

**NORTH HORSHAM PARISH COUNCIL
PARISH COUNCIL MEETING - THURSDAY 5th SEPTEMBER 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 4th July 2024 for ratification.

5.1 WSCC/037/23 Open Windrow Composting (OWC) Facility at Brookhurst Wood Landfill Site RH12 4QD

Due to the timescales, it was necessary to deal with this matter under the Delegated Authority process. The Committee had previously Objected to the application (Min. Nos PET/059/23 and PET/023/24 refer) and it was also noted that the recommendation to the WSCC Committee was to refuse permission. Following the canvassing of Members, and liaison with the Chairman of the Council and Chairmen of the PET and F&A Committees, it was agreed that the Council would not send a Councillor to address the Committee but would rather rely on their previously submitted objections to the proposal.

Decision: To ratify the decision made under Delegated Authority

7. Horsham Wildways

The meeting will be adjourned to welcome Cllr Morag Warrack (Chair of Trafalgar Neighbourhood Council), Sally Sanderson (Chair of the Friends of Horsham Park and Horsham Green Spaces) and Hillary Parker (Horsham Green Spaces) to update Members and take questions regarding the Horsham Wildways project. A copy of the map produced by Horsham Green Spaces is attached as **Appendix 1**. Once the meeting has been reconvened, Members can discuss and agree any further action in this regard.

Decision: To receive a report regarding Horsham Wildways and agree any further action

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.

11.1 Members will recall that at the last meeting, the recommendation from the Finance and Administration Committee to release funding of £5,000 to 4 The Youth was approved. The group have extended their thanks to the Council for these monies which will assist with the funding of the sessions at the Holbrook Club. The Group has also offered for two or three Councillors to go along to one of their Wednesday evening sessions to see how the Council's funds are being used. Members are asked to let the Clerk know if they would like to be part of this visit which could take place in late September/early October.

11.2 In early July, the Clerk together with Cllr Davidson-Fernandez, began canvassing the local businesses around Crawley Road/Fitzalan Road about allowing festive lights/trees to be erected on their buildings. To date, only 4 of the 14 businesses have confirmed they wish to be part of the scheme. The Clerk will continue to chase the remaining businesses in preparation for the installation in November. However, of course the Council cannot impose this and therefore there may be some gaps in the lighting which will be very disappointing.

Decision: To note any Chairman's announcements

12. Financial Matters

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

Funding at 31st July 2024

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

Income to 31st July 2024

Cost Centre	Actual income	Annual Budget	Estimated income to 31 st July 2024*
Admin	10,288	20,000	6,667
Allotments**	1,037	982	982
North Heath Hall	25,875	66,000	22,000
Holbrook Tythe Barn	14,633	44,000	14,667
Multi Court Lettings	6,362	26,000	8,667
Roffey Millennium Hall	22,337	73,000	18,250
Total	80,532	229,982	71,233

Expenditure to 31st July 2024

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 st July 2024*
Admin***	34,752	64,820	30,607
Grants	1,200	10,000	3,333
Burial ****	1,865	7,850	2,617
Personnel	112,932	362,150	120,717
Allotments	456	1,695	565
Amenity Rec & Open Spaces	14,319	62,350	20,783
North Heath Hall	9,277	35,185	11,728
Holbrook Tythe Barn	6,812	24,845	8,282
Roffey Millennium Hall	15,745	44,166	14,722
Total	197,358	613,061	213,354

* Total cost centre budget for 2024/25 divided by 4/12th.

** 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 July 2024 together with Payment and Transfer Lists for June (£18,040.25), and July (£115,908.77) - also published on the Parish Council website - are attached as **Appendix 2, 2a & 2b**.

Income

The combined income from the three halls is over budget by approx. 9% - with the only facility under budget being the Multi Courts. Overall, total income is approx. 13% higher than anticipated - an increase from the 5% at the end of month 3.

Expenditure

Expenditure is 7.5% lower than budgeted for at the end of month 3 - a reduction on the 11% at the end of last month. This reduction can be partly attributed to one off expenditure of £4,257 on new PC's for the office combined with some annual expenses at the buildings such as decorating and equipment servicing.

Reserves

As at 31st July 2024 remaining funds, including the 1st half year precept payment received together with General Reserves, stood at £293,036.

In addition, there are Earmarked Reserves of £277,765, a reduction from the balance of £280,303 at the end of Month 3 due to expenditure from the R&R EMR of £1,623 for lift servicing and repairs and £695 for partition wall repairs together with £220 from CIL EMR for a bus shelter bench.

Summary

As mentioned above, there is £9,299 more income than budgeted for at the end of month 4 together with £15,996 less expenditure than anticipated.

Decisions:

12.1 To note the Financial Report to 31st July 2024

12.2 To note the Payment and Transfer Lists for June and July 2024

13. Internal Auditor

The appointment of the Internal Audit has historically been undertaken by the Finance and Administration Committee and as a result, at the Committee Meeting held 17th August 2023 (Min. FA/20/23 refers), the Committee agreed to appoint Mulberry Local Authority Services Ltd (previously Mulberry & Co), as the Internal Auditor for NHPC for a three year period ending 2025/26

However, following a query from the External Auditor it has been identified that the power to the delegate this decision to the Finance and Administration Committee is not contained within the Terms of Reference, Standing Orders or Financial Regulations applicable for the 2023/24 financial year. It is likely that an old, previous version of the Terms of Reference delegated this responsibility, and the process has continued since that time. However, it has not been possible to trace any Terms of Reference before 2016 to check this, and the current practice has been in place since that time or earlier.

Furthermore, the new Financial Regulations (based on the NALC Model) state that the appointment of the Internal Auditor should be undertaken by Council. Therefore, Members are asked to consider the decision taken by the Finance and Administration Committee on 17th August 2023 and if acceptable, ratify the appointment of Mulberry LAS Ltd as the Internal Auditor for a three-year period ending 2025/26

Decision: To ratify the appointment of Mulberry LAS Ltd as the Internal Auditor for a three year period ending 2025/26

The Council may of course agree to delegate the appointment of the Internal Auditor to the Finance and Administration Committee, but this would require an amendment to the Terms of Reference (included as part of the Standing Orders) and the Financial Regulations, with the next review due in July 2025.

Decision: To agree whether amendments should be made to the Terms of Reference (included as part of the Standing Orders) and the Financial Regulations at the next scheduled review, to delegate the appointment of the Internal Auditor to the Finance and Administration Committee

14. Committee Appointments

Members are reminded that there remain vacancies on both the Property and PET Committees. As will be recalled, Cllr. Mahon was co-opted at the last meeting in July and therefore, needs to be appointed to Committees on the Council.

Decision: To consider appointments for the vacancies on the Property and PET Committees

15. VE DAY 80th Celebration - 2025

As with D-Day 80, local Councils are being encouraged to hold events on Thursday 8th May 2025 to mark the 80th anniversary of the end of the war in Europe. A recent article was published in the SLCC "The Clerk" magazine, a copy of which is attached as **Appendix 3**. As can be read, the suggestions include :-

- the raising of a unique VE Day 80 Flag at 9am (similar to the D Day 80 one purchased this year)
- the lighting of a gas fueled beacon and/or Lamp Lights of Peace at 9.30pm including the reading of the VE Day 80 Tribute
- parties and celebrations throughout the day

- eating fish and chips in tribute to the fishermen that fished the seas whilst avoiding mines

Discussions are already underway with the Friendship Group - who are scheduled to meet that day - about how they can mark the day.

If Members would like to plan to mark this occasion, the following are suggested :-

- a) A small provision of up to £2,000 is recommended for the 2025/26 Budget
- b) A working party is formed to discuss and make recommendations to Council about how to mark the day

Decision: To consider commemorating the 80th anniversary of VE Day and if agreed appoint a Working Party, including confirming the membership, to make recommendations to Council

16. Community Engagement

As Members will recall, this was last discussed at the AMoC on 2nd May Min FC/25/24 with the Clerk asked to identify any further activities at Roffey Millennium Hall for a Councillor Stand. It has now been confirmed that the only suitable event at RMH is once again the Cats Protection League sale which is booked for Saturday 26th October. However, it should be noted that as with the previous date in April, it is likely that the weather will be inclement which would mean that Members would once again need to stand outside in the cold.

Members are asked to discuss and agree how they wish to engage with the local community, an objective that was a priority in the recently reviewed Business Plan.

Decision: To agree how to proceed with community engagement events

17. Solar Panels

Members will recall that at the Council Meeting held on 7th March, the installation of solar panels on Council owned buildings was considered, following a referral from the Property Committee (Min. FC/123/24 refers).

Members are referred back to the quotations that were circulated by email with the Agenda for the March meeting.

At that meeting, it was agreed that whilst the Council would not proceed at the current time, funding should be investigated for the potential installation at Holbrook Tythe Barn (the cheapest of the three sites), with the matter reconsidered when setting the budget for 2025/26.

Following the meeting, this decision was fed back to the contractor who advised that as an alternative to installation at one site, all 3 buildings could be put on a 6-year lease purchase agreement. The contractor offering the purchase agreement advised that 'although energy savings might not cover 100% of the repayments, it won't be far off and once the final payment is made, the savings will then be immediate'.

However, it should be noted that third party funding could not be used if proceeding with a lease purchase agreement.

With regard to third party funding, the Council could submit a further application for HDC's Community Climate Funding for the maximum amount offered of £5,000 towards the cost of one building, with NHPC to pay the balance. There is then the option of making further applications in 2025 and 2026 for the other buildings, whilst also earmarking funds in the 2025/26 and 2026/27 budgets for the Parish Council's share of the costs. If Members were minded to proceed on this basis, it is suggested that the installation is first undertaken at HTB.

A summary of the costs (as detailed in the quotes that were circulated at the March Council meeting) will be circulated by email with the Agenda, but it should be noted that these would need to be revisited as they are now out of date and a final decision taken when the outcome of any HDC grant application is known.

Decision: To consider and agree action regarding the installation of solar panels to any of the Council's three buildings and recommend funds to be included in the 2025/26 Budget

18. Dispensations

The Localism Act S.33 provides that a Parish Council may grant a Dispensation to a Member, not exceeding a period of four years, in respect of the restrictions which apply to them at a meeting which is considering a matter in which they hold a Disclosable Pecuniary Interest (DPI). S.33 (2) confirms that a parish council may grant the Dispensation if having regard to all relevant circumstances, it considers that:

- a) without the Dispensation, the number of persons prohibited from participating in any business would be so great a proportion of the body transacting the business as to impede the transaction of the business or
- b) granting the Dispensation is in the interests of persons living in the council's area or
- c) it is otherwise appropriate to grant a dispensation.

Two areas of business which could see most, or all, of the Members present having a DPI is the setting of the Precept and decisions relating to the Members' Allowances.

As Members will recall, all those elected in May 2023 were granted these dispensations, but since that time the Council has co-opted 4 new Members. However, as Co-opted Members are not entitled to receive the Members' Allowance, a dispensation in this regard is not required. Of the 4 Councillors co-opted, three are North Horsham Parish precept payers and it is therefore necessary for these three Councillors to request a Dispensation for this matter alone, for the remainder of this Administration in accordance with circumstance (a) above.

The Clerk can confirm that written requests have been received from Councillors D. Mahon, N. Simmonds and G. Turner.

Decision : To agree the Dispensation requests from Co-opted Members Cllrs. Mahon, Simmonds and Turner until May 2027, for business relating to the Parish Precept as without the Dispensation, the number of persons prohibited from participating may be so great a proportion as to impede the transaction of the business

19. Policies

Members are asked to receive the following Policies:-

19.1 Subject Access Request Policy

- 19.2 i) Dignity and Respect at Work Policy (as **RECOMMENDED** by the Personnel Committee Meeting 25th July 2024 - Min. PER/19/24 refers)
ii) Equal Opportunities Policy (as **RECOMMENDED** by the Personnel Committee Meeting 25th July 2024 - Min. PER/19/24 refers)
iii) Secondary Employment, Volunteering and Political Work Policy (as **RECOMMENDED** by the Personnel Committee Meeting 25th July 2024 - Min. PER/19/24 refers)
iv) Standards of Behaviour at Work Policy (as **RECOMMENDED** by the Personnel Committee Meeting 25th July 2024 - Min. PER/19/24 refers)

The Policy relating to 19.1 is attached as **Appendix 4**. The Policies referred to in 19.2 are available on the Parish Council website as part of the report to the Committee Meeting at which they were considered.

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

20. Annual Governance and Accountability Return (AGAR) 2023/24

Moore, the Council's External Auditor, has returned the signed External Audit Report, with no comments raised. This was published, alongside the Notice of Conclusion of Audit on 8th August 2024 in all Noticeboards and on the Parish Council's website - available using the following links:-

[Signed External Audit Report](#)
[Notice of Conclusion of Audit](#)

Decision : To note the Conclusion of Audit for 2023/24 together with the publication of the signed External Audit Report and Notice of Conclusion of Audit

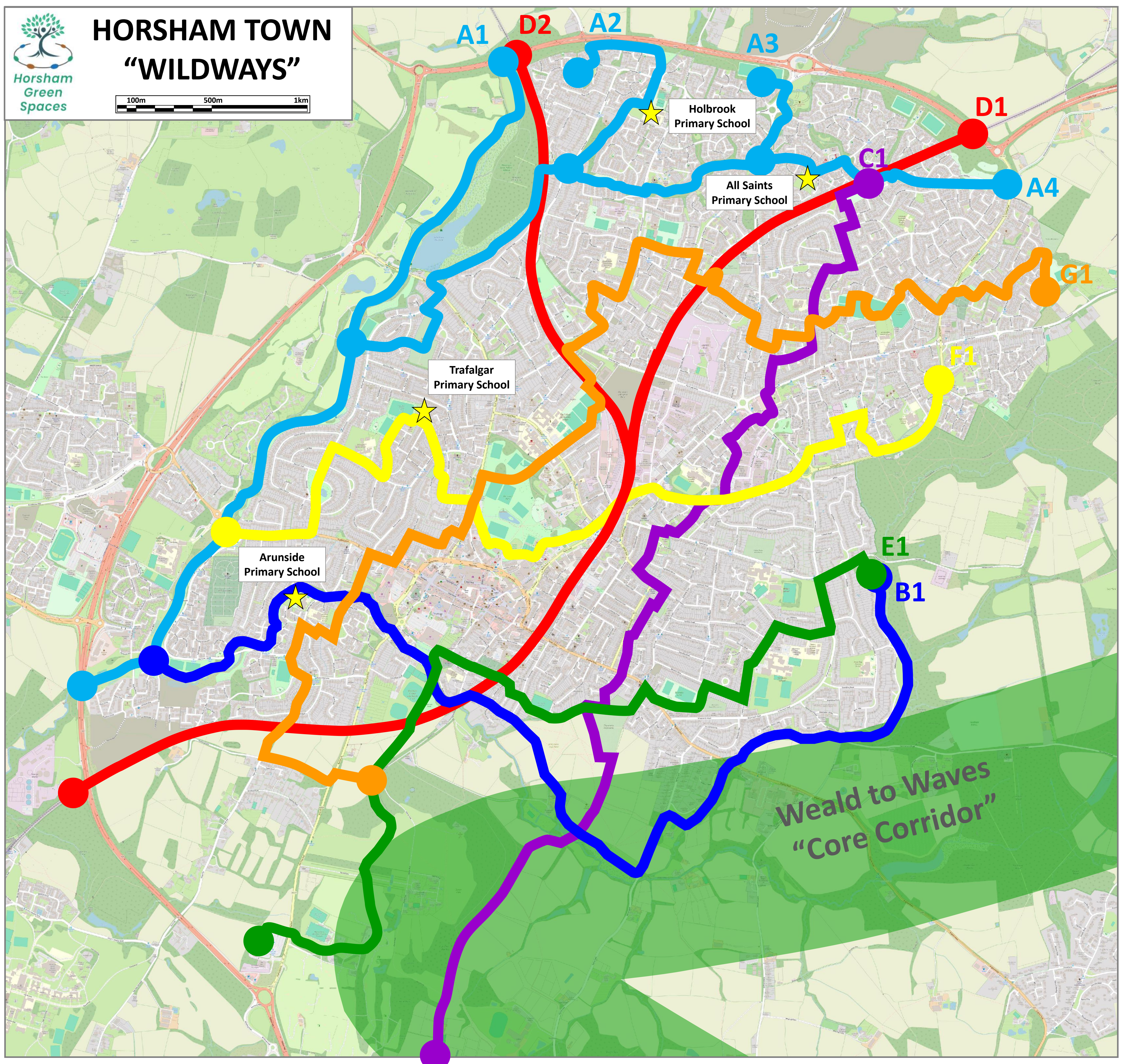
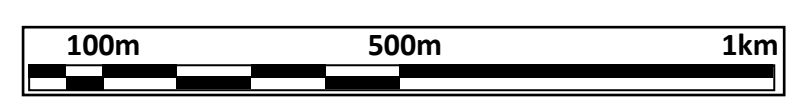
21. Correspondence

See **Appendix 5**, with the second list circulated separately at the meeting.

Decision: To receive correspondence lists from 4th July to 4th September 2024



HORSHAM TOWN “WILDWAYS”



Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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
101	Administration								
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	10,263	20,000	9,737			51.3%	
	Administration :- Income	412,921	200,411	400,247	199,836			50.1%	0
4007	Councillors Training	78	45	1,000	955		955	4.5%	
4008	Councillors Expenses	6,468	3,255	7,000	3,745		3,745	46.5%	
4021	Telephone/Fax/Internet	2,811	952	3,200	2,248		2,248	29.8%	
4022	Postage	606	277	800	524		524	34.6%	
4023	Stationery and Printing	930	172	1,600	1,428		1,428	10.7%	
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	2,122	3,200	1,078		1,078	66.3%	
4029	Website Maintenance	84	180	170	(10)		(10)	105.9%	
4032	Publicity/Marketing	0	0	500	500		500	0.0%	
4033	Newsletter	817	289	850	561		561	34.0%	
4038	Office Equipment Maint.	258	129	950	821		821	13.6%	
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	33	700	667		667	4.8%	
4122	Office Equipment	845	4,258	6,000	1,743		1,743	71.0%	
4247	Youth Provision	0	5,000	5,000	0		0	100.0%	
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	34,752	64,820	30,068	0	30,068	53.6%	0
	Net Income over Expenditure	345,611	165,660	335,427	169,767				
103	Grants								
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)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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	110,561	355,000	244,439		244,439	31.1%	
4003 Payroll Admin Charge	1,254	0	1,400	1,400		1,400	0.0%	
4009 Staff Expenses/Mileage	3,240	2,247	3,500	1,253		1,253	64.2%	
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	5	400	395		395	1.2%	
Personnel :- Indirect Expenditure	334,053	112,932	362,150	249,218	0	249,218	31.2%	0
Net Expenditure	(334,053)	(112,932)	(362,150)	(249,218)				
<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	57	210	153		153	27.0%	
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	456	1,695	1,239	0	1,239	26.9%	0
Net Income over Expenditure	251	581	(713)	(1,294)				
<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	368	1,050	682		682	35.1%	
4200 Grass cutting	14,567	6,729	21,250	14,521		14,521	31.7%	
4250 Bus Shelter Repairs	965	38	1,945	1,907		1,907	2.0%	
4251 Play Area & M Crts Maint	6,972	597	8,645	8,048		8,048	6.9%	
4252 Open Spaces	4,365	3,811	11,005	7,194	200	6,994	36.4%	
4253 Litter Warden/Clearance	728	145	995	850		850	14.6%	
4254 Community Services - Dog Bins	2,139	764	2,535	1,771		1,771	30.2%	
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 31/07/2024

Month No: 4

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	111	900	789		789	12.3%	
4303	Festive Lighting	0	0	4,000	4,000		4,000	0.0%	
Amenity, Recs & Open Sp :- Indirect Expenditure		38,127	14,319	62,350	48,031	200	47,831	23.3%	0
Net Income over Expenditure		(26,382)	(8,182)	(50,604)	(42,422)				
6001	less Transfer to EMR	3,540	0						
Movement to/(from) Gen Reserve		(29,922)	(8,182)						
401	North Heath Hall								
1000	Hall Lettings	67,539	25,875	66,000	40,125			39.2%	
North Heath Hall :- Income		67,539	25,875	66,000	40,125			39.2%	0
4011	NNDR	5,863	1,951	7,720	5,769		5,769	25.3%	
4012	Water Rates	806	222	1,025	803		803	21.7%	
4014	Electricity	2,369	1,126	2,900	1,774		1,774	38.8%	
4015	Gas	4,860	658	5,980	5,322		5,322	11.0%	
4016	Caretaking Materials	1,146	320	1,545	1,225		1,225	20.7%	
4017	Refuse Bin Clearance	894	304	930	626		626	32.7%	
4018	Sanitary Waste	237	87	355	268		268	24.4%	
4019	Window Cleaning	635	255	775	520		520	32.9%	
4034	Maintenance - Electrical	1,087	262	1,660	1,398		1,398	15.8%	
4035	Maintenance - Elect Eqp Insp	960	296	2,025	1,729		1,729	14.6%	
4036	Maintenance - General	2,687	574	2,480	1,906		1,906	23.2%	
4037	Maintenance - Fire Alarm Syt	459	489	650	161		161	75.2%	
4039	Maint - Intruder Alarm	964	950	1,050	100		100	90.5%	
4041	Maintenance - Fire Extg Insp	76	0	180	180		180	0.0%	
4042	Maintenance - Gas Boiler etc	910	251	930	679		679	26.9%	
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	662	785	123		123	84.3%	
4066	Keyholder Services	180	60	210	150		150	28.6%	
4500	Internal Redecorations	2,120	0	2,000	2,000		2,000	0.0%	
North Heath Hall :- Indirect Expenditure		27,755	9,277	35,185	25,908	0	25,908	26.4%	0
Net Income over Expenditure		39,784	16,598	30,815	14,217				
6001	less Transfer to EMR	155	0						
Movement to/(from) Gen Reserve		39,629	16,598						

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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	14,633	44,000	29,367			33.3%	
1010 Multi Court Lettings	26,696	6,362	26,000	19,638			24.5%	
Holbrook Recreation Centre :- Income	66,632	20,995	70,000	49,005			30.0%	0
4011 NNDR	3,493	1,165	4,410	3,245		3,245	26.4%	
4012 Water Rates	1,112	511	1,470	959		959	34.8%	
4014 Electricity	3,355	914	3,985	3,071		3,071	22.9%	
4015 Gas	2,658	209	1,680	1,471		1,471	12.4%	
4016 Caretaking Materials	1,466	311	1,545	1,234		1,234	20.1%	
4017 Refuse Bin Clearance	860	274	930	656		656	29.5%	
4018 Sanitary Waste	237	114	345	231		231	33.1%	
4019 Window Cleaning	278	112	500	388		388	22.3%	
4034 Maintenance - Electrical	2,627	0	1,215	1,215		1,215	0.0%	
4035 Maintenance - Elect Eqp Insp	2,202	296	650	354		354	45.5%	
4036 Maintenance - General	2,012	233	2,095	1,862		1,862	11.1%	
4037 Maintenance - Fire Alarm Syt	420	420	665	245		245	63.2%	
4039 Maint - Intruder Alarm	925	950	1,050	100		100	90.5%	
4041 Maintenance - Fire Extg Insp	41	0	180	180		180	0.0%	
4042 Maintenance - Gas Boiler etc	583	212	550	338		338	38.5%	
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	651	775	124		124	84.0%	
4066 Keyholder Services	180	120	210	90		90	57.1%	
4500 Internal Redecorations	1,000	320	1,500	1,180		1,180	21.3%	
Holbrook Recreation Centre :- Indirect Expenditure	24,325	6,812	24,845	18,033	0	18,033	27.4%	0
Net Income over Expenditure	42,307	14,183	45,155	30,972				
6001 less Transfer to EMR	2,076	0						
Movement to/(from) Gen Reserve	40,231	14,183						
403 Roffey Millennium Hall								
1000 Hall Lettings	67,525	21,471	73,000	51,529			29.4%	
1004 Equipment Sale/Sundry Income	1,419	280	0	(280)			0.0%	
1006 Refreshment Sale Income	2,502	587	0	(587)			0.0%	
1008 Miscellaneous Income	6	0	0	0			0.0%	
Roffey Millennium Hall :- Income	71,452	22,337	73,000	50,663			30.6%	0
4011 NNDR	7,073	2,575	8,085	5,511		5,511	31.8%	
4012 Water Rates	1,307	1,039	1,660	621		621	62.6%	
4014 Electricity	6,535	1,885	5,916	4,031		4,031	31.9%	

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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	1,615	6,300	4,685		4,685	25.6%	
4016 Caretaking Materials	1,289	457	1,520	1,063		1,063	30.1%	
4017 Refuse Bin Clearance	1,900	646	2,040	1,394		1,394	31.7%	
4018 Sanitary Waste	237	87	260	173		173	33.3%	
4019 Window Cleaning	811	351	1,095	744		744	32.1%	
4020 Refreshment Sale Cost/Sundries	1,042	139	485	346		346	28.6%	
4034 Maintenance - Electrical	1,480	630	2,555	1,925		1,925	24.7%	
4035 Maintenance - Elect Eqp Insp	610	398	610	212		212	65.2%	
4036 Maintenance - General	3,502	657	3,635	2,978		2,978	18.1%	
4037 Maintenance - Fire Alarm Syt	459	607	610	3		3	99.5%	
4039 Maint - Intruder Alarm	1,000	950	1,050	100		100	90.5%	
4040 Maintenance - Elevator	989	336	830	494		494	40.5%	
4041 Maintenance - Fire Extg Insp	128	91	255	164		164	35.6%	
4042 Maintenance - Gas Boiler etc	454	468	1,120	652		652	41.7%	
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	60	210	150		150	28.6%	
4500 Internal Redecorations	1,950	1,980	2,000	20		20	99.0%	
Roffey Millennium Hall :- Indirect Expenditure	40,088	15,745	44,166	28,421	0	28,421	35.7%	0
Net Income over Expenditure	31,364	6,592	28,834	22,242				
6001 less Transfer to EMR	2,150	0						
Movement to/(from) Gen Reserve	29,214	6,592						
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	24,533	73,903	0	(73,903)		(73,903)	0.0%	73,903
Earmarked Reserves :- Indirect Expenditure	24,533	73,903	0	(73,903)	0	(73,903)		73,903
Net Expenditure	(24,533)	(73,903)	0	73,903				
6000 plus Transfer from EMR	24,533	73,903						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	631,270	276,792	621,975	345,183			44.5%	
Expenditure	570,913	271,261	613,061	341,800	200	341,600	44.3%	
Net Income over Expenditure	60,357	5,531	8,914	3,383				
plus Transfer from EMR	24,533	73,903						
less Transfer to EMR	7,921	0						
Movement to/(from) Gen Reserve	76,968	79,434						

LLoyds Bank Accounts

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	Horsham Publications Ltd	030624-01	88.20		Newsletter
03/06/2024	British Gas Business	030624-02	189.39		Gas - 20/04 to 14/05/2024
03/06/2024	Horsham District Council	030624-03	218.40		Dog Bins Collection
03/06/2024	Horsham District Council	030624-04	291.00		Rates - HTB
03/06/2024	British Gas Business	030624-05	452.76		Gas - 19/04 to 14/05/2024
03/06/2024	Horsham District Council	030624-06	489.00		Rates - NHH
03/06/2024	Horsham District Council	030624-07	645.00		Rates - RMH
04/06/2024	British Gas Business	040624-01	239.64		Electr - 20/04 to 11/05/2024
11/06/2024	Amazon Business	110624-01	41.96		General Maint
11/06/2024	Assurity Consulting Ltd	110624-02	2,154.00		Fire Risk Assessment
11/06/2024	Bryant Fixings Ltd.,	110624-03	11.71		Multi Court Maintenance
11/06/2024	Cain Markings Ltd	110624-04	744.00		Multi Court Maintenance
11/06/2024	City Electrical Factors Ltd	110624-05	292.12		Electrical Maint
11/06/2024	Elite Emtrance Systems Ltd	110624-06	234.00		Door Maint
11/06/2024	Grasstex Ltd	110624-07	2,020.66		Grass Cutting
11/06/2024	Incor Group Management Ltd	110624-08	523.20		Window Cleaning
11/06/2024	D. Lees	110624-09	33.30		Travel Expenses- May2024
11/06/2024	NETCOM	110624-10	25.50		IT Support
11/06/2024	Pitney Bowes Finance Ltd.	110624-11	205.00		Postages
11/06/2024	Mr Alan Randall	110624-12	122.40		Travel Expenses
11/06/2024	S Eastland Heating and Plumbin	110624-13	506.40		Heating repairs
11/06/2024	N. Simmonds,	110624-14	2,600.00		General Maint
11/06/2024	Lisa Underwood	110624-15	19.80		Travel Expenses
11/06/2024	ADC Appliances	110624-16	85.20		General Maint
11/06/2024	Horsham District Council	110624-17	1,260.00		Car Park Season Tickets
11/06/2024	NETCOM	110624-18	462.32		IT Support
11/06/2024	Ricoh UK Ltd	110624-19	267.48		Photocopy uasge
11/06/2024	N. Simmonds,	110624-20	165.00		Light Testing
14/06/2024	Pitney Bowes Finance Ltd.	140624-01	83.94		Postages Machine Maint
18/06/2024	British Gas Business	180624-01	548.67		Electr - 01/05 to 31/05/2024
19/06/2024	Horsham District Council	190624-01	86.00		Refuse Collection - HTB
19/06/2024	Horsham District Council	1906924-02	86.00		Refuse Collection - NHH
19/06/2024	Horsham District Council	190624-03	153.20		Refuse Collection - RMH
19/06/2024	British Gas Business	190624-04	463.18		Gas - 02/05 to 01/06/2024
19/06/2024	Jitu Chudasama	190624-05	24.30		Travel Expense
19/06/2024	Forest View Tree Surgery,	190624-06	680.00		Cut Tree at Earles meadow
19/06/2024	Garrison Locks Ltd	190624-07	17.93		General Maintenance
19/06/2024	H Griffiths	190624-08	40.50		Travel Expenses
19/06/2024	Amazon Business	190624-09	86.97		Annual Car Parking Permit
19/06/2024	T C Maintenance	190624-10	949.03		Earles Meadow Fence Mainte.
20/06/2024	British Gas Business	200624-01	18.03		Gas - 15/05 to 28/05/2024
20/06/2024	Scottish Water Business Stream	200624-02	221.93		Purchase Ledger Payment
21/06/2024	British Gas Business	210624-01	193.13		Electr - 01/05 to 31/05/2024
Total Payments			18,040.25		

LLoyds Bank Accounts

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Horsham Publications Ltd	010724-01	88.20		Newsletter
01/07/2024	Horsham District Council	010724-02	30.00		Refuse Collection - NHH
01/07/2024	Horsham District Council	010724-03	218.40		Dog Bins Collection
01/07/2024	Horsham District Council	010724-04	291.00		Rates - Jul 24 - HTB
01/07/2024	Horsham District Council	010724-05	489.00		Rates - Jul 24 - NHH
01/07/2024	Horsham District Council	010724-06	645.00		Rates - Jul 24 - RMh
02/07/2024	West Sussex County Council	020724-01	27,397.52		Salaries - May 2024
04/07/2024	British Gas Business	040724-01	201.24		Electric - 12/05 to 13/06/24
05/07/2024	British Gas Business	050724-01	27.05		Gas - 29/05 to 18/06/2024
05/07/2024	British Gas Business	050724-02	48.88		Gas - 15-05 to 18/06/24
08/07/2024	LLoyds Credit Card	BACS	76.52		Build. Maintenance
08/07/2024	Amazon Business	080724-01	97.93		General repairs
08/07/2024	Enterprise Services Group Ltd	080724-02	86.21		Hygiene Services
08/07/2024	Grasstex Ltd	080724-03	3,127.94		Grass Cutting
08/07/2024	D. Lees	080724-04	41.85		Travel Expenses
08/07/2024	Playdale Playgrounds Ltd	080724-06	31,771.67		Play Ground Equipments
08/07/2024	Playsafety Ltd.,	080724-07	412.80		Play Ground Inspection
08/07/2024	Servcom Services UK Ltd.,	080724-08	539.08		Boiler Service
08/07/2024	M Stoner,	080724-09	45.00		Travel Expenses
08/07/2024	Trafalgar Cleaning Equipment L	080724-10	75.03		Caretaker Materials
08/07/2024	NETCOM	080724-11	463.03		IT Support
08/07/2024	N. Simmonds,	080724-12	635.00		Door Bell Alarm fixing
08/07/2024	T C Maintenance	080724-13	585.00		Open Space Maint
16/07/2024	Horsham District Council	160724-01	68.80		Refuse Collection - HTB
16/07/2024	Horsham District Council	160724-02	68.80		Refuse Collection - NHH
16/07/2024	Horsham District Council	160724-03	153.20		Refuse Collection - RMH
17/07/2024	Lloyds Credit Card	BACS	32.83		Lloyds Credit Card
17/07/2024	British Gas Business	170724-01	491.36		Electric - 01/06 to 30/06/24
18/07/2024	British Gas Business	180724-01	289.02		Gas Bill-02/06 to 01-07-2024
18/07/2024	4 The Youth	180724-02	5,000.00		Grant for the Youth
18/07/2024	Amazon Business	180724-03	11.99		Hose Fitting - Open Space
18/07/2024	BEL Signs	180724-04	508.80		Signs for open space
18/07/2024	City Electrical Factors Ltd	180724-05	113.34		General repairs
18/07/2024	Enterprise Services Group Ltd	180724-06	86.21		Hygiene Services
18/07/2024	Incor Group Management Ltd	180724-07	523.20		Window Cleaning
18/07/2024	NETCOM	180724-09	5,109.00		IT - Computers for Office
18/07/2024	Otis Ltd	180724-10	1,531.15		Lift Repairs & Services
18/07/2024	Mr Alan Randall	180724-11	90.00		Travel Expenses
18/07/2024	Safelocks	180724-12	244.80		Safelock for Tythe Barn
18/07/2024	Southern Counties Tea & Coffee	180724-13	118.15		Refreshments- Teas & Coffee
18/07/2024	T C Maintenance	180724-14	1,980.00		Decoration at RMH
18/07/2024	Turner Security Systems Ltd.	180724-15	3,492.00		Alarm System Services Contract
18/07/2024	Wigthman & Parrish Ltd	180724-16	788.33		Cleaning Materials
18/07/2024	Petty Cash	9068	120.59		Petty Cash Transfer
22/07/2024	British Gas Business	220724-01	192.21		Electric - 01-06 to 30-06-2024
25/07/2024	Scottish Water Business Stream	250724-01	56.63		Water NHH
31/07/2024	West Sussex County Council	310724-01	27,445.01		Salaries for Jun 2024

Lloyds Bank Accounts

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			115,908.77		

VE DAY 80, A SHARED MOMENT OF CELEBRATION, 8 MAY 2025

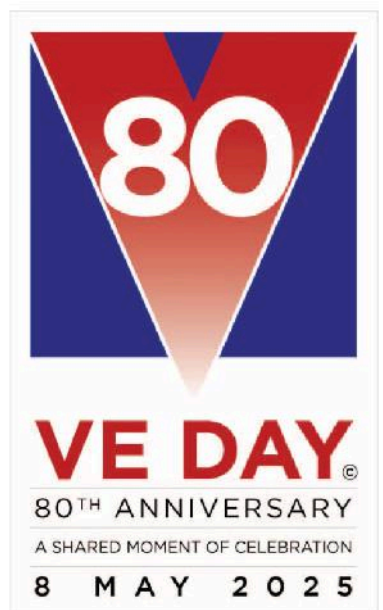
Beacon and lamp light lighting,
flags of celebration, garden
and street parties



Bruno Peek



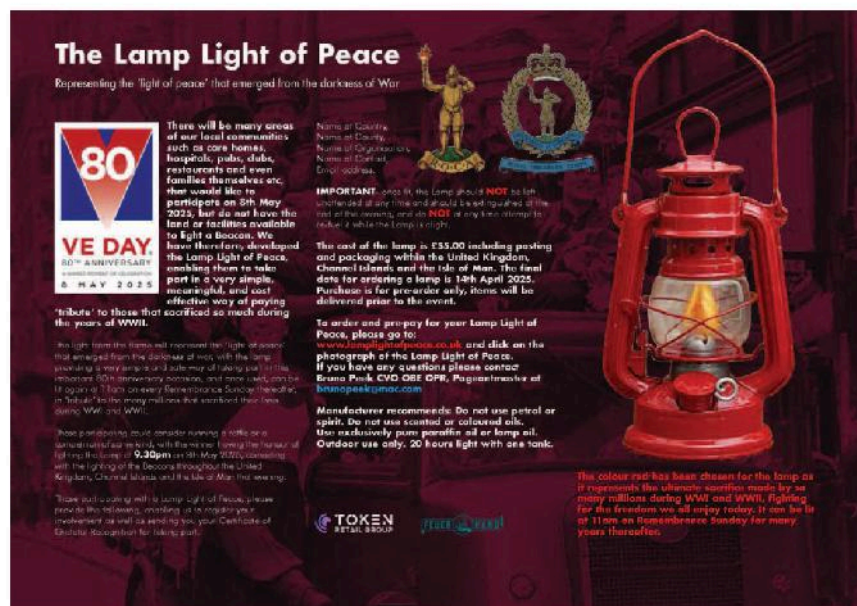
Bruno Peek CVO OBE
OPR – Pageantmaster,
provides insights into
the arrangements for
the upcoming VE Day
80th anniversary
celebrations, how local
councils and others
within their community
can take part, and
encourages everyone
to make this shared
moment of celebration on 8 May 2025 the biggest
and the best to date.



VE Day 80, a shared moment of celebration, 8 May 2025

Following the enormous success of D-Day 80, in which over one thousand beacons and Lamp Lights of Peace were lit at 9.15pm on 6 June 2024, commemorating the 80th Anniversary of the D-Day landings in Normandy, France, on 6 June 1944, we are now focusing our efforts on the celebration of the 80th Anniversary of VE Day on 8 May 2025, celebrating the end of the war in Europe and WWII as a whole. We continue to encourage the lighting of beacons and Lamp Lights of Peace at 9.30pm, the raising of a unique VE Day

80 Flag at 9am, and where possible, holding parties of celebration throughout the day in the streets, gardens at home, church and village halls, pubs, clubs, hotels and all other manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. We also encourage the eating of fish and chips, as was part of D-Day 80 too, in tribute to the fisherman that fished the seas having to constantly avoid the mines laid around our shores and the prowling German submarines, as well as the farmers and land girls that toiled the fields not knowing if loved ones would return, to keep the nation fed during the dark days of WWII, along with the millions that paid the ultimate sacrifice during these dreadful dark days of war.



The Lamp Light of Peace
Representing the 'light of peace' that emerged from the darkness of 'War'

There will be many areas of our local communities such as care homes, hospitals, pubs, clubs, restaurants and even families themselves etc. that would like to participate on 8th May 2025, but do not have the land or facilities available to light a Beacon. We have therefore developed the Lamp Light of Peace, enabling them to take part in a very simple, meaningful and cost effective way of paying tribute to those that sacrificed so much during the years of WWII.

The light from the lamp will represent the 'light of peace' that emerged from the darkness of war, with the flame providing a warm glow and a sense of safety and hope for the future. The lamp is made from a reusable material, and more can be made if you have any spare lamps. The lamp is made from a reusable material, and more can be made if you have any spare lamps. The lamp is made from a reusable material, and more can be made if you have any spare lamps.

IMPORTANT: once the lamp is lit, it should not be extinguished at any time and should be kept lit until the end of the evening, and on 11th November 2025, to mark the 80th anniversary of VE Day.

The cost of the lamp is £55.00 including postage and packaging within the United Kingdom, Channel Islands and the Isle of Man. The final date for ordering a lamp is 14th April 2025. Purchases are for pre-order only, items will be delivered prior to the event.

To order and pre-pay for your Lamp Light of Peace, please go to: www.lamplightofpeace.co.uk and click on the photograph of the Lamp Light of Peace. If you have any questions please contact Emma Peck CVO OBE OBE, Project Manager at emma@lamplightofpeace.co.uk

Manufacturer recommends: Do not use petrol or kerosene. Do not use scented or coloured oils. Use exclusively pure paraffin oil or lamp oil. Outdoor use only. 20 hours light with one tank.

The colour red has been chosen for the lamp as it represents the millions of lives lost by so many millions during WWI and WWII. Fighting for the freedom we all enjoy today, it can be lit at 11am on Remembrance Sunday for many years thereafter.



Beacon Knole Hill 2 June 2022.
A Bonfire Beacon Farmer

VE DAY 80 beacons (9.30pm)

There are four types of beacons being lit for the occasion:

- Bonfire Beacon
- VE Day 80 Bishops Frome Strawman
- VE Day 80 Beacon Brazier
- VE Day Gas-Fuelled beacons

The details regarding these can be found on pages 6 – 10 of the 'VE Day 80 Anniversary Guide' which will be sent to all town, parish and community councils via county associations and One Voice Wales.

VE Day 80 Lamp Light of Peace (9.30pm)

In a similar way to D-Day 80, there are many local councils, churches, care homes, hospitals, pubs, hotels and individual families etc, that would like to take part in the VE Day 80 celebrations but are lacking resources or land to light a beacon. We encourage them to purchase a reusable 'Lamp Light of Peace', providing an extremely cost efficient, simple and meaningful way to take part, with the lamp's ruby red colour representing the ultimate sacrifice made by brave men and women throughout the world who sacrificed so much during WWII, fighting for the freedom we all enjoy today, and its flame representing the 'light of peace' that emerged from the darkness of so many years of war. The lamp is such an ideal way for local councils and communities to take part at only a cost of £55.00 including VAT, post and packaging for one lamp (those with existing lamps are being asked to light these).

With this in mind, we would like to encourage every city, borough, district, community, town, and parish council to take part in this special celebration with a Lamp Light of Peace, using this celebration to pay tribute to those within their local communities that undertook so much for us all during WWII, especially as we must use every opportunity possible these days to help promote peace around the world.

We would like the lamps to be lit at **9.30pm** on 8 May 2025, coinciding with the lighting of the beacons that night, and once lit for this occasion, they can be re-lit again at 11am on 11 November in 'Remembrance' for many years thereafter. Please visit <https://lamplightofpeace.co.uk/> for more details.

CONTINUED ON PAGE 54 >

CONTINUED > VE DAY 80, A SHARED MOMENT OF CELEBRATION, 8 MAY 2025

Beacon and lamp light lighting, flags of celebration, garden and street parties

VE Day 80 Tribute (9.30pm)

All those taking part, whether they be lighting beacons, Lamp Lights of Peace or holding a party, are being encouraged to stop what they are doing at 9.30pm, and read out the following Tribute by a nominated individual, bringing the nation together at this one moment in time.

The Tribute

Let us remember those who gave their lives at home and abroad, whose sacrifice enables us to all enjoy the peace we have today.

Let us remember those who came home, wounded, physically and mentally, and the friends and family who cared for them.

Let us remember those who returned to restore their relationships and rebuild their working and family lives after years of conflict and turmoil.

Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.

Let us remember the servicemen and women of other nationalities and faiths from Commonwealth and allied countries - who fought, suffered and died during six years of war.

Let us remember those in reserved occupations and the brave people who kept us safe on the home front - the doctors, nurses who cared for the wounded, the men and women who toiled in the fields, the fisherman who fished the seas, those who worked in the factories and the air-raid wardens, the police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who played such a vital role in the war effort at home too.

God Save The King



Community Bonfire Beacon



VE Day 80 Flag of Celebration (9am)

The Nation will come together in joyous celebration at 9am on 8 May, by raising the unique VE Day Flag, uniting the Nation in remembering the sacrifices made by so many, many millions throughout WWII – '**lest we forget**'. I encourage all city, borough, district, community, town and parish councils, as well as other organisations such as churches, individuals, care homes, hospitals, stately homes, forts, castles, and hotels etc, to take part in this simple act of celebration by raising the official VE Day 80 flag. Please see page 13 of the 'VE Day 80 Anniversary Guide' for more details.



VE Day 80 Empire Medal Pin Badge

Empire Medals has crafted a beautiful pin badge to celebrate VE Day 80, which can be purchased and worn by individuals during the build up to 8 May, on the day itself, and many days

thereafter if they so wish. It can also be used as a personal tribute to past family members involved throughout WWII, in helping to secure the peace that allows us all to celebrate this important anniversary. More information is available at <https://www.empiremedals.com/>.

Past VE Day celebrations. Courtesy of the Imperial War Museum



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VE Day 80 street and garden parties (throughout the day)

Even though Thursday 8 May 2025 is not a public holiday, we encourage those with country parks and streets that can be closed, along with those that have gardens, to hold street and garden parties decked in flags and bunting, dressing up in fancy dress or uniform, along with those communities that have town, village and community halls etc, to organise VE Day parties within them, decorating them in a similar fun way. We also encourage care homes, pubs, hotels and restaurants to undertake similar, turning their lunch times on 8 May into a party for the children attending.

The Four Peaks – Mount Snowdon, Scafell Pike, Slieve Donard and Ben Nevis

Four pipers will be playing Battle's O'er from the top of the four peaks at 12noon on 8 May which has been especially written for this historic occasion by Stuart Letford MBE, and they will be followed by members of Walking With The Wounded who will be lighting beacons at the top of the peaks at 9.30pm in tribute to the fallen of WWII, as their contribution to VE Day 80.

Promotional tips

Invitations: Extend an invitation to your HM Lord Lieutenant, Deputy Lord Lieutenant, or local dignitary to light your beacon or lamp, or even **more importantly**, a young person, as they are the future, and we need to encourage as many of them as we can to keep assisting the world in the promoting of peace.

Social media: Use the power of social media channels to promote your involvement in VE Day 80 and post your photographs of your beacon lighting and any other activities you will be taking part in.

TV, radio and newsprint: Make contact with your regional and local TV stations, local radio and newspapers, informing them of your involvement in VE Day 80. We will be providing you with an overall press release outlining the overall plans for celebrating this important anniversary celebration, enabling you to affix it to your plans. **Please** remember to include your own contact details, enabling them to contact you directly.



Past VE Day celebration in the Street.
Courtesy of the Imperial War Museum.



Registration of events

Please register your involvement by providing the following by 30 April 2025 to
brunopeek@mac.com.

Name of country: England, Wales, Scotland,
Northern Ireland, Channel Islands, Isle of Man:

Name of county:

Name of city, borough, district, town, parish:

Name of organisation:

Name of organiser:

VE Day beacon – Yes/No:

VE Day Lamp Light of Peace – Yes/No:

VE Day Flag – Yes/No:

Street party – Yes/No:

Garden party – Yes/No:

Party elsewhere – Yes/No:

Email:

Public or Private event:



NORTH HORSHAM PARISH COUNCIL

SUBJECT ACCESS REQUEST POLICY

1. Scope

All personal data processed by North Horsham Parish Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects

Data subjects are entitled to ask

- Whether North Horsham Parish Council is processing any personal data about that individual and, if so, to be given:
 - a description of the personal data;
 - the purposes for which it is being processed; and,
 - details of who will be allowed to see the personal data.
- To be given a copy of the information and to be told about the sources from which North Horsham Parish Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

2. Responsibilities

The Parish Clerk is responsible for the application and effective working of this procedure, and for reporting **to Council** on Subject Access Requests (SARs).

The Parish Clerk is responsible for handling all SARs.

3. Procedure

- 3.1 Subject Access Requests must be **made using the form available on our the Parish Council website at <https://northhorsham.files.wordpress.com/2024/03/contact-information-form-for-action.pdf>**
- 3.2 The data subject must provide evidence as to identity.
- 3.3 The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the data subject is entitled to ask for all data that North Horsham Parish Council holds, without specifying that data.
- 3.4 The date by which the identification checks, and the specification of the data sought must be recorded; North Horsham Parish Council has one month from this date to provide the requested information. There are no circumstances in which an extension to that one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR.

- 3.5 The SAR application should be submitted to the Parish Clerk via email to parish.clerk@northhorsham-pc.gov.uk or posted to the Parish Office at Roffey Millennium Hall, who will ensure that the requested data is collected within the time frame.

Collection will entail either:

- 3.5.1 Collecting the data specified by the data subject, or
 - 3.5.2 Searching all databases and all relevant filing systems (manual files) in North Horsham Parish Council, including all back up and archived files, whether computerised or manual, and including all email folders and archives. The Parish Clerk maintains a data map that identifies where all data in North Horsham Parish Council is stored.
- 3.6 The Parish Clerk maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.
- 3.7 The Parish Clerk is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.
- 3.8 If the requested data falls under one of the following exemptions, it does not have to be provided:
- 3.8.1 Crime prevention and detection.
 - 3.8.2 Negotiations with the requester.
 - 3.8.3 Management forecasts.
 - 3.8.4 Confidential references given by North Horsham Parish Council (not ones given to North Horsham Parish Council).
 - 3.8.5 Information used for research, historical or statistical purposes.
 - 3.8.6 Information covered by legal professional privilege.
- 3.9 The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.
- 3.10 The electronic formats used for responses to SARs are:
- 3.10.1 .CSV file

North Horsham Parish Council Meeting on 5th September 2024

Correspondence List 1 from 4th July to 28th August 2024

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

- | | |
|----|---|
| 1. | <p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> • West Sussex Recycles: Summer of Sport, Plastic Free July, Food Waste Videos and more... • News Release : Epic achievements celebrated at awards ceremony • News Release : Be a winner with your recycling in West Sussex this summer • Highways, Transport and Planning - News and Updates • News Release : West Sussex joins regional partnership to recruit more foster carers • News Release : Carbon footprint of buildings slashed thanks to improvements • Residents' eNewsletter : Summer holiday fun in the sun, preventing falls, advice on care funding, and more! • Big adventures and low fares in West Sussex this summer! • News Release : Crackdown on illegal tobacco trade yields huge haul • News Release : Successful anti fly-tipping initiative to continue for another year • News Release : Travel the West Sussex countryside with "Book-a-Bus" for only £1 per trip in August • News release : Waste partnership awards new schools' contract for recycling, waste prevention and climate education • West Sussex Recycles: Summer of Sport, low waste picnics, love your peppers and more.... • News Statements : Statement from Cllr Paul Marshall, Leader of West Sussex County Council, on the civil unrest seen across the country • News Release : West Sussex County Council gives others a helping hand to cross the road • Highways, Transport and Planning - News and Updates • News Release : Adult Learning team hits the road with details of courses across West Sussex • WSCC EVI - PH3 Green sites - North Horsham Parish Council • News Release : GCSE results day - congratulations to West Sussex Students • Residents' eNewsletter : Free weight loss plan, fighting financial abuse, Bank Holiday fun, and more! • News Release : Ofsted praises West Sussex County Council for helping care leavers flourish • News Release : County council plan to reduce emissions and increase climate resilience in West Sussex |
| 2. | <p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> • Latest news: General Election Results; Armed Forces Week; Community Heroes celebrated • Latest news: Love Parks Week; Jobs Fair 2024; Emergency Rescue at Warnham Local Nature Reserve • Climate Action News - August 2024 • Horsham District Local Plan 2023-40 Notice of Submission • Latest news: Green Flag Award for Horsham Park; People's Budget Launched; Local Plan Latest • Planned IT maintenance work • Latest news: Help shape the future of The Capitol Wardens stage free Fun Day New small business grants coming soon |

3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive's Bulletin 04.07.24 • Events 09.07.24 • Newsletter 10.07.24 • Chief Executive's Bulletin 11.07.24 • Events 16.07.24 • Newsletter 17.07.24 • Chief Executive's Bulletin 18.07.24 • Events 23.07.24 • Newsletter 24.07.24 • Chief Executive's Bulletin 25.07.24 • Newsletter 31.07.24 • Chief Executive's Bulletin 01.08.24 • Events 06.08.24 • Newsletter 07.08.24 • Chief Executive's Bulletin 08.08.24 • Events 13.08.24 • Newsletter 14.08.24 • Chief Executive's Bulletin 15.08.24 • Events 20.08.24 • Newsletter 21.08.24 • Chief Executive's Bulletin 22.08.24 • New website • Newsletter 28.08.24
4.	<u>West Sussex Association of Local Councils (WSALC)</u> <ul style="list-style-type: none"> • Mulberry LAS - Planning Training • Mulberry LAS - Training Programme • Redaction of Councillor's home addresses • NPPF Consultation : response note
5.	<u>Horsham Association of Local Councils (HALC)</u> <ul style="list-style-type: none"> • HDC Public Spaces Protection Order – Lapsed
6.	<u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> • Sussex Alerts - Surrey and Sussex Police Fraud Newsletter July 2024 [#287325589] • Sussex Alerts - Criminal Groups Targeting Charities and Not For Profit Landowners in the South East [#289069498] • Sussex Alerts - Sussex Police Crime Alert - Sheds and Garage Breaks - Horsham [#290330293] • NHW -The August edition of OUR NEWS is here [#293031084] • Monthly News Bulletin [#286012444] • Sussex Police statement on recent criminal disorder across the country [#294490295] • Sussex Alerts - Sussex Police arrest nine people in connection with recent protests [#297786901]
7.	<u>NHS Sussex</u> <ul style="list-style-type: none"> • Community Rehab survey
8.	<u>Gatwick Airport</u> <ul style="list-style-type: none"> • FASI - South Airspace Change Proposal Update Invitation • Northern Runway Project : Notification of completions of Examination

9.	<u>Office for National Statistics</u> <ul style="list-style-type: none"> Local authority update : Your July 2024 Newsletter Issue 17 Local authority update : Your August 2024 Newsletter Issue 18
10.	<u>Other Correspondence</u> <ul style="list-style-type: none"> Request for support of campaign to improve safety of lithium batteries <i>**If Members wish to consider supporting this, it will need to be added to a future Agenda, with agreement to this effect at the Council Meeting 5th September 2024**</i> CPRE - Sussex Countryside Day 7th September Transport for South East - In this issue... The TfSE Podcast, RATSAP, and Meet the Team GTR - New Thameslink, Southern and Great Northern apps deliver customer improvements CCLA - Market Update : July 2024 GTR - Get great rail deals during the Southern, Thameslink and Great Northern Summer Sale Horsham Scouts - Horsham Community Riverside Walk 2024 High Weald National Landscape - High Weald Walking Festival programme now live! TfSE - Connections : In this issue... The TfSE Podcast, Our Business Plan, and Meet the Team Community Transport Scheme - Health Inequalities in Rural West Sussex and Community Transport Sussex CPRE - Consultation: Proposed reforms to the NPPF and other changes to the planning system Invitation from St Mark's Church to the licensing service for Revd Timothy Stilwell on 25th September 2024 <i>**Members asked to notify Clerk if they can attend**</i>
11.	<u>Resident letters</u> <ul style="list-style-type: none"> Email (and Clerk's response) to complaint regarding parking for Roffey Football Club

North Horsham Parish Council Meeting on 5 th September 2024	
Correspondence List 2 from 29 th August to 4 th September 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 : New Growth Hub launched for business support in West Sussex • News Release : Shining a light on children and young people's mental health and wellbeing in a changing world • News Release : West Sussex Secondary School places application process opens online • News Release : Youth Cabinet launch new Manifesto to support young people in West Sussex
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> • Latest news: Last Friday Lates tonight; New funding for voluntary group; Neighbourhood Warden receives Rotary Award; Support package for tourism • Climate Action News - September 2024
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> • Chief Executive's Bulletin 29.08.24 • Events 03.09.24 • Newsletter 04.09.24
4.	<u>NHS Sussex</u> <ul style="list-style-type: none"> • Invitation to the NHS Sussex Annual General Meeting 2023-24 - Wednesday 25 September, 3.30pm to 5.00pm <i>**Anyone wishing to attend should advise the Clerk who will respond on their behalf**</i>
5.	<u>Other Correspondence</u> <ul style="list-style-type: none"> • Mulberry LAS Newsletter - Autumn 2024