

**NORTH HORSHAM PARISH COUNCIL - ANNUAL MEETING OF THE COUNCIL  
THURSDAY 2<sup>nd</sup> MAY 2024 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.

**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. Co-option for Councillor Vacancies**

As Members will be aware, there are currently 4 vacancies on the Parish Council that were unfilled at the election in May last year. The Council is able to fill these vacancies through Co-option, but should any future Casual Vacancies arise, these will be readvertised as required by the LGA 1972 and should the necessary number of resident signatures be received by HDC, an election would have to be held at a cost estimated to be in excess of £10,000.

The top priority from the agreed Business Plan for 2023-26 is the recruitment of Councillors to fill all vacancies. Since the Election last May, the Clerk has continued to promote the vacancies through the website, Facebook, on our noticeboards and on the Parish Council's new page in Horsham Pages.

Applications have now been received from Mr N Grant, Mr C Mitchell, Mr N Simmonds and Mr G Turner, to be Co-opted to the Council and fill the 4 current vacancies. The NHPC Co-option procedure is attached as **Appendix 1** and a copy of each application form together with confirmation of eligibility will be emailed to Members.

Members are reminded that as per the Council's own Co-option procedure and on the advice of both NALC and WSALC, the co-option process and voting should be carried out in the open meeting.

Whilst Members are not obliged to approve any applications for Co-option, WSALC and NALC advice is that following the vote, should a candidate be rejected, for the purposes of transparency the applicant should be advised of the reason why they are not accepted.

Councillor Roles and Responsibility training (through WSALC) will be arranged as soon as possible.

**Decision : To consider the applications for Co-option from Mr N Grant, Mr C Mitchell, Mr N Simmonds and Mr G Turner for the 4 vacancies and if successful, note the signing of the Declarations of Acceptance of Office**

#### **8. Appointment to Council Committees and Outside Bodies**

A copy of the Committee appointments for 2023/24 is attached as **Appendix 2**. Members are asked to notify the Clerk of any requests for changes to memberships prior to the meeting to assist in the discussion of this item.

The Council may wish to consider the following :-

- Would the Chair and Vice Chair like to be included on the Finance and Administration Committee - the Terms of Reference currently state that they *can* have a seat on this Committee?
- Would the Council like to continue with 7 members of the Personnel Committee for 2024/25?
- Cllrs. Torn has held a seat on the Planning, Environment and Transport Committee during the previous year to ensure that there were sufficient numbers for quorate meetings and therefore he may wish to relinquish this place
- Cllr Turner has held a seat on the Property Committee during the previous year to ensure that there were sufficient numbers for quorate meeting and therefore he may wish to relinquish this place
- Consideration should be given to any dual hatted Members (HDC) serving on the Planning, Environment and Transport Committee to avoid any issues with pre-determination
- Any newly Co-opted Members need to be included in the appointments.
- There are currently vacancies on the Property and PET Committees.
- 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.
- It is suggested that, as last year, the Harwood Road Allotments Working Party remain in case any issues arise.

Should there be more nominations than seats on a Committee, Members will vote by show of hands to agree the membership.

**Decision : To agree the membership of the four standing Committees, Working Parties and representation on outside bodies for 2024/25**

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

## 9. Bank Signatories

In accordance with Financial Regulation 5.1, the banking mandate i.e. signatories should be reviewed regularly.

The current bank mandate includes the following authorised signatories :-

Cllr Alan Britten

Cllr Joy Gough

Cllr John Smithurst

Cllr Ray Turner

The Clerk

Cllr Peter Burgess

Cllr Roland Knight

Cllr Simon Torn

Cllr Sally Wilton

The Deputy Clerk

**Decision : To confirm the authorised signatories for all Parish Council accounts**

## 11. Decisions made by delegated power since 7<sup>th</sup> March 2024 for ratification

The Parish Council was consulted by HDC on an application to release S106 funds designated for refuse and recycling services and facilities. Comments were sought from members of the PET Committee and following liaison with the Chairmen of the Council, the Finance and Administration Committee and the PET Committee, no comment was made to HDC.

**Decision : To ratify any delegated decisions.**

## 13. Reports from Representatives on Outside Bodies

Any Members who act as Representative on Outside Bodies will be invited to give any reports.

## 16. Chairman's Announcements

16.1 The Clerk recently attended the monthly meeting between Horsham District Clerks and Insp. Neil Durkin of Sussex Police with subjects including a presentation on the powers of the Police when dealing with unauthorised encampments, future "roadshows" and Community Speed Watch Schemes, about which neighbouring Neighbourhood Council's kindly offered to give any assistance to NHPC if required. With regard to the "roadshows", the Clerk asked Insp. Durkin for involvement of North Horsham Parish Council for any events in Horsham as a whole, as the Parish outside of the main Town area forms a substantial part of the town with its own economic, retail and educational sites, in addition to the large amount of residence.

16.2 Following the Council's decision at the last meeting to support a TRO application for yellow lines in Coltsfoot Drive (Min. FC/119/24 refers), WSCC have advised that the TRO has been approved for the next stage in the process and following liaison with Sussex Police and the WSCC parking strategy team, it will be published for formal consultation.

## 17. Financial Matters

### i. Finance Report to show income, expenditure and reserves to 31<sup>st</sup> March 2024

#### Funding at 31<sup>st</sup> March 2024

Precept (half year)	365,346
Environmental Grant	17,909
S106 Funding	11,745
Climate Change Grant	2,076
<b>Total</b>	<b>397,076</b>

### Income to 31<sup>st</sup> March 2024

Cost Centre	Actual income	Annual Budget
Admin	27,590	200
Allotments	982	995
North Heath Hall	67,539	71,000
Holbrook Tythe Barn	39,936	38,000
Multi Court Lettings	26,696	26,600
Roffey Millennium Hall	71,452	45,000
<b>Total</b>	<b>234,195</b>	<b>181,795</b>

### Expenditure to 31<sup>st</sup> March 2024

Cost Centre	Actual Expenditure	Annual Budget
Admin	67,310	54,570
Grants	6,531	10,000
Burial	7,461	7,460
Personnel	334,053	349,650
Planning, Env, Trans	0	1,500
Allotments	731	1,560
Amenity Rec & Open Spaces	38,127	56,485
North Heath Hall	27,755	30,778
Holbrook Tythe Barn	24,325	28,095
Roffey Millennium Hall	40,088	42,840
<b>Total</b>	<b>546,381</b>	<b>582,938</b>

A detailed Income and Expenditure as at 31<sup>st</sup> March 2024 together with Payment and Transfer Lists for February (£58,830.89), and March (£50,470.08) - also published on the Parish Council website - are attached as **Appendix 3, 3a & 3b**.

The Asset Register as at 31<sup>st</sup> March 2024 will be circulated by email.

#### Income

At the end of the 2023/24 year, revenue income was higher than the anticipated by approx. 29% - an increase of 2% to the position at the end of month 11.

#### Expenditure

Overall, expenditure remained approx. 6% lower than would be expected at the end of the year, a slight reduction on the gap of 7% at the end of month 11. However, this is affected by expenditure relating to S106 grants from HDC being included and if this expenditure was removed from the calculations, the difference would be approx. 9%.

#### Reserves

As at 31<sup>st</sup> March 2024 the General Reserves stood at £300,602

In addition, there remains additional Earmarked Reserves of £264,668 - an increase of £5,297 on the figure at the end of month 11 due to additional earmarking as agreed by this Committee of £5,845 for tree works, electrical testing and light fittings that could not be carried out before the year end, combined with expenditure of £524 on boiler repairs at North Heath Hall and the writing off of EMR totalling £24 that it was no longer necessary to retain.

## **Summary**

As mentioned above, there is £52,400 more revenue income than budgeted for at the end of the year together with £36,557 less revenue expenditure than anticipated but this increases to £54,466 when the S106 funded expenditure is excluded.

### **Decisions:**

**17.1 To note the Financial Report to 31<sup>st</sup> March 2024**

**17.2 To note the Payment and Transfer Lists for February and March 2024**

**17.3 To note the Asset register as at 31<sup>st</sup> March 2024**

## **18. Internal Audit Report 2023/24 - Final**

The Internal Audit (Final) will be undertaken on Thursday 25<sup>th</sup> April 2024. The Report will be circulated by email as soon as it is available, in advance of the meeting, and published on the Parish Council website as an Additional report and Appendix, and will include Section 3 of the AGAR.

### **Decision:**

**18.1 To note the final report from the Internal Auditor, any points raised and the actions in response, and the completion of Section 3 of the AGAR.**

Members are required to review the effectiveness of the Internal Audit as per **Appendix 4**.

### **Decision:**

**18.2 To undertake the review and agree the effectiveness of the Internal Audit**

## **19. Annual Review of the Council's Internal Control Procedures and Practices**

The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices. A Statement of the Parish Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Council's Financial Regulations and Standing Orders (see **Appendix 5**). These controls relate to income and expenditure, accounting procedures and engaging the services of an independent internal auditor.

**Decision: To agree that the financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions.**

## **20. Annual Governance and Accounting Return (AGAR) 2023/24**

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 31<sup>st</sup> March 2024 (copy attached as **Appendix 6**) no later than 30<sup>th</sup> June 2024.

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

**AGAR - Annual Internal Audit Report 2023/24 (Page 3)**

This will be completed and signed by Mr. A Beams from Mulberry & Co following the completion of his final inspection for 2023/2024, to be undertaken on 25<sup>th</sup> April 2024 and noted earlier under Agenda item 18.

**Decision:**

**20.1 To note the completion of the Annual Internal Audit Report**

**Section 1 - Annual Governance Statement 2023/24 (Page 4)**

**To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2023/2024 (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 2023/24:-

- The review of the scope of the Internal Audit as part of the reappointment of Mulberry & Co as the Internal Auditor was undertaken at the Finance & Administration Committee Meeting held 17<sup>th</sup> August 2023 (Min. FA/20/23)
- The receipt of the External Audit, with no comments made, was noted at the Council Meeting held 2<sup>nd</sup> November 2023 (Min. FC/75/23 refers)
- Review of the Financial Risk Assessment was undertaken at the Finance & Administration Committee Meeting held 12<sup>th</sup> October 2023 (Min. FA/35/23 refers)
- Consideration of the Internal Audit (Interim) was undertaken by the Finance and Administration Committee held 14<sup>th</sup> December 2023 (Min. FA/46/23 refers) with these Minutes received by Council on 11<sup>th</sup> January 2024 (Min. FC/89/24 refers)
- Review of the system of internal control procedures and practices was undertaken under Agenda item 19
- Review and agreement of the effectiveness of the Internal Audit was undertaken under Agenda item 18.2
- The Internal Control Working Party has met 4 times during the 2023/24 year on 12<sup>th</sup> June 2023, 11<sup>th</sup> September 2023, 20<sup>th</sup> November 2023 and 26<sup>th</sup> February 2024 with the Notes from these meetings presented to the Finance & Administration Committee

Members are also asked to note any recommendations from the Internal Auditor in his report noted under Agenda item 18 above and to be circulated before the meeting, regarding the completion of this section of the AGAR.

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 2024, 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.  
By answering 'Yes' this means that this authority during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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:**

**20.2 To consider and agree the Council's responses to each statement on the Annual Governance Statement 2023/24 and resolve that Section 1 be signed by the Chairman and the Clerk.**

## **Section 2 - Accounting Statements for 2023/24 (Page 5)**

Members are invited to approve Section 2 - Accounting Statements for 2023/24, noting that the approval was recommended by the Finance and Administration Committee meeting held 19<sup>th</sup> April 2024 (Min. FA/75/24 refers) 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.

### **Decisions:**

**20.3 To agree the Accounting Statement 2023/24 (Section 2 of the AGAR) noting that these were signed by the Clerk prior to presentation to Council**

**20.4 To resolve that the Accounting Statements 2023/24 be signed by the Chairman**

## **Section 3 - External Auditor's Report & Certificate 2023/24 (Page 6)**

The audit will be undertaken by Moore.

### **Additional Information**

Members are asked to note (and adopt in relation to v) that the following will be submitted with the AGAR (all attached as **Appendix 7**) :-

- i) Cash and Investment Reconciliation as at 31<sup>st</sup> March 2024 (*corresponding statements to be circulated by email*)
- ii) Explanation of the differences between Box 7 and 8 on the AGAR
- iii) Summary and detailed explanation of Significant Variances between 2022/23 and 2023/24
- iv) A breakdown of the types of reserves held between General reserves, Earmarked Reserves and Restricted (ring fenced) reserves
- v) Copy of the Notice of Public Rights - to adopt the dates for the period from 3<sup>rd</sup> June to 12<sup>th</sup> July 2024 (inclusive) which includes the first 10 working days in July as required

### **Decisions:**

**20.5 To note additional information to be submitted to the External Auditor in support of the AGAR.**

**20.6 To adopt the dates for the period of exercise of public rights from 3<sup>rd</sup> June to 12<sup>th</sup> July 2024 inclusive noting that this includes the first 10 working days in July as required.**

## **21. Code of Conduct Dispensation Scheme**

At the Council meeting held 7<sup>th</sup> July 2022, Members adopted the current Code of Conduct Dispensation Scheme (Min. FC/36/22 refers) and at that time it was noted that HDC would deal with requests and advice in relation to dispensations on an individual basis, but they reserved the right to revisit this in the future and the Parish Council would be notified accordingly.

No such notification has been received from HDC and therefore, Members are invited to receive the Dispensation Scheme, unamended from the previous version (attached as **Appendix 8**), and agree that this continue to be adopted, with a review in May 2026, unless triggered sooner by an amendment being agreed by HDC.

**Decision: To approve and continue the adoption of the existing Dispensation Scheme**



## **22. Insurance Arrangements for 2024/25**

The paperwork for the renewal on 1<sup>st</sup> June 2024 has been received from the Council's brokers, Gallagher, and the annual premium (under the agreed three-year agreement) for the year 1<sup>st</sup> June 2024 to the 31<sup>st</sup> May 2025 (including IPT and all fees) will be £14,736.70. This includes index linking which has been applied to the sums insured and for this renewal is fixed at 12% for buildings and 8% for contents.

**Decision : To agree the insurance policy due for renewal on 1<sup>st</sup> June 2024 as part of the 3 year agreement ending 2025, at an annual premium of £14,736.70.**

## **23. Festive Lighting Working Group**

As Members will recall, when agreeing the 2024/25 budget it was agreed to allocate a budget of £4,000 for Festive Lighting and a Working Group was formed to investigate and report back. The Working Group has met twice and the notes of the most recent meeting, including recommendations, are attached as **Appendix 9**.

**Decision : To consider the recommendations to increase the budget for Festive Lighting in 2024 to £4,200 and to fund the installation of 20 lit Christmas trees together with string lighting in Fitzalan Road and agree how to proceed**

## **24. Community Engagement**

As agreed at the last meeting, a community engagement stand was set up at Roffey Millennium Hall for Saturday 27<sup>th</sup> April. Of the 15 Parish Councillors, 6 Councillors were able to attend which resulted in the event running from 11am to 2pm rather than starting at 10am as originally intended as there were not enough volunteers to cover the event.

Members are asked to review the event, making any recommendations for future similar events.

Members had also suggested that the local schools be contacted to see if there were any summer events at which the Parish Council could have a stand. In view of the number of Councillors being available for this type of event, Members are asked to confirm that they wish to pursue this, agreeing that there will be a higher attendance.

**Decision : To consider further community engagement events**

## **25. Correspondence**

See **Appendix 10**, with the second list circulated separately at the meeting

**Decision: To receive correspondence lists from 7<sup>th</sup> March to 1<sup>st</sup> May 2024**

## **26. Date of next Meeting and to consider amending the calendar of meetings for 2024/25**

The next scheduled meeting will be held on 4<sup>th</sup> July. Due to the tight timings for the production of the annual accounts and AGAR, Members are asked to agree the following amendments to the Calendar of Meetings for 2024/25:

- Finance and Administration Committee scheduled for 10<sup>th</sup> April 2025 - moved to 24<sup>th</sup> April 2025
- PET Committee Meeting scheduled for 24<sup>th</sup> April 2025 - moved to 17<sup>th</sup> April 2025
- Council Meeting scheduled for 1<sup>st</sup> May 2025 - amended date 15<sup>th</sup> May 2025
- Personnel Committee scheduled for 15<sup>th</sup> May 2025 - amended date 8<sup>th</sup> May 2025

**Decision : To note the date of the next meeting as 4<sup>th</sup> July 2024 (Scheduled) and to agree changes in the dates for the meetings in April and May 2025**

## **NORTH HORSHAM PARISH COUNCIL - CO-OPTION PROCEDURE**

If the Monitoring Officer at Horsham District Council declares that a vacancy on the Council can be filled by co-option a notice of the vacancy is displayed on all Council noticeboards.

If a resident wishes to apply for the vacancy they are given an application form, person specification and a sheet containing the qualifications and disqualifications for being a Councillor. The applicant must confirm that they are eligible to apply and then complete and return the application form. The application form will be made available to Councillors as part of the meeting papers for the Parish Council Meeting where the co-option will be considered.

Applicants will be invited to attend the next appropriate Parish Council Meeting where the procedure to be employed is as follows –

- The Co-option process will be conducted in open session.
- The meeting will be adjourned and each applicant will be invited to make a brief presentation about themselves and answer any questions that Members may have.
- Once the meeting has resumed, voting will be by way of a show of hands. A Councillor can ask for a signed ballot if they feel that the situation demands it. Under those circumstances, the Council must resolve to hold a signed ballot and the Clerk will provide a slip with the name/s of the candidates on it. The options for voting will include the option for voting for none of the councillors and for abstention. The Clerk will collect in the ballot sheets and declare the result. The ballot papers are open to public scrutiny and should be retained and attached to the minutes as a public record.
- Members are advised that the successful candidate must receive an absolute majority vote of those present and voting (Para. 39, Schedule 12 of the Local Government Act 1972). Therefore, if there are more candidates than vacancies, the candidate with the lowest number of votes will be excluded. If two candidates poll the same number of votes a separate vote to eliminate one of them will be held. Voting will continue with the lowest polling candidate being excluded until the number of candidates matches the number of vacancies.
- The Council does not have to co-opt any or all of the applicants, if it chooses not to.
- The successful applicant will be required to sign a Declaration of Acceptance of Office before they can take part in the meeting.
- At the end of the meeting, arrangements will be made for the new Councillor to complete a Register of Interests (within 28 days) and to meet with the Clerk for an induction.

13<sup>th</sup> July 2022

# Councillor Appointments to Committees and Representatives to Outside Bodies 2023 to 2024

## Council and Committees

Full Council (19)	Finance and Administration (7)	Property (10)	Planning (12)	Personnel (7) Must consist of Chairman and Vice Chairman of the Council and Chairman of the F&A Committee
Alan Britten (C) Sally Wilton (VC) Karen Burgess Peter Burgess James Davidson Gema Davidson-Fernandez Rita Ginn Joy Gough Roland Knight Tony Rickett BEM David Searle John Smithurst Simon Torn Ray Turner Vacancy Vacancy Vacancy Vacancy Vacancy	Peter Burgess Gema Davidson-Fernandez Joy Gough John Smithurst (V-C) Simon Torn (C) Ray Turner Sally Wilton	Karen Burgess James Davidson (VC) Rita Ginn Roland Knight (C) David Searle John Smithurst Simon Torn Tony Rickett Ray Turner Vacancy	James Davidson (RN) (VC) Gema Davidson-Fernandez (RN) Rita Ginn (HE) Joy Gough (RS) Roland Knight (HW) Tony Rickett BEM (HE) David Searle (RN) Ray Turner (RS) (C) Sally Wilton (RS) Simon Torn (RN) Vacancy Vacancy	Alan Britten (C) James Davidson Joy Gough Tony Rickett BEM Simon Torn Ray Turner Sally Wilton (VC)

C - Chairman VC - Vice-Chairman

## Working Parties

Internal Control	Community Infrastructure Levy	Harwood Road Allotments	North of Horsham Parish Liaison Group	Novartis Parish Liaison Group
<i>To audit financial work of the Council</i>	<i>To discuss projects to put forward for the CIL money awarded from development</i>	<i>To liaise with the Harwood Road Allotment Association as appropriate</i>	<i>To provide stakeholder engagement during the development</i>	<i>To provide stakeholder engagement during the development</i>
Can consist of all members of the F&A C'ttee	Roland Knight David Searle John Smithurst	Roland Knight David Searle	All Councillors	All Councillors

## Representatives to Outside Bodies

Outside Body	Representative	Second Representative or Reserve	Additional Appointed (Non-Voting)
Biffa Liaison Group (information gathering)	David Searle		
Brittaniacrest Liaison Group (information gathering)	David Searle		
Warnham Community Liaison Committee (formerly Weineberger Liaison Group) (information gathering)	David Searle		
West Sussex Association of Local Councils (attendance at AGM voting rights for 2)	Alan Britten	Sally Wilton	Vacancy
Horsham Association of Local Councils (Voting rights for 2)	Sally Wilton	Vacancy	Vacancy
Gatwick Airport Noise Management Board (attendance only)	Tony Rickett BEM	Vacancy	
PCC Forum (attendance at twice yearly meetings)	Alan Britten	Peter Burgess	
Horsham Town Community Partnership (information gathering)	David Searle	Vacancy	Vacancy

16/04/2024

North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>								
1007 S106 - Infra Red Heater(RMH)	0	13,957	0	(13,957)			0.0%	
1008 Miscellaneous Income	23,072	2,076	0	(2,076)			0.0%	
1009 S106 Funding - HTB	0	3,952	0	(3,952)			0.0%	
1175 CIL Payment	11,805	0	0	0			0.0%	
1176 Precept	349,011	365,346	365,346	0			100.0%	
1196 Interest Received	1,860	27,590	200	(27,390)			13794.8	
<b>Administration :- Income</b>	<b>385,747</b>	<b>412,921</b>	<b>365,546</b>	<b>(47,375)</b>			<b>113.0%</b>	<b>0</b>
4007 Councillors Training	65	78	1,000	922		922	7.8%	
4008 Councillors Expenses	6,347	6,468	7,000	532		532	92.4%	
4021 Telephone/Fax/Internet	3,406	2,811	3,200	389		389	87.8%	
4022 Postage	723	606	1,200	594		594	50.5%	
4023 Stationery and Printing	1,733	930	1,600	670		670	58.1%	
4024 Subscriptions	3,171	3,183	3,400	217		217	93.6%	
4025 Insurance	13,979	14,412	13,500	(912)		(912)	106.8%	
4028 IT Costs	2,527	3,061	2,800	(261)		(261)	109.3%	
4029 Website Maintenance	154	84	170	86		86	49.4%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	762	817	850	33		33	96.1%	
4038 Office Equipment Maint.	458	258	950	692		692	27.2%	
4051 Bank Charges	72	64	100	36		36	64.0%	
4053 PWLB Loan Charges	11,217	10,724	11,000	276		276	97.5%	
4057 External Audit Fees	1,300	1,365	1,400	35		35	97.5%	
4058 Professional Services	3,575	2,505	3,350	845		845	74.8%	
4059 Internal Audit Fees	349	354	450	96		96	78.6%	
4100 Chairman's Allowance	335	125	400	275		275	31.2%	
4120 Roffey Hall Equipment	674	711	700	(11)		(11)	101.6%	
4122 Office Equipment	493	845	1,000	155		155	84.5%	
4248 S106 Infra Red Heater(RMH)	0	13,957	0	(13,957)		(13,957)	0.0%	
4249 S106 Funding - Indoor Sport	0	3,952	0	(3,952)		(3,952)	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>51,341</b>	<b>67,310</b>	<b>54,570</b>	<b>(12,740)</b>	<b>0</b>	<b>(12,740)</b>	<b>123.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>334,406</b>	<b>345,611</b>	<b>310,976</b>	<b>(34,635)</b>				
6001 less Transfer to EMR	11,805	0						
<b>Movement to/(from) Gen Reserve</b>	<b>322,601</b>	<b>345,611</b>						
<b>103 Grants</b>								
4155 Other Grants and Donations	5,780	6,531	10,000	3,469		3,469	65.3%	
<b>Grants :- Indirect Expenditure</b>	<b>5,780</b>	<b>6,531</b>	<b>10,000</b>	<b>3,469</b>	<b>0</b>	<b>3,469</b>	<b>65.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,780)</b>	<b>(6,531)</b>	<b>(10,000)</b>	<b>(3,469)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Burial</u>								
4101 Burial Charges	7,461	7,461	7,460	(1)		(1)	100.0%	
Burial :- Indirect Expenditure	<b>7,461</b>	<b>7,461</b>	<b>7,460</b>	<b>(1)</b>	<b>0</b>	<b>(1)</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,461)</b>	<b>(7,461)</b>	<b>(7,460)</b>	<b>1</b>				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	314,844	328,912	343,000	14,088		14,088	95.9%	
4002 Childcare Vouchers	1,282	0	0	0		0	0.0%	
4003 Payroll Admin Charge	870	1,254	1,400	146		146	89.6%	
4009 Staff Expenses/Mileage	3,653	3,240	3,000	(240)		(240)	108.0%	
4010 Staff Training	1,460	205	1,600	1,395		1,395	12.8%	
4030 Recruitment Advertising	291	181	250	69		69	72.4%	
4067 Protective Clothing	381	261	400	139		139	65.1%	
Personnel :- Indirect Expenditure	<b>322,782</b>	<b>334,053</b>	<b>349,650</b>	<b>15,597</b>	<b>0</b>	<b>15,597</b>	<b>95.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(322,782)</b>	<b>(334,053)</b>	<b>(349,650)</b>	<b>(15,597)</b>				
<u>201 Planning, Env &amp; Transport</u>								
4305 Planning Consultant Fees	0	0	1,500	1,500		1,500	0.0%	
Planning, Env & Transport :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>				
<u>301 Allotments</u>								
1050 Allotment Rents	983	982	995	13			98.7%	
Allotments :- Income	<b>983</b>	<b>982</b>	<b>995</b>	<b>13</b>			<b>98.7%</b>	<b>0</b>
4012 Water Rates	71	367	100	(267)		(267)	367.2%	
4102 Allotment Rent	275	25	275	250		250	9.1%	
4200 Grass cutting	554	323	765	443		443	42.2%	
4259 Allotment Maintenance	50	17	420	404		404	3.9%	
Allotments :- Indirect Expenditure	<b>950</b>	<b>731</b>	<b>1,560</b>	<b>829</b>	<b>0</b>	<b>829</b>	<b>46.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>33</b>	<b>251</b>	<b>(565)</b>	<b>(816)</b>				
<u>302 Amenity, Recs &amp; Open Sp</u>								
1100 Grants Received	10,677	11,745	10,678	(1,067)			110.0%	
Amenity, Recs & Open Sp :- Income	<b>10,677</b>	<b>11,745</b>	<b>10,678</b>	<b>(1,067)</b>			<b>110.0%</b>	<b>0</b>
4019 Window Cleaning	738	794	1,000	206		206	79.4%	
4200 Grass cutting	11,293	14,567	21,250	6,683		6,683	68.6%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Bus Shelter Repairs	1,286	965	1,850	886		886	52.1%	
4251 Play Area & M Crts Maint	7,251	6,972	7,875	903		903	88.5%	
4252 Open Spaces	6,032	4,365	10,500	6,135		6,135	41.6%	
4253 Litter Warden/Clearance	486	728	945	217		217	77.0%	
4254 Community Services - Dog Bins	2,780	2,139	2,415	276		276	88.6%	
4255 Street Lighting - Maint/Supply	2,743	3,479	5,500	2,021		2,021	63.3%	
4258 Multicourts Maintenance	3,720	3,720	3,750	30		30	99.2%	
4260 Workshop	49	0	500	500		500	0.0%	
4302 Notice Board Maintenance	321	398	900	502		502	44.2%	
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>36,698</b>	<b>38,127</b>	<b>56,485</b>	<b>18,358</b>	<b>0</b>	<b>18,358</b>	<b>67.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,020)</b>	<b>(26,382)</b>	<b>(45,807)</b>	<b>(19,425)</b>				
6001 less Transfer to EMR	996	3,540						
<b>Movement to/(from) Gen Reserve</b>	<b>(27,016)</b>	<b>(29,922)</b>						
<u>401 North Heath Hall</u>								
1000 Hall Lettings	64,492	67,539	71,000	3,461			95.1%	
North Heath Hall :- Income	<b>64,492</b>	<b>67,539</b>	<b>71,000</b>	<b>3,461</b>			<b>95.1%</b>	<b>0</b>
4011 NNDR	6,487	5,863	7,350	1,487		1,487	79.8%	
4012 Water Rates	826	806	975	169		169	82.7%	
4014 Electricity	2,543	2,369	2,900	531		531	81.7%	
4015 Gas	5,074	4,860	2,690	(2,170)		(2,170)	180.7%	
4016 Caretaking Materials	860	1,146	1,470	324		324	78.0%	
4017 Refuse Bin Clearance	973	894	882	(12)		(12)	101.3%	
4018 Sanitary Waste	118	237	336	99		99	70.5%	
4019 Window Cleaning	590	635	735	100		100	86.4%	
4034 Maintenance - Electrical	2,100	1,087	1,575	488		488	69.0%	
4035 Maintenance - Elect Eqp Insp	600	960	580	(380)		(380)	165.5%	
4036 Maintenance - General	2,245	2,687	2,100	(587)		(587)	128.0%	
4037 Maintenance - Fire Alarm Syst	420	459	615	156		156	74.6%	
4039 Maint - Intruder Alarm	1,070	964	1,000	36		36	96.4%	
4041 Maintenance - Fire Extg Insp	47	76	170	94		94	44.6%	
4042 Maintenance - Gas Boiler etc	274	910	685	(225)		(225)	132.8%	
4044 Maintenance - Partition Wall	348	695	840	145		145	82.7%	
4061 Legionella Testing	525	295	385	90		90	76.6%	
4063 Maintenance - Plumbing	406	491	685	194		194	71.8%	
4065 Fire Prevention Sundries	0	20	105	85		85	19.0%	
4066 Keyholder Services	180	180	200	20		20	90.0%	
4500 Internal Redecorations	0	2,120	4,500	2,380		2,380	47.1%	
North Heath Hall :- Indirect Expenditure	<b>25,685</b>	<b>27,755</b>	<b>30,778</b>	<b>3,023</b>	<b>0</b>	<b>3,023</b>	<b>90.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>38,807</b>	<b>39,784</b>	<b>40,222</b>	<b>438</b>				
6001 less Transfer to EMR	1,550	155						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>37,257</b>	<b>39,629</b>						
<b>402 Holbrook Recreation Centre</b>								
1000 Hall Lettings	36,771	39,936	38,000	(1,936)			105.1%	
1010 Multi Court Lettings	21,991	26,696	26,600	(96)			100.4%	
<b>Holbrook Recreation Centre :- Income</b>	<b>58,761</b>	<b>66,632</b>	<b>64,600</b>	<b>(2,032)</b>			<b>103.1%</b>	<b>0</b>
4011 NNDR	3,543	3,493	4,200	707	707	707	83.2%	
4012 Water Rates	838	1,112	1,315	203	203	203	84.6%	
4014 Electricity	3,792	3,355	3,415	60	60	60	98.2%	
4015 Gas	1,289	2,658	1,575	(1,083)	(1,083)	(1,083)	168.8%	
4016 Caretaking Materials	1,303	1,466	1,470	4	4	4	99.7%	
4017 Refuse Bin Clearance	825	860	885	25	25	25	97.2%	
4018 Sanitary Waste	118	237	255	18	18	18	92.9%	
4019 Window Cleaning	258	278	475	197	197	197	58.5%	
4034 Maintenance - Electrical	339	2,627	5,155	2,528	2,528	2,528	51.0%	
4035 Maintenance - Elect Eqp Insp	600	2,202	2,065	(137)	(137)	(137)	106.6%	
4036 Maintenance - General	2,101	2,012	1,995	(17)	(17)	(17)	100.8%	
4037 Maintenance - Fire Alarm Syst	747	420	630	210	210	210	66.7%	
4039 Maint - Intruder Alarm	932	925	1,000	75	75	75	92.5%	
4041 Maintenance - Fire Extg Insp	64	41	170	129	129	129	24.1%	
4042 Maintenance - Gas Boiler etc	751	583	525	(58)	(58)	(58)	111.1%	
4061 Legionella Testing	480	265	370	105	105	105	71.6%	
4063 Maintenance - Plumbing	455	595	765	170	170	170	77.8%	
4065 Fire Prevention Sundries	665	17	630	613	613	613	2.8%	
4066 Keyholder Services	180	180	200	20	20	20	90.0%	
4500 Internal Redecorations	166	1,000	1,000	0	0	0	100.0%	
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>19,445</b>	<b>24,325</b>	<b>28,095</b>	<b>3,770</b>	<b>0</b>	<b>3,770</b>	<b>86.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>39,316</b>	<b>42,307</b>	<b>36,505</b>	<b>(5,802)</b>				
6001 less Transfer to EMR	0	2,076						
<b>Movement to/(from) Gen Reserve</b>	<b>39,316</b>	<b>40,231</b>						
<b>403 Roffey Millennium Hall</b>								
1000 Hall Lettings	52,770	67,525	45,000	(22,525)			150.1%	
1004 Equipment Sale/Sundry Income	660	1,419	0	(1,419)			0.0%	
1006 Refreshment Sale Income	1,408	2,502	0	(2,502)			0.0%	
1008 Miscellaneous Income	256	6	0	(6)			0.0%	
<b>Roffey Millennium Hall :- Income</b>	<b>55,093</b>	<b>71,452</b>	<b>45,000</b>	<b>(26,452)</b>			<b>158.8%</b>	<b>0</b>
4011 NNDR	6,737	7,073	7,700	627	627	627	91.9%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	1,573	1,307	1,260	(47)		(47)	103.7%	
4014 Electricity	6,128	6,535	5,385	(1,150)		(1,150)	121.3%	
4015 Gas	3,859	7,287	6,300	(987)		(987)	115.7%	
4016 Caretaking Materials	1,344	1,289	1,445	156		156	89.2%	
4017 Refuse Bin Clearance	1,699	1,900	1,750	(150)		(150)	108.6%	
4018 Sanitary Waste	118	237	245	8		8	96.7%	
4019 Window Cleaning	812	811	1,040	229		229	78.0%	
4020 Refreshment Sale Cost/Sundries	446	1,042	315	(727)		(727)	330.7%	
4034 Maintenance - Electrical	1,197	1,480	2,100	620		620	70.5%	
4035 Maintenance - Elect Eqp Insp	610	610	2,730	2,120		2,120	22.3%	
4036 Maintenance - General	3,330	3,502	3,460	(42)		(42)	101.2%	
4037 Maintenance - Fire Alarm Syt	420	459	580	121		121	79.1%	
4039 Maint - Intruder Alarm	925	1,000	1,000	0		0	100.0%	
4040 Maintenance - Elevator	774	989	790	(199)		(199)	125.2%	
4041 Maintenance - Fire Extg Insp	86	128	170	42		42	75.2%	
4042 Maintenance - Gas Boiler etc	545	454	945	491		491	48.1%	
4044 Maintenance - Partition Wall	688	740	630	(110)		(110)	117.5%	
4061 Legionella Testing	578	350	395	45		45	88.6%	
4062 Air Conditionaing Maintenance	277	270	315	45		45	85.7%	
4063 Maintenance - Plumbing	353	210	1,365	1,155		1,155	15.4%	
4064 Lightning Conductor Works	195	202	315	113		113	64.1%	
4065 Fire Prevention Sundries	153	33	105	72		72	31.6%	
4066 Keyholder Services	180	230	200	(30)		(30)	115.0%	
4500 Internal Redecorations	1,000	1,950	2,300	350		350	84.8%	
Roffey Millennium Hall :- Indirect Expenditure	<b>34,025</b>	<b>40,088</b>	<b>42,840</b>	<b>2,752</b>	<b>0</b>	<b>2,752</b>	<b>93.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>21,068</b>	<b>31,364</b>	<b>2,160</b>	<b>(29,204)</b>				
6001 less Transfer to EMR	0	2,150						
<b>Movement to/(from) Gen Reserve</b>	<b>21,068</b>	<b>29,214</b>						
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	54,130	24,533	0	(24,533)		(24,533)	0.0%	24,533
Earmarked Reserves :- Indirect Expenditure	<b>54,130</b>	<b>24,533</b>	<b>0</b>	<b>(24,533)</b>	<b>0</b>	<b>(24,533)</b>		<b>24,533</b>
<b>Net Expenditure</b>	<b>(54,130)</b>	<b>(24,533)</b>	<b>0</b>	<b>24,533</b>				
6000 plus Transfer from EMR	54,150	24,533						
6001 less Transfer to EMR	20	0						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	575,755	631,270	557,819	(73,451)			113.2%	
Expenditure	558,298	570,913	582,938	12,025	0	12,025	97.9%	
<b>Net Income over Expenditure</b>	<u>17,457</u>	<u>60,357</u>	<u>(25,119)</u>	<u>(85,476)</u>				
plus Transfer from EMR	54,150	24,533						
less Transfer to EMR	14,371	7,921						
<b>Movement to/(from) Gen Reserve</b>	<u>57,236</u>	<u>76,968</u>						

Date: 08/03/2024

## North Horsham Parish Council

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## LLOYDS Bank Accounts

## List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2024	Petty Cash	9063	124.47		Petty Cash Transfer
01/02/2024	Horsham Publications Ltd	010224-01	82.20		News Letter
01/02/2024	Horsham District Council	010224-02	202.40		Refuse Collection
01/02/2024	Horsham District Council	010224-03	291.00		Rates - Feb 2024
01/02/2024	Horsham District Council	010224-04	489.00		Rates - Feb 2024
01/02/2024	Horsham District Council	010224-05	589.00		Rates - Feb 2024
02/02/2024	Scottish Water Business Stream	020224-02	341.92		Water - 21/10 to 20/01/2024
02/02/2024	British Gas Business	020224-03	410.91		Gas - 18/11 to 28/12/2023
02/02/2024	British Gas Business	020224-04	829.12		Gas - 29/12 to 16/01/2024
02/02/2024	Scottish Water Business Stream	020224-01	262.06		Water THB -21/10 to 20/01/2024
05/02/2024	British Gas Business	050224-01	140.30		Gas - 18/11 to 28/12/2023
08/02/2024	Amazon Business	080224-01	176.32		General Repairs
08/02/2024	BEL Signs	080224-02	81.60		Protective clothing
08/02/2024	Cain Markings Ltd	080224-03	744.00		Multi Courts Repairs
08/02/2024	R C Cutting & Co Ltd	080224-04	242.40		Elecytrical Maint
08/02/2024	Glasdon U.K. Ltd	080224-05	67.67		Open Space - Litter Picker
08/02/2024	Grasstex Ltd	080224-06	451.08		Cutting Grass - Open Space
08/02/2024	D. Lees	080224-07	41.40		Travel Expenses
08/02/2024	Playdale Playgrounds Ltd	080224-08	367.01		Open Space
08/02/2024	Mr Alan Randall	080224-09	131.40		Travel Expenses
08/02/2024	Servcom Services UK Ltd.,	080224-10	198.00		Heating Repairs
08/02/2024	N. Simmonds,	080224-11	415.00		Electrc Repairs
08/02/2024	Trafalgar Cleaning Equipment L	080224-12	262.62		General Reapirs
08/02/2024	T C Maintenance	080224-13	1,635.00		General Repairs
08/02/2024	Wigthman & Parrish Ltd	080224-14	140.26		Cleaning Materials
08/02/2024	Horsham District Council	080224-15	1,865.18		Burial Cemetry
08/02/2024	NETCOM	080224-16	455.55		Telephone cost
08/02/2024	N. Simmonds,	080224-27	165.00		Key Holder
15/02/2024	EDF Energy Ltd	150224-01	609.76		Street Light 01.11.23-31.01.24
19/02/2024	Horsham District Council	190224-01	67.60		Waste HTB Jan 24
19/02/2024	Horsham District Council	190224-02	84.50		Waste NHH Jan 24
19/02/2024	Horsham District Council	190224-03	190.90		Waste RMH Jan 24
19/02/2024	British Gas Business	190224-04	812.00		Electr - 01/01 to 31/01/2023
20/02/2024	British Gas Business	200224-01	1,620.55		Gas - 01/01 to 01/02/2024
21/02/2024	Roffey Friendship Club	9065	400.00		Grant Agreed F&A 15.02.24
22/02/2024	4Sight Vision Support	220224-01	1,100.00		Grant Agreed F&A 15.02.24
22/02/2024	Amazon Business	220224-02	30.49		Tea Bags
22/02/2024	ARC Thermal Products	220224-03	8,374.26		RMH Heating Balance Payment
22/02/2024	Kingfisher Direct Ltd	220224-04	61.92		Metal Bin Liner Amberley P/G
22/02/2024	Earles Meadow Conservation Gro	220224-05	960.00		Grant Agreed at F&A 15.02.24
22/02/2024	Enterprise Services Group Ltd	220224-06	78.00		Hygiene Services Feb 24
22/02/2024	Arthur J Gallagher Insurance	220224-07	614.15		Lift Insurance y/e 10.03.25
22/02/2024	H Griffiths	220224-08	52.20		Travel Exp Nov 23-Feb 24
22/02/2024	Mulberry & Co	220224-09	54.00		Cllr Training G Davidson
22/02/2024	The Spotted Penguin Group	220224-10	232.84		Desk
22/02/2024	Pro-Servicing Ltd	220224-11	474.00		Repair competed 02.02.24
22/02/2024	St Catherine's Hospice	220224-12	250.00		Grant Agreed F&A 15.2.24

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## LLOYDS Bank Accounts

## List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2024	T C Maintenance	220224-13	220.00		Repair to roof drain off
22/02/2024	Wigthman & Parrish Ltd	220224-14	71.21		Refreshment cups
22/02/2024	British Gas Business	220224-01	299.10		Electr - 01/01 to 31/01/2024
27/02/2024	West Sussex County Council	270224-01	30,971.54		Salaries - Jan2024
<b>Total Payments</b>			<u>58,830.89</u>		

Date: 08/04/2024

## North Horsham Parish Council

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Time: 11:19

## LLOYDS Bank Accounts

## List of Payments made between 01/03/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2024	Horsham Publications Ltd	010324-01	82.20		Newsletter
01/03/2024	Horsham District Council	010324-02	202.40		Dog Bins - Open Space
01/03/2024	Horsham District Council	010324-03	291.00		Rates - Mar 2024
01/03/2024	Horsham District Council	010324-04	489.00		Rates - Mar 2024
01/03/2024	Horsham District Council	010324-05	589.00		Rates - Mar 2024
04/03/2024	British Gas Business	040324-01	827.83		Gas - 17/01 to 14/02/2024
05/03/2024	British Gas Business	050324-01	426.21		Electr- 14/01 to 13/02/2024
06/03/2024	Public Works Loan Board	060324-01	5,300.48		PWLB-Loan
07/03/2024	Amazon Business	070324-01	12.36		General Maint
07/03/2024	Grasstex Ltd	070324-02	435.54		Grass Cutting open Space
07/03/2024	Grigg & Co	070324-03	575.00		General Repairs
07/03/2024	Kingfisher Direct Ltd	070324-04	117.49		OpenSpace Maintenance
07/03/2024	Leadbeater locks	070324-05	19.80		Key Cutting Cost
07/03/2024	D. Lees	070324-06	52.65		Travel Cost
07/03/2024	Otis Ltd	070324-07	201.64		Lift Maint
07/03/2024	Servcom Services UK Ltd.,	070324-08	1,135.20		EMR - Heating Repairs
07/03/2024	M Stoner,	070324-09	46.80		Travel Expenses
07/03/2024	Turner Security Systems Ltd.	070324-10	90.00		Alarm repairs
07/03/2024	Enterprise Services Group Ltd	070324-11	78.00		Hygiene Services
07/03/2024	NETCOM	070324-12	459.37		Telecom - Mar 2024
07/03/2024	N. Simmonds,	070324-13	165.00		Retainer Fees
07/03/2024	Post Office	BACS	1.50		Postage stamp
12/03/2024	British Gas Business	120324-01	585.93		Gas 17.01.24-28.01.24
13/03/2024	British Gas Business	130324-01	35.75		Gas - 01/01 to 31/01/2024
14/03/2024	Pitney Bowes Finance Ltd.	140324-01	83.94		Lease Rental
15/03/2024	Amazon Business	150324-01	167.14		Refreshment Materials
15/03/2024	Assurity Consulting Ltd	150324-02	546.00		Workplace Assessment
15/03/2024	Chalvington Group	150324-03	398.58		Security Camera
15/03/2024	Elite Emtrance Systems Ltd	150324-04	351.90		General Maintenance
15/03/2024	Incor Group Management Ltd	150324-05	408.26		Window Cleaning
15/03/2024	UKHost4U	150324-06	215.99		Domain Renewal
15/03/2024	Ricoh UK Ltd	150324-07	249.24		PhotoCopy rental
15/03/2024	Mr Alan Randall	150324-08	61.20		Travel Expenses
15/03/2024	NFP WORKSHOPS	150324-09	95.00		Zoom Workshop - Training
15/03/2024	NETCOM	150324-10	873.44		IT Support
15/03/2024	N. Simmonds,	150324-11	210.00		Fire Alarm Callout
15/03/2024	Southern Counties Tea & Coffee	150324-12	139.00		Refreshment
19/03/2024	Horsham District Council	190324-01	67.60		Refuse Collection - HTB
19/03/2024	Horsham District Council	190324-02	67.60		Refuse Collection - NHH
19/03/2024	Horsham District Council	190324-03	149.80		Refuse Collection - RMH
19/03/2024	British Gas Business	190324-04	846.08		Electr -01/025 to 29/02/2024
19/03/2024	British Gas Business	190324-05	1,001.37		Gas -02/02 to 01/03/2024
20/03/2024	British Gas Business	200324-01	487.88		Gas - 29/01 to 29/02/2024
21/03/2024	Scottish Water Business Stream	210324-01	201.20		Water - 06/12/23 to 05/03/2024
22/03/2024	British Gas Business	220324-01	254.19		Electric - 01/02 to 29/02/2024
26/03/2024	Petty Cash - Chq No 9066	9066	108.17		Petty Cash - Chq No 9066
26/03/2024	Petty Cash	Chq No9066	108.17		Petty Cash Transfer

Continued on Page 2

## LLOYDS Bank Accounts

## List of Payments made between 01/03/2024 and 31/03/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/03/2024	Petty Cash Chq 9066	9066A	-108.17		Petty Cash Chq 9066 Reverse
27/03/2024	Extinguere Ltd	270324-01	140.04		Fire Extinguisher Inspection
27/03/2024	Grigg & Co	270324-02	105.00		Toilet Blokage
27/03/2024	Neil Dunne Welding	270324-03	870.00		Multi Court Bracket Welding
27/03/2024	T C Maintenance	270324-04	1,566.00		Concrete Edging Repairs
27/03/2024	Wigthman & Parrish Ltd	270324-05	595.68		Cleaning Materials
28/03/2024	West Sussex County Council	280324-01	27,989.63		Salaries for Feb 2024
<b>Total Payments</b>			<u>50,470.08</u>		

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## NORTH HORSHAM PARISH COUNCIL

### Review of the Effectiveness of the Internal Audit 2023/24

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	HAS THIS STANDARD BEEN MET?
1. Scope of internal audit.	<p>The scope of the audit work was set out in a letter from Mulberry &amp; Co dated 08.08.22. It was agreed by the F&amp;A Committee at the meeting held 23<sup>rd</sup> June 2022 (FA/10/22 refers) that the appointment could be reconfirmed subject to no changes to the previous year's scope and terms of engagement. It was then noted at the F&amp;A Committee Meeting 13<sup>th</sup> October 2022 (FA/23/22) that the Letter of Engagement for 2022/23 was identical to 2021/22 and the appointment therefore confirmed.</p> <p>The scope includes consideration of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law and regulations), although the final responsibility of the safeguarding the assets of the Council lies with the Council.</p>	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 2023/24 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 08.08.22. 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 2022/23 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 undertakes an inspection twice a year and during 2022/23, one audit was in-person (interim) and one remotely (final). The IA may 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.	Yes
7. Understanding the organisation, needs and objectives	The Internal Auditor 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 each 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 18<sup>th</sup> May 2023.

North Horsham Parish Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for approval of all items of expenditure (including orders).
2. Segregation of the accounting function from those officers authorised to raise payments to those officers inputting to RBS accounting system to those officers authorised to release payments for expenditure.
3. The separate authorisation for payment of all expenditure including the retention of the "two signature" rule by Councillors for the effecting of all payments.

Income Controls

- a. Sales invoices are raised for all significant sums due to the Council.
- b. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
- c. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

- i. The Council maintains a system of internal scrutiny of accounting records and transactions by both officers and also certain nominated Councillors as part of the Internal Control Working Party which meets at least 4 times per annum.
- ii. Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.
- iii. Bank reconciliations are produced each month and presented, together with the appropriate bank statements, to the next appropriate meeting of the Finance and Administration Committee for approval and signature by the Committee Chairman.
- iv. The Council engages the services of independent Internal Auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.



# Annual Governance and Accountability Return 2023/24 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 2023/24

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 2024**.
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 2024**. 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 2024
  - 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 2023/24

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 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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) 2023/24

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2024.
- 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.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

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 <b>the dates set for the period for the exercise of public rights</b> , 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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**\*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 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2024, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward			<i>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.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>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.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>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.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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

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

as recorded in minute reference:

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

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

### 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 2024; 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 2023/24

(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 2023/24

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 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

**North Horsham Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2024**

**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/03/2024	Lloyds Treasurers A/c -Current	5,001.00
31/03/2024	lloyds Business Instant Access	48,582.38
31/03/2024	Petty Cash	150.00
31/03/2024	CCLA - Deposit Account	534,072.97

**587,806.35**

Unpresented Payments

**108.17**

**587,698.18**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**587,698.18**

All Cash & Bank Accounts

1	Lloyds Bank Accounts	53,475.21
2	Petty Cash	150.00
3	CCLA Deposit Account	534,072.97
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>587,698.18</b>

---

## North Horsham Parish Council

### Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2024

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>
	<b>Total Reserves</b>	<b><u>504,912.19</u></b>	<b><u>565,269.07</u></b>
101	Debtors	13,370.07	11,292.60
105	Vat Refunds	2,656.01	1,810.65
110	Prepayments	1,896.50	1,852.99
	<b>Less Total Debtors</b>	<b><u>17,922.58</u></b>	<b><u>14,956.24</u></b>
501	Creditors	35,168.00	35,485.35
510	Accruals	2,355.00	1,900.00
	<b>Plus Total Creditors</b>	<b><u>37,523.00</u></b>	<b><u>37,385.35</u></b>
	<b>Equals Total Cash and Bank Accounts</b>	<b><u>524,512.61</u></b>	<b><u>587,698.18</u></b>
201	Lloyds Bank Accounts	52,651.69	53,475.21
202	Co-op Community Directplus A/c	85,640.45	0.00
203	Nationwide	480.41	0.00
206	CCLA Deposit Account	385,590.06	534,072.97
210	Petty Cash	150.00	150.00
	<b>Total Cash and Bank Accounts</b>	<b><u>524,512.61</u></b>	<b><u>587,698.18</u></b>



## Explanation of variances 2023/24

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).

	2023 £	2024 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	487,455	504,912				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	349,011	365,346	16,335	4.68%	NO		
3 Total Other Receipts	226,744	265,924	39,180	17.28%	YES		Interest on deposits increased substantially following an improvement on returns generally, combined with the Council switching from fixed term deposits with high street banks to CCLA wef February 2023. In addition, more rental income was received from the halls but less CIL funding than in the previous year and no further NDDR rebates. There were however several grants received from HDC and an increase in the Environmental Cleansing Grant. See detailed analysis for more information.
4 Staff Costs	314,844	328,912	14,068	4.47%	NO		
5 Loan Interest/Capital Repayment	11,217	10,724	-493	4.40%	NO		
6 All Other Payments	232,237	231,277	-960	0.41%	NO		
7 Balances Carried Forward	504,912	565,269	60,357	11.95%	NO		
8 Total Cash and Short Term Investments	524,513	587,698	63,185	12.05%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	1,413,696	1,417,350	3,654	0.26%	NO		
10 Total Borrowings	24,038	14,423	-9,615	40.00%	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	1.44669	1.54722					

## Additional information for External Auditor on significant variances (Year end 31.3.2024)

From the analysis of the significant variances between 2022/23 and 2023/24 it can be seen that 2 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 and Box 10 - Total borrowings.

### Box 3 - Total Other Receipts

There were two main contributors to the increase in receipts for the year. The first is Interest received. Over the last 12 months, not only have returns on deposits increased generally, but in February 2023 the Council moved funds that had previously been invested in fixed term and immediate access savings accounts with high street banks, to the CCLA Public Sector Deposit fund. The additional income received totalled £25,730 when compared to 2022/23.

<u>Income</u>	<u>2022/23</u>	<u>2023/24</u>	<u>Increase</u>
Interest	1,860	27,590	25,730

In addition, the income from North Heath Hall, Holbrook Tythe Barn, Roffey Millennium Hall and the Multi Courts realised a total of £205,623 (see below) which was an increase of £27,276 from the previous year's income of £178,347.

<u>Income</u>	<u>2022/23</u>	<u>2023/24</u>	<u>Increase</u>
North Heath Hall	64,492	67,539	3,047
Holbrook Tythe Barn	36,771	39,936	3,165
Roffey Millennium Hall	55,093	71,452	16,359
Multi courts	21,991	26,696	4,705
	<b>178,347</b>	<b>205,623</b>	<b>27,276</b>

However, in 2023/24 there was a reduction in the amount of funds received from Horsham District Council. No CIL funding was received and furthermore there was no rebate of NDDR that was received in 2022/23. However, a total of £19,985 was received from a Climate Change Grant and S106 along with an increase in the Environmental Grant of £1,068 to £11,745.

<u>Income</u>	<u>2022/23</u>	<u>2023/24</u>	<u>Increase/(Decrease)</u>
CIL	11,805	0	(11,805)
NDDR Rebate	23,072	0	(23,072)
S106 Funding	0	17,909	17,909
Climate Change Grant from HDC	0	2,076	2,076
Environmental Grant	10,677	11,745	1,068
	<b>45,554</b>	<b>31,730</b>	<b>(13,824)</b>

### In summary

The significant difference in total receipts of £39,180 is made up of an increase of £27,276 in hall hire income, an increase in interest of £25,730, all offset against a reduction in other funding of £13,824. The small difference of **£2** is made up of a small difference from allotment rents.

2023/24	Reductions	Additional income	
Funds from HDC	£13,824		
Hall Hires		£27,276	
Interest Received		£25,730	
Totals	<b>£13,824</b>	<b>£53,006</b>	<b>£39,182</b>
Variance			£39,180
Sundry insignificant increase			<b>£2</b>

## Box 10 - Total Borrowings

As in 2022/23, 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  
RESERVE BALANCES - 31st March 2024**

		<b>BALANCE</b>
		<b>31.03.2024</b>
310/0	<b>GENERAL RESERVES</b>	300602
	<b>EARMARKED RESERVES</b>	
320/0	REVENUE - VAT CONTINGENCY	7955
321/0	REPAIRS & RENEWALS (R&R)	57775
322/0	ELECTION	19950
323/0	TREE MANAGEMENT WORK	4105
324/0	TREE MANAGEMENT WORK	3540
327/0	ROFFEY YOUTH CLUB	620
328/0	PLANNING	8035
331/0	RMH BOILER	35000
332/0	PLAYGROUND UPGRADE	75000
333/0	NHH WASHROOM REFURBISHMENT	12538
334/0	EMR - PERIODIC ELECTRIC TESTING- 2023/24	2150
341/0	EMR - LIGHT FITTINGS - NHH - 2023/24	155
	<b>RESTRICTED (RINGFENCED) RESERVES</b>	
335/0	CAPITAL RECEIPT	25000
339/0	COMMUNITY INFRASTRUCTURE LEVY 2021/2022	1040
340/0	COMMUNITY INFRASTRUCTURE LEVY 2022/2023	11805
		565270



# North Horsham Parish Council

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

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

### NOTICE

1. Date of announcement **Friday 31<sup>st</sup> May 2024**
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 2024, 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 3<sup>rd</sup> June 2024**

and ending on **Friday 12<sup>th</sup> July 2024**

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 AP/HD)  
Rutland House,  
Minerva Business Park,  
Lynch Wood,  
Peterborough  
PE2 6PZ



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

## **LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS**

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.**

### **The basic position**

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

### **The right to inspect the accounting records**

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

### **The right to ask the auditor questions about the accounting records**

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

### **The right to make objections**

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

### **A final word**

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

# **NORTH HORSHAM PARISH COUNCIL CODE OF MEMBERS' CONDUCT DISPENSATION SCHEME**

*This Dispensation Scheme is adapted from the Horsham District Council  
Code of Members' Conduct Dispensation Scheme Constitution issue 39 July 2014  
and is in line with Standing Order 13.*

## **1. Introduction**

Parish Councils are responsible for determining requests for a dispensation by a Parish Councillor under Section 33 of the Localism Act 2011. This is because they are a "relevant authority" under section 27(6) (d) of the Act. Under Standing Order 13 this responsibility has been delegated to the Parish Clerk.

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

## **2. Applicability**

The following arrangements for seeking dispensations from prohibitions on participation apply from 1<sup>st</sup> July 2012. The statutory basis for the Rules is to be found in the Localism Act 2011 sections 33 and 31(1) and (4).

A Member or co-opted Member of the Parish Council can make a written request to the proper officer of the Parish Council who has delegated authority to grant dispensation:-

- (a) relieving the Member or co-opted Member from either or both of the restrictions in section 31(4) of the Localism Act in cases described in the dispensation and/or
- (b) relieving the Member or co-opted Member from the restrictions in Section 9 of the Code of Conduct in cases described in the dispensation.

## **3. Existing dispensations**

All dispensations granted before 1<sup>st</sup> July 2012 have ceased to apply.

## **4. New rules**

The old rules for seeking dispensation under the Local Government Act 2000 are now replaced. In future, dispensations may only be granted by the Authority's Proper Officer, acting on a written request from a Member.

## **5. Legal Criteria**

- 5.1** If a Member or co-opted Member of the Authority (a) is present at a meeting of the Authority, or of any Committee, sub-Committee, joint Committee of the Authority (b) has a Disclosable Pecuniary Interest or Other Registrable Interest in any matter to be considered, or being considered at the meeting, and (c) is aware that the condition in paragraph (b) is met the Member or co-opted Member may not participate in the matter.

**5.2** These rules apply:

**5.2.1** To either or both of the prohibitions from participation set out in the Localism Act 2011 section 31(4) concerning the matter in which a Member or co-opted Member has a disclosable interest ; and

**5.2.2** to prohibitions from participation concerning a matter in which a Member or co-opted Member has an Other Registrable Interest. Section 31(4) of the Localism Act 2011 provided in relation to Disclosable Pecuniary Interests –

“(4) The Member or co-opted Member may not -

- (a) participate or participate further, in any discussion of the matter at the meeting, or
- (b) participate in any vote, or further vote, taken on the matter at the meeting but this is a subject to section 33”

Paragraph 5 of Appendix B of the Code of Member’s Conduct provides in relation to Other Registrable Interests:

1) Where you have an Other Registrable Interest in any business of your Authority -

- (a) you must withdraw from the room or chamber where a meeting considering the business is being held (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence; (ii) in any other case, when it becomes apparent that the business is being considered at that meeting; unless you have obtained a dispensation from your Authority.”

**5.3.** A dispensation can only be granted if after having had regard to all relevant circumstances the Proper Officer:-

**5.3.1** Considers that without the dispensation the number of persons prohibited by section 31(4) from participation in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business, or

**5.3.2** Considers that granting the dispensation is in the interest of persons living in the Authority’s area, or

**5.3.3** Considers that it is otherwise appropriate to grant a dispensation.

**6. Maximum period**

A dispensation will specify the period for which it has effect and the period specified may not last for more than four years from the date of the giving of the dispensation.

**7. How to apply for a dispensation**

If a Member wishes to seek dispensation to enable him or her to participate in the consideration of a matter from which he or she would be excluded by the provisions of section 31(4) of the Localism Act 2011 or the Code, he or she should write to or email the Clerk a request for a dispensation explaining why it is desirable for a dispensation to be granted as soon as possible before the



meeting, or failing that, at the start of the meeting for which the dispensation is required.

## **8. Records**

The Proper Officer will formally notify the Councillor of their decision and reasons in writing at the earliest opportunity and in any event within five working days of the decision. The Proper Officer will keep a formal record with the Register of Members' interests and provide a copy to the District Council's Monitoring Officer.

## **9. Consideration of an application for dispensation**

The following is a summary of what might be regarded as good practice in considering and application for a dispensation:-

**9.1** Dispensations should be granted only in exceptional circumstances.

**9.2** Dispensations cannot be granted other than in the circumstances set out in the Localism Act 2011 section 33(2) set out in paragraph 4.3 above

**9.3** A dispensation cannot authorise a Member to act unlawfully.

**9.4** Any dispensation that has already been granted will be ignored when applying the legal criteria in paragraph 4.

**9.5** The interest of the Member seeking the dispensation will be balanced against the potential effect of the outcome of the vote if the Member is unable to participate.

**9.6** A dispensation may be granted to enable a Member to speak only or to speak and vote.

**9.7** A dispensation should not be granted when the dispensation would conflict with the general principles which underlie the Code of Members' Conduct :-

**9.7.1** Selflessness - Holders of public office should act solely in terms of the public interest.

**9.7.2** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try to inappropriately influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**9.7.3** Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**9.7.4** Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**9.7.5** Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

**9.7.6** Honesty - Holders of public office should be truthful.

**9.7.7** Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**9.8** Dispensation should not be granted where the nature of the Member's interest would damage public confidence in the conduct of the Authority's business were the dispensation to be granted.

**9.9** If a dispensation is granted it should usually be for one specific item of business at one meeting of the Authority.

**9.10** Consideration must take account of any legal requirement or statutory guidance issued by Department for Communities and Local Government.

**9.11** Section 31(4) of the Localism Act 2011 does not apply in relation to anything done for the purposes of deciding whether to grant a dispensation under this section.

## **10. Disclosure of Decision**

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

## **11. Help**

Further assistance can be obtained from the Parish Clerk.

### **Adoption/ Review**

Adopted July 2012

Reviewed January 2017

Reviewed May 2019

Reviewed July 2022

Next review May 2024 unless there are changes that necessitate bringing the review date forward.

**Festive Lighting Working Group Meeting  
Held at Roffey Millennium Hall - 6pm on 11<sup>th</sup> April 2024**

Present :- Cllr J Davidson, Cllr G Davidson-Fernandez, Cllr D Searle and Mrs S Norman (Clerk to the Council)

**1. Chairman for the meeting**

Members **AGREED** to appoint Cllr. Searle as the Chairman for the Meeting.

**2. Apologies**

There were no apologies for absence. Cllr. Knight was not present.

**3. Update on costs**

As requested at the initial meeting, the Clerk had investigated potential costs for the two options being considered. This had been via email for the motif option and through a site visit with the contractor (at which Cllr Davidson-Fernandez had been in attendance) with the options as follows :-

**3.1 Motifs on 8 street light columns in Crawley Road/ Fitzalan Road**

Members noted the potential costs to install motifs on 8no columns in Fitzalan Road and Crawley Road and that this would be substantially in excess of the budget allocated. It was also **NOTED** that there was no guarantee that the columns would pass the stress testing either initially or in future years and if this situation were to arise then permission would not be granted (or withdrawn if given previously) and no motifs could be erected.

Having considered the costs, risks and the overall impact of only erecting motifs on 8 columns, it was **AGREED** to not recommend pursuing this option.

**3.2 Lit trees on Roffey Millennium Hall, other local business and options for lighting along Fitzalan Road shops**

The Working Group received and **NOTED** the quotation to provide, install, maintain and remove real Christmas trees for erection on RMH and other agreeing businesses in the area of the junction of Crawley Road and Fitzalan Road. It was noted that no businesses had been approached as yet as it was felt this would not be appropriate until Council had agreed to the proposals.

20 External Christmas trees fully lit, installed and recycled. Individual shops and RMH to power lights from 13-amp internal socket	£3,000.00
---	-----------

During the discussions with the contractor, it had become apparent that the erection of trees along the parade of shops in Fitzalan Road would not be possible and the contractor had therefore proposed two alternatives designs for this area.

Following discussion, it was **AGREED** that the following was the preferred option :-

Supply and fitting of warm-white low voltage LED string lights on shop fronts facades with individual shops to power lights from 13-amp internal socket	£1,200.00
---	-----------

It was noted that the cheaper cost, using the individually powered shop lights, would result in a total cost of £4,200 and Members **AGREED** that Council be asked to slightly increase the budget by £200 to allow the full, quoted display.

Members went on to discuss the following :-

- Risk Assessments - whilst the Contractor would provide their own RAMS, the Council would undertake their own RA for the lighting display.
- Insurance - the Council would advise the insurers of the intended display
- Motif competition - there was an aspiration to run a children's competition to design a motif that could be fixed to the front of RMH, in addition to the trees. However, it was felt that this should be deferred in 2024 and reconsidered when planning any display for 2025.
- The lights should be turned on for the first weekend in December.

**4. Recommendation to Council of projects to be undertaken using available budget of £4,000.**

Members **AGREED** to **RECOMMEND** to Council an increase in the budget to £4,200 to fund the erection of 20 lit trees together string lighting in the shopping parade in Fitzalan Road.

**5. Date of the next meeting**

It was **AGREED** that the Working Group should meet again early in 2025 to discuss feedback from the project and agree any further recommendations to Council for Christmas 2025.

**North Horsham Parish Council Meeting on 2<sup>nd</sup> May 2024**

Correspondence List 1 from 7<sup>th</sup> March to 24<sup>th</sup> April 2024

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"> <li>• News Release : Schools Library Service announces winner of “West Sussex Picture Books to Shout About! Award”</li> <li>• News release : West Sussex County Council seeks help from local residents to combat flooding</li> <li>• News Release : Reduction in false alarms among highlights at latest WSFRS Scrutiny Committee</li> <li>• News Release : Businesses urged to check risk assessments after fire at West Sussex takeaway</li> <li>• Proposed permanent Traffic Order A281 Guildford Road Rudgwick - TRO/HOR2311/RC</li> <li>• Update - High Volume of Highway Enquiries - Temporary Extension of Customer Enquiry Response times - 15 March 2024</li> <li>• News Release : Recycling Centres to extend opening hours from 1 April 2024</li> <li>• News Release : West Sussex County Council appoints new Chief Executive</li> <li>• News Release : A fleet of hydrogen powered buses is set to launch across parts of Sussex, Surrey and Kent following successful bid for £10 million of government funding</li> <li>• Residents’ eNewsletter : Egg-citing news about Easter in West Sussex, new Chief Executive appointed - and more!</li> <li>• News release : Get involved in a new way to help nature and wildlife in Sussex</li> <li>• Major Projects Biannual Newsletter</li> <li>• News Release : ‘Are you scam savvy?’ sessions back by popular demand in 2024</li> <li>• News Release : West Sussex County Council pledges support for unpaid carers with new contract</li> <li>• West Sussex Recycles: Waste less, Spring/Summer opening hours at Recycling Centres and more...</li> <li>• Public Notice - Temporary Traffic Regulation Order - road: WIMBLEHURST ROAD, HORSHAM - Start date: 08/04/24</li> <li>• Update - High Volume of Highway Enquiries - Temporary Extension of Customer Enquiry Response times - 12 April 2024</li> <li>• Greenprint media release</li> <li>• News Release : Cutting-edge project grows with grass collection trials in parts of West Sussex</li> <li>• News Release : Driving forward with multi-million-pound boosts for West Sussex bus travel</li> <li>• Residents’ eNewsletter : Free help to stay safe from online scams, Covid-19 booster jabs, have your say, and more!</li> <li>• Public Notice - Temporary Traffic Regulation Order - road: Richmond Road Horsham - Start date: 24th April</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Business support and information: Apprenticeship Special</li> <li>• Latest news: Horsham District Council marks its 50th anniversary; Easter Trail in Horsham District; Calling Young Market Traders; Batteries Cause Vehicle Fire; Drill Hall latest; Commonwealth Day</li> <li>• Please help to support this year’s Great British Spring Clean 2024</li> <li>• Parish &amp; Neighbourhood Council Bulletin March 2024</li> </ul>

	<ul style="list-style-type: none"> <li>• Parish/Neighbourhood Council Training - 20 March 2024 - Slides and Recording</li> <li>• Latest news: Easter Activities; Council expands market opportunities; First electric vehicle event in Horsham; Green LEAP fund open for businesses</li> <li>• Climate Action News - April 2024</li> <li>• Grants to help local businesses become greener</li> <li>• Latest news: Warmer homes for the District</li> <li>• Please can you help to promote this WSCC/HDC survey ...</li> </ul>
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 07.03.24</li> <li>• Events 12.03.24</li> <li>• Newsletter 13.03.24</li> <li>• Chief Executive's Bulletin 14.03.24</li> <li>• Events 19.03.24</li> <li>• Newsletter 20.03.24</li> <li>• Chief Executive's Bulletin 21.03.24</li> <li>• Events 26.03.24</li> <li>• Newsletter 27.03.24</li> <li>• Chief Executive's Bulletin 28.03.24</li> <li>• Events 02.04.24</li> <li>• Newsletter 03.04.24</li> <li>• Chief Executive's Bulletin 04.04.24</li> <li>• Events 09.04.24</li> <li>• Newsletter 10.04.24</li> <li>• Chief Executive's Bulletin 11.04.24</li> <li>• Events 16.04.24</li> <li>• Newsletter 17.04.24</li> <li>• Chief Executive's Bulletin 18.04.24</li> <li>• Events 23.04.24</li> </ul>
4.	<p><u>West Sussex Association of Local Councils (WSALC)</u></p> <ul style="list-style-type: none"> <li>• NALC publishes the 2024 edition of the Practitioners' Guide</li> <li>• Met Police video aimed at keeping councillors safe</li> </ul>
5.	<p><u>Horsham Association of Local Councils (HALC)</u></p> <ul style="list-style-type: none"> <li>• HDC/HALC Meeting 29<sup>th</sup> April 2024</li> </ul>
6.	<p><u>Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u></p> <ul style="list-style-type: none"> <li>• NHW - Spring into action with our crime prevention webinars [#228349935]</li> <li>• Sussex Alerts - Car Thefts in Horsham [#230504734]</li> <li>• Horsham District Neighbourhood Watch Association have lifted their suspension</li> <li>• Sussex Alerts - Raising Awareness on Violence Against Women and Girls and Spiking [#232167236]</li> <li>• Action Fraud - Over 22,000 email and social media account hacked [#233266135]</li> <li>• Sussex Alerts - Crime Alert - Purse Thefts [#234375618]</li> <li>• Sussex Police Crime, News and Updates Newsletter [#234490010]</li> <li>• Sussex Alerts - Crime Alert - Attempted Car Thefts and Thefts of Tools from Vans [#236422452]</li> <li>• NHW - The April 2024 edition of OUR NEWS is here [#237537212]</li> <li>• Sussex Alerts - Local Policing for Local People Roadshow Billingshurst [#239737790]</li> <li>• Action Fraud - £6.7 million lost to Ticket Fraud in 2023 [#243806415]</li> </ul>

7.	<u>Sussex Police</u> <ul style="list-style-type: none"><li>• Sussex Police Alerts [#228024044]</li></ul>
8.	<u>NHS Sussex</u> <ul style="list-style-type: none"><li>• Let's Talk: Life After Stroke workshops</li></ul>
9.	<u>Office for National Statistics</u> <ul style="list-style-type: none"><li>• Local authority update: Your March 2024 Newsletter Issue 13</li></ul>
10.	<u>Other Correspondence</u> <ul style="list-style-type: none"><li>• Update - Gas Network Upgrade, Worthing Road, Horsham</li><li>• Henfield Electric Car Club - Information and Leaflet</li><li>• Horsham District Foodbank - Appeal for Golfers</li><li>• St Catherine's Hospice - Latest Matters</li><li>• Mens Shed - Newsletter</li></ul>
11.	<u>Resident letters</u> <ul style="list-style-type: none"><li>• Copy of email sent to West Sussex County Councillor Jay Mercer regarding light pollution</li><li>• Damaged dwarf fencing and dangerous stream access near to footpath along Pondtail Road</li></ul>