

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING - THURSDAY 4th JULY 2024 AT 7.30pm**

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

1. Public Forum.

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

2. Apologies for Absence.

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

Decision : To note apologies for absence.

3. Declarations of Interest.

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

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

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

5. Decisions made by delegated power since 2nd May 2024 for ratification.

5.1 HDC Greenspaces Strategy - Members were asked for their opinion on the proposal to respond to the HDC Consultation as follows :

- i) Is the Vision statement relevant and appropriate in its ambition? Yes
- ii) Do the Strategic Priorities encompass the key issues? Yes
- iii) Are there any actions that could be added or amended in the draft Strategy? No
- iv) Have you got any other comments on the Council's strategic approach to its public open spaces? No

Following consultation with Members including the Chairman, and Chairmen of PET, F&A and Property Committees it was agreed to submit the above responses.

5.2 Amended plans for DC/24/0677 were received on 3rd June with a 14-day deadline for comments, which would fall before the next PET Committee meeting on 27th June. The Members of PET were canvassed for their opinion, noting that the Committee had not objected to the initial application and following liaison with the Chairmen of the Council, PET and the F&A Committees, it was agreed to not submit any further comments with the previous comment of No Objection remaining.

Decision : To ratify the decisions made under Delegated Authority

7. Appointment to Council Committees and Outside Bodies

As Members will recall, at the last meeting it was agreed to defer the appointments to Committees and Outside Bodies until this meeting.

A copy of the Committee appointments for 2023/24 was circulated with the Agenda for the May Meeting and was also attached to the email with the form for Members to confirm their preferred appointments. As not all Members returned the necessary paperwork, a proposal has been drafted which is attached as **Appendix 1**. Members are asked to notify the Clerk of any requests for changes to these proposed memberships prior to the meeting to assist in the discussion of this item. This has been drafted based on the memberships last year but incorporating preferred choices 1 and 2 of all those that returned their forms.

The changes to the Committees are summarised as follows:

- Finance and Administration Committee- no changes
- Property Committee - Cllr Glenn Turner added and Cllr Ray Turner removed
- PET Committee - Cllr Simmonds and Cllr Glenn Turner added and Cllr Torn removed
- Personnel Committee - Cllr Peter Burgess added and Cllr Ray Turner removed

Members are asked to note that there remain vacancies on both PET and Property Committees. Furthermore, it should be noted that no preferences have been received from Cllr Sam Raby.

With regard to the Outside Bodies, Cllr Davidson has replaced Cllr Britten as the first Voting rep to WSALC as he is the Chairman of the Council. Should Cllr Britten wish to remain as the Additional Appointed (Non-Voting) Rep, there would need to be a vote for either Cllr Britten or Cllr Glenn Turner

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

8. Reports from Representatives on Outside Bodies

Decision: To note information from representatives on outside bodies

10. Report from the North Horsham Community Land Trust (NHCLT) link Councillor

Decision : To receive and note the update

11. Chairman's Announcements.

As circulated to all Members by email on 16th May, NALC have published an updated Good Councillors Guide for 2024 which all Members are urged to read.

As notified to all Members by email on 29th May, Rita Ginn resigned as a Councillor with the Notice of Vacancy published with a deadline of 18th June for any election request. Members are advised that an election was not called and therefore the Council may Co-opt to fill this vacancy.

Decision: To note any Chairman's announcements

12. To review and adopt Standing Orders (inc. Terms of Reference) and Financial Regulations

Firstly, Members are invited to receive and approve the Financial Regulations as recommended by the Finance and Administration Committee at their meeting held 13th June (Min. FA/10/24 refers), these being based on the model regulations as published by NALC (a copy of the proposed document is available on the NHPC website as part of the report to the Committee Meeting).

Decision: To approve the Financial Regulations following recommendation by the Finance and Administration Committee

In addition, and as is usual at this time of year, the Standing Orders need to be reviewed. There has been only one identified necessary amendment in 18c, necessary to ensure the Standing Orders are in line with the new Financial Regulations and a copy of the reviewed document is attached as **Appendix 2**.

Decision: To approve and adopt the reviewed Standing Orders inc. Terms of Reference

13. Financial Matters

i. Finance Report to show income, expenditure and reserves to 31st May 2024

Funding at 31st May 2024

Precept (half year)	190,124
Environmental Grant	6,137
Total	196,261

Income to 31st May 2024

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st May 2024*
Admin	4,760	20,000	3,333
Allotments**	1,037	982	982
North Heath Hall	12,564	66,000	11,000
Holbrook Tythe Barn	7,116	44,000	7,333
Multi Court Lettings	3,775	26,000	4,333
Roffey Millennium Hall	11,543	73,000	12,167
Total	40,795	229,982	39,149

Expenditure to 31st May 2024

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st May 2024*
Admin***	22,667	64,820	22,053
Grants	1,200	10,000	1,667
Burial ****	1,865	7,850	1,308
Personnel	56,470	362,150	60,358
Planning, Env, Trans	399	1,695	283
Allotments	8,456	62,350	10,392

Amenity Rec & Open Spaces	5,625	35,185	5,864
North Heath Hall	22,667	64,820	22,053
Holbrook Tythe Barn	3,477	24,845	4,141
Roffey Millennium Hall	7,501	44,166	7,361
Total	107,660	613,061	113,427

- * Total cost centre budget for 2024/25 divided by 2/12th.
- ** Allotment invoices are sent out annually. The full income is expected by the end of May.
- *** Includes in Actual Expenditure Annual Insurance Premium of £14,737 paid May 2024 and includes in Estimated Expenditure Full Year Budget for Insurance of £13,500
- **** Paid quarterly in Months 2,5,8 & 11

A detailed Income and Expenditure as at 31st May 2024 together with Payment and Transfer Lists for April (£235,598.20), and May (£98,952.82) - also published on the Parish Council website - are attached as **Appendix 3, 3a & 3b**.

Income

The combined income from the three halls is currently on budget - an improvement from the 7% deficit at the end of Month 1 of the 2024/25-year. Overall income is approx.. 4% higher than anticipated largely due to the interest received from CCLA.

Expenditure

Expenditure is more than 5% lower than budgeted for at the end of month 2 - a further improvement on the 4% at the end of month 1. This is partly explained by the salary increases that will be effective from 1st April (backdated) that have been budgeted for but not yet paid as there is no national agreement as yet.

Reserves

As at 31st May 2024 remaining funds, including the 1st half year precept payment received and General Reserves, stood at £342,996.

In addition, there are Earmarked Reserves of £307,575 a reduction from the balance of £337,433 at the end of Month 1 due to expenditure of £26,476 for playground refurbishment, £1,232 for repairs to the heating at HTB and £2,150 for the triennial electrical testing at RMH.

Summary

As mentioned above, there is £1,646 more income than budgeted for at the end of month 2 together with £5,767 less expenditure than anticipated.

Decisions:

13.1 To note the Financial Report to 31st May 2024

13.2 To note the Payment and Transfer Lists for April and May 2024

14. Co-option for Councillor Vacancies

As Members will be aware, there are still 2 vacancies on the Parish Council that were unfilled at the election in May last year. In addition, there is now also the vacancy arising from the resignation of Rita Ginn. 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.

An application has now been received from Mr D Mahon to be Co-opted to the Council and fill 1 of the current 3 vacancies. The NHPC Co-option procedure has been circulated with the Agenda for the two previous Council meetings and is available to view again on the Parish Council website, as part of the report to those meeting. A copy of the 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.

Decision : To consider the application for Co-option from Mr D Mahon for the 3 vacancies and if successful, note the signing of the Declaration of Acceptance of Office

15. Annual Parish Meeting

As Members know, the Annual Parish Meeting was held Monday 22nd April 2024. Members are asked to receive and note the Annual Report 2023/24 (available at <https://northhorsham-pc.gov.uk/wp-content/uploads/2024/04/final-annual-report-2023-2024.pdf>) together with the unconfirmed Minutes of the meeting which are also published on the Parish Council website.

Decision: To note the Annual Report and unconfirmed Minutes of the Annual Parish Meeting held on 22nd April 2024

16. CIL Working Group

Members are asked to receive the Notes of the Working Group meeting held on 26th April (attached as **Appendix 4**) including the recommendation for expenditure of £330 to install a bench in the Parish Council owned bus shelter at Jackdaw Lane.

Decision : To receive the Notes of the CIL Working Group Meeting held 26th April 2024 and agree the recommendation for expenditure of £330 for the installation of a bus shelter bench

17. Policies

17.1 Members are asked to receive the following reviewed Policies, with any suggested amendments shown in red :-

- a) Freedom of Information Publication Scheme
- b) CCTV Policy and Code of Practice
- c) Data Breach Notification Policy
- d) Handling DBS Certificate Information Policy
- e) Documents and Records Policy

- f) Fire Safety Policy
- g) Legionella Control Policy
- h) Recruitment of Ex-Offenders Policy

17.2 Members are asked to approve the recommendation of the Personnel Committee Meeting 9th May 2024 (Min. PER/09/24 refers) to adopt the following reviewed policies :

- i. Absence Management Policy
- ii. Communications Policy
- iii. General Information and Workplace Rules Policy
- iv. General Privacy Policy
- v. Terms and Conditions of Service Policy
- vi. Training and Development Policy

17.3 Members are asked to approve the recommendation of the Finance and Administration Committee Meeting 13th June 2024 (Min. FA/13/24 refers) :

- i) To Adopt the reviewed Corporate Branding Policy
- ii) That the previous Investment Policy not be readopted and therefore allowed to lapse, and instead a Treasury Management Policy be adopted

The Policies relating to 17.1 a) to h) are attached as **Appendix 5**. The Policies referred to in 17.2 and 17.3 (i) are available on the Parish Council website as part of the report to the Committee Meeting at which they were considered and the Treasury Management Report as referred to in 17.3 ii) is attached as **Appendix 6**.

Decision : To review, approve (if appropriate) and adopt the policies as detailed

18. Risk Management Scheme

Members are invited to review and, if acceptable, approve the Risk Management Scheme (attached as **Appendix 7**). The documents that form this Scheme include :-

- **Fire Safety Policy** - Considered under Agenda item 17.1
- **Health & Safety Statement of General Policy** - last reviewed July 2023; next review July 2025
- **Legionella Control Policy** Considered under Agenda item 17.1
- **Fire Safety Risk Assessment** - Carried out by Assurity in April 2024 (copy available by email if required) at all three buildings. Next external assessment due in April 2027 with desk based reviews due April 2025 and 2026
- **Health and Safety Risk Assessment** - reviewed documented as at July 2024 to be circulated by email
- **Legionella Risk Assessment** - Last carried out by Assurity in February 2023 (copy available by email if required) with the next review due February 2025.
- **Financial and Management Risk Assessment** - Last reviewed by the Finance & Administration Committee at the meeting held 12th October 2023 (Min. FA/35/23 refers) with the next review due by December 2024.

Any documents not attached to this report are either published on the NHPC website as part of the Agenda/Report for the meeting at which they were approved or, in the case of the Assessments undertaken by external consultants, are available in the Parish Office on

request as they are too large to append to the report.

19. Correspondence

See **Appendix 8**, with the second list circulated separately at the meeting.

Decision: To receive correspondence lists from 2nd May to 3rd July 2024

Councillor Appointments to Committees and Representatives to Outside Bodies Proposals 2024/25

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 Karen Burgess Peter Burgess James Davidson (C) Gema Davidson-Fernandez Joy Gough Roland Knight Sam Raby Tony Rickett BEM David Searle Neil Simmonds John Smithurst Simon Torn Glenn Turner Ray Turner Sally Wilton (VC) Vacancy Vacancy Vacancy	Peter Burgess Gema Davidson-Fernandez Joy Gough John Smithurst Simon Torn Ray Turner Sally Wilton	Karen Burgess James Davidson Roland Knight Tony Rickett David Searle John Smithurst Simon Torn Glenn Turner Vacancy Vacancy	Karen Burgess James Davidson (RN) Gema Davidson-Fernandez (RN) Joy Gough (RS) Roland Knight (HW) Tony Rickett BEM(HE) David Searle (RN) Neil Simmonds (HW) Glenn Turner (HE) Ray Turner (RS) Sally Wilton (RS) Vacancy	Alan Britten (C) James Davidson Joy Gough Tony Rickett BEM Simon Torn Sally Wilton (VC) Peter Burgess

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 (Property) David Searle (PET) John Smithurst (F&A)	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 (information gathering)	David Searle		
West Sussex Association of Local Councils (attendance at AGM voting rights for 2)	James Davidson (Chairman of Council)	Sally Wilton (Vice-Chair of Council)	Glenn Turner
Horsham Association of Local Councils (Voting rights for 2)	Sally Wilton	Glenn Turner	Vacancy
Gatwick Airport Noise Management Board (attendance only)	Tony Rickett BEM	Peter Burgess	
PCC Forum (attendance at twice yearly meetings)	Alan Britten	Peter Burgess	
Horsham Town Community Partnership (information gathering)	Glenn Turner	Joy Gough	Vacancy



North Horsham Parish Council

Standing Orders

6th July 2023

Review date - July 2024

**Adapted from Model Standing
Orders 2018 (Updated April 2022)
(England)**

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

● v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

● w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall usually start at 7.30pm unless agreed otherwise and a meeting shall not exceed a period of two hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;

- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two thirds of all councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;

- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in

which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in

accordance with the Council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer, if one is appointed;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Planning, Environment and Transport Committee within three working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning, Environment and Transport Committee.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Joint Panel on Accountability and Governance - Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light Touch” arrangement under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by any meeting of the Council held in public is subject to standing order 11.
- b. Absence from work will be reported in line with the Parish Council’s absence from work policy. An overview of absence from work will be reported to the Personnel Committee annually unless circumstances dictate it should be more frequently.

- c The Chairman of the Council and another member of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the Council or in his absence, the Vice Chairman of the Council in respect of an informal or formal grievance matter. This matter shall be progressed informally by the most senior employee and reported to the Personnel Committee as appropriate.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the Council and progressed to the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h The Council shall keep all written records relating to employees secure. All paper records shall be secured in a locked cupboard. Electronic records shall be password protected and if possible encrypted.
- i Access and means of access by keys and/ or computer password to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk, Deputy Clerk and Chairman of the Council. (As in 6.11 of the Financial Regulations)

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two thirds of councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

27. TERMS OF REFERENCE OF NORTH HORSHAM PARISH COUNCIL

- a To consist of 19 Members, with a quorum of seven, including any Co-opted Members in attendance. To meet bi-monthly (but not August) and to be responsible for the normal statutory responsibilities of the Council, including, but not limited to -
 - a. Setting the overall Budget and Precept
 - b. Standing Orders
 - c. Code of Conduct for Members
 - d. Councillor Training
 - e. Emergency organisation
 - f. Major Projects
 - g. Complaints and Grievances (via the Complaints Panel)
 - h. Partnership Initiatives
 - i. Parish Plan
 - j. Liaison with Outside Organisations
 - k. Byelaws
 - l. Council Structure

28. TERMS OF REFERENCE OF THE STANDING COMMITTEES AND WORKING PARTIES OF NORTH HORSHAM PARISH COUNCIL

a) FINANCE AND ADMINISTRATION COMMITTEE

Has delegated authority and should consist of 7 members and may include the Chairman and Vice-Chairman of the Council, with a quorum of 3. To meet as required, but at least bi-monthly and to be responsible for -

- a. Initial review of the Annual Accounts
- b. Initial review of Financial Regulations and Financial Policy

- c. Initial review of the Annual Accounts
- d. Initial review of Financial Regulations and Financial Policy
- e. Initial review of Internal and External Audits
- f. Budget Preparation
- g. Monitoring of Budgets
- h. Insurance
- i. Administrative Office Equipment
- j. Banking arrangements
- k. Payment authorization
- l. Grants
- m. Corporate Business Plan

b) PROPERTY COMMITTEE

Has delegated authority and shall consist of 10 members, with a quorum 3. To meet bi-monthly and to be responsible for the following -

- a. Committee Budget preparation.
- b. Monitoring Committee Budget
- c. All property assets owned by the Council
- d. Property Maintenance through the Repairs & Renewals Fund
- e. To review and agree all Health & Safety and Fire Risk Assessments of all assets without the need to bring them to full Council.
- f. To review and adopt the Terms and Conditions of Hire for Parish Council Premises (including the multi-courts)

c) PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE

Has delegated authority and shall consist of 12 members with a quorum 3. To meet every month and to be responsible for the following –

- a. Committee Budget preparation
- b. Monitoring Committee Budget
- c. All planning applications within the Parish
- d. Planning policy
- e. Environmental matters
- f. Local waste policy
- g. Transport matters
- h. Local transport provision

d) PERSONNEL COMMITTEE

Has delegated authority and shall consist of the Chairman and Vice Chairman of Council and the Chairman of the Finance & Administration Committee and four other Members, with a quorum of 3. To meet at least four times a year and to be responsible for the following -

- a. Committee Budget preparation.
- b. Monitoring of Committee budget
- c. Disciplinary matters involving members of staff
- d. Grievances from members of staff
- e. General staff matters
- f. Staff Training
- g. Staff appraisals
- h. Establishment numbers
- i. Employment legislation

e) INTERNAL CONTROLS WORKING PARTY

Has no delegated authority and reports to the Finance and Administration Committee. The Working Party can consist of all members of the Finance and Administration Committee, to undertake tasks from a programme of work agreed annually and with a quorum of two. Meetings shall be held at least four times per year to consider the following -

- a. Accounting procedures of the Council
- b. Banking procedures
- c. Adherence to Financial Regulations
- d. Internal procedural spot checks

f) COMMUNITY INFRASTRUCTURE LEVY WORKING PARTY

Has no delegated authority and reports to Council. The Working Party can consist of three members - one member from each of the Finance and Administration Committee, Property Committee and Planning, Environment and Transport Committee with a quorum of two. Meetings shall be held twice a year to consider and discuss projects to put forward to Council utilising the CIL money awarded from development. Can consider recommendations from other Committees.

g) COMPLAINTS PANEL

- a. Responsible to full Council. To consist of any three Members of Council, with confirmation of appointment by the Chairman of Council.
- b. To meet as required; and to consider and report findings/Recommendations on the following to Council -
 - Complaints from members of the public in accordance with the Council's Procedure for handling complaints from the public.

h) OTHER WORKING GROUPS

The Council, or its Committees are empowered to set up short term working groups made up of a number of members or an individual. Their functions would be -

- a. To undertake a task or tasks delegated to it from Council or its Committees
- b. To undertake research and investigative work into a specific project
- c. To put forward alternative suggestions as a means of dealing with the project for consideration
- d. To put forward a series of Recommendations.
- e. It is important to the effectiveness of a Working Group that it is able to meet as and when required during the "life" of the Group.

The transactions of all the above Committees, sub-Committees and Panels, but not Working Groups, shall be recorded in Minutes, which must go as a matter of report to the Council. Any matter requiring the approval of the Council shall be worded as a Recommendation and the Minutes of proceedings should be sent out within two (2) weeks of the meeting or, if this is not possible, the Recommendations should be specifically listed in the Council meeting agenda. Minutes should state the principal arguments for and against proposals and record the decision. Working Groups will not require formal agendas and Minutes, but they will be required to give notes and Reports to their "parent" Committee or Council.

11/06/2024

North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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>101</u>	<u>Administration</u>								
1007	S106 - Infra Red Heater(RMH)	13,957	0	0	0			0.0%	
1008	Miscellaneous Income	2,076	25	0	(25)			0.0%	
1009	S106 Funding - HTB	3,952	0	0	0			0.0%	
1176	Precept	365,346	190,124	380,247	190,124			50.0%	
1196	Interest Received	27,590	4,735	20,000	15,265			23.7%	
	Administration :- Income	412,921	194,884	400,247	205,363			48.7%	0
4007	Councillors Training	78	0	1,000	1,000		1,000	0.0%	
4008	Councillors Expenses	6,468	1,671	7,000	5,330		5,330	23.9%	
4021	Telephone/Fax/Internet	2,811	466	3,200	2,734		2,734	14.6%	
4022	Postage	606	273	800	527		527	34.2%	
4023	Stationery and Printing	930	78	1,600	1,522		1,522	4.9%	
4024	Subscriptions	3,183	3,090	3,400	310		310	90.9%	
4025	Insurance	14,412	14,737	14,000	(737)		(737)	105.3%	
4028	IT Costs	3,061	1,817	3,200	1,383		1,383	56.8%	
4029	Website Maintenance	84	180	170	(10)		(10)	105.9%	
4032	Publicity/Marketing	0	0	500	500		500	0.0%	
4033	Newsletter	817	142	850	708		708	16.7%	
4038	Office Equipment Maint.	258	0	950	950		950	0.0%	
4051	Bank Charges	64	0	100	100		100	0.0%	
4053	PWLB Loan Charges	10,724	0	11,000	11,000		11,000	0.0%	
4057	External Audit Fees	1,365	(1,300)	1,400	2,700		2,700	(92.9%)	
4058	Professional Services	2,505	1,683	3,100	1,417		1,417	54.3%	
4059	Internal Audit Fees	354	(170)	450	620		620	(37.8%)	
4100	Chairman's Allowance	125	0	400	400		400	0.0%	
4120	Roffey Hall Equipment	711	0	700	700		700	0.0%	
4122	Office Equipment	845	0	6,000	6,000		6,000	0.0%	
4247	Youth Provision	0	0	5,000	5,000		5,000	0.0%	
4248	S106 Infra Red Heater(RMH)	13,957	0	0	0		0	0.0%	
4249	S106 Funding - Indoor Sport	3,952	0	0	0		0	0.0%	
	Administration :- Indirect Expenditure	67,310	22,667	64,820	42,153	0	42,153	35.0%	0
	Net Income over Expenditure	345,611	172,217	335,427	163,210				
<u>103</u>	<u>Grants</u>								
4155	Other Grants and Donations	6,531	1,200	10,000	8,800		8,800	12.0%	
	Grants :- Indirect Expenditure	6,531	1,200	10,000	8,800	0	8,800	12.0%	0
	Net Expenditure	(6,531)	(1,200)	(10,000)	(8,800)				

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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	1,865	7,850	5,985		5,985	23.8%	
Burial :- Indirect Expenditure	7,461	1,865	7,850	5,985	0	5,985	23.8%	0
Net Expenditure	(7,461)	(1,865)	(7,850)	(5,985)				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	328,912	55,506	355,000	299,494		299,494	15.6%	
4003 Payroll Admin Charge	1,254	0	1,400	1,400		1,400	0.0%	
4009 Staff Expenses/Mileage	3,240	844	3,500	2,656		2,656	24.1%	
4010 Staff Training	205	120	1,600	1,480		1,480	7.5%	
4030 Recruitment Advertising	181	0	250	250		250	0.0%	
4067 Protective Clothing	261	0	400	400		400	0.0%	
Personnel :- Indirect Expenditure	334,053	56,470	362,150	305,680	0	305,680	15.6%	0
Net Expenditure	(334,053)	(56,470)	(362,150)	(305,680)				
<u>301 Allotments</u>								
1050 Allotment Rents	982	1,037	982	(55)			105.6%	
Allotments :- Income	982	1,037	982	(55)			105.6%	0
4012 Water Rates	367	0	210	210		210	0.0%	
4102 Allotment Rent	25	275	300	25		25	91.7%	
4200 Grass cutting	323	108	765	658		658	14.1%	
4259 Allotment Maintenance	17	17	420	403		403	4.0%	
Allotments :- Indirect Expenditure	731	399	1,695	1,296	0	1,296	23.5%	0
Net Income over Expenditure	251	638	(713)	(1,351)				
<u>302 Amenity, Recs & Open Sp</u>								
1100 Grants Received	11,745	6,137	11,746	5,609			52.2%	
Amenity, Recs & Open Sp :- Income	11,745	6,137	11,746	5,609			52.2%	0
4019 Window Cleaning	794	246	1,050	804		804	23.4%	
4200 Grass cutting	14,567	4,122	21,250	17,128		17,128	19.4%	
4250 Bus Shelter Repairs	965	38	1,945	1,907		1,907	2.0%	
4251 Play Area & M Crts Maint	6,972	45	8,645	8,600		8,600	0.5%	
4252 Open Spaces	4,365	1,740	11,005	9,265		9,265	15.8%	
4253 Litter Warden/Clearance	728	55	995	940		940	5.5%	
4254 Community Services - Dog Bins	2,139	382	2,535	2,153		2,153	15.1%	
4255 Street Lighting - Maint/Supply	3,479	1,125	5,775	4,650		4,650	19.5%	
4258 Multicourts Maintenance	3,720	630	3,750	3,120		3,120	16.8%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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
4260	Workshop	0	0	500	500		500	0.0%	
4302	Notice Board Maintenance	398	74	900	826		826	8.2%	
4303	Festive Lighting	0	0	4,000	4,000		4,000	0.0%	
Amenity, Recs & Open Sp :- Indirect Expenditure		38,127	8,456	62,350	53,894	0	53,894	13.6%	0
Net Income over Expenditure		(26,382)	(2,319)	(50,604)	(48,285)				
6001	less Transfer to EMR	3,540	0						
Movement to/(from) Gen Reserve		(29,922)	(2,319)						
401	<u>North Heath Hall</u>								
1000	Hall Lettings	67,539	12,564	66,000	53,436			19.0%	
North Heath Hall :- Income		67,539	12,564	66,000	53,436			19.0%	0
4011	NNDR	5,863	973	7,720	6,747		6,747	12.6%	
4012	Water Rates	806	0	1,025	1,025		1,025	0.0%	
4014	Electricity	2,369	746	2,900	2,154		2,154	25.7%	
4015	Gas	4,860	584	5,980	5,396		5,396	9.8%	
4016	Caretaking Materials	1,146	120	1,545	1,425		1,425	7.8%	
4017	Refuse Bin Clearance	894	120	930	811		811	12.8%	
4018	Sanitary Waste	237	43	355	312		312	12.2%	
4019	Window Cleaning	635	157	775	618		618	20.3%	
4034	Maintenance - Electrical	1,087	377	1,660	1,283		1,283	22.7%	
4035	Maintenance - Elect Eqp Insp	960	80	2,025	1,945		1,945	4.0%	
4036	Maintenance - General	2,687	471	2,480	2,009		2,009	19.0%	
4037	Maintenance - Fire Alarm Syt	459	69	650	581		581	10.6%	
4039	Maint - Intruder Alarm	964	400	1,050	650		650	38.1%	
4041	Maintenance - Fire Extg Insp	76	0	180	180		180	0.0%	
4042	Maintenance - Gas Boiler etc	910	0	930	930		930	0.0%	
4044	Maintenance - Partition Wall	695	387	955	568		568	40.5%	
4061	Legionella Testing	295	0	310	310		310	0.0%	
4063	Maintenance - Plumbing	491	422	720	298		298	58.6%	
4065	Fire Prevention Sundries	20	645	785	140		140	82.2%	
4066	Keyholder Services	180	30	210	180		180	14.3%	
4500	Internal Redecorations	2,120	0	2,000	2,000		2,000	0.0%	
North Heath Hall :- Indirect Expenditure		27,755	5,625	35,185	29,560	0	29,560	16.0%	0
Net Income over Expenditure		39,784	6,939	30,815	23,876				
6001	less Transfer to EMR	155	0						
Movement to/(from) Gen Reserve		39,629	6,939						

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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
402 Holbrook Recreation Centre								
1000 Hall Lettings	39,936	7,116	44,000	36,884			16.2%	
1010 Multi Court Lettings	26,696	3,775	26,000	22,225			14.5%	
Holbrook Recreation Centre :- Income	66,632	10,891	70,000	59,109			15.6%	0
4011 NNDR	3,493	583	4,410	3,827		3,827	13.2%	
4012 Water Rates	1,112	277	1,470	1,193		1,193	18.9%	
4014 Electricity	3,355	579	3,985	3,406		3,406	14.5%	
4015 Gas	2,658	134	1,680	1,546		1,546	8.0%	
4016 Caretaking Materials	1,466	110	1,545	1,435		1,435	7.1%	
4017 Refuse Bin Clearance	860	120	930	811		811	12.8%	
4018 Sanitary Waste	237	57	345	288		288	16.5%	
4019 Window Cleaning	278	69	500	431		431	13.7%	
4034 Maintenance - Electrical	2,627	0	1,215	1,215		1,215	0.0%	
4035 Maintenance - Elect Eqp Insp	2,202	80	650	570		570	12.3%	
4036 Maintenance - General	2,012	12	2,095	2,083		2,083	0.6%	
4037 Maintenance - Fire Alarm Syt	420	0	665	665		665	0.0%	
4039 Maint - Intruder Alarm	925	400	1,050	650		650	38.1%	
4041 Maintenance - Fire Extg Insp	41	0	180	180		180	0.0%	
4042 Maintenance - Gas Boiler etc	583	0	550	550		550	0.0%	
4061 Legionella Testing	265	0	280	280		280	0.0%	
4063 Maintenance - Plumbing	595	0	810	810		810	0.0%	
4065 Fire Prevention Sundries	17	645	775	130		130	83.2%	
4066 Keyholder Services	180	90	210	120		120	42.9%	
4500 Internal Redecorations	1,000	320	1,500	1,180		1,180	21.3%	
Holbrook Recreation Centre :- Indirect Expenditure	24,325	3,477	24,845	21,368	0	21,368	14.0%	0
Net Income over Expenditure	42,307	7,413	45,155	37,742				
6001 less Transfer to EMR	2,076	0						
Movement to/(from) Gen Reserve	40,231	7,413						
403 Roffey Millennium Hall								
1000 Hall Lettings	67,525	10,998	73,000	62,002			15.1%	
1004 Equipment Sale/Sundry Income	1,419	210	0	(210)			0.0%	
1006 Refreshment Sale Income	2,502	336	0	(336)			0.0%	
1008 Miscellaneous Income	6	0	0	0			0.0%	
Roffey Millennium Hall :- Income	71,452	11,543	73,000	61,457			15.8%	0
4011 NNDR	7,073	1,285	8,085	6,801		6,801	15.9%	
4012 Water Rates	1,307	684	1,660	976		976	41.2%	
4014 Electricity	6,535	1,050	5,916	4,866		4,866	17.8%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

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
4015 Gas	7,287	1,083	6,300	5,217		5,217	17.2%	
4016 Caretaking Materials	1,289	147	1,520	1,373		1,373	9.6%	
4017 Refuse Bin Clearance	1,900	337	2,040	1,703		1,703	16.5%	
4018 Sanitary Waste	237	43	260	217		217	16.7%	
4019 Window Cleaning	811	216	1,095	879		879	19.7%	
4020 Refreshment Sale Cost/Sundries	1,042	0	485	485		485	0.0%	
4034 Maintenance - Electrical	1,480	548	2,555	2,007		2,007	21.4%	
4035 Maintenance - Elect Eqp Insp	610	180	610	430		430	29.5%	
4036 Maintenance - General	3,502	368	3,635	3,267		3,267	10.1%	
4037 Maintenance - Fire Alarm Syt	459	187	610	423		423	30.7%	
4039 Maint - Intruder Alarm	1,000	400	1,050	650		650	38.1%	
4040 Maintenance - Elevator	989	168	830	662		662	20.2%	
4041 Maintenance - Fire Extg Insp	128	0	255	255		255	0.0%	
4042 Maintenance - Gas Boiler etc	454	0	1,120	1,120		1,120	0.0%	
4044 Maintenance - Partition Wall	740	0	665	665		665	0.0%	
4061 Legionella Testing	350	0	370	370		370	0.0%	
4062 Air Conditionaig Maintenance	270	0	335	335		335	0.0%	
4063 Maintenance - Plumbing	210	70	1,435	1,365		1,365	4.9%	
4064 Lightning Conductor Works	202	0	335	335		335	0.0%	
4065 Fire Prevention Sundries	33	705	790	85		85	89.2%	
4066 Keyholder Services	230	30	210	180		180	14.3%	
4500 Internal Redecorations	1,950	0	2,000	2,000		2,000	0.0%	
Roffey Millennium Hall :- Indirect Expenditure	40,088	7,501	44,166	36,665	0	36,665	17.0%	0
Net Income over Expenditure	31,364	4,042	28,834	24,792				
6001 less Transfer to EMR	2,150	0						
Movement to/(from) Gen Reserve	29,214	4,042						
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	24,533	44,093	0	(44,093)		(44,093)	0.0%	44,093
Earmarked Reserves :- Indirect Expenditure	24,533	44,093	0	(44,093)	0	(44,093)		44,093
Net Expenditure	(24,533)	(44,093)	0	44,093				
6000 plus Transfer from EMR	24,533	44,093						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	631,270	237,055	621,975	384,920			38.1%	
Expenditure	570,913	151,754	613,061	461,307	0	461,307	24.8%	
Net Income over Expenditure	60,357	85,302	8,914	(76,388)				
plus Transfer from EMR	24,533	44,093						
less Transfer to EMR	7,921	0						
Movement to/(from) Gen Reserve	76,968	129,395						

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LLoyds Bank Accounts

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	Horsham Publications Ltd	020424-01	82.20		Newsletter
02/04/2024	Horsham District Council	020424-02	38.00		Refuse Collection
02/04/2024	Horsham District Council	020424-03	218.40		Refuse Collection
02/04/2024	Horsham District Council	020424-04	292.00		Building Rates
02/04/2024	Horsham District Council	020424-05	484.25		Building Rates
02/04/2024	Horsham District Council	020424-06	639.50		Building Rates
02/04/2024	T C Maintenance	020424-07	405.00		Fire Door Repairs
05/04/2024	British Gas Business	050424-01	264.50		GAS - 29/02 TO 15/03/2024
05/04/2024	British Gas Business	050424-02	413.86		Electr - 14/02 to 13/03/2024
05/04/2024	British Gas Business	050424-03	836.54		Gas - 15/02 to 15/03/2024
05/04/2024	GRL Plumbing and Services	050424-04	13,650.00		Wash room Refurbishment - NHH
05/04/2024	Horsham Locksmiths Ltd	050424-05	102.00		Building Maintenance
05/04/2024	NETCOM	050424-06	460.15		IT - Support
05/04/2024	Society of Local Council Clerk	050424-07	475.00		Subscription 2024/25
05/04/2024	Wigthman & Parrish Ltd	050424-08	35.06		Cleaning Materials
05/04/2024	West Sussex ALC Ltd.,	050424-09	3,090.19		Subscription 2024/25
05/04/2024	Amazon Business	050424-10	19.95		Open Space - Tree products
05/04/2024	Cain Markings Ltd	050424-11	744.00		Pitch Maintenance
05/04/2024	S Eastland Heating and Plumbin	050424-12	628.80		Heating & Plumbing
05/04/2024	D. Lees	050424-13	47.70		Travel Expenses
05/04/2024	NETCOM	050424-14	618.00		IT support- ROUTER replacement
05/04/2024	Newton Newton Flags & Banner M	050424-15	28.80		D-Day Flag
05/04/2024	Pitney Bowes Finance Ltd.	050424-16	105.00		Postages refill
17/04/2024	Horsham District Council	170424-01	50.70		Refuse Collection
17/04/2024	Horsham District Council	170424-02	50.70		Refuse Collection
17/04/2024	Horsham District Council	170424-03	149.80		Refuse Collection
17/04/2024	British Gas Business	170424-04	847.48		Electr - 01/03 to 31/03/2024
19/04/2024	British Gas Business	190424-01	113.10		Gas - 16/03 to 27/03/2024
19/04/2024	British Gas Business	190424-02	976.72		Gas - 02/03 to 01/04/2024
22/04/2024	British Gas Business	220424-01	266.73		Electr - 01/03 to 31/03/2024
22/04/2024	West Sussex County Council	220424-02	29,053.27		Profession Services
24/04/2024	Kent,Surrey & Sussex Air Ambul	240424-01	350.00		Grant for Air ambulance
24/04/2024	C A Book-Keeping	240424-02	300.00		Rail Year End closedown
24/04/2024	Ceiling Tiles UK c/o Workplace	240424-03	139.20		General Repairs
24/04/2024	Fidelis Security Ltd	240424-04	1,440.00		Keyholder Security Subscriptio
24/04/2024	Forest View Tree Surgery,	240424-05	2,980.00		Tree Surgery
24/04/2024	Leadbeater locks	240424-06	85.20		Key Cutting
24/04/2024	Horsham Locksmiths Ltd	240424-07	342.00		Fire Exit Door Repairs
24/04/2024	Pro-Servicing Ltd	240424-08	464.40		Partition Wall Service
24/04/2024	Mr Alan Randall	240424-09	50.85		Travel Expenses
24/04/2024	RBS Software Solutions	240424-10	1,863.60		Professional Services
24/04/2024	N. Simmonds,	240424-11	165.00		Light Testing
24/04/2024	Streetlights	240424-12	654.79		Street Lights Contract
24/04/2024	Turner Security Systems Ltd.	240424-13	224.40		Intruder Alarm System Contract
24/04/2024	Viking Direct	240424-14	93.82		Stationery
24/04/2024	Wigthman & Parrish Ltd	240424-15	407.54		Cleaning Materials
26/04/2024	Roffey Friendship Club	9067	850.00		Friendship Grout Grant

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Lloyds Bank Accounts

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2024	CCLA Deposit Account	300424-01	170,000.00		Deposit Trf to CCLA Account
Total Payments			235,598.20		

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Lloyds Bank Accounts

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	Horsham District Council	010524-01	38.00		Cleaning Graffiti
01/05/2024	Horsham District Council	010524-02	218.40		Refuse Collection
01/05/2024	Horsham District Council	010524-03	291.00		Build Rates
01/05/2024	Horsham District Council	010524-04	489.00		Build Rates
01/05/2024	Horsham District Council	010524-05	645.00		Build Rates
01/05/2024	Horsham Publications Ltd	010524-06	88.20		Newsletter
03/05/2024	British Gas Business	030524-02	413.70		Electr - 14/03 to 13/04/2024
03/05/2024	Scottish Water Business Stream	030524-01	277.43		Water Supply
07/05/2024	City Electrical Factors Ltd	070524-01	44.19		Electrical Maintenance
07/05/2024	Enterprise Services Group Ltd	070524-02	78.00		Hygiene Services
07/05/2024	Extinguere Ltd	070524-03	35.70		Recharge Extinguisher
07/05/2024	Grasstex Ltd	070524-04	3,054.74		Grass Cutting
07/05/2024	H Griffiths	0705245-05	43.20		Travel Expenses
07/05/2024	Horsham Locksmiths Ltd	070524-06	123.60		Lock repairs
07/05/2024	Incor Group Management Ltd	070524-07	390.00		Window Cleaning
07/05/2024	D. Lees	070524-08	56.25		Travel Expenses
07/05/2024	Mulberry & Co	070524-09	156.00		Internal Audit - 2024
07/05/2024	Otis Ltd	070524-10	201.64		Contract Maint - Lift
07/05/2024	N. Simmonds,	070524-11	295.00		Electrical Maintenance
07/05/2024	S Eastland Heating and Plumbin	070524-12	1,478.40		HTB Heating /Boiler Controls
07/05/2024	Horsham District Council	070524-13	1,865.18		Burial Arrangement Roffey Ceme
07/05/2024	NETCOM	070524-14	461.23		IT Support
07/05/2024	Society of Local Council Clerk	070524-15	144.00		Training course
07/05/2024	T C Maintenance	070524-16	525.00		Multi Court & RMH maint
08/05/2024	British Gas Business	080524-01	700.89		Gas - 16/03 to 18/04/2024
09/05/2024	British Gas Business	090524-01	36.67		Electric - 14/04 to 19/04/24
09/05/2024	British Gas Business	090524-02	164.95		Gas - 28/03 to 19/04/2024
13/05/2024	Scottish Water Business Stream	130524-01	684.35		Water - 22/01 to 20/04/2024
15/05/2024	EDF Energy Ltd	150524-01	608.74		Electr - 01/02 to 30/04/2024
16/05/2024	CCLA Deposit Account	160524-01	5,000.00		CCLA TRF to Lloyds Account
17/05/2024	Horsham District Council	170524-01	68.80		Refuse Collection
17/05/2024	Horsham District Council	170524-02	68.80		Refuse Collection
17/05/2024	Horsham District Council	170524-03	187.60		Refuse Collection
20/05/2024	British Gas Business	200524-01	711.70		Gas - 29/02 to 15/03/2024
20/05/2024	British Gas Business	200524-02	835.94		Gas - 02/04 to 01/05/2024
20/05/2024	Lloyds Credit Card	BACS	128.40		Zoom Subs-05/24 to 05/25
20/05/2024	Amazon Business	200524-01	47.57		Wheelbarrow wheels
20/05/2024	Enterprise Services Group Ltd	200524-02	94.42		HYGIENE SERVICES
20/05/2024	Arthur J Gallagher Insurance	200524-03	14,736.70		Insurance Renewals - 2024/25
20/05/2024	NETCOM	200524-05	115.20		IT Support
20/05/2024	Playdale Playgrounds Ltd	200524-06	31,771.66		Playground Upgrade
20/05/2024	S Eastland Heating and Plumbin	200524-07	84.00		Toilet Repairs
20/05/2024	N. Simmonds,	200524-08	225.00		Fire Alarm Repairs
20/05/2024	M Stoner,	200524-09	43.20		Travel Expenses
20/05/2024	T C Maintenance	200524-10	1,170.00		Ground Maintenance
20/05/2024	Turner Security Systems Ltd.	200524-11	82.80		Fire Alarm set up
23/05/2024	British Gas Business	230524-01	193.90		Electric - 01/04 to 30/04/2024

Continued on Page 2

Lloyds Bank Accounts

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2024	West Sussex County Council	240524-01	29,778.67		Salaries - Apr 2024
Total Payments			98,952.82		

Notes from the Community Infrastructure Levy (CIL) Working Party Meeting held at Roffey Millennium Hall on Friday 26th April 2024 at 11.30am

In attendance:-

Cllr. R Knight - representing the Property Committee

Cllr. J Smithurst - representing the Finance and Administration Committee

Clerk - Sarah Norman; Deputy Clerk - Lisa Underwood

1. Elect a Chairman

Cllr. Smithurst was elected as the Chairman for the Meeting.

2. Apologies

Apologies were received from Cllr. Searle.

3. To receive and accept the Notes of the last meeting on 27th October 2023

The Notes as previously circulated were accepted.

4. Income and Expenditure - to receive an update including possible future receipts

Members **NOTED** that, after all expenditure to date and accounting for the £5,000 initial contribution to the outdoor gym equipment, CIL money remaining available was £7,844.17.

As was noted at the last meeting, from the updates provided by HDC there was no predicted income at the current time, with Members noting that this was largely due down to the delays resulting from the Water Neutrality situation. In the longer term there would be substantial receipts from the Novartis development, but this was still some years off.

5. Receive an update on projects already agreed

There were no projects currently pending.

6. To consider any potential future projects

Members received the recommendation from the Property Committee Meeting held 8th February 2024 (Min. PR/082/24 (iii) refers) to install a bench in the bus shelter at Jackdaw Lane at a total cost of £330. Following discussion, it was agreed that the recommendation be accepted.

Discussion took place about the issue raised at the recent Annual Parish Meeting regarding the footpath across the railway from Treadcroft Drive to Bluebell Close (Chennells Way). It was noted that this will be discussed by the PET Committee in due course, but the suggestion was made that CIL funding be used towards costs should works go ahead.

7. To make recommendation to Council of projects to be undertaken using available funds

The Working Party **AGREED** to **RECOMMEND** to Council expenditure of £330 to install a bench in the Parish Council owned bus shelter at Jackdaw Lane

8. Date of next meeting

It was **NOTED** that the next Working Party meeting would be held in October 2024 - exact date to be confirmed.

There being no other business the Meeting closed at 11.47am



North Horsham Parish Council

PUBLICATION SCHEME

Prepared using the SALC Model scheme January 2018.

Reviewed July 2020 using the Information Commissioner's Office website www.ico.gov.uk.

1. Introduction

The Freedom of Information Act 2000 provides rights of public access to information held by public bodies. Further information is available from the Information Commissioner's Office at www.ico.gov.uk

2. Information available

The following information is available from North Horsham Parish Council under the model publication scheme. The classes of information will not generally include:-

- The disclosure of information which is prevented by law, or exempt under the Freedom of Information Act or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost

Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan	Hard copy Website	Disbursement cost
Annual report to Meeting of Electors	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	Disbursement cost
Agendas of meetings (as above)	Hard copy Website	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Responses to consultation papers	Hard copy Website	Disbursement cost
Responses to planning applications	Hard copy Website	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Website	Disbursement cost

<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Website	Disbursement cost
Data protection Policies	Hard copy Website	
Schedule of charges (for the publication of information)	Hard copy Website	Disbursement cost
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list.	Hard copy Website	Disbursement cost
Asset Register	Hard copy Website	Disbursement cost
Register of members' interests	Hard copy Website	Disbursement cost
Register of gifts and hospitality	Hard copy Website	Disbursement cost
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy Website	Free of charge
Burial grounds (North Horsham Parish Council owns part of Roffey Cemetery with Horsham District Council (HDC) but HDC is responsible for its running and maintenance)	Hard copy Website	Free of charge
Community centres	Hard copy Website	Free of charge
Parks, playing fields and recreational facilities	Hard copy Website	Free of charge
Seating, litter bins and lighting	Hard copy Website	Free of charge
Bus shelters	Hard copy Website	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees.	Hard copy Web site	Disbursement cost

3. How to access information

Information can be obtained:-

- on the Parish Council website www.northhorsham-pc.gov.uk
- By e-mail to the Clerk – parish.clerk@northhorsham-pc.gov.uk
- By writing to the Clerk for hard copies at:-

North Horsham Parish Council Offices
Roffey Millennium Hall
Crawley Road
Horsham
West Sussex
RH12 4DT

- By telephone 01403 750786
- Some information may only be available for inspection at the Parish Council Office during Office hours (usually 9.00am - 5.00pm) and by making a prior appointment.

4. Charges

- 4.1 The purpose of the Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.
- 4.2 Charges made by the authority for routinely publishes material will be justified and transparent and kept to a minimum.
- 4.3 Charges will be made for actual disbursements incurred such as photocopying (**10p per A4 sheet**), postage and package (**actual cost of Royal Mail second class postage rates**) and costs directly incurred as a result of viewing information.
- 4.4 If a charge is to be made, confirmation of payment will be given before the information is provided.
- 4.5 Payment may be requested prior to provision of the information.
- 4.6 No charge will be made for the cost of retrieving and collating information up to a value of £450 (approximately 2.5 days work) (Freedom of Information Act 2000 s 12). In certain cases the public authority is not obliged to comply with a request for **information** if the authority estimates that the cost of complying with the request would exceed the appropriate limit. (Freedom of Information Act 2000 s69), if it is vexatious or if the request repeats a previous request from the same person. Current details of this are available on the ICO website www.ico.gov.uk

5. If a request for information has not been resolved satisfactorily;

- 5.1 If the information received is not what has been asked for, first contact the Clerk or Deputy Clerk.
- 5.2 To register a complaint, follow the complaints procedure which can be found on the Parish Council website or which can be requested in hard copy.

- 5.3 If an issue has not been resolved by following the methods listed above the matter can be raised with the Information Commissioner's Office:-

Website:- www.ico.gov.uk

Telephone:- 0303 123 1113

Postal Address:-

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5 AF

6. Scheme adoption and review

6.1 The Publication Scheme was first adopted on 13th November 2008.

6.2 The Publication Scheme was last reviewed July 2022⁴

6.3 The Scheme will be reviewed before July 2024⁶.



North Horsham Parish Council

CCTV POLICY AND CODE OF PRACTICE

1. Introduction

- 1.1 Closed circuit television (CCTV) is installed at the Council premises (Roffey Millennium Hall) for the purpose of staff and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded.
- 1.2 The use of CCTV falls within the scope of the General Data Protection Regulations (GDPR) 2018. In order to comply with the requirements of the law, data must be:
 - Fairly and lawfully processed
 - Processed for limited purposes and not in any manner incompatible with those purposes
 - Adequate, relevant and not excessive
 - Accurate
 - Not kept for longer than is necessary
 - Processed in accordance with individuals' rights
 - Secure

2. Data Protection Statement

- 2.1 North Horsham Parish Council is the Data Controller under the Act. However, responsibility for access to images and the process of requests for access to images by third parties will be dealt with as part of day to day procedures by the Clerk and Deputy Clerk.
- 2.2 CCTV is installed for the purpose of staff and premises security.
- 2.3 Access to stored images will be controlled on a restricted basis within the Council.
- 2.4 Use of images, including the provision of images to a third party, will be in accordance with the Council's Data Protection registration.
- 2.5 CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
- 2.6 CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
- 2.7 External and internal signage are displayed *on the premises* stating of the presence of CCTV and indicating the name of the Data Controller and a contact number during office hours for enquiries.

3. Retention of Images

- 3.1 Images from cameras are recorded a secure hard drive ("the recordings"). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the

purposes of security of staff, and premises, will not be retained for longer than is necessary (30-day retention period).

- 3.2 The system does not have an automatic power backup facility which may operate in the event of a main supply power failure.

4. Access to Images

- 4.1 It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

5. Access to Images by Council Staff

- 5.1 Access to recorded images is restricted to the Clerk and Deputy Clerk who act on a day-to-day basis on behalf of the Parish Council. Those delegated will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

6. Removal of Images for Use in Legal Proceedings

- 6.1 In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:
- The name of the person removing from secure storage, or otherwise accessing, the recordings
 - The date and time of removal of the recordings
 - The reason for removal
 - Specific authorisation of removal and provision to a third party
 - Any crime incident number to which the images may be relevant
 - The place to which the recordings will be taken
 - The signature of the collecting police officer, where appropriate
 - The date and time of replacement into secure storage of the recordings

7. Access to Images by Third Parties

7.1 Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**).

7.2 Those delegated by the Data Controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

7.3 All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

8. Disclosure of Images to the Media

8.1 If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

8.2 If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

9. Access by Data Subjects

- 9.1 This is a right of access under GDPR 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**). The requestor needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

10. Procedures for Dealing with an Access Request

- 10.1 All requests for access by Data Subjects will be dealt with by those delegated by the Data Controller, who will locate the images requested. Those delegated by the Data Controller will determine whether disclosure to the data subject would entail disclosing images of third parties.
- 10.2 Those delegated by the Data Controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.
- 10.3 If third party images are not to be disclosed, those delegated by the Data Controller will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then those delegated by the Data Controller must ensure that there is a contractual relationship between them and the editing company, and:
- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images.
 - The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the Data Controller.
 - The written contract makes the security guarantees provided by the editing company explicit.
- 10.4 Those delegated by the Data Controller will provide a written response to the Data Subject within **30** days of receiving the request setting out those delegated by the Data Controller's decision on the request.
- 10.5 A copy of the request and response should be retained.

11. Complaints

- 11.1 Complaints must be in writing and addressed to the Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

Appendix 1
Data Protection Act/General Data Protection Regulation
- Application for CCTV Data Access

ALL Sections must be fully completed.

Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" – i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature.....
If it is not possible to obtain the signature of the data subject, please state your reasons	
Please state your reasons for requesting the image	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator	
Please indicate whether you (the applicant) will be satisfied by viewing the image only	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **30** days.

COUNCIL USE ONLY	COUNCIL USE ONLY
Access granted (tick)	
Access not granted (tick)	Reason for not granting access:
Data Controller's name: Signature: Date:	



North Horsham Parish Council

DATA BREACH NOTIFICATION POLICY

1. Scope

- 1.1 This procedure applies in the event of a personal data breach under Article 33 Notification of a personal data breach to the supervisory authority, and Article 34 Communication of a personal data breach to the data subject of the GDPR.
- 1.2 The GDPR draws a distinction between a 'data controller' and a 'data processor' in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each organisation, should establish whether it is data controller, or a data processor for the same data processing activity; it must be one or the other.

2. Responsibility

- 2.1 All users (whether Employees/Staff, contractors or temporary Employees/Staff and third-party users) and Councillors of North Horsham Parish Council are required to be aware of, and to follow this procedure in the event of a personal data breach.

3. Procedure - Breach Notification Data Processor to Data Controller

- 3.1 North Horsham Parish Council shall report any personal data breach to the data controller (Clerk) without undue delay and registers the breach in the Internal Breach Register.

4. Procedure - Breach Notification Data Controller to Supervisory Authority

- 4.1 The Clerk shall notify the supervisory authority [ICO] without undue delay and within 72 hours of a personal data breach if said breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- 4.2 If a risk to the aforementioned is likely, the Clerk shall report any personal data breach to the supervisory authority without undue delay, and where feasible not later than 72 hours. Where data breach notification to the supervisory authority is not made within 72 hours, it shall be accompanied by the reasons for the delay.
- 4.3 The data controller (Clerk) shall provide the following information to the supervisory authority on a Breach Notification Form:
 - A description of the nature of the breach
 - The categories of personal data affected
 - Approximate number of data subjects affected
 - Approximate number of personal data records affected
 - Likely consequences of the breach.
 - Any measures that have been or will be taken to address the breach, including mitigation.
 - The information relating to the data breach, which may be provided in phases.

5. Procedure - Breach Notification Data Controller to Data Subject

- 5.1 Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject North Horsham Parish Council shall notify the affected data subjects without undue delay.
- 5.2 The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified in 4.4 above.
- 5.3 Appropriate measures have been taken to render the personal data unusable to any person who is not authorised to access it, such as encryption.
- 5.4 The controller has taken subsequent measure to ensure that the rights and freedoms of the data subjects are no longer likely to materialise.
- 5.5 It would require a disproportionate amount of effort. In such a scenario, there shall be a public communication or similar measure whereby the data subject is informed in an equally effective manner.
- 5.6 The supervisory authority may where it considers the likelihood of a personal data breach resulting in high risk require the data controller to communicate the personal data breach to the data subject.

6. Monitoring and Review of the Policy

- 6.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice and for seeking approval from full Council.

The next review will be due July 2026.



NORTH HORSHAM PARISH COUNCIL

Policy for the Handling of DBS Certificate Information

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, North Horsham Parish Council complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the Code of Practice and in full accordance with this policy.

We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Policy Review

This policy will be reviewed by the Clerk and put before the Council every two years subject to changes in legislation.

The next review will be in 2026

July 2024



North Horsham Parish Council

DOCUMENTS AND RECORDS RETENTION POLICY

1. Introduction

- 1.1 The Council recognises the need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and proceedings.
- 1.2 In agreeing a document retention scheme, the Council has addressed these needs, and taken into account its obligations under the Local Government Act 1972, the Audit Commission Act 1998, the Public Records Act 1958, the Employers' Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employments Rights Act 1996, the Local Authorities Cemeteries Order 1977, the Local Government (Records) Act 1962, the Freedom of Information Act 2000, the Lord Chancellor's Code of Practice on the Management of Records Code 2002, Environmental Information Regulations 2004 and the General Data Protection Regulation and the Data Protection Act 2018.
- 1.3 This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and that it will be updated on a regular basis.
- 1.4 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2. Aims and objectives

- 2.1 It is recognised that up to date, reliable and accurate information is vital to support the work that the Council do and the services that it provides to residents. This document will help the Council to:-
 - Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
 - Comply with legal and regulatory requirements.
 - Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties or if searching for information requested under the Freedom of Information Act.
 - Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3. Scope

- 3.1 For the purpose of this Policy, 'documents' includes electronic, microfilm, microfiche and paper records.
- 3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4. Standards

- 4.1 The Council will make every effort to ensure that it meets the following standards of good practice:
- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
 - Personal information will be retained in locked filing cabinets within the Clerk's Office and/or the Deputy Clerk's office, access to these documents will only be by authorised personnel.
 - Disclosure information will be retained in a locked cabinet in the Clerk's Office.
 - Appropriately dispose of information that is no longer required.
 - Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
 - Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
 - Wherever possible only one copy of any personal information will be retained and that will be held within the Clerk's Office.

5. Breach of Policy and Standards

- 5.1 Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

6. Roles and Responsibilities

- 6.1 The Clerk has overall responsibility for the policy.
- 6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.
- 6.3 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.
- 6.4 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste').

7. Confidential Waste

- 7.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.
- 7.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Constitution should be treated as confidential waste for disposal purposes.
- 7.3 Examples of what constitutes confidential waste:
- Exempt information contained within committee reports.
 - Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example, completed application forms and letters.
 - Materials given to us on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.
- 7.4 Examples of what does not constitute confidential waste:
- Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
 - All reports and background papers of matters taken to Committee in public session unless specifically exempt.

8. Disposal of Documentation

- 8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be shredded within the council buildings.

9. Retention

- 9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.
- 9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.
- 9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.
- 9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the Reception office.

- 9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.
- 9.6 The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'.
- 10. Storage and Access**
- 10.1 Disclosure information is kept separately from personnel files and in securely lockable, non-portable cabinet with access strictly controlled and limited to the Clerk, and/or the Deputy Clerk.
- 11. Handling**
- 11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to who Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- 11.2 Personal information will only be available to those who are authorised officers.
- 11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.
- 12. Usage**
- 12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.
- 12.2 Where Disclosure information is shared with anyone other than the Clerk, the Deputy Clerk and the direct Manager the employee must be given a reason why this information is being shared.
- 13. Reviewing and Monitoring the Policy**
- 13.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

The next review is due July 2026

APPENDIX A

Recommended Document Retention Timescales

This list is not exhaustive; if you are unsure about any document contact the Parish Clerk or Deputy Clerk for clarification.

Document Retention Period

Finance

Document	Retention Period
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	6 years
Records of all accounting transactions held by the Financial Management System	At least 6 years
Cash Books (records of monies paid out and received)	7 years
Bank paying in books and cheque stubs	7 years
Invoices Capital and Revenue	7 years
BACS listings	7 years
Goods received notes, advice notes and delivery notes attached to invoice	7 years
Petty cash vouchers and reimbursement claims	7 years
Debtors and rechargeable works records	7 years
Expenses and travel allowance claims	7 years
Asset Register for statutory accounting purposes	11 years
Journal records	7 years
Ledger / Trial Balance	11 years
Year end ledger tabulations – ledger details and cost updates	6 years
Published Budget Books	Indefinitely
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	4 years
Bank Statement and Instructions to banks	7 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	7 years
Refer to Drawer (RD) cheques	3 years
Cancelled Expenditure cheques	3 years
Bank Reconciliation	4 years
Cheques presented / drawn on the Council bank accounts	4 years
Prime records that money has been correctly recorded in the Councils financial systems	4years
Grant/Funding Applications & Claims	6 years
Precept Forms	Indefinitely
Internal Audit Plans/ Reports	4 years
Fees and Charges Schedules	7 years
Overtime claims	7 years
Payroll and tax information relating to employees	7 years

Payroll costing analysis	3 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	7 years
Statutory end of year returns to Inland Revenue and Pensions Section	Indefinitely
Loans and Investment Records; temporary loan receipts and loan tabulations	7 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	7 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	7 years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	7 years from completion of contract
Final accounts of contracts executed under seal	13 years from completion of contract
All Other reconciliations	4 years
Quotations and tenders	7 years
Paid invoices	7 years
Investments	Indefinitely

Personnel

Unsuccessful application forms	1 month
Unsuccessful reference requests	1 month
Successful applications forms and CVs	For duration of employment + 1 year
References received	For duration of employment + 1 year
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 6 years
Annual leave records	For duration of employment + 1 year
Unpaid leave/special leave	For duration of employment + 1 year
Annual appraisal/assessment records	Current year and previous 2 years
DBS Checks	In line with policy.
Personnel files and training records	2 years after employment ceases
Disciplinary or grievance investigations – proved.	In line with policy.
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses etc	6 years
Timesheets	1 year
Members Allowances register	6 years
Members file of records	For duration of office
Member's Declarations of Interest	For duration of office.
List of serving Members	Indefinitely

Corporate

Minutes and reports of Council Meetings	Indefinitely
Minutes and reports of Committee meetings	Indefinitely
Minutes and reports for Special Committee meetings	Indefinitely
Minutes and reports of sub-committees	Indefinitely
Notes and reports of working groups	Indefinitely
Rough notes taken at meetings	Until the minutes/ notes have been approved.
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Insurance policies	Whilst valid
Certificates for insurance against liability for employees	40 years
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Published performance reports	Indefinitely
Published Equalities data	Indefinitely
Published questionnaire data	Indefinitely
Allotment application forms	Length of Tenancy + 2 years
Allotment agreements	Length of Tenancy + 2 years
Hall health & safety statements	2 Years
Hall bookings forms	6 years
Paper planning applications	6 months
CCTV footage	30 days then overwritten
Deeds of land and property	Indefinitely
Land and property rental agreements	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	6 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Electronic booking information Is held in the system indefinitely due to the need to gather statistical information	
Premises License applications	Indefinitely

Health & Safety

Health and Safety Accident books	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within
----------------------------------	--

Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Records relating to accidents person over 18 years	3 years from date of accident
Records relating to accidents person under 18 years	Until 21st birthday
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	5 years
All inspection certificates (Gas Safe, FENSA etc)	2 years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Warranties	10 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Risk Assessment Forms	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years



NORTH HORSHAM PARISH COUNCIL

FIRE SAFETY POLICY

POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005** (FSO), **Fire Safety Act 2021** and **Fire Safety (England) Regulations 2022**.

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

REVIEW OF THE POLICY

Subject to any new legislation, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed annually. The next review is due in July **2025**.



NORTH HORSHAM PARISH COUNCIL

LEGIONELLA CONTROL POLICY

POLICY STATEMENT

The aim of the Legionella Control Policy is, as far as is reasonably practicable, to ensure the protection of all staff, visitors, hirers and other persons who may be affected by the use and distribution of the Parish Council's water services from the effects of Legionella bacteria.

KEY PRINCIPLES

The Parish Council aims to have in place all the necessary and appropriate measures for the prevention of the formation of Legionella bacteria, thus offering, as far as reasonably practicable, a high level of protection to all persons who may be affected by the use and distribution of the Parish Council's water services.

WHO DOES THE POLICY APPLY TO?

The Policy applies to employees and Councillors of North Horsham Parish Council; and contractors

REVIEW OF THE POLICY

Subject to the requirements of the Parish Council; or any new legislation; or changes in case law; or new or changes to British or European standards; or changes to or new Codes of Practice; or new or changes to relevant Guidance Notes; which require immediate amendment, the Policy will be reviewed biannually. The next review will be July 2026.

1. PROTECTION FROM HAZARDS

- 1.1.** The Parish Council will do all that is reasonably practicable to protect employees, visitors and neighbours from hazards arising from the use and distribution of water services in all Parish Council owned premises
- 1.2.** The Parish Council will achieve this through full compliance with all statutory requirements of current relevant legislation, British ~~and European~~ standards, Codes of Practice and Guidance Notes

2. RISK ASSESSMENT

- 2.1.** To achieve the effective implementation of this Legionella Control Policy, the Parish Council will carry out a Risk Assessment for the operation of the water services present in all Parish Council owned premises
- 2.2.** The Parish Council will ensure that any Legionella risks are either prevented or adequately controlled
- 2.3.** The Parish Council will take action where the level of control requires improvement
- 2.4.** The Risk Assessment will be reviewed regularly; or whenever there is any reason to suspect that it is no longer valid

3. CONTROL ACTION

- 3.1.** The Parish Council will consider the removal or replacement of equipment or facilities that may present a Legionellosis risk, as preventative action
- 3.2.** Where it is impracticable to eliminate all risk by the removal or replacement of the equipment or facility, the Parish Council will implement suitable precautionary measures
- 3.3.** The Parish Council will document and regularly monitor these measures to ensure the risks are minimised.

4. USE OF PRODUCTS

- 4.1.** The Parish Council will specify that contractors only use products within the Parish Council's water systems registered under the following schemes -
 - Water Regulations Advisory Scheme (WRAS)
 - Fittings that bear the relevant British Standards Kitemark
 - Products from companies who are on the BSI register of 'Firms of Assessed Capability' and assessed to the relevant part of ISO 9000

5. WATER MANAGEMENT SYSTEM

- 5.1.** The Parish Council will implement a Water Management System that takes into account the Risk Assessment and any relevant best practice guidelines
- 5.2.** The monitoring tasks required, and their frequencies will be found within this system

6. LEGAL RESPONSIBILITIES AND TRAINING

- 6.1.** The Parish Council will ensure that all employees and contractors are aware of their legal responsibilities and duties
- 6.2.** The Parish Council will arrange for training to be provided to ensure that this awareness is communicated
- 6.3.** The implementation of this Policy is a mutual objective for management and all employees in Parish Council owned premises

7. REFERENCES

- Health and Safety at Work Act 1974 (HSWA)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Management of Health and Safety at Work Regulations (MHSWR)
- Approved Code of Practice and Guidance (L8) - ' Legionnaires Disease - the control of legionella bacteria in water systems'



NORTH HORSHAM PARISH COUNCIL

Policy for the Recruitment of Ex-Offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), North Horsham Parish Council complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- North Horsham Parish Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- North Horsham Parish Council can only ask an individual to provide details of convictions and cautions that North Horsham Parish Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- North Horsham Parish Council can only ask an individual about convictions and cautions that are not protected.
- North Horsham Parish Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- North Horsham Parish Council has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- North Horsham Parish Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- North Horsham Parish Council select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a

statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- North Horsham Parish Council ensures that all those in North Horsham Parish Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- North Horsham Parish Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, North Horsham Parish Council ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- North Horsham Parish Council makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- North Horsham Parish Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Policy review

This policy will be reviewed by the Clerk and put before the Council every two years, subject to changes in legislation.

The next review will be due in July 2026.

July 2024



North Horsham Parish Council

TREASURY MANAGEMENT POLICY

1. INTRODUCTION

- 1.1. This policy sets out the treasury management policy for the monitoring of the cash flow and banking arrangements of North Horsham Parish Council. The policy works with the Council's Financial Regulations.
- 1.2 The Local Government Act 2003 Section 12 provides the power to invest:
 - a) for any purpose relevant to its function under any enactment or
 - b) for the purpose of the prudent management of its financial affairs.

Section 15 (1) of the Act requires a local authority to have regard:

 - a) to such guidance as the Secretary of State may issue, and
 - b) to such other guidance as the Secretary of State may by regulations specify for the purposes of this provision.
- 1.3 The Council acknowledges its duty of care to the community and the prudent investment of funds.
- 1.4 The Parish Council currently (i.e. as at 13th June 2024) has substantially all of its surplus funds on deposit with CCLA in the Public Sector Deposit Fund. This has had a significant positive impact on the council's interest income when compared to previous deposits with high street banks and building societies.

2. SUGGESTED STRATEGY

The current Strategy is serving the Council well and, unless or until meaningful interest returns are achievable on the previously used investment vehicle of Fixed Term Deposits, there is no need to consider alternative arrangements. The Investment qualifies as a Revenue Investment for Annual Return purposes and deposits/withdrawals do not fall for classification as Expenditure/Income in the Annual Return. Equally, the end of year balance is included within Bank and Cash balances (as a Short- Term Investment) in the Annual Return. The rates would appear to be competitive in today's low-interest environment. Whilst marginally better returns **might** be achievable elsewhere, the simplicity of dealing with, and the immediacy of accessibility of PSDF funds almost certainly outweighs any marginal improvements in returns.

3. APPROVAL AND MECHANISM

As the transactions do not represent expenditure/payment by Council for accounting purposes, instructions to Lloyds Bank for transfers (specifically and solely) to CCLA may be made by the Clerk/RFO online by Faster Payment. Transfer of funds from CCLA is specifically restricted to deposit into the Parish Council's Lloyds account only and is instructed by the Clerk/RFO via email. The Clerk/RFO remains responsible for ensuring funds with Lloyds Bank are kept to such a balance so as to maximise the funds held with CCLA and therefore the interest earned, whilst ensuring sufficient funds are held with Lloyds Bank to meet all expenditure.

4. REVIEW

This Policy will be reviewed annually, unless circumstances require sooner consideration, with the next review due in June 2025.



NORTH HORSHAM PARISH COUNCIL RISK MANAGEMENT SCHEME

Summary of the work of the Organisation	<ol style="list-style-type: none"> 1. To undertake work associated with Parish and Town Councils. 2. To provide Community venues for hire. 3. To provide office accommodation for the Parish Council. 4. To provide leisure facilities e.g. Play Areas. 5. To provide community facilities e.g. seats, bus shelters, notice boards, land etc.
Name of Responsible Financial Officer/ Proper Officer	Sarah Norman - Clerk to the Council
Date for adoption	July 2021
Reviewed	July 2024
Next Review Due	July 2025

CONTENTS	
Page	
2.	Introduction
2.	Management System
3.	Assessing Risk
3.	Internal Control
4.	Insurance
4.	North Horsham Parish Council Supporting Documents.

RISK MANAGEMENT SCHEME

INTRODUCTION

North Horsham Parish Council has a duty to assess and manage risks including the introduction of internal controls and/or external insurance cover where required. Full guidance is given in the Joint Panel on Accountability and Governance Practitioners' Guide March 2024. The Parish Council also has to comply with Fire Safety Regulations, Health and Safety Law and Legionella legislation along with other legal requirements.

North Horsham Parish Council has Policies in place for Health and Safety, Fire Safety and Legionella Control. These are supported by systems for identifying, assessing and recording risk through Health and Safety Risk Assessments, Fire Risk Assessments and Legionella Risk Assessments. The Parish Council has a Financial and Management Risk Assessment which gives an overarching view of risk associated with finance, security, property, legal, IT and the Council's reputation.

The Authority reviews risks annually as a means of addressing any identified risks and putting in place appropriate measures to mitigate and manage risk. This includes internal controls and/or the appropriate use of insurance cover.

The Risk Management Scheme co-ordinates Health And Safety, Fire Safety, Legionella, Financial and Management risks into one document to provide an overarching view of how risk is being managed.

Risk Assessments are carried out using a standard Management System throughout.

MANAGEMENT SYSTEM

PLANNING - There will be a systematic approach to Risk Assessment, the selection of appropriate risk controls and priorities and performance standards will be established.

ORGANISATION - There will be consultation and communication with employees, employee involvement in risk assessment, sharing of information, clear instruction and appropriate training.

ASSESSING RISK - Risk will be evaluated and recorded using a standard matrix of likelihood and impact giving an overall risk level (See page 3).

SCOPE OF THE RISK ASSESSMENT - The risk assessment will record the hazard, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing provisions for the safety and health and well-being of employees, customers, contractors and members of the public when using the Council's facilities and services. The risk assessment will also provide actions for any necessary improvements to the identified provisions.

INTERNAL CONTROL - The risk will be evaluated against standard responses. Where measures are put in place to mitigate risk there will be a clarification of responsibilities and supervision to ensure that people fulfil their responsibilities. (See below)

ACTION - Improvements, where identified will be recorded and brought to the attention of the Council.

MONITORING - The Risk Management Scheme, policies and risk assessments will be monitored to measure how well hazards are being controlled. Monitoring will include inspections of the workplace and the management system in place; the thorough investigation of incidents and accidents in order to ascertain the underlying causes and effect the remedy.

REVIEW - All Risk Assessments within the Risk Management Scheme will be reviewed at least annually to ensure that they are effective and achieving the correct standard of risk control.

ASSESSING RISK

In order to evaluate risk the potential consequences of an individual risk occurring (impact) is considered along with how likely this is to occur (likelihood). The following matrix is then applied and the overall risk determined.

Likelihood	Highly Likely	Medium	High	High
	Possible	Low	Medium	High
	Unlikely	Low	Low	Medium
		Negligible	Moderate	Severe
		Impact		

INTERNAL CONTROL

Risk is unavoidable, and the Parish Council has to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk is called 'internal control' and may involve one or more of the following standard responses:

- **Tolerate the risk** - for risks where the downside is containable with appropriate contingency plans; where possible controls cannot be justified (E.g. because they would be disproportionate) and for unavoidable risks, e.g. terrorism.
- **Treat the risk** - impose controls so that the Parish Council can continue to operate or set up prevention techniques.
- **Transfer the risk** - buying in a service from a specialist external body or taking out insurance.
- **Terminate the activity giving rise to risk** - it may be best to stop an activity if there are intolerable risks or those where no response can bring the risk to a tolerable level.

'Principles of prevention' will also be taken into consideration:-

- (a) Combating the risk at source.
- (b) Avoiding risk where possible.
- (c) Evaluating risks that cannot be avoided.
- (d) Adapting technical process.
- (e) Replacing the dangerous by the non-dangerous or less dangerous.
- (f) Developing a coherent overall prevention policy that covers technology, organisation of work and the influence of factors relating to the working environment.
- (g) Giving collective protective measures priority over individual protective measures.
- (h) Giving appropriate instructions to employers.

INSURANCE

JPAG Practitioners' Guide (2024) gives guidance on where insurance can be used to help manage risk as follows:-

- Loss or Damage to physical assets owned by the Parish Council.
- To cover risk of damage to a third-party property or individuals as a consequence of the Parish Council providing services or amenities to the public (public liability).
- To cover risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.
- To cover loss of cash through theft or dishonesty (fidelity guarantee).
- To cover legal liability as a consequence of asset ownership (public liability).

There may be benefit in working with others to help manage risk through buying in professional services, contracting out or leasing or hiring equipment.

NORTH HORSHAM PARISH COUNCIL SUPPORTING DOCUMENTS

The Risk Management Scheme is supported by the Financial Regulations, Standing Orders, Fire Safety Policy, Health and Safety Statement of General Policy, Legionella Control Policy, Fire Safety Risk Assessments, Health and Safety Risk Assessment and Financial and Management Risk Assessment.

Standing Orders - review July 2024
Financial Regulations - review July 2024
Fire Safety Policy - review July 2024
Health and Safety Statement of General Policy - review July 2024
Legionella Control Policy - review July 2024
Fire Safety Risk Assessments - large documents kept electronically. Independent fire risk assessments was undertaken at :- <ul style="list-style-type: none">• Roffey Millennium Hall - external review undertaken April 2024. Next external review due April 2027 with annual desk reviews undertaken in the interim• North Heath Hall - external review undertaken April 2024. Next external review due April 2027 with annual desk reviews undertaken in the interim• Holbrook Tythe Barn - external review undertaken April 2024. Next external review due April 2027 with annual desk reviews undertaken in the interim
Health and Safety Risk Assessment - review July 2024 and the Property Committee has delegated powers to review risk assessments
Legionella Risk Assessment - large documents kept electronically. Legionella Risk Assessments were undertaken at all venues by an independent company in February 2023. No operational issues were raised, and no recommendations made. Next review due February 2025.
Financial and Management Risk Assessment - Last reviewed by the Finance & Administration Committee at the meeting held 12 th October 2023 (Min. FA/35/23 refers) with the next review due by December 2024.

North Horsham Parish Council Meeting on 4 th July 2024	
Correspondence List 1 from 2 nd May to 3 rd July 2024	
Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.	
1.	<u>West Sussex County Council</u> <ul style="list-style-type: none"> • News Release Amended: Rogue trader operating in West Sussex jailed for a second time • News Release : Return your unused community care equipment and help others in need • News Release : Have your say on proposals to change Millais School from single-sex school to co-educational • News Release : Preparations are underway to commemorate 80th anniversary of D-Day and mark West Sussex's key role • Residents' eNewsletter : Bus travel for less, fun in the sun, recycle care equipment, volunteering and more! • Proposed on-street charge points installation - consultation Manor Road • WSCC - Highways, Transport and Planning - News and Updates • News release : Proposed locations of new Electric Vehicle chargepoints • News Release : Join a webinar to find out how to help nature across Sussex • News Release : Better Roads campaign: county council's commitment to improving road conditions continues • News Release : Unpaid carers praised and encouraged to make the most of free local support • News Release : Improving services for children & young people with special educational needs & disabilities (SEND) • Better Roads in West Sussex - what we are doing, how you can help • West Sussex Recycles: recycling survey, Volunteer Week, Fathers Day and more... • Road Closure date notification :A24 Horsham Bypass, Horsham, Carriageway Resurfacing 24/06/2024 to 27/06/2024 • Recycling Knowledge Survey • News Release: County council and West Sussex Fire and Rescue Service staff receive mentions in latest honours list • Help us to recycle more and waste less in West Sussex
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> • Climate Action News - May 2024 • Latest news: New Youth Zone in Roffey; Improvements for Queen Street; Young Traders Market; Drugs Survey; St George's Day; New Antiques and Collectibles Market • Roffey Numuga Launch Event and a few teething issues to be aware of • West Sussex Recycles: Fight Against Food Waste, The Big Fix, May bank holidays and more.... • Parish/Neighbourhood Bulletin May 2024 • Latest news: D-Day Commemoration Plans; Draw Our District; Our A-May-Zing Weekend; New Chairman of Horsham District Council; New Cabinet Members for Horsham District Council announced • Climate Action News - June 2024 • Planning Advisory Peer Review Report • Latest news: D-Day 80; Friday Lates Returns; Are you ready for the General Election?; Volunteers Recognised at Awards; Local Funding for Businesses • Residents' eNewsletter : Celebrate Sussex Day, help for unpaid carers, summer reading challenge, and more! • Sussex North Offsetting Water Scheme (SNOWS) Newsletter - June 2024

	<ul style="list-style-type: none"> • Latest News: . E. coli outbreak latest Friday Lates Pride Night Markets of Horsham Sussex Day Celebrations Local Visitor Economy Grants
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive's Bulletin 02.05.24 • Events 07.05.24 • Newsletter 08.05.24 • Chief Executive's Bulletin 09.05.24 • Events 14.05.24 • Newsletter 15.05.24 • Chief Executive's Bulletin 16.05.24 • NEW PUBLICATION • Events 21.05.24 • Newsletter 22.05.24 • Chief Executive's Bulletin 23.05.24 • Newsletter 29.05.24 • Chief Executive's Bulletin 30.05.24 • Events 31.05.24 • Newsletter 05.06.24 • Chief Executive's Bulletin 06.06.24 • Events 11.06.24 • Chief Executive's Bulletin 13.06.24 • STAR COUNCIL AWARDS 2024 • Chief Executive's Bulletin 20.06.24
4.	<u>West Sussex Association of Local Councils (WSALC)</u> <ul style="list-style-type: none"> • Mulberry - Training Programme • LNRS: briefing Parish & Town Councillors • Pre-election period guidance
5.	<u>Horsham Association of Local Councils (HALC)</u> <ul style="list-style-type: none"> • Joint HALC/HDC Meeting Minutes and Local Plan Presentation
6.	<u>Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> • Sussex Alerts - Thefts from the Vehicles [#252056102] • NHW - The May edition of OUR NEWS is here [#252652178] • Action Fraud - WhatsApp group chats are targeted by fraudsters [#254652864] • NHW - WhatsApp Scam [#261921438] • NHW - St Catherine's Hospice Midnight Walk 2024 [#261934326] • Sussex Alerts - Secure your home and protect your property [#262822643] • NHW - The June 2024 edition of OUR NEWS is here [#264445962] • Sussex Alerts - Sussex Police Bulletin 11.06.24 • Sussex Alerts - Sussex Police Monthly Bulletin Error [#268441955] • NHW - Prime Minister Rishi Sunak visits Neighbourhood Watch in Horsham [#269042347] • NHW - Volunteer Recognition Awards 2024 [#269731691] • Sussex Alerts - Sussex Police Vehicle Crime Alert
7.	<u>NHS Sussex</u> <ul style="list-style-type: none"> • NHS Sussex News bulletin: 17 May 2024
8.	<u>Other Correspondence</u> <ul style="list-style-type: none"> • CCLA - Market Update : April 2024 • Southern Water - Drop-in event in Horsham, Wednesday May 15 2024 • High Weald AONB - Publication of the High Weald Management Plan 2024-2029 • Air Ambulance - Thanks for grant of £350.00

	<ul style="list-style-type: none"> • Safety of Lithium ion Batteries <i>** If Members would like to discuss this, including the possibility of supporting this Bill, a request will need to be made when the Correspondence list is received and noted **</i> • GTR - Weekly capping introduced on keyGo • High Wealds - NEWS: Introducing the High Weald Nature and Community Fund • Southern Water - Southern Water - Business Partnership Fund - Open for applications • TfSE - Connection : In this issues.... 'Your Voices', The TfSE Podcast, Meet the Team
9.	<u>Resident letters</u> <ul style="list-style-type: none"> • Letter requesting a zebra crossing on North Heath Lane. • Email (and response) regarding City Fibre

North Horsham Parish Council Meeting on 4 th July 2024	
Correspondence List 2 from 26 th June to 3 rd July 2024	
Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.	
1.	<u>West Sussex County Council</u> <ul style="list-style-type: none"> • News Release : Explore the history of West Sussex via the Record Office's new website •
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> • Climate Action News - July 2024 •
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Events 18.06.24 • Chief Executive's Bulletin 27.06.24 • Events 02.07.24 • Newsletter 03.07.24 •
4.	<u>West Sussex Association of Local Councils (WSALC)</u> <ul style="list-style-type: none"> • Training Bulletin •
5.	<u>Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> • Sussex Police - Van Break In and Stolen Tools Appeal by Kent Police [#277196581] • Action Fraud - 32 Million suspicious emails reported by the public [#277519924] • NHW - The July edition of OUR NEWS is here [#278710978] •
6.	<u>Other Correspondence</u> <ul style="list-style-type: none"> • Gatwick Airport - In Touch : July 2024 • CPRE - Sewage Survey <i>**If Members wish to submit a response this will need to be added to an Agenda for the PET Committee, with agreement to this effect at the Council Meeting 4th July 2024**</i> • Gatwick Airport Northern Runway - Examination update