

**NORTH HORSHAM PARISH COUNCIL  
PARISH COUNCIL MEETING - THURSDAY 7<sup>th</sup> NOVEMBER 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.

**6. Decisions made by delegated power since 5<sup>th</sup> September 2024 for ratification.**

6.1 DC/24/0900 and DC/24/0901 - The PET Committee previously objected to these applications due to concerns raised by the Conservation Officer. Amended plans were submitted which addressed these Conservation concerns but due to the 14-day deadline for responses, it was necessary to deal with this under the Delegated Authority Process. The PET Committee Members were canvassed for their opinion and after liaising with the Chairman of the Council together with the Chairmen of PET and F&A Committees, it was agreed to withdraw the previous objection and offer No Objection to both of these applications.

**Decision: To ratify the decision made under Delegated Authority**

**8. Reports from Representatives on Outside Bodies**

Cllr. Searle has provided the following reports in advance of the meeting.

**Qair Incinerator**

Air Monitoring

HDC reported that a sensor had been installed in the access road to the site as part of the Greater Brighton air quality sensor network. There are over 50 sensors being installed in the Greater Brighton area, with 3 in Horsham. Background can now be measured ahead of the incinerator being commissioned. Since the last CLG meeting HDC has supplied information on the air monitoring sensors being installed in the Horsham area.

Monitors are being installed under an initiative that covers Brighton and parts of East and West Sussex. Information on the scheme can be found here: <https://www.brighton-hove.gov.uk/news/2024/air-quality-website-signals-new-approach-tackling-pollution>. A link to information on the sensors is available at: <http://www.earthsense.co.uk/zephyr>. The results of the monitoring performed by the sensors installed in the Horsham area can be found on the HDC air quality webpage at: <https://www.horsham.gov.uk/environmental-health/air-quality>

#### Engineering, Procurement & Construction

Qair had been in detailed discussions with HZI the Engineering, Procurement & Construction contractor for some time regarding design issues and has not been unable to reach an agreement. They are now in discussion with an alternative company. As yet no agreement had been reached, so it was not possible to name who the alternative contractor will be. The new contractor would be like HZI, an established company with a track record of successfully building similar facilities. Qair expected to be able to announce the successful contractor in January 2025 and financial closer in Q2/2025.

#### **BIFFA**

##### Litter Picking A24 and A264

HDC reported the A24 from the Hop Oast to Great Daux Roundabouts and the A264 Great Daux Roundabout to the Faygate Roundabout has been litter picked during October 2024. When bulk bookings of traffic management is available after Christmas more dates will be arranged for further litter picks.

There have been 12 fines issued. 5 for fly tipping. 6 for littering and 1 Duty of Care offence.

#### Operations

The soil inputs to the landfill site is now complete and 90% of the site has been seeded. The last 10% will happen next spring when the weather improves.

#### Wildlife

A survey was carried out in July 2024 and 12 butterfly species were found, as well as lots of bird species. A survey will be carried out in the winter as there is evidence of winter birds visiting the site. It is planned that an open day will be arranged in the spring

#### Landfill Gas

Gas drilling has increased. 800m<sup>3</sup> of gas is extracted from the landfill in an hour which is converted to 1600kw an hour. This is averaging around 300 houses per day.

#### Aggregate Treatment & Recycling Facility (ATRF)

ATRF has had a full refurbishment and is back up and running; 1800 tonnes of sand has gone to market and 666 tonnes of aggregate has gone to road building

### Mechanical Biological Treatment (MBT)

Section 45A of the Environment Act 2021 and the Government's Simpler Recycling policy, requires food waste to be collected separately from household waste across England by March 2026.

The introduction of separate food waste collections effectively makes one of the main functions of the MBT facility unnecessary. This provides an opportunity to reduce the complexity of the MBT facility, increasing plant reliability and reducing cost. The conversion of the plant has now started. The AD plant is not in production and decommissioning has begun. The mechanical equipment is being deconstructed and taken out of the plant. The MBT's old process was to extract the organic out of the waste but there will no longer be a need to do this as the organic is separated at source, hence the need for the plant to change. The AD process will not be changed too much, the mechanical section will be reduced, and equipment will be removed. The new mechanical section will be commissioned May, 2025.

The Anaerobic digestion process will be changed to a source segregated food waste system and commissioned for March 2026

Collectively, West Sussex Councils achieved a recycling rate of 51% in 2022/23 but need to improve performance to meet a 2025 national target of 55% and a much more challenging target of 65% by 2035.

Cllr. G. Turner has provided the following report following his visit to the Youth Club run by 4TheYouth at the Holbrook Centre which the Council has supported through £5,000 funding in 2024/25:-

I was welcomed by the manager who is very enthusiastic. It was wonderful to meet and chat with some of the volunteers, staff and the children who attend the club. Very uplifting to see lots of children running around enjoying themselves and giving parents a few hours to themselves.

I visited 2 clubs on consecutive evenings to see what facilities exist

#### Holbrook Club

50-60 Children regularly attend the club

1. About 50% ratio of boys v girls
2. Activities
  - Chilling out space
  - Music Streamed from Spotify
  - Traditional board games and puzzles
  - Snooker / Pool Table
  - Tuck Shop
  - Outdoor football, basketball
3. Self-funding they are eligible for grants from HDC
4. They are always short of footballs

#### Hurst Road Youth Club

Similar facilities to Holbrook but much larger club

6. PlayStation / X Box gaming area (the PlayStation is shared amongst the different clubs)

7. They are currently building a Mountain/Track Bike area to the rear of the outside play area which looked really cool.
8. Large TV lounge facility for Karaoke etc
9. In the process of hiring a full-time youth worker.

I asked the Manager if he would be interested in giving a short presentation to the council so we could share with some of the children what they get up to and he said he would like to do that.

**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 There have been several incidents where Parish Council staff have witnessed individuals planning shoplifting from the Co-op whilst standing outside the office windows, and then seen them returning with arms full of goods. These have been reported to the police, but no further action taken. The local PCSO has also been contacted and stills from our CCTV provided so that they have images.
- 11.2 The Earles Meadow Conservation Group recently receive a Gold Award from the South and Soth East in bloom for their conservation work. A letter is being sent from the Property Committee to commend Robert Brown and all the volunteers for their sterling work in this area.
- 11.3 As agreed at the previous Council meeting, an application to HDC's Climate Change Fund has been submitted for funding of £5,000 towards the cost of installing solar panels at Holbrook Tythe Barn. It is hoped a decision will be received in time for the January 2025 Council Meeting so that Members can make a final decision on this project.
- 11.4 On 23<sup>rd</sup> October 2024, WSALC advised that an agreement had been reached by the National Joint Council for local government services, on the pay award for the 2024/25 financial year. NALC have encouraged Council's to implement this as soon as possible and the new rates will therefore be awarded in the November salary run, backdated to 1<sup>st</sup> April 2024.
- 11.5 The Government has launched a consultation on whether remote attendance at Council meetings should be possible, together with proxy voting. Following consultation with the Chairman, it is suggested that due to the potential for very different, equally valid, stances on this matter, that Councillors respond to this individually. An email **will be circulated** to all members with the Agenda, which includes the link to the survey and all Members are urged to submit their responses before the deadline which is Christmas Eve.

**Decision: To note any Chairman's announcements**

## 12. Financial Matters

### 12.1 Finance Report to show income, expenditure and reserves to 30<sup>th</sup> September 2024

#### Funding at 30<sup>th</sup> September 2024

Precept (half year)	380,247
Environmental Grant	12,274
<b>Total</b>	<b>392,521</b>

#### Income to 30<sup>th</sup> September 2024

Cost Centre	Actual income	Annual Budget	Estimated income to 30 <sup>th</sup> Sept 2024*
Admin	15,101	20,000	10,000
Allotments**	1,055	982	982
North Heath Hall	35,976	66,000	33,000
Holbrook Tythe Barn	19,911	44,000	22,000
Multi Court Lettings	10,621	26,000	13,000
Roffey Millennium Hall	35,467	73,000	36,500
<b>Total</b>	<b>118,131</b>	<b>229,982</b>	<b>115,482</b>

#### Expenditure to 30<sup>th</sup> September 2024

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 30 <sup>th</sup> Sept 2024*
Admin***	42,757	64,820	39,160
Grants	3,791	10,000	5,000
Burial ****	3,730	7,850	3,925
Personnel	168,824	362,150	181,075
Allotments	710	1,695	848
Amenity Rec & Open Spaces	24,374	62,350	31,175
North Heath Hall	11,880	35,185	17,593
Holbrook Tythe Barn	8,925	24,845	12,423
Roffey Millennium Hall	21,889	44,166	22,083
<b>Total</b>	<b>286,880</b>	<b>613,061</b>	<b>313,282</b>

\* Total cost centre budget for 2024/25 divided by 6/12th.

\*\* 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 30<sup>th</sup> September 2024 together with Payment and Transfer Lists for August (£49,170.15), and September (£25,330.90) - also published on the Parish Council website - are attached as **Appendix 1, 1a & 1b**.

#### Income

Overall, income continues to be overbudget by approx. 2%. With regard to the halls, whilst North Heath Hall continues to be over for budget for its income, Roffey Millennium Hall has dropped slightly below target over the summer. Whilst bookings at RMH remain strong, many groups do stop over the summer break which affects the figures. In addition, we have lost a long-standing weekly, all day booking. This was due to the hirer losing the contract with the NHS which supported the sessions and could therefore not be predicted. Holbrook Tythe Barn and The Multicourts continue to be underbudget as they have been for the whole year.

When looking at the hall income at the halfway point in the year, when compared to the figures last year at the end of September 2023, income has increased overall by 8% - a figure above the average increase in hall charges of 5% which suggests more bookings. However, the budgets for income were increased across the three buildings by 16% and bookings have not increased sufficiently to reach this higher target, something that will need to be borne in mind when setting the budgets for 2025/26.

### **Expenditure**

Expenditure continues to be lower than expected at 8.4% - an increase on the 5.9% at the end of last month.

### **Reserves**

As at 30<sup>th</sup> September 2024 remaining funds, including the 1<sup>st</sup> half year precept payment received together with General Reserves, stood at £437,414.

In addition, there are Earmarked Reserves of £267,200, a reduction from the balance of £276,960 at the end of Month 5 due to expenditure from the Playground EMR of £533 for bench installation, £110 from the CIL 2021/22 refurb for a bus stop seat and £9,117 for the second instalment for the NHH washrooms refurb.

### **Summary**

As mentioned above, there is £2,649 more income than budgeted for at the end of month 6 together with £26,401 less expenditure than anticipated.

### **Decisions:**

**12.1 To note the Financial Report to 30<sup>th</sup> September 2024**

**12.2 To note the Payment and Transfer Lists for August and September 2024**

## **13. Scheme of Members' Allowance**

Members are asked to **NOTE** that all those in receipt of the Members' allowance have been granted Dispensations to discuss and vote on this issue as 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 (Min. FC/08/23 refers).

As is usual at this time of year, the Council needs to review and adopt the Scheme of Members' Allowance for 2025/26, a draft of which is attached as **Appendix 2**.

Members are advised that the Parish Office has not been notified of any updated Report of the HDC Independent Remuneration Panel and therefore, the Members Allowance is restricted to the previously agreed level of £514 per annum, being 9.4% of the basic allowance for HDC Councillors.

**Decision: To review and adopt the Scheme for 2025/26 allowing for an annual Members' Allowance of £514 in line with the Report of the HDC Independent Remuneration Panel (April 2021) and being 9.4% of the basic allowance for HDC Councillors. The next review will be undertaken in November 2025.**

#### 14. CIL working Party

Members are asked to receive the Notes from the meeting held on 25<sup>th</sup> October, attached as **Appendix 3** including the following recommendations :-

- (i) expenditure of £195.11 plus VAT to purchase a bin for the side of RMH
- (ii) the 4 primary schools in the Parish be contacted to make them aware of CIL funding

**Decision: To consider and approve if acceptable, any recommendations from the CIL Working Party held 25<sup>th</sup> October 2024**

#### 15. Council Tax Support Scheme

HDC are currently consulting on proposed amendments to the Council Tax Support scheme, which is available on their website at <https://www.horsham.gov.uk/council-democracy-and-elections/consultations> .

Furthermore, the Cabinet report from the meeting held 25<sup>th</sup> September which agreed the proposal for consultation is attached to this report as **Appendix 4**.

Members are asked to agree comments (if any) to the Consultation on each of the four amendments areas as follows :\_

- Percentage of Scheme Support: HDC are consulting on two options (95% and 100%), and both would make the main working age CTS scheme more generous than the current 90% scheme.
- Band Restrictions: Another option for consideration is to raise the restriction to limit support to Band E, or remove the Band restriction completely.
- Savings Limit: HDC are considering increasing the savings limit from £6,000 to £10,000 to help residents retain their savings and reduce the administrative requirements of reviewing bank account details.
- Non-Dependent Deductions: The Council is proposing to change to a single deduction, rather than a range of deductions linked to the income of the non-dependant. This makes it easier for the claimant to understand and would be a more efficient process.

The deadline for response to the consultation is 10<sup>th</sup> November 2024.

**Decision : To agree any response to the Consultation**

#### 16. Section 106 Report - Quarter 2 2024/25

The most recent quarterly Section 106 report will be **circulated by email**.

Members should note that the Clerk has submitted the following query to WSCC Highways :-

*Can I query one of the projects that has been identified for several pots of S106 relating Highways Schemes - as highlighted in green on the attached and as follows :- DC/07/0072, DC/07/2043, DC/08/2246,DC/08/2489.*

*These are all shown as being used for Barrington Way Cycle Scheme, but I can't find a Barrington Way. I can find a Barrington Road but this is well outside of North Horsham Parish and I can't see how anything in the area of Barrington*

*Road could be shown to be “a scheme which will improve access between the Site and local amenities”. Furthermore, DC/07/0072 refers to works by WSCC within 1km of the development, but Beech Road is much more than this from Barrington Road.*

As response has been received as follows :-

*This Planning references relate to the Barrington Road cycle contraflow that was completed in August 2023. Our team was not involved in determining which contributions were eligible for Barrington Rd, but the scheme does form part of the link between the NoH site and the town centre and railway station. As such it will be of benefit to NoH residents. As far as I know we are not expecting any further spend on the project, so if the funds are currently unspent then that should still be the case. This would likely need to be confirmed by HDC. Barrington Rd was one of several cycle contraflows installed across Horsham over the last 5 or 6 years.*

A further query has therefore been submitted to HDC to ascertain whether these sums should still be on the unspent listing and furthermore, to clarify the decision-making process when dealing with WSCC Sustainable Transport contributions. At the time of publishing this report, no response has been received.

**Decision : To note the Section 106 report and the queries raised**

**17. Request for further support of Girls Only Community Football Days at MUGA**

Members may recall that in 2023 the Council agreed to allow South Coast Sports (SCS) the use of the Multicourts free of charge, to offer not for profit, girls only football sessions on 3<sup>rd</sup> April, 4<sup>th</sup> August and 14<sup>th</sup> August.

SCS have now contacted the Parish Council with their bookings for 2025 and have advised that they would like to run these sessions again next year. The number of suggested dates to run girls only, not for profit sessions, is being increased to 5 dates during the year, and SCS are once again asking for the Parish Council to support the initiative and allow these sessions on the multicourts to be provided free of charge.

**Decision : To consider free use of the multicourts on 5 dates for girls only football days**

**18. Correspondence**

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

**Decision: To receive correspondence lists from 5<sup>th</sup> September to 6<sup>th</sup> November 2024**



08/10/2024

## North Horsham Parish Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101</b>	<b>Administration</b>								
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	380,247	380,247	0			100.0%	
1196	Interest Received	27,590	15,076	20,000	4,924			75.4%	
	<b>Administration :- Income</b>	<b>412,921</b>	<b>395,348</b>	<b>400,247</b>	<b>4,899</b>			<b>98.8%</b>	<b>0</b>
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	1,418	3,200	1,782		1,782	44.3%	
4022	Postage	606	346	800	454		454	43.3%	
4023	Stationery and Printing	930	251	1,600	1,349		1,349	15.7%	
4024	Subscriptions	3,183	3,210	3,400	190		190	94.4%	
4025	Insurance	14,412	14,737	14,000	(737)		(737)	105.3%	
4028	IT Costs	3,061	2,420	3,200	780		780	75.6%	
4029	Website Maintenance	84	180	170	(10)		(10)	105.9%	
4032	Publicity/Marketing	0	0	500	500		500	0.0%	
4033	Newsletter	817	436	850	414		414	51.3%	
4038	Office Equipment Maint.	258	258	950	692		692	27.2%	
4051	Bank Charges	64	0	100	100		100	0.0%	
4053	PWLB Loan Charges	10,724	5,177	11,000	5,823		5,823	47.1%	
4057	External Audit Fees	1,365	65	1,400	1,335		1,335	4.6%	
4058	Professional Services	2,505	1,738	3,100	1,362		1,362	56.1%	
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	72	700	628		628	10.3%	
4122	Office Equipment	845	4,318	6,000	1,683		1,683	72.0%	
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%	
	<b>Administration :- Indirect Expenditure</b>	<b>67,310</b>	<b>42,757</b>	<b>64,820</b>	<b>22,063</b>	<b>0</b>	<b>22,063</b>	<b>66.0%</b>	<b>0</b>
	<b>Net Income over Expenditure</b>	<b>345,611</b>	<b>352,591</b>	<b>335,427</b>	<b>(17,164)</b>				
<b>103</b>	<b>Grants</b>								
4155	Other Grants and Donations	6,531	3,791	10,000	6,209		6,209	37.9%	
	<b>Grants :- Indirect Expenditure</b>	<b>6,531</b>	<b>3,791</b>	<b>10,000</b>	<b>6,209</b>	<b>0</b>	<b>6,209</b>	<b>37.9%</b>	<b>0</b>
	<b>Net Expenditure</b>	<b>(6,531)</b>	<b>(3,791)</b>	<b>(10,000)</b>	<b>(6,209)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

## Month No: 6

## 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	3,730	7,850	4,120		4,120	47.5%	
Burial :- Indirect Expenditure	<b>7,461</b>	<b>3,730</b>	<b>7,850</b>	<b>4,120</b>	<b>0</b>	<b>4,120</b>	<b>47.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,461)</b>	<b>(3,730)</b>	<b>(7,850)</b>	<b>(4,120)</b>				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	328,912	165,944	355,000	189,056		189,056	46.7%	
4003 Payroll Admin Charge	1,254	0	1,400	1,400		1,400	0.0%	
4009 Staff Expenses/Mileage	3,240	2,396	3,500	1,104		1,104	68.4%	
4010 Staff Training	205	360	1,600	1,240		1,240	22.5%	
4030 Recruitment Advertising	181	88	250	162		162	35.2%	
4067 Protective Clothing	261	36	400	364		364	9.1%	
Personnel :- Indirect Expenditure	<b>334,053</b>	<b>168,824</b>	<b>362,150</b>	<b>193,326</b>	<b>0</b>	<b>193,326</b>	<b>46.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(334,053)</b>	<b>(168,824)</b>	<b>(362,150)</b>	<b>(193,326)</b>				
<u>301 Allotments</u>								
1050 Allotment Rents	982	1,055	982	(73)			107.4%	
Allotments :- Income	<b>982</b>	<b>1,055</b>	<b>982</b>	<b>(73)</b>			<b>107.4%</b>	<b>0</b>
4012 Water Rates	367	57	210	153		153	27.0%	
4102 Allotment Rent	25	275	300	25		25	91.7%	
4200 Grass cutting	323	362	765	404		404	47.3%	
4259 Allotment Maintenance	17	17	420	403		403	4.0%	
Allotments :- Indirect Expenditure	<b>731</b>	<b>710</b>	<b>1,695</b>	<b>985</b>	<b>0</b>	<b>985</b>	<b>41.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>251</b>	<b>345</b>	<b>(713)</b>	<b>(1,058)</b>				
<u>302 Amenity, Recs &amp; Open Sp</u>								
1100 Grants Received	11,745	12,274	11,746	(528)			104.5%	
Amenity, Recs & Open Sp :- Income	<b>11,745</b>	<b>12,274</b>	<b>11,746</b>	<b>(528)</b>			<b>104.5%</b>	<b>0</b>
4019 Window Cleaning	794	491	1,050	559		559	46.8%	
4200 Grass cutting	14,567	12,118	21,250	9,132		9,132	57.0%	
4250 Bus Shelter Repairs	965	1,878	1,945	67		67	96.6%	
4251 Play Area & M Crts Maint	6,972	1,210	8,645	7,435		7,435	14.0%	
4252 Open Spaces	4,365	4,167	11,005	6,838		6,838	37.9%	
4253 Litter Warden/Clearance	728	260	995	735		735	26.1%	
4254 Community Services - Dog Bins	2,139	1,147	2,535	1,388		1,388	45.2%	
4255 Street Lighting - Maint/Supply	3,479	1,706	5,775	4,069		4,069	29.5%	
4258 Multicourts Maintenance	3,720	1,250	3,750	2,500		2,500	33.3%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## 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	147	900	753		753	16.4%	
4303	Festive Lighting	0	0	4,000	4,000		4,000	0.0%	
Amenity, Recs & Open Sp :- Indirect Expenditure		<b>38,127</b>	<b>24,374</b>	<b>62,350</b>	<b>37,976</b>	<b>0</b>	<b>37,976</b>	<b>39.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>		<b>(26,382)</b>	<b>(12,100)</b>	<b>(50,604)</b>	<b>(38,504)</b>				
6001	less Transfer to EMR	3,540	0						
<b>Movement to/(from) Gen Reserve</b>		<b>(29,922)</b>	<b>(12,100)</b>						
401	<u>North Heath Hall</u>								
1000	Hall Lettings	67,539	35,976	66,000	30,024			54.5%	
North Heath Hall :- Income		<b>67,539</b>	<b>35,976</b>	<b>66,000</b>	<b>30,024</b>			<b>54.5%</b>	<b>0</b>
4011	NNDR	5,863	2,929	7,720	4,791		4,791	37.9%	
4012	Water Rates	806	438	1,025	587		587	42.7%	
4014	Electricity	2,369	1,575	2,900	1,325		1,325	54.3%	
4015	Gas	4,860	727	5,980	5,253		5,253	12.2%	
4016	Caretaking Materials	1,146	320	1,545	1,225		1,225	20.7%	
4017	Refuse Bin Clearance	894	459	930	471		471	49.4%	
4018	Sanitary Waste	237	130	355	225		225	36.6%	
4019	Window Cleaning	635	354	775	421		421	45.6%	
4034	Maintenance - Electrical	1,087	262	1,660	1,398		1,398	15.8%	
4035	Maintenance - Elect Eqp Insp	960	376	2,025	1,649		1,649	18.6%	
4036	Maintenance - General	2,687	1,048	2,480	1,432		1,432	42.2%	
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	674	785	111		111	85.9%	
4066	Keyholder Services	180	90	210	120		120	42.9%	
4500	Internal Redecorations	2,120	0	2,000	2,000		2,000	0.0%	
North Heath Hall :- Indirect Expenditure		<b>27,755</b>	<b>11,880</b>	<b>35,185</b>	<b>23,305</b>	<b>0</b>	<b>23,305</b>	<b>33.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>		<b>39,784</b>	<b>24,096</b>	<b>30,815</b>	<b>6,719</b>				
6001	less Transfer to EMR	155	0						
<b>Movement to/(from) Gen Reserve</b>		<b>39,629</b>	<b>24,096</b>						

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

## Month No: 6

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>402 Holbrook Recreation Centre</b>								
1000 Hall Lettings	39,936	19,911	44,000	24,089			45.3%	
1010 Multi Court Lettings	26,696	10,621	26,000	15,379			40.8%	
<b>Holbrook Recreation Centre :- Income</b>	<b>66,632</b>	<b>30,532</b>	<b>70,000</b>	<b>39,468</b>			<b>43.6%</b>	<b>0</b>
4011 NNDR	3,493	1,747	4,410	2,663		2,663	39.6%	
4012 Water Rates	1,112	511	1,470	959		959	34.8%	
4014 Electricity	3,355	1,284	3,985	2,701		2,701	32.2%	
4015 Gas	2,658	304	1,680	1,376		1,376	18.1%	
4016 Caretaking Materials	1,466	311	1,545	1,234		1,234	20.1%	
4017 Refuse Bin Clearance	860	429	930	501		501	46.1%	
4018 Sanitary Waste	237	171	345	174		174	49.6%	
4019 Window Cleaning	278	155	500	345		345	30.9%	
4034 Maintenance - Electrical	2,627	0	1,215	1,215		1,215	0.0%	
4035 Maintenance - Elect Eqp Insp	2,202	376	650	274		274	57.8%	
4036 Maintenance - General	2,012	460	2,095	1,635		1,635	21.9%	
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	455	280	(175)		(175)	162.5%	
4063 Maintenance - Plumbing	595	0	810	810		810	0.0%	
4065 Fire Prevention Sundries	17	672	775	103		103	86.7%	
4066 Keyholder Services	180	150	210	60		60	71.4%	
4500 Internal Redecorations	1,000	320	1,500	1,180		1,180	21.3%	
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>24,325</b>	<b>8,925</b>	<b>24,845</b>	<b>15,920</b>	<b>0</b>	<b>15,920</b>	<b>35.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>42,307</b>	<b>21,607</b>	<b>45,155</b>	<b>23,548</b>				
6001 less Transfer to EMR	2,076	0						
<b>Movement to/(from) Gen Reserve</b>	<b>40,231</b>	<b>21,607</b>						
<b>403 Roffey Millennium Hall</b>								
1000 Hall Lettings	67,525	33,927	73,000	39,073			46.5%	
1004 Equipment Sale/Sundry Income	1,419	537	0	(537)			0.0%	
1006 Refreshment Sale Income	2,502	1,003	0	(1,003)			0.0%	
1008 Miscellaneous Income	6	0	0	0			0.0%	
<b>Roffey Millennium Hall :- Income</b>	<b>71,452</b>	<b>35,467</b>	<b>73,000</b>	<b>37,533</b>			<b>48.6%</b>	<b>0</b>
4011 NNDR	7,073	3,865	8,085	4,221		4,221	47.8%	
4012 Water Rates	1,307	1,039	1,660	621		621	62.6%	
4014 Electricity	6,535	3,125	5,916	2,791		2,791	52.8%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2024

Month No: 6

## 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	2,162	6,300	4,138		4,138	34.3%	
4016 Caretaking Materials	1,289	457	1,520	1,063		1,063	30.1%	
4017 Refuse Bin Clearance	1,900	994	2,040	1,046		1,046	48.7%	
4018 Sanitary Waste	237	130	260	130		130	50.0%	
4019 Window Cleaning	811	419	1,095	676		676	38.2%	
4020 Refreshment Sale Cost/Sundries	1,042	297	485	188		188	61.2%	
4034 Maintenance - Electrical	1,480	630	2,555	1,925		1,925	24.7%	
4035 Maintenance - Elect Eqp Insp	610	518	610	92		92	84.9%	
4036 Maintenance - General	3,502	2,597	3,635	1,038		1,038	71.4%	
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	270	335	65		65	80.6%	
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	180	210	30		30	85.7%	
4500 Internal Redecorations	1,950	1,980	2,000	20		20	99.0%	
Roffey Millennium Hall :- Indirect Expenditure	<b>40,088</b>	<b>21,889</b>	<b>44,166</b>	<b>22,277</b>	<b>0</b>	<b>22,277</b>	<b>49.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>31,364</b>	<b>13,578</b>	<b>28,834</b>	<b>15,256</b>				
6001 less Transfer to EMR	2,150	0						
<b>Movement to/(from) Gen Reserve</b>	<b>29,214</b>	<b>13,578</b>						
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	24,533	84,428	0	(84,428)		(84,428)	0.0%	84,428
Earmarked Reserves :- Indirect Expenditure	<b>24,533</b>	<b>84,428</b>	<b>0</b>	<b>(84,428)</b>	<b>0</b>	<b>(84,428)</b>		<b>84,428</b>
<b>Net Expenditure</b>	<b>(24,533)</b>	<b>(84,428)</b>	<b>0</b>	<b>84,428</b>				
6000 plus Transfer from EMR	24,533	84,428						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
Grand Totals:- Income	<b>631,270</b>	<b>510,652</b>	<b>621,975</b>	<b>111,323</b>			<b>82.1%</b>	
Expenditure	<b>570,913</b>	<b>371,308</b>	<b>613,061</b>	<b>241,753</b>	<b>0</b>	<b>241,753</b>	<b>60.6%</b>	
<b>Net Income over Expenditure</b>	<b>60,357</b>	<b>139,344</b>	<b>8,914</b>	<b>(130,430)</b>				
plus Transfer from EMR	<b>24,533</b>	<b>84,428</b>						
less Transfer to EMR	<b>7,921</b>	<b>0</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>76,968</b>	<b>223,772</b>						

Date: 03/09/2024

# North Horsham Parish Council

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## Lloyds Bank Accounts

### List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	Horsham Publications Ltd	010824-01	88.20		Newsletter
01/08/2024	Horsham District Council	010824-02	218.40		Refuse Collection
01/08/2024	Horsham District Council	010824-03	291.00		Rates - HTB
01/08/2024	Horsham District Council	010824-04	489.00		Rates - NHH
01/08/2024	Horsham District Council	010824-05	645.00		Rates - RMH
02/08/2024	British Gas Business	020824-01	28.63		Gas - 19/06 to 16/07/2024
02/08/2024	British Gas Business	020824-02	149.94		Electr - 14/06 to 13/07/2024
02/08/2024	British Gas Business	020824-03	36.07		Gas - 19/06 to 16/07/2024
02/08/2024	Scottish Water Business Stream	020824-04	233.43		Water
02/08/2024	Scottish Water Business Stream	020824-05	354.75		Water Supply
09/08/2024	Extinguere Ltd	090824-01	109.02		Fire Extinguishers Services
09/08/2024	H Griffiths	090824-02	49.05		Travel RExpenses - Jul 2024
09/08/2024	Horsham Locksmiths Ltd	090824-03	172.18		Multi Court Maintenance
09/08/2024	Leadbeater locks	090824-04	78.00		Multi Court Maintenance
09/08/2024	D. Lees	090824-05	31.05		Travel Exp 2024
09/08/2024	Garrison Locks Ltd	090824-06	122.87		General Repairs
09/08/2024	Mulberry & Co	090824-07	54.00		Training Course
09/08/2024	Otis Ltd	090824-08	617.93		Contract Maintenance
09/08/2024	Pro-Servicing Ltd	090824-09	834.00		Partition Wall Repairs
09/08/2024	Servcom Services UK Ltd.,	090824-10	561.02		CN for boiler AHU not serviced
09/08/2024	N. Simmonds,	090824-11	60.00		Install New LED Lights
09/08/2024	Trafalgar Cleaning Equipment L	090824-12	112.39		General Repairs
09/08/2024	Lisa Underwood	090824-13	25.65		Travel Expenses
09/08/2024	Shelter Store	090824-14	264.00		Shelter Bench
09/08/2024	Horsham District Council	090824-15	1,865.18		Burial Arrangement Cemetery
09/08/2024	Horsham Locksmiths Ltd	090824-16	174.00		General Maintenance
09/08/2024	Amazon Business	090824-17	5.99		General Repairs
09/08/2024	NETCOM	090824-18	459.71		IT Support
09/08/2024	N. Simmonds,	090824-19	165.00		Key Holder
09/08/2024	Lisa Underwood	090824-20	115.00		Shrubs for garden
15/08/2024	EDF Energy Ltd	150824-01	609.76		Electr - 01/05/24 to 31/07/202
19/08/2024	Horsham District Council	190824-01	86.00		Refuse Collection
19/08/2024	Horsham District Council	190824-02	86.00		Refuse Collection
19/08/2024	Horsham District Council	190824-03	195.40		Refuse Mixed Recycle
19/08/2024	British Gas Business	190824-04	510.54		Electric - 01/07 to 31/07/2024
20/08/2024	British Gas Business	200824-01	15.46		Gas - 17/07 to 28/07/2024
20/08/2024	British Gas Business	200824-02	270.19		Gas - 02/07 to 01/08/2024
22/08/2024	British Gas Business	220824-01	207.24		Electr - 01/07 to 31/07/2024
23/08/2024	Amazon Business	230824-01	236.76		Sign Fixing Materials
23/08/2024	Cain Markings Ltd	230824-02	744.00		Multi Court Maintenance
23/08/2024	Elite Emtrance Systems Ltd	230824-03	234.00		Auto Door Maintenance Contract
23/08/2024	Enterprise Services Group Ltd	230824-04	86.21		Pine Hygiene Srvices
23/08/2024	Glasdon U.K. Ltd	230824-05	863.39		Poicnic Table
23/08/2024	Grasstex Ltd	230824-06	2,144.76		Grass Cutting
23/08/2024	Horsham District Scouts	230824-07	91.45		Donation
23/08/2024	North Horsham Community Land T	230824-08	2,500.00		Grants
23/08/2024	Manutan UK Ltd	230824-09	142.79		Yellow Storage Cabinet

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## Lloyds Bank Accounts

## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/08/2024	Moore Stephens	230824-10	1,638.00		External Auditing
23/08/2024	Mulberry & Co	230824-11	60.00		Training Course _ Planning
23/08/2024	Security Matters	230824-12	843.00		Door Retainer for fire Alarm
28/08/2024	West Sussex County Council	280824-01	29,194.74		Salaries - Jul 2024
<b>Total Payments</b>			<u>49,170.15</u>		

Date: 08/10/2024

# North Horsham Parish Council

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## LLOYds Bank Accounts

### List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2024	Horsham Publications Ltd	020924-01	88.20		Newsletter
02/09/2024	British Gas Business	020924-02	20.61		Gas - Credit
02/09/2024	British Gas Business	020924-03	30.81		Gas - 17/07 to 13/08/2024
02/09/2024	Horsham District Council	020924-04	218.40		Refuse Collection
02/09/2024	Horsham District Council	020924-05	291.00		Rates - HTB
02/09/2024	Horsham District Council	020924-06	489.00		Rates - NHH
02/09/2024	Horsham District Council	020924-07	645.00		Rates - RMH
04/09/2024	British Gas Business	040924-01	157.38		Electr - 14/07 to 13/08/2024
06/09/2024	Public Works Loan Board	060924-01	5,177.28		PWLB - Loan Repayment
06/09/2024	NETCOM	060924-02	457.39		IT Support
06/09/2024	N. Simmonds,	060924-03	165.00		Key Holder
06/09/2024	Amazon Business	060924-04	130.02		General Repairs
06/09/2024	Borg Lock (UK) Ltd	060924-05	25.56		Gate Lock latch
06/09/2024	Grasstex Ltd	060924-06	1,953.47		Grass Cutting - Open Space
06/09/2024	H Griffiths	060924-07	13.05		Travel Expenses
06/09/2024	D. Lees	060924-08	33.30		Travel Expenses
06/09/2024	Currys Group Ltd	060924-09	189.00		Logik Fridge - RMH
06/09/2024	Indeed UK Operations Ltd	060924-09a	87.99		Advertisement
06/09/2024	Lock Assist Ltd	060924-10	734.88		General repairs - Multi court
06/09/2024	NETCOM	060924-11	72.00		PC Desposal
06/09/2024	Mr Alan Randall	060924-12	57.60		Travel Expenses
06/09/2024	N. Simmonds,	060924-13	90.00		Fire Alarm call out
06/09/2024	M Stoner,	060924-14	45.00		Travel Expenses
09/09/2024	Scottish Water Business Stream	090924-01	215.99		Water Services - 06/06 to 25/0
16/09/2024	Pitney Bowes Finance Ltd.	160924-01	83.94		Lease Contract Rental - Postag
17/09/2024	Amazon Business	170924-01	80.90		Extension Lead
17/09/2024	Assurity Consulting Ltd	170924-02	546.00		Legionella Testing - HTB
17/09/2024	GRL Plumbing and Services	170924-03	11,029.20		Plumbing - NHH
17/09/2024	Ricoh UK Ltd	170924-04	249.81		Maintenance Contract & Usage
17/09/2024	Southern Counties Tea & Coffee	170924-05	118.15		Refreshments
17/09/2024	St John Ambulance	170924-06	228.00		First Aid Course - Perry Chapm
17/09/2024	Amberol Ltd ( Greener & Cleane	170924-01	219.60		EMR - Bench Fixing Kit
18/09/2024	Horsham District Council	180924-01	68.80		Refuse Collection - HTB
18/09/2024	Horsham District Council	180924-02	68.80		Refuse Collection - NHH
18/09/2024	Horsham District Council	180724-03	153.20		Refuse Collection - RMH
18/09/2024	British Gas Business	180924-04	258.62		Gas- 02/08 to 01/09/24
19/09/2024	British Gas Business	190924-01	19.32		Gas - 14/08 to 28/08/2024
20/09/2024	British Gas Business	200924-01	183.65		Electr - 01/08 to 31/08/24
27/09/2024	British Gas Business	270924-01	634.98		801934398/12074/British Gas Bu
<b>Total Payments</b>			<b>25,330.90</b>		



## **NORTH HORSHAM PARISH COUNCIL**

### **SCHEME OF MEMBERS' ALLOWANCES.**

#### **LOCAL GOVERNMENT ACT 2000 - THE LOCAL AUTHORITIES**

#### **(MEMBERS' ALLOWANCES)( ENGLAND) REGULATIONS 2003**

North Horsham Parish Council ('the Parish Council') in exercise of the powers conferred by Section 100 of the Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:

#### **Citation and commencement**

1. This scheme may be cited as the North Horsham Parish Council Members' Allowances Scheme and shall have effect from 1<sup>st</sup> January 2004 and for subsequent years.

#### **Definitions**

2. In this scheme, "year" means the 12 months ending with 31<sup>st</sup> March.

#### **Parish basic allowance**

3. Subject to the provisions of this Scheme for each year the parish basic allowance as set out in Appendix 1 shall be paid to each Parish Councillor.

#### **Parish travelling and subsistence allowance**

4.
  - (1) A Parish Councillor shall be entitled to be paid Parish travelling and subsistence allowance at rates specified in Appendix 2 in respect of travelling and subsistence undertaken in connection with or relating to the duties set out in Appendix 3 only for duties/journeys outside the Parish boundaries.
  - (2) The rates for subsistence shall be reduced by a corresponding amount in respect of any meal provided free of charge by the Parish Council or by a third party.
  - (3) The rates for subsistence will be reduced to the actual cost of the meal if less than the allowance.
  - (4) The following limitations apply on reimbursement of subsistence:
    - (a) For breakfast an absence of more than four hours before 11 am.
    - (b) For lunch an absence of more than four hours between 12am and 2.00pm.
    - (c) For tea an absence of four hours between 3.00pm to 6.00pm.
    - (d) For evening meal an absence of more than four hours after 7.00pm.
    - (e) Tea and dinner allowances cannot be claimed for the same day.

## **Suspension etc. of a Parish Councillor**

5. (1) Where a Parish Councillor is suspended from his or her responsibilities or duties as a Parish Councillor in accordance with Part III of the Local Government Act 2000 or regulations made thereunder the part of any allowance payable to him or her in respect of the period for which he or she is suspended or partially suspended shall be withheld by the Parish Council .
- (2) Where an allowance has already been made in respect of any period during which the Parish Councillor concerned
  - (a) Is suspended or partially suspended from his responsibilities as a Parish Councillor in accordance with Part III of the Local Government Act 2000 or regulations made thereunder;
  - (b) Ceases to be a Parish Councillor; or
  - (c) Is in any other way not entitled to receive an allowance in respect of that period

The Parish Councillor shall repay to the Parish Council such part of the allowances as relates to any such period.

## **Election to forgo allowances**

6. A Parish Councillor may by notice in writing given to the Clerk to the Parish Council elect to forego any part of his or her entitlement to an allowance under this scheme.

## **Part-year entitlements**

7. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a Parish Councillor to an allowance where, in the course of a year, this scheme is amended or that Parish Councillor becomes, or ceases to be, a Parish Councillor.
- (2) If an amendment to this scheme changes the amount to which a Parish Councillor is entitled then in relation to each of the periods:
  - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the year.

- (3) If an amendment to this scheme changes the duties specified in this scheme the entitlement to an allowance shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.
- (4) Where the term of office of a Parish Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Parish Councillor to allowances shall be to the payment to such part of the allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- (5) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Parish Councillor does not subsist throughout the period mentioned in sub-paragraph (2) (a), the entitlement of any such Parish Councillor to allowances shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Parish Councillor subsists bears to the number of days in that period.

### **Claims and payments**

- 8 (1) Payments of the Parish basic allowance shall be payable quarterly in arrears through the Parish Council's payroll.
- (2) Claims by Parish Councillors in respect of Parish travelling and subsistence allowance should be made monthly and shall in any event be made no later than 7<sup>th</sup> April next following the end of a year.
- (3) Payments shall be made to each Councillor monthly in arrears.
- (4) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 7, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

## Link to Horsham District Council allowances

- 9      (1)      The level of the parish basic allowance specified in this Scheme is 9.4% of that for a Horsham District Councillor's basic allowance and shall be varied with effect from the beginning of the year in accordance with the same average percentage change of the levels of the Horsham District Council's staff's remuneration for that year.
- (2)      The travelling and subsistence allowance shall be the same as that for the Horsham District Council's staff and shall alter accordingly.

Scheme adopted 28<sup>th</sup> October 2003 with effect from 1<sup>st</sup> January 2004  
Reviewed and adopted November 2019  
Reviewed November 2020  
Reviewed November 2021  
Reviewed November 2022  
Reviewed November 2023  
Reviewed November 2024  
Next review due November 2025

## **APPENDIX 1**

### **Parish basic allowance 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026**

The Parish basic Allowance payable to each Parish Councillor shall be based on 9.4% of £5,470.50 (as stated in the Report of the Horsham District Council Independent Remuneration Panel April 2021) and is £514 per annum for 2025/26.

## APPENDIX 2

### Parish travelling and subsistence allowance

<b>HMRC approved mileage rates</b>	
Cars	45p per mile
Motor cycles	24p per mile
Bicycles	20p per mile
Public transport:	Lowest available second class fare only.
<b>Subsistence: for periods of absence from the normal place of work for more than 4 hours.</b>	
Breakfast Allowance - before 11.00am	£6.45
Lunch Allowance – 12.00pm to 2.00pm	£8.91
Tea Allowance – 3.00pm to 6.00pm	£3.53
Evening Meal Allowance – after 7.00pm	£11.03
Out of pocket expenses for residential courses.	£4.97 per night to a maximum of £19.89 per week.

## APPENDIX 3

### **Statutory Approved Duties (See Section 4.1 of the Scheme: duties/ journeys outside the Parish boundaries)**

- 1 (a) The attendance at a meeting of the Parish Council or of any committee or sub-committee of the Parish Council or of any other body to which the Parish Council makes appointments or nominations, or of any committee or sub-committee of such a body.
- (b) The attendance at a meeting of any association of authorities of which the Parish Council is a member.
- (c) The performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a Parish Councillor or Parish Councillors to be present while tender documents are opened; and
- 9d) The performance of any duty in connection with the discharge of any function of the Parish Council conferred by or under any enactment and empowering or requiring the Parish Council to inspect or authorise the inspection of premises.

### **Approved Duties (See Section 4.1 of the Scheme: duties/ journeys outside the Parish boundaries)**

2. The carrying out of any other duty approved by the Parish Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Parish Council or of any of its committees or sub-committees as set out below:
  - (a) Duties in connection with emergency planning including training and attendance at rest centres.
  - (b) Attendances at approved conferences.
  - (c) Attendance at approved seminars and training courses.
  - (d) Attendance at briefing meetings.
  - (e) Attendance at the offices to receive petitions.
  - (f) Attendance at liaison meetings with Horsham District Council or West Sussex County Council.
  - (g) Consultation with constituents.

## **Notes from the Community Infrastructure Levy (CIL) Working Party Meeting held at Roffey Millennium Hall on Friday 25<sup>th</sup> October 2024 at 10am**

### **In attendance:-**

Cllr. R Knight - representing the Property Committee  
Cllr. D. Searle - representing the Planning, Environment and Transport Committee  
Cllr. J Smithurst - representing the Finance and Administration Committee

Clerk - Sarah Norman; Deputy Clerk - Lisa Underwood

### **1. Elect a Chairman**

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

### **2. Apologies**

There were no apologies.

### **3. To receive and accept the Notes of the last meeting on 26<sup>th</sup> April 2024**

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 £7,514.17.

### **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 8<sup>th</sup> August 2024 (Min. PR/029/24 (iii) refers) for the purchase of a litter bin at the side of Roffey Millennium Hall (RMH) at a cost of £195.11 plus VAT. Following discussion, it was agreed that the recommendation be accepted.

Members also discussed potential avenues for future projects and the suggestion that the 4 primary schools in the Parsh be contacted (either Headteacher or PTA) to make them aware of the availability of CIL funding and to ask that the Council be made aware of any suitable projects that could be funded - up to £2,000. It was noted that any projects would need to be extra curricula/enrichment activities, and the funds would not be used to fund educational matters.

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

The Working Party **AGREED** to **RECOMMEND** to Council the following :-

- (i) expenditure of £195.11 plus VAT to purchase a bin for the side of RMH
- (ii) the 4 primary schools in the Parish be contacted to make them aware of CIL funding

### **8. Date of next meeting**

It was **NOTED** that the next Working Party meeting would be held in April 2025 - exact date to be confirmed.

There being no other business the Meeting closed at 10.25am



## **Report to Cabinet**

23 September 2024

By the Cabinet Member for Finance and Resources

### **DECISION REQUIRED REPORT**

Not Exempt



## **Council Tax Reduction Scheme 2025/26 proposed consultation**

### **Executive Summary:**

This report provides Cabinet with an overview of Horsham's current 90% Council Tax Reduction Scheme, with some proposed options which includes moving to a 100% scheme, and an impact assessment. The Council is required to consult on any proposed changes to the scheme. The questions for the consultation are set out in Appendix A. The consultation would begin immediately so that responses can be considered, and a final recommended scheme be considered at Council on 11 December 2024. This would ensure the introduction of the new scheme on 1 April 2025.

### **Recommendations:**

That the Cabinet is recommended to:

- i) Approve a public consultation on potential changes (as detailed in this report) to the Council Tax Reduction Scheme for 2025/26
- ii) Delegate authority to the Director of Resources, in consultation with the Cabinet Member for Finance and Resources, to finalise the scheme for 2025/26 after considering the results of the consultation for consideration by full Council as part of the Council's budget setting process.

### **Reasons for Recommendations:**

- i) The Council Tax Reduction Scheme has not been changed since inception in 2013/14 and consultation with preceptors and the public is required with any change to the scheme.

**Background Papers:** Report to Council 11 December 2013 item 9c

[https://horsham.moderngov.co.uk/Data/Council/20131211/Agenda/AGENDA\\_131211.PDF](https://horsham.moderngov.co.uk/Data/Council/20131211/Agenda/AGENDA_131211.PDF)

**Appendix A:** Questions for the consultation

**Wards Affected:** All

**Contact:** Robin Bates, Assistant Director for Revenues & Benefits (Finance Transactions) [robin.bates@milton-keynes.gov.uk](mailto:robin.bates@milton-keynes.gov.uk) and Dominic Bradley, Director of Resources, [dominic.bradley@horsham.gov.uk](mailto:dominic.bradley@horsham.gov.uk)

## 1. **Proposal:**

- 1.1 Horsham District Council has a Council Tax Reduction Scheme which provides financial support for people on low incomes to help them afford their Council Tax payments. This scheme is reviewed and authorised annually, even when no changes are proposed to the scheme.
- 1.2 The current Council Tax Reduction Scheme was introduced in 2013/14. The current 90% Council Tax Reduction Scheme expects a minimum payment of 10% of the tax bill from all other claimants, limiting support to the tax applicable to a Band D property.
- 1.3 A review with consultation of preceptors and the public is probably overdue, albeit the delay is understandable given the impact of Covid-19 and, more recently, cost of living.
- 1.4 It is also an opportunity to streamline and align processes between Milton Keynes and Horsham, making the service more efficient to limit the budget strains from rising costs of the service and subsidy pressures.
- 1.5 The table below indicates the approximate numbers of those on the Council Tax Reduction Scheme, rounded as the numbers are continually fluctuating.

Type	Pre-2020	Peak 2021	Now
Working age	2,800	3,600	3,100
Pension age	2,400	2,300	2,200
Total	5,200	5,900	5,300

- 1.6 The scheme ensures that the following protected groups are subject only to the means-test calculation when their Council Tax Reduction discount is awarded:
- Pensioner household
  - Lone parents with a child under 5
  - Households where the means-test attracts an additional premium in their applicable amount due to disability or caring responsibilities
  - Households where the customer is in receipt of War Widows Pension
- 1.7 Any Council Tax Reduction Scheme customer who does not fall into one of the protected groups will:
- have their discount reduced by 10%
  - be restricted to a Band D equivalent liability amount
  - not be entitled to a discount if their capital exceeds £10,000.
- 1.8 During the height of Covid-19, Government provided funding to make a £150 discretionary payment to those on the Council Tax Reduction Scheme to help support them during the uncertain times. Since then, further discretionary payments have been made each year, firstly whilst Covid-19 was still prominent, and then due to cost of living pressures. After the first year, the cost of the discretionary scheme has been shared with Government and West Sussex County Council, albeit with

this Council picking up an ever-increasing share as other funders withdrew. On 13 December 2023, Council decided to continue with a discretionary payment of up to £195 to those on the Council Tax Reduction Scheme during 2024/25 without any support from other bodies because other parties stated they could not afford to do so. This is likely to cost the Council between £0.3m and £0.4m, funded from the 2024/25 (temporary) Funding Guarantee grant. In 2025/26 we would retain a small discretionary Council Tax Reduction Scheme fund for use with any ad-hoc individual unaffordability awards.

- 1.9 **Option 1 Moving to a 95% or 100% Scheme** - Of key importance is for the scheme to continue to provide support for residents on low income, whilst adding further protection to the most vulnerable within the Horsham District. Moving to a 95% or 100% scheme would improve this financial support. The extra costs of doing so are estimated in the table below, which would be shared by all preceptors in the following estimated proportions:

Approx split	95% scheme	100% scheme
WSCC (77.5%)	£81,380	£163,150
Police (11.4%)	£11,970	£24,000
HDC (7.7%)	£8,080	£16,200
Parishes (3.4%)	£3,570	£7,150
Totals (100%)	£105,000	£210,500

- 1.10 **Option 2 Move to Band E cap on maximum benefit or remove altogether (or stay at Band D)** - The existing scheme currently caps entitlement to band D. There are presently 56 cases with an award restricted to band D. The majority of these cases are band E, with a few in band F, and single cases in the higher bands. The cost of removing this restriction is estimated to be an additional cost of between £25,000 and £26,000 per annum based on current caseload. A restriction to band E is anticipated to cost approximately £20,000 per annum.
- 1.11 A move to a 100% scheme would enable the end of the blanket discretionary payment of up to £195. This would remove the administrative burden of applying the discretionary Council Tax awards that are currently being used to effectively top accounts up to the 100%. It would also better align processes in the Revenues and Benefits service across Milton Keynes and Horsham, helping to reduce the cost pressures on the service.
- 1.12 The impact on individuals is hard to estimate as each case is often unique. However in simple terms, the minimum payable by band would be as set out in the tables below.
- 1.13 Moving to a 100% Council Tax Reduction Scheme, would mean that a working person on Council Tax Reduction Scheme living in a band E property, where the scheme was still capped at a band D, would pay £226 less. If the scheme was capped at a Band E, a customer in a band E property would pay £730 less.

Band	Ave Annual Liability 2024/25	2025/26 Annual liability	90% capped at Band D	90% uncapped	95% capped at Band D	95% uncapped	100% capped at Band D	100% uncapped
A	£1,476	£1,511	£ 151	£ 151	£75	£75	£0	£0
B	£1,722	£1,763	£176	£176	£88	£88	£0	£0
C	£1,968	£2,015	£201	£201	£100	£100	£0	£0
D	£2,214	£2,267	£226	£226	£113	£113	£0	£0
E	£2,706	£2,771	£730	£277	£617	£138	£504	£0
F	£3,198	£3,275	£1,234	£327	£1,121	£163	£1,008	£0
G	£3,691	£3,779	£1,738	£378	£1,625	£188	£1,512	£0
H	£4,429	£4,535	£2,494	£453	£2,381	£226	£2,268	£0

Tables indicating minimum payments at each band, on 95% and 100% scheme compared to current scheme (remaining capped at Band D)

Band	£ (better) / worse off on 95% scheme v current 90% CTRS	£ (better) / worse off on 100% scheme v current 90% CTRS	Current number of unprotected claimants in this band
A	(£76)	(£151)	103
B	(£88)	(£176)	263
C	(£101)	(£201)	308
D	(£113)	(£226)	163
E	(£113)	(£226)	28
F, G, H	(£113)	(£226)	28

- 1.14 Not everyone is entitled to the full award. Varying factors include whether the household has one or two parents, no or more children, weekly hours worked and/or claiming tax credits. They influence how much the residents is awarded, and therefore having to pay towards their Council tax. We have not been able to model every scenario for all 3,100 working age households, but as with any change to the scheme, it is likely that some will benefit more than others from the changes. However, these will broadly be the same within each council tax band as set out above. The Council has robust processes to assess affordability when collecting Council Tax and this ensures balances are only collected on the basis of affordability.
- 1.15 Customers in all bands will be required to pay less than the current 90% scheme that requires customers to pay 10%. The improvement for those in band A is the smallest and this household will be £151 better off than on the 90% scheme.

### **Other changes to be consulted upon**

- 1.16 **Option 3 Increase to Capital threshold** - Changes to the capital tariff could also be made. Currently, capital over £6,000 is subject to a sliding scale tariff that reduces the award for every £250 held, with a threshold of £10,000. Increasing the tariff to a flat £10,000 would help customers retain savings and ease the administration of the scheme. In the current caseload there is approximately 20 customers that would benefit from this change. The cost of this change would be £3,000 per annum.
- 1.17 **Option 4 Move to a standard deduction amount for Non – Dependants** - A move to a standard minimum Non – Dependant deduction would cost approx. £40,000. Currently an assessment is made on all cases with Non-Dependents living in a household. This requires the gathering and assessment of income evidence and then application of a non-dependent charge anywhere between £4.90 and £35.10 per week dependent on the assessment of Income. Moving to a standard deduction of £4.90 would bring it in line with Universal Credit assessments and would currently benefit just over 100 customers.
- 1.18 There are four main advantages in implementing a standard non-dependent deduction:
- The administration of processing changes in non-dependent circumstances would be eased.
  - reduced billing because of non-dependent changes in circumstances
  - reduced risk of error in processing – and the requirement of re-working corrections.
  - simplifies the customers calculation.
- 1.19 The financial impact on the administration of processing will support the work pressures the service will see as existing Housing Benefit cases transfer to Universal credit in 2024/25. From 2025/26 these cases will begin to have monthly earnings changes notified to Horsham. This will increase the workload within the benefits service, who are already processing thousands of changes each year as Universal Credit entitlement fluctuates each month in line with earnings.

## **2. Council Policy alignment:**

- 2.1 The design and funding of the Council Tax Reduction Scheme forms part of supporting people and communities as detailed in the 2023-2027 Council Plan.

## **3. Next steps:**

- 3.1 A consultation will be undertaken during October 2024. This would then be recommended to Council for approval in December 2024, ensuring the policy is in place for 1 April 2025.

## **4. Consultation and engagement:**

- 4.1 These proposals were presented to the Finance PDAG on 15 July 2024. The Councillors supported the proposal that the scheme should go out to consultation with the wish that the scheme continues to help the Council's less well-off residents.
- 4.2 Consultation with West Sussex County Council, the Sussex Police Association and the public will be conducted in October 2024 in the next stage of the process. Example consultation questions are included in Appendix A. The outcome from this consultation will be included in the final report.
- 4.3 The Monitoring Officer and the Director of Resources have been consulted to ensure legal and financial probity and their comments have been incorporated into the report.

## **5. Other courses of action considered but rejected:**

- 5.1 Horsham District Council has the authority to do nothing and keep the scheme the same as it is now, or reduce the amount of financial support awarded through this scheme. However, this course of action was rejected because of the need to continue to support the financially vulnerable.

## **6. Resource consequences:**

### **Financial:**

- 6.1 The cost of the 100% scheme to the Council is estimated to be approximately £16,200 to the Council, up to a further £5,310 should all the higher options be taken. However, this would be partially offset by a reduction in the resource needed to process a discretionary payment scheme which would no longer be required. Note any discretionary payments are currently funded through temporary Funding Guarantee grant in 2024/25) so does not directly affect the ongoing revenue costs of the Council. Any impact on the budget will be re-set when the 2025/26 budget is produced.

Resource Implications – Estimated Costs		
Option	Cost	Additional Cost
<b>Do Nothing (Estimated cost of existing scheme 2025/26).</b>	<b>£7.22m including Pensioners and Protected Groups that are not in scope</b>	
Option 1 Moving to a 95% or 100% Scheme.		95% £105,000 or 100% £210,500
Option 2 Move to Band E cap on maximum benefit or remove altogether (or stay at Band D).		Band E £20,000 or Band Restriction removed £26,000
Option 3 Increase to Capital threshold.		£3,000
Option 4 Move to a standard deduction amount for Non – Dependants.		£40,000
<b>All options at highest cost</b>		<b>£279,500</b>

Resource Implications – by Preceptors				
Option Total	WSCC	Police	HDC	Parishes
<i>Op1a: 95% - £105,000 OR</i>	<i>£81,380</i>	<i>£11,970</i>	<i>£8,080</i>	<i>£3,570</i>
Op1b: 100% - £210,500	£163,150	£24,000	£16,200	£7,150
<i>Op 2a: Band E - £20,000 OR</i>	<i>£15,500</i>	<i>£2,280</i>	<i>£1,540</i>	<i>£680</i>
Op2b: Remove Band restriction - £26,000	£20,150	£2,965	£2,000	£885
Op3: £10k capital - £3,000	£2,325	£345	£230	£100
Op4: Standard non-dep deduction - £40,000	£31,000	£4,560	£3,080	£1,360
<b>All Options (highest) - £279,500</b>	<b>£216,625</b>	<b>£31,870</b>	<b>£21,510</b>	<b>£9,495</b>

- 6.2 The cost of the Council Tax Reduction Scheme varies with the number of applicants and is directly related to rises and falls in the local economy. Numbers on Council Tax Support usually increase during a recession.



## **7. Legal considerations:**

- 7.1 Section 13 A of the Local Government Finance Act 1992 (“the Act”) provides that each billing authority in England must make a scheme specifying the reductions which are to apply to amounts of council tax payable, in respect of dwellings situated in its area, by:
- (a) persons whom the authority considers to be in financial need, or
  - (b) persons in classes consisting of persons whom the authority considers to be, in general, in financial need.
- 7.2 Paragraph 5 of Schedule 1A to the Act, provides that each financial year, each billing authority must consider whether to revise its scheme or to replace it with another scheme.
- 7.3 The authority must make any revision to its scheme, or any replacement scheme, no later than 11 March in the financial year preceding that for which the revision or replacement scheme is to have effect.
- 7.4 Paragraph 3 of Schedule 1A of the Act provides that before making or revising a scheme, the authority must (in the following order)—
- (a) consult any major precepting authority which has power to issue a precept to it,
  - (b) publish a draft scheme in such manner as it thinks fit, and
  - (c) consult such other persons as it considers are likely to have an interest in the operation of the scheme.
- 7.5 Sections 134(8)(a) and 139(6)(a) of the Social Security Administration Act 1992 allow local authorities administering schemes for housing benefit and council tax benefit to modify those schemes to disregard prescribed war disablement pensions and war widow’s pensions.

## **8. Risk analysis and mitigation:**

- 8.1 Changing the scheme may affect the Council’s risk profile.
- 8.2 Failure to consult on the proposals and to implement a revised proposal would mean continuing with the current scheme again in 2025/26 at greater cost to the Council. Implementation of the proposed scheme is not thought to present a risk, as the changes to software can be accommodated.
- 8.3 Changing the criteria may have an impact on collection. However, an increase to a 100% scheme rather than the current 90% scheme would see the customers needing to pay less, thereby mitigating this risk.
- 8.4 The Council continues to carry a risk of the cost of the scheme increasing if the economic situation in Horsham District gets worse.

## **9. Procurement implications:**

- 9.1 There are no procurement implications stemming from this report.

## **10. Equalities, Human Rights & Public Sector Equality Duty considerations:**

10.1 A full Public Sector Equalities Duty assessment will be conducted for any changes to the Council Tax Reduction Scheme.

10.2 The work to date has borne in mind the Government's guidance document "Vulnerable People – Key Local Authority Duties". In this document, the Government reminds local authorities of their duty to consider their obligations under the Equality Act, their Child Poverty Strategy and their duties to help prevent homelessness. The three aims of the Equality Duty are to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and
- foster good relations between those who share a relevant protected characteristic and those who do not.

10.3 The relevant protected characteristics are:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

10.4 A full Equalities Impact Assessment is being undertaken and will be presented as part of the November 2024 Cabinet report alongside the consultation feedback.

**11. Environmental implications:**

11.1 There are no environmental implications arising from this report.

**12. Other considerations:**

12.1 The application of the Council Tax Reduction Scheme includes sensitive personal data; however, this decision has no implications on the application of the scheme. There are no implications for crime and disorder.

## **Appendix A: Draft consultation questions for the Council Tax Support Scheme 2025/26** (this will be available as an online form upon launch)

**This consultation runs from [date] to midnight on the [date].**

Our Council Tax Support scheme (CTS) has been in place since April 2013, and provides financial support to many residents, helping them to afford their Council Tax.

There are currently two separate schemes, a national scheme for pensioners and a local scheme for working age customers.

The Council is proposing amendments to the working age scheme only. This is because the pensioner scheme cannot be changed at a local level.

We are asking all residents of Horsham to review the proposed changes and let us know your thoughts.

All views captured will be included in the report to Council, who will vote on whether to introduce any changes to the scheme.

If agreed, any amendments to the scheme would start on the 1<sup>st</sup> April 2025.

To help you complete the following questions we have provided more information on the current working age scheme, please click [here](#) to read this.

### **Options 1 & 2 – Percentage of Scheme Support:**

The Council is considering removing the discretionary element of the scheme, because it is costly and complex to administer. Instead we would make the main working age CTS scheme more generous than the current 90% scheme, allowing us to also provide more help to more residents. This would also support the Council to maintain the costs of collecting unpaid Council Tax.

- Option 1 would see the level of support increased to 95%, which would increase the annual cost of the scheme by £105,000.00
- Option 2 would see the level of support increased to 100%, which would increase the annual cost of the scheme by £210,000.00

### **Which would be your preferred option? [multiple choice]**

- 1) Continue with the current 90% scheme?
- 2) Increase the scheme to a 95% scheme?
- 3) Increase the scheme to a 100% scheme?

**Comments: [free text box]**

### **Options 3 & 4 – Band Restrictions:**

Another option for consideration is to remove the band D restriction, to provide more support to residents in larger properties.

- Option 3 - The Council could remove the restriction completely, which would benefit approximately 56 residents at a cost of £26,000.
- Option 4 - Alternatively, we could raise the restriction to band E, which is anticipated to cost approximately £20,000 per annum and would benefit approximately 28 residents.

**Which would be your preferred option? [multiple choice]**

- 1) Continue with the current restriction?
- 2) Remove the restriction completely?
- 3) Raise the restriction to Band E?

**Comments: [free text box]**

### **Options 5 – Savings Limit:**

We are considering increasing the savings limit from £6,000 to £10,000 to help customers retain their savings and reduce the administrative requirements of reviewing bank account details. The cost of this change would be £3k per annum.

**Which would be your preferred option? [multiple choice]**

- 1) Continue with the current savings limit?
- 2) Increase the savings limit to £10,000?

**Comments: [free text box]**

### **Options 6 – Non-Dependant Deductions:**

The Council is proposing to change to a single deduction, rather than a range of deductions linked to the income of the non-dependant. This range is between £4.90 and £35.10 per week.

The lowest deduction amount of £4.90 per week is proposed and would be increased annually.

This change simplifies administration due to the removal of evidence gathering and assessment of average income of non-dependants, is easier for residents to understand and reduces customer queries and demand.

The estimated cost of fixing the non-dependant deduction is **£40,000 per year**. This would impact just over 100 residents

**Which would be your preferred option? [multiple choice]**

- 1) Keep the current scale of non-dependant deductions?
- 2) Change to a single non-dependant deduction?

**Comments: [free text box]**

## Useful Information on the Current Working Age CTS Scheme:

The average annual cost of the main working age CTS scheme is £6.6m and is funded both nationally and locally. It supports over 3,000 low-income residents every year.

The current scheme calculates a customer's entitlement using a means-test, and then restricts the amount of support given to 90% of the customer's Council Tax bill, unless they are in a protected group:

- Lone parents with a child under 5
- Households where the means-test attracts an additional premium in their applicable amount due to disability or caring responsibilities
- Households where the customer is in receipt of War Widows Pension

For customers not in one of the protected groups the existing scheme currently caps entitlement to band D. This means that CTS customers, who live in a property with a Council Tax band E or above, only receive CTS limited to the value of a band D property.

Another aspect of the scheme limits the amount of support given to residents if their savings are over £6,000.00. The amount of support continues to reduce the more savings a resident has over £6,000, with no CTS awarded when savings held are £10,000 or more.

Currently a deduction is applied to CTS if there is a non-dependant resident in the household. A non-dependant is a person aged 18 or over who lives in the home or is using the home as their main residence. The amount of deduction varies and depends on the status of the non-dependant and how much income they have.

Over the last 4 years additional discretionary support to help customers during the Covid-19 pandemic and the subsequent cost of living crisis has been offered. These additional annual costs are below and have also been funded both nationally and locally:

- 2021/22 - £563,244
- 2022/23 - £434,323
- 2023/24 - £372,153
- 2024/25 - £375,478

## North Horsham Parish Council Meeting on 7<sup>th</sup> November 2024

Correspondence List 1 from 5<sup>th</sup> September to 30<sup>th</sup> October 2024

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

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• West Sussex Recycles: Zero Waste Week, Summer of Sport, new animations and more...</li> <li>• WSCC/037/23 Brookhurst Wood Landfill Site, Langhurstwood Road, Construction and Operation of an Open Windrow Composting (OWC) Facility REFUSED</li> <li>• News Release : Supporting your care choices – latest Care Guide now available</li> <li>• News Release : Are you scam savvy? Free advice sessions for residents</li> <li>• Residents' eNewsletter : Free electric blanket testing, vaccines update, high blood pressure help, and more!</li> <li>• Road Closure date notification - North Street Roundabout, Horsham- 23/09/2024- North Mid Sussex</li> <li>• News Release : Grieving families' needs are at the heart of new West Sussex Coroner's Court</li> <li>• Residents' eNewsletter - IMPORTANT AMENDMENTS: Sepsis; Know the Signs, Save a Life Campaign</li> <li>• Highways, Transport and Planning - News and Updates</li> <li>• News Release : West Sussex Libraries Host Free Events to Support Positive Ageing</li> <li>• News Release : Have your say on proposed transport improvements between Chichester and Bognor Regis</li> <li>• News Release : On-street parking charge freeze to help West Sussex residents and visitors to the county</li> <li>• Could you be a Councillor?</li> <li>• News Release : Rogue Builder Ordered to Pay Back £44,400 to Victims Following Proceeds of Crime Hearing</li> <li>• West Sussex 16 to 20 Bus Saver Survey</li> <li>• News Release : West Sussex County Council submits expression of interest on devolution</li> <li>• West Sussex Recycles: New recycling animations, autumn winter Recycling Centre opening hours and more...</li> <li>• News Release : Applications for primary and junior school places in West Sussex are now open</li> <li>• News Release : West Sussex Waste Partnership continue efforts to increase recycling and reduce waste</li> <li>• Rescue me! Recycle Week takes place 14 to 20 October</li> <li>• News Release : West Sussex County Council children's home recognised for making significant improvements</li> <li>• New Assistant Area Highway Managers</li> <li>• News Release : Consultation opens to help improve the lives of autistic people in West Sussex</li> <li>• News Release : Fostering is... 'Everything' - new film hopes to inspire more to become foster carers in West Sussex</li> <li>• Residents' eNewsletter : Free slippers, new vaccine available, free half term fun, have your say, and more!</li> <li>• News Release : West Sussex County Council asks public not to abuse its staff</li> <li>• News Release : West Sussex County Council to challenge the Government to solve the A27</li> <li>• Public Rights of Way Planned Improvements</li> </ul>
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	<ul style="list-style-type: none"> <li>• News Release : County Council improves safety of children's school journeys with active travel initiatives</li> <li>• News Release : Cabinet agrees next steps to set budget for year ahead</li> <li>• Highways, Transport and Planning - News and Updates</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Examination of Horsham Local Plan - Programme Officer Introduction Letter</li> <li>• Consultation on revised NPPF</li> <li>• Latest news: Jobs Fair 2024; Billingshurst community groups survey; Shape the future of leisure and outdoor spaces</li> <li>• Latest news : 400 visitors to local Jobs Fair; Wilder Horsham District to be extended; Have your say on Council Tax Support; Battle of Britain Anniversary</li> <li>• Essential maintenance will be taking place on Horsham District Council's network 5/6 October</li> <li>• Climate Action News - October 2024</li> <li>• Parish &amp; Neighbourhood Council Planning Training 24 September 2024 : Link to recording and copy slides</li> <li>• Latest news: Have your say on Enterprising Horsham; Book Half Term activities; Horsham Park wins gold</li> <li>• Examination of Horsham Local Plan - Inspector's Hearing Documents <i>**To be discussed at PET Committee Meeting 31<sup>st</sup> October 2024**</i></li> <li>• HDC - Enterprising Horsham : Consultation Underway - Parish Council <i>**HDC have asked that this be shared with the parish councillors for completion by the deadline of 29<sup>th</sup> November **</i></li> <li>• Horsham District Local Plan 2023</li> <li>• Latest news: Vote now in the People's Budget; Future refurbishment plans for Horsham's Capitol Theatre to be reappraised; Save the date for our Christmas launch party</li> </ul>
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 05.09.24</li> <li>• Events 10.09.24</li> <li>• Newsletter 11.09.24</li> <li>• Chief Executive's Bulletin 12.09.24</li> <li>• New website</li> <li>• Newsletter 18.09.24</li> <li>• Chief Executive's Bulletin 19.09.24</li> <li>• Events 24.09.24</li> <li>• Chief Executive's Bulletin 26.09.24</li> <li>• Events 01.10.24</li> <li>• Chief Executive's Bulletin 03.10.24</li> <li>• <b>NEW WEBSITE</b> - including instructions on how to create an account</li> <li>• Events 08.10.24</li> <li>• Check out our upcoming events</li> <li>• Chief Executive's Bulletin 17.10.24</li> <li>• Events 22.10.24</li> <li>• Chief Executive's Bulletin 24.10.24</li> <li>• Special edition of the Chief Executive's Bulletin 25.10.24</li> <li>• Events 29.10.24</li> </ul>
4.	<p><u>West Sussex Association of Local Councils (WSALC)</u></p> <ul style="list-style-type: none"> <li>• PCC Survey - closing date 31st October <i>**Also publicised on Facebook**</i></li> <li>• Newsletter Autumn 2024</li> <li>• Cessation of Support from Mulberry Local Authority Services</li> </ul>

5.	<p><u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u></p> <ul style="list-style-type: none"> <li>NHW - Volunteer support (urgently) required : Sussex [#305773936]</li> <li>NHW - Request for your feedback on the policing service you receive [#306743130]</li> <li>NHW - The September edition of OUR NEWS is here [#307023039]</li> <li>Sussex Alerts - Zombie-style Knives and Machete Surrender and Compensation Scheme [#308584355]</li> <li>NHW - Horsham District NW Association Annual General Meeting - Monday 28 October 2024 [#309540533]</li> <li>Sussex Alerts - Sussex Police Crime Alert - Sheds and Garage Breaks - Horsham [#310684763]</li> <li>NHW - 2024 Crime and Community Survey launched [#318777999]</li> <li>NHW - The October edition of OUR NEWS is here [#319870257]</li> <li>NHW - Are you scam savvy? [#322141663]</li> <li>NHW - Final reminder - Request for your feedback on the policing service you receive [#325340545]</li> <li>NHW - REMINDER - Annual General Meeting on Monday 28 October at Horsham Police Station [#326440317]</li> <li>NHW - Sussex Resilience Forum - Local Risk Perception Survey [#327144746]</li> <li>Sussex Alerts - Update on Horsham Arrests [#327249666]</li> <li>Sussex Alerts - Sussex Resilience Forum - Emergency Ready [#330303260]</li> <li>Sussex Police - Tips for a Safer Halloween [#330635048] <i>**Also publicised on Facebook**</i></li> <li>Sussex Alerts - Horsham District Council Neighbour Related Nuisance Support Group [#334454860] <i>**Also publicised on Facebook**</i></li> <li>NHW - Time Flies When You're Protecting Homes and Communities [#335185748]</li> </ul>
6.	<p><u>NHS Sussex</u></p> <ul style="list-style-type: none"> <li>Let's talk about ... your experiences of NHS Health and Care in 2024 <i>**Also publicised on Facebook**</i></li> <li>Would you like to provide feedback on a digital medication's pilot?</li> <li>NHS Sussex News bulletin: 25 October 2024</li> </ul>
7.	<p><u>Gatwick Airport</u></p> <ul style="list-style-type: none"> <li>Gatwick In Touch - September 2024</li> <li>FASI South Airspace Change Proposal Update Slide Deck</li> </ul>
8.	<p><u>Office for National Statistics</u></p> <ul style="list-style-type: none"> <li>Local authority update : Your September 2024 Newsletter Issue 19</li> <li>Local authority update : Your October 2024 Newsletter Issue 20</li> </ul>
9.	<p><u>Other Correspondence</u></p> <ul style="list-style-type: none"> <li>St Catherine's Hospice - St Catherine's Autumn Matters 2024</li> <li>AiRS - Sussex Community Housing Hub</li> <li>Sussex North Offsetting Water Scheme (SNOWS) Newsletter - Oct 2024</li> <li>West Sussex Fire and Rescue - Fire service launches new community questionnaire</li> <li>Gallagher - Information regarding Community Insurance products</li> </ul>



North Horsham Parish Council Meeting on 7 <sup>th</sup> November 2024	
Correspondence List 2 from 31 <sup>st</sup> October to 6 <sup>th</sup> November 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"> <li>News Release : Have your say on West Sussex County Council's 2025-2026 budget and priorities</li> <li>Have your say on our budget for 2025-2026</li> <li>West Sussex Recycles: Think Before You Buy, safe firework disposal and more...</li> </ul>
2.	<u>Horsham District Council</u> <ul style="list-style-type: none"> <li>Climate Action News - November 2024</li> <li>How to report crime and ASB <i>**Also shared on Facebook and on Noticeboards**</i></li> </ul>
3.	<u>National Association of Local Councils (NALC)</u> <ul style="list-style-type: none"> <li>Chief Executive's Bulletin 31.10.24</li> <li>Events 05.11.24</li> </ul>
4.	<u>West Sussex Association of Local Councils (WSALC)</u> <ul style="list-style-type: none"> <li>Just in case you missed it... Supporting Councils with CloudyIT: Virtual Meeting Solutions, AI, and Secure IT Systems</li> </ul>
5.	<u>Horsham Association of Local Councils (HALC)</u> <ul style="list-style-type: none"> <li>AGM Draft Minutes</li> </ul>
6.	<u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Action Fraud</u> <ul style="list-style-type: none"> <li>Sussex Alerts - Investigation launched following stabbing in Horsham [#337484388]</li> <li>Sussex Alerts - Antisocial Driving - Operation Downsway [#337551911]</li> <li>NHW - The November edition of OUR NEWS is here [#338194391]</li> <li>Sussex Alerts - Sussex Police Monthly News Bulletin - Horsham [#340067626]</li> </ul>
7.	<u>NHS Sussex</u> <ul style="list-style-type: none"> <li>Sussex News bulletin: 1 November 2024</li> </ul>
8.	<u>Other Correspondence</u> <ul style="list-style-type: none"> <li>GTR - Underground strikes: impact to GTR services – important update</li> </ul>