Display Boards	25.3.2015	120	150			
41	Stored Refreshments	Various	500	250			
42*	Stored Stationery	Various	1,500	2,180			
43	Stored Cleaning Materials	Various	1,000	1,250			
44	Defibrilator	01.03.2019	1,000	1,000	1,030		Replacement - original believed stolen
45	George Vacuum Cleaner	31.08.18	209	209			
46	Coffee jugs x 4	28.02.19	68	68			
47	Water jugs x 4	28.02.19	125	125			
48	Tea pots x 4	28.02.19	53	53			
49	Additional Crockery (est)	28.02.19	200	31			
50	Fans (x3)	01.07.19	63	63			
51	Beverage Station	01.04.19	37	37			
52	Kettle	01.11.19	13	13			
50	Hand Sanitiser Dispenser	28.02.20	45	45			

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
ROFFEY MILLENNIUM HALL

51	Urns (x3)	01.03.20	141	141					
52	Fan Heaters (x2)	28.02.20	80	80					
53	Hand Sanitiser Dispenser	11.08.2020	105	105					
54	Floor Mat	28.09.2020.	23	23					
55	Swing bins	01.07.2020	30	30					
56	Mop	01.07.2020	12	12					
57	Rope barriers	13.01.21	135	135					
58	Henry Hoover	25.02.21	95	95					
59	Storage Box	01.05.2021	26	26					
60	Free standing dishwasher (Upstairs)	12.11.2021	196	196					
61	Shark Cordless Hoover	28.01.22	250	250					
TOTAL CONTENTS (B)			12,159	22,520	18,623	Items under Category B insurance only			
VAT at 20%				3,105		All VAT recoverable - do not include in total			
VAT at 20% (37%) *				512		37% not recoverable - include in total			
TOTALS			12,159	23,032	19,653	Checked			

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
ROFFEY MILLENNIUM HALL

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
C	COMPUTER AND OFFICE EQUIPMENT						
1	HP Scanjet scanner	N/K	0	0		2018	See Disposals RMH
2	ABC Docuseal laminator	18.9.2001	89	200		2020	See Disposals RMH
3	HP laserjet printers (x 1)	2006	175	180		2018	See Disposals RMH x 2 . Kept 1
4	Fellowes Shredder	1.4.2008	150	200			
5	Siemens Monitors (x2)	16.7.2008	234	300			2 Kept from older computers (CC,AC)
6	HP colour laserjet printer	16.7.2008	0	0		2015	See Disposals RMH
7	Brother A3 deskjet printer	18.11.2009	0	0		2018	See Disposals RMH
8	Samsung laptop (PM)	1.6.2010	0	0		Unknown	Missing assumed previously disposed off
9	Lenovo Computers (x 3)	22.3.2012	1,023	1,500			C,CC,AC
10	BenQ Monitor (x 1)	1.5.2012	97	120			C
11	Sony Digital camera	15.8.2012	127	150			
12	Samsung laptop (PC)	6.12.2012	336	400			FG
13	MultiMedia Projector (office)	26.11.2013	347	400			
14	QNAP Network Storage	20.12.2013	291	291			
15	Fujitsu laptop (PM)	10.6.2014	319	350			DC
16	HP Colour Printer	1.3.2015	533	585			CC
17	Tower & Monitors (Members Room)	01.03.2016	428	428			
18	Iiyama Monitors (2)	Various	200	200			C,FO
19	Lenovo Carbon Laptop	12.2017	350	350			FO
20	CCTV	2.2017	1,410	1,410			
21	Laptop bag	01.08.2020	35	35			
22	Laminator	01.08.2020	33	33			
23	Lenovo Thinkpad (refurbished)	23.10.2020	420	420			
24	Lenovo ThinkPad X1	04.08.2021	604	604			
25	BLUE YETI USB Microphone	03.09.2021	128	128			
TOTAL CONTENTS (C)			7,329	8,284	6,000		

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
ROFFEY MILLENNIUM HALL

TOTAL CONTENTS (C)	7,329	8,284	
VAT at 20% (37%)		613	37% not recoverable - include in total
TOTALS	7,329	8,897	6,000

DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2020*	INSURED VALUE 31.03.2020	DISPOSAL DATE	NOTE
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D	TVs, AUDIO-VISUAL ITEMS AND TOOLS					
1	TV/Video (x 1)	2001	0	0	2014	See Disposals RMH
2	Recording Equipment	2003	0	0	2014	See Disposals RMH
3	Multimedia Projector (public)	27.6.2006	490	400		
4	Flip Chart Stands (x 4)	6.3.2007	330	300		
5	Projector Screens (x 2)	23.9.2009	320	384		
6	Litter Wardens Cart	18.8.2009	551	800		
7	Whiteboards (x 2)	10.12.2009	214	242		
8	Projector Screens Fixed (x 4)	26.11.2013	247	300		
9	Projector Screens (x 2)	25.4.2014	172	200		
10	Digital Recorder	01.12.18	22	22		
11	Multimedia Projector (public)	22.03.19	349	349		
12	Projector Screen	3.19	90	90		
13	Lift Prop	01.09.19	648	648		H&S requirement
TOTAL CONTENTS (D)			3,433	3,735		2,019

TOTAL CONTENTS (D)	3,433	3,735	
VAT at 20%		747	All VAT recoverable - do not include in total
TOTALS	3,433	3,735	2,019

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
ROFFEY MILLENNIUM HALL**

G CIVIC REGALIA									
1	Union Flag	N/K	1	85					
2	Chairman's Chain of Office	1990	319	500	500				
3	Mallet and striking plate	2002	31	75					
4	Year of Culture Flag	01.01.19	50	50					
5	Silent Soldiers x 2	01.08.18	250	250					
6	Sussex Flag	11.03.22	34	34					
TOTAL CONTENTS (G)			685	994	500				

C/F	TOTAL CONTENTS (G)	685	994	0	Items insured in Category G only
	VAT at 20%		199		All VAT recoverable - do not include in total
	TOTALS	685	994	500	

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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NET TOTALS	1,062,884	2,304,439				
VAT AT 20%		455,817				All VAT recoverable - do not include in total
VAT at 20% (37%)		1,725				37% not recoverable - include in total
GROSS TOTALS	1,062,884	2,306,164	2,744,341			

Disposals to 31st March 2022 shown on a separate sheet and accounted for as below in the 2022 figures.

LESS DISPOSALS	150
TOTAL	1,062,734

- New items 21-22
- Disposals 21-22
- Insurance values to be checked

DISPOSALS - ROFFEY MILLENNIUM HALL

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS £	NOTE
A24	4 x Metal Filing Cabinets	2012	189	0	Surplus to requirements. Donated to other organisations
A1	1 x Hanging File Trolley	2012	50	0	Surplus to requirements. Donated to other organisations
C	Siemens Computers (x 3)	2012	1	0	End of working life, Secure disposal
C	Siemens Monitors (x 1)	2012	120	0	End of working life. Safe disposal
C	Logitech keyboards (x 3)	2012	1	0	End of working life. Safe disposal
C	Fujitsu laptop	2012	1	0	End of working life. Secure disposal
C	HP Digital camera	2012	1	0	End of working life. Safe disposal
D	OHP Projectors/Trolleys (x 2)	2012	1	0	End of working life.
B35	Hand held Steamer	2013	50	0	Believed stolen. To be replaced
			414	0	

2014/2015

DI	TV/Video (x 1)	2014	661	0	End of working life. Safe disposal
D2	Recording equipment	7.5.2014	750	0	Proceeds of £75 donated to Age UK Horsham
C6	HP Colour Printer	1.3.2015	377	0	End of working life. Safe disposal
			1,788	0	

2017/2018

C1	HP Scanjet scanner	1.2018	1	0	End of working life. Safe disposal
C3	HP laserjet printers (x 2)	1.2018	175	0	End of working life. Safe disposal
C7	Brother A3 deskjet printer	1.2018	220	0	End of working life. Safe disposal
			396	0	

2018/19

A8	Free standing fridge	28.02.19	1	0	End of working life. Safe disposal of one fridge.
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No disposals in financial year to 31st March 2020

Disposals 2020/21

C2	Laminator	01.08.2020	89	0	End of working life. Safe disposal
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Disposals 2021/22

B36	Free standing dishwasher	18.11.2021	150	0	End of working life. Safe disposal
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NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
PLAY AREAS AND OPEN SPACES

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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AMBERLEY CLOSE

1	Cradle Swings	May 2005	1,251	1,835			
2	Junior Swings	May 2005	1,095	1,606			
3	Junior Multi Play Unit	May 2005	12,974	19,030			
4	Toddler Multi Play Unit	May 2005	5,915	8,676			
5	Cone Climber	May 2005	2,695	3,953			
6	Spinner	May 2005	843	1,236			
7	Springer	May 2005	1,293	1,896			
8	Adventure Trail (x 5)	May 2005	2,083	3,055	5,854		Insured item
9	Game Panels	May 2005	3,467	5,085			
10	Delivery/Installation	May 2005	8,615	12,636			
11	Safety Surfacing	May 2005	7,500	11,000			
12	Seats	Sept. 2005	498	730			
13	Litter Bins	May 2005	176	258			
14	Fencing/Gates	28.9.2005	839	1,230			
15	Signage	2005	228	334			
			49,472	72,560	5,854		

**AMBERLEY CLOSE
RECREATION AREA**

1	Basket Ball Hoop	NK	350	394				
2	Goal Posts	NK	600	675				
			950	1,069	0			

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
PLAY AREAS AND OPEN SPACES**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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BIRCHES ROAD

1	Junior Multi Play Unit	June 2004	11,325	15,827			
2	Toddler Multi Play Unit	June 2004	3,230	4,514			
3	Roundabout	June 2004	1,900	2,655			
4	Adventure Trail	June 2004	3,080	4,304			
5	Ancillary Costs	June 2004	1,000	1,397			
6	Delivery/Installation	June 2004	4,294	6,001			
7	Safety Surfacing	June 2004	12,900	18,028			
8	Fencing/Gates	June 2004	1	**8000			Reused from another area. R'ment cost is guesstimate.
9	Litter Bins	June 2004	300	419			
10	Signage	June 2004	154	215			
11	Seats	1.9.2005	498	680			
12	Mixed Swing Set	20.9.2013	3,723	4,038			Replacement of original
			42,405	58,078	0		

1

EARLES MEADOW

3	Mixed Swing Set	N/K	1,100	1,317			
4	Seats (x 1)	N/K	1	680			
5	Fencing/Gate	N/K	1	1,000			
6	Litter Bin (x 1)	1.8.2001	252	409			
7	Signage	2005	229	336			
8	Toddler Multi Play Unit	2011	6,460	7,734			Replacement of original
9	Ancillary Costs	2011	1	1,000			
	Delivery/Installation	2011	1	3,000			
	Safety Surfacing	31.10.2012	2,143	2,486			
			10,188	17,962	0		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
PLAY AREAS AND OPEN SPACES**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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HOLBROOK TYTHE BARN

1	Picnic Tables	N/K	0	0			Previously disposed of
2	Litter Bin x 1	N/K	379	496.00			Replacement for wooden litter bin
3	Signage	N/K	460	602.00			
4	Junior Swing Set	14.3.2008	1,213	1,590.00			
5	Cradle Swing Set	14.3.2008	1,386	1,816			
6	Delivery/Installation etc	14.3.2008	938	1,229			
7	Safety Surfacing	Various	1	6,000			
8	Zip Line	2011	8,000	9,577	10,537		Insured item
9	Spinner	2011	2,000	2,394			
10	Delivery/Installation etc	2011	1,000	1197			
11	Toddler Multi Play Unit	1.4.2012	3,798	4,405			
12	Junior Multi Play Unit	1.4.2012	11,255	13,055			
13	Delivery/Installation etc	1.4.2012	2,132	2,473			
14	Safety Surfacing	Various	15,000	15000			Estimated cost over time
15	Fencing/Gates	1.4.2012	11,280	13084			
16	0 and X Panel	29.8.2012	533	618			Additional item
17	Seats (x 2)	12.7.2013	1,150	1295			Replacement for wooden seats
			60,525	74,831	10,537		

For Play Areas replacement costs see separate document : Replacement Costs and Time Frames 2018-19.
The replacement costs shown in the Asset Register have been taken from there.

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
PLAY AREAS AND OPEN SPACES**

**HOLBROOK TYTHE
BARN OPEN SPACE
RECREATION AREA**

1	Goal Posts	27.06.17	300	300	0					
2	Goal Post	01.12.19	233	233						
3	Litter bins x 3	29.10.21	1,443	1,443	1443					
			1,976	1,976	1,443					

NET TOTALS
VAT AT 20%
GROSS TOTALS

165,516	226,476	17,834		
	45,295			All VAT recoverable - do not include
165,516	226,476	17,834		

*Further work required to complete these columns

- New items 21-22
- Disposals 21-22
- Insurance values to be checked

No disposals in financial year to 31st March 2018
No disposals in financial year to 31st March 2019
No disposals in financial year to 31st March 2020
No disposals in financial year to 31st March 2021
No disposals in financial year to 31st March 2022

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
STREET FURNITURE**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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BUS SHELTERS

1	North Heath Lane(Blenheim Way)	1983	2,492	3,750			Replaced 2007
2	Lambs Farm Road (Greenfields Rd)	1994	3,264	3,750			
3	Church Road	13.7.2004	3,264	3,750			
4	Lambs Farm Road (Rusper Rd)	18.11.2004	0	0			See Disposals
5	Lambs Farm Rd (Southdown Cl.)	18.11.2004	0	0			See Disposals
6	Manor Fields	18.11.2004	3,510	3,750			
7	North Heath Lane (Coltsfoot Dve)	21.2.2007	3,067	3,750			
8	North Heath Lane (Amundsen Rd)	21.2.2007	3,067	3,750			
9	Jackdaw Lane	21.2.2007	2,719	3,750			
10	Crawley Road	22.11.2007	3,112	3,750			
11	Perch Seat for (5) above	1.8.2013	99	100			
12	Bartholomew Way	2008	1	5,500			
13	Seat for 3 above	11.2018	279	279			
			24,874	35,879	0		

STREET LIGHTS

1	Amundsen Road (x 6)	N/K	1	650			
2	Cook Road (x 10)	N/K	1	650			
3	Peary Close (x 3)	N/K	1	650			
4	Pixies Hollow (x 1)	N/K	0	0			Passed to WSCC
5	St Marks Lane (x 4)	N/K	1	650			
6	Cottingham Avenue (x 1)	N/K	1	650			
7	Giblets Lane (x 1)	N/K	1	650			
8	Heather Close (x 1)	N/K	1	650			
9	Holbrook Tythe Barn - car park x2	N/K	1	600			
10	Holbrook Tythe Barn - car park x1	31.03.21	300	300			
			308	5,450	0		

NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
STREET FURNITURE

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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ROADSIDE SEATS

1	Roffey Corner (x 1)	N/K	1	800			
2	Rusper Road/Kings Road (x 1)	24.10.2010	395	500			
			396	1,300	0		

OTHER SEATS

1	Birches Road (x 1)	N/K	1	800			
2	Picnic Tables (x 1) - HTB	N/K	0	0			Disposed of - date unknown
3	Picnic Tables (x 2) - NHH		1	0			
4	Amberley Close - commemorative	17.12.2001	471	800			
5	Amberley Close Open Space (x 2)	2007	1,116	1,600			
6	Octagonal Picnic Tables (x 3)	4.9.2014	600	900			
7	Benches (x2) HTB Open Space	19.12.20	510	510			
8	Picnic Table (x 1) - HTB Open space	19.12.20	430	430			
9	Benches (x 2)NH Lane + Gorringes Brook	11.10.21	909	909			
			4,038	5,949	0		

NOTICEBOARDS

1	Coltsfoot Drive	N/K	563	550			
2	Bartholomew Way	01.10.2015	365	365			Replaced - see disposals
3	Lambs Farm Road (Shops)	12.10.2005	563	750			
4	Church Road	01.10.2015	365	365			Replaced - see disposals
5	North Heath Lane (R'side Walk)	01.10.2015	598	598			Replaced - see disposals
6	Roundel - Crawley Road	10.7.2008	4,238	5000	5,854		Insured item
7	Godwin Way	25.1.2010	1,046	1,046			
			7,738	8,674	5,854		

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
STREET FURNITURE**




NO	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE	DISPOSAL DATE	NOTE
					31.03.22		
OTHER ITEMS							
1	Earles Meadow Boardwalks	N/K	1	20,000	21,430		Insured item
2	Roadside Sign - HTB	N/K	1	500			
3	Fencing - Harwood Rd allotments	2001	1,609	8,000			
4	Handrail - Manor Fields	1.8.2003	713	0			
5	Flagpole	2003	593	500			
6	Butterworth Seat Memorial Plaque	2007	97	4,000			
7	Scaffold Tower	7.10.2011	1,955	2,225			
8	Salt Bins (x 3) and locks	8.11.2012	484	600			
9	Sack Barrow	14.5.2012	53	60			
10	Information Stone - Earles Meadow	18.10.2013	1700	500			
11	Telescopic Ladder	7.6.2013	0	0			See disposals
12	Street Light Counter Balance	22.8.2013	1,285	1,500			
13	Safety Harnesses (2)	24.10.2013	140	175			
14	Manual Salt Spreader	8.11.2013	986	1,200			
15	PA Testing equipment	21.1.2014	649	649			
16	Stihl Leaf Blower	29.8.2014	0	0			See disposals
17	Small Litter Warden Trolley	10.12.2014	239	350			
18	Bosch Leaf Blower	21.11.18	200	200			Replacement see 16
19	Bollards (various)	Various	350	350			
20	Cycle Racks x 2	25.10.19	48	48			Fitzallen Road
21	Fencing - EM around Oak	4.2021	4,558	4,558			
			15,661	45,415	21,430		

NET TOTALS
VAT at 20%

53,015	102,667	
	20,533	
53,015	123,200	27,284

All VAT recoverable

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTER 2021-22
STREET FURNITURE**

-  New items 21-22
-  Disposals 21-22
-  Insurance values to be checked

* Further work required to complete these columns

**No disposals in financial year to 31st March 2020 or March 2021.
No disposals in financial year to 31st March 2022.**

DISPOSALS - STREET FURNITURE

	ITEM	DISPOSAL DATE	PROXY COST OR PURCHASE VALUE £	DISPOSAL PROCEEDS	NOTE
	BUS SHELTERS				
6	Lambs Farm Road (Rusper Road)	2011	3510	0	Vandalised. No insurance claim made
7	Lambs Farm Rd (Southdown Cl.)	18.12.2013	2504	0	Vandalised. Donated to Findon PC
			6014	0	

2016/17

OTHER ITEMS

11	Telescopic Ladder	7.6.2013	75	0	Disappeared.	Included in 2016/17
16	Stihl Leaf Blower	29.8.2014	371	0	Disappeared.	Included in 2016/17

NOTICEBOARDS

2	Bartholomew Way	12.10.2005	685	0	Disposed of.	Included in 2016/17
4	Church Road	2007	849	0	Disposed of.	Included in 2016/17
5	North Heath Lane (R'side Walk)	2007	938	0	Disposed of.	Included in 2016/17
			2,918	0		

No disposals in financial year to 31st March 2018

No disposals in financial year to 31st March 2019

No disposals in financial year to 31st March 2020

No disposals in financial year to 31st March 2021

No disposals in financial year to 31st March 2022

**NORTH HORSHAM PARISH COUNCIL ASSET REGISTR 2021-22
LAND HOLDINGS**

NO.	DESCRIPTION	DATE ACQUIRED	PROXY COST OR PURCHASE VALUE £	REPLACEMENT COST 2022*	INSURED VALUE 31.03.22	DISPOSAL DATE	NOTE
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LAND							
1	Birches Road	N/K	1				Community Land
2	Heath Way	1976	0*				Community Land --not NHPC*
3	Amberley Close	1980	1				Community Land - includes allotments
4	North Heath Hall	1989	1				Not building
5	Holbrook Tythe Barn	1995	1				Not building/multi courts/play area
6	Earles Meadow	1998	1				Community Land - 13 acres
7	Pixies Hollow	1990	1				Land along part length BW 1583
			6	0	0		

* further work required to complete these columns.

No disposals in financial year to 31st March 2020

No disposals in financial year to 31st March 2021

* In 2018 it was confirmed by HDC that they own this land, not NHPC as thought previously.

Appendix 6



MULBERRY & CO

Chartered Certified Accountants
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& Chartered Tax Advisors

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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

21 April 2022

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 and final audit on 21 April 2022 we enclose our report for your kind attention and presentation to the council. The interim audit was conducted remotely, and the final audit onsite, 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 12 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

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

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

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

Recommended minimum testing:

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

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.

Final Audit

The final audit was conducted on site and the Clerk had prepared all the requested information in advance for review.

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

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.

Final audit

Upon renewal of the insurance in May 2022, **I recommend the Fidelity Guarantee limit is increased to cover the maximum balances held by the council during the year.**

We discussed assertion 8 on the AGAR and whether or not this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk was able to confirm there were no matters excluded from the accounting statements.

Section conclusion

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

D. BUDGET, PRECEPT 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.

Final audit

The council's year-end position reports income at 103.8% of budget and expenditure is reported as 92.1% of budget. This demonstrates that the budget was accurately set and has been carefully monitored throughout the year, and this is supported by reference to the council minutes.

At year-end, the council held circa £237,000 in a number of clearly defined earmarked reserves. I tested the purposes of the earmarked reserves with the Clerk and am content that they are all for legitimate future planned projects for the council.

The council has a general reserve of £250,000 at the year-end. General guidance recommends an appropriate level of general reserve as circa three to twelve months net revenue expenditure, adjusted for local conditions. The current level is therefore appropriate for a council of this size.

Section conclusion

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

E. INCOME (INTERIM 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).

Final Audit

From a review of the RBS detailed information, it is clear that sufficient transactional detail continues to be provided for accounting entries and income appears to be assigned to appropriate nominal codes.

Section conclusion

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

F. PETTY CASH (INTERIM AUDIT)**Internal audit requirement**

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

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area.
- Review the systems in place for controlling any petty cash and 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.

Final Audit

I was able to confirm that the amount entered in box 4 on the AGAR correctly reflects only allowable staff costs. All staff members have received the backdated NJC pay rises in their March salaries.

Section conclusion

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

H. ASSETS AND INVESTMENTS (INTERIM 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.

Final Audit

The asset register total was checked and found to match that entered on the AGAR for 2021-22. Additions and disposals during the year are clearly annotated, and the register is frequently updated during the year providing a comprehensive record of the council's assets.

I confirmed the PWLB year-end balance to the PWLB statement and confirmed it as correct and matching the figure entered into box 10 of the AGAR.

Section conclusion

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

I. BANK 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 check 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.

Final Audit

At the year-end the council had a reconciled bank position across all its accounts, and I was able to confirm bank balances to the statements for 31 March 2022.

Section conclusion

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

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

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

Recommended minimum testing:

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

Final Audit**Section 1 – Annual Governance Statement**

	Annual Governance Statement	<i>'Yes' means that this authority</i>	Suggested response based on evidence
.1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	NO – the requirements and timescales for 2020/21 year-end were not followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – the council takes action on recommendations within internal audit reports
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate,	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

	have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

At the time of the year-end audit, the AGAR figures presented for checking were as below:

AGAR Box Number		2020/21	2021/22	Auditor Notes
1	Balances brought forward	439,592	443,928	Correctly carried over from box 7 2020/21
2	Precept or rates and levies	335,194	338,600	Confirmed against precept amount received
3	Total other receipts	101,188	190,672	Confirmed against accounting records
4	Staff costs	272,742	276,853	Confirmed against accounting records
5	Loan interest/capital repayments	12,203	11,710	Verified against PWLB records
6	All other payments	147,101	197,182	Confirmed against accounting records
7	Balances carried forward	443,928	487,455	Total correctly equals (1+2+3) – (4+5+6)
8	Total value of cash and short-term investments	466,014	510,400	Confirmed against accounting records and account balances
9	Total fixed assets plus long-term investments and assets	1,381,841	1,390,092	Verified against asset register
10	Total borrowings	43,269	33,654	Verified against PWLB records
[11	Disclosure note re Trust Funds (including charitable)	YES	NO	n/a – the council has no trusts

The year-end accounts have been correctly prepared on the receipts and payments basis with the box 7 & 8 reconciliation explained using the RBS reserves reconciliation. This shows total debtors of £18,370.65 and creditors of £41,315.61.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the previous year's AGAR.

The explanation of variances has been completed to explain the variances in boxes 3, 6 and 10. The Clerk has prepared a supporting document to provide more detailed explanations of the differences and in my opinion, this provides enough information for the external auditor.

Section conclusion

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

K. LIMITED ASSURANCE REVIEW (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

I am of the opinion that the control assertion of “If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt” is not applicable due to the council not declaring itself exempt from a limited assurance review in 2020/21.

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

Final Audit

Inspection – key dates	2020/21 Actual	2021/22 Proposed
Date inspection notice issued	6 May 2021	1 June 2022
Inspection period begins	7 June 2021	6 June 2022
Inspection period ends	16 July 2021	15 July 2022
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

As noted in the external auditor's report, the proper practices were not followed for 2020/21 as the date the inspection notice was issued was the same date as the AGAR was signed by the council.

Therefore, the requirements of this control objective were NOT met for 2020/21, and assertion 4 on the Annual Governance Statement must therefore be signed as 'no' by the council.

I have confirmed that the proposed timescales for 2021/22 are within the requirements of this control objective.

Section conclusion

I am of the opinion that the control assertion "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" has NOT been met.

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 7

NORTH HORSHAM PARISH COUNCIL

Review of the Effectiveness of the Internal Audit 2021/22

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	HAS THIS STANDARD BEEN MET?
1. Scope of internal audit.	The scope of the audit work is set out in a letter dated 17.08.21 (Agreed by the Finance and Administration Committee at minute FA/464/21 on 14 th October 2020) and includes consideration of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), although the final responsibility of safeguarding the assets of the Council lies with the Council.	Yes
2. Independence	The Internal Auditor completes a professional Independence and Competence Questionnaire with the Clerk.	Yes
3. Competence	Mulberry and Co. Ltd. is a specialist in the sector providing administrative and financial support for the West Sussex Association of Local Councils. For the 2020/21 financial year, Mr. A. Beams undertook the Internal Audit and he is highly regarded in the sector. The Internal Audit Report is presented to the Parish Council for discussion. There is no evidence that the internal audit work hasn't been carried out professionally and thoroughly.	Yes
4. Relationship with clerk and the authority	Responsibilities of the Council are set out in the engagement letter dated 17.08.21. The Internal Auditor involves the Clerk/RFO in all of the tests that are carried out and discusses all aspects of the report, this is evidenced in the report. The Clerk is able to contact the Internal Auditor to gain advice or guidance.	Yes
5. Audit planning and reporting	There is a specific audit plan as part of the 2020/21 Internal Audit Report. Any concerns are given in a report which are then presented to the Parish Council for action. The internal audit covers risk assessment.	Yes

6. Internal audit work	The Internal Auditor visits twice a year and can be contacted in between times if required. A review of the visits is included in the Internal Audit Report. The tests that are undertaken are random, appropriate and documented in the Internal Audit. Due to the Coronavirus pandemic, one of the audits undertaken during the year was done so remotely with the Final Audit taking place in person.	Yes
7. Understanding the organisation, needs and objectives	The Internal Audit Report is aware of the Council structure and through discussion with the Clerk is aware of the activities that are current.	Yes
8. Being seen as a catalyst for change and forward looking	The Internal Auditor makes the Clerk/RFO aware of new legislation and current issues. Advice has been received regarding treatment of mileage payments, earmarking, levels of reserves and the details required by the External Auditor for the “explanation of significant variances”.	Yes
9. Be challenging	The internal audit focuses on different areas every year. These are not known in advance. Where issues exist, the Internal Auditor offers guidance and looks to see improvement.	Yes
10. Ensure the right resources are available.	Funding is set aside in the Finance and Administration budget for the internal audit and members of staff are available when the internal audit takes place. The level of resources is discussed during the internal audit.	Yes

Review undertaken for the Annual Parish Council Meeting 5th May 2021.

Appendix 8

Annual Governance and Accountability Return 2021/22 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

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

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

Publication Requirements

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

Before 1 July 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2021/22

NORTH HORSHAM PARISH COUNCIL

ENTER PUBLICLY www.northhorsham-pc.gov.uk OR ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

16/12/2021 21/04/2022

Name of person who carried out the internal audit

ANDY BEAMS, MULBERRY & CO

Signature of person who carried out the internal audit

[Redacted Signature]

Date

21/04/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

NORTH HORSHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

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

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

DDMMYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY www.northhorsham-pc.gov.uk OR ADDRESS

Section 2 – Accounting Statements 2021/22 for

NORTH HORSHAM PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	439,592	443,928	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	335,194	338,600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	101,188	190,672	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	272,742	276,853	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	12,203	11,710	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	147,101	197,182	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	443,928	487,455	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	466,014	510,400	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	1,381,841	1,390,092	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	43,269	33,654	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

28th April 2022

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

DOMINIC

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

NORTH HORSHAM PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Appendix 9

North Horsham Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2022	Lloyds Treasurers A/c -Current	5,131.50
31/03/2022	lloyds Business Instant Access	334,871.98
31/03/2022	Petty Cash	150.00

340,153.48

Other Cash & Bank Balances

31/03/2022	Nationwide Business Instant Saver	85,179.13
31/03/2022	Co-Operative Bank	85,397.54

170,576.67

510,730.15

Unpresented Payments

330.00

510,400.15

Receipts not on Bank Statement

0.00

Closing Balance

510,400.15

All Cash & Bank Accounts

1	Lloyds Bank Accounts	339,673.48
2	Petty Cash	150.00
	Other Cash & Bank Balances	<u>170,576.67</u>
	Total Cash & Bank Balances	<u>510,400.15</u>

North Horsham Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2022

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	443,928.15	487,455.19
101	Debtors	3,580.67	15,463.68
105	Vat Refunds	4,657.34	2,266.97
110	Prepayments	172.20	640.00
	Less Total Debtors	8,410.21	18,370.65
501	Creditors	27,489.65	39,012.61
510	Accruals	3,006.60	2,303.00
	Plus Total Creditors	30,496.25	41,315.61
	Equals Total Cash and Bank Accounts	466,014.19	510,400.15
201	Lloyds Bank Accounts	295,434.86	339,673.48
202	Co-op Community Directplus A/c	85,292.77	85,397.54
203	Nationwide	85,136.56	85,179.13
210	Petty Cash	150.00	150.00
	Total Cash and Bank Accounts	466,014.19	510,400.15

Explanation of variances 2021/22 – pro forma

Name of smaller authority: NORTH HORSHAM PARISH COUNCIL

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2021 £	2022 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	439,592	443,928				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	335,194	338,600	3,406	1.02%	NO		
3 Total Other Receipts	101,188	190,672	89,484	88.43%	YES		Income in 2020/21 was dramatically reduced due to the pandemic but are now returning towards (but not yet reaching) pre pandemic levels. More CIL Funding received. Offset by grants not received in 2021/22.
4 Staff Costs	272,742	276,853	4,111	1.51%	NO		
5 Loan Interest/Capital Repayment	12,203	11,710	-493	4.04%	NO		
6 All Other Payments	147,101	197,182	50,081	34.05%	YES		Expenditure was dramatically reduced in 2020/21 due to the pandemic but increased in 2021/22 across many areas as facilities reopened. NNDR charged and backdated to April 2020. Increased CIL expenditure.
7 Balances Carried Forward	443,928	487,455	43,527	9.80%	NO		
8 Total Cash and Short Term Investments	466,014	510,400	44,386	9.52%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	1,381,841	1,390,092	8,251	0.60%	NO		
10 Total Borrowings	43,269	33,654	-9,615	22.22%	YES		A PWLB for £250,000 was taken out in 1999 for 26 years. Repayments are in accordance with original terms and as amount outstanding decreases, the repayments begin to be a larger percentage.
Excessive Reserves Ratio	1.32439	1.43962					

Additional information for External Auditor on significant variances (Year end 31.3.2022)

From the analysis of the significant variances between 2020/21 and 2021/22 it can be seen that 3 boxes fall into the criteria of having variances of more than 15% between totals for individual boxes (except variances of less than £500). These are Box 3 - total other receipts; Box 6 - total other payments and Box 10 - Total borrowings.

Box 3 - Total Other Receipts

In 2020/21 Income from North Heath Hall, Holbrook Tythe Barn, Roffey Millennium Hall and the Multi Courts realised a total of £44,880 (see below) which was dramatically reduced from the previous year due to Government restrictions to reduce the spread of the Coronavirus resulting in all Parish Council facilities which attracted charges being closed from 23rd March 2020 to 31st May 2020.

As restrictions have begun to be lifted during the 2021/22 year, hirers of the Council's facilities have returned but the buildings do not return to pre pandemic access until 1st April 2022. Therefore, whilst there has been a substantial increase in lettings income between 2020/21 and 2021/22, this is still not back to the pre pandemic levels of 2019/20 as shown below. The total increase in income from the facilities from 2020/21 to 2021/22 is **£108,137**.

Income	2019/20	2020/21	2021/22
North Heath Hall	63,943	27,749	54,086
Holbrook Tythe Barn	39,229	6,140	24,181
Roffey Millennium Hall	77,608	3,613	54,867
Multi courts	22,571	7,378	19,883
	203,351	44,880	153,017

It should be noted that whilst there has been an increase of £108,137 in hall hire income, the Total Other Receipts figure of £101,188 in 2020/21 included grant support from Horsham District Council totalling **£41,466** and no such grants were received in the 2021/22 year.

Finally, an additional contributor to the significant difference is the receipt of CIL money which in 2020/21 was £2,395 increasing to £26,163 in 2021/22 - a difference of **£23,768**.

In summary

The significant difference in total receipts of **£89,484** is made up of an increase of £108,137 in hall hire income combined with an increase in CIL funding of £23,768, all offset against a reduction in grant funding of £41,466. The small difference of **£955** is made up of small differences in miscellaneous income, allotment rents and interest received.

2021/22	Reductions	Additional income	
Grants	£41,466		
CIL Funding		£23,768	
Hall Hires		£108,137	
Totals	£41,466	£131,905	£90,439
Variance			£89,484
Sundry insignificant increase			£955

Box 6 - Total Other Payments

Total other payments in 2020/21 were £147,101. In 2021/22 they were £197,182.

The most significant contributors to the increase of **£50,081** in expenditure in 2021/22 are:-

1. Backdated Non-Domestic Rates being charged and backdated to 1st April 2020 totally £26,447
2. Staff expenses increase as the halls use reopened - £1,881
3. Window cleaning was increased as it had not been necessary so frequently in 2020/21 - £505
4. Postage , stationery and printing as more hall bookings and general administration increases - £584
5. During 2019/20 the council was invoiced for work on the lift at Roffey Millennium Hall that wasn't completed or necessary, so the invoice was disputed. The credit was received in 2020/21 which means that even with the usual servicing work there was still a credit at the end of 2020/21. Therefore, just the usual servicing has resulted in a year on year increase of £982.
6. Plumbing costs increase this year by £701 as the halls began to be used by a larger number of people.
7. Expenditure on open spaces, play areas and the multi courts increase as routine maintenance began to be carried out again - £2,031.
8. The electricity supplier was late in sending invoices for street lighting in 2020/21 and therefore the costs appear in this year's figures - £1,567.
9. Internal decoration work was undertaken in current year when none had taken place during 2020/21 as it wasn't considered essential - £1,453.
10. Maintenance of gas boiler costs increased as buildings used more - £1,446
11. Additional CIL expenditure during the 2021/22 year when compared to 2020/21 - £14,665

Total identified increases in expenditure - **£52,262**

This increase was offset by small reductions across including :-

- i. Cost savings on intruder alarms servicing - £931
- ii. Reduced fire prevention sundries - £472

In summary

The significant increase in expenditure was primarily due to the relaxing/removal of restrictions imposed in relation to the Coronavirus pandemic which for 2020/21 had delayed some maintenance being done in its usual cycle, meant that some work wasn't undertaken as it was not essential, and some remedial work wasn't necessary as the buildings weren't open.

The increase in costs as identified of **£52,262** is offset slightly by more significant (when comparing to last year's expenditure) reductions totalling **£1,403** with the remaining £778 spread general across the budget centres.

Box 10 - Total Borrowings

As the PWLB nears its end in 2025, the annual repayments are increasing in proportion to the loan outstanding amount until in the final year there will be a 100% reduction as the loan is repaid.



North Horsham Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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

NOTICE

1. Date of announcement **Wednesday 1st June 2022**
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:

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

commencing on **Monday 6th June 2022**

and ending on **Friday 15th July 2022**

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

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

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

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:
Moore (Ref RD/hd)
Rutland House,
Minerva Business Park,
Lynch Wood,
Peterborough
PE2 6PZ



5. This announcement is made by **Sarah Norman - Clerk to the Council**

Appendix 10

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

Registration No: 034418 Branch No: 000
 Trading Title: Highlights Flood Lighting LTD
 Address: MANOR FAIRM COURT MANOR RD
 Lower Sunlow Beds
 Postcode: LU3 3NZ Tel No: _____

DETAILS OF THE CLIENT

Contractor Reference Number (CRN): 10035
 Name: Holbrook Tythe Barn
 Address: Holbrook Tythe Barn
 Horsham Pondtail Road
 Postcode: RM12 5JF Tel No: _____

DETAILS OF THE INSTALLATION

Occupier: Holbrook Tythe Barn
 Address: Holbrook Tythe Barn
 Horsham Pondtail Road
 Postcode: RM12 5JF Tel No: _____

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required: Report Requested By North Horsham Parish Council Due to age of installation

Date(s) when inspection and testing was carried out: (.....) Records available: (.....) Previous inspection report available: (.....) Previous report date: (.....)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):

external cabling not secured or fitted correctly to columns, Bases in main room not bolted or earth bonded. internals of contactors have no insulation on live terminals - NO WARNING LABELS

Estimated age of electrical installation: (.....) years Evidence of additions or alterations: (NONE) Overall assessment of the installation is: ~~Satisfactory~~ Unsatisfactory* (delete as appropriate)

PART 4 : DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capitals): [Redacted] Signature: [Redacted] Date: 17-4-2022

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (capitals): [Redacted] Signature: [Redacted] Date: 20-4-2022

*An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE F1) without delay is required.

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 7 : DETAILS AND LIMITATIONS OF THE INSPECTION AND TESTING

The inspection and testing has been carried out in accordance with BS 7671: 2018, as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the building or underground, have not been visually inspected unless specifically agreed between the Client and the Inspector prior to inspection.

Details of the installation covered by this report: This report covers outside Floodlighting to MUGA (see additional page No.)

Agreed limitations including the reasons, if any, on the inspection and testing: NO R1 + R2 Readings Taken as would have needed to de wire the whole Floodlighting installation when Remedial works are undertaken this test will be required as well as a full insulation test on all cabling. Agreed with (print name):

Extent of sampling: (see additional page No.)

Operational limitations including the reasons: (see additional page No.)

PART 8 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements	Number and type of live conductors	Nature of supply parameters
TN-C-S: (✓) TN-S: (N/A) TT: (N/A)	AC 1-phase, 2-wire: (N/A) 2-phase, 3-wire: (✓)	Nominal line voltage, $U^{(1)}$: (415) V
Other (state): N/A	3-phase, 3-wire: (N/A) 3-phase, 4-wire: (N/A)	Nominal line voltage to Earth, $U_0^{(1)}$: (230) V
Supply protective device (BS (EN) 1361)	DC 2-wire: (N/A) 3-wire: (N/A) Other: (N/A)	Nominal frequency, $f^{(1)}$: (50) Hz
Type: II Rated current: (100) A	Confirmation of supply polarity: (✓)	Prospective fault current, $I_{pf}^{(1)*}$: (.....) kA
	Other sources of supply (as detailed on attached schedule) Page No: (N/A)	External loop impedance, $Z_e^{(1)*}$: (.....) Ω

⁽¹⁾ By enquiry, measurement, or by calculation

PART 9 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS REPORT

Means of Earthing	Main protective conductors	Main protective bonding connections	Main switch / Switch-fuse / Circuit-breaker / RCD
Distributor's facility: (✓)	Earthing conductor: (material: Copper csa 16 mm²)	Water installation pipes: (✓)	Type: (BS (EN))
Installation earth electrode: (N/A)	Connection / continuity verified: (✓)	Gas installation pipes: (✓)	Location: (.....)
Where an earth electrode is used insert	Main protective bonding conductors:	Structural steel: (N/A)	No. of poles: (.....) Rating / setting of device: (.....) A
Type – rod(s), tape, etc: (N/A)	(material: Copper csa 10 mm²)	Oil installation pipes: (N/A)	Current rating: (.....) A Voltage rating: (.....) V
Location: (N/A)	Connection / continuity verified: (✓)	Lightning protection: (N/A)	Where an RCD is used as the main switch
Electrode resistance to Earth: (N/A) Ω		Other (state): N/A	RCD rated residual operating current, $I_{\Delta n}$: (.....) mA
			Measured operating time: (.....) ms Rated time delay: (.....) ms

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , and external earth fault loop impedance, Z_e , must be recorded.

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'FI' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

Original (to the person ordering the work)

IPN18/5

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 10 : SCHEDULE OF ITEMS INSPECTED

1. External condition of electrical intake equipment (visual inspection only) (If inadequacies are identified with the intake equipment, it is recommended the person ordering the report informs the appropriate authority.)	4. Other methods of protection (N/A) Details should be provided on separate sheets: Page No. (N/A)	5.24 Single-pole switching or protective devices in line conductors only: (N/A)
1.1 Service cable: (✓) 1.2 Service head: (✓) 1.3 Earthing arrangement: (✓) 1.4 Meter tails: (✓) 1.5 Metering equipment: (✓) 1.6 Isolator (where present): (N/A)	5. Distribution equipment	5.25 Protection against mechanical damage where cables enter equipment: (e2)
2. Presence of adequate arrangements for parallel or switched alternative sources	5.1 Adequacy of working space / accessibility of equipment: (✓)	5.26 Protection against electromagnetic effects where cables enter ferromagnetic enclosures: (✓)
2.1 Adequate arrangements where a generating set operates as a switched alternative to the public supply: (N/A) 2.2 Adequate arrangements where generating set operates in parallel with the public supply: (N/A) 2.3 Presence of alternative / additional supply arrangement warning notice(s) at or near equipment, where required: (N/A)	5.2 Security of fixing: (✓)	6. Distribution / final circuits
3. Automatic disconnection of supply	5.3 Condition of insulation of live parts: (C1)	6.1 Identification of conductors: (✓)
3.1 Main earthing and bonding arrangements	5.4 Adequacy / security of barriers: (✓)	6.2 Cables correctly supported throughout their length: (✓)
a) Presence and condition of distributor's earthing arrangement: (✓)	5.5 Condition of enclosure(s) in terms of IP rating: (✓)	6.3 Condition of insulation of live parts: (C1)
b) Presence and condition of earth electrode arrangement, if present: (N/A)	5.6 Condition of enclosure(s) in terms of fire rating: (N/A)	6.4 Non-sheathed cables protected by enclosures in conduit, ducting or trunking: (✓)
c) Adequacy of earthing conductor size: (✓)	5.7 Enclosure not damaged / deteriorated so as to impair safety: (✓)	6.5 Suitability of containment systems for continued use (including flexible conduit): (N/A)
d) Adequacy of earthing conductor connections: (✓)	5.8 Presence and effectiveness of obstacles: (✓)	6.6 Cables correctly terminated in enclosures (indicate extent of sampling in PART 7 of report): (C2)
e) Accessibility of earthing conductor connections: (✓)	5.9 Presence of main switch(es), linked where required: (✓)	6.7 Indication of SPD(s) continued functionality confirmed: (✓)
f) Adequacy of main protective bonding conductor size(s): (✓)	5.10 Operation of main switch(es) (functional check): (✓)	6.8 Adequacy of AFDD(s), where specified: (N/A)
g) Adequacy of main protective bonding conductor connections: (✓)	5.11 Correct identification of circuit protective devices: (✓)	6.9 Confirmation that conductor connections, including connections to busbars are correctly located in terminals and are tight and secure: (✓)
h) Accessibility of main protective bonding connections: (✓)	5.12 Adequacy of protective devices for prospective fault current: (✓)	6.10 Examination of cables for signs of unacceptable thermal and mechanical damage / deterioration: (✓)
i) Accessibility and condition of other protective bonding connections: (✓)	5.13 RCD(s) provided for fault protection – includes RCBOs: (N/A)	6.11 Adequacy of cables for current-carrying capacity with regard to the type and nature of installation: (✓)
j) Provision of earthing / bonding labels at all appropriate locations: (✓)	5.14 RCD(s) provided for additional protection – includes RCBOs: (N/A)	6.12 Adequacy of protective devices; type and rated current for fault protection: (✓)
3.2 FELV	5.15 RCD(s) provided for protection against fire – includes RCBOs: (N/A)	6.13 Presence and adequacy of circuit protective conductors: (✓)
a) Source providing at least simple separation: (N/A)	5.16 Manual operation of circuit-breakers and RCDs to prove disconnection: (✓)	6.14 Co-ordination between conductors and overload protective devices: (✓)
b) Plugs, socket-outlets and the like not interchangeable with those of other systems within the premises: (N/A)	5.17 Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check): (N/A)	6.15 Cable installation methods / practices appropriate to the type and nature of installation and external influences: (✓)
	5.18 Presence of RCD six-monthly retest notice at or near equipment, where required: (N/A)	6.16 Cables where exposed to direct sunlight, of a suitable type or adequately protected against solar radiation: (✓)
	5.19 Presence of diagrams, charts or schedules at or near equipment, where required: (F1)	6.17 Cables adequately protected against damage and abrasion: (C2)
	5.20 Presence of non-standard (mixed) cable colour warning notices at or near equipment, where required: (F1)	
	5.21 Presence of next inspection recommendation label: (F1)	
	5.22 All other required labelling provided: (F1)	
	5.23 Compatibility of protective device(s), base(s) and other components: (✓)	

All fields must be completed. Enter either, as appropriate: '✓' if Acceptable condition; 'N/A' if Not applicable; 'LIM' if a Limitation exists; or Code appropriately – CODE 'C1', 'C2', 'C3' or 'F1' (codes to be recorded in PART 6, with additional comments (where appropriate) on attached numbered sheets)

Original (to the person ordering the work)

IPN18/7

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 – Requirements for Electrical Installations

PART 12 : SCHEDULE OF CIRCUIT DETAILS AND TEST RESULTS Circuits/equipment vulnerable to damage when testing

CODES for Type of wiring		(A) Thermoplastic insulated / sheathed cables	(B) Thermoplastic cables in metallic conduit	(C) Thermoplastic cables in non-metallic conduit	(D) Thermoplastic cables in metallic trunking	(E) Thermoplastic cables in non-metallic trunking	(F) Thermoplastic / SWA cables	(G) Thermosetting / SWA cables	(H) Mineral-insulated cables	(I) other - state:																
Circuit number	Circuit description	Type of wiring (see Codes)	Reference Method (BS 7671)	Number of points served	Circuit conductor csa			Protective device				RCD Operating current, $I_{\Delta n}$ (mA)	Maximum permitted Z_s for installed protective device* (Ω)	Circuit impedances (Ω)					Insulation resistance			RCD operating time (ms)	Test buttons			
					Live (mm ²)	cpc (mm ²)	Max. disconnection time (BS 7671) (s)	BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)			Ring final circuits only (measured end to end)			All circuits (complete at least one column)		Live / Live (M Ω)	Live / Earth (M Ω)	Test voltage DC (V)		Polarity (✓)	Max. measured earth fault loop impedance, Z_s (Ω)	RCD (✓)	AFDD (✓)
														(Line) r_1	(Neutral) r_n	(cpc) r_2	($R_1 + R_2$)	R_2								
L1	MUGA	F	D	2	10	54	5	60947	2	32	16	NA	1.33	NA	NA	NA	LIM	NA	LIM	LIM	NA	✓	1.06	NA	NA	NA
L2	Floodlights	F	D	2	10	54	5	60947	2	32	16	NA	1.33	NA	NA	NA	LIM	NA	LIM	LIM	NA	✓	1.06	NA	NA	NA

DISTRIBUTION BOARD (DB) DETAILS (to be completed in every case)

DB designation: Location of DB:

TESTED BY Name (capitals): Position:
Signature: Date: 14-11-2022

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Supply to DB is from: (ADS Panel Board) Nominal voltage: (415) V No. of phases: (3)

Overcurrent protection device for the distribution circuit Type: (BS EN 60947-2) Rating: (32) A

Associated RCD (if any) Type: (BS EN N/A) No. of poles: (NA) $I_{\Delta n}$ (NA) mA Operating time (NA) ms

Characteristics at this DB Confirmation of supply polarity: (✓) Phase sequence confirmed (where appropriate): (✓) Z_s (LIM) Ω I_{pf} (LIM) kA

TEST INSTRUMENTS (enter serial number against each instrument used)

Multi-function: (Euro EASI Test) Continuity: (✓)

Insulation resistance: (✓) Earth fault loop impedance: (✓)

Earth electrode resistance: (✓) RCD: (✓)

Original (to the person ordering the work)

IPN18/11

Appendix 11



NORTH HORSHAM PARISH COUNCIL

TREE WORKS POLICY

North Horsham Parish Council has a Management Plan for trees on their land.

In view of financial restrictions and the number of trees on Parish Council land, it is the Policy of North Horsham Parish Council to only undertake work required for health and safety reasons to trees on their land.

Adopted at the PCM 7th March 2019
Reviewed: 5th March 2020 by full Council
Review date March 2022



NORTH HORSHAM PARISH COUNCIL

BUS SHELTER POLICY

North Horsham Parish Council own nine bus shelters and is responsible for their maintenance. A cleaning schedule and rolling programme for re-decoration is in place.

In view of the considerable capital outlay and ongoing maintenance costs it is the Policy of North Horsham Parish Council not to erect any further bus shelters in addition, the Parish Council will not take on responsibility for the maintenance of any additional bus shelters.

Adopted at the PCM 7th March 2019
Reviewed: 5th March 2020 by full Council
Review date: March 2022

Appendix 12

North Horsham Parish Council Meeting on 4th May 2022

Correspondence List 1 from 4th March to 4th May 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"> • Post-16 Transport Consultation • News release : West Sussex Wellbeing Programme turns 10 • Budget and council tax, support for Ukraine, Covid-19 updates, and more • West Sussex Recycles: Food Waste Action Week, composting and more... • News Release : First steps to gauge opinion on five walking and cycling improvement proposals • Highways, Transport and Planning - Members Newsletter - March 2022 • News Release: Partnership approach leads to two Kickstart job placements in Crawley Eastern Gateway scheme • £1million construction contract awarded for Manor Royal Highway Improvements Scheme's second phase • Draft West Sussex Transport Plan 2022-2036 Consultation Report • Overdue and reserving charges to be reintroduced at West Sussex libraries • £32million investment in highways and transport gets the go-ahead • Covid-19 and vaccination updates, support for Ukraine, and more • News Release : Cycleway/walkway will connect South Downs Findon Gateway and Findon Valley • News release : West Sussex Recycles: summer opening hours, soft plastic recycling and more... • News Release : Pandemic drives uptake of West Sussex County Council's digital services • Unusual ideas for Easter in West Sussex, composter offer, and more • News Release : Author events are back this April in Worthing and Crawley Library • New Release : #WestSussBus - Launched! • News Release : Primary offer day: Nine out of 10 • News Release : Pegasus crossing identified as potential option for improving safety at A281 Downs Link • Your Town and Parish Council News April 2022 - flooding help, bus services, grass cutting schedule, and more • Proposed temporary Traffic Order Run Gatwick 2022 - TTRO/1671/RC • Check out our vibrant local art scene, Pension Credit, and more • News Release : Countywide road safety review gets underway • News Release : Members of the public invited to attend upcoming Health and Wellbeing Board meeting in-person
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	<ul style="list-style-type: none"> • News Release : Have your say on proposed cycling, walking and bus improvements in Horsham
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Twitter Digest 04.03.22 • Horsham District Climate Action Special Issue - March 2022 • Latest news: Concept design for Horsham Park's new Skate Park; Grab a bargain at the Reuse Hut; Tackling rural crime with Sussex Police • Twitter Digest 11.03.22 • Letter from Cllr Roger Noel regarding HDC support for Parish Jubilee events • Twitter Digest 18.03.22 • Latest news: Showing our support for Ukraine; Celebrating the Platinum Jubilee; Happy 10th birthday to our Wellbeing service • Twitter Digest 25.03.22 • Twitter Digest 01.04.22 • The Big Conversation public meetings with the Leader of Horsham District Council • Latest news: Join The Big Conversation Easter holiday activities Vote Horsham for UK's Top Town for Business Shelley remembered at Warnham Giving young people a voice • Twitter Digest 08.04.22 • Vote for Horsham as UK's top town for small businesses • Horsham District 2022 Volunteer Awards • HDC - Climate Change Special Issue - April 2022 • Twitter Digest 19.04.22 • Twitter Digest 22.04.22 • Latest news: Nominate a local hero; Explore our towns with new mystery trails; Trafalgar residents get on their bikes • Parking Charges 2022/23
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> • Chief Executive's Bulletin 04.03.22 • Newsletter 09.03.22 • Chief Executive's Bulletin 11.03.22 • Briefing : Ukraine • Chief Executive's Bulletin 18.03.22 • Newsletter 23.03.22 • Chief Executive's Bulletin 25.03.22 • Events 29.03.22 • NALC - Civility and Respect Project • Chief Executive's Bulletin 01.04.22 • Events 05.04.22 • Newsletter 06.04.22 • Chief Executive's Bulletin 08.04.22 • Newsletter 13.04.22 including national council tax and precept charges for 2022/23 • Chief Executive's Bulletin 14.04.22 • Jackie Weaver stars in a new national campaign

	<ul style="list-style-type: none"> • NALC Events • New Make A Change video ft. Jackie Weaver • Chief Executive's Bulletin 22.04.22
4.	<u>Neighbourhood Alert/Sussex Police/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> • NHW - What Does Smart Security Mean For My Home? Free Webinar 10th March 2022 • NHW - March Our News Neighbourhood Watch Newsletter • Sussex Police - Horsham News and Appeals 08.03.22 • Sussex Police - Horsham News 10.03.2 • Sussex Police - Find Out More Details About How To Join Sussex Police At Our Crawley Events • Sussex Police - Horsham News and Appeals 15.03.22 • Sussex Police - Horsham news and alerts 22.03.22 • NHW - Sun? Ski? Staycation? A happy holiday starts with booking it safely • In the Know: Surrey & Sussex - Horsham News and Alerts 05.04.22 • NHW - OUR NEWS Neighbourhood Watch newsletter – April edition • Action Fraud - Over 20,000 people fell victim to remote access scams • In the Know: Surrey & Sussex - Horsham News and Alerts 12.04.22 • In the Know: Surrey & Sussex - Horsham News and Alerts 19.04.22 • NHW - Explore our past, present and future journey and let us know what you think • In the Know: Surrey & Sussex - Horsham News and Alerts 26.04.22
5.	<u>NHS West Sussex</u> <ul style="list-style-type: none"> • March Newsletter • April Newsletter
6.	<u>Horsham Older People Forum</u> <ul style="list-style-type: none"> • MP Question Time event - Friday 1st April
7.	<u>West Sussex Association of Local Councils</u> <ul style="list-style-type: none"> • Sussex Police Rural Crime Team monthly update • Training Programme **new dates** • Free of Charge Workshop: Carbon Footprint & Road Map to Net Zero
8.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> • In Touch Newsletter (Edition 7) • Work planned on the runway at Gatwick Airport
9.	<u>North of Horsham Development</u> <ul style="list-style-type: none"> • Link to YouTube video showing progress on the bridge across the A264. • Mowbray Village - Highway Works Notification
10.	<u>Other Correspondence</u> <ul style="list-style-type: none"> • Friends of Horsham Park - March News • London Hearts - Defibrillator Grants • Friends of Horsham Park - Spring Clean : 9 April

	<ul style="list-style-type: none"> • Horsham Scouts - Jamboree on Horsham Riverside Walk 14.05.22 • ERTA Public Meeting Report • Cllr Andrew Baldwin - Copy of letter circulated to Winterbourne residents regarding flooding concerns (via Cllr Mahon) • Census 2021 - Newsletter • High Weald AONB Management Plan review
11.	<u>Horsham Town Community Partnership</u> <ul style="list-style-type: none"> • Annual Riverside Walk 14th May 2022
12.	<u>West Sussex Fire & Rescue</u> <ul style="list-style-type: none"> • News release: Fire service launches new Community Risk Management Plan • Decades of long service recognised at West Sussex fire & Rescue Service awards ceremony
13.	<u>Horsham Association of Local Councils (HALC)</u> <ul style="list-style-type: none"> • Minutes of the Meeting 16th March 2022

North Horsham Parish Council Meeting on 5th May 2022

Correspondence List 2 from 4th March to 4th May 2022

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

1.	<u>West Sussex County Council</u> <ul style="list-style-type: none">• Warning on new phone scam, enjoy a local walk and more
2.	<u>Horsham District Council</u> <ul style="list-style-type: none">• Twitter Digest 29.04.22• Warmer Homes: Grant scheme for energy efficiency launches today
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none">• Chief Executive's Bulletin 29.04.22• Newsletter 04.05.22
4.	<u>Neighbourhood Alert/Sussex Police/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none">• NHW - What do you think of Neighbourhood Watch• NHW - Going online when you're out and about• NHW - OUR NEWS Neighbourhood Watch newsletter - MAY EDITION• Horsham News and Alerts 04.05.22
5.	<u>West Sussex Association of Local Councils</u> <ul style="list-style-type: none">• New Safe Space Sussex App
6.	<u>Gatwick Airport</u> <ul style="list-style-type: none">• Gatwick in Touch with the Community Virtual Meeting - 17 May 2022
7.	<u>Resident Correspondence</u> <ul style="list-style-type: none">• Re: Seating in Fitzalan Road• Parking in Pondtail
8.	<u>Other Correspondence</u> <ul style="list-style-type: none">• High Weald AONB - Sussex Lund Grant Programme Open for New Applications• Roffey Cricket Club - Grant Advice request and Dog Fouling problems